

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

5:30 P.M.

ACTION AGENDA

Tuesday, January 19, 2016

REGULAR MEETING

CALL TO ORDER AND ROLL CALL --- ALL COUNCILMEMBERS WERE PRESENT.

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. APPROVALOFMINUTES

- a. **The Regular Meeting Minutes of December 15, 2015. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**
- b. **The Regular Meeting and Executive Session minutes of January 5, 2016. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

2. APPOINTMENTS

- a. **Consideration of appointing Jan Davis to the Tourism Development Commission (TDC)**
The TDC has a vacancy with the expiration of the term of Jim Baker. The TDC met on January 7, 2016 and recommended appointing Jan Davis to a term from January 1, 2016 to December 31, 2018. Staff recommends approval. **MOTION TO APPOINT JAN DAVIS WAS PASSED BY A VOTE OF 7-0.**
- b. **Consideration of appointing Economic Development and Marketing Commission (EDMC) members**
The EDMC has two vacant terms that expire December, 2017. On January 13, 2016 the EDMC voted 5-0 to recommend appointing Alasandra Reynolds and Burt Dubin to fill the two vacant terms. Staff recommends approval. **MOTION TO APPOINT ALASANDRA REYNOLDS WAS PASSED BY A VOTE OF 7-0.**
- c. **Discussion and appointment of Council Liaisons to City of Kingman Boards and Commissions. THE COUNCIL SET THE CITY OF KINGMAN BOARD AND COMMISSION COUNCIL LIAISONS FOR 2016.**
- d. **Discussion and appointment of Council Liaison for the Western Arizona Council of Governments (WACOG) Executive Committee. THE COUNCIL REAPPOINTED MAYOR ANDERSON TO THE WACOG EXECUTIVE COMMITTEE.**

3. AWARDS/RECOGNITION

- a. **Promotion badge pinning/employee introduction**

The fire department has recently promoted and/or hired numerous positions. The fire department would like to conduct badge pinning for the following ranks:

Oscar Lopez	Fire Prevention Specialist	11/9/2015
Justin Garcia	Firefighter	7/29/2015
Brett Wildebaur	Firefighter	10/19/2015
Cody Wood	Firefighter	10/19/2015
Robert Cole	Firefighter	1/5/2016
Chris Chavez	Firefighter	12/26/2015
Chris Angermuller	Battalion Chief – Training	1/4/2016
Len DeJoria	Battalion Chief – Prevention	10/12/2015
Andrew Rucker	Battalion Chief – Operations	10/5/2015
Dan Winder	Battalion Chief - EMS	10/19/2015
Chris Simpson	Captain	12/27/2015
Joey Meins	Captain	12/27/2015

4. CALLTOTHEPUBLIC-COMMENTSFROMTHEPUBLIC

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. CONSENTAGENDA

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. Consideration of Ordinance 1810R: permitting substitution of livestock allowances on properly zoned properties and clarifying pig and bird allowances

Section 3-22 of the Kingman Code of Ordinances has been modified to permit livestock substitutions on properly zoned properties. The language has further been clarified to resolve ambiguities with regards to birds which has caused enforcement difficulties in the past for the Kingman Police Department (KPD). It is anticipated that the clarification will reduce or eliminate these difficulties. **Staff recommends approval. MOTION TO TABLE WAS PASSED BY A VOTE OF 7-0.**

b. Letter of appointment

With approval, the designee from the Kingman Fire Department will be authorized by the State of Arizona to inspect state owned, leased, or otherwise occupied buildings for fire code compliance. The letter of approval appoints one person who meets the standards required by the A.R.S. Statute 41-2162 (A) (2) to act as Assistant Fire Marshal for the State Fire Marshal's Office. This appointment will be for Battalion Chief -Prevention Len DeJoria. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

c. Consideration of grant of public utility easement

John and Vonda Neal have requested a sewer extension to their property located at 7

Palo Christi Road. Since a portion of the proposed sewer main will be located within a private street, a public utility easement is required to allow for City maintenance of the main. The owners of the private street have executed the attached grant of public utility easement. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

d. Resolution 4988: authorization for banking activities

Resolution 4988 removes Diane Richards, Budget Analyst, as an authorized person to make wire transfers between the City's bank accounts. It removes the authorization for any person to make telephonic transfers between the City's bank accounts. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

e. Replace Court fax machine

The Court's fax machine is 10 years old and beyond repair due to age and degradation. The Court would like to purchase a Xerox MFC3325 from Copier Source. **Staff recommends approval. MOTION TO TABLE WAS PASSED BY A VOTE OF 7-0.**

f. Electronic Crimes Task Force award

The Kingman Police Department has been awarded \$1,000 for training, which will be used to partially cover costs associated with smartphone forensics training and certification. Remaining costs for the training and certification will be covered by the department training line item budget. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

g. Proposed Resolution 4990: approving the final subdivision plat and improvement plans for Southern Circle, Tract 1968

