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

5:30 PM **AGENDA** **Tuesday, November 3, 2015**

REGULAR MEETING

CALL TO ORDER AND ROLL CALL

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 minutes of October 20, 2015

2. APPOINTMENTS

a. Reappointment of a commissioner to KART Transit Advisory Commission (TAC)

During the quarterly meeting of the TAC held on October 21, 2015, the Commission voted unanimously to recommend reappointing Margaret Daw. Ms. Daw's term would be for a period of three years, expiring in October, 2018. Reappointment requires a "Super Majority of Council." **Staff recommends reappointing Margaret Daw to the TAC.**

3. AWARDS/RECOGNITION

a. National Runaway Prevention Month Proclamation

Arizona Youth Partnership has requested a proclamation recognizing November as National Runaway Prevention Month.

b. Presentation to the Lee Williams High School Student Council

Each year the City of Kingman Youth Advisory Commission and Lee Williams High School Student Council organize and plan the Badges of Courage Charity Basketball Game. The event is a fundraiser to assist both groups with projects throughout the year. The 2015 Badges of Courage Game was a great success! Mayor Anderson, Councilmember Abram and Councilmember Young will present a check to members of the LWHS Student Council for their portion of the proceeds from the event.

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. Emergency Operations Plan revision adoption

The City of Kingman Emergency Operations Plan has not been revised since 2007 and since that time numerous changes in personnel, resources, and operational capabilities have occurred. The proposed revision accounts for current operational capabilities as well as activities before, during, and after an emergency. **Staff recommends adoption of the revised Emergency Operations Plan.**

b. Resolution 4978 approving a two year extension of time of the preliminary plat for Legacy at Walleck Ranch, Tract 1965

The subject property is located along the east side of N. Willow Road, north of Kino Avenue, south of Coronado Avenue, and west of N. Irving Street. Under the Kingman Subdivision Ordinance, the Council may extend the preliminary plat approval for two years if there is no change in conditions within or adjoining the preliminary plat that would warrant a revision in the design of the original preliminary plat. There have been multiple extensions granted over the years and four of five final plat phases have been recorded. The developer is proposing to split the final phase of Walleck Ranch, Tract 1965 into two phases, with 26 lots in Phase 5 and 25 lots in Phase 6. **Staff recommends approving Resolution 4978.**

c. Resolution 4979 declaring the assurance agreement forfeited for Diamondback Ridge, Tract 1974 and prescribing conditions

Diamondback Ridge, Tract 1974 is a ten-lot residential subdivision located along the north side of Canyon Hills Road and along the east side of N. Harvard Street. A cash escrow assurance agreement in the amount of $14,980.00 offered by First American Title as Trustee under Trust 4948 was accepted by the Council under Resolution 4064 in 2005. The 18 month assurance agreement was for the completion of sidewalk improvements and a berm along N. Harvard Street to direct drainage away from residences; however, not all improvements have been finished. Runoff along N. Harvard Street has impacted at least two homes downstream on Canyon Hills Road. As a result the City completed sidewalk improvements on N. Harvard and constructed an 8-inch high curb at the back of the sidewalk to protect the single curb from scour. The construction cost to the City for the portion of these improvements within the subdivision boundary was $3,737.16. There is a public interest in the timely completion of the remaining sidewalk improvements within Diamondback Ridge, Tract 1974 as well as in recouping the costs of the above described improvements. The Council is asked to

consider declaring the cash assurance agreement forfeited so that it may be used to pay for the completion of the rest of the sidewalks in the subdivision and defray the expenses incurred by the City for the improvements completed within the subdivision along N. Harvard Street. Any remaining funds would then be released back to the beneficiary of Trust 4948. **Staff recommends approving Resolution 4979.**

d. Resolution 4976-Revised requiring the submission of a cash payment for the required off-site improvements, including curbs and sidewalks along Southern Avenue associated with Fripps Ranch, Tract 1964-D and eliminating certain conditions of Resolution 4880-R

Raymond W. Stadler, P.E., applicant and project engineer, on behalf of Fripps Mohave Land, LLC, property owner, requested the elimination of the requirement for rolled curbs and sidewalks along Southern Avenue associated with Fripps Ranch, Tract 1964-D. The request was reviewed by the Council at their meeting on October 20, 2015. A future drainage improvement project is planned for Southern Avenue which may require the removal and replacement of these improvements. The Council voted to accept a cash payment in the amount of $38,580 for the costs of the curbs, gutters and sidewalks along Southern Avenue. Resolution 4976-R will require the cash payment and final plat approval no later than July 5, 2016 unless an extension is granted by the Council. It will also eliminate the rolled curb and sidewalk requirement of Resolution 4880-R so that standard improvements including vertical curbs can be constructed. **Staff recommends approving Resolution 4976-R.**

e. Authorization for purchase of used 2013 John Deere 210K skip loader

RDO Equipment recently received a used 2013 John Deere 210K skip loader, which they are selling. This unit has two years of the factory warranty remaining. RDO also lowered the original price from $86,000 plus taxes and delivery to $84,752.87 including taxes and delivery. Per City of Kingman Municipal Code 2-160G, used equipment can be purchased without competitive bidding. This tractor will be used for grading of shoulders and alleys. **Staff recommends approval**.

f. Vehicle purchases for Public Works Department, City Complex and I.T. Department

The Public Works Department's Fleet Maintenance Division requests that Council approve the purchase of seven vehicles: one service truck for the Water Department; one service truck for the Wastewater Department; one service truck for the Street Department; two service trucks for the Sanitation Department; one SUV for the City Complex Staff; and one SUV for the I.T. Department. **Staff recommends awarding the purchase of the seven vehicles.**

6. <u>OLD BUSINESS</u>

a. Public Hearing and consideration of Ordinance 1806 to create the Kingman Crossing Planned Development District (PDD) and to amend this zoning district to the 151 acres owned by the City of Kingman in the Kingman Crossing Area to the official zoning map to apply this zoning district. Case No. CI15-001

A public hearing and consideration of Ordinance 1806 that, if adopted, will create the Kingman Crossing Planned Development District (PDD) as

Section 18.000 of the Zoning Ordinance of the City of Kingman and to apply this zoning district to the approximately 151 acres located on the south portion of Section 9, T.21N., R.16W., of the G&SRM, Mohave County, Arizona. The area is located south of Interstate-40 on 151 acres of the approximately 168 acres owned by the City of Kingman. The Kingman Crossing area is designated on the Projected Land Use Map of the Kingman General Plan Update 2030 as "Regional Commercial." The proposed zoning district is compatible with the General Plan. **The Planning and Zoning Commission, by a 6-0 vote in the affirmative, and City staff recommend the adoption of Ordinance 1608.**

b. 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. **Council discretion.**

c. Climatec agreement

Since receiving and reviewing Climatech's agreement documents, Staff has discovered discrepancies between Climatech's verbal proposal and the written documents. The following items in particular stood out to Staff: agreeing to apply excess energy savings from one year to a previous or future year's savings to offset an energy savings shortfall; applying verified excess project savings from construction and/or utility rebates to the guaranteed project savings; an annual service agreement charge; and a requirement to complete a minimum of 50% of the identified projects or submit payment to reimburse Climatec for the audit. **Staff recommends continuing with the project.**

d. Primary Property Tax Discussion

On October 6, 2015, Council adopted Ordinance 1799 which extended the sunset date on the increased 1/2% TPT rate from June 30, 2016 until December 31, 2017 in an effort to establish a primary property tax. A primary property tax has not been a form of revenue since 1980 when the primary property tax was permanently removed. Staff will provide Council with information surrounding the establishment of a primary property tax to include: a general overview of property taxes, historical valuations, considerations in determining a base levy, and public safety priorities in the upcoming fiscal years. **This item is for discussion only.**

7. NEW BUSINESS

a. Amendment to agreement with Kingman Airport Authority

Councilmember Abram requested discussion and possible action regarding amending the current agreement between the City of Kingman (City) and Kingman Airport Authority (KAA) to incorporate a set of Performance Measures. Such Performance Measures will be negotiated between the City and KAA Board of Directors and will be used to measure forward progress within the Kingman Industrial Park on an annual basis. **Staff concurs with the recommendation.**

b. Consideration of an exception to the preliminary plat extension regulations

Doug Angle of Hualapai Development LLC received a preliminary plat approval on the Vista Bella Ranchitas Subdivision, Tract 6029 on October 2, 2006. This proposed 71 lot subdivision is a 21.69 acre tract of land located southeast of Airway Avenue and Prospector Street. A preliminary plat is valid for 24 months and several extensions have been granted; however, an extension was not requested in 2014 and the preliminary plat approval has lapsed. Mr. Angle is now requesting a preliminary plat extension, which requires the Council to grant an exception to Section 2.2.(8).b.(iv) of the Subdivision Ordinance. This area has drainage issues and if the subdivision is fully improved in accordance with the engineered design the drainage issues should be addressed. The interim drainage mitigation structures are not being maintained and need to be maintained to avoid flooding issues. **Because there are no changes in design standards, staff recommends granting the exception to Section 2.2.(8).b.(iv) of the Subdivision Ordinance so Hualapai Development LLC can request another extension. Staff believes an extension needs to address current and future drainage issues**.

c. TDC/KVC follow up to work session

On October 26, 2015 the Tourism Development Commission (TDC) and Council met to discuss the following proposals for the future of the TDC: disbanding the TDC and contracting with the Kingman Visitors Center, Inc. (KVC); continuing current operations; or bringing the tourism function in house. **Staff recommends bringing the tourism function in house beginning July 1, 2016 and retaining the TDC as an advisory commission.**

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: Sydney Muhle, City Clerk

MEETING DATE: November 3, 2015

AGENDA SUBJECT: The Regular Meeting minutes of October 20, 2015

SUMMARY:
The Regular Meeting minutes of October 20, 2015

FISCAL IMPACT:

STAFF RECOMMENDATION:

ATTACHMENTS:

Description

October 20, 2015 Minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Roper, Erin	Approved	10/26/2015 - 11:43 AM

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

5:30 P.M. **MINUTES** **Tuesday, October 20, 2015**

REGULAR MEETING

Members	Officers	Visitors Signing in
Richard Anderson – Mayor	John Dougherty, City Manager	See attached list
Mark Wimpee, Sr. – Vice-Mayor - EXCUSED	Jackie Walker, Human Resources Director	
Mark Abram	Carl Cooper, City Attorney	
Larry Carver	Keith Eaton, Assistant Fire Chief	
Jen Miles	Greg Henry, City Engineer	
Stuart Yocum	Robert DeVries, Chief of Police	
Carole Young	Mike Meersman, Parks and Recreation Director	
	Tina Moline, Finance Director	
	Gary Jeppson, Development Services Director	
	Rob Owen, Public Works Director	
	Joe Clos, Information Services Director	
	Sydney Muhle, City Clerk	
	Erin Roper, Deputy City Clerk and Recording Secretary	

CALL TO ORDER & ROLL CALL
Mayor Anderson called the meeting to order at 5:31 P.M. All councilmembers were present except for Vice-Mayor Wimpee, Sr. who was excused. The invocation was given by John Pool of Praise Chapel after which the Pledge of Allegiance was said in unison.

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 October 6, 2015

Councilmember Miles made a MOTION to APPROVE the Regular Meeting minutes of October 6, 2015. Councilmember Young SECONDED and it was APPROVED by a vote of 6-0.

b. The Work Session minutes of October 16, 2015

Councilmember Young made a MOTION to APPROVE the Regular Meeting minutes of October 16, 2015. Councilmember Miles SECONDED and it was APPROVED by a vote of 6-0.

DRAFT

2. APPOINTMENTS

a. Appointment to the Local Public Safety Personnel Retirement System (PSPRS) Board

A vacancy has been created on the Local Public Safety Personnel Retirement System (PSPRS) Board due to the resignation of another member. Captain Joe Cowin has been selected by his fellow firefighters to represent the fire personnel with the City of Kingman on this board. At their meeting of October 8, 2015, the Local PSPRS Board voted 5-0 to recommend appointment of Captain Cowin to fill this vacancy. **Staff recommends approval.**

Mayor Anderson made a MOTION to APPOINT Joe Cowin to the PSPRS Board. Councilmember Abram SECONDED and it was APPROVED by a vote of 6-0.

b. Appointment to the Economic Development and Marketing Commission (EDMC)

The EDMC currently has three vacancies due to resignations. One term expires December, 2015 and two terms expire December, 2017. On October 14, 2015 the EDMC voted 4-0 to appoint Yvonne Woytovich to one of the terms expiring December, 2017. **Staff recommends appointing Yvonne Woytovich to fill one of the terms expiring in December, 2017.**

Yvonne Woytovich stated she was the president and chief executive officer (CEO) of the Kingman Area Chamber of Commerce, a member of the Arizona Association for Economic Development (AAED), and a speaker at the recent AAED conference. Ms. Woytovich stated economic development was one of her top priorities and she wanted to be a part of the City commission that focused on it.

Councilmember Miles made a MOTION to APPOINT Yvonne Woytovich to fill one of the terms expiring in December, 2017. Councilmember Abram SECONDED and it was APPROVED by a vote of 6-0.

3. AWARDS/RECOGNITION

a. Recognition of Explorer Post #47

The Kingman Police Department Explorer Post #47 participated in the 2015 Southern Arizona Law Enforcement Explorer Competition (SALEEC) over October 10th and 11th in Marana. This year the team won eight trophies in the following categories: 1st Place - Use of Force Scenarios; 1st Place – Active Shooter and Officer Down; 3rd Place - Crisis Negotiations & Building Entry; 3rd Place - Felony Vehicle Stop and Search; 3rd Place - Report Writing and Courtroom Testimony; 3rd Place - Male Obstacle Course; 4th Place - Domestic Violence; 4th Place - Overall Competition.

Mayor Anderson congratulated Explorer Post #47.

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.

Mike Gibelyou of Unisource Energy Services (UES) asked that Consent Agenda item “5d” be pulled for discussion. Mr. Gibelyou stated UES requested the removal of the resolution paragraph requiring

DRAFT

UES to pay for the cost of relocating the powerlines if necessary. Mr. Gibelyou stated relocating this particular line would be exceptionally costly for UES. Mr. Gibelyou asked the City to share the cost of relocation if they were not willing to remove the paragraph entirely.

Kingman resident Scott Dunton stated Route 66 was Kingman's best asset and the City should put money towards promoting it, which included working with Jim Hinckley. Mr. Dunton stated Williams, Arizona was an excellent example of the power of Route 66 and the City needed to boost its events calendar in order to bring life into Kingman. Mr. Dunton stated Downtown properties should not be overly regulated as this would prevent development.

Kingman resident Dean Wolslagel stated he had extensive education, training and experience in water conservation. Mr. Wolslagel stated the City had a 15% water loss rate, which was the highest rate in 20 years. Mr. Wolslagel stated the City's loss rate was 7% in 2007 when he was the City water conservation officer. Mr. Wolslagel stated City staff did not know why the losses were occurring and the City needed to hire an auditor or quality control officer to investigate the loss rate.

Mayor Anderson directed City Manager John Dougherty to follow up on the City's water loss rate and prepare a report for the Council.

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. Liquor License Application

Applicant Michele Lyn Lin of Lin's Little China II, Inc has applied for a Series 12 Liquor License at 4120 Stockton Hill Road. **Staff recommends approval.**

b. Resolution 4914-R approving a water payback agreement with Cottonwood Industrial LLC

On October 21, 2014 the Council approved a water payback agreement with Cottonwood Industrial LLC; however, the name of the business was recorded incorrectly as Cottonwood Industries LLC. Resolution 4914-R will correct this. **Staff recommends approval.**

c. Authorizing the purchase of real property on Gates Avenue for drainage purposes, ENG15-018

The property is identified as tax parcel 311-14-324, is 5,000 square feet in area and a natural low point which ponds with storm runoff. The City has recently acquired adjacent property on Gates Avenue at an appraised value of $12,000. The owner has indicated that $12,000 is the minimum she will accept for the property. **Staff recommends proceeding with the Gates property acquisition.**

d. Grant of Utility Easement for UniSource Electric, Inc. at City parcel 322-06-010 located directly south of Interstate 40 (Project ENG15-069)

The City of Kingman is the owner of a 168.46 acre parcel of vacant land (Parcel 322-06-010) located directly south of Interstate 40 between the projected street alignments for Castle Rock Road and Prospector Street. UniSource Electric, Inc. discovered their existing overhead power lines and anchor poles along the western boundary of this parcel are outside of an existing 10 feet wide State utility permit granted for these power lines when this parcel was owned by the State. The proposed easement is for existing utility lines so there are no anticipated conflicts with current site access, functions and improvements. The easement agreement has a provision to remove or relocate these items at no costs to the City if they are required by the City to accommodate improvements within

this parcel for the public benefit. **Staff recommends granting the utility easement for UniSource Electric, Inc.**

e. Proposed Resolution 4977 approving the release of a portion of the cash escrow assurance for Sunrise Business Park, Tract 6037

This subdivision is located along the north side of Detroit Avenue, east of Western Avenue and consists of five commercial lots on 10.74 acres. The project engineer has requested the approval of the release of a $50,000.00 portion of the cash escrow assurance for the completion of rock excavation during grading. The City Engineer and Public Works inspectors have inspected the site and determined that the completed grading is in compliance with the terms of the final plat and requirements of the City of Kingman Subdivision Ordinance. **Staff recommends approving Resolution 4977.**

f. Reclaimed Water User Agreement

The Lingenfelter Group would like to renew their agreement with the City of Kingman to purchase A+ reclaimed water from the Hilltop Treatment Plant. The water would be used for dust control during the upcoming SNORE race event on October 23-25, 2015. The extension would run through the end of October, 2015. **Staff recommends approval of the Reclaimed Water User Agreement.**

g. Consideration of Resolution 4971-Revised approving a street improvement deferral for Gates Avenue adjacent to Manzanita Baptist Church

Manzanita Baptist Church owns multiple lots along the north side of Gates Avenue west of Fairgrounds Boulevard. A building permit to remodel a gymnasium on the church property has been issued with an estimated construction cost of $150,000, which requires adjacent street improvements be completed on Gates Avenue per City regulations. The City Engineering Department's opinion of probable cost of these improvements is $15,242.00. Manzanita Baptist Church sent a letter requesting a non-cash payment street improvement deferral. The Traffic Safety Committee (TSC) reviewed the deferral request and recommended that the applicant either complete the required improvements or make a payment in lieu of completing the improvements to the City. The City Council reviewed this item on October 6, 2015 and directed that a non-cash payment street deferral be granted. **Staff recommends approval of Resolution 4971-R.**

Councilmember Abram made a MOTION to APPROVE the Consent Agenda with the exception of item "5d." Councilmember Young SECONDED and it was APPROVED by a vote of 6-0.

City Engineer Greg Henry displayed the photo of the property that was included in the agenda packet. Mr. Henry stated the easement document included the standard disclaimer holding UES responsible for any costs associated with removing or relocating utility poles to accommodate improvements within the parcel for public benefit. Mr. Henry stated UES would like the language removed, but Staff believed it was in the City's best interest to retain the standard language even though there were no foreseeable plans to develop the property. Mr. Henry stated the easement was located on the west side of the property and was 20 feet wide with some small bump outs for guidewires.

Councilmember Miles asked if the easement would create a barrier to extending the roads in the area.

Mr. Henry stated one or more poles would have to be moved if a road was extended, though there were currently no plans to extend the roads. Mr. Henry stated the City acquired additional right of way south of Windsor Avenue from the State of Arizona as part of a proposed arterial road to the Kingman Crossing property.

DRAFT

Councilmember Miles asked why the easement was not established when the poles were installed.

Mr. Henry stated the property was originally owned by the State of Arizona, which issued an easement permit that may not have been a true legal document. Mr. Henry stated some of the poles may also have been installed outside of the boundaries outlined in the easement permit.

Mr. Gibelyou stated the property did belong to the state when the utility line was installed and the poles were not placed inside the 10 foot easement for unknown reasons, though one possibility was the company utilized an existing dirt road that was outside the easement instead of grading a new one. Mr. Gibelyou stated the concern was not with moving one pole, but the potential for moving the entire line. Mr. Gibelyou stated the line was part of a major circuit and would be very expensive to relocate. Mr. Gibelyou stated the line was specifically designed to allow the poles to act as backups for each other. Mr. Gibelyou stated it would cost about $50 per foot to install a new line for a quarter of a mile plus the cost of removing the old line and redoing the connections to the substation. Mr. Gibelyou stated the definition of "public benefit" in the easement document was not detailed enough and if the City was responsible for some or all of the cost of relocating the lines it would be less likely to make the decision lightly. Mr. Gibelyou stated if UES was required to pay the entire cost it would have to be spread across all customers including those residing outside of Kingman, which was not fair to those customers.

Councilmember Miles asked if a developer for the property could take over some of the cost of relocating the lines if it became necessary.

Mr. Henry stated he could not comment on that due to the fact there was no developer for the property, which meant the agreement would be between UES and the City.

Development Services Director Gary Jeppson stated the property was 17 acres of commercially zoned land and was not being rezoned.

Councilmember Young asked if the easement could wait until a party purchased the property in order to facilitate an agreement between the new property owner and Unisource.

Mayor Anderson directed staff to work with UES on the easement document and bring it back to Council on December 1, 2015.

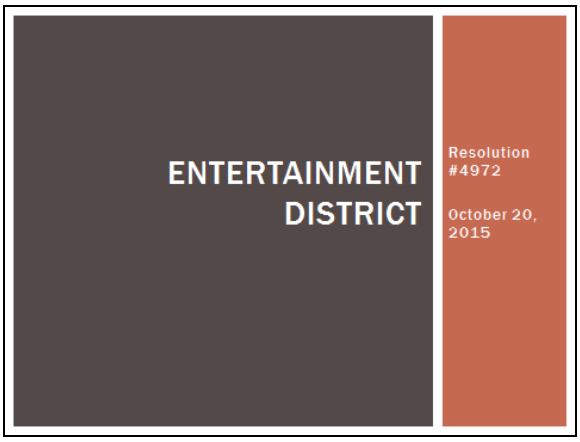
Councilmember Abram made a MOTION to TABLE item "5d." Councilmember Young SECONDED and it was APPROVED by a vote of 6-0.

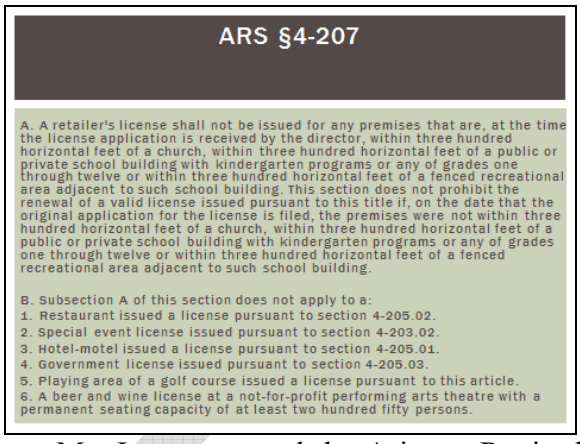
6. OLD BUSINESS

a. Entertainment District

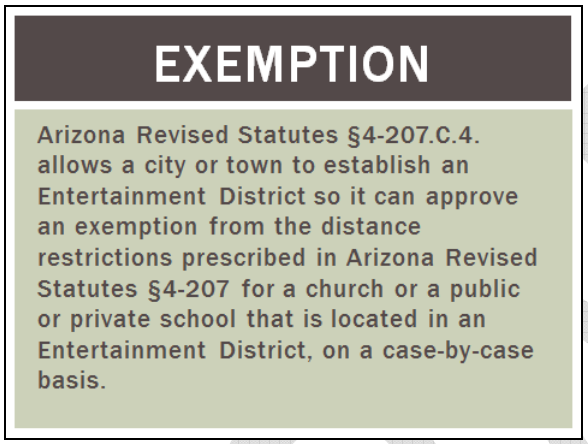
On August 4, 2015, the Council discussed a proposal from the Downtown Merchants Association for the establishment of an entertainment district. The establishment of an entertainment district allows a license for an establishment to serve or sell beer, wine, or spirituous liquor to be issued within 300-feet of a church a public or private school with programs. **Staff recommends approval.**

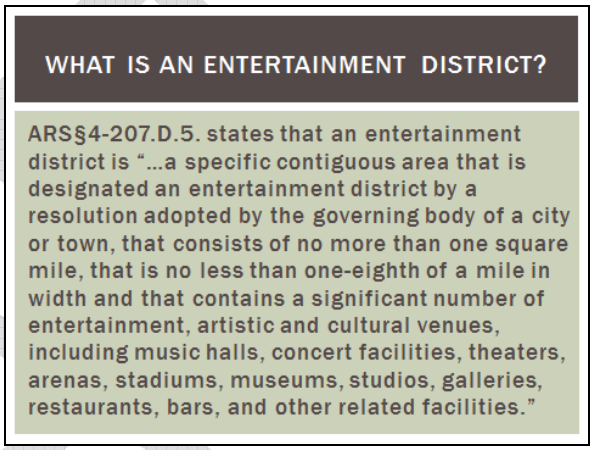
Mr. Jeppson presented the following slides:



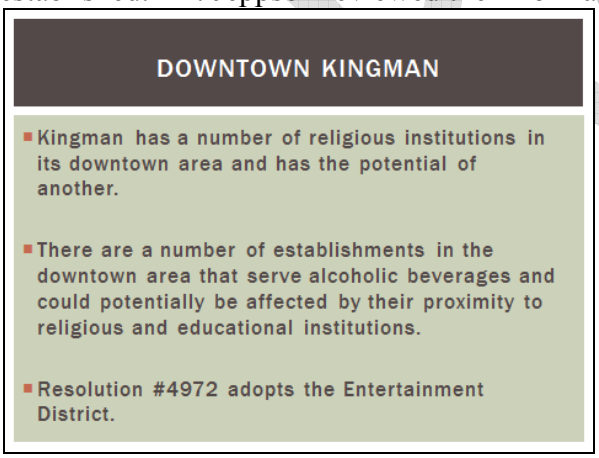


Slide one was an introductory slide. On slide two Mr. Jeppson stated the Arizona Revised Statutes (ARS) did not allow sales of alcohol within 300 horizontal feet of a school or church.





On slide three Mr. Jeppson stated there was an exception allowed if an entertainment district was established. Mr. Jeppson reviewed the information on slide four.



Mr. Jeppson read slide five. Mr. Jeppson displayed a map of the proposed district boundaries on slide six and stated the churches and schools must be within the district to put the exemption into effect.

Ms. Yotovich stated she was speaking on behalf of the Kingman Area Chamber of Commerce board and members and asked the Council to support the entertainment district. Ms. Yotovich stated there was economic potential in Downtown Kingman as demonstrated by the recent growth in nightlife.

Councilmember Miles made a MOTION to APPROVE the establishment of the proposed entertainment district. Councilmember Young SECONDED.

Councilmember Carver asked if the proposed district extended south of the railroad tracks.

Mr. Jeppson stated it did not, but Staff could redraw the boundaries.

Mayor Anderson called for a VOTE and it was APPROVED by a vote of 6-0.

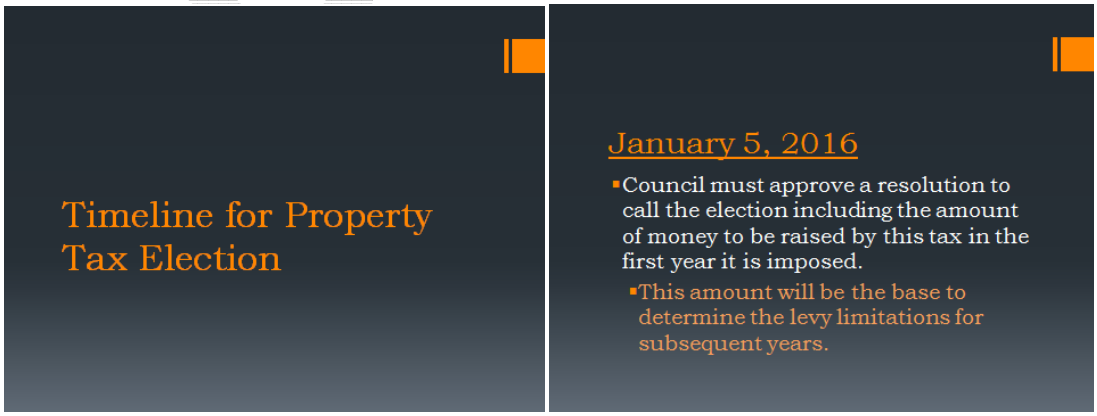
b. Request to Amend Encroachment Permit at 2011 Andy Devine Avenue, ENG15-043
On July 7, 2015 the City Council approved a substantial encroachment permit for the Rutherford's 66 Diner at 2011 Andy Devine Avenue. The encroachment consists of a block wall patio which extends approximately three feet into the Andy Devine right of way. The encroachment permit includes a condition that the block wall meet the site triangle ordinance which allows for a maximum height of 36 inches. On October 9, 2015 staff received a request to modify the encroachment permit to allow for a wall height up to 44 inches. The request also includes the addition of ornamental cars and decorative lighting on top of the wall, and benches between the wall and sidewalk. The work is presently unfinished and a portion of the wall does exceed the 36 inch height limit. **Staff recommends modifying the existing encroachment permit to allow a new wall height of up to 44 inches and allowing the addition of ornamental cars, lighting and benches.**

Mr. Henry stated Staff initially objected to encroachment permit as the wall was close to City water and sewer lines. Mr. Henry stated the wall was already in place and Staff had no objections to the ornaments.

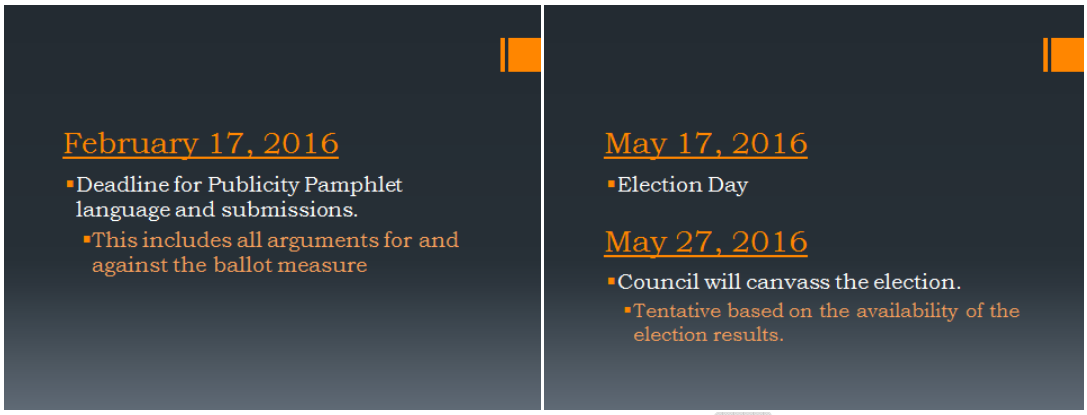
Councilmember Carver made a MOTION to amend the encroachment permit at 2011 Andy Devine Avenue. Councilmember Yocum SECONDED and it was APPROVED by a vote of 6-0.

c. Consideration of sending a ballot measure to the voters regarding the implementation of a primary property tax
At the October 6th Regular Meeting the City Council approved Ordinance 1799 extending the sunset of the additional 0.5% Transaction Privilege Tax increase through December 31, 2017, with the intent of seeking a primary property tax. This would require a ballot measure and stand-alone election to occur in May, 2016, for voter approval. Staff will present information regarding the timeline required for this election and the approximate cost. This will include and update of the timeline to collection of levy revenue. **Council discretion.**

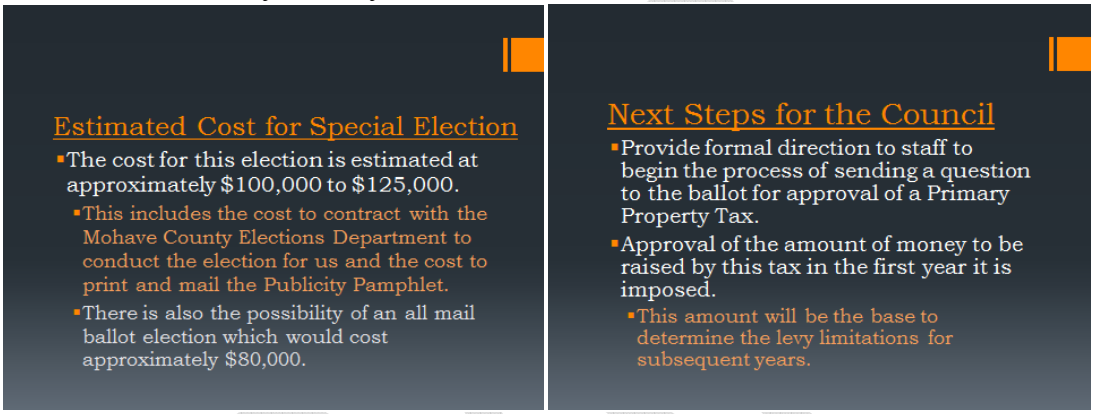
City Clerk Sydney Muhle presented the following slides:



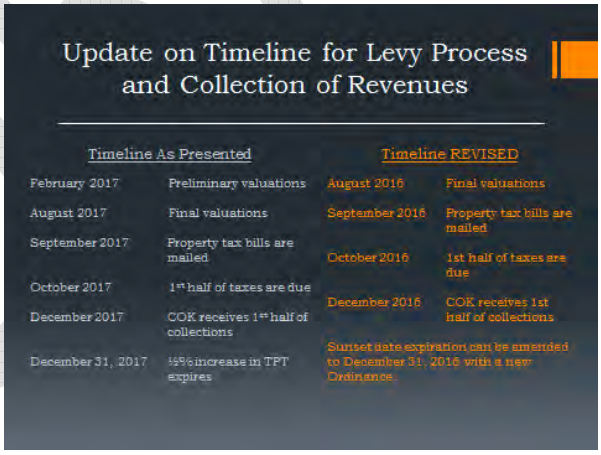
Slide one was an introductory slide. Ms. Muhle read slide two.



