

**CITY OF KINGMAN
MEETING OF THE COMMON COUNCIL
Council Chambers
310 N. 4th Street**

AMENDED

5:30 PM

AGENDA

Tuesday, December 15, 2015

REGULAR MEETING

CALL TO ORDER AND ROLL CALL

INVOCATION

The invocation will be given by Steve McCall of Desert Church of Christ.

PLEDGE OF ALLEGIANCE

THE COUNCIL MAY GO INTO EXECUTIVE SESSION FOR LEGAL COUNSEL IN ACCORDANCE WITH A.R.S.38-431.03(A) 3 TO DISCUSS ANY AGENDA ITEM. THE FOLLOWING ITEMS MAY BE DISCUSSED, CONSIDERED AND DECISIONS MADE RELATING THERETO:

1. APPROVAL OF MINUTES

- a. The Regular Meeting minutes of December 1, 2015**

2. APPOINTMENTS

- a. Reappointment of commissioners to the Municipal Utility Commission (MUC)**

The terms for Commissioners Pat Yarish, Toby Orr and Marvin Yarbrough will expire on December 31, 2015. No new talent bank applications have been received. **At their November 23, 2015 meeting, the MUC voted 4-0 to recommend reappointment of commissioners Pat Yarish, Toby Orr and Marvin Yarbrough.**

- b. Consideration of appointing two candidates to the Planning and Zoning Commission**

The Planning and Zoning Commission considered eight candidate applications on December 8, 2015 to fill one term expiring in December, 2015 and one term expiring in December, 2016. **The Planning and Zoning Commission recommends that the Council appoint two commissioners from the following candidates: Mark Bailey, ~~Laurie DeVries~~, Gary Fredrickson, Jed Noble, and Thomas Schulte.**

- c. Discussion and possible action regarding appointment of a vice-mayor**

Mark Wimpee, Sr. resigned from the position of vice-mayor and the Council in October, 2015. The Council will discuss selecting a new vice-mayor and possibly appoint a member to that position.

3. AWARDS/RECOGNITION

- a. Citizen recognition**

On October 30th at approximately 10:30 A.M. officers responded to a collision between a motorcycle and SUV at the intersection of Main and Wickieup. The rider of the motorcycle received life threatening injuries as a result of the collision. Off-duty Arizona Department of Public Safety (DPS) Trooper Leo Becenti Jr. and citizen Ellen

Baca heard the collision and immediately went to the aid of the rider. According to family members, the surgeons were able to save the rider's life and leg due to the prompt actions of Trooper Becenti and Ms. Baca. Both individuals are to be commended for their quick and selfless response to an individual in distress.

4. CALL TO THE PUBLIC - COMMENTS FROM THE PUBLIC

Those wishing to address the Council should fill out request forms in advance. Action taken as a result of public comments will be limited to directing staff to study the matter or rescheduling the matter for consideration and decision at a later time. Comments from the Public will be restricted to items not on the agenda with the exception of those on the Consent Agenda. There will be no comments allowed that advertise for a particular person or group. Comments should be limited to no longer than 3 minutes.

5. CONSENT AGENDA

All matters listed here are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the CONSENT AGENDA and will be considered separately.

a. Professional Services Agreement at Railroad Museum

According to the agreement, the Whistle Stop Railroad Club (WSRRC) will utilize the "Hertz space" in addition to the original space they occupied in the Kingman Train Depot. WSRRC will be required to have the museum open five days a week. They will also be responsible for routine maintenance of the museum portion of the Depot including, but not limited to, cleaning, dusting, routine repairs, and stocking the restrooms. The City will be responsible for major repairs and the utilities. The agreement renewal will be for one year and will begin on January 1, 2016. **Staff recommends approval.**

b. Award of bid for a new office building

The Mohave Area General Narcotics Enforcement Team (M.A.G.N.E.T.) Board of Directors sought bids for the construction of a new office building at their current location on Flightline Drive. One bid was submitted and opened on November 25, 2015 with the bidder being T.R. Orr Inc. with a construction cost of \$132,000.00. The bid was reviewed and approved by the M.A.G.N.E.T. Board of Directors on December 4, 2015. **Staff recommends approval.**

c. Consideration of an exception to Section 9-5(c)(1) to permit overhead power to a detached garage at 3724 N. Moore Street

The residents at 3724 N. Moore Street are constructing a detached garage on the rear portion of their property. There is a powerline along the rear of the lot that serves the properties on the east of Moore Street and the west side of Bond Street. Unisource Energy will not charge them for an overhead line drop from this power line. Subsection 9-5(c)(1) of the City Code requires underground power. An underground power line will cost the residents \$2,000 and require them to run the line across the Hackberry right-of-way. **Staff recommends approval of the exception.**

d. Authorization for the purchase of a Computer Aided Dispatching (CAD) paging interface

The Kingman 9-1-1 Center currently utilizes a manual process of email, phone, and text messaging to notify Command Staff of major incidents or to call out additional personnel. The CAD paging interface will automate this process. The Kingman 9-1-1 Center and Kingman Police Department have a contract with New World Systems to provide CAD Software and the paging interface would be an add-on to the existing system.

Staff recommends approval.

6. OLD BUSINESS

a. Consideration of grant of easement to Unisource (UNS) Electric at Kingman Crossing property (ENG15-069)

The proposed easement is along the west boundary of the Kingman Crossing property (Parcel 322-06-010) and is intended to cover existing power poles, electric lines and guy anchors that were installed many years ago when the property was under ADOT ownership. This easement request was reviewed and tabled at the October 20, 2015 Council meeting. On November 16, 2015, Staff met with members of Unisource Electric but were unable to reach any additional agreements on the easement language. **Staff recommends including the standard franchise language in the easement document, which requires the electric company to bear the costs of any future relocation of their facilities. Staff further recommends authorizing the mayor to sign the agreement on behalf of the City.**

b. Battalion Chief - Operations reclassification

The position of Battalion Chief – Operations for the Fire Department is currently an “exempt” status position due to their supervisory status and responsibilities within the department based on their assignment as “Shift Commanders.” The individuals within these positions serve in a mixture of exempt and non-exempt status; however, they lose many of the benefits associated with each classification. The work schedule and the requirements of this position bring the conclusion that these individuals would be better served and better serve the City of Kingman in a non-exempt classification. **Staff recommends the approval of the reclassification of the position of Battalion Chief - Operations as non-exempt status within the adopted pay plan for the city of Kingman.**

c. Public Hearing and consideration of proposed Ordinance 1805: amending permit fees in relation to Manufactured Housing & Factory Built Buildings

Since entering into an intergovernmental agreement (IGA) with the State of Arizona Office of Manufactured Housing [OMH], OMH has adjusted their fee schedule for FY 2016. Approval of Ordinance 1805 will adjust current City fees to match the OMH Fee Schedule update for 2016, which is required by the IGA. This item was previously approved by Council after being sent to the agenda prematurely. Like all other fee increases, this item has been posted on the City of Kingman website for 60 days and must be ratified now that the statutory timeline has been met. **Staff recommends approving Ordinance 1805.**

d. Resolution 4984: allowing an exception to Section 1-12 of the Streets and Sidewalks Regulations

Staff has received a request for an exception to Section 1-12 of the Streets and Sidewalks Rules and Regulations for 3150 and 3152 Stockton Hill Road (Parcels 320-13-007 & 320-13-044). Section 1-12 of the Streets and Sidewalks Development Rules and Regulations allows one commercial driveway for properties with frontage of less than 300 feet. When combined, the subject properties will have approximately 200 feet of frontage. Rex Ruge has submitted a site plan requesting two driveways for the subject properties. The site plan was reviewed at the November 19, 2015 Traffic Safety Committee and the committee generally agrees with the exception allowing two driveways for the subject properties. Councilmember Yocum has requested that this item be revisited. **Staff recommends approval.**

e. Discussion and possible action on the splash pad water management system

type, park location and the City's level of involvement

Staff is requesting Council decision on the type of splash pad water management system, the park location for the splash pad, and the City's level of involvement in the process. Staff recommends a repurpose to irrigation water management system installed at South Side Park or Cecil Davis. If a recirculation water management system is the Council's decision, Staff recommends installing it at Centennial Park. If repurpose to irrigation water management system is the Council's decision and additional funds are required, Staff recommends the City contribute to the project.

f. Fiscal Year (FY) 2015 financial audit update

Staff will provide Council with an update as to the status of the City's FY 2015 financial audit. At the last Council meeting, staff informed Council that the previous audit firm's services had been disengaged and a request for proposal (RFP) to hire a new audit firm was being drafted.

g. Property tax initiative

Discussion, direction and possible action concerning the proposed property tax being placed on the ballot in May, 2016. Several councilmembers have voiced concerns about asking voters to approve a property tax due to a recent embezzlement investigation involving a former City employee. **Staff is neutral, though Staff is still in favor of a property tax to add stability to the City's revenue.**

7. NEW BUSINESS

a. Presentation of GIS needs assessment

The City has hired Sunrise Engineering to prepare a Geographic Information System (GIS) needs assessment. GIS is used by cities and other entities as a means to store, manage, and share data across departments and with the general public. It has been almost 10 years since the last GIS assessment was prepared for the City. Staff has asked Sunrise Engineering to discuss the assessment and answer any questions there may be on the report. This presentation is for informational purposes only.

b. Public Hearing and consideration of Resolution 4985: Request for a Conditional Use Permit (CUP) to permit a public assembly - general use, specifically a church, at 112 N 4th Street (Case CUP15-001)

A request for a CUP to allow a "Public Assembly – Indoor General" use at 112 North Fourth Street, Kingman, to operate church. This portion of the Central Commercial Building will have 234 seats. The property is zoned C-2 and is in Historic Commercial Overlay District. **The Planning & Zoning Commission and Staff recommend approval of the request based on the findings that the application conform to the standards for review, findings of fact, required findings of a CUP and analysis with the condition that the applicant meet with the Building Department and resolve the building official's concerns about the mezzanine use and comply with all regulations set forth by the Fire Department.**

c. Creation of a Court Clerk position for Veterans Court

Based on the anticipated participation rate of the new Veterans Treatment Court program, Staff recommends adding a Veterans Court Clerk position for program support. Currently the Municipal Court has an unfunded .50 FTE (full-time employee) Court Clerk position. Staff recommends funding the .50 position and increasing it by .50 to be 1 FTE. The position will remain at the same salary grade as the current Court Clerk position, but will be re-titled to Veterans Court Clerk and the job description revised to better align the tasks with those related to a veterans treatment court

program. **Staff recommends approval.**

d. Resolution 4986: compensation and classification plan

Attached Resolution 4986 amends previously adopted Resolution 4953 by amending the classification and compensation plan for FY 2015/2016 to reflect changes in Fire Department personnel classification and Municipal Court personnel. **With Council approval of previous related agenda items, Staff recommends approval of the change to the classification and compensation plan.**

e. Department presentation - Fire

The City Manager has directed each department head to give a brief presentation to the Council and Public on the purpose and future of the department. The Fire Department will provide a report for informational purposes only.

8. REPORTS

Board, Commission and Committee Reports by Council Liaisons

9. ANNOUNCEMENTS BY MAYOR, COUNCIL MEMBERS, CITY MANAGER

Limited to announcements, availability/attendance at conferences and seminars, requests for agenda items for future meetings.

ADJOURNMENT



**CITY OF KINGMAN
COMMUNICATION TO COUNCIL**

TO: Honorable Mayor and Common Council
FROM: City Clerk's Office
MEETING DATE: December 15, 2015
AGENDA SUBJECT: The Regular Meeting minutes of December 1, 2015

SUMMARY:

Please be advised there are formatting issues that will be addressed in the final copy. The Clerk's Office is working hard with Novussolutions to resolve these issues.

FISCAL IMPACT:

STAFF RECOMMENDATION:

Approve minutes.

ATTACHMENTS:

Description

Regular Meeting minutes of December 1, 2015

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Muhle, Sydney	Approved	12/9/2015 - 11:29 AM

**CITY OF KINGMAN
MEETING OF THE COMMON COUNCIL
Council Chambers
310 N. 4th Street**

5:30 PM

**MINUTES
REGULAR MEETING**

Tuesday, December 1, 2015

CALL TO ORDER AND ROLL CALL

DRAFT MINUTES

Mayor Anderson called the meeting to order at 5:30 P.M. and roll call was taken. All councilmembers were present except Councilmember Young who was excused. The invocation was given by Pete Ernst of Manzanita Baptist Church after which the Pledge of Allegiance was said in unison.

INVOCATION

The invocation will be given by Pete Ernst of Manzanita Baptist Church.

PLEDGE OF ALLEGIANCE

THE COUNCIL MAY GO INTO EXECUTIVE SESSION FOR LEGAL COUNSEL IN ACCORDANCE WITH A.R.S.38-431.03(A) 3 TO DISCUSS ANY AGENDA ITEM. THE FOLLOWING ITEMS MAY BE DISCUSSED, CONSIDERED AND DECISIONS MADE RELATING THERETO:

1. APPROVAL OF MINUTES

a. The Regular Meeting and Executive Session minutes of November 17, 2015

Councilmember Miles made a MOTION to APPROVE the Regular Meeting and Executive Session minutes of November 17, 2015. Councilmember Yocum SECONDED and it was APPROVED by a vote of 6-0.

2. APPOINTMENTS

a. Administer oath of office to newly appointed councilmember

Judge Jeffrey Singer will administer the oath of office for new Councilmember Kenneth Dean.

City of Kingman Magistrate the Honorable Jeffrey Singer administered the Oath of Office to Councilmember Dean.

Councilmember Dean thanked the Council for the opportunity and said he is honored and humbled to serve the City of Kingman. He said he is looking forward to working with the Council on economic development to make Kingman a better place to be. He said he will do the best job he for the citizens of Kingman.

b. Consideration of appointing and/or reappointing Planning & Zoning commissioners

The terms of Commissioners Kirkham and Kress end on December 31, 2015. Commissioner Mark Wimpee Jr. has more than four unexcused absences. Commissioner Wimpee's term ends December 31, 2016. The City has received two applications for the Planning and Zoning Commission, one of which is from an individual who resides outside City limits. **If the residency requirement stands, Staff recommends reappointing Commissioner Kress and appointing Jed Noble. If the residency requirement does not stand, Staff recommends following the Planning and Zoning Commission's recommendation to reappoint Commissioners Kirkham and Kress and appoint Randy Gorder.**

Mayor Anderson said Randy Gorder rescinded his application to be on the Planning and Zoning Commission.

Mr. Gorder said he asked Development Services Director Gary Jeppson to remove his application due to the current municipal code requiring Planning and Zoning Commission members to be residents of the City. He said he did not want to pose any problems and asked that the code be investigated.

City Attorney Carl Cooper said it is state statute and the City cannot modify it.

Mayor Anderson said this is the one commission governed by state statute. He said he has requested a copy of the state statute and has not received it yet. He said he has seen the local code.

Mr. Cooper and Councilmember Miles said the state statute was included in the meeting packet.

Mr. Gorder said because of the pool of candidates and demographics of the City it should be looked into.

Mayor Anderson said there are a lot of vacancies on other commissions that allowed applicants from outside of the City limits.

Allen Mossberg asked the Council to send the application from Jed Noble back to the Planning and Zoning Commission for review by the commission as Mr. Noble was not able to attend the last meeting. He said the commission would like to ask Mr. Noble questions and resubmit his application. He said he also wanted the Council to look into the state statute. He said another commissioner will be moving to the county next year and the commission will be short members again. He said the commission is running at 110-percent and would like to keep this going. He recommended Commissioner Kress for reappointment to another term and that the City work to retain Commissioner Kirkham.

Mayor Anderson asked when Commissioner Angle would no longer be able to serve on the commission.

Mr. Cooper said it would generally be at the time the commissioner ceases to be a City resident. He said it was not very clear and could be left to the discretion of the Council, but his recommendation was that a non-City resident should not be on this commission per statute.

Mayor Anderson said the commission could potentially be down to four members.

Mr. Mossberg said Mr. Angle has two years left on his term and it is imperative to look into that statute if at all possible.

Councilmember Miles quoted a portion of the City Code that would allow a commissioner to serve the remainder of their term at the discretion of the Council.

Mr. Cooper said it did not apply to this commission.

Councilmember Miles said it was under the Planning and Zoning Commission code.

Mr. Cooper said he would have concerns, but the decision would be at the discretion of the Council. He said he did not think that it was likely the City would be sued over this action, but it is something he would not recommend.

Councilmember Abram said Commissioner Kirkham has been a very valuable and committed member of the Planning and Zoning Commission. He said he was not sure if Mr. Kirkham had previously resided within City limits, but if there is a possibility for continued service then this should be part of the discussion. He said he was not sure how this would fit in but he would hate to see Mr. Kirkham left out as it would be a loss for the commission.

Mr. Cooper said this was an unfortunate situation in which he was out of the office and one of his assistants gave the opinion that it was okay for Mr. Kirkham to be appointed.

Eugene Kirkham said he had tried several times to be appointed as he had served on the commission in Garden Grove, California. He said he was able to get on the City's commission due to a provision of the code that allowed someone from outside of the city limits to be appointed if there were not enough qualified applicants and they had exceptional experience. He said Mr. Cooper was aware of this. He asked why he was not removed when the error was realized. He said he has so much experience that this would be a loss for the City. He said he put a lot in and can put a lot more into the commission. He said the Council can do whatever they want and he encouraged the Council to allow him to stay on.

Mr. Cooper said doing something in error is reasonable, but doing something on purpose makes it unreasonable and the Council could be challenged for those actions. He said that any zoning decisions made through the use of the commission could be challenged if the Council knowingly violated state statute.

Mr. Kirkham said he disagreed with this as in Garden Grove members were allowed from county islands within the city.

Mr. Cooper noted this is Arizona and the law is different.

Mayor Anderson asked if Mr. Cooper remembered the conversation that Mr. Kirkham referenced.

Mr. Cooper said he did not but he does know the provision Mr. Kirkham is referring to. He said the Council deleted this section from the ordinance about a year ago.

Mayor Anderson asked if this was when the Butler and Golden Valley areas were

included in the ordinance.

Mr. Cooper said this was correct and noted it does not apply to the Planning and Zoning Commission, which is under state statute.

Mayor Anderson said this would be a tremendous loss and unfortunately there are not people applying for commissioner positions. He asked if there will be enough people to have these commissions. He then asked Mr. Cooper, City Manager John Dougherty, and Judge Singer to look into how to increase membership on the commissions. He said he would like to see recommendations in a week.

Councilmember Carver said the Council cannot overturn state statute. He said there was an issue previously in which the Council took action concerning a commissioner who moved to Lake Havasu City. He said he reads the statute the same way Mr. Cooper does. He said councilmembers are required to be residents of the City and he feels that if an individual cannot vote on City items then he or she should not sit on the commissions that put forth those things to be voted on. He said he believes there will be enough residents who will be able to fill the seats. He said he feels the City limits itself by only looking at experience.

Mayor Anderson said this only applies to the Planning and Zoning Commission and the City would like to retain Mr. Kirkham's experience on other commissions.

Vicki Kress asked the Council to reappoint her to the Planning and Zoning Commission. She said she wanted to echo Mr. Mossberg and Mr. Kirkham and wondered if there is enough confusion that this should be tabled until more research can be done on whether modifications can be made to stay within the state law. Ms. Kress asked if Mr. Kirkham could be retained until the matter was settled. She said her family has been in Kingman since the mid-1950s and her motivation for being on the commission is to make Kingman its best. She said she believes she has done this and would like the opportunity to continue for another two years.

Councilmember Abram made a MOTION to REAPPOINT Vicki Kress to the Planning and Zoning Commission. Councilmember Miles SECONDED and it was APPROVED by a vote of 6-0.

Mayor Anderson asked if there would be any residency restrictions on a commission forming a work group.

Mr. Cooper said he has not researched this issue.

Mayor Anderson said that as much as he would like to retain Mr. Kirkham, he agreed with Councilmember Carver that the Council would not recommend reappointing him. He said he would like to see something to reinvigorate people to apply for commissions that are shorthanded.

c. Consideration of appointments/reappointments to the Clean City Commission (CCC)

The terms of commission members William Ressegue and Margie Hicks end on December 31, 2015. The commission voted unanimously to recommend Council appoint William Ressegue to a three-year term on the CCC ending on December 31, 2018. Commissioner Hicks asked the commission to postpone her reappointment for one month

for personal reasons. **Staff recommends appointing William Ressegue to serve on the CCC for a term ending on December 31, 2018.**

Mayor Anderson said the commission tried to retain Commissioner Hicks; however, she said she would reconsider reappointment in another year or two. He said the commission recommended reappointment of William Ressegue.

Councilmember Carver made a MOTION to APPOINT William Ressegue to a three year term. Councilmember Abram SECONDED and it was APPROVED by a vote of 6-0.

d. Parks & Recreation Commission appointments

At the November 18, 2015 meeting of the Parks & Recreation Commission the commission voted to recommend appointing Corralyn Dunshie to her first full three year term. The commission also voted to recommend David Wayt and Edward Pyrzynski for the two upcoming vacant positions of two outgoing members for a three year term on the commission. **Staff recommends approval.**

Parks and Recreation Director Michael Meersman said the commission has two members who served nine years and cannot serve any longer. He said Commissioner Dunshie was appointed to fill a vacant term and both Commissioner Dunshie and Mr. Pyrzynski seem like good candidates.

Mr. Pyrzynski said he applied to the Parks and Recreation Commission because he is a father of four, has served on school boards, and dealt with parks and recreation on several issues. He said the commission encompasses the entire community and he realizes the importance of those services. He said he is a retired letter carrier and thinks Kingman is an energetic community. Mr. Pyrzynski said Mr. Meersman and his crew seem to be doing a good job.

Councilmember Yocum made a MOTION to APPOINT Corralyn Dunshie, David Wayt, and Edward Pyrzynski to the Parks and Recreation Commission. Councilmember Abram SECONDED and it was APPROVED by a vote of 6-0.

3. AWARDS/RECOGNITION

4. CALL TO THE PUBLIC - COMMENTS FROM THE PUBLIC

Those wishing to address the Council should fill out request forms in advance. Action taken as a result of public comments will be limited to directing staff to study the matter or rescheduling the matter for consideration and decision at a later time. Comments from the Public will be restricted to items not on the agenda with the exception of those on the Consent Agenda. There will be no comments allowed that advertise for a particular person or group. Comments should be limited to no longer than 3 minutes.

Resident Doug Dickmeyer said that due to the ongoing circumstances involving the City Finance Department, trust has been lost in the ability of the City to act as good stewards of the public's money. He said that combined with the outlook for lower and middle income families and retirees in this economy, he believes it would be best for the City and the residents to table the special election to levy a property tax on City property owners. He said he believes if the election is held it will not pass and will cost the City \$60,000 to \$100,000 that could be spent elsewhere. He said he believes there will come a time when this will pass, but not it is not now. He requested the Council bring this matter back in order to entertain a motion to table it.

Councilmember Carver asked for clarification on the cost of the election.

Mr. Cooper said the Council was not allowed to ask questions and could only respond to criticism once the Call to the Public is closed.

Resident Theresa Evans said she would like the Council to look at a comprehensive guideline to address the color of buildings in downtown Kingman and the type of merchandise a store in downtown Kingman could sell. She said she does not believe pornography and sex videos, even in a back room of a shop, is what families or tourists need to hear about or buy. She said the color of buildings should not be garish and the style should include historical and modern facades.

Resident Joe Longoria welcomed Councilmember Dean to the City Council on behalf of the Mohave County Democratic Central Committee.

Mayor Anderson closed the Call to the Public.

Councilmember Carver asked for clarification on the cost of the election.

City Clerk Sydney Muhle said the cost would be approximately \$40,000.

Mayor Anderson noted that Ron McJunkin requested to discuss Consent Agenda item "4d" and re-opened the Call to the Public.

Mr. McJunkin said he would like to see the Entertainment District boundaries extended to Oak Street. He said the Arnold Plaza building on Oak Street is not included and asked that this area be considered. He said the City may be able to bring this building back to life to prevent further deterioration. He said he would like to see it extend to at least between Second Street and Fourth Street on Oak Street.

5. CONSENT AGENDA

All matters listed here are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the CONSENT AGENDA and will be considered separately.

a. Vehicle purchase for the Engineering Department

The Public Works Fleet Maintenance Division requests Council approve the purchase of one 2015 3/4 ton truck, four wheel drive, gas engine, single rear wheels, long wheel base, crew cab service truck for the Engineering Department. **Staff recommends Council award the bid and purchase the vehicle from Courtesy Chevrolet.**

b. Liquor license application

Applicant Robert E. Wheaton of J.B.'s Restaurant #373 has applied for a new Series 12 Liquor License for a restaurant located at 2940 E. Andy Devine Avenue. **Staff recommends approval.**

c. Consideration of extending the preliminary plat of the Vista Bella Ranchitas Subdivision - Tract 6029

On November 3, 2015, the Council granted Doug Angle an exemption to Subsection 2.2(8)b.(iv) of the Subdivision Ordinance (which terminates a preliminary plat if it is not extended within 24 months of Council approval) on the Vista Bella Ranchitas Tract 6029 Preliminary Plat. Mr. Angle is seeking an approval of an extension of the Vista Bella Ranchitas Preliminary Plat. **Staff recommends approval of the Vista Bella Ranchitas Tract 6029 Preliminary Plat with the condition that the developer comply with the drainage requirements specified by the Engineering Department.**

d. Consideration of Resolution 4983 to expand the boundaries of the Entertainment District

Councilmember Carver requested the Council consider expanding the boundaries of the Entertainment District to include the area south of Andy Devine Avenue to Park Street. This expansion is still within the one square mile limitation of the Arizona Revised Statutes (ARS). Staff has drawn a new boundary map and it is attached to Resolution 4983. **Staff recommends approval.**

e. Consideration of a professional services agreement with Sunrise Engineering, Inc. for a Water Master Plan Update

It has been ten years since the last Master Plan Update, which is intended to identify and recommend solutions for the current and future water system. Staff has been negotiating with Sunrise Engineering, Inc. regarding a proposal for the work. The adopted budget includes \$300,000 for an update and Sunrise has submitted a proposal for \$232,000 to complete all tasks associated with the update. **Staff recommends approval.**

f. Resolution 4984, allowing an exception to Section 1-12 of the Streets and Sidewalks Regulations

Staff has received a request for an exception to Section 1-12 of the Streets and Sidewalks Rules and Regulations for 3150 and 3152 Stockton Hill Road (Parcels 320-13-007 & 320-13-044). Section 1-12 of the Streets and Sidewalks Development Rules and Regulations allows one commercial driveway for properties with frontage of less than 300 feet. When combined, the subject properties will have approximately 200 feet of frontage. Rex Ruge has submitted a site plan requesting two driveways for the subject properties. The site plan was reviewed at the November 19, 2015 Traffic Safety Committee and the committee generally agrees with the exception allowing two driveways for the subject properties. **Staff recommends approval.**

g. Inmate work contract

GEO is the new private administrator of the Arizona State Prison Complex - Kingman. The Arizona Department of Corrections has prepared an amendment to the City's inmate work contract naming the new administrator as GEO. There are no other substantive changes to the contract. In order to avoid an interruption of service and continue receiving our inmate work crews, Staff signed the amendment naming GEO as the new administrator.

h. Award of bid for emergency equipment for police vehicles

The Kingman Police Department solicited bids for emergency equipment for four (4) Ford Police Interceptors. Three (3) separate bids were submitted and opened on November 20, 2015. Bids submitted included; \$54,031.60 from MHQ of Arizona in

Tempe, \$54,143.60 from Arizona Emergency Products in Phoenix and \$68,481.91 from Creative Communications Sales and Rentals Inc. of Phoenix. **Staff recommends accepting and awarding the bid to MHQ of Arizona who submitted the low bid.**

Mayor Anderson said he received a request to pull item "4a" from the Consent Agenda.

Councilmember Carver asked for item "4f" to be pulled from the Consent Agenda.

Mayor Anderson pulled item "4d" from the Consent Agenda.

Mayor Anderson opened item "4a" for discussion.

Public Works Director Rob Owen said the low bidder for the vehicle was Courtesy Chevrolet.

Councilmember Abram noted two different prices within the bid from Courtesy Chevrolet.

Mr. Owen said one price is the invoice cost of the vehicle and the price on the front page was the bid price.

Councilmember Abram asked if the City goes out for a "last and final" bid.

Mr. Owen said the City advertises and the bids are opened at a specific date and time.

Councilmember Abram said there was a small difference in price for the City to buy the vehicle locally.

Mr. Owen said there is no preference for local vendors.

Councilmember Abram asked about sales tax.

Mr. Owen said sales tax is included in the bid price.

Councilmember Abram said there is a difference in net money spent. He said he did not know if the City could get around this for future purchases in order to purchase locally when the price difference was small.

Mr. Cooper said he wrote a memo on this topic for a previous Council. He said sales tax blurs the line. He said he would supply this memo to the Council the next day. He said there is no way to address the tax issue in the current code. He said that preferential treatment is severely limited and the City would need to show why they have an exceptional need to protect the local industry. He said it is unconstitutional for various reasons and the current code does not address this. He said this may be an option in the future if the Council directs that.

Councilmember Abram said that historically Navajo County gave a five-percent preference to local vendors.

Mr. Cooper said some entities do that at the risk of litigation. He said the risk is minimal at times. He said there are different levels of risk and it depends on how much risk the Council is willing to accept.

Councilmember Yocum asked if there are transportation costs associated with the out of town bid.

Mr. Owen said the total price includes delivery.

Councilmember Abram asked if the City could ask all the vendors to consider their bids again.

Mr. Cooper said this would defeat the sealed bid process.

Councilmember Miles asked about warranties on the vehicles.

Mr. Owen said the warranties on the two closest bids were similar.

Mr. Cooper said the Council could make a finding on who is the lowest bidder based on some of these factors.

Mr. Owen said the last vehicle bid was awarded to a local bidder.

Councilmember Miles said the local bidder gave a six year warranty which seems more comprehensive. She said the local bidder provided the best warranty.

Councilmember Abram said the warranties look identical on the bid sheets and are equivalent on both.

Councilmember Carver said the warranties are for the same mileage.

Councilmember Abram said the local bidder is only \$194 higher.

Mayor Anderson said that trying to evaluate all terms of the bids is important and asked how long the bids are good for.

Mr. Cooper said the Council can reject all of the bids and try again.

Mr. Owen said that he believed the bids were good for 30 days and the bids were opened November 9, 2015.

Councilmember Abram said he prefers to award the bid to the local dealer.

Councilmember Yocum said the sales tax of \$600 would remain here as opposed to Phoenix.

Councilmember Miles asked if this would require a change in the protocols.

Mr. Owen said the way the procurement code is written is to protect the City with standardized bids. He said bids have been rejected if they do not meet specifications. He said the City tries to treat all vendors equally.

Councilmember Miles asked if the City could put in a clause for local preference.

Mr. Cooper said this would require research. He said the City could look at the

purchases for the past five years and see what the difference is. He said this is frowned upon constitutionally. He said a five-percent preference would be a concern of the sales tax difference. He said his recommendation is to accept the lowest bid or reject them all. He said the Council can choose to calculate the difference and use other factors to determine the lowest difference.

Councilmember Abram said the Council should follow what the City has been doing for this bid. He said he would like to see something in the procurement policy with purchase and tax price.

Mayor Anderson said the Council has three options: table the item; accept the bid; or reject all bids.

Councilmember Carver asked for the delivery date.

Councilmember Abram said the bid package requested 120 days.

Councilmember Yocum made a MOTION to SEND the vehicle back out to bid and look at the language in the policy.

Mr. Cooper said the second part of the motion could be a direction to Staff instead of a motion.

Councilmember Carver noted that most of the procurement code refers to the Arizona Revised Statutes (ARS).

Mr. Cooper said it does and he can review it and provide this to the Council.

Councilmember Carver asked for the approximate cost to advertise a bid.

Ms. Muhle said it is approximately \$300.

Mayor Anderson asked if there was a SECOND to Councilmember Yocum's MOTION. There was not a SECOND and there was no vote taken.

Councilmember Carver made a MOTION to ACCEPT the bid from Courtesy Chevrolet. Councilmember Miles SECONDED and it was APPROVED by a vote of 5-1 with Councilmember Yocum voting NAY.

Mayor Anderson directed Staff to look at the City's procurement policies.

Mayor Anderson opened discussion on item "4d".

Mr. Jeppson showed a map of the proposed Entertainment District boundaries that was included with the Council packet. He said that for a city the size of Kingman there is a one square mile limit which Kingman is well within. He said this will take the line down two streets rather than following the railroad tracks.

Mayor Anderson asked for the approximate size of the proposed Entertainment District.

Mr. Jeppson said he did not calculate the area, but it is well within the limit.

Councilmember Carver asked if the district includes Arnold Plaza.

Mr. Jeppson said it does.

Mayor Anderson made a MOTION to APPROVE Resolution 4983. Councilmember Carver SECONDED and it was APPROVED by a vote of 6-0.

Mayor Anderson opened discussion of item "4f".

City Engineer Greg Henry said the request is for the former Alfonso's Restaurant. He said Staff received a site plan requesting the combination of the site with the land immediately to the south. He said the applicant wanted to create a second driveway on the property, which would not meet the street and sidewalk requirements. He said the request was approved by the City's Traffic Safety Committee (TSC).

Mayor Anderson asked about the propensity for two driveways to cause traffic jams at the nearby stoplight.

Mr. Henry said it was a concern the TSC considered. He said left turns would not be allowed due to the median. He said this will allow the circulation of traffic coming in one driveway and out the other.

Councilmember Carver said this is only 200 feet. He said the City's traffic study recommended closing many of the driveways. He said there was also a deceleration lane constructed there and this does not have a right turn lane. He said people will slow down to turn in. He said the property owner should pick one driveway as this is so close to the freeway.

Mayor Anderson said asked if there will be one entrance and one exit.

Mr. Henry said the site plan does not prohibit traffic in and out of both driveways. He said the driveway on the north side of the property does provide access to the remainder of the shopping center and the owner could restrict that access. He said the City will need to obtain right-of-way permission from the owner in the future in order to construct a deceleration lane all the way to the freeway.

Councilmember Carver asked how this would work with the existing parking lot and if there would be a concrete barrier.

Mr. Henry said there would probably be a curb. He said the property extends east and south of the existing building.

Mayor Anderson said the TSC recommended approval and the second driveway will relieve some of the traffic and some of the issues with getting on to Interstate 40 (I-40).

Councilmember Abram said a deceleration lane would be needed to relieve traffic.

Councilmember Miles asked if there would be access to the main parking lot.

Mr. Henry said this has not been established and the owner could close that off.

Councilmember Miles said that without a deceleration lane this area would be

dangerous.

Mr. Henry said that previously a traffic impact study was required because of the increased traffic due to development of the property. He said a restaurant does not meet the threshold for this and the City would not be able to require a deceleration lane.

Mayor Anderson asked if there was any potential for opening up access to the parking lot to the south.

Mr. Henry said he suspects not as parking for the shopping center currently meets only the bare minimum.

Mayor Anderson said there should be another access to the parking lot.

Mr. Henry said the owners of the two properties would have to discuss that, though the City can facilitate.

Councilmember Abram asked what the distance is from the existing driveway to the new one.

Mr. Henry said there is a 60-foot minimum, but the request is greater than the requirement.

Councilmember Yocum made a MOTION to APPROVE Resolution 4984. Mayor Anderson SECONDED and it FAILED by a vote of 3-3 with Councilmember Abram, Councilmember Carver, and Councilmember Miles voting NAY.

Mayor Anderson made a MOTION to APPROVE the Consent Agenda as presented with the exception of items "4a," "4d," and "4f." Councilmember Abram SECONDED and it was APPROVED by a vote of 6-0.

6. OLD BUSINESS

a. **Ban handheld electronic device driving ordinance**

Staff has reviewed several ordinances from other Arizona cities and modeled the proposed ordinance from one recently enacted by the City of Tempe. The ordinance bans the use of electronic devices by a driver of a vehicle while on the public right of way, though it does allow for some exceptions. This ordinance may be adopted tonight or Council may make revisions for later adoption. Unless directed otherwise, the ordinance will take effect 30 days after passage. On November 3, 2015 the Council failed to pass a motion to direct Staff to revise and broaden the ordinance and did not take any additional action on this item. Councilmember Carver has requested that the Council revisit Ordinance 1807 as written. **Council discretion.**

Councilmember Carver said this is a valid ordinance. He said he spoke with an attorney who represented a woman who reached down to get answer a text message and hit a motorcyclist. He said there were still out of pocket expenses to pay that insurance did not cover. He said there are all sorts of distractions, but this is one thing the Council can address. He said if it saves one person the cost of injury he will take the wrath of those who cannot use their cell phone.

Councilmember Abram said he agrees and it is unfortunate that the state and the county

will not enact laws. He said he has seen too many people mishandle the way they drive because of mobile devices.

Mayor Anderson said 34 states have banned texting while driving. He said this is not an attempt to generate revenue, but a measure to save lives.

Mr. Ray said the repeated attempts by the Council to pass this ordinance are misguided. He said this matter should be put before the voters as it affects the voters the most. He said he is in opposition to establishing a new reason for police officers to contact drivers and feels this is a civil liberties issue. He said local law enforcement has a good reputation and does not want to see Kingman go down the avenue of other states. He said he does not want these kinds of laws here and law enforcement can act upon distracted driving. He said too many people are distracted without a wireless device and he does not want to see additional avenues to degrade civil liberties.

Councilmember Yocum left the meeting at 6:54 P.M. and returned at 6:57 P.M.

Resident Harley Pettit said he agreed with the previous speaker. He said the Council cannot legislate the sense of responsibility and gave the example of drunk drivers. He said Deputy Chief of Police Rusty Cooper could not provide statistics on distracted driving. He said the Council should not pass a law until the county or state come up with something similar. He said people will drive in from another area and get pulled over and even a warning was not a positive experience. He said there are no statistics on this and having it only in the City would be difficult to enforce. He said warnings will be given to visitors and tickets to residents.

Ms. Evans addressed the Council and said the Constitution does not guarantee people the right to operate a vehicle. She said this is because driving is not a right, it is a privilege. She said bad judgement requires steps to correct it. She said this needs to be a primary offense and include all distractions. She said if the City waits for the state or county to pass a law more people could die.

Mayor Anderson asked Chief of Police Robert DeVries how enforceable this ordinance is and what can be done to try to improve driving habits.

Chief DeVries said the ordinance is necessary to begin the journey to better driving habits. He said he recognizes the concerns with this ordinance. He said Kingman police officers are directed to change habits, not generate revenue. He said he supports this ordinance and had to take evasive action the previous day while traveling with his granddaughter due to a man who was distracted by his cell phone.

Councilmember Miles said she read the Coconino County ordinance, which had simpler language and provisions. She said there was a section on having a warning period where officers could inform and educate people. She said this was an important addition.

Chief DeVries said the ordinance would not take effect until 30 days after it is passed and the Council can put in an educational period.

Councilmember Miles said the fines and penalties in this ordinance are double that of Coconino County. She said Coconino County charges \$100 per offense. She asked if it is important to go up to a high amount.

Chief DeVries said the police department prefers not to be involved in penalties and defers those decisions to the attorney and the courts.

Mr. Cooper said the fines mirrored those from Tempe, though somewhat modified as theirs did not include crashes. He said a number of ordinances have step systems and the Council can change this.

Councilmember Miles said that Tempe's ordinance is one of the most restrictive. She said she would prefer to use Coconino County's ordinance including crash related events and a educational period.

Councilmember Carver said if there is a crash there are other factors involved with higher penalties. He said the fines are for recurrences within 24 months and \$500 may be what it takes to get through to someone.

Councilmember Miles said her understanding is that an officer can check a phone to see if use of the device was related to the crash.

Mr. Cooper said it is not easy for prosecution. He said this is a civil offense and officers handle the cases in court. He said that checking a phone would require subpoenaing records.

Councilmember Miles said she does not want Kingman to be known as the city that takes the most punitive measures.

Councilmember Dean said he agreed with Councilmember Carver on the fines for the third offense. He said people needed motivation in order to change a behavior. He said he spoke with Mr. Cooper and the court assessment fee is about \$80 so the total would be \$180.

Councilmember Miles said these occurrences are highest with novice drivers, which many places include in a specific category. She said she would at least like to see an educational period.

Councilmember Carver said the educational period does not need to be a part of the ordinance and can be set through direction to the police department.

Councilmember Yocum said he is opposed to texting and driving, but there are too many other mobile devices and other distractions and he does not feel it is appropriate to target holding a cell phone to your ear. He said the ordinance needs to be broader. He said that pulling someone over for swerving clearly shows they are distracted.

Councilmember Carver made a MOTION to APPROVE Ordinance 1807.
Councilmember Abram SECONDED and it was APPROVED by a vote of 5-1 with Councilmember Yocum voting NAY.

Mr. Cooper asked if the Council would like to set a time period to direct Staff to begin enforcing the ordinance.

Councilmember Carver said Tempe allowed 90 days.

Councilmember Miles said Coconino County allowed six months.

Mayor Anderson said 90 days was sufficient.

Councilmember Abram said 90 days would be sufficient and this would be covered in the newspaper.

Mayor Anderson said the consensus was for 90 days.

Councilmember Miles made a MOTION to have a three month/90 day period after the effective date in which to issue a verbal warning to educate the public. Councilmember Abram SECONDED and it was APPROVED by a vote of 6-0.

b. Discussion and consideration of initiating a landscape maintenance district

At its November 17, 2015 meeting, the Council requested information and examples of landscape maintenance districts in Arizona. **Staff recommends forming a landscape maintenance district for the Kingman Crossing Area.**

Mr. Jeppson gave a PowerPoint Presentation.

Slide 1 - This was an introductory slide.

Slide 2 - Mr. Jeppson gave a synopsis of this slide.

Slide 3 - Mr. Jeppson gave a synopsis of this slide.

Slide 4 - Mr. Jeppson gave a synopsis of this slide.

Slide 5 - Mr. Jeppson gave a synopsis of this slide.

Slide 6 - This slide showed a map of the proposal. He said the hospital is currently the only development in the area. He said the area north of I-40 has approximately 50-percent of the assessed value.

Slide 7 - Mr. Jeppson said he tried to take photos of landscaping examples in the area. This slide showed a photo of a landscaped area on Kino Avenue. He said these areas are often not maintained by the adjoining property owners.

Slide 8 - This slide showed a photo of a drainage area. Mr. Jeppson said these areas would need to be maintained as well.

Slide 9 - This slide showed a photo of a similar landscape area on Santa Rosa south of Airway Avenue.

Slide 10 - This slide showed a photo of a drainage pond at Airway Avenue and Santa Rosa Boulevard. Mr. Jeppson said City crews currently maintain this and with the Landscape Maintenance District this would be maintained based on assessment.

Councilmember Miles asked if there needs to be a conceptual plan for what will be there.

Mr. Jeppson said he believes this is correct. He said improvements would change the value to be assessed. He said changes can be made to this through resolution as

development takes place.

Mayor Anderson asked for clarification that if the district is created the hospital would be responsible for 97-percent of the levy right now.

Mr. Jeppson said this was based on current development and assessed value. He said this can be done on a unit base or frontage basis and the Council will have to decide what approach to take and how to assess people within the district. He said assessed value is just an example. He said the City may not want to include the hospital and may want to make this only for properties south of Santa Rosa.

Councilmember Carver asked if a public hearing would need to be held on the levy amount each year if this is based on assessed value.

Mr. Jeppson said this was correct as he understands it.

Councilmember Abram asked for clarification that property owners would not be assessed for just their portion.

Mr. Jeppson said this was an option and the Council can make the assessment on a frontage basis. He showed a photo of a drainage area and said the Council could say they want the assessment on a street frontage basis. He said a shopping center may have a higher assessed value but low frontage, which is something to consider.

Councilmember Miles said she believes there is sufficient information to move forward with this. She said there are a number of ways to assess this but they do not know what would be best at this time. She said it is preferable to move forward to designate the area and consider the assessment later.

Mr. Jeppson said the district may sit dormant until improvements are made.

Councilmember Miles asked if the Council has to create a method for the levy when the district is formed.

Mr. Jeppson said there would have to be information on how it would be assessed. He said the only affected area right now would be on Santa Rosa Boulevard where the south side is not landscaped.

Mr. Dickmeyer thanked Mr. Jeppson for his work in putting this together. He said this would improve and protect the overall look for the City's future. He encouraged the Council to go forward with this to ensure proper landscaping that will not be a cost to the City or the residential property owners. He said this would only be implemented when the property is sold and construction begins on the overpass. He said this will show Kingman is committed to growing while maintaining its desert appeal. He said it would be harder to implement on one side and can be written so that owners on the north side can opt-out without having to start over. He said if the Council does not do this now it will not happen. He said the 160 acres on the south would look like other areas of town, which is not good.

Councilmember Miles said Staff's recommendation is to form this for Kingman Crossing. She asked for clarification that if this moves forward would it come back with a proposed ordinance and assessment method.

Mr. Jeppson said this would come back to the Council to discuss the boundaries and an assessment method. He said staff would then proceed with a draft and go through the required process.

Councilmember Miles said she wants to move forward with this but there is not enough information to assign an assessment method.

Councilmember Abram agreed and said he did not want the hospital burdened with costs that did not belong to them. He said this was his only concern.

Councilmember Miles said if the boundary is Santa Rosa Boulevard then it would exclude the hospital.

Mr. Jeppson showed a map of the parcel and the potential boundary. He said the area has three separate property owners.

Councilmember Abram said he would like to include the area north of Santa Rosa Boulevard. He said he believes the hospital will do their part.

Councilmember Miles said there needs to be a work shop to discuss the method of assessment.

Councilmember Carver asked for clarification that the area behind the hospital would not be included in this.

Mr. Jeppson said this was correct and the interior of the property would not be included. He said there may be a drainage easement that the City could maintain.

Councilmember Yocum asked about the property owners within the proposed boundaries.

Mr. Jeppson said the area north of the hospital is zoned residential.

Councilmember Miles made a MOTION to MOVE FORWARD and schedule a work shop to discuss the details of boundaries and an assessment method for the Landscape Maintenance District. Councilmember Yocum SECONDED and it was APPROVED by a vote of 4-2 with Mayor Anderson and Councilmember Carver voting NAY.

c. Golf Course Management Agreement

On November 17, 2015, the Golf Course Manager Agreement was proposed by Staff and reviewed with Council. **Staff recommends approval with no changes to the agreement that was proposed at the meeting and reviewed and discussed in Executive Session.**

Mr. Meersman thanked the committee members including Councilmember Carver, Mr. Dougherty, Finance Director Tina Moline, Mr. Cooper, and Levi Pitts for working through this. He said Council directed Staff to come up with a performance based contract. He said Cerbat Golf, LLC, will pay 50-percent of the merchant card fees and golf cart lease. He said the point of sale system will be the responsibility of Cerbat Golf, LLC, and there are performance incentives based on overages above past revenue. He said that this does not include food and beverage sales and is based on annual

performance and Professional Golf Association status.

Mayor Anderson asked if Cerbat Golf, LLC, has agreed to the contract.

Mr. Meersman said they had and Mr. Pitts was present if there were any questions.

Councilmember Carver said the City worked on their part then took this back to Cerbat Golf, LLC, and they came back with modifications. He said the final contract is a joint agreement.

Councilmember Carver made a MOTION to ACCEPT the contract with Cerbat Golf, LLC for management of the golf course. Councilmember Abram SECONDED and it was APPROVED by a vote of 6-0.

7. NEW BUSINESS

a. **Transportation for Veteran's Court clients**

Judge Singer is asking for municipal support for veterans who have been admitted to the program but do not have transportation by providing a free pass on KART buses to veterans with Court ordered appointments. **Staff recommends approval.**

Judge Singer said this request is part of a new program being implemented for the Veterans Treatment Court. He said he began working on this program from day one and has been working with partners in Lake Havasu City. He said the first Veterans Court would be next week at the courthouse and he is very proud of the Staff who has put in a lot of work to get this going. He said he hopes this is something the City can be proud of. He said he tried to foresee anything that might come up and one thing that was seen in Lake Havasu City was transportation issues. He said there are a lot of things working to help veterans, but this could be a hindrance so he is trying to address this ahead of time. He said Lake Havasu City sometimes has issues getting veterans to various appointments or meetings and Kingman has the advantage of the Kingman Area Regional Transit (KART) system. He said he would like to provide KART services to transport veterans. He said he cannot say when or if this will be needed but he is sure that down the road there will a veteran who will need help with transportation. He said this is an intensive program and the more hurdles that can be eliminated the better. He said he is asking for the ability to do this based on need and he does not want to have a veteran unsuccessful because of transportation.

KART Administrator Sheri Furr addressed the Council and said she is in support of the Veterans Court and hopes that KART can partner with them to ensure the veterans get where they need to go. She said the KART program is funded through a federal grant that does not allow the City to provide free rides or passes to one group. She said other agencies purchase coupon books and can give those out, but KART cannot spearhead or provide free transportation. She said coupons could be purchased through the court and transportation can be arranged as normal.

Councilmember Yocum asked if the court can purchase these themselves.

Ms. Furr said they would have to. She said some groups purchase monthly passes while others buy day passes. She said some purchase coupons and issue those based on the number of trips. She said she is happy to work with Judge Singer on what is needed. She said the jail purchases coupons because they want to make sure people get

off of their property. She said KART sells these to the jail and they can only be used for transportation off of the property.

Mayor Anderson said the City could do this through another entity, but KART has to have a paid pass.

Ms. Furr said KART is able to provide rides during special events because it is available to the entire public.

Councilmember Miles asked how many participants are in the Veterans Court.

Judge Singer said the program has been modeled after Lake Havasu City's and theirs started with one participant and now has over 50 two years later. He said Kingman may hit those numbers, but it is unpredictable. He said he did not know when this scenario could arise, but it is a potential hurdle. He said Lake Havasu City's transport is more limited.

Ms. Furr said Lake Havasu City does not have a transit system anymore.

Judge Singer said Lake Havasu City has tokens donated for various types of transportation.

Councilmember Miles asked how much the monthly passes cost.

Ms. Furr provided the amounts.

Councilmember Miles said the cost could be \$1,000.

Ms. Furr suggested using day passes for this need.

Judge Singer said the number of participants who need this are in the single digits in Lake Havasu City.

Councilmember Miles asked if there is a line item for this.

Judge Singer said there are different methods and the program has a Veterans Resource Team. He said he believes Lake Havasu City's participants receive tokens through donations to the team. He said he wanted to exhaust all possible options.

Councilmember Abram asked for the cost of a day pass.

Ms. Furr said a day pass costs \$5.

Mayor Anderson said the court does not know when they will need this or if another group would step up and provide it. He said if nothing else they would like to use KART and will have to figure it out.

Judge Singer said the court does have a budget for the Veterans Court. He said this need will have to be addressed or there is no point to defendants being in the program.

Mr. Dickmeyer addressed the Council and said he thinks this is something the community can get involved in and people can buy the passes. He said people would

support this and there would be no issues.

Judge Singer said this is in line with the Veterans Resource Team, which can help in different ways. He said the community can attend those meetings and gave the date, time and location of the meetings.

Mr. Dickmeyer asked where people can buy the passes.

Ms. Furr said they can be purchased at the KART office.

Mayor Anderson recommended that when the time comes that this need arises that a token or pass could be purchased, but the funds have to come from a source to be determined.

Councilmember Miles asked if the advisory group includes veterans groups which Judge Singer said it does. She said those groups often have resources to help with transportation. She said the community could contribute to a fund and those resources could be donated.

Judge Singer said he would have to look into this. He said the backup plan is using the resource team and other resources for donations to pay for the passes. He said this would be on a need basis and they will have to determine what is best. He said each case will be different and some will be more intensive than others.

Councilmember Miles said there could be a lot of defendants coming in from Golden Valley and other areas.

Judge Singer said this was possible.

Councilmember Miles said the resource team would be the starting place.

Mr. Cooper said there could be a gift clause issue as the City cannot give something to a private individual, but there is a public benefit. He said the City could partially fund this or seek donations.

Councilmember Miles asked if the seed money for the program could pay for this small amount.

Mr. Cooper said there is money budgeted for the Veterans Court.

Councilmember Miles said the direction is to authorize use of start up funds to address this and create a way to accept donations toward it.

Judge Singer said the resource team can help facilitate this and the seed money could be used to address this need. He said he wanted to be prepared for this need.

Councilmember Miles made a MOTION to ALLOW the court to use part of the seed money for the Veterans Court to help with transportation issues. Councilmember Yocum SECONDED and it was APPROVED by a vote of 6-0.

Mayor Anderson said he had an appointment with Praise Chapel to discuss the Veterans Court and he would like Judge Singer to attend.

b. Public Hearing and consideration of Ordinance 1808 approving the rezoning of certain property from R-2-PDD: Residential, Multiple Family, Low Density, Planned Development District to R-1-6: Residential, Single Family, 6,000 square foot lot minimum

A request from Raymond W. Stadler, P.E., applicant, and Mallory Loop Re Trust, property owner, for a rezoning of certain property from R-2-PDD: Residential, Multiple Family, Low Density Planned Development District to R-1-6: Residential, Single Family, 6,000 square foot lot minimum. The R-2-PDD zoning allows for common wall single family homes with reduced setbacks on eight lots on Mallory Loop east of Fripps Ranch Road. The property is described as Lots 9-16, Block 1, Mission Estates, Tract 1982. The intent is to re-subdivide the eight lots into five new lots with five single family homes with typical R-1-6 zoning district setbacks and development standards. There is a concurrent request for the approval of a preliminary plat for Mission Estates II, Tract 6044 for the site. The Planning and Zoning Commission held a public hearing on November 10, 2015. The Planning and Zoning Commission voted 6-0 to recommend approval of the request with the condition that the subject property shall be re-platted as indicated in the preliminary plat for Mission Estates II, Tract 6044 with a maximum of five lots in accordance with R-1-6 zoning development standards. **Staff recommends approval.**

Mr. Jeppson gave a PowerPoint presentation.

Slide 1 - This was an introductory slide.

Slide 2 - Mr. Jeppson gave a synopsis of this slide.

Slide 3 - This slide showed a photo of the subject property.

Slide 4 - This slide showed a photo of the subject property.

Slide 5 - Mr. Jeppson gave a synopsis of this slide.

Slide 6 - This slide showed an aerial view of the property.

Slide 7 - This slide showed a map of the property.

Slide 8 - Mr. Jeppson gave a synopsis of this slide.

Slide 9 - Mr. Jeppson gave a synopsis of this slide.

Slide 10 - Mr. Jeppson gave a synopsis of this slide. He said the comments at the Planning and Zoning Commission meeting were from a neighbor protesting.

Slide 11 - Mr. Jeppson gave a synopsis of this slide. He said the comment made at the Planning and Zoning Commission meeting was concerning a flooding issue in the neighborhood.

Slide 12 - Mr. Jeppson gave a synopsis of this slide.

Slide 13 - Mr. Jeppson gave a synopsis of this slide.

Councilmember Yocum asked for clarification on the comments made at the Planning and Zoning Commission meeting.

Mr. Jeppson said the comments were made by one person.

Councilmember Yocum said a single family home could cause additional drainage issues.

Mayor Anderson opened the public hearing.

Resident Kate Arnold addressed the Council and said she owns a home on Mallory Loop and there is an issue with flooding. She said she tried to take care of this herself and the drainage in the corner of the subject property does not work. She said the drainage is supposed to redirect to both sides of the loop and does not. She said this has flooded her home and she has put in a retaining wall. She said a neighboring house is higher than hers and the water goes into her property. She said this was the initial problem and she is afraid that additional building will continue this. She said that this needs to be addressed.

Mayor Anderson said that the zoning is not going to impact Ms. Arnold's situation and the Council is looking for what to ask Staff to do to look at this issue.

Mr. Jeppson said that this could possibly be addressed in the subdivision stage.

Mr. Henry said the drainage was not intended to flow north. He said it was intended to flow south to Fripps Ranch Road and deferred to Mr. Cooper on whether or not the City would be responsible for fixing this.

Mr. Cooper said it would need to be looked at and the issue is separate from the zoning issue before the Council.

Mayor Anderson said he would like the City to address this. He asked Staff to look for alternatives.

Councilmember Abram said he lived on Mallory Loop and this issue does occur. He said the concern the resident had was on set backs and that involved the placement of the homes on the property.

Mr. Jeppson said this is a zoning issue and the set back will be greater than what the current zoning allows.

Mayor Anderson opened the public hearing.

Applicant Raymond Stadler addressed the Council and said this will reduce the issues as there will not be the same type of drainage as what exists.

Mayor Anderson closed the public hearing at 8:19 P.M.

Councilmember Abram made a MOTION to APPROVE Ordinance 1808.
Councilmember Yocum SECONDED.

Councilmember Carver asked if there was any consideration of leaving the two lots southwest of the drainage vacant as the lots on the east side would match up with the development behind them. He said it looks odd to have a large lot.

Mr. Jeppson said the next step is the preliminary plat and the zoning specifies a minimum lot size, but does not prohibit going beyond that.

Mayor Anderson called for a vote.

The MOTION was APPROVED by a vote of 6-0.

c. Consideration of Resolution 4981 approving the preliminary plat for Mission Estates II, Tract 6044

Raymond W. Stadler, P.E., applicant and project engineer, and Mallory Loop Re Trust, property owner, have requested the approval of a preliminary plat of a residential subdivision known as Mission Estates II, Tract 6044. The proposed subdivision is a re-subdivision of Lots 9-16, inclusive, Block 1, Mission Estates, Tract 1982. The proposal is to replat eight existing lots on Mallory Loop east of Fripps Ranch Road into five lots. There is a concurrent request for the approval of the rezoning of the subject property from R-2-PDD to R-1-6. The replatted lots will range from 6,273 square feet to 10,715 square feet and will be developed with single family homes. The Planning and Zoning Commission held a public hearing on November 10, 2015. The Planning and Zoning Commission voted 6-0 to recommend approval of the request with five conditions. The conditions included requirements for the final plat including adding lot and block numbers on the plat, addressing surveying comments, providing a grading plan, geotechnical report and grading permit, showing the existing and proposed water and sewer services, and a requirement that the developer would be responsible for the costs of moving any existing utilities to serve the new lots. **Staff recommends approval.**

Mr. Jeppson gave a PowerPoint presentation.

Slide 1 - This was an introductory slide.

Slide 2 - Mr. Jeppson gave a synopsis of this slide.

Slide 3 - Mr. Jeppson gave a synopsis of this slide.

Mr. Jeppson then jumped to show the preliminary plat map in the presentation. He said there will be five houses on the property and they will be single family lots with detached units. He said if this is approved then the applicant will be able to bring a final plat and build on these lots. He said the Planning and Zoning Commission recommended approval.

Councilmember Yocum made a MOTION to APPROVE Resolution 4981.

Councilmember Abram SECONDED and it was APPROVED by a vote of 6-0.

d. Public Hearing and consideration of Ordinance 1809 modifying Ordinance 1189 by removing condition "B" of this ordinance as applied to certain property described as Lot 2, Block 4, Southern Vista III, Tract 6002, and prescribing conditions

A request from KTH Consulting, Inc., applicant, and Pioneer Title Trust No. 9099,

property owner, for the removal of condition “B” of Ordinance 1189 which rezoned property, including the subject site to R-1-20: Residential, Single Family, 20,000 square foot lot minimum in 1998. While the minimum lot size in the R-1-20 district is normally 20,000 square feet, condition “B” of this ordinance required that any future lots abutting Hualapai Foothill Estates to be at least 30,000 square feet in size. The subject property, located at 2406 Steamboat Drive, is 47,322 square feet, and the intent is to split the property into two parcels for two single family homes. Due to rezonings that have occurred on surrounding properties, only the subject site and the lot immediately to the north remain subject to the lot size requirements of condition “B.” A minimum lot size of 20,000 square feet for this property will conform to the Projected Land Use Map of the Kingman General Plan 2030. Any splitting will need to be accomplished with an approved parcel plat. There are some drainage concerns in the area and the City Engineering Department has requested that a drainage report be submitted with the parcel plat that addresses these concerns. The Planning and Zoning Commission held a public hearing on November 10, 2015. There were objections raised to the proposal that were voiced by several property owners in the Hualapai Foothills area to the east. **In response to the objections, the Planning and Zoning Commission voted 5-1 to recommend denial of the request. An ordinance has been prepared with Staff recommended conditions for the Council’s consideration.**

Mr. Jeppson gave a PowerPoint presentation.

Slide 1 - This was an introductory slide.

Slide 2 - Mr. Jeppson gave a synopsis of this slide.

Slide 3 - This slide showed an aerial view of the property. Mr. Jeppson explained the area in question.

Slide 4 - Mr. Jeppson gave a synopsis of this slide.

Mayor Anderson left the meeting at 8:26 P.M. and returned a few minutes later.

Slide 5 - Mr. Jeppson gave a synopsis of this slide.

Slide 6 - This slide showed a map of the property.

Slide 7 - Mr. Jeppson gave a synopsis of this slide.

Slide 8 - This slide showed a drainage map of the area.

Slide 9 - Mr. Jeppson gave a synopsis of this slide and said there are drainage issues and the Engineering Department would like to have a drainage report.

Slide 10 - Mr. Jeppson gave a synopsis of this slide.

Slide 11 - Mr. Jeppson gave a synopsis of this slide and said there were several negative comments at the Planning and Zoning Commission meeting.

Mayor Anderson opened the public hearing at 8:30 P.M.

Resident Allen Burgett said he was there on behalf of himself, his wife, and their

neighbors. He said Mr. Jeppson is doing a great job but they disagree on this issue. He said there is a deep channel next to the property that drains from Hualapai Mountain Road and spreads across the property when it hits the lot as the culvert backs up. He said he wrote a letter on this and was surprised Staff had already presented Council with an ordinance. He said Council can sustain the denial of this and quoted a portion of the presented ordinance. He said this is a question of procedure. He said the tract map was passed in 2005 and recorded in 2007. He said this section of property was left because of the intent of the original ordinance.

Resident Daniel Lardall said he lives directly east of this property. He said there was a compromise that 0.75 acres would be kept to between the lower density sections and the higher density sections. He said the minimum is 30,000 square foot lots. He said to get rid of this would be to deny what the voters' decision. He said the southeast corner drainage pond is not large enough and drains very slowly. He said this could create a breeding ground for mosquitos and needs to be bigger, which would take up a portion of the property. He said he would recommend keeping the zoning the way it is.

Resident Terry Grey said this property is directly behind his house. He said this is identical to a property on Southern Avenue that went back twice for a small strip of land to do smaller lots. He said he spoke to Mr. Ripps, who agreed to the conditions, and the Council denied him twice. He said these should be no less than one acre lots and this is bad planning. He said to leave the zoning alone and the property is too skinny to build two houses on. He said the owner agreed to this and if this was kept for Mr. Ripps it should be kept for the Hill family. He said this would allow other property owners to come in and do the same thing. He said this is a flood zone. He said this goes down Karen Avenue and flows down the hill. He suggested making this a park. He said this has been rezoned too many times and asked the Council to leave this tabled until Councilmember Young returned.

Mayor Anderson asked why staff was differing from the Planning and Zoning Commission recommendation.

Mr. Jeppson said this was because of what Council had previously done on properties to the south. He said this is another portion of the same area.

Mayor Anderson asked if there had been any objection on a prior issue.

Mr. Jeppson said he did not believe so but was not sure.

Mayor Anderson asked if there could be different conditions between the two cases.

Mr. Jeppson said the property has a 40 foot parcel to the east, which represented a greater impact on the Seneca Street lots.

Resident Harley Pettit said in 2006 there was a referendum passed to maintain the acre buffer between the Hualapai Foothills and other developments. He said there was residential opposition at the last hearing and this is a major expense in their area as it affects their property values. He said to stop rezoning after rezoning.

Applicant Kathy Tacket-Hicks addressed the Council and said she was surprised to see this as these are different issues. She said she was aware that the property to the south has already had this removed. She said she is asking for this to be approved as

this is isolated and is the final piece of the property. She said the lot size would be more if a portion had not been dedicated to the City. She said having this as one lot will be peculiar and they wanted to do something that looks nice. She said there is a buffer and it seems inappropriate that the owner should have to provide the buffer twice. She said this is the last lot affected and she thought staff had done a good job. She said they have to do a flood study and would more than make up for this if it had been left. She said the intent has been met for the area the residents want for open space. She said this is only two lots and they do not want to expand. She said there is nothing this condition would apply to as it does not about the neighboring properties and is a loose interpretation of "adjacent." She said this meets the intent for the property owners.

Mayor Anderson closed the public hearing at 8:49 P.M.

Councilmember Carver asked for clarification on whether in 2006 the Council removed condition "B."

Mr. Jeppson said that was correct.

Councilmember Carver said he wanted clarification on the size and what was in the area to the north of the property that was not included. He said if it was including the other area then only three houses back up to that property and the lot width could be the same. He also asked what the 40 foot buffer was.

Mr. Jeppson said the 40 foot buffer was there and was not being encroached upon.

Councilmember Miles asked if houses were on the property to the south in which condition "B" had been removed, which Mr. Jeppson said he did not know. She then asked for clarification on the lot size, which Mr. Jeppson provided and said the lots are allowed to be 20,000 square feet.

Councilmember Carver asked if the potential split was known.

Ms. Tacket-Hicks said the north side will be a little larger due to the drainage easement. She said the bottom would be approximately 20,050 square feet. She said it lines up beautifully and there will still be a buffer. She said if this had not been dedicated to the City there would still be a buffer and drainage at the bottom. She said this required an update of the drainage report.

Resident Daniel Lardall said there is no area for recreation in the entire subdivision and the set back was there because of the four-inch gas line. He said there is another easement for electric and cable. He said the small property to the north is being developed. He said properties not on Steamboat Drive face the side streets and this is only facing Steamboat Drive. He said full acres would complete the subdivision.

Councilmember Carver made a MOTION to APPROVE the removal of condition "B" for the property under Ordinance 1809. Mayor Anderson SECONDED.

Mayor Anderson said if this was a 70,000-plus square foot lot and 30,000 square feet was given to the City then the number of lots for development is still two. He said he sees were this would line up. He said to look at what staff has done to try to take this into consideration and not penalize the land owner or developer who gave this square footage to the City. He said there is more to this than the subdivision and more

background is needed.

Councilmember Abram said that not knowing where the split will be is the biggest concern and the 20,000 square foot lots if fine especially with the buffer.

Mr. Cooper said this could come back with a preliminary plat and both of those matters can be addressed at the same time.

Councilmember Abram said he would like to give the residents a better understanding and help keep the value of the property and size proximity. He said this is the opposite effect from the issue on Mallory Loop. He said showing what this will look like may help ease the residents' minds.

Councilmember Yocum asked how much the applicant is going to have to invest for a preliminary plat that could ultimately be denied.

Mayor Anderson asked if the developer would work with staff to define the boundaries, which Ms. Tacket-Hicks said that she would.

Mayor Anderson called for a vote.

The MOTION was DENIED by a vote of 2-4 with Mayor Anderson, Councilmember Abram, Councilmember Dean, and Councilmember Miles voting NAY.

Mayor Anderson made a MOTION to SEND THIS ITEM BACK to the Planning and Zoning Commission to further define the two lots. Councilmember Abram SECONDED and it was APPROVED by a vote of 5-1 with Councilmember Carver voting NAY.

e. Public Hearing and Consideration of Resolution 4980 for Conditional Use Permit (CUP) at 4798 North Stockton Hill Road - CUP15-002

Kingdom of God Church, applicants, and Baltic Enterprises, property owners, have requested approval of a conditional use permit (CUP) to allow for a "Public Assembly Indoor-General" use at 4798 North Stockton Hill Road, Kingman, to operate a church in a C-2 Zoning District. The subject property is zoned C-2: Commercial, Community Business. A parking plan was submitted and reviewed by Staff. The Planning and Zoning Commission met on November 10, 2015 and held a public hearing on this request. The Commission voted 6-0 to recommend approval of the request for the CUP with a condition that the applicant obtain a letter from Mohave County that the existing septic system is sufficient for the proposed use. Comments were received from Mohave County Environmental Quality on 11-17-15 that the existing septic systems are adequate for the proposed use. There was only one objection from a neighboring property owner which was submitted to the City of Kingman by email prior to the meeting. **Staff recommends approval.**

Mr. Jeppson gave a PowerPoint presentation.

Slide 1 - This was an introductory slide.

Slide 2 - Mr. Jeppson gave a synopsis of this slide and said the Planning and Zoning Commission wanted the applicant to check with Mohave County Environmental Services to make sure the current septic system is adequate.

Slide 3 - This slide showed a map of the property.

Slide 4 - This slide showed a map of the property.

Slide 5 - This slide showed an aerial photo of the property. Mr. Jeppson said the property owners to the north objected unless the church leased or purchased their property. He said the septic system is adequate for the property.

Mayor Anderson opened the public hearing at 9:08 P.M.

Resident Bob Peet identified himself as the pastor of the church. He said the building was originally a church and this is the Kingman of God's third time getting a CUP. He said this will finally be their home and everything has been met.

Mayor Anderson closed the public hearing at 9:09 P.M.

Mayor Anderson asked for clarification on the comment received at the Planning and Zoning Commission meeting.

Mr. Jeppson said it was a written comment sent prior to the meeting.

Councilmember Abram clarified that the only concern from the Planning and Zoning Commission was to make sure that the septic system was adequate.

Councilmember Carver stated the CUP was not for a church.

Mr. Jeppson said religious and institutional land use is under "public assembly - indoor general".

Councilmember Yocum made a MOTION to APPROVE Resolution 4980.
Councilmember Miles SECONDED and it was APPROVED by a vote of 6-0.

f. FY15 financial audit update

Staff will provide Council with an update to the City's FY15 financial audit. This is an informational item only.

Ms. Moline said she wanted to update the Council on the status of the Fiscal Year 2015 (FY15) audit. She said the audit is normally wrapping up; however, due to what transpired two weeks ago it has come to a halt. She said she and the City Manager terminated the relationship with the City's long time auditors and are drafting a Request for Qualifications (RFQ) for a new auditor, which she was hoping to post the following week. She said a new auditor would not be selected until sometime in mid-January. She said the Auditor General placed a deadline of March 31, 2016 to complete the audit which the City would probably not meet. She said the Auditor General informed her that this is not a problem and there are forms required that will need to be posted until the audit can be completed.

Mayor Anderson asked Ms. Moline to provide an update at the next Council meeting.

8. REPORTS

Board, Commission and Committee Reports by Council Liaisons

Councilmember Miles said she attended the Municipal Utilities Commission meeting and there was a request for the meeting background documents to be available on the City's website. She said the commission believed more people will attend if the background information is available.

9. ANNOUNCEMENTS BY MAYOR, COUNCIL MEMBERS, CITY MANAGER

Limited to announcements, availability/attendance at conferences and seminars, requests for agenda items for future meetings.

Councilmember Abram reminded everyone about the annual Christmas tree lighting and light parade on December 5, 2015.

Mayor Anderson said he would be out the rest of the week attending the National Conference of City Councils in Scottsdale, Arizona, and that revenue stabilization would be a topic.

Councilmember Abram made a MOTION to ADJOURN. Councilmember Dean SECONDED and it was approved by a vote of 6-0.

ADJOURNMENT — 9:17 P.M.

ADJOURNMENT

ATTEST:

APPROVED:

Sydney Muhle
City Clerk

Richard Anderson
Mayor

STATE OF ARIZONA)
COUNTY OF MOHAVE)ss:
CITY OF KINGMAN)

CERTIFICATE OF COUNCIL MINUTES

I, Erin Roper, Deputy City Clerk and Recording Secretary of the City of Kingman, Arizona, hereby certify that the foregoing Minutes are a true and correct copy of the Minutes of the Regular Meeting of the Common Council of the City of Kingman held on December 1, 2015.

Dated this .

Erin Roper, Deputy City Clerk and Recording Secretary



CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Engineering Services

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Reappointment of commissioners to the Municipal Utility Commission (MUC)

SUMMARY:

The terms for Commissioners Pat Yarish, Toby Orr and Marvin Yarbrough will expire on December 31, 2015. No new talent bank applications have been received.

The following table summarizes the term schedule for the Commission Members.

Term Expires	Name	Status
Dec-16	Allen Burgett	Serving 2nd Term
Dec-16	Aline Parker	Serving 2nd Term
Dec-17	Paul Shuffler	Serving 2nd Term
Dec-17	Mike VanZandt	Serving 2nd Term
Dec-15	Toby Orr	Serving 1st Term
Dec-15	Marvin Yarbrough	Serving 4th term
Dec-15	Pat Yarush	Serving 1st Term

At their November 23 meeting, the Municipal Utility Commission voted 4-0 to recommend reappointment of Commissioner Pat Yarish, Toby Orr and Marvin Yarbrough.

Commissioner Yarish and Orr have each served one term and would require a majority vote from Council to be reappointed.

Commissioner Yarbrough has served four terms and would require a super majority vote from Council to be reappointed.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

The Municipal Utility Commission recommends by a vote of 4-0 to reappoint Pat Yarish, Toby Orr and Marvin Yarbrough to serve additional three year terms. Orr and Yarish require a majority vote by the Council. Yarbrough requires a supermajority vote by the Council.

REVIEWERS:

Department	Reviewer	Action	Date
Engineering	Henry, Greg	Approved	12/2/2015 - 11:40 AM
City Attorney	Cooper, Carl	Approved	12/3/2015 - 10:44 AM
City Manager	Dougherty, John	Approved	12/8/2015 - 5:21 PM



CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Gary Jeppson

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Consideration of appointing two candidates to the Planning and Zoning Commission

SUMMARY:

The term of Commissioner Gene Kirkham ends December 31, 2015. He is not a city resident and is not eligible to be reappointed. Commissioner Mark Wimpee Jr. has moved out of the City and has also had over three unexcused absences. His term ends December 31, 2016.

The Planning and Zoning Commission considered eight candidate applications on December 8, 2015. Seven of the candidates were in attendance and introduced themselves to the Commission. The candidates are: Mark Bailey, Laurie DeVries, Ryan Dooley, Brooke Fix, Gary Frederickson, Mark Nelson, Jed Noble, and Thomas Schulte. Mr. Dooley has not been a resident of the City for at least 180 days and is not eligible to be appointed at this time. Mr. Noble is currently serving on the Transit Advisory Board.

FISCAL IMPACT:

STAFF RECOMMENDATION:

The Planning and Zoning Commission is recommending that the City Council appoint two from the following candidates: Mark Bailey, Laurie DeVries, Gary Fredrickson, Jed Noble, and Thomas Schulte.

One candidate needs to be appointed to the three year term and another candidate to fill the unexpired term of Commissioner Wimpee.

ATTACHMENTS:

- Description
- P&Z Commission Candidates
- City Attorney Opinion on P&Z Commission

REVIEWERS:

Department	Reviewer	Action	Date
Development Services	Jeppson, Gary	Approved	12/9/2015 - 3:59 PM
City Attorney	Cooper, Carl	Approved	12/9/2015 - 4:08 PM
City Manager	Dougherty, John	Approved	12/10/2015 - 10:15 AM



CITY OF KINGMAN
BOARDS AND COMMISSIONS APPLICATION

CITY OF KINGMAN
PLANNING & ZONING

DEC 9 2015

OR MEMBERSHIP ON THE

PLANNING & ZONING

RECD
TIME 10:58 AM

Estimated hours per month you can devote to this group: 10+

Name MARK BAILEY Home Phone # 928-263-1644
Address 3781 MARTINGALE DR Alternative Phone # 480-229-9322
Zip Code 86409 BEST
Email MBAILEY9322@GMAIL.COM Resident Located in -

Kingman City Limits
Mohave County

Length of Residency 2YR FULLTIME OWNED PROPERTY 9 YRS
Are you a registered voter? Yes No

If asked, I would be willing to serve on another board or Commission. Yes No

List other boards or commissions interested in:
NONE SPECIFIC AT THIS TIME BUT I AM OPEN TO OTHER
BOARDS/COMM OR DUTIES

1. List your educational background. HIGH SCHOOL WITH COLLEGE IN
ENG. AND NUMEROUS CONTINUED EDUCATION
CREDITS RELATED TO ENG & CONSTRUCTION

2. Please state your occupational background as it relates to the board or commission you are applying for beginning with your current occupation and employer.
RETIRE AFTER 36+ YEARS WITH SRP IN POWER
GENERATION, INVOLVED IN STARTUP OF 5 COAL FIRED
POWER UNITS AS MAINT MGR, OPERATIONS MGR & OTHER

3. Describe your involvement in the Kingman community. NONE TO DATE BUT
I HAVE APPLIED FOR THE FORSTER CARE BOARD
OR AZ

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.
VARIOUS MANAGE POSITION RELATED TO CONST & STARTUP
AND OPERATION OF POWER UNITS ON AZ HISTORICAL
SOCIETY BOARD. - COFC ST JOHNS - ECO, DEV ST JOHN

5. Describe why you are interested in serving in this position. I WISH TO BE MORE ACTIVE IN THE COMMUNITY, I THINK MY BACKGROUND & SKILLS OF PLANNING, ORGANIZING AND PROBLEM SOLVING WILL BE OF BENEFIT.

6. If you are appointed to any of the boards or commissions you have listed interest in, please list potential conflicts of interest. Explain: NONE

Appointment to this board, commission or advisory committee will require your consistent attendance at regularly scheduled meetings. Please note the times below for each Board or Commission. All meetings are held at the Council Chambers, 310 N. 4th Street, Kingman.

Board of Adjustment	As Needed
Building Board of Appeals	As Needed
Business License Review Board	As Needed
Clean City Commission	3rd Thursday/Monthly @ 5:00PM
Economic Development Marketing Commission	2 nd Wednesday/Monthly @ 7:30 AM
Golf Course Advisory Committee	3rd Wednesday/odd months @ 4:30PM
Historical Preservation Commission	4 th Tuesday/odd months @ 5:30PM
Industrial Development Board	As Needed
Local Public Safety Personnel Retirement Board	As Needed
Municipal Property Corporation	As Needed
Municipal Utilities Commission	4th Thursday/Monthly @ 5:30 PM
Parks & Recreation Commission	3rd Wednesday/odd months @ 6:30PM
Personnel Board	As Needed
Planning & Zoning Commission	2nd Tuesday/Monthly @ 6:00PM
Tourism Development Commission	1st Thursday/Monthly @ 7:30AM
Transit Advisory Commission	2 nd Tuesday/1 st month of Quarter @10:00

This application is subject to the Arizona Open Records law and should not be considered confidential.

Signature of Applicant *M. M. Bentley* Date 2 Dec 15

Please return this application to:
 City of Kingman
 City Clerk's Office Fax (928) 753-6867
 310 North Fourth Street
 Kingman, AZ 86401

For further information, please call: City Clerk's office at (928) 753-5561.

Thank you for taking the time to fill out this application. Volunteers play a vital role in the City of Kingman government. We appreciate your interest.



CITY OF KINGMAN
BOARDS AND COMMISSIONS APPLICATION

'15 DEC 7 16:35 20s

FOR MEMBERSHIP ON THE Planning and Zoning
Estimated hours per month you can devote to this group: as needed

Name Lauree L. DeVries Home Phone # 928-279-4791
Address 3800 Heather Ave Alternative Phone # 753-0710
Zip Code 86401 Ext. 4075
Email devriesrL@gmail.com Resident Located in -
Kingman City Limits
Mohave County

Length of Residency 12 years in Are you a registered voter? Yes No On process

If asked, I would be willing to serve on another board or Commission. Kingman Yes No

List other boards or commissions interested in:
I would consider only if I could be of some help.

1. List your educational background. High School Diploma

2. Please state your occupational background as it relates to the board or commission you are applying for beginning with your current occupation and employer.

Prior to Current Employment I was in the Building Industry

3. Describe your involvement in the Kingman community Chair the Kingman Meth Coalition/Walk-Away from Drugs Event. Plus Trash Cleanups on 1st Saturday of Every month with youth from the Court.

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.

More than 12 years in Construction
6 years as Chair of Meth Coalition / 9 years on Board for Walk Away from Drugs Event.

5. Describe why you are interested in serving in this position. I feel I can bring a fresh perspective to the Committee. Plus I'm committed to making sure the growth of our City is done at a healthy rate with the City's infrastructure.

6. If you are appointed to any of the boards or commissions you have listed interest in, please list potential conflicts of interest. Explain:

My husband is the Chief of Police

Appointment to this board, commission or advisory committee will require your consistent attendance at regularly scheduled meetings. Please note the times below for each Board or Commission. All meetings are held at the Council Chambers, 310 N. 4th Street, Kingman.

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Tourism Development Commission	1st Thursday/Monthly @ 7:30AM
Transit Advisory Commission	2 nd Tuesday/1 st month of Quarter @ 10:00

This application is subject to the Arizona Open Records law and should not be considered confidential.

Signature of Applicant Laurie L. DeVin Date 12-7-15

Please return this application to:

City of Kingman
 City Clerk's Office Fax (928) 753-6867
 310 North Fourth Street
 Kingman, AZ 86401

For further information, please call: City Clerk's office at (928) 753-5561.

Thank you for taking the time to fill out this application. Volunteers play a vital role in the City of Kingman government. We appreciate your interest.



CITY OF KINGMAN
BOARDS AND COMMISSIONS APPLICATION

dw
15 DEC 7 14:23 39s

FOR MEMBERSHIP ON THE Planning & Zoning Commission
Estimated hours per month you can devote to this group: 3

Name Ryan N. Dudley Home Phone # 405-361-7797

Address 2671 Diamond Spar St. Alternative Phone # 405-361-7770

Zip Code 86401

Email Ryandudleylaw@me.com Resident Located in -

Kingman City Limits

Mohave County

Length of Residency 3 months Are you a registered voter? Yes No

If asked, I would be willing to serve on another board or Commission. Yes No

List other boards or commissions interested in:

Any

1. List your educational background. Juris Doctor, Oklahoma City University School of law 2010; BA, University of Utah 2005.

2. Please state your occupational background as it relates to the board or commission you are applying for beginning with your current occupation and employer.

Mohave County Attorney's Office, Prosecutor 4/15 - Present; Private Practice 2011-2015.

3. Describe your involvement in the Kingman community. KYS& Coach U-10 2015.

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.

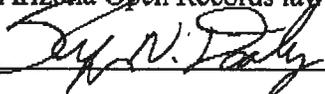
Served on P&Z Commission in Bullhead City 2014-2015 (resigned b/c I purchased a home in Kingman).

