

Kingman Connection



January 2014

City of Kingman's Employee Newsletter



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

Letter from the City Manager

As your new City Manager, not to be confused with new to City Management, I would like to express my sincere gratitude to all the employees of this great city for the warm welcome that has been extended to me. I have supreme confidence in both the elected officials and the employees, that the worst of the Great Recession is behind us and that there is light at the end of the tunnel.

By light at the end of the tunnel I am referring to the lack of funds to give pay raises annually based on performance the prior year. I promise all of you, and would ask the same from all of you, that working together we can save enough money in the next fiscal year to try and get you something. I won't promise that it will be what you deserve, or are wishing for, but will work hard to put this train back on track so that every year the goal is to get you pay increases that get you back to a respectable level. This is shaping up to be a difficult budget year, they always are, but working together as a team we are going to emerge fiscally healthier, and organizationally stronger.

Despite the difficult times that most of you have been experiencing over the last few years, being required to do more with less, you have done a commendable job and you should all be as proud of the work you have done as the Council and I are of what you have accomplished.

I would also like all of you to know that I am here to serve you and make sure you are successful; your success is my success. If any of you want to discuss a concern, have an issue I can help with, or just want to chit chat my door is almost always open, feel free to stop by the office or stop me on the street.

Thank you for coming to work every day and giving your best effort! Thank you for making Kingman a great community to live, work and visit. Thank you for being unique and being a part of the solution. Thank you for all you do that goes unnoticed or more likely unacknowledged.

John Dougherty, City Manager



Department Highlight Parks & Recreation

Centennial Pool New Liner Project 2013

The people of the city of Kingman are very fortunate to have the two excellent pool facilities that we have. The Grandview Pool was built in 1941 and is still a very functional facility. This pool had a PVC liner installed eight years ago and it has held up well. Two years ago staff installed a handicap accessible ramp to the wading pool and installed solar heat to warm the water. This year due to the installation of the New PVC pool liner at the Centennial Pool, the Polar Plunge will be held at the Grandview Pool on January 1st.

Centennial Pool was built in 1982; when the pool was built it was a concrete gunite constructed pool liner, at some point there were problems with the pool cracking and leaking. The decision was made to install a fiberglass liner. It failed and Fiberglass was installed again. For years there were many problems with this type of liner; the fiberglass began to bubble up creating soft spots and cracking.

Our staff did an excellent job repairing and patching the fractured areas two years in a row during the height of the recession. Each year city officials were made aware of the ongoing issues with the fiberglass liner in the Centennial Pool. Our staff did an excellent job of keeping the pool open and safe for everyone to enjoy during one of the hottest summers on record in this area. This pool also hosted State and Regional Swim Meets that brought over a thousand people to our city; filling motel rooms and spending money in restaurants and with local businesses. Heavy flat steel plates were made with the bottom painted with anti-slip rubber paint and the top with lite blue to match the color of the bottom of the pool. These were placed over the fractured area on the bottom of the pool. This worked well; when our pool was inspected for its safety the Specialist said that we should patent this process.



(Continued on page 3)

Birthdays

Mike Coldiron	2
Beth Matthews	3
Judy Marshall	4
Karen Fogg	6
Matt Wills	7
Brad Abraham	11
Rick Pierce	11
Wayne Welch	11
Donny Witt	13
Mike Barnes	16
Sam Kurtze	16
Terry Bolles	17
Dennis Gilbert	18
Gary Jeppson	18
April Hanss	19
Marvin Poppe	20
Debbie Martinez	23
Chico Trevino-Peralta	23
Bob McFadyen	25
Bill Shilling	26
Donna King	29
Gayla Miner	29
Jeff Stapleton	30
Craig Murk	31
Adam Parrott	31



We need your help
sniffing out the
news...

Please share what is new and
happening in your department
events, activities, awards, etc.
Photos are great too!