Ms. Muhle read slide three. On slide four Ms. Muhle stated the ARS required a property tax election to be held on the third day in May.



On slide five Ms. Muhle stated the City lost its vendor for publicity pamphlets so there was some uncertainty as to how much it would cost to print the pamphlets. Ms. Muhle stated the City could not use any resources to promote the tax and it would be up the councilmembers to speak on the issue. Ms. Muhle read slide six.



Finance Director Tina Moline stated slide seven showed a revised property tax collection timeline. Ms. Moline stated the property tax oversight commission required the tax to be assessed the next fiscal year, which meant it would appear on 2016 bills and be collected in 2017 if it was approved by the voters. Ms. Moline stated this would mean the City would not know how much revenue to expect until late June, 2016. Ms. Moline stated Ordinance 1799, which extended the 0.5% Transaction Privilege Tax (TPT) to December 31, 2017, could be replaced with a date of December 31, 2016 if a public hearing was held and it was approved.

Kingman resident Doug Dickmeyer stated the Council and Staff wanted to rush through decisions. Mr. Dickmeyer stated there was no property tax in Kingman for 35 years and the matter should wait to appear on the 2016 general election ballot. Mr. Dickmeyer stated the City did not need a special election for the topic, especially as special elections generally resulted in lower voter turnout. Mr. Dickmeyer stated the lower voter turnout meant the tax had a better chance of passing even though there was no overwhelming support for the tax from the citizens. Mr. Dickmeyer stated a special election was a waste of money and no one had addressed what the tax rate would be.

Ms. Muhle stated the ARS required a special election for property taxes and the issue could not legally be placed on the general election ballot.

Ms. Moline stated the rate depended on the Council's decision. Ms. Moline stated a person with an assessed property value of $100,000 would pay $170 per year in property tax if the goal was to replace the $3 million that would have been earned through the additional 0.5% TPT.

Mr. Dickmeyer stated he would vote for a higher sales tax over a property tax as a sales tax was distributed among everyone, including tourists, whereas a property tax only targeted property owners.

Mayor Anderson stated last fiscal year (FY) was the first year the City collected more sales tax than FY 2006 and that was only achieved due to the 0.5% TPT increase. Mayor Anderson stated there was a 25% decrease in buying power when the two years were compared. Mayor Anderson stated the City would not be able to annex certain properties, such as the airport, if it did not adopt a property tax.

Councilmember Miles asked who created the publicity pamphlet and how the pro/con positions were obtained.

Ms. Muhle stated the City printed the pamphlets and the arguments came from the public. Ms. Muhle stated the City was required to print specific factual information in the pamphlet such as the complete resolution and the amount to be levied.

Councilmember Carver made a MOTION to MOVE FORWARD with sending a ballot measure to the voters regarding the implementation of a primary property tax. Councilmember Abram SECONDED and it was APPROVED by a vote of 6-0.

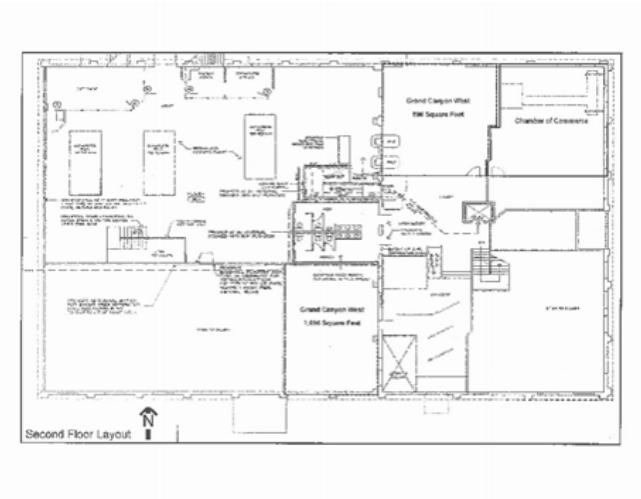
7. NEW BUSINESS

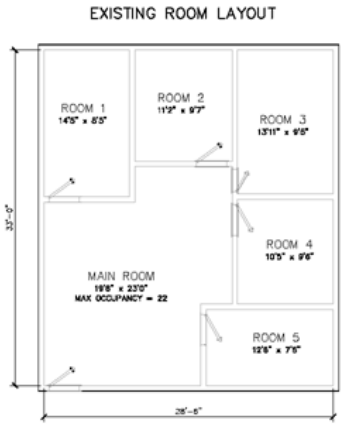
a. Discussion of idea on remodel of Powerhouse

A short time ago the Chamber of Commerce vacated space in the Powerhouse. The City Manager would like to discuss with the Council an idea to remodel the area into a multi-purpose room, conference room, office space, or other such use. The City Manager would like to discuss the many options and ideas and receive feedback from the Council. Public Works Director Rob Owen will present a slideshow overview of the proposed idea at the meeting. **Council discretion.**

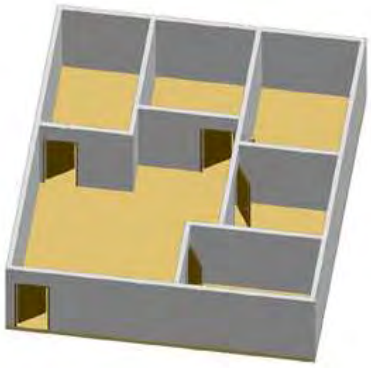
Mr. Dougherty stated the Kingman Area Chamber of Commerce moved out of the Powerhouse and the search for new tenants was unsuccessful due to the Government Property Lease Excise Tax (GPLET) law pricing the space out of the competitive market. Mr. Dougherty stated he asked Public Works Director Rob Owen to look at remodeling the space for meetings as the only space currently available was the Kingman Police Department training room. Mr. Dougherty stated the remodeled space would provide meeting space for Staff, the public, and tourism events.

Mr. Owen presented the following slides:

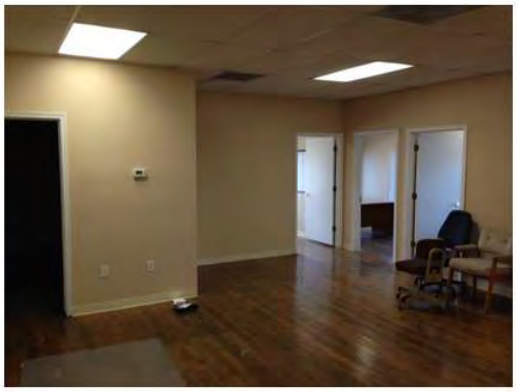


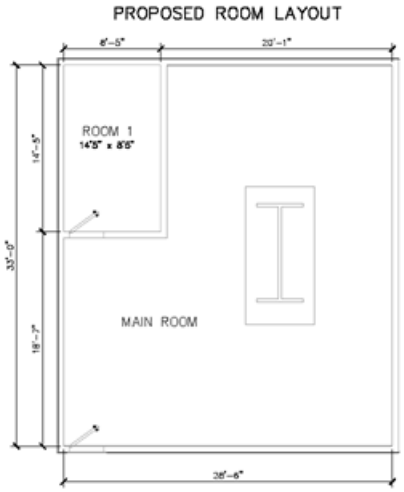


Slide one was a drawing of the second floor of the Powerhouse. On slide two Mr. Owen stated the space was approximately 930 square feet.

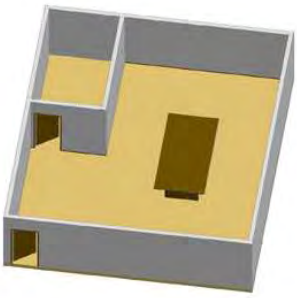


Slide three was a three dimensional drawing of the existing layout. Slide four was a photo of the existing space.





Slide five was another photo of the existing space. Slide six was the proposed remodeling plan. Mr. Owen stated the room would be able to hold 62 people.



Description	Cost	
Construction:		
Demo		
Electric relocation	$100	
Patching/Painting	$200	
Ceiling tiles	$400	
Floor repair/ refinish	$200	
Cleanup Etc.	$50	
Sub Total:	$1,030	
Set Up:		
Conference Table	$1,150	
Chairs (X15)	$1,250	
Conference Phone	$500	
Copier/ Printer	$1,500	
Lap top	$1,000	
Projector	$1,500	
Screen/White board	$1,000	
Fridge	$130	
Water cooler	$150	
Clock	$20	
Calendar	$40	
City Map		
Office Supplies	$250	
Historic Pics.		
Fire Extinguisher		
Sub Total:	$10,590	
Total:		$11,620
Max Occupancy:		
Entire Space 920 sqft. = 62		
Notes:		

Since there is no connectivity to any City network infrastructure, the laptop may need a Carrier grade Verizon/wireless MiFi monthly access of around $2.00 per month for internet access. Printing option will have to be served via USB cable/wires. There is no network. Conference phone will need a Number PSTN line installed. Monthly charge anywhere between $5.00-$20.00 per month. Also, additional licensing for connectivity may be required.

If the desire is to eventually include the Powerhouse into the City network, additional materials will be required to create this connectivity including feeder/Switch, cabling, licensing, wireless/carrier connectivity just to name a few.

Slide seven was a three dimensional drawing of the proposed remodel. On eight Mr. Owen stated the displayed cost estimate assumed that the majority of the demolition and construction would be completed by City staff. Mr. Owen stated the bulk of the cost was for information technology equipment and furniture.

Mayor Anderson stated the remodeling proposal would complement the upcoming Tourism Development Commission (TDC) discussions and directed Staff to complete a detailed plan.

b. Kingman Rotary donation of bleacher shade structure

On Wednesday the Kingman Rotary presented a check for a donation of $3,200 for a bleacher shade structure to be placed at South Side Park. Maintenance is minimal and these are a great addition to City ball field facilities. **Staff recommends accepting the donation.**

Parks and Recreation Director Mike Meersman displayed the photo of the shade structured included in the agenda packet. Mr. Meersman stated the City only had one shade structured installed at South Side Park and Kingman Rotary and Route 66 Rotary wanted to donate the money for an additional shade structure. Mr. Meersman thanked the Rotary organizations for their help in improving Kingman's ballfields, which were some of the best in the state.

Rotary members Erin Cochran and William Wales stated the local Rotary organizations had not applied for a grant in many years and the goal was to apply each year for grant money to purchase shade structures for the ballfields and playgrounds.

Councilmember Young made a MOTION to ACCEPT the $3,200 donation for a bleacher shade structure from Kingman Rotary and Route 66 Rotary. Councilmember Miles SECONDED and it was APPROVED by a vote of 6-0.

c. Art sculpture donations

Greg Arnold, the creator of Giganticus Headicus, would like to donate two scrap metal sculptures for placement on City property at the Powerhouse and the corner of US 93 and Fort Beale Road. These sculptures would enhance the City and attract visitors. **The Parks & Recreation Commission voted unanimously to support placement of the art sculpture donations.**

Mr. Meersman displayed the PowerPoint presentation included in the agenda packet. Mr. Meersman read slides one through five. On slide five Mr. Meersman stated he obtained a permit from the Arizona Department of Transportation (ADOT) to display the sculpture. On slide six Mr. Meersman stated the sculpture would be oriented to point towards the Fort Beale trails. Mr. Meersman read slide seven.

Greg Arnold stated he would give permission to the City and the Powerhouse to merchandise the sculptures. Mr. Arnold stated he had success selling Giganticus Headicus merchandise and this would be another way the City could increase revenue.

Mr. Meersman stated Mr. Arnold wanted an agreement that guaranteed the sculptures would be returned to him if the City ever decided to get rid of them.

Councilmember Abram made a MOTION to ACCEPT the donated sculptures and enter into an agreement with Greg Arnold that guaranteed the return of the sculptures if the City ever decided to get rid of them. Councilmember Young SECONDED and it was APPROVED by a vote of 6-0.

d. Consideration of Resolution 4976 eliminating requirements for curbs and sidewalks along Southern Avenue for Fripps Ranch, Tract 1964-D

Raymond W. Stadler, P.E., applicant and project engineer, on behalf of Fripps Mohave Land, LLC, property owner, has requested eliminating the requirement for rolled curbs, gutters and sidewalks along Southern Avenue associated with Fripps Ranch, Tract 1964-D. The subject property is located along the south side of Southern Avenue west of N. Central Street. Resolution 4880-R, passed on July 1, 2014, approved the preliminary plat for Fripps Ranch, Tract 1964-D with certain conditions. Condition 1 allowed an exception, as requested by the property owner, for rolled curbs on Southern instead of vertical curbs as normally would be required by the Subdivision Ordinance for a Minor Arterial street. Condition 3 allowed an exception, as requested, for a delay in the construction of sidewalks along Southern Avenue until the development of the adjacent lots occurs. The project engineer is requesting the exception primarily because the per-lot cost to complete the curb and

sidewalk exceeds the market value of the lots. The request has been reviewed by staff and the Traffic Safety Committee. The staff recommendation is that the Council may accept a surety in the amount of $38,580.00 for the costs of the curbs, gutters and sidewalks at the time of final plat approval rather than approve an exception. The Council, however, may approve an exception to the Subdivision Ordinance per Section 1.14, if certain findings are made. **Staff recommends denying Resolution 4976.**

Project Engineer Raymond W. Stadler stated the phase of Fripps Ranch under consideration was zoned R-1-8 yet all lots were required to be 20,000 square feet, which meant there were only six lots. Mr. Stadler stated there could have been 12 to 15 lots if the property was zoned R-1-6, which would have boosted profits. Mr. Stadler stated the project was working to funnel a lot of drainage from Central Street to Fanklin Street in order to avoid impacting neighbors to the north, which was costly. Mr. Stadler stated the area in front of the development would eventually need to be leveled out, which would require the City to remove the sidewalks at its expense. Mr. Stadler stated the sidewalks should be postponed until the driveways could be planned and the drainage addressed.

Councilmember Abram asked if Mr. Stadler would be willing to provide a cash surety.

Mr. Stadler stated he would.

Councilmember Abram stated he was concerned that if the City continued to allow exemptions it would end up with neighborhoods that did not have sidewalk improvements.

Mr. Stadler stated he would not ask for the exemption if the project was a normal development, but it had unique drainage and lot size issues. Mr. Stadler stated an improved drainage channel underneath the sidewalks was the best way to control the water as there were no catch basins nearby, but that was a complicated and expensive project.

Councilmember Miles stated the Kingman Fire Department mentioned they preferred curbs and gutters.

Mr. Stadler stated fire hydrants were installed.

Assistant Fire Chief Keith Eaton stated the Kingman Fire Department was continually fighting with access, and curbs and gutters helped responders to access hydrants and houses. Assistant Chief Eaton stated the department was in support of the surety.

Councilmember Miles asked if the $38,580 surety was enough money to address all issues in the area.

Mr. Henry stated the surety amount recommended by Staff would only cover curbs, gutters and sidewalks. Mr. Henry stated the City would like a storm drain that funneled to Eastern Avenue and Southern Avenue, but that was a large project and there were currently no storm drains along Southern Avenue.

Councilmember Caver asked if the storm drain project would be at the City's cost.

Mr. Henry stated it would.

DRAFT

Councilmember Yocum made a MOTION to DENY Resolution 4976 and request a cash surety from Fripps Mohave Land, LLC. Councilmember Miles SECONDED and it was APPROVED by a vote of 6-0.

e. 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 Fiscal Year 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. **Staff recommends approving Ordinance 1805.**

Councilmember Abram made a MOTION to ADOPT Ordinance 1805. Councilmember Carver SECONDED and it was APPROVED by a vote of 6-0.

f. Acceptance of the Resignation of Mark Wimpee, Sr. from the Common Council of the City of Kingman

On October 15, 2015, Vice Mayor Mark Wimpee, Sr. tendered his resignation from the Common Council of the City of Kingman. Council must formally accept this resignation.

Councilmember Abram made a MOTION to ACCEPT Mark Wimpee, Sr.'s resignation. Mayor Anderson SECONDED and it was APPROVED by a vote of 6-0.

g. Council Vacancy Selection Process

The resignation of Vice Mayor Mark Wimpee Sr. has created a vacancy for a seat on the City Council. The vacant seat's term expires the end of November, 2016. According to statute the Council shall fill the vacancy by appointment. There is no process defined in the statutes. Staff recommends that Council direct staff to accept resumes and letters of interest from qualified persons. The Council will review the submitted information to determine the appropriate candidate for selection. **Staff requests Council direction.**

Mr. Dickmeyer asked the Council to publish a list of candidate names and allow enough time for the public to provide feedback about the candidates to the current councilmembers before the Council appointed a new councilmember.

City Attorney Carl Cooper stated the City could publish a press release containing the names.

Mayor Anderson made a MOTION to ACCEPT resumes and letters of interest from qualified persons until 5:00 P.M. on November 3, 2015, submit a press release to the Kingman Daily Miner containing candidate names, and appoint a new councilmember at the Regular Meeting on November 17, 2015. Councilmember Abram SECONDED and it was APPROVED by a vote of 6-0.

h. Discussion and Appointment of Vice Mayor

With the resignation of Vice-Mayor Wimpee, Sr. the position of vice-mayor is now vacant. Council will discuss and possibly appoint a new vice-mayor.

Councilmember Carver made a MOTION to TABLE the appointment of a new vice-mayor until the new councilmember was appointed. Councilmember Young SECONDED and it was APPROVED by a vote of 6-0.

DRAFT

8. REPORTS

Board, Commission and Committee Reports by Council Liaisons

Councilmember Abram attended the Planning & Zoning Commission public hearing for the rezoning of the Kingman Crossing planned development district (PDD). Councilmember Abram stated there was still a lot of confusion regarding the rezoning process and what a PDD would accomplish.

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 Carver stated the splash pad fundraising was progressing and the involved parties hoped to have it open by next summer.

Councilmember Abram stated he attended the Bluegrass Festival and met people from Utah and California who travelled to Kingman for the event.

Mayor Anderson stated there would be a rural transportation advisory commission and a Northern Arizona Manufacturer's Association joint meeting at the Kingman Regional Medical Center Hualapai Mountain Campus on October 26, 2015, a Tri-City Council meeting in Lake Havasu City on October 28, 2015, and an Arizona Mayor's Association meeting in Page on October 30, 2105. Mayor Anderson stated there would be a joint work session between the Council and the Tourism Development Commission (TDC) on Monday, October 26, 2015 at 3:30 P.M. in the Kingman Police Department training room.

Councilmember Carver made a MOTION to ADJOURN. Councilmember Miles SECONDED and it was APPROVED by a vote of 6-0.

ADJOURNMENT – 7:38 P.M.

ATTEST:

_____
Sydney Muhle
City Clerk

APPROVED:

_____
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 October 20, 2015.

Dated this 3rd day of November, 2015

_____
Erin Roper, Deputy City Clerk and Recording Secretary

DRAFT

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Sheri Furr, Public Transit Superintendent

MEETING DATE: November 3, 2015

AGENDA SUBJECT: Reappointment of a commissioner to KART Transit Advisory Commission (TAC)

SUMMARY:
During the quarterly meeting of the KART Transit Advisory Commission held on October 21, 2015, the Commission voted unanimously to recommend reappointment of Margaret Daw. Her term would be for a period of three years, expiring in October 2018. Reappointment requires "Super Majority of Council".

FISCAL IMPACT:
None.

STAFF RECOMMENDATION:
Reappointment of Margaret Daw to the Transit Advisory Commission.

REVIEWERS:

Department	Reviewer	Action	Date
Public Works	Owen, Rob	Approved	10/27/2015 - 6:46 PM
City Attorney	Cooper, Carl	Approved	10/27/2015 - 6:56 PM
City Manager	Dougherty, John	Approved	10/27/2015 - 7:11 PM

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Sydney Muhle, City Clerk

MEETING DATE: November 3, 2015

AGENDA SUBJECT: National Runaway Prevention Month Proclamation

---

SUMMARY:
Arizona Youth Partnership has requested a proclamation recognizing November as National Runaway Prevention Month.

FISCAL IMPACT:

STAFF RECOMMENDATION:

ATTACHMENTS:

Description

Proclamation

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Muhle, Sydney	Approved	10/29/2015 - 2:08 PM

P R O C L A M A T I O N

WHEREAS, the future well-being of our nation is dependent on the value we place on our young people. We must provide opportunities for youth to acquire the knowledge, skills, and abilities necessary to develop into healthy and productive adults. We must also enlist their families and other adults in the community to serve as mentors and role models for young people, guiding them toward wise choices and available resources and supports; and

WHEREAS, the young people with the least access to these essential opportunities and supports are those in runaway and homeless situations. Between 1.6 and 2.8 million youth run away in a one year period. These young people come from every life circumstance. What they share in common is that their home environments are unsafe and unhealthy; and

WHEREAS, if all of us work together, we can prevent the situations that compel youth to run away from home. Prevention means assisting youth in discovering the delicate balance of life-saving skills: Awareness – what it means to run away and why running away will not solve their problems; Resources – how to build a safety net of trusted people and organizations to turn to for help; Communication – how to speak and listen effectively; and, Stress Management – how to reduce or manage stressors and solve problems; and

WHEREAS, the first step in preventing your from making the decision to run is our gaining and understanding of the facts about runaway youth in order to dispel the myths about them. Then, we must empower families and communities to aid our nation's youth in protecting themselves and assuring them all of the opportunities and supports necessary for their success. Finally, we must challenge adults to act as mentors and role models for youth, guiding them toward available resources and safe, healthy, and productive choices; and

WHEREAS, the City of Kingman supports the efforts of the community-based, faith based, and public organizations in Kingman, Arizona, who are working diligently to increase public awareness about, advocate on behalf of, and provide positive and safe alternatives to run away and homeless youth and their families.

NOW, THEREFORE, I, Richard Anderson, Mayor of the City of Kingman, do hereby proclaim November, 2015, as

National Runaway Prevention Month

throughout the City of Kingman and call upon the people of Kingman to observe this month by supporting young people who have run away or who are at high risk of doing so by developing a personal relationship with them, teaching them skills that promote positive life choices, providing a safety net of trusted friends, adults, and resources to them, and being available to them as they transition to adulthood.

IN WITNESS WHEREOF, I, have hereunto set my hand and caused to be affixed the Seal of the City of Kingman, Arizona this 3rd day of November, 2015.

_____

Richard Anderson, Mayor

ATTEST:

_____

Sydney Muhle, City Clerk

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Sydney Muhle, City Clerk

MEETING DATE: November 3, 2015

AGENDA SUBJECT: Presentation to the Lee Williams High School Student Council

---

SUMMARY:
Each year the City of Kingman Youth Advisory Commission and Lee Williams High School Student Council organize and plan the Badges of Courage Charity Basketball Game. The event is a fundraiser to assist both groups with projects throughout the year. The 2015 Badges of Courage Game was a great success! Mayor Anderson, Councilmember Abram and Councilmember Young will present a check to members of the LWHS Student Council for their portion of the proceeds from the event.

FISCAL IMPACT:

STAFF RECOMMENDATION:

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Muhle, Sydney	Approved	10/29/2015 - 2:50 PM

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM:

MEETING DATE: November 3, 2015

AGENDA SUBJECT: Emergency Operations Plan revision adoption

SUMMARY:
The City of Kingman Emergency Operations plan has been revised and brought into current compliance and operational capability. The plan has not been revised since 2007 and since that time, numerous changes in personnel, resources, and operational capabilities have changed. This is an area of priority for the city in the event of an emergency as this document provides the plan for natural and man-made disasters that may impact the city. This plan accounts for activities before and after, as well as during emergency operations to include all phases of emergency management; mitigation, preparedness, response, and recovery.

Deficiencies were noted during the revision process that were addressed on department level to include personnel assignments, operating procedures, and resource allocation and procurment during a large scale emergency.

Staff has reviewed the revision of this document and approved its operational format with assignment for effectiveness.

FISCAL IMPACT:
There is no direct fiscal impact with the adoption of this document. However, the impact of poor operations due to lack of planning and guidance during a large scale emergency could have profound impact to the city.

STAFF RECOMMENDATION:
Staff recommends adoption of the revised Emergency Operations Plan.

ATTACHMENTS:

Description
EOP Basic Plan
ESF and Annexes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Muhle, Sydney	Approved	10/19/2015 - 11:39 AM

CITY OF KINGMAN, ARIZONA

EMERGENCY OPERATIONS PLAN
Basic Plan

Basic Plan

January, 2007
Revised October, 2015

Contents

Basic Plan 0
Introduction 4
TO ALL CITY OF KINGMAN DEPARTMENTS 6
Promulgation Document 7
Approval and Implementation 8
Emergency Support Functions with Annexes 9
Record of Changes 12
Record of Distribution 13
Introduction 14
Scope 14
Mission 14
Purpose 14
Plan Elements 14
Emergency Support Functions (ESF) 15
Authorities/References 15
Federal 15
State 16
County 16
City of Kingman 16
Maps 16
Situations and Assumptions 16
Situation 16
Assumptions 17
Table 1 – Potential Natural Hazards 17
Table 2 – Potential Technological Hazards 17
Planning Assumptions 19
Concept of Operations 21
Table 3 - Organizational and Assignment of Responsibilities 23
Definitions 25

Organization and Assignment of Responsibilities 26
Concept 26
Responsibilities 28
Phases of Management 28
Emergency Operations Center (EOC) 29
Organization and Assignment of Responsibilities 29
Elected Officials 29
City Manager 30
City Departments 30
Emergency Support Functions (ESF's) 30
Citizen Involvement 31
Private Sector 31
Non-Government Organizations 31
Mutual Aid Agreements 31
Organization and Assignment of Responsibilities 32
The Executive Group 32
Executive Group Responsibilities 32
Incident management/Planning 33
National Incident Management System 33
Command Staff 33
Command Staff Responsibilities 34
Table 2 – Emergency Services Responsibilities 36
Direction and Control 42
Emergency Operations Center (EOC) 43
Emergency Authority 43
Activation of Emergency Operations Center 43
Notification for Emergency Operations Center 44
Organization 44
Increased Readiness Conditions 45

"Condition 4" 45
"Condition 3" 45
"Condition 2" 46
"Condition 1" 46
Continuity of Government 47
Line of Succession 47
Preservation of Records 47
Sequence of Action 47
Non-Emergency/Normal Operations 47
Pre-Incident Actions 48
Response Actions 48
Declaration of a Local Emergency 49
Activation of the Emergency Operations Center (EOC) 49
Resource Requests 50
Recovery Actions 50
Mitigation Actions 51
Administration, Finance and Logistics 51
Support 51
Agreements and Understandings 51
Reports and Records 51
Relief Assistance 51
Consumer Protection 52
Administration 52
Logistics 52
Financial 52
Plan Development and Maintenance 54
After Action Review 54

Introduction

Incident management has changed dramatically throughout the nation. The city of Kingman's threat to the environment includes not only the traditional spectrum of manmade and natural hazards – wildland and urban fires, floods, oil spills, hazardous material releases, pandemics, drought, heat emergencies, and disruptions to energy and information technology infrastructure – but also the deadly and devastating terrorist arsenal of chemical, biological, radiological, nuclear, and high-yield explosive weapons
(CBRNE).

These complex and emerging threats demand a unified and coordinated approach to incident management. The National Strategy for Homeland Security; Homeland Security Act of 2002; and Homeland Security Presidential Directive-5 (HSPD-5), directs the United States Department of Homeland Security (USDHS) to lead a coordinated national effort with other federal departments and agencies, and State, Local and Tribal governments to establish a National Response Framework (NRF) and a National Incident Management System (NIMS).

Presidential Policy Directive 8 (PPD-8) is a companion policy to HSPD 5. It provides frameworks for providing a whole-community approach to mitigation, protection, prevention, response, and recovery.

The city of Kingman recognizes these policies and utilizes the NIMS as a basis for the Incident Command System (ICS) structure. The NIMS creates a standard incident management system that is scalable and modular, and can be used in incidents of any size or complexity. These functional areas include command/policy, operations, planning, logistics and finance/administration. The city of Kingman Emergency Operations Plan incorporates the NIMS principles of Area Command (AC) and Unified Command (UC), thus ensuring further coordination for incidents involving multiple jurisdictions or agencies at any level of government up to and including catastrophic events.

The Emergency Operations Plan, focusing on NIMS concepts and principles, addresses the consequences of any incident in which there is a need for state resources in providing activities associated with prevention, preparedness, response, and/or recovery assistance. It is applicable to all perceived natural and human-caused emergencies/disasters requiring state assistance, guidance and/or recovery funding.

The Emergency Operations Plan complements and incorporates relevant portions of the National Response Framework, and all the other recently released Frameworks (Preparedness, Operations, Prevention, Protection, Mitigation, and Recovery). It also utilizes the State of Arizona Guide for All-Hazard Emergency Operations Planning, State NIMS Integration, and the Emergency Management Accreditation Program (EMAP) Standards, to provide a core operational plan for incident management of any emergency/disaster or response

The plan establishes and describes coordinating structures, processes, and protocols that will be incorporated into certain interagency incident- or hazard-specific plans. These plans are linked to

the Emergency Operations Plan in the context of managing incidents and Governor declared emergencies/disasters.

The Emergency Operations Plan Emergency Support Functions (ESF) and Appendices also remain intact as stand-alone documents in that they provide detailed protocols for responding to routine incidents without the need for statewide assistance. The Emergency Operations Plan also incorporates existing department/agency emergency operations and/or tactical plans as integrated components including but not limited to the following:

- Kingman Police Department Policy and Procedures
- Kingman Fire Department Standard Operating Procedures
- Mohave County Hazard Mitigation Plan
- The State of Arizona All-Hazards Mitigation Plan (AZHMP)
- The State of Arizona Emergency Communications Plan
- The State of Arizona Resource Management Plan

Overview

Elements of the Basic Plan include; an introduction, a statement of purpose, statements of situation and assumptions, the concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, authorities and references, and a definition of terms used in the plan.

