

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

**5:30 P.M.**

**ACTION AGENDA**

**Tuesday, May 17, 2016**

**REGULAR MEETING**

**CALL TO ORDER AND ROLL CALL --- ALL COUNCIL MEMBERS WERE PRESENT EXCEPT VICE MAYOR YOUNG WHO WAS EXCUSED.**

**INVOCATION**

**THE INVOCATION WAS GIVEN BY JOHN POOL OF PRAISE CHAPEL 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**

**2. 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.

**3. 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. Communications Center software and equipment purchase**

The Communications Center is utilizing contingency funding through the user's group to enhance its level of service through increased training. The expenditures were discussed with the user group and received unanimous consensus. Written approval to use excess contingency funds was given by the head of each agency via email. **Staff recommends approving the expenditures for APCO training, Priority Dispatch Training & Software, DSS & BOLO, and 4-24" monitors in the amount of \$99,183. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

**b. Request for Contingency Funds Transfer to Cover FEMA Grant**

The Fire Department was awarded the Assistance to Firefighters Grants through FEMA in the amount of \$286,044 on August 1, 2014. In planning for that award, an appropriation of \$90,967 was included in the FY15 Adopted Budget. Of that appropriation, \$28,604 was the City's local match and the rest was to cover the cost of additional materials and equipment that would be needed to operate the apparatus. Purchases were made in both FY15 and FY16, but the appropriation for additional equipment was not carried over into the FY16 Adopted Budget leaving the grant

currently at a deficit. The reasoning behind this is unknown as both the Fire and Finance Departments have new staff overseeing grant funding and expenditures. Based on all purchases for this grant during FY15 and FY16, the City may be required to match up to \$87,809.81 but has only appropriated \$54,898.29. Additional funding may be available as part of the Assistance to Firefighters Grant in the amount of \$20,795.54, however, the availability of the additional funding will not be known until the closeout of the grant. **Staff recommends the approval of up to \$32,911.52 from the General Fund contingency reserve in order to close out this grant and conclude this process. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

**c. Bomb Squad Equipment Donation**

The Kingman Police Department is an active member of the Defense Logistics Agency and Defense Realization and Marketing Office (DMRO) program. The program provides equipment to law enforcement agencies for reutilization. The department recently acquired a "hook and Line" kit that enables the Bomb Squad Technicians to handle suspicious packages from a safe distance. The value of the kit is \$5,200.00 and was acquired at no cost to the department. **Staff recommends authorizing the department to accept the donation and place the kit into our asset inventory for use by the Bomb Squad. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

**d. Special Event Liquor License Application**

Applicant Danielle Sorace of DMS Events, Inc, has applied for a Series 15 Special Event Liquor License for an event to take place Saturday, June 4, 2016 from 3 PM to 9 PM at Mohave County Fairgrounds 2600 Fairgrounds Blvd in Kingman. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

**e. Stockton Hill Road Rehabilitation and Pavement Replacement**

Desert Construction was selected as the CMAR and accepted by Council for design services on April 19th, 2016. Attached is a Construction Services Contract and Guaranteed Maximum Price for the Stockton Hill Road Rehabilitation CMAR Project. This project will consist of milling the existing roadway and replacing the top 2 inches of asphalt. The GMP also includes all ancillary work such as traffic loops, pavement markings and utility adjustments. The limits of this project are between Detroit Ave. and Airway Ave. on Stockton Hill Road. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

**f. Recommendation from the Tourism Development Commission (TDC) for the final payment to Kingman Visitor Center, Inc. for tourism services**

The Kingman Visitor Center, Inc. receives a quarterly payment from the City upon submission and acceptance of the tourism quarterly report. The most recent quarterly report was submitted and accepted by TDC at the May 5, 2016 regular meeting and is attached for your review. This will be the final payment to the Kingman Visitor Center, Inc. as the City has created an internal Tourism Department that will begin operations in FY17. The Kingman Visitor Center, Inc.'s payment request is for \$22,949.45 which is comprised of a one-month (June) prorated final fee and reimbursement of cooperative marketing initiatives. **Staff supports the TDC recommendation for Council approval of the final payment to Kingman Visitor Center, Inc. for tourism related services. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

**g. Consideration of Resolution 5012 authorizing the City Manager to sign any and all documents necessary for the filing of an application for, and acceptance of, Federal Section 5311 Grant funding to support the continued operation Kingman Area Regional Transit**

This is a request for Council adopt Resolution No. 5012 authorizing the City Manager or his duly authorized designee to sign all documents required for application and acceptance of Federal Transit Administration (FTA) Section 5311 Rural Public Transit

Grant funding necessary to fund a portion of the annual administrative, operational, and capital expenses for Kingman Area Regional Transit (KART) for federal fiscal years beginning October 2016 and October 2017. The Arizona Department of Transportation (ADOT) administers the FTA 5311 program and distributes funds through a competitive grant process. With this grant cycle, ADOT is implementing a two-year application cycle. The two-year cycle is designed to reduce the administrative application process for ongoing programs like KART. The grant program budget is reviewed and renewed each fiscal year. Since ADOT is requiring the grant application in advance of the City budget process, a preliminary draft budget for federal FY 2017 has been developed and summarized below. The City Council will consider funding requests and finalize the local match for the transit program during its annual budget processes. The FY 2017 budget will be developed and presented to Council during the 2017-18 budget cycle. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