Centennial Pool New Liner Project—2013, (continued from page 2)

In 2013 Council approved a budget for the installation of a new PVC liner for the Centennial Pool. This is similar to the one that was installed in the Grandview Pool. What timing; when the pool was drained to prepare for the new liner, the fiberglass cracked and peeled apart in sheets. There is no way the pool would have made it thru another season in the condition it was in.

In November, Renosys DBA Aquatic Renovation System Inc. based out of Indianapolis, Indiana, was awarded the bid of \$178,686.00 to begin work. In the demolition phase of the project, by having our inmate work force assist with the removal of the fiberglass debris and hauling to the dumpster, we were able to save an additional \$1,180 dollars. It was encouraging to see that the surface below the fiberglass lining was still in pretty good condition.

The removal and installation of the Ceramic tile that goes around the top of the Pool from the deck to just below the drain gutter was the next phase of the project. This work had to be finished before the installation of the PVC liner could begin. This was a time consuming and very important part of the project.

Below is a photo of the pool with most of the PVC liner installed and nearing completion. The pool has been filled again!



Our Staff has done a great job with the pools. Since 2007 the budget for the pools has been cut by \$100,000. The staff has gotten very creative. In the off season when the pool is not in use, the pumps do not run on the weekends; this saves \$2,022 in labor, \$3,000 in Chemicals, and \$8,600 in electricity. We continue to look for safe cost effective ways to run all of our facilities.

David Hatrick, Chief Building Official—Development Services,
01/01/2014, 8+ years



*Congratulations
to our Retir-*

Sue McIver, Customer Service Representative—Finance, 01/11/2014, 26+ years



Best Wishes to each of you!

Jeff Corwin, Wastewater Superintendent-Public Works, 12/27/2013, 25+ years (camera shy :0)



PERSONNEL RULES & REGULATIONS

Rule 4 - Recruitment and Selection, Part 1

This is part 1 of a 2 part series regarding Recruitment and Selection. The City of Kingman Human Resources Department works hand and hand with the hiring department(s) to maximize our greatest asset our employees. We strive at attracting and retaining the most qualified individual to represent the City in their respected position and role.

Recruitment efforts shall be planned and carried out in a manner that assures open competition. Development and implementation of recruitment plans shall be a cooperative venture between departments and Human Resources and shall be based on projected workforce needs and labor market conditions, as well as the need for recruitment of minorities, women, and other groups where there is under-representation in the City's workforce.

Vacancies: When a vacancy occurs, the department shall notify the Human Resources department by sending a [Request to Fill Vacancy](#) form. The request must be approved by the City Manager. The Human Resources department will verify the information, check for a current eligibility list, and consider any special circumstances.

Recruitment Strategy: Human Resources will meet with department representative(s) to determine the steps in the recruitment and selection process and devise a recruitment plan. The position will be reviewed and analyzed to make sure the job description is current and reflects the current requirements of the position.

The Human Resources department will advise departments on advertising and outreach approaches to insure a diverse applicant pool. Labor market conditions and/or any special requirements of the position will determine recruiting sources to be



Rick Stewart, Fire Maintenance Worker, for the Kingman Fire Department is pictured here with Asst Fire Chief Joe Dorner, Chief Chuck Osterman, and Asst Fire Chief Keith Eaton. Rick retired on December 2, 2013, after serving the City of Kingman for over 13 years.

**Congratulations Rick!
Best Wishes on your Retirement!**

New Employee Corner

DECEMBER NEW HIRES

John Dougherty, City Manager

Steven Kerr, Groundskeeper, Parks & Rec

Gaspar Urciaga, Groundskeeper—PT A, Parks & Rec

Glenn Proudfoot, Equipment Operator B, Sanitation

Donna Walden, Administrative Secretary, City Clerk

Welcome Aboard!

Personnel Rules & Regulations, Rule 4—Recruitment and Selection, Part 1 (Continued from pg 4)

There are two types of appointments:

Section 3: Non-Classified Appointments: Vacancies in the non-classified service of Part-Time A may utilize the internal recruitment process. All other non-classified service vacancies shall be filled by public recruitment process.