Specific elements of the introduction include a promulgation document, a table of contents, statements of hazard analysis, instructions on use of the plan to include targeted audience, the purpose and distribution of the plan, and a record of changes.

Emergency Support Functions (ESF) provides information and direction for specific actions. The ESF focus on operations and who performs them. Each ESF emphasizes responsibilities, tasks and procedures. They are tailored to individual agencies and provide a means of direction and control for department operations during disasters.

There are limitations of the Emergency Operations Plan, allowing individual departments to foresee that some improvisation of modification may become necessary. It is each department's responsibility to prepare and maintain Standard Operating Procedures as well as policies to support the Emergency Operations Plan.

The Emergency Operations Plan is a dynamic instrument, it will be changed and updated as situations, conditions and requirements change. The plan will be in a continual state of evaluation and revision.

TO ALL CITY OF KINGMAN DEPARTMENTS:

This plan is published in support of the Kingman Emergency Response Plan. It is a directive to city of Kingman Departments to plan for and upon order, execute emergency tasks to ensure the safety and survival of the population and protection of property in the event of a disaster.

Its purpose is to provide and coordinate response efforts by the city of Kingman personnel and resources to minimize the impact of any disaster. It is effective for planning upon receipt and for the execution when the Mayor, City Council, makes an emergency or when placed in effect by the City Manager or other authorized designee.

_____
Mayor, city of Kingman

_____
City Manager, city of Kingman

Promulgation Document

Promulgation of the city of Kingman Emergency Operations Plan

By virtue of the authority vested in me by the city of Kingman City Code as stated in Kingman Municipal Code Article II, Section 6-32 (F) adopted by Resolution No. 1275, §§ 1—5, 12-19-88, as City Manager of Kingman and as the administrator ultimately responsible for emergency management of city of Kingman. I hereby promulgate and issue the city of Kingman Emergency Operations Plan ("the Plan") dated {Date}. The Plan provides for the city of Kingman's response to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

The Plan complies with the State of Arizona Revised Statutes, Title 26, Chapter 2, Articles 2 and 3, as amended, the city of Kingman City Code. It is consistent with the National Incident Management System as implemented in the National Response Framework adopted January 2008 as recognized in the Kingman Municipal Code Article II, Section 6-33 (F) adopted by Resolution No. 4176, 9-6-05.

The City Manager is hereby authorized to activate the city of Kingman Emergency Operations Center ("EOC") in order to direct and control the city of Kingman's emergency operations. Augmentation of the EOC shall constitute implementation of the Plan.

The city of Kingman's Coordinator of Emergency Management is hereby authorized, in coordination with the city of Kingman City Manager, to amend the Plan as necessary to ensure the continued health and safety of the residents and property of the city of Kingman.

Assigned in the Plan, the head of each designated city of Kingman department or agency shall appoint a lead and at least one alternate for the department or agency. The department head shall make all efforts to identify, prepare and maintain standard operating procedures in order to execute their assigned duties and responsibilities in the implementation of this Plan.

Associated organizations, not part of the city of Kingman, as assigned in the plan, shall make all efforts to identify, prepare and maintain standard operating procedures in order to execute their assigned duties and responsibilities in the implementation of this Plan.

This Promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation.

Given under my hand and under the Seal of the city of Kingman, this {Date}.

City Manager: _____

Attest: _____

Witness: _____

Approval and Implementation

Resolution city of Kingman Emergency Operations Plan

WHEREAS the Council of the city of Kingman, Arizona recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS the city of Kingman has a responsibility to provide for the safety and well being of its citizens and visitors; and

WHEREAS the city of Kingman, through its City Manager, has appointed a Coordinator of Emergency Management; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the city of Kingman, Arizona, this Emergency Operations Plan as revised is officially adopted; and

IT IS FUTHER RESOLVED AND ORDERED that the Coordinator of Emergency Management, or his/her designee(s), are tasked and authorized to maintain and revise as necessary this document over the next five (5) year period or until such time be ordered to come before this Council.

_____

Mayor, city of Kingman

ATTEST:

_____

City Clerk, city of Kingman

APPROVED AS TO FORM

_____ City Attorney

REVIEWED BY

_____ City Manager

Adopted this ____ day of _____20____

Emergency Support Functions with Annexes

ESF	Title	Scope
ESF#1	Emergency Management	Defines the responsibility of Emergency Management.
ESF#1 Annex 1	Direction and Control	Provides established procedures for the activation and operation of the EOC.
ESF#1 Annex 2	Crisis Communications	Provides for the communication needs and the appropriate contacts based on the level assigned to the emergency.
ESF#1 Annex 3	Emergency Resource Management	Provides for the effective use of human and material resources.
ESF#1 Annex 4	Volunteer and Donations Management	Provides direction for the coordination of volunteers and donations.
ESF#1 Annex 5	Sample Declaration of Emergency	Sample Declaration of Emergency
ESF#1 Annex 6	Sample Rescind Declaration of Emergency	Sample Rescind Declaration of Emergency
ESF#1 Annex 7	ICS 214 Unit Log	Records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.
ESF#2	Communications	Provides for maintaining communication capabilities during emergency operations.
ESF#2 Annex 1	Emergency Notifications List	Provides pre-identified list of required notifications for essential personnel.
ESF#2 Annex 2	Emergency Contacts for Responders	Provides the necessary resource list for ensuring adequate response during crisis situations.
ESF#2 Annex 3	SITREP	Situational status and report form.
ESF#3	Public Safety and Security	Provides measures to ensure public safety and security during times of crisis.
ESF#3 Annex 1	Evacuation	Provides for the orderly and coordinated evacuation of all or

		part of Kingman.
ESF#4	Health and Medical Services	Provides guidance to provide for the health and medical services during a crisis.
ESF#4 Annex 1	Pandemic Plan B	Provides guidance to assist in maintain critical infrastructure during a pandemic outbreak.
ESF#5	Firefighting	Provides a firefighting plan to meet the demands of a disaster situation.
ESF#5 Annex 1	Hazardous Materials Response	Assists in identifying and reducing the threat to public health and safety in the event of a hazardous materials release.
ESF#5 Annex 2	Hazardous Materials Response Mitigation	Provides guidance when a hazardous materials release occurs depending on the nature of the incident, specific materials and response contingency's.
ESF#5 Annex 3	Hazardous Materials Radioactive Response	Establishes an effective and operational radiological protection program.
ESF#5 Annex 4	Search and Rescue	Provides organization structure and responsibility for search and rescue.
ESF#6	Human Services	Provides a plan for ensuring for basic human needs.
ESF#6 Annex 1	Shelter and Mass Care	The purpose is to establish plans for providing shelter, lodging, emergency feeding for persons displaced.
ESF#6 Annex 2	Shelter and Mass Care Organizational Chart	Provide a pathway/ organization of responsibilities for mass care and sheltering.
ESF#7	Public Information	Provides a plan for effective collection, control and dissemination of emergency public information.
ESF#7 Annex 1	Public Information Contacts	Provides a list of contacts for the dissemination of information to the public.
ESF#8	Transportation	Outlines the requirements for emergency transportation of people supplies and materials

		during a crisis.
ESF#9	Public Works and Engineering	Provides a Public Works service plan for emergency situations.
ESF#9 Annex 1	Utilities	Provides a utilities service plan for times of crisis.
ESF#9 Annex 2	Damage Assessment	Describes procedures to be followed in the assessment and reporting of damage.

Record of Changes

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Record of Distribution

Group	Agency/ Department	Title of Recipient	How Distributed (electronic or hard-copy)

Introduction

A crisis or emergency can happen at any time and could affect one individual, a single building or the entire community. This document is the city of Kingman Emergency Operations Plan (EOP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. Efficient implementation of the plan will provide a clear direction, responsibility and continuity of control for key officials and administrators. The basic idea to any well-constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, an annual evaluation will be done to the emergency plan.

Scope

This plan and all its contents apply to all of the city of Kingman. The provisions of this plan are applicable to all disasters of such magnitude as to require a response above that which is part of the normal role of local government agencies.

Mission

To ensure effective and coordinated planning and response efforts at all levels of government and the private sector to minimize damage to property and alleviate hardship and suffering to the affected population.

Purpose

This plan provides direction for effective emergency operations within the city of Kingman (COK). The COK will utilize governmental organization and resources to the maximum extent possible. The city of Kingman is responsible for planning and response to events, which affect the citizens of our community such as natural, technological, pandemic or wartime disaster.

The overall plan establishes an emergency organization to direct and control operations during the emergency by assigning responsibilities to specific entities. All essential entities are to utilize any available resources when taking actions to preventing, preparing for, responding to, and recovering from a natural or man-made emergency.

This plan seeks to limit the effects of an event and to prepare for measures to be taken which will preserve life, minimize damage and respond to emergencies and to provide for necessary assistance. The COK will establish a recovery system to return the community to its normal state of affairs as quickly and as feasibly as possible.

Plan Elements

This plan consists of the basic plan and the Emergency Support Functions (ESF). The basic plan provides an overview of the city of Kingman approach to emergency response and operations. It explains the policies, organization and tasks that would be involved in response to an emergency.

The Emergency Support Functions give definition to the terms and acronyms used throughout the basic plan, and are the location for any supporting figures, maps, and forms. The Emergency Support Functions focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function as well as focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

Emergency Support Functions (ESF)

Similar to the National Response Framework (NRF), the Emergency Operations Plan applies a functional approach that groups the capabilities of departments and agencies, including the private sector into Emergency Support Functions (ESF's) categories that are most likely to be needed during incidents of citywide significance. ESF's:

- Provide for the planning, support, resources, program implementation, and emergency services associated with an incident.
- Full or partial activation, as deemed necessary by the severity and complexity of the incident, typically identify the city response actions.
- Serve as the coordination mechanism to provide assistance to overwhelmed city departments conducting missions.
- Provide staffing for the Emergency Operations Center (EOC), Incident Command Post (ICP), and the County Emergency Operations Center (CEOC).
- Are composed of primary and support agencies.
- The Emergency Operations Plan identifies primary agencies based on authorities, resources, and capabilities to support the respective functional areas.
- Support agencies are assigned based on resources and capabilities in a given functional area.
- Resources that are provided reflect the resource-typing categories identified in the NIMS.
- Are expected to support one another in carrying out their respective roles and responsibilities.
- Additional discussion on roles and responsibilities of ESF coordinators, primary agencies, and support agencies can be found in the introduction to the ESF's and Annexes.

Authorities/References

The following are the principal authorities and references concerned with Comprehensive Emergency Management Programs for the State of Arizona, and the city of Kingman.

Federal

- Federal Civil Defense Act of 1950, as amended, Public Law 81-920, and the Federal Emergency Management Regulation 44 CFR 205.
- Robert T. Stafford, Disaster Relief and Emergency Assistance Act of 1988, PL93-288, as amended by Public Law 100-207.

- Federal Response Plan, April 1992.
- National Security Decision Directive Number 259.
- Superfund Amendments and Reauthorization Action of 1986 (SARA), Title III, Emergency Planning and Community Right-to-Know (Promulgated as Public Law 99-499).
- 40 CFR Parts 300 and 355; Final Rule: Extremely Hazardous Substances List and Threshold Planning Notification Requirements (52 FR 13378, April 22, 1987).
- Defense Civil Preparedness Agency (DCPA) Circular #75-4 *"Nuclear Civil Protection Planning"*, August 4, 1975.

State

- Chapter 2, Title 26, Arizona Revised Statutes, as amended.
- Chapter 1, Title 35, Arizona Revised Statutes, as amended.
- State of Arizona Emergency Response Plan (Peacetime Disasters), 1982, as amended.
- State of Arizona, Executive Order 76-7.
- State of Arizona Emergency Response Plan (Nuclear) – Crisis Relocation Plan (ANCP-CRP), April 1979.
- Disaster Assistance Guide, August 1992.
- State of Arizona Public Assistance Program Administrative Plan, 1993.
- State of Arizona Individual and Family Grant Administrative Plan, 1993.
- State of Arizona Hazard Mitigation Grant Program Administrative Plan, 1993.

County

- Arizona Revised Statues, 26-301, Defines powers, duties, and responsibilities for emergency preparedness at the state and political subdivisions levels.

City of Kingman

- Incorporated January 21, 1952

Maps

- City Kingman Street Map
- City of Kingman Metropolitan Area
- Mohave County Map

Situations and Assumptions

Situation

The city of Kingman has a current population of approximately 28,000 people and is situated in Mohave County. The city of Kingman is a rapidly growing community located in natural transportation corridors for rail, highway and air traffic. The Kingman area is vulnerable to many hazards and potential disasters. Each of these hazards has the potential for disrupting the community, causing damage, and creating casualties. Each hazard will also tax the resources and capabilities of the community.

Terrain features that could affect the plan implementation include:

- Kingman is an isolated community accessible from three (3) interchanges from Interstate 40 as well as on two (2) main highways, State Routes 66 and 93. Any of these access routes could be compromised for a number of days based on the potential hazards present for the city.
- The Hualapai Mountains is a prominent landscape feature approximately 10 miles South of Kingman that influences weather patterns, particularly summer monsoon storms.
- Historical wind events have occurred in the Kingman area along with reported high snowfall during significant winter storms.

Assumptions

Because of its geographical location and topography, the city of Kingman can assume itself to be subject to crisis or disasters resulting from the following conditions:

Table 1 – Potential Natural Hazards

Hazard	Significance or Probability
Earthquakes	Limited
Floods	Significant
Severe Weather	Significant
Tornados and/or High Winds	Moderate
Severe Thunderstorms	Limited
Winter Storms	Limited
Wildland Fires – Urban/Wildland Interface	Moderate
Major Structure Fires	Limited
Pandemic	Limited
Refugee Influx	Limited

Table 2 – Potential Technological Hazards

Hazard	Significance or Probability
Hazardous Materials	Significant
Explosive Devices	Limited
Explosion	Limited
Terrorism	Limited
Mass Casualty	Significant
Civil Disorder	Limited
Utility Failures	Moderate
Water Supply Disruption	Moderate
Transportation Incident	Significant
Nuclear Incident	Limited
War-Related Incidents	Limited
Biological Hazard	Moderate

Hazard directories and vulnerability assessments for significant and moderate risk events were developed for the city of Kingman as part of the city of Kingman Emergency Operations Plan as well as the Kingman Fire Department Standard of Cover (2015). The hazard directories evaluated the extent to which the population and structures were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular area was affected by a specific hazard.

The following are assumptions that drive the preparation and response process:

- Emergencies can occur at any time with little or no warning in the context of a general or specific threat or hazard.
- The Emergency Management Center will mobilize resources and personnel as required by the situation.
- The city of Kingman will have mutual aid agreements with neighboring jurisdictions.
- The city of Kingman will use the National Incident Management System (NIMS) and the Incident Command Structure (ICS).
- The combined expertise and capabilities of government at all levels, the private sector, and non-governmental organizations (NGO) may be requested to assist an overwhelmed city in preventing, preparing for, responding to, and recovering from disastrous incidents.
- Any special facilities (hospital, nursing homes, schools, and childcare facilities) will have met their requirement to develop emergency plans in accordance with their licensing regulations.
- Extra resources and assistance will be available from outside the local jurisdiction. (e.g. Fire and law enforcement services, medical and nursing facilities, specialized rescue squads, care and relief organizations).
- An administrator within the decision-making chain will be able to implement the necessary requirements needed within the emergency plan.
- Full cooperation between all personnel will occur.
- An effective emergency response will require significant information-sharing at the unclassified and classified levels across multiple jurisdictions and between the public and private sectors.

It is possible for a major disaster to occur at any time and at any place in the city. In some cases, public notification of warning and increased readiness measures may be possible. However, many disasters and events can occur with little or no warning.

Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their responsibilities in the implementation of the Emergency Plan. It is also recognized that implementation of this plan will reduce or prevent disaster-related losses.

Outside assistance; either through mutual support agreements, or through the Mohave County Emergency Management Division, will be available in most emergencies affecting the city. A local emergency must be declared and local resources must be fully committed,

or the definite expectation of these conditions existing, before county, state and federal assistance is requested. Although this plan defines procedures for coordinating such assistance, it is essential for Kingman to be prepared to carry out disaster response and short-term actions on an independent basis.

Planning Assumptions

The Emergency Operations Plan is based on the following planning assumptions and considerations as presented in this section.

- Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.
- Incident management activities will be initiated and conducted using the ICS principles contained in the NIMS.
- Incidents may:
    - Require activation of the County Emergency Operations Center to coordinate operations and/or resources.
    - Occur at any time with little or no warning in the context of a general or specific threat or hazard.
    - Require significant information sharing at the unclassified and classified levels across multiple jurisdictions and between the public and private sectors.
    - Involve single or multiple geographic areas simultaneously.
    - Have significant state impact and/ or require significant state information-sharing, resource coordination, and/or assistance.
    - Span the spectrum of incident management to include prevention, preparedness, response, and recovery.
    - Involve multiple, highly varied hazards or threats on a local, regional, or national scale.
    - Result in numerous casualties; fatalities; displaced people; property loss; disruption of normal life-support systems, essential public services, basic infrastructure (banking, utilities); and significant damage to the environment.
    - Impact critical infrastructures across sectors.
    - Immediately or rapidly, overwhelm capabilities of county and local and private-sector infrastructure owners and operators.
    - Attract a sizeable influx of independent, spontaneous volunteers and supplies.
    - Require prolonged, sustained incident management operations and support activities.
    - Require long-term recovery, individual and family assistance activities.
- Top priorities for incident management are to:
    - Save lives and protect the health and safety of the public, responders, and recovery workers;
    - Ensure security of the jurisdiction;

  - Prevent an imminent incident, including acts of terrorism, from occurring;
  - Protect and restore critical infrastructure and key resources;
  - Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution and/ or attribution;
  - Protect property and mitigate damages and impacts to individuals, communities, and the environment; and
  - Facilitate recovery of individuals, families, businesses, governments, and the environment.
- Departments and agencies at all levels of government may be required to deploy to state-declared disasters on short notice to provide timely and effective mutual aid and/or intergovernmental assistance.
- The degree of State involvement in incident operations depends largely upon specific State authority or jurisdiction.
- Other factors that may be prevalent include:
  - The economic ability of the affected entity to ever recover from the incident.
  - The type or location of the incident (extended nuclear/radiological contamination).
  - The severity and magnitude of the incident.
  - The need to protect the public health, welfare, or the environment.
- City departments and agencies support the mission in accordance with Local, county, and state authorities and guidance and are expected to provide:
  - Initial and/or ongoing response, when warranted, under their own authorities and funding;
  - Alert, notification, pre-positioning, and timely delivery of resources to enable the management of potential and actual State-declared disasters; and
  - Proactive support for catastrophic or potentially catastrophic incidents using protocols for expedited delivery of resources.
- For incidents that are Presidential-declared disasters or emergencies, Federal support to the State is delivered in accordance with relevant provisions of the Stafford Act
- Federal assistance may also include the direct provision of goods and services, financial assistance (through insurance, grants, loans, and direct payments), and technical assistance.
- In a major disaster or emergency as defined in the Stafford Act, the President "may direct any Federal agency, with or without reimbursement, to utilize its authorities and the resources granted to it under Federal law (including personnel, equipment, supplies, facilities, and managerial, technical, and advisory services) in support of State and local assistance efforts..." [Sections 402.. (a) (1) and S02(a) (1) of the Stafford Act, 42 U.S.C. § s170a(1) and § S192(a)(1)].

Concept of Operations

This section describes the normal State coordinating structures, processes, and protocols employed in responding to incidents requiring county, state and/or federal assistance. The city of Kingman's response under the Emergency Operations Plan will be based on situational needs to provide resources and recovery activities utilizing ESF's, Incident Annexes and/or Appendices as dictated by the incident. Nothing in the Emergency Operations Plan alters or impedes the ability of first responders to carry out their specific authorities or perform assigned responsibilities.

As with the National Response Framework (NRF), the Emergency Operations Plan is developed upon the premise that incidents are typically handled at the lowest jurisdictional level with defined escalation processes as required.

The Emergency Operations Plan facilitates coordination of requested resources among local, county, State agency, Federal government, NGO's, and the private sector without impinging on any group's jurisdiction or restricting the ability of those entities to do their job.

An emergency/disaster or terrorist incident:

- May overwhelm the capabilities of local, county or tribal government to provide a timely and effective response.
- For example, the occurrence of a significant hazardous material or radiological incident in a high-risk, high population area may cause casualties, property loss, disruption of normal life support systems, and impact the regional economic, physical and social infrastructures.
- Has the potential to cause substantial health and medical problems, with the possibility of hundreds of deaths or injuries, depending on factors such as:
- Time of occurrence,
- Severity of impact,
- Existing weather conditions,
- Area demographics, and
- The nature of local building construction.
- Deaths and injuries could occur from the collapse of manmade structures and collateral events, such as fires and flash floods.

An emergency/disaster or terrorist incident may cause significant damage to the economic and physical infrastructure. All disaster response organizations within the state operate under an Incident Command System (ICS) that is based in the principles of the National Incident Management System (NIMS). State agency resources dispatched to an incident will be prepared to assume an appropriate role within the local government's ICS.

- An earthquake may trigger fires, floods or other events that will multiply property losses and hinder the immediate response effort.

- A catastrophic dam failure may significantly damage or destroy highway, airport, railway, communications, water, waste disposal, electrical power, natural gas and petroleum transmission systems.
- Police, fire, public health and medical, emergency management, and other personnel are responsible for incident management at the local, county level.
- In some instances, a State or Federal agency in the local area may act as a first responder and may provide direction or assistance consistent with its specific statutory authorities and responsibilities.

In the vast majority of incidents, local resources and intrastate mutual aid normally provide the first line of emergency response and incident management support. The Mayor may activate the Catastrophic Incident Annex according to the criteria established in the Emergency Operations Plan when an incident or potential incident is of such severity, magnitude, and/or complexity that it:

- Occurs instantaneously or with little warning.
- Immediately or rapidly overwhelms the city of Kingman's ability to mount and sustain an emergency response.
- Creates significant disruption of government.

The coordinating structures and processes utilized in the Emergency Operations Plan are designed to:

- Integrate City, State, County, NGO, and Private sector efforts into a comprehensive statewide approach to management of an incident of significant proportions.
- Each ESF may be assigned a number of missions. The designated primary agencies are responsible for managing the activities of the ESF and ensuring that mission(s) are accomplished. Primary agencies have the authority to execute response operations.

Primary departments will:

- Coordinate directly with their department for guidance to provide assistance and make operational decisions.
- Designate agency staff members to collaborate with ESF agencies to provide assistance.
- Use the ESF Annexes and appropriate Appendices of the Emergency Operations Plan as a basis for updating Standard Operating Procedures (SOP) to accomplish ESF mission(s).

For ease of use each city department head, or their designee, will report to the following assigned Command Staff areas in the event of an emergency. Although these are primary assignments for each individual based on the needs of the emergency and the Emergency Operations Center. The EOC Manager will brief each of the department heads and designated representatives assigned to assist the command staff in carrying out the functions of Operations, Plans, Logistics, and Finance. Other department heads not assigned to a specific responsibility will be prepared to make their resources available to

support emergency operations at the direction of the City Manager/ Emergency Operations Coordinator:

Table 3 - Organizational and Assignment of Responsibilities

NAME	Department	POSITION/TITLE	Command Staff Responsibilities
Allred, Phil	Engineering	Assistant Engineer	Logistics/Planning
Anderson, Dick	Administration	Mayor	Planning/PIO
Barkhurst, Dan	Fire	Battalion Chief	Operations/IC
Brice, Jim	Police	Police/ Investigations Lieutenant	Operations/IC
Chastain, Mark	Police	Police/ Magnet Commander	Operations/IC
Cooper, Carl	Attorney	City Attorney	Policy
Cooper, Rusty	Police	Deputy Police Chief	Operations/IC/EOC Management
Devries, Bob	Police	Chief of Police	Operations/IC
Dixon, Roger	Fire	Battalion Chief	Operations/IC
Dougherty, John	Administration	City Manager	EOC Management
Eaton, Keith	Fire	Assistant Fire Chief	Operations/Logistics/EOC Management
Fisk, Bob	Police	Lieutenant, KPD	Operations/IC
Furr, Sheri	Public Works	Superintendent Public Transit	Logistics/Planning
TBD	Communications	Communications Administrator	Support
Henry, Greg	Engineering	City Engineer	Logistics/Planning
Hocking, Lee	Attorney 2	Assistant City Attorney	Policy
Dejoria, Len	Fire	Battalion Chief - Prevention	Liaison Officer/ EOC Management
Marbury, Frank	Engineering	Assistant Engineer	Logistics/Planning
Meersman, Mike	Parks and Recreation	Director	Logistics/Planning
Moline, Tina	Finance	Finance Director	Finance
Moore, Pat	Fire	Fire Chief, NACFD	Operations/IC
Muhle, Sydney	Administration	City Clerk	Finance/Scribe/Support

Nelson, Stacy	Communications	Communications Crew Leader	Support
Owen, Rob	Public Works	Public Works Director	Operations/Logistics/Planning
Plaunty, Jack	Public Works	Street Superintendent	Logistics/Planning
Prior, Mike	Engineering	Assistant Engineer	Logistics/Planning
Reynolds, Guy	Parks and Recreation	Superintendent Parks & Recreation	Logistics/Planning
Rhoades, Jake	Fire	Fire Chief, KFD	Operations/IC
Richards, Diane	Finance 3	Finance Budget Analyst	Finance
Roper, Erin	Administration	Deputy City Clerk	Scribe/Support
Sochocki, Jennifer	Police	Support Services Administrator, PIO	PIO
Singer, Jeffrey	Court	Court Magistrate	Policy
Steward, Byron	Mohave County	Mohave County Emergency Management	Liaison/Support
Tapia, Ed	Public Works	Superintendent Sanitation	Planning/Logistics
Teigen, Ruthie	Court2	Court Administrator/ Municipal Court	Scribe/Support
Toschlog, Krista	Human Resources	HR Administrator	Support
Walker, Jackie	Human Resources	HR/Risk Mgmt Director	Command
Ware, Trinna	Finance 2	Finance Administrator	Finance
Williams, Porter	Fire	Battalion Chief	Operations/IC
Yocum, Scott	Public Works	Superintendent Equipment & Facilities	Planning/Logistics

Support agencies will:

- Assist the primary departments in the process of exercising, reviewing, maintaining and implementing this plan, ESF's and Standard Operating Procedures.
- Provide representatives to the EOC that can be responsible for coordination with the primary agencies and make operational decisions.

Basic Plan

- Requests for assistance will be channeled from city of Kingman government through Mohave County (CEOC) to the State of Arizona Emergency Operations Center (SEOC).
- Based on city of Kingman's explicit and fully identified requirements, appropriate State response assistance will be provided.
- Conference calls will be made between local, county, state, and federal agencies to discuss the status of the incident.

Definitions

"*Local Emergency*", as defined in ARS 26-301, means the existence of conditions of a disaster or of extreme peril to the safety of persons or property within the territorial limits of Kingman. These conditions are, or are likely, to be beyond the control of the services, personnel, equipment, and facilities of our community as determined by the city Council and requires the combined efforts of other political subdivisions.

"State of Emergency", as defined in ARS 26-301, means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons or property caused by air pollution, fire, flood, or flood water, storm, epidemic, riot, earthquake or other causes, except those resulting a state of emergency, which are or are likely to be beyond the control of the services, personnel, equipment and facilities of any single county, or city, and which require the combined efforts of the State and political subdivisions.

"Emergency", as defined in Section 102, P.L. 93-288, means any hurricane, tornado, storm, flood, high-water, wind-driven water, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion or other causes, except those resulting in a "State of War", which are likely to be beyond the control of the services, personnel, equipment and facilities of any single county, city or city, and which require the combined efforts of the State and political subdivisions.

"Major Disaster", as defined in Section 102, P.L. 93-288, means any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe in any part of the United States which, in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Disaster Relief Act of 1974, above and beyond Emergency Management by the Federal Government, to supplement the efforts and available resources of the state and local governments and

disaster relief organizations in alleviating the damage, loss, hardship or suffering caused thereby.

"Local Government", means any county, incorporated city or city, district, Indian tribe or authorized tribal organization or other political subdivision of the State.

Organization and Assignment of Responsibilities

Concept

In the event an incident exceeds local emergency response capabilities, outside assistance is available, either through mutual support agreements with nearby jurisdictions and volunteer emergency organizations or, through the Mohave County Emergency Operations Center. A local emergency must be declared and local resources must be fully committed, or the definite expectation of these conditions existing, before state and federal assistance is requested.

- Disaster response will require utilization of available public and private resources to minimize damage, and alleviate hardship and suffering caused by the occurrence of any/all disasters.

- Effective response requires coordinated planning by all levels of government and the private sector.

- The Mayor of Kingman will proclaim a "Local Emergency" when an emergency situation is likely to be beyond the control of the local political subdivisions and the combined efforts of the City, County – and possibly the State and Federal Government.

When a *"Local Emergency"* is proclaimed, the Mayor shall govern by proclamation and has the authority, through the City Manager and/or Emergency Management Director, to impose all necessary regulations to preserve the peace and order within the city of Kingman including but not limited to:

  - Imposing curfews in all or portions of Kingman;
  - Ordering the closing of any business;
  - Closing to public access any public building, street or other public area;
  - Calling upon regular or auxiliary law enforcement agencies and organizations within or outside the city of Kingman for assistance;
  - Providing/requesting mutual aid to/from other political subdivisions; and
  - Obtaining commitments of local resources in accordance with emergency plans.

- A *"State of Emergency"* may be proclaimed when conditions of disaster or extreme peril exist and appear likely to be beyond the response capabilities of the city of Kingman and County and State assistance is necessary. Assistance from the County

or State level of government is predicated on *total commitment of resources of the affected local jurisdiction*. The chief officials of the affected political subdivision will initiate a request for assistance from *The Mohave County Board of Supervisors* who in turn will request assistance from the *Director, Arizona Division of Emergency Management* (ADEM) when State assistance is deemed necessary. The Director will advise the Governor of the situation and the Governor, as appropriate, will, declare a "State of Emergency". Upon execution of the declaration, the ADEM Director will initiate a response by notifying the appropriate resource agencies.

- A Presidential declaration of an *"Emergency" may be requested by the Governor* to meet specific needs to save lives, protect property, health and safety or avert or lessen the threat of a disaster. This is specialized direct assistance to meet a specific need that must be stipulated by the State in the Federal State Agreement for Emergencies.

Requests from local governments will be directed through the Director, Division of Emergency Management, to the Governor, who will request an "Emergency" declaration by the President. Such requests will be through the Regional Director, Region IX of the Federal Emergency Management Agency (FEMA).

If the Arizona National Guard has not been activated, requests for assistance from the State Division of Military Affairs will be forwarded through the Director, ADES.

The Director will evaluate the request and make appropriate recommendations to the Governor. If the National Guard has been activated, the Director will relay the request to the Division of Military Affairs.

- The Governor may make a request for a "Major Disaster" declaration by the President through the Regional Director, Region IX, FEMA, when a disaster situation is beyond the coordinated capabilities of local governments and the State Emergency Response Organization. Such a request will be based on a damage assessment and will indicate the degree of commitment of local and State resources in attempting to cope with the disaster situation.

If the President declares a "Major Disaster", Federal assistance will be coordinated by the Federal Coordinating Officer (FCO), who will be appointed by the Associate Director of FEMA, pursuant to a Federal-State Agreement for "Major Disasters". Such an agreement will be executed by the Governor, acting for the State, and the Regional Director of FEMA, acting for the Federal Government.