5. Describe why you are interested in serving in this position. I read about the need to fill a vacancy in the Kingman Daily Miner. I have prior experience serving and I am here to assist if you so choose.
6. If you are appointed to any of the boards or commissions you have listed interest in, please list potential conflicts of interest. Explain: Prosecutor w/ Mohave County; Associate Faculty w/ Mohave Community College.

Appointment to this board, commission or advisory committee will require your consistent attendance at regularly scheduled meetings. Please note the times below for each Board or Commission. All meetings are held at the Council Chambers, 310 N. 4th Street, Kingman.

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Tourism Development Commission	1st Thursday/Monthly @ 7:30AM
Transit Advisory Commission	2nd Tuesday/1 st month of Quarter @10:00

This application is subject to the Arizona Open Records law and should not be considered confidential.

Signature of Applicant  Date 12-7-15

Please return this application to:

City of Kingman
 City Clerk's Office Fax (928) 753-6867
 310 North Fourth Street
 Kingman, AZ 86401

For further information, please call: City Clerk's office at (928) 753-5561.

Thank you for taking the time to fill out this application. Volunteers play a vital role in the City of Kingman government. We appreciate your interest.



Kingman City Personnel Board
 CITY OF KINGMAN
 BOARDS AND COMMISSIONS APPLICATION

CITY OF KINGMAN
 PLANNING & ZONING

FOR MEMBERSHIP ON THE PLANNING & ZONING COMMISSION

Estimated hours per month you can devote to this group: DEC 4 2015

Name BROOKE FIX Home Phone # _____ RCY'D TIME Sandu 11:30 AM

Address 143 CHESTNUT STREET Alternative Phone # 928-753-5684

Zip Code 86401-5613

Email RBFIX7@GMAIL.COM Resident Located in -
 Kingman City Limits
 Mohave County

Length of Residency 10 YEARS Are you a registered voter? Yes No

If asked, I would be willing to serve on another board or Commission. Yes No

List other boards or commissions interested in:

1. List your educational background.
HIGH SCHOOL GRADUATE 2 YEARS COLLEGE - NO DEGREE

2. Please state your occupational background as it relates to the board or commission you are applying for beginning with your current occupation and employer.
I AM A RETIRED MANUFACTURING ENGINEER. DURING MY WORKING YEARS I WAS V.P. & GENERAL MANAGER OF A COMPANY WITH 600 EMPLOYEES. ALSO PRESIDENT OF A SMALLER COMPANY WITH 65 EMPLOYEES

3. Describe your involvement in the Kingman community.
CURRENT PRESIDENT OF KINGMAN TENNIS CLUB, INC. FORMED THE CLUB AND VERY ACTIVE NOW.

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.
CURRENTLY SERVING ON CITY'S PERSONNEL BOARD
 ALSO SERVED TWO YEARS ON JEROME MUNICIPAL UTILITIES COMMISSION AND WAS CHAIRMAN OF THAT COMMISSION.

5. Describe why you are interested in serving in this position

IT LOOKS LIKE THERE IS AN OPENING AND I WANT TO HELP

6. If you are appointed to any of the boards or commissions you have listed interest in, please list potential conflicts of interest. Explain

Appointment to this board, commission or advisory committee will require your consistent attendance at regularly scheduled meetings. Please note the times below for each Board or Commission. All meetings are held at the Council Chambers, 310 N. 4th Street, Kingman.

Board of Adjustment	As Needed
Building Board of Appeals	As Needed
Business License Review Board	As Needed
Clean City Commission	3rd Thursday/Monthly @ 5:00PM
Economic Development Marketing Commission	2nd Wednesday/Monthly @ 7:30 AM
Golf Course Advisory Committee	3rd Wednesday/odd months @ 4:30PM
Historical Preservation Commission	4th Tuesday/odd months @ 5:30PM
Industrial Development Board	As Needed
Local Public Safety Personnel Retirement Board	As Needed
Municipal Property Corporation	As Needed
Municipal Utilities Commission	4th Thursday/Monthly @ 5:30 PM
Parks & Recreation Commission	3rd Wednesday/odd months @ 6:30PM
Personnel Board	As Needed
Planning & Zoning Commission	2nd Tuesday/Monthly @ 6:00PM
Tourism Development Commission	1st Thursday/Monthly @ 7:30AM
Transit Advisory Commission	2nd Tuesday/1st month of Quarter @10:00

This application is subject to the Arizona Open Records law and should not be considered confidential.

Signature of Applicant

[Handwritten Signature]

Date 12-4-2015

Please return this application to:

City of Kingman
City Clerk's Office
310 North Fourth Street
Kingman, AZ 86401

Fax (928) 753-6867

For further information, please call: City Clerk's office at (928) 753-5561.

Thank you for taking the time to fill out this application. Volunteers play a vital role in the City of Kingman government. We appreciate your interest.



CITY OF KINGMAN
BOARDS AND COMMISSIONS APPLICATION

CITY OF KINGMAN
PLANNING & ZONING

FOR MEMBERSHIP ON THE PLANNING & ZONING

DEC 4 2015

Estimated hours per month you can devote to this group: ANYTIME

RCY'D TIME same 11:30am

Name GARY FREDRICKSON

Home Phone # 909-226-5828

Address 3469 KAREN AVE

Alternative Phone # _____

Zip Code 86401

Email gquadr41@gmail.com

Resident Located in -

Kingman City Limits

Mohave County

Length of Residency 7 MO Are you a registered voter? Yes _____ No X

If asked, I would be willing to serve on another board or Commission. Yes X No _____

List other boards or commissions interested in:

1. List your educational background. High school graduate, some college

2. Please state your occupational background as it relates to the board or commission you are applying for beginning with your current occupation and employer.

TRUCK DRIVER - 33YRS - Retired
TEAMSTER SHOP STEWARD - 10YRS
TEAMSTER DRIVE COORDINATOR - 3YRS

3. Describe your involvement in the Kingman community. Active at City Council
MEETINGS, Volunteer at Kingman Rattles MTN.
BIKE RACE

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.

TEAMSTER SHOP STEWARD 10YRS,

5. Describe why you are interested in serving in this position. WANT to ^{be} Active & Involved in MY New city & Help it grow & become A even better city.

6. If you are appointed to any of the boards or commissions you have listed interest in, please list potential conflicts of interest. Explain:

NONE

Appointment to this board, commission or advisory committee will require your consistent attendance at regularly scheduled meetings. Please note the times below for each Board or Commission. All meetings are held at the Council Chambers, 310 N. 4th Street, Kingman.

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Tourism Development Commission	1st Thursday/Monthly @ 7:30AM
Transit Advisory Commission	2nd Tuesday/1 st month of Quarter @ 10:00

This application is subject to the Arizona Open Records law and should not be considered confidential.

Signature of Applicant *Ray Frank* Date 12-4-15

Please return this application to:

City of Kingman
 City Clerk's Office
 310 North Fourth Street
 Kingman, AZ 86401

Fax (928) 753-6867

For further information, please call: City Clerk's office at (928) 753-5561.

Thank you for taking the time to fill out this application. Volunteers play a vital role in the City of Kingman government. We appreciate your interest.



CITY OF KINGMAN BOARDS AND COMMISSIONS APPLICATION

FOR MEMBERSHIP ON THE Planning & Zoning Board
Estimated hours per month you can devote to this group: As needed

Name Mark S Nelson Home Phone # 928-753-3061
Address 2135 Ridgeview Rd Alternative Phone # 928-279-9016
Zip Code 86401
Email mnels53@hotmail.com Resident Located in -
Kingman City Limits
Mohave County

Length of Residency 48 years Are you a registered voter? Yes No

If asked, I would be willing to serve on another board or Commission. Yes No

List other boards or commissions interested in:

1. List your educational background. Kingman HS Grad 1971, 3 years college, Arizona Western College & NAU, Certificate in Business Management, International Correspondence School. 35 years in insurance field, obtaining various credentials & professional designations

2. Please state your occupational background as it relates to the board or commission you are applying for beginning with your current occupation and employer.
I am a licensed insurance agent in Arizona. I started and operate The Nelson Company Insurance in 1979 and have built it to a million dollar plus operation. Currently the oldest privately owned & operated agency in NW Arizona. I am familiar in various industries & operations including retail & industrial.

3. Describe your involvement in the Kingman community. I have been active in the city since returning from the military in 1978. I am a past member of the Kingman Kiwanis Club, Founder of the Kingman Powerhouse Kiwanis Club. Past President of both clubs. I have chaired many community fundraisers and events with Kiwanis over this period. I have contact with thousands of people on a regular basis and am very familiar with the needs of our community

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.
I have served 3 times as past president of the Independent agents & brokers of NW Arizona, I have served as President of our Kiwanis Clubs. I understand what it takes to implement a plan and move it into reality.

5. Describe why you are interested in serving in this position. As a member of this community I am to keep this a viable and thriving place for people to live & prosper. I have made my career here and its time I contribute to its future.

6. If you are appointed to any of the boards or commissions you have listed interest in, please list potential conflicts of interest. Explain: I have no close friends or associates who operate retail businesses. I am not socially close or related to the construction industry or developers. I do have a son in law who is applying for a position on this board. Although we are very close, we have never discussed any matters related to our work or trades as a matter of professional conduct. I can see no change in this practice.

Appointment to this board, commission or advisory committee will require your consistent attendance at regularly scheduled meetings. Please note the times below for each Board or Commission. All meetings are held at the Council Chambers, 310 N. 4th Street, Kingman.

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Tourism Development Commission	1st Thursday/Monthly @ 7:30AM
Transit Advisory Commission	2 nd Tuesday/1 st month of Quarter @10:00

This application is subject to the Arizona Open Records law and should not be considered confidential.

Signature of Applicant

Date Dec 2, 2015

Please return this application to:

City of Kingman
City Clerk's Office
310 North Fourth Street
Kingman, AZ 86401

Fax (928) 753-6867

For further information, please call: City Clerk's office at (928) 753-5561.

Thank you for taking the time to fill out this application. Volunteers play a vital role in the City of Kingman government. We appreciate your interest.



CITY OF KINGMAN
BOARDS AND COMMISSIONS APPLICATION

15 MAR 6 11:28 23s

FOR MEMBERSHIP ON THE Transit Advisory Commission

Estimated hours per month you can devote to this group: 10 hours

Name Jed Noble

Home Phone # 928-263-1366

Address 950 Palo Verde Dr.

Alternative Phone # 928-716-5861

Zip Code 86409

Email jednoble@gmail.com

Resident Located in -

Kingman City Limits

Mohave County

Length of Residency 11 currently, 36 total

Are you a registered voter? Yes No

If asked, I would be willing to serve on another board or Commission.

Yes No

List other boards or commissions interested in:

Building Board of Appeals

Planning and Zoning Commission

1. List your educational background. B.S. Civil Engineering, Professional Engineer (Civil),

ICC Commercial Building Inspector

2. Please state your occupational background as it relates to the board or commission you are applying for beginning with your current occupation and employer.

Mohave County Public Works Engineering Manager-Civil Infrastructure

Mohave County Public Works Engineering Manager - Facilities

3. Describe your involvement in the Kingman community. NAYSL Soccer Coach - 5 years

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.

Member of the Mohave County Traffic Safety Committee. Staff assigned to the MC Transportation Commission and WACOG Transportation Advisory Committee. I conduct inspection, analysis, and planning for O&M, preservation, CIP, and expansion of Mohave County transportation systems.

5. Describe why you are interested in serving in this position. Serve the community and aid in the City's vision for transit improvements and needs.

6. If you are appointed to any of the boards or commissions you have listed interest in, please list potential conflicts of interest. Explain: If considered for the Building Board of Appeals, I am responsible for the Mohave County Public Works development reviews.

Appointment to this board, commission or advisory committee will require your consistent attendance at regularly scheduled meetings. Please note the times below for each Board or Commission. All meetings are held at the Council Chambers, 310 N. 4th Street, Kingman.

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Building Board of Appeals	As Needed
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Transit Advisory Commission	2nd Tuesday/1 st month of Quarter @10:00

This application is subject to the Arizona Open Records law and should not be considered confidential.

Signature of Applicant  Date 3/6/15

Please return this application to:

City of Kingman
City Clerk's Office
310 North Fourth Street
Kingman, AZ 86401

Fax (928) 753-6867

For further information, please call: City Clerk's office at (928) 753-5561.

Thank you for taking the time to fill out this application. Volunteers play a vital role in the City of Kingman government. We appreciate your interest.



CITY OF KINGMAN
BOARDS AND COMMISSIONS APPLICATION

DEC 7 2015

RCY'D
TIME

Sandi
2:27 PM

FOR MEMBERSHIP ON THE Planning and Zoning Commission
Estimated hours per month you can devote to this group: 40+ or as needed

Name Thomas L. Schulte Home Phone # 928-529-2202

Address 3080 Cherr. Circle, Kingman Alternative Phone # 928-515-1239

Zip Code 86401

Email TSchulte01@gmail.com Resident Located in -

Kingman City Limits

Mohave County

Length of Residency since w/08/14 Are you a registered voter? Yes No

If asked, I would be willing to serve on another board or Commission. Yes No

List other boards or commissions interested in:
Golf Course advisory

Parks and Rec advisory

1. List your educational background. BS Business Admin, Grand School
American Management Assoc Courses, Quality Control
course, Police Academy

2. Please state your occupational background as it relates to the board or commission you are applying for beginning with your current occupation and employer.
Please see attached supplement

3. Describe your involvement in the Kingman community.
Please see attached Supplement

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.
Please see attached Supplement

5. Describe why you are interested in serving in this position. _____

Please see attached Supplement

6. If you are appointed to any of the boards or commissions you have listed interest in, please list potential conflicts of interest. Explain: NONE

Appointment to this board, commission or advisory committee will require your consistent attendance at regularly scheduled meetings. Please note the times below for each Board or Commission. All meetings are held at the Council Chambers, 310 N. 4th Street, Kingman.

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This application is subject to the Arizona Open Records law and should not be considered confidential.

Signature of Applicant  Date 12/7/15

Please return this application to:

City of Kingman
City Clerk's Office Fax (928) 753-6867
310 North Fourth Street
Kingman, AZ 86401

For further information, please call: City Clerk's office at (928) 753-5561.

Thank you for taking the time to fill out this application. Volunteers play a vital role in the City of Kingman government. We appreciate your interest.

Thomas L. Schulte

Supplement to City of Kingman Boards and Commissions Application:

Question #2: Please state your occupational background as it relates the board of commission you are applying for beginning with your current occupation and employer:

Presently I am retired. Most recently I was a senior executive in the Facilities Management and Security Industries. These positions involved major project planning, contract review (involving city, state and federal codes and regulations), and budget preparation/review/approval.

Question #3: Please describe your involvement in the Kingman Community:

At this time I am a member of the Moose lodge and a volunteer Course ranger at Cerbat Cliffs Golf Course.

Question #4: Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying:

As a senior manager I have developed the ability to review and understand projects and requests. This also involves understanding the "unintended consequences" and your decisions. This expertise comes from extensive training in Six Sigma and Kiazen.

Through many years of business/military and law enforcement experience, I have learned how to function as part of a team, while retaining my independence. Sometime it is important to be able to say "no" to a project or request.

Additional, I have served in several different leadership roles for the International Facility Management Association.

I think it is important to realize balance between Kingman's Historical significance and need for controlled growth.

Question #5: Describe why you are interested in serving in this position:

After spending several years researching retirement locations, my wife and I fell in love with Kingman. Throughout my business career I have been involved in several non-profit charities, civic and professional organization, all in an effort to make our communities a better place. While there are many who will complain, I would like to be known as one who worked to solve the issue.

I firmly believe my past experience and involvement can add value to Kingman, in what I believe could be a most interesting position.

To: Mayor and Common Council
John Dougherty, City Manager
Gary Jeppson, Development Services Director
From: Carl Cooper, City Attorney
Date: November 23, 2015
Re: Residency Requirements for the Planning and Zoning Commission

Is there a residency requirement for the Planning and Zoning Commission?

Yes, per state statute a member of a municipalities zoning commission must be a resident of the municipality.

The City of Kingman is a "General Law" city. This means that the City must operate under the constraints of the state statutes in conjunction with the generally observed police powers inherent in municipal government. As a general law city, the City may only take legal action if the state legislature has so delegated that authority.

Pursuant to ARS 9-232, one of the qualifications of a council member is that they must be a resident of the municipality. One of the powers of a city is the ability zone land within the city limits. The City Council may act at the Zoning Commission if they so choose. The City of Kingman, through Ordinance 1314 and allowed by ARS 9-461.02, established a Planning and Zoning Commission.

ARS 9-461.02. Planning commission; creation; limitations

If a municipal planning commission is created, the organization, number of members, the terms of office and the method of appointment and removal shall be as provided by local ordinance, except that each municipal planning commission shall have at least five members.

Absent a City Ordinance creating a Zoning Commission, the City Council is that body. As noted above, the City Council clearly has residency requirement. If the Council so chooses then, it may create an alternative body to act as the Zoning Commission. When closely read, that statute allows for a number of conditions but the modification of residency is not something that was included.

Another way to look at this is; there is a statute that allows a city to zone land within three miles of a municipality of the county does not have any zoning regulations. Under that statute, it requires the City to appoint nonresidents on the commission as a representative of the particular county area that the City will have power over. This is a persuasive argument in favor of the above discussion.

To look even further into this, the counties operate under Title 11. Under ARS 11-802, the County's Zoning commission has a county and district residency requirement.

Upon review of a handful of Arizona cities, I was unable to locate any that allowed nonresidents on their zoning commissions. There are public policy considerations that support the legislature in this endeavor. A resident of a municipality clearly has an interest in the zoning of the lands in the community.

It is my legal advice to the City Council and the Planning and Zoning Commission that only legal residents of the City of Kingman be appointed or retained on the P & Z Commission pursuant to State Statute and City Code.

AZ Const. Art. 13, Sec. 1. Incorporation and organization; classification

Section 1. Municipal corporations shall not be created by special laws, but the legislature, by general laws, shall provide for the incorporation and organization of cities and towns and for the classification of such cities and towns in proportion to population, subject to the provisions of this article.

ARS 9-232. Council; qualifications of members; oath; selection of mayor; vacancy

A. A person shall not be a member of a city or town council unless, at the time of the election, the person is eighteen years old, is a qualified elector residing within the city or town and has resided in the city or town for at least one year next preceding the election, or if an area has been annexed to the city or town for a period of less than one year next preceding the election has resided in such area for at least one year next preceding the election. If an annexed area is subject to the provisions of this subsection, a person may meet the residency requirements if the person has resided within the existing limits of the city or town for the one-year period.

B. Every member of the council shall hold the office for the term of two years, except the members of the council first appointed, and before entering on the duties of the office, the member shall take and subscribe the oath of office.

C. Except for a common council organized as prescribed by section 9-232.04, the common council shall assemble within twenty days after their appointment or election, and choose a mayor from among their number.

D. If a member of the council, at any time during the member's term of office, ceases to be a qualified elector of the city or town or ceases to reside in the city or town, the council seat held by the member is deemed vacant. The council seat shall be filled in the same manner as any vacancy on the council. on request, the county attorney for the county in which the city or town is located shall investigate and determine whether a vacancy exists pursuant to this subsection.

ARS 9-461. Definitions

In this article, unless the context otherwise requires:

1. "Aggregate" means cinder, crushed rock or stone, decomposed granite, gravel, pumice, pumicite and sand.
2. "General plan" means a municipal statement of land development policies, that may include maps, charts, graphs and text that set forth objectives, principles and standards for local growth and redevelopment enacted under the provisions of this article or any prior statute.
3. "Municipal" or "municipality" means an incorporated city or town.
4. "Planning agency" means the official body designated by local ordinance to carry out the purposes of this article and may be a planning department, a planning commission, a hearing officer, the legislative body itself, or any combination thereof.
5. "Right-of-way" means any public right-of-way and includes any area required for public use pursuant to any general or specific plan.
6. "Specific plan" means a detailed element of the general plan enacted under the provisions of this article or a prior statute.
7. "Street" means streets, highways, freeways, expressways, avenues, boulevards, parkways, roads, lanes, walks, alleys, viaducts, subways, tunnels, bridges, public access easements and rights-of-way.
8. "Subdivision regulations" means a municipal ordinance regulating the design and improvement of subdivisions enacted under the provisions of article 6.2 of this chapter, or any prior statute, regulating the design and improvement of subdivisions.
9. "Zoning ordinance" means a municipal ordinance regulating the use of land or structures, or both, under the provisions of this article.

ARS 9-461.02. Planning commission; creation; limitations

If a municipal planning commission is created, the organization, number of members, the terms of office and the method of appointment and removal shall be as provided by local ordinance, except that each municipal planning commission shall have at least five members.

ARS 9-461.11. Extraterritorial jurisdiction; development plans

A. In any county not having a county planning agency with jurisdiction in the unincorporated territory, the legislative body of any municipality may exercise the planning powers granted in this article both to territory within its corporate limits and to that which extends a distance of three contiguous miles in all directions of its corporate limits and is not located in a municipality. Any ordinance intended to have application beyond the corporate limits of the municipality shall expressly state the intention of such applications. Such ordinance shall be adopted in accordance with the provisions set forth therein.

B. The extraterritorial jurisdiction of two or more municipalities whose territorial boundaries are less than six miles apart terminates at a boundary line equidistant from the respective corporate limits of such municipalities, or at such line as is agreed to by the legislative bodies of the respective municipalities.

C. As a prerequisite to the exercise of extraterritorial jurisdiction, the membership of the planning agency charged with the preparation or administration of proposed comprehensive planning for the area of extraterritorial jurisdiction shall be increased to include at least two additional members to represent the unincorporated area. Any additional member shall be a resident of the extraterritorial jurisdiction area outside the corporate limits and shall be appointed by the board of supervisors of the county wherein the unincorporated area is situated. Any such member shall have equal rights, privileges and duties with other members of the planning agency in all matters pertaining to the plans and regulations of the unincorporated area in which they reside both in preparation of the original plans and regulations and in consideration of any proposed amendments to such plans and regulations.

D. Any municipal legislative body exercising the powers granted by this section may provide for the enforcement of its regulations for the area of extraterritorial jurisdiction in the same manner as the regulations for the area within the municipality are enforced.

E. A county may enter into an intergovernmental agreement under the provisions of title 11, chapter 7, article 3 with any tribal government, city or town within the county for the following purposes:

1. Adoption of a joint development plan that may include land use, circulation, conservation, recreation, transportation and transit, public services and facilities, housing, economic development and public safety.

2. Adoption of a planning program addressing the timing and sequencing of public facilities and services to serve new and existing development and the staging of development in accordance with the availability of public facilities and services.

3. Adoption of a capital improvements program containing the following components:

(a) Identification of capital improvements needed to serve new development based on adopted service levels and adequate facilities standards for roads and sewer, water and drainage facilities.

(b) Estimated costs of construction of capital improvements and the timing of construction, expansion or extension of such facilities.

(c) Projected funding sources for capital improvements for each type of facility.

4. Implementation of the joint development plan through the exercise of planning, zoning, subdivision or land division regulatory powers conferred by law on cities, towns or counties.

5. Implementation of the capital improvements program through any of the following:

(a) Special assessment and county or municipal improvement districts.

(b) Development fees.

(c) Development agreements.

(d) Utility fees and excise taxes.

(e) Any other powers to finance capital improvements by cities or counties conferred by law.

The agreement shall specify how revenues derived from such measures are to be apportioned between the county and city and how such revenues are to be expended and accounted for.

F. The planning, zoning, subdivision or land division regulatory powers under subsection E, paragraph 4 may be exercised by any agency of the city, town or county as designated in the intergovernmental agreement. The agreement shall provide for:

1. A method of assuring owners of private lands or improvements affected by a joint development plan that:

(a) The exercise of any power conferred upon a city or county pursuant to the establishment of a joint development plan shall not impair or diminish the legal vested rights of any affected property owner.

(b) The county shall not require as a condition of development approval of the construction of any public facility or other exaction which has been included in the calculation of a development fee enacted pursuant to a development fee ordinance unless a credit or reimbursement has been made for the reasonable or excess value of included facilities advanced, dedicated or improved by a developer.

(c) No moratorium on final approval of subdivision plats, building permits or certificates of occupancy shall be adopted pending the adoption of the joint development plan.

(d) A property owner shall be afforded the opportunity at a public hearing held prior to adoption and implementation of the joint development plan to present information and evidence related to any alleged deprivation of the economically viable use of the property. If on the basis of the information and evidence presented there is reason to believe adoption or implementation of the joint development plan may result in a significant deprivation of the economically viable use of the property, adoption or implementation of the plan shall be postponed pending investigation and resolution of the alleged deprivation.

2. A method of notifying affected persons, including governmental entities, of public hearings on development decisions within the joint planning area.

3. A method of circulating development applications and recommendations for action for review by affected persons, including governmental entities.

4. Provisions for appearances at public hearings.

5. Provisions for defining aggrieved party status for administrative or judicial appeal of development decisions.

G. Notwithstanding any other extraterritorial jurisdictional limitations, the authority of an intergovernmental agreement made pursuant to subsection E may extend to a distance of twenty contiguous miles in any direction from the corporate limits of the city or town entering into such intergovernmental agreement with a county provided that the joint development plan shall apply to at least one of the following:

1. An area of the county within a three mile radius of the corporate limits of the city or town.

2. An area of the county within a three mile radius of an unincorporated population center where there is a reasonable expectation of annual population growth of at least six per cent using for purposes of projection the most recent United States decennial or special census.

3. Any area within the extraterritorial jurisdiction if all the property owners consent in writing to inclusion in the development plan.

Kingman City Code

Sec. 2-131 Planning and zoning commission—Composition and appointment.

(1) The planning and zoning commission shall consist of seven (7) members. A member shall have maintained his or her primary residence within the city limits for at least one hundred eighty (180) days before being appointed. A member shall maintain his or her primary residence within the city limits during the term of his or her membership. A member who moves outside the city limits during the term of his or her membership shall immediately notify the mayor in writing and may be required to resign at the discretion of the common council.

(2) Terms and methods of appointment and removal shall be in accordance with the procedures called out in the City of Kingman Code of Ordinances, Chapter 2, Article IX, Division 1.

(The title below is for counties but can be persuasive in interpreting our situation.)

ARS 11-802. County planning and zoning commissions

A. The board of supervisors of a county, in order to conserve and promote the public health, safety, convenience and general welfare and pursuant to this chapter, shall plan and provide for the future growth and improvement of its area of jurisdiction, coordinate all public improvements pursuant to the plan, form a planning and zoning commission to consult with and advise it regarding matters of planning, zoning and subdivision platting and, in the manner provided in this chapter, adopt and enforce those rules, regulations, ordinances and plans as may apply to the development of its area of jurisdiction.

B. The commission shall act in an advisory capacity to the board and may or, if requested by the board, shall make a report or recommendation in connection with any matter relating to the development of the county under the jurisdiction of the board. The commission shall make those investigations, maps, reports and recommendations in connection with those investigations, maps and reports as seem desirable within the limits of the monies available.

C. In the counties having three supervisorial districts, each county planning and zoning commission shall consist of nine members who shall be qualified electors of the county. Three members shall be appointed from each supervisorial district by the supervisor from that district, and not more than one of the three may be a resident of an incorporated municipality. Members of the commission shall serve without compensation except for reasonable travel expenses.

D. Except as provided in subsection E of this section, in the counties having five supervisorial districts, each county planning and zoning commission shall consist of ten members who shall be qualified electors of the county. Two members shall be appointed from each supervisorial district by the supervisor from that district. Members shall be residents of the district from which they are appointed. Members of the commission shall serve without compensation except for reasonable travel expenses.

E. If any supervisorial district is at least ninety per cent Indian reservation and at least ninety per cent of the district is not subject to county zoning regulations, the supervisor from the district may appoint some or all of the members to the commission from any supervisorial district in the county if there is no appointee who is willing to serve within the supervisorial district. These appointments are subject to the limitations on residency required by subsections C and D of this section. Members appointed to the commission pursuant to this subsection require the approval of the board.

F. In counties with a population of less than one hundred seventy-nine thousand persons, an alternate member may be appointed by the appointing supervisor for each commission member appointed pursuant to subsections C, D and E of this section to serve in the absence of that member. Alternate members may be appointed from any supervisorial district in the county. During any meeting of the commission, if the regularly appointed member becomes available, the alternate member shall conclude any action on the agenda item under consideration and the regularly appointed member shall be seated for the remaining items.

G. The terms of the members of the commissions shall be for four years except for those initially appointed. Of those members initially appointed pursuant to subsection C of this section, five members shall be appointed to a two year term and four members shall be appointed to a four year term. Of those members initially appointed pursuant to subsection D of this section, five members shall be appointed to a two year term and five members shall be appointed to a four year term. Thereafter, each term shall be four years. If a vacancy occurs otherwise than by expiration of term, the vacancy shall be filled by appointment for the unexpired portion of the term. The board may remove members of the commission for cause.

H. On a conversion from three to five supervisorial districts pursuant to section 11-212, the board of supervisors, on expiration of the terms of members of the commission serving on the date of the conversion, shall make those appointments to fill the vacancies to conform to subsection D of this section as soon as is practicable.

I. The county assessor, county engineer, county health officer and county attorney shall serve in an advisory capacity to the commission and to the boards of adjustment.

J. The commission shall:

1. Elect a chairperson from among its members for a term of one year and those other officers as it determines.
 2. By resolution fix the time and place within the district of regular meetings, hold at least one regular meeting each month when there is new official business to transact and hold additional meetings as the chairperson or a majority of the commission deems necessary.
 3. Adopt rules for the transaction of business and keep a record of its resolutions, transactions, findings and determinations, which record shall be a public record and be open to public inspection.
 4. Transmit all of its recommendations, decisions, findings, reports and official actions, regardless of vote, to the board of supervisors.
- K. A majority of the commission constitutes a quorum for the transaction of business and a majority vote of the quorum is required for any official action.



**CITY OF KINGMAN
COMMUNICATION TO COUNCIL**

TO: Honorable Mayor and Common Council

FROM: City Clerk's Office

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Discussion and possible action regarding appointment of a vice-mayor

SUMMARY:

Mark Wimpee, Sr. resigned from the position of vice-mayor and the Council in October, 2015. The Council will discuss selecting a new vice-mayor and possibly appoint a member to that position.

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

Staff recommends appointing a new vice-mayor.

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Muhle, Sydney	Approved	12/11/2015 - 2:00 PM



CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Chief Robert J. DeVries

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Citizen recognition

SUMMARY:

On October 30th at approximately 10:30 a.m. officers responded to a collision between a motorcycle and SUV at the intersection of Main and Wickieup. The rider of the motorcycle, Mr. Thomas Bock, received life threatening injuries as a result of the collision. Off-duty DPS Trooper Leo Becenti Jr. and Ms. Ellen Baca heard the collision and immediately went to the aid of Mr. Bock. They summonsed the assistance of a neighbor to bring items to construct a makeshift tourniquet. Utilizing a belt and wooden paint stick, Trooper Becenti and Ms. Baca were able to stop the bleeding. Upon the arrival of medical personnel, Mr. Bock was transported to KRMC and airlifted to Las Vegas University Medical Center. Initial assessment by medical personnel indicated that the loss of limb and even life were potential outcomes of the crash. On November 24th KPD Sergeant David Coffin spoke with Mr. Bock who is recovering from his injuries. According to family members the surgeons were able to save his life and leg due to the prompt actions of Trooper Becenti and Ms. Ellen Baca. Both individuals are to be commended for their quick and selfless response to an individual in distress.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends recognizing DPS Trooper Leo Becenti and Ms. Ellen Baca and provide them with a Life Saving Award.

REVIEWERS:

Department	Reviewer	Action	Date
Police Department	DeVries, Robert	Approved	12/4/2015 - 2:19 PM
City Attorney	Cooper, Carl	Approved	12/7/2015 - 9:16 AM
City Manager	Dougherty, John	Approved	12/8/2015 - 5:14 PM



**CITY OF KINGMAN
COMMUNICATION TO COUNCIL**

TO: Honorable Mayor and Common Council
FROM: Public Works
MEETING DATE: December 15, 2015
AGENDA SUBJECT: Professional Services Agreement at Railroad Museum

SUMMARY:

Based on Council direction, staff has prepared an amendment to the Professional Services Agreement with the Whistle Stop Railroad Club (WSRRC) for the operation of the Railroad Museum at the Kingman Train Depot.

According to the amendment, the WSRRC will utilize the "Hertz space" in addition to the original space they occupied. WSRRC will be required to have the museum open five days a week. They will also be responsible for routine maintenance of the museum portion of the Depot including, but not limited to, cleaning, dusting, routine repairs, and stocking the restrooms. The City will be responsible for major repairs and the utilities.

The agreement renewal will be for one year and will begin on January 1, 2016.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends Council approval of the amended Professional Services Agreement with WSRRC.

ATTACHMENTS:

Description
signed agreement

REVIEWERS:

Department	Reviewer	Action	Date
Public Works	Owen, Rob	Approved	12/3/2015 - 1:20 PM
City Attorney	Cooper, Carl	Approved	12/7/2015 - 9:26 AM
City Manager	Dougherty, John	Approved	12/8/2015 - 5:20 PM

**AN AGREEMENT BETWEEN THE CITY OF KINGMAN AND THE WHISTLE STOP
RAILROAD CLUB FOR PROFESSIONAL SERVICES**

This professional services agreement between the City of Kingman (CITY) an Arizona municipal corporation located entirely within Mohave County and the Whistle Stop Railroad Club (WSRRC) an unincorporated non-profit organization, for professional services is entered into and is effective this _____ day of _____ 2015

RECITALS

WHEREAS:

- A. Acting through its duly elected governing body, by Resolution, the City's Council has approved the City to enter into this Agreement, and authorized the Mayor as its representative to execute the same on behalf of the City pursuant to §9-499.01
- B. Acting through its duly elected governing body has approved WSRRC to enter into this Agreement, and authorized its President as its representative to execute the same.
- C. The City operates, manages and maintains a lease on the Railroad Depot, located at 402 East Andy Devine Avenue. The City wishes to contract with a non-profit group to operate a railroad based museum at the Depot. The City desires WSRRC to staff, manage, and operate 3,119 square feet (excluding Amtrak Personnel and Amtrak waiting areas), of the Depot providing artifacts, displays, and information regarding in the Southwest and Kingman to visitors, tourists, and residents.
- D. The WSRRC desire to contract and operate a Railroad Museum at the Depot.

AGREEMENTS

NOW THEREFORE, for good and valuable consideration, including consideration of the mutual promises, terms and conditions hereinafter set forth, including the mutual promises and obligations to be performed by the Parties hereto, the Parties agree as follows:

- 1. **INCORPORATION BY REFERENCE.** The above Recitals shall be incorporated by reference as part of the Parties' agreements and/or as the basis of consideration for this Agreement.
- 2. **COMMENCEMENT, DURATION, AND TERMINATION.** This Agreement, upon being fully executed, shall commence following the effective date and it shall continue in full force and effect unless earlier terminated as provided hereinafter. This agreement shall be in effect from the date of January 1, 2016 through December 31st, 2016 unless terminated pursuant to the provisions contained herein.

This Agreement may be terminated or canceled by any party as long as the terminating party gives the other parties ninety (90) days notice in writing.

This Agreement may be canceled in accordance with A.R.S. Title 38, Chapter 3, Article 8, Section 38-511.

3. **PURPOSES.** The basic purpose of this Agreement is to set forth the terms and conditions of this agreement to allow for the providing of dispatch services.

4. **RESPONSIBILITIES.**

4.1 **THE CITY :**

4.1.1 Shall consider WSRRC recommended capitol improvements subject to the City's priorities and the availability of budgeted funds.

4.1.2 Shall, except as otherwise provided in this agreement, the City agrees to indemnify, hold harmless, and defend WSRRC, and their agents, officials and employees, from and against any and all claims, demands, actions, liabilities, losses and expenses, of every kind and description, including attorney's fees and litigation costs that may arise out of or result from any negligent act, action or omission of the City their employees, agents or contractors under this agreement.

4.1.3 Shall maintain Electrical, Plumbing, HVAC, and Major structural components of the premises.

4.2 **WSRRC:**

4.2.1 Shall not perform any alterations to structure or premises without prior written approval from City of Kingman Public Works Director.

4.2.2 Shall provide such services appropriate to the operation of a museum, including historical artifacts, displays and exhibits. Such services will include maintenance of the exhibits, cataloging of artifacts as to ownership, condition and origin. WSRRC may change out or expand exhibits on an as needed basis.

4.2.3 Shall provide for the routine maintenance of museum portion of the Depot; including but not limited to cleaning, dusting, and routine repairs. In addition, WSRRC shall m a i n t a i n the stocking and cleaning of the restrooms.

4.2.4 Shall provide promotional material and marketing for the museum and to coordinate such efforts with other organizations working to promote attractions in the Kingman area. WSRRC shall specifically acknowledge the support of the City in any media or promotional material.

4.2.5 Shall operate the museum at least 5 (five) days a week. The hours of operation will vary seasonally, W e d n e s d a y through Sunday. WSRRC shall coordinate staffing of the Depot year round through the use of volunteers who are members of WSRRC. Additional hours of operation may be set by WSRRC subject to the approval of the City. In setting hours of operation, WSRRC will attempt to maximize public

access with other attractions, events, or holidays. WSRRC will provide quarterly operation reports to the City.

4.2.5 Shall retain all admission fees, sales, and donations. WSRRC may set admission fees at a level appropriate to the exhibits subject to City approval.

4.2.6 Shall provide quarterly reports regarding number of visitors, admission fees, donations, and sales

4.2.7 Insurance Requirements

- A. Provide THE CITY with a liability insurance policy and endorsement naming THE CITY as additional for the operation of the RAILROAD MUSEUM and other services performed under this agreement

Liability limits shall be as follows:

General Liability \$1,000,000 each occurrence/\$2,000,000 Aggregate (including Premises/Operations, Products/Completed Operations, Personal Injury/Advertising Injury, Contractual Liability, Independent Contractors)

Excess Insurance \$4,000,000/each occurrence

The General, Personal Injury, and Excess Insurance shall be written on an occurrence base form. Additionally, no policy listed above shall have a deductible greater than \$25,000 per occurrence.

The WSRRC is responsible for any insurance on WSRRC's personal property kept on-site at the Kingman Railroad Depot. WSRRC hereby releases THE CITY from any and all claims arising in any way from loss or damage to WSRRC's personal property.

- B. Additional Insured's. Comprehensive general liability policy, Excess and Standard fire and extended coverage insurance shall name City of Kingman, its departments, officers, and employees as additional insured's on the certificate of insurance and by a policy endorsement.

Special Items. Each insurance policy shall provide the following: (i) the policies cannot be cancelled, or substantially modified until and unless thirty (30) days written notice is received by the City of Kingman for payment of any premium or for assessments under any form of policy; (ii) the insurance company shall have no recourse against the City of Kingman for payment of any premium or for assessments under any form of policy; and (iii) the policies are intended as primary coverage for the City of Kingman and that any insurance or self-insurance maintained by THE CITY shall apply in excess of and not contributory with the insurance provided by these policies.

Certificates of Insurance and Policy Endorsement: WSRRC shall deliver Certificates of Insurance and required endorsements, for the policies of insurance required hereunder, to the City of Kingman, Attn Risk Management, 310 N Fourth Street, Kingman, AZ 86401. WSRRC shall continually maintain evidence of such insurance for City of Kingman, and provide such evidence upon THE CITY's request. Failure to provide such to THE CITY in no way absolves WSRRC from the responsibility of complying with the insurance requirements of this Agreement.

No Limitation of Liability. The procuring of any policy of insurance shall not be construed to be a limitation upon WSRRC's liability or as a full performance on its part of the indemnification provisions of this AGREEMENT, WSRRC's obligation being, notwithstanding any said policy of insurance, for the full and total amount of any damage, injury, or loss caused by the negligence or neglect connected with the operation under this AGREEMENT.

Failure to Maintain Insurance. Failure to maintain the minimum insurance as stated herein shall constitute default of this AGREEMENT.

4.2.8 Hold Harmless/Indemnity Clause

Neither THE CITY, nor its departments, officers, or employees shall be liable for any loss, damage, death or injury of any kind whatsoever to the person or property of WSRRC or of any other person whomsoever, caused by WSRRC's use of the Premises whatsoever; and WSRRC, hereby waives on WSRRC's behalf all claims against THE CITY, provided however, any liability resulting from the negligent acts or omissions or willful misconduct of THE CITY, its departments, officers, or employees shall not be waived.

To the furthest extent permitted by law, WSRRC shall defend, indemnify, and hold THE CITY, its departments, boards, commissions, council members, officials, agents, and employees, individually and collectively, for, from, and against all losses, expenses (including attorney fees), damages, claims, charges, fines, suits, actions, demands, or other liabilities of any kind ("Liability"), including without limitation liability for bodily injury, illness, death, or for property damage, resulting from or arising out of this AGREEMENT and/or the use or occupancy of the FACILITIES, except for Liability resulting from the negligent acts or omissions or willful misconduct of THE CITY, its employees, agents, or any person under THE CITY's direction and control.

4.3 JOINTLY. THE WSRRC AND CITY MUTUALLY AGREE:

4.3.1 To not incur legal liability for the actions of one another, other than under the terms and conditions of this Agreement. Each Party will be solely and entirely responsible for its own acts and acts of its own Board

or Council members, officials, agents, and employees during the performance of this Agreement.

4.3.2 To act for the good faith implementation of this Agreement and its covenants, including full and complete timely performance.

5. **LAWS.** The Parties shall each be fully responsible for compliance with all statutes, ordinances, codes, regulations, rules, court decrees or other laws (hereinafter collectively "Laws") applicable to it as part of fully performing the Project with regards to their respective roles. This Agreement shall not relieve either Party of any obligation or responsibility imposed upon it by Laws.
6. **NOTICE.** Any notice that is necessary shall be in writing and given by telefax, personal delivery, by deposit with an overnight express delivery service such as Federal Express, or by deposit in the United States Mail, certified mail-return receipt requested, postage prepaid, addressed to a Party at the address set forth below, or such other address as a Party may designate in writing by prior notice. The date notice is given shall be the date on which the notice is delivered if notice is given by personal delivery or overnight express delivery service, or three (3) days from the date of deposit in the Mail, if the notice is sent through the United States Mail. Notice shall be deemed to have been received on the date on which the notice is delivered, if notice is given by personal delivery or overnight express delivery service, or three (3) days following the date of deposit in the mail, if notice is sent through the United States Mail.

CITY:

Mail or Deliver To:

John Dougherty
City Manager
310 N 4th St
Kingman, Arizona 86401

WSRRC:

Mail or Deliver To:

President,
Whistle Stop Railroad Club
P.O. Box 348
Kingman , Arizona 86402

7. OTHER CONDITIONS OR PROVISIONS

- 7.1.1 **Severability.** The terms of this Agreement are severable. Any waiver by the Parties of any provision herein shall not impair the right of any Party to enforce any other provision of the Agreement. Such provision of this Agreement shall be interpreted in a manner as to be effective and valid under applicable Laws. Such provision shall be ineffective solely to the extent of such prohibition or invalidity. Such prohibition or invalidity shall not invalidate the remainder of the provisions or any other provision.
- 7.1.2 **Voluntary Execution.** The Parties acknowledge having read the Agreement in its entirety and voluntarily sign the Agreement with the intended purpose that it be fully binding as set forth.
- 7.1.3 **Arbitration.** In the event of a dispute, the Parties agree to use arbitration only to the extent it is required by A.R.S. § 12-1518 or otherwise required by Arizona Rules of Civil Procedure. The Parties shall agree to fully exhaust administrative remedies before filing litigation
- 7.1.4 **No Implied Authority.** This Agreement shall not be considered to imply authority to perform any tasks, accept any responsibility, or to do any other

thing in relation hereto, not expressly set forth herein.

7.1.5 Construction of Contract. This Contract shall be construed and interpreted according to its plain meaning, and no presumption shall be deemed to apply in favor of or against the party drafting this Contract. The parties acknowledge and agree that each has had the opportunity to seek and utilize legal counsel in the drafting of, review of, and entry into this Contract.

7.1.6 Legal Arizona Workers Act. In compliance with A.R.S. § 41-4401, the Parties hereby warrants that they will, at all times during the term of this Agreement, comply with all federal immigration laws applicable to the Parties' employment of their employees, and with the E-Verify requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). The Parties shall further ensure that each subcontractor who performs any work for the Parties under this Agreement likewise complies with the State and Federal Immigration Laws.

The Parties agree and warrant that the Parties shall each have the right at any time to inspect the books and records of the other Parties and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws. The Parties agree that any act by another Party or subcontractor that results in the impediment or denial of access of the books and records of the Parties or subcontractor shall be a material breach of this Agreement on the part of the that Party.

Nothing herein shall make the Parties or subcontractor an agent or employee of any of the other Parties. Nothing herein shall act to establish privity of contract between any of the Parties and any subcontractor.

Any breach of the Parties' or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Agreement subjecting the offending Party to penalties up to and including suspension or termination of this Agreement. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, the Party shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, subject to each Parties' approval as soon as possible so as not to delay project completion and at no additional expense to the other Parties. Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of the offending Party.

The Parties shall advise each subcontractor of the Parties' rights and the subcontractor's obligations under this Article by including a provision in its contract with each subcontractor in the following form:

"SUBCONTRACTOR hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to SUBCONTRACTOR's employees, and with the requirements of A.R.S. § 23-214 (A). SUBCONTRACTOR further agrees that the Parties may inspect the SUBCONTRACTOR'S books and records to insure that SUBCONTRACTOR

is in compliance with these requirements. Any breach of this paragraph by SUBCONTRACTOR will be deemed to be a material breach of this contract subjecting SUBCONTRACTOR to penalties up to and including suspension or termination of this contract."

- 7.1.7 Non-Discrimination.** The Parties will not discriminate on the grounds of age, race, color, national origin, religion, sex, disability, familial status or any other protected basis in the selection, treatment and retention of employees, subcontractors or in the procurement of materials and leases of equipment. The Parties also will not participate, either directly or indirectly, in any type of discrimination prohibited by any federal, state, or local law, including but not limited to Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Executive Orders 99-4 and 2000-4 (including any amendments thereto).
- 7.1.8 Scrutinized Business.** As required by A.R.S. §§ 35-391.06(A) and 35-393.06(B), the Parties certifies to each other that they do not have any scrutinized business operations (as defined in A.R.S. §§ 35-391 and 35-393) in Sudan or Iran.
- 7.1.9 No Third Party Interest.** This agreement shall be binding upon the Parties and any successor-in--interest. No provision herein is intended to create a third beneficiary interest in any person or entity, including but not limited to the respective employees or agents of any Party.

IN WITNESS WHEREOF, the Parties have signed this Agreement on the dates set forth below. This Agreement shall be effective as of the date first above written, and upon being fully executed.

CITY OF KINGMAN, a municipal corporation of the State of Arizona

By _____
Richard Anderson, Mayor, Kingman Common Council

WHISTLE STOP RAILROAD CLUB, a
Non-profit organization of the State of Arizona

By Charles Brown
Name, President

Date Signed

11-25-15
Date Signed

ATTEST:

Sydney Muhle, City Clerk

APPROVED AS TO FORM

Carl Cooper, City Attorney



CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Chief Robert J. DeVries

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Award of bid for a new office building

SUMMARY:

The Mohave Area General Narcotics Enforcement Team (M.A.G.N.E.T.) Board of Directors sought bids for the construction of a new office building at their current location on Flightline Drive. The new building will feature interview rooms and meeting space for investigators.

Bids for construction were solicited and one bid was submitted. That bid was opened on November 25, 2015 with the bidder being T.R. Orr Inc. with a construction cost of \$132,000.00. The bid was reviewed and approved by the M.A.G.N.E.T. Board of Directors on December 4, 2015.

FISCAL IMPACT:

None - taxpayer or general fund monies will not be used. All costs will be covered with M.A.G.N.E.T. Racketeer Influenced Corrupt Organizations (R.I.C.O.) funds.

STAFF RECOMMENDATION:

Staff recommends accepting the single bid and authorize the Chief of Police, M.A.G.N.E.T. Chairperson, to proceed with the construction of the new office building.

ATTACHMENTS:

Description

Proposed Bid and Bidder's Tabulation Sheet

REVIEWERS:

Department	Reviewer	Action	Date
Police Department	DeVries, Robert	Approved	12/4/2015 - 2:18 PM
City Attorney	Cooper, Carl	Approved	12/7/2015 - 9:16 AM
City Manager	Dougherty, John	Approved	12/8/2015 - 5:24 PM

CITY OF KINGMAN, ARIZONA

New Office Building

8045 Flightline Drive

APN: 310-19-018

PROPOSAL TO CONSTRUCT

CITY OF KINGMAN

ENGINEERING CONTRACT ENG15-071

CITY OF KINGMAN
KINGMAN, ARIZONA

New Office Building
8045 Flightline Drive

PROPOSAL

PROPOSAL - In compliance with the Advertisement for Bids, the undersigned bidder:

T. R. ORB, INC.

Having carefully examined the Contract Documents, site of work, and being familiar with the conditions to be met, hereby submits the following Proposal for furnishing the material, equipment, labor, and everything necessary for the completion of the work listed and agrees to execute the Contract Documents and furnish the required bonds and certificates of insurance necessary for the completion of the work, at the location and for the prices set forth on the inside pages of this form. A double asterisk (**) indicates a contingent bid item for which installation is subject to the direction of the Engineer during the construction period.

- Understands that construction of this project shall be in accordance with all applicable Uniform Standard Specifications and Standard Details, except as otherwise required by the Project Plans and Special Provisions.
- Understands that this Proposal shall be submitted with a Proposal guarantee of cash, certified check, cashier's check, or surety bond for an amount not less than Ten Percent (10%) of the amount bid.
- Agrees that upon receipt of Notice of Award from the City of Kingman, he will execute the Contract Documents within ten calendar days of the date of the Notice of Award.
- Work shall be completed within One Hundred & Fifty (150) consecutive calendar days, beginning with the day following the starting date specified in the Notice to Proceed.

The Bidder hereby acknowledges receipt of and agrees his Proposal is based on the following Addenda:
(If there are no addenda, write "NONE" below).

"NONE"

CITY OF KINGMAN
NEW OFFICE BUILDING
8045 FLIGHTLINE ROAD

TO: THE HONORABLE MAYOR AND CITY COUNCIL, CITY OF KINGMAN, ARIZONA

The Undersigned proposes and agrees to furnish any and all required labor, material, construction equipment, transportation and services for the construction of the New Office Building Project located at 8045 Flightline Road in strict conformity with the Plans, Specifications, and Special Provisions, for the following unit prices:

TOTAL BID

Total Bid (Numbers)

\$ 132,000.00

Total Bid (Words)

ONE HUNDRED & THIRTY TWO DOLLARS ⁰⁰/₁₀₀

PROPOSAL

This proposal is submitted by T.B. ORR, INC, a corporation
organized under the laws of the State of ARIZONA, a partnership consisting of _____
_____ ; or individual trading as _____

_____ ; of the City of KINGMAN, and is the holder of current Arizona State

Contractors License Classification B-01 License No: 071509

Respectfully Submitted:

T.B. ORR, INC.
Firm

3965 N. BANK ST. KINGMAN, ARIZONA 86409
Address City State Zip

(928) 757-1174 EXT. 21 757-9763 ELTON@TB-ORR.COM
Phone Fax Email

[Signature] BANDY COOK, PRESIDENT
By (Officer and Title)

Date 11/25/15

ATTEST:

[Signature], RANDI COOK
Officer and Title PRES T.B. ORR, INC.

[Signature] ELTON EDWARDS, PROJECT MGR.
Witness of Bidder if an Individual

ARIZONA STATUTORY BID BOND
PURSUANT TO TITLES 28, 34 AND 41, ARIZONA REVISED STATUTES
(Penalty of this bond must not be less than 10% of the bid amount)

KNOW ALL MEN BY THESE PRESENTS:

That, T. R. Orr, Inc., (hereinafter "Principal"), as Principal, and Merchants Bonding Company (Mutual) (hereafter "Surety"), a corporation organized and existing under the laws of the State of Iowa, with its principal offices in the City of Des Moines holding a certificate of authority to transact surety business in Arizona issued by the Director of the Department of Insurance pursuant to Title 20, Chapter 2, Article 1, as Surety, are held and firmly bound unto the City of Kingman, Arizona (hereinafter "Obligee"), as Obligee, in the amount of Ten Percent (10%) of the amount of the bid of Principal, submitted by Principal to the Obligee for the work described below, for the payment of which sum, the Principal and Surety bind themselves, and their heirs, executors, administrators, successors and assigns, jointly, and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for 25'4 x 40' New Building - Frame & Stucco Construction

NOW, THEREFORE, if the Obligee shall accept the proposal of the Principal and the Principal shall enter into a contract with the Obligee in accordance with the terms of such proposal and give the bonds and certificates of insurance as specified in the standard specifications with good and sufficient surety for the faithful performance of the Contract and for the prompt payment of labor and materials furnished in the prosecution of the contract, or in the event of the failure of the Principal to enter into the contract and give the bonds and certificates of insurance, if the Principal pays to the Obligee the difference not to exceed the penalty of the bond between the amount specified in the proposal and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by the proposal then this obligation is void. Otherwise it remains in full force and effect provided, however, that this bond is executed pursuant to the provisions of Section 34-201, Arizona Revised Statutes, and all liabilities on this bond shall be determined in accordance with the provisions of that section to the extent as if it were copied at length herein.

Witness our hands this 18th day of November, 2015.

T. R. Orr, Inc.

Merchants Bonding Company (Mutual)

Principal

Seal

Surety

Seal

By: [Signature]

By: [Signature]

Attorney-in-Fact

Tania Buchner

It's: CEO

The Mahoney Group

6029 S. Rainbow Blvd., Las Vegas NV 89118

AGENCY OF RECORD

AGENCY ADDRESS

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations duly organized under the laws of the State of Iowa (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint, Individually,

Tania Buchner, Jacob Sanders

of Las Vegas and State of Nevada their true and lawful Attorney-in-Fact, with full power and authority hereby conferred in their name, place and stead, to sign, execute, acknowledge and deliver in their behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

TEN MILLION (\$10,000,000.00) DOLLARS

and to bind the Companies thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of the Companies, and all the acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Authority is made and executed pursuant to and by authority of the following By-Laws adopted by the Board of Directors of the Merchants Bonding Company (Mutual) on April 23, 2011 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 24, 2011.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-In-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof

The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 10th day of April, 2013



MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF POLK ss.

On this 10th day of April, 2013, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument is the Corporate Seals of the Companies, and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of Des Moines, Iowa, the day and year first above written.



Maranda Greenwalt
Notary Public, Polk County, Iowa

STATE OF IOWA
COUNTY OF POLK ss.

I, William Warner, Jr., Secretary of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 18th day of November, 2015



William Warner Jr.
Secretary

POA 0014 (11/11)

STATE OF Nevada }
COUNTY OF Clark } ss.

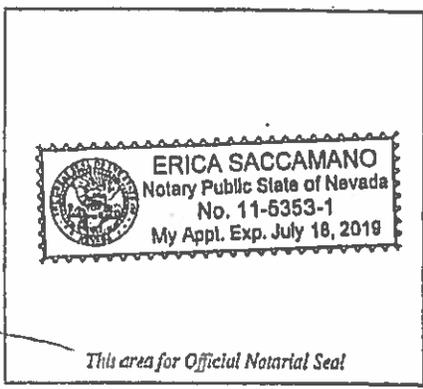
On: 11/18/15, before me, Erica Saccamano

PERSONALLY APPEARED Tania Buchner

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Signature [Handwritten Signature]



OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER	DESCRIPTION OF ATTACHED DOCUMENT
<input type="checkbox"/> INDIVIDUAL	_____
<input type="checkbox"/> CORPORATE OFFICER	TITLE OF TYPE OF DOCUMENT
_____ TITLE(S)	_____
<input type="checkbox"/> PARTNER(S) <input type="checkbox"/> LIMITED	_____
<input type="checkbox"/> GENERAL	NUMBER OF PAGES
<input type="checkbox"/> ATTORNEY-IN-FACT	_____
<input type="checkbox"/> TRUSTEE(S)	DATE OF DOCUMENT
<input type="checkbox"/> GUARDIAN/CONSERVATOR	_____
<input type="checkbox"/> OTHER: _____	_____
_____	SIGNER(S) OTHER THAN NAMED ABOVE
SIGNER IS REPRESENTING:	
NAME OF PERSON(S) OR ENTITY(IES)	



CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Gary Jeppson

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Consideration of an exception to Section 9-5(c)(1) to permit overhead power to a detached garage at 3724 N. Moore Street

SUMMARY:

Michael and Lori Moore, 3724 N. Moore Street are constructing a detached garage on the rear portion of their property. There is a powerline along the rear of the lot that serves the properties on the east is Moore Street and the west side of Bond Street. Unisource Energy will not charge them for an overhead line drop from this power line. Subsection 9-5(c)(1) of the City Code requires underground power. An underground power line will cost the Millers \$2000 and require them to run the line across the Hackberry right-of-way. If the City Council would grant an exception to the underground utility requirement, the Millers will be able to receive electrical power to the garage without the \$2000 cost. The Millers are seeking this exception.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends approval of the exception.

ATTACHMENTS:

Description

Site Plan of 3724 N. Moore Street

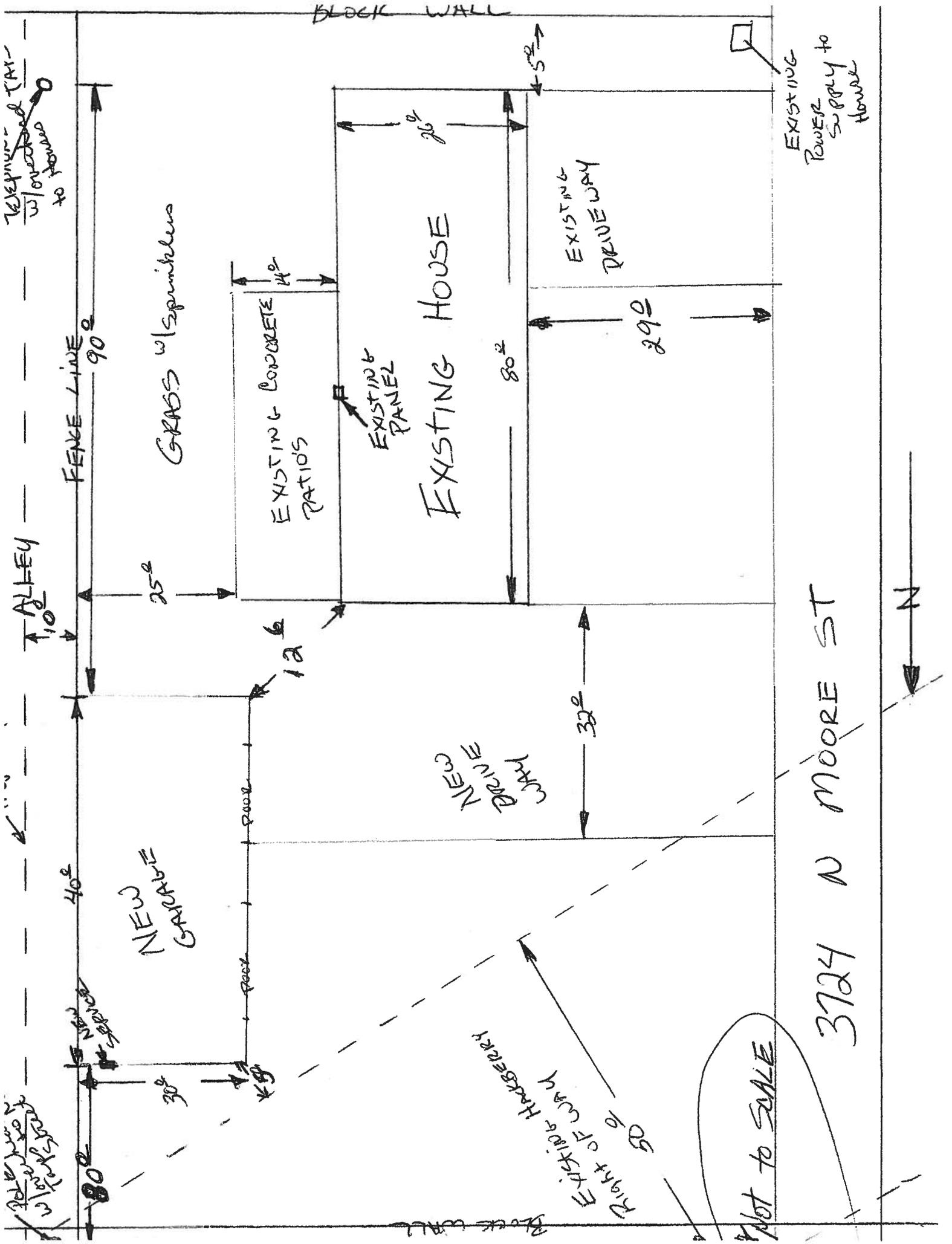
City Code 9-5 Underground Utilities

Picture #1

Picture #2

REVIEWERS:

Department	Reviewer	Action	Date
Development Services	Jeppson, Gary	Approved	12/9/2015 - 11:04 AM
City Attorney	Cooper, Carl	Approved	12/9/2015 - 4:06 PM
City Manager	Dougherty, John	Rejected	12/10/2015 - 10:13 AM
Development Services	Jeppson, Gary	Approved	12/10/2015 - 12:07 PM
City Attorney	Cooper, Carl	Approved	12/10/2015 - 12:57 PM
City Manager	Dougherty, John	Approved	12/10/2015 - 12:09 PM



TELEPHONE CABLE
w/ overhead CABLE
to house

ALLEY

FENCE LINE 90'

GRASS w/ sprinklers

EXISTING CONCRETE
PATIOS

EXISTING
PANEL

EXISTING HOUSE

EXISTING
DRIVEWAY

EXISTING
POWER
Supply to
House

NEW
GARAGE

NEW
DRIVEWAY

3724 N MOORE ST



NOT TO SCALE

EXISTING HIGHWAY
Right of Way

Block Wall

BLOCK WALL

Block Wall

Sec. 9-5 Underground utilities.

(a) *Authority and purpose.*

(1) Pursuant to the Arizona Revised Statutes authorizing local governments to promulgate regulations with regard to the location, height and size of all buildings and structures within its boundaries, the City of Kingman has been given the power to require the undergrounding of utility lines.

(2) The general purpose and effect of the provisions of this section is to provide minimum standards for the undergrounding of secondary lines and service drops with regard to new service installations from and after the effective date of the ordinance.

(3) The provisions of this section are intended to be in addition to, and do not supersede, existing regulations regarding the undergrounding of utilities with respect to subdivisions as codified in the City of Kingman Subdivision Ordinance.

(b) *Definitions.* For purposes of this section, unless the context otherwise requires:

(1) *New service* means initial connection and installation of the service drop and other appurtenances necessary for the connection of a particular lot or location, or one or more lots or locations, to the utility system.

(2) *Public right-of-way* means land which is reserved for or dedicated to the city or general public for street, highway, alley, public utility, pedestrian walkway, bikeway or drainage purposes.

(3) *Secondary line* refers to that portion of the utility system designed to provide service to no more than four (4) lots or locations or operates with an electrical load of fifty (50) KVA or less.

(4) *Service drop* refers to that line and necessary appurtenances which extend from the utility company's utility system within the public right-of-way or public utility easement to the utility service user.

(5) *Utility company* includes any entity authorized by city franchise, license and/or the Arizona Corporation Commission to provide cable television, electricity, telecommunications, telegraph or radio services to the residents or businesses in the City of Kingman.

(6) *Utility service* means the end-product or commodity provided to end-users of the utility system.

(7) *Utility system* means all property and equipment used in connection with the production, transmission or delivery of electricity or for the furnishing of telephone, telegraph, cable television, radio or other communications services, or any portion thereof, including poles and structures, wires, cables, transformers and other related appurtenances and facilities installed for the purpose of providing utility service to the community.

(c) *General requirements.*

(1) Except as otherwise provided herein, secondary lines and service drops, as defined herein, shall be installed underground in connection with all new service.

(2) Installation of underground secondary lines and service drops shall be in accordance with the undergrounding policies and standards of the utility company and with any and all applicable Federal, State and local codes.

(3) All work within public rights-of-way shall be subject to the requirements, permitting process and fees provided for in the City of Kingman Streets and Sidewalks Development Rules and Regulations.

(4) Costs of installation of new underground service shall be borne in accordance with the utility company's tariff or any undergrounding policy approved by the Arizona Corporation Commission or as otherwise agreed to in writing between the property owner(s) or developer(s) and the utility company. It is contemplated that the property owner(s) or developer(s) shall be responsible for all trenching, boring, underground conduit, backfill, compaction, and street repairs and the utility company shall be responsible for all other installation and costs.

(d) *Exemptions.* The following are exempt from undergrounding requirements of this section:

(1) Pad-mounted transformers, switching cabinets, pull boxes, service terminals, pedestal type telephone terminals, telephone splice closures, or similar on-the-ground equipment that are utilized in an underground system.

(2) Temporary service equipment, such as facilities and equipment to furnish emergency service during an outage, facilities and equipment to provide service to construction sites for so long as

a valid building permit is in effect, or to provide other service of a limited duration, such as to a fair, carnival, outdoor exhibit, for so long as a valid business license is in effect.

(3) Installation of overhead security or street lights.

(4) Normal maintenance or repair of existing utility systems.

(5) Installation of overhead secondary lines across pre-existing paved streets.







CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM:

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Authorization for the purchase of a Computer Aided Dispatching (CAD) paging interface

SUMMARY:

The Computer Aided Dispatching (CAD) Paging Interface is requested to automate a process that currently requires a dispatcher to complete in addition to handling the urgent tasks, telephone traffic, and radio communications associated with a major incident. The Kingman 9-1-1 Center currently utilizes a manual process combining email, phone, and text messaging to notify Command Staff of major incidents or call out additional personnel. The manual process is initiated based on the type of call for service or at the request of the Police Officer in Charge or Fire Incident Commander.

Kingman Fire Department currently subscribes to a paging service, Second Signal, which pages personnel. However, this service does not currently page personnel correctly and does not justify the cost of maintaining the service.

The CAD Paging Interface was discussed in the Kingman 9-1-1 Center Users Group meeting comprised of representatives from Kingman Police Department and Kingman, Northern Arizona Consolidated, Pine Lake, and Pinion Pines Fire Departments. It was the consensus of the group that the interface would be utilized across all agencies currently serviced by the Kingman 9-1-1 Center.

SOLE VENDOR JUSTIFICATION: The Kingman 9-1-1 Center and Kingman Police Department have a current contract with New World Systems to provide CAD Software. The paging interface would be an add-on to our existing system. Utilizing this same vendor will allow the City of Kingman to leverage existing resources and relationships to mitigate cost and create transparency across all agencies currently serviced by the communications center.

FISCAL IMPACT:

\$13,150 from the dispatch center's excess contingency fund number 591 as approved in the Intergovernmental Agreement Between The City Of Kingman, Northern Arizona Consolidated Fire District, Golden Valley Fire District, Pinion Pines Fire District, Pine Lakes Fire District, Lake Mohave Ranchos Fire District For Dispatch Services. The balance of the contingency fund is currently at \$300,000.00

STAFF RECOMMENDATION:

Staff recommends Council approves acceptance of the bid from New World Systems in the amount of

\$13,150.00

ATTACHMENTS:

Description

ADDITIONAL SOFTWARE LICENSE AGREEMENT

REVIEWERS:

Department	Reviewer	Action	Date
Fire Department	Rhoades, Jake	Approved	12/9/2015 - 9:26 AM
City Attorney	Cooper, Carl	Approved	12/9/2015 - 4:06 PM
City Manager	Dougherty, John	Approved	12/9/2015 - 10:11 AM

October 21, 2015

ADDITIONAL SOFTWARE LICENSE AGREEMENT

Assistant Fire Chief Keith Eaton
Kingman Fire Department
412 East Oak Street
Kingman, AZ 86401

Dear Chief Eaton:

New World Systems is pleased to license you additional software per your request.

The attached forms (Exhibit AA and Proposal Summary dated 10/21/2015) are to be reviewed and approved by you and/or your authorized representative. They describe the additional software and services you have requested along with the related fees.

Other than for the purposes of internal review, we ask that you treat our fees as confidential information. This is due to the competitive nature of our business.

The General Terms and Conditions from our original License Agreement with Kingman Police Department are incorporated and will apply. Any taxes or fees imposed from the course of this Agreement are the responsibility of the Customer.

We thank you for your continued business with New World Systems. We look forward to working on this project with you.

ACKNOWLEDGED AND AGREED TO BY:

NEW WORLD SYSTEMS[®] CORPORATION
(New World)

By: _____
Larry D. Leinweber, President

KINGMAN FIRE DEPARTMENT, AZ
(Customer)

By: _____
Authorized Signature Title

By: _____
Authorized Signature Title

Date: _____

Date: _____

Each individual signing above represents that (s)he has the requisite authority to execute this Agreement on behalf of the organization for which (s)he represents and that all the necessary formalities have been met.

The "Effective Date" of this Agreement is the latter of the two dates in the above signature block.

PRICING VALID FOR 30 DAYS FROM DATE REFERENCED ABOVE.

EXHIBIT AA
TOTAL COST SUMMARY AND PAYMENT SCHEDULE

I. Total Costs Summary: Licensed Standard Software, Implementation Services, and Third Party Products

<u>DESCRIPTION OF COST</u>	<u>COST</u>
A. LICENSED STANDARD SOFTWARE as further detailed in the Proposal Summary	\$8,000
B. IMPLEMENTATION AND TRAINING SERVICES as further described in the Proposal Summary	5,000
C. THIRD PARTY SERVICES as further described in the Proposal Summary	150
ONE TIME PROJECT COST:	<u>\$13,150</u>

II. Payments for Licensed Standard Software, Implementation Services, and Third Party Products

<u>DESCRIPTION OF PAYMENT</u>	<u>COST</u>
A. ONE TIME PROJECT PAYMENT: 1. Amount due upon the Effective Date (100%)	\$13,150
ONE TIME PROJECT PAYMENT:	<u>\$13,150</u>

III. Standard Software Maintenance Services	\$1,280
Standard Software Maintenance Agreement (SSMA) fees for the software listed on the attached proposal will be added to Customer's current SSMA fees and will commence 90 days after delivery of the software; year one cost to be prorated to run concurrently with Customer's existing SSMA. Subsequent year SSMA fees for the above software will be consistent with the SSMA agreement currently in effect.	

ALL PAYMENTS ARE DUE WITHIN FIFTEEN (15) DAYS FROM RECEIPT OF INVOICE

Billings are applied ratably to each deliverable included under the total one-time cost. If any deliverable is subject to sales tax, the tax will be calculated and added as applicable to each billing.

KINGMAN FIRE DEPARTMENT, AZ
(Per Kingman PD Agreement)
Proposal Summary

October 21, 2015

A. STANDARD APPLICATION SOFTWARE ^{1,2,3,4}

ITEM	DESCRIPTION	INVESTMENT
------	-------------	------------

CAD

1.	Aegis Enterprise Third Party Interface Software ⁵ - CAD Paging Interface Supports SNPP, SMTP, Standard TAP, WCTP	8,000
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TOTAL SOFTWARE LICENSE FEE ^{6,7}	<u>\$8,000</u>
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B. IMPLEMENTATION SERVICES

ITEM	DESCRIPTION	INVESTMENT
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IMPLEMENTATION SERVICES

1.	Fixed Remote Installation Service Fees: - CAD Pager Interface	5,000
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TOTAL IMPLEMENTATION SERVICES	<u>\$5,000</u>
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C. THIRD PARTY PRODUCTS AND SERVICES ⁸

ITEM	DESCRIPTION	INVESTMENT
------	-------------	------------

1.	THIRD PARTY PRODUCTS AND SERVICES THIRD PARTY HARDWARE a. Hardware, System Software & Services	150
	Lantronix UDS-1100 - 1 unit(s) 150 ea.	150

TOTAL THIRD PARTY PRODUCTS AND SERVICES	<u>\$150</u>
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TOTAL ONE TIME COST	<u>\$13,150</u>
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D. MAINTENANCE

ITEM	DESCRIPTION	INVESTMENT
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1.	COMBINED STANDARD SOFTWARE MAINTENANCE AGREEMENT (SSMA) (Per Year Cost) Annual SSMA to begin at the end of the No-Charge SSMA period; year one cost to be prorated to run concurrently with Customer's existing SSMA.	
	90-Day No-Charge SSMA from Date of Delivery	No Charge
	Year 1 SSMA	\$1,280

PRICING VALID FOR 30 DAYS FROM DATE REFERENCED ABOVE.

MSP ENDNOTES

- ¹ *Personal Computers must meet the minimum hardware requirements for New World Systems' Aegis products. Microsoft Windows 7/8 or later is required for all client machines. Windows 2008/2012 Server and SQL Server 2008/2012 are required for the Application and Database Server(s).*
- ² *New World Systems' Aegis product requires Microsoft Windows 2008/2012 Server and SQL Server 2008/2012 including required Client Access Licenses (CALs) for applicable Microsoft products. Servers must meet minimum hardware requirements provided by New World Systems.*
- ³ *New World Systems' Aegis product requires Microsoft Excel or Windows Search 4.0 for document searching functionality; Microsoft Word is required on the application server for report formatting.*
- ⁴ *New World recommends a 100/1000MB (GB) Ethernet network for the local area network. Wide area network requirements vary based on system configuration, New World will provide further consultation for this environment.*
- ⁵ *Does not include any required 3rd party hardware or software unless specified in Section C of this proposal. Customer is responsible for any 3rd party support.*
- ⁶ *Prices assume that all software is licensed.*
- ⁷ *Licensed Software, and third party software embedded therein, if any, will be delivered in a machine readable form to Customer via an agreed upon network connection. Any taxes or fees imposed are the responsibility of the purchaser and will be remitted when imposed.*
- ⁸ *Customer is responsible for any ongoing annual maintenance on third party products, and is advised to contact the third party vendor to ensure understanding of and compliance with all maintenance requirements.*



CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Engineering Services

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Consideration of grant of easement to Unisource (UNS) Electric at Kingman Crossing property (ENG15-069)

SUMMARY:

This easement request was reviewed and tabled at the October 20, 2015 Council meeting. On November 16, staff met with members of Unisource Electric but were unable to reach any additional agreements on the easement language. Staff still believes that the easement should include the standard Franchise language that requires Unisource to remove or relocate electric facilities at their sole cost and expense.

The proposed easement is along the west boundary of the Kingman Crossing property (Parcel 322-06-010).

The easement is intended to cover existing power poles, electric lines and guy anchors that were installed many years ago when the property was under ADOT ownership. When the electric lines were originally installed, it is understood that Unisource (then known as Citizen's Utilities) obtained from ADOT a state utility permit for some of their existing facilities. The intent of the proposed easement is to allow legal access and the rights to maintain the existing electric facilities.

Development Services, Public Works, Engineering and the City Manager all support leaving the Franchise language in the easement Agreement.

FISCAL IMPACT:

None expected with current Staff Recommendation

STAFF RECOMMENDATION:

Staff recommends including the standard Franchise language in the easement document, which requires the electric company to bear the costs of any future relocation of their facilities. Staff further recommends that the Mayor be authorized to sign the easement Agreement on behalf of the City of Kingman.

ATTACHMENTS:

Description

Easement Agreement

Aerial Map 1

Aerial Map 2

Photo 1: at Airfield Looking North

Photo 2: at Pacific Looking East

Photo 3: at Detroit Looking East

REVIEWERS:

Department	Reviewer	Action	Date
Engineering	Henry, Greg	Approved	12/3/2015 - 11:00 AM
City Attorney	Cooper, Carl	Approved	12/8/2015 - 6:37 PM
City Manager	Dougherty, John	Approved	12/8/2015 - 5:17 PM

When Recorded HOLD for:
UNS Electric, Inc.
Attn: R/W Department

R/W # - 105E/15-001
Type / Rqstr. - Electric / ds
Service area - Kingman

UTILITY EASEMENT AGREEMENT

CITY OF KINGMAN

(hereinafter referred to as "Grantor"), hereby grants and conveys to **UNS Electric, Inc.**, an Arizona corporation, its successors and assigns (hereinafter referred to as "Grantee"), for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, a perpetual, non-exclusive easement and right-of-way of a width and course described on Exhibits "A" & "B" attached hereto, to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time, electric lines and appurtenant facilities for the transmission and distribution of electricity, consisting of wires, underground conduits, cables, vaults, manholes, hand holes, and including above-ground enclosures, markers, concrete pads, risers, poles, anchors, guy wires and other appurtenant fixtures and equipment necessary or useful for distributing electrical energy and for attached communication facilities, including those of other entities, in, over, under, and across said easement and right-of-way (the "Easement") within that certain real property as described below (the "Property"), together with, as part of said Easement, the right of reasonable ingress and egress over, and temporary work space upon, the Property in order to access and make full use of the Easement.

The Property being a portion of the West (W½) half of
Section 9, T. 21 N., R. 16 W., Gila & Salt River Meridian, Mohave County, Arizona.

Legal description of easement:

See Exhibit A for text description of the Easement.

See Exhibit B for graphic depiction of the Easement.

Grantor agrees for itself, its successors and assigns, not to erect, place or maintain, nor to permit the erection, placement or maintenance of any building, landscaping, earth fill, walls or fences upon the Easement, which would impair the repair, maintenance or removal of any or all of Grantee's facilities. All facilities installed by Grantee in and upon the Easement shall remain the personal property of the Grantee and shall not be deemed a part of the realty.

Grantee and its contractors, agents and employees shall have the right to trim or top such trees and to cut such roots and remove such obstacles that could endanger or interfere with Grantee's facilities, and shall have free access to said facilities and every part thereof, at all times, for the purpose of exercising the rights herein granted.

Grantor shall not increase or decrease the ground surface elevation within the boundary of the Easement after approved final grade is established and meets Grantee's construction standards. Subsequent to the construction, the ground surface shall not be penetrated to a depth in excess of 12 inches by any tool or implement, without having the underground facilities located and taking all necessary precautions to protect them. If subsequent to construction, the grade is changed in such a way as to require relocation of the facilities, the cost shall be borne by Grantor.

Grantor hereby agrees that these covenants are made for the real property described herein which is the subject of this Easement. Grantor hereby warrants and represents, and acknowledges Grantee's reliance upon said warranty and representation, that Grantor has good and sufficient title to the real property in order to grant said Easement.

R/W# 105E/15-001
AREA: KINGMAN
REQUESTOR: D.S.

UNS Electric, Inc.
Utility Easement Agreement
EXHIBIT A

An easement being a portion of the West ½ of Section 9, Township 21 North, Range 16 West of the Gila and Salt River Meridian, Mohave County, Arizona being more particularly described as follows:

Beginning at the Southwest corner of said Section 9;

Thence along the west boundary of said Section 9 North 00 Degrees 07 Minutes 30 Seconds East (Basis of Bearings: Grid North, NAD83, Arizona State Plane Coordinate System, West Zone, 0203) 1925.58 feet to the Southwest corner of the UNS Electric Inc. "Eastern Substation" Parcel described as #13 in the "SPECIAL WARRANTY DEED" recorded in Book 4677 Pages 10 thru 31 on September 12, 2003 at Fee No. 2003078107, from which the ¼ corner of Sections 8 and 9, a General Land Office brass cap (1911) Bears: North 00 Degrees 07 Minutes 30 Seconds East 722.61 feet;

Thence along the South line of said Parcel South 89 Degrees 50 Minutes 09 Seconds East 12.74 feet to a point in the westerly boundary of the Electric Power Transmission Line Easement recorded in Book 138 of Dockets Pages 16 thru 18 on February 3, 1969;

Thence along said westerly boundary South 14 Degrees 43 Minutes 26 Seconds East 253.72 feet;

Thence South 76 Degrees 50 Minutes 32 Seconds West 59.34 feet;

Thence South 00 Degrees 07 Minutes 30 Seconds West 985.50 feet;

Thence South 89 Degrees 52 Minutes 30 Seconds East 35.00 feet;

Thence South 00 Degrees 07 Minutes 30 Seconds West 15.00 feet;

Thence North 89 Degrees 52 Minutes 30 Seconds West 35.00 feet;

Thence South 00 Degrees 07 Minutes 30 Seconds West 435.29 feet;

Thence South 87 Degrees 39 Minutes 47 Seconds East 35.29 feet;

Thence South 02 Degrees 20 Minutes 13 Seconds West 15.00 feet;

Thence North 87 Degrees 39 Minutes 47 Seconds West 34.71 feet;

Thence South 00 Degrees 07 Minutes 30 Seconds West 215.90 feet to a point in the south boundary of Section 9 aforementioned;

Thence along said south boundary North 89 Degrees 51 Minutes 12 Seconds West 20.00 feet to the Point of Beginning.