Section 4: Classified Appointments: All vacancies in the classified service shall be filled by internal recruitment, transfer, demotion, promotion, rehire, or from current eligible employment list, if available. In the absence of persons eligible for appointment in these ways, provisional appointments may be made.

There are two types of recruitments:

Section 5: Public Recruitment: Unless otherwise allowed under these Rules, the City will use public announcements to recruit for all vacancies.

Section 6: Internal Recruitment: Internal means an employee existing on the City's payroll at the time of the vacancy. Positions identified by Human Resources as entry level, seasonal, temporary, hard to fill, or FLSA exempt positions are exempt from the internal recruitment process. For all other vacancies, departments are encouraged to recruit internally. Internal City announcements shall be in place a minimum of three (3) business days. The Internal recruitment process also includes appointments using any one of the following methods:

Transfer	Reinstatement
Promotion	Reassignment
Demotion	Emergency Appointments
Rehire	

For more detail regarding the above listed appointments, please refer to page 32 and 33 of the City of Kingman's on-line Rules and Regulations.

Further, Rule 4, Sections 7—9, note the following:

Section 7: Applicant for Employment: An applicant for employment must be at least eighteen (18) years of age by the date of hire and must be able to perform the essential functions and duties of the position, with or without reasonable accommodation. Following an announcement of vacancy, the Human Resources department will provide application forms to all those who request them. Applications will not be given out for positions where vacancies do not exist. All applications must be filed with the City of Kingman Human Resources department by the filing deadline date and time.

Section 8: Applicant for Seasonal Recreation Programs/Student Interns: An applicant for employment in this category must be at least sixteen (16) years of age by the date of hire. The City of Kingman intends to follow Arizona and federal youth employment laws, ARS 23-230 et al and 29 USC §201 et seq.; 29 CFR Parts 570 to 580 respectively. Generally, any employee whose work involves operating motorized/hazardous equipment or handling chemicals must be eighteen (18) years of age. Employees sixteen (16) and seventeen (17) years old may perform any -hazardous job for unlimited hours. Employees eighteen (18) years or over may perform any job, whether hazardous or not, for unlimited hours. There is no distinction between adults and youth when it comes to minimum wage, overtime, and safety requirements.

November Wellness Activity:

- During November NAEBT L.I.F.E. offered Fitness Assessment Testing to all plan members.
- 67 Individuals took advantage of Fitness Tests from all 3 cities.

“You don’t have to be great to start, but you have to start to be great!” - Zig Zigler

As we enter the New Year, take your fitness results and work on target areas to be a better you!

All participants were entered into a drawing for one (1) of three (3) \$50 Big 5 Gift Cards. One (1) gift card per entity.

**Our winner was....Mac Nelson, Fire Prevention Specialist,
Kingman Fire Department!**



Personnel Rules & Regulations, Rule 4—Recruitment and Selection, Part 1 (Continued from pg 5)

Section 9: Preference Points: When an applicant for initial hire submits a Request for Award of Preference Points Form, preference points shall be applied in accordance with Arizona Revised Statutes (ARS § 38-492). Veteran's preference shall be granted in compliance with federal law and state statute. Disabled preference shall be granted in accordance with state law. Preference points will be awarded during the pre-certification process to applicants who have received a passing score on an employment application. Preference points allow eligible applicants additional opportunity to be interviewed or otherwise reviewed by the hiring department for an initial appointment and will not be used to displace otherwise qualified candidates.

There are (4) four categories:

- Veteran (5 points)
- Spouse or Surviving Spouse (5 points)
- Disabled Applicants (5 points)
- Disabled Veterans (10 points)

A maximum of ten (10) preference points will be applied to your final score, but only if you earn a passing grade without preference. Current employees are not eligible. Preference Points will be added when the required documentation/ verification has been received by the Human Resources department.

For more information on how preference points are defined and applied, please refer to pages 35 and 36 of the City of Kingman on-line Rules and Regulations.