- The Presidential declaration of an "Emergency" or "Major Disaster" may, during the emergency stage of a disaster, make available:
  - Emergency mass care, if not provided by the Red Cross;
  - Emergency debris clearance, limited to the clearance of debris to save lives and protect property and public health and safety;

- Emergency protective measures, including but not limited to search and rescue, demolition of unsafe structures, warning of further risks and hazards, public information on health and safety measures and other actions necessary to remove or reduce immediate threats to public health and safety, or public property, or to private property when in the public interest;
- Emergency restorative work, including emergency repairs to essential utilities and other essential facilities as necessary to provide for their continued operation; and
- Emergency communications, intended to supplement but not replace normal communications that remain operable.

- During the recovery stage of a disaster, and only when a "Major Disaster" has been declared, FEMA will prepare for administration of the President's Disaster Relief Program in the affected area.

Disaster assistance is usually cost-shared with 75% funded by the Federal government and 25% funded by State and local government.

Two major categories of benefits may be made available and are defined as follows:

- Individual Assistance – includes temporary housing, disaster loans, Federal Income Tax Assistance, legal and consumer aid, unemployment benefits, food stamps, psychological counseling and grants to individuals and families.

- Public Assistance – includes loans to the community and grants for repair and restoration of facilities and infrastructure such as streets, roads, bridges, public utilities, public buildings and private non-profit facilities.

Responsibilities

In general, Mohave County is responsible for emergency management planning and operations for any areas of the County outside the corporate limits of the city of Kingman. The city of Kingman is responsible for emergency management planning and operations within our community.

Each department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined in the Plan and in individual ESF's.

Phases of Management

This plan follows an all-hazard approach and acknowledges that most responsibilities and functions performed during an emergency are not hazard-specific. In other words, flooding and earthquakes present almost identical problems for our community. ***This plan identifies and addresses the needs of the city of Kingman regardless of the emergency***.

Likewise, this plan accounts for activities before and after, as well as during emergency operations. Consequently, all phases of emergency management are addressed as shown below:

- **Mitigation** – Mitigation activities are those that eliminate or reduce to probability of a disaster occurring. Also included are those long-term activities that reduce the undesirable effects of unavoidable hazards.

- **Preparedness** – Preparedness activities serve to develop the response capabilities needed in the event an emergency should arise. Planning and training are among the activities conducted under this phase.

- **Response** – Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.

- **Recovery** – Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic need of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs.

The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions would be temporary housing and food, restoration of non-vital government services, and reconstruction of damaged areas.

Emergency Operations Center (EOC)

Response activities will be coordinated from the EOC. The EOC will be activated upon notification of a possible or actual emergency. The Executive Group, Command Staff, Emergency Management Coordinator, and other personnel having duty assignments in the EOC will report to the EOC when it is activated *(See Section II – ESF#1: Emergency Operations Center)*.

Organization and Assignment of Responsibilities

A successful local emergency management program involves local government officials, local government agencies, private sector and non-profit organizations. Their roles are summarized in the following discussions.

Elected Officials

The Mayor, as Chief Executive Officer of the city, has the overall responsibility for actions taken to control an emergency within the city.

- Protect the lives and property of citizens;

- Establish the local emergency management program;
- Adopt the Emergency Operations Plan (EOP); and
- Act as the Executive Group advising on matters of policy and declarations.

City Manager

The City Manager, as Chief Administrative Officer of the city, controls the activities that are essential for Kingman's emergency preparedness program. In fulfilling these functions, the City Manager acts as the Emergency Operations Center Chief.

- Promulgates the Emergency Operations Plan (EOP); and
- Determines the need to evacuate and identify endangered areas; and
- Exercise direction and control from the EOC during disaster operations; and
- Holds overall responsibility for maintaining and updating the plan.
- Ensures the local EOC is in a constant state of readiness; and
- Develops and maintains the EOP; and
- Ensures that the EOP is reviewed, revised and adopted every five years.

City Departments

Existing agencies of government, including departments of the city, will perform emergency activities closely related to those they perform routinely. All city departments not designated are considered available for emergency service and will respond when directed by the City Manager or designee.

- Develop and maintain detailed plans and standard operating procedures (SOP's);
- Identify sources of emergency supplies, equipment and transportation;
- Negotiate and maintain mutual aid agreements which are identified in the plan;
- Maintain records of disaster related expenditures and appropriate documentation;
- Protect and preserve records essential for the continuity of government; and
- Establish and maintain list of succession of key emergency personnel.

Emergency Support Functions (ESF's)

An ESF is a grouping of city departments, non-government organizations (NGO) and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during emergencies. Operating agencies and local departments participate in the Emergency Support Functions (ESF) structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities. The ESF's:

- Develop and maintain detailed plans and Standard Operating Procedures (SOP's) to support their functional requirements;
- Identify sources of emergency supplies, equipment and transportation;
- Maintain accurate records of disaster-related expenditure and documentation;
- Continue to be responsible for protection and preservation of records essential for continuity of government; and
- Establish a line of successions for key emergency personnel.

Citizen Involvement

Citizens of the city can best assist in disaster and emergency operations by being prepared and practicing risk management.

The Citizen Corps Council, which is organized and overseen by the Mohave County Emergency Management.

- Citizens Emergency Response Teams (CERT)
- Volunteers in Police Service and other community volunteers.

Private Sector

The private sector may take on many different roles, which could include:

- Private owners of critical infrastructure (either a facility that could be impacted by a disaster or used as a resource;
- A response organization (e.g. Private ambulance services, environmental cleanup services);
- A regulated or responsible party: owner operators of certain regulated facilities may have responsibility under law to prepare for and prevent incidents from occurring; or
- A local emergency organization member.
- The private sector has the responsibility to:
- Plan for personal and business disaster preparedness, mitigation, response and recovery;
- Have knowledge of local emergency response plans and procedures; and
- Implement protective actions as requested or required by the Coordinator of Emergency Management.

Non-Government Organizations

Non-government Organizations (NGO) play an important role in the emergency organization. The Red Cross, Salvation Army and Western Arizona Humane Society are examples. NGO's:

- Integrate their activities and plans with the city of Kingman EOP;
- Develop and maintain detailed plans and standard operating procedures (SOP's);
- Identify sources of emergency supplies, equipment and transportation;
- Maintain records of disaster related expenditures and appropriate documentation;
- Have knowledge of local emergency response plans and procedures; and
- Establish and maintain list of succession of key emergency personnel.

Mutual Aid Agreements

The city of Kingman will enter into and maintain mutual aid agreements with entities to share resources. Examples of these agreements are:

- Fire service agreements;
- Law enforcement agreements;
- State mutual aid compacts;

- Agreements with neighboring jurisdictions;
- Utility and resource agreements;
- Evacuation and sheltering agreements

Organization and Assignment of Responsibilities

The Executive Group

The members of the Executive Group include both elected and appointed executives with certain legal and policy-making responsibilities, such as:

- The Mayor and City Council who, as the governing body, are responsible for the Kingman emergency/disaster response operations. As stated in Section III-A3, the Mayor may proclaim a "Local Emergency" under certain circumstances.
- In the absence of the Mayor, the Mayor Pro-Tem may issue the "Local Emergency" proclamation. The proclamation will be forwarded immediately to the Mohave County Director of Emergency Services.
- The City Manager who, as Chief Executive of the city Government, exercises overall direction of the city's response.
- The Acting City Manager, who assumes the duties of the City Manager in that individual's absence and who, as a senior executive in city government, may be appointed to an appropriate executive position in any emergency situation.
- The city's Emergency Management Coordinator (EMC) shall be designated by the City Manager and provides direction and coordination of the Emergency Operation Plan development, on-going maintenance and related activities within the city.

Executive Group Responsibilities

Mayor

The Mayor's responsibilities include:

- Making emergency policy decisions;
- Declaring a "State of Emergency" when necessary;
- Implementing the emergency powers of local government in accordance with ARS 26-311 (See Section V, Emergency Authority);
- Keeping the public and the Mohave County Department of Emergency Services informed of the situation with the assistance of the Emergency Management Coordinator;
- Requesting outside assistance, when necessary.

City Manager/Acting City Manager

The City Manager, as Chief Executive of the city, has responsibility for:

- Providing overall leadership and guidance to the command staff;
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements;
- Implementing the policies and decisions of the Mayor/Council;
- Designating an Incident Commander (IC) when it is not clear whether the preponderance is on law enforcement, fire, or rescue.

Designated Emergency Management Coordinator (EMC)
The EMC is responsible for:

- Develops and periodically evaluates the Emergency Operations Plan (EOP);
- Provides coordination with outside agencies and organizations involved with emergency planning.
- Assists with the management of the EOC during activation and interacts with outside agencies to coordinate emergency support activities.
- Acts as permanent chair of the Emergency Planning Committee.
- Recommends emergency planning related policy to the city of Kingman Management Team for approval.

Incident management/Planning

National Incident Management System

The city of Kingman formally adopted NIMS which ensures compliance with Federal, State requirements. NIMS provides a consistent, flexible and adjustable national framework within which government and private entities as all levels can work together to manage domestic incidents, regardless of their size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation.

NIMS provides a set of standardized organizational structures-such as the Incident Command System (ICS), multi-agency coordination systems, public information systems, as well as requirements for processes, procedures and systems designed to improve interoperability among jurisdictions and disciplines in various areas, including; training, resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement.

Command Staff

The Command Staff is responsible for directing the activities necessary to maintain and restore city operations during and after an emergency.

The Command Staff includes:

- The Incident Commander, who will be the Fire Chief, Police Chief, or other designee of the City Manager or Emergency Management Coordinator, depending on the preponderance of the emergency.
- Four individuals charged with the responsibility of directing the activities of the Operations, Plans, Logistics, and Finance sections.
- Key Staff Advisors – Public Information Officer, Human Resources, Information Systems, City Attorney, or other designees.

The City Manager will designate Administration Department Heads to direct the activities of the Operations, Planning, Logistics and Finance sections, respectively.

- The city of Kingman Emergency Preparedness/Management Committee:
  - The Committee provides staff support, direction and expertise in development of the EOP and all supporting documents.
  - The Committee is made up of personnel designated by Department Heads having key roles in emergency preparedness, planning and response activities.
  - Members of the committee will normally respond to the EOC center during activation and assist the key Command Staff during major emergencies and disasters.
  - The Committee shall meet quarterly unless otherwise required
  - Makeup of the Committee will be one person from:
    - Finance Department
    - Fire Department
    - Police Department
    - Public Works Department
    - Parks and Recreation
    - Development Services

Command Staff Responsibilities

The Command Staff consists of five functional areas: **Command**, **Operations**, **Plans**, **Logistics**, and **Finance**.

Command

Command is responsible for overall strategic management of the incident, and may also be involved in the development and implementation of strategic decisions.

Operations

The Operations Section is responsible for the management of operations directly applicable to the incident. The Operations Section is responsible for and will:

- Obtain briefing from IC;
- Develop operations portion of Incident Action Plan;
- Brief and assign Operations personnel;
- Supervise operations in conjunction with Incident Command Post;
- Determine needs and request additional resources;
- Report information about specific activities, events, and occurrences to IC;
- Review suggested list of resources to be released and initiate recommendation for release of resources;
- Ensure general welfare and safety of Operations Section personnel; and
- Provide additional services, as indicated in respective emergency support functions.

Planning

The Planning Section is responsible for the collection, evaluation, dissemination, and use of information concerning the development of the incident (See "Situation Reports Form (SITREP)" in ESF#2 Annex 3). Information is needed to:

- Understand the current situation;
- Predict the probable course of incident events; and
- Prepare alternative strategies and control operations for the incident.

The Planning Section is responsible for and will:

- Obtain briefing from the IC;
- Activate "Planning" section;
- Supervise preparation of "Incident Action Plan";
- Establish information requirements and reporting schedules for each incident;
- Assemble information on alternative strategies;
- Establish a Weather Data Collection System, when necessary;
- Identify need for use of specialized resources;
- Perform operational planning;
- Provide periodic predictions on incident;
- Compile and display incident status summary information;
- Advise Command Staff of any significant changes in incident status;
- Maintain resource status information;
- Prepare and distribute IC's orders;
- Ensure general welfare and safety of Planning Section personnel; and
- Provide any additional services, as indicated in respective emergency support functions.

Logistics

The Logistics Section is responsible for providing equipment, facilities, materials, and services in support of the incident. This Section participates in development and implementation of the Incident Action Plan. The Logistics Section is responsible for and will:

- Obtain briefing from IC;
- Plan organization of Logistics Section;
- Assign work locations;
- Notify Plans Section of Logistics units activated, including names and locations of assigned personnel;
- Participate in preparation of Incident Action Plan;
- Identify service and support requirements for planned and anticipated operations;
- Provide Incident Traffic Plan;
- Coordinated and process requests for additional resources;
- Advise on current service and support capabilities;
- Estimate future service and support requirements;
- Recommend release of Section resources;
- Ensure general welfare and safety of Logistics Section personnel;
- Provide any additional services, as indicated in respective departmental ESF's; and

- Advise and coordinate all city departments in developing, maintaining and exercising their emergency support functions and Standard Operating Procedures to this plan.

Finance
The Finance Section is responsible for all financial and cost-analysis aspects of the incident, and for supervising members of the Finance Section and volunteer groups. The Finance Section is responsible for and will:

- Obtain briefing from IC;
- Attend planning meetings to gather information;
- Identify and procure supply and support needs for Finance;
- Inform IC Chief and Command Staff when Section is fully operational;
- Meet with assisting and cooperating agency representatives, as required;
- Establish a list of volunteers according to functional capabilities (i.e., nurses, electricians, heavy equipment operators, etc.) And staffing areas;
- Inform Logistics of volunteer resource availability;
- Tracking of volunteer man hours and resources utilized;
- Provide input in all planning sessions on financial and cost-analysis matter; and
- Provide any additional services, as indicated in respective emergency support functions.

Staff Advisors
There are several individuals assigned to serve as Staff Advisors.

- Public Information Officer
- City Attorney
- Other key staff personnel as may be deemed necessary by the nature of the incident
- Human Resources
- Information Systems

Emergency Services Group
The Emergency Services Group includes those department heads and designated representatives assigned to assist the Command Staff in carrying out the functions of Operations, Plans, Logistics, and Finance.

Table 2 – Emergency Services Responsibilities

Situation/Assignment	*Assigned to:*
Communications	**Fire Chief** ▪ Establish and maintain an Emergency Communications System ▪ Inform all concerned agencies, including the County Emergency Services Coordinator, of and emergency or disaster ▪ Coordinate use of all public and private communication

Table 2 – Emergency Services Responsibilities

Situation/Assignment	*Assigned to:*
	systems necessary during emergencies (including EBS). ▪ Manage and coordinate all emergency communication operations within the EOC once activated. ▪ Prepare and maintain ESF#3 to this plan and supporting SOP's.
Evacuation	**Public Works Director/Development Services Director/ Police Chief** ▪ Define responsibilities of city departments and private sector groups (Emergency Management) ▪ Identify high hazard areas and number of potential evacuees (Fire Department) ▪ Coordinate evacuation planning to include: o Movement Control (Police) o Health/Medical Requirements (Fire/Health) o Transportation Needs (Transportation) ▪ Prepare and maintain ESF#3, Annex 2 to this plan and supporting SOP's.
Public Safety and Security	**Police Chief** ▪ Disseminate emergency public information, as requested ▪ Receive and disseminate warning information to the public and key city officials. ▪ Prepare and maintain the emergency support function in this document pertaining to Public Safety and Security with supporting Standard Operating Procedures (SOP's).
Law Enforcement	**Police Chief** ▪ Serve as IC when the preponderance is on Law Enforcement/Police Investigative Functions. ▪ Activate elements of the EOP. ▪ Assess incident situations. ▪ As IC, conduct initial briefing for Command Staff. ▪ Approve and authorize implementation of Incident Action Plan. ▪ Determine information needs and inform Command of personnel needs. ▪ Coordinate staff activity. ▪ As IC, authorize release of information to news media. ▪ Approve plan for demobilization. ▪ Prepare and maintain ESF#3 to this plan and supporting

Table 2 – Emergency Services Responsibilities

Situation/Assignment	*Assigned to:*
	SOP's.
Fire and Rescue	**Fire Chief** ▪ Serve as the IC when the preponderance is on rescue, treatment/transport of the injured, and fire suppression functions. ▪ Activate elements of the EOP. ▪ Assess incident situation. ▪ As IC, conduct initial briefing for Command Staff. ▪ Approve and authorize implementation of the Incident Action Plan. ▪ Determine information needs and inform Command of personnel needs. ▪ Coordinate staff activity. ▪ As IC, authorize release of information to news media. ▪ Approve plan for demobilization. ▪ Coordinate search and rescue activities. ▪ Maintain a reserve pool of manpower and equipment for rescue purposes. ▪ Coordinate on-scene triage and treatment of the injured, in cooperation with medical facilities. ▪ Prepare and maintain ESF#6 to this plan and supporting SOP's.
Radiological Protection	**Fire Chief** ▪ Establish and maintain a radiological monitoring and reporting network. ▪ Secure initial and refresher training for instructors and monitors. ▪ Provide input to the statewide monitoring and reporting system. ▪ Under fallout conditions, provide city officials and department heads with information on fallout rates, fallout projections and allowable doses. ▪ Coordinate radiological monitoring throughout the city. ▪ Provide monitoring services and advice at the scene of accidents involving radioactive materials. ▪ Prepare and maintain ESF#6 to this plan and supporting SOP's.
Hazard Mitigation	**Fire Chief**

Table 2 – Emergency Services Responsibilities

Situation/Assignment	*Assigned to:*
	▪ Ensure overall management of the Hazard Mitigation Program. ▪ Prepare and maintain ESF#6, Annex 3 to this plan and supporting SOP's.
Shelter and Mass Care	**Parks Director** ▪ Maintain the Community Shelter Plan (CSP). ▪ Coordinate the CSP with community agencies such as the Red Cross, city departments, relief agencies, and other volunteer agencies and groups. ▪ Coordinate operations of shelter facilities. ▪ Coordinate special care requirements for sheltered groups such as unaccompanied children, the aged, disabled persons, and others. ▪ Prepare and maintain ESF#5 to this plan and supporting SOP's.
Community Management	**Parks and Recreation Director** ▪ Identify facilities to accommodate mass feeding in emergencies. ▪ Identify resources to obtain clothing and essential items for disaster victims. ▪ Secure source of emergency food supplies. ▪ Assist in operations of shelter facilities, whether they are operated by the city, local volunteers, or organized disaster relief agencies, such as the American Red Cross or Salvation Army. ▪ Assist in special care requirements for sheltered groups, such as unaccompanied children, the aged, and others. ▪ Prepare and maintain ESF#5 to this plan and supporting SOP's.
Emergency Public Information	**Public Information Officer** ▪ Conduct ongoing hazard awareness and public education programs. ▪ Compile and prepare emergency information for the public in case of emergency. ▪ Arrange for medical representatives to receive regular briefings on the city's status during extended emergencies. ▪ Secure printed and photographic documentation of the

Table 2 – Emergency Services Responsibilities

Situation/Assignment	*Assigned to:*
	disaster situation. ▪ Handle unscheduled inquiries from the media and the public. ▪ Prepare and maintain ESF#10 to this plan and supporting SOP's.
Transportation	**Public Works Director** ▪ Identify local transportation resources and arrange for their use in emergencies. ▪ Coordinate deployment of transportation equipment to city services requiring augmentation. ▪ Establish and maintain a reserve pool of drivers, maintenance personnel, parts and tools. ▪ Maintain records on use of privately owned transportation equipment and personnel for purpose of possible reimbursement. ▪ Prepare and maintain ESF#7 to this plan and supporting SOP's.
Utilities	**Public Works Director** ▪ Provide emergency power sources, as required. ▪ Coordinate private utilities recovery activities. ▪ Assess damage and identify recovery times for affected utility systems. ▪ Restore water and supply services. ▪ Augment sanitation services. ▪ Prepare and maintain ESF#8, Annex 2 to the plan and supporting SOP's. ▪ Provides fuel for emergency service vehicles.
Damage Assessment	**Development Services Director** ▪ Establish a Damage Assessment Team from among city departments with assessment capabilities and responsibilities. ▪ In cooperation with Building Inspectors, condemn unsafe structures (See ESF#8). ▪ Train and provide Damage Plotting Team to EOC. ▪ Develop systems for reporting and compiling information on deaths, injuries, and dollar damage. ▪ Assist in determining geographic extent of damage area. ▪ Compile estimates of damage for use by city officials in requesting disaster assistance.

Table 2 – Emergency Services Responsibilities

Situation/Assignment	*Assigned to:*
	▪ Evaluate effect of damage on city economic index, tax base, bond ratings, insurance ratings, etc., for use in long-range recovery plan. ▪ Prepare and maintain ESF#8 to this plan and supporting SOP's.
Public Works	**Public Works Director** ▪ Barricade hazardous areas. ▪ Ensure priority restoration of streets and bridges. ▪ Assess damage to streets, bridges, traffic control devices, and other public works facilities. ▪ Remove debris. ▪ Assess damage to city owned facilities. ▪ Direct temporary repair of essential facilities. ▪ Provide sand and dirt. ▪ Prepare and maintain ESF#8 to this plan and supporting SOP's.
Resource Management	**Human Resource Director** ▪ Establish procedures for employing volunteers for disaster operations. ▪ Establish and maintain a manpower reserve (i.e., volunteers). ▪ Coordinate deployment of reserve personnel to city departments requiring augmentation. **Finance Director** ▪ Establish emergency purchasing procedures and/or a disaster contingency fund. ▪ Maintain records of emergency-related expenditures for purchases and personnel. Human Resources Director with assistance from the Finance Director is to prepare and maintain ESF#1, Annex 3 and 4 (Resource Management) to this plan and supporting SOP's.
Legal	**City Attorney** ▪ Advise city officials on emergency powers of local government and necessary procedures for invocation of measures to:

Table 2 – Emergency Services Responsibilities

Situation/Assignment	*Assigned to:*
	○ Establish Rationing of Critical Resources ○ Establish Curfews ○ Restrict or Deny Access ○ Specify Routes of Egress ○ Limit or Restrict Use of Water or Utilities ○ Secure Use of Any Publicly or Privately-Owned Resource With or Without Payment to the Owner ○ Remove Debris from Publicly or Privately-Owned Property ▪ Review and advise city officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers. ▪ Prepare and/or recommend legislation to implement the emergency powers, which may be required during an emergency. ▪ Advise city officials and department head on record keeping requirements and other documentation necessary for the exercising of emergency powers.
Information Technology	**IT Director** ▪ Assigns staff to assist with logistics, operations, etc., as needed. ▪ Prevents technical attacks/breakdowns of IT services. ▪ Maintain communications during crises. ▪ Ensure EOC operation support.

Other department/division/agency heads not assigned to specific functions in this plan will be prepared to make their resources available to support emergency operations at the direction of the City Manager.

Direction and Control

The City Manager, as Emergency Management Coordinator for the city, is responsible for assuring that coordinated and effective emergency response systems are developed and maintained. Existing agencies of government will perform emergency activities closely related to those they perform routinely. Specific positions and agencies are responsible for fulfilling their obligations as presented in the Basic Plan and individual ESF's. As IC, the Fire/Police Chief will provide overall direction of the tactical response activities within each department. Department heads will retain control over their employees and equipment unless directed otherwise by the City Manager. Each agency will be responsible for having its own SOP's to be followed during response operations.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups will be requested and used as an adjunct to existing city services. Requests for state of federal assistance are covered in the Organization and Assignment of Responsibilities section of this document.

Emergency Operations Center (EOC)

Response activities will be coordinated from the Emergency Operating Center (EOC) located at Kingman Police Department, (2730 E. Andy Devine) and is supported by the city of Kingman. In the event that the primary sight cannot be utilized, Kingman Fire Department Station #3, (4000 N. Sierra), will be utilized as a secondary EOC.

The EOC will be activated upon notification of a possible or actual emergency. EOC responsibilities and activation procedures are addressed in ESF#1. During emergencies, certain agencies will be required to relocate to the EOC. During large-scale emergencies, the EOC will become the seat of government for the duration of the crisis.

Emergency Authority

The Mayor and City Manager may take extraordinary measures in the interest of effective emergency management. These powers include, but are not limited to:

- Ordering the closing of any business.
- Closing public access to any public building, street or other public place.
- Calling upon regular or auxiliary law enforcement agencies and organizations within or without the political subdivision for assistance.
- Imposing curfews, blockades, and limitations on utility usage.
- Rules governing ingress and egress to the affected area.
- Other security measures.

All physical resources within the city, whether publicly or privately owned, may be utilized when deemed necessary by the Emergency Management Coordinator during declaration of a local disaster. Federal and State statues will be followed accordingly. Accurate records of such use will be maintained in case reimbursement becomes necessary.

Activation of Emergency Operations Center

The City Manager or his designee will also have the authority to activate the EOC based on their judgment of the danger to the city or if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive multi-agency/jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster event;
- The disaster affects multiple political subdivisions within the counties or cities that rely on the same resources to resolve major emergency events; and/or
- Local emergency ordinances are implemented to control the major emergency or disaster event.

In the event of severe weather conditions or major emergencies such as plane crashes, hazardous materials spills, train derailments, or fires, the EOC will be activated upon the direction of the on-scene Commander.

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position). Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS). Other systems will be used as available.

Notification for Emergency Operations Center

Upon activation of the EOC, the Emergency Communications Center will begin notification of emergency response personnel.

The Communications Center will utilize the Notifications List *(see ESF#2)*.

Organization

The City Manager has the direct control of the Emergency Services Organization during an emergency. The Emergency Operations Staff will function as the City Manager's agency for coordination of city Emergency Services.

This EOP identifies the local agencies that will participate in the emergency response. Detailed descriptions of their roles are provided in the ESF annexes. The city of Kingman government will use the Incident Command Structure (ICS) and National Incident Management System (NIMS).

This EOP reflects the NIMS and the ICS and includes the following structures:

- Incident Commander, or Emergency Operations Center Chief;
- Incident Command Posts, on-scene using the Incident Command System;
- Area Command (if needed);
- Emergency Operations Centers;
- Coordinator of Emergency Management.
- Incident Command System should ensure the following:
    - Manageable span of control (3 to 7 staff; optimum is 5);
    - Personnel accountability (each person reports to only one person in the chain of command); and
    - Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position When the emergency operations center (EOC) is activated, there will be coordination between the Emergency Operations Center Chief and the incident commander(s) to ensure a consistent response:
    - EOC follows the ICS structure and
    - The ESF's should be aligned with ICS staff.

Increased Readiness Conditions

Most emergencies follow some recognizable build-up period during which actions can be taken to achieve a state of maximum readiness. General departmental actions are outlined in the appropriate ESF's, while specific actions will be detailed in the SOP's.

The following Increased Readiness Conditions will be used as a means of increasing the city's alert posture:

"Condition 4"

The term "Condition 4" will be used by the city to denote a situation that causes a higher degree of readiness that is normally present.

- "Condition 4" actions could be triggered by the onset of a particular hazard vulnerability season such as flash flood season, fire threats due to drought, etc.
- An increase in international tensions could also trigger a "Condition 4"
- The potential for local civil unrest could also trigger a "Condition 4"
- A declaration of "Condition 4" by the City Manager or his designee, Fire Chief, or Police Chief will generally require the initiation of the increased readiness activities identified in each ESF.

"Condition 3"

The term "Condition 3" will be used by the city to refer to a situation that presents a greater potential threat than "Condition 4", but poses no immediate threat to life and/or property.

- "Condition 3" actions could be generated by severe weather watch information issued by the National Weather Service, such as:
  - **Severe Weather:** Issued to alert persons to the possibility of severe whether development in a specified area for a specified period of time. Persons in watch areas should maintain their daily routine but be prepared to respond to a Storm Warning.
  - **Flash Flood Warning:** Issued to alert a person to the possibility of flash flooding in a designated area due to heavy rains occurring or expected to occur. Persons should remain alert and be prepared to take immediate action.
- "Condition 3" actions could be generated when the international situation has deteriorated to the point that enemy attack is a possibility. The condition probably would allow sufficient time for an orderly evacuation and/or preparation of shelters.
- "Condition 3" actions could also be generated when small-scale, localized civil unrest is present.
- A declaration of "Condition 3" by the City Manager or his designee, Fire Chief, or Police Chief will generally require the initiation of the increased readiness activities identified in each ESF.

"Condition 2"

The term "Condition 2" will be used by the city to signify a hazardous situation with a significant potential and probability of causing loss of life and/or property. This condition will normally require some degree of warning to the public.

- "Condition 2" actions could be triggered by severe weather warning information issued by the National Weather Service, such as:
  - **Storm Warning:** Issued when a severe storm has actually been sighted in the area or indicated by radar, and may strike in the vicinity of the city.
  - **Flash Flood Warning:** Issued to alert persons that flash flooding is imminent or occurring on certain streams or designated areas, and immediate action should be taken.
- "Condition 2" actions could be generated when the international situation has deteriorated to the point that enemy attack is probable. This condition may or may not allow sufficient time for an orderly evacuation.
- "Condition 2" actions could also be triggered by civil disorder with relatively large-scale localized violence.
- A declaration of "Condition 2" by the City Manager or his designee, Fire Chief, or Police Chief will generally require the initiation of the increased readiness activities identified in each ESF.

"Condition 1"

The term "Condition 1" will be used by the city to signify that hazardous conditions are imminent. This condition denotes a greater sense of danger and urgency than associated with a "Condition 2" event.

- "Condition 1" actions could also be generated by severe weather warning information issued by the National Weather Service, combined with factors making the effect more imminent, such as:
  - **A *severe storm*** sighted especially close in a populated area or moving in the path of a populated area.
  - ***Flooding*** is imminent or occurring at specific locations.
- "Condition 1" actions could be generated when an enemy attack is imminent, based upon the evaluation of intelligence data. This warning – Attack Warning – is declared and disseminated by the Federal Emergency Management Agency (FEMA), National Warning Center over the FEMA National Warning System (NAWAS).
- "Condition 1" actions could also be implemented when civil disorder precipitates large-scale and widespread violence.
- A declaration of "Condition 1" by the City Manager or his designee, Fire Chief, or Police Chief will generally require the initiation of the increased readiness activities identified in each ESF.

The City Manager or his designee has the authority to declare a State of Increased Readiness Condition at any time, based on available information and impending conditions.

Continuity of Government

Line of Succession

Elected

a. Mayor
b. Vice Mayor
c. As consensus of remaining council

Appointed

a. City Manager
b. Acting City Manager
c. Police Chief
D. Fire Chief
E. Director of Public Works
F. As appointed by the City Manager

The line of succession will be utilized only when it has been determined that the preceding individual or individuals is/are not considered to be readily available. Upon the availability of an existing holder of any of the above positions, any successor/director shall relinquish their authority to the appropriate predecessor. Upon the qualification of a new holder of any of the above positions, the successor/director shall relinquish their authority to the new incumbent.

Preservation of Records

In order to provide normal government operations following a disaster, vital records must be protected. These would include legal documents, as well as personal documents such as property deeds and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

Sequence of Action

This section describes incident management actions ranging from initial threat notification, to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of resources in support of incident response and recovery operations.

These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

Non-Emergency/Normal Operations

- Public information and educational materials will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web sites and other media.
- Monitor intelligence sources for pertinent information and trends;
- Develop, review and exercise emergency operations plans and standard operating procedures.
- Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts.
- Update, review, and maintain the Emergency Operations Plan (EOP)

Pre-Incident Actions

These are the actions that may be implemented if the Coordinator of Emergency Management, in consultation with the City Manager, receives notice of a potential emergency from the federal Homeland Security Advisory System, National Weather Service watches and warnings or other reliable sources.

- Brief the City Council, City Manager and appropriate department managers of the impending situation;
- Alert emergency response personnel and develop a staffing pattern;
- Determine any protective action measures that need to be implemented in preparation for the situation
- Communicate the alert and/or warning using the Emergency Alert System or other available media;
- Disseminate information for public health and safety;
- Disseminate information for responder health and safety;
- Property protection measures; and
- Possible partial activation of the EOC.