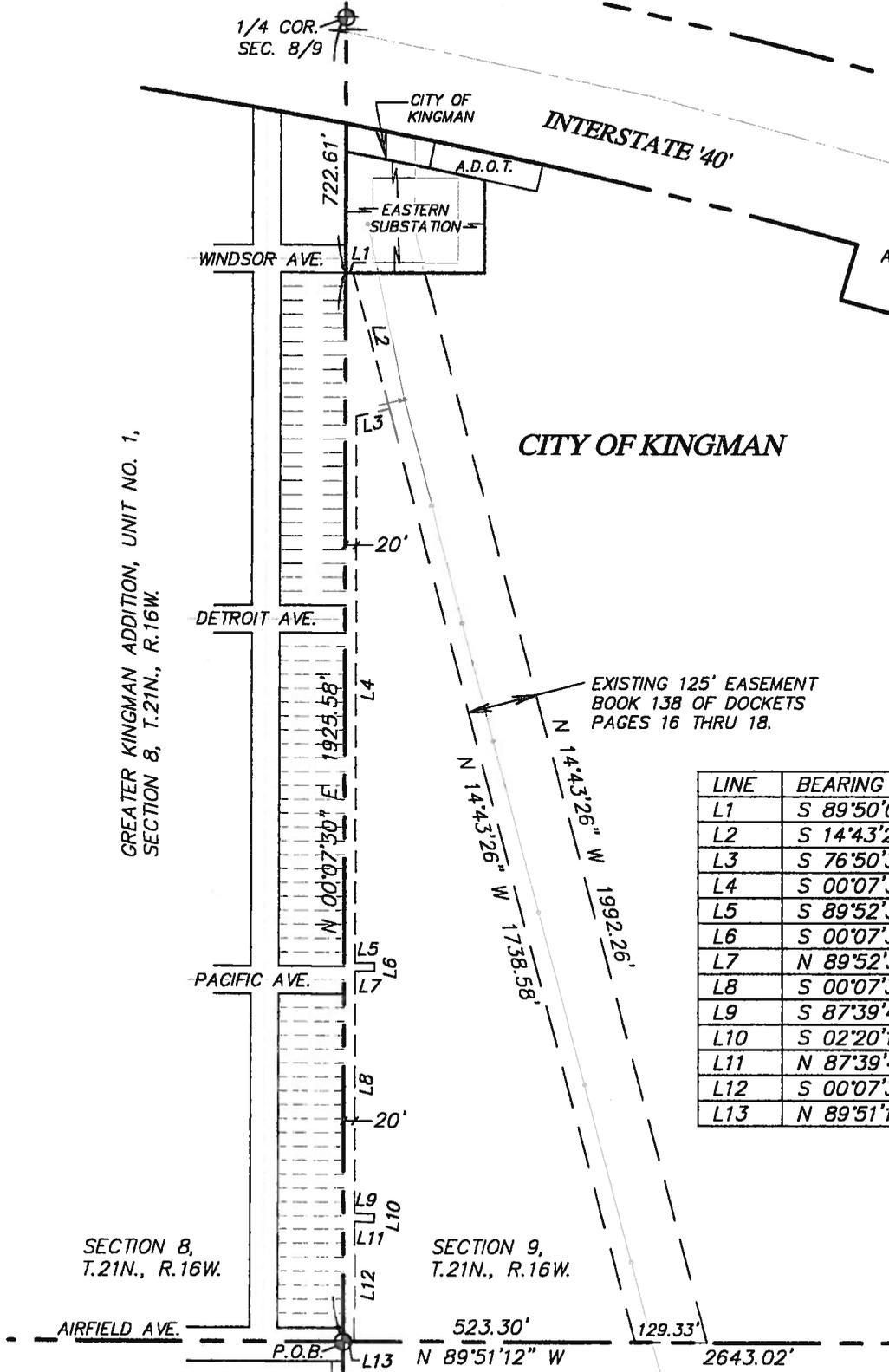
The parcel herein described encumbers an area of 1.06 Acres More or Less.



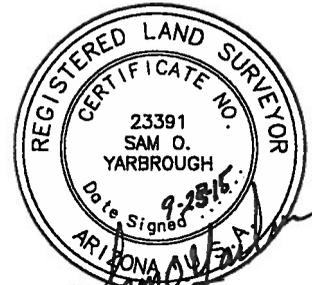
EXPIRES 12-31-2016

R/W# 105E/15-001
 AREA: KINGMAN
 REQUESTOR: D.S.

EXHIBIT B
UNS ELECTRIC INC., UTILITY EASEMENT AGREEMENT
A PORTION OF SECTION 9, T.21N, R.16W., G.& S.R.M., MOHAVE COUNTY, ARIZONA
SCALE 1" = 300'



GRID NORTH NAD83,
 ARIZONA STATE PLANE COORDINATE
 SYSTEM, WEST ZONE (0203)



EXPIRES 12-31-2016

EXISTING 125' EASEMENT
 BOOK 138 OF DOCKETS
 PAGES 16 THRU 18.

LINE	BEARING	DISTANCE
L1	S 89°50'09" E	12.74'
L2	S 14°43'26" E	253.72'
L3	S 76°50'32" W	59.34'
L4	S 00°07'30" W	985.50'
L5	S 89°52'30" E	35.00'
L6	S 00°07'30" W	15.00'
L7	N 89°52'30" W	35.00'
L8	S 00°07'30" W	435.29'
L9	S 87°39'47" E	35.29'
L10	S 02°20'13" W	15.00'
L11	N 87°39'47" W	34.71'
L12	S 00°07'30" W	215.90'
L13	N 89°51'12" W	20.00'



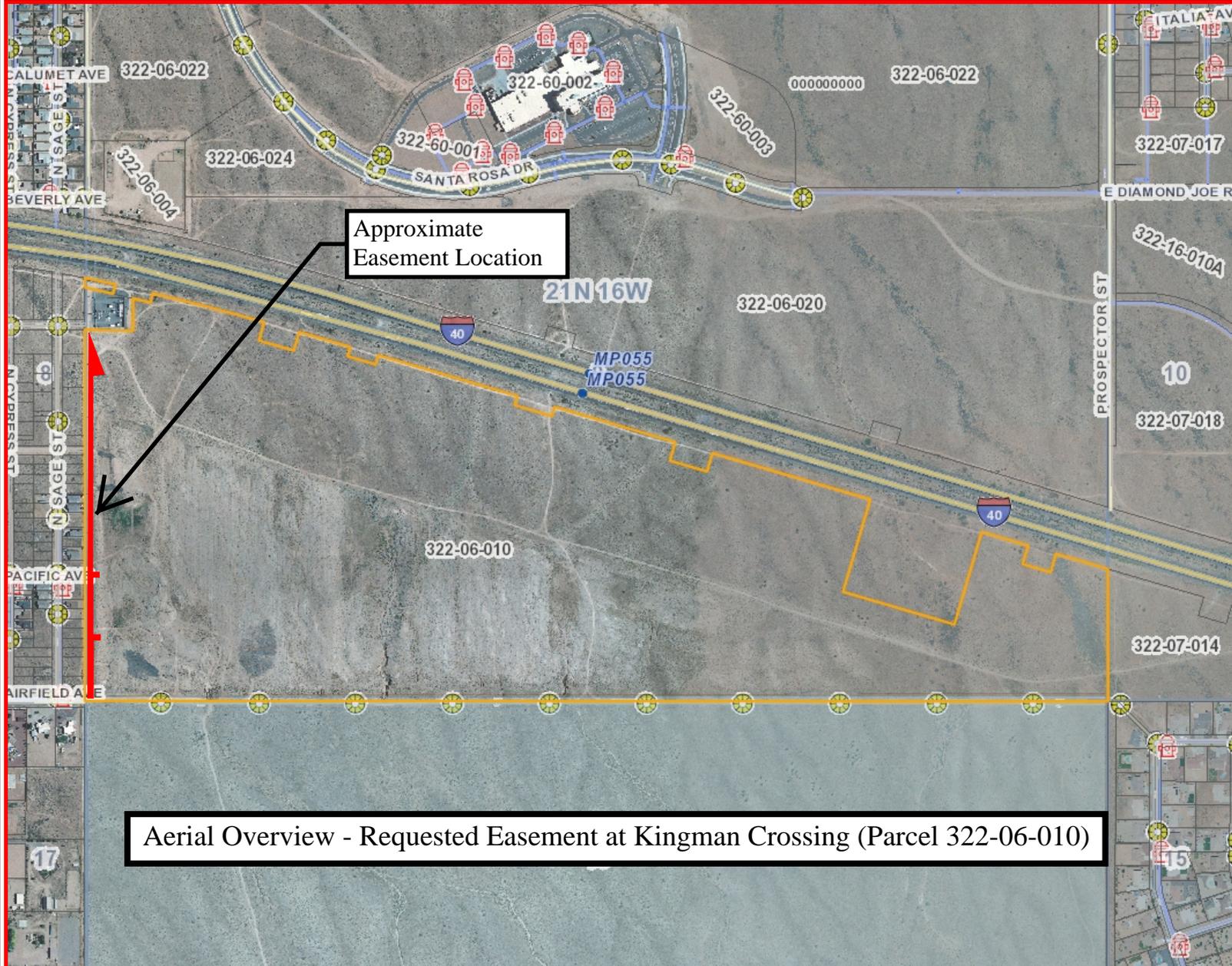
AREA ENCUMBERED IS 1.06 ACRES M/L.

PREPARED FOR:

UNISOURCE ENERGY SERVICES
 2498 AIRWAY AVENUE
 P.O. BOX 3099
 KINGMAN, AZ 86402

PREPARED BY:

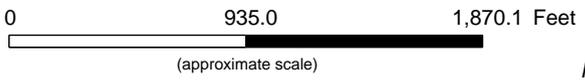
DIAMOND 'S' LAND SURVEYORS
 P.O. BOX 6134
 2090 SUNDOWN RD.
 KINGMAN, AZ 86402
 928-757-1013



Aerial Overview - Requested Easement at Kingman Crossing (Parcel 322-06-010)

- Legend**
- Incorporated Cities (greater than 5000 population)
 - Mohave County Boundary
 - Surrounding Counties
 - ADOT Mileposts
 - COUNTY Mileposts
 - Highways
 - Main Arterials
 - Collectors
 - Local
 - Railroad
 - Tax Parcel
 - Township/Range
 - Section
- Surface Management**
- AZ Game and Fish
 - Bureau of Land Management
 - Bureau of Reclamation
 - City or County Parks
 - US Forest Service
 - Indian Reservation
 - Military Reservation
 - National Parks
 - Other
 - Private
 - State Parks
 - State Trust
 - National Wildlife Refuge
- Fire Hydrants

1: 11,221



Map Created: 10/9/2015

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Notes:



New Easement



Windsor Avenue

Sage

Detroit Avenue

Pacific Avenue

Street

Airfield Avenue

Aerial Detail - Requested Easement at Kingman Crossing (Parcel 322-06-010)



09.29.2015 11:56







CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Jake Rhoades, Fire Chief

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Battalion Chief - Operations reclassification

SUMMARY:

The position of Battalion Chief – Operations for the Fire Department is currently an “exempt” status position due to their supervisory status and responsibilities within the department based on their assignment as “Shift Commanders.”

The shift assignment for the position of Battalion Chief – Operations requires these individuals to work 48/96 schedules regardless of time and / or date. Based on their work or duty assignment, the department has determined the need for these three (3) individuals to be re-classified as non-exempt employees.

The justification for this proposal is based on the following criteria primarily based on this position’s work assignment with in the department. The Battalion Chief – Operations is assigned as the “Shift Commander” for his respective shift and as such, his position is required on a daily basis as established within Standard Operating Procedure to maintain minimum staffing levels.

The minimum staffing levels for the department is 13 which ensure three (3) personnel per station and a shift commander. If the manning level falls below this, any leave requests, except sick leave, are denied and / or overtime is utilized. The current compliment of manning per shift is 14-14-15, but does not account for extended leave or other absences.

Due to the work hours and manning requirements, this position is not allowed the ability of flexible scheduling for any additional hours worked in excess of normally schedules hours per work period. This includes the provision for holidays. As a result, they are not allowed off for holidays as exempt employees are nor granted holiday pay as other non-exempt employees.

Due to the work, shift, schedule that the Battalion Chief – Operations is assigned, they are often required to attend meetings and other functions during their “off-duty” or 96 hour period. As such, they are not allowed to acquire overtime due to their exempt status. The individuals within these positions serve in a mixture of exempt and non-exempt status however lose many of the benefits associated with each classification.

The work schedule and the requirements of this position bring the conclusion that these individuals would be better served and better serve the city of Kingman in a non-exempt classification.

FISCAL IMPACT:

The fiscal impact would be managed within the departments budget. Each Battalion Chief - Operations would be granted holiday pay which amounts to 80 hours annually. Any overtime accrual is subject to approval by the Fire Chief or his designee.

STAFF RECOMMENDATION:

Staff recommends the approval of the reclassification of the position of Battalion Chief - Operations as non-exempt status within the adopted pay plan for the city of Kingman.

ATTACHMENTS:

Description

Battalion Chief Non-Exempt Proposal

Battalion Chief Admin Exempt Job Description

Battalion Chief Operations Non-Exempt Proposed Job Description

Police Lieutenant Job Description

REVIEWERS:

Department	Reviewer	Action	Date
City Manager	Muhle, Sydney	Approved	11/18/2015 - 10:34 AM



City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • (928)753-5561
www.cityofkingman.gov

To: John Dougherty, City Manager
From: Fire Chief, Jake Rhoades
Re: Battalion Chief Compensation
Date: October 9, 2015

The position of Battalion Chief – Operations for the Fire Department is currently an “exempt” status position and was designated this in approximately 2007, due to their supervisory status and responsibilities within the department. Based on their assignment within the organization as “Shift Commanders,” I would propose that the position of Battalion Chief – Operations be re-classified as non-exempt under the definition of Rule 6. Section 2B that states “Nonexempt employees are paid employees who do not meet the FLSA criteria for exempt employees. Individuals in these positions must be compensated at time and one-half their regular rate of pay for all hours worked in excess of the 40 hours within the designated seven-day work period, or for non-exempt shift fire personnel, in all hours worked in excess of 212 within a 28 day work period. Nonexempt employees shall be compensated for overtime in accordance with Rule 7. Compensation Plan.”

This position is a “salaried employee” by definition, an employee who performs duties of an administrative, executive or professional nature. Salaried employees will be considered exempt employees under the Fair Labor Standards Act. Salaried employees are not required to account for leaves in increments of less than 8 hours. Salaried employees are defined as employees filling positions in Salary Grade 217 or above. The position of Battalion Chief – Operations is grade 221.

Justification

The justification for this proposal is based on the following criteria primarily based on this position’s work assignment with in the department.

1. The Battalion Chief – Operations is assigned as the “Shift Commander” for his respective shift. As such, his position is required on a daily basis as established within Standard Operating Procedure 201.0 Minimum Staffing. This policy states “Minimum staffing shall not be less than thirteen (13) members per shift. All fire suppression units, except

for brush pumpers and tenders, will be required to respond with a crew equal to or greater than three. Companies must be kept intact at all times to ensure crew integrity and the ability to respond without delay. Exceptions to these circumstances require approval of the Battalion Chief and notification of the Fire Chief.”

Due to the work hours and manning requirements, this position is not allowed the ability of flexible scheduling for any additional hours worked in excess of 212 hours per work period. Additional hours for these personnel is accumulated in a similar manner as other fire personnel assigned to shift work such as attendance in required training, promotional processes, management or staff meetings, and incidents requiring emergency call back. However, as previously discussed, the department is allowing these individuals to schedule time off for time accumulated under the condition that their absence or leave does not cost overtime or affect daily minimum staffing. As stated for non-exempt employees “may receive compensatory time in lieu of overtime pay for hours worked beyond 40 hours in a seven-day (7) work week or for hours worked beyond 212 in a twenty-eight day (28) work period for non-exempt shift fire personnel. Employees may accrue a maximum of sixty (60) compensatory hours (meaning no more than 40 overtime hours).

2. The shift assignment for the position of Battalion Chief – Operations requires these individuals to work 48/96 schedules regardless of time and / or date. This includes the provision for holidays. Exempt employees observe paid holidays, “FLSA Exempt employees shall receive their regular salary for days recognized as a holiday,” while observing time off while non-exempt status employees are compensated; Rule 7 Section 30B “All benefit eligible classifications shall receive eight (8) hours of holiday pay in the pay period in which the holiday occurs. Holiday pay shall be pro-rated for Three-Quarter and Part-Time A classifications.

The Battalion Chief – Operations does not fall under either classification due to the previously mentioned requirements for minimum staffing requirements and shift assignments. Although these individuals have the ability to utilize accumulated leave, this is another provision that has been made for this position with the same provisions stated previously, “that their absence or leave does not cost overtime or affect daily minimum staffing.”

3. Due to the work, shift, schedule that the Battalion Chief – Operations is assigned, they are often required to attend meetings and other functions during their “off-duty” or 96 hour period. As such, they are not allowed to acquire overtime due to their exempt status. Those hours in excess of 212 hours in a 28 day work cycle period are not compensated similar to non-exempt shift fire personnel. This comparison is similar to

weekend meeting and scheduled training for exempt employees or those working a “normal” forty (40) hour schedule as many meetings, training sessions, and additional requirements are scheduled during their normal business hours, not on weekends. Although there are exceptions, this is by no means the rule as weekends are considered time off and not utilized to conduct normal business.

The position of Battalion Chief – Operations works their assigned shift schedule 48/96 with the 96 being considered their “weekend” and as such should not be utilized for conducting business without the ability of compensation or the flexibility that exempt status entails.

These are just a few examples associated with this proposal as this position is classified as exempt due to their supervisory status within the department as well as their placement within the salary structure. However; due to their job function and primarily their works hours and shift assignment, they are not afforded the benefits associated with either exempt or non-exempt classified employees.

Reclassification of this position is not only important to the current members serving in these positions, but for the future of the organization. As it stands, these individuals not only realize a reduction in pay, but increased responsibilities and other duties and may conclude that this position is not worth the reduction in pay and / or benefits. This makes recruitment to this position difficult from an internal standpoint as the requirements associated with this position, as well as the work hours, entail a combination of exempt and non-exempt status.

Fiscal Impact

The fiscal impact for this proposal would allow this position the same allowances as other non-exempt employees such as the accrual of overtime pay for those hours in excess of 212 hours in a 28 day work period as well as receiving holiday pay; “All benefit eligible classifications shall receive eight (8) hours of holiday pay in the pay period in which the holiday occurs.”

The salary for the three (3) individuals holding the position of Battalion Chief – Operations would remain within grade 221 and in accordance with their appropriate step. These individuals would be responsible for dependent insurance (\$ 2,240.40 per year for the traditional plan) per the 1/1/2012 FLSA Exempt Classification, Rule 18 B 1; “The City has had a policy to participate 100% of the dependent group health premium(s) for FLSA Exempt classifications so designated in the City’s Classification Plan. Effective January 1, 2012, the City will NO longer provide this benefit to FLSA Exempt classifications. Meaning effective January 1, 2012, newly hired or promoted individuals into FLSA Exempt classifications will pay their share of dependent group health premium and will receive City participation in the premium as outlined in Section 1. B. of

this policy. All individuals receiving 100% of City participation of dependent group health premium as of December 31, 2011 will be 'grandfathered' thereby continuing to receive this benefit. An employee 'grandfathered' under terms of this policy will lose their 'grandfathered' status upon separation of service or a change into a FLSA non-exempt classification. Reclassification is not defined as a change of classification." This would apply to current exempt employees being reclassified as non-exempt employees who are not currently responsible for dependent group health premium(s).

Overtime for these positions shall be managed accordingly with all non-exempt employees, in that all overtime must receive prior approval from the Fire Chief or his designee as stated in Standard Operating Procedure 204.0 Overtime Call Back; "The accrual of overtime may be required in emergency situations and during periods of peak workload. All other overtime must be pre-approved by the Fire Chief or designee. No employee is eligible for overtime that does not comply with this policy." In addition, the following statement within the policy ensures approval prior to any overtime accrual; "At times, the Fire Chief may make a determination that funding is not available to support training overtime. This determination may be short or long term and will be communicated to all personnel with specific dates of implementation and durations which may be represented as "until further notice."

Summary

The work schedule and the requirements of this position bring me to the conclusion that these individuals would be better served and better serve the city of Kingman in a non-exempt classification. As previously stated, the individuals within these positions serve in a mixture of exempt and non-exempt status however lose many of the benefits associated with each classification.

There are six (6) FTE positions budgeted under the Battalion Chief title; however this proposal only addresses the three (3) members that are assigned to Operations in the capacity of Shift Commander. The other three individuals serve as "Administrative" Battalion Chiefs in the areas of Emergency Medical Services, Prevention, and Training / Safety. For purposes of clarification; the pay plan should reflect each position individually and based upon their classification within the pay plan.



City of Kingman, Arizona

Classification: Battalion Chief (Administration)

Department: Fire

Accountable To: Fire Chief or Designee

Created/Revised Date: April 2015

FLSA Status: Exempt **Salary Grade:** 221 **Band:** D **EEO4:** 2

GENERAL DESCRIPTION OF POSITION

Under the direction of the Fire Chief or his designee; organize, control and direct the activities of an assigned division of the Fire Department including fire suppression/emergency services, emergency medical services, training, and code enforcement. Employees of this class perform highly responsible and professional administrative, supervisory, and technical work associated with planning, budgeting, coordinating, and directing all department personnel, training, apparatus, and equipment assigned to their assigned division. Responsible for the proper and efficient management of personnel, stations, apparatus, equipment, and other Fire Department resources to minimize fire loss and life in the community through aggressive fire prevention, training, education, emergency medical services, and emergency operations and response. Work is performed in accordance with departmental regulations and protocol but requires the use of considerable independent judgment and the ability to think quickly and make sound decisions in emergencies.

Emergency Medical Services:

- Coordination and delivery of public information to other entities and the general public and management of emergency medical service (EMS) delivery.
- Perform supervisory and technical work in routine and emergency operations of the Fire Department.

Training and Safety:

- Management of training for personnel in all facets of the workplace.
- Coordination and management of the department's safety, health, and wellness program.
- To provide training in accomplishing fire suppression, rescue, hazardous materials response, fire prevention, training, and safety goals of the Department.

Prevention:

- Performs field, technical and administrative work with specific responsibilities in fire prevention, code enforcement, fire investigation, public education and environmental crime investigation.
- Manages or conducts activities relating to the investigation of fire cause and origin.
- Responsible for the enforcement of the Fire Code as adopted by the City of Kingman.

SUPERVISION RECEIVED

Work is performed independently under the supervision of the Fire Chief or his designee who reviews work through performance reviews and conferences. Work is performed with considerable latitude to accomplish work goals and objectives.

SUPERVISION EXERCISED

- Supervises Fire Department personnel during emergency operations as required or assigned.

- Supervises staff through coordination of activities.
- Direct supervision of personnel directly or through first line supervisors as required during training, activities, or emergency incidents.

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Responsible for ensuring all department program policies and procedures are followed, and program objectives are met.
- Responsible for the safety of assigned personnel.
- Maintains all required records and reports in a correct and timely manner.
- Operates a computer as directed to accomplish data management goals.
- Research and recommend department policy.
- Operates fire apparatus and equipment as required.
- Attends meetings and community events as a representative of the department as assigned.
- Responds to calls for service and actively participates to provide a positive outcome.
- Provides support to the Fire Department administrative staff.
- Recommends changes to improve operations, and effects changes within the limits of delegated authority and assists in long range planning.
- Studies new developments in firefighting and emergency medical equipment, doctrine, and technique to evaluate their local application.
- Supervise the maintenance of departmental administrative, inspection, training, and safety records.
- Performs special studies, research, and operations as directed by the Fire Chief.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Conducts post incident analysis for all designated events and identify operational improvement.
- Investigates customer complaints of service delivery.
- Provides excellent customer service to both internal and external customers.
- Maintains regular attendance and punctuality.
- May be required to work early mornings, evenings, or weekends as needed.
- May act as Deputy Fire Chief or Fire Chief in the absence of superior officers.
- Performs related duties as required.

Emergency Medical Services:

- Plans, organizes and directs the Emergency Medical Services Division providing emergency medical care and rescue services.
- Acts as the Privacy Officer for the HIPAA program and also as Medical Officer for infection and exposure control program.
- Provides for continuing education for personnel on medical and safety issues.
- Schedules and conducts, in coordination with the Training and Safety Officer, emergency medical training activities for Fire Department personnel.
- Provides for program planning for emergency medical services including specifications for new employment, budgeting and staffing needs.
- Provides for proper quality assurance and improvement; review incident reports and provide feedback; assures compliance with protocols and data collection needs.
- Instructs personnel on a variety of medical data collection, report writing and billing topics.
- Assists in budget preparation and monitoring; prepare EMS Division budget; makes final decision or recommendation on all equipment and supply purchases.
- Establishes and implements EMS standard operating procedures and policies.
- Actively researches and applies for grant funding to assist the department in meeting goals.
- Acts as a liaison between the Fire Department and the base hospital.
- Acts as the department Public Relations Officer.
- Participates in the coordination of fire safety public education events and activities and programs throughout the community.

- Coordinates and manages critical incident stress management activities for the department.
- Performs related duties as assigned.

Training and Safety:

- Evaluates plans, develops, manages, and supervises department training programs and assures that department personnel meet or exceed applicable standards. Develops and presents classes to Fire Department personnel; adapt curricula; instruct specialized training.
- Ensure Insurance Services Office (ISO) compliance and serve as department accreditation manager as well as ISO Liaison.
- Develops and implements the department annual training plan.
- Determines and schedules identified training required for each member of the Fire Department.
- Establishes minimum standards and evaluation systems, provides for the continuous review and improvement of the training system.
- Provides career and professional development training.
- Directs the formulation and implementation of in-service training.
- Provides attendance at outside schools, training seminars and conferences.
- Supervise the maintenance of departmental administrative, inspection, training, and safety records. Coordinates and conducts drills and training classes to accomplish training goals.
- Actively researches and applies for grant funding to assist the department in meeting goals.
- Investigates all accidents resulting in personnel injury and/or equipment or facility damage as assigned.
- Serves as the Department Health and Safety Officer and manages compliance programs for OSHA, NIOSH, NFPA, and related entities in conjunction with city risk management.
- Evaluates procedures and equipment for safety compliance.
- Coordinates pre-fire planning activities including training, scheduling, and facility preplanning programs to ensure current data is available for department response.
- Participates in personnel selection; develops and schedules new employee orientation and recruit training; Conducts promotional processes for all ranks in coordination with the Fire Chief.
- Coordinate Fire Department activities with other City, County, State, and Federal agencies.
- Ensure and manage mutual and automatic aid agreements meet established training requirements.

Prevention:

- Coordinates division activities with other fire officials or city departments to provide a positive outcome.
- Conducts code compliance inspections using a uniform plan to achieve fire cause reduction.
- Performs plan reviews of buildings and facilities to be constructed in the City of Kingman, identifies issues affecting new business development, devises solutions, and produces appropriate policies and procedures.
- Implement and supervise a comprehensive fire prevention and life safety program.
- Performs plan reviews on fire protection systems.
- Research and recommend improved fire safety and prevention policies, regulation, and ordinance.
- Perform technical plan checks involving residential, commercial, and industrial projects as assigned.
- Confer with developers, architects, contractors and other City officials regarding fire safety and prevention needs.
- Supervise and participate in the inspection of buildings to identify hazardous conditions and materials.
- Conduct follow-up inspections to ensure code compliance.
- Supervise and participate in investigations to determine the cause and origin of fires.
- Supervise and assist in the development and delivery of public safety education programs; speak to public groups.

PERIPHERAL DUTIES

- Prepares and maintains performance evaluations, personnel records, and training information on assigned staff.
- Provides proper discipline of personnel as required.
- Corrects all unsafe actions noted during Fire Department operations and activities.
- Assists in the development of Standard Operating Procedures for fire department operations.
- Actively researches and applies for grant funding to assist the department in meeting goals.
- Conducts post incident analysis for established emergency incidents and near miss reports.

- This position may be subject to emergency recall during non-working hours.
- Develops and coordinates community based programs as directed.
- Attends continuing education classes as required.
- Participates in staff meetings and assignments.
- Coordinates field activities with other public safety agencies as assigned.
- Participates in fire prevention activities as assigned.
- Performs fire investigations, fire inspections, and special projects as assigned.
- Participates in public events and activities as assigned.
- Assists in recruitment and promotional testing processes of fire operations personnel.
- Performs other related work as required.

WORK CONTACTS

- Considerable contact with media, civic groups, regulatory agencies, and the general public.
- Occasional contact with other city departments for coordination of activities.
- Considerable contact with agencies, hospital, and pre-hospital care providers in performing emergency medical services coordination, community events, and compliance and safety activities.
- Contacts are significant and may require extreme tact and discretion in the performance of accomplishing department goals, programs, and policies.

DESIRED MINIMUM QUALIFICATIONS:

Education and experience:

All Battalion Chief's, regardless of Division, the following qualifications are desired.

- Bachelor's degree in Fire Science, Public Administration or related course work.
- Considerable (7 or more years) in Fire Operations showing progressive work experience.
- Past experience as an acting or permanent supervisor.
- Fire Officer II, Instructor II, Chief Fire Officer Designation, Chief Training Officer Designation, Chief Emergency Medical Services Officer (CEMSO) Designation, Fire Marshal Designation, Professional Instructor, Health and Safety Officer, Incident Safety Officer
- For Fire Prevention Division, International Code Council (ICC) Fire Inspector II
- For Fire Prevention Division, International Association of Arson Investigators (IAAI) Level IV or equivalent

Training and Safety, EMS, and Prevention also have the following desired qualifications:

- Fire service management graduate work in or comparable to the Executive Fire Officer Program at the National Fire Academy.
- Considerable (minimum 5 years) experience in fire services operations or related field of emergency services management.
- Three or more year's progressive administrative experience in emergency services management.
- For Fire Prevention Division considerable (4 years) experience in plan review.
- For Training Division, demonstration of experience (3 or more years) of special operations management; hazardous materials and technical rescue to include certifications and applicable experience.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of current firefighting and EMS, including HIPAA, principles and practices; thorough knowledge of the operation and maintenance of EMS and firefighting equipment, apparatus, and tools; considerable knowledge in the field of hazardous materials; considerable knowledge of applicable codes, ordinances, rules and regulations and training and safety standards; considerable knowledge in the principles of emergency scene management; knowledge of the geography of the city, locations of water mains and fire hydrants and major fire hazards located within the city limits; knowledge of training techniques and methods; knowledge of functional responsibilities and operations of other city departments and outside agencies.

Ability to plan, organize, direct public events, activities and training; ability to work cooperatively with associates; ability to perform a broad range of supervisory responsibilities under conditions of severe emotional stress; ability to instruct and supervise fire personnel effectively and maintain discipline and command the respect of subordinates; ability to recognize and correct unsafe actions; ability to budget, maintain required records, and prepare reports and other paperwork; ability to develop public education programs; ability to communicate effectively; ability to manage radio communications procedures and equipment; ability to objectively investigate accidents; ability to meet physical requirements of the job as may be established by competent medical authority.

SPECIAL REQUIREMENTS

- Possession of valid Arizona driver's license.
- Show the ability to read and write the English language.
- State certification as emergency medical technician at the basic level or higher.
- Subject to meeting Residency Requirements as noted in City of Kingman Rules

WORK ENVIRONMENT

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____

Date: _____

Employee Printed Name: _____



City of Kingman, Arizona

Classification: Battalion Chief (Operations)

Department: Fire

Accountable To: Fire Chief or Designee

Created/Revised Date: April 2015

FLSA Status: Non-Exempt **Salary Grade:** 221 **Band:** D **EEO4:** 2

GENERAL DESCRIPTION OF POSITION

Under the direction of the Fire Chief or his designee; organize, control and direct the activities of an assigned shift for the Operations Division of the Fire Department. Employees of this class perform highly responsible and professional administrative, supervisory, and technical work associated with planning, budgeting, coordinating, and directing all department personnel, training, apparatus, and equipment assigned to their assigned division. Responsible for the proper and efficient management of personnel, stations, apparatus, equipment, and other Fire Department resources to minimize fire loss and life in the community through aggressive fire prevention, training, education, emergency medical services, and emergency operations and response. Work is performed in accordance with departmental regulations and protocol but requires the use of considerable independent judgment and the ability to think quickly and make sound decisions in emergencies.

Operations:

- Plan, supervise, and coordinate the activities and personnel of a Fire Department Shift.
- To perform the role of shift commander as well as Incident Command; to provide highly responsible and technical staff assistance; to provide leadership in accomplishing fire suppression, rescue, hazardous materials response, fire prevention, training, and safety goals of the Department.

SUPERVISION RECEIVED

Work is performed independently under the supervision of the Fire Chief or his designee who reviews work through performance reviews and conferences. Work is performed with considerable latitude to accomplish work goals and objectives.

SUPERVISION EXERCISED

- Supervises Fire Department personnel during emergency operations as required or assigned.
- Supervises staff through coordination of activities.
- Direct supervision of personnel directly or through first line supervisors as required during training, activities, or emergency incidents.

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Responsible for ensuring all department program policies and procedures are followed, and program objectives are met.
- Responsible for the safety of assigned personnel.
- Maintains all required records and reports in a correct and timely manner.
- Operates a computer as directed to accomplish data management goals.

- Research and recommend department policy.
- Operates fire apparatus and equipment as required.
- Attends meetings and community events as a representative of the department as assigned.
- Responds to calls for service and actively participates to provide a positive outcome.
- Provides support to the Fire Department administrative staff.
- Recommends changes to improve operations, and effects changes within the limits of delegated authority and assists in long range planning.
- Studies new developments in firefighting and emergency medical equipment, doctrine, and technique to evaluate their local application.
- Supervise the maintenance of departmental administrative, inspection, training, and safety records.
- Performs special studies, research, and operations as directed by the Fire Chief.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Conducts post incident analysis for all designated events and identify operational improvement.
- Investigates customer complaints of service delivery.
- Provides excellent customer service to both internal and external customers.
- Maintains regular attendance and punctuality.
- May be required to work early mornings, evenings, or weekends as needed.
- May act as Deputy Fire Chief or Fire Chief in the absence of superior officers.
- Performs related duties as required.

Operations:

- Serves as a shift commander.
- Organize, control, direct and coordinate the day-to-day operations of an assigned shift for the Department.
- Assure assigned shift personnel are adequately trained and prepared for fire and medical emergencies.
- Schedules time off, grants leaves of absence, and completes daily attendance reports.
- Responsible for recalling off-duty personnel due to staffing shortages caused by personnel leave or department emergencies.
- Recommends and implements improved policies and procedures as necessary.
- Communicates and interprets policy for personnel on assigned shift; participate in planning sessions for the department.
- Provides input to department budget as requested.
- Communicates and maintains the department's policies and procedures with fire suppression personnel.
- Reviews all fire suppression reports for completeness and accuracy to reduce department liability and improve information management.
- Reviews for action (training/discipline) emergency scene tactics, strategy, and employee performance.
- Serves as Incident Command on emergency incidents, implementing appropriate strategic decision making and assuring the proper application of strategy and tactics.
- Oversees station and apparatus maintenance and testing of equipment on assigned shift.
- Attends continuing education courses and advanced training as required.
- Performs special projects and participates on department and city-wide committees and task forces as assigned.

PERIPHERAL DUTIES

- Prepares and maintains performance evaluations, personnel records, and training information on assigned staff.
- Provides proper discipline of personnel as required.
- Corrects all unsafe actions noted during Fire Department operations and activities.
- Assists in the development of Standard Operating Procedures for fire department operations.
- Actively researches and applies for grant funding to assist the department in meeting goals.
- Conducts post incident analysis for established emergency incidents and near miss reports.
- This position may be subject to emergency recall during non-working hours.
- Develops and coordinates community based programs as directed.
- Attends continuing education classes as required.
- Participates in staff meetings and assignments.
- Coordinates field activities with other public safety agencies as assigned.

- Participates in fire prevention activities as assigned.
- Performs fire investigations, fire inspections, and special projects as assigned.
- Participates in public events and activities as assigned.
- Assists in recruitment and promotional testing processes of fire operations personnel.
- Performs other related work as required.

WORK CONTACTS

- Considerable contact with media, civic groups, regulatory agencies, and the general public.
- Occasional contact with other city departments for coordination of activities.
- Considerable contact with agencies, hospital, and pre-hospital care providers in performing emergency medical services coordination, community events, and compliance and safety activities.
- Contacts are significant and may require extreme tact and discretion in the performance of accomplishing department goals, programs, and policies.

DESIRED MINIMUM QUALIFICATIONS:

Education and experience:

All Battalion Chief's, regardless of Division, the following qualifications are desired.

- Bachelor's degree in Fire Science, Public Administration or related course work.
- Considerable (7 or more years) in Fire Operations showing progressive work experience.
- Past experience as an acting or permanent supervisor.
- Fire Officer II, Instructor II, Chief Fire Officer Designation, Chief Training Officer Designation, Chief Emergency Medical Services Officer (CEMSO) Designation, Fire Marshal Designation, Professional Instructor, Health and Safety Officer, Incident Safety Officer

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of current firefighting and EMS, including HIPAA, principles and practices; thorough knowledge of the operation and maintenance of EMS and firefighting equipment, apparatus, and tools; considerable knowledge in the field of hazardous materials; considerable knowledge of applicable codes, ordinances, rules and regulations and training and safety standards; considerable knowledge in the principles of emergency scene management; knowledge of the geography of the city, locations of water mains and fire hydrants and major fire hazards located within the city limits; knowledge of training techniques and methods; knowledge of functional responsibilities and operations of other city departments and outside agencies.

Ability to plan, organize, direct public events, activities and training; ability to work cooperatively with associates; ability to perform a broad range of supervisory responsibilities under conditions of severe emotional stress; ability to instruct and supervise fire personnel effectively and maintain discipline and command the respect of subordinates; ability to recognize and correct unsafe actions; ability to budget, maintain required records, and prepare reports and other paperwork; ability to develop public education programs; ability to communicate effectively; ability to manage radio communications procedures and equipment; ability to objectively investigate accidents; ability to meet physical requirements of the job as may be established by competent medical authority.

SPECIAL REQUIREMENTS

- Possession of valid Arizona driver's license.
- Show the ability to read and write the English language.
- State certification as emergency medical technician at the basic level or higher.
- Subject to meeting Residency Requirements as noted in City of Kingman Rules

WORK ENVIRONMENT

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____

Date: _____

Employee Printed Name: _____



City of Kingman
 310 N. Fourth Street, Kingman, AZ

Classification:	Lieutenant		
Department	Police		
Accountable To:	Captain		
Created/Revised Date:		Band:	D
FLSA Status:	Exempt	Salary Grade:	221

General Description of Position:

Performs responsible supervisory and administrative police work in the direction of patrol, investigation, and support services bureaus.

Supervision Received:

Work is performed under the general direction of a police captain who reviews work through conferences and reports for results obtained. Work is performed with considerable latitude for the exercise of independent judgment within the constraints of established departmental policies and procedures.

Supervision Exercised:

Supervision is exercised directly, or through subordinate supervisors, over police bureaus.

Essential Duties and Responsibilities: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- 1 Supervises, administers and coordinates assigned bureau activities.
- 2 Assigns officers to various duties within the bureau.
- 3 Transmits instructions, policies and other matters of importance as required.
- 4 Responsible for all paperwork submitted by subordinate officers for quality and results obtained.
- 5 Supervises and evaluates subordinates performance.
- 6 Ensures that shifts are adequately staffed.
- 7 Resolves operational problems as they occur.
- 8 Manages public information activities as required.
- 9 Reviews cases and assigns them for investigation as appropriate.
- 10 Performs investigations as required.
- 11 Researches, prepares, and submits various grants as assigned.
- 12 Researches and submits federal and state mandates reports as required.
- 13 Responds to citizen complaints and contacts citizens as required to resolve problems.
- 14 Provides public information as required.
- 15 Communicates with city attorney and county attorney regarding cases.
- 16 Communicates with other law enforcement agencies.
- 17 Oversees the management and retention of police records and files.
- 18 Assists in the yearly budget process.
- 19 Oversees the Field Training Program.
- 20 Prepares statistical information and reports as required.
- 21 Keeps informed of, and relays to personnel, all rules, regulations and laws involved in the operations of the support service.
- 22 Facilitates hiring and promotion process.
 - a. Takes disciplinary action involving personnel.
- 23 Performs special projects or duty assignments.
- 24 Facilitates and plans in-service training programs.
- 25 Responsible for fleet management.
- 26 Participates in and represents the Chief of Police and the Department in various governmental, law enforcement, and civic organizations as assigned.
 - a. Assumes command of tactical and special operations.
- 27 Facilitates new departmental programs and systems.
- 28 Performs related work as required.

Peripheral Duties:

- 1
- 2



City of Kingman
310 N. Fourth Street, Kingman, AZ

WORK CONTACTS

- Considerable contact with other law enforcement agencies, criminal justice systems and the general public in crime prevention activities.
- Contacts are significant and usually for the purpose of carrying out department goals and programs.

Desired Minimum Qualifications:

Education and Experience:

- (A) Graduation from high school with some college level course work in a related field is preferred.
- (B) Considerable experience as a police supervisor.
- (C) An equivalent combination of education and experience.
- (D) TOC Level C certified

Knowledge:

- (A) Considerable knowledge of the principles and practices of modern police administration and police methods; Considerable knowledge of departmental rules and regulations of applicable federal, state, and local laws and ordinances; Considerable knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.

Skills:

- (B) Skill in the use of firearms and other such regular and special police equipment as may be assigned.

Abilities:

- (C) Ability to plan, organize, direct and evaluate effectively general patrol, criminal investigation programs and support service. Ability to supervise effectively the work of subordinates; Ability to communicate effectively; Ability to establish and maintain effective working relationships; Ability to meet such physical requirements as may be established by competent authorities.

Special Requirements/License/Certifications:

- (A) Must possess, or be able to obtain by time of hire, a valid Arizona driver's license without record of suspension or revocation in any state.
- (B) Basic law enforcement training certification or equivalent

Tools & Equipment Used:

Police car, police radio, handgun and other weapons and equipment as required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, run, use hands to finger, handle, or operate objects, controls, or tools listed above, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, communicable diseases, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

Considerable exposure to death or disability (assumes adequate training and safety precautions).

Expected Behavior/Quality of Service:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

- **Commitment** – Dedicate oneself to consistent and excellent public service
- **Innovation** – Implement unique, creative and cost-effective solutions.
- **Communication** – Communicate in a positive, honest and productive manner
- **Integrity** – Adherence to high ethical standards, doing the right thing when no one is watching



City of Kingman
310 N. Fourth Street, Kingman, AZ

- **Diversity** – Promote inclusiveness and impartiality throughout the organization
- **Personal Responsibility** – Take initiative to achieve excellence and accept accountability, uphold confidentiality, and know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.
- **Respect** – Demonstrate a high regard for others, support each other, don't participate in gossip
- **Teamwork** – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

Selection Guidelines:

Submittal/review of employment applications, screening/rating of application in relation of training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the position changes.

Employee Sign-Off: I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:	Date:
---------------------	-------

Employee Name (Printed):



**CITY OF KINGMAN
COMMUNICATION TO COUNCIL**

TO: Honorable Mayor and Common Council

FROM: James J. McErlean - Building Official

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Public Hearing and consideration of proposed Ordinance 1805: amending permit fees in relation to Manufactured Housing & Factory Built Buildings

SUMMARY:

On March 15, 2012 an IGA between the City of Kingman and The Arizona Department of Fire, Building and Life Safety – Office of Manufactured Housing [OMH] became effective. In part the agreement states: “5. Fees Charged by the Agency. Permit fees charged by the Agency shall be the same as the Fee Schedule created by OMH pursuant to its authority under A.R.S. § 41-2144 (4) and A.A.C. R4-34-501 and no more than permitted by R4-34-80(E).” Since entering the IGA the State of Arizona OMH has adjusted their fee schedule for fiscal year 2016. Approval of Ordinance No. 1805 will adjust current COK fees to match the OMG Fee Schedule update for 2016.

This item was previously approved by Council after being sent to the agenda prematurely. Like all other fee increases, this item has been posted on the City of Kingman website for 60 days and must be ratified now that the statutory timeline has been met.

FISCAL IMPACT:

Total estimated increase in fees \$00.00 annually. Only 11 Manufactured Housing permits have been issued since entering the IGA. None of these home permits have been a Residential Factory Built Building [FBB].

STAFF RECOMMENDATION:

Make a motion to Approve Ordinance No.1805

ATTACHMENTS:

Description

Ordinance No. 1805

Copy of IGA

AZ OMH 2016 Fee Schedule

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Muhle, Sydney	Approved	12/9/2015 - 11:30 AM
City Attorney	Cooper, Carl	Approved	12/9/2015 - 4:09 PM

City Manager

Dougherty, John

Approved

12/10/2015 - 10:19 AM

**CITY OF KINGMAN, ARIZONA
ORDINANCE NO. 1805**

AN ORDINANCE BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF KINGMAN, ARIZONA, AMENDING SECTION 5-2 PERMITS AND FEES, ARTICLE I, CHAPTER 5 OF THE KINGMAN CODE BY REVISING TEXT IN THE TABLE “SPECIAL PERMITS AND OTHER INSPECTION FEES” AS UNDERLINED AND DELETING STRIKEOUT TEXT.

WHEREAS, On March 15, 2012 an IGA between the City of Kingman and The Arizona Department of Fire, Building and Life Safety – Office of Manufactured Housing became effective, authorizing the City to issue permits for the installation of Manufactured Housing and Factory Built buildings, and charging permit fees established by the Arizona State - Office of Manufactured Housing; and

WHEREAS, The Arizona Department of Fire, Building and Life Safety – Office of Manufactured Housing revised the fee schedule for the 2016 Fiscal year [Effective July 1, 2015]; and

WHEREAS, on October 2, 2015, pursuant ARS §9-499.15, a public notice advertising a public hearing to be conducted by the Kingman City Council on the proposed manufactured housing fee schedule amendments was placed on the City of Kingman Municipal website to invite interested citizens to provide comments about the proposed changes to the fee schedule; and

WHEREAS, On December 15, 2015, the City of Kingman Council held a public hearing on the proposed building permit fee schedule amendment.

NOW, 'THEREFORE, BE IT ORDAINED by the Mayor and Common Council of the City of Kingman, Arizona as follows:

SECTION 1: Article 1, Chapter 5, Table **Special Permits and Other Inspection Fees** of the Kingman Code is hereby amended to read as follows:

Special Permits and Other Inspection Fees

Manufactured home permit: includes 3 inspections	\$350.00
Additional inspections after 3	\$47.00
MH permit renewal after 6 months	\$82.00
Residential factory-built building: per story	\$600.00 \$450.00

Additional inspections after 3	\$47.00
FBB permit renewal after 6 months	\$82.00
Commercial factory-built building	\$4.50 per perimeter linear foot/per story
Additional inspections after 3	\$47.00
FBB permit renewal after 6 months	\$82.00
Solar energy device systems per A.R.S. 9-468	\$128.00
Inspections outside of normal business hours (minimum charge—two hours)	\$47.00 per hour or the total hourly cost to the City of Kingman, whichever is greatest
Re-inspection fees (may be assessed after 2 nd call inspection on the same work requiring inspection)	\$47.00 per hour or the total hourly cost to the City of Kingman, whichever is greatest
Inspections not otherwise listed (one-half hour minimum fee of \$23.50)	\$47.00 per hour or the total hourly cost to the City of Kingman, whichever is greatest
Building plan review fee (for 1 st and 2 nd review)	65% of building permit fee
Grading plan review fee (for 1 st and 2 nd review)	65% of grading permit fee
R-3 Residential plan review fee (standardized plans)	32.5% of building permit fee
Additional plan review fee required after 2 nd review, and/or by changes, additions or revisions to plans by owners, contractor or design professional	\$47.00 per hour (actual cost including city administrative and overhead costs if using outside agency)
For use of outside agency or consultants for plan review, inspection, or both	Actual cost including city administrative and overhead costs



**DEPARTMENT OF FIRE,
BUILDING AND LIFE SAFETY
OFFICE OF MANUFACTURED HOUSING**



1110 WEST WASHINGTON, SUITE 100

PHOENIX, ARIZONA 85007

(602) 364-1003

(602) 364-1052 FAX

JANICE K. BREWER
GOVERNOR

GENE PALMA
DIRECTOR

March 15, 2012

Development Services Department
City of Kingman
310 N. 4th Street
Kingman, Arizona 86401
(928) 753-8560

Dear Dave Hattrick,

Enclosed is the final approved IGA Contract for Manufactured/ Mobile Homes and Factory-Built Buildings for your records.

The Contract effective date is March 15, 2012. The term of the agreement shall be for five (5) years from the effective date. This Office will periodically conduct jurisdictional audits of the City of Kingman, with advance notice and coordination. Our Office appreciates your cooperation.

Please ensure that all permit applications, permits, inspection reports, violation notices, plans, and other supporting documents are retained for ten (10) years from the date of effectiveness if this IGA contract. Clause 15 in the IGA contract states that all IGA related files are to be retained for five (5) years after expiration or termination of the IGA contract.

Sincerely,

Georgina Marie Marin
Local Jurisdiction Liaison
Department of Fire, Building and Life Safety
Office of Manufactured Housing
1110 W. Washington, Suite 100
Phoenix, AZ 85007
(602) 762-0855

RECEIVED

MAR 02 2012

Fire, Building & Life Safety

AGREEMENT

BETWEEN

**ARIZONA DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY
OFFICE OF MANUFACTURED HOUSING**

AND

CITY OF KINGMAN

TO ENFORCE INSTALLATION STANDARDS

This **AGREEMENT** ("Agreement") is entered into this 15th day of March, 2012, by and between the **ARIZONA DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY, OFFICE OF MANUFACTURED HOUSING** ("OMH") and the City of Kingman ("Agency").

WHEREAS, pursuant to A.R.S. § 41-2151 the purpose of OMH is to maintain standards of quality and safety for manufactured homes, factory-built buildings, mobile homes, and the installation of the same.

WHEREAS, A.R.S. § 41-2153(B) (5) directs the Deputy Director of OMH to enter into agreements with local enforcement agencies to enforce the installation standards in their respective jurisdictions consistent with the installation standards of OMH; and

WHEREAS, it is the desire of both parties to eliminate unnecessary duplication of inspections regarding installation standards within the Agency's jurisdiction;

NOW, THEREFORE, in consideration of the premises and mutual promises and undertakings herein contained, and for other good and valuable consideration, the parties agree as follows:

1. Monitoring and Enforcement. For the duration of this Agreement, the Agency will monitor and enforce the installation standards set forth in A.R.S. § 41-2195 and A.A.C. R4-34-102 as they apply to installation standards and accessory structures.
2. Term. The term of this Agreement shall be for five (5) years from the date of this Agreement.
3. Standards of Performance. In exercising the authority delegated hereunder the Agency shall perform to the same standards of performance that the law imposes upon OMH in exercising the authority described in section 1 hereof. In addition, the Agency shall not approve any installation unless the installer affixes a State Insignia of Approval as required by A.A.C.

R4-34-802.A and pays to the Agency the fee established by OMH pursuant to the authority by A.A.C. R4-34-501 and as permitted by A.A.C. R4-34-506.

4. Monthly Reporting. The Agency in this Agreement shall submit a Monthly IGA Report to OMH. A copy of each closed mobile home/HUD manufactured home or FBB permit shall be submitted with the monthly report. The monthly report with copies of permits shall be submitted by mail, fax, or email, on or before the 15th of the following month. OMH will provide the monthly report format which will require the following be collected and documented:

- a. ARZ HUD label number(s) or FBB manufacturers insignia number
- b. Unit serial number
- c. Installation insignia or FBB plan approval number
- d. Address of installation
- e. Date of approved final installation inspection

5. Fees Charged by the Agency. Permit fees charged by the Agency shall be the same as the Fee Schedule created by OMH pursuant to its authority under A.R.S. § 41-2144 (4) and A.A.C. R4-34-501 and no more than permitted by R4-34-801(E). All fees collected by the Agency shall be kept by the Agency as compensation for the services performed by the Agency under this agreement. The Agency shall not be entitled to any other compensation for services rendered by it under this Agreement.

6. Termination. Either party may terminate this Agreement at any time without cause by giving the other party thirty (30) days written notice prior to the date of termination. Additionally, OMH may terminate this Agreement immediately and without notice, if OMH determines that the installation standards required in the Agreement are not being maintained, or that local fees are not consistent with the inspection fees established by the Board of Manufactured Housing.

7. Qualifications of Personnel. The personnel that perform the functions delegated to the Agency in paragraph 1 hereof shall each have no less than one year of experience as a building code inspector or manufactured housing installation inspector.

8. Inspector Training. All Agency Inspectors performing under this Agreement shall participate in required initial and/or periodic training as set and coordinated by the State.

9. Duties of OMH. Should OMH require inspections of any portion of the installation of mobile, manufactured homes, accessory structures or factory built buildings not required by the Rules referred to herein and not covered under this Agreement, OMH shall be responsible for the inspections and enforcement thereof.

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10. Notices. All notices shall be mailed or delivered to the party to receive such notice to the following address.

a. If intended for OMH to:

Department of Fire, Building and Life Safety
Office of Manufactured Housing
1110 West Washington, Suite #100
Phoenix, AZ 85007-2935

Attn: Debra Blake
Title: Deputy Director
Phone: (602) 364-1022

b. If intended for Agency, to:

Development Services Department
City of Kingman
310 N. 4th Street
Kingman, Arizona 86401

Attn: Dave Hattrick
Title: Building Official
Phone: (928) 753-8560

11. Interpretation and Amendments. This Agreement contains the entire agreement between the parties hereto. This Agreement shall not be amended or modified in any manner, except by an instrument in writing signed by the parties hereto.

12. Headings. Headings are for convenience only and are not to be construed as part of this Agreement.

13. Invalidity of a Term. The parties agree that in the event any term, covenant or conditions herein contained should be held to be invalid or void, the invalidity of any such term, covenant or condition shall in no way affect any other term, covenant or condition of this Agreement.

14. Dispute. In the event of any dispute between the parties under this Agreement, the parties agree that they shall submit the dispute to arbitration pursuant to A.R.S. §§ 12-133(D) and 12-1518.

15. Inspection and Audit. Pursuant to A.R.S. §§ 35-214 and 35-215, all books, accounts, reports, files and other records relating to this Agreement shall be subject at all reasonable times to inspection and audit by the State of Arizona for five (5) years after completion of this Agreement. Such records shall be produced at the Auditor General's Office or such other office as the parties hereto may mutually agree within a reasonable time after request.

16. Conflict of Interest. The parties acknowledge that this Agreement is subject to cancellation by the Governor of Arizona pursuant to A.R.S. § 38-511, the provisions of which are incorporated herein.

17. Prohibition Against Discrimination. In the event that it applies, the parties agree to comply with the Arizona Governor's Executive Order No. 2009-09.

18. Governing Law and Venue. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. The exclusive venue for any litigation, arbitration, administrative hearing or the like concerning this Agreement or any matter arising therefrom shall be in Maricopa County, State of Arizona.

19. Unavailability of Funding. Every payment or financial obligation of the parties under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by any party at the end of the period for which funds are available. No liability shall accrue to any party in the event this provision is exercised, and neither the OMH or Agency shall be obligated or liable for any future payments nor for any damages as a result of termination under this paragraph.

IN WITNESS WHEREOF, the parties hereto agree to carry out the terms of this Agreement and have executed this Agreement the day, month and year first written above.

OFFICE OF MANUFACTURED HOUSING

Name: Debra Blake
Debra Blake, Deputy Director
Department of Fire, Building and Life Safety
Office of Manufactured Housing

3/15/12

AGENCY:

Name: John Salem
John Salem, Mayor

ATTEST: Deborah Francis
Deborah Francis, City Clerk

APPROVED this 21st day of February, 2012.

This Intergovernmental Agreement has been reviewed by the undersigned attorney for the Agency who has determined that it is in appropriate form and within the powers and authority granted by law to the Agency designed herein.

BY: Lee R. Hocking #621512
Lee R. Hocking on behalf of R, City Attorney

This Intergovernmental Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General, who has determined that it is in the proper form and is within the powers granted under the laws of the State of Arizona to those Parties to the Agreement represented by the Attorney General.

Dated this 9 day of March, 2012

BY: Mary O'Connell
Mary O'Connell, Assistant Attorney General



DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY
1110 W. WASHINGTON, SUITE 100
PHOENIX, AZ 85007
(602) 364-1003 OFFICE
(602) 364-1052 FAX
www.dfbls.az.gov

FEE SCHEDULE FOR 2016 FISCAL YEAR

FEEES ARE EFFECTIVE JULY 1, 2015

Fees charged by the Department are not included in Rule and are exempt from the State Rule procedures (Arizona Revised Statutes § 41-2144(C)).

LICENSING FEES				
	Class	Class Description	New License	Renewal License
MANUFACTURER	M-9A	Factory-built-buildings (FBB) and subassemblies	\$ 864.00	\$ 432.00
	M-9C	Manufactured (MFG) Homes	\$ 864.00	\$ 432.00
	M-9E	Master, includes M-9A and M-9C	\$ 1,358.00	\$ 679.00
RETAILER/ DEALER/ BROKER	D-8	Retailer Mobile/MFG Homes	\$ 566.00	\$ 283.00
	D-8B	Broker Mobile/MFG Homes	\$ 432.00	\$ 216.00
	D-10	Retailer FBB or FBB Subassemblies	\$ 566.00	\$ 283.00
	D-12	Master, includes D-8, D-8B, and D-10	\$ 864.00	\$ 432.00
INSTALLERS	I-10C	General Installer	\$ 432.00	\$ 216.00
	I-10D	Installer of Attached Accessory Structures	\$ 432.00	\$ 216.00
	I-10G	Master, includes I-10C and I-10D	\$ 741.00	\$ 370.00
SALESPERSON	NA	Employee of a licensed Retailer/Dealer/Broker	\$ 206.00	\$ 103.00

PLAN FEES	
DESCRIPTION	FEE
Standard Plan Review	
Application Submittal and Plan Review	\$150.00 Includes up to 1 hour of plan review time
Plan Review	\$119.00 hour Each additional hour
EXPEDITED Plan Review	
Expedited Application and Plan Review	\$269.00 Includes up to 1 hour of plan review time
Expedited Plan Review	\$238.00 hour Each additional hour

CERTIFICATE (INSIGNIA) FEES	
DESCRIPTION	FEE
Installation Certificate	\$10.00 each
Modular Manufacturer Certificate	\$51.00 each
Reconstruction Certificate	\$51.00 each

PERMIT FEES		
DESCRIPTION	STATE ISSUED PERMIT FEE	IGA FEE
Mobile/MFG Home	\$350.00 each <i>Includes 3 Inspections</i>	Up to \$ 350.00 each
FBB – residential	\$ 450.00 per story <i>Includes 3 Inspections</i>	\$ 450.00 per story
FBB – commercial	\$ 4.50/LF per story <i>Includes 3 Inspections</i>	\$ 4.50/LF per story
6 Month Extension on Permit (MFG and FBB)	\$ 82.00	
FBB Special Event	\$ 67.00	
Rehabilitation – Mobile Home	\$ 49.00 <i>Includes 2 Inspections</i>	

INSPECTION FEES	
DESCRIPTION	FEE
MFG facility	\$ 51.00 per hour, plus mileage @ 0.445/mile
Installation Re-Inspection (MFG, FBB, Rehabilitation)	\$ 82.00 per hour, plus mileage @ 0.445/mile
Technical Service	\$ 82.00 per hour

INSTALLATION TRAINING	
DESCRIPTION	FEE
Installation Training <i>OMH Installer: Qualifying Party or Corporate Officer Registrar of Contractor; Participant in the Installation Certificate Program: Qualifying Party or Corporate Officer</i>	\$ 100.00

ADMINISTRATIVE FUNCTION FEES	
DESCRIPTION	FEE
Change on installation permit	\$ 10.00 per item
Change name of license	\$ 10.00 each
Change license location	\$ 10.00 each
Change license telephone number	\$ 10.00 each
Add branch location	\$ 10.00 each
Delete branch location	\$ 10.00 each
Reinstate bond	\$ 10.00 each
Process returned check	\$ 10.00 each
Change status of license to inactive	\$ 10.00 each
Copies	\$.50 each
All refunds are subject to a fee of	\$ 59.00 each



**CITY OF KINGMAN
COMMUNICATION TO COUNCIL**

TO: Honorable Mayor and Common Council

FROM: Engineering Services

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Resolution 4984: allowing an exception to Section 1-12 of the Streets and Sidewalks Regulations

SUMMARY:

Staff has received a request for an exception to Section 1-12 of the Streets and Sidewalks Rules and Regulations for 3150 and 3152 Stockton Hill Road (Parcels 320-13-007 & 320-13-044).

Section 1-12 of the Streets and Sidewalks Development Rules and Regulations allows one commercial driveway for properties with frontage of less than 300 feet. When combined, the subject properties will have approximately 200 feet of frontage.

Rex Ruge has submitted a site plan requesting two driveways for the subject properties. The site plan was reviewed at the November 19 Traffic Safety Committee. The Traffic Safety Committee generally agrees with the exception allowing two driveways for the subject properties.

Councilmember Yocum has requested that this item be revisited.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends approval of Resolution No. 4984

ATTACHMENTS:

Description

Resolution No. 4984

Proposed Site Plan

Map

Request from Councilmember Yocum

REVIEWERS:

Department	Reviewer	Action	Date
City Manager	Dougherty, John	Approved	12/8/2015 - 5:23 PM

City Attorney
City Manager

Cooper, Carl
Dougherty, John

Approved
Approved

12/8/2015 - 6:37 PM
12/8/2015 - 5:23 PM

**CITY OF KINGMAN
RESOLUTION NO. 4984**

A RESOLUTION BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF KINGMAN, ARIZONA, AUTHORIZING AN EXCEPTION TO SECTION 1-12 OF THE STREETS AND SIDEWALKS DEVELOPMENT RULES AND REGULATIONS FOR 3150 AND 3152 STOCKTON HILL ROAD (PARCELS 320-13-007 AND 320-13-044), REGARDING DRIVEWAY REQUIREMENTS.

WHEREAS, the Section 1-12 (b) of the Streets and Sidewalks Development Rules and Regulations allows one commercial driveway for properties with frontage of less than three hundred feet; and

WHEREAS, staff has received a proposed development plan for parcels 320-13-007 and 320-13-044 which properties together have a frontage of approximately two hundred feet; and

WHEREAS, the developer has submitted a site plan requesting that an existing driveway for parcel 320-13-044 remain and that a new driveway for parcel 320-13-007 be allowed; and

WHEREAS, the City’s Traffic Safety Committee has reviewed this request at their November 19 meeting and generally concurs with exception allowing the second driveway.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Kingman, Arizona, that the developer of parcels 320-13-007 and 320-13-044 shall be allowed an exception to the Street Regulations by allowing two driveways to the subject properties.

PASSED AND ADOPTED by the Mayor and Common Council of the City of Kingman, Arizona, on this 1ST day of December 2015.

ATTEST:

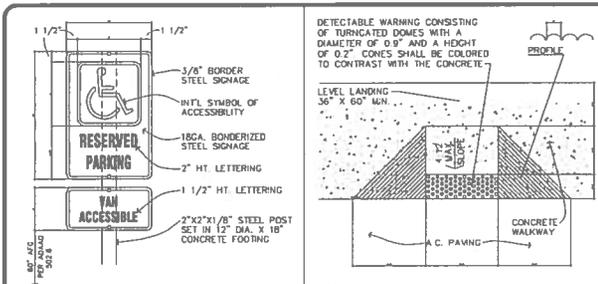
APPROVED:

Sydney Muhle, City Clerk

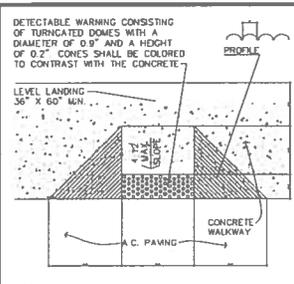
Richard Anderson, Mayor

APPROVED AS TO FORM:

Carl Cooper, City Attorney

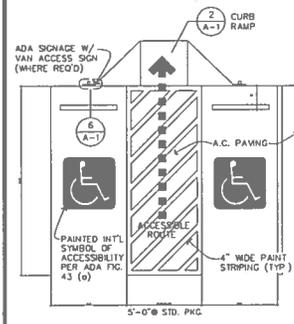


SITE-102 SCALE: 1/2"=1'-0" **PARKING SIGNAGE** 6



SITE-104 NO SCALE **ADA CURB RAMP** 2

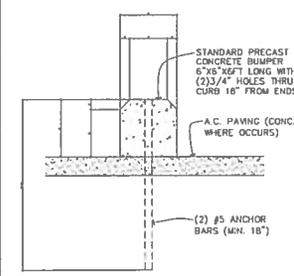
TOTAL SPACES	REQUIRED NUMBER OF ACCESSIBLE SPACES	MIN. NUMBER OF VAN ACCESSIBLE SPACES
1-25	1	1
26-50	2	1
51-75	3	1
76-100	4	1
101-150	5	1



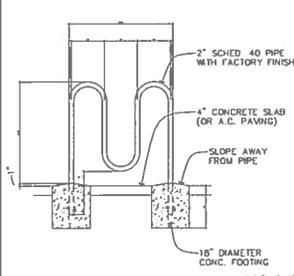
ACCESSIBLE PARKING NOTES:

- VAN ACCESSIBLE SIGNAGE SHALL BE MOUNTED BELOW ACCESSIBLE PARKING SIGNAGE WHERE LOADING ZONE IS 8'-0" WIDE.
- VAN ACCESSIBLE SIGNAGE IS NOT REQUIRED FOR STD. ACCESSIBLE PARKING LOADING ZONE (5'-0" WIDE).
- PASSENGER LOADING ZONE SLOPE SHALL NOT EXCEED 1:50 IN ANY DIRECTION.
- PROVIDE VERTICAL CLEARANCE OF 98" AT THE PARKING SPACE AND AT LEAST ONE VEHICLE ACCESS ROUTE TO SUCH SPACES FROM SITE ENTRANCE(S) AND EXITS.

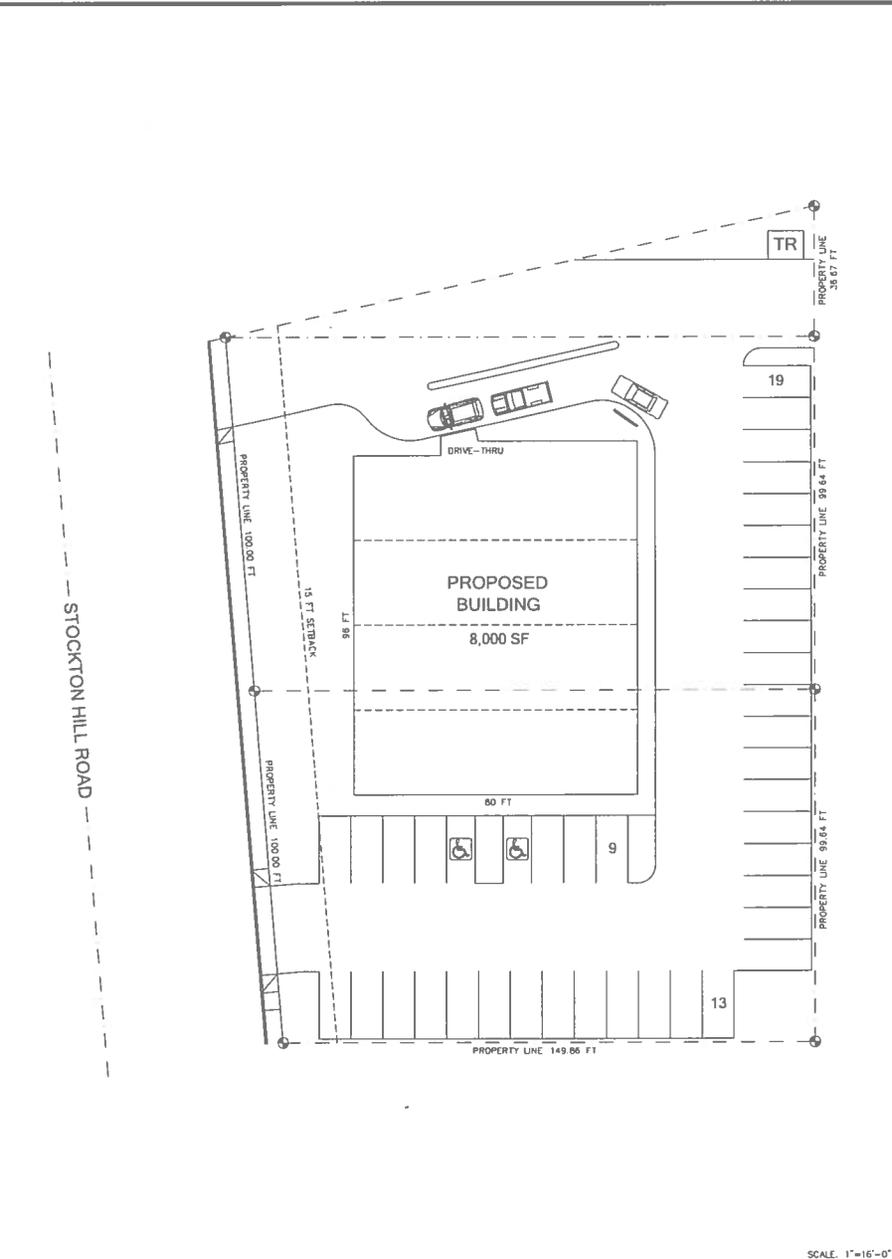
SITE-106 NO SCALE **PARKING BUMPER** 3



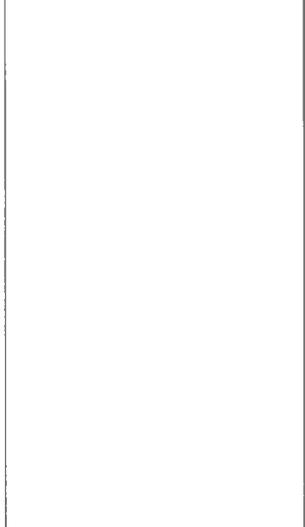
SITE-108 NO SCALE **ADA PARKING STALL** 7



SITE-107 SCALE: 3/4"=1'-0" **BICYCLE RACK** 4



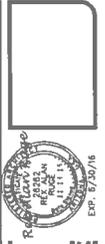
- REFERENCE NOTES**
- CONCRETE RAMP - SEE CIVIL DRAWINGS
 - CONCRETE WALKWAY/STOOP
 - 6" CONCRETE CURB
 - ASPHALTIC CONCRETE PAVING (SEE CIVIL DWGS)
 - FUTURE MONUMENT SIGNAGE (SEPARATE PERMIT)
 - BICYCLE RACK - SEE DETAIL #4/A-1
 - ELECTRIC SERVICE TO BUILDING
 - BACKFLOW PREVENTION DEVICE - SEE "P" DRAWINGS
 - WATER LINE - SEE CIVIL DRAWINGS
 - RETENTION AREA - SEE CIVIL DRAWINGS
 - CONCRETE PARKING BUMPER - SEE DETAIL #3/A-1
 - LEACH FIELD - CIVIL DRAWINGS
 - POLE LIGHT - SEE "E" DRAWINGS
 - WASTE LINE - SEE CIVIL DRAWINGS
 - ADAAG ACCESSIBLE CONCRETE CURB RAMP - SEE DETAIL #2/A-1
 - 3" PAINTED STRIPING (TYPICAL)
 - FUEL DISPENSING ISLAND (BY OTHERS)
 - WELL, PUMP, AND TANK - SEE CIVIL DRAWINGS
 - TRASH ENCLOSURE - SEE CIVIL DRAWINGS
 - FUEL ENCLOSURE
 - (3) 12,000 GAL. FUEL TANKS (BY OTHERS)
 - NEW CONCRETE DRIVEWAY ENTRANCE - SEE CIVIL DWGS.
 - SEPTIC TANK
 - EXISTING RIGHT-OF-WAY TO BE LANDSCAPED
 - EXISTING POWER POLES
 - PAINTED STEEL PIPE BOLLARD
 - EXISTING CONCRETE WALKWAY
 - SLATED CHAIN-LINK FENCE ALONG PROPERTY LINE
 - RESERVE LEACH LINE
 - GREASE INTERCEPTOR
 - TELEPHONE PEDESTAL
 - PROPANE TANKS
 - UNDERGROUND PROPANE LINE
 - STRIPED ACCESSIBLE PATH TO R.O.W. WITH DETECTABLE WARNINGS PER CODE - SEE CIVIL DRAWINGS FOR SPECIFIC GRADE/SLOPE INFORMATION



SITE-109 NO SCALE **ADA CURB RAMP** 2

- SITE NOTES**
- ADDRESS NUMBERS SHALL BE APPROVED BY LOCAL JURISDICTION AND CONFORM TO THE REQUIREMENTS OF IDC 501.2 - SEE EXT. ELEVATIONS FOR LOCATION.
 - SEE CIVIL DRAWINGS FOR ADDITIONAL INFORMATION.
 - ADDRESS NUMBERS SHALL BE APPROVED BY LOCAL JURISDICTION AND CONFORM TO THE REQUIREMENTS OF IDC 501.2.

SCALE: 1"=16'-0" **1**



SITE PLAN

WE WARRANT AND AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CLIENT FROM AND AGAINST ALL SUCH DAMAGES AND LOSSES.

STOCKTON DEVELOPMENT
KINGMAN, ARIZONA

R GROUP ON
ARCHITECTURE & PLANNING

678 NORTH LANEVIEW DRIVE # KINGMAN # AZ 86409 928.718.0195

PROJECT NUMBER: 15-1152
DATE: ALL
REVISION: 11-13-15
PREPARED BY: RGT
CHECKED BY: RGT

A-1
SHEET NUMBER

Existing Driveway

New Driveway

Subject
Parcels



3152 Stockton Hill Road
320-13-044

3150 Stockton Hill Road
320-13-007

3152 STOCKTON HILL RD

320-13-044

3150 Stockton Hill Road
320-13-007

STOCKTON HILL RD, KINGMAN

320-13-054

320-13-043

21N 16W

N STOCKTON HILL RD

RD



Sydney Muhle

From: John Dougherty
Sent: Wednesday, December 02, 2015 8:28 AM
To: Sydney Muhle; Erin Roper
Subject: Fwd: Resolution 4984 on 12/15 agenda

See below

Sent from my iPhone

Begin forwarded message:

From: "Stuart J. Yocum" <sjyocum@cityofkingman.gov>
Date: December 2, 2015 at 8:41:38 AM CST
To: John Dougherty <jdougherty@cityofkingman.gov>
Subject: **Resolution 4984 on 12/15 agenda**

John,

Please place this item back on calendar. Hopefully we will have a full council present when we take it back up.

-Stuart



**CITY OF KINGMAN
COMMUNICATION TO COUNCIL**

TO: Honorable Mayor and Common Council

FROM: Mike Meersman, Parks & Recreation Director

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Discussion and possible action on the splash pad water management system type, park location and the City's level of involvement

SUMMARY:

Staff is requesting Council decision on 1.) the type of splash pad water management system, 2.) park location and site where the splash pad will be constructed 3.) What is the City's level of involvement in this process?

FISCAL IMPACT:

Cost of ownership of this Generous Community Donation and possible additional city funding if Repurpose to Irrigation Water Management System is the Council's choice and the Venture Clubs \$250,000 raised is not enough.

STAFF RECOMMENDATION:

Staff recommends a Repurpose to Irrigation Water Management System which would be best installed at South Side Park or Cecil Davis Park depending on the amount of water used at the splash pad. If a Recirculation Water Management System is the Council's decision Centennial Park is the best Park location. If Repurpose to Irrigation Water Management System is the Council's decision and additional funds are needed to accomplish this we recommend the city contribute to this project.

ATTACHMENTS:

Description

Splash Pad Presentation 121515

Splash Pad Survey

Venutre Club Splash Pad MOU

REVIEWERS:

Department	Reviewer	Action	Date
Parks & Recreation	Meersman, Michael	Approved	12/9/2015 - 6:53 PM
City Attorney	Cooper, Carl	Approved	12/10/2015 - 11:11 AM
City Manager	Dougherty, John	Approved	12/10/2015 - 10:18 AM

Splash Pads are “Awesome”



Why is sustainable design important?

This generous community donation

Will be the Responsibility
of the
City of Kingman

Repurpose Splash Pad

3 Questions

What is the best Splash Pad Water Management System

for

The City of Kingman?

What Park Location

is best for the chosen

Water Management System?

What Will the City's involvement be in this project?

If the Repurpose to Irrigation is the Council's choice, and the cost is more than the Venture Clubs \$250,000, staff recommends the City to contribute the balance of the funds not to exceed \$150,000.

Water Management Systems

- Recirculation
- Repurpose to Irrigation

What is the best Splash Pad Water Management System for the City of Kingman?

— Recirculation - Water treated like a Swimming Pool.

- It is more challenging than a swimming pool to keep water chemical balanced, due to bathing capacity.

— Repurpose – Potable Water to Irrigation at night.

- You can safely drink the water on the splash pad.

Bathing capacity

Centennial Pool holds **500,000** gal. of water,
Patron daily average **120 = 4,166** gal per person.

Grand View Pool holds **193,000** gal. of water,
Patron daily average **88 = 2,193** gal per person.

Splash Pad Recirculation tank **4,000** gal. of water,
Patron daily average **300 = 13** gal per person.

“ the solution to pollution is dilution”

5 reasons to Repurpose

- **Public Safety** – Drinkable city water sprays the kids.
- **Liability** – No Chemically treated water spraying kids over & over & over
- **Water Conservation** - No water waste; used to irrigate turf.
- **Cost of ownership**-Minimal maintenance & operation cost
- **Community Support**- It is there



Consider splash pad operating costs

Water Management System Type	Water Use	Waste Water Creation	Maintenance	Electricity
Recirculation	Medium	Medium	High	High
Repurpose	0 Already using it for irrigation	0	Low	Medium

SPLASHPAD LIFE CYCLE COSTS 20 YEARS

	POTABLE To Repurpose/ Irrigation	WQMS Recirculation Single Loop
Type in Square footage of Splashpad	3,000	3,000
Type in Price of delivered equipment (from Vortex)	\$210,000	\$190,000
Type in water Cost per gallon	0	0.003
Type in Sewer Cost per gallon	0	0.0094
Type in labor rate for maintenance staff per hour	\$55.00	\$55.00
Number of hours per day your Splashpad will operate	10.0	10.0
Number of days per year your Splashpad will operate	180	180
Total Flow (GPM) of all Spalshpad Features you have selected	116	116

ESTIMATED SPLASHPAD CONSTRUCTION COSTS

	POTABLE To Repurpose/ Irrigation	WQMS Recirculation Single Loop
DELIVERED EQUIPMENT (Includes sales tax and freight)	\$210,000	\$190,000
Install (assumes power water and sewer within 25 feet)	\$144,165	\$154,587
Concrete	\$30,000	\$30,000
TOTAL PROJECT CAPITAL COSTS	\$384,165	\$374,587

ESTIMATED ANNUAL MAINTENANCE AND OPERATING COSTS

INCREMENTAL WATER COSTS	\$0	\$810
SEWER COSTS	\$0	\$2,538
MAINTENANCE COSTS	\$2,530	\$15,950
NORMAL PARTS COSTS	\$1,250	\$2,500
CHEMICAL COSTS	\$0	\$4,320
ELECTRICAL COSTS to run Irrigation pump	\$2,000	\$0
ELECTRICAL COSTS	\$360	\$3,600
TOTAL ANNUAL OPERATING COSTS	\$6,140	\$29,718

ESTIMATED 20 YEAR MAINTENANCE COSTS	\$122,800	\$594,360
TOTAL 20 YEAR COST OF OWNERSHIP	\$506,965	\$968,947

PARAMETERS AND ASSUMPTIONS

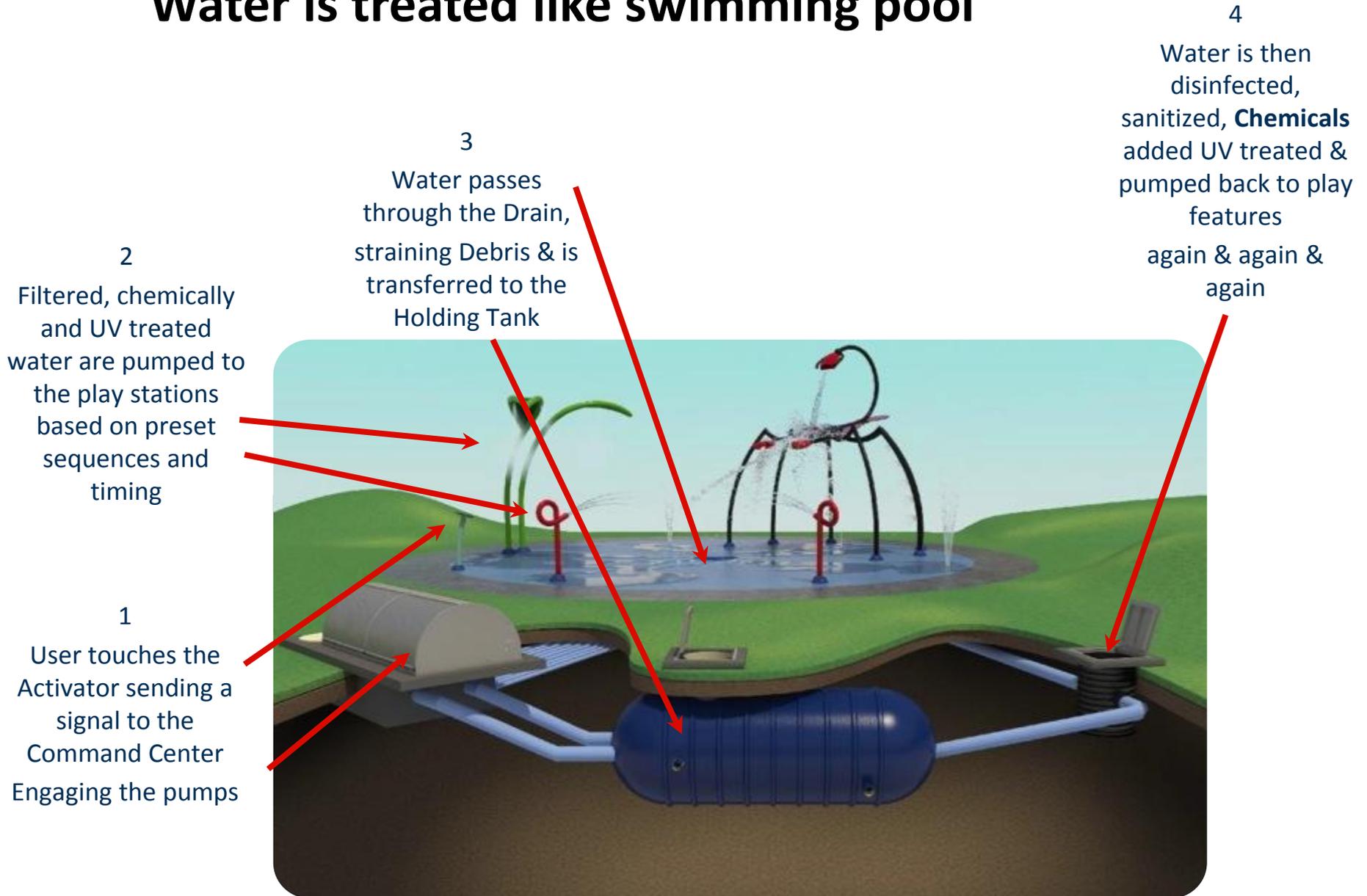
GALLONS PER DAY USED	39,150	1,500
COST OF WATER PER GALLON	\$0.0000	\$0.0030
COST OF SEWER PER GALLON	\$0.0000	\$0.0094
MAINTENANCE LABOR RATE PER HOUR	\$55	\$55
DAILY MAINTENANCE TIME REQUIRED IN HOURS	0.25	1.50
SEASONAL MAINTENANCE HOURS (Start Up and Shut Down)	1.00	20.00
OPERATING HOURS PER DAY	10	10
DAYS IN SEASON	180	180
% TIME PAD RUNNING	75%	75%
MAX FLOW ALL ON	116	116
SEQUENCED FLOW	87	NA

Cost NOT Intended as total project costs - does not include bonds, contractor markups, site security, grading, utilities, etceteras

This is intended to help decide what type of water management system to choose for each project - numbers are directional only NOT final

Recirculation Water Management Systems

Water is treated like swimming pool



Recirculation Water Management Systems

Water is treated like a swimming pool

- A safe recirculation systems must have UV filtration & appropriate interlock systems.
- The State of Arizona does not require these systems.
- Recirculation method requires chemicals, pumps and extensive maintenance.
- Recirculation UV Systems are double the cost repurpose UV systems.
- Recirculation WMS would require a building to house equipment and chemicals.