**h. Resolution 5013 Arizona Mutual Aid Compact**

The Arizona Mutual Aid Compact between the City Of Kingman and Arizona Department of Emergency and Military Affairs based upon A.R.S. § 26-308. The purpose of this Compact is to define for the participating parties the emergency management terms and procedures which will be used among participating parties for dispatching mutual aid assistance to any affected area in accordance with local ordinances, resolutions, emergency plans or agreements. This Agreement is construed in accordance the laws of the State of Arizona. **Staff recommends the approval of resolution 5013 for the authorization of the Arizona Mutual Aid Compact ween the City Of Kingman and Arizona Department of Emergency and Military Affairs. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

**i. Ordinance 1814, Amendment to allow non-resident qualified community members to serve on the City Historic Preservation Commission.**

The City's Historic Preservation Commission is requesting approval from Council to allow qualified non-resident members of the community to serve on the Commission. This commission has struggled to find qualified volunteer applicants who live within the City to serve on the commission. Applications have been received from very qualified volunteers who live outside the City limits who wish to serve and who would be valuable assets to this commission. Ordinance No. 1814 will allow the Historic Preservation Commission to be added to the list of commissions in which non- city residents are allowed to serve. **Staff recommends approval. MOTION TO APPROVE WAS PASSED BY A VOTE OF 6-0.**

**4. OLDBUSINESS**

**5. NEWBUSINESS**

**a. Decorative Bricks on the Walk of Fame**

The Kingman Area Chamber of Commerce has informed the City Manager that they are no longer interested in participating in the decorative bricks sales. The Kingman Downtown Merchants Association (KDMA) has stepped forward as a 501-c3 willing to continue the program. The Council will discuss what Council's wish is for continuing the program, whether staff needs to draft a contract with KDMA or the project be brought in-house under the Tourism Department Director. **Council discretion. THIS ITEM WAS PULLED FROM THE AGENDA AND WAS NOT DISCUSSED.**

**b. Ordinance No. 1813: Amending The Streets and Sidewalks Development Rules and Regulations**

The Traffic Safety Committee has been reviewing needed amendments to the City of Kingman Streets and Sidewalks Development Rules and Regulations. The committee felt that the issue of development on dirt streets needed to be addressed. While full street improvements are required in new subdivisions, they are not in existing subdivisions. Kingman has many subdivisions that were platted in the 1920's through 1950's. While water and sewer have to be extended if someone builds on one of these legacy lots, they do not have to install paving, curb, or sidewalk. Under our current regulations, someone could build a whole block of 24 homes and not install street improvements. This leads to higher maintenance costs to keep dirt streets passable. A CIP sheet has

been presented to Council for the paving of dirt streets. If the city were to fund paving developed dirt streets, it would seem advisable to stop allowing new ones to be created. This proposed amendment would prohibit the issuance of building permits on previously undeveloped dirt street blocks, unless full street improvements are installed. Building permits would still be issued on dirt streets that are partially developed and located on our list of maintained unimproved streets. The proposed amendment would also delete the low-cost pavement program from our regulations. This program was used in the past to pave some residential streets. The program was similar to an improvement district with residents paying for paving, and the city doing the work. However, they did not include curb, gutter, or sidewalk improvements. Also, the construction standards were less than what would be required for new development. The amendment also addresses driveway location and separation standards. **Staff recommends adopting Ordinance No. 1813. MOTION TO APPROVE WITH NOTIFICATION PUBLISHED IN THE NEWSPAPER WAS AMENDED.**

**MOTION TO APPROVE AS PRESENTED WAS PASSED BY A VOTE OF 6-0.**

**c. Eastern Street Project Assessment**

Staff, along with consulting engineers, Ritoch Powell, and Associates, Inc. has drafted a project assessment for the design of Eastern Street between Pasadena Avenue and Airway Avenue. The scope consists primarily of replacing the failing roadway pavement, modifying the alignment at the Airway Avenue intersection, improving drainage characteristics, and improving facilities for pedestrians and bicycles. Staff has recommended the preferred combined alternative of Sections 1E and 2B as presented in the Draft Project Assessment. Upon approval by Council, Staff will complete the final design and develop a Right of Way needs assessment. **It is recommended that the Council direct staff to complete the Project Assessment and final design utilizing Sections 1E and 2B, modified as needed to meet design criteria. MOTION TO PROCEED WITH ALTERNATIVES 1E AND 2B WAS PASSED BY A VOTE OF 6-0.**

**6. REPORTS**

**7. ANNOUNCEMENTS BY MAYOR, COUNCIL MEMBERS, CITY MANAGER**

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

**8. EXECUTIVE SESSION**

**a. Kingman Airport Authority Contract**

Mayor Anderson and Councilman Carver requested this item for discussion. The Council is requested to go into executive session to discuss the KAA lease pursuant to ARS 38-431.03(A)(3).

**MOTION TO GO INTO EXECUTIVE SESSION WAS PASSED BY A VOTE OF 6-0.**

**ADJOURNMENT --- MOTION TO ADJOURN WAS PASSED BY A VOTE OF 6-0.**