Response Actions

These are examples of response actions taken to preserve life, property, the environment, and the social, economic, and political structure of the community.

- Assessment of situation;
- Determine if additional resources are required;
- Law enforcement and crime prevention measures;
- Protection of responders' health and safety;
- Fire control and prevention measures;
- Emergency medical services;
- Evacuations;
- Shelter operations;
- Dissemination of public information;
- Actions to minimize additional damage;
- Search and rescue;
- Assist with public health and medical services;
- Assist with distribution of emergency supplies;
- Debris clearance; and
- Protection and restoration of critical infrastructure.

Some issues to consider at this point in the incident are:

- Daily functions of the government that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response;
- Efforts and resources may be redirected to accomplish emergency tasks;
- Implement evacuation orders as needed;
- Open and staff emergency shelters as needed; and
- Activation of the EOC.

Declaration of a Local Emergency

Chapter 2, Title 26, Arizona Revised Statutes as amended, empowers municipal governments to enact emergency legislation. Among the powers authorized for inclusion in such legislation is the power to declare states of emergency. A declared state of emergency permits city government to set aside normal procedures of government in deference to the emergency (e.g. Govern by proclamation, set aside normal purchasing procedures).
The Mayor, with the concurrence of the City Council, shall declare by resolution an emergency to exist whenever the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to require significant expenditure and a coordinated response in order to prevent or alleviate damage, loss, hardship or suffering. If the governing body cannot convene due to the disaster or other exigent circumstances, the City Manager shall declare the existence of an emergency, subject to the confirmation by the City Council within 14 days of the declaration.

When an emergency has been proclaimed, the Mayor or the City Council shall govern by proclamation and shall impose all necessary regulations to preserve the peace and order including, but not limited to:

- Imposition of curfews in all or portions of the city;
- Ordering the closing of any business;
- Closing to public access any public building, street or other public area;
- Calling upon regular or auxiliary law enforcement agencies and organizations within or
- Without the city for assistance;
- Requesting mutual aid from other government entities;
- Other commitments of local resources in accordance with local emergency plans See ESF 1 Annex 5 for a sample Declaration of Emergency and ESF 1 Annex 6 for a sample Rescind Declaration of Emergency.

Activation of the Emergency Operations Center (EOC)

The City Manager may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive multi-agency/jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster event;
- The disaster affects multiple political subdivisions within the counties or cities/city's that
- Rely on the same resources to resolve major emergency events; and/or
- Local emergency ordinances are implemented to control the major emergency or disaster event.

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position).
Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS). Other systems will be used as available.

Resource Requests

Resources should be identified and requested according to NIMS resource typing as much as is possible. If the EOC has been activated resources shall be ordered through the EOC using standard operating procedures. The city of Kingman EOC will typically order resources through the Mohave County EOC although there may be other sources, such as local suppliers, that will be used in conjunction and coordination with the EOC.

Each ESF Primary Agency as well as the tasked support agency will provide resources using its authorities and capabilities. ESF agencies will allocate available resources based on identified priorities as requested and as available.

If resources are not available within the local provider, the ESF Primary Agency will seek to provide them from another primary or support agency. If the resource is unavailable from an ESF Primary Agency or tasked support agency, the requirement will be forwarded to the EOC Logistics Section for further action.

If a conflict of priorities develops as a result of more than one agency needing the same resource, the affected agencies will work directly with the Logistics Section Chief or EOC Chief toward achieving resolution.

Recovery Actions

Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation.
These actions occur after the initial response has been implemented. These actions should assist individuals and communities return to a normal state as much as feasible. During the recovery period, some of the actions that may need to be implemented are:

- Complete a preliminary damage assessment;
- Within 72 hours of impact, complete an Initial Damage Assessment and submit to the Mohave County Emergency Management;
- Assess local infrastructure and determine viability for re-entry of residents;
- Begin or facilitate immediate repairs to electric, water and sewer lines and stations;
- Long-term recovery efforts;
- Cleanup and restoration of public facilities, businesses, and residences;
- Re-establishment of habitats and prevention of subsequent damage to natural resources; and
- Protection of cultural or archeological sites during other recovery operations.

The Kingman EOC should assist with the opening of a FEMA Joint Field Office (JFO) to assist those impacted by the disaster if the event is declared a Federal Disaster. The JFO is the central coordination point among Federal, State and Local agencies and voluntary organizations for delivering recovery assistance programs.

Mitigation Actions

These actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects. During the mitigation process, these issues will need to be addressed:

- Review the Multi-Hazard Mitigation Plan and update as necessary any mitigation actions
- That could prevent similar impacts for a future disaster;
- Review the Arizona Division of Emergency Management Mitigation Program to develop mitigation grant projects to assist in areas most at risk.
- Implement mitigation measures in the rebuilding of infrastructure damaged in the event;
- Delivery of loss reduction building-science expertise;
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;
- Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs;
- Predictive modeling to protect critical assets;
- Early documentation of losses avoided due to previous hazard mitigation measures; and
- Community education and outreach necessary to foster loss reduction.

Administration, Finance and Logistics

Support

Requests for County, State or Federal assistance, including the Arizona National Guard or other military services, will be made to the Arizona Division of Emergency Management *(See ESF#1)*. All requests will be made by the Mayor or the Mayor's designated representative.

Agreements and Understandings

Should local resources prove to be inadequate during an emergency, request will be made for assistance from other local jurisdictions and other agencies in accordance with existing or emergency negotiated Mutual Aid Agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All Agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible.

Reports and Records

Required reports will be submitted to the appropriate authorities in accordance with individual ESF's.

Relief Assistance

All individual relief assistance will be provided in accordance with the policies set for the in the State and Federal Provisions.

Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practice will be referred to the State Attorney General's Consumer Protection Division.

Administration

The City Manager, as Chief Administrative Officer of the city, controls the activities that are essential for Kingman's emergency preparedness program. In fulfilling these functions, the City Manager acts as the Emergency Operations Center Chief.

All assets (human resources and facility and equipment resources) of the community will become the purview of the Kingman City Manager to direct in any way to respond to an emergency.

The City Manager may also appoint this authority to a designee or an Incident Management Team as written in a formal Delegation of Authority statement on file.

The city of Kingman will enter into and maintain mutual and automatic emergency aid agreements with other governmental, nongovernmental and private sectors organizations to increase the emergency response and recovery capacity of the city.

All city of Kingman personnel may be required to operate as part of the emergency organization as directed by the City Manager or their department directors.

Logistics

The logistics section will provide for equipment, facilities, materials, supplies, and services in support of the incident. This section participates in the development and implementation of the incident Action Plan in performing the following activities:

- Coordinate activities with the EOC Staff;
- Provide and manage needed supplies and equipment;
- Forecast and obtain future resource needs (with Planning Section);
- Provide for communications plan and any needed communications equipment;
- Provide fuel and needed repairs for equipment;
- Provide food and associated supplies;
- Obtain any needed fixed or portable equipment; and
- Provide other logistical needs as requested by command

Financial

All city departments, cooperating private sector and NGO's shall establish procedures to track and account for all expenses incurred as a result of the emergency operation.
Resources involved in damage assessment will maintain detailed records of all public and private damage sustained during the disaster, to include the estimated cost of repairing the damage. A qualified inspector following the disaster, as estimates made during the disaster are frequently inflated by the stress of the moment, must visually verify the damage.

Accurate damage estimates and precise knowledge of damage locations will be invaluable when FEMA teams inspect the city following a disaster to determine whether a presidential disaster declaration is warranted.

The Finance/Administration Section provides for all financial and legal considerations including cost analysis aspects of the incident, supervising members of the Finance/Administration Section, and coordinating legal information and recommendations.

- Coordinate activities with the EOC staff;
- Procure services and/or supplies as requested by command (with Logistics Section;
- Document all financial expenditures of the incident;
- Document for possible cost recovery for services or supplies;
- Analyze and manage legal risk for the incident;
- Document for compensation and claims for injuries;
- Consolidate after-action reports issued by the EOC and city departments and forward them to the City Manager for review

Reports Documentation of various activities, observations and facts of the response and recovery actions is extremely important. The use of documentation in developing the historical record, assisting in cost recovery efforts and in developing future mitigation strategies is vital and many times can only be captured at the time it occurs.

Unit Log ICS Form 214:
ICS Form 214 is the standard form that each unit or resource assigned to the emergency operation uses to document their activities ESF 1 Annex 7: ICS Form 214.

Situation Report:
As soon as it has been determined that an area of the city has been affected by a disaster, or an emergency has been declared, the Emergency Operations Center Chief will forward a situation report to the Mohave County Department of Emergency Management. If the circumstances of the disaster are such that an immediate detailed assessment is impossible, the initial assessment report should not be delayed. A follow up report after further assessment is accomplished may be made.

When the city of Kingman EOC is operational, situation reports will be made at the end of each operational period. The Planning Section Chief will retain one copy, one copy by the EOC Chief and a third copy will be sent to the Mohave County Emergency Management Department.

Disaster Summary Report:
If a determination is made that state and federal assistance will be needed, a Disaster Summary report should be forwarded through the Mohave County Emergency Management Department to the Arizona Department of Emergency Management. This report will be compiled from the individual damage assessment surveys conducted by Damage Assessment Teams.

After-Action Report:
The Emergency Operations Center and all city departments will be responsible for filing After Action Reports. Within five days after emergency operations are concluded, each involved department will submit an After-Action Report to the EOC Chief.

The report will include estimates of operational costs if actual cost data is not yet available. Subsequent reports will be made as requested and as refined data becomes available.

Plan Development and Maintenance

State of Arizona Title 26, Arizona Revised Statutes, Chapter 1, Title 35, Arizona Revised Statutes, as amended, the city of Kingman City Code, Chapter 30, Section 30.22, as amended, requires jurisdictions to develop, adopt, and keep current a written crisis and emergency management plan.

Every five years, the city of Kingman shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the city Council. An annual evaluation of the plan will be completed.

Drafting an emergency plan is a community effort and relies heavily on the city administrators and experts to provide comprehensive guidance on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

The Coordinator of Emergency Management will update the Emergency Operations Plan periodically. The Coordinator will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

It is the responsibility of the Coordinator of Emergency Management to assure that the plan is tested and exercised on a scheduled basis.
The Coordinator will maintain the schedule and assure that the appropriate resources are available to complete these activities.

After Action Review

After each drill, exercise or actual event, an after action review will take place. It is expected that all major participants will take part in the after-action review. A "lessons learned" report will be completed and any productive findings from these post-event reviews will be incorporated into updates of the plan.

If an Emergency Operations Plan is to be effective, its contents must be known and understood by those who are responsible for its implementation.

- The City Manager or his designee will brief the appropriate public/private officials concerning their role in emergency management and ensure proper distribution of this plan.

- Identified agencies will be responsible for the development and maintenance of their respective ESF and Standard Operating Procedures identified in the Concept of Operations Section Table 3 - Organizational and Assignment of Responsibilities.

- The Emergency Management Coordinator will be responsible for ensuring that an annual review of the plan is conducted by all officials involved and that the plan is recertified annually by the City Manager.

- The Plan, in part or in whole, will be exercised periodically in the form of a simulated emergency in order to provide practical experience to those having emergency responsibilities.

- This Emergency Operations Plan supersedes and rescinds all previous editions of the city Emergency Operations Plans and is effective upon the approval of the City Manager. If any portion of the plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of the Plan.

The Coordinator will maintain the schedule and assure that the appropriate resources are available to complete these activities.

_____ _____

Date City Manager

ESF #1: Emergency Operations Center

PURPOSE

The purpose of this Emergency Support Function (ESF) is to coordinate the city's overall Emergency Operations Center (EOC). This ESF will provide a description of the processes and procedures to be used by the EOC staff during an emergency. The city of Kingman's EOC is located at the Kingman Police Department with secondary support from the City Complex 310 N. 4th Street. The designated alternative site for the EOC is Kingman Fire Station #3 located at 4000 N. Sierra Rd.

The city of Kingman Emergency Preparedness/Management Committee:

The Committee provides staff support, direction and expertise in development of the EOP, and all supporting documents. The Committee is made up of personnel designated by Department Heads having key roles in emergency preparedness, planning and response activities. Members of the Committee will normally respond to the EOC center during activation and assist the key Command Staff during major emergencies and disasters.

The Committee shall meet quarterly unless otherwise required.

Makeup of the Committee will be one person from:

- Human Resources
- Finance
- Fire
- Police
- Public Works

Scope

ESF #1 coordinates the response of all of the city's departments and resources and this document gives the broad responsibilities of each area. Specific department functions are detailed in the ESF's that follow the basic plan.

Primary Agencies

All City Departments
City Elected Officials

Secondary Agencies

Mohave County Emergency Management

Concept of Operations

DIRECTION AND CONTROL

During emergency operations, EOC staff is organized into the Executive Group, Command Staff, and Emergency Services Group as described below and in the organizational chart. The Fire or Police Chief, based on the nature of the emergency, will serve as Emergency Management Coordinator (EMC) and will ensure the operational effectiveness of the EOC.

Organization

Executive Group

The members of the Executive Group include both elected and appointed executives with certain legal and policy-making responsibilities, including:

- The Mayor
- City Manager
- EMC

Command Staff

The Command Staff is responsible for directing the activities necessary to maintain and restore City operations both during and after an emergency situation. The Command Staff consists of the following *functional* areas:

- Command
- Operations
- Planning
- Logistics
- Finance

COMMAND STAFF FUNCTIONS

Command

The EMC shall be designated by the City Manager.

The EMC provides direction and coordination for the Emergency Operation Plan development, ongoing maintenance and related activities within the City. Provides coordination with outside agencies and organizations involved with emergency planning, assisting with the management of the EOC during activation and interacts with outside agencies to coordinate emergency support activities. The EMC acts as the permanent chair of the Emergency Management Committee and recommends emergency planning related policy to the city of Kingman Management Team for approval.

Command is responsible for overall incident management, including the development and implementation of strategic decisions and approving the ordering or releasing of resources.

Operations

Operations are responsible for the management of operations directly applicable to the incident. The Operations Chief activates and supervises organizational elements, directs the preparation of operational plans, requests or releases resources, and reports to the Incident Commander.

Planning

Planning is responsible for collections, evaluation, dissemination, and use of information concerning the development of the incident, and status of resources. This section must understand the current situation, predict the probable course of incident events, and prepare alternative strategies while controlling operations for the incident.

Logistics

Logistics is responsible for providing equipment, facilities, materials, and services in support of the incident. Logistics also participates in development and implementation of the Incident Action Plan, as well as supervising the Logistics Section.

Finance

Finance is responsible for all financial and cost analysis aspects of the incident, and supervises members of the Finance section and volunteer groups.

EMERGENCY SERVICES GROUP

The Emergency Services Group includes Department Heads and designated representatives assigned to assist the Command Staff in carrying out the tactical functions of Operations, Plans, Logistics, and Finance.

INCREASED READINESS ACTIONS

Condition 4: Beginning of disaster vulnerability season.

- Review and update EOC plans and SOPs;
- Brief key officials on EOC operations and procedures;
- Brief Department Heads on EOC development and improvement status.

Condition 3: Situations exist that could develop into a hazardous condition.

- Review status of EOC facility;
- Begin watch of possible emergency, log activities, monitor developments; and
- Correct any deficiencies.

Condition 2: Situations exist that have definite characteristics of developing into a hazardous situation.

- Alert EOC staff;
- Staff EOC at stand-by level; and
- Establish contact with nearby local governments.

Condition 1: Hazardous conditions are imminent.

- Staff EOC at full strength.

ESF #1 Annex 1: Direction and Control

PURPOSE

The purpose of this annex is to establish standard procedures for the activation and operation of the city of Kingman's Emergency Operation Center.

Scope

The Emergency Operation Center is located in the Police Department's training room. The EOC is administratively managed by the EMC and the management team. The center is activated through policy for an event which imperils the lives, safety and property of local residents and is necessary to ensure that the city can request/enlist the resources to respond quickly and effectively to these conditions.

The Emergency Operations Center provides necessary space and facilities for the centralized direction and control of the following functions.

- Direction of emergency operations.
- Communications and warning.
- Damage assessment and reporting.
- Containment and /or control of hazardous material incidents /emergencies.
- Other actions to protect the health and safety of the general public, to include: Public Information, instructions and directions, evacuations and or sheltering.

Primary Agencies

All City Departments

Secondary Agencies

Mohave County Emergency Management
Radio Stations
Television Networks
Newspapers

Concept of Operations

DIRECTION AND CONTROL

Operational functional groups will be composed of the following:

Executive/EOC management

City Manager

EMC

Emergency Management Committee members

Public Information Officer

Safety-HR

Operations

Incident Command (Command may be remote off site).

Fire/EMS

Police

Facility Services/Public Works

Planning

Engineering

Fire (Fire Marshall)

Developmental Services

Logistics

Information Technology

Parks & Recreation

Personnel/risk management

Legal Department

Finance

Finance & Purchasing

Organization

EOC Activation

The EOC will be continuously maintained in a state of readiness for conversion and activation and will serve as the centralized location in which to gather, check-in, and be assigned a role in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC. During the course of an emergency, designated personnel should report directly to the EOC or other identified staging areas. The EMC and Committee members will assist first arriving designated staff with the setup of the EOC.

A determination to activate the EOC and the level of activation (level one, level two, or level three) will be made by the EMC in consultation with the Police Chief or the Fire Chief. In any level of activation the City Manager and Department Heads will be notified. Depending

on the character, scope and magnitude of an emergency incident, a variety of EOC participants may be mobilized.

EOC level four is consistent with normal daily operations and should be considered a constant state of readiness.

EOC ACTIVATION LEVELS

EOC ACTIVATION LEVEL	EVENT/CONDITION	MINIMUM STAFFING REQUIREMENTS
Level One	▪ Extensive evacuations ▪ Major event ▪ Multiple sites ▪ Regional/National disaster with threats ▪ Multiple agencies involved ▪ Outside resources/support required	▪ All EOC functional groups
Level Two	▪ Moderate event ▪ Two or more sites ▪ Several agencies involved ▪ Limited evacuations ▪ Some resources/support required ▪ Major scheduled event	▪ EOC management staff ▪ Planning group ▪ Logistics group ▪ Others as required
Level Three	▪ Small event ▪ One site ▪ Two or more agencies involved ▪ Potential threats ▪ Flood ▪ Storm ▪ Etc.	▪ EOC management staff ▪ Operations group ▪ Others as required
Level Four	▪ Constant state of readiness	

The National Incident Management System allows for the expansion or retraction of Command and Support structure to meet the needs of the incident. There is potential for an EOC activation which does not meet the above listed criteria.

General Duties and Responsibilities

Executive /EOC Management

City Manager

Responsible for the formulation of policy and operational guidelines of the conduction of emergency operations. The Manager is also responsible for the overall management of survival and recovery efforts.

EMC

Assign and where necessary, train personnel to accomplish required task in the operation of the EOC.

Ensure that the EOC Basic Plan and appropriate ESF's are periodically updated.

Maintain sufficient supplies and equipment to ensure operation capability of the EOC.

Assists with the supervising and coordination of functions during EOC operations.

Locates and coordinates resources and resource requests for EOC operations.

Conducts other tasks as may be required.

Emergency Management Committee members

Assists with the setup of the EOC.

Provides administrative and logistical support of staff members within the EOC.

Operations/ Incident Commander

- Operations/Command-overseas the activity of those department/agencies making a direct response in the containment and mitigation of the emergency and shall have the following roles:
- Be the recipient of all incoming information concerning the emergency situation.
- Have available the most current status of resources (i.e., manpower, equipment, supplies, etc.).
- Establish an Incident Action Plan, revise as necessary.
- Communicate the needs of the incident to other functional groups of the EOC
- Establish traffic control points/road blocks as necessary.
- Provide information to the PIO to disseminate to the public.
- Utilize physical resources within the city of Kingman, whether publicly or privately owned;
- Resolve resource priority issues.

Public Information Officer

The PIO is responsible for overall coordination of public information activities and shall have the following roles:

- Establish procedures for the dissemination of information.

- Provide the public with education-type information for their safety and protection.
- Disseminate public instruction and direction.
- Act as the City's point-of-contact with the news media
- Serve under the direction of the Manager or other designee.
- Shall maintain a list of reasonable contacts in the public media field.

Safety Officer

The Safety Officer is responsible for ensuring the overall safety of the EOC at all times and ensuring compliance with OSHA standards.

Logistics

- Logistics is responsible for maintaining a display within the EOC of the current status of available resources. Additionally they must be knowledgeable of those resources available within the county. This information will be assembled and frequently updated.
- Will coordinate the acquisition of supplies, equipment and other resources (public and private).
- Logistics is also responsible for the mass care and feeding and shelter operations.
- Provides for Information Technology support for the EOC.
- Provides for clerical support for the EOC.
- Provides for site security for the EOC.

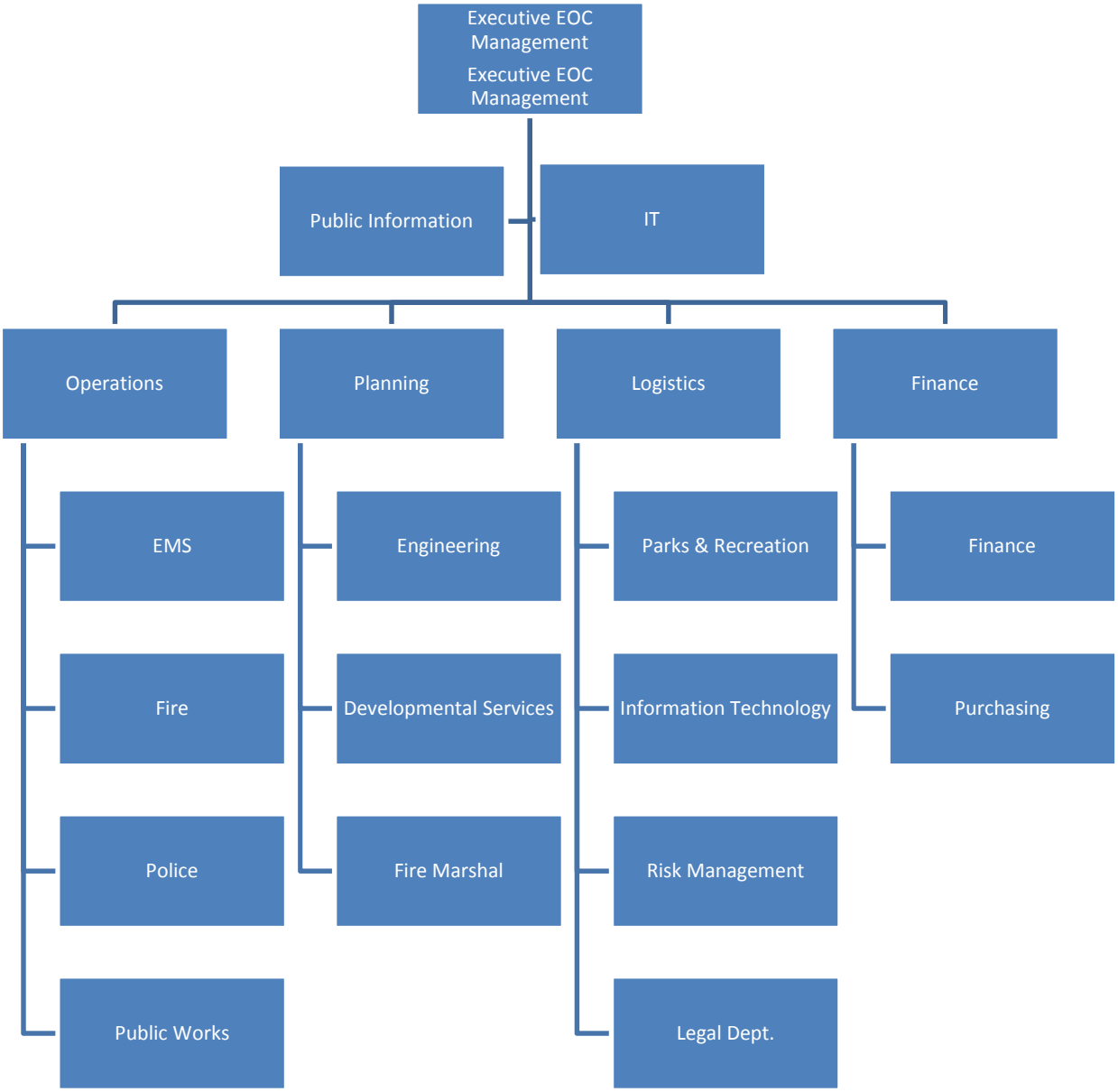
Finance

- Will compile and maintain documentation of purchases, acquisition and utilization of emergency supplies, equipment and other services.
- Will perform financial and cost analysis to develop conclusions on efficient methods of resolving and recovering from the emergency/disaster situation.

Planning

- Assists other functional groups with collecting, evaluating and disseminating information.
- Develops a community action plan including post recovery.
- Conducts damage assessments as required.
- Ensures continuity of government services such as water, waste, etc.
- Coordinates other support services such as mental health, social services, etc.

EOC ORGANZATION CHART



The National Incident Management System allows flexibility to expand or retract command and organizational structure to facilitate incident management. The EOC organizational chart is a guide and may be changed as necessary. Specific subgroups such as Public Works may cross over and function in two or more operational groups.

Each staff member is responsible for maintaining and bringing his or her own copies of the EOP and their internal standard operating procedures to the EOC center. Individuals reporting to the EOC for duty will make provisions for any special dietary needs or prescription drugs. There is the potential for extended hours. Staff members should be prepared to bring their own department hand held radios, specific chargers, cellular phones and other items they deem necessary to carry out emergency functions.

EOC relocation

There may be circumstances that occur that require the relocation of the Primary Emergency Operation Center (EOC). The secondary designated EOC is Kingman Fire Station #3 located at 4000 N. Sierra Rd.

A cooperative effort by City departments will be required to relocate necessary equipment to facilitate opening the secondary EOC.

EOC Procedure guidebook

An EOC Procedure Guidebook will be compiled which identifies organizational and functional procedures to activate and operate the EOC quickly and effectively. The development of the guidebook will be the responsibility of the EMC and Committee.

ESF #1 Annex 2: Crisis Communications

PURPOSE

The purpose of this annex is to define the appropriate communications based on the emergency the city is faced with.

Primary Agencies

Crisis Communications Team

Secondary Agencies

Kingman Police Department
Kingman Fire Department
Information Technology

Scope

ESF #1 Annex 2 manages and coordinates the communication needs and the appropriate contacts based on the level assigned to the emergency.

INCREASED READINESS ACTIONS

Level III

An incident has occurred that does not pose a threat to public safety or the reputation of the city of Kingman; use normal operational communication.

- Communications needs are on an internal basis.
- There is little or no interest from the public or media in the incident.
- All information requests or notifications can be managed by department representatives.

Level II

An incident has occurred that may potentially impact or pose a threat to public safety or the reputation of the city of Kingman.

- A serious injury or death has occurred.
- There is a threat or minor disruption to an operational aspect of the COK.
- There is moderate interest or concern from the public, staff, employees, or media.
- External stakeholder audiences are involved and there is some local or political involvement.
- There is a question with regard to the COK's liability.

Level II media relations will be handled accordingly to the Media Relation Plan. Media releases may involve individual departments with department heads involvement or approval.

Level I

An incident/crisis that poses a significant hazard to the general public and the operation of the city of Kingman. All EOC activations will be considered a Level I communications response.

- A regional or national event which occurred with impact to the COK.
- There is a serious threat to public safety.
- Multiple injuries or fatalities.
- An operational component of the COK has been seriously impacted.
- There is high interest from internal and external audiences.
- As deemed necessary by the city manager.

General Informational Needs

At the onset of a crisis the following information should be released to all audiences:

- An incident has occurred
- Nature, location and time of incident
- Status of COK, and public safety
- What actions are being taken to manage the crisis
- What actions need to be taken
- How and when further information will be available
- Where specific audiences can go to obtain further information

Crisis Communication Team

A Crisis Communication Team will be formed and develop policy for the release of information to respective audiences for normal operations and times of crisis. The team will be under the direction of the EMC and the City Manager. Team members will consist of:

- Fire Department Representative
- Police Department Representative
- Human Resources Department Representative
- Managers Office Representative
- Information Technology Department Representative
- Additional members requested by the City Manager

Emergency Operations Communications

- The axis of communications is City to County to State to the Federal level.
- Emergency radio communications for the city of Kingman will be coordinated by the Kingman Police/Fire Departments Communication Center personnel. The primary frequency used will be designated by the Incident Commander.
- Emergency communication will be coordinated through the Communications Center. Each functional group in the EOC will have radios, designated phone lines and internet access. The primary means of communications between the EOC and responding units/agencies will be the telephone and radio.
- If required the Poly-Com System will be activated which would link up various EOC's in Mohave County.

- The I.T. Department will assist with ensuring emergency communications such as phones, networks; satellite phones are operational and provide assistance as needed.

Release Media:

During times of crisis where informational needs are time critical, Incident Commanders may activate the Emergency Alert System. The Emergency Alert System broadcasts emergency messages/information over local radio.

The Emergency Alert System is accessed by contacting Mohave County Sheriff's Office dispatch.

This can be done via phone lines at:

- 928-753-2141
- 928-753-0753

Or directly by radio on the Mohave County Sheriff's Office district ones channel.
The information is given with the objective of preventing life loss and injuries. A brief message would be released. Follow up informational needs will be met by the Crisis Communication Team and or individual department Public Information Officer (PIO).

- An incident has occurred
- Nature of incident
- Potential threat
- Actions that the public needs to take
- How and when further information will be available

Community Crisis Hotlines will be maintained by the IT department. Information can be updated and timely. The city website will be kept up to date for informational needs.

Please refer to ESF #2 Communications and ESF #10 Public Information for alternative means to deliver information such as, vehicle P.A. systems, door to door, electronic signs or alternative communication which can be used to meet the needs of the community.

ESF #1 Annex 3: Emergency Resource Management

PURPOSE

The purpose of this annex is to provide a plan for the effective use of human and material resources needed to deal with an emergency or disaster after resources under the direct and usual authority of department heads have been expended.

Scope

During emergencies and disasters, individual department heads and staff will manage resource management activities. These activities will be coordinated through the EOC. For coordination purposes, the EMC (City Manager) has designated the Finance Director as the Resource Management Officer. During an emergency or disaster, these positions will fulfill requests for additional resources from department heads and will serve as a clearinghouse for resources made available to the city of Kingman.

Primary Agencies

Kingman Police Department

Secondary Agencies

City of Kingman Information Technology Department

Concept of Operations

DIRECTION AND CONTROL

The City Manager or his designee serves as the overall authority for resource management.

The Incident Commander will provide overall direction and control. The department heads and supervisors continue their day-to-day responsibilities during an emergency, exercising operational control of the work forces. They will keep the Resource Management Managers informed of resource requirements and coordinate emergency resource requests. To the extent practical, potential resource shortages will be projected, identified, and made known to the Resource Management Managers.

The Executive Group and Command Staff will establish priorities for resource allocation.

The Resource Management Managers may designate private citizens to coordinate resources obtained from the private sector, but retain overall responsibility.

Organization

Finance Director – City Manager

- Ensure that resource surveys are conducted and maintained;

- Authorize emergency department purchase requests through respective department heads;
- Institute resource controls;
- Approve emergency purchases greater than $25,000 and necessary acquiring of private resources;
- Insure the update of this annex on a regular basis.

Incident Commander

- During an emergency or disaster, utilize physical resources within the city of Kingman, whether publicly or privately owned;
- Resolve resource priority issues.

Personnel Resource Manager – Human Resource Director

- Identify potential personnel resource providers;
- Coordinate departmental requests for additional personnel resources;
- Develop agreements with outside sources for use of personnel resources;
- Coordinate with private sector for use of personnel;
- Screen offers for resources; and
- Prepare records for emergency purchases of personnel services.