Bullhead City Recirculation Requires 5 pumps



Would you drink swimming pool water?



Your kids would

5 reasons to Repurpose

- **Public Safety** – Drinkable city water sprays the kids.
- **Liability** – No Chemically treated water spraying kids over & over & over
- **Water Conservation** - No water waste; used to irrigate turf.
- **Cost of ownership**-Minimal maintenance & operation cost
- **Community Support**- It is there



Repurpose Water Management System

Economical & Ecological advantages

- **Safe** No Chlorine, Acid or other Chemicals.
- You can drink the water on the Splash Pad.
- This Water is already used for Irrigation.
- Why not use it first on the Splash Pad?
- Water will be used 2 times & returned to it's source.
- Low energy consumption.
- Low operating cost.

Repurpose Water Management System

1

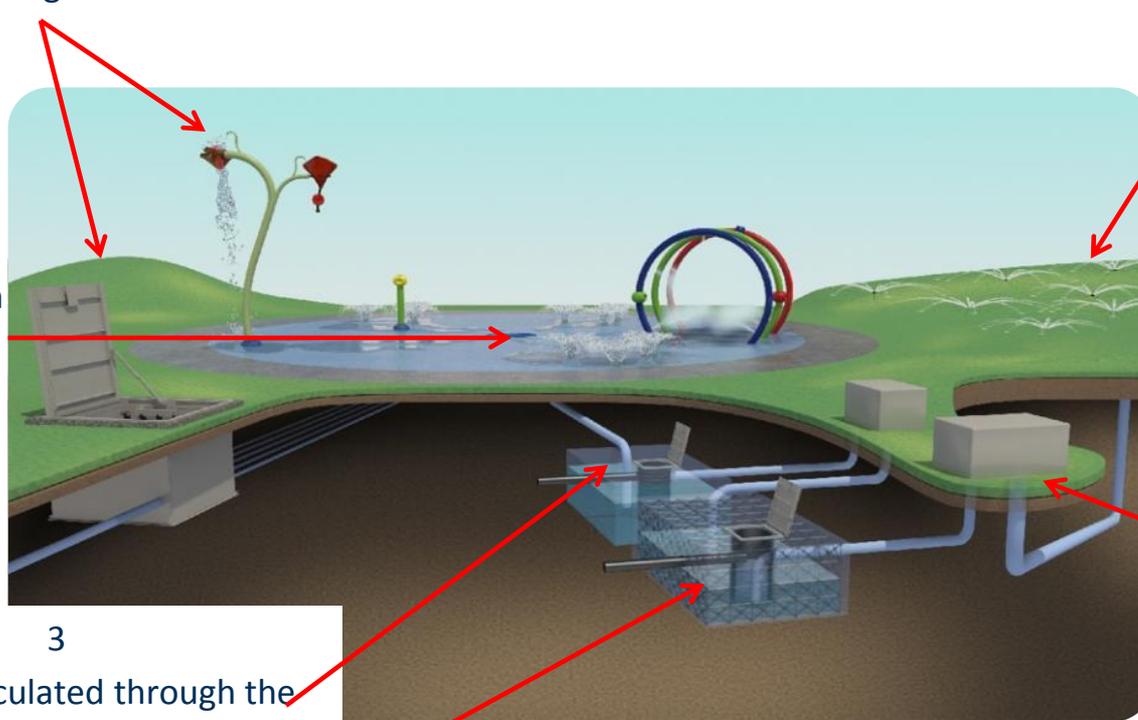
User touches the Activator sending a signal to the Command Center; **potable water** is released to the play stations based on preset sequences and timing

5

Water nourishes the vegetation and is leached back in to the Aquafer

2

Water passes through the Drain, is strained for debris



3

Water is circulated through the Filtration & UV Disinfection System. Then transferred to the Modular Water Containment System (WCS)

4

The Irrigation Pump draws treated water from the WCS at night

If Repurpose Water Management is the choice!

&

Splash pad features spray 50,000 gal or more.

South Side Park is best site.

- Close to ADA Playground.
- Average daily water use **85,915 gallons.**
- With much needed green space available.

South Side Park

Positives

- **No holding tank needed.**
- Holding pond could be easily built.
- Excellent parking.
- Close proximity to two restroom facilities.
- **Safety;** Park Ranger patrolled regularly.

Holding Pond



13 built holding 1,700,000 gal

South Side Park Site A

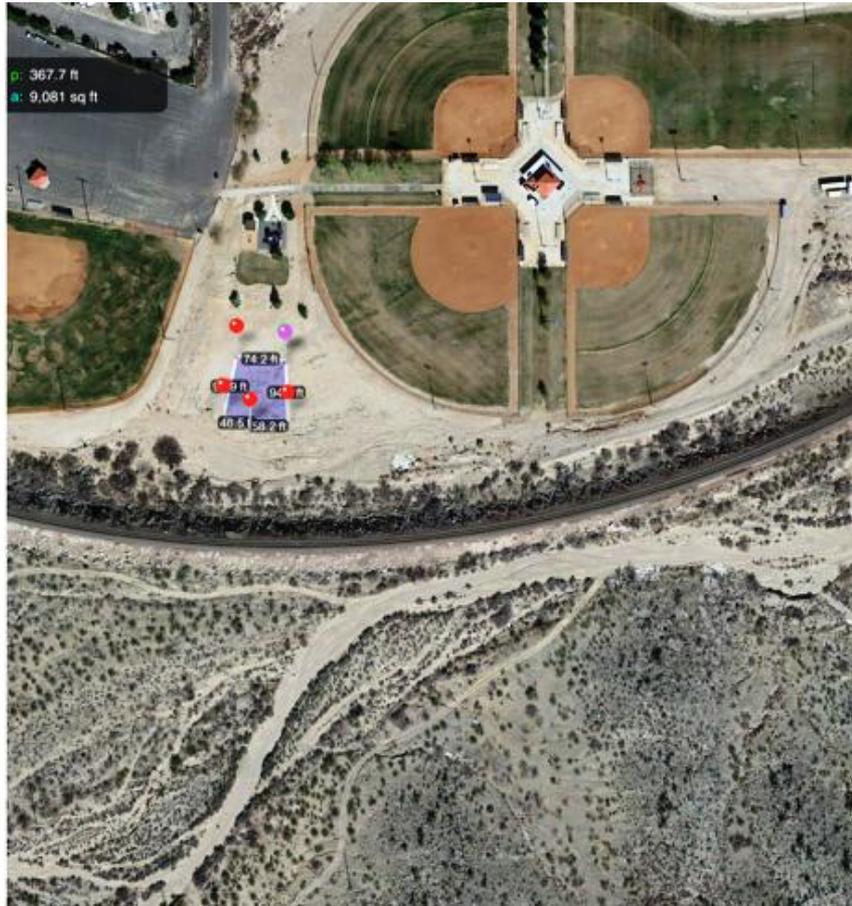


Lit up at night Site B would be highly visible from route 66.



South Side Park Repurpose Pond Location

9,000 sq. ft. By 4' deep
would hold 172,000 gal

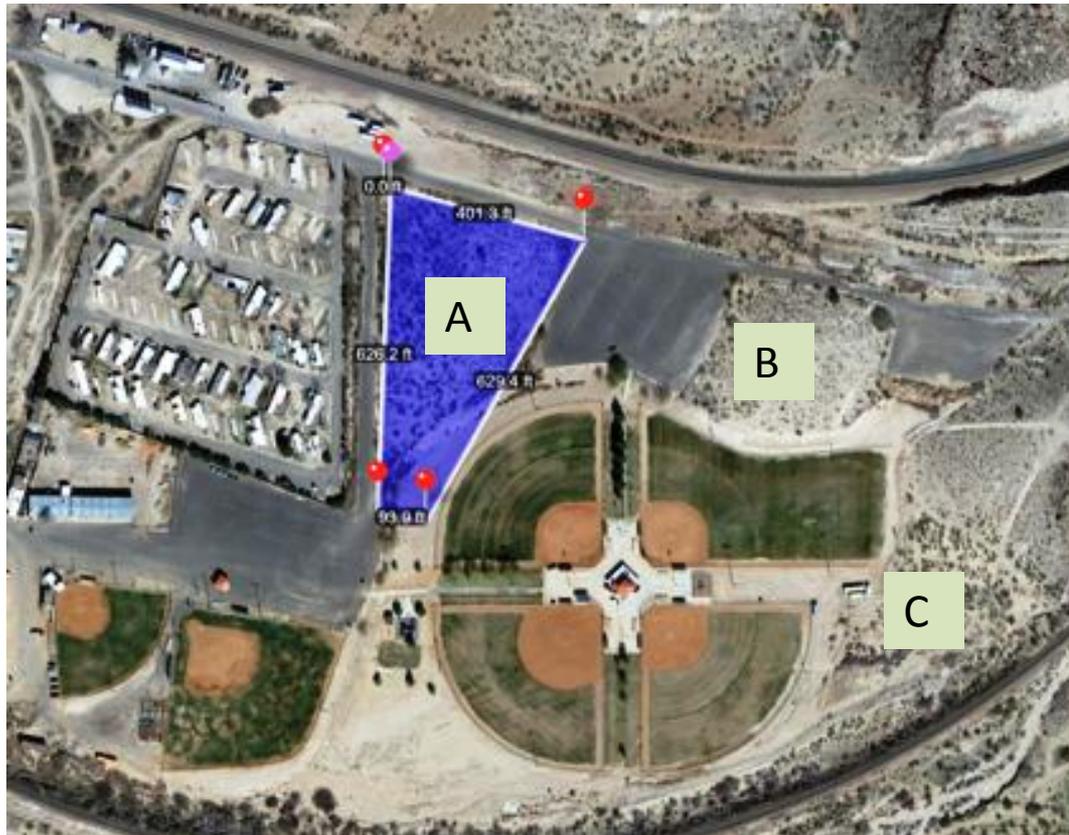


Future Turf areas Much needed

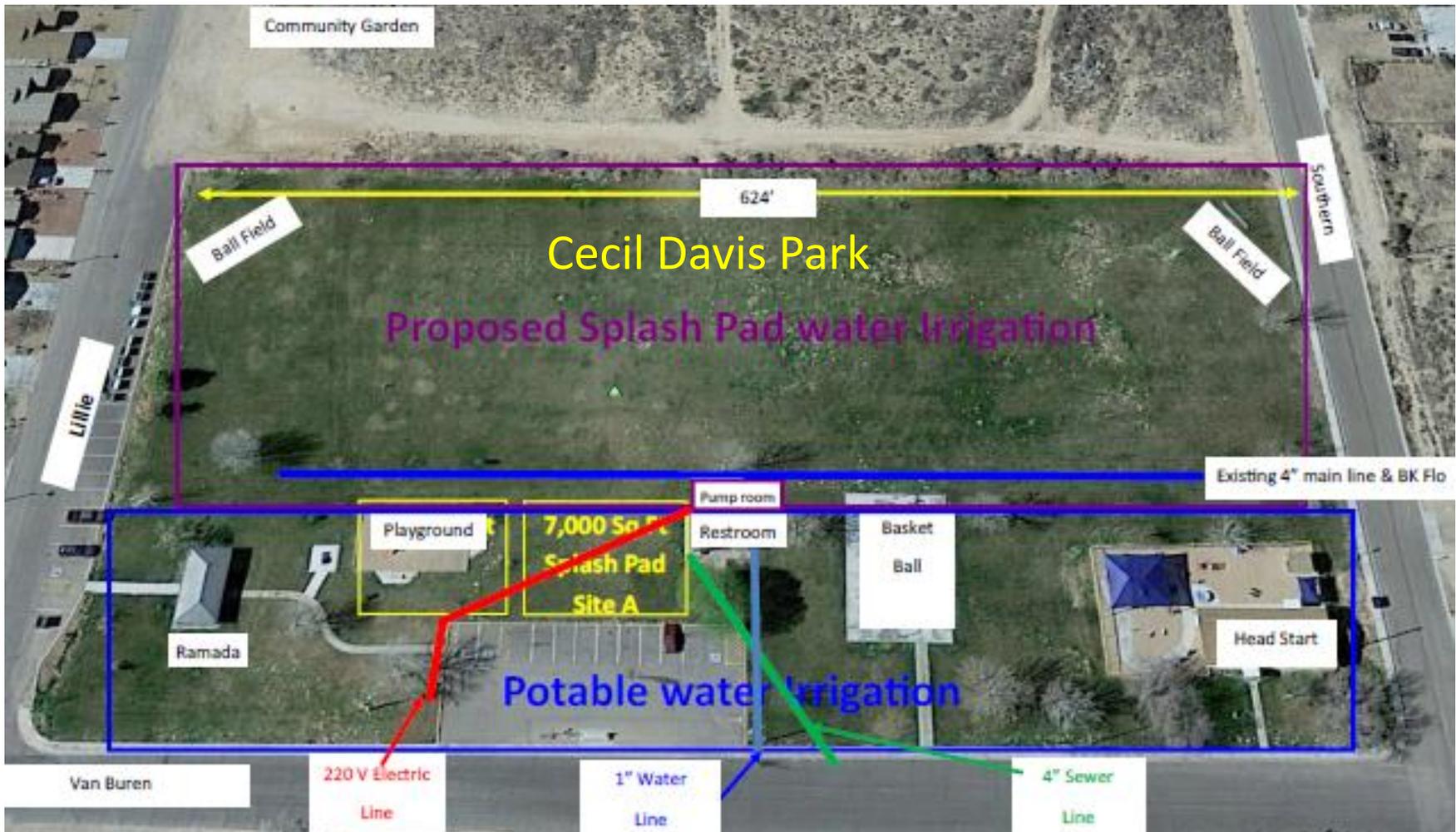
Area A - 3.4 Acres

Area B - 1.9 Acres

Area C - 6. Acres



If Repurpose Water Management is the choice! & Splash pad features spray 50,000 gal or less



Negatives to Cecil Davis Park

Safety Concerns

- **No Park Ranger Patrol**
- Certified Pool Operators staff not close
- No pool staff close to test water regularly

Bed Rock depth

- Water holding tank
- Only 50,000 gal Irrigation demand

Modular Water Containment System (WCS)

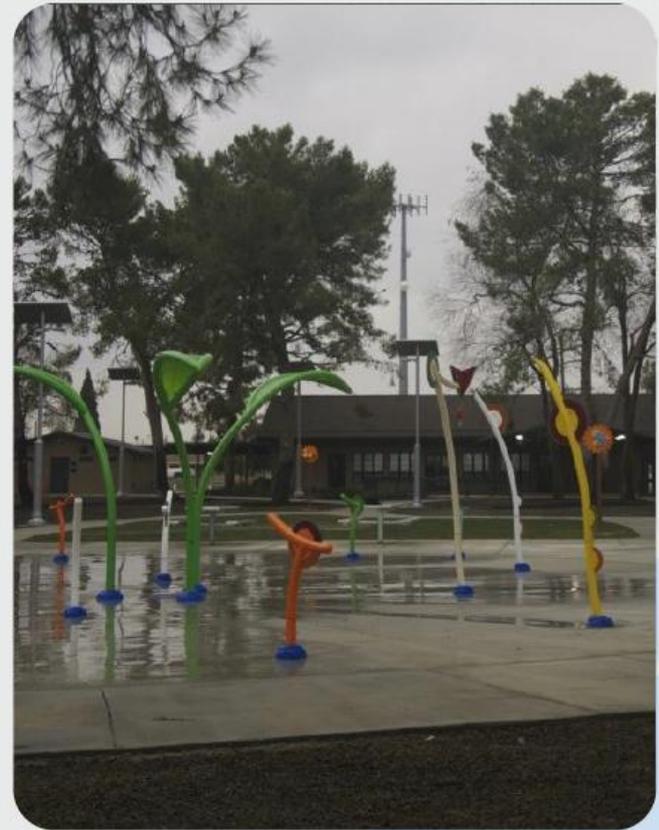
- Efficient use of land
- The tank can be any configuration
- Tanks can be under the Splash Pad
- Cost-effective installation
- Easy transport
- Constructed from 100% recycled polypropylene



Cases Studies

Surface irrigation

- Lost Hills Park – County of Kern, California
- A modular Vortex reservoir captures 15,000 gallons per day which is then repurposed to irrigate the turf
- 4000 Square foot Splashpad – flows less than 35 GPM through feature selection, nozzle selection and sequencing



Cases Studies

Surface irrigation

- Colton California
- A modular reservoir captures 100,000 gallons per day which will repurpose to irrigate the turf on 5 ballfields



If Recirculation is the choice!
Centennial Park is the best location.

- This was Recommended to Council by The Venture Club at the November 17 meeting.

Centennial Park

Positives

- Close to Centennial pool Staff.
- **Certified Pool Operator staff to keep water safe.**
- **Safety; Park Ranger patrol** this Park Regularly.
- Close proximity to two restroom facilities.
- Excellent parking.
- Close proximity to an excellent playground.

Recirculating Centennial Park Site A



Recommended to Council by The Venture Club
at the November 17 meeting.

Centennial Park Site B West of the Pool



Centennial Site C



Grandview Possible Site



Repurpose uses Potable Water



You can safely drink the Splash Pad water.

Added considerations

- Park & Recreation Commission Recommended Repurpose to Irrigation at two separate meetings.
- Council Approved Memorandum of Understanding With the Venture Club states Repurpose to Irrigation Water Management System.
- No building needed for Repurpose to Irrigation
- City water less corrosive to features, filtration, seals, decking, etc. than highly chlorinated water.
- Safety and Liability.

Splash Pad Survey From 9 Aquatic Facility Managers

Type of water management system ?	Tank size?	What are your main maintenance issues?	What were the reasons you chose your particular water management system?	What are the positives to your system?	What are the negatives to your system?	Do you have any vandalism issues you can share?	What was the cost of your Splash Pad?	What is your daily gallon usage?	What is the annual maintenance budget for your Splash Pad?	Is your Splash Pad staff supervised?
Flow through		Maintenance issues include hard water build up and slippery surfacing.	Cost and didn't require staffing.	Low maintenance, doesn't require staffing. Electrical costs are minimal	Technically water is wasted as it must go directly into the sewer.	No issues so far.	\$236,596	23,000 gallons	Annual maintenance costs are minimal. Water and electricity are the main bills.	Splash Pad Supervised
Recirculation	6,000 gallons	maintaining water chemistry replacement of filters cleaning wet wells confined space access	Recirculated systems maintain the water chemistry better	Well designed, well engineered	Very complex, expensive parts and infrastructure	No	Approximate 500,000	unknown	\$75,000	No
Recirculation	5000	chemical level adjustment periodic system flushing daily maintenance associated with county regulations	this was a last minute addition when the park was constructed in 2009. We are currently exploring the benefits of a flow through system.	Public loves the amenity. It provides heat relief in the summer time and attracts people from all over the area.	Labor/maintenance associated with a recirculating system.	No	Unsure	Unsure	Between 5k - 10k. It is rolled into the general park budget.	No
Recirculation	7000	The feature pump system is not filtered. the lint and debris clog the UV bulb glass strainer. The Pulsar 1 chlorination system is too small and would not recommend this type of erosion system.	Not our decision.	Extremely popular features. Chemical controller BEC 7 very reliable.	Size and choice of Pulsar Unit, we will be updating. No filtration before UV system.	It is in a secured fenced in location with monitored Aquatics staff. No issues.	Cost included in complete Rec Center Complex	?	Approximately, \$2000 in chemicals \$500 UV system parts. \$1500 Servicing pumps. \$500 cleaning/descaling play features \$500 chemical system parts. RECOMMEND HAVE WATER SUPPLY CONDITIONED OR SOFTENED IF POSSIBLE TO PREVENT CLOGGING AND SCALING OF SYSTEM. Our water supply is extremely heavy with minerals.	Yes. Part of Aquatics Center which limits usage time.
Flow through	No tank, City water flows down the drain to the sewer	Water cost and some repair times on the Tot Turf pad.	At the time it was the newest thing out there. now we would do away with the animals features and go with the water spraying up from the ground... kids have just as much fun with those	One is next to one of our pools that could be converted in the future for recirculation of water	Same as above, water cost and maintenance to the splash pads	Just the normal graffiti and kids like to rip the pad if a quick response to maintenance doesn't happen	years ago its was probably around 300k	its hard to say in the summer it is non stop water flow	we have a lump sum maintenance budget that we do repairs out of. We have projects code that reflect the entire park not just the splash pads	No

Type of water management system ?	Tank size?	What are your main maintenance issues?	What were the reasons you chose your particular water management system?	What are the positives to your system?	What are the negatives to your system?	Do you have any vandalism issues you can share?	What was the cost of your Splash Pad?	What is your daily gallon usage?	What is the annual maintenance budget for your Splash Pad?	Is your Splash Pad staff supervised?
Recirculation	5,000 Gallons	Biological problems (leaves, grass, food, dirty diapers stuffed down our drainage covers, etc.) Low Chlorine (liquid bleach) due to amount of users and problems above. Clogged sprayers from biological material Users washing dogs Delivery of chemicals (located far from access points, especially for semi-trucks).Out of date chemical controller Rusting fence around perimeter (build your fence line - if you are going to have one - FAR, FAR away from the spray features)Required phone line for emergencies that has never been used for emergencies, but is used a lot for bugging the emergency service personnel.	Conservation. Potable water is too wasteful.	Conservation of clean water for the future.	See Maintenance issues.	The surrounding park has had some issues, but we have an eight foot high, rod-iron perimeter fence to protect equipment.	\$707,325 in 2007	N/A - attached to our parks water supply. Guesstimate is between 1,000 - 3,500 gallons per day due to evaporation, user drag out, etc.	Approximately \$35,000 for 3 months of operations for the summer. The other 9 months is approximately an additional \$35,000 for regular maintenance.	Nope. Adds to liability. Its like like supervising a park, if you don't do it, its fine. If you do supervise, you are expected to catch and stop all incidents.
Recirculation	3,000	Clogged nozzles clean and leaking valves, we have a 7 year old system Water features fade Replace some water features because they have worn out like the O-rings	Recommendations from the contractor	Automatic timer Attracts a lot parents and kids	Maintenance of the equipment as it gets older, refurbish a lot because of the chlorine. Needs chlorine in system so it's operational but does some damage. Kids push the emergency shut off which public has access to and it shuts system off so staff has to manually pull the shut off switch back out and then it will run again. We used to have to turn the feature pump off manually-might need to buy a whole new controller. Ballard activation system - in the summer heat, they tend to go out and the water doesn't work so burnt out	No, people don't steal anything from the Splash Pad.	Town contributed 125K but Rotary donated 225K in materials and labor	20 gallons a day	10K	No but that was a topic when we first got it installed, we have staff do chlorine checks 4x/day but no lifeguard or anything. I think it had to do with Building code or Pool code.
Recirculation	2,000 gal	We have to backwash twice a day in order to keep the system from going into "backwash" alarm. On high use days(80+ users at once) the system isn't able to keep up with the number of kids in the play area so it will go into alarm until the chemicals balance.	The system was designed	Water recirculation, under normal use it runs well with minimal issues. The new surfacing is said to last 10+ years with a maintenance coating every 3-4 years(\$1,200).	We had to replace most of the operational equipment(pumps, chemical controller, chemical feeders, etc) with local suppliers as most of the original products are shipped from Canada. A larger holding tank would have help with the amount of users at the pad. We have a variance with the county for a call box in place of a fence or lifeguard. We average 3 years on the splash pad surfacing	We have not had any vandalism issues. The park was staffed 7 days a week and recently added a second shift 7 days a week do to the parks usage.	??	1,000,000	Chemicals- \$3,000 Equipment replacement- \$2,000 Every 3-4 years Resurface pad- \$15,000 Powder coat the play features- \$1,500	no

Type of water management system ?	Tank size?	What are your main maintenance issues?	What were the reasons you chose your particular water management system?	What are the positives to your system?	What are the negatives to your system?	Do you have any vandalism issues you can share?	What was the cost of your Splash Pad?	What is your daily gallon usage?	What is the annual maintenance budget for your Splash Pad?	Is your Splash Pad staff supervised?
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Hi Mike,

Thank you for your reply. Who is your governing agency for your aquatic centers and splash pads. Is that Maricopa County? If yes, they will have to approve the design and I assume the City will have some type of review requirement. We have several splash pads. Two inside aquatic centers and three in city parks. One splash pad inside Mesquite Groves goes directly to waste. The other at Folley Pool is recirculated. **We have had to redo the safety surface at Mesquite Groves each year since 2008. This is obviously an annual expense. Preventative maintenance needs to be performed on the valves and other equipment, etc. A secondary disinfectant system is always a best practice on a splash pad. If it is not staffed there should be protocol in place to respond to fecal incidents that may occur and/or when the emergency shut off switch in activated. Weekly cleaning/sanitation is required. If you are going to recirculate water - someone has to clean the strainer basket and make sure the sanitation and disinfectant system is operating and has chemicals. The maintenance may appear to be low, but it will probably take someone a min. of five hours a week (1 hours per day x 5 days/per week = 5 hours/40 = .125) to complete the weekly maintain, which is 12% of their weekly work time. If Kingman is anything like Chandler asking an employee to absorb additional tasks is a challenge. You can contract the maintenance, but again, that will come at a price. While splash pads are fun there is such a high potential for contamination (people, animals, etc), which brings liability.**

Sheri Passey
 Aquatic Superintendent
 480-782-2753

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is made and entered into on this 9th day of April, 2015, between the City of Kingman (a municipal corporation located entirely in Mohave County, Arizona) and Venture Club of Kingman, Inc. (an Arizona non-profit corporation) for the express purpose of the raising of funds and installation of a Repurpose Potable Water to Surface Irrigation; Splash Pad Above Ground Water Feature (the "Splash Pad").

Venture Club has expressed an interest in raising funds in excess of \$200,000.00 for the design and installation of the Splash Pad at a City park yet to be determined. It is the Parties' mutual intent and desire to promote and effectuate an efficient and cooperative working relationship between themselves with the understanding of the practical, administrative and monetary considerations involved.

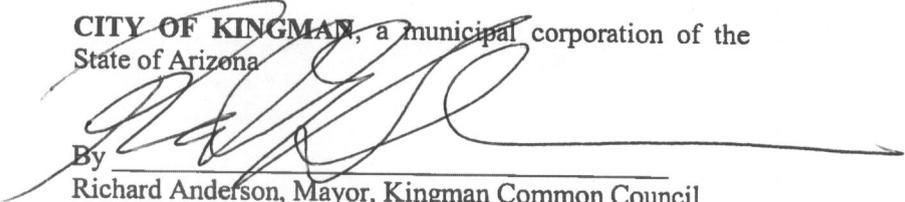
It is the Parties' mutual understanding that the Venture Club will raise funds for this endeavor. Those funds will be retained by the Venture Club until the target goal is met and a Development Agreement is approved. No money will be used for construction of the Splash Pad, nor will construction of the Splash Pad commence until a Development Agreement is approved.

It is the intent of the Parties for the Venture Club to construct the project and donate the project to the City upon completion. The City of Kingman has the final approval regarding the design and location of the installation of the Splash Pad, which approval shall not unreasonably be withheld. The Venture Club understands that the City must take into consideration the multiple issues involved in this project which will impact the design, location, and operation of the Splash Pad.

When the Venture Club raises the amount of funds noted above, the Parties agree to enter into a Development Agreement for the design and construction of the project. The Parties of this memorandum of understanding agree that if the Venture Club fails to raise the above amount of money by December 31st, 2016, this memorandum of understanding will terminate and the Parties shall have no further obligations hereunder.

IN WITNESS WHEREOF, the Parties have signed this memorandum of understanding on the dates set forth below.

CITY OF KINGMAN, a municipal corporation of the State of Arizona

By 
Richard Anderson, Mayor, Kingman Common Council

04/09/2015
Date Signed

VENTURE CLUB OF KINGMAN, an Arizona Non-Profit Corporation

By 
Lisa Bruno, President

04/09/2015
Date Signed



**CITY OF KINGMAN
COMMUNICATION TO COUNCIL**

TO: Honorable Mayor and Common Council
FROM: Tina D. Moline, Financial Services Director
MEETING DATE: December 15, 2015
AGENDA SUBJECT: Fiscal Year (FY) 2015 financial audit update

SUMMARY:

Staff will provide Council with an update as to the status of the City's fiscal year 2015 financial audit. At the last City Council meeting, staff informed Council that the previous audit firm's services had been disengaged and an RFP to hire a new audit firm was being drafted.

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

None.

REVIEWERS:

Department	Reviewer	Action	Date
Finance	Moline, Tina	Approved	12/11/2015 - 10:20 AM
City Attorney	Cooper, Carl	Approved	12/11/2015 - 10:45 AM
City Manager	Dougherty, John	Approved	12/11/2015 - 10:50 AM



**CITY OF KINGMAN
COMMUNICATION TO COUNCIL**

TO: Honorable Mayor and Common Council

FROM: Richard Anderson, Mayor

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Property tax initiative

SUMMARY:

Discussion, direction and possible action concerning the proposed property tax being put on the ballot in May 2016. With all the negativity surrounding what recently happened with the Diane Richards embezzlement now may not be the time to ask the voters to approve a property tax. Several Council Members have voiced concerns and not everyone will be able to attend the upcoming Council Work Session input from all Council Members is important.

FISCAL IMPACT:

No direct impact just continued dependence on a volatile sales tax.

STAFF RECOMMENDATION:

Staff is neutral, although staff is still in favor of a property tax to add stability to our revenue source.

REVIEWERS:

Department	Reviewer	Action	Date
City Manager	Dougherty, John	Approved	12/14/2015 - 11:21 AM
City Manager	Dougherty, John	Approved	12/14/2015 - 11:21 AM



CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Engineering Services

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Presentation of GIS needs assessment

SUMMARY:

The City has hired Sunrise Engineering to prepare a GIS Needs Assessment. GIS is an acronym for Geographic Information System. GIS is used by Cities and other entities as a means to store, manage and share data, both across departments and with the general public. Additionally, it can be used as a decision making tool for Capital Improvements and maintenance of the City's numerous assets and infrastructure.

Generally, GIS information is collected and presented graphically on a map which makes it easier to access, see, understand and query.

It has been almost ten years since the last GIS Assessment was prepared for the City. The City presently uses GIS for the 911 address system. The current Needs Assessment (attached) shows the potential benefits to the City both for our internal (employees) and external customers (residents). Almost every City Department can benefit from a GIS program. Staff has asked Sunrise Engineering to discuss the Assessment and answer any questions that there may be on the report. Additionally, Sunrise will provide a live interactive presentation of a GIS system.

FISCAL IMPACT:

The decision to implement a GIS system requires careful consideration and a big investment on the part of the City. Fortunately, the GIS system can be created one or more segments at a time, as budget and resources allow.

STAFF RECOMMENDATION:

This presentation is for informational purposes only. Staff will plan to have specific recommendations during future Budget planning sessions.

ATTACHMENTS:

Description

GIS Needs Assessment

REVIEWERS:

Department	Reviewer	Action	Date
Engineering	Henry, Greg	Approved	12/3/2015 - 6:48 PM

City Attorney
City Manager

Cooper, Carl
Dougherty, John

Approved
Approved

12/7/2015 - 9:25 AM
12/8/2015 - 5:19 PM

City of Kingman GIS Needs Assessment Report

September 2015



PREPARED BY:



SUNRISE ENGINEERING, INC.

11 North 300 West
Washington, UT 84780
TEL: 435-652-8450
FAX: 435-652-8416


Dustyn Shaffer, P.E.
Service Center Manager


Jarom Hlebasko, GISP
Project Manager

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APPENDIX A – Individual Online Survey Questionnaire
APPENDIX B – Individual One-on-One Interviews

I. EXECUTIVE SUMMARY

In this day and age, information is becoming more readily available than ever and GIS has become a preferred mechanism for municipalities to manage their information and provide greater collaboration between departments and other entities. The City of Kingman employs a number of departments and facilities that would likely benefit from implementation of an Enterprise Geographic Information System (GIS) that would provide enhanced mapping, data collection, resource inventory, and asset management capabilities.

The City has entered into a contract with Sunrise Engineering, Inc. to perform a GIS needs assessment to evaluate the existing GIS capabilities and the potential involvement of the various departments and utilities. The assessment process involved three phases: the gathering of information, GIS recommendations, and a findings report and presentation.

Based on a preliminary online survey, and interviews with staff from each department, it is evident that City personnel are anxious to implement GIS technology, and engage in the added level of data access and collaboration between departments that GIS will provide. Most staff reference information obtained from the Mohave County website, which is itself GIS based. The City maintains licenses with Esri, and current IT and some staff are familiar with GIS and utilize the available software to generate mapping and basic analytical functions.

A full implementation of an Enterprise GIS will require an investment of time and resources. Additional GIS personnel will be required whether they be in the form of added full-time staff or partnering with an outside consultant on an as-needed basis. This assessment considers the needs and costs for additional hardware, such as computers or survey collection equipment, and software.

As a result of implementing GIS technology on a citywide basis, Kingman can expect to realize a number of benefits such as:

- Rapid access to current, accurate digital information, enabling more efficient performance of daily job functions
- Reduction or elimination of data redundancy among departments, resulting in decreased operating costs
- Improved accuracy of information
- Increased data query, reporting, and map production capabilities
- Mobile access to data for field employees
- Increased decision support capabilities
- Better informed employees and citizens
- Increased organization and integration of spatially related/oriented information
- Improved employee morale, through the reduction or elimination of certain redundant manual functions
- Potential revenue source through the distribution of data
- More efficient management of limited City resources
- Improved customer service

II. METHODOLOGY & PROCEDURES

This section identifies the purpose of this report and its participants, and describes the process of gathering information regarded as essential to providing a thorough assessment.

A. ONLINE SURVEY AND INTERVIEWS

In order to understand the exact level of need for GIS technology for the City of Kingman and its governing departments, and to develop an overall GIS strategic implementation plan, information was gathered by conducting interviews and receiving questionnaire responses from department heads and other city employees. This was accomplished in two parts: 1) an online questionnaire addressing general questions and 2) one-on-one interviews in person focusing on additional follow-up questions generated from the online questionnaire.

i. Part 1: Online Questionnaire

Part 1: Online Questionnaire General Questions - this online questionnaire was created to provide the staff interviewees an easy-to-follow interactive method that could be digitally filled out from the comfort of their own computer or mobile device. As questions were answered electronically, online survey tools helped process the results efficiently in real-time by generating statistics and reports from the responses that were collected. A summary copy of all responses is included in **APPENDIX A** of this report.

The Part 1 Online Questionnaire consisted of general questions (not in-depth GIS specific questions) such as getting to know the interviewee, departments, and their basic work tasks when it comes to doing their day-to-day job. It was structured and designed to collect the following information from each participant:

- Experience and understanding of GIS and the potential benefits of implementation
- Individual and department responsibilities
- Department goals and priorities when it comes to GIS Technology
- Knowledge of what GIS data exists and what types of technologies are being used
- Potential for GIS applications
- Internet usage and knowledge
- The sharing of data and security of sensitive data
- Desire for mobile out-in-the-field operations

ii. Part 2: One-on-One Interviews

Part 2: One-on-One in Person Interviews - these in person interviews played a crucial part in the overall assessment of GIS needs. The questions were derived from the Part 1 Online Questionnaire. The interviews consisted of specific GIS questions and workflows. The results were gathered electronically during the interview process by the interviewer which made it easier to input the responses and analyze them in a similar way as Part 1. A summary copy of all responses is included in **APPENDIX B** of this report.

The Part 2 One-on-One Interviews were more of an in-depth conversation with the participant and in summary, topics such as aerial imagery implementation, software, networking, and hard-copy map uses were discussed. It was structured and designed to collect the following information from each participant:

Section II – Methodology & Procedures

- Types of information shared and used between departments
- Hardware and software inventory
- Hard-copy maps used in reference for department responsibilities
- Frequency of hard-copy map usability
- Typical workflows and time constraints in accessing data and applications
- Database input and output

iii. Assessment Participants

The overall participation in both parts of the interview process exceeded expectations. 10 City departments were involved in the interviews. In addition to the 10 departments that participated, three other City departments that regularly utilize geographic based data have been identified as being able to benefit from the implementation of the City’s proposed GIS. These additional departments include:

- Building
- City Attorney
- Finance

Each individual that took part in the questionnaire and interview provided personal insight on everyday tasks and workflows. In the next topic of the assessment, a summary from each department is given addressing current responsibilities, needs, opportunities, and benefits utilizing GIS technology.

The following table outlines the participants by department:

Department	Name	Title
City Clerk	Sydney Muhle	City Clerk
Development Services	Gary Jeppson	Director
Development Services	Rich Ruggles	Principal Planner
Engineering	Daniel Stadler	Engineering Tech I
Engineering	Frank Marbury	Assistant City Engineer
Engineering	Greg Henry	City Engineer
Engineering	Kathie Chung	Engineering Tech I
Engineering	Kathleen Lind	Administrative Assistant II
Engineering	Melody Stewart	Administrative Assistant I
Engineering	Mike Prior	Assistant City Engineer
Engineering	Phillip Allred	Assistant City Engineer
Engineering	Rod Ward	City Surveyor
Fire Department	Jake Rhoades	Fire Chief
Fire Department	Keith Eaton	Assistant Fire Chief
Human Resources	Jackie Walker	Human Resources/Risk Management Director
Information Technology	Gerry Delgado	IT Administrator
Information Technology	Joe Clos	Director
Information Technology	Mike Jennings	GIS Tech
Kingman Area Regional Transit (KART)	Sheri Furr	Transit Superintendent
Parks and Recreation	Mike Meersman	Director
Police Department	Rusty Cooper	Deputy Chief of Police
Public Works	Burley Hambrick	Project Manager
Public Works	George Sedich	Water Superintendent
Public Works	Jack Plaunty	Street Department Superintendent
Public Works	Keelan Yarbrough	Wastewater Superintendent
Public Works	Rob Owen	Director

III. SURVEY & INTERVIEW FINDINGS

The first step in the assessment is to discover those things that are desired and needed through the City and various departments. Sunrise Engineering first coordinated an online survey, receiving input from staff regarding their views of GIS. Next, a meeting was held at the City where most departments and follow-up individual interviews were conducted.

A. CITY DEPARTMENTS & ENTITIES

Findings from the online survey and the follow-up interviews are presented for each city department. The results are summarized by section titles, summary of responsibilities, current non-data usage (hard copy maps, information, or PDF maps), current data usage (dynamic data, GIS, and databases), assessment of needs, challenges, and GIS applications and benefits. The final section discusses GIS solutions for that departments' needs and may give an example of one or more GIS applications that could be used to solve those needs.

There are some GIS applications and benefits that are expected to apply to all departments and the general public. Many departments currently are using CRW TRAKiT software to manage tabular information. Having a GIS that is able to directly connect to this TRAKiT database and for the ability to view this information spatially would allow a better user experience for City employees. Some of that data may even be made available to the public via a web application for viewing purposes only. Much of the facility and utility data that is used by several departments could be incorporated into a single GIS where it may be viewed and analyzed. The top priority data layers for the city as a whole were utilities, easements, aerial imagery, road data, property data, service/complaint calls, and historical data including ownership, inspections and maintenance. The City and its departments would benefit from these improvements by having less manpower needed to transfer and request information between departments and then waiting for the requests to be fulfilled.

i. City Attorney

Summary of Responsibilities

The City Attorney provides legal services to the City Council, City Manager, and department heads. The City Attorney protects the people of the City of Kingman through diligent prosecution of criminal offenses, drafting and reviewing of city ordinances and codes, as well as providing general counsel.

GIS Applications and Benefits

Though no interviews were conducted for this department, recommendations and benefits should still be explored. The implementation of GIS for the City Attorney and its department can provide them a visual way to search for city ordinances and codes as well as map out criminal offenses on all levels of severity or action. Also, having GIS Applications such as parcel viewing/searching and tools to mock-up zoning changes will create better communication between City departments.

GIS for the City Attorney

- Criminal offense mapping
- Printing of maps based on city attorney preferences
- Enhanced collaboration between other departments
- Parcel Applications for easier viewing and searching
- Mock-up Drawing Applications for future changes of ordinances, codes, and/or zones

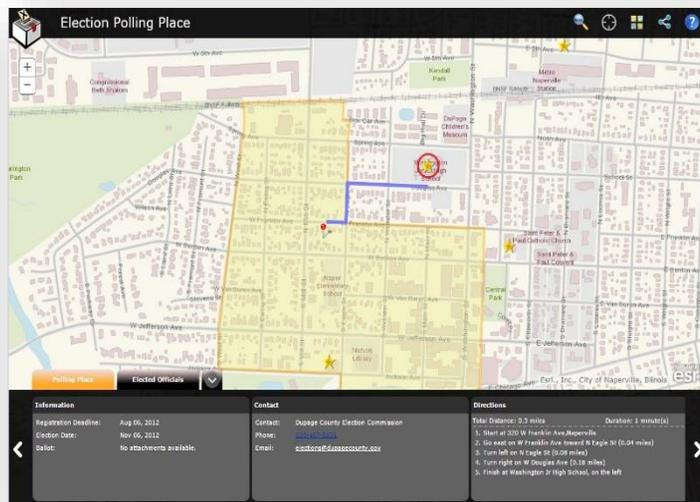
ii. City Clerk

Summary of Responsibilities

The City Clerk's Office records, maintains, and preserves the records of all city businesses, provides accurate information in a timely manner to both staff and public, provides fair issuance and enforcement of business licensing, and conducts impartial City elections.

Current Non-Data Usage

The City Clerk's office is using computers installed with Windows 7 Operating System, equipped with a fiber optic internet, and connected with a Local Area Network (LAN). Certain software's such as Microsoft Office, Adobe Reader, and TRAKiT are used in their daily workflows. Hard copies or PDF's of City zoning, City boundary, and police beat maps are used multiple times a day. These hard-copy maps are requested by the City Clerk's office from the engineering department or the County typically by phone.



Current Data Usage

The City's TRAKiT software currently helps with automating permitting, managing inspections, regulating land use, and tracking projects while providing visibility to status updates. The City Clerk uses it for business licensing, special use permits, and special event permits. A common workflow for the City Clerk is to use the TRAKiT software to find an address and then they use the County's GIS application to locate it visually.

Assessment of Needs

The City Clerk is in need of a user-based GIS (one who uses GIS applications created by others but does not create or edit the data) that

is designed to provide better services to local residents. Visualizing current data usage within GIS will provide greater understanding of the data itself and what can be improved upon. Having a centralized and shareable GIS would give the City Clerk's office access to inter-department data, freeing up staff time by eliminating the time it takes contacting and coordinating with other departments to get the desired maps.

Data that are critical to the City Clerk's office are service/complaint calls (esp. police beat mapping), City zoning, election districts, road data, and permit data. The City Clerk rarely produces its own data, yet uses a considerable amount of data from other departments. There is currently no need for sensitive data nor field available GIS.

Challenges

Most of the business licensing and permit information resides in a separate software called TRAKiT. This piece of software uses a direct connection to a database management system (DBMS) called Microsoft SQL Server. Linking this DBMS to an Enterprise GIS model could pose as a challenge. Further in-depth understanding as well as direct involvement with the TRAKiT software designers and City IT staff will more

than likely be required. Special database permissions may have to be acquired and assigned for full GIS integration to take place.

Another challenge incorporating a GIS for the City Clerk is the availability of funding. Based on the survey results received on how likely the department would contribute funding towards an Enterprise GIS, the City Clerk department indicated that they have no means of contributing at this time. Without this funding, it may be hard to implement GIS for this department unless assistance came from a different entity.

GIS Applications and Benefits

The city clerk wears many hats in a local government. The use of GIS can greatly reduce the time it takes in managing certain job responsibilities the city clerk performs on a daily basis. The primary use of GIS technology would be for the management of records for all city businesses. A GIS Application would be able to assist the city clerk in visualizing where all city businesses reside and prioritize business licensing enforcements. The application could provide insight on why certain businesses survive in certain areas of the town versus other areas.

When election time resurfaces, the city clerk plays a major role in conducting and overseeing the election process. GIS can greatly impact this time consuming but necessary endeavor and allow for citizen engagement much more efficiently. Many applications can be created that perhaps shows polling places and the ability to get directions to those places as well as having election district boundaries easily accessible. The applications can provide the city clerk quick and reliable material, and citizens the necessary information they need enhancing participation in voting and volunteering.

GIS for the City Clerk

- Geographically visualize where business license data resides
- Substantially increase efficiency with viewing, recording, accessing, and printing building license information
- Election and zoning applications for easier viewing and searching
- Data collaboration, coordination, and sharing between other departments (engineering, police) using the same system
- Ready to use from any browser on any device

iii. Development Services

Summary of Responsibilities

The General Plan is the guiding document for development decisions in the Kingman area. The City's Development Services consists of ordinances, policies, and commissions relevant to Planning and Zoning. These ordinances include Zoning, Subdivision, Landscape, various aspects of the Streets and Sidewalks Development Rules and Regulations, and the Minor Lot Split ordinance. These commissions include Planning, Board of Adjustment, Economic and Tourism Development, and Clean City commissions.

There are two divisions that fall under the Development Services department: the Building division and the Planning division. Both divisions perform different functions as outlined below:

Planning Division responsibilities include performing site plan review of all building plans for zoning ordinance compliance.

Section III – Survey & Interview Findings

Building Division responsibilities include reviewing applications for residential, commercial, industrial, and institutional building permits. Building renovation and possible abatement work as well as demolition and Soil Grading permit application reviews are also accepted and coordinated through the building division.

Development Service duties also include economic development which includes monitoring economic development in the City and making that information available to the public to promote positive growth and stability.

Current Non-Data Usage

The Development Services' department is using computers installed with Windows 7 Operating System, equipped with a fiber optic internet, and connected with a Local Area Network (LAN). Certain software such as Microsoft Office, Google Earth, and TRAKiT are used in their daily workflows. Hard copies or PDF's of City zoning maps are used multiple times a day. These hard-copy maps are requested by the Development Services' department from another department or the County typically by phone.

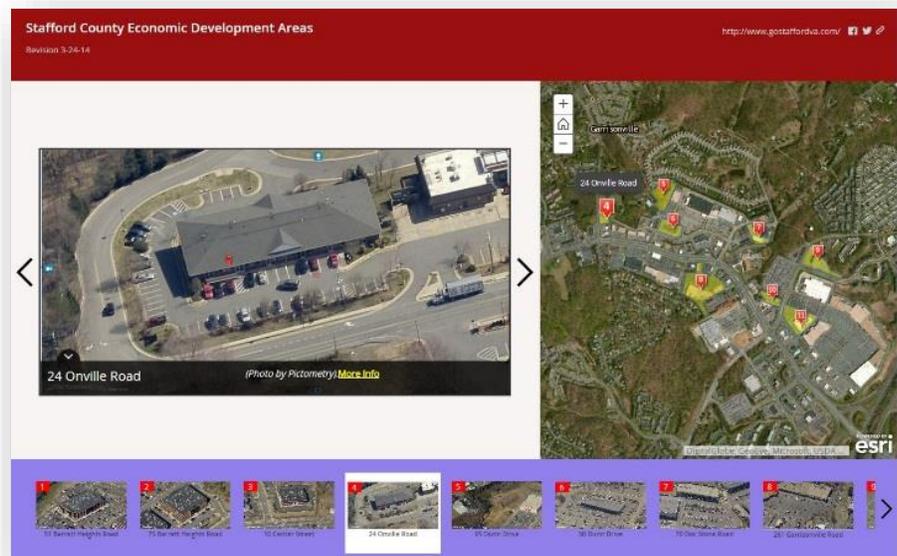
Current Data Usage

Development Services uses, to an extent, some GIS related applications. The City's TRAKiT software currently helps with automating permitting, managing inspections, regulating land use, and tracking projects, while providing visibility to status updates. Development Services uses it for building permits, variances, and conditional use permits. A common workflow for Development Services is to use the TRAKiT software to find information and then use Microsoft Word to create a more presentable product. PDF Zoning maps and the County GIS are used to assess past and future zoning cases, aerial photography, public notice information, property ownership, housing sizes, and land areas.

Assessment of Needs

The Development Services department is in need of a user-based GIS (one who uses GIS applications created by others but does not create or edit the data) that is designed to visually provide prioritized data and provide greater analytical querying and reporting capabilities. The Development Services department also needs to have a zoning map in GIS that shows building permit locations and accompanying data.

Data that are critical to the Development Services' department are property data, zoning, utilities, aerial imagery, and permits. Development Services rarely produces its own data, yet uses data from other departments. There is currently a need for sensitive data and field available GIS.



Challenges

Most of the building permit information resides in a separate software called TRAKiT. This piece of software uses a direct connection to a database management system (DBMS) called Microsoft SQL Server. Linking this DBMS to an Enterprise GIS model could pose as a challenge. Further in-depth understanding as well as direct involvement with the TRAKiT software designers and City IT staff will more than likely be required. Special database permissions may have to be acquired and assigned for full GIS integration to take place.

AutoCAD always poses certain challenges when migrating from CAD to GIS. Assigned Coordinate Systems inside of AutoCAD play a crucial role. If coordinate systems are not assigned, it becomes a matter of georeferencing which may lack the appropriate scale, rotation, and accuracy.

The Development Services department uses Google Earth as a visual reference for certain tasks. When migrating to a full Enterprise GIS, Google Earth becomes less used. This may pose as a threat to the staff members of the Development Services department because they are very familiar with the Google Earth environment and may not want to transition over.

Another challenge incorporating a GIS for the Development Services department is the availability of funding. Based on the survey results received on how likely the department would contribute funding towards an Enterprise GIS, the Development Services department indicated that they currently have no means of contributing at this time. However, future contributions are likely. Without this funding, it may be hard to implement GIS for this department unless assistance came from a different entity.

GIS Applications and Benefits

Since the Development Services department already utilizes the County's GIS, it makes sense to develop applications specific for their needs referencing what the county already has. By coordinating with the County on their available GIS, the benefits exponentially increase because the applications that can be generated are consistent with a standard that is already in place.

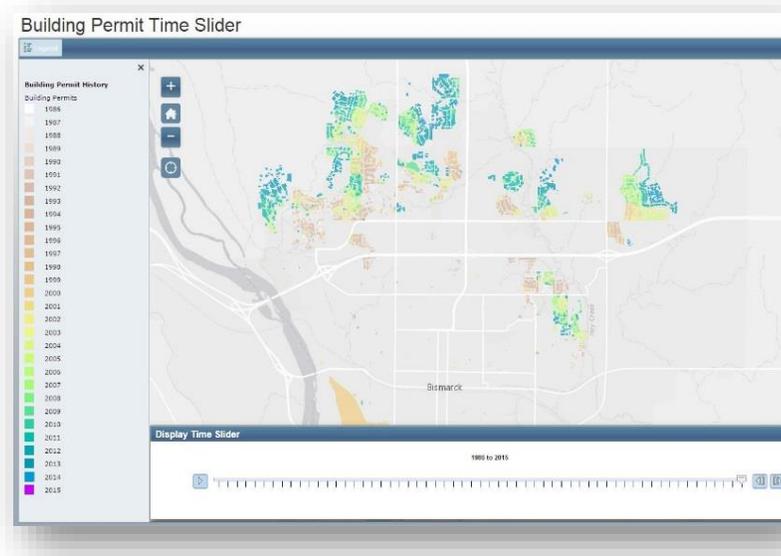
City variance and conditional use permit GIS applications can be created to visualize where these occur and when they expire. Another GIS application that can be beneficial would be a mock-up zoning change application allowing the user to draw in potential changes of zoning for better collaboration and visual input. Zoning applications visually showing zoning boundaries can also be created to be accessible from any browser on any device.

GIS for the Development Services Department

- Geographically visualize where business permit data, variances, and conditional use permits reside
- Substantially increase efficiency with viewing, recording, accessing, and printing business permit data, variances, and conditional use permit information
- Parcel applications for easier viewing and searching
- Economic development showcasing applications to highlight property availability
- Data collaboration, coordination, and sharing between other departments (engineering, city clerk, police, fire) using the same system
- Mock-up drawing applications for future changes of ordinances, codes, and/or zones
- Ready to use from any browser on any device

Providing access to building permit data and linking it to a GIS application to visually show building permit locations and the ability to manage them would greatly benefit the City. This would allow the user to search and zoom to a particular parcel that is in need of a building permit, click on the parcel to show the building permit form, fill out the necessary information, and save the building permit data back to the original database management system (TRAKiT).

The application would also allow querying of already allocated building permits and the status of those permits. By linking the parcel data to the building permit database, building division employees can efficiently and simultaneously do their respective responsibilities and meet the demand of their citizens.



Another GIS application that would be very useful for the building division is to enable a user to track the progress of targeted properties and neighborhood revitalization projects. This type of visual information not only helps the staff involved but also can be instrumental to a City Council in making budgeting decisions. It can also help with potential clients seeking specific properties for their respective businesses.

Economic development applications can be created to showcase particular properties that are available in the city as well as what is and what is not permitted based on certain zoning regulations. Other economic development applications can highlight certain projects that are in the construction phase or perhaps upcoming projects that the public should be aware of.

iv. Engineering

Summary of Responsibilities

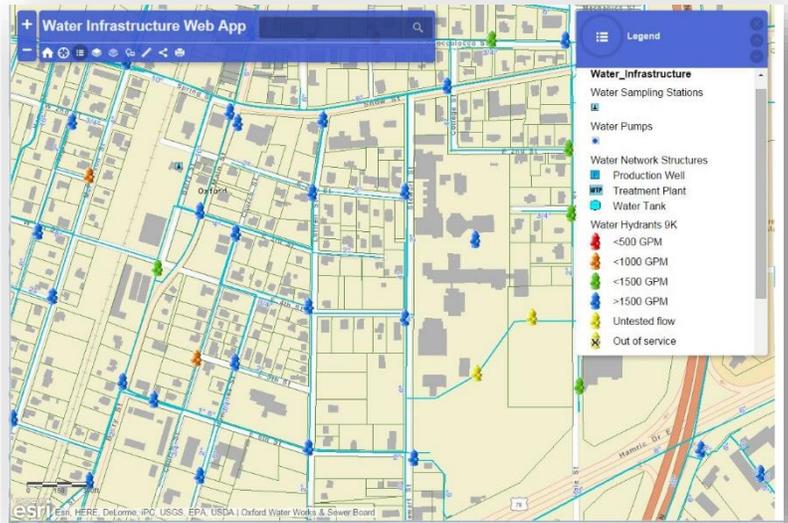
The Engineering department is comprised of three divisions: Engineering, Surveying and Public Works Inspection. Engineering is primarily responsible for reviewing private development plans for compliance with City codes and ordinances. Engineering also oversees design and construction of the Capital Improvements Program (CIP).

Surveying is responsible for reviewing plats and subdivision plans to insure conformance with City and State standards. Survey also includes right-of-way identification, maintenance of survey monuments. They also construct and maintain accurate maps of the public rights-of-way and the control surveys to facilitate the ultimate construction of a GIS for the City and, in some cases, infrastructure construction staking.

Public Works Inspection is responsible for inspecting all driveways, sidewalks, streets, water, and sewer installations within the city right-of-way. Public Works Inspection also inspects connections and extensions to the city water and sewer system in the unincorporated areas surrounding the City.

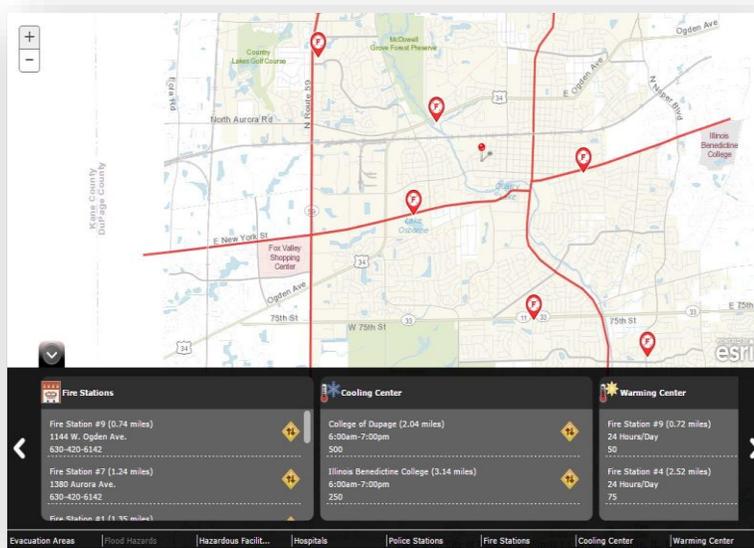
Current Non-Data Usage

The Engineering department is using computers installed with Windows 7 Operating System, equipped with a fiber optic internet, and connected with a Local Area Network (LAN). Certain software such as AutoDesk, Microsoft Office, Google Earth, Flowmaster, Syncro Traffic, TRAKiT, Adobe Reader, Innovyze, Water Gems, and Invariant Barricading are used in their daily workflows. Hard copies or PDF's of City utilities, aerial imagery, roads, floodplains, zoning, etc. are used multiple times a day. These hard-copy maps are typically acquired from storage or from a local server. Other data that is frequently used are assessor data, complaints, construction projects, variances, easements, property deeds, and utility maintenance. These need to be requested from other departments to be delivered via the internet or paper copies.



Current Data Usage

Engineering uses some GIS related applications. The City's TRAKiT software currently helps with automated permitting, managing inspections, regulating land use, and tracking projects, while providing visibility to status updates. The Engineering department uses it to help other departments in its implementation. A common workflow is to use the TRAKiT software to find pertinent information and then the County GIS to verify parcel information. Engineering pays for aerial imagery that is six inch resolution on an ongoing basis to aid in many tasks for the City.



Assessment of Needs

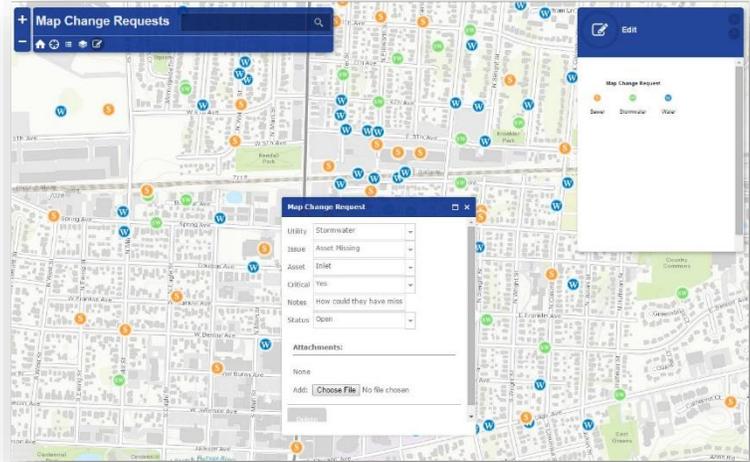
The Engineering department is in need of both a user-based GIS (one who uses GIS applications created by others) and a professional-based GIS (one who creates GIS applications & one who creates, maintains, and edits the GIS data). Having a centralized and shareable GIS would give the Engineering department access to inter-department data, freeing up staff time by eliminating the time it takes contacting and coordinating with other departments to get the desired resources. It will be best to consolidate all of the City data into a working GIS, either in one application or multiple applications for each asset. As the

use of GIS becomes more common, TRAKiT data could be better visualized and used within a GIS environment.

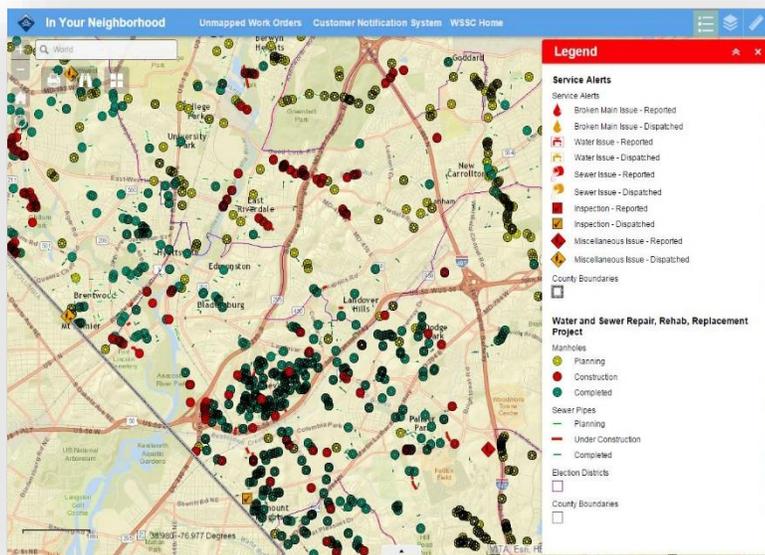
Data that are critical to the Engineering department are utilities, easements, aerial imagery, property data, roads, special districts, permits, elevation data, and pipe systems. Engineering produces its own data and uses data from other departments. There is currently a need for sensitive data and field available GIS.

Challenges

Work orders and permitting resides in a separate software called TRAKiT. This piece of software uses a direct connection to a database management system (DBMS) called Microsoft SQL Server. Linking this DBMS to an Enterprise GIS model could pose as a challenge. Further in-depth understanding as well as direct involvement with the TRAKiT software designers and City IT staff will more than likely be required. Special database permissions may have to be acquired and assigned for full GIS integration to take place.



AutoCAD always poses certain challenges when migrating from CAD to GIS. Assigned Coordinate Systems inside of AutoCAD play a crucial role. If coordinate systems are not assigned, it becomes a matter of georeferencing which may lack the appropriate scale, rotation, and accuracy. It is also a very time-consuming task because of the layering AutoCAD uses versus how GIS is organized.



The Engineering department uses Google Earth as a visual reference for certain tasks. When migrating to a full Enterprise GIS, Google Earth becomes less used. This may pose as a threat to the staff members of the Engineering department because they are very familiar with the Google Earth environment and may not want to transition over.

GIS Applications and Benefits

The Engineering department will more than likely utilize the many benefits of using GIS applications more so than any other department in the City. Current workflows accessing hardcopy maps and as-builts will be streamlined incorporating a GIS. The Engineering department maintains the City's utility systems inside of AutoCAD which works well

for design, but is quite cumbersome and improbable when trying to analyze, search assets, and collaborate geographically to make decisions for the benefit of the City and its citizens.

To help the Engineering department accomplish tedious tasks and yearly goals, multiple GIS applications can be developed so engineering staff members can do their jobs more efficiently. First and foremost, utility systems and inspection applications are a must. The benefits of having a utility system migrated over from a

Water, Sewer, Stormwater System Benefits

- Location of essential assets
- Maintain comprehensive water, sewer, and stormwater records
- Validate, maintain, and improve the integrity of the water, sewer, and stormwater systems
- Map change requests out in the field
- Enable fast proposed water, sewer, and stormwater designs for the department to share amongst each other out in the field and in the office
- Investigate water leaks out in the field
- Isolate water valves when a water main breaks or create water main break scenarios for planning purposes
- Get water main break alerts
- Share outage information with citizens
- Provide water advisories to citizens
- Provide citizens with detailed information about active and completed capital projects
- Allow residents to report service issues
- Provide citizens information about sewer overflow events
- Reach potential customers, allowing them to view sewer service availability
- Optimize field operations (backflow inspection, fire hydrant inspection, inlet inspection, exercise system valves, capture fieldnotes, manhole inspection)
- Improve water conservation by capturing water violations and sharing water restrictions
- Find potential polluters
- Report construction violations
- Map SCADA information
- Visualize customer service calls
- Generate water reports
- View CCTV condition data including videos and photos

CAD environment to a GIS infrastructure are outlined in the vertical box list.

Each of the benefits listed can be its own application or several benefits can be combined into a single application. Either way, the Engineering department staff will have an arsenal of tools to work with both in the office and in the field.

By migrating all Engineering department data over to a GIS platform, other City departments will be able to access these applications and data resources as well, freeing up hours of time the Engineering department devotes in helping other City departments perform their job responsibilities. Applications such as zoning, land use, parcels, and utility systems can be shared throughout all City departments to be accessed by whomever and whenever even if multiple users are viewing it at the same time.

Part of this migration of data is the repository of historical maps. After the conversion of historical data to a GIS, certain applications such as

easement boundaries, property deeds, roads, variances, and even time stamped aerial imagery would be very beneficial for the viewer to interact with. Current methods of accessing this historical data is somewhat tedious and time-consuming but having access to this information in an interactive map that has zoom in and zoom out capabilities, querying capabilities, and filtering capabilities can help the user make better decisions on projects of interest or solidify customer concerns.

Apart from City department responsibilities and roles, having all data migrated over to a GIS platform can also provide better services to the residents of the City. There are applications that can be created to inform citizens

GIS for the Engineering Department

- Geographically visualize and analyze all utility systems
- Greater control on resident service requests and efficient cooperation between citizen and department
- Parcel, easement, and zoning applications for easier viewing and searching
- Up-to-date aerial imagery applications as well as time stamped applications on historical imagery to streamline project issues and concerns
- Data collaboration, coordination, and sharing between all departments using the same system freeing up valuable time and resources
- Ready to use from any browser on any device

about certain advisories, restrictions, and outages. A step further would be to create an application that allows customers to capture service issues and for the Engineering department to visualize those customer service calls.

Most importantly, developing applications that will help the Engineering department perform their daily workflows much more efficiently is the ultimate goal. Currently, the Engineering department staff uses the County GIS applications extensively to view and find parcels and parcel owners. The Engineering department also uses aerial imagery to visually help with projects and problems. Having an application created for parcel querying as well as utilizing purchased aerial photography in a web environment to be accessed from the field or the office will enhance communication inside the Engineering department as well as boost productivity.

v. Finance

Summary of Responsibilities

The Finance department provides financial management and operational support to the Mayor, City council, the City manager, and the City departments. The major services that the Finance department provides includes accounting, budgeting, long-range financial planning, cash management, purchasing, payroll, utility billing, and customer service.

GIS Applications and Benefits

Though no interviews were conducted for this department, recommendations and benefits should still be explored. In general GIS applications can be created to quickly search for facility locations, infrastructure management, and the coordination of capital improvement programs. The benefits primarily fall under a viewer/user of other departments’ data.

The primary benefit the Finance department will see from a GIS application is the ability to implement an asset application. This application will have the ability to track the installation of various City assets such as street lights, signs, etc. to help determine the amount of taxes/fees to charge against developers.

GIS for the Finance Department

- Geographically visualize, maintain, and search for facilities and buildings and allocate services accordingly
- Track the installation of City assets and formulate taxes/fees
- Data collaboration, coordination, and sharing between other departments (city clerk, development services, engineering, police) using the same system
- Ready to use from any browser on any device

vi. Fire Department

Summary of Responsibilities

The Fire department provides prevention and emergency response activities throughout the City limits, as well as inspection and assistance in public education activities. The Fire department's main mission is to preserve and enhance community life, health, and property through quality customer service.

The Fire department is a part of the City of Kingman municipal government and provides services throughout the City limits. The City of Kingman currently has four (4) fire stations found in various locations throughout the City. The Fire department consists of 53 full-time firemen and three (3) full-time fire hydrant inspectors.

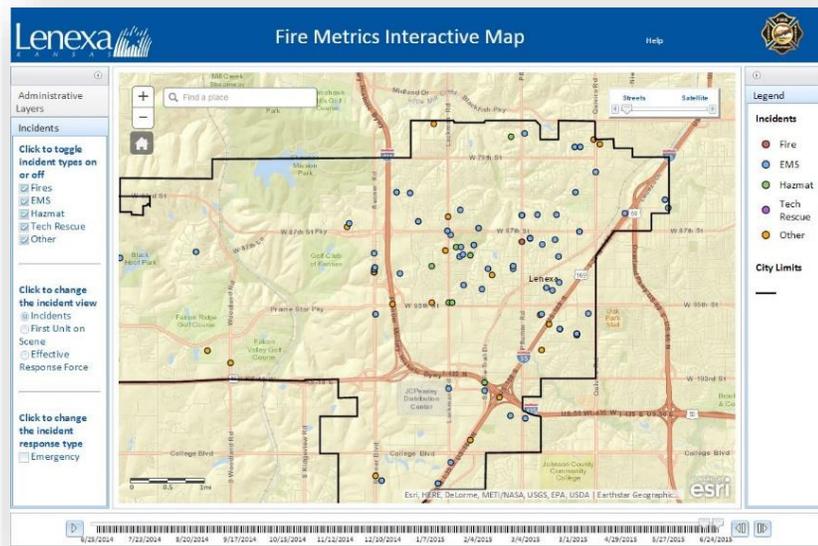
Current Non-Data Usage

The Fire department is using computers installed with Windows 7 Operating System, equipped with a fiber optic internet, and connected with a Local Area Network (LAN). Certain software such as Microsoft Office, Google Earth, and AutoCAD are used in their daily workflows. Hard copies or PDF's of City road maps and fire permits are used multiple times a day.

Current Data Usage

The Fire department uses some GIS related applications and tools. Firehouse software is used to track hydrant location and maintenance. The department also uses AutoCAD in an automated workflow to track and log service calls.

They use some spatial analysis tools to create heat maps of calls as well as the generation of buffer zones. The County GIS is used for address and parcel information related to service calls.



Assessment of Needs

The Fire department is in need of both a user-based GIS (one who uses GIS applications created by others) and a professional-based GIS (one who creates GIS applications & one who creates, maintains, and edits the GIS data) that is designed to visually enhance prioritized data which provides for greater analytical querying and reporting capabilities.

The Fire department needs a GIS that also shows call locations, heat maps generated from those calls, and hydrant buffer areas.

Data that are critical to the department are service calls, aerial imagery, fire hydrants, City facilities, road signs, other road data, and historical fire permit data. The Fire department produces some of its own data, but does not share data with other departments. There is currently no need for sensitive data but there is a need for a field available GIS.

Challenges

The Fire department currently uses Firehouse Software that helps the department maintain their fire hydrant assets. This software uses a direct connection to a database management system (DBMS) called Microsoft SQL Server. Linking this DBMS to an Enterprise GIS model could pose as a challenge. Further in-depth understanding as well as direct involvement with the Firehouse software designers and City IT staff will more than likely be required. Special database permissions may have to be acquired and assigned for full GIS integration to take place.

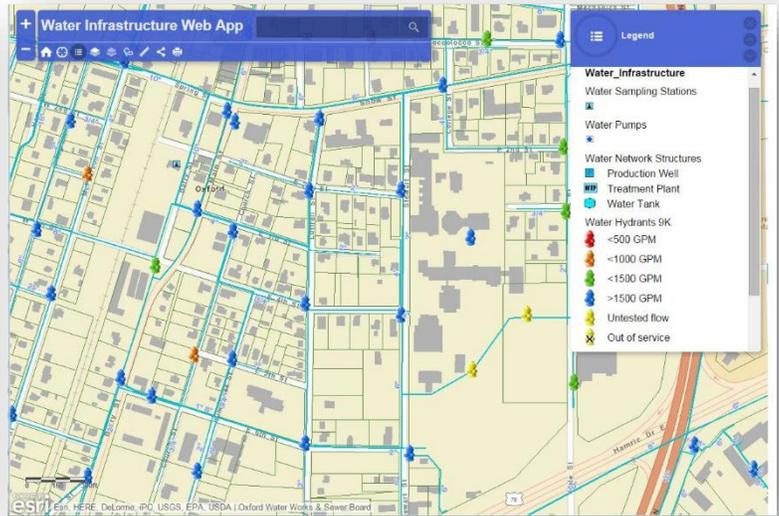
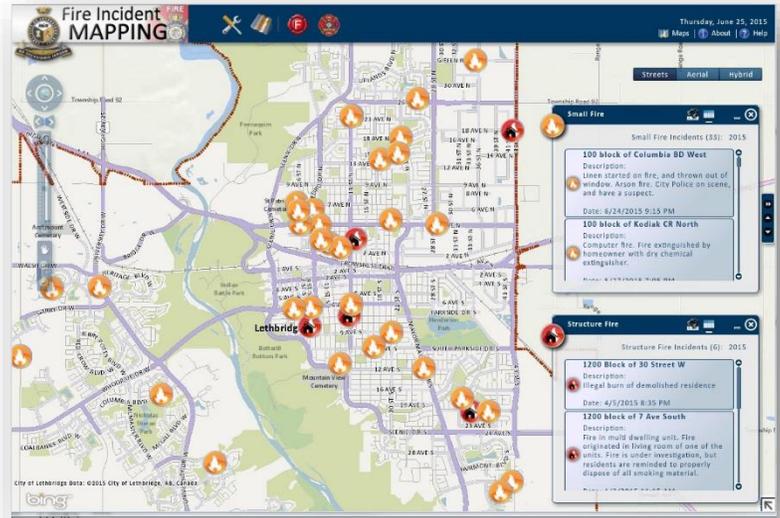
Another obstacle that may get in the way is the lack of full-time employees maintaining all of the City's fire hydrants. If the Fire department does not have the means to hire more employees to maintain all of the City's fire hydrants with their current method of operation, a new way of inspecting and maintaining those fire hydrants may have to be implemented to improve efficiency.

The Fire department uses Google Earth as a visual reference for certain tasks. When migrating to a full Enterprise GIS, Google Earth becomes less used. This may pose as a threat to the staff members of the Fire department because they are very familiar with the Google Earth environment and may not want to transition over.

Another challenge incorporating a GIS for the Fire department is the availability of funding. Based on the survey results received on how likely the department would contribute funding towards an Enterprise GIS, the Fire department indicated that they have no means of contributing at this time. Without this funding, it may be hard to implement GIS for this department unless assistance came from a different entity.

GIS Applications and Benefits

The Fire department can greatly benefit on the uses of GIS in so many ways and levels. Utilizing GIS inside of applications that can be accessed by all Fire department staff provides them with better resources to improve planning and response times. A main priority for the Fire department is to handle service calls more efficiently. Not only are there applications that can be created to



inform citizens about certain advisories, restrictions, and outages, other applications can allow residents to capture service issues. As the service calls come in, the Fire department can visualize where they're coming from and analyze them accordingly.

Another possible application can be implemented to accurately locate incidents and provide the Fire department with the quickest route to those incidents improving response times. Other critical information can be collected in a GIS application such as the locations and operating conditions of fire hydrants and possible locations of stored hazardous materials to help the Fire department assess the situation more accurately when an emergency occurs.

GIS for the Fire Department

- Geographically visualize where incidents occur
- Greater control on resident service requests and efficient cooperation between citizen and department
- Substantially improve planning and response times to emergency situations
- Fire hydrant locations and operating condition applications as well as out in the field inspections to boost productivity for fire crew members
- Data collaboration, coordination, and sharing between other departments (engineering, police, public works) using the same system
- Ready to use from any browser on any device

As mentioned previously, response time is crucial to what the Fire department does on a daily basis. GIS applications with Automated Vehicle Location (AVL) technology provides real-time global positioning system (GPS) locational capabilities which could help the Fire department to dispatch the appropriate nearest available unit to all emergencies.

Other important applications that can help the Fire department include out-in-the-field fire hydrant inspections. By allowing the 3 man crew access to mobile applications that they can take with them while performing these tedious maintenance tasks and input the results of such inspections from their phones or tablets simultaneously will improve efficiency and accuracy. As the crew members perform these inspections, the supervisor can see the progress back in the office in real-time by visualizing

which fire hydrants have been completed and which ones are on the agenda. Daily planning will become easier to do and team collaboration will be more unified.

Roads and buildings are also important for the Fire department. Creating applications that house aerial base maps with road labels and building footprints will help the department evaluate emergency situations before actually being there onsite. Building footprints can contain attribution information for fire crews to analyze what they are up against. This information may include how many floors the building has, square footage, entrances and exits, roofing structure, building structure, and the type of building (residential, commercial, industrial).

There has been mention of several applications above that can be created for the Fire department. One of the most crucial applications that can be accessed by them is the location of utility systems. By collaborating with the Engineering department and the Public Works department, the Fire department will have access to these utility system applications for their "what if" scenarios and their "real" emergencies.

vii. Human Resources

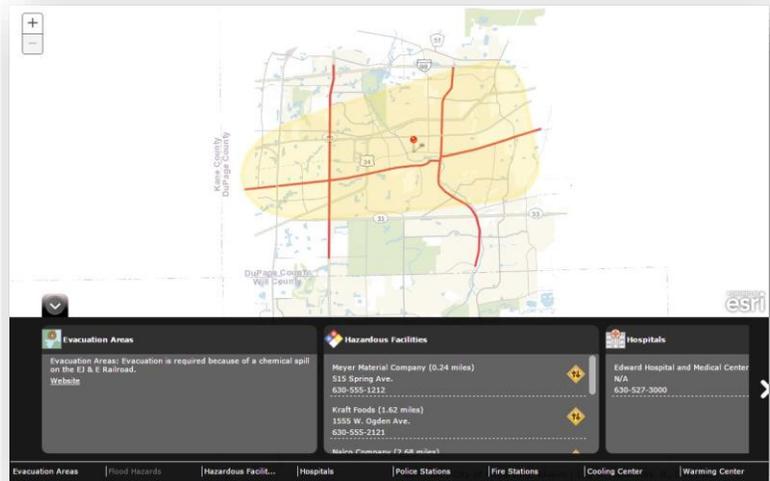
Summary of Responsibilities

The Human Resources department operates as a strategic partner in assisting all City of Kingman departments to achieve their goals by providing exemplary professional support to both City departments and City employees. The Human Resources department strives to uphold risk management scenarios by controlling the adverse effects that accidental losses might otherwise have on the City as well as implement loss prevention techniques.

Generally speaking, the Human Resources department provides services to City departments in recruitment, development, and retention as well as the interpretation and application of federal and state labor laws and the City rules and regulations. The Human Resources departments’ ambitions are to promote a safe and healthy working environment with equal employment opportunities.

Current Non-Data Usage

The Human Resources department is using computers installed with Windows 7 Operating System, equipped with a fiber optic internet, and connected with a Local Area Network (LAN). Certain software such as Microsoft Office and TRAKiT are used in their daily workflows. Hard copies or PDF’s of City road maps are used multiple times a day. These hard-copy maps are requested by the Human Resources office from another department or the County, typically by phone. Other data that are frequently used are complaints, property data, building permits, building inspections, and utility maintenance and they need to be requested from other departments.



Current Data Usage

Human Resources uses some GIS related applications. The City’s TRAKiT software currently helps with automating permitting and managing special event permits. Human Resources uses it for building permits, variances, and conditional use permits. A common workflow for Human Resources is to use the TRAKiT software to find information and then use Microsoft Word to create a more presentable product. PDF Zoning maps and the County GIS are used to retrieve data associated with addresses to aid in risk assessment.

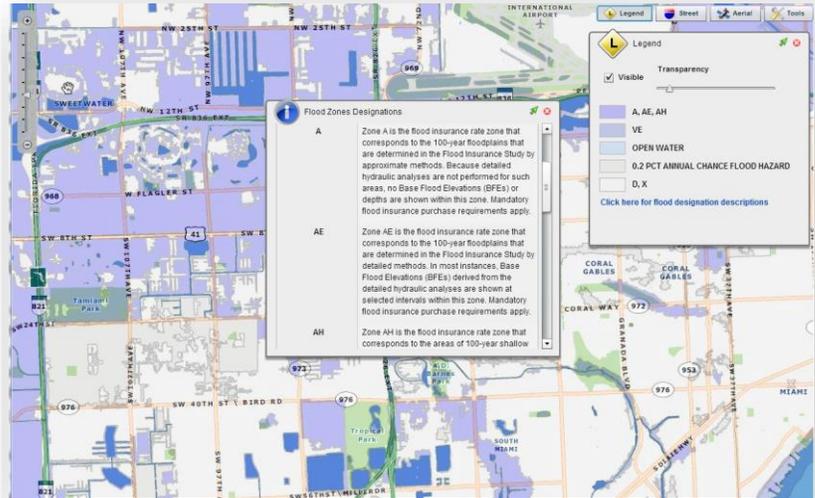
Assessment of Needs

The Human Resources department is in need of a user-based GIS (one who uses GIS applications created by others but does not create or edit the data) that is designed to visually provide prioritized data within GIS which will provide better services to clients (the City) through efficiency. The Human Resources department needs to have a GIS that shows assessor parcel data, City utilities, and City roads to more efficiently aid in risk assessment.

Data that are critical to the Human Resources office are accident and incident claims data, roads, historical parcels and aerial imagery, service calls, easements, City facilities, and permits. Human Resources rarely produces its own data, yet uses data from other departments. There is currently a need for sensitive data and field available GIS.

Challenges

Most of the special event permitting information resides in a separate software called TRAKiT. This piece of software uses a direct connection to a database management system (DBMS) called Microsoft SQL Server. Linking this DBMS to an Enterprise GIS model could pose as a challenge. Further in-depth understanding as well as direct involvement with the TRAKiT software designers and City IT staff will more than likely be required. Special database permissions may have to be acquired and assigned for full GIS integration to take place.



To efficiently plan for events and evaluate the risks, it's crucial that Human Resources can overlay utility systems where these special events may occur. In order to do so, the Engineering and Public Works departments must have their utility systems converted to a GIS. Currently, this is not the case and would hinder the overall proficiency Human Resources department is seeking.

Another challenge incorporating a GIS for the Human Resources department is the availability of funding. Based on the survey results received on how likely the department would contribute funding towards an Enterprise GIS, Human Resources indicated that they currently have no means of contributing at this time. However, future contributions are likely. Without this funding, it may be hard to implement GIS for this department unless assistance came from a different entity.