This concludes part 1 of the 2 part series for Rule 4 - Recruitment and Selection. We encourage you go to your cityweb and check it out.

.....Continuation of Rule 4 covered in next issue.

Safety Minded

Save Your Back!

Preparing for Winter Storms

Are you ready for ice storms and other severe winter weather? Preparedness is key to getting through a winter storm with minimum danger and discomfort. To help plan for winter weather emergencies, consider these points:

Heat: How would you heat your home if the electricity went out? People die during winter storms when they try to use outdoor fuel-burning equipment indoors. The carbon monoxide created by burning fuel builds up in a poorly ventilated area and can kill the occupants without warning. You should only use a heating device designed for indoor use. You can keep your home warmer by closing off the rooms you don't need to use and huddling in the warmest room with all the blankets you can round up.

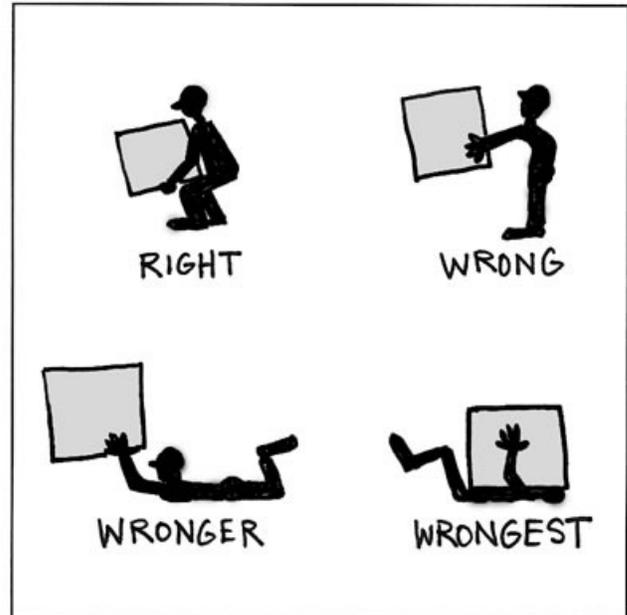
Light: If you're thinking of candles, that's another bad idea. Houses go up in flames during winter storms because of candles. Instead, make sure you have battery-operated lights, such as flashlights, and a good supply of batteries.

Communication: Keep a battery-operated radio in your home for emergencies. You also need a telephone that can be plugged directly into a telephone jack and that can operate without electricity. So if all you have are phones linked to cordless stations and answering machines, make sure you pick up a no-frills telephone to use in an emergency.

Food, Water and Medicine: A supply of clean drinking water and foods that can be eaten without cooking are important survival supplies in any season. If you have special needs such as medicine, keep enough on hand to get you through a few days of being stuck at home or in a shelter.

Neighbors: Keep an eye on your neighbors, particularly those who are elderly, caring for young children or living alone. Weather extremes are hardest on the old, the young and those in poor health, so help them to stay warm, dry, fed and cared for.

Heavy Work: Winter storms claim lives when people are trying to work in extraordinary circumstances. Shoveling snow or doing other heavy work in the cold weather can cause heart attacks for those in poor health or unaccustomed to such work. And operating chainsaws during disaster cleanup has proved fatal for persons without experience with these dangerous tools.

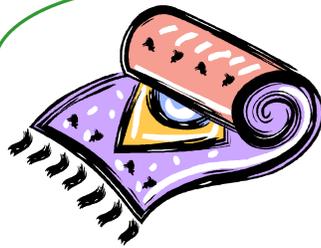


To nominate someone for a Safety Smartie award please send Linda Semm an email or give her a call. It only takes a moment and just like safety, can make a big difference by recognizing someone doing the job right.



Appreciation

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



Smiley Recipients

- | | |
|----------------|--------------|
| Dave Patriquin | Mac Nelson |
| Paul Johnson | Robert Cole |
| Dustin Osborn | Bob Casson |
| Chris Jackson | Steve Witzel |

Stan Eimon Chris Simpson Chris Weaver

You were instrumental in the success of our carpet replacement project.