Financial Resource Management – Finance Director

- Identify potential resource providers by major category:
  - Heavy equipment
  - Hardware
  - Transportation
  - Fuel
  - Food
- Coordinate departmental requests for additional resources;
- Develop agreements with outside sources for the use of resources;
- Coordinate with private sector for use of equipment, services and supplies;
- Screen offers for resources;
- Establish emergency purchasing procedures;
- Maintain records for emergency purchase of goods, services, and personnel;
- Seek approval from the EMC (City Manager) for emergency expenditures

All Department Heads

- Develop and maintain appropriate lists of personnel, equipment, and supplies;
- Coordinate emergency utilization of resources;
- Prepare records of emergency expenditures and submit to the Finance Resource Management Officer;

- Identify resource needs for special or critical facilities and submit lists to the Finance Resource Management Officer;
- Develop procedures for the movement of equipment and critical supplies for various emergency situations;
- Identify additional emergency resource requirements for personnel peculiar to specific emergencies and inform the Personnel Resource Management Officer; and
- Identify additional emergency resource requirement for equipment and supplies peculiar to specific emergencies and inform the Finance Resource Management Officer.

INCREASED READINESS ACTIONS

Condition 4: Beginning of disaster vulnerability season.

- Review and update resource management organization plans and SOPs;
- Brief key officials on Finance and Personnel Resource Management operations and procedures;
- Brief Department Heads on Finance and Personnel Resource Management development and improvement status;
- Conduct training on Finance and Personnel Resource Management procedures.

Condition 3: Situations exist that could develop into a hazardous condition.

- Review status of Finance and Personnel Resource Management Organization; and
- Correct all deficiencies.

Condition 2: Situations exist that have definite characteristics of developing into a hazardous situation.

- Alert personnel of possible emergency duty
- Place off-duty personnel on stand-by

Condition 1: Hazardous conditions are imminent.

- Activate Resource Management Organization along with the EOC;
- Maintain 24-hour operations.

ESF #1 Annex 4: Volunteers and Donations

PURPOSE

This Annex coordinates the efficient and effective delivery of donated goods and volunteer services to support disaster relief efforts in impacted areas of the City. ESF #1 Annex 4 coordinates and collaborates with voluntary organizations that provide disaster services within the City, so that capabilities and resources will be effectively integrated with other local, state, and federal agency efforts to meet the needs of individuals after a disaster.

Scope

The city of Kingman is susceptible to a multitude of natural and man-made disasters. These disasters, depending on their magnitude, have the ability to damage structures and lifelines that will rapidly overwhelm the capacity of the city of Kingman to assess the disaster and respond effectively to the basic and emergency human needs.

Many disaster incidents create a need to effectively coordinate donations of goods, money and volunteer services. When circumstances warrant, a united and cooperative effort by private volunteer organizations and the donor community is necessary for the successful management of donations campaigns and relief supplies.

ESF #1 Annex 4 focuses on the coordination of unsolicited volunteers and undesignated donations, and facilitates the arrival of affiliated volunteers and designated donations to the affected area(s). Activities include, but are not limited to:

- The acceptance and delivery of donated goods;
- The acceptance of monetary donations;
- Volunteer services to support relief efforts in disaster areas.
- Maintaining contact with local and regional organizations that utilize donations and/or volunteers.
- Maintaining contact with organizations that provide volunteers.
- Assessing and prioritizing affected area(s) needs for donations and/or volunteers.
- Developing strategies to support local governments in the management of unsolicited donations and unaffiliated volunteers.
- Coordinating with the Public Information Officer to inform the public of the needs and processes for donating and volunteering.
- Maintain trained staff and resources to perform needed functions.

Volunteer and donations management is primarily a local government responsibility, and will be managed locally in accordance with local Emergency Operations Plans (EOPs).

Primary Agencies

Kingman Parks & Recreation Department

Secondary Agencies

City of Kingman Finance Department
Salvation Army
American Red Cross

Concept of Operations

DIRECTION AND CONTROL

Organization

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) REQUIREMENTS All ESF personnel will be trained on principals of the National Incident Management System in accordance with current guidance from the Department of Homeland Security. Refer to the website http://training.fema.gov/IS/crslist.asp for more information on all programs. The minimum requirements are as follows:

- IS-100.a Introduction to the Incident Command System
- IS-200.a ICS for a Single Resource and Initial Action Incidents
- IS-700.a NIMS, an Introduction
- IS-800.b National Response Framework, an Introduction

When the EOC is activated, the Parks & Recreation Director will assign a Volunteer Coordinator to coordinate donations and volunteers.

The Volunteer Coordinator will establish and maintain lines of communication to facilitate coordination of activities and resources with the EOC, the Salvation Army and the American Red Cross, if they are assisting.

The Coordinator will work with the PIO to provide information to those who desire to help in an emergency or disaster, as well as to assist potential donor in understanding what resources are needed or may be needed to help in the disaster response and subsequent recovery and identify those types of assistance which might be counterproductive to effective efforts for disaster recovery.

Donated Goods Management

The Parks & Recreation Department is considered the primary recipient, managers and distributors of donated goods. The Salvation Army and Red Cross will assist in the distribution of goods and services.

The Volunteer Coordinator is responsible for coordinating the delivery of donated goods to disaster victims, maintaining records of donations made and location of operations.

Donated Monies Management

The City of Kingman Finance Department is responsible for managing all donated monies. All monies will be put into a disaster fund and made available to all non-profits in the area needing assistance.

The Finance Department will be responsible for developing and maintaining a resource list of donated monies.

Volunteer Management

The Parks & Recreation office is responsible for managing all spontaneous volunteers. The management of spontaneous volunteers will be coordinated through the Volunteer Coordinator.

ESF #1 Annex 5: Sample Disaster Emergency Declaration

DECLARATION OF LOCAL EMERGENCY

A State of Emergency is hereby declared for Kingman, Arizona located in Mohave County, effective at (time) on (date).

This State of Emergency has been declared due to (description of the situation).

This situation threatens the public safety.

This State of Emergency will remain in effect until rescinded by a subsequent order.

As the Chief Executive/Mayor of the city of Kingman, I, (name of the Chief Executive), exercise the authority given me under A.R.S. § 26-311 of the Arizona Revised Statues, to preserve the public safety and hereby render all required and available assistance vital to the security, well-being, and health of the citizens of this City.

I hereby direct all departments and agencies of the city of Kingman to take whatever steps necessary to protect life and property, public infrastructure, and provide such emergency assistance deemed necessary.

_____	_____
(Signature)	(Name)
_____	_____
(Title)	(Date)

ESF #1 Annex 6: Sample Rescind Disaster Emergency Declaration

RESCIND DECLARATION OF LOCAL EMERGENCY

A State of Emergency was declared for Kingman, Arizona located in Mohave County, on (date).

This State of Emergency was declared due to (description of the situation); and the situation threatened public safety.

This State of Emergency is hereby rescinded by this order on (date) due to (description of situation/ why it is no longer an emergency).

As the Chief Executive/Mayor of the city of Kingman, I, (name of the Chief Executive), exercise the authority given me under A.R.S. § 26-311 of the Arizona Revised Statues, that a local emergency no longer exists and the declaration is hereby rescinded.

_____	_____
(Signature)	(Name)
_____	_____
(Title)	(Date)

1. Incident Name	2. Operational Period (Date/Time) From: To:	UNIT LOG ICS 214-CG

3. Unit Name/Designators	4. Unit Leader (Name and ICS Position)

5. Personnel Assigned

NAME	ICS POSITION	HOME BASE

6. Activity Log (Continue on Reverse)

TIME	MAJOR EVENTS

7. Prepared by:	Date/Time

ESF #2: Communications

PURPOSE

To meet the communication demands in a disaster situation by utilizing available communication resources to respond to an incident;

- Warn the public of a threatened or an actual emergency.
- Continually communicate the public through a variety of media to inform of protective actions.

Scope

- ESF #2 manages and coordinates the communications activities during an emergency.
- This includes the ability to notify the community of a disaster or emergency situation; and that the emergency warning systems are operational.
- The axis of communications is City to County to State to Federal level.
- Emergency radio communications for the city of Kingman will be conducted by the Kingman 9-1-1 Center personnel. The primary frequency used will be designated by the Incident Commander. If the incident commander deems it necessary, emergency radio communications efforts may be conducted elsewhere such as the County's EOC.
- The communications capabilities may be augmented by other emergency communicators. The City may request the assistance from County, State, Federal, or private entities during a State of Emergency.
- The primary means of communications between the EOC and responding units/agencies will be the telephone and radio.
- The I.T. Department will assist with ensuring emergency communications such as phones, computer networks; satellite phones are operational and provide assistance as directed.
- The warning process may be activated from any of several points in the system. Once activated, however, the responsibility for its continued operation belongs to the Emergency Operation Center Commander. Once the EOC is activated, all warning activities will be coordinated through that location.

Primary Agencies

Kingman Police Department
Kingman Fire Department
Kingman 9-1-1 Center

Secondary Agencies

Information Technology Department

Mohave County Emergency Management
Mohave County Sheriff's Office
Amateur radio groups

Concept of Operations

DIRECTION AND CONTROL

The City Manager or his designee has overall responsibility for warning the public of a disaster or emergency situation. The EMC will assist with the coordination of warning system operation for the agencies identified.

Organization

EMC

- Responsible for the development, coordination, and maintenance of an adequate warning system;
- Responsible for issuing all warnings through the EOC warning point located at the city of Kingman 911 Public Safety Dispatch Center;
- Responsible for educating the public regarding the use of the warning system;
- Authorize activation of warning systems;
- Provide manpower for door-to-door warning, if necessary;
- Develop and maintain hazard-specific warning procedures covering warning receipt, verification, and dissemination.

Law Enforcement – Police Chief or designee

- Dispatch siren-equipped mobile units to key locations to provide supplemental sound coverage;
- Provide additional siren-equipped mobile units where necessary to supplement sound coverage;
- Request assistance from the media; in and on-going public awareness program of lifesaving measures to be taken concerning all catastrophic events.

Actions/ Responsibilities

- The EMC will initiate notification and warnings of appropriate personnel/ departments.
- The EMC or his/her designee will authorize the use of the Emergency Alert System.
- Develop, coordinate and maintain the warning system.
- Issue all warnings through the EOC.
- Educate the public regarding the use of the warning system.
- Conduct warnings, door-to-door if necessary, sirens, or sound equipped vehicles.
- Develop and maintain hazard specific warning procedures.
- Coordinate with the media an on-going public awareness program regarding steps to be taken in a disaster.

EXISTING WARNING SYSTEMS IN USE

National Warning System (NAWAS)

NAWAS is a nationwide dedicated telephone warning system. It operates on three levels:

- Federal
- State
- Local

When an enemy attack is confirmed by the North American Aerospace Command, a warning is disseminated to all warning points on the system. The warning of a nuclear attack will be received by the Mohave County EOC and the Sheriff's Office over the NAWAS net and warning will be passed over the County Warning Net.

State of Arizona Readiness Defense Conditions (REDECON)

The Mohave County EOC will be activated on a 24-hour basis when REDECON 3 is declared. The County will assist all the towns and cities in the County with their increased readiness measures and will release information to the public concerning the factors of such things as the attack and its hazards.

National Weather Service (NWS)

Correct weather information and warnings are received via radio broadcasts. In addition, NWS may issue severe weather warnings over the NAWAS line.

Emergency Alert System (EAS)

The EAS provides a means for supplying emergency information to the public. It utilizes commercial radio and television broadcast services that are provided on a voluntary, organized basis. The system may be activated at the Federal, State or local level.

During times of crisis where information needs are time critical, Incident Commanders may activate the Emergency Alert System. Typically in the Kingman Area the EAS involves only radio services. The EAS can be accessed by contacting the Mohave County Sheriff's Office dispatch center. This can be done via phone lines at:
928-753-2141
928-753-0753

Or directly by radio on the MCSO's district ones channel.

The information given is with the objective of preventing life loss and injuries. A brief message would be released. Follow up informational needs will be met by the Lead PIO or the Crisis Communication Team.

Information given

An incident has occurred

Nature of incident

Potential threat

Actions the public needs to make

How and when further information will be available

Warning Sirens

Warning Sirens will consist of those mounted on mobile units and operated by authorized personnel during times of disasters.

Print Media

When time is sufficient, warnings and emergency information are provided through the print media.

Neighborhood Warning Procedures

In some cases, additional warning must be provided to certain areas. Methods include vehicle-mounted public address and door-to-door warning. The use of mobile public address units should be communicated to the public in advance so as to preclude public confusion concerning the use of these vehicles.

When used, two vehicles should be employed; the first will get the attention of the people, and second will deliver the warning message. Door-to-door notification should be considered, particularly in rural areas.

Community Crisis Hotlines will be maintained by the IT department. Information will be updated and timely; the COK website will be kept up to date with informational needs.

INCREASED READINESS ACTIONS

Condition 4: Beginning of disaster vulnerability season.

- Review and update warning communications, SOPs and procedures;
- Brief department heads on procedures;
- Test existing systems for serviceability; and
- Conduct personnel training programs.

Condition 3: Situations exist that could develop into a hazardous condition.

- Review alert list of key officials and department heads;
- Check readiness of all equipment and facilities; and
- Correct any deficiencies.

Condition 2: Situations exist that have definite characteristics of developing into a hazardous condition.

- Alert personnel of possible emergency duty; and
- Mobilize all warning and communication personnel.

Condition 1: Hazardous conditions are imminent.

- Maintain 24-hour operations.

ESF #2 Annex 1: Emergency Notifications List

EMERGENCY OPERATIONS CENTER CALL OUT LIST

(THE LIST BELOW IS TO BE USED FOR CALL OUT WHEN THERE IS AN ACTIVATION OF THE EMERGENCY OPERATIONS CENTER)

Yellow is the Primary Contact for a Department
White are the Secondary Contacts for a Department

NAME	Department	POSITION/ TITLE	HOME#	CELL#	Work Cell
Anderson, Dick	Administration	Mayor		571-224-8677	928-303-5869
Dougherty, John	Administration	City Manager		608-495-3105	928-303-0893
Muhle, Sydney	Administration	City Clerk		928-279-2912	928-279-5983
Roper, Erin	Administration	Deputy City Clerk		847-420-9814	
Cooper, Carl	Attorney	City Attorney	928-279-5328	928-303-1115	
Hocking, Lee	Attorney 2	Assistant City Attorney	928-565-1123		
TBD	Communications	Communications Administrator			
Nelson, Stacy	Communications	Communications Crew Leader		928-377-8491	
Singer, Jeffrey	Court	City Magistrate		918-839-6385	
Teigen, Ruthie	Court2	Court Administrator/ Municipal Court	928-753-6812	928-279-2201	
Henry, Greg	Engineering	City Engineer		928-303-6123	928-303-1767
Allred, Phil	Engineering	Assistant Engineer	928-681-3548	928-303-5280	928-279-6989
Marbury, Frank	Engineering	Assistant Engineer	928-377-5749	928-377-5749	928-279-6105
Prior, Mike	Engineering	Assistant Engineer	928-757-5019	928-303-1768	

Moline, Tina	Finance	Finance Director		602-810-2771	
Sherer, Wendy	Finance	Finance Director		928-530-0962	
Ware, Trinna	Finance 2	Finance Administrator		928-303-3804	
Richards, Diane	Finance 3	Finance Budget Analyst		928-279-2442	
Moore, Pat	Fire	Fire Chief, NACFD		928-715-9541	
Rhoades, Jake	Fire	Fire Chief, KFD		928-377-9262	
TBD	Fire	Battalion Chief			
Dixon, Roger	Fire	Battalion Chief	928-692-1698	928-303-9640	
Eaton, Keith	Fire	Assistant Fire Chief		928-530-0393	928-303-6539
Dan Winder	Fire	Battalion Chief - EMS	928-753-3532	928-221-8479	
Chris Angermuller	Fire	Battalion Chief – Training / Safety		913-485-4095	
Len Dejoria	Fire	Battalion Chief - Prevention		702-469-4657	
Williams, Porter	Fire	Battalion Chief	928-753-5161	928-279-2416	
Walker, Jackie	Human Resources	HR/Risk Mgmt. Director	928-279-5850	928-303-1423	
Toschlog, Krista	Human Resources	HR Administrator	928-757-3311	760-519-7242	
Steward, Byron	Mohave County	Mohave County Emergency Management	928-757-0930	928-279-2226	
Meersman, Mike	Parks and Recreation	Director		928-303-6087	
Reynolds, Guy	Parks and Recreation	Superintendent Parks & Recreation	928-230-9194	928-716-1761	
Devries, Bob	Police	Chief of Police	928-279-4791	928-303-1537	

Brice, Jim	Police	Police/ Investigations Lieutenant	928-681-2191	928-303-1453	
Chastain, Mark	Police	Police/ Magnet Commander	928-757-9120	928-303-1647	
Cooper, Rusty	Police	Deputy Police Chief	928-303-4146	928-303-1757	
Fisk, Bob	Police	Lieutenant, KPD	928-279-0443	928-303-1139	
Sochocki, Jennifer	Police	Support Services Administrator, PIO	928-530-6445	928-303-9863	
Owen, Rob	Public Works	Public Works Director	928-753-3689	928-303-1569	
Furr, Sheri	Public Works	Superintendent Public Transit		520-491-0809	928-716-5278
Plaunty, Jack	Public Works	Street Superintendent		928-279-2317	928-716-7196
Tapia, Ed	Public Works	Superintendent Sanitation	928-753-7948	928-303-4034	928-715-3103
Yocum, Scott	Public Works	Superintendent Equipment & Facilities	928-692-7010	928-716-3482	

ESF #2 Annex 2: Emergency Contacts for Responders

Ambulances	Office Number	Office Number Alternate	Cell Phone	Satellite Phone
Bullhead City Fire Ambulance	928-758-3971			
River Medical Ambulance (Dispatch)	928-855-3428			
River Medical Ambulance (Office) Kingman	928-757-9235	928-757-2297		

Federal Agencies	Office Number	Office Number Alternate	Cell Phone	Satellite Phone
Department of Energy	202-586-5000	202-586-4940		
Department of Health and Human Services – Agency for Toxic Substances and Disease Registry (CDC)	800-232-4636	404-639-3311		
Department of the Treasury (AT & F)	202-622-2000	202-622-2960		
Department of Transportation/Haz Mat Ofc	800-467-4922	202-366-4488		
Environmental Protection Agency	866-372-9378	415-947-8000		
Joint Response Team	414-974-8131	602-231-6346		
National Response Center	800-424-8802			
National Weather Service	928-556-9161	702-263-9744		
Regional Response Team	415-974-8131	602-464-6345		

Local Agencies	Office Number	Office Number	Cell Phone	Satellite Phone

		Alternate		
Kingman Fire Department (Dispatch)	928-753-8165	928-753-8166		
Kingman Fire Department (Fire/Rescue)	928-753-2891			480-768-2500 when prompted dial 8816-3257-0113
Kingman Police Department (Administration)	928-753-2191			
Kingman Police Department (Dispatch)	928-753-8165	928-753-8166		
Mohave County Emergency Services Emergency Management	928-757-0930			
Mohave County Emergency Services Emergency Management Assistant Coordinator Mike Browning			928-279-2504 P: 757-6563	254-241-6311 254-241-6311
Mohave County Emergency Services Emergency Management Coordinator Byron Steward	928-757-0930		928-279-2226 P: 928-520-3479	254-381-1554
Mohave County Sheriff's Office	928-753-9141			
Mohave County Sheriff's Office (Dispatch)	928-753-2141			

Local Fire Departments	**Office Number**	**Office Number Alternate**	**Cell Phone**	**Satellite Phone**
Bullhead City Fire	928-758-3971			
Fort Mohave Mesa	928-768-9181			

Golden Valley Fire Department	928-565-3479			
Lake Havasu City	928-855-1141			
Northern Arizona Consolidated Fire Department	928-757-3151			
Pine Lake	928-575-3570			
Pinon Pines Fire Department	928-757-1207			
Valle Vista	928-692-2000			

Local Hospitals	**Office Number**	**Office Number Alternate**	**Cell Phone**	**Satellite Phone**
Havasu Regional Medical Center	928-855-8185			
Kingman Regional Medical Center	928-757-2101	928-757-0645		
Kingman Regional Medical Center Medical Control Patch	928-757-9330			
Western Arizona Regional Medical Center (BHC)	928-763-2273			

Other Agencies	**Office Number**	**Office Number Alternate**	**Cell Phone**	**Satellite Phone**
American Red Cross Major Disasters	928-446-1766	800-842-7349		
American Red Cross—Local Chapter Kingman & BHC	928-715-2335	928-715-2339		
American Red Cross—Local Chapter LHC	928-715-2334	928-715-2338		

State Agencies	**Office Number**	**Office Number Alternate**	**Cell Phone**	**Satellite Phone**

State of Arizona Agriculture Chemical and Environment Services	602-542-4373			
State of Arizona Division of Emergency Services	602-231-6309			
State of Arizona Radiation Regulatory Agency	602-255-4845			
State of Arizona Department of Health Services	602-542-1000			
State of Arizona Department of Public Safety (Phoenix)	602-223-2212			
State of Arizona Department of Public Safety (Local)	928-753-5552	928-753-5551 (Flagstaff)		
State of Arizona Department of Transportation/Haz Mat Ofc	602-255-7011			
State of Arizona Division of Emergency Services	602-244-0504			
State of Arizona Division of Emergency Services 2	602-231-6326			
State of Arizona Division of Emergency Services 3	602-231-6232			
State of Arizona Emergency Response 24-hr (Spill/Release Rptg)	602-207-2330			
State of Arizona Emergency Response Commission	602-231-6326			

RADIO FREQUENCIES

Channel	Transmit	Receive	PL Tone
KPD TAC 1	155.790	155.790	
KPD TAC 2	155.130	155.790	173.8
KPD TAC 3	155.985	155.370	173.8
KPD TAC 4	155.415	155.415	
KPD TAC 5	153.965	158.790	173.8
KFD Alarm	153.920	155.055	114.8
KFD Scene	153.830	154.370	173.8
HFD Disp.	155.895	154.250	173.8
WAX	153.890	154.355	173.8
I-40 CHASE	155.475	155.475	

ESF #2 Annex 3: SITREP

SAMPLE

To: Planning Division

Attn: _____

From: _____

Date: _____

Group Leader: _____

Time of Report: _____

A. Statistics/Narrative/Graphic Report:

B. Major Actions Taken:

C. Unmet Needs/Recommended Actions:

D. Priority Issues/Resource Requirements

ESF #3: Public Safety and Security

PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide coordination of law enforcement activities to ensure the safety of life and property during an emergency.

Scope

The overall function is organized around the Police Chief or his designee, who has overall authority. The Incident Commander will provide overall direction and control. NIMS ICS will be utilized by the Kingman Police Department to provide a standardized response management system which is an "all hazard-all risk" approach to managing crisis response operations as well as non-crisis events.

Primary Agencies

Kingman Police Department

Secondary Agencies

Mohave County Sheriff's Office
Arizona Department of Public Safety

Concept of Operations

DIRECTION AND CONTROL

Routine operations will be handled according to Standard Operating Procedures (SOPs). During major emergency or disaster situations which require the city of Kingman Emergency Operations Center (EOC) activation, a supervisory level law enforcement officer will be responsible for coordinating all emergency law enforcement operations within the jurisdiction of the City from the designated command post. An on-scene Command Post may be established at the site(s) of an incident in conjunction with other responding agencies. The senior law enforcement person on-scene will be in charge of law enforcement activities at the incident and report to the designated Command Post. The chief law enforcement officer at the designated Command Post will establish and maintain communications with the on-scene Command Post and direct emergency operations from the designated Command Post in coordination with other agency representatives at the Command Post. If local capabilities are exceeded, the chief law enforcement officer at the designated Command Post will request outside assistance, with approval of the overall Incident Commander.

Organization

The EMC

- Will maintain communications with the Chief Law Enforcement Officer;
- Approve requesting additional assistance as necessary to support law enforcement officers.

Law Enforcement – Police Chief or designee Actions/ Assignments

- Coordinate all law enforcement activities in the city;
- Maintain law and order;
- Provide security for the incident area;
- Complete the access log and distribute access passes to an incident area;
- Provide protection of property in incident areas;
- Provide traffic control;
- Provide crowd control;
- Support shelter/mass-care operations;
- Support radiological protection activities;
- Assist evacuation;
- Support health/medical, rescue, and victim identification operations;
- Assist in hazardous materials incidents;
- Prepare appropriate mutual aid agreements;
- Support other public safety activities;
- Evacuate and relocate prisoners, if necessary;
- Conduct criminal investigations related to special incidents.
- Provide security/access control for EOC

INCREASED READINESS ACTIONS

Condition 4: Beginning of disaster vulnerability season.

- Review and update law enforcement plans, procedures and SOPs;
- Review assignment of all personnel;
- Conduct tests and training sessions.

Condition 3: Situations exist that could develop into a hazardous condition.

- Check readiness of police equipment and facilities.

Condition 2: Situations exist that have definite characteristics of developing into a hazardous situation.

- Alert personnel of possible emergency duty;
- Place off-duty personnel on stand-by;
- Alert auxiliary personnel.

Condition 1: Hazardous conditions are imminent.

- Mobilize all law enforcement personnel; and

- Begin performing tasks as needed.

ESF #4: Health and Medical Services

PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide a guide for the coordination of public health and medical services during emergency situations; in order to reduce death and injury, and to assist in damage assessment and restoration of essential health and medical services within the disaster area.

Scope

The Fire Chief normally represents the fire and emergency medical services on the EOC staff. Response activities will be coordinated from the EOC. Any essential medical, surgical, or hospital treatment for persons whose illnesses or injuries are a result of a disaster shall be coordinated with the local medical community and the Mohave County Department of Public Health.

Upon receipt of the official notification of an actual or potential emergency condition, it is the responsibility of the Fire Chief to receive and evaluate all requests for health and off-site medical assistance and to disseminate such notification to all appropriate public health, medical, and mortuary services. Kingman Regional Medical Center (KRMC), by virtue of its status as the local EMS agencies' base hospital will play an integral role in this overall function

Primary Agencies

Kingman Fire Department

Secondary Agencies

Kingman Regional Medical Center
Mohave County Department of Public Health
Mohave County Medical Examiner

Concept of Operations

DIRECTION AND CONTROL

Under the city of Kingman Emergency Operations Plan, the Fire Chief has primary responsibility to provide the following services in response to emergency situations:

- Identify facilities that could be expanded into emergency treatment centers for disaster victims;
- Coordinate with the Mohave County Department of Public Health all essential off-site medical, surgical, and hospital care and treatment for persons whose illnesses or injuries are a result of a disaster or where care and treatment are complicated by a disaster;

- Public health protection for the affected population;
- Mortuary and vital record services; and
- Damage assessment for public health and medical facilities and systems;
- Coordinate and monitor the evacuation of hospitals and nursing homes to include continuing medical care for those that cannot be evacuated.

To ensure these services are available as needed, various medical and public health services have been given primary or support responsibility for selected activities. These activities are summarized below.

Organization

The Mohave County Health Department

- Responsible for directing and coordinating emergency programs relating to medical operations away from the actual disaster site. This includes:
  - Existing hospitals and hospital-type facilities
  - Emergency treatment and triage stations within hospitals and hospital-type facilities
  - EMS teams within hospitals and hospital-type facilities
  - Blood banks, collection centers and distribution
  - Medical assistance at mass-care facilities

- Responsible for directing and coordinating emergency programs related to public health during a disaster. This includes:
  - Issuance of health instruction to the general public in cooperation with the Public Information Officer
  - Assistance in conducting damage assessment activities

- Responsible for directing and coordinating emergency programs for:
  - Environmental health activities regarding waste disposal, refuse, food, water and vector control
  - Communicable diseases, to include inoculation when warranted
  - Laboratory activities regarding examination of food and water, and diagnostic testing

Police Department

The Kingman Police Department will support the Mohave County Medical Examiner (MCME) in the assumption of responsibility of mortuary services and coordination of the removal of the dead from the site. The MCME has responsibility for the collection, identification, storage, and dispatch of deceased victims away from the actual disaster site. They will report fatalities resulting from disaster occurrences to the Fire Chief.

Public Information Officer (PIO)/City Manager's Office

Under the direction of the City Manager or EMC, the PIO has the primary responsibility for dissemination of emergency public information. The Fire Chief has the responsibility for coordination of health and medical information intended for release through the PIO to the media during emergency operations, with support provided by those public health and medical services responsible for particular aspects of the response. Depending on the complexity of the incident, the PIO may be integrated into a JIC (joint information center) and coordinate releases with the affected agencies.

Damage Assessment

Injuries and Fatalities

The Fire Chief is responsible for gathering information concerning injuries and fatalities resulting from disaster occurrences.

Notifications

Notification of the next of kin shall be the responsibility of the Kingman Police Department.

Water Treatment Facilities

The Kingman Public Works Department has responsibility for evaluating damage to water treatment facilities following disaster occurrences. Because of system vulnerability to numerous forms of contamination and because of the impact which prolonged shutdown of water treatment facilities could have on public health and welfare, it is essential the rapid and accurate assessments of damage be completed. Accurate, timely estimates for required repairs will permit the City to identify appropriate interim measure such as rationing, expedient water treatment, and construction of alternate delivery or treatment facilities.

Medical Facilities

The city of Kingman is responsible for evaluating damage sustained by medical facilities in a disaster area within its boundaries. Support in this activity will be provided by the Kingman Regional Medical Center and area nursing homes within the city. The facility administrator or designee will gather initial damage reports and identify which patients must be removed pending repairs.

Disaster Area Medical Support

In a disaster situation involving significant damage to the city of Kingman's medical capabilities, it is not practical for each medical facility, pharmacy, and clinic to report damage needs and/or potential needs independently.

Each operational area will report its status and assistance requests to a single contact point, designated by the Fire Chief as a control facility or coordinator. The Fire Chief will then consolidate the data provided and report to the Command Staff in the EOC.

The Fire Chief must be prepared to receive the consolidated requests and channel the various elements of the request to the segments of the local medical community which can best respond.

INCREASED READINESS ACTIONS

Condition 4: Beginning of disaster vulnerability season.

- Coordinate with local private industries on related health and medical activities;
- Review assignment of all personnel;
- Review and update emergency Health and Medical Annexes and SOPs.

Condition 3: Situations exist that could develop into a hazardous condition.

- Alert key personnel;
- Correct any deficiencies in equipment or supplies;
- Check readiness of local health and medical facilities.

Condition 2: Situations exist that have definite characteristics of developing into a hazardous situation.

- Establish liaison with all private and public health and medical facilities; and
- Alert key personnel of possible emergency duty.

Condition 1: Hazardous conditions are imminent.

- Mobilize all health and medical personnel.

ESF #4 Annex 1: Pandemic Plan

PURPOSE

The purpose of the Pandemic Plan for the city of Kingman is to provide the foundation of procedures to mitigate the consequences of an influenza pandemic affecting the community. Many aspects of pandemic planning are addressed in existing EOP annexes (e.g. communications, shelters, etc.). This annex will describe the role of the city in coordinating local preparation and response activities. These activities will include disease surveillance, public information and education, community level containment, anti-viral and vaccine management, emergency medical services, infection control, and communications. Any city response will follow guidance from the CDC and the United States Department of Health and Human Services with assistance from the Arizona Department of Health Services (ADHS) and the Mohave County Health Department (MCHD).

In addition, the city may provide guidance for community partners to assist in planning to maintain critical infrastructure during a pandemic influenza outbreak. This guidance will be delivered in a variety of methods including committee development, focused presentations, and regional public information activities. Community partners include, but are not limited to, the chamber of commerce, social service agencies, area first responders and law enforcement, Kingman Regional Medical Center (KRMC), the private sector and well as the general public.