GIS Applications and Benefits

The Human Resources department can also take advantage of GIS applications to help their daily workflows as well as when customer/employee issues arrive. Address information is a key component to what they do and an application that has the capabilities of being able to search for a particular address and see parcel boundaries as well as timestamped aerial imagery will help them with potential claims. Special event permits are mostly handled by Human Resources. By collaborating with the Engineering and Public Works departments to access utility systems and road networks, an application can be created to include all of these layers to help Human Resources assess the potential risk for these special events.

Flood mapping is always a headache when defending flood claims. A flood mapping application would assist the Human Resources department to visually see flood area boundaries and how they impact certain areas or

GIS for the Human Resources Department

- Use insurance claims to spatially track sewer backups and floods
- Geographically visualize where roads and parcel boundaries reside as well as address searching capabilities
- Greater control on data for resident service requests/complaints and efficient cooperation between citizen and department
- Improve response times to filed claims
- Data collaboration, coordination, and sharing between other departments (engineering, police, fire department, public works) using the same system
- Ready to use from any browser on any device

residences. Timestamped imagery as well as improvements on past roads, curb, gutter, and storm drain systems would provide analytical power in trying to defend such claims.

Another duty that the Human Resources department performs is the tracking of City employee vehicles. A GIS application can help the department visually track who is using which vehicle, schedule reoccurring vehicle maintenance, assign an employee to a particular vehicle for use, as well as track accidents.

viii. Information Technology

Summary of Responsibilities

The primary objective of the Information Technology (IT) department is to provide technology support and services to the City departments. This includes application software and data support, recommendations

for hardware, software, and operating systems for the City's main computers, and telecommunication support for the City's voice and data communications.

IT also provides consultation, analysis, office automation, equipment maintenance, networking, internet access, and information management services to improve the productivity and effectiveness of the City's user departments and agencies.

Current Non-Data Usage

The IT department is using computers installed with Windows 7 Operating System, equipped with a fiber optic internet, and connected with a Local Area Network (LAN). Certain software such as Microsoft Office, Database Managers, TRAKiT, AutoCAD, and Esri Packages are used in their daily workflows.

Current Data Usage

IT uses some GIS related applications. The City's TRAKiT software currently helps with automating permitting, managing inspections, regulating land use, and tracking projects, while providing visibility to status updates. IT maintains the software and underlying database. Esri's ArcMap software, AutoCAD, and other web mapping development tools are used regularly in the department's workflow.

Assessment of Needs

The IT department is in need of a professional-based GIS (one who creates GIS applications & one who creates, maintains, and edits the GIS data) that is designed to visually enhance prioritized data which provides for greater analytical querying and reporting capabilities. The GIS needs to be designed to share data between departments to free up staff time fulfilling data requests. Historically, the IT department has provided the Fire department GIS maps from the 911 system.

Data that are critical to the IT department are service calls, aerial imagery, easements, road data, and fire hydrants. The IT department produces its own data and uses data from other departments which could be shared. There is currently a need for sensitive data and field available GIS.

Challenges

The IT department currently provides all City departments and buildings with technology services such as computers, networking, and database management systems. That being said, they are extremely busy and this factor may pose as a challenge when implementing an Enterprise GIS. It is crucial that a GIS should start on existing hardware infrastructure inside the IT department where applicable.

The complexity of IT department servers may make it difficult for GIS to synchronize to. Security issues are always a top concern. Depending on SQL Server permissions and other server hurdles that will have to be analyzed, much time and effort will have to be considered to centralize a GIS for all departments. The IT department will have to serve as a support role in the GIS implementation for the City and therefore must take the time to do so.

Another challenge incorporating a GIS for the IT department is the availability of funding. Based on the survey results received on how likely the department would contribute funding towards an Enterprise GIS, the department indicated that they currently have no means of contributing at this time. However, future contributions are likely. Without this funding, it may be hard to implement GIS for this department unless assistance came from a different entity.

GIS for the Information Technology Department

- Geographically visualize existing computer network infrastructure
- Increase efficiency in equipment inventory, hardware purchases, and asset scheduling
- Enterprise GIS will reside within the IT Department for greater control and access. This helps with centralized licensing of GIS software as well as software installation
- Data collaboration, coordination, and sharing between all departments using the same system
- Ready to use from any browser on any device

GIS Applications and Benefits

With regard to GIS technology, very few applications exist that Information Technology can reasonably apply to its own needs. However, the IT department is positioned to assume a significant role in the City's planned implementation of this technology.

There are some application benefits for the IT department that fall within Infrastructure Management, Routing, and the Coordination of Services. An application that maps the City's existing computer network infrastructure may be very useful to the IT Department so they can schedule preventative maintenance, system upgrades, and equipment inventory.

ix. KART

Summary of Responsibilities

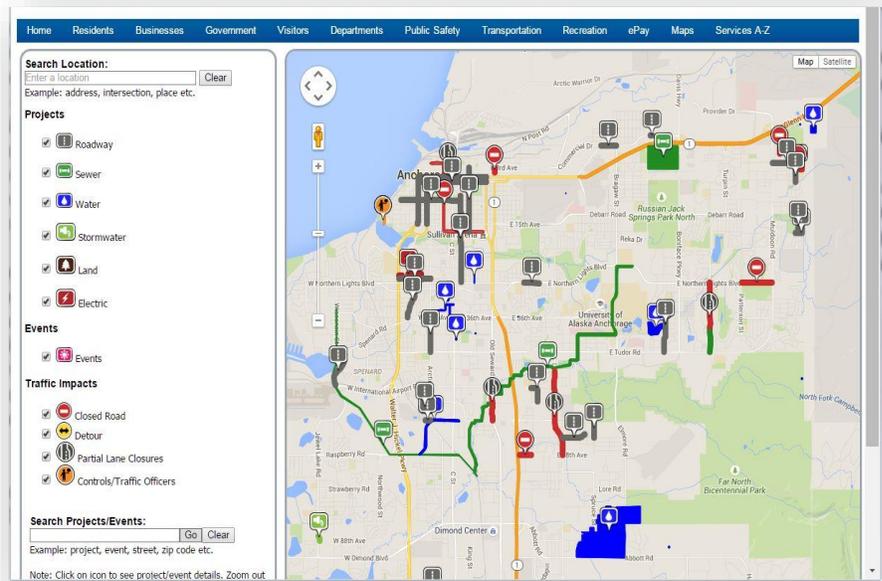
The Kingman Area Regional Transit (KART) department operates and maintains the City of Kingman's public transit systems. KART's responsibilities include maintaining the overall safety of its passengers, the maintenance of bus stops and busing, the enforcement of rules and policies, the preservation of existing routes, and the distribution of accessibility awareness.

Current Non-Data Usage

KART is using computers installed with Windows 7 Operating System, equipped with a fiber optic internet, and connected with a Local Area Network (LAN). Certain software such as Microsoft Office and Google Earth are used in their daily workflows. Hard copies or PDF's of regional roads, easements, etc. maps are used multiple times a day. These hard-copy maps are requested by KART from a Kingman City department or the County typically by phone.

Current Data Usage

KART uses some GIS related software, data, and database management systems. SQL Server, Esri Shapefiles, Para Plan (bus scheduling), and EnGraph (for dispatch) are used regularly. The County GIS is also used to assess past and future zoning cases, aerial photography, property ownership, and land areas.



Assessment of Needs

KART is in need of a user-based GIS (one who uses GIS applications created by others but does not create or edit the data) that is designed to visually provide public transit data efficiently to the residents through a clean and capable GIS. KART needs a GIS application showing the location of bus stops, routes, and bus schedules.

Data that are critical to KART are roads, aerial images, service calls, signs, clients, and facilities. KART rarely produces its own data or uses data from other departments. There is currently a need for sensitive data but not a field available GIS.

Challenges

If GIS is to be solely integrated by the KART department transit systems, database management from one software program to another must be explored. Currently, SQL Server is the backbone database management system (DBMS) for their two software programs called Para Plan (for bus scheduling) and EnGraph (for dispatch). Linking this DBMS to an Enterprise GIS model could pose as a challenge. Further in-depth understanding as well as direct involvement with the TRAKiT software designers and City IT staff will more

than likely be required. Special database permissions may have to be acquired and assigned for full GIS integration to take place.

The KART department uses Google Earth as a visual reference for certain tasks. When migrating to a full Enterprise GIS, Google Earth becomes less used. This may pose as a threat to the staff members of the KART department because they are very familiar with the Google Earth environment and may not want to transition over.

Another challenge incorporating a GIS for KART is the availability of funding. Based on the survey results received on how likely the department would contribute funding towards an Enterprise GIS, the KART department indicated that they currently have no means of contributing at this time. However, future contributions are likely. Without this funding, it may be hard to implement GIS for this department unless assistance came from a different entity.

GIS for the KART Department

- Allow residents to search routes and bus stops (including bus times)
- Geographically visualize where routes, bus stops, and curbside assistant locations reside
- Calculate drive-time and cost scenarios for new routes and existing routes in an interactive map
- Data collaboration, coordination, and sharing between all departments using the same system
- Inform residents about transit advisories or emergencies
- Ready to use from any browser on any device

GIS Applications and Benefits

Paratransit for the City of Kingman greatly enhances the Cities outreach to its residents. Part of the responsibilities that the KART department has is to come up with routes, bus stops, and curbside assistance. GIS can help in this process by creating applications to assist in identifying new routes. One way to accomplish this is to create drive-time analysis scenarios such as 5, 10, 15 mile routes from a proposed bus stop and analyze what type of impact that would have on transit.

As described above, identifying new routes can be helpful but analyzing and balancing out the existing routes can also prove to be beneficial ultimately saving money for the department. A GIS application can be created to analyze cost

scenarios through the consumption of how much gas is used and if there are any alternatives that might be considered for that existing route.

Another GIS component that can bring the community the information that it needs to effectively plan and use the transit system is to build an application that shows bus stops and routes with smart attribute information accessible from the City website or from any mobile device. This application can provide step-by-step directions on how to get to a particular bus stop as well as find the nearest bus stop based on the user's current location.

x. Parks & Recreation

Summary of Responsibilities

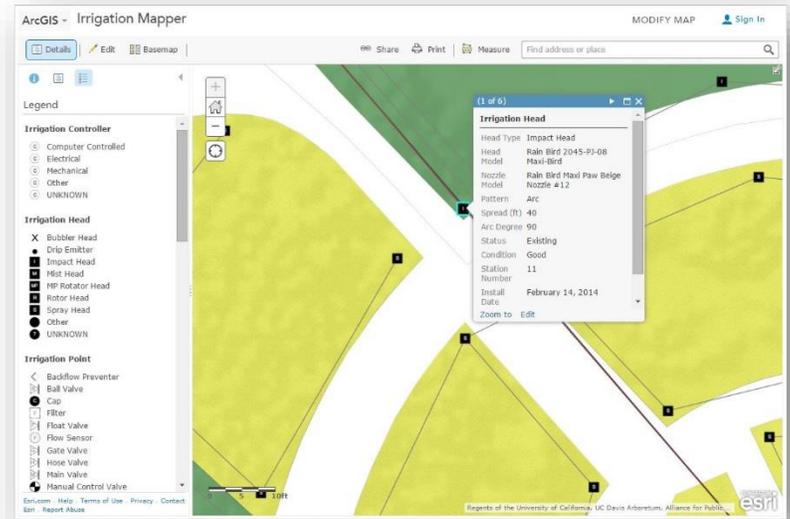
The Parks and Recreation department operates and maintains parks and recreation facilities within the City and organizes numerous recreation, leisure, and cultural activities within the community. The Parks and

Recreation department is responsible for the maintenance, rental, and the use of City park assets such as sports fields and buildings.

The Parks and Recreation department also provides residents with a wide variety of life-enriching classes, special events, trips, athletic opportunities and workshops.

Current Non-Data Usage

The Parks and Recreation department is using computers installed with Windows 7 Operating System, equipped with a fiber optic internet, and connected with a Local Area Network (LAN). Certain software such as Microsoft Office and Google Earth are used in their daily workflows. Hard copies or PDF's of City zoning maps are used multiple times a day. These hard-copy maps are requested by the Parks and Recreation office from another department or the County typically by phone and are normally used to track and monitor which grass has been cut.



Current Data Usage

The Parks and Recreation uses some GIS related applications. With support from the IT department, Parks and Recreation staff are recording GPS locations of irrigation system assets around the City parks and golf course. The County GIS applications are used to assess aerial photography, property ownership, and land areas.

Assessment of Needs

The Parks and Recreation department is in need of a user-based GIS (one who uses GIS applications created by others but does not create or edit the data) that is designed to visually provide prioritized data within GIS to provide greater analytical querying and reporting capabilities while sharing data between departments and freeing up staff resources. The Parks and Recreation department needs to have a GIS application that shows public grass areas, public trails, and public parks.

Irrigation System Benefits

- Inventory irrigation assets
- Investigate water leaks out in the field
- Generates water reports
- Quickly assign maintenance responsibilities to certain irrigated areas
- Maintain irrigation systems out in the field or in the office
- Many others consistent with the water, sewer, and storm water systems

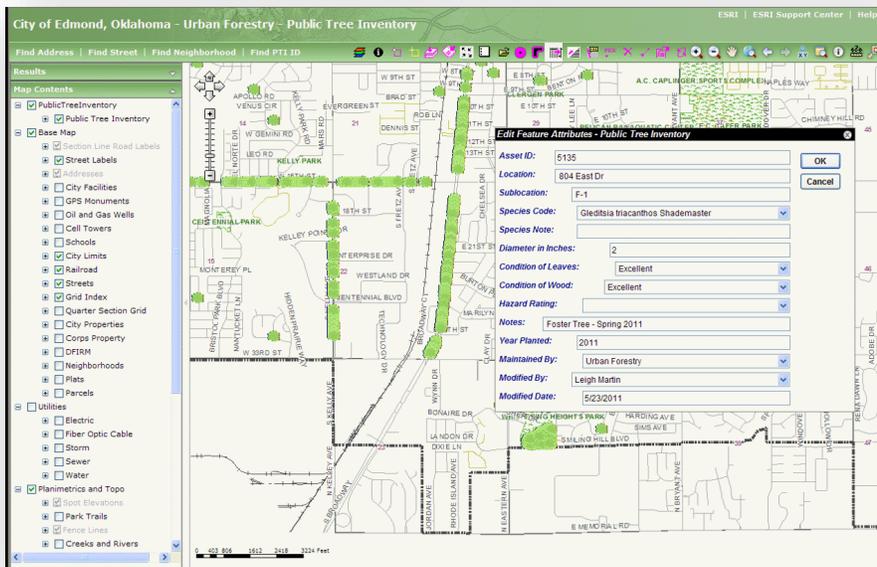
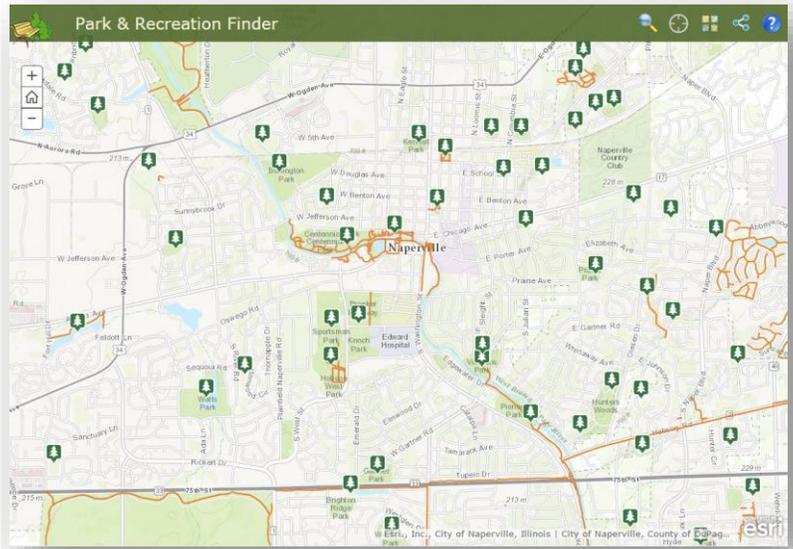
other departments. There is currently a need for sensitive data and for a field available GIS.

Challenges

The main issue for the Parks and Recreation department reside in its current data. There is not a substantial amount of data to develop applications with. Currently, the collaborative efforts of the IT department and the Parks and Recreation department are starting to gather digital data via a GPS unit. Such collection methods may prove to take longer than others especially without a workforce to get the necessary data collected in a timely manner.

To efficiently view and voice an opinion on new park designs, the Engineering department must provide a way for the Parks and Recreation department to visually see where new park designs will be located. This is currently being performed by hardcopy as-builts. GIS can greatly enhance the workflows in this process but the Engineering department must first convert park design as-builts to a GIS. This will take time the Engineering department may not have.

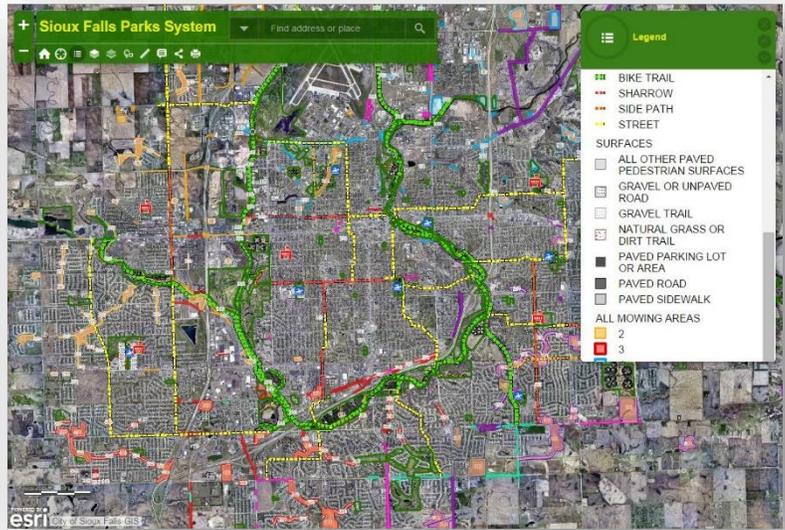
The Parks and Recreation department uses Google Earth as a visual reference for certain tasks. When migrating to a full Enterprise GIS, Google Earth becomes less used. This may pose as a threat to the staff members of the Parks and Recreation department because they are very familiar with the Google Earth environment and may not want to transition over.



Another challenge incorporating a GIS for the Parks and Recreation department is the availability of funding. Based on the survey results received on how likely the department would contribute funding towards an Enterprise GIS, the department indicated that they currently have no means of contributing at this time. However, future contributions are likely. Without this funding, it may be hard to implement GIS for this department unless assistance came from a different entity.

GIS Applications and Benefits

The Parks and Recreation department will absolutely benefit from GIS and the creation of applications. Parks and Recreation information needs to be readily available for residents as well as potential travelers passing through the City. By migrating all Parks and Recreation data over to a GIS platform and in conjunction with making certain applications, other City departments will be able to access these applications and data resources freeing up hours of time the Parks and Recreation department devotes in helping residents/travelers plan their adventures and other city departments perform their job responsibilities.



Recreation brings revenue to the City. A GIS application can help residents and travelers find park locations or trail systems through an online interactive map based on their current location or address they physically type in. By doing so, the application generates specific points of interest that helps the user plan what they want to do, ultimately keeping recreational funds inside the municipality.



The mapping of trail systems and trailheads and having an interactive application to showcase those would be deemed very successful to a user community. Having such trails demonstrate smart information like ADA accessibility, conditions, trail types (hiking, biking, ATV, etc.), synopsis, and skill levels would help the users become more independent in planning their recreational activities.

Applications that may help the Parks and Recreation department perform maintenance tasks and daily operations might include the location of building facilities and what type of equipment is present at those facilities. This application would have the location of department assets for scheduling maintenance assignments as well as the allocation of certain equipment to employees. Another application to assist with

everyday maintenance tasks might include an interactive map to help employees visually see lawn mowing areas and the completion of those areas in real-time being out in the field.

Sign inventory is sometimes a hassle but a GIS application would provide real-time inventory of such signs including what condition they are in, the height, the reflective condition, install dates, maintenance dates, etc. The sign inventory collection method can be out in the field on any mobile device allowing the ability to take photo or video while collecting the assets.

GIS for the Parks & Recreation Department

- Geographically visualize and analyze all utility systems to help with future park designs
- Greater control on resident service requests and efficient cooperation between citizen and department
- Ease of use trail systems, park amenities, and park location applications for effective planning
- Time-saving maintenance applications for lawn cutting, building facilities, signage inventory, and irrigation assets
- Data collaboration, coordination, and sharing between all departments using the same system freeing up valuable time and resources
- Ready to use from any browser on any device

A major role of the Parks and Recreation department is taking care of the community golf course. Part of this process is the allocation of irrigation assets which are currently being collected by a GPS unit. Creating a GIS for all facets of the irrigation network will save the department time and money when something goes wrong with it or when there needs to be an expansion. There are applications that allow the collection of irrigation assets including sprinkler head types, rotation angles, water output, pipe diameter, piping material, system valves, and more. By utilizing this application, the department will know what part to replace before even going out there to replace it.

Park designs are handled by a collaborative effort from the Parks and Recreation department, Engineering department, and Public Works department. Knowing where utility system assets are located is key in the

development of additional parks. By collaborating with these departments to access utility systems and road networks, an application can be created to include all of these layers to help the planning and implementation phases of any park design project.

xi. Police Department

Summary of Responsibilities

The Police department provides police services to the City of Kingman, as well as 911 dispatching for the Fire department and animal control. The primary functions and responsibilities of the Police department include: the preservation of public peace and order, the prevention and deterrence of crime, the apprehension of offenders, the assistance in the prosecution of offenders, and the protection of life and property.

In addition, the Police department strives to enforce vehicular and other traffic regulations, enhance the recovery and return of lost or stolen property, and otherwise enforce all applicable laws and ordinances.

Current Non-Data Usage

The Police department is using computers installed with Windows 7 Operating System, equipped with a fiber optic internet, and connected with a Local Area Network (LAN). Certain software such as Microsoft Office

and New World (record management and dispatch) are used in their daily workflows. Hard copies or PDF's of crime reports and service call location history are used multiple times a day. These hard-copy maps are produced by the Police Department and are typically retrieved as PDF's from a local server.

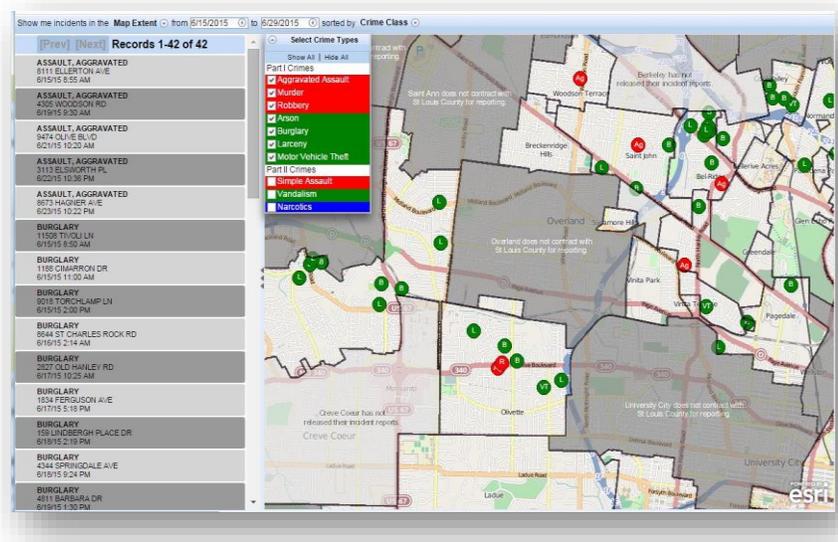
Current Data Usage

The Police department uses the County GIS to assess parcel data including zoning and addresses for code enforcement and animal control. Mobile applications are utilized for these tasks while in the field.

Assessment of Needs

The Police department is in need of a user-based GIS (one who uses GIS applications created by others but does not create or edit the data) that is designed to visually enhance data which provides for greater analytical querying and reporting capabilities. The Police department needs a GIS application that shows service call histories, addresses, and zoning to help perform code enforcement and animal control.

Data that are critical to the Police department are service calls, property data, roads, aerial imagery, easements, and zoning. The Police department produces its own data but does not currently share it and they use data from other departments. There is currently a need for sensitive data and field available GIS.



Challenges

The Police department currently uses New World Software that helps the department with dispatch and records management. This software could pose a challenge linking it to a GIS. Further investigation may be required on how the New World Software operates and stores its data. Special permissions may have to be acquired to access the software's database.

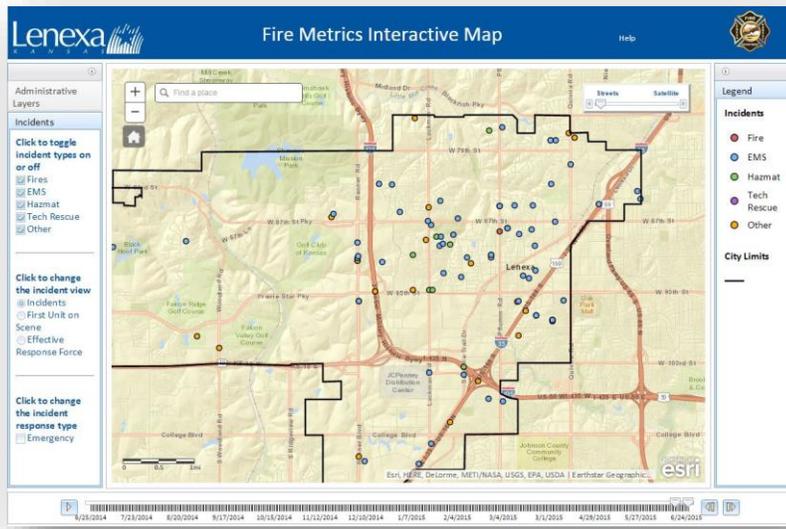
Another challenge incorporating a GIS for the Police department is the availability of funding. Based on the survey results received on how likely the department would contribute funding towards an Enterprise GIS, the department indicated that they currently have no means of contributing at this time. However, future contributions are likely. Without this funding, it may be hard to implement GIS for this department unless assistance came from a different entity.

GIS Applications and Benefits

The Police department has many reasons to implement a GIS platform. A major priority for the department is to handle incidents that are reported by City citizens. Creating an application to visually see these incidents can lead to greater analysis as to why certain incidences are happening at distinct locations. This application

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would help in the planning efforts of increased or decreased police enforcement, defining/modifying patrol areas, as well as enhance response times to crime related situations.



There are applications that can be created to inform citizens about certain advisories, restrictions, and outages, as well as allow residents to geographically locate incidences. As the reported incidences come in, the Police department can visualize where they're coming from and analyze them accordingly. Emergency response plans can be distributed through means of GIS applications to quickly inform residents based on their current location on how to safely evacuate during catastrophes.

Other possible applications can be implemented to allow police personnel inclusion of various street impedances so they can find the quickest route to the reported incidence. Critical response information such as known offenders residing at a location can also prove beneficial for the Police department.

Response time is crucial to most avenues of what the Police department does on a daily basis. GIS applications with Automated Vehicle Location (AVL) technology provides real-time global positioning system (GPS) locational capabilities which could help the Police department to dispatch the appropriate nearest available unit to all emergencies.

Roads and buildings are also important for the Police department. Creating applications that house aerial base maps with road labels and building footprints will help the department evaluate emergency situations before actually being there onsite. Building footprints can contain attribution information for police crews to analyze what they are up against. This information may include how many floors the building has, square footage, entrances and exits, roofing structure, building structure, and the type of building (residential, commercial, industrial).

Another crucial application that can be accessed by the department is the location of utility systems. By collaborating with the Engineering department and the Public Works

GIS for the Police Department

- Geographically visualize where incidents occur and what type of incidence that was reported/assessed
- Greater control on resident incident reporting and efficient cooperation between citizen and department
- Substantially improve planning and response times to emergency situations
- Data collaboration, coordination, and sharing between other departments (engineering, fire, public works, KART, human resources) using the same system
- Ready to use from any browser on any device

department, the Police department must have access to these utility system applications for their "what if" scenarios and their "real" emergencies.

Animal control is also important for the police department. Being able to map animal incidences can help residents identify troublesome areas and how to avoid certain animals that may be dangerous. Animal control applications can be created to map shelters and animal pounds with current animal inventory such as species, animal names (if applicable), color, and pictures so residents may be able to adopt or find their lost pets.

Police beat maps provide geographic territories that current police officers patrol. A GIS application can show real-time updates on when police officers cross these territories strengthening police effectiveness and encouraging cooperative efforts ultimately making the community safer. Multiple departments can access this application to help in their responsibilities.

xii. Public Works

Summary of Responsibilities

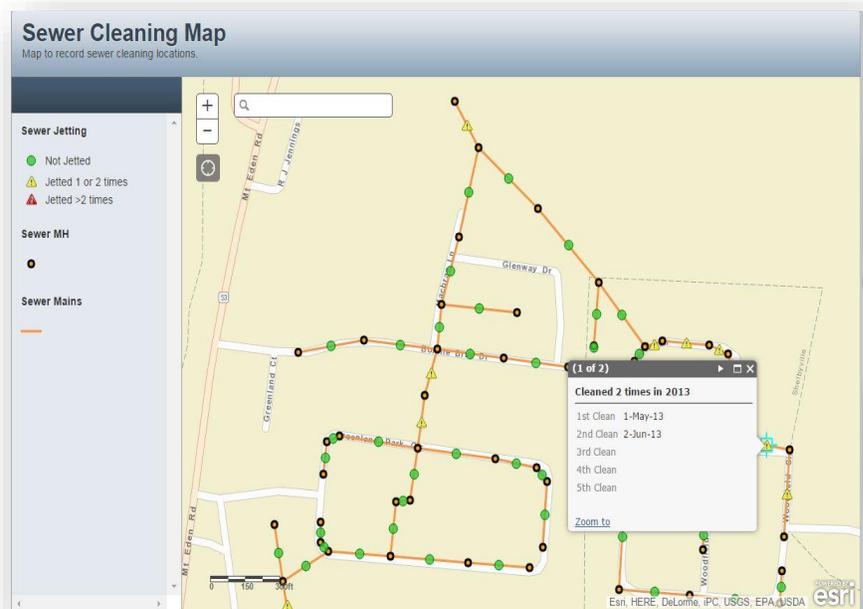
The Public Works department consists of six divisions: Water System, Wastewater System, Streets, Sanitation, Building/Fleet Maintenance, and KART (Kingman Area Regional Transit). The Department is responsible for public relations, public awareness programs, customer service/satisfaction, and overall communication between City customers and all Public Works divisions.

Water System Division responsibilities include water quality standards, construction, maintenance of the system, connections, leak repairs, etc.

Wastewater System Division responsibilities include managing, maintaining, and operating the wastewater treatment and collection systems. The Wastewater System Division is constantly striving to evaluate and upgrade the current wastewater system and implement the safest and most cost-effective means of wastewater collection and treatment.

Streets Division responsibilities include maintaining all streets within the city limits of Kingman by the annual overlay of chip and seal programs to preserve the streets, and surface sweeps to keep them clean. The Streets Division also maintains city sidewalks for pedestrian travel, lighting systems, and traffic signals.

Sanitation Division responsibilities include trash pickup twice a week to all city residents as well as the distribution of trash containers to new residents or existing residents that may have lost or damaged their containers.



Building/Fleet Maintenance Division responsibilities include the maintenance of most of the city's vehicles, equipment, and city buildings keeping them clean, safe and operating in good working condition. The Building/Fleet Maintenance Division is also responsible for the removal of all graffiti from within the City.

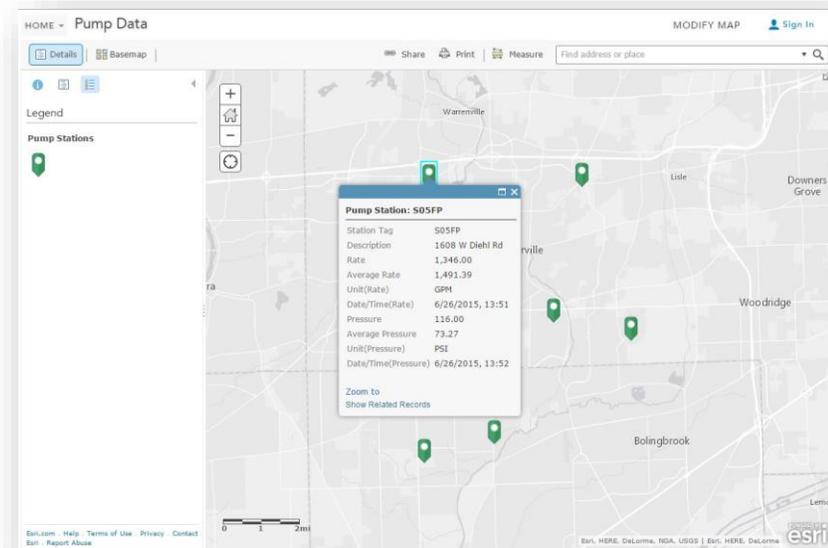
KART Division - although the KART Division falls under the Public Works department, it is treated as a separate department in this GIS Needs Assessment. Please refer to the KART Department documentation in this assessment for responsibilities, non-data and data usages, assessment of needs, and GIS application benefits (Page 20).

Current Non-Data Usage

The Public Works department is using computers installed with Windows 7 Operating System, equipped with a fiber optic internet, and connected with a Local Area Network (LAN). Certain software such as Microsoft Office, Google Earth, AutoDesk, and Hach WIMS (Water Information Management Solution) are used in their daily workflows. Hard copies or PDF's of road maps, floodplains, utilities, signs, and parcel data are used multiple times a day. These hard-copy maps are requested by the Public Works office from another department or the County, typically by phone or retrieved from a server as a PDF. Complaints relayed to the Public Works department are recorded on a notepad.

Current Data Usage

Public Works uses some GIS related applications. The City's TRAKiT software currently helps with automating permitting, managing inspections, regulating land use, and tracking projects, while providing visibility to status updates. Public Works uses it for complaints. PDF maps and the County GIS are used to assess aerial photography, property ownership, and easements.



Assessment of Needs

The Public Works department is in need of both a user-based GIS (one who uses GIS applications created by others) and a professional-based GIS (one who creates GIS applications & one who creates, maintains, and edits the GIS data) that is designed to visually enhance prioritized data which provides for greater analytical querying and reporting capabilities. This will free up staff

resources while providing an efficient service. The Public Works department needs to have a GIS that shows service calls, assessor data, roads, utilities, signs, and facilities.

Data that are critical to the Public Works office are service calls, easements, aerial imagery, roads, historical data, facilities, signs, and utilities. Public Works rarely produces its own data, yet uses data from other departments. There is currently a need for sensitive data and field available GIS.

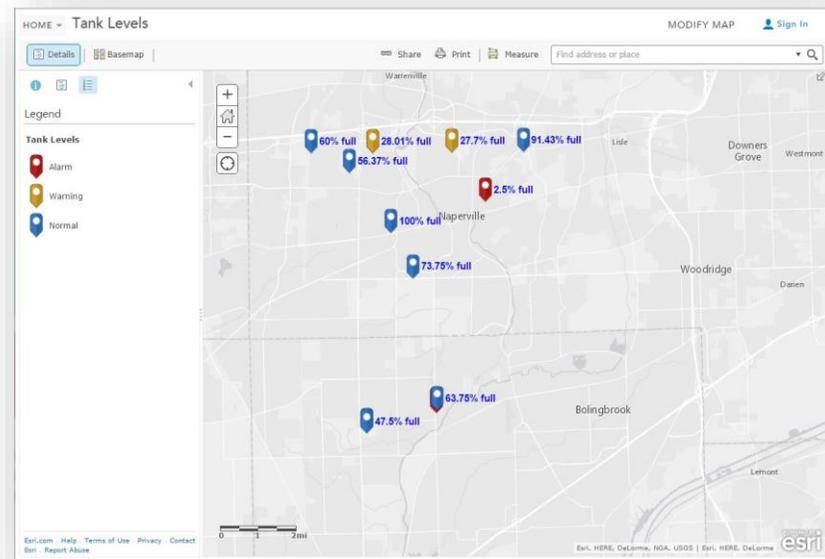
Challenges

Most of the permitting information resides in a separate software called TRAKiT. This piece of software uses a direct connection to a database management system (DBMS) called Microsoft SQL Server. Linking this DBMS to an Enterprise GIS model could pose as a challenge. Further in-depth understanding as well as direct involvement with the TRAKiT software designers and City IT staff will more than likely be required. Special database permissions may have to be acquired and assigned for full GIS integration to take place.

The Public Works department uses Google Earth as a visual reference of project concerns, potential locations of development, and pre-construction planning. When migrating to a full Enterprise GIS, Google Earth becomes less used. This may pose as a threat to the staff members of the Public Works department because they are very familiar with the Google Earth environment and may not want to transition over.

Another challenge incorporating a GIS for the Public Works department is the availability of funding. Based on the survey results received on how likely the department would contribute funding towards an Enterprise

GIS, the Public Works department indicated that they currently have no means of contributing at this time. However, future contributions are likely. Without this funding, it may be hard to implement GIS for this department unless assistance came from a different entity.



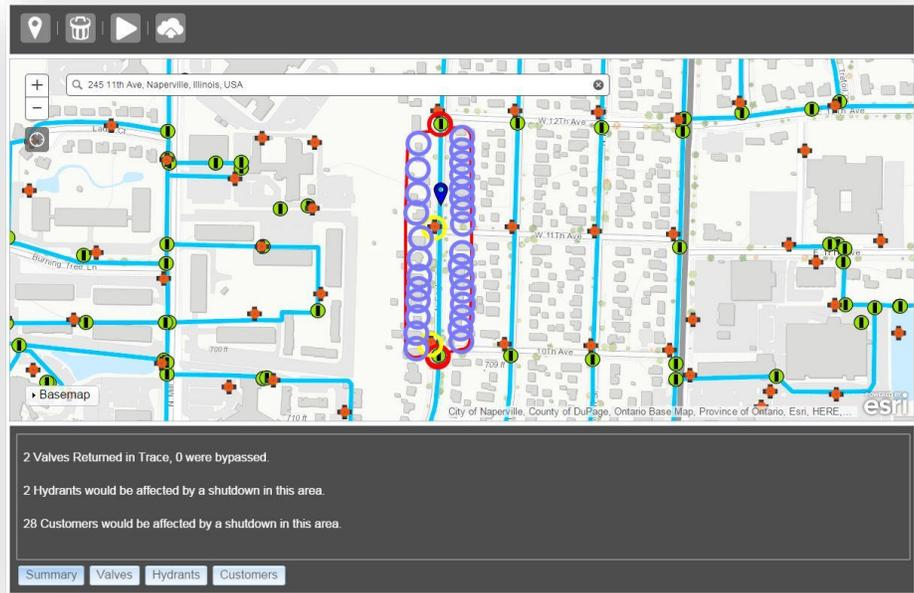
GIS Applications and Benefits

The Public Works department responsibilities are vast and crucial for the City of Kingman to operate as a governing unit. Like the Engineering department, the Public Works department will utilize the many benefits of consuming GIS applications more so

than any other department in the City. Current workflows accessing hardcopy address and historical documents as well as utility as-builts will be streamlined incorporating a GIS.

Focused on various City assets, the Public Works department must have a way to not only access this data but also maintain it. Most of the City's assets have some type of spatial component and the mapping of those assets will allow the Public Works department to visualize where they are at, analyze what they can do, and prolong the overall health of them saving valuable time and money.

Implementation of a GIS will also eliminate data redundancies which currently exist between other City departments. By migrating all Public Works department data over to a GIS platform, other departments will be able to access these applications and data resources as well freeing up hours of time Public Works devotes in helping other City departments perform their job responsibilities. Applications such as zoning, land use, parcels, and utility systems can be shared throughout all City departments and/or outside agencies to be accessed by whomever and whenever even if multiple users are viewing it and maintaining it at the same time.



Part of this migration of data is the repository of historical maps. After the conversion of historical data to a GIS, certain applications such as floodplains, property deeds, roads, inspections, and even time stamped aerial imagery would be very beneficial for the viewer to interact with. Current methods of accessing this historical data is somewhat tedious and time-consuming but having access to this information in an interactive map that

has zoom in and zoom out capabilities, querying capabilities, and filtering capabilities can help the user make better decisions on projects of interest or solidify customer concerns.

A main priority for the Public Works department is to handle service calls and complaints more efficiently. Not only are there applications that can be created to inform citizens about certain advisories, restrictions, and outages, other applications can allow residents to capture service issues. As the service calls come in, the Public Works department can visualize where they're coming from, analyze them, and efficiently respond to them accordingly.

Other focused applications that the Public Works department may want to consider is providing maps used by citizens of the City. Some of these may include obtaining

GIS for the Public Works Department

- Geographically visualize and analyze all division data
- Substantially increase efficiency with viewing, recording, accessing, and printing all information
- Greater control on resident service requests and efficient cooperation between citizen and department
- Data collaboration, coordination, and sharing between other departments (engineering, fire, police) using the same system
- Floodplain, parcel viewing, and utility system applications for viewing, searching, and maintaining City assets
- Ready to use from any browser on any device

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information about Public Works services such as the location of government facilities or curbside and drop-off services. Another may be for citizens to submit requests for a particular service such as water pressure issues or sidewalk damages.

Emergency situations have to be organized in a manner that the residents of the City feel safe and comfortable with. GIS applications can help with the development of flood response plans or the planning of special events. Mapping can also enhance the public's awareness to properly communicate road closures in the event of an emergency so people know where they can and cannot drive.

Since the Public Works department consists of six divisions (KART division acting as its own department), it seems appropriate to describe the GIS benefits and applications individually through the line list below.

Water & Wastewater System Division Benefits	Location of essential assets
	Maintain comprehensive water and sewer records
	Validate, maintain, and improve the integrity of the water and sewer systems
	Map change requests out in the field
	Enable fast proposed water and sewer designs for the department to share amongst each other out in the field and in the office
	Investigate water leaks out in the field
	Isolate water valves when a water main breaks or create water main break scenarios for planning purposes
	Get water main break alerts
	Share outage information with citizens
	Provide water advisories to citizens
	Provide citizens with detailed information about active and completed capital projects
	Allow customers to capture service issues
	Provide citizens information about sewer overflow events
	Reach potential customers allowing them to view sewer service availability
	Optimize field operations (backflow inspection, fire hydrant inspection, inlet inspection, exercise system valves, capture fieldnotes, manhole inspection)
	Improve water conservation by capturing water violations and sharing water restrictions
	Find potential polluters
	Capture construction violations
	Map SCADA information
	Visualize customer service calls
Generate water reports	
View CCTV condition data including videos and photos	

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Street Division Benefits	Manage public streets
	Investigate pavement issues out in the field
	Track maintenance agreements
	Quickly assign maintenance responsibilities to certain street areas
	Index plans and drawings
	Inventory street signs, traffic signals, streetlights, street trees, railroad crossings, bridges, sidewalks, street furniture, pavement markings, & guardrails.
	Promote public parking
Sanitation Division Benefits	Manage sanitation assets
	Inventory recycle bins & trash bins
	Properly map trash pickup times
	Manage the distribution of trash containers
	Optimize garbage pickup routes
Building/Fleet Maintenance Division Benefits	Automated Vehicle Location (AVL) tracking
	Manage equipment assets
	Locate graffiti areas & keep track of the removal of it
	Maintain facilities and grounds
	Map building footprints
	Enforce building codes & accessibility
	Location of people and places in a building

Each of the benefits listed above can be its own application or several benefits can be combined into a single application. Either way, the Public Works department staff will have the tools to work with both in the office and in the field.

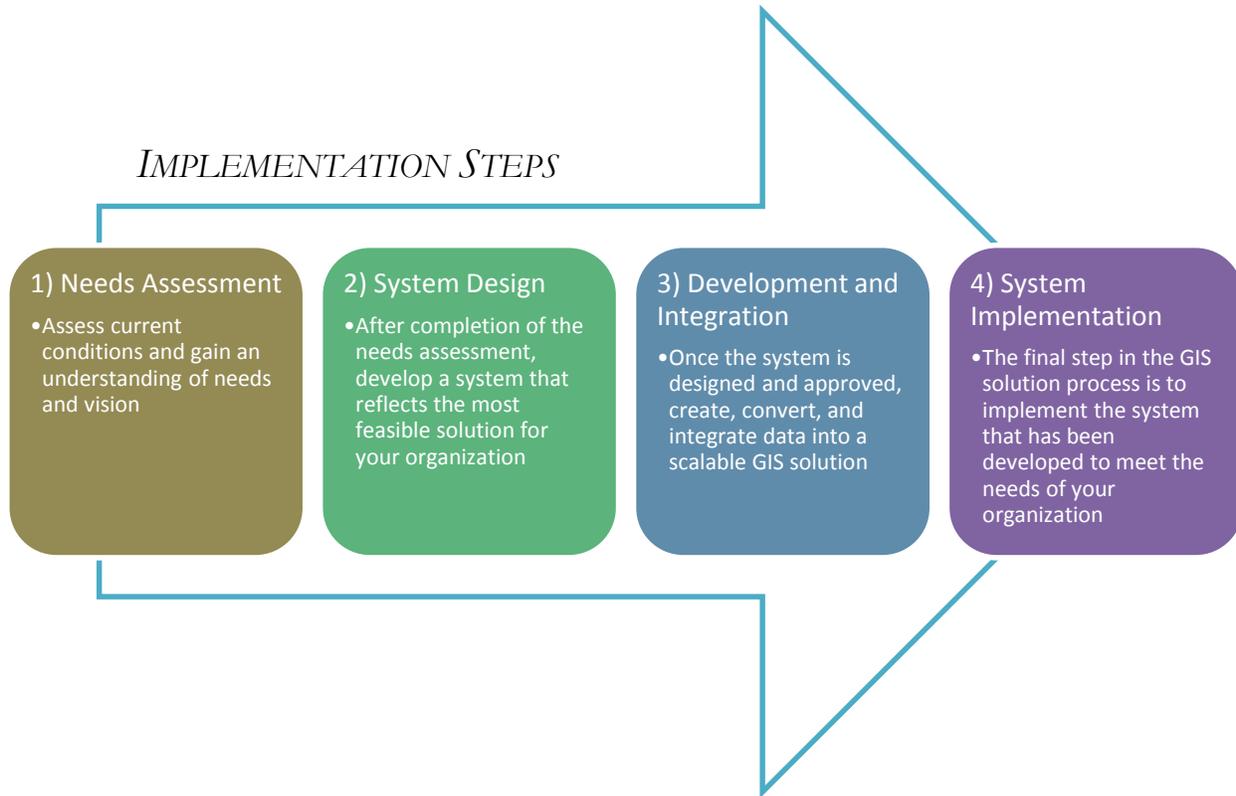
IV. IMPLEMENTATION PLAN

A. CONCEPT DESIGN

The City of Kingman's vision is to implement a GIS for departmental and public use. This GIS should provide the tools to manage, maintain, and effectively utilize accurate, reliable, and consistent geographic data. In order to do so, certain goals need to be met before others. There is also a need to have functional areas to help organize the overall vision. These functional areas include:

- Coordination
 - ✓ Management & leadership support
 - ✓ City-wide GIS management
 - ✓ Needs of the public
 - ✓ Strategic support for projects
- Data Standards
 - ✓ Reliable geographic data
 - ✓ Consistent metadata standards, procedures, & protocols
 - ✓ Documentation
- Data Creation, Conversion, & Maintenance
 - ✓ Handling geographic data including acquiring, processing, storing, and distributing
 - ✓ Centralized data storage with city-wide accessibility
 - ✓ Archiving of geographic data
 - ✓ Integration and conversion of non-geographic data from other software sources
- GIS Framework & Infrastructure
 - ✓ Resources
 - Hardware
 - Software
 - People
 - IT Networks
 - ✓ Knowledge
 - Documentation
 - Training
 - ✓ Methodologies
 - Processes
 - Procedures
 - Protocols
- Customer Engagement & Public Service
 - ✓ Develop and improve public access to GIS
 - ✓ Enrich public service through better efficiency and productivity

Execution of a complete and effective GIS implementation plan will allow the City of Kingman to meet its assessed short-term and long-term GIS goals. By following four effective primary steps, the City is poised to improve current operations and better collaboration between government departments.



B. THE PLAN

i. Short term

Viewing Kingman’s departments as a whole allows for the best review of needs. The similarities between the departments would cause unneeded repetitiveness that is better summed up together.

Short-Term Goals *(not in any particular order)*

1. Develop recommendations for data storage, data maintenance, training, hardware, software, data development, and system management.
2. Determine which staff members will be trained to use the GIS software and applications and what method of training will take place. Data use needs vary within departments requiring some staff to only need a basic understanding of how to search and analyze data while others who update and edit geospatial information require more advanced knowledge.
3. Determine the high-priority data to be converted into GIS. Also, identify which personnel or consultant firm will be performing the conversion to ensure excellent quality while conforming to data standards.
4. Consider how the GIS will integrate with other systems including existing GIS resources and non-GIS materials.
5. Develop and maintain metadata standards for all GIS data coming in and going out of the system.
6. Incorporate any existing GIS data that the City currently has.
7. Develop high-priority applications for all City department use.
8. Implement intuitive, easy solutions so everyone can benefit.

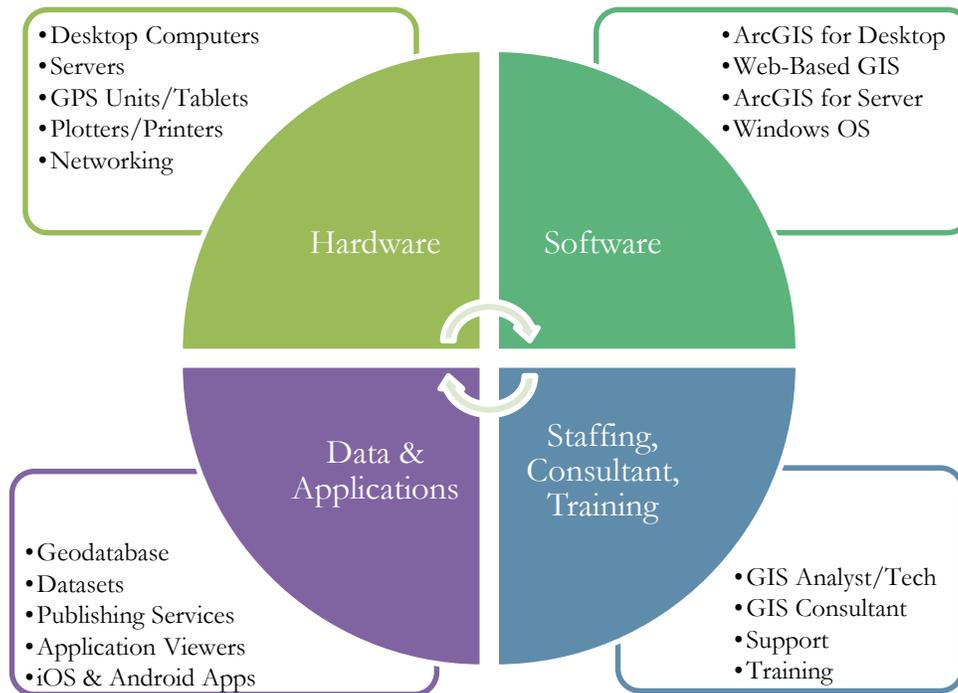
ii. Long term

Long-Term Goals *(not in any particular order)*

1. Create a GIS Steering Committee or GIS Users Group to help monitor the progress of the GIS and get feedback on the benefits and challenges that may arise. This committee/group should meet on a regular basis under the guidance of a designated technical advisor.
2. Continue to promote GIS use and increase the number of end-users.
3. Continue to provide training to staff in the various departments that can benefit from or have a desire to utilize GIS capabilities in their day-to-day functions.
4. Seek partnerships with other local governments and/or utility companies to share data when beneficial. Improve City/County relationship to access existing data the County already has and implement such data in the workflows of each City department.
5. Develop an efficient process to push GIS data to the City's website for easy access by City department and public users.
6. Continue to expand GIS functionality by developing and implementing GIS applications.
7. Seek GIS funding from all City departments so each department can utilize the benefits of a city-wide Enterprise GIS. Find additional resources and funding opportunities from state and federal grant opportunities.
8. Provide training and education materials for all levels of GIS users.
9. Quantify benefits vs. cost by investing resources on solutions that solve specific problems.

iii. Moving Forward

Outlined in the next few pages of this Needs Assessment are GIS implementation rollout plans for the first three (3) years and what it is expected to take to migrate over to an Enterprise GIS. For each year, the plan includes hardware and software recommendations, staffing and training requirements, data development procedures, recommended GIS applications to be created, and cost estimates.



C. THREE YEAR PHASING PLAN

i. Staffing vs Consultant

These cost estimates that will be shown in the following implementation sections are for years one (1) through three (3). Each year is provided with three different options:

- 1) This option assumes all GIS work will be provided by a GIS consultant firm. The estimate also includes hardware and software fees.
- 2) GIS consultant firm costs and one (1) hired GIS Tech position at the City. This option also includes hardware and software fees. It assumes that the work performed by the on-staff GIS Tech will reduce the GIS consulting firm costs to 75% of what is required in Option 1. The hiring of a GIS Tech position would also help relieve current GIS staff demands being responsible for data maintenance and updates, GPS data collection for various City departments, and training City staff on GIS technologies.
- 3) One (1) hired full-time GIS Analyst position and two (2) hired full-time GIS Tech positions which also includes hardware and software fees. Although a full time GIS consultant firm is not considered in this option, it is anticipated that some outside consulting (\$15,000) will still be required on an on-call basis.

Based on information gathered from this GIS Needs Assessment, the City of Kingman will need to budget for additional support to cover all GIS responsibilities. There are some municipalities that include budgeting for a GIS in the City's CIP or general budget. As new City projects (water, wastewater, streets, etc.) arise, GIS funding can be included in these projects. This support can be in the form of a GIS consultant firm or added GIS staff. The estimated overall cost for hiring and filling a GIS Analyst position as a City employee is as follows:

- \$50,000 – \$55,000 for salary
- \$20,000 - \$24,000 for benefits
- \$3,000 - \$5,000 for annual training (conferences, workshops, etc.)

The approximate total cost to the City for this position would be \$73,000 - \$84,000 per year. If the City opts to add GIS staff in-house, it is estimated that three (3) new employees would, at some point, need to be added to the City's GIS staff. The advantages to this would be that in-house staff can handle requests as they come in from other departments with fast response times, possess a knowledge of City operations, and better interaction between City employees. The disadvantages of this would be the underlying costs for full-time salaries and City benefits.

An alternative to this approach would be to outsource GIS Analyst duties to a GIS consultant firm. There are several advantages to this approach that would require consideration of the City's needs and vision. These advantages are listed below:

- Cost to the City would be on an as-needed basis
- Consultant contract can be established on a time and materials basis or a yearly basis. Flexibility on contract agreements can ultimately benefit the City's yearly budget.
- No costs for employee benefits
- Specialized resources to accomplish tasks quickly (converting data, creating applications, etc.)
- No training of new GIS employees. Consultant should have necessary skills to perform all labor activities.

The disadvantages of outsourcing GIS responsibilities potentially include response times to handle requests and the need for continuous coordination with the consultant to address technical issues and requests.

ii. Year 1 GIS Implementation Phase

The following sections outline a plan for the first year of GIS implementation within the City of Kingman. The principal focus of this phase is to establish a foundation of how GIS data will be stored, accessed, and distributed within the City departments. This will also concentrate on identifying high-priority datasets such as AutoCAD utility systems and easements and converting them into managed Geodatabases to use in GIS software and applications.

Hardware

Server(s)

- During the first year of GIS implementation, the purchasing of additional servers is not anticipated. The City of Kingman's IT Department will ultimately make the decision whether or not it is necessary.

Desktop Computers

- The management of upgrades to desktops and laptops are part of the City of Kingman's IT Department annual update procedures. Based on the information gathered, purchasing desktop computers for City departments is not anticipated during the first year.
- All computer systems are running Windows 7 and have sufficient desktop computing power to utilize web-based GIS applications

Plotter/Printers

- Currently, there are two large plotters in the Engineering Department and one being only a few months old. This plotter can be shared with other City departments at the discretion of the Engineering Department. An additional plotter is not required.
- The Engineering Department also has a Xerox printer/copy machine that handles up to 13" x 19" paper sizes. There are multiple printers throughout each department that can handle the capabilities of printing out hardcopy maps. Additional printers are not required for the first year.

Network Connections

- Regular network maintenance is completed by the City of Kingman's IT Department. As more and more users start using the GIS, it may be required for the IT Department to analyze and upgrade on an as-needed basis.

GPS Units/Tablets

- The Engineering/Surveying Department has several GPS units that require poles or tripods which produce survey accuracy data. They do not have handheld type units; however, the IT Department currently has 3 mapping grade GPS units for less accurate projects that don't require survey grade.
- Today's collection methods do not require having a mapping grade GPS unit to collect appropriate out-in-the-field information. Tablets can also be used to collect information that has pre-established layers generated from a Web Map. To collaborate better and save time on projects, it is recommended to purchase quality tablets for field collection.

Software

ArcGIS for Desktop

- Currently, the IT Department has three ArcGIS for Desktop Basic Concurrent Use licenses as well as one ArcGIS for Desktop Advanced Concurrent Use license. The advanced license is actively used but the other three are not. Based on this information, additional ArcGIS for Desktop licenses is not anticipated for the first year. The City should continue to pay maintenance costs on their current desktop software.

ArcGIS for Server

- The IT Department presently has one ArcGIS for Server Enterprise Standard license that is not installed at this time. The software can be utilized when it becomes necessary to publish feature or imagery services in-house for better control on who accesses it as well as to provide efficient updating workflows on GIS data. Implementing ArcGIS for Server and the time it takes to do so is not anticipated for the first year. The City should continue to pay maintenance costs on their current license of ArcGIS for Server.

ArcGIS Online for Organizations

- ArcGIS Online is a collaborative, cloud-based platform that lets members of an organization create, share, and access maps, applications, and data, including authoritative basemaps published by Esri.
- To best implement the vision of this GIS Needs Assessment, the purchase of a yearly subscription for an ArcGIS Online for Organizations Account in the first year of implementation is necessary to securely collaborate between City departments as well as develop the essential GIS applications to improve current job tasks and workflows.

- ArcGIS Online for Organizations comes in different subscription plans. Because of the existing ArcGIS for Desktop licenses the City already has and that they are current on maintenance, the City has four Named User entitlements (free users) they can use. Since there will be multiple departments utilizing the capabilities of ArcGIS Online, a Level 2 subscription plan (includes 50 users) will be the best option saving 60% per user versus the Level 1 subscription plan.
- ArcGIS Online for Organizations is not installed on local desktop/laptop computers. It is an entire infrastructure hosted in the cloud accessible to only those that have adequate credentials or the public if maps and applications are enabled to do so. The IT Department and GIS staff can easily manage access as well as develop out-of-the-box applications with no programming skills required.

Windows OS

- Regular Windows OS upgrades are completed by the City of Kingman's Information Technology Department. Currently, most, if not all, desktops and laptops used by City departments are running Windows 7 which is adequate enough to install GIS software on.

Staffing, Consultant, & Training

GIS Coordination/Management

- Based on the findings of this GIS Needs Assessment, the City of Kingman will need some guidance by the means of a GIS consultant firm. The GIS consultant firm will be responsible for managing and coordinating all GIS related activities within the City. Current GIS operators (employees) will be involved in all GIS consultant firm responsibilities enabling them to learn and understand best practices and workflows on how to successfully engage in a Citywide Enterprise GIS.
- A major role the GIS consultant firm will play is to administer the proposed ArcGIS Online for Organizations account. This is a crucial step in the deployment and implementation of a centric GIS. Certain roles and privileges will be granted to specific City department personnel keeping the overall vision of the City intact.

Additional Staff (GIS Analyst/GIS Tech)

- For the first year of implementation, the City will need to decide on which option to move forward with described at the beginning of the implementation phase section of this GIS Needs Assessment report. This decision will affect all cost estimates for the next two years.

Training

- A couple of employees have a basic understanding of ArcGIS for Desktop software. However, when implementing a model for each departments data needs, additional training will have to take place. The GIS consultant firm will provide the necessary training to get all of those associated with creating and migrating data into an enterprise system up to speed on best practices and efficient collaboration.
- End-user training utilizing existing County applications may prove beneficial to introduce GIS to City departments that are unfamiliar with how applications are presented and used.
- End-user training on how different collection methods can be used to accomplish City department tasks. Not everything has to be collected by a GPS/survey unit. Using the Collector for ArcGIS app on iOS and Android devices can help City departments collect what they need out-in-the-field and collaborate better between office and field work.
- End-user training on how to effectively use GIS applications.
- Current GIS employee training on how to successfully publish hosted services to ArcGIS Online for Organizations and how to create Web Maps and Web Applications.

GIS Data & Applications

Developing Data

- There are currently no existing Geodatabase models in place by any department in the City. Models must be established by City department needs. Models include GIS standards (attribution, symbology, and feature templates), domains, subtypes, and metadata.
- Most City data is in the format of hardcopy maps (pdf or filed in cabinets), AutoCAD (dwg or dxf), Microsoft Excel (csv, xls, tab, or xlsx), or in third-party software. 42% of the interviewees were actually not sure. GIS becomes effective when data becomes GIS entities inside a Geodatabase. It is necessary to convert these type of files into GIS. For the first year, the following datasets should be developed:
 - Easements: complete easement data conversion from hardcopy to digital for the past five years only (may rollover to second year of implementation).
 - Utilities (Water, Sewer): complete data conversion from DWG format to utility system models in GIS
 - Aerial Imagery: make aerial imagery accessible to all City departments.
 - Transportation: collect road assets (signs, culverts, ditches, damages, etc.) and properly manage road centerline and transit data inside a GIS model. Keeping in mind that centerline data changes frequently, devise a schedule to roll out updates so all City departments can benefit from accurate and up-to-date data.

- Properties (parcels and address information): all addressing and parcel related information is handled by Mojave County. Accessing that information in digital format can benefit each City department in their various needs. Periodically, bring in county parcels from the County into the departments own datasets to use for department purposes.
- Sometimes data needs to be collected by GPS handheld devices to improve the accuracy that serves a particular purpose. It is best to develop a standard data dictionary for what is being collected that is consistent with the GIS model the data is going to be imported in. This allows efficient data migration techniques.

GIS Applications

- The following GIS applications should be developed during the first year of GIS implementation:
 - Water Distribution System Viewer: allow all City departments (if privileges are assigned) access to accurate water system network information. This application viewer allows the end-user to easily search for assets and quickly navigate to them. It also allows for spatial bookmarks, editing capabilities (if approved), measuring tools, geolocation, geocoding of addresses, and more.
 - Sanitary Sewer System Viewer: allow all City departments (if privileges are assigned) access to accurate sewer system network information. This application viewer allows the end-user to easily search for assets and quickly navigate to them. It also allows for spatial bookmarks, editing capabilities (if approved), measuring tools, geolocation, geocoding of addresses, and more.
 - Inventory Right-of-Way Assets: several different applications of the same nature should be developed to inventory street signs, traffic signals, street lights, street trees (if applicable), sidewalks, and other related assets. These applications can be collected via a browser on a mobile device or using the Collector for ArcGIS app.
 - Parcel Viewer: allow all City departments access to the most recent parcel information provided by the County. Using County datasets and published services, the application will allow the end-user to search by parcel number, name, or address and quickly navigate to the search results. The ultimate goal is to have ownership information tied to the County Assessor's most recent tax information for City personnel to use efficiently.
- All applications can be accessed via phone, tablet, or a browser. No installation of software is required.

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Cost Estimates - 1st Year

All of the cost estimates below are based on current technology, City needs from survey results, and projected pricing from GIS consultant firm services. The GIS consultant firm fees were evaluated through experience with other similar projects and training exercises and merely serves to give the City of Kingman an idea of probable cost. A thorough scope of work will have to be defined for exact costs. All GIS consulting firm fees for the first year are highlighted in yellow.

Component	Description	#	Cost/Unit	Total Cost	Section Total
Hardware	Tablets (iPad or Galaxy Note) with data plan	5	\$800	\$4,000	
				\$4,000	
Software	ArcGIS Online for Organizations (Level 2 subscription – 50 users + entitlements)	1	\$10,000	\$10,000	
	Maintenance fees on all GIS software (1 advance license, 3 basic licenses, 1 server enterprise standard license)			\$10,000	
				\$20,000	
Hardware/Software Total					\$24,000
Training	Current GIS staff on ArcGIS for Desktop (data models, Geodatabase's, publishing services)			\$7,500	
	Current City department staff on existing GIS applications provided by the County	15	\$200	\$3,000	
	Current City department staff on Collector for ArcGIS (iOS, Android tablets)	5	\$500	\$2,500	
	Current City department staff on GIS applications	50	\$100	\$5,000	
				\$18,000	
Developing Data	Creating Geodatabase models for Engineering Department (sewer, water)			\$7,500	
	Converting easements for past 5 years			\$25,000	
	Converting utility systems from DWG (sewer, water)			\$35,000	
	Publishing aerial imagery as workable basemaps			\$2,000	
	Migrate existing centerline and transit data into a GIS model. Generate a protocol and workflow to rollout centerline updates			\$5,000	

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	Generate a workflow to download County parcels on a regular basis into the citywide GIS			\$2,500	
	Develop data dictionaries for GPS collected assets (sewer, water)			\$3,000	
				\$80,000	
GIS Applications	Water Distribution System Viewer			\$2,500	
	Sanitary Sewer System Viewer			\$2,500	
	Inventory Right-of-Way Assets (street signs, traffic signals, & streetlights)	3	\$2,000	\$6,000	
	Parcel Viewer			\$1,500	
				\$12,500	
	Consultant Firm Services Total				\$110,500
Staffing Option <i>(salary plus benefits)</i>	GIS Analyst/Manager Position - manages all GIS workflows and GIS employees	1	\$79,000		\$79,000
	GIS Tech Position - works under the direction of the GIS Analyst	2	\$66,000		\$132,000

Year 1 GIS Implementation Phase

Option 1	GIS Consultant Firm - hardware/software included -	\$134,500
Option 2	GIS Consultant Firm (25% reduction) & 1 GIS Tech position - hardware/software included -	\$172,875
Option 3	1 GIS Analyst & 2 GIS Tech position - on-call GIS Consultant Firm (+\$15,000), hardware/software -	\$250,000

As previously mentioned, the City will be required to provide benefits for each new employee according to the Human Resources department (estimated \$24,000/year). The first year of implementation is the most costly. Depending on what gets accomplished during the first year will greatly affect the budgeting for the following years.

iii. Year 2 GIS Implementation Phase

The following sections outline a plan for the second year of GIS implementation within the City of Kingman. The principal focus of this phase is to continue converting Engineer/Public Works datasets as well as other City department data needs. In order to have a complete Enterprise GIS, conversion of data on all levels within each City department will assist in better collaboration between departments and ultimately provide better services to the City's residents.

Hardware

Server(s)

- During the second year of GIS implementation, the purchasing of additional servers is not anticipated. The City of Kingman's IT Department will ultimately make the decision whether or not it is necessary.

Desktop Computers

- The management of upgrades to desktops and laptops are part of the City of Kingman's IT Department annual update procedures. Based on the information gathered, purchasing desktop computers for City departments is not anticipated during the second year.

Plotter/Printers

- The Engineering department has a plotter that will only be a little over a year old after completion of the first year of GIS implementation. This plotter can be shared with other City departments at the discretion of the Engineering department. An additional plotter for the second year is not required.
- The Engineering department also has a Xerox printer/copy machine that handles up to 13" x 19" paper sizes. There are multiple printers throughout each department that can handle the capabilities of printing out hardcopy maps. Additional printers are not required for the second year.

Network Connections

- Regular network maintenance is completed by the City of Kingman's IT department. As more and more users start using the GIS, it may be required for the IT department to analyze and upgrade on an as-needed basis.

GPS Units/Tablets

- The purchasing of additional GPS units or tablets is not anticipated.

Software

ArcGIS for Desktop

- The purchasing of additional ArcGIS for Desktop licenses is not anticipated for the second year. The City should continue to pay maintenance costs on their current desktop software.

ArcGIS for Server

- The IT Department presently has one ArcGIS for Server Enterprise Standard license that is not installed at this time. The software can be utilized when it becomes necessary to publish feature or imagery services in-house for better control on who accesses it as well as to provide efficient updating workflows on GIS data. Implementing ArcGIS for Server and the time it takes to do so is not anticipated for the second year. The City should continue to pay maintenance costs on their current license of ArcGIS for Server.

ArcGIS Online for Organizations

- Continue to pay the ArcGIS Online for Organizations Level 2 subscription plan (50 users) to continue taking advantage of all the benefits it provides. This organization account is considered the centralized location for all GIS data that comes in or goes out.
- ArcGIS Online for Organizations is not installed on local desktop/laptop computers. It is an entire infrastructure hosted in the cloud accessible to only those that have adequate credentials or the public if maps and applications are enabled to do so. The IT Department and GIS staff will continue to easily manage access as well as develop out-of-the-box applications with no programming skills required.

Windows OS

- Regular Windows OS upgrades are completed by the City of Kingman's IT department. Currently, most, if not all, desktops and laptops used by City departments are running Windows 7 which is adequate enough to install GIS software on. This will probably be the same for the third year.

Staffing, Consultant, & Training

GIS Coordination/Management

- The City will continue to require and outsource GIS coordination and management duties. The GIS consultant firm will continue to be responsible for managing and coordinating all GIS-related activities within the City.

Additional Staff (GIS Analyst/GIS Tech)

- The City should continue to budget for Option 1 based on the decision from the first year of implementation or,
- The City should continue to budget for Option 2 based on the decision from the first year of implementation or,
- The City should continue to budget for Option 3 based on the decision from the first year of implementation.

Training

- The GIS consultant firm will continue to provide the necessary training to get all of those associated with creating and migrating data into an enterprise system up to speed on best practices and efficient collaboration.
- The GIS consultant firm will continue to assist City departments on how to collect what they need out-in-the-field through tablets and GPS units.
- End-user training on how to effectively use second year GIS applications.
- GIS employee training on how to update existing applications and create new Web Applications from newly added templates.
- Geodatabase update training for City GIS users.

GIS Data & Applications

Developing Data

- Continue to enhance the Geodatabase models with necessary GIS standards (attribution, symbology, and feature templates), domains, subtypes, and metadata.
- For the second year, the following datasets should be developed:
 - Easements: complete easement data conversion from hardcopy to digital if more easements still need to be going back 5 years. If not, work on older easement data and convert it appropriately.
 - Utilities (Storm Drain, Irrigation, other): complete data conversion from DWG format to utility system models in GIS.
 - Aerial Imagery: make aerial imagery accessible to all City departments.
 - Transportation: continue to collect road assets (signs, culverts, ditches, damages, etc.) and continue to properly manage road centerline and transit data inside a GIS model. Adhere to the schedule of updates so all City departments can benefit from accurate and up-to-date data.
 - Properties (parcels and address information): continue to periodically bring in County parcels from the County into the departments own datasets to use for department purposes.
 - Zoning: gather zoning data or hardcopy maps and migrate over to the GIS model.
 - Calls for Services/Complaints: geocode services & complaint data as it is entered into the current system.
- Continue to enhance the standard data dictionary for what is being collected.

GIS Applications

- The following GIS applications should be developed during the second year of GIS implementation:
 - Storm Drain System Viewer: allow all City departments (if privileges are assigned) access to accurate storm drain system network information. This application viewer allows the end-user to easily search for assets and quickly navigate to them. It also allows for spatial bookmarks, editing capabilities (if approved), measuring tools, geolocation, geocoding of addresses, and more.
 - Irrigation System Viewer: allow all City departments (if privileges are assigned) access to accurate irrigation system network information. This application viewer allows the end-user to easily search for assets and quickly navigate to them. It also allows for spatial bookmarks, editing capabilities (if approved), measuring tools, geolocation, geocoding of addresses, and more.
 - Zoning Viewer: allow all City departments and the general public access to accurate zoning information. This application viewer allows the end-user to easily search for zoning codes and quickly navigate to them. It also allows for measuring tools, geolocation, geocoding of addresses, and more.

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- Citizen Problem Reporter: allow all residents of the City to submit non-emergency problems. This application will allow the general public to report graffiti, trash, potholes, flooding, or other non-emergency problems so the City can monitor, verify, and assign reports to devise a resolution.
- Enhance previously created applications from the first year by upgrading them to the latest templates (if applicable).

Cost Estimates - 2nd Year

All of the cost estimates below are based off current technology, City needs derived from the first year of implementation, and projected pricing from GIS consultant firm services. The GIS consultant firm fees were evaluated through experience with other similar projects and training exercises and merely serves to give the City of Kingman an idea of probable cost. A thorough scope of work will have to be defined for exact costs. All GIS consulting firm fees are highlighted in yellow.

Component	Description	#	Cost/Unit	Total Cost	Section Total
Hardware	None			\$0	
				\$0	
Software	ArcGIS Online for Organizations (Level 2 subscription – 50 users + entitlements)	1	\$10,000	\$10,000	
	Maintenance fees on all GIS software (1 advance license, 3 basic licenses, 1 server enterprise standard license)			\$10,000	
				\$20,000	
Hardware/Software Total					\$20,000
Training	Current GIS staff on ArcGIS for Desktop (data models, Geodatabase's, publishing services)			\$3,000	
	Geodatabase updates	3	\$500	\$1,500	
	Current GIS staff on updating existing applications and creating new applications	3	\$1,000	\$3,000	
	Current City department staff on Collector for ArcGIS (iOS, Android tablets)	5	\$500	\$2,500	
	Current City department staff on new GIS applications	50	\$50	\$2,500	
				\$12,500	
Developing Data	Enhance existing and create new Geodatabase models for Engineering Department (irrigation, storm drain)			\$5,000	

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	Continue conversion of easements for past 5 years or beyond (if applicable)			\$15,000	
	Convert utility systems from DWG or other format (irrigation, storm drain)			\$25,000	
	Publishing new second year aerial imagery as workable basemaps			\$2,000	
	Migrate collected road assets into the system and continue to manage road centerlines and transit data. Roll out updates as scheduled.			\$3,500	
	Convert existing zoning data into a GIS model.			\$1,000	
	Geocode services/complaint data and organize created data in a GIS model			\$3,000	
	Enhance data dictionaries (if applicable)			\$1,000	
				\$55,500	
GIS Applications	Storm Drain System Viewer			\$1,500	
	Irrigation System Viewer			\$1,500	
	Zoning Viewer			\$1,500	
	Citizen Problem Reporter			\$2,500	
	Enhance previously created applications with upgrades from updated templates			\$1,000	
				\$8,000	
	Consultant Services Total				\$76,000
Staffing Option <i>(salary plus benefits)</i>	GIS Analyst/Manager Position - manages all GIS workflows and GIS employees	1	\$79,000		\$79,000
	GIS Tech Position - works under the direction of the GIS Analyst	2	\$66,000		\$132,000

Year 2 GIS Implementation Phase

Option 1	GIS Consultant Firm - hardware/software included -	\$96,000
Option 2	GIS Consultant Firm (25% reduction) & 1 GIS Tech position - hardware/software included -	\$143,000
Option 3	1 GIS Analyst & 2 GIS Tech position - on-call GIS Consultant Firm (+\$15,000), hardware/software -	\$246,000

iv. Year 3 GIS Implementation Phase

The following sections outline a plan for the third year of GIS implementation within the City of Kingman. The principal focus of this phase is to provide better services to the residents of the City. In order to do so, continued conversion of data from third-party software (TRAKiT) is a must as well as developing applications that are easy to use and accessible. The third-year is also a time to review and re-evaluate the recommendations set forth in this GIS Needs Assessment and update the plan based on work completed to date as well as changes in technology.

Hardware

Server(s)

- During the third year of GIS implementation, there may be a need to purchase a server to handle ArcGIS for Server software. The City of Kingman's IT department will ultimately make the decision whether or not it is necessary.

Desktop Computers

- The management of upgrades to desktops and laptops are part of the City of Kingman's IT department annual update procedures. The purchasing of desktop computers for City departments is not anticipated during the third year.

Plotter/Printers

- The Engineering department has a plotter that will only be a little over two years old after completion of the second year of GIS implementation. This plotter can be shared with other City departments at the discretion of the Engineering department. An additional plotter for the third year is not required.
- The Engineering department also has a Xerox printer/copy machine that handles up to 13" x 19" paper sizes. There are multiple printers throughout each department that can handle the capabilities of printing out hardcopy maps. Additional printers are not required for the third year.

Network Connections

- Regular network maintenance is completed by the City of Kingman's IT department. As more and more users start using the GIS, it may be required for the IT department to analyze and upgrade on an as-needed basis.

GPS Units/Tablets

- The purchasing of additional GPS units or tablets is not anticipated.

Software

ArcGIS for Desktop

- The purchasing of additional ArcGIS for Desktop licenses is not anticipated for the third year. The City should continue to pay maintenance costs on their current desktop software.

ArcGIS for Server

- The IT department presently has one ArcGIS for Server Enterprise Standard license that is not installed. Implementing ArcGIS for Server for the third year of GIS implementation is greatly encouraged to develop the necessary applications for the residents of the City to use.
- The City should continue to pay maintenance costs on their current license of ArcGIS for Server.

ArcGIS Online for Organizations

- Continue to pay ArcGIS Online for Organizations Level 2 subscription plan (50 users) to continue taking advantage of all the benefits it provides. This organization account is considered the centralized location for all GIS data that comes in or goes out.
- ArcGIS Online for Organizations is not installed on local desktop/laptop computers. It is an entire infrastructure hosted in the cloud accessible to only those that have adequate credentials or the public if maps and applications are enabled to do so. The IT Department and GIS staff will continue to easily manage access as well as develop out-of-the-box applications with no programming skills required.

Windows OS

- Regular Windows OS upgrades are completed by the City of Kingman's IT department. Currently, most, if not all, desktops and laptops used by City departments are running Windows 7 which is adequate enough to install GIS software on.

Staffing, Consultant, & Training

GIS Coordination/Management

- The City will continue to require and outsource GIS coordination and management duties. The GIS consultant firm will continue to be responsible for managing and coordinating all GIS-related activities within the City.

Additional Staff (GIS Analyst/GIS Tech)

- The City should continue to budget for Option 1 based on the decision from the first year of implementation or,
- The City should continue to budget for Option 2 based on the decision from the first year of implementation or,
- The City should continue to budget for Option 3 based on the decision from the first year of implementation.

Training

- The GIS consultant firm will continue to provide the necessary training to get all of those associated with creating and migrating data into an enterprise system up to speed on best practices and efficient collaboration.
- The GIS consultant firm will continue to assist City departments on how to collect what they need out-in-the-field through tablets and GPS units.
- End-user training on how to effectively use third year GIS applications.
- GIS employee training on how to update existing applications and create new Web Applications from newly added templates.
- Geodatabase update training for City GIS users.

GIS Data & Applications

Developing Data

- Continue to enhance the Geodatabase models with necessary GIS standards (attribution, symbology, and feature templates), domains, subtypes, and metadata.
- For the third year, the following datasets should be developed:
 - Aerial Imagery: make aerial imagery accessible to all City departments.
 - Transportation: continue to collect road assets (signs, culverts, ditches, damages, etc.) and continue to properly manage road centerline and transit data inside a GIS model. Adhere to the schedule of updates so all City departments can benefit from accurate and up-to-date data.
 - Properties (parcels and address information): continue to periodically bring in County parcels from the County into the departments own datasets to use for department purposes.
 - Calls for Services/Complaints: geocode services & complaint data as it is entered into the current system.
 - Permits: geocode permit data as it is entered into the current system.
 - Variances: geocode variance data as it is entered into the current system.
 - Facilities: create footprint data for buildings & facilities and incorporate a GIS model for attribution.
 - Park/Recreational Areas: generate a GIS model for all parks and recreational areas with appropriate attribution that is easy for the end-user to find information on. Collect the necessary data and migrate it over to the model.
 - Outages/Advisories: develop a GIS model to house advisories and outages. Divide the City into zones and enable easy attribution and updates when an outage or advisory occurs so the general public can get information quickly.
- Continue to enhance the standard data dictionary for what is being collected.

GIS Applications

- The following GIS applications should be developed during the third year of GIS implementation:
 - Easement Viewer: allow all City departments (if privileges are assigned) access to accurate easement information. This application viewer allows the end-user to easily search for easements and quickly navigate to them. It also allows for spatial bookmarks, editing capabilities (if approved), measuring tools, geolocation, geocoding of addresses, and more.
 - Permit Viewer: allow all City departments (if privileges are assigned) access to accurate permit information. This can include building permits, special event permits, and conditional use permits. This application viewer allows the end-user to easily search for permits and quickly navigate to them. It also allows for spatial bookmarks, editing capabilities (if approved), measuring tools, geolocation, geocoding of addresses, and more.

- Find Government Services: this application allows the end-user to locate government facilities and obtain information about curbside and drop-off services accessible from a phone, tablet, or computer. The end-user can use their current location to find and get directions to those government services. This application can supplement customer service phone numbers minimizing the time it takes addressing individuals and their needs.
 - Park Locator: this application allows the end-user to locate parks and recreation opportunities in the community from a phone, tablet, or computer. This application can supplement customer service phone numbers minimizing the time it takes addressing individuals and their needs.
 - Utility Outage Viewer: this application allows the end-user to enter their location and view any water service outages and sewer service outages.
 - Drinking Water Advisory: this application provides the end-user essential water alerts or advisories. By viewing areas with affected service, residents can take precautions, understand when the advisory began, and know the number of people affected by it.
- Enhance previously created applications from the first and second year by upgrading them to the latest templates (if applicable).

Cost Estimates - 3rd Year

All of the cost estimates below are based off of current technology, City needs derived from the second year of implementation, and projected pricing from GIS consultant firm services. The GIS consultant firm fees were evaluated through experience with other similar projects and training exercises and merely serves to give the City of Kingman an idea of probable cost. A thorough scope of work will have to be defined for exact costs. All GIS consulting fees are highlighted in yellow.