ADMIRATION

Smiley Recipient

- Chico Trevino-Peralta
Orlando Perea
Johnny Wells
Kevin Robertson
Bill Wyatt

A customer called in to say thank you for the great job you did on the tumbleweeds at her home!



SMILEY Recipient

Chris Weaver

For a fantastic job Chris did on his fire safety presentation with the kids

Grateful

Gratitude

SMILEY Recipient

Eddie Tapia Bud Lemelin

For always willing to help Code Enforcement. Their help is a key factor in our success.

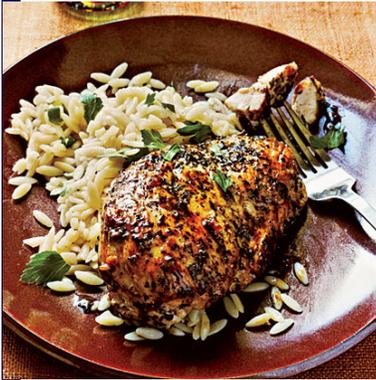
SMILEY Recipient

Frank Corral

A customer called to state Frank is always very helpful to her...he is always patient and assists her while getting on and off the bus.

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

Kudos



Herb-Crusted Chicken & Parsley Orzo

www.myrecipes.com
(Cooking Light)

Yield: 4 servings (serving
size:
1 breast half and 1/2 cup
orzo mixture)

Ingredients:

3/4 cup uncooked orzo
2 tablespoons chopped fresh parsley
2 tablespoons butter, divided
1/2 teaspoon salt, divided
1/4 teaspoon black pepper, divided
4 (6 ounce) skinless, boneless chicken breast halves
4 teaspoons dried fines herbes
1 tablespoon olive oil

Preparation:

1. Cook orzo according to package directions, omitting salt and fat. Drain. Stir in parsley, 2 teaspoons butter, 1/4 teaspoon salt and 1/8 teaspoon pepper. Keep warm.
2. While pasta cooks, sprinkle chicken with the remaining 1/4 teaspoon salt and the remaining 1/8 teaspoon pepper; sprinkle fines herbes over both sides of chicken, pressing gently to adhere.
3. Melt remaining 4 teaspoons butter in large nonstick skillet over medium heat. Add olive oil to pan, and swirl to coat pan. Add chicken to pan; cook 5 minutes or until browned. Turn chicken over; cook 7 minutes or until done. Remove chicken from pan; let stand for 3 minutes. Serve chicken over orzo mixture.

Nutritional Information: (amount per serving)

Calories: 342	Fat: 11.4g
Saturated fat: 5g	Monounsaturated fat: 4.3g
Polyunsaturated fat: 0.9g	Protein: 33.9g
Carbohydrate: 24.4g	Iron: 2.6 mg
Fiber: 2.6g	Sodium: 428mg
Cholesterol: 89mg	Calcium: 96mg

New Year's Resolution Success?

Start Small

colorado.kaiserpermanente.org—Kevin Doherty, MA, LPC:

Baby Steps: That's the key to making New Year's resolutions work, according to Kevin Doherty, Kaiser Permanent Colorado Behavioral Health counselor. He points out that setting small goals—such as "I'm going to walk on Wednesdays" - can create progress and momentum. Another "small goal" suggestion from Doherty: "No fast food or soda this week or this month."

"Make your resolutions small, realistic, and obtainable," he advises. "The reason people fail when setting resolutions is because they don't set small enough goals. They also have way too high expectations and really don't have a plan to achieve their goals."

"Humans are creatures of habit. It's natural for us to procrastinate when it comes to change. So when the New Year comes around we have that initial drive (to change) and then it dies down two or three weeks later," he says.

To stay focused, Doherty recommends writing your goal down and putting it somewhere you know you'll see it every day. "Then come up with a mantra. Some little phrase, a saying, or a word that's positive and will motivate you," he says. Also, tell your friends, coworkers, family—"anyone that will hold you accountable for your behavior."