A request from Fripps Mohave Land, LLC, property owner and subdivider, and Raymond W. Stadler, P.E., project engineer, for the approval of a final subdivision plat and improvement plans for Southern Circle, Tract 1968. The subject property is zoned R-2: Residential, Multiple Family, Low Density and is located along the north side of Southern Avenue east of Harrod Way. The subdivision is proposed to have six residential lots on 1.21 acres and will include one new public street, Paula Place, which will connect to Southern Avenue. The final plat, final drainage report, improvement plans, retaining wall analysis and design, and engineer's opinion of probable cost have been reviewed by the City Engineer, Development Services Department, and other concerned agencies and was found to be in compliance with the Subdivision Ordinance and other applicable regulations. The final plat is also in accordance with the requirements of Resolution 4886 which approved the preliminary plat for Southern Circle, Tract 1968 on April 1, 2014. The subdivider is proposing to construct the required subdivision improvements prior to recording the final plat; therefore, an assurance agreement is not being offered. Once all improvements are completed and accepted by the Council the final plat will be recorded. An 18-month time frame is proposed for the completion of the improvements. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

h. Proposed Resolution 4991: declaring the City's intent to collect paybacks for a sewerline extension in Cypress Street and Airfield Avenue (ENG14-068)

The Engineering Department finalized a sewer payback calculation sheet for an extension of approximately 548 linear feet of eight-inch PVC SDR sewer line extension in Cypress Street and Airfield Avenue. The City intends to collect paybacks on behalf of the installing party on these sewer lines in accordance with the Municipal Utility Regulations. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

i. Proposed Resolution 4992: declaring the City's intent to collect paybacks for a waterline extension in Florence Avenue east of La Salle Street (ENG15-055)

The Engineering Department finalized a water payback calculation sheet for an extension of approximately 386 linear feet of six-inch water line extension in Florence Avenue east

of La Salle Street. The City intends to collect paybacks on behalf of the installing party on these water lines in accordance with the Municipal Utility Regulations. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**

- j. Resolution 4989: Arizona Department of Transportation (ADOT) Grant E6F2S**
Resolution 4989 accepts ADOT Grant E6F2S for \$70,527 for the reconstruction of Taxiway C and Aircraft Parking Apron; the local match for the Federal Aviation Administration (FAA) grant was previously approved. **The Kingman Airport Authority (KAA) respectfully requests the Council accept ADOT Grant E6F2S and adopt Resolution 4989. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0.**
- k. Selection of audit firm to perform professional auditing services for FY2015 - FY2019**

In November 2015, the City terminated its relationship with its audit firm, Heinfeld Meech. The City's Fiscal Year (FY) 2015 audit had not been completed prior to the termination. A request for proposal (RFP) to hire an audit firm to perform professional auditing services for FY2015 - FY2019 was submitted on December 11, 2015. Interested proposers were able to submit proposals until January 8, 2016. On January 12, 2016, an evaluation committee reviewed, discussed and scored each proposer's submission. Of the six proposers, two proposers, HintonBurdick and CliftonLarsonAllen, responded to all mandatory elements, provided responses to all technical requirements, and included hours and rates for all schedules. Those proposers were also scored highly (above 90%) by each evaluator. **Staff recommends Council award the professional auditing services contract to CliftonLarsonAllen. MOTION TO AWARD THE PROFESSIONAL AUDITING SERVICES CONTRACT TO HINTONBURDICK WAS PASSED BY A VOTE OF 7-0.**