The Pandemic Status System used by the Centers for Disease Control and Prevention will be utilized to focus local activities in response to a global or national condition.

Scope

Under the city of Kingman Emergency Operation Plan, the Fire Chief has primary responsibility of command and control issues during a pandemic emergency. Please refer to ESF #4 Health and Medical Services for specific information. There is low probability that standard, day-to-day EMS and fire activities will remain unaffected and continue normal operations. The Chief may modify existing response protocols as necessary to best address issues that arise during the course of a particular event.

The Mayor has the authority to issue a “Local Emergency” proclamation as defined in the Emergency Operations Basic Plan.

Plan Development

The Pandemic Plan will be integrated as Annex 1 under ESF #4. As such, the elements of the ESF are based on the existing emergency response capabilities, overall Incident Command Structure (ICS), legal authorities and basic responsibilities identified in the EOP.

The city will integrate pandemic planning efforts with other ongoing public health emergency activities and routinely exercise specific functions of this plan, at both the local and county levels. The EMC will be responsible for ensuring that an annual review of the plan is conducted by the Emergency Management Committee.

Primary Agencies

Kingman Fire Department

Secondary Agencies

Kingman Regional Medical Center
Mohave County Department of Public Health
Mohave County Medical Examiner
Centers for Disease Control

Concept of Operations

Goals

Primary Public Health Goal

- Limit the number or illness and deaths within the community.
- Maintain continuity of essential city functions.
- Minimize social disruption and return to normalcy as quickly as possible.
- Minimize economic loss.

Objectives

- Attempt to ensure optimal coordination, decision making, and communications between all levels of government.
- Implement measures to decrease the spread of the disease guided by the epidemiology of the pandemic.
- Coordinate medical activities and maintain essential community services.
- Assist with the delivery of antiviral drug therapy and prophylaxis, if available.
- Request available vaccines to priority groups (fire, police, etc.) and attempt to obtain sufficient quantities to protect the population.
- Communicate effectively with the public, health care providers, community leaders, and the media.

Situations and Assumptions unique to an Influenza Pandemic

Situation

- Influenza is a highly contagious respirator virus that is responsible for annual epidemics in the United States and across the globe. Each year, the U.S. experiences an average of 200,000 hospitalizations and 36,000 deaths resulting from seasonal influenza.

- Influenza viruses undergo minor genetic variations (called 'antigenic drift') each year. This change occurs continuously and is the reason influenza vaccines must be slightly altered each season.
- Occasionally, a genetic variation will alter the structure of the virus suddenly and dramatically, causing an antigenic shift. Antigenic shift results in a new or 'novel' influenza virus that is significantly different from ordinary, seasonal strains to which very few people, if any are immune.
- An influenza pandemic can occur when three conditions are met:
    - The new (novel) influenza virus strain must shift in a significant way that the human population has little or no pre-existing immunity against.
    - The novel strain is capable of infecting humans and causing illness.
    - The novel strain is easily transmissible from human to human.
- Priority areas pandemic influenza preparation and response include:
    - Command and Control
    - Disease Surveillance
    - Public Education and Information
    - Antiviral and Vaccine Management
    - Community-Level- Containment
    - Emergency Medical Services
    - Infection Control
    - Communication

Assumptions

- An influenza pandemic will result in a rapid spread in infection causing outbreaks across the globe, affecting communities simultaneously.
- The Centers for Disease Control and Prevention (CDC) estimates that in the U.S. alone, up to 200 million people will be infected and between 200,000 and 1.9 million deaths will occur resulting from a pandemic.
- An influenza pandemic may occur in waves and last for 12 to 24 months.
- The city will not be able to rely on mutual aid resources from County, State, and Federal sources and each will be taxed independently as the pandemic spreads.
- A pandemic will pose significant threats to human infrastructure responsible for critical community services due to widespread absenteeism (up to 40%).
- Social distancing strategies (Community-Level-Containment) such as closing of schools, canceling public events, and other measures as deemed necessary may be implemented in a pandemic to reduce the spread of infection.
- Some individuals may be isolated to limit the spread of infection. Those who are unwilling or unable (e.g. homeless) to be isolated must be accounted for.
- Providing a range of home-care services (grocery delivery, healthcare, etc.) will also be important if isolation and quarantine measures are implemented.
- Reluctance to travel to affected areas may impact the delivery of important community services and essential materials.
- Hospitalizations and death rates may vary substantially for the working age population based on ranges seen with the previous three pandemics.

- Medical care infrastructure will be severely taxed if not overwhelmed due to the large number of illnesses and complications from influenza requiring hospitalization and a large number of deaths.
    - Hospitals, clinics, and doctors' offices will have to modify their operational structure to respond to high patient surge.
    - Demand for inpatient care and ventilation will increase significantly, creating the need for a prioritization criteria.
    - The need for pre-hospital emergency medical services will increase.
    - Infection control within the healthcare infrastructure specific to the pandemic will need to be implemented.
    - The health care system with city support may utilize 'alternative care sites' to relieve some patient surge.
- The duration of illness that would prevent an individual form working could be 5-7 days. Single parent families and those with a large number of children would be severely impacted due to demands placed on parenting and supportive care.
- Antiviral medications will be in extremely short supply. Administration of local supplies will be prioritized by ADHS and the MCHD in accordance with federal guidelines and mandates.
- Influenza vaccine if available will be the primary means of preventing the illness and complications. Administration of local supplies will be prioritized by A.D.H.S. in accordance with federal guidelines and mandates. MCDPH and the city along with other community stakeholders such as KRMC will develop plans for dispensing such medications.
- Basic hygiene (hand washing, cough etiquette, etc.) and infection control strategies (masks) may have to be emphasized and encouraged.
- State and Federal governments will likely not assume all the costs associated with the response as the entire system will be overwhelmed.
- The number of fatalities will overwhelm the capabilities of the medical examiner's office, local morgues, and funeral homes. The city will utilize the Mohave County Mass Fatalities Plan.

Based upon a 30% infection rate – the following estimates/impact will apply.

	State of Arizona (Pop. 6,000,000)	Mohave County (Pop Est. 170,000)	Kingman Area Include. GV & Butler (Pop. 45,000)
Up to 30% of pop. will become ill with flu	1,800,000	51,000	13,500
Up to 15% of pop. will require out-patient visits	900,000	25,500	6,750
Up to 0.3% of pop.			

will require hospitalization	18,000	510	135
Up to 0.1% of pop. will die of flue related causes	6,000	170	45

If 50% infection rate occurs, the following estimates/impact will apply.

	State of Arizona (Pop. 6,000,000)	Mohave County (Pop Est. 170,000)	Kingman Area Include. GV & Butler (Pop. 45,000)
Up to 50% of pop. will become ill with flu	3,000,000	85,000	22,500
Up to 25% of pop. will require out-patient visits	1,500,000	42,500	11,250
Up to 3% of pop. will require hospitalization	180,000	5,100	1,350
Up to 2.5% of pop. will die of flue related causes	150,000	4,250	1,125

Source (CDC)

Pandemic Decision Making for Social Distancing Measures, Risk Communications and Public Education				
Decision Makers	**County Health**	**County Mgr.**	**Mayor**	**Notes**
Direction and structuring of health care system resources and operations				Managed through the Mohave County Health Department and local hospitals
Individual isolation of influenza cases				Mohave County Health Department
Quarantine close contacts of influenza cases				Mohave County Health Department

Risk communications messaging to response partners, the public and the media				Joint information center with all involved agencies, may be localized
Public education campaign on flu prevention				Joint cooperative effort with Mohave County Health Department as lead agency
Recommend the public defer travel to countries impacted by pandemic				USDHHS, CDC, ADHS, and Mohave County Health Department
Encourage public and private sector to implement pandemic emergency staffing plans				Joint cooperative effort
Close all public and private schools, college and universities				State Department of Health Services and Mohave County Health Department
Close churches, theaters and other places where crowds gather				State Department of Health Services and Mohave County Health Department
Suspend large gatherings (sports events, concerts)				State Department of Health Services and Mohave County Health Department
Suspend government functions not dedicated to pandemic response or critical continuity				Joint cooperative effort
Encourage use of public transit only for essential travel				Joint cooperative effort
	Lead Decision Maker: Exercise the legal authorities of			

	their position
	Support Decision Maker: Publicly acknowledges and supports the decision – may jointly exercise their legal authority in conjunction with the Lead Decision Maker
	Joint Decision Makers: Decision are made and communicated concurrently by all involved.

Local Actions

The purpose of this Section is to outline and describe the roles, responsibilities and activities of the CITY to a local pandemic emergency. The Emergency Medical Coordinator shall monitor the Pandemic Status System (current phase of alert) and inform staff of any significant changes.

Phases

Inter-pandemic phase	**Low risk of human cases**	**1**
	Higher risk of human cases	**2**
Pandemic alert	**No or very limited human-to-human transmission**	**3**
	Evidence of increased human-to-human transmission	**4**
New virus causes human cases	**Evidence of significant human-to-human transmission**	**5**
Pandemic	**Efficient and sustained human-to-human transmission**	**6**

The world is presently in phase 3: a new influenza virus subtype causing disease in humans yet spreading efficiently and sustainable among humans. (CDC)

Disease Surveillance

Under Arizona statues, all influenza diagnoses are reportable to the MCHD.
It is the Mohave County Health Department's responsibility to identify an outbreak. The city will monitor standard surveillance tools as part of normal operations.

Public Education and Information

- The city will continue to provide seasonal influenza vaccinations to staff, including the pneumovac or pneumococcal vaccine to high risk employees (to reduce the incidence and severity of secondary bacterial pneumonia).

- The city in partnership with the M.C.H.D will develop plans for communicating information to the public.
- The city will continue to encourage residents to receive annual influenza vaccinations.
- The city will continue ongoing education on standard health practices, including the importance of hand hygiene and cough etiquette.
- The city will develop an informational campaign for preparedness for individuals, families, and business. The campaign may include presentations, public/media information, etc.
- The city will disseminate influenza related information and prevention techniques to the citizens of Kingman via the city's website.
- The city will place emphasis on employees and the preparedness of them and their families.

General Department Responsibilities

Continuity of Operations Plan

The city should plan to scale back its activities/services if staffing levels drop below minimum levels. Determining what the essential activities or positions are ahead of time makes it easier to respond quickly and efficiently to an emergency.
This task requires information on the impact of a disruption to service delivery, as well as the loss of revenue, additional expenses, and intangible losses caused by a disruption. It is also important to consider designated alternates for essential positions, planning how to relocate staff from non-essential activities, and arranging employees to work from home if applicable.

Employee Absenteeism

The CDC and the Federal White House Avian Flu Plan estimates that 15% to 40% of the population will become ill during a pandemic and be unable to work. Many people who are not ill may stay at home to take care or children, other family members, or friends who are ill. The resulting high rates of employee absenteeism will affect every department of the city. Departments are tasked with developing strategies to manage staffing shortages including redeploying staff from non-urgent activities or drawing on additional worker, such as recent retirees, students, or volunteers.

Skill Set Inventory

The skills of all employees and those needed to provide critical services of the department should be recorded. The skill set inventory provides staff the ability to identify transferable skills that would allow an employee to be transferred from one task or job without the need for extensive training or close supervision.

Changes in Staffing and Redeployment

High rates of absenteeism may result in changes to staffing, chains of command, hours or work or employee responsibilities. Implications with employees, and Human Resources

staff should be addressed before an emergency begins. During an emergency, the city may delegate new job functions where they are most needed.

Human Resources should develop alternate human resource policies for a pandemic and address the following issues.

During an influenza pandemic, MCHD will advise ill people to stay home. However, attendance polices may create barriers to staff staying at home (physician notes, consecutive days off, etc.). Once a local emergency has been declared for an influenza pandemic, current policies that may pose a barrier to effective disease control and prevention should be suspended or revised as appropriate.

Service Impact Analysis

The service impact analysis provides the organization with a list of critical services and identifies how disruptions will affect internal and external stakeholders. The analysis involves the following steps; identify the mandates of the department and determine which services must continue during an emergency (for example, garbage collection, or water purification).

For each department (service) identify:

- The impact of a disruption and length of time the department of the community could function without the service.
- The amount of revenue lost if the service was not provided.
- Additional expenses that arise due to the loss of service.
- Identify any insurance requirements or mandated services.

Rank the critical services according to:

- The severity of impact a disruption would cause.
- Time required recovering from the disruption.
- Revenue loss caused by the disruption.
- Identify internal and external requirements for providing the service.

ESF #5: Fire and Rescue

PURPOSE

The purpose of this Emergency Support Function (ESF) is to provide the city of Kingman with a firefighting plan to meet the demands of a disaster situation. In addition to firefighting; responsibilities include rescue, emergency medical services, and radiological protection operations are addressed.

Primary Agencies

Kingman Fire Department

Secondary Agencies

Kingman Police Department
Kingman Public Works Department
Northern Arizona Consolidated Fire District
Mohave County Sheriff's Office
Mohave County Department of Emergency Management
Additional assistance as needed from Automatic and Mutual Aid Agreements with other Fire Departments.

Scope

ESF #5 manages and coordinates the firefighting activities during an emergency. This includes the detection and suppression of fires, and provides support, personnel, equipment, and supplies to the agencies assisting with the firefighting activities.

Concept of Operations

DIRECTION AND CONTROL

Routine operations will be handled according to Standard Operating Procedures (SOPs). During major emergency or disaster situations which require the city of Kingman Emergency Operations Center (EOC) activation, the Fire Chief or designated representative will be responsible for coordinating all emergency fire service operations within the jurisdiction for the city of Kingman EOC.

An on-scene Command Post will be established at the site(s) of a disaster situation in conjunction with other responding departments and agencies, such as Law Enforcement, Public Works, Utilities (Unisource electric and gas, Frontier Communications), Parks & Recreation Director; and the American Red Cross. The ranking on-scene officer will be in charge of fire suppression, rescue activities, and treatment/transport of the injured, and will report to the Incident Commander.

The Fire Chief or designated representative will establish and maintain communications from the Communications Center/EOC and direct emergency operations in coordination with other department and agency representatives. If local capabilities are exceeded, the Fire Chief or designated representative will request additional resources.

Outside assistance will be provided from automatic and Mutual Aid Agreements with other fire departments, Mohave County Sheriff's Office and the Mohave County Department of Emergency Management.

Organization

The overall function is organized around the Fire Chief or his designee, who has overall authority. The Incident Commander will provide overall direction and control. NIMS ICS will be utilized by the Kingman Fire Department to provide a standardized response management system which is an "all hazard-all risk" approach to managing crisis response operations as well as non-crisis events.

Actions/ Responsibilities

- Coordinate all fire service activities within the city;
- Provide basic and advanced life support;
- Prevent and control fires;
- Assist in warning operations – *ESF #2: Communications*
- Support shelter/mass-care operations – *ESF #5 Annex 1: Shelter and Mass Care*
- Support radiological protection – *ESF #6 Annex 2: Radiological Protection*
- Assist evacuation – *ESF #3 Annex 2: Evacuation*
- Control hazardous materials – *ESF #6 Annex 1: Hazardous Materials*
- Support other public safety operations; and
- Conduct rescue operations.

INCREASED READINESS ACTIONS

Condition 4: Beginning of disaster vulnerability season.

- Review and update fire, rescue, and EMS plans, procedures and SOPs;
- Review assignment of all personnel;
- Conduct tests and training sessions.

Condition 3: Situations exist that could develop into a hazardous condition.

- Check readiness of fire/rescue and EMS equipment;
- Correct deficiencies in equipment and/or facilities.

Condition 2: Situations exist that have definite characteristics of developing into a hazardous situation.

- Alert personnel of possible emergency duty;
- Place off-duty personnel on stand-by;
- Alert organizations having automatic aid/mutual aid agreements with the city of Kingman.

Condition 1: Hazardous conditions are imminent.

- Mobilize all fire/rescue and EMS personnel.

ESF #5 Annex 1: Hazardous Materials Response

PURPOSE

The purpose of this annex is to identify and reduce the threat to public health and safety in order to ensure that the citizens of Kingman and their property are protected in the event of the release of a hazardous material.

Scope

Proper response to an incident involving the release of a hazardous material requires the coordinated actions of numerous City and/or County departments. Rapid communications must be utilized to inform responsible officials of the situation in order to facilitate decision-making that will result in a favorable outcome. The following tasks are not intended to be all-inclusive, nor are they presented in order of execution priority. They represent a guide for actions to be taken when a hazardous materials incident occurs, depending upon the nature of the incident, the specific materials involved, and situational response contingencies.

The Kingman Fire Department has the responsibility to update and coordinate this emergency support function.

Primary Agencies

Kingman Fire Department
Kingman Police Department
EMC
Shelter Officer – Parks & Recreation Director / American Red Cross

Concept of Operations

DIRECTION AND CONTROL

Upon the occurrence of an incident involving the release of a hazardous material, the control of the situation will become the responsibility of the initial responding Fire Department officer. As such, that officer will immediately establish an on-scene Command Post situated at a fixed and discretionary location, taking into account:

- The hazard involved;
- Space requirements necessary in managing resources necessary to mitigate that hazard;
- Resources necessary to mitigate the hazard.

The on-scene fire officer is in complete charge of the Command Post until relieved by a ranking officer. As such, all support units will report to and operate under the direction of this Incident Commander. It is essential that the Incident Commander and his/her

management team remain at this established Command Post in order to coordinate the on-scene response.

If the emergency warrants, the Incident Commander will direct law enforcement officers to immediately evacuate an area adjacent to the incident site – refer to the Guidebook for Hazardous Materials Incidents for recommended evacuation distances for specific hazardous materials. The senior law enforcement officer at the Command Post will determine the routes of evacuations. Furthermore, routes for incoming personnel should be established so as not to endanger their lives in the process of reporting to the incident site. This evacuation procedure must be coordinated with liaison personnel at the on-scene Command Post to ensure the safety of law enforcement officers and evacuees. In addition, if a State of Emergency is declared, the EOC will be activated to coordinate the efforts of other County and municipal agencies and response personnel.

Organization

Fire Department

The first Fire Department officer present at the scene of an incident involving the release of a hazardous material will:

- Take immediate steps to identify the type, amount, and nature of the hazardous material and report this to the communications center;
- Apply appropriate firefighting techniques if the incident has resulted in fire;
- Ensure that no action is taken to flush or wash the material into the storm drain system until approval is obtained.

The first command officer arriving at the scene will establish an on-scene command post, if one has not been already established, and:

- Take charge of on-scene operations while directing the efforts of all personnel involved in emergency actions related to the incident;
- Determine, as soon as possible, if a serious threat to life or property exists proximal to the incident. If so, designate Hazard and Evacuation Zones and define their limits;
- Requirements for evacuating the area will be relayed to the communications center by the on-scene ranking police officer. Access into the Hazard Zone will be controlled by the Fire Department.
- Be responsible for the efforts of the fire department to mitigate emergency by:
    - Promptly identifying the hazardous material and disseminating this information to appropriated emergency forces and citizens in the area of the accident.
    - Activating a Hazardous Materials Response through the Kingman 9-1-1 Dispatch Center
    - Obtaining assistance from Public Health representatives in determining the hazards involved and exposure limits for the Hazard and/or Evacuation Zones; as needed.

  - Ensuring that all department representatives at the on-scene command post are informed of maximum exposure limits and of the need, where appropriate, for evacuation of the Hazard and/or Evacuation Zones.
  - Informing the Mohave County Department of Emergency Management as soon as possible regarding evacuation and requesting the County Hazardous Material Teams to respond.
  - Rescuing and treating of injured persons.
  - Supervising on-site operation of EMS personnel and vehicles.
- Determine whether activation of the Emergency Operations Center is necessary;
- Determine when the area is safe for the return of evacuees and inform the Department of Emergency Management, which will obtain media assistance to inform as many affected persons as possible.

Police Department

The ranking Police Officer at the incident scene will report to the on-scene Command Post and:

- Keep one radio-equipped Police Officer at the on-scene Command Post until released by the Fire Department Incident Commander and relay information to the Police Department Communications Center as requested by the Incident Commander;
- Evacuate citizens from the Evacuation Zone when requested to do so by the Incident Commander and request the assistance of the Fire Department personnel if protective clothing and breathing apparatus are required;
- Cordon off the Evacuation Zone for safety and exclude entry by unauthorized personnel;
- Provide necessary normal assistance for identification of bodies and report the number of fatalities to the Department of Emergency Management;
- Once the area has been designated an Evacuation Zone and evacuated, entry by non-emergency personnel will be permitted only on the basis of police officer judgment or upon presentation of a Disaster Area Permit, which authorizes entry into disaster or danger areas and questionable persons are to be referred to the Command Post for determination of status;
- Protect sensitive and critical installations and prevent looting in the Evacuation Zone;
- Enforce traffic control in and around the scene of the incident.

EMC

The EMC or representative at the scene will report to the Command Post and:

- Determine whether activation of the Emergency Operations Center is necessary and initiate notification of the appropriate personnel if activation is required;
- When evacuation of the Evacuation Zone is directed by the Incident Commander, coordinate the evacuation operations through the EOC;
- When requested by the Incident Commander, coordinate the dissemination of information that the area is safe for the return of affected persons. This effort

should be coordinated with the Emergency Public Information Officer in cooperation with the local media;
- If necessary, ensure that the City Attorney is notified of the accident and the circumstances causing or surrounding it.

Kingman Public Works Department

A Kingman Public Works Department official shall respond to the scene and report to the Command Post. Duties include:

- Assisting the Fire Department with appropriate heavy equipment for rescue, recovery operations, or clearing access for emergency vehicles, etc.;
- Providing barricades around the Hazard and/or Evacuation Zones, per Police Department requests;
- Providing sand for building barriers to contain liquids and for use in blotting hazardous materials entering drains or sanitation systems;
- Cooperating with the Police Department to establish an efficient detour with appropriate signs, arrows, and Police Officers to expedite movement of traffic;
- Giving appropriate assistance and support to public utilities in checking for damage to their facilities and restoring services to normal where required;
- Coordinating with Fire and Police evidence-gathering personnel in clearing or moving debris.

Shelter Officer – Parks & Recreation Director/ American Red Cross

This individual will be responsible for providing shelters/mass-care facilities for evacuees, upon request from the Incident Commander.

In most instances, it is not anticipated that evacuees will require shelter for an extended period of time. If such a situation should occur; however, the Parks & Recreation Director will be responsible for shelter management and for providing sleeping equipment and food service, with assistance from the American Red Cross, if applicable. The Director will notify the Red Cross of any anticipated requirement as far in advance of the need as possible.

INCREASED READINESS ACTIONS

Condition 4: Beginning of disaster vulnerability season.

- Review and update plans/SOPs for response and EOC operations;
- Conduct personnel training programs and exercises;
- Brief key officials on EOC operations and procedures;
- Brief department heads on EOC development and improvement status.

Condition 3: Situations exist that could develop into a hazardous condition.

- Review status of EOC facility;
- Begin watch of possible emergency, log activities and monitor developments;
- Correct deficiencies in equipment, facilities, and/or supplies;
- Check readiness of local health and medical facilities;
- Check readiness of all Fire-Rescue equipment;

- Check readiness of law enforcement equipment, supplies and facilities.

Condition 2: Situations exist that have definite characteristics of developing into a hazardous situation.

- Alert EOC staff;
- Staff EOC at stand-by level;
- Establish contact with nearby local governments;
- Alert auxiliary personnel, if necessary;
- Place off-duty personnel on stand-by, if necessary;
- Alert personnel of possible emergency duty;
- Establish liaison with all private and public health and medical facilities;
- Maintain contact with local news media on activities being performed by local government to ensure readiness and commence moderate public information activities;
- Brief key officials.

Condition 1: Hazardous conditions are imminent.

- Staff EOC at full strength;
- Urge public to make final crisis preparations;
- Mobilize all Fire and Rescue personnel;
- Begin traffic control procedures for evacuation movement;
- Mobilize all law enforcement personnel;
- Mobilize health and medical personnel;
- Mobilize emergency work crews;
- Commence shelter operations, if necessary; and
- Commence liaison contact with supporting levels of County and State government, if necessary.

ESF #5 Annex 2: Hazardous Materials Response Mitigation

PURPOSE

This annex describes coordinated hazard mitigation planning and implementation measures to accomplish the long-term prevention or reduction of the adverse impact of natural and man-made hazards on the citizens of Kingman.

This annex addresses mitigation as long-term, ongoing process, and identifies planning and implementation procedures applicable to both pre-incident and post-incident situations.

The primary mitigation objective is to save lives and reduce property damage through the utilization of coordinated hazard mitigation planning and implementation activities.

Scope

Hazard mitigation is a function which requires the coordination of a variety of multi-disciplined ongoing activities. The City Manager is responsible for the overall Emergency Management Program. However, another individual should be designated as the EMC (EMC) and serve as the single manager/coordinator for this function. The EMC may designate a Hazard Mitigation Officer for specific hazard. There may be more than one (HMO) at the same time: example: Pandemic Planning. The HMO will coordinate activities and may be assigned to the Emergency Preparedness Committee temporarily until task is completed.

The Emergency Preparedness Committee (EMC) consists primarily of representatives of local government (4) but may also include representatives from industry and the private sector brought in to address specific needs. Individual team members and functional areas of expertise need to be identified and a resource list of such developed by the appointed EMC. The EMC provides a pool of local people with skills in the wide variety of disciplines which may be needed to achieve effective hazard mitigation objectives. The members are selected by Department Heads and approved by the EMC, who also serves as team leader and functional manager.

The EMC organization provides the flexibility to involve all team members in the problem-solving process, or to involve only those team members who possess the specific skills needed to mitigate a hazard-specific condition.

Primary Agencies

Kingman Fire Department

Secondary Agencies

Kingman Regional Medical Center

Concept of Operations

DIRECTION AND CONTROL

The EMC will manage the activities of the Hazard Mitigation Officer and coordinate all hazard mitigation related activities of this jurisdiction.

EMC

- Coordinate all hazard mitigation related activities of this jurisdiction;
- Select individual members of the Emergency Management, assign tasks, and manage the various activities of the team to accomplish mitigation planning and implementation objectives;
- Ensure development, distribution, and retention of mitigation reports, records, and associated correspondence while monitoring implementation of appropriate mitigation measures;
- Serve as point of contact and provide local assistance for Federal and State level mitigation planning activities;
- Develop Standard Operating Procedures (SOPs) for compiling information, determining priority of efforts, preparing reports, and monitoring implementation of mitigation measures;
- Maintain this support function and ensures that all component parts of it are updated and contain current data.

Hazard Mitigation Officer

- Assist in the accomplishment of team objectives as assigned by the EMC; and
- Provide technical assistance and functional expertise in disciplines as assigned by the EMC Coordinator.

INCREASED READINESS ACTIONS

When an increased readiness condition is declared, most actions involving the mitigation of hazards should be in place and ongoing.

The primary mitigating activity during any time of increased readiness condition will be through public information, reminding/informing citizens of actions to take to lessen the impact of the hazard on personal injury or property damage.

Finally, actions at this time will overlap the preparedness and response activities generated by the increasing probability of effects from the emergent situation at hand.

ESF #5 Annex 3: Hazardous Material Radiological Response

PURPOSE

The purpose of this annex is to establish an organization and to assign responsibilities for an effective and operational Radiological Protection (RP) Program for the protection of the population in the event of a nuclear attack upon the United States and/or a radiological accident/incident occurring within the jurisdiction of the city of Kingman or threatening the city from areas outside its boundaries.

Scope

The Fire Department has overall responsibility for the Radiological Program. Management and coordination of this program is accomplished through the Fire Department Operations Division Hazardous Materials Team. The Fire Chief or representative shall appoint an Incident Radiological Officer (RO).

Primary Agencies

Kingman Fire Department

Secondary Agencies

Kingman Police Department
Public Works
Kingman Regional Medical Center

Concept of Operations

DIRECTION AND CONTROL

The Radiological Protection program is a support function of the Fire Department. The Fire Chief /designee are responsible for coordinating all radiological functions. The Radiological Officer will supervise plotting, damage assessment, reporting, and decontamination operations. All radiological monitors will report radiation readings per SOP instructions.

Organization

Fire Chief/RO

- Coordinate all radiological management activities and operations;
- Establish data analysis and a damage assessment within KFD's capabilities;
- Provide detection equipment through the State Office of the Arizona Radiation Regulatory Agency;
- Establish a comprehensive RP training program on a local level.

Radiological Officer (RO)

- Obtain adequate staffing to support RP activities;
- Ensure radiological instruments are in place;
- Direct crisis radiological monitoring training;

- Activate the shelter RP system.

Fire Department

- Alert fire service personnel;
- Coordinate fire service activities within the city, ESF #5 Firefighting
- Provide basic and advanced life support via the Fire Department Emergency Medical Program;
- Coordinate the triage, treatment and transport of victims;
- Assist in decontamination activities;
- Assist in monitoring.

Police Department

- Alert law enforcement personnel;
- Coordinate all law enforcement activities in the city, ESF #3 Public Safety and Security
- Provide alternate communications;
- Assist in monitoring.

Public Works

- Assist Fire Department personnel in decontamination activities;
- Coordinate all Public Works activities in the city, ESF #8 Public Works and Engineering, ESF #7 Transportation

Medical Services

- Provide assistance to the EMC regarding health and danger risks, ESF #4 Health and Medical Services
- Assist in decontamination activities;
- Assist in monitoring;
- Alert off-site medical services personnel;
- Provide off-site medical care, as necessary;
- Coordinate the inspection of food and water supplies.

ESF #5 Annex 4: Search and Rescue

PURPOSE

Provide coordinated search and rescue operations for missing or endangered victims following a major disaster or emergency.

Scope

All emergency response and recovery operations conducted under ESF 5 Annex 4 will be in accordance with the National Incident Management System (NIMS) and Incident Command System (ICS).

The coordinating department during operations is dependent upon the nature of the mission. For ground search operations, such as open spaces in parks and neighborhoods, the Police Department is the coordinating department as well as for search and rescue of missing or endangered. For collapsed structures, confined space, technical and water rescue, the Fire Department is the coordinating department.

The coordinating departments will actively engage with cooperating departments and agencies in planning, training, and exercises to ensure an effective operation upon activation. Based on the complexity of the incident "Unified Command" may be set up to coordinate an effective response.

The Annex encompasses the coordination of city and county rescue resources during disasters and other large-scale emergencies. ESF #4 Annex 4 will coordinate incoming mutual aid resources in support of search and rescue operations.

This Annex will establish staging areas and logistical support bases for requested mutual aid resources in coordination with all first response departments.

Primary Agencies

Kingman Fire Department
Kingman Police Department

Secondary Agencies

Mohave County Emergency Management
Regional Mutual Aid Response Agencies

Concept of Operations

DIRECTION AND CONTROL

The coordinating department monitors incidents on a continuous basis and routinely responds to incidents involving search and/or rescue operations. Most incidents will be managed by the on-scene incident commander (IC).

As an incident or threat escalates or the initial event has resulted in multiple emergencies, the coordinating department may activate their Emergency Operations Center (EOC). In the event of multiple emergencies, the coordinating department may transition command to a central ICP when it is expected that operations will continue for several operational periods and/or to provide overall management to several individual incidents.

When an ICP is established for multiple incidents and the incident will be managed as a complex, the on-scene incident commanders will become Area Command, if applicable under the ICP.

In the event the size, scope, or complexity of the individual event(s) exceeds the capability of the Area Command organization, an Incident Management Team (IMT) may be established on-site. The ICP will be reconstituted to serve as an Area Command.

The primary function of the IC will be to monitor the situation and ensure that continuity of field operations (other than the incident) and service to the community are maintained. ICs will report to their respective departments at the EOC.

The ICP will include a Command and General staff and section positions as appropriate for managing the operations. An Incident Action Plan (IAP) is developed for each operational period. The ICP will provide situational briefings to the EOC if activated.