Component	Description	#	Cost/Unit	Total Cost	Section Total
Hardware	ArcGIS Server Machine (the IT Department will ultimately make the decision if a new server needs to be purchased)	1	\$10,000	\$10,000	
				\$10,000	
Software	ArcGIS Online for Organizations (Level 2 subscription – 50 users + entitlements)	1	\$10,000	\$10,000	
	Maintenance fees on all GIS software (1 advance license, 3 basic licenses, 1 server enterprise standard license)			\$10,000	
				\$20,000	
Hardware/Software Total					\$30,000

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Training	Current GIS staff on ArcGIS for Desktop (data models, Geodatabase's, publishing services)			\$3,000
	Geodatabase updates	3	\$500	\$1,500
	Current GIS staff on updating existing applications and creating new applications	3	\$1,000	\$3,000
	Current City department staff on Collector for ArcGIS (iOS, Android tablets)	5	\$300	\$1,500
	Current City department staff on new GIS applications	50	\$50	\$2,500
				\$11,500
Developing Data	Enhance existing and create new Geodatabase models for Engineering Department (recreational, outage/advisories)			\$5,000
	Convert permit data by geocoding from the DBMS			\$15,000
	Convert variance data by geocoding from the DBMS			\$10,000
	Publishing new third year aerial imagery as workable basemaps			\$2,000
	Migrate collected road assets into the system and continue to manage road centerlines and transit data. Roll out updates as scheduled.			\$3,500
	Digitize facility data and incorporate a GIS model for attribution			\$5,000
	Geocode services/complaint data and organize created data in a GIS model			\$3,000
	Enhance data dictionaries (if applicable)			\$1,000
	Develop recreational areas and migrate over to the GIS model			\$3,000
	Develop outages and advisory areas and migrate over to the GIS model			\$2,000
				\$49,500
GIS Applications	Easement Viewer			\$1,500
	Permit Viewer			\$1,500
	Utility Outage Viewer			\$1,500

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	Find Government Services			\$3,500	
	Park Locator			\$2,500	
	Drinking Water Advisory			\$1,500	
	Enhance previously created applications with upgrades from updated templates			\$1,000	
				\$13,000	
Consultant Services Total					\$74,000
Staffing Option <i>(salary plus benefits)</i>	GIS Analyst/Manager Position - manages all GIS workflows and GIS employees	1	\$79,000		\$79,000
	GIS Tech Position - works under the direction of the GIS Analyst	2	\$66,000		\$132,000

Year 3 GIS Implementation Phase

Option 1	GIS Consultant Firm - hardware/software included -	\$104,000
Option 2	GIS Consultant Firm (25% reduction) & 1 GIS Tech position - hardware/software included -	\$151,500
Option 3	1 GIS Analyst & 2 GIS Tech position - on-call GIS Consultant Firm (+\$15,000), hardware/software -	\$256,000

v. Alternative Licensing Agreement

Further investigation into the City of Kingman's current licensing agreements with Esri software yielded some alternatives that may benefit the City. As mentioned in the first year of implementation section of this report, the City currently has 4 licenses of ArcGIS for Desktop and 1 license of ArcGIS for Server Enterprise Standard costing approximately \$10,000 a year in maintenance fees.

Esri provides an Enterprise License Agreement (ELA) for local governments that have a population between 25,000 and 50,000 residents which fits the criteria for the City of Kingman. An ELA gives you ready and unlimited access to ArcGIS software along with timely and expert assistance from Esri so that you can focus on building a successful and scalable Enterprise GIS. Below is a summary on what the City would be entitled to if the City chose to purchase an ELA:

- ArcGIS for Desktop products (Advanced, Standard, Basic)
- Access to almost all ArcGIS for Desktop extensions
- ArcGIS for Server products (Enterprise for Workgroup - Advanced, Standard, or Basic)
- Access to almost all ArcGIS for Server extensions

- ArcGIS Online for Organizations Level 3 Subscription (100 Named Users - costs \$17,500 alone)
- Esri CityEngine Advanced
- Three (3) complementary Esri User Conference registrations (\$4,500 value)
- \$7,500 of Online Virtual Campus Training
- 5% discount on Instructor-led Training
- Three (3) authorized technical support callers

The cost for this ELA is \$35,000 a year and requires a three-year agreement with Esri. Based on the assessment of needs for the City, purchasing any ELA is not anticipated at this time but may become beneficial at the end of year three as more and more users embrace the benefits of GIS. However, if the city wishes to pursue this avenue because of the incentives the ELA provides, it can be incorporated into the budget.

D. SUMMARY OF IMPLEMENTATION

A GIS consultant firm would implement the plan under the direction of the Engineering and Public Works departments and would coordinate various tasks and workflows with current GIS and non-GIS staff. In order to summarize the GIS consultant firm costs of each year of implementation as well as options involving hired staff, a cost summary table has been created for each option below, along with a comparison chart to provide a graphical illustration.

GIS Consultant Firm costs. Also includes hardware and software fees

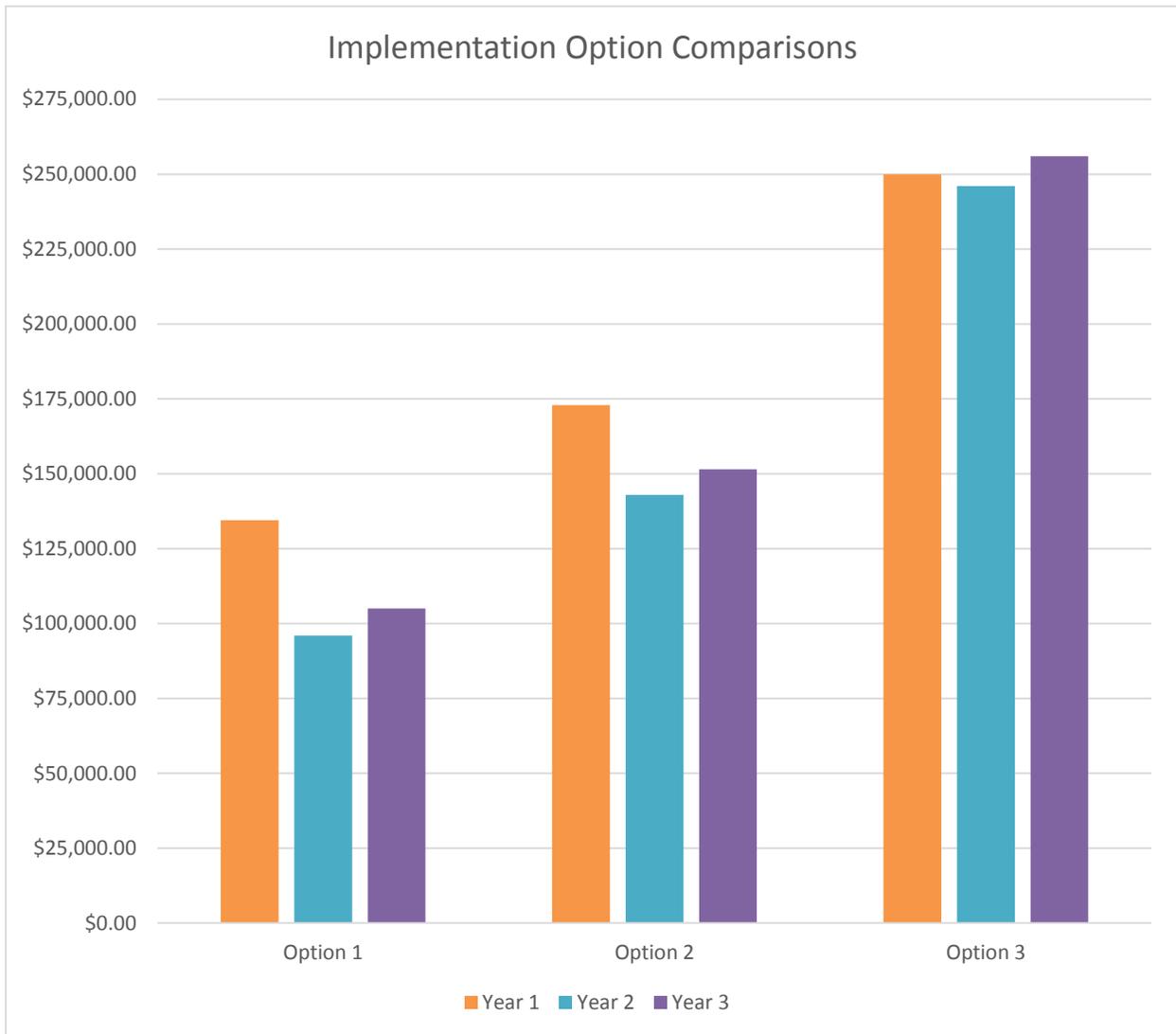
Option 1 - GIS Consultant Firm					
	Year 1	Year 2	Year 3	Totals	% of Total
Hardware	\$4,000	\$0	\$10,000	\$14,000	4.2%
Software	\$20,000	\$20,000	\$20,000	\$60,000	17.9%
Training	\$18,000	\$12,500	\$11,500	\$42,000	12.6%
Developing Data	\$80,000	\$55,500	\$49,500	\$185,000	55.3%
GIS Applications	\$12,500	\$8,000	\$13,000	\$33,500	10.0%
Total	\$134,500	\$96,000	\$104,000	\$334,500	

Reduced GIS Consultant Firm costs and one (1) hired GIS Tech position. Also includes hardware and software fees

Option 2 - GIS Consultant Firm and 1 GIS Tech					
	Year 1	Year 2	Year 3	Totals	% of Total
Hardware	\$4,000	\$0	\$10,000	\$14,000	3.0%
Software	\$20,000	\$20,000	\$20,000	\$60,000	12.8%
Training	\$13,500	\$9,375	\$8,625	\$31,500	6.7%
Developing Data	\$60,000	\$41,625	\$37,125	\$138,750	29.7%
GIS Applications	\$9,375	\$6,000	\$9,750	\$25,125	5.4%
Staff	\$66,000	\$66,000	\$66,000	\$198,000	42.4%
Total	\$172,875	\$143,000	\$151,500	\$467,375	

One (1) hired GIS Analyst position, two (2) hired GIS Tech positions, on-call Consultant Firm costs. Also includes hardware and software fees

Option 3 - 1 GIS Analyst and 2 GIS Tech					
	Year 1	Year 2	Year 3	Totals	% of Total
Hardware	\$4,000	\$0	\$10,000	\$14,000	1.9%
Software	\$20,000	\$20,000	\$20,000	\$60,000	8.0%
Training					
Developing Data	\$15,000	\$15,000	\$15,000	\$45,000	6.0%
GIS Applications					
Staff	\$211,000	\$211,000	\$211,000	\$633,000	84.2%
Total	\$250,000	\$246,000	\$256,000	\$752,000	



Based on the City's need for GIS implementation and how quickly the City departments are in need of an Enterprise GIS, it is recommended that the City of Kingman pursue Option 1 and/or Option 2 (dependent on the City's need for technical staff on hand) for at least the first three years of the GIS plan outlined above. This is expected to save the City in budget as well as accomplish the City's vision and needs in an efficient manner while gradually transitioning added GIS staff.

APPENDIX A

Individual Online Survey Questionnaires

#1



COMPLETE

Collector: GIS Needs Assessment Email (Email)
Started: Wednesday, March 25, 2015 4:26:31 PM
Last Modified: Wednesday, March 25, 2015 4:36:44 PM
Time Spent: 00:10:13
First Name: Rusty
Last Name: Cooper
Email: rcooper@cityofkingman.gov
IP Address: 207.192.240.99

PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q1: Please enter your contact information

Name	Rusty Cooper
Title	Deputy Chief of Police
Phone Number	928-753-2191

Q2: Which department do you work in? Police Department

Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)? Beginner (Have used GIS for one year or less)

Q4: What is the primary reason or driving force for utilizing GIS technology within your department?

Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients

,

Visualizing our data within GIS will provide greater analytical querying and reporting capabilities

PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply. Not Sure/Unknown

PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Gerry Delgado

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Web Mapping Applications (Parcel viewing, address finder, etc.)
,

Mobile Applications (out-in-the-field operations)

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

Respondent skipped this question

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label) Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply. Not Sure/Unknown (Contact Information Technology about this)

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label) Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	2
Zoning	6
Utilities (Water, Sewer, other)	9
Wetlands	18
Floodplains	11
Special Districts (Water, Sewer, other)	14
Election Districts	17
Road Data (Transit, Centerlines, other)	3
Aerial Imagery	4
Variances	15
Easements	5
Historical (Ownership, Inspection, Maintenance)	13
Calls for service/complaints	1
Signs	8
Permits	7
Clients	N/A
Fire Hydrants	16
Trail Systems	12
Facilities	10

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?	Somewhat Often (6-10 times)
(no label)	
Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?	Yes
Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?	Yes
Q22: Do you currently utilize the County's existing GIS applications to access GIS data?	No - did not know it even existed

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q23: What is your favorite pro basketball team? (hint: the correct answer is the Suns)	Phoenix Suns
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#2

**COMPLETE****Collector:** GIS Needs Assessment Email (Email)**Started:** Wednesday, March 25, 2015 4:52:13 PM**Last Modified:** Wednesday, March 25, 2015 5:00:42 PM**Time Spent:** 00:08:29**First Name:** Rob**Last Name:** Owen**Email:** rowen@cityofkingman.gov**IP Address:** 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Rob Owen
Title	Public Works Director
Phone Number	(928) 692-3101

Q2: Which department do you work in?	Public Works
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Beginner (Have used GIS for one year or less)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	ESRI Shapefiles (.shp)
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".	<i>Respondent skipped this question</i>
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PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Web Mapping Applications (Parcel viewing, address finder, etc.)

Desktop Applications (Asset Management System, etc.)

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

Respondent skipped this question

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label)

Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply.

Not Sure/Unknown (Contact Information Technology about this)

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label)

Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	12
Zoning	17
Utilities (Water, Sewer, other)	1
Wetlands	16
Floodplains	4
Special Districts (Water, Sewer, other)	14
Election Districts	19
Road Data (Transit, Centerlines, other)	3
Aerial Imagery	7
Variances	18
Easements	6
Historical (Ownership, Inspection, Maintenance)	10
Calls for service/complaints	8
Signs	2
Permits	11
Clients	15
Fire Hydrants	9
Trail Systems	13
Facilities	5

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?

(no label)

Often (11-15 times)

Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?

No

Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?

Yes

Q22: Do you currently utilize the County's existing GIS applications to access GIS data?

Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

**Q23: What is your favorite pro basketball team?
(hint: the correct answer is the Suns)**

Phoenix Suns

#3

**COMPLETE****Collector:** GIS Needs Assessment Email (Email)**Started:** Wednesday, March 25, 2015 5:05:16 PM**Last Modified:** Wednesday, March 25, 2015 5:19:06 PM**Time Spent:** 00:13:50**First Name:** Sheri**Last Name:** Furr**Email:** sfurr@cityofkingman.gov**IP Address:** 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Sheri Furr
Title	Transit Superintendent
Phone Number	928-692-3103

Q2: Which department do you work in?	Kingman Area Regional Transit (KART)
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Beginner (Have used GIS for one year or less)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients , Visualizing our data within GIS will provide greater analytical querying and reporting capabilities
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	Database (.dbf), ESRI Shapefiles (.shp), Other (please specify) prj ,shx
---	---

PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Desktop Applications (Asset Management System, etc.)

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

Yes

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

Attended training session for Mohave County's GIS system a few years ago.

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label) Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply. SQL Server

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label) Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos No

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	N/A
Zoning	N/A
Utilities (Water, Sewer, other)	N/A
Wetlands	N/A
Floodplains	N/A
Special Districts (Water, Sewer, other)	N/A
Election Districts	N/A
Road Data (Transit, Centerlines, other)	1
Aerial Imagery	2
Variances	N/A
Easements	N/A
Historical (Ownership, Inspection, Maintenance)	N/A
Calls for service/complaints	4
Signs	6
Permits	N/A
Clients	3
Fire Hydrants	N/A
Trail Systems	N/A
Facilities	5

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?

(no label)

Often (11-15 times)

Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?

Yes

Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?

No

Q22: Do you currently utilize the County's existing GIS applications to access GIS data?

Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

**Q23: What is your favorite pro basketball team?
(hint: the correct answer is the Suns)**

No preference

#4



COMPLETE

Collector: GIS Needs Assessment Email (Email)
Started: Wednesday, March 25, 2015 5:17:56 PM
Last Modified: Wednesday, March 25, 2015 5:32:21 PM
Time Spent: 00:14:24
First Name: Gary
Last Name: Jeppson
Email: gjeppson@cityofkingman.gov
IP Address: 207.192.240.99

PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q1: Please enter your contact information

Name	Gary Jeppson
Title	Director
Phone Number	928-753-8353

Q2: Which department do you work in? Development Services

Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)? Beginner (Have used GIS for one year or less)

Q4: What is the primary reason or driving force for utilizing GIS technology within your department?

Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients

,

Visualizing our data within GIS will provide greater analytical querying and reporting capabilities

,

Give other City staff and departments access to our data through GIS would free up staff time

PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.

AutoCAD Drawings (.dwg or .dxf)

PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Not Sure/Unknown

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Mike Jennings

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

Yes

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

College course; American Planning Association seminars.

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label) Always Used

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply. Other (please specify)
Mohave County Assessor Base

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?
(no label) Would contribute funding to get Enterprise GIS implementation completed

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	2
Zoning	1
Utilities (Water, Sewer, other)	8
Wetlands	N/A
Floodplains	10
Special Districts (Water, Sewer, other)	16
Election Districts	N/A
Road Data (Transit, Centerlines, other)	15
Aerial Imagery	9
Variances	4
Easements	12
Historical (Ownership, Inspection, Maintenance)	7
Calls for service/complaints	6
Signs	13
Permits	3
Clients	11
Fire Hydrants	14
Trail Systems	17
Facilities	5

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?

(no label)

Often (11-15 times)

Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?

No

Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?

Yes

Q22: Do you currently utilize the County's existing GIS applications to access GIS data?

Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

**Q23: What is your favorite pro basketball team?
(hint: the correct answer is the Suns)**

Phoenix Suns

#5

**COMPLETE****Collector:** GIS Needs Assessment Email (Email)**Started:** Wednesday, March 25, 2015 5:42:51 PM**Last Modified:** Wednesday, March 25, 2015 5:58:36 PM**Time Spent:** 00:15:45**First Name:** Jack**Last Name:** Plaunty**Email:** jplaunty@cityofkingman.gov**IP Address:** 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Jack Plaunty
Title	Street Department Superintendent
Phone Number	M (928)716-7196 O (928)692-3135

Q2: Which department do you work in?	Public Works
---	--------------

Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	None (Would like to review/know what GIS can do for my Department)
--	--

Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients , Visualizing our data within GIS will provide greater analytical querying and reporting capabilities
---	---

PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	Not Sure/Unknown
---	------------------

PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Not Sure

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Not Sure/Unknown

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Not Sure

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

Respondent skipped this question

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label)

Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply.

Not Sure/Unknown (Contact Information Technology about this)
,
Other (please specify) Trakit

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label)

Have no means of contributing at this time

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.)

Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service

Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos

Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	9
Zoning	10
Utilities (Water, Sewer, other)	7
Wetlands	13
Floodplains	12
Special Districts (Water, Sewer, other)	17
Election Districts	19
Road Data (Transit, Centerlines, other)	3
Aerial Imagery	6
Variances	14
Easements	5
Historical (Ownership, Inspection, Maintenance)	2
Calls for service/complaints	1
Signs	4
Permits	8
Clients	15
Fire Hydrants	18
Trail Systems	11
Facilities	16

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?

(no label)

All the Time (>15 times)

Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?

Not Sure/Unknown

Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?

Yes

Q22: Do you currently utilize the County's existing GIS applications to access GIS data?

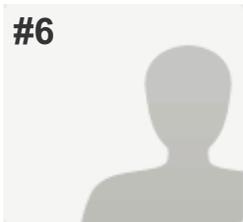
Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

**Q23: What is your favorite pro basketball team?
(hint: the correct answer is the Suns)**

No preference

#6

**COMPLETE**

Collector: GIS Needs Assessment Email (Email)
Started: Thursday, March 26, 2015 7:34:21 AM
Last Modified: Thursday, March 26, 2015 7:44:57 AM
Time Spent: 00:10:36
First Name: Rod
Last Name: Ward
Email: rward@cityofkingman.gov

IP Address: 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Rod Ward
Title	City Surveyor
Phone Number	928-753-8139

Q2: Which department do you work in?	Engineering
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Expert (Have used GIS extensively for 5 years)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	Visualizing our data within GIS will provide greater analytical querying and reporting capabilities
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	Database (.dbf), AutoCAD Drawings (.dwg or .dxf)
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".	<i>Respondent skipped this question</i>
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PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply. Mobile Applications (out-in-the-field operations)

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure". *Respondent skipped this question*

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses? No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below: *Respondent skipped this question*

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?
 (no label) Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply. Not Sure/Unknown (Contact Information Technology about this)

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?
 (no label) Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	5
Zoning	12
Utilities (Water, Sewer, other)	11
Wetlands	N/A
Floodplains	7
Special Districts (Water, Sewer, other)	10
Election Districts	N/A
Road Data (Transit, Centerlines, other)	9
Aerial Imagery	1
Variances	N/A
Easements	2
Historical (Ownership, Inspection, Maintenance)	6
Calls for service/complaints	14
Signs	N/A
Permits	8
Clients	13
Fire Hydrants	4
Trail Systems	15
Facilities	3

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?	
(no label)	Somewhat Often (6-10 times)
Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?	Yes
Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?	Yes
Q22: Do you currently utilize the County's existing GIS applications to access GIS data?	Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q23: What is your favorite pro basketball team? (hint: the correct answer is the Suns)	Phoenix Suns
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#7



COMPLETE

Collector: GIS Needs Assessment Email (Email)
Started: Thursday, March 26, 2015 8:25:47 AM
Last Modified: Thursday, March 26, 2015 8:34:09 AM
Time Spent: 00:08:21
First Name: Burley
Last Name: Hambrick
Email: bhambrick@cityofkingman.gov
IP Address: 207.192.240.99

PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q1: Please enter your contact information

Name	Burley Hambrick
Title	Project Manager
Phone Number	(928) 692-3117

Q2: Which department do you work in? Public Works

Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)? Beginner (Have used GIS for one year or less)

Q4: What is the primary reason or driving force for utilizing GIS technology within your department?

Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients

,

Visualizing our data within GIS will provide greater analytical querying and reporting capabilities

,

Give other City staff and departments access to our data through GIS would free up staff time

PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply. Not Sure/Unknown

PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure". not sure

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply. Not Sure/Unknown

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure". not sure

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses? No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below: *Respondent skipped this question*

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?
 (no label) Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply. Not Sure/Unknown (Contact Information Technology about this)

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label) Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	13
Zoning	19
Utilities (Water, Sewer, other)	16
Wetlands	18
Floodplains	11
Special Districts (Water, Sewer, other)	14
Election Districts	9
Road Data (Transit, Centerlines, other)	2
Aerial Imagery	5
Variances	17
Easements	8
Historical (Ownership, Inspection, Maintenance)	4
Calls for service/complaints	6
Signs	1
Permits	12
Clients	7
Fire Hydrants	10
Trail Systems	15
Facilities	3

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?	Somewhat Often (6-10 times)
(no label)	Not Sure/Unknown
Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?	Yes
Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?	No - aware of it but never use it
Q22: Do you currently utilize the County's existing GIS applications to access GIS data?	

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q23: What is your favorite pro basketball team? (hint: the correct answer is the Suns)	Phoenix Suns
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#8

**COMPLETE**

Collector: GIS Needs Assessment Email (Email)
Started: Thursday, March 26, 2015 9:57:42 AM
Last Modified: Thursday, March 26, 2015 10:14:36 AM
Time Spent: 00:16:54
First Name: Rich
Last Name: Ruggles
Email: rruggles@cityofkingman.gov

IP Address: 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Richard Ruggles
Title	Principal Planner
Phone Number	928-753-8160

Q2: Which department do you work in?	Development Services
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	None (Would like to review/know what GIS can do for my Department)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	Visualizing our data within GIS will provide greater analytical querying and reporting capabilities
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	Database (.dbf), ESRI Shapefiles (.shp), Microsoft Excel (.csv, .xls, .tab, or .xlsx)
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".	<i>Respondent skipped this question</i>
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PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply. Web Mapping Applications (Parcel viewing, address finder, etc.)

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure". *Respondent skipped this question*

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses? No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below: *Respondent skipped this question*

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?
 (no label) Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply. Not Sure/Unknown (Contact Information Technology about this)

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?
 (no label) Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	1
Zoning	3
Utilities (Water, Sewer, other)	5
Wetlands	19
Floodplains	8
Special Districts (Water, Sewer, other)	13
Election Districts	18
Road Data (Transit, Centerlines, other)	2
Aerial Imagery	4
Variances	11
Easements	6
Historical (Ownership, Inspection, Maintenance)	9
Calls for service/complaints	16
Signs	12
Permits	10
Clients	17
Fire Hydrants	7
Trail Systems	15
Facilities	14

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?	
(no label)	Often (11-15 times)
Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?	Yes
Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?	Not Sure - more information would be nice
Q22: Do you currently utilize the County's existing GIS applications to access GIS data?	Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q23: What is your favorite pro basketball team? (hint: the correct answer is the Suns)	Phoenix Suns
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#9

**COMPLETE****Collector:** GIS Needs Assessment Email (Email)**Started:** Thursday, March 26, 2015 12:35:31 PM**Last Modified:** Thursday, March 26, 2015 12:48:24 PM**Time Spent:** 00:12:52**First Name:** Greg**Last Name:** Henry**Email:** ghenry@cityofkingman.gov**IP Address:** 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Greg Henry
Title	City Engineer
Phone Number	928-753-8329

Q2: Which department do you work in?	Engineering
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Expert (Have used GIS extensively for 5 years)
--	--

Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	<p>Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients</p> <p>,</p> <p>Visualizing our data within GIS will provide greater analytical querying and reporting capabilities</p> <p>,</p> <p>Give other City staff and departments access to our data through GIS would free up staff time</p>
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	<p>Database (.dbf),</p> <p>AutoCAD Drawings (.dwg or .dxf),</p> <p>Paper method,</p> <p>Other (please specify)</p> <p>PDF's of Asbuilt water and sewer plans; PDF's of subdivision files. Trakit Database for Permits</p>
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Not Sure/Unknown

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

There are no current applications

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

Respondent skipped this question

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label)

Always Used

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply.

Not Sure/Unknown (Contact Information Technology about this)

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label)

Would contribute funding to get Enterprise GIS implementation completed

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.)

Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service

Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos

Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	1
Zoning	10
Utilities (Water, Sewer, other)	2
Wetlands	18
Floodplains	9
Special Districts (Water, Sewer, other)	5
Election Districts	N/A
Road Data (Transit, Centerlines, other)	14
Aerial Imagery	3
Variances	11
Easements	7
Historical (Ownership, Inspection, Maintenance)	6
Calls for service/complaints	13
Signs	16
Permits	4
Clients	15
Fire Hydrants	8
Trail Systems	17
Facilities	12

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Also, Storm Drain pipes and systems

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?	Somewhat Often (6-10 times)
(no label)	
Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?	No
Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?	Yes
Q22: Do you currently utilize the County's existing GIS applications to access GIS data?	Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q23: What is your favorite pro basketball team? (hint: the correct answer is the Suns)	Phoenix Suns
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#10



COMPLETE

Collector: GIS Needs Assessment Email (Email)
Started: Thursday, March 26, 2015 4:36:44 PM
Last Modified: Thursday, March 26, 2015 4:50:52 PM
Time Spent: 00:14:07
First Name: Kathie
Last Name: Chung
Email: kchung@cityofkingman.gov
IP Address: 207.192.240.99

PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q1: Please enter your contact information

Name	KATHIE CHUNG
Title	ENGINEER TECH I
Phone Number	928-753-8586

Q2: Which department do you work in? Engineering

Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)? Beginner (Have used GIS for one year or less)

Q4: What is the primary reason or driving force for utilizing GIS technology within your department?

Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients

,

Visualizing our data within GIS will provide greater analytical querying and reporting capabilities

,

Give other City staff and departments access to our data through GIS would free up staff time

PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply. Not Sure/Unknown

PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure". NOT SURE

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply. Not Sure/Unknown

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure". NOT SURE

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses? No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below: *Respondent skipped this question*

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?
(no label) Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply. Not Sure/Unknown (Contact Information Technology about this)

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?
(no label) Would contribute funding to get Enterprise GIS implementation completed

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	8
Zoning	17
Utilities (Water, Sewer, other)	1
Wetlands	19
Floodplains	5
Special Districts (Water, Sewer, other)	2
Election Districts	18
Road Data (Transit, Centerlines, other)	3
Aerial Imagery	10
Variances	16
Easements	7
Historical (Ownership, Inspection, Maintenance)	14
Calls for service/complaints	4
Signs	15
Permits	9
Clients	6
Fire Hydrants	11
Trail Systems	12
Facilities	13

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?	(no label)	Often (11-15 times)
Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?		Not Sure/Unknown
Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?		Not Sure - more information would be nice
Q22: Do you currently utilize the County's existing GIS applications to access GIS data?		Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q23: What is your favorite pro basketball team? (hint: the correct answer is the Suns)	Phoenix Suns
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#11

**COMPLETE**

Collector: GIS Needs Assessment Email (Email)
Started: Thursday, March 26, 2015 4:50:46 PM
Last Modified: Thursday, March 26, 2015 5:04:38 PM
Time Spent: 00:13:52
First Name: Phil
Last Name: Allred
Email: pallred@cityofkingman.gov

IP Address: 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Phil Allred
Title	Asst. City Engineer
Phone Number	(928) 753-8124

Q2: Which department do you work in?	Engineering
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Expert (Have used GIS extensively for 5 years)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	Visualizing our data within GIS will provide greater analytical querying and reporting capabilities
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	AutoCAD Drawings (.dwg or .dxf), Other (please specify) Parcel database showing ownership information, payback information, and permit/project information
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".	<i>Respondent skipped this question</i>
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PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

<p>Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.</p>	<p>Desktop Applications (Asset Management System, etc.)</p>
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PAGE 6: In response to your previous question

<p>Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".</p>	<p><i>Respondent skipped this question</i></p>
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PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

<p>Q9: Have you attended any GIS training classes/courses?</p>	<p>No</p>
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PAGE 8: In response to your previous question

<p>Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:</p>	<p><i>Respondent skipped this question</i></p>
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PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

<p>Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?</p>	
<p>(no label)</p>	<p>Always Used</p>
<p>Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply.</p>	<p>SQL Server</p>
<p>Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?</p>	
<p>(no label)</p>	<p>Currently have no means of contributing at this time. Future contributions are likely though</p>

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	7
Zoning	13
Utilities (Water, Sewer, other)	1
Wetlands	19
Floodplains	6
Special Districts (Water, Sewer, other)	14
Election Districts	18
Road Data (Transit, Centerlines, other)	4
Aerial Imagery	2
Variances	12
Easements	3
Historical (Ownership, Inspection, Maintenance)	5
Calls for service/complaints	16
Signs	11
Permits	9
Clients	15
Fire Hydrants	8
Trail Systems	17
Facilities	10

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?	
(no label)	Often (11-15 times)
Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?	Yes
Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?	Not Sure - more information would be nice
Q22: Do you currently utilize the County's existing GIS applications to access GIS data?	Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q23: What is your favorite pro basketball team? (hint: the correct answer is the Suns)	Phoenix Suns
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#12

**COMPLETE**

Collector: GIS Needs Assessment Email (Email)
Started: Friday, March 27, 2015 10:43:15 AM
Last Modified: Friday, March 27, 2015 11:06:05 AM
Time Spent: 00:22:50
First Name: Jackie
Last Name: Walker
Email: jwalker@cityofkingman.gov

IP Address: 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Jackie Walker
Title	Human Resources/Risk Management Director
Phone Number	928-753-8107

Q2: Which department do you work in?	Human Resources
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Beginner (Have used GIS for one year or less)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	Visualizing our data within GIS will provide greater analytical querying and reporting capabilities
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	Microsoft Excel (.csv, .xls, .tab, or .xlsx), Paper method, Not Sure/Unknown
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".	<i>Respondent skipped this question</i>
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PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply. Not Sure/Unknown

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure". Not Sure

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses? No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below: *Respondent skipped this question*

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?
 (no label) Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply. Other (please specify)
 Spreadsheets, Insurance Carrier database

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?
 (no label) Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	11
Zoning	12
Utilities (Water, Sewer, other)	10
Wetlands	19
Floodplains	8
Special Districts (Water, Sewer, other)	9
Election Districts	17
Road Data (Transit, Centerlines, other)	1
Aerial Imagery	16
Variances	15
Easements	4
Historical (Ownership, Inspection, Maintenance)	2
Calls for service/complaints	3
Signs	14
Permits	6
Clients	18
Fire Hydrants	7
Trail Systems	13
Facilities	5

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

accident, incident and claim data for loss control analysis

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?

(no label)

All the Time (>15 times)

Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?

Yes

Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?

Yes

Q22: Do you currently utilize the County's existing GIS applications to access GIS data?

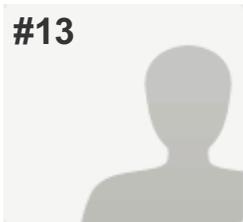
No - aware of it but never use it

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

**Q23: What is your favorite pro basketball team?
(hint: the correct answer is the Suns)**

Phoenix Suns

#13

**COMPLETE**

Collector: GIS Needs Assessment Email (Email)
Started: Friday, March 27, 2015 3:32:15 PM
Last Modified: Friday, March 27, 2015 3:46:30 PM
Time Spent: 00:14:14
First Name: Jake
Last Name: Rhoades
Email: jrhoades@cityofkingman.gov

IP Address: 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Jake Rhoades
Title	Fire Chief
Phone Number	928-377-9262

Q2: Which department do you work in?	Fire Department
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Mid-level (Have used GIS for 2 – 3 years)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	Visualizing our data within GIS will provide greater analytical querying and reporting capabilities
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	ESRI Shapefiles (.shp), AutoCAD Drawings (.dwg or .dxf), ESRI Geodatabase (.gdb), Microsoft Excel (.csv, .xls, .tab, or .xlsx), ESRI Packages (.mpk, tpk, or .lpk)
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Not Sure/Unknown

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Mike Jennings

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

Respondent skipped this question

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label) Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply. ESRI Geodatabase

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?
(no label) Have no means of contributing at this time

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	10
Zoning	N/A
Utilities (Water, Sewer, other)	9
Wetlands	N/A
Floodplains	N/A
Special Districts (Water, Sewer, other)	6
Election Districts	N/A
Road Data (Transit, Centerlines, other)	7
Aerial Imagery	2
Variances	N/A
Easements	N/A
Historical (Ownership, Inspection, Maintenance)	8
Calls for service/complaints	1
Signs	5
Permits	N/A
Clients	N/A
Fire Hydrants	3
Trail Systems	11
Facilities	4

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

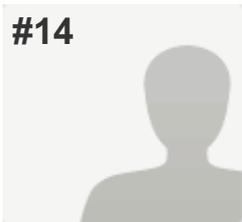
Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?	
(no label)	All the Time (>15 times)
Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?	No
Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?	Yes
Q22: Do you currently utilize the County's existing GIS applications to access GIS data?	Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q23: What is your favorite pro basketball team? (hint: the correct answer is the Suns)	Phoenix Suns
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#14

**COMPLETE**

Collector: GIS Needs Assessment Email (Email)
Started: Monday, March 30, 2015 6:59:21 AM
Last Modified: Monday, March 30, 2015 7:12:54 AM
Time Spent: 00:13:33
First Name: Ron
Last Name: Heidemann
Email: rheidemann@cityofkingman.gov

IP Address: 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Ron Heidemann
Title	Survey Party Chief
Phone Number	9288538139

Q2: Which department do you work in?	Engineering
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Mid-level (Have used GIS for 2 – 3 years)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	Other (please specify) Property/Owner identification info
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	Not Sure/Unknown
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".	not sure
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PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Web Mapping Applications (Parcel viewing, address finder, etc.)

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

Yes

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

Introduction to GIS, Univ. of Alaska Anchorage college course.

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label)

Might or Might Not Be Used

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply.

Not Sure/Unknown (Contact Information Technology about this)

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label)

Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	15
Zoning	14
Utilities (Water, Sewer, other)	3
Wetlands	N/A
Floodplains	4
Special Districts (Water, Sewer, other)	2
Election Districts	N/A
Road Data (Transit, Centerlines, other)	5
Aerial Imagery	12
Variances	13
Easements	1
Historical (Ownership, Inspection, Maintenance)	10
Calls for service/complaints	N/A
Signs	9
Permits	8
Clients	N/A
Fire Hydrants	6
Trail Systems	11
Facilities	7

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

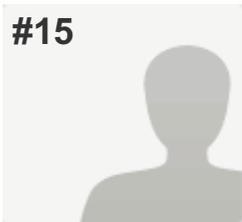
Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?	Not Often (1-5 times)
(no label)	
Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?	No
Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?	No
Q22: Do you currently utilize the County's existing GIS applications to access GIS data?	Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q23: What is your favorite pro basketball team? (hint: the correct answer is the Suns)	Phoenix Suns
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#15

**COMPLETE**

Collector: GIS Needs Assessment Email (Email)
Started: Monday, March 30, 2015 7:11:10 AM
Last Modified: Monday, March 30, 2015 7:25:00 AM
Time Spent: 00:13:50
First Name: Dan
Last Name: Butler
Email: dbutler@cityofkingman.gov

IP Address: 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Daniel Butler
Title	Survey Party Chief
Phone Number	928 753-8139

Q2: Which department do you work in?	Engineering
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	None (Would like to review/know what GIS can do for my Department)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	<p>Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients</p> <p>,</p> <p>Visualizing our data within GIS will provide greater analytical querying and reporting capabilities</p> <p>,</p> <p>Give other City staff and departments access to our data through GIS would free up staff time</p>
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	Not Sure/Unknown
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Rod Ward

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Not Sure/Unknown

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Rod Ward

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

Respondent skipped this question

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label)

Might or Might Not Be Used

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply.

Not Sure/Unknown (Contact Information Technology about this)

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label)

Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.)

Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service

Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos

Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	1
Zoning	N/A
Utilities (Water, Sewer, other)	4
Wetlands	9
Floodplains	11
Special Districts (Water, Sewer, other)	7
Election Districts	N/A
Road Data (Transit, Centerlines, other)	12
Aerial Imagery	5
Variances	N/A
Easements	2
Historical (Ownership, Inspection, Maintenance)	3
Calls for service/complaints	13
Signs	N/A
Permits	N/A
Clients	N/A
Fire Hydrants	10
Trail Systems	8
Facilities	6

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

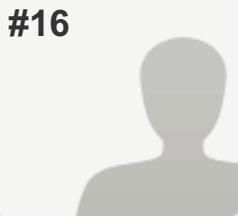
Respondent skipped this question

<p>Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?</p>	<p>Not Often (1-5 times)</p>
<p>(no label)</p>	
<p>Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?</p>	<p>Yes</p>
<p>Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?</p>	<p>Yes</p>
<p>Q22: Do you currently utilize the County's existing GIS applications to access GIS data?</p>	<p>Yes</p>

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

<p>Q23: What is your favorite pro basketball team? (hint: the correct answer is the Suns)</p>	<p>No preference</p>
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#16

**COMPLETE**

Collector: GIS Needs Assessment Email (Email)
Started: Monday, March 30, 2015 12:28:35 PM
Last Modified: Monday, March 30, 2015 12:45:24 PM
Time Spent: 00:16:48
First Name: Melody
Last Name: Stewart
Email: mstewart@cityofkingman.gov

IP Address: 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Melody Stewart
Title	Administrative Assistant I
Phone Number	928 753-8358

Q2: Which department do you work in?	Engineering
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Mid-level (Have used GIS for 2 – 3 years)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients
---	---

PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	Not Sure/Unknown
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".	not sure
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PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply. Not Sure/Unknown

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure". Mohave County GIS

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses? No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below: *Respondent skipped this question*

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label) Always Used

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply.

Other (please specify) Trak-it

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label) Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	2
Zoning	13
Utilities (Water, Sewer, other)	3
Wetlands	N/A
Floodplains	12
Special Districts (Water, Sewer, other)	4
Election Districts	N/A
Road Data (Transit, Centerlines, other)	9
Aerial Imagery	11
Variances	5
Easements	8
Historical (Ownership, Inspection, Maintenance)	10
Calls for service/complaints	6
Signs	N/A
Permits	1
Clients	7
Fire Hydrants	N/A
Trail Systems	N/A
Facilities	14

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?

(no label)

All the Time (>15 times)

Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?

No

Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?

Not Sure - more information would be nice

Q22: Do you currently utilize the County's existing GIS applications to access GIS data?

Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

**Q23: What is your favorite pro basketball team?
(hint: the correct answer is the Suns)**

Phoenix Suns

#17

**COMPLETE****Collector:** GIS Needs Assessment Email (Email)**Started:** Tuesday, March 31, 2015 2:59:53 PM**Last Modified:** Tuesday, March 31, 2015 3:13:16 PM**Time Spent:** 00:13:23**First Name:** Mike**Last Name:** Meersman**Email:** mmeersman@cityofkingman.gov**IP Address:** 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name

Mike Meersman

Title

Director of Parks and Recreation

Phone Number

928-692-3105

Q2: Which department do you work in?

Parks and Recreation

Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?

None (Would like to review/know what GIS can do for my Department)

Q4: What is the primary reason or driving force for utilizing GIS technology within your department?

Visualizing our data within GIS will provide greater analytical querying and reporting capabilities

Give other City staff and departments access to our data through GIS would free up staff time

PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire**Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.**

Not Sure/Unknown

PAGE 4: In response to your previous question**Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".**

Not Sure

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

<p>Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.</p>	<p>Web Mapping Applications (Parcel viewing, address finder, etc.) ,</p> <p>Desktop Applications (Asset Management System, etc.) ,</p> <p>Mobile Applications (out-in-the-field operations)</p>
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PAGE 6: In response to your previous question

<p>Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".</p>	<p><i>Respondent skipped this question</i></p>
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PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

<p>Q9: Have you attended any GIS training classes/courses?</p>	<p>No</p>
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PAGE 8: In response to your previous question

<p>Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:</p>	<p><i>Respondent skipped this question</i></p>
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PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

<p>Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?</p>	
<p>(no label)</p>	<p>Used More Often than Not</p>
<p>Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply.</p>	<p>Microsoft Access</p>

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label)

Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.)

Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service

Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos

Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	8
Zoning	N/A
Utilities (Water, Sewer, other)	10
Wetlands	N/A
Floodplains	N/A
Special Districts (Water, Sewer, other)	N/A
Election Districts	N/A
Road Data (Transit, Centerlines, other)	9
Aerial Imagery	N/A
Variances	11
Easements	4
Historical (Ownership, Inspection, Maintenance)	6
Calls for service/complaints	N/A
Signs	5
Permits	7
Clients	2
Fire Hydrants	N/A
Trail Systems	1
Facilities	3

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

<p>Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?</p>	<p>(no label)</p>	<p>All the Time (>15 times)</p>
<p>Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?</p>		<p>Yes</p>
<p>Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?</p>		<p>No</p>
<p>Q22: Do you currently utilize the County's existing GIS applications to access GIS data?</p>		<p>No - aware of it but never use it</p>

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

<p>Q23: What is your favorite pro basketball team? (hint: the correct answer is the Suns)</p>		<p>Phoenix Suns</p>
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#18



COMPLETE

Collector: GIS Needs Assessment Email (Email)
Started: Wednesday, April 01, 2015 9:01:09 AM
Last Modified: Wednesday, April 01, 2015 9:07:41 AM
Time Spent: 00:06:32
First Name: Dan
Last Name: Stadler
Email: dstadler@cityofkingman.gov
IP Address: 207.192.240.99

PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q1: Please enter your contact information

Name	Daniel Stadler
Title	Engineering Tech I
Phone Number	928 753-8129

Q2: Which department do you work in? Engineering

Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)? Beginner (Have used GIS for one year or less)

Q4: What is the primary reason or driving force for utilizing GIS technology within your department?

Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients

,

Visualizing our data within GIS will provide greater analytical querying and reporting capabilities

,

Give other City staff and departments access to our data through GIS would free up staff time

PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply. Not Sure/Unknown

PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Philip Allred

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Not Sure/Unknown

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Phillip Allred

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

Respondent skipped this question

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label)

Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply. Other (please specify) none

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?
(no label) Would contribute funding to get Enterprise GIS implementation completed

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	7
Zoning	8
Utilities (Water, Sewer, other)	5
Wetlands	19
Floodplains	9
Special Districts (Water, Sewer, other)	4
Election Districts	18
Road Data (Transit, Centerlines, other)	3
Aerial Imagery	1
Variances	17
Easements	2
Historical (Ownership, Inspection, Maintenance)	14
Calls for service/complaints	16
Signs	10
Permits	11
Clients	12
Fire Hydrants	6
Trail Systems	15
Facilities	13

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

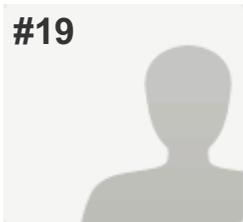
Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?	Often (11-15 times)
(no label)	
Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?	No
Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?	Yes
Q22: Do you currently utilize the County's existing GIS applications to access GIS data?	Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q23: What is your favorite pro basketball team? (hint: the correct answer is the Suns)	Phoenix Suns
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#19

**COMPLETE****Collector:** GIS Needs Assessment Email (Email)**Started:** Wednesday, April 01, 2015 5:23:17 PM**Last Modified:** Wednesday, April 01, 2015 5:33:02 PM**Time Spent:** 00:09:44**First Name:** Mike**Last Name:** Prior**Email:** mprior@cityofkingman.gov**IP Address:** 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Mike Prior
Title	Assistant City Engineer
Phone Number	928753-8914

Q2: Which department do you work in?	Engineering
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Mid-level (Have used GIS for 2 – 3 years)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	AutoCAD Drawings (.dwg or .dxf), Microsoft Excel (.csv, .xls, .tab, or .xlsx), Paper method
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".	<i>Respondent skipped this question</i>
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PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

<p>Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.</p>	<p>Web Mapping Applications (Parcel viewing, address finder, etc.)</p>
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PAGE 6: In response to your previous question

<p>Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".</p>	<p><i>Respondent skipped this question</i></p>
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PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

<p>Q9: Have you attended any GIS training classes/courses?</p>	<p>No</p>
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PAGE 8: In response to your previous question

<p>Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:</p>	<p><i>Respondent skipped this question</i></p>
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PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

<p>Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?</p>	
<p>(no label)</p>	<p>Always Used</p>
<p>Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply.</p>	<p>Other (please specify) None that I know of</p>
<p>Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?</p>	
<p>(no label)</p>	<p>Would not contribute funding</p>

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	10
Zoning	2
Utilities (Water, Sewer, other)	1
Wetlands	N/A
Floodplains	15
Special Districts (Water, Sewer, other)	12
Election Districts	N/A
Road Data (Transit, Centerlines, other)	6
Aerial Imagery	4
Variances	14
Easements	3
Historical (Ownership, Inspection, Maintenance)	13
Calls for service/complaints	9
Signs	11
Permits	8
Clients	N/A
Fire Hydrants	5
Trail Systems	16
Facilities	7

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?	Somewhat Often (6-10 times)
(no label)	
Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?	Yes
Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?	Yes
Q22: Do you currently utilize the County's existing GIS applications to access GIS data?	Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q23: What is your favorite pro basketball team? (hint: the correct answer is the Suns)	No preference
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#20

**COMPLETE**

Collector: GIS Needs Assessment Email (Email)
Started: Monday, March 30, 2015 3:15:02 PM
Last Modified: Thursday, April 02, 2015 10:26:58 AM
Time Spent: Over a day
First Name: Frank
Last Name: Marbury
Email: fmarbury@cityofkingman.gov

IP Address: 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Frank Marbury
Title	Assistant City Engineer
Phone Number	928-753-8134

Q2: Which department do you work in?	Engineering
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Beginner (Have used GIS for one year or less)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	AutoCAD Drawings (.dwg or .dxf), Other (please specify) TrackIT database
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".	<i>Respondent skipped this question</i>
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PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply. Not Sure/Unknown

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure". Greg Henry

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses? Yes

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

ArcGIS

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label) Always Used

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply. SQL Server,
Other (please specify)
TrackIT (based on SQL Server, I believe)

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label) Would contribute funding to get Enterprise GIS implementation completed

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	6
Zoning	16
Utilities (Water, Sewer, other)	3
Wetlands	19
Floodplains	4
Special Districts (Water, Sewer, other)	11
Election Districts	17
Road Data (Transit, Centerlines, other)	2
Aerial Imagery	1
Variances	13
Easements	9
Historical (Ownership, Inspection, Maintenance)	7
Calls for service/complaints	5
Signs	8
Permits	10
Clients	15
Fire Hydrants	12
Trail Systems	18
Facilities	14

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Topographic Data

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?

(no label)

All the Time (>15 times)

Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?

No

Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?

Yes

Q22: Do you currently utilize the County's existing GIS applications to access GIS data?

Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

**Q23: What is your favorite pro basketball team?
(hint: the correct answer is the Suns)**

Phoenix Suns

#21

**COMPLETE**

Collector: GIS Needs Assessment Email (Email)
Started: Wednesday, April 01, 2015 5:24:40 PM
Last Modified: Thursday, April 02, 2015 10:55:53 AM
Time Spent: 17:31:13
First Name: Mike
Last Name: Jennings
Email: mjennings@cityofkingman.gov

IP Address: 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Mike Jennings
Title	GIS Tech
Phone Number	928-753-8728

Q2: Which department do you work in?	Information Technology
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Expert (Have used GIS extensively for 5 years)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	Other (please specify) Running the 911 system and trying to gather data for interested departments
---	---

PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	Database (.dbf), ESRI Shapefiles (.shp), AutoCAD Drawings (.dwg or .dxf), ESRI Geodatabase (.gdb), Microsoft Excel (.csv, .xls, .tab, or .xlsx), ESRI Packages (.mpk, tpk, or .lpk), Paper method
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Web Mapping Applications (Parcel viewing, address finder, etc.)
,
Desktop Applications (Asset Management System, etc.)

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

Respondent skipped this question

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label)

Always Used

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply.

SQL Server

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label)

Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.)

Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service

Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos

Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	3
Zoning	7
Utilities (Water, Sewer, other)	4
Wetlands	17
Floodplains	12
Special Districts (Water, Sewer, other)	8
Election Districts	11
Road Data (Transit, Centerlines, other)	1
Aerial Imagery	6
Variances	16
Easements	5
Historical (Ownership, Inspection, Maintenance)	13
Calls for service/complaints	19
Signs	9
Permits	14
Clients	18
Fire Hydrants	2
Trail Systems	15
Facilities	10

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Addresses/tax parcel information

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?

(no label)

All the Time (>15 times)

Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?

No

Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?

Yes

Q22: Do you currently utilize the County's existing GIS applications to access GIS data?

Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

**Q23: What is your favorite pro basketball team?
(hint: the correct answer is the Suns)**

Phoenix Suns

#22

**COMPLETE**

Collector: GIS Needs Assessment Email (Email)
Started: Thursday, April 02, 2015 10:41:18 AM
Last Modified: Thursday, April 02, 2015 10:56:43 AM
Time Spent: 00:15:24
First Name: Gerry
Last Name: Delgado
Email: gdelgado@cityofkingman.gov

IP Address: 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Gerry Delgado
Title	IT Administrator
Phone Number	928-753-8709

Q2: Which department do you work in?

Information Technology

Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?

Mid-level (Have used GIS for 2 – 3 years)

Q4: What is the primary reason or driving force for utilizing GIS technology within your department?

Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients

Visualizing our data within GIS will provide greater analytical querying and reporting capabilities

PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire**Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.**

Database (.dbf), ESRI Shapefiles (.shp),
 AutoCAD Drawings (.dwg or .dxf),
 ESRI Geodatabase (.gdb),
 Microsoft Excel (.csv, .xls, .tab, or .xlsx),
 Paper method

PAGE 4: In response to your previous question

<p>Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".</p>	<p><i>Respondent skipped this question</i></p>
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PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

<p>Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.</p>	<p>Web Mapping Applications (Parcel viewing, address finder, etc.) , Desktop Applications (Asset Management System, etc.)</p>
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PAGE 6: In response to your previous question

<p>Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".</p>	<p><i>Respondent skipped this question</i></p>
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PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

<p>Q9: Have you attended any GIS training classes/courses?</p>	<p>No</p>
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PAGE 8: In response to your previous question

<p>Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:</p>	<p><i>Respondent skipped this question</i></p>
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PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label)

Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply.

SQL Server

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label)

Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.)

No

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service

Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos

Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	N/A
Zoning	5
Utilities (Water, Sewer, other)	2
Wetlands	N/A
Floodplains	N/A
Special Districts (Water, Sewer, other)	6
Election Districts	N/A
Road Data (Transit, Centerlines, other)	1
Aerial Imagery	4
Variances	N/A
Easements	N/A
Historical (Ownership, Inspection, Maintenance)	N/A
Calls for service/complaints	7
Signs	N/A
Permits	N/A
Clients	N/A
Fire Hydrants	3
Trail Systems	N/A
Facilities	8

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?

(no label)

Often (11-15 times)

Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?

Not Sure/Unknown

Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?

Yes

Q22: Do you currently utilize the County's existing GIS applications to access GIS data?

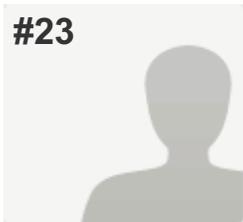
No - aware of it but never use it

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

**Q23: What is your favorite pro basketball team?
(hint: the correct answer is the Suns)**

No preference

#23

**COMPLETE**

Collector: GIS Needs Assessment Email (Email)
Started: Wednesday, April 01, 2015 5:19:16 PM
Last Modified: Thursday, April 02, 2015 11:54:10 AM
Time Spent: 18:34:53
First Name: Joe
Last Name: Clos
Email: jclos@cityofkingman.gov

IP Address: 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Joe Clos
Title	I.T. Director
Phone Number	928 753-8116

Q2: Which department do you work in?	Information Technology
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Mid-level (Have used GIS for 2 – 3 years)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	<p>Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients</p> <p>,</p> <p>Visualizing our data within GIS will provide greater analytical querying and reporting capabilities</p> <p>,</p> <p>Give other City staff and departments access to our data through GIS would free up staff time</p>
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	<p>Database (.dbf), ESRI Shapefiles (.shp),</p> <p>AutoCAD Drawings (.dwg or .dxf)</p>
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Web Mapping Applications (Parcel viewing, address finder, etc.)

Mobile Applications (out-in-the-field operations)

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

Respondent skipped this question

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label)

Always Used

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply. SQL Server, ESRI Geodatabase

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?
 (no label) Have no means of contributing at this time

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) No

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service No

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos No

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	11
Zoning	19
Utilities (Water, Sewer, other)	16
Wetlands	18
Floodplains	8
Special Districts (Water, Sewer, other)	14
Election Districts	5
Road Data (Transit, Centerlines, other)	12
Aerial Imagery	1
Variances	17
Easements	4
Historical (Ownership, Inspection, Maintenance)	9
Calls for service/complaints	2
Signs	13
Permits	10
Clients	3
Fire Hydrants	7
Trail Systems	15
Facilities	6

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?

(no label)

All the Time (>15 times)

Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?

Yes

Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?

No

Q22: Do you currently utilize the County's existing GIS applications to access GIS data?

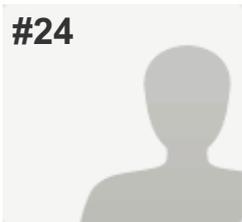
No - aware of it but never use it

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

**Q23: What is your favorite pro basketball team?
(hint: the correct answer is the Suns)**

Phoenix Suns

#24

**COMPLETE****Collector:** GIS Needs Assessment Email (Email)**Started:** Friday, April 03, 2015 2:02:37 PM**Last Modified:** Friday, April 03, 2015 2:07:59 PM**Time Spent:** 00:05:22**First Name:** George**Last Name:** Sedich**Email:** gsedich@cityofkingman.gov**IP Address:** 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	George Sedich
Title	Superintendent
Phone Number	928-692-3136

Q2: Which department do you work in?	Public Works
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Mid-level (Have used GIS for 2 – 3 years)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	Visualizing our data within GIS will provide greater analytical querying and reporting capabilities , Give other City staff and departments access to our data through GIS would free up staff time
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	AutoCAD Drawings (.dwg or .dxf)
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".	<i>Respondent skipped this question</i>
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PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Web Mapping Applications (Parcel viewing, address finder, etc.)

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

Respondent skipped this question

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label)

Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply.

Microsoft Access

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label)

Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	11
Zoning	19
Utilities (Water, Sewer, other)	16
Wetlands	18
Floodplains	8
Special Districts (Water, Sewer, other)	14
Election Districts	5
Road Data (Transit, Centerlines, other)	12
Aerial Imagery	1
Variances	17
Easements	4
Historical (Ownership, Inspection, Maintenance)	9
Calls for service/complaints	2
Signs	13
Permits	10
Clients	3
Fire Hydrants	7
Trail Systems	15
Facilities	6

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

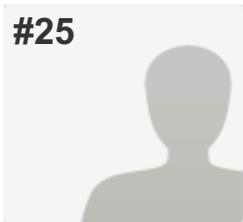
Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?	
(no label)	Somewhat Often (6-10 times)
Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?	Yes
Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?	Yes
Q22: Do you currently utilize the County's existing GIS applications to access GIS data?	No - aware of it but never use it

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q23: What is your favorite pro basketball team? (hint: the correct answer is the Suns)	Phoenix Suns
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#25

**COMPLETE****Collector:** GIS Needs Assessment Email (Email)**Started:** Wednesday, April 01, 2015 8:40:27 AM**Last Modified:** Friday, April 03, 2015 5:14:41 PM**Time Spent:** Over a day**First Name:** Keelan**Last Name:** Yarbrough**Email:** kyarbrough@cityofkingman.gov**IP Address:** 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Keelan Yarbrough
Title	Wastewater Operator
Phone Number	9287275656

Q2: Which department do you work in?	Public Works
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	Beginner (Have used GIS for one year or less)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	<p>Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients</p> <p>,</p> <p>Visualizing our data within GIS will provide greater analytical querying and reporting capabilities</p> <p>,</p> <p>Give other City staff and departments access to our data through GIS would free up staff time</p>
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	<p>AutoCAD Drawings (.dwg or .dxf),</p> <p>Microsoft Excel (.csv, .xls, .tab, or .xlsx),</p> <p>Paper method</p>
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Desktop Applications (Asset Management System, etc.)
,

Mobile Applications (out-in-the-field operations)

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

Respondent skipped this question

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label) Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply. Not Sure/Unknown (Contact Information Technology about this)

Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS?

(no label) Currently have no means of contributing at this time. Future contributions are likely though

Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.) Yes

Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos Yes

Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	6
Zoning	9
Utilities (Water, Sewer, other)	1
Wetlands	15
Floodplains	14
Special Districts (Water, Sewer, other)	13
Election Districts	19
Road Data (Transit, Centerlines, other)	10
Aerial Imagery	11
Variances	7
Easements	2
Historical (Ownership, Inspection, Maintenance)	5
Calls for service/complaints	3
Signs	17
Permits	12
Clients	8
Fire Hydrants	16
Trail Systems	18
Facilities	4

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?

(no label)

Often (11-15 times)

Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?

Not Sure/Unknown

Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?

Yes

Q22: Do you currently utilize the County's existing GIS applications to access GIS data?

Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

**Q23: What is your favorite pro basketball team?
(hint: the correct answer is the Suns)**

Phoenix Suns

#26

**COMPLETE**

Collector: GIS Needs Assessment Email (Email)
Started: Monday, April 06, 2015 2:25:19 PM
Last Modified: Monday, April 06, 2015 2:36:06 PM
Time Spent: 00:10:46
First Name: Sydney
Last Name: Muhle
Email: smuhle@cityofkingman.gov

IP Address: 207.192.240.99**PAGE 2: Geographic Information Systems (GIS) General Needs Assessment Questionnaire****Q1: Please enter your contact information**

Name	Sydney Muhle
Title	City Clerk
Phone Number	(928)753-8335

Q2: Which department do you work in?	City Clerk
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Q3: What is your level of experience/understanding with Geographic Information Systems (GIS)?	None (Would like to review/know what GIS can do for my Department)
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Q4: What is the primary reason or driving force for utilizing GIS technology within your department?	<p>Provide better services to clients (residents) through efficiency. GIS can provide efficiency of services to our residents or clients</p> <p>,</p> <p>Visualizing our data within GIS will provide greater analytical querying and reporting capabilities</p> <p>,</p> <p>Give other City staff and departments access to our data through GIS would free up staff time</p>
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PAGE 3: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q5: What, if any, specific GIS databases, tables, or layers do you have that have been developed for your department? Select all that may apply.	Paper method, Not Sure/Unknown
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PAGE 4: In response to your previous question

Q6: You indicated that you were not sure whether you have any GIS databases, tables, or layers developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Respondent skipped this question

PAGE 5: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q7: What, if any, GIS Applications do you have that have been developed for your department? Select all that may apply.

Not Sure/Unknown

PAGE 6: In response to your previous question

Q8: You indicated that you were not sure whether you currently have any GIS Applications that have been developed for your department. Please provide the contact information below for the individual who may know the answer to this question. If unknown, simply type in "Not Sure".

Not sure

PAGE 7: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q9: Have you attended any GIS training classes/courses?

No

PAGE 8: In response to your previous question

Q10: You indicated that you have attended some GIS training classes/courses. Please provide in detail what those were in the comment box below:

Respondent skipped this question

PAGE 9: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q11: If GIS data and applications were accessible to your department, how often do you feel they would be used?

(no label) Used More Often than Not

Q12: What Database Management System (DBMS) is your department currently using? Select all that may apply.	Other (please specify) CRW TrakIt Software
Q13: GIS Funding - How likely would your department contribute funding towards an Enterprise GIS? (no label)	Have no means of contributing at this time
Q14: Do you work with hard-copy maps? Examples may include: Tax Maps Zoning Maps Road Maps Floodplain Maps Election District Maps School District Maps Recreation Maps (trails, biking, etc.)	Yes
Q15: Do you work with address data? Examples may include: Assessor Data Building Permits Variances Easements Conditional Use Permits Facilities Calls for Service	Yes

PAGE 10: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

Q16: Do you work with historical data? Examples may include: Property Zoning (District Changes) Roads Building Permits Fire Permits Utilities (Maintenance & Inspection) Signage (Maintenance & Inspection) Historical Aerial Photos	Yes
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Q17: What data & layers are considered highest priority for you and your department to have developed or to have access to in order to do your job better/more efficiently. (To rank each item, simply use the pull down menu located on the left of each item and choose your desired rank - 1 meaning highest priority and 19 meaning not a priority at all. If any of the provided items are Not Applicable to you or your department, check the box "N/A" to the right of each item)

Property Data	8
Zoning	4
Utilities (Water, Sewer, other)	13
Wetlands	15
Floodplains	18
Special Districts (Water, Sewer, other)	10
Election Districts	1
Road Data (Transit, Centerlines, other)	3
Aerial Imagery	12
Variances	14
Easements	17
Historical (Ownership, Inspection, Maintenance)	6
Calls for service/complaints	2
Signs	19
Permits	5
Clients	9
Fire Hydrants	16
Trail Systems	11
Facilities	7

Q18: If any of the priority options in the question above do not contain your departments preferred choice, please input it below in the textbox provided; otherwise, you may move on to the next question.

Respondent skipped this question

Q19: On average, how often do you use the internet to perform your duties as an employee for the city per day?

(no label)

Somewhat Often (6-10 times)

Q20: Are there sensitive data & layers that you would like to have displayed in a GIS that must have restricted access by your department only?

Not Sure/Unknown

Q21: Is there a need for your department/staff to have access to GIS data and applications while out in the field or on the road?

No

Q22: Do you currently utilize the County's existing GIS applications to access GIS data?

Yes

PAGE 12: Geographic Information Systems (GIS) General Needs Assessment Questionnaire

**Q23: What is your favorite pro basketball team?
(hint: the correct answer is the Suns)**

Phoenix Suns

APPENDIX B

Individual One-on-One Interviews

#1

**COMPLETE****Collector:** One-on-One Interviews ([Web Link](#))**Started:** Wednesday, April 08, 2015 12:32:22 PM**Last Modified:** Wednesday, April 08, 2015 1:16:51 PM**Time Spent:** 00:44:28

PAGE 1

Q1: Name of person being interviewed:

Greg Henry

Q2: Department:

Engineering

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

Fairly good at using GIS. Understands shapefiles.

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?

does not contract currently

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

some shapefiles have been converted from cad.

Q8: Does your department currently purchase aerial photography for its GIS?

Yes

Q9: What resolution of aerial photography do you use/need? (Check all that apply)

6 inch,
Other (please specify) wants 6 inch

PAGE 6

Q10: What operating system are you using?

Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply)

Autodesk (AutoCAD), MS Office, Google Earth,
Other (please specify)
track it, inovise, water gems, invarian-barricading

Q12: How is your department networked? (Check all that apply)

Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply)

Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)?

Zoning Maps, Road Maps, Floodplain Maps,
Utility Maps/drawings (Water, Sewer, Electric, Storm Drain)
,
Special District Maps,
Existing and Historic Aerial Photos,
Parks & Recreation Maps (trails, golf course, biking, etc.)
,
Other (please specify)
Fire district map, pressure zones

Q15: How often do you use each of these hard-copy maps listed below per day?

Zoning Maps	Often (4-9 times)
Road Maps	All the Time (>10 times)
Wetland Maps	All the Time (>10 times)
Floodplain Maps	Not Often (1 time)
Special District Maps	Often (4-9 times)
Existing and Historic Aerial Photos	Often (4-9 times)
Parks & Recreation Maps (trails, golf course, biking, etc.)	Not Often (1 time)
Other (please specify) payback maps	

Q16: What process is currently used to access these hard-copy maps?

Look data up in hard copy format in storage or filing cabinets

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

pull up pdf maps to look at.

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)?

Assessor Data, Building Permits, Variances, Easements, Complaints, Calls for Service, Conditional Use Permits, Accidents, Construction Projects

Q19: How often do you use the address data listed below per day?

Assessor Data	All the Time (>10 times)
Building Permits	All the Time (>10 times)
Variances	All the Time (>10 times)
Easements	All the Time (>10 times)
Complaints	All the Time (>10 times)
Calls for Service	All the Time (>10 times)
Conditional Use Permits	All the Time (>10 times)
Accidents	All the Time (>10 times)
Construction Projects	All the Time (>10 times)

Q20: What process is currently used to access this address data?

Access the data via existing software (Permit, Access Database, etc.)

Q21: Describe your typical workflow when using address data. How long does it take to access it?

county web sight and trackit

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Property Deeds, Zoning (District Changes),
Road Dedications, Road Ratings,
Road Volumes, Road Classifications,
Variances, Easements, Utility Inspections,
Utility Maintenance, Aerial Photos/Imagery

Q23: How often do you use the historical data listed below per day?

Variances	All the Time (>10 times)
Easements	All the Time (>10 times)
Property Deeds	All the Time (>10 times)
Zoning (District Changes)	All the Time (>10 times)
Road Dedications	All the Time (>10 times)
Road Ratings	All the Time (>10 times)
Road Volumes	All the Time (>10 times)
Road Classifications	All the Time (>10 times)
Utility Inspections	All the Time (>10 times)
Utility Maintenance	All the Time (>10 times)
Aerial Photos/Imagery	Often (4-9 times)

Q24: What process is currently used to access this historical data?

Look data up in hard copy format in storage or filing cabinets

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

hard copy and pdf

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

track it permits easements dedications

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

parcels deeds aerial photos surveys

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

google earth

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

autocad modeling software, flowmaster

PAGE 11

Q31: Does your department share digital geographic data with other organizations? Yes

Q32: Does your department receive digital geographic data from other organizations? Yes

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important?

TBD

PAGE 12

Q34: Any additional comments should be entered here: *Respondent skipped this question*

#2

**COMPLETE****Collector:** One-on-One Interviews ([Web Link](#))**Started:** Wednesday, April 08, 2015 2:32:22 PM**Last Modified:** Wednesday, April 08, 2015 2:54:17 PM**Time Spent:** 00:21:54

PAGE 1

Q1: Name of person being interviewed:

Kathleen Lind

Q2: Department:

Engineering

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

Use everyday-county site

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?*Respondent skipped this question*

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

county data

Q8: Does your department currently purchase aerial photography for its GIS? Yes

Q9: What resolution of aerial photography do you use/need? (Check all that apply) < 6 inch

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) MS Office, Google Earth,
Other (please specify) Trakit

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? Utility Maps/drawings (Water, Sewer, Electric, Storm Drain),
,
Special District Maps

Q15: How often do you use each of these hard-copy maps listed below per day?

Utility Maps/drawings (Water, Sewer, Electric, Storm Drain) All the Time (>10 times)

Special District Maps All the Time (>10 times)

Q16: What process is currently used to access these hard-copy maps? Look data up in hard copy format in storage or filing cabinets

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

hard copy and pdf

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)?

Assessor Data, Building Permits, Complaints,
Calls for Service, Construction Projects

Q19: How often do you use the address data listed below per day?

Assessor Data	Often (4-9 times)
Building Permits	Often (4-9 times)
Complaints	All the Time (>10 times)
Calls for Service	Often (4-9 times)
Crimes	Somewhat Often (2-3 times)

Q20: What process is currently used to access this address data?

Other (please specify) trakit and county

Q21: Describe your typical workflow when using address data. How long does it take to access it?

type in address in trakit or call county. not long

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Property Owners, Building Permits, Easements

Q23: How often do you use the historical data listed below per day?

Property Owners	Often (4-9 times)
Building Permits	Often (4-9 times)
Easements	All the Time (>10 times)

Q24: What process is currently used to access this historical data?

Access the data via existing software (Permit, Access Database, etc.)

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

trakit and pdf

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

data input into trakit

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

uses the county for addresses. doesn't take long

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Trakit microsoft office AS 400-work order management

PAGE 11

Q31: Does your department share digital geographic data with other organizations?

Yes

Q32: Does your department receive digital geographic data from other organizations?

Yes

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important?

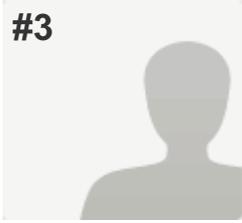
Respondent skipped this question

PAGE 12

Q34: Any additional comments should be entered here:

Respondent skipped this question

#3

**COMPLETE****Collector:** One-on-One Interviews ([Web Link](#))**Started:** Wednesday, April 08, 2015 3:09:37 PM**Last Modified:** Wednesday, April 08, 2015 3:18:05 PM**Time Spent:** 00:08:27

PAGE 1

Q1: Name of person being interviewed:

Rod Ward

Q2: Department:

Engineering

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

understands the concepts. uses the county GIS some

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?*Respondent skipped this question*

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

uses trakit

Q8: Does your department currently purchase aerial photography for its GIS? Yes

Q9: What resolution of aerial photography do you use/need? (Check all that apply) < 6 inch

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) Autodesk (AutoCAD), MS Office

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? Road Maps,
Utility Maps/drawings (Water, Sewer, Electric, Storm Drain),
,
Existing and Historic Aerial Photos,
Accessibility Maps

Q15: How often do you use each of these hard-copy maps listed below per day?

Road Maps Often (4-9 times)

Utility Maps/drawings (Water, Sewer, Electric, Storm Drain) All the Time (>10 times)

Existing and Historic Aerial Photos Often (4-9 times)

Accessibility Maps Often (4-9 times)

Q16: What process is currently used to access these hard-copy maps? Other (please specify) pdf

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

accesses the pdf's from the server

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)?

Assessor Data, Easements

Q19: How often do you use the address data listed below per day?

Assessor Data

Somewhat Often (2-3 times)

Easements

All the Time (>10 times)

Q20: What process is currently used to access this address data?

Other (please specify)
goes to the county and looks at plats. Also looks at county GIS

Q21: Describe your typical workflow when using address data. How long does it take to access it?

Respondent skipped this question

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Property Surveys, Easements,
Utility Maintenance

Q23: How often do you use the historical data listed below per day?

Easements

All the Time (>10 times)

Property Surveys

All the Time (>10 times)

Utility Maintenance

Somewhat Often (2-3 times)

Q24: What process is currently used to access this historical data?

Call another department and/or staff or call the County

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

goes to the county to access plats

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

uses trakit extensively

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

uses autocad to draw in surveys

PAGE 11

Q31: Does your department share digital geographic data with other organizations?

Yes

Q32: Does your department receive digital geographic data from other organizations?

Yes

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important?

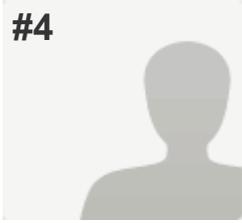
Respondent skipped this question

PAGE 12

Q34: Any additional comments should be entered here:

Respondent skipped this question

#4

**COMPLETE****Collector:** One-on-One Interviews ([Web Link](#))**Started:** Wednesday, April 08, 2015 3:20:13 PM**Last Modified:** Wednesday, April 08, 2015 3:30:44 PM**Time Spent:** 00:10:30

PAGE 1

Q1: Name of person being interviewed:

Gary Jeppson

Q2: Department:

Development Services

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

Uses the county GIS for rezoning public notice info. property ownership. housing size. land area.

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?*Respondent skipped this question*

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

Uses the county GIS data

Q8: Does your department currently purchase aerial photography for its GIS? No

Q9: What resolution of aerial photography do you use/need? (Check all that apply) *Respondent skipped this question*

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) MS Office, Google Earth,
Other (please specify) trakit

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? Zoning Maps

Q15: How often do you use each of these hard-copy maps listed below per day?

Zoning Maps All the Time (>10 times)

Q16: What process is currently used to access these hard-copy maps? Call another department and/or staff or call the County

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

calls the engineering department and asks for help.

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)? Building Permits, Variances,
Conditional Use Permits

Q19: How often do you use the address data listed below per day?

Building Permits	All the Time (>10 times)
Variances	All the Time (>10 times)
Conditional Use Permits	All the Time (>10 times)
Other (please specify) economic development, business license review	

Q20: What process is currently used to access this address data? Other (please specify) trakit microsoft word

Q21: Describe your typical workflow when using address data. How long does it take to access it?

building permit is issued by this office as well as conditional use permits

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)? *Respondent skipped this question*

Q23: How often do you use the historical data listed below per day? *Respondent skipped this question*

Q24: What process is currently used to access this historical data? *Respondent skipped this question*

Q25: Describe your typical workflow when using historical data. How long does it take to access it? *Respondent skipped this question*

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

uses trakit to create permits

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc. *Respondent skipped this question*

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

uses county GIS some

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

trakit and ms office

PAGE 11

Q31: Does your department share digital geographic data with other organizations? No

Q32: Does your department receive digital geographic data from other organizations? Yes

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important? *Respondent skipped this question*

PAGE 12

Q34: Any additional comments should be entered here: *Respondent skipped this question*

#5

**COMPLETE****Collector:** One-on-One Interviews (Web Link)**Started:** Wednesday, April 08, 2015 3:33:17 PM**Last Modified:** Wednesday, April 08, 2015 3:56:26 PM**Time Spent:** 00:23:09

PAGE 1

Q1: Name of person being interviewed:

George Sedich

Q2: Department:

Public Works

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

minimal experience but has a pretty good understanding

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?*Respondent skipped this question*

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

trakit

Q8: Does your department currently purchase aerial photography for its GIS?

No

Q9: What resolution of aerial photography do you use/need? (Check all that apply)

Respondent skipped this question

PAGE 6

Q10: What operating system are you using?

Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply)

Autodesk (AutoCAD), MS Office

Q12: How is your department networked? (Check all that apply)

Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply)

Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)?

Road Maps,
Utility Maps/drawings (Water, Sewer, Electric, Storm Drain)

Q15: How often do you use each of these hard-copy maps listed below per day?

Road Maps

Often (4-9 times)

Utility Maps/drawings (Water, Sewer, Electric, Storm Drain)

All the Time (>10 times)

Q16: What process is currently used to access these hard-copy maps?

Other (please specify) pdf

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

looks at pdf's

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)?

Respondent skipped this question

Q19: How often do you use the address data listed below per day?	<i>Respondent skipped this question</i>
Q20: What process is currently used to access this address data?	<i>Respondent skipped this question</i>
Q21: Describe your typical workflow when using address data. How long does it take to access it?	<i>Respondent skipped this question</i>

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?	Utility Maintenance
Q23: How often do you use the historical data listed below per day?	
Utility Maintenance	Somewhat Often (2-3 times)
Q24: What process is currently used to access this historical data?	Look data up in hard copy format in storage or filing cabinets
Q25: Describe your typical workflow when using historical data. How long does it take to access it?	
looks at old asbuilts	

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?	
trakit	
Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.	<i>Respondent skipped this question</i>
Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?	
uses county GOS minimally	

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

trakit for business licenses for backflow program

PAGE 11

Q31: Does your department share digital geographic data with other organizations?

No

Q32: Does your department receive digital geographic data from other organizations?

Yes

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important?

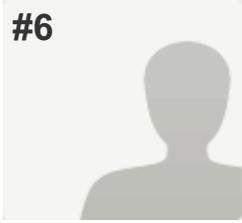
Respondent skipped this question

PAGE 12

Q34: Any additional comments should be entered here:

Respondent skipped this question

#6

**COMPLETE****Collector:** One-on-One Interviews ([Web Link](#))**Started:** Wednesday, April 08, 2015 3:56:35 PM**Last Modified:** Wednesday, April 08, 2015 4:15:14 PM**Time Spent:** 00:18:38

PAGE 1

Q1: Name of person being interviewed:

Sydney Muhle

Q2: Department:

City Clerk

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

worked with the police department prior so has some knowledge of GIS. Uses the county GIS. maintain records on city property and easements.

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?*Respondent skipped this question*

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

uses county GUS

Q8: Does your department currently purchase aerial photography for its GIS? No

Q9: What resolution of aerial photography do you use/need? (Check all that apply) *Respondent skipped this question*

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) MS Office,
Other (please specify) trakit adobe

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? Zoning Maps,
Other (please specify)
city boundary map, beat map for police. gets this map from engineering

Q15: How often do you use each of these hard-copy maps listed below per day?

Zoning Maps Often (4-9 times)

Q16: What process is currently used to access these hard-copy maps? Call another department and/or staff or call the County

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

calls engineering department to get the maps

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)?

Other (please specify)
business licenses and special use and special event permits

Q19: How often do you use the address data listed below per day?

Respondent skipped this question

Q20: What process is currently used to access this address data?

Other (please specify) trakit

Q21: Describe your typical workflow when using address data. How long does it take to access it?

uses trakit to get address then goes to county GIS to find visual

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Respondent skipped this question

Q23: How often do you use the historical data listed below per day?

Respondent skipped this question

Q24: What process is currently used to access this historical data?

Respondent skipped this question

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

Respondent skipped this question

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

trakit for business licensing.

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

ms office and trakit adobe

PAGE 11

Q31: Does your department share digital geographic data with other organizations?

No

Q32: Does your department receive digital geographic data from other organizations?

Yes

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important?

Respondent skipped this question

PAGE 12

Q34: Any additional comments should be entered here:

Respondent skipped this question

#7

**COMPLETE****Collector:** One-on-One Interviews (Web Link)**Started:** Wednesday, April 08, 2015 4:42:07 PM**Last Modified:** Wednesday, April 08, 2015 5:01:19 PM**Time Spent:** 00:19:12

PAGE 1

Q1: Name of person being interviewed:

Jack Plaunty

Q2: Department:

Public Works

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

uses the county GIS for looking up parcels. Understands the concept pretty well.

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?*Respondent skipped this question*

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

trakit-permits special event

Q8: Does your department currently purchase aerial photography for its GIS? No

Q9: What resolution of aerial photography do you use/need? (Check all that apply) *Respondent skipped this question*

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) MS Office, Google Earth,
Other (please specify)
dvw viewer for viewing cad files

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? Road Maps

Q15: How often do you use each of these hard-copy maps listed below per day?

Road Maps All the Time (>10 times)

Q16: What process is currently used to access these hard-copy maps? Other (please specify) pulls up pdf's

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

pdf's stored on server

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)? Complaints

Q19: How often do you use the address data listed below per day? *Respondent skipped this question*

Q20: What process is currently used to access this address data?

Other (please specify) notepad

Q21: Describe your typical workflow when using address data. How long does it take to access it?

complain comes in and its written on paper

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Respondent skipped this question

Q23: How often do you use the historical data listed below per day?

Respondent skipped this question

Q24: What process is currently used to access this historical data?

Respondent skipped this question

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

Respondent skipped this question

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

trakit for permits

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

PAGE 11

Q31: Does your department share digital geographic data with other organizations?

Respondent skipped this question

Q32: Does your department receive digital geographic data from other organizations?

Respondent skipped this question

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important?

Respondent skipped this question

PAGE 12

Q34: Any additional comments should be entered here:

looking at purchasing cartagraph for signs. Keeps a log book for potholes, road maintenance. signal maintenance. tracking manhours. drainage maintenance. tracking street sweeping.

#8

**COMPLETE****Collector:** One-on-One Interviews (Web Link)**Started:** Wednesday, April 08, 2015 5:02:10 PM**Last Modified:** Wednesday, April 08, 2015 5:30:12 PM**Time Spent:** 00:28:02

PAGE 1

Q1: Name of person being interviewed:

Jackie Walker

Q2: Department:

Human Resources

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

accessed the county GIS a few times. looked for parcels. used aerial. determined property lines for claims.

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?*Respondent skipped this question*

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

trakit-special event permits to assess risk for events. attached insurance documents

Q8: Does your department currently purchase aerial photography for its GIS? No

Q9: What resolution of aerial photography do you use/need? (Check all that apply) *Respondent skipped this question*

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) MS Office,
Other (please specify) trakit

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? Road Maps

Q15: How often do you use each of these hard-copy maps listed below per day?

Road Maps All the Time (>10 times)

Q16: What process is currently used to access these hard-copy maps? Other (please specify) hard copy and pdf

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

pulls pdf from server

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)? Complaints

Q19: How often do you use the address data listed below per day?

Complaints Often (4-9 times)

Q20: What process is currently used to access this address data?

Call another department and/or staff or call the County

Q21: Describe your typical workflow when using address data. How long does it take to access it?

pull addresses from county

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Building Inspections, Property Owners,
Building Permits, Utility Inspections,
Utility Maintenance

Q23: How often do you use the historical data listed below per day?

Property Owners	Often (4-9 times)
Building Permits	Often (4-9 times)
Building Inspections	Often (4-9 times)
Utility Inspections	Often (4-9 times)
Utility Maintenance	Often (4-9 times)

Q24: What process is currently used to access this historical data?