Most importantly, he says, "Believe in yourself...Give yourself the power talk. 'I am. I can. I will.' Positivity is the key here," he says. (continued on pg. 10)

CITY PAID HOLIDAYS OBSERVED IN CALENDAR YEAR 2014
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<u>Holiday</u>	<u>Date</u>	<u>Day of the Week</u>
New Year's Day 2014	Jan 1	Wednesday
Martin Luther King Day	Jan 20	Monday
President's Day	Feb 17	Monday
Memorial Day	May 26	Monday
Independence Day	Jul 4	Friday
Labor Day	Sep 1	Monday
Veteran's Day	Nov 11	Tuesday
Thanksgiving Day	Nov 27	Thursday
Appreciation Day	Nov 28	Friday
Christmas	Dec 25	Thursday
Pre-Holiday Leave (1/2 day EITHER Christmas Eve or New Year's Eve)*		
New Year's Day 2015	Jan 1	Thursday

10 Paid Holidays per year

* Approved by your Department Director and to be used either the day before Christmas or the day before New Year's Day)

New Year's Resolution, continued from pg. 9

Beth Frye, a Kaiser Permanente prevention specialist, reminds us that if, at first, you don't succeed, try, try again. "Some people get discouraged if they don't keep it up, but we all need to give ourselves some slack. It's okay to jump back on the wagon," she says.

Here are more tips from Doherty and Frye for making New Year's resolutions a reality.

- **Keep a journal:** A journal is a good way to keep track of your progress and serves as a constant reminder to stick with your resolution. If you want to lose weight, use your journal to keep track of your calories and your exercise routine.
- **Schedule time to exercise:** Put reminders in your email calendar as if you were scheduling an important meeting. A lot of people focus on their calendars and if exercise is scheduled, they're more likely to do it.
- **Find a buddy:** A buddy can hold you accountable. You can set goals together as a team, and encourage each other to meet your individual goals.
- **Set realistic goals for yourself:** Set small goals that are measurable and attainable. For instance, if you want to go to the gym more often, set a goal of going 3 to 5 times a week, not 7 days a week. Same thing with losing weight. Set a realistic goal.
- **Don't be critical of your efforts:** The average time it takes to change behavior is 120 days, so don't get discouraged too soon after you make a decision.



Employment Anniversaries

Bill Shilling	Dev Svcs	18 years	Keith Walker	Fire	6 years
Diana Newton	Parks	16 years	Adam Parrott	Police	6 years
Richard Winn	Parks	14 years	Guy Reynolds	Parks	4 years
Dave Coffin	Police	13 years	Burley Hambrick	Public Works	3 years
Joe Wyatt	Water Oper	13 years	Brandon Oktay	Police	3 years
Vicki Sandsness	Fleet	10 years	Bob Olivas	Sanitation	3 years
Ray Montanez	Sanitation	10 years	Jesse Garcia	Parks	3 years
Mike Mitchell	Engineering	9 years	Andrew Link	Police	1 year
Jeff Baker	Info Tech	8 years	Judy Marshall	Transit	1 year
John Nielsen	Police	7 years	Matthew Wills	Parks	1 year
Rochelle Silva-Finney	Police	7 years	Donald Gilbert	Fire	1 year
Chico Trevino-Peralta	Sanitation	7 years	Jesse Kennedy	Police	1 year
Erin Timm	Bldg Maint	7 years			

January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 HAPPY NEW YEAR	2	3 \$	4
5	6	7	8	9	10	11
12	13	14	15	16	17 \$	18
19	20 HOLIDAY	21	22	23	24	25
26	27	28	29	30	31 \$	

City Holidays

Wed., January 1st—New Year's Day
 Mon., January 20th—ML King Day

Pay Days

Friday, January 3rd
 Friday, January 17th
 Friday, January 31st

Scheduled Meetings & Events

Insurance Committee Meeting—10:00 a.m. 1/09
 General Safety Committee Meeting 9:00 a.m. 1/21

Newsletter Deadline 1/24