6. OLDBUSINESS

- a. Review of Kingman Police Department (KPD) Lieutenant exempt classification**
On November 17, 2015 the Council reviewed a proposal from the Fire Department to reclassify three (3) Battalion Chiefs from exempt status to hourly status in pay grade 221. The agenda item was tabled when concerns were expressed by the Police Department Lieutenants. On December 15, 2015 the agenda item was returned to Council and the reclassification was approved. Council requested a report from the Police Department at the second meeting in January to reflect department challenges. The department has prepared a report that highlights current staffing levels, demand for service, challenges and a proposal that will keep Lieutenants at exempt status under pay grade classification 221. **Staff recommends implementing a change to the Lieutenant position, pay grade classification 221, with the addition of overtime under a "operational/situational call out" method or referring the proposal to the Management Team Compensation Committee for further review. MOTION TO DIRECT STAFF TO RECLASSIFY THE THREE POLICE DEPARTMENT LIEUTENANTS TO NON-EXEMPT STATUS WAS PASSED BY A VOTE OF 4-3 WITH VICE MAYOR YOUNG, COUNCILMEMBER DEAN, AND COUNCILMEMBER MILES VOTING NAY.**
- b. Consideration of Ordinance 1806: Kingman Crossing Planned Development District (PDD)**
At its January 5, 2016 meeting, the Council tabled action on Ordinance 1806 to allow Staff to provide the Council with information concerning pole signs in the Kingman Crossing area located north of the proposed Kingman Crossing Traffic Interchange. There are three zoning districts in this area. The first zoning district, Ordinance 1600 is for the hospital property north of Santa Rosa Boulevard and west and east of Kingman Crossing Boulevard. The other two zoning districts are located north of Interstate 40 (I-40) and south of Santa Rosa Boulevard. All three zoning districts allow freestanding signs; 300-square feet to be located 40-feet above the finished grade of I-40. Murals are permitted in the zoning districts on the north side. **Staff recommends approval. MOTION TO APPROVE WITH REMOVAL OF THE ALLOWANCE FOR POLE SIGNS AND MURALS WAS PASSED BY A VOTE**

OF 7-0.

c. Determine a property tax base levy and use of revenues for the May 17, 2016 election

Over the past several months, Council has had many discussions surrounding the consideration of a primary property tax. At the January 7, 2016 Council work session, the general consensus was to move forward with the primary property tax initiative, but the property tax base levy and use of revenues were not determined. In order to meet the May 17, 2016 election timelines, Council must determine the primary property tax base levy and use of revenues at the January 19, 2016 Council meeting. **In order to meet deadlines, staff recommends Council approve a primary property tax base levy and use of revenues. MOTION TO TABLE WAS PASSED BY A VOTE OF 7-0.**

7. NEW BUSINESS

a. Fireworks

At the Council work session on January 7, 2016, there was discussion on whether the Council was interested providing a block party or fireworks display for the July Fourth celebration. The direction provided was that Council was more interested in a block party than fireworks display. The Council also heard a presentation from Judith Landells regarding an invitation for Kingman to come to Valle Vista for a fun filled day of events and a fireworks display. Since the work session, Erin Cochran has stepped forward and volunteered to raise the funds if the City is willing to put on the show. The Council will need to decide whether or not to put funds into the 2016-2017 budget. If approved, Ms. Cochran will begin raising funds and turning them over to the City to cover costs. **While it will be labor intensive, Staff recommends providing both as long as a safe location can be secured for the fireworks display and funds can be secured from private sources. MOTION TO PROCEED WITH AUTHORIZING FUNDRAISING FOR A CITY-WIDE FIREWORKS SHOW DEPENDENT UPON LOCATION AVAILABILITY OR SMALL FIREWORKS SHOW IN CONJUNCTION WITH COMMUNITY BLOCK PARTY WAS PASSED BY A VOTE OF 7-0.**

8. REPORTS

Board, Commission and Committee Reports by Council Liaisons

a. Engineering Department report and capital project updates

Engineering Services will provide a report on the department and its functions and responsibilities. There will also be an update and review of current capital improvement projects (CIP). This presentation is for informational purposes.

b. 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.

10. EXECUTIVE SESSION

a. Executive Session

Pursuant to ARS 38-431.03(A)(4), the City Attorney requests the Council enter executive session to discuss potential litigation regarding the Central Christian Church and the City's denial of a conditional use permit (CUP).

MOTION TO GO INTO EXECUTIVE SESSION WAS PASSED BY A VOTE OF 7-0.

MOTION TO RECONSIDER THE CUP FOR CENTRAL CHRISTIAN CHURCH WITH THE CONDITIONS OF A ONE YEAR REVIEW, A FIVE

YEAR EXPIRATION BY A VOTE OF THE COUNCIL AND EXCLUDING SOUP KITCHENS, METHADONE CLINICS AND THE LIKE WAS PASSED BY A VOTE OF 7-0.

ADJOURNMENT