Call another department and/or staff or call the County

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

look back at historical data to defend claims for floods.

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

trakit, ms office

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

PAGE 11

Q31: Does your department share digital geographic data with other organizations?

Respondent skipped this question

Q32: Does your department receive digital geographic data from other organizations?

Respondent skipped this question

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important?

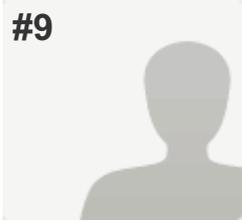
Respondent skipped this question

PAGE 12

Q34: Any additional comments should be entered here:

She does insurance claims and wants to track the trends for sewer backups and floods.

#9

**COMPLETE****Collector:** One-on-One Interviews ([Web Link](#))**Started:** Wednesday, April 08, 2015 5:32:11 PM**Last Modified:** Wednesday, April 08, 2015 5:40:21 PM**Time Spent:** 00:08:09

PAGE 1

Q1: Name of person being interviewed:

Daniel Stadler

Q2: Department:

Engineering

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

uses the county GIS to pull legals and parcels, understands the concept pretty well.

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?*Respondent skipped this question*

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

county GIS

Q8: Does your department currently purchase aerial photography for its GIS? Yes

Q9: What resolution of aerial photography do you use/need? (Check all that apply) < 6 inch

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) Autodesk (AutoCAD), MS Office, Google Earth, Other (please specify) Adobe

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? Utility Maps/drawings (Water, Sewer, Electric, Storm Drain),
,
Other (please specify) hard copy maps and pdf's

Q15: How often do you use each of these hard-copy maps listed below per day?

Utility Maps/drawings (Water, Sewer, Electric, Storm Drain) All the Time (>10 times)

Q16: What process is currently used to access these hard-copy maps? Other (please specify) pdf's on server

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

access pdf's from server

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)? Respondent skipped this question

Q19: How often do you use the address data listed below per day?

Respondent skipped this question

Q20: What process is currently used to access this address data?

Respondent skipped this question

Q21: Describe your typical workflow when using address data. How long does it take to access it?

Respondent skipped this question

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Respondent skipped this question

Q23: How often do you use the historical data listed below per day?

Respondent skipped this question

Q24: What process is currently used to access this historical data?

Respondent skipped this question

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

Respondent skipped this question

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

Respondent skipped this question

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

PAGE 11

Q31: Does your department share digital geographic data with other organizations?

Yes

Q32: Does your department receive digital geographic data from other organizations?

Yes

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important?

Respondent skipped this question

PAGE 12

Q34: Any additional comments should be entered here:

he does strictly design and drafting. mostly uses autocad

#10

**COMPLETE****Collector:** One-on-One Interviews (Web Link)**Started:** Thursday, April 09, 2015 9:51:28 AM**Last Modified:** Thursday, April 09, 2015 10:10:09 AM**Time Spent:** 00:18:40

PAGE 1

Q1: Name of person being interviewed:

Keelan Yarbrough

Q2: Department:

Public Works

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

limited knowledge but very interested in cctv video attachment. and mapping sewer system.

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?*Respondent skipped this question*

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.*Respondent skipped this question*

Q8: Does your department currently purchase aerial photography for its GIS?

Respondent skipped this question

Q9: What resolution of aerial photography do you use/need? (Check all that apply)

Respondent skipped this question

PAGE 6

Q10: What operating system are you using?

Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply)

MS Office,
Other (please specify)
cctv hachwims-data entry for permitting for plants

Q12: How is your department networked? (Check all that apply)

Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply)

Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)?

Utility Maps/drawings (Water, Sewer, Electric, Storm Drain)

,
Other (please specify) pdf's

Q15: How often do you use each of these hard-copy maps listed below per day?

Utility Maps/drawings (Water, Sewer, Electric, Storm Drain)

All the Time (>10 times)

Q16: What process is currently used to access these hard-copy maps?

Other (please specify) pull off server

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

pull off server

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)?	<i>Respondent skipped this question</i>
Q19: How often do you use the address data listed below per day?	<i>Respondent skipped this question</i>
Q20: What process is currently used to access this address data?	<i>Respondent skipped this question</i>
Q21: Describe your typical workflow when using address data. How long does it take to access it?	<i>Respondent skipped this question</i>

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?	<i>Respondent skipped this question</i>
Q23: How often do you use the historical data listed below per day?	<i>Respondent skipped this question</i>
Q24: What process is currently used to access this historical data?	<i>Respondent skipped this question</i>
Q25: Describe your typical workflow when using historical data. How long does it take to access it?	<i>Respondent skipped this question</i>

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?	
limited use on trakit	
Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.	<i>Respondent skipped this question</i>
Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?	<i>Respondent skipped this question</i>

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

ms office

PAGE 11

Q31: Does your department share digital geographic data with other organizations?

No

Q32: Does your department receive digital geographic data from other organizations?

No

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important?

Respondent skipped this question

PAGE 12

Q34: Any additional comments should be entered here:

Respondent skipped this question

#11

**COMPLETE****Collector:** One-on-One Interviews (Web Link)**Started:** Thursday, April 09, 2015 10:19:21 AM**Last Modified:** Thursday, April 09, 2015 10:30:58 AM**Time Spent:** 00:11:37

PAGE 1

Q1: Name of person being interviewed:

Mike Jennings, Gerry Delgado, Joe Clos

Q2: Department:

Information Technology

Q3: Do you consider yourself a User or Professional of GIS.

Professional (One who creates GIS applications &/or creates, maintains or edits data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

Mike has high level of understanding does 911. the others have an understanding but no experience

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?*Respondent skipped this question*

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

esri, trakit

Q8: Does your department currently purchase aerial photography for its GIS? No

Q9: What resolution of aerial photography do you use/need? (Check all that apply) *Respondent skipped this question*

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) ESRI,
Other (please specify)
they support many softwares

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? *Respondent skipped this question*

Q15: How often do you use each of these hard-copy maps listed below per day? *Respondent skipped this question*

Q16: What process is currently used to access these hard-copy maps? *Respondent skipped this question*

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them? *Respondent skipped this question*

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)? *Respondent skipped this question*

Q19: How often do you use the address data listed below per day? *Respondent skipped this question*

Q20: What process is currently used to access this address data?

Respondent skipped this question

Q21: Describe your typical workflow when using address data. How long does it take to access it?

Respondent skipped this question

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Respondent skipped this question

Q23: How often do you use the historical data listed below per day?

Respondent skipped this question

Q24: What process is currently used to access this historical data?

Respondent skipped this question

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

Respondent skipped this question

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

Respondent skipped this question

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

PAGE 11

Q31: Does your department share digital geographic data with other organizations? No

Q32: Does your department receive digital geographic data from other organizations? No

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important? *Respondent skipped this question*

PAGE 12

Q34: Any additional comments should be entered here:

the IT guys keep everything up and running for all of the users within the city.

#12

**COMPLETE**

Collector: One-on-One Interviews (Web Link)
Started: Thursday, April 09, 2015 10:59:52 AM
Last Modified: Thursday, April 09, 2015 11:08:59 AM
Time Spent: 00:09:06

PAGE 1

Q1: Name of person being interviewed:

Rich Ruggles

Q2: Department:

Development Services

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

uses county GIS and has a pretty good understanding of GIS

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)

Respondent skipped this question

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?

Respondent skipped this question

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

Trakit

Q8: Does your department currently purchase aerial photography for its GIS? No

Q9: What resolution of aerial photography do you use/need? (Check all that apply) *Respondent skipped this question*

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) MS Office, Google Earth

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? Zoning Maps

Q15: How often do you use each of these hard-copy maps listed below per day?

Zoning Maps All the Time (>10 times)

Q16: What process is currently used to access these hard-copy maps? Call another department and/or staff or call the County

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

calls engineering department for maps

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)? *Respondent skipped this question*

Q19: How often do you use the address data listed below per day? *Respondent skipped this question*

Q20: What process is currently used to access this address data?	<i>Respondent skipped this question</i>
Q21: Describe your typical workflow when using address data. How long does it take to access it?	<i>Respondent skipped this question</i>

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?	Property Owners, Property Zoning, Zoning (District Changes)
Q23: How often do you use the historical data listed below per day?	
Property Owners	Somewhat Often (2-3 times)
Property Zoning	Often (4-9 times)
Zoning (District Changes)	Often (4-9 times)
Q24: What process is currently used to access this historical data?	Look data up in hard copy format in storage or filing cabinets
Q25: Describe your typical workflow when using historical data. How long does it take to access it?	old pdf's

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?	
trakit	
Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.	<i>Respondent skipped this question</i>
Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?	
Uses county parcels to study future development and zoning cases. looks at aerial photography to verify on property development.	

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

gleans info from trakit and puts it into excell.

PAGE 11

Q31: Does your department share digital geographic data with other organizations?

No

Q32: Does your department receive digital geographic data from other organizations?

Yes

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important?

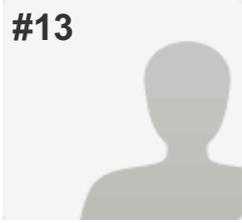
Respondent skipped this question

PAGE 12

Q34: Any additional comments should be entered here:

Respondent skipped this question

#13

**COMPLETE**

Collector: One-on-One Interviews (Web Link)
Started: Thursday, April 09, 2015 11:24:44 AM
Last Modified: Thursday, April 09, 2015 11:53:50 AM
Time Spent: 00:29:05

PAGE 1

Q1: Name of person being interviewed:

Rob Owen

Q2: Department:

Public Works

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

uses the county GIS site daily for . has a pretty good understanding of GIS.

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)

Respondent skipped this question

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?

Respondent skipped this question

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

trakit

Q8: Does your department currently purchase aerial photography for its GIS? No

Q9: What resolution of aerial photography do you use/need? (Check all that apply) *Respondent skipped this question*

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) Autodesk (AutoCAD), MS Office, Google Earth

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? Road Maps, Floodplain Maps, Utility Maps/drawings (Water, Sewer, Electric, Storm Drain)

Q15: How often do you use each of these hard-copy maps listed below per day?

Road Maps All the Time (>10 times)

Floodplain Maps All the Time (>10 times)

Utility Maps/drawings (Water, Sewer, Electric, Storm Drain) All the Time (>10 times)

Q16: What process is currently used to access these hard-copy maps? Other (please specify) pdf

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

pdf from server

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)?	<i>Respondent skipped this question</i>
Q19: How often do you use the address data listed below per day?	<i>Respondent skipped this question</i>
Q20: What process is currently used to access this address data?	<i>Respondent skipped this question</i>
Q21: Describe your typical workflow when using address data. How long does it take to access it?	<i>Respondent skipped this question</i>

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?	Property Owners, Utility Inspections, Signage Maintenance
Q23: How often do you use the historical data listed below per day?	
Property Owners	Not Often (1 time)
Utility Inspections	Often (4-9 times)
Signage Inspections	Often (4-9 times)
Q24: What process is currently used to access this historical data?	Other (please specify) pdf asbuilt
Q25: Describe your typical workflow when using historical data. How long does it take to access it?	
pull up pdf's and old asbuilts	

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?	
trakit some	
Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.	<i>Respondent skipped this question</i>

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

uses the site to look at parcels and detention areas.

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

PAGE 11

Q31: Does your department share digital geographic data with other organizations? No

Q32: Does your department receive digital geographic data from other organizations? Yes

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important? *Respondent skipped this question*

PAGE 12

Q34: Any additional comments should be entered here: *Respondent skipped this question*

#14

**COMPLETE****Collector:** One-on-One Interviews (Web Link)**Started:** Thursday, April 09, 2015 12:02:28 PM**Last Modified:** Thursday, April 09, 2015 12:14:17 PM**Time Spent:** 00:11:48

PAGE 1

Q1: Name of person being interviewed:

Rusty Cooper

Q2: Department:

Police Department

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

uses county GIS for parcel address look up. code enforcement. animal control.

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?*Respondent skipped this question*

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

new world is the record management and dispatch.

Q8: Does your department currently purchase aerial photography for its GIS? No

Q9: What resolution of aerial photography do you use/need? (Check all that apply) *Respondent skipped this question*

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) MS Office,
Other (please specify) new world dispatch

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? Other (please specify) pdf's crime reports

Q15: How often do you use each of these hard-copy maps listed below per day?

Other (please specify)
often

Q16: What process is currently used to access these hard-copy maps? Other (please specify) pull up pdf's

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

pdf's from server

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)? *Respondent skipped this question*

Q19: How often do you use the address data listed below per day? *Respondent skipped this question*

Q20: What process is currently used to access this address data?

Respondent skipped this question

Q21: Describe your typical workflow when using address data. How long does it take to access it?

Respondent skipped this question

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Other (please specify)
calls for service. call history to location

Q23: How often do you use the historical data listed below per day?

Other (please specify)
often

Q24: What process is currently used to access this historical data?

Other (please specify)
pdf's and reports from server

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

pdf's and reports from server

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

Respondent skipped this question

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

micro office for reports

PAGE 11

Q31: Does your department share digital geographic data with other organizations? No

Q32: Does your department receive digital geographic data from other organizations? Yes

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important? *Respondent skipped this question*

PAGE 12

Q34: Any additional comments should be entered here: *Respondent skipped this question*

#15

**COMPLETE**

Collector: One-on-One Interviews (Web Link)
Started: Thursday, April 09, 2015 12:28:40 PM
Last Modified: Thursday, April 09, 2015 12:35:26 PM
Time Spent: 00:06:46

PAGE 1

Q1: Name of person being interviewed:

Sheri Furr

Q2: Department:

Kingman Area Regional Transit (KART)

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

has a pretty good understanding of GIS

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)

Respondent skipped this question

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?

Respondent skipped this question

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

para plan software. scheduling for buses

Q8: Does your department currently purchase aerial photography for its GIS? No

Q9: What resolution of aerial photography do you use/need? (Check all that apply) *Respondent skipped this question*

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) MS Office, Google Earth

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? *Respondent skipped this question*

Q15: How often do you use each of these hard-copy maps listed below per day? *Respondent skipped this question*

Q16: What process is currently used to access these hard-copy maps? *Respondent skipped this question*

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them? *Respondent skipped this question*

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)? *Respondent skipped this question*

Q19: How often do you use the address data listed below per day? *Respondent skipped this question*

Q20: What process is currently used to access this address data?

Respondent skipped this question

Q21: Describe your typical workflow when using address data. How long does it take to access it?

Respondent skipped this question

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Respondent skipped this question

Q23: How often do you use the historical data listed below per day?

Respondent skipped this question

Q24: What process is currently used to access this historical data?

Respondent skipped this question

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

Respondent skipped this question

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

paraplan for scheduling engraph for dispatching

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

microsoft office for reports and daily work

PAGE 11

Q31: Does your department share digital geographic data with other organizations? No

Q32: Does your department receive digital geographic data from other organizations? No

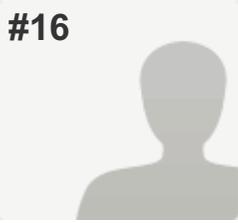
Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important? *Respondent skipped this question*

PAGE 12

Q34: Any additional comments should be entered here:

would like to see an application for people to see on a web site for bus routs and stops.

#16

**COMPLETE****Collector:** One-on-One Interviews (Web Link)**Started:** Thursday, April 09, 2015 12:38:50 PM**Last Modified:** Thursday, April 09, 2015 12:53:13 PM**Time Spent:** 00:14:23

PAGE 1

Q1: Name of person being interviewed:

Other (please specify) Keith Eaton

Q2: Department:

Fire Department

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

heat maps in GIS meaning how many calls in certain areas. uses polygon buffer for fire station. also hydrant buffer.

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?*Respondent skipped this question*

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

fire hydrant maintenance. firehouse software for tracking hydrant maintenance.

Q8: Does your department currently purchase aerial photography for its GIS? No

Q9: What resolution of aerial photography do you use/need? (Check all that apply) *Respondent skipped this question*

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) MS Office, Google Earth

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? *Respondent skipped this question*

Q15: How often do you use each of these hard-copy maps listed below per day? *Respondent skipped this question*

Q16: What process is currently used to access these hard-copy maps? *Respondent skipped this question*

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them? *Respondent skipped this question*

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)? *Respondent skipped this question*

Q19: How often do you use the address data listed below per day?

Respondent skipped this question

Q20: What process is currently used to access this address data?

Respondent skipped this question

Q21: Describe your typical workflow when using address data. How long does it take to access it?

Respondent skipped this question

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Respondent skipped this question

Q23: How often do you use the historical data listed below per day?

Respondent skipped this question

Q24: What process is currently used to access this historical data?

Respondent skipped this question

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

Respondent skipped this question

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

new world CAD meaning dispatch software. Has interactive locations of hydrants.

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

call comes in and goes through the cad system

PAGE 11

Q31: Does your department share digital geographic data with other organizations? No

Q32: Does your department receive digital geographic data from other organizations? No

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important? *Respondent skipped this question*

PAGE 12

Q34: Any additional comments should be entered here:

7000 call outs per year. 4 stations with 53 firemen.

#17

**COMPLETE**

Collector: One-on-One Interviews (Web Link)
Started: Tuesday, April 14, 2015 1:23:31 PM
Last Modified: Tuesday, April 14, 2015 1:45:34 PM
Time Spent: 00:22:02

PAGE 1

Q1: Name of person being interviewed:

Frank Marbury

Q2: Department:

Engineering

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

understands the concepts of GIS. Uses county GIS regularly

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)

Respondent skipped this question

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?

Respondent skipped this question

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

not GIS but uses trakit

Q8: Does your department currently purchase aerial photography for its GIS?

Respondent skipped this question

Q9: What resolution of aerial photography do you use/need? (Check all that apply)

Respondent skipped this question

PAGE 6

Q10: What operating system are you using?

Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply)

Autodesk (AutoCAD), MS Office, Google Earth, Other (please specify) syncro traffic for managing traffic signals-28 signals in the city

Q12: How is your department networked? (Check all that apply)

Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply)

Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)?

Road Maps, Floodplain Maps,
Utility Maps/drawings (Water, Sewer, Electric, Storm Drain),
,
Existing and Historic Aerial Photos

Q15: How often do you use each of these hard-copy maps listed below per day?

Road Maps

Often (4-9 times)

Floodplain Maps

Often (4-9 times)

Utility Maps/drawings (Water, Sewer, Electric, Storm Drain)

All the Time (>10 times)

Existing and Historic Aerial Photos

Often (4-9 times)

Q16: What process is currently used to access these hard-copy maps?

Other (please specify) pdf on server

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

accesses pdf's from server

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)?

Variances, Complaints, Construction Projects

Q19: How often do you use the address data listed below per day?

Complaints All the Time (>10 times)

Safety Issues Often (4-9 times)

Construction Projects Often (4-9 times)

Q20: What process is currently used to access this address data?

Call another department and/or staff or call the County

Q21: Describe your typical workflow when using address data. How long does it take to access it?

uses the county GIS to access address data

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Property Deeds, Zoning (District Changes),
 Road Dedications, Road Ratings,
 Road Volumes, Road Classifications,
 Variances, Utility Maintenance,
 Aerial Photos/Imagery

Q23: How often do you use the historical data listed below per day?

Variances	All the Time (>10 times)
Property Deeds	All the Time (>10 times)
Road Dedications	All the Time (>10 times)
Road Ratings	All the Time (>10 times)
Road Volumes	All the Time (>10 times)
Road Classifications	All the Time (>10 times)
Utility Inspections	All the Time (>10 times)
Utility Maintenance	All the Time (>10 times)
Aerial Photos/Imagery	Often (4-9 times)

Q24: What process is currently used to access this historical data?

Access the data via existing software (Permit, Access Database, etc.)

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

hard copy and pdf

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

trakit easments dedications

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

parcels deeds aerial photo

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

google earth

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

autocad modeling flowmaster

PAGE 11

Q31: Does your department share digital geographic data with other organizations? Yes

Q32: Does your department receive digital geographic data from other organizations? Yes

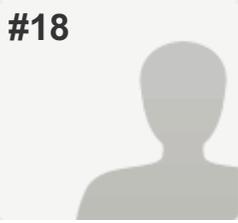
Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important?

to be determined

PAGE 12

Q34: Any additional comments should be entered here: *Respondent skipped this question*

#18

**COMPLETE**

Collector: One-on-One Interviews (Web Link)
Started: Tuesday, April 14, 2015 1:55:16 PM
Last Modified: Tuesday, April 14, 2015 2:06:53 PM
Time Spent: 00:11:37

PAGE 1

Q1: Name of person being interviewed:

Phillip Allred

Q2: Department:

Engineering

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

understands concepts and uses county GIS to access address data and parcel locations

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)

Respondent skipped this question

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?

Respondent skipped this question

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

not GIS but uses trakit extensively

Q8: Does your department currently purchase aerial photography for its GIS?

Respondent skipped this question

Q9: What resolution of aerial photography do you use/need? (Check all that apply)

Respondent skipped this question

PAGE 6

Q10: What operating system are you using?

Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply)

Autodesk (AutoCAD), MS Office, Google Earth

Q12: How is your department networked? (Check all that apply)

Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply)

Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)?

Zoning Maps, Road Maps, Wetland Maps,
Floodplain Maps,
Existing and Historic Aerial Photos,
Parks & Recreation Maps (trails, golf course, biking, etc.)

Q15: How often do you use each of these hard-copy maps listed below per day?

Zoning Maps

Often (4-9 times)

Road Maps

All the Time (>10 times)

Wetland Maps

Somewhat Often (2-3 times)

Floodplain Maps

Often (4-9 times)

Existing and Historic Aerial Photos

All the Time (>10 times)

Parks & Recreation Maps (trails, golf course, biking, etc.)

Not Often (1 time)

Q16: What process is currently used to access these hard-copy maps?

Look data up in hard copy format in storage or filing cabinets

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

uses hard copy maps and pdf's. Does'nt take too long.

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)?

Assessor Data, Variances, Easements,
Complaints, Conditional Use Permits,
Construction Projects

Q19: How often do you use the address data listed below per day?

Assessor Data	All the Time (>10 times)
Variances	All the Time (>10 times)
Easements	All the Time (>10 times)
Complaints	All the Time (>10 times)
Conditional Use Permits	Often (4-9 times)
Construction Projects	Often (4-9 times)

Q20: What process is currently used to access this address data?

Look data up in hard copy format in storage or filing cabinets

Q21: Describe your typical workflow when using address data. How long does it take to access it?

trakit hard copy maps and pdf's

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Property Deeds, Zoning (District Changes),
Road Dedications, Road Ratings,
Road Volumes, Road Classifications,
Variances, Easements, Aerial Photos/Imagery

Q23: How often do you use the historical data listed below per day?

Variances	Often (4-9 times)
Easements	All the Time (>10 times)
Property Deeds	All the Time (>10 times)
Zoning (District Changes)	Often (4-9 times)
Road Dedications	All the Time (>10 times)
Road Ratings	All the Time (>10 times)
Road Volumes	All the Time (>10 times)
Road Classifications	All the Time (>10 times)
Aerial Photos/Imagery	All the Time (>10 times)

Q24: What process is currently used to access this historical data?

Look data up in hard copy format in storage or filing cabinets

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

pdf's from server and hard copy maps

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

trakit permits easments and dedications

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

parcels deeds aerial imagery

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

google earth

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

autocad mostly but also flowmaster

PAGE 11

Q31: Does your department share digital geographic data with other organizations? Yes

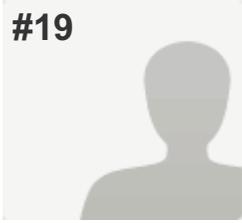
Q32: Does your department receive digital geographic data from other organizations? Yes

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important? *Respondent skipped this question*

PAGE 12

Q34: Any additional comments should be entered here: *Respondent skipped this question*

#19

**COMPLETE****Collector:** One-on-One Interviews (Web Link)**Started:** Tuesday, April 14, 2015 2:07:33 PM**Last Modified:** Tuesday, April 14, 2015 3:09:15 PM**Time Spent:** 01:01:41

PAGE 1

Q1: Name of person being interviewed:

Mike Prior

Q2: Department:

Engineering

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

understands concepts of GIS. Uses county GIS extensively to access parcel information

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?*Respondent skipped this question*

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

not GIS but uses trakit extensively

Q8: Does your department currently purchase aerial photography for its GIS?

Respondent skipped this question

Q9: What resolution of aerial photography do you use/need? (Check all that apply)

Respondent skipped this question

PAGE 6

Q10: What operating system are you using?

Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply)

Autodesk (AutoCAD), MS Office, Google Earth, Other (please specify) flowmaster

Q12: How is your department networked? (Check all that apply)

Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply)

Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)?

Zoning Maps, Road Maps, Wetland Maps,

Floodplain Maps,

Utility Maps/drawings (Water, Sewer, Electric, Storm Drain)

,

Special District Maps,

Existing and Historic Aerial Photos,

Parks & Recreation Maps (trails, golf course, biking, etc.)

Q15: How often do you use each of these hard-copy maps listed below per day?

Zoning Maps	Often (4-9 times)
Road Maps	All the Time (>10 times)
Wetland Maps	Somewhat Often (2-3 times)
Floodplain Maps	Often (4-9 times)
Utility Maps/drawings (Water, Sewer, Electric, Storm Drain)	All the Time (>10 times)
Special District Maps	Often (4-9 times)
Existing and Historic Aerial Photos	All the Time (>10 times)
Parks & Recreation Maps (trails, golf course, biking, etc.)	Somewhat Often (2-3 times)

Q16: What process is currently used to access these hard-copy maps?

Look data up in hard copy format in storage or filing cabinets

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

hard copy and pdf

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)?

Assessor Data, Variances, Easements, Complaints, Calls for Service, Conditional Use Permits, Construction Projects

Q19: How often do you use the address data listed below per day?

Assessor Data	All the Time (>10 times)
Variances	All the Time (>10 times)
Easements	All the Time (>10 times)
Complaints	All the Time (>10 times)
Calls for Service	All the Time (>10 times)
Conditional Use Permits	Often (4-9 times)

Q20: What process is currently used to access this address data?

Look data up in hard copy format in storage or filing cabinets

Q21: Describe your typical workflow when using address data. How long does it take to access it?

hard copy and pdf

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Property Deeds, Road Dedications,
Road Ratings, Road Volumes,
Road Classifications, Variances, Easements,
Utility Maintenance, Aerial Photos/Imagery

Q23: How often do you use the historical data listed below per day?

Variances	All the Time (>10 times)
Easements	All the Time (>10 times)
Property Deeds	Often (4-9 times)
Road Dedications	All the Time (>10 times)
Road Ratings	All the Time (>10 times)
Road Volumes	All the Time (>10 times)
Road Classifications	All the Time (>10 times)
Utility Maintenance	All the Time (>10 times)
Aerial Photos/Imagery	Somewhat Often (2-3 times)

Q24: What process is currently used to access this historical data?

Look data up in hard copy format in storage or filing cabinets

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

hard copy pdf's

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

trakit

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

viewing parcel data and easements

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

google earth

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

uses autocad extensively to design and maintain utility drawings

PAGE 11

Q31: Does your department share digital geographic data with other organizations?

Yes

Q32: Does your department receive digital geographic data from other organizations?

Yes

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important?

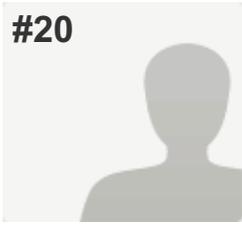
Respondent skipped this question

PAGE 12

Q34: Any additional comments should be entered here:

Respondent skipped this question

#20

**COMPLETE****Collector:** One-on-One Interviews (Web Link)**Started:** Wednesday, April 15, 2015 7:28:10 PM**Last Modified:** Wednesday, April 15, 2015 7:34:41 PM**Time Spent:** 00:06:31

PAGE 1

Q1: Name of person being interviewed:

Burley Hambrick

Q2: Department:

Public Works

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

has a pretty good understanding of what GIS is. Has used the county GIS but sparingly.

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)*Respondent skipped this question*

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?*Respondent skipped this question*

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

uses trakit some

Q8: Does your department currently purchase aerial photography for its GIS? No

Q9: What resolution of aerial photography do you use/need? (Check all that apply) *Respondent skipped this question*

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) MS Office, Google Earth

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? Road Maps, Floodplain Maps, Utility Maps/drawings (Water, Sewer, Electric, Storm Drain)

Q15: How often do you use each of these hard-copy maps listed below per day?

Road Maps All the Time (>10 times)

Floodplain Maps Often (4-9 times)

Utility Maps/drawings (Water, Sewer, Electric, Storm Drain) All the Time (>10 times)

Q16: What process is currently used to access these hard-copy maps? Look data up in hard copy format in storage or filing cabinets

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

hard copy and pdf

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)?	<i>Respondent skipped this question</i>
Q19: How often do you use the address data listed below per day?	<i>Respondent skipped this question</i>
Q20: What process is currently used to access this address data?	<i>Respondent skipped this question</i>
Q21: Describe your typical workflow when using address data. How long does it take to access it?	<i>Respondent skipped this question</i>

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?	Property Owners, Utility Maintenance, Signage Inspections
Q23: How often do you use the historical data listed below per day?	
Property Owners	All the Time (>10 times)
Utility Maintenance	All the Time (>10 times)
Signage Inspections	Often (4-9 times)
Q24: What process is currently used to access this historical data?	Look data up in hard copy format in storage or filing cabinets
Q25: Describe your typical workflow when using historical data. How long does it take to access it?	
hard copy pdf	

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?	
uses trakit some	
Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.	<i>Respondent skipped this question</i>

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Looks occasionally at parcel data

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

PAGE 11

Q31: Does your department share digital geographic data with other organizations?

No

Q32: Does your department receive digital geographic data from other organizations?

Yes

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important?

Respondent skipped this question

PAGE 12

Q34: Any additional comments should be entered here:

Respondent skipped this question

#21

**COMPLETE**

Collector: One-on-One Interviews ([Web Link](#))
Started: Wednesday, April 08, 2015 3:02:20 PM
Last Modified: Saturday, April 18, 2015 2:24:52 PM
Time Spent: Over a week

PAGE 1

Q1: Name of person being interviewed:

Kathie Chung

Q2: Department:

Engineering

Q3: Do you consider yourself a User or Professional of GIS.

User (One who uses GIS applications created by others but does not create or edit data.)

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

access and uses county data

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)

Respondent skipped this question

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?

Respondent skipped this question

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

uses the county data base

Q8: Does your department currently purchase aerial photography for its GIS? Yes

Q9: What resolution of aerial photography do you use/need? (Check all that apply) < 6 inch

PAGE 6

Q10: What operating system are you using? Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply) Autodesk (AutoCAD), MS Office, Google Earth, Other (please specify) adobe - dealing with image files

Q12: How is your department networked? (Check all that apply) Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply) Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)? Utility Maps/drawings (Water, Sewer, Electric, Storm Drain), Existing and Historic Aerial Photos, Other (please specify) uses these in pdf format

Q15: How often do you use each of these hard-copy maps listed below per day?

Utility Maps/drawings (Water, Sewer, Electric, Storm Drain) Often (4-9 times)

Environmental Protection Overlay Districts Maps Somewhat Often (2-3 times)

Existing and Historic Aerial Photos Somewhat Often (2-3 times)

Q16: What process is currently used to access these hard-copy maps? Other (please specify) pdf

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

accesses pdf's from server

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)?	<i>Respondent skipped this question</i>
Q19: How often do you use the address data listed below per day?	<i>Respondent skipped this question</i>
Q20: What process is currently used to access this address data?	<i>Respondent skipped this question</i>
Q21: Describe your typical workflow when using address data. How long does it take to access it?	<i>Respondent skipped this question</i>

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?	Other (please specify) as-builts
Q23: How often do you use the historical data listed below per day? Zoning (District Changes)	Often (4-9 times)
Q24: What process is currently used to access this historical data?	Other (please specify) pdf
Q25: Describe your typical workflow when using historical data. How long does it take to access it? accesses pdf's from server	

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?	<i>Respondent skipped this question</i>
Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.	<i>Respondent skipped this question</i>

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

uses county GIS to verify property lines

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Uses autocad to draft

PAGE 11

Q31: Does your department share digital geographic data with other organizations? Yes

Q32: Does your department receive digital geographic data from other organizations? Yes

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important? *Respondent skipped this question*

PAGE 12

Q34: Any additional comments should be entered here: *Respondent skipped this question*

#22

**COMPLETE****Collector:** One-on-One Interviews (Web Link)**Started:** Friday, May 08, 2015 2:34:59 PM**Last Modified:** Friday, May 08, 2015 2:39:54 PM**Time Spent:** 00:04:54

PAGE 1

Q1: Name of person being interviewed:

Mike Meersman

Q2: Department:

Parks and Recreation

Q3: Do you consider yourself a User or Professional of GIS.

Neither

PAGE 2

Q4: Please describe your level of experience/understanding with GIS. What do you know? How do you use it?

Respondent skipped this question

PAGE 3

Q5: Does your department contract out any GIS work to outside entities? (Check all that apply)

Respondent skipped this question

PAGE 4

Q6: Who do you contract with? Cost of services? What does the contractor do for you? How often?

Respondent skipped this question

PAGE 5

Q7: Please describe the GIS databases, tables, and/or layers that you currently have/use.

Respondent skipped this question

Q8: Does your department currently purchase aerial photography for its GIS?

Respondent skipped this question

Q9: What resolution of aerial photography do you use/need? (Check all that apply)

Respondent skipped this question

PAGE 6

Q10: What operating system are you using?

Windows 7

Q11: What software are you using to do your every day tasks? (Check all that apply)

MS Office, Google Earth

Q12: How is your department networked? (Check all that apply)

Local Area Network (LAN)

Q13: How is your department connected to the Internet? (Check all that apply)

Fiber Optic

PAGE 7

Q14: What types of hard-copy maps do you frequently work with (please check all that apply)?

Parks & Recreation Maps (trails, golf course, biking, etc.)

Q15: How often do you use each of these hard-copy maps listed below per day?

Parks & Recreation Maps (trails, golf course, biking, etc.)

All the Time (>10 times)

Q16: What process is currently used to access these hard-copy maps?

Call another department and/or staff or call the County

Q17: Describe your typical workflow when using these hard-copy maps. How long does it take to access them?

marks on maps what grass has been mowed

PAGE 8

Q18: What types of address data do you frequently work with (please check all that apply)?

Respondent skipped this question

Q19: How often do you use the address data listed below per day?

Respondent skipped this question

Q20: What process is currently used to access this address data?

Respondent skipped this question

Q21: Describe your typical workflow when using address data. How long does it take to access it?

Respondent skipped this question

PAGE 9

Q22: What types of historical data do you frequently work with (please check all that apply)?

Aerial Photos/Imagery

Q23: How often do you use the historical data listed below per day?

Respondent skipped this question

Q24: What process is currently used to access this historical data?

Respondent skipped this question

Q25: Describe your typical workflow when using historical data. How long does it take to access it?

Respondent skipped this question

PAGE 10

Q26: Please describe how you use your Database Management System (DBMS). How do you access it, input data, revise data, etc.?

uses ms office for reports

Q27: Please describe your workflow in using any mobile applications. Describe what you would like to accomplish out-in-the-field using mobile GIS technology. What to collect, precision, team tracking/collaboration, real-time updates, etc.

Respondent skipped this question

Q28: Please describe your workflow in using the Counties GIS applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q29: If you use other web applications, please describe your workflow and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

Q30: Please describe your workflow in using any desktop applications and why it helps you do your job better. How long does it take to access it and use it for your needs?

Respondent skipped this question

PAGE 11

Q31: Does your department share digital geographic data with other organizations?

No

Q32: Does your department receive digital geographic data from other organizations?

No

Q33: Please describe what types of sensitive data & layers you would like only accessible by your department? Why is this important?

Respondent skipped this question

PAGE 12

Q34: Any additional comments should be entered here:

Mike is using the IT department to gps irrigation systems for parks and golf course. He feels it would be beneficial to have a GIS to keep these systems maintained and also to track where and when grass is mowed.



CITY OF KINGMAN COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Gary Jeppson

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Public Hearing and consideration of Resolution 4985: Request for a Conditional Use Permit (CUP) to permit a public assembly - general use, specifically a church, at 112 N 4th Street (Case CUP15-001)

SUMMARY:

A request for a conditional use permit to allow a “Public Assembly – Indoor General” use at 112 North Fourth Street, Kingman, to operate a church. This portion of the Central Commercial Building will have 234 seats. The property is zoned C-2 and is in Historic Commercial Overlay District. Several concerns were expressed from the public. Concerns ranged from the parking impact of the church on the downtown, the church not being a proper tenant in the downtown, and about the types of people the church's programs would draw to the downtown area. The effect of the Religious Land Use and Institutionalized Persons Act (RLUIPA) was shared with the Planning and Zoning Commission and public. In such a case, the City cannot be imposed or implement a land use regulation in a manner that imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution, unless the government can demonstrate that imposition of the burden on that person, assembly or institution is in furtherance of a compelling governmental interest; and is the least restrictive means of furthering that compelling governmental interest.

The Planning and Zoning Commission held public hearings on November 10, 2015 and December 8, 2015.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

The Planning and Zoning Commission met on November 10, 2015 and again on December 8, 2015 to hear this matter and consideration a recommendation. Based on the staff report, the standards for review, the findings of fact, and the public comments, the Planning and Zoning Commission, on a three-to-two vote, recommends approval of this request with the following conditions: (1) the applicant comply with all building and fire codes; and (2) provide written agreements from the owners of off-street parking lots within 300-feet of the Central Commercial Building to provide at least 36 off-street parking stalls.

The Planning and Zoning Commission and the staff recommend **approval** of the request based on the findings

that the application conform to the Standards for Review, Findings of Fact, Required Findings of a Conditional Use Permit and Analysis with the condition that the applicant meet with the Building Department and resolve the building official's concerns about the mezzanine use and comply with all regulations set forth by the Fire Department.

ATTACHMENTS:

Description

P&Z Report

Central Christian Church CUP Application

A&P Pawn Parking Agreement

Beale Celebrations Parking Agreement

Resolution #4985

REVIEWERS:

Department	Reviewer	Action	Date
Development Services	Jeppson, Gary	Approved	12/9/2015 - 11:05 AM
City Attorney	Cooper, Carl	Approved	12/9/2015 - 4:15 PM
City Manager	Dougherty, John	Approved	12/10/2015 - 10:22 AM



CITY OF KINGMAN
Development Services Department
Conditional Use Permit Case: CUP15-001
Central Christian Church
Planning and Zoning Commission Report
December 8, 2015

Property Owner: Carol Ott
621 Shadow Mountain Drive
Kingman, Arizona 86409

Applicant: Matt Lockin
Snell & Wilmer, LLP
400 East Van Buren Street, Suite 1900
Phoenix, Arizona 85004
PHONE: 602-382-6383
EMAIL: mlockin@swlaw.com

Summary of Request: A request for a conditional use permit to allow a “Public Assembly – Indoor General” use at 112 North Fourth Street, Kingman, to operate church. This portion of the Central Commercial Building will have 234 seats. The property is zoned C-2 and is in Historic Commercial Overlay District.

RECOMMENDATION

The Planning and Zoning Commission, on a three-to-two vote, recommends **Approval** of the request based on the findings that the application conform the Standards for Review, Findings of Fact, Required Findings of a Conditional Use Permit and Analysis with the condition that the applicant comply with all building and fire codes and provide written agreements from the owners of off-street parking lots within 300-feet of the Central Commercial Building that at least 36 off-street parking stalls are available to parishioners of the Central Christian Church.

STANDARDS FOR REVIEW

KINGMAN GENERAL PLAN 2030 UPDATE:

- The site is designated as Community Commercial.

CITY OF KINGMAN ZONING ORDINANCE:

12.000 COMMERCIAL: COMMUNITY BUSINESS (C-2)

12.100 INTENT AND PURPOSE

This district is intended to provide for and encourage the development of business and service uses designed to serve community needs. The district is intended to provide a wide variety of goods and services to the entire city, with provisions designed to ensure that such commerce will be efficient, functionally related, and compatible with adjacent non-commercial development.

12.200 GENERAL PROVISIONS

12.210 PERMITTED USES

Land shall be used and buildings and structures shall hereafter be erected, altered, enlarged, or otherwise modified for the following permitted uses:

All uses enumerated as **permitted uses** in the **C-1** district, **also**,

- Ambulance services
- Antique shops
- Art and school supply stores
- Art galleries – but not including auction rooms
- Astrology
- Auto accessories and parts store
- Automobile repairs, but not including body repair
- Automobile service stations
- Automobile upholstery shops
- Bakery
- Barbershop/beauty parlor
- Banks and financial institutions
- Bicycle stores – sales, rental and repair
- Blueprinting establishments
- Book and stationery stores
- Boarding and rooming houses
- Camera and photographic supply stores
- Candy and ice cream stores
- Carpet and rug stores
- China and glassware stores
- Clothing and costume rental establishments
- Clubs and lodges – private, fraternal or religious
- Coin and philatelic stores
- Computer and electronic component sales
- Convalescent or nursing home
- Custom dressmaking
- Delicatessen
- Department store
- Dry goods stores
- Dwelling units and lodging rooms so constructed to conform to the density requirements of the R-2 zone
- Electrical and household appliance stores – including radio, sales, accessory repair, and service
- Employment offices
- Flower shops and conservatories

Food stores, grocery stores, meat markets, delicatessens and frozen food stores
Fortune telling
Funeral parlors and accessory uses not including outside monument storage
Furniture stores
Furrier shops – including the incidental storage and conditioning of furs
Garden supply and seed stores
Gift shops
Haberdasheries and millinery shop or hat repair
Hardware stores
Health centers
Hobby shops – for retailing of items to be assembled or used away from the premises
Hotels – including dining and meeting rooms
Instructional Schools (not providing housing, dormitories or sleeping overnight)
Interior decorating shops
Jewelry stores – including watch repair
Job printing and related retail sales
Laboratories – medical and dental with accessory research and testing
Lapidary
Laundries
Leather goods and luggage stores
Liquor stores
Loan offices
Locksmith shops
Mail order service stores
Medical and dental clinics
Medium density multiple-family
Meeting halls
Mind reading or other similar calling
Motels
Musical instrument sales and repair
Newspaper offices – including printing
Offices – business, professional or public
Office supply stores
Opticians, optometrists and ophthalmologists
Orthopedic and medical appliance stores – but not including assembly or manufacture of such articles
Paint and wallpaper stores
Palmistry
Pawn shops
Pet shops – not to include kennel
Photography studios – including developing and printing of photographs when conducted on the premises as part of the retail business
Phrenology
Picture framing – when conducted on the premises for retail trade
Plant nurseries, providing that all areas devoted to outdoor storage of other than live plant material shall be completely screened from view abutting streets and highways and from abutting properties. No bulk storage of sand, gravel, fertilizer or other chemical or organic materials is permitted. Does not include medical marijuana cultivation facilities
Poodle salon – grooming of dogs only; not to include the boarding or breeding of dogs
Post offices
Printing establishments
Public libraries
Radio and television broadcasting studios provided that no broadcast antenna exceed the height of fifty (50) feet and no dish style antenna exceed one-point-five (1.5) meters in diameter.
Restaurants – not including entertainment and dancing

Restricted production and repair limited to the following: art needlework, clothing and custom manufacturing and alterations of jewelry from precious metals and watches, retail sales only.

Rummage shops

Secondhand stores

Self-service gasoline and automobile lubricant sales

Sewing machines – sales and services – household machines

Shoe stores – sales or repair

Sporting goods stores

Tailor shops

Tattoo parlors

Tavern or cocktail lounge

Telephone answering service

Telegraph answering service

Telegraph offices

Tobacco shops

Theaters – not including drive-in theaters

Travel bureaus and transportation ticket office

Tuxedo/costume rental

Typewriter and calculating machines, sales and services

Toy shops

Upholstery shops

Variety stores

Vending machine sales and service

Wearing apparel shops

Wholesale establishments with storage of merchandise limited samples only

Wireless Communication Facilities located or co-located on an existing building or structure, if concealed or camouflaged. Maximum height of all facilities is fifty (50) feet. (See also Subsection 26.1000: WIRELESS COMMUNICATION FACILITIES in Section 26.000: GENERAL DEVELOPMENT STANDARDS.)

Accessory uses to the above permitted uses. Uses not explicitly enumerated in this section as permitted uses but closely similar thereto, provided that these uses are not explicitly mentioned as permitted or conditional uses elsewhere in this ordinance.

12.220 USES WHICH MAY BE PERMITTED BY CONDITIONAL USE PERMIT

The following uses may be permitted subject to approval of a Conditional Use Permit as provided in Section 29.000: CONDITIONAL USE PERMITS:

Automobile body repair, conducted entirely in an enclosed building

Bus terminals, depots and similar transit facilities

Convents, monasteries, theological schools, rectories and parish houses

Drive-in, walk-up and other outdoor restaurants

General commercial amusements

Hospitals and sanitariums

Instructional Schools (providing housing, dormitories or sleeping overnight)

Mini-storage - also, by Conditional Use Permit in C-3

Parks

Public Assembly-Indoor, Entertainment

Public Assembly-Indoor, General

Public utility and public service uses including:

Electric substations

Fire stations

Police stations

Reconditioned and remanufactured merchandise sales

Railroad right-of-way and passenger stations

Telephone exchanges and telephone transmission
Transit and transportation facilities including shelters, terminals parking areas and service buildings
Water filtration plants, pumping stations and reservoirs
Other similar uses
Recreational vehicle parks
Schools, Private School, Charter School, Trade School, or Community College (providing housing, dormitories or sleeping overnight)
Veterinary clinics, provided there are no outside runs or boarding areas and that said use shall be at least two-hundred (200) feet from any residential district, overnight boarding shall be limited to animals under medical care/observation, and that the portion of the building used for overnight boarding shall be enclosed by sound proof walls.
Recreational buildings and community centers
Restaurants and bars, including live entertainment and dancing
Wireless Communication Facilities located or co-located on an existing building or structure, if concealed or camouflaged. Maximum height of all facilities is one-hundred (100) feet. (See also Subsection 26.1000: WIRELESS COMMUNICATION FACILITIES in Section 26.000: GENERAL DEVELOPMENT STANDARDS.)

Uses not explicitly enumerated in this section as permitted uses but closely similar thereto, provided that these uses are not explicitly mentioned as permitted or conditional uses elsewhere in this ordinance.

12.300 PROPERTY DEVELOPMENT STANDARDS

12.310 LOT AREA

All lots hereafter created in this district shall contain a minimum of seventy-five-hundred (7,500) square feet. The specified lot area size is not intended to prohibit two (2) or more separate uses on a lot where the lot is in undivided ownership.

12.320 LOT WIDTH

Not less than seventy-five (75) feet

12.330 YARDS

Yard abutting street: no minimum

Side yard and rear yard: There shall be no requirements, except where a side or rear lot line coincides with a lot line in an adjacent residential district. Such yard shall not be less than ten (10) feet in depth and such yard may be used for parking.

12.340 BUILDING HEIGHT

Not to exceed fifty (50) feet

12.350 DISTANCE BETWEEN BUILDINGS

Buildings not actually adjoining shall be provided with a minimum six (6) foot separation.

12.360 OFF-STREET PARKING AND OFF-STREET LOADING

See Section 22.000: OFF-STREET PARKING AND LOADING REQUIREMENTS

12.370 CONDUCT OF USES

All business, service, storage, and merchandise display shall be conducted wholly within an enclosed building, including porches, except for off-street automobile parking, off street loading, and the usual pumping operations of gasoline sales, or as provided herein in an overlay district.

Because of the unique fabric and historic character of the area characterized by a large number of National Register of Historic Places buildings, a Historic Commercial Overlay District, for all lots facing onto both the north and south sides of Beale Street from First Street to Eighth Streets is hereby created.

The following regulations apply only in the Historic Commercial Overlay District created above:

1. For the converted commercial uses that have traditional residential style setbacks (typically ten (10) feet to twenty (20) feet setbacks from the street line), "displays" would be allowed in fifty percent (50%) of any yard area visible from a street. Within this fifty percent (50%) yard area, displays are allowed provided the items are displayed not higher than six (6) feet in height and displays are setback five (5) feet from side property lines.
2. For "O" front lot line commercial buildings, up to three (3) items could be displayed, but not for sale, on the sidewalk (no motor vehicles), provided normal and safe pedestrian movement is not compromised.

When a lot is used for commercial purposes and abuts a lot within any developed residential district, a masonry wall of not less than six (6) feet or more than eight (8) feet in height shall be erected and maintained along the abutting side and/or rear yard line prior to occupancy of the building.

Said wall shall be reduced to thirty-six (36) inches in height within a required front yard of the adjacent residential property. In the case where the developed commercial lot abuts an undeveloped residential district, which has been identified as having commercial potential by an approved land use plan, the masonry wall requirement may be deferred until such time as the abutting lot is developed in a residential manner. At this point in time, the owner of the abutting commercial property shall have six (6) months, from the date of Certificate of Occupancy for the residence is issued, to construct the required masonry wall. If there is a dedicated alley or public roadway separating the commercial property from the residential property, the alley or public roadway shall serve as the buffer and the masonry wall shall not be required unless so specified by ordinance relating to the rezoning of the subject property.

29.000 CONDITIONAL USE PERMITS

29.100 PURPOSE AND INTENT

Pursuant to Arizona Revised Statutes (A.R.S) Article 6.1, Section 9-462.01, within individual zones, there may be uses permitted on a conditional basis under which additional requirements for development must be met. The purpose of the Conditional Use Permit is to allow integration of uses into the community, which may only be suitable in specific locations, or because of unusual operational or physical characteristics that require special consideration, or only if such uses are designed, or developed to assure maximum compatibility with adjoining uses.

Conditions may be applied to the issuance of the permit such that the proposed land use would not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general. Under no circumstances shall any of the conditions of development be reduced below the minimum standards that are imposed upon any permitted land use within a given zoning district. A Conditional Use Permit may be granted only for those land uses expressly listed as such, and only after the Planning Commission has made a recommendation and the Common Council has authorized such use as evidenced by resolution.

29.200 AUTHORITY

The City of Kingman Common Council as the City's governing body retains final authority to approve, deny, approve with conditions or modified conditions, all applications for a Conditional Use Permit.

29.300 PROCEDURE

1. **Application:** Prior to making a formal application for a Conditional Use Permit, the applicant or agent is encouraged to review their proposal with a member of the Planning Staff. Application for a Conditional Use Permit shall be made by the property owner, or their authorized agent, on a form, available from the City Planning Department. Application shall include: a site plan, a list of the names and addresses of all property owners within one-hundred-fifty (150) feet of the proposed conditional use and a non-refundable application fee.
2. **Public Hearing Required:** Two (2) public hearings shall be held on all Conditional Use Permit cases. The first hearing will be held before the Planning and Zoning Commission. The second hearing shall be held before the Mayor and the Common Council. Notice of the time and place of the hearing, including a general explanation and the general location of the matter to be considered, shall be given at least fifteen (15) days before the hearing in the following manner:
 - a. The public notice display advertisement of not less than two inches by three inches (2" x 3") in size shall be published at least once in a newspaper of general circulation in the City of Kingman and surrounding area. The public notice will provide information about the date, time and place of the proposed Planning and Zoning Commission and City Council hearings. A public notice poster shall be posted on the property in question in at least one (1) location. If the property is less than one (1) acre. If the subject property is greater than one (1) acre, a minimum of two (2) notices will be posted. Posted notices will be placed in such location as to afford the public the best opportunity to see the notice. In some cases the location affording the best opportunity for public view may be in front of or beyond the actual boundaries of the property being proposed for a conditional use. The notice shall include the present zoning classification, the proposed use and the date and time of the Planning and Zoning Commission and Common Council public hearings, as well as a location and phone number from which additional information can be received.
 - b. In proceedings involving Conditional Use Permit applications which about other municipalities or unincorporated areas, or combinations thereof, copies of the notice of public hearing shall be transmitted to the planning agency of

such governmental unit. Additionally, the City shall send a written notice by United States Postal Service mail, notifying those property owners of record according to the most recent Mohave County Assessors rolls within one-hundred-fifty (150) feet of any point of the property on which the proposed conditional use might occur. The notice will describe the proposed conditional use, will include a map, and will state that public comment is encouraged during the public hearing.

- c. In the case of Conditional Use Permits that are not initiated by the property owner, notice by first class mail shall be sent to each property owner of record in the manner described above, within three-hundred (300) feet of any point of the property on which the proposed conditional use might occur.
 - d. Notwithstanding the notice requirements set forth herein, the failure of any person or entity to receive notice shall not constitute grounds for any court to invalidate the actions of a municipality for which notice was given.
3. **Planning Commission Public Hearing and Action:** The Planning Commission shall review a written report presented by staff concerning the conditional use request. The applicant, or designated representative, should be present to explain the conditional use request. Adjacent land owners and all other potentially affected citizens will be provided an opportunity to express an opinion on any issue or concern they may have with the proposed conditional use prior to the hearing or during the hearing. Such persons may submit oral or written comments or testimony that can be presented to the Commission. The Planning Commission will discuss the conditional use proposal and, based on the evidence submitted and its own study and knowledge of the circumstances involved may recommend approval of the conditional use request with specified conditions or may recommend denial. After the hearing, the Planning Commission shall present a written recommendation to the Common Council. The Commission's written recommendation to approve or deny shall contain the reasons or findings upon which its decision is based.
4. **Council Public Hearing and Action:** The Common Council shall hold a second, separate public hearing from the Planning Commission. The Council may take testimony and may consider matters not necessarily heard by the Commission. The Common Council may adopt, modify, or reject the Commission recommendation based upon the information they receive at the public hearing. The Council may also return the request to the Planning Commission for further consideration of issues as directed by the Council. The Common Council may sustain a Planning Commission recommendation of denial of a conditional use request. If the Council wishes to approve a conditional use request recommended for denial by the Commission, the Council may direct the preparation of a Resolution for consideration at the next Council meeting. The Council shall not change the requested conditional use to another conditional use without public notice and another hearing in accord with the procedures in this section. The Council may not increase the area of the conditional use request without additional public notice.
5. **Council Decision:** The decision of the City Council on the Conditional Use Permit shall be final and shall become effective by resolution immediately. Notice of the decision shall be mailed to the property owner and/or applicant at

the address shown on the application. No conditional use case that is the same or substantially the same (in site size, intensity or text) as a request that has been denied shall be filed within one (1) year of the date of the Planning Commission decision.

29.310 REQUIRED FINDINGS

In order to make recommendations on a Conditional Use Permit, the Planning Commission should make findings based on the following elements as applies to that particular case:

1. **Applicable Regulations:** Those conditions necessary to assure compatibility of the development of the land in question will be consistent with the purpose of the Zoning Ordinance, City of Kingman General Plan, other statutes, and any ordinance or policies that may be applicable.
2. **Bulk Regulations:** The site is adequate in size and topography to accommodate proposed use, density, building height, lot coverage, setbacks, spaces, landscaping, fences, parking and loading. That these elements are compatible with the general character of development in the vicinity of the proposed conditional use and are adequate to properly relate the proposed use with the existing land uses in the vicinity.
3. **Performance:** That the location, design and operation characteristics of the proposed use are such that, it will have minimal adverse impact on the livability, public health, safety, welfare, or convenience on persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general.
4. **Traffic Patterns:** The provisions for ingress and egress, public streets and traffic circulation are adequate or can be upgraded through street improvements as a condition of approval.
5. **Landscaping Buffer:** Landscaping and/or fencing of the proposed development assure that the site development will be compatible with adjoining areas.
6. **Nuisance:** That the proposed use will not create a hazard to persons and property from possible explosion, contamination, fire or flood. That the use will not create a nuisance arising from, but not limited to noise, smoke, odors, dust, vibration or illumination.

29.320 REQUIRED CONDITIONS FOR A USE PERMITTED BY CONDITIONAL USE PERMIT

In the event that the conditional use requires that the applicant and/or developer obtain a building permit, all buildings, and any development of the property for which a Conditional Use Permit was sought, shall meet minimum requirements of all ordinances, restrictions, regulations, and policies of the City of Kingman that are in effect at the time of issuance of the Conditional Use Permit. Compliance with same is a condition of the use permit, including but are *not* limited to:

1. Water service improvements;

2. Sanitary sewer service improvements;
3. Street and/or sidewalk improvements;
4. Fire protection measures;
5. Utility service improvements;
6. Amount, type and location of outdoor lighting;
7. Parking area, aisles and access drives shall be designed and constructed so as to provide a durable, dustless surface of:
 - a. Asphaltic concrete,
 - b. Cement concrete,
 - c. A penetration treatment of bituminous material and a seal coat of bituminous binder and mineral aggregate,
 - d. The equivalent of the above as may be approved by the City Engineer;
8. Storm drainage improvements, based on a drainage report prepared by a licensed engineer, and approved by the City Engineer;
9. Consistency with the General Plan.

29.330 CONDITIONS WHICH MAY BE IMPOSED UPON AN APPROVAL OF A CONDITIONAL USE PERMIT

The Commission and/or Council *may*, in addition to the above listed conditions, ***impose the following*** general conditions upon any Conditional Use Permit granted:

1. Increasing the number of off-street parking spaces;
2. Additional landscaping, screening and buffering;
3. Controlling location, size and number of vehicular access points;
4. The right to a use and occupancy permit shall be contingent upon the fulfillment of all general and special conditions imposed by the Conditional Use Permit procedure;
5. Street and/or sidewalk improvements;
6. Storm drainage improvements, based on a drainage report prepared by a licensed engineer, and approved by the City Engineer.

29.400 TERM AND REVOCATION OF A CONDITIONAL USE PERMIT

29.410 TERM OF A CONDITIONAL USE PERMIT

It is the intent of this section that a Conditional Use Permit, once it is granted, and meets all of the conditions and restrictions imposed as a condition of approval shall constitute

restrictions running with the land and shall be adhered to by the owner of the land, and all successors or assigns. The use permit can be considered automatically void without City Council action unless one or more of the following actions have occurred:

1. If a building permit is necessary to implement the use permit, a building permit shall have been issued within one (1) year of the effective date of the use permit, and substantial construction occurred.
2. If a building permit is not necessary to implement the use permit, then the actual use shall commence within six (6) months of the effective date of the use permit.
3. Any use permit issued by the Common Council shall be considered null and void if construction does not conform to the originally approved site plan. (See MODIFICATION OF A CONDITIONAL USE PERMIT.)

29.420 REVOCATION OF A CONDITIONAL USE PERMIT

Use permits granted in accordance with the provision of this Ordinance may be revoked if the conditions of operation imposed in the approval and issuance of the use permit have not, or are not being complied with. The Planning Director/Zoning Administrator or designee shall notify the permittee of any violation of a use permit, in accordance with the procedures outlined within Subsection 29.300(2). If no attempt is made by the permittee to correct the violation within fifteen (15) days after notification, the permit shall be considered for revocation by the Planning Commission at the next regularly scheduled public hearing.

If the City Planning Commission finds, following the public hearing, that the original conditions of operation imposed in the approval and issuance of the permit are not being complied with, the permit can be revoked and further operation of the use for which the Conditional Use Permit was approved shall constitute a violation of this code.

In the event that the City Planning Commission recommends that the Conditional Use Permit be revoked, the applicant may file an appeal of the Common Council within fifteen (15) days from the date of the City Planning Commission's public hearing on the matter. The Common Council shall hold at least one (1) public hearing on the matter. At the public hearing before the Council, the Council may affirm the decision of the Commission or upon a finding that the revocation was arbitrary and without just cause, reverse the decision of the Commission.

29.500 RENEWAL OF A CONDITIONAL USE PERMIT

In the event that the use for which a Conditional Use Permit was sought is not achieved within the aforementioned time frames, the permit may be renewed for an additional one (1) year period. In the case of a Conditional Use Permit that does not require a building permit, the permit may be renewed for an additional six (6) months. Application for renewal of any Conditional Use Permit will be contingent upon the following actions occurring:

1. Before the expiration date, a letter from the property owner, or designee, requesting a renewal of the Conditional Use Permit is submitted to the Planning Director/Zoning Administrator for consideration by the Planning Commission and

Common Council in accordance with the procedures outlined within Section 29.300 2(a-d) of this section.

2. A new application fee has been paid.
3. One (1) extension for no more than one (1) year (365 days) may be granted by the Common Council. In the case of a Conditional Use Permit that does not require a building permit one (1) extension for no more than six (6) months may be granted by the Common Council.

29.600 ABANDONMENT, EXPANSIONS AND MODIFICATIONS OF A USE PERMITTED BY CONDITIONAL USE PERMIT

29.610 ABANDONMENT OF A CONDITIONAL USE PERMIT

The occurrence of certain events; i.e., a one-hundred-eighty (180) day period of vacancy of the property, cessation of activity for which the Conditional Use Permit was sought, and an action by the City of Kingman as voluntary discontinuance of the Conditional Use Permit. The Conditional Use Permit shall be considered null and void without Council action.

29.620 MODIFICATION OR EXPANSION OF A CONDITIONAL USE PERMIT

Minor deviations of the site plan may be approved by the Planning Director/Zoning Administrator or designee. Major deviations, from the originally approved site plan, shall be subject to reapplication for a Conditional Use Permit.

1. Minor changes in the site plan may be approved by the Planning Director/Zoning Administrator as long as such changes will not cause any of the following circumstances to occur:
 - a. A change in the character of the development;
 - b. An increase in the number of dwelling units;
 - c. A change that creates an increase in vehicular traffic;
 - d. A change of the vehicular ingress or egress patterns;
 - e. Proposed reduction to any of the required setbacks;
 - f. Proposed increases in percent (%) ground coverage as authorized by the zoning district;
 - g. Any proposed increase or reduction of the required off-street parking and loading spaces;
 - h. Proposed change necessitates public dedication of rights-of-way either as; streets, alley, public ways, drainage or utility easements.

Revised 11/08/04 per Ord. 1449

Religious Land Use and Institutionalized Persons Act

The **Religious Land Use and Institutionalized Persons Act (RLUIPA)**, Pub.L. 106–274, codified as 42 U.S.C. § 2000cc et seq., is a United States federal law gives churches and other religious institutions a way to avoid burdensome zoning law restrictions on their property use. It also defines the term “religious exercise” to include “any exercise of religion, whether or not compelled by, or central to, a system of religious belief.” RLUIPA was enacted by the United States Congress in 2000 to correct the problems of the Religious Freedom Restoration Act (RFRA) of 1993. The act was passed in both the House of Representatives and the Senate by unanimous consent in voice votes, meaning that no objection was raised to its passage, so no written vote was taken.

Previous law

In 1997, the United States Supreme Court held the RFRA to be unconstitutional as applied to state and local governments, in *City of Boerne v. Flores*, 521 U.S. 507. Unlike the RFRA, which required religious accommodation in virtually all spheres of life, RLUIPA only applies to prisoner and land use cases.

In *Employment Div. Dep’t of Human Resources v. Smith*, 494 U.S. 872, 883–85 (1990), the Supreme Court held that a substantial burden on religious exercise was subject to strict scrutiny where the law “lent itself to individualized governmental assessment of the reasons for the relevant conduct.” It was not a case permitting exceptions for freedom of religion when generally applicable health and welfare regulations were in question, and it should be remembered that Smith lost this case (involving a denial of unemployment benefits where the litigant had used illegal drugs in a religious ceremony). In line with the scrutiny regime established in *West Coast Hotel v. Parrish* in 1937, the Court ruled that unless the law is not one of general applicability, regardless of specific circumstance, government may act if policy is rationally related to a legitimate government interest, even if the act imposes a substantial burden on the exercise of religion.

Zoning and land use

In religious land use disputes, RLUIPA’s general rule is the most commonly cited and challenged section. It provides:

1. General rule. No government shall impose or implement a land use regulation in a manner that imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution, unless the government can demonstrate that imposition of the burden on that person, assembly or institution

- a. is in furtherance of a compelling governmental interest; and
 - b. is the least restrictive means of furthering that compelling governmental interest.
2. Scope of Application. This subsection applies in any case in which—
- a. the substantial burden is imposed in a program or activity that receives Federal financial assistance, even if the burden results from a rule of general applicability; or
 - b. the substantial burden affects, or removal of that substantial burden would affect, commerce with foreign nations, among the several States, or with Indian tribes, even if the burden results from a rule of general applicability; or
 - c. the substantial burden is imposed in the implementation of a land use regulation or system of land use regulations, under which a government makes, or has in place formal or informal procedures or practices that permit the government to make, individualized assessments of the proposed uses for the property involved. 42 U.S.C. § 2000cc-5(a).

During these disputes, the correct interpretation of the term “land use regulation” is almost always an issue. The statute defines “land use regulation” as “a zoning or landmarking law, or the application of such a law, that limits or restricts a claimant’s use or development of land (including a structure affixed to land), if the claimant has an ownership, leasehold, easement, servitude, or other property interest in the regulated land or a contract or option to acquire such an interest.” 42 U.S.C. § 2000cc-5(5).

RLUIPA's effect on zoning

Currently being litigated is the conflict RLUIPA presents to municipalities' zoning and regulating rights. Through RLUIPA, Congress has expanded religious accommodations to a point where it appears to restrict municipalities' zoning power. Arguably, RLUIPA gives religious landowners a special right to challenge land use laws which their secular neighbors do not have. But those defending RLUIPA would say this preference toward religion is in the First Amendment's religion clauses, so the law is just administering the Constitution itself. Even if a zoning law is void of discrimination, the court reviewing a challenge will apply strict scrutiny to the city's regulation.

FINDINGS OF FACT

Property Location and Size:

- The subject property is approximately 0.79-acres and is located at 112 North Fourth Street, which is on the southeast corner of Fourth Street and Beale Street.
- The applicant will use 13,000 square feet of the building.

Legal Description:

The subject property is described as KINGMAN, TOWN(PLAT OF) ON LINE A & P RR BLK 4LOTS 2,4,6,8,10,12, 14,16,18,20 & 22 CONT 34,375 SQ FT 303-08-041 SPLIT INTO (303-08-041A & B, Section 24, T21N, R17W G&SRM. Mohave County, Arizona.

Existing Land Use and Zoning:

- The proposed site is a vacant store front.
- The Central Commercial Building has other tenants, which include an art gallery, a coffee shop, a wine cellar, and a restaurant.
- The property is zoned C-2 and the Historic Commercial Overlay District.

Surrounding Land Uses and Zoning:

- **North:** Property to the north is a thrift store and professional office. There are retail businesses and restaurants. Zoned C-2
- **East:** Redneck Barbecue Restaurant, a parking lot, and a commercial building. Zoned C-2
- **South:** Retail store and El Palacio Restaurant. Zoned C-2.
- **West:** To the west is a law office and Wells Fargo Bank. Zoned C-2.

Zoning and Development History:

- The subject property was part of the original incorporated area of Kingman in 1952.
- The subject site was given a commercial zoning designation when the current zoning classifications were developed in 1960.
- The Central Commercial Building was built in 1945.
- The building is 24,104 square feet.
- The building was renovated in 2007 by the owner with assistance through the Community Development Block Grant Program.
- After the renovation, this portion of the building was a furniture store until 2012. Subsequently, there has been occasional special events, but has been vacant the majority of time.
- A Planning and Zoning Commission public hearing was held on November 10, 2015 and much opposition was voiced, The Planning and Zoning Commission tabled action until its December 8, 2015 meeting.
- On December 8, 2015, the Planning and Zoning Commission held a public hearing and received testimony in favor and opposed to the proposed conditional use permit. The Planning and Zoning Commission voted, three-to-two, to recommend approval of the conditional use permit with the condition that the applicant comply with all building and fire codes and provide written agreements from off-street parking lot owners within 300-feet of the Central Commercial Building that the Central Christian Church parishioners can park in at least 36 off-street parking stalls in addition to the 23 parking stalls on-site.

Physical Characteristics:

- The tenant space has a main floor and a mezzanine.
- The building is a masonry building.

Public Utilities:

- The building is connected to the water and sewerage systems.
- Unisource Electric provides natural gas and electrical power.

Staff Comments:

- The Engineering Department has no comments.
- James McErlean, Kingman Building Official, has the following comment to Wilmer & Snell, attorneys for the Central Christian Church:
“My purpose in writing is to just reach out so that your client is aware of a few things about this facility. The space has been approved for use as an A-3 occupancy. However, the allowable **occupant load** of this historic facility has been limited to 500 people as there are only two EXITs from the space. We will also be interested in the intended use of the Balcony/Mezzanine area above the main floor. An engineer may need to be consulted for a written opinion about floor loading.”
- Len Dejoria, Fire Marshal stated:
“**Permit holder shall comply with all regulations set forth by this department.**”

Public Comments: A wide range of public comments concerning parking, appropriateness of such a use in the downtown was voiced at the November 10, 2015 and December 8, 2015 Planning and Zoning Commission public hearing.

ANALYSIS

REQUIRED FINDINGS OF THE PLANNING AND ZONING COMMISSION

In order to make recommendations on a Conditional Use Permit, the Planning and Zoning Commission should make findings based on the following elements as applies to that particular case:

1. **Applicable Regulations:** Those conditions necessary to assure compatibility of the development of the land in question will be consistent with the purpose of the Zoning Ordinance, City of Kingman General Plan, other statutes, and any ordinance or policies that may be applicable.

FINDING: *The Growth Area Section of the General Plan, it states:*

GOAL: *To promote managed and orderly growth that supports a variety of land uses, conserves natural resources, reduces automobile dependency, and provides for the logical expansion of infrastructure and service capacities.*

Objective 3.0: **Encourage a planned mixture of land uses that provides for a choice of transportation modes which reduces automobile dependency, provides for needed public open space, and creates a sense of place:**

Policies:

3.2: Encourage commercial development to occur around identifiable nodes and discourage strip commercial development.

3.3: Neighborhood centers and gathering places in central locations should be encouraged.

3.7: Provide for the development of a public transit system to link neighborhoods, shopping, employment, and public service areas and promote transit-friendly design and amenities.

This proposed use is a reuse of an existing facility that is located in the downtown. The use of the facility reduces automobile dependency by being in walking distance for users of the facility. The Kingman Area Regional Transportation (KART) system has a bus stop at Fourth and Oak Street; and Third and Andy Devine Avenue, which are one block from this site. However, bus service is not provided on Sundays.

2. **Bulk Regulations:** The site is adequate in size and topography to accommodate proposed use, density, building height, lot coverage, setbacks, spaces, landscaping, fences, parking and loading. That these elements are compatible with the general character of development in the vicinity of the proposed conditional use and are adequate to properly relate the proposed use with the existing land uses in the vicinity.

This facility fully and adequately uses the site. It is an existing building that is a landmark in the downtown. The services will be completely contained in the building. Parking, like all downtown businesses, will depend on on-street parking.

3. **Performance:** That the location, design and operation characteristics of the proposed use are such that, it will have minimal adverse impact on the livability, public health, safety, welfare, or convenience on persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general.

The proposed use will occupy a tenant space that has been vacant for over four years. Concern has been expressed about whether a church will adversely affect businesses with alcohol service. However, the City Council adopted Resolution #4972, which created an Entertainment District that allows the 300-horizontal foot spacing requirements from churches to be waived on a case-by-case basis.

The Church will typically gather for two services on Sunday mornings at 9:30 am and 11:00 am, with age appropriate children ministries available simultaneously. The services will last for approximately one 91) hour and include live worship and bible-based teaching via video stream. Outside the Sunday services, there will be weekday gatherings for bible study classes and other such meetings consisting of various sizes. The Church will operate in a typical manner similar to other traditional religious facilities and does not anticipate significant late night use.

4. **Traffic Patterns:** The provisions for ingress and egress, public streets and traffic circulation are adequate or can be upgraded through street improvements as a condition of approval.

As with any business in downtown Kingman, this proposed use will have an impact on-street parking. The City has not enforced its off-street parking requirements in the downtown area. However, the street system is well developed and allows this site to be easily accessible. The applicant is seeking permission to utilize off-street parking lots in the downtown area. However, to impose an off-street parking requirement on this applicant when the City does not impose such a requirement on other downtown tenants singles out this applicant and can be a violation of the Religious Land Use and Institutionalized Persons Act (RLUIPA).

5. **Landscaping Buffer:** Landscaping and/or fencing of the proposed development assure that the site development will be compatible with adjoining areas.

There is a planter box in the front of the building, but there is no landscaping in the area.

6. **Nuisance:** That the proposed use will not create a hazard to persons and property from possible explosion, contamination, fire or flood. That the use will not create a nuisance arising from, but not limited to noise, smoke, odors, dust, vibration or illumination.

The operation of this tenant space as a church will not create a hazard to persons and property from possible explosion, contamination, fire or flood.

RELIGIOUS LAND USE AND INSTITUTIONALIZED PERSONS ACT (RLUIPA)

In religious land use disputes, RLUIPA's general rule is the most commonly cited and challenged section. It provides:

1. General rule. No government shall impose or implement a land use regulation in a manner that imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution, unless the government can demonstrate that imposition of the burden on that person, assembly or institution
 - a. is in furtherance of a compelling governmental interest; and
 - b. is the least restrictive means of furthering that compelling governmental interest.

RECOMMENDATION

Based on the findings that the application conforms to the Standards for Review, Findings of Fact, Required Findings of a Conditional Use Permit and Analysis contained in this report, the Planning and Zoning Commission, on a three-to-two vote, recommends **Approval** of the request by Central Christian Church at 112 North Fourth Street with the condition that the applicant comply with all building and fire codes and the applicant provide written agreements from the owners of off-street parking lots with

300-feet of the Central Commercial Building (112 North Fourth Street) that at least 36 off-street parking stall are available to the Central Christian Church parishioners.

ATTACHMENTS

1. Application.
2. Parking Agreements



CITY OF KINGMAN
CONDITIONAL USE PERMIT APPLICATION FORM
CASE # CUP 15-001

Application Date: 10/14/2015

I (we) the undersigned property owner(s) request that the area described below receive a conditional use permit (PROVIDE COMPLETE LEGAL DESCRIPTION):
KINGMAN, TOWN (PLAT OF) ON LINE A & P RR BLK 4 LOTS 2,4,6,8,10,12, 14,16,18,20 & 22 CONT 34,375 SQ FT 303-08-041 SPLIT INTO (303-08-041A & B).

Property Address: 112 Beale Street, Kingman, AZ

Proposed Conditional Use Permit Request to allow:

"Public Assembly Indoor, General." Specifically, a church.

Property Zoning: Commercial - Community Business ("C-2"), Subject to the Historic Overlay District

Mohave County Tax Parcel Number(s): 303-08-041A

Size of Parcel: .79 Acres

OWNER'S NAME: Carol Ott

Mailing Address: N/A

City/State/Zip: N/A

Phone Number: N/A

Email: N/A

Signature: Please see the attached "Owner Authorization Letter."

APPLICANT NAME: (OR AGENT/REPRESENTATIVE); IF THE OWNER DOES NOT SIGN THIS APPLICATION A WRITTEN LETTER OF CONSENT MUST ACCOMPANY THIS APPLICATION.)

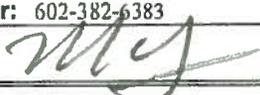
Matt Lockin, Snell & Wilmer L.L.P.

Mailing Address: 400 East Van Buren Street, Suite 1900

City/State/Zip: Phoenix, Arizona, 85004

Phone Number: 602-382-6383

Email: mlockin@swlaw.com

Signature: 

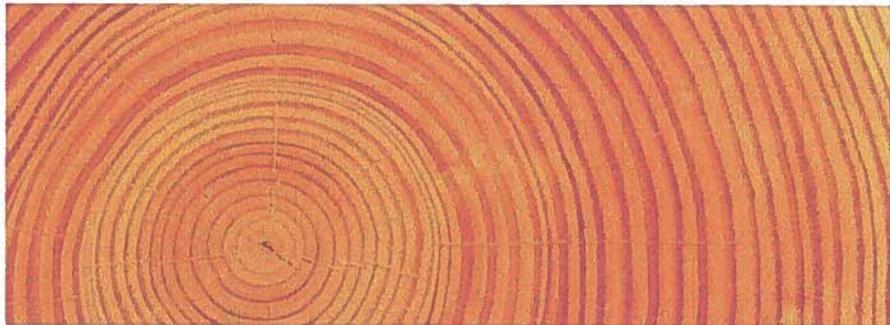
ITEMS FROM THE "CONDITIONAL USE PERMIT CHECKLIST" SHALL BE SUBMITTED WITH THIS APPLICATION.

CITY OF KINGMAN CONDITIONAL USE PERMIT APPLICATION
UPDATED: 11/14/2014

CITY OF KINGMAN

OCT 14 2015

PLANNING & ZONING



Central Christian Church
Conditional Use Permit
Owner Authorization Letter

Matt Lockin, Esq
Attorney

Noel J. Griemsmann, AICP
Sr. Urban Planner

Stephanie M. Watney
Urban Planner

To Whom It May Concern:

I hereby grant Central Christian Church, and its agents permission to pursue a Conditional Use Permit for The Suite located at 112 North 4th Street, Kingman AZ, 86409 (approximately a 13000 sq ft area) on parcel 303-08-041A. Permission is limited to seeking zoning approval for Central Christian Church to conduct Church at said property.


Carol Ott

Date 9.4.15

State of Arizona
County of Mohave

Carol Ott signed this document before me, Elizabeth Garcia, on September 4, 2015.





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Document View

Special Warranty Deed - 2012036621

Book Page

Fee Number	Number of Pages	Recording Date
2012036621	2	07/13/2012 12:52:14 PM

Recording Fee	Document Date
\$11.00	07/05/2012

Related Number	Book	Page
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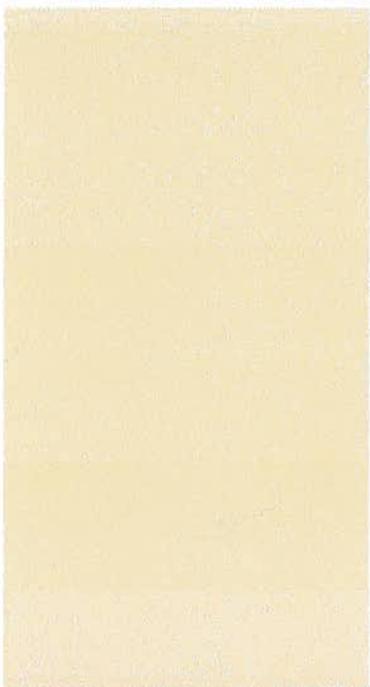
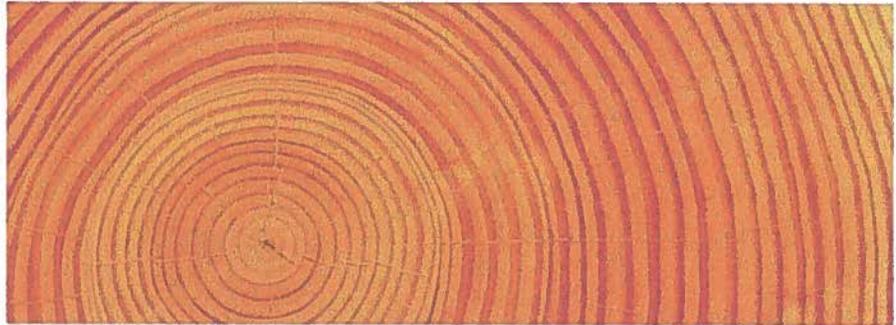
Grantor	Grantee
NATIONAL BANK OF AZ	OTT CAROL

Parcel Subcode Lot Block Tract Unit Section Township Range Subdivision/Legal Remarks

Notes

Return Address CHICAGO TITLE INSURANCE - MOHAVE 2699 E ANDY DEVINE Kingman Az 86401

Mailback Date



Central Christian Church

Conditional Use Permit

Narrative

Matt Lockin, Esq
Attorney

Noel J. Griemsmann, AICP
Sr. Urban Planner

Stephanie M. Watney
Urban Planner

Snell & Wilmer

L.L.P.

LAW OFFICES

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602.382.6070 (Fax)
www.swlaw.com

Matthew W. Lockin
(602) 382-6383
mlockin@swlaw.com

DENVER
LAS VEGAS
LOS ANGELES
LOS CABOS
ORANGE COUNTY
PHOENIX
RENO
SALT LAKE CITY
TUCSON

October 14, 2015

HAND DELIVERY

Development Services Department
City of Kingman
310 N 4th St
Kingman, AZ 86401

Re: Conditional Use Permit Application for 112 Beale Street AKA 112 North Fourth Street

Dear Reviewers:

On behalf of our client, Central Christian Church (the "Church"), I am pleased to present you with this application for a conditional use permit ("CUP") for a church for the property located at 112 Beale Street/112 North Fourth Street (the "Property") in downtown Kingman, Arizona, commonly known by Mohave County Assessor's Office as Parcel Number ("APN") 303-08-041A.

The Church is, through adaptive re-use, repurposing an existing 1945 store front commercial building in order to provide church service and meeting space for its Kingman Campus. A CUP is required under Zoning Ordinance Section 12.220 for those uses defined as "Public Assembly Indoor, General." A Church use is specifically defined as "Public Assembly Indoor, General" pursuant to Ordinance Section 2.000.

The purpose of this letter is to provide additional information with respect to justification for approval of the CUP.

A. Property Overview – The Property comprises approximately 13,000 square feet that was originally developed in 1945 according to the Mohave County Assessor's Office. The former use of the Property was as an event venue for large social gatherings, such as weddings.

The City of Kingman's Official Zoning Map (as of September 24, 2015) identifies the Property to be within the Commercial Community Business Zoning District ("C-2") (Exhibit "A"), Zoning Ordinance Section 12.000. Pursuant to Zoning Ordinance Section 33.000, the Property is also subject to the standards of the Historic Overlay Zoning District ("HOD").

October 14, 2015
Page 2

Per the Kingman General Plan 2030 Projected Land Use Map, the Property is categorized as “Community Commercial” (Exhibit “B”).

B. Central Christian Church – The Church was founded in 1963 in Las Vegas, Nevada. The Church’s catalyst campus is now located in Henderson, Nevada, and there are currently an additional eight (8) campuses in three (3) States and one (1) located in Australia. Each campus is unique to its location. Some host campuses include high schools (as is the case with the Church’s current Kingman Campus), and some other unexpected places (one location is a bar). Across all of the Church’s campuses, the Church strives to create an atmosphere where everyone is accepted.

The Church hosts numerous inclusive events for its members. They are also very involved in the Kingman community. The Church’s Care Ministry, for example, partners with countless families, providing meals and counseling to those in need. The Church also participates in community events, such as “back to school drives,” donating backpacks and other necessities to school children.

As a growing entity, the Church is looking for a new, more permanent location to host its services and activities. The Church looks forward to continuing to be a positive force in Kingman, especially Downtown. They further look forward to being an exceptional neighbor and a powerful force in making the Downtown area attractive and mutually beneficial for stakeholders.

C. Conditional Use Permit Findings:

Pursuant to Zoning Ordinance Section 29.310, the following outlines how the proposed CUP meets the criteria for approval.

1. **Applicable Regulations** - *Those conditions necessary to assure compatibility of the development of the land in question will be consistent with the purpose of the Zoning Ordinance, City of Kingman General Plan, other statutes, and any ordinance or policies that may be applicable.*

MET. The Church is repurposing an existing 1945 commercial building, and there will be no new exterior modifications or additions the use is similar to other commercial uses. A church is compatible with its neighbors. The Property will remain consistent with the applicable ordinances and policies of the City of Kingman and the State of Arizona.

2. **Bulk Regulations** –*The site is adequate in size and topography to accommodate the proposed use, density, building height, lot coverage, setbacks, spaces, landscaping, fences, parking and loading. That these elements are compatible with the*

general character of development in the vicinity of the proposed conditional use and are adequate to properly relate the proposed use with the existing land uses in the vicinity.

MET. There will be no new exterior modifications or additions associated with the existing property. For the past several years, the Property has been used as an event venue, including as a host for wedding events. Event venue as a land use typically involves more intensity than that of a church (such as noise). Thus, the proposed church use is more compatible with the area than the previous use. The proposed church use should serve to be more complimentary to the existing land uses in the vicinity, discussed below in Section 3.

With regard to parking, if the Church was to be located outside of the HOD, under Zoning Ordinance Section 22.000 for “Public Assembly Indoor, General,” it would be required to provide 47 parking spaces, per the calculations below that have been generated from the enclosed site plan. Please note that the classroom space on the second floor should not require additional parking because persons occupying the space will be children, whom are accompanied by their parents, and thus would not contribute to an increase in parking demand.

Calculation Method: Fixed Seating Spaces (1 Space Required per Every 5 Fixed Seats) = 234:5 = 47 Spaces	
Location	Total Parking Spaces
Off-Street	23
On-Street (Adjacent)	22
Within 300 Feet (300')	80
Total	125

Because the Church is within the HOD, it is not technically required to provide new parking, and may utilize “off-street” and “off-alley” parking within 300 feet (Zoning Ordinance Section 33.710). In addition to the Property’s twenty-two (22) off-street parking spaces, the Church intends to use several “pockets” of additional parking located near the Property (Exhibit “C”). The Church is actively working with nearby businesses to procure additional parking spaces during their non-business hours to permit additional off-street parking for its members. Visual observations of parking in the area appear to support the use of on-street parking with additional off-street parking that will support availability for the Church and neighboring businesses.

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Page 4

With this understanding, please note that the Church typically hosts gatherings and services when nearby businesses are either closed (such as weekday evenings and Sundays); or are not at their busiest peak hours of operation (i.e. bars and restaurants operating late at night). This will minimize parking related issues and other conflicting uses in the area.

The alleyway located at the south of the Property provides sufficient and unencumbered space for back of house activities such as loading.

3. **Performance** – *That the location, design and operation characteristics of the proposed use are such that, it will have minimal adverse impact on the livability, public health, safety, welfare, or convenience on persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general.*

MET.

a. **Location/Surrounding Context** - The surrounding land uses near the Property are primarily commercial in nature. Specific surrounding uses include Beale Street Brews Coffee and Roasting Company located adjacent to the Property to the northeast. There are also a number of unique restaurants and shops located within close proximity to the Property, including Diana's Cellar Door Wine Bar, Rednecks Southern Pit BBQ, Sassy Pants Boutique, and the Gilded Lily. These establishments, and others in the area, are compatible with Church activities and will likely benefit from additional customers drawn downtown for church activities.

b. **Nature of Use and Operations** - The Church typically gathers for two services on Sunday mornings at 9:30 a.m. and 11:00 a.m., with age-appropriate children's ministries available simultaneously. The services last for approximately one (1) hour and include live worship and Bible-based teaching from Senior Pastor, Jud Wilhite, via video stream. Outside the weekly services, there are usually weekday gatherings for Bible studies and other such meetings consisting of various sizes. The Church operates in a typical manner similar to other traditional religious facilities and does not anticipate significant late night use.

Beyond that of existing ambient conditions, there will be no adverse impacts relating to the livability, public health, safety, welfare or convenience on persons residing in the vicinity, to adjacent property, to the neighborhood or to the public welfare in general.

4. **Traffic Patterns** – *The provisions for ingress and egress, public streets and traffic circulation are adequate or can be upgraded through street improvements as a condition of approval.*

October 14, 2015

Page 5

MET. Traffic patterns are not expected to be significantly impacted and therefore should not have a negative impact on the surrounding area. Existing public streets and traffic circulation should be adequate. This is an established area with fully improved streets.

5. **Landscaping Buffer-** *Landscaping and/or fencing of the proposed development assures that the site development will be compatible with adjoining areas.*

N/A. Not applicable, as there will be no changes to the building and it is “zero lot line” and therefore not landscaped.

6. **Nuisance** – *That the proposed use will not create a hazard to persons and property from possible explosion, contamination, fire or flood. That the use will not create a nuisance arising from, but not limited to noise, smoke, odors, dust, vibration or illumination.*

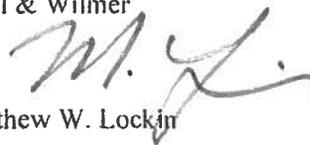
MET. The proposed use will not create a hazard to persons and property from possible explosion, contamination, fire or flood, nor will it create nuisances beyond that of existing ambient conditions relating to noise, smoke, odors, dust, vibration or illumination. As an assembly use, the Church is low impact and does not generate any hazards.

D. **Conclusion** – As outlined above, the proposed Project meets all of the criteria for approval for a CUP. The proposed CUP for the Church is a minor change in land use from event assembly to church assembly and there are no proposed changes to the exterior of the building. The Church is very excited to join historic Kingman and feels that, if approved, the mixed use environment provided in the area would be a great opportunity for the Church, and also complimentary to the existing and future businesses in the surrounding area.

I look forward to your review of this application. Please advise if you have any questions or require any additional information about this request.

Respectfully submitted,

Snell & Wilmer



Matthew W. Lockin

October 14, 2015
Page 6

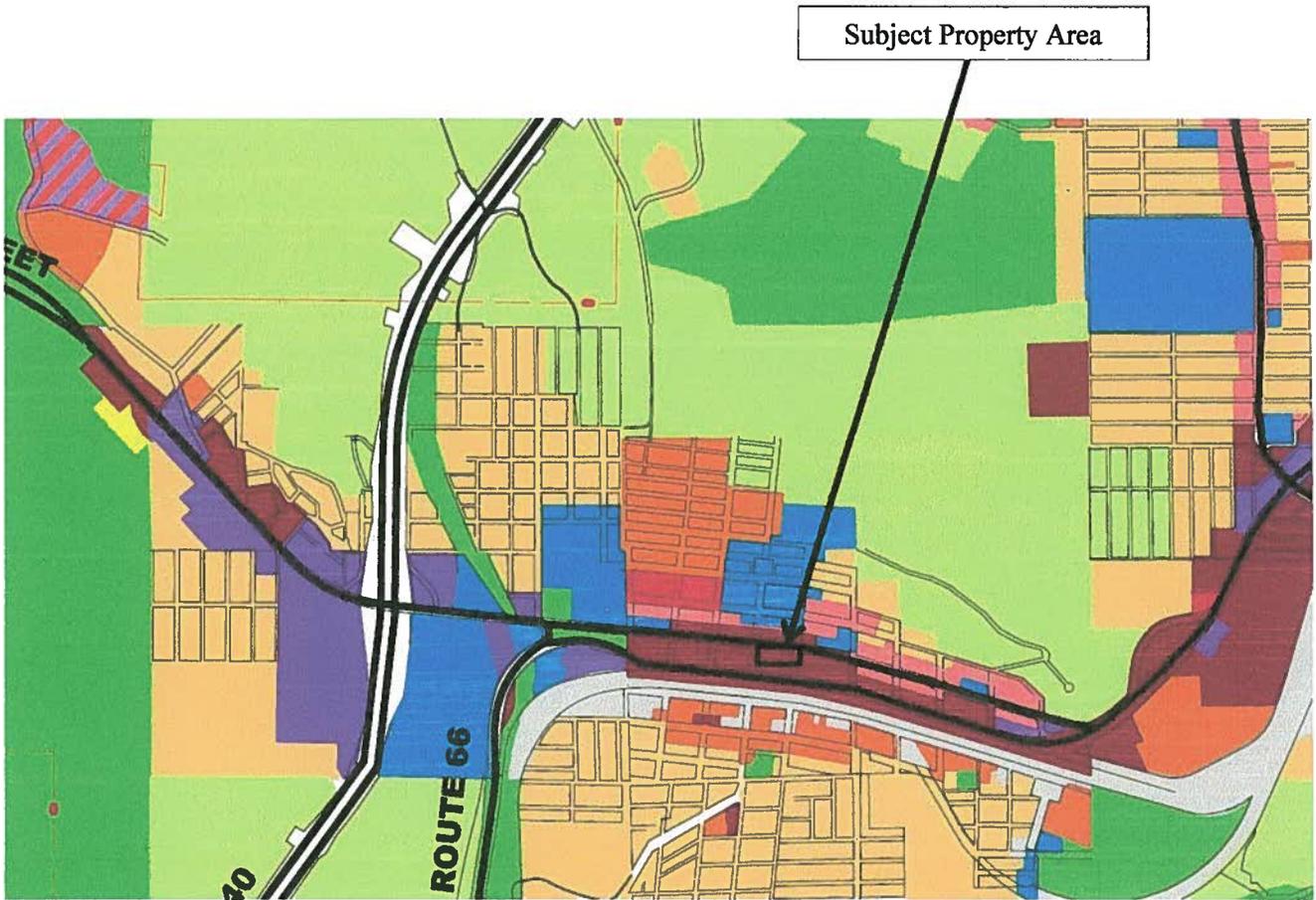
Exhibit A
“Commercial - Community Business” Zoning District (“C-2”)



Accessed On: 09/24/2015

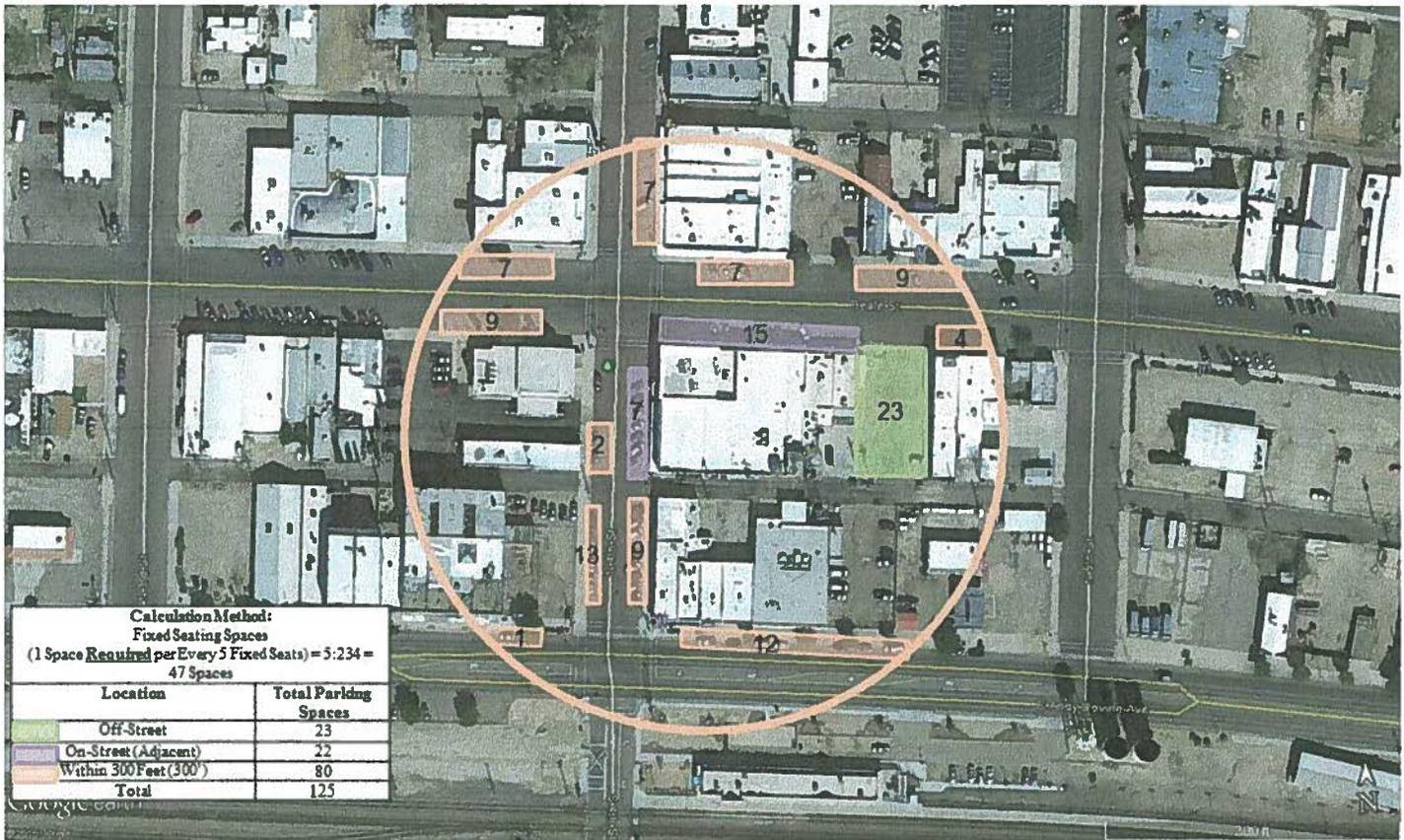
Accessed At: http://www.cityofkingman.gov/Portals/0/docs/cok/depts/eng/maps/zoning_map.pdf

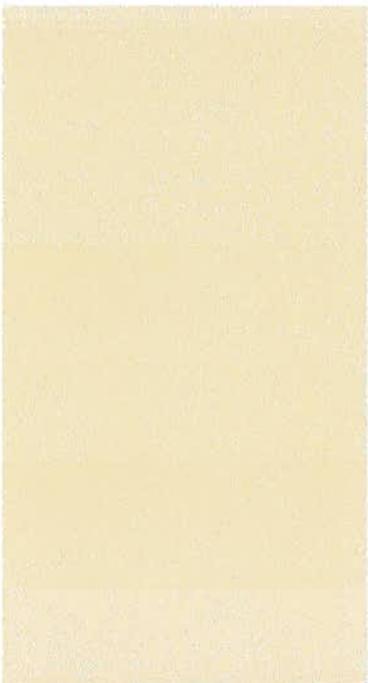
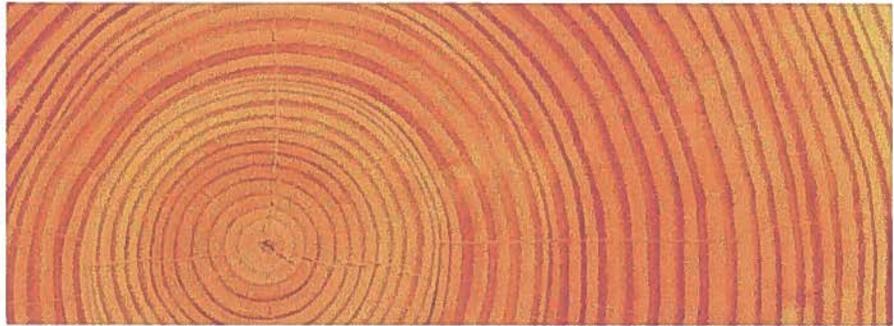
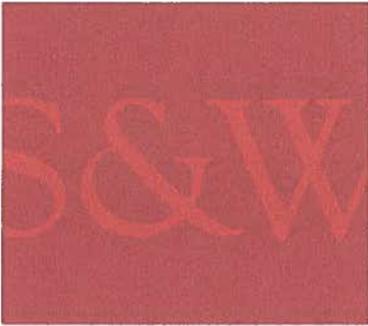
Exhibit B - Kingman General Plan 2030 Projected Land Use Map
“Community Commercial” Designation



Accessed On: 9/24/15
Accessed At: <http://www.cityofkingman.gov/Portals/0>

Exhibit C – Church Parking Spaces





Central Christian Church

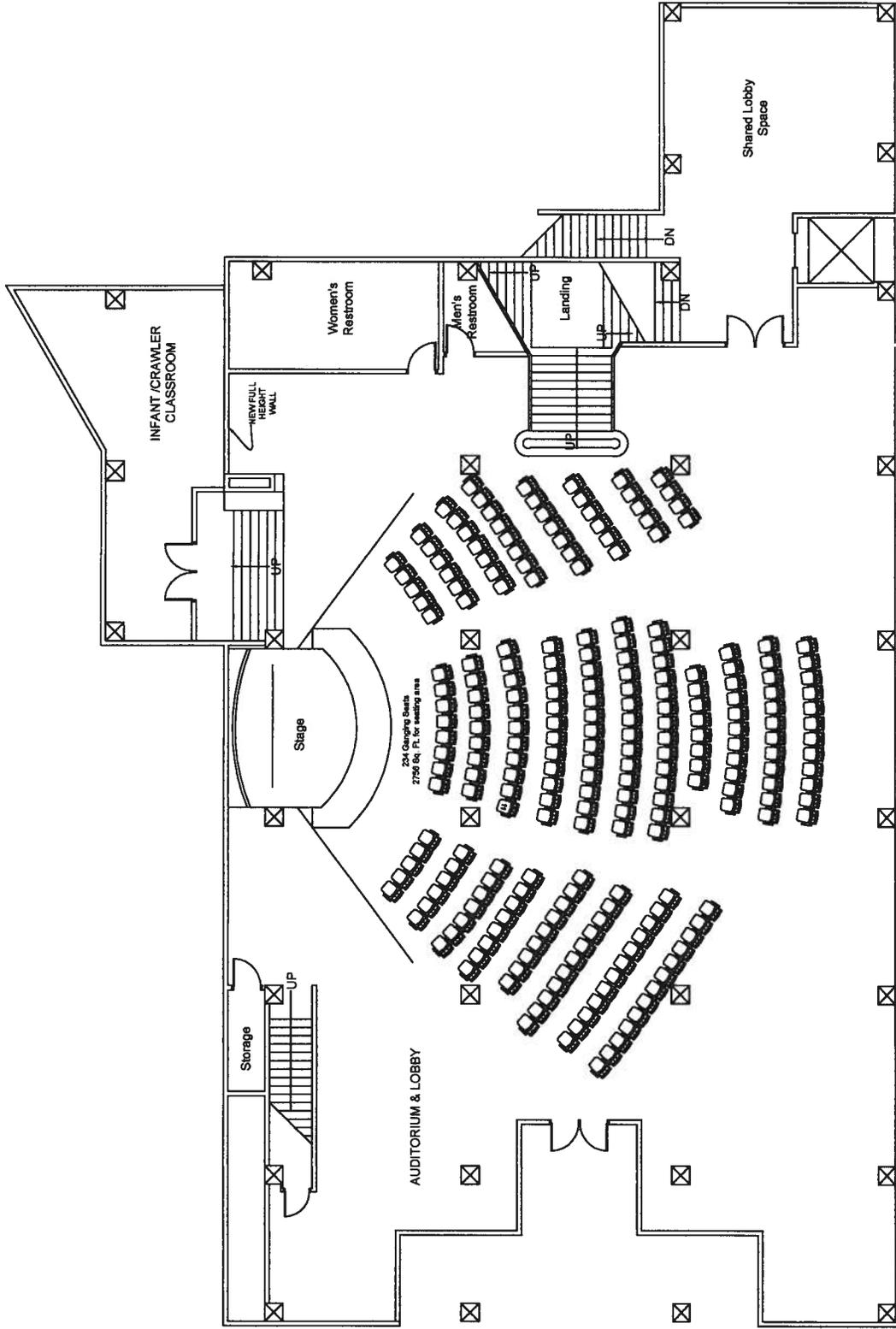
Conditional Use Permit

Floor Plans

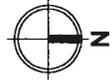
Matt Lockin, Esq
Attorney

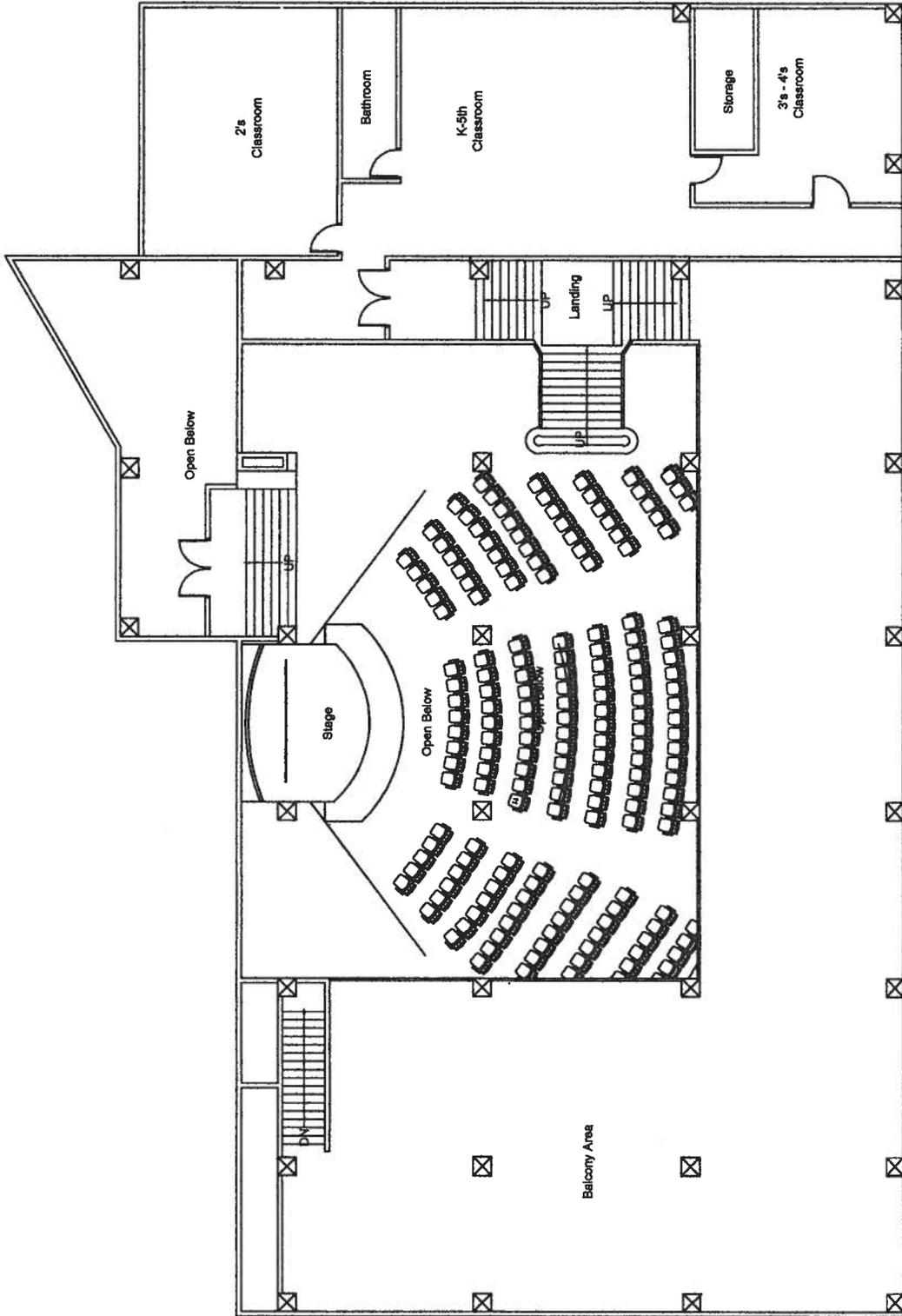
Noel J. Griemsmann, AICP
Sr. Urban Planner

Stephanie M. Watney
Urban Planner



Proposed First Floor Layout Central Commercial Co. Building
 Total Sq. Ft: 13,000
 Scale: NTS

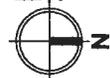




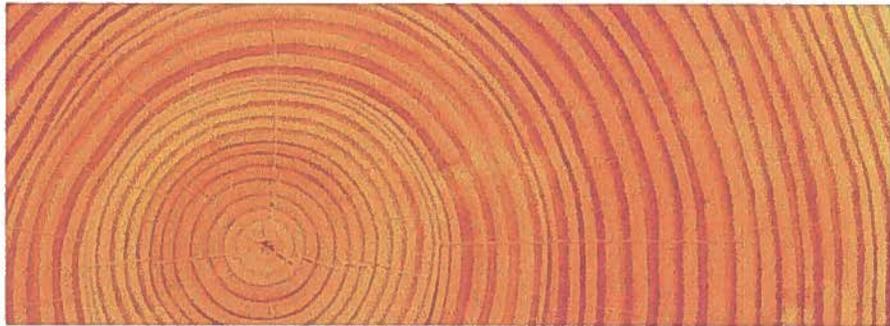
Proposed Second Floor Layout Central Commercial Co. Building

Scale: NTS

Total Sq. Ft: 13,000



Snell & Wilmer



Central Christian Church

Conditional Use Permit

Site Plan

Matt Lockin, Esq
Attorney

Noel J. Griemsmann, AICP
Sr. Urban Planner

Stephanie M. Watney
Urban Planner

Project Data

Applicant:
 Swell & Wilmer L.L.P.
 400 East Van Buren Street, Suite 1900
 Phoenix, Arizona 85004
 Contact: Noel Griesmann, AICP 602-382-6824

Owner Authorization:
 To Whom It May Concern:

I hereby grant Central Christian Church, and its agents permission to pursue a Conditional Use Permit for the Site located at 112 North 4th Street, Kingman AZ. 86409 approximately a 13000 sq ft area on parcel 303-08-041A. Permission is limited to seeking zoning approval for Central Christian Church to conduct Church on said property.

Chris Ott
 Chris Ott
 Date: 9.4.15

John of Arizona
 County of Mohave
 Great Off signed this document before me, Elizabeth Greer, on September 4, 2015.

JLS

Date:
 [INSERT the date as of final updates].

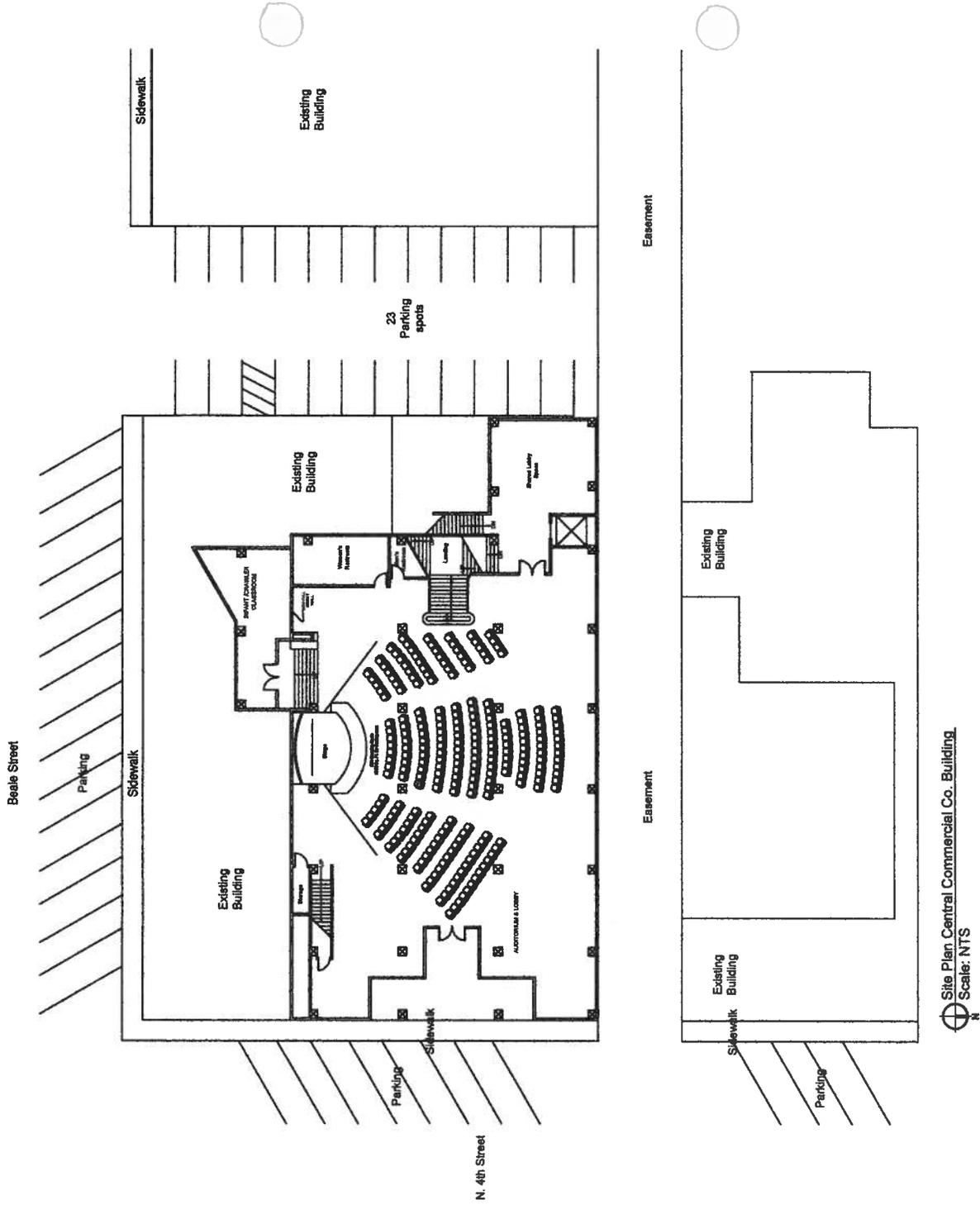
Legal Description:
 KINGMAN, TOWN (PLAT OF) ON LINE A & P R.R. BLK 4 LOTS 2,4,6,8,10,12,14,16,18,20 & 22 CONT 34,375 SQ FT 303-08-041 SPLIT INTO (303-08-041A & B).

Assessor's Parcel Number:
 303-08-041A.

Site Area:
 13,000 Square Feet (3 Acres).

Existing Zoning Classification:
 Commercial, Community Business ("C-2") (Zoning Ordinance Section 12.000), Historic Overlay District ("HOD") (Zoning Ordinance Section 33.000).

Information Regarding the Proposed Use for which the Conditional Use Permit is Being Requested:
 Church as "Public Assembly Indoor, General." For further information, please refer to the project narrative associated with this submission.



Site Plan Central Commercial Co. Building
 Scale: NTS

I, Jim Fuller, owner of A and P Pawn, allow Central Christian Church to use my parking lot (15 spaces) during my store's non business hours. Business hours are:

Monday - Friday 9:00 am to 5:00 pm

Saturday - 10:00 am to 2:00 pm

I also reserve the right to withdraw this authorization at any time.

Date: 12-1-15

By: 

From: Bill Wales <billwales1@aol.com<<mailto:billwales1@aol.com>>>
Date: Fri, Dec 4, 2015 at 6:59 PM
Subject: Fwd: Parking at Beale Celebrations
To: bret@centralonline.tv<<mailto:bret@centralonline.tv>>

Sent from my iPhone

Begin forwarded message:

From: Jamie Taylor <jamie@justmarketing.co<<mailto:jamie@justmarketing.co>>>
Date: December 1, 2015 at 1:37:12 PM MST
To: William Wales <billwales1@aol.com<<mailto:billwales1@aol.com>>>
Cc: Werner Fleischmann <W.Fleischmann@fleischmann.ch<<mailto:W.Fleischmann@fleischmann.ch>>>, Kevin Morgan <kevin@axiomaz.com<<mailto:kevin@axiomaz.com>>>
Subject: Parking at Beale Celebrations

Hi Bill - to confirm our conversation of today, we at Beale Celebrations want to be good neighbors with Central Christian Church.

The parking lot of Beale Celebrations will be available Sunday mornings until noon for use by the Church as long as there are no other events scheduled at the Center.

Thanks for your understanding and willingness to work with us.

--

Jamie S Taylor
JuST Marketing
928/530-2056<<tel:928%2F530-2056>>

CITY OF KINGMAN RESOLUTION NO. 4985

A RESOLUTION BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF KINGMAN, ARIZONA: AUTHORIZING A CONDITIONAL USE PERMIT FOR A “PUBLIC ASSEMBLY INDOOR –GENERAL” USE AT 112 NORTH FOURTH STREET, KINGMAN, ARIZONA.

WHEREAS, Central Christian Church, applicant and Joyce Ott, the property owner, have requested approval of a conditional use permit (CUP) to allow for a “Public Assembly Indoor General” use at 112 North Fourth Street, Kingman, Arizona to operate a church in a C-2 Zoning District; and

WHEREAS, the property is further described as Kingman Townsite, Block 4, Lots 2,4,6,8,10,12,14,16,18, 20, and 22; and

WHEREAS, the subject property is zoned C-2: Commercial, Community Business; and

WHEREAS, Section 12.220 of the City of Kingman Zoning Ordinance, allows a church in the C-2 zoning district by Conditional Use Permit; and

WHEREAS, this CUP request was reviewed by the Kingman Planning and Zoning Commission on November 10, 2015 and December 8, 2015; and

WHEREAS, on December 8, 2015, the Kingman Planning and Zoning Commission recommended, on a three to two vote, that the City Council approve the Conditional Use Permit with the conditions: and

WHEREAS, the Mayor and Common Council of the City of Kingman held a public hearing on December 15, 2015 on the Central Christian Church conditional use permit application; and

WHEREAS, the Kingman Common Council has the authority to approve a Conditional Use Permit, pursuant to Section 29.000: Conditional Use Permits of the City of Kingman Zoning Ordinance, and

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Kingman, Arizona: That a Conditional Use Permit (CUP) is granted to allow the applicant to a “Public Assembly Indoor General” use at 112 North Fourth Street, Kingman, Arizona to operate a church with the following conditions:

1. The applicant comply with all building and fire code standards.

2. Central Christian Church must have at least 36 off-street parking stalls over and above the 23 parking stalls provided on the Central Commercial Building site. The applicant shall provide written agreements from the owners of off-street parking lots that at least 36 off-street parking stalls are available to the Central Christian Church parishioners.

PASSED AND ADOPTED by the Mayor and Common Council of the City of Kingman, Arizona this 15th day of December, 2015.

ATTEST:

APPROVED:

Sydney Muhle, City Clerk

Richard Anderson, Mayor

APPROVED AS TO FORM:

Carl Cooper, City Attorney



**CITY OF KINGMAN
COMMUNICATION TO COUNCIL**

TO: Honorable Mayor and Common Council
FROM: Jeffrey Singer
MEETING DATE: December 15, 2015
AGENDA SUBJECT: Creation of a Court Clerk position for Veterans Court

SUMMARY:

Kingman Municipal Court's new Veterans Treatment Court docket started with our first case on December 9, 2015. Based on the anticipated participation rate of this program, staff is recommending adding a Veterans Court Clerk position for program support, job description is attached. Currently the Municipal Court has a .50 FTE Court Clerk position unfunded. Staff recommends funding the .50 position and increasing it by .50 to be 1 FTE. The position will remain at the same salary grade as the current Court Clerk position, but will be retitled to Veterans Court Clerk and the job description revised to better align the tasks with those related to a veterans treatment court program.

If Council approves this request, the total FTE count for FY 2016 will change from 334 FTE to 335 FTE and will reduce the unfunded FTE count from 40.5 FTE to 40 FTE.

FISCAL IMPACT:

With Council approval of this request, it is anticipated the position can be filled by February 2016. Staff estimates the FY 2016 fiscal impact to be approximately \$22,715.

STAFF RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

Description
Job Description
Physical/Work Capacity

REVIEWERS:

Department	Reviewer	Action	Date
Municipal Court	Singer, Jeffrey	Approved	12/8/2015 - 6:44 PM
City Attorney	Cooper, Carl	Approved	12/9/2015 - 4:11 PM
City Manager	Dougherty, John	Approved	12/9/2015 - 10:30 AM



City of Kingman, Arizona

Classification: Veterans Court Clerk

Department: Courts

Accountable To: Court Administrator

Created/Revised Date: December 2015

FLSA Status: Non-Exempt **Salary Grade:** 204 **Band:** A **EEO4:** 6

GENERAL DESCRIPTION OF POSITION

Performs clerical and administrative support work for the City Magistrate. Works directly with those individuals who are veterans and responds to inquiries, provides service and guidance through the court process.

SUPERVISION RECEIVED

Work is performed independently under the supervision of the Court Administrator.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES & RESPONSIBILITIES Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Answers incoming calls and handles matters pertaining to same to include disposition information in cases, fine amounts, scheduled hearing and trial dates.
- Types and composes business correspondence relating to activities of the court.
- Dockets and maintains court files.
- Completes a variety of forms and forwards to appropriate jurisdiction
- Files pending and completed cases.
- Prepares forms in courtroom for judge.
- Issues and recalls warrants.
- Completes a needs assessment and assists with processing Veteran related paperwork.
- Enters notes for minutes of court proceedings in courtroom recording program.
- Schedules and maintains Veterans Court calendar.
- Assists in scheduling and organizing trainings and meetings.
- Works with Veterans Court team to create appropriate incentives and sanctions.
- Gathers information from service providers to keep the Veterans Court team informed.
- Develops rapport with all team members and actively participates in staffing meetings.
- Works with team members to create the most effective urine collection and compliance reporting model.
- Maintains documentation with regard to incentives, sanctions, statistical data and program structure.
- Reviews documents and procedures for continued applicability and effectiveness.
- Regular attendance is an essential function of this job to ensure continuity.
- Performs all work duties and activities in accordance with Court and City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.
- Performs related work as required.

PERIPHERAL DUTIES

- May serve as a member of various employee committees.

- Performs other duties as required.

WORK CONTACTS

- Frequent contact with defendants, victims, witnesses, city departments, law enforcement agencies, probation departments, other courts and community businesses and organizations.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- Graduation from high school or GED equivalent
- At least one to two (1-2) years experience in municipal court work or any equivalent experience.
- Some experience working with individuals who are Veterans and the programs available to them is desired.
- Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

Knowledge: Must possess a thorough knowledge of court procedures and policies, legal documents, laws and ordinances relating to the court; Working knowledge of principles, practices and techniques of quality customer service; Computers and information systems; Office automation, practices and procedures; Cash handling processes; Basic knowledge of mathematics and recordkeeping principles and practices; English spelling, grammar and punctuation.

Skills: Skill in the operation and care of standard office equipment including personal computer and related software applications; Providing quality customer service both telephonically and in person; Prioritizing work and multi-tasking; Performing efficient and accurate data entry; Maintaining various records and files; Establishing and maintaining effective working relationships with co-workers and the public; Troubleshooting problems; Working in a team environment; Demonstrating proficiency to prepare documents, spreadsheets, databases, and email; Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Abilities: Ability to maintain complex files and records and to prepare reports from same; Maintain confidentiality; Understand and follow instructions; Communicate effectively verbally and in writing; Establish and maintain effective working relationship with general public and other employees; Be productive under minimal supervision; Work under pressure and/or with frequent interruptions; Effectively meet and interact with the public; Work with irate or difficult customers and apply appropriate courtesy, tact and persuasion to effect constructive conclusion; Handle money appropriately and accurately; Perform arithmetic computations accurately and quickly; Maintain and utilize complex court files; ability to understand and follow instructions; Work independently and to complete daily activities according to work schedule; Participate in teamwork productively.

SPECIAL REQUIREMENTS

- Must complete 16 hours continuing education each calendar year
- Must pass pre-employment background check
- Must have Arizona Driver's License

WORK ENVIRONMENT

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

Expected Behavior/Quality of Services:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____



CITY OF KINGMAN – PHYSICAL/WORK CAPACITY

Date Created/Revised

December 2015

CLASSIFICATION: Veterans Court Clerk

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code	Description Examples:	Physical Demand	Frequency Code	Description Examples:
Standing	F	Making Presentations Observing work site Observing/Conducting work duties Communicating with co-workers	Pushing / Pulling	F	File Drawers Equipment Tables and Chairs Hoses Handling Patients/Suspects
Fine Dexterity	F	Computer Keyboard Telephone Keypad Calculator Calibrating Equipment	Climbing	F	Stairs Ladders Step Stools Onto Equipment On/Out of Terrain On/Out of Hole/Ditches/Work Site
Walking	O	To other departments/offices Around work site	Vision	C	Reading Computer Screen Driving Observing Work Site
Lifting	O	Supplies Equipment Files Patients	Foot Controls	O	Driving Operating Heavy Equipment Operating Dictaphone
Carrying	O	Supplies Equipment Files	Balancing	R	On Ladders On Equipment On Step Stools
Sitting	C	Desk Work Meetings Driving	Bending	F	Filing in Lower Drawers/Shelves Retrieving Items From Lower Shelves/Ground Making Repairs Assisting Patients
Reaching	O	For Supplies For Files	Crouching	O	Filing in Lower Drawers/Shelves Retrieving Items From Lower Shelves/Ground Making Repairs Assisting Patients
Handling	F	Paperwork Monies	Hearing	C	Communicating Via Telephone/ Radio, to co-workers/public Listening to Equipment Response to Call – Sirens Response to Call/Training – Guns
Kneeling	R	Filing in Lower Drawers/Shelves Retrieving Items From Lower Shelves/Ground Making Repairs Assisting Patients	Twisting	O	From Computer to Telephone/ Radio Getting Inside/Outside of Vehicle Handling Patients/Suspects
Crawling	R	Under Equipment Inside Attics/Pipes/Ditches	Talking	F	Communicating via telephone/ radio, to co-workers/public Communicating in person to co-workers/public
Other (describe):			Other (describe):		

Machines, Tools, Equipment and Work Aids:

Various office equipment, including but not limited to: telephone, fax machine, various copy machines, scanners, shredder, calculator, laminator, stapler, hole punch; vehicles.

Computer Equipment and Software:					
Various computer equipment and software, including but not limited to: Personal Computer, printers, labelmakers; various Microsoft Office Products, departmental software, reporting software, web publishing software, email, Internet, Intranet.					
Environmental Factors:					
Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
<u>Extreme Temperature</u> (heat, cold, extreme temp, changes from outside work)			X		
<u>Wetness and/or Humidity</u> (bodily discomfort from moisture)		X			
<u>Respiratory Hazards</u> (fumes, gases, chemicals, dust and dirt)		X			
<u>Noise and vibration</u> (sufficient to cause hearing loss)		X			
<u>Physical Hazards</u> (high voltage, dangerous machinery, aggressive suspects, arrestees, patients – <u>not</u> customers)	X				
Health and Safety Conditions:					
Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
<input type="checkbox"/> Per Shift ___ hrs per day; <input checked="" type="checkbox"/> Per One Work Week	Never Occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical Hazards		X			
Chemical Hazards		X			
Electrical Hazards	X				
Fire Hazards	X				
Explosives	X				
Communicable Diseases		X			
Physical Danger or Abuse		X			
Other: Specify -					
Primary Work Location:					
<input checked="" type="checkbox"/> Office Environment		<input type="checkbox"/> Warehouse			
<input type="checkbox"/> Shop		<input type="checkbox"/> Vehicle			
<input type="checkbox"/> Outdoors		<input type="checkbox"/> Recreation Centers/Neighborhood Centers			
<input type="checkbox"/> Other: Specify -					
Protective Equipment Required:					
None					
Job Demands:					
Overall Strength Demands					
<input type="checkbox"/> Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time				
<input checked="" type="checkbox"/> Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree				
<input type="checkbox"/> Medium	Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly				
<input type="checkbox"/> Heavy	Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 up to 20 pounds constantly				
<input type="checkbox"/> Very Heavy	Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 up to 50 pounds constantly				
<input type="checkbox"/> Other					
Non - Physical Demands					
	Frequently	Occasionally	Rarely	Never	

Time Pressures	X			
Emergency Situations		X		
Frequent Change of Tasks	X			
Irregular Schedule/Overtime	X			
Performing Multiple Tasks Simultaneously	X			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work		X		
Noisy/Distracting Environment		X		
Other: Specify -				

Employee Sign-Off: I have read through the physical and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the physical/working demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities/physical-working demands of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodation, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:	Date:
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Employee Name Printed:



**CITY OF KINGMAN
COMMUNICATION TO COUNCIL**

TO: Honorable Mayor and Common Council

FROM:

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Resolution 4986: compensation and classification plan

SUMMARY:

Attached Resolution No. 4986 amends the previously adopted Resolution No. 4953, adopted on May 19, 2015, by amending the Classification and Compensation Plan for Fiscal Year 2015/2016, attached hereto as Exhibits A, B, and C be revised and incorporated herein by reference.

That the attached Exhibits reflect the following changes:

1. Fire Department – changes the FLSA exempt status for the Battalion Chief of Operations classification from FLSA Exempt to FLSA Non-Exempt eligible for overtime, and splits out the job description of the Battalion Chief classification into two separate job descriptions – Battalion Chief of Administration FLSA Exempt and Battalion Chief of Operations FLSA Non-Exempt. This change does not affect the FTE count.
2. Magistrate Court – re-fund the .50 unfunded FTE of the Court Clerk position and add an additional .50 FTE; changes the job title and job description for this position to Veterans Court Clerk. The result of this change will add 1 additional budgeted FTE to the total FTE count previously adopted with Resolution No. 4953 from 334 FTE to 335 FTE and will reduce the unfunded FTE count from 40.5 FTE to 40 FTE.

FISCAL IMPACT:

The fiscal impact of the Veterans Court Clerk position for FY 2016 is expected to be approximately 5 months of salary and benefits \$22,715.

STAFF RECOMMENDATION:

With Council approval of the previous related agenda items, staff recommends approval of the change to the Classification and Compensation Plan.

ATTACHMENTS:

Description
Resolution 4986
Exhibits A, B, and C

REVIEWERS:

Department	Reviewer	Action	Date
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Human Resources	Walker, Jackie	Approved	12/8/2015 - 6:38 PM
City Attorney	Cooper, Carl	Rejected	12/8/2015 - 6:41 PM
Human Resources	Walker, Jackie	Approved	12/8/2015 - 7:28 PM
City Attorney	Cooper, Carl	Approved	12/9/2015 - 4:11 PM
City Manager	Dougherty, John	Approved	12/9/2015 - 10:13 AM

CITY OF KINGMAN, ARIZONA

RESOLUTION NO. 4986

A RESOLUTION BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF KINGMAN, ARIZONA; AMENDING THE PREVIOUSLY ADOPTED RESOLUTION NO. 4953 PERSONNEL RULES AND REGULATIONS OF THE CITY OF KINGMAN BY REVISING EXHIBITS A, B, AND C – CLASSIFICATION AND COMPENSATION PLAN FOR FISCAL 2015-2016

WHEREAS, the Common Council has the authority under Rule 6 and Rule 7 of the City of Kingman Personnel Rules and Regulations to amend the Personnel Classification plan, and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Kingman, Arizona as follows:

- A. That Resolution No. 4986 amends the previously adopted Resolution No. 4953, adopted on May 19, 2015, by amending the Classification and Compensation Plan for Fiscal Year 2015/2016, attached hereto as Exhibits A, B, and C be revised and incorporated herein by reference.
- B. That the attached Exhibits reflect the following changes:
 - a. Fire Department – changes the FLSA exempt status for the Battalion Chief of Operations classification from FLSA Exempt to FLSA Non-Exempt eligible for overtime, and splits out the job description of the Battalion Chief classification into two separate job descriptions – Battalion Chief of Administration FLSA Exempt and Battalion Chief of Operations FLSA Non-Exempt. This change does not affect the FTE count.
 - b. Magistrate Court – re-fund the .50 unfunded FTE of the Court Clerk position and add an additional .50 FTE; changes the job title and job description for this position to Veterans Court Clerk. The result of this change will add 1 additional budgeted FTE to the total FTE count previously adopted with Resolution No. 4953 from 334 FTE to 335 FTE and will reduce the unfunded FTE count from 40.5 FTE to 40 FTE.

PASSED AND ADOPTED by the Mayor and Common Council of the City of Kingman, Arizona, on December 15, 2015.

ATTEST:

Sydney Muhle, City Clerk

APPROVED:

Richard Anderson, Mayor

APPROVED AS TO FORM:

Carl Cooper, City Attorney

SALARY STRUCTURE - FY 2016
Market Range Spreads - Battalion Chief FLSA Change & Add Veterans Court Clerk

EXHIBIT A

Revised

12/15/2015

CLASSIFICATION	BUDGETED FTE	UNFUNDED FTE	FLSA EXEMP	Salary Grade	Entry Level	Step Two	Step Three	Step Four	Step Five	Step Six	Step Seven	Step Eight	Step Nine
Mayor & Council	7												
City Manager	1		X										
City Attorney	1		X										
City Magistrate	1		X										
OPEN				229	96607				114103				133485
OPEN				228	92007				108670				127128
GRADE				227	87625				103495				121074
Bi-Weekly					3370.2071	3538.7175	3680.2662	3827.4768	3980.5759	4139.7990	4305.3909	4477.6066	4656.7108
Development Services Director	1		X	227	87625				103495				121074
City Engineer	1		X	227	87625				103495				121074
Financial Service Director	1		X	227	87625				103495				121074
Fire Chief	1		X	227	87625				103495				121074
Human Resources/Risk Mgt Director	1		X	227	87625				103495				121074
Information Technology Director	1		X	227	87625				103495				121074
Parks & Rec Director	1		X	227	87625				103495				121074
Police Chief	1		X	227	87625				103495				121074
Public Works Director	1		X	227	87625				103495				121074
OPEN				226	83453				97628				112571
GRADE				225	79479				91204				104658
Bi-Weekly					3056.8772	3163.8679	3274.6033	3389.2144	3507.8369	3630.6112	3757.6826	3889.2015	4025.3236
GRADE				224	75694				88551				102106
Bi-Weekly					2911.3116	3027.7641	3148.8747	3274.8297	3405.8228	3542.0558	3666.0277	3794.3387	3927.1405
Asst City Attorney	1		X	224	75694				88551				102106
Asst City Engineer	3		X	224	75694				88551				102106
Asst Fire Chief	1		X	224	75694				88551				102106
Captain - Police	0	1	X	224	75694				88551				102106
City Clerk	1		X	224	75694				88551				102106
Deputy Police Chief	1		X	224	75694				88551				102106
Special Projects Administrator	0	1	X	224	75694				88551				102106
OPEN				223	72090				84335				97243
OPEN				222	68657				80319				92613
GRADE				221	65387				76494				88203
Bi-Weekly					2514.9005	2615.4965	2720.1163	2828.9210	2942.0778	3059.7609	3166.8526	3277.6924	3392.4117
Associate Magistrate	0.5		X	221	65387				76494				88203
Battalion Chief-Training, Prevention, EMS	3		X	221	65387				76494				88203
Battalion Chief - Operations	3			221	65387				76494				88203
Lieutenant	3		X	221	65387				76494				88203
GRADE				220	62274				72851				84003
Bi-Weekly					2395.1433	2490.9490	2590.5870	2694.2105	2801.9789	2914.0580	3016.0501	3121.6118	3230.8682
City Surveyor	1		X	220	62274				72851				84003
Finance Administrator	2		X	220	62274				72851				84003
Support Services Administrator	1		X	220	62274				72851				84003
OPEN				219	59308				69382				82344
GRADE				218	56484				66078				78423
Bi-Weekly					2172.4656	2259.3642	2349.7388	2443.7283	2541.4774	2643.1365	2762.0777	2886.3712	3016.2579
Asst City Surveyor	0	1	X	218	56484				66078				78423
Building Official	1		X	218	56484				66078				78423
Communications Administrator	1		X	218	56484				66078				78423
Court Administrator	1		X	218	56484				66078				78423
Human Resources Administrator	1		X	218	56484				66078				78423
Information Technology Administrator	1		X	218	56484				66078				78423
Project Engineer	0	1	X	218	56484				66078				78423
Prosecutor	1		X	218	56484				66078				78423
Superintendent	8	1	X	218	56484				66078				78423
GRADE				217	53794				62932				74688
Bi-Weekly					2069.0148	2151.7754	2237.8464	2327.3603	2420.4547	2517.2729	2630.5502	2748.9249	2872.6266
Asst Fire Marshal	0	1	X	217	53794				62932				74688
Principal Planner	2		X	217	53794				62932				74688
Project Manager	1	1	X	217	53794				62932				74688

DEPART

DIRECTORS / DIVISION MANAGERS

BAND D - FLSA EXEMPT

SALARY STRUCTURE - FY 2016
Market Range Spreads - Battalion Chief FLSA Change & Add Veterans Court Clerk

EXHIBIT A

Revised

12/15/2015

CLASSIFICATION	BUDGETED FTE	UNFUNDED FTE	FLSA EXEMP	Salary Grade	Entry Level	Step Two	Step Three	Step Four	Step Five	Step Six	Step Seven	Step Eight	Step Nine
Sr. Accountant/Budget Analyst	1		X	217	53794				62932				74688

SALARY STRUCTURE - FY 2016
Market Range Spreads - Battalion Chief FLSA Change & Add Veterans Court Clerk

EXHIBIT A

Revised

12/15/2015

CLASSIFICATION	BUDGETED FTE	UNFUNDED FTE	FLSA EXEMP	Salary Grade	Entry Level	Step Two	Step Three	Step Four	Step Five	Step Six	Step Seven	Step Eight	Step Nine
GRADE				216	51233	53794	56484	59308	62274	65387	68657	72090	
Bi-Weekly					1970	2069	2172	2281	2395	2515	2641	2773	
Hourly					24.6311	25.8627	27.1558	28.5136	29.9393	31.4363	33.0081	34.6585	
Fire					18.5895	19.5190	20.4950	21.5197	22.5957	23.7255	24.9117	26.1573	
Captain - Fire	12			216	51233	53794	56484	59308	62274	65387	68657	72090	
Sergeant	7			216	51233	53794	56484	59308	62274	65387	68657	72090	
GRADE				215	48793	51233	53794	56484	59308	62274	65387	68657	
Bi-Weekly					1876.6574	1970.4903	2069.0148	2172.4656	2281.0889	2395.1433	2514.9005	2640.6455	
Hourly					23.4582	24.6311	25.8627	27.1558	28.5136	29.9393	31.4363	33.0081	
GRADE				214	46470	48793	51233	53794	56484	59308	62274	65387	
Bi-Weekly					1787.2928	1876.6574	1970.4903	2069.0148	2172.4656	2281.0889	2395.1433	2514.9005	
Hourly					22.3412	23.4582	24.6311	25.8627	27.1558	28.5136	29.9393	31.4363	
Fire Prevention Specialist	3			214	46470	48793	51233	53794	56484	59308	62274	65387	
Information Technology Coordinator	4			214	46470	48793	51233	53794	56484	59308	62274	65387	
Planner	1			214	46470	48793	51233	53794	56484	59308	62274	65387	
GRADE				213	44257	46470	48793	51233	53794	56484	59308	62274	
Bi-Weekly					1702.1836	1787.2928	1876.6574	1970.4903	2069.0148	2172.4656	2281.0889	2395.1433	
Hourly					21.2773	22.3412	23.4582	24.6311	25.8627	27.1558	28.5136	29.9393	
Fire					16.0583	16.8613	17.7043	18.5895	19.5190	20.4950	21.5197	22.5957	
Construction Project/Mt Supervisor	1			213	44257	46470	48793	51233	53794	56484	59308	62274	
Engineer - Fire	15			213	44257	46470	48793	51233	53794	56484	59308	62274	
Engineering Technician Supervisor	1			213	44257	46470	48793	51233	53794	56484	59308	62274	
Survey Party Chief	2			213	44257	46470	48793	51233	53794	56484	59308	62274	
Wastewater Treatment Pl Op IV	3			213	44257	46470	48793	51233	53794	56484	59308	62274	
GRADE				212	42149	44257	46470	48793	51233	53794	56484	59308	
Bi-Weekly					1621.1273	1702.1836	1787.2928	1876.6574	1970.4903	2069.0148	2172.4656	2281.0889	
Hourly					20.2641	21.2773	22.3412	23.4582	24.6311	25.8627	27.1558	28.5136	
Administrative Supervisor	4			212	42149	44257	46470	48793	51233	53794	56484	59308	
Electrician II	1			212	42149	44257	46470	48793	51233	53794	56484	59308	
Engineering Technician II	1			212	42149	44257	46470	48793	51233	53794	56484	59308	
Police Officer	43			212	42149	44257	46470	48793	51233	53794	56484	59308	
Sr. Building Inspector	3	6		212	42149	44257	46470	48793	51233	53794	56484	59308	
GRADE				211	40142	42149	44257	46470	48793	51233	53794	56484	
Bi-Weekly					1543.9307	1621.1273	1702.1836	1787.2928	1876.6574	1970.4903	2069.0148	2172.4656	
Hourly					19.2991	20.2641	21.2773	22.3412	23.4582	24.6311	25.8627	27.1558	
Fire					14.5654	15.2937	16.0583	16.8613	17.7043	18.5895	19.5190	20.4950	
Communications Crew Leader	4			211	40142	42149	44257	46470	48793	51233	53794	56484	
Crew Leader	6			211	40142	42149	44257	46470	48793	51233	53794	56484	
Deputy City Clerk	1			211	40142	42149	44257	46470	48793	51233	53794	56484	
Evidence Technician II	1			211	40142	42149	44257	46470	48793	51233	53794	56484	
Firefighter	13	2		211	40142	42149	44257	46470	48793	51233	53794	56484	
Lab Analyst	1			211	40142	42149	44257	46470	48793	51233	53794	56484	
Recreation Coordinator	2			211	40142	42149	44257	46470	48793	51233	53794	56484	
Water Quality Program Manager	1			211	40142	42149	44257	46470	48793	51233	53794	56484	
Wastewater Treatment Pl Op III	2			211	40142	42149	44257	46470	48793	51233	53794	56484	

BAND C
SUPERVISORS / DEGREES-ADVANCED SKILLS OCCUPATIONS

SALARY STRUCTURE - FY 2016
Market Range Spreads - Battalion Chief FLSA Change & Add Veterans Court Clerk

EXHIBIT A

Revised

12/15/2015

CLASSIFICATION	BUDGETED FTE	UNFUNDED FTE	FLSA EXEMP	Salary Grade	Entry Level	Step Two	Step Three	Step Four	Step Five	Step Six	Step Seven	Step Eight	Step Nine
OPEN				210	38231	40525	42956	45533	48265	51161	54231		
GRADE				209	36410	38595	40910	43365	45967	48725	51649		
Bi-Weekly					1400.3907	1484.4141	1573.4790	1667.8877	1767.9610	1874.0386	1986.4809		
Hourly					17.5049	18.5552	19.6685	20.8486	22.0995	23.4255	24.8310		
Accountant	1			209	36410	38595	40910	43365	45967	48725	51649		
Administrative Assistant II	3			209	36410	38595	40910	43365	45967	48725	51649		
Blue Stake Coordinator	1			209	36410	38595	40910	43365	45967	48725	51649		
Building Inspector	0			209	36410	38595	40910	43365	45967	48725	51649		
Building Maintenance Technician	2			209	36410	38595	40910	43365	45967	48725	51649		
Code Enforcement Officer	4			209	36410	38595	40910	43365	45967	48725	51649		
Communications Specialist	11			209	36410	38595	40910	43365	45967	48725	51649		
Electrician	1			209	36410	38595	40910	43365	45967	48725	51649		
Employee Safety Coordinator	0			209	36410	38595	40910	43365	45967	48725	51649		
Engineering Technician	4	2		209	36410	38595	40910	43365	45967	48725	51649		
Equipment Mechanic	6			209	36410	38595	40910	43365	45967	48725	51649		
Equipment Operator A	12	1		209	36410	38595	40910	43365	45967	48725	51649		
GIS Technician	1			209	36410	38595	40910	43365	45967	48725	51649		
Human Resources Technician	1.5			209	36410	38595	40910	43365	45967	48725	51649		
Loss Control Technician	1			209	36410	38595	40910	43365	45967	48725	51649		
Survey Instrument Technician	0	2		209	36410	38595	40910	43365	45967	48725	51649		
Wastewater Collections A	2			209	36410	38595	40910	43365	45967	48725	51649		
Wastewater Treatment Pl Op II	2			209	36410	38595	40910	43365	45967	48725	51649		
Water Technician A	2	1		209	36410	38595	40910	43365	45967	48725	51649		
Welder	1			209	36410	38595	40910	43365	45967	48725	51649		
GRADE				208	34676	36757	38962	41300	43778	46405	49189		
Bi-Weekly					1333.7054	1413.7277	1498.5514	1588.4645	1683.7723	1784.7987	1891.8866		
Hourly					16.6713	17.6716	18.7319	19.8558	21.0472	22.3100	23.6486		
Evidence Technician	1			208	34676	36757	38962	41300	43778	46405	49189		
Permit Technician	1			208	34676	36757	38962	41300	43778	46405	49189		
Wastewater Collections B	0			208	34676	36757	38962	41300	43778	46405	49189		
Wastewater Treatment Pl Op I	0			208	34676	36757	38962	41300	43778	46405	49189		
Water Technician B	0	1		208	34676	36757	38962	41300	43778	46405	49189		
OPEN				207	33025	35007	37107	39333	41693	44195	46847		
GRADE				206	31452	33340	35340	37460	39708	42090	44616		
Bi-Weekly					1209.7101	1282.2927	1359.2303	1440.7841	1527.2312	1618.8650	1715.9969		
Hourly					15.1214	16.0287	16.9904	18.0098	19.0904	20.2358	21.4500		
Administrative Assistant	10	2		206	31452	33340	35340	37460	39708	42090	44616		
Call Taker - Police	0	1		206	31452	33340	35340	37460	39708	42090	44616		
Equipment Operator B	20	6		206	31452	33340	35340	37460	39708	42090	44616		
Transit Operator	9	1		206	31452	33340	35340	37460	39708	42090	44616		

BAND B
SKILLED / PARA-PROFESSIONAL OCCUPATIONS

SALARY STRUCTURE - FY 2016
Market Range Spreads - Battalion Chief FLSA Change & Add Veterans Court Clerk

EXHIBIT A

Revised

12/15/2015

CLASSIFICATION	BUDGETED FTE	UNFUNDED FTE	FLSA EXEMP	Salary Grade	Entry Level	Step Two	Step Three	Step Four	Step Five	Step Six	Step Seven	Step Eight	Step Nine
GRADE				205	29955	31752	33657	35677	37817	40086			
Bi-Weekly					1152.1049	1221.2312	1294.5050	1372.1753	1454.5059	1541.7762			
Hourly					14.4013	15.2654	16.1813	17.1522	18.1813	19.2722			
Animal Control Officer	0			205	29955	31752	33657	35677	37817	40086			
Court Collections Officer	1			205	29955	31752	33657	35677	37817	40086			
Payroll/Accts Payable Clerk	2	1		205	29955	31752	33657	35677	37817	40086			
GRADE				204	28528	30240	32054	33978	36016	38177			
Bi-Weekly					1097.2427	1163.0773	1232.8619	1306.8337	1385.2437	1468.3583			
Hourly					13.7155	14.5385	15.4108	16.3354	17.3155	18.3545			
Administrative Secretary	6	1		204	28528	30240	32054	33978	36016	38177			
Chemical Applicator	1			204	28528	30240	32054	33978	36016	38177			
Court Clerk	5	0		204	28528	30240	32054	33978	36016	38177			
Court Clerk - Veterans	1			204	28528	30240	32054	33978	36016	38177			
Customer Svc Representative	4			204	28528	30240	32054	33978	36016	38177			
Irrigation Mechanic	3			204	28528	30240	32054	33978	36016	38177			
Legal Secretary	2	1		204	28528	30240	32054	33978	36016	38177			
Pool Operator	2			204	28528	30240	32054	33978	36016	38177			
Water Service Worker	0	1		204	28528	30240	32054	33978	36016	38177			
OPEN				203	27170	28800	30528	32360	34301	36359			
GRADE				202	25876	27429	29074	30819	32668	34628			
Bi-Weekly					995.2315	1054.9454	1118.2421	1185.3367	1256.4569	1331.8443			
Hourly					12.4404	13.1868	13.9780	14.8167	15.7057	16.6481			
Building Maintenance Worker	4			202	25876	27429	29074	30819	32668	34628			
Fire Maintenance Worker	2			202	25876	27429	29074	30819	32668	34628			
Groundskeeper	15.25	4		202	25876	27429	29074	30819	32668	34628			
GRADE				201	24644	26122	27690	29351	31112	32979			
Bi-Weekly					947.8395	1004.7099	1064.9925	1128.8921	1196.6256	1268.4231			
Hourly					11.8480	12.5589	13.3124	14.1112	14.9578	15.8553			
Cadet - Police	0			201	24644	26122	27690	29351	31112	32979			
Park Ranger	0.75			201	24644	26122	27690	29351	31112	32979			
Recreation Leader	0			201	24644	26122	27690	29351	31112	32979			
TOTAL FTE	335	40											

BAND A
SERVICE MAINTENANCE/GENERAL SUPPORT

PERSONNEL CLASSIFICATIONS BY DEPARTMENT	SALARY GRADE	AUTHORIZE/ BUDGETED FTE	AUTHORIZE /UNFUNDED FTE	FLSA EXEMPT
MAYOR & COUNCIL (1310)				
Mayor		1.00		
Vice Mayor		1.00		
Councilmember		5.00		
DEPARTMENT TOTAL		7.00	0.00	
CITY MAGISTRATE (1243)				
City Magistrate	Contract	1.00		X
Associate Magistrate	221	0.50		X
Court Administrator	218	1.00		X
Court Collections Officer	205	1.00		
Court Clerk	204	5.00	0.00	
Court Clerk - Veterans	204	1.00		
DEPARTMENT TOTAL		9.50	0.00	
CITY ATTORNEY (1530)				
City Attorney	Contract	1.00		X
Asst City Attorney	224	1.00		X
Prosecutor	218	1.00		X
Administrative Supervisor	212	1.00		
Legal Secretary	204	2.00	1.00	
DEPARTMENT TOTAL		6.00	1.00	
CITY MANAGER (1320)				
City Manager	Contract	1.00		X
Special Project Administrator	224	0.00	1.00	X
Administrative Assistant	206	0.00	1.00	
DEPARTMENT TOTAL		1.00	2.00	
CITY CLERK (1540)				
City Clerk	224	1.00		X
Deputy City Clerk	211	1.00		
Administrative Assistant	206	1.00		
Administrative Secretary	204	0.00		
DEPARTMENT TOTAL		3.00	0.00	
HUMAN RESOURCES & RISK (1550)				
Human Resources/Risk Director	227	1.00		X
Human Resources Administrator	218	1.00		X
Human Resources Technician	209	1.00		
Human Resources Technician	209	0.50		
Program Sub-Total		3.50	0.00	
RISK MANAGEMENT (xxxx)				
Loss Control Technician	209	1.00		
Program Sub-Total		1.00	0.00	
DEPARTMENT TOTAL		4.50	0.00	
INFORMATION TECHNOLOGY (3840)				
Information Technology Director	227	1.00		X
Information Technology Administrator	218	1.00		X
Information Technology Coordinator	214	4.00		
GIS Technician	209	1.00		
DEPARTMENT TOTAL		7.00	0.00	
FINANCIAL SERVICES DEPARTMENT				
Finance Administration (1512)				
Financial Service Director	227	1.00		X
Finance Administrator	220	1.00		X
Sr. Accountant/Budget Analyst	217	1.00		X
Accountant	209	1.00		
Payroll/Accts Payable Clerk	205	2.00	1.00	
Program Sub-Total		6.00	1.00	
Utility Billing Services (3410)				
Finance Administrator	220	1.00		X
Administrative Supervisor	212	1.00		
Administrative Assistant II	209	1.00		
Customer Svc Representative	204	4.00		
Program Sub-Total		7.00	0.00	

EXHIBIT B
 FY 2016 -
 Revised
 12/15/2015

PERSONNEL CLASSIFICATIONS BY DEPARTMENT	SALARY GRADE	AUTHORIZE/ BUDGETED FTE	AUTHORIZE /UNFUNDED FTE	FLSA EXEMPT
DEPARTMENT TOTAL		13.00	1.00	

EXHIBIT B
 FY 2016 -
 Revised
 12/15/2015

PERSONNEL CLASSIFICATIONS BY DEPARTMENT	SALARY GRADE	AUTHORIZE/ BUDGETED FTE	AUTHORIZE /UNFUNDED FTE	FLSA EXEMPT	EXHIBIT B FY 2016 - Revised 12/15/2015
ENGINEERING					
Engineering & Survey (3490)					
City Engineer	227	1.00		X	
Asst City Engineer	224	3.00		X	
City Surveyor	220	1.00		X	
Asst City Surveyor	218	0.00	1.00	X	
Project Engineer	218	0.00	1.00	X	
Project Manager	217	0.00	1.00	X	
Engineering Technician Supervisor	213	1.00			
Survey Party Chief	213	2.00			
Engineering Technician II	212	1.00			
Administrative Assistant II	209	1.00			
Engineering Technician	209	4.00	2.00		
Survey Instrument Technican	209	0.00	2.00		
Administrative Assistant	206	1.00	1.00		
Administrative Secretary	204	0.00			
DEPARTMENT TOTAL		15.00	8.00		
DEVELOPMENT SERVICES					
Planning & Zoning (1910)					
Development Services Director	227	1.00		X	
Planning & Zoning Administrator	224	0.00		X	
Principal Planner	217	2.00		X	
Planner	214	1.00			
Administrative Assistant	206	1.00			
Administrative Secretary	204	0.00			
Program Sub-Total		5.00	0.00		
Building Inspection (2420)					
Building Official	218	1.00		X	
Sr. Building Inspector	212	3.00	6.00		
Building Inspector	209	0.00			
Permit Technician	208	1.00			
Administrative Assistant	206	0.00			
Administrative Secretary	204	0.00			
Program Sub-Total		5.00	6.00		
DEPARTMENT TOTAL		10.00	6.00		
PARKS & RECREATION					
Parks (5210)					
Parks & Rec Director	227	1.00		X	
Superintendent	218	1.00		X	
Crew Leader	211	1.00			
Equipment Mechanic	209	2.00			
Administrative Assistant	206	1.00			
Chemical Applicator	204	1.00			
Irrigation Mechanic	204	2.00			
Groundskeeper	202	10.00	3.00		
Park Ranger	201	0.75			
Program Sub-Total		19.75	3.00		
Recreation (5111)					
Superintendent	218	1.00		X	
Recreation Coordinator	211	2.00	0.00		
Recreation Leader	201	0.00	0.00		
Program Sub-Total		3.00	0.00		
Pools (5124)					
Pool Operator	204	2.00			
Program Sub-Total		2.00	0.00		
Golf Course (5125)					
Superintendent	218	0.00	1.00	X	
Crew Leader	211	1.00			
Equipment Mechanic	209	1.00			
Irrigation Mechanic	204	1.00			
Groundskeeper	202	5.25	1.00		
Program Sub-Total		8.25	2.00		
DEPARTMENT TOTAL		33.00	5.00		

PERSONNEL CLASSIFICATIONS BY DEPARTMENT	SALARY GRADE	AUTHORIZE/ BUDGETED FTE	AUTHORIZE /UNFUNDED FTE	FLSA EXEMPT	EXHIBIT B FY 2016 - Revised 12/15/2015
FIRE DEPARTMENT					
Uniformed Personnel (2210)					
Fire Chief	227	1.00		X	
Asst Fire Chief	224	1.00		X	
Battalion Chief - Training, Prevention, EMS	221	3.00		X	
Battalion Chief - Operations	221	3.00			
Asst Fire Marshal	217	0.00	1.00	X	
Captain - Fire	216	12.00			
Fire Prevention Specialist	214	3.00			
Engineer - Fire	213	15.00			
Firefighter	211	13.00	2.00		
Program Sub-Total		51.00	3.00		
Support Staff (2210)					
Administrative Assistant	206	1.00			
Administrative Secretary	204	1.00			
Program Sub-Total		2.00	0.00		
911 Dispatch Center (2911)					
Communications Administrator	218	1.00		X	
Communications Crew Leader	211	4.00			
Communications Specialist	209	11.00			
Program Sub-Total		16.00	0.00		
DEPARTMENT TOTAL		69.00	3.00		
POLICE DEPARTMENT					
Sworn Personnel (2110)					
Police Chief	227	1.00		X	
Deputy Chief	224	1.00		X	
Captain - Police	224	0.00	1.00	X	
Lieutenant	221	3.00		X	
Sergeant	216	7.00			
Police Officer	212	43.00			
Program Sub-Total		55.00	1.00		
Support Staff (2110)					
Support Services Administrator	220	1.00		X	
Administrative Supervisor	212	1.00			
Evidence Technician II	211	1.00			
Code Enforcement Officer	209	4.00			
Evidence Technician	208	1.00			
Administrative Assistant	206	2.00			
Call Taker	206	0.00	1.00		
Animal Control Officer	205	0.00			
Administrative Secretary	204	5.00	1.00		
Program Sub-Total		15.00	2.00		
DEPARTMENT TOTAL		70.00	3.00		
PUBLIC WORKS DEPARTMENT					
Administration (3100)					
Public Works Director	227	1.00		X	
Project Manager	217	1.00		X	
Administrative Assistant II	209	1.00			
Program Sub-Total		3.00	0.00		
Transit System (3115)					
Superintendent	218	1.00		X	
Administrative Assistant	206	1.00			
Program Sub-Total		2.00	0.00		

PERSONNEL CLASSIFICATIONS BY DEPARTMENT	SALARY GRADE	AUTHORIZE/	AUTHORIZE	FLSA EXEMPT	EXHIBIT B FY 2016 - Revised 12/15/2015
		BUDGETED FTE	/UNFUNDED FTE		
Transit System (3120)					
Transit Operator	206	9.00	1.00		
Program Sub-Total		9.00	1.00		
TRANSIT TOTAL		11.00	1.00		
Streets (3110)					
Superintendent	218	1.00		X	
Crew Leader	211	1.00			
Electrician I	209	1.00			
Equipment Operator A	209	7.00	1.00		
Equipment Operator B	206	1.00	4.00		
Program Sub-Total		11.00	5.00		
Water Operations (3510)					
Superintendent	218	1.00		X	
Construction Project/Mt Supervisor	213	1.00			
Administrative Supervisor	212	1.00			
Electrician II	212	1.00			
Fire Crew Leader	211	1.00			
Water Quality Program Manager	211	1.00			
Blue Stake Coordinator	209	1.00			
Cross Connection Specialist/Adm Asst II	209	0.00			
Water Technician A	209	2.00	1.00		
Equipment Operator A	209	5.00			
Water Technician B	208	0.00	1.00		
Administrative Assistant	206	1.00			
Equipment Operator B	206	4.00	2.00		
Water Service Worker	204	0.00	1.00		
Fire Maintenance Worker	202	2.00			
Program Sub-Total		21.00	5.00		
Wastewater Operations (3730)					
Superintendent	218	1.00		X	
Wastewater Treatment Plant Op IV	213	3.00			
Lab Analyst	211	1.00			
Wastewater Treatment Plant Op III	211	2.00			
Wastewater Treatment Plant Op II	209	2.00			
Wastewater Treatment Plant Op I	208	0.00			
Wastewater Collections A	209	2.00			
Wastewater Collections B	208	0.00			
Program Sub-Total		11.00	0.00		
Sanitation (3320)					
Superintendent	218	1.00		X	
Crew Leader	211	1.00			
Equipment Operator B	206	15.00			
Program Sub-Total		17.00	0.00		
Fleet Services (3810)					
Superintendent	218	1.00		X	
Crew Leader	211	1.00			
Equipment Mechanic	209	3.00			
Welder	209	1.00			
Administrative Assistant	206	1.00			
Program Sub-Total		7.00	0.00		
Building Maintenance Services (3830)					
Building Maintenance Technician	209	2.00			
Building Maintenance Worker	202	4.00			
Program Sub-Total		6.00	0.00		
DEPARTMENT TOTAL		87.00	11.00		
TOTAL FTE		335.00	40.00		

PERSONNEL CLASSIFICATIONS BY CLASSIFICATION	SALARY GRADE	BUDGETED FTE	UNFUNDED FTE	FLSA EXEMPT	EXHIBIT C FY 2016 - Revised 12/15/2015
Mayor		1.00			
Vice Mayor		1.00			
Councilmember		5.00			
City Attorney	Contract	1.00		X	
City Magistrate	Contract	1.00		X	
City Manager	Contract	1.00		X	
City Engineer	227	1.00		X	
Development Services Director	227	1.00		X	
Financial Service Director	227	1.00		X	
Fire Chief	227	1.00		X	
Human Resources/Risk Director	227	1.00		X	
Information Technology Director	227	1.00		X	
Parks & Rec Director	227	1.00		X	
Police Chief	227	1.00		X	
Public Works Director	227	1.00		X	
Asst City Attorney	224	1.00		X	
Asst City Engineer	224	3.00		X	
Asst Fire Chief	224	1.00		X	
Captain - Police	224	0.00	1.00	X	
City Clerk	224	1.00		X	
Deputy Police Chief	224	1.00		X	
Special Project Administrator	224	0.00	1.00	X	
Associate Magistrate	221	0.50		X	
Battalion Chief-Training, Prevention, EMS	221	3.00		X	
Battalion Chief - Operations	221	3.00			
Lieutenant	221	3.00		X	
City Surveyor	220	1.00		X	
Finance Administrator	220	2.00		X	
Support Services Administrator	220	1.00		X	
Asst City Surveyor	218	0.00	1.00	X	
Building Official	218	1.00		X	
Communications Administrator	218	1.00		X	
Court Administrator	218	1.00		X	
Human Resources Administrator	218	1.00		X	
Information Technology Administrator	218	1.00		X	
Project Engineer	218	0.00	1.00	X	
Prosecutor	218	1.00		X	
Superintendent	218	8.00	1.00	X	
Asst Fire Marshal	217	0.00		X	
Principal Planner	217	2.00	1.00	X	
Project Manager	217	1.00	1.00		
Sr. Accountant/Budget Analyst	217	1.00		X	
Captain - Fire	216	12.00			
Sergeant	216	7.00			
Fire Prevention Specialist	214	3.00			
Information Technology Coordinator	214	4.00			
Planner	214	1.00			
Construction Project/Mt Supervisor	213	1.00			
Engineer - Fire	213	15.00			
Engineering Technician Supervisor	213	1.00			
Survey Party Chief	213	2.00			
Wastewater Treatment Pl Op IV	213	3.00			
Administrative Supervisor	212	4.00			
Electrician II	212	1.00			
Engineering Technician II	212	1.00			
Police Officer	212	43.00			

PERSONNEL CLASSIFICATIONS BY CLASSIFICATION	SALARY GRADE	BUDGETED FTE	UNFUNDED FTE	FLSA EXEMPT	EXHIBIT C FY 2016 -
Sr. Building Inspector	212	3.00	6.00		
Communications Crew Leader	211	4.00			
Crew Leader	211	6.00			
Deputy City Clerk	211	1.00			
Evidence Technician II	211	1.00			
Firefighter	211	13.00	2.00		
Lab Analyst	211	1.00			
Recreation Coordinator	211	2.00			
Water Quality Program Mgr	211	1.00			
Wastewater Treatment Pl OP III	211	2.00			
Accountant	209	1.00			
Administrative Assistant II	209	3.00			
Blue Stake Coordinator	209	1.00			
Building Inspector	209	0.00			
Building Maintenance Technician	209	2.00			
Code Enforcement Officer	209	4.00			
Communications Specialist	209	11.00			
Electrician	209	1.00			
Employee Safety Coordinator	209	0.00			
Engineering Technician	209	4.00	2.00		
Equipment Mechanic	209	6.00			
Equipment Operator A	209	12.00	1.00		
GIS Technician	209	1.00			
Human Resources Technician	209	1.50			
Loss Control Technician	209	1.00			
Survey Instrument Technican	209	0.00	2.00		
Wastewater Collections A	209	2.00			
Wastewater Treatment Pl OP II	209	2.00			
Water Technician A	209	2.00	1.00		
Welder	209	1.00			
Evidence Technician	208	1.00			
Permit Technician	208	1.00			
Wastewater Collections B	208	0.00			
Wastewater Treatment Pl Op I	208	0.00			
Water Technician B	208	0.00	1.00		
Administrative Assistant	206	10.00	2.00		
Call Talker	206	0.00	1.00		
Equipment Operator B	206	20.00	6.00		
Transit Operator	206	9.00	1.00		
Animal Control Officer	205	0.00			
Court Collections Officer	205	1.00			
Payroll/Accts Payable Clerk	205	2.00	1.00		
Administrative Secretary	204	6.00	1.00		
Chemical Applicator	204	1.00			
Court Clerk	204	5.00	0.00		
Court Clerk - Veterans	204	1.00			
Customer Svc Representative	204	4.00			
Irrigation Mechanic	204	3.00			
Legal Secretary	204	2.00	1.00		
Pool Operator	204	2.00			
Water Service Worker	204	0.00	1.00		
Building Maintenance Worker	202	4.00			
Fire Maintenance Worker	202	2.00			
Groundskeeper	202	15.25	4.00		
Park Ranger	201	0.75			
TOTAL FTE		335.00	40.00		



**CITY OF KINGMAN
COMMUNICATION TO COUNCIL**

TO: Honorable Mayor and Common Council

FROM: John A. Dougherty, City Manager

MEETING DATE: December 15, 2015

AGENDA SUBJECT: Department presentation - Fire

SUMMARY:

I have directed each department head to give a 5-10 minute presentation to the Council and Public on what their department does and what the future holds.

FISCAL IMPACT:

None - informational only

STAFF RECOMMENDATION:

No action required.

REVIEWERS:

Department	Reviewer	Action	Date
City Manager	Dougherty, John	Approved	12/8/2015 - 6:15 PM
City Attorney	Cooper, Carl	Approved	12/8/2015 - 6:37 PM
City Manager	Dougherty, John	Approved	12/8/2015 - 6:15 PM