In incidents with multi-department and/or multi-jurisdictional involvement, a unified command will be established.

Upon activation of the Emergency Operations Center (EOC), the coordinating department will provide representation to address strategic level search and rescue requirements and issues.

ESF #5 Annex 4 at the EOC will coordinate ICP requests for support from other county departments and departments, and state and/or federal resources through the Logistics Section at the EOC.

ESF #5 Annex 4 at the EOC may provide briefings to the senior policy group on incidents operations and department activities and issues.

Kingman Fire Department

Phase Roles and Responsibilities
Preparedness

- Develop supporting plans and procedures.
- Conduct training and exercises.

- Develop and maintain notification rosters.
- Manage resolution of ESF 5 Annex 4 after-action issues.
- Conduct planning with designated support departments.

Response

- Conduct confined space search and rescue operations.
- Conduct collapsed structure search and rescue.
- Conduct trench search and rescue operations.
- Conduct water rescue, search and recovery.
- Assist with ground search and rescue operations.
- Provide emergency medical services.
- Establish and operate staging areas, as necessary.

Recovery

- Conduct after-action review.

Mitigation

- As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Kingman Police Department

Phase Roles and Responsibilities

Preparedness

- Participate in planning, training, and exercises.
- Maintain department notification roster.
- Maintain inventory of department resources.
- Assist in resolving ESF 5 Annex 4 after-action issues.
- Develop supporting plans and procedures.

Response

- Conduct ground search and rescue operations.
- Assist with water rescue, search and recovery.
- Provide for site access control.
- Provide traffic control and management.
- Provide security for search and rescue sites.
- Establish and operate staging areas, as necessary.

Recovery

- Participate in after-action review.

Mitigation

- As appropriate, identify potential opportunities for
- Mitigating the impacts of future incidents.

Public Works, Engineering and Development Services

Phase Roles and Responsibilities

Preparedness

- Participate in planning, training, and exercises.
- Maintain department notification roster.
- Assist in resolving ESF 5 Annex 4 after-action issues.
- Maintain inventory of department resources.
- Develop supporting plans and procedures.

Response

- Provide structural evaluations of damaged structures where Fire Department does not have primary responsibility.
- Provide available heavy equipment upon request.
- Provide construction support (shoring), as necessary.
- Provide support to ground search and rescue (personnel and equipment) upon request.

Recovery

- Participate in after-action review.

Mitigation

- As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

Information Technology

Phase Roles and Responsibilities

Preparedness

- Participate in planning, training, and exercises.
- Maintain department notification roster.
- Assist in resolving ESF 5 Annex 4 after-action issues.
- Develop supporting plans and procedures.

Response

- Provide communications capabilities/assets.
- Manage primary and backup communications equipment.

Recovery

- Provide communications capabilities/assets.
- Manage primary and backup communications equipment.
- Participate in after-action review.

Mitigation

- As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

American Red Cross

Phase Roles and Responsibilities

Preparedness

- Participate in planning, training, and exercises.
- Maintain department notification roster.
- Maintain inventory of department resources.
- Assist in resolving ESF 5 Annex 4 after-action issues.
- Train department staff for emergency assignments.
- Develop supporting plans and procedures.

Response

- Provide mass feeding as needed for rescue personnel.
- Provide mental health services for rescue workers.

Recovery

- Participate in after-action review.

Mitigation

- As appropriate, identify potential opportunities for mitigating the impacts of future incidents.

SUPPORTING PLANS AND OPERATIONAL PROCEDURES

Kingman Fire Department Standard Operating Procedures.

Kingman Police Department Standard Operating Procedures.

ESF #6: Shelter and Mass Care

PURPOSE

The purpose of this ESF is to establish procedures necessary for the protective sheltering and mass care of persons in Kingman in the event of an enemy attack or threat thereof. This plan will also establish plans, procedures, policies, and guidelines for the providing of protective shelters, temporary lodging, emergency feeding, and clothing of persons forced to leave their homes due to an emergency, disaster, or precautionary evacuation, there is an organization chart at the bottom of this ESF for quick reference.

Scope

The city of Kingman will work in conjunction with Mohave County Department of Emergency Services and the American Red Cross. The Parks & Recreation Director will serve as the City Shelter Officer with assistance from the Red Cross, if applicable. Services will be provided through the coordinated efforts of staff members, Red Cross, and other volunteer agencies and/or Mutual Aid Agreements with various support groups. Operations will be conducted in coordination with the Mohave County Emergency Operations Sheltering Plan.

Primary Agencies

EOC Chief
Mohave County Department of Emergency Services

Secondary Agencies

Shelter Officer – Parks and Recreation Director & American Red Cross
Kingman Public Works Department
Health and Medical – City and County Health Services
Law Enforcement – Police Department
Fire Department
Amateur Radio Operators

Concept of Operations

DIRECTION AND CONTROL

The Incident Commander will provide overall direction and control. All shelter activities will be coordinated through the Parks & Recreation Director with assistance from the Red Cross in the EOC. The Red Cross will provide and train shelter managers. Shelter managers will be responsible for the operation of their individual shelters. All activities will be coordinated through the Shelter Officer in the EOC. Shelter/lodging facility managers will be responsible for the operation of their individual facilities.

Organization

Incident Commander

- Activate and deactivate shelters, as needed.

Mohave County Department of Emergency Services

- Develop Shelter Program;
- Responsible for shelter activities;
- Responsible for shelter surveys; and
- Responsible for public information and education.

EOC Chief

- Activate and deactivate shelters, as needed.

Shelter Officer – Parks and Recreation Director & American Red Cross

- Proper marking of shelters;
- Train and assign shelter managers;
- Provide shelter supplies;
- Provide communications between shelters and the EOC through the Parks & Recreation Director and Red Cross Emergency Communications Coordinator;
- Coordinate shelter support of relief agencies and volunteer groups;
- Manage the overall shelter program to include proper completion of records and reports;
- Through shelter managers, provide care of unaccompanied children, the aged, and others needing special care;
- Through shelter managers, coordinate the supply of water, food, bedding, clothing, and other basic human needs to shelters;
- Arrange and coordinate mass feeding operations;
- Designate facilities within commuting distance of the hazardous area for essential workers and their families.
- Develop shelter/mass-care programs; and
- Inform public.
- Identify volunteer agencies and develop emergency agreements;
- Identify potential protective shelters and mass-care facilities (temporary lodging and emergency feeding sites);
- Ensure that mass-care facilities are staffed, and that assigned managers are properly trained;
- Arrange and coordinate mass feeding operations;
- Coordinate the distribution of donated clothing;
- Coordinate with area officials for supplementary food stocks from USDA sources; and
- Manage the overall shelter program to include proper completion of records and reports.
- Staff and operate shelter/mass-care facilities;
- Register evacuees;
- Provide emergency clothing;
- Provide emergency food;
- Process inquiries from concerned families outside the disaster area;

- Provide blood and blood products; and
- Provide emergency assistance on an individual family basis consisting of food, clothing, rent, bedding, selected furnishings, transportation, medical needs, temporary home repairs, occupational supplies, and other essentials.

Parks Department/County Health Services

- Coordinate crisis counseling;
- Assist in registration of evacuees; and
- Solicit and distribute donated clothing to disaster victims.

Public Works Department

- Provide transportation;
- Build expedient shelters as directed by the Director; and
- Inspect structural capabilities of buildings designated as shelters.
- Provide and coordinate public transportation to emergency feeding sites, food distribution points, clothing pick-up points, etc.

Health and Medical – City and County Health Services

- Provide medical assistance to those sheltered.
- Coordinate medical assistance at mass-care facilities
- Conduct triage of victims

Law Enforcement – Police Department

- Provide security and law enforcement for shelters;
- Provide alternate communications for shelter operations;
- Initiate expedient shelter marking; and
- Crisis marking of buildings designated as fallout shelters.
- Provide security and law enforcement for shelters/mass-care facilities;
- Provide security and control parking in reception area; and
- Provide back-up communications.

Fire Department

- Inspect shelter/mass-care sites for fire safety;
- Provide and maintain shelter fire extinguishers; and
- Train shelter personnel in fire safety and fire suppression.

Amateur Radio Operators

- Provide communication for shelter operations.

INCREASED READINESS ACTIONS

Upon notification form appropriate authorities, the City Manager or his designee will initiate communications to the citizens of Kingman and activate shelter or evacuation procedures.

Condition 4: Beginning of disaster vulnerability season.

- Review plans and procedures for emergency public shelter/welfare.
- Review assignments of all personnel.
- Review Mutual Aid Agreements with certain relief agencies.

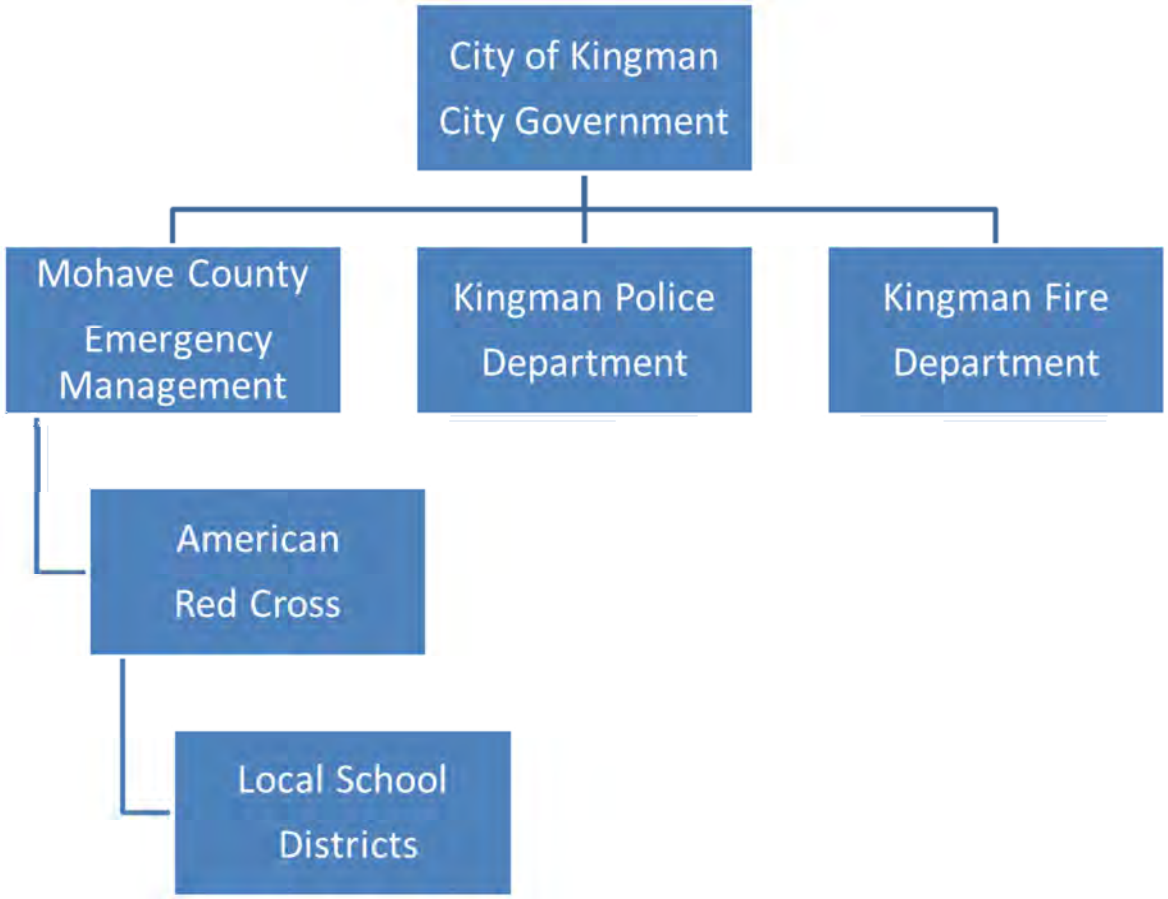
Condition 3: Conditions exist that could develop into a hazardous situation.

- Initiate public service information on shelter locations and procedures.
- Meet with local relief agencies on shelter and welfare requirements.

Condition 2: Situations exist that have definite characteristics of developing into a hazardous condition.

- Review shelter requirements.
- Request assistance.
- Open public shelters in coordination with local relief agencies.

Condition 1: Commence shelter operations.



ESF #6 Annex 1: Human Services

PURPOSE

The purpose of this annex is to establish a plan for providing human services to persons requiring assistance other than shelter/mass-care.

Scope

The Director of Parks, in coordination with the Red Cross, will serve in the Emergency Services Group and will play an imperative role in the welfare of disaster victims. Services will be provided through the coordinated efforts of staff members, Red Cross and other volunteer agencies and/or mutual aid agreements with various support groups.

Primary Agencies

Parks and Recreation Department

Secondary Agencies

Kingman Public Works Department
American Red Cross
Volunteers

Concept of Operations

DIRECTION AND CONTROL

All activities will be coordinated through the appointed Human Services Officer at the EOC. Reports and records will vary according to the type of emergency being handled.

When required; written messages between the Communications Center, EOC, and other City departments or public/private organizations will be handled through the approved communications forms.

Organization

Parks and Recreation Director – City Manager

- Provide for the development of the human services program;
- Inform the public; and
- Ensure that this annex is periodically updated as needed.

Director of Parks and Recreation Services

- Manage Emergency Services Group;
- Identify volunteer agencies and develop emergency agreements;
- Solicit and distribute clothing and food from various agencies and individuals;
- Assist the Red Cross in the registration of evacuees/victims;
- Assist shelter managers by providing special care for sheltered groups, such as unaccompanied children, the aged, and others;
- Coordinate crisis counseling assistance for disaster victims;

- Assist Federal Staff in Disaster Assistance Centers (DAC) as required.

American Red Cross

- Provide crisis counseling for disaster victims/workers;
- Provide emergency clothing;
- Provide blood and blood products;
- Provide food for disaster victims and emergency workers;
- Provide referral to government disaster programs;
- Process inquiries from concerned families outside the disaster area;
- Provide medical and nursing aid;
- Provide temporary home repairs;
- Provide temporary shelter;
- Provide emergency assistance for food, clothing, rent, bedding, selected furnishings, transportation, medical needs, temporary home repairs, and occupational supplies and other essentials.

Kingman Public Works Department

- Provide and coordinate public transportation of special needs groups.

Other Professional/Volunteer Organizations

- Collect and distribute food, clothing and other supplies;
- Perform counseling and morale-building services;
- Provide specialized skills, such as interpreters and social workers;
- Perform repairs to homes.

INCREASED READINESS ACTIONS

Specific responses to situational conditions are detailed in the Departmental Standard Operating Procedures. Staff and volunteers will be utilized, as needed. Departments will maintain an internal recall roster. Notification of personnel will be by available communications.

Condition 4: Beginning of disaster vulnerability season.

- Review ESF and SOPs for emergency operations;
- Review assignments of all personnel;
- Review mutual aid agreements with certain relief agencies.

Condition 3: Situations exist that could develop into a hazardous condition.

- Initiate public service information;
- Meet with local relief agencies.

Condition 2: Situations exist that have definite characteristics of developing into a hazardous situation.

- Review human services requirements;

- Request assistance;
- Assist Red Cross in opening shelters.

Condition 1: Hazardous conditions are imminent.

- Commence emergency operations.

Upon notification of an Increased Readiness Condition, the Parks Director or designated alternate will respond according to the severity of the emergency. The Officer will take appropriate measures to ensure that specific needs are met as they are identified.

ESF #7: Public Information

PURPOSE

The purpose of this ESF is to provide a plan for the effective collection, control, and dissemination of Emergency Public Information (EPI) and for the minimization of confusion, misinformation, and rumors during emergencies and to meet the needs of internal and external audiences in a crisis. Long-term public educational efforts related to hazard awareness are also outlined in this ESF. At all times, the EMC will ensure provisions of this document are followed and updated as required.

Scope

Incident Command in conjunction with the EMC has the authority to establish communications support required and call in the various departments' resources to effectively meet the needs of an incident. The City Manager maintains overall responsibility for crisis communications. During EOC, the Crisis Communication Team will be activated. Based on the preponderance of incident primary responsibilities, or as directed by the City Manager. A Lead Media Relations Officer will be assigned. An internal (COK) Joint Information Technology may be utilized and if the situation warrants, a Joint Information Center may be utilized off site with the cooperation of other affected agencies. The Crisis Communication Team under the direction of the EMC will develop and maintain a Media Relation Plan for the city of Kingman.

Primary Agencies

Crisis Communication Team
Kingman Fire Department
Kingman Police Department

Secondary Agencies

Information Technology Department
Media Outlets

Concept of Operations

DIRECTION AND CONTROL

The City Manager is responsible for all education and information programs. The Manager may appoint a Lead Public Information Officer (PIO) to direct all emergency information activities. All Emergency Public Information activity will be coordinated through the Public Information Office, located in the Emergency Operations Center, where the PIO will function as a staff advisor.

All departments and agencies shall coordinate with the PIO for releasing of information to the public (including Police and Fire). The Incident Commander must authorize the release of all emergency information.

Crisis Communication Team

A Crisis Communication Team will be formed and develop policy for the release of information to respective audiences for normal operations and times of crisis. The team will be under the direction of the EMC and the City Manager. Team members will consist of:

Fire Department Representative
Police Department Representative
Human Relations Department Representative
Mangers Office Representative
Information Technology Department Representative
As requested by the City Manager

Educational Programs

There are many activities involved in the educational programs. The media is constantly provided with information on new developments affecting Emergency Management activities, which reaches the public via television, radio, and newspapers. Lecture presents another opportunity for public education. Educational brochures and films are also distributed to the general public and organizations.

Emergency Public Information Programs

Many of these activities are continuations of the educational programs. Camera-ready copy and audio-visual tapes are kept at the EOC and distributed to the media as necessary. In addition, television and radio stations maintain a selection of public service announcements related to emergency preparations. Specific measures related to warnings are found in ESF #2.

Organization

EMC – City Manager

- Appoint an Lead Public Information Officer (PIO); and
- Ensure that a public information and education program is developed and maintained.

Incident Commander

- Provide official emergency public information through the PIO; and
- Authorize release of information to the media.

Lead Public Information Officer (PIO)

- Direct all emergency public information efforts;

- Serve as the official city of Kingman spokesperson and the sole source for dissemination of official EPI materials to the public after authorization for release from the City Mangers Office;
- Conduct public education programs as an ongoing activity. These include seasonal news releases on general materials;
- Based on all hazards likely to confront the jurisdiction, develop and maintain EPI guidance materials to include the following:
    - General materials dealing with the nature of hazards and basic protective actions to take in the event of an emergency
    - Hazard-specific instructions on "where to go and what to do" in an emergency, including detailed instruction on protective actions such as shelter and evacuation
    - Meaning of warning signals --- PIO periodically sends out information regarding the warning systems the Kingman would use in the event of a disaster
- Develop methods (newspaper supplements, prepared TV/radio scripts, PSAs) for distribution of EPI materials to the public
- Develop agreements with broadcast media (radio stations, cable TV), to receive and disseminate warning messages and emergency information;
- Provide news releases for the media, after authorization form the Incident Commander;
- Maintain a record of events during a disaster incident.
- Educate all department heads and administrative staff on media access;
- Authenticate sources of information and verify for accuracy to the degree possible;
- Provide for the dissemination of emergency warning messages with the media;
- Compile and prepare emergency information for the public in case of emergency; and
- Integrate into an existing JIC or assist with the set up and operation of a JIC.

Media

- Provide coverage of emergency management activities;
- Work with the city of Kingman's Mangers Office and PIO on educational programs; and
- Check accuracy of information with the City's EMC and PIO.

INCREASED READINESS ACTIONS

Condition 4: Beginning of disaster vulnerability season.

- Review and update emergency PIO plan;
- Review emergency news releases;
- Brief key officials on emergency information programs;
- Brief department heads on Emergency Public Information news releases.

Condition 3: Situations exist that could develop into a hazardous condition.

- Meet with management and staff of local media to review Emergency Public Information plans and procedures.

Condition 2: Situations exist that have definite characteristics of developing into a hazardous situation.

- Commence moderate public information activities;
- Increase readiness information to the public; and
- Maintain contact with local news media on activities being performed by local government to meet readiness.

Condition 1: Hazardous conditions are imminent.

- Urge public to make final crisis preparations.

ESF #7 Annex 1: Public Information

PURPOSE

This annex provides the public access to up to date information regarding the emergency situation.

Newspaper	Contact
Kingman Daily Miner	928-753-6397
The Standard	928-753-1143

Radio Station	Contact
KNAU-FM 88.7 MHz	520-523-5628
KJZK (KJAZZ)-FM 90.7	928-541-1008
KFLG-FM 94.7	928-763-5586
KN44CV-FM 96.7	928-763-5586
KGMN-FM 100.1	928-753-5466
KAAA-AM 1230	928-753-1230

Television Station	Contact
KMOH-TV	VC-6 RF-19
KKAX-LP	CH-36

Department/ Organization	Contact
AZ Emergency Information Network	https://ein.az.gov/
Kingman Police Department	928-753-2191
Kingman Fire Department	928-753-2891
Mohave County Sheriff's Office	928-753-9141
Mohave County Emergency Management	928-757-0930

ESF #8: Transportation

PURPOSE

This ESF outlines the requirements and responsibilities for emergency transportation of people, supplies, and materials during major disasters including natural disasters, technological emergencies and nuclear attack.

Scope

The Public Works Director maintains overall responsibility for transportation. As Public Works Officer, the Director of Transportation/Public Transit Supervisor will coordinate the activities of this function.

Primary Agencies

Kingman Public Works Department
Kingman Police Department

Secondary Agencies

Local Churches,
Schools
Private Industry

Concept of Operations

DIRECTION AND CONTROL

When the Emergency Operations Center (EOC) is activated, the Director of Public Works or designated representative will report to the EOC. The Director of Public Works will be responsible for coordinating all transportation resources, both locally-owned and those provided through outside assistance.

Organization

Public Works Director

- Ensure transportation resources are identified;
- Ensure agreements exist for utilization of other public and private transportation assets;
- Ensure the distribution of essential goods and services;
- Ensure the public is informed of transportation routing and assembly areas in cooperation with the Public Information Officer.

Public Works Director or designee

- Identify and maintain a resource list of transportation resources;
- Coordinate with schools, churches, tour services, neighboring jurisdictions, and private industry concerning the use of their assets;
- Coordinate with the Public Information Officer and Police Department on evacuation routes, assembly areas, and detours;

- Coordinate the transportation and delivery of consumables to designated mass-feeding facilities;
- Coordinate the use of transportation assets for crisis stocking of fallout shelters;
- Coordinate with all other emergency services (Health and Medical, Public Works and Engineering, Public Safety and Security, Firefighting, etc.) to augment transportation for medicine, equipment, construction materials, workers, etc.; and
- Remove debris from roadways and other public works functions, as required.

Police Department

- Security of roadways;
- Traffic control.

INCREASED READINESS ACTIONS

Condition 4: Beginning of disaster vulnerability season.

- Correct discrepancies;
- Test equipment and systems for serviceability;
- Instruct all personnel on emergency procedures;
- Review and update Transportation Annex and SOPs.

Condition 3: Situations exist that could develop into a hazardous condition.

- Alert key personnel;
- Check readiness of all equipment and facilities;
- Review alert list with all personnel.

Condition 2: Situations exist that have definite characteristics of developing into a hazardous situation.

- Instruct off-duty personnel to stand by;
- Review list of transportation resources;
- Develop detours and emergency routing plans;
- Alert personnel of possible emergency duty.

Condition 1: Hazardous conditions are imminent.

- Maintain 24-hour operations;
- Be prepared to handle transportation requests;
- Mobilize emergency work crews.

ESF #9: Public Works

PURPOSE

The purpose of this ESF is to provide a public works service plan for emergency situations.

Scope

Primary Agencies

Kingman Public Works Department
City of Kingman Engineering

Secondary Agencies

Concept of Operations

DIRECTION AND CONTROL

The Director of Public Works supervisory personnel will exercise operational control of public works forces. When the EOC is activated, a Public Works representative will be dispatched to the EOC.

The Director of Public Works and/or a representative will coordinate the call-up and deployment of mutual aid forces and volunteer/auxiliary forces. Mutual aid forces will operate under the direct supervision of their own supervisors, while volunteer/auxiliary forces will work under the supervision of the senior public works official in the area where they are deployed.

Organization

Public Works Director

- Coordinate emergency public works activities to include restoration of essential services and vital facilities;
- Train personnel in emergency procedures;
- Develop a list of cities and other agencies with their associated capabilities and resources;
- Identify local private contractors who can provide backup support;
- Develop resource lists;
- Annually review and update *ESF #9: Public Works*
- Participate in development and execution of emergency preparedness exercises.
- Ensure emergency fuel supplies.

City Engineer

- Provide training for Damage Assessment Teams;

- Assist Damage Assessment Teams, ESF #9 Annex 2
- Maintain contact with Emergency Operations Center (EOC);
- Provide engineering services and advice;
- Safeguard vital engineering records.

Public Works Director Designee

- Ensure emergency repair of essential streets, bridges, and storm drain systems;
- Remove debris from public rights-of-way, storm drains, and in or around those structures where public safety and/or health and endangered;
- Ensure the collection and disposal of refuse;
- Assist in search and rescue operations, as needed;
- Provide equipment, as needed;
- Maintain contact with EOC.

INCREASED READINESS ACTIONS

Condition 4: Beginning of disaster vulnerability season.

- Review and update Public Works/Utilities plans and SOPs;
- Review assignments of all personnel;
- Check readiness of facilities;
- Conduct test and evaluate readiness of all emergency equipment.

Condition 3: Situations exist that could develop into a hazardous condition.

- Correct all deficiencies in equipment and/or facilities.

Condition 2: Situations exist that have definite characteristics of developing into a hazardous situation.

- Alert personnel of possible emergency duty; and
- Place off-duty personnel on stand-by.

Condition 1: Hazardous conditions are imminent.

- Mobilize emergency crews.

ESF #9 Annex 1: Utilities

PURPOSE

The purpose of this annex is to provide a utilities service plan for emergencies when extra measures must be taken to protect lives and property.

Scope

During emergencies, utilities activities will be managed by the Kingman Public Works Department.

Primary Agencies

Kingman Public Works Department

Secondary Agencies

Kingman Fire Department
Local Utility Companies
Volunteers

Concept of Operations

DIRECTION AND CONTROL

The Director of Public Works shall maintain overall management of equipment and personnel and shall set priorities for resources and coordinate activities from within the EOC.

The Director of Public Works will coordinate the request for deployment of mutual aid forces and volunteer/auxiliary forces. Mutual aid forces will operate under the direct supervision of their own supervisors. Volunteer and auxiliary forces will work under the supervision of the senior official where they are deployed.

The Director of Public Works may designate authorized representatives to act on the Director's behalf for various phases of an emergency. All authorized representatives are authorized to act on behalf of the Director within their areas of expertise.

Organization

Public Works Director

- Coordinate emergency utility activities, including interface with private utilities;
- Train personnel in emergency procedures;
- Initial mutual aid agreements;
- Identify private sources who can provide backup support;
- Develop resource lists;
- Participate in planning, execution, and critique of exercises;
- Assess damage to utility system, ESF #9 Annex 2
- Safeguard vital records;

- Accomplish emergency repair of essential services;
- Remove debris from in or around utility service area;
- Place barricades when needed for public safety as it pertains to utility services;
- Provide equipment, as needed;
- Coordinate with private utility efforts for restoring services;
- Coordinate with private utilities for priorities of service restoration;
- Coordinate the conservation of utilities due to shortages;
- Keep records of disaster response, including personnel, equipment, and materials – record tasks on EOC Action Log;
- Ensure this Annex is updated on a regular basis.

Water and Wastewater Superintendent

- Coordinate with local private water companies to ensure an adequate water pressure;
- Provide potable water;
- Maintain sewage system;
- Provide temporary sanitary facilities, as necessary;
- Coordinate with Mohave County Health Department on water testing;
- Decontaminate water system, as necessary;
- Assess damages – *Annex J "Damage Assessment"*
- Maintain contact with EOC.

INCREASED READINESS ACTIONS

Condition 4: Beginning of disaster vulnerability season.

- Review and update Public Works/Utilities plans and SOPs;
- Review assignments of all personnel;
- Check readiness of facilities;
- Conduct test and evaluate readiness of all emergency equipment.

Condition 3: Situations exist that could develop into a hazardous condition.

- Correct all deficiencies in equipment and/or facilities.

Condition 2: Situations exist that have definite characteristics of developing into a hazardous situation.

- Alert personnel of possible emergency duty;
- Place off-duty personnel on stand-by.

Condition 1: Hazardous conditions are imminent.

- Mobilize emergency crews.

ESF #9 Annex 2: Damage Assessment

PURPOSE

This annex describes procedures to be followed in the assessment and reporting of damage resulting from a natural disaster, enemy attack, or other major incident.

Scope

Damage Assessment Teams will consist primarily of local government employees. When necessary, private sector personnel from the fields of engineering, building trades, property assessment, and other related area may be used to supplement existing team members.

Primary Agencies

Engineering Department
Developmental Services
Kingman Public Works Department
Kingman Fire Department
Kingman Police Department

Secondary Agencies

Mohave County Health Department

Concept of Operations

DIRECTION AND CONTROL

Following emergency situations, the Community Development Director will coordinate all damage assessment activities. The Director will notify Damage Assessment Team members by available communications. Once surveys of the affected areas have been completed, the results should be reported through channels to the Incident Commander. It is imperative that accuracy be maintained in damage assessment reports so that local officials can accurately determine the need for requesting State and/or Federal assistance.

Organization

Community Development Director

- Ensure that the mitigation activities of building codes and land use regulations are followed;
- Identify a Damage Assessment Team;
- Ensure team members are trained.

Community Development

- Assimilate information on damage to residential dwellings, businesses, school-owned property, and city-owned property;
- Estimate dollar loss to the city;

- Develop standard operating procedures (SOPs) for compiling information and for reporting information and assessments to the Incident Commander.
- Develop a training and procedures program for the Damage Assessment Team;
- Coordinate activities of the Damage Assessment Team;
- Compile information from the Damage Assessment Team;
- Develop Standard Operating Procedures for obtaining and reporting information.

Health and Medical-Police, Fire, Health Department

- Ascertain the number of deaths resulting from the disaster;
- Determine the number of injuries and classify according to severity; and
- Develop Standard Operating Procedures for obtaining information and for reporting the information to the city Manager.

Public Works Director

- Secure damage estimates from the local water companies and length of time that water disruption is likely to occur;
- Secure damage estimates of privately owned utility systems from private utility firms;
- Develop Standard Operating Procedures for gathering and reporting damage information to the EMC.

Building Administrator/ Building Inspector

- Identify and condemn unsafe structures;
- Evaluate extent of damage suffered by city-owned buildings, with highest priority on buildings which are critical to public safety and continuity of government services;
- Develop Standard Operating Procedures for gathering and reporting information to the EMC.

City Engineer

- Survey and evaluate damage sustained by city streets and thoroughfares, with emphasis on main arteries and routes to medical facilities;
- Evaluate damage to wastewater and sanitation systems;
- Evaluate damage to traffic control devices;
- Develop Standard Operating Procedures for gathering and reporting information to the EMC.

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Development Services Department

MEETING DATE: November 3, 2015

AGENDA SUBJECT: Resolution 4978 approving a two year extension of time of the preliminary plat for Legacy at Walleck Ranch, Tract 1965

SUMMARY:
A request from Mohave Engineering Associates, Inc., applicant, and Pioneer Title Agency, Trustee, LLC, property owner, for an extension of time for the preliminary plat of Legacy at Walleck Ranch, Tract 1965. The subject property is located along the east side of N. Willow Road, north of Kino Avenue, south of Coronado Avenue, and west of N. Irving Street.

Under the Kingman Subdivision Ordinance, the City Council may extend the preliminary plat approval for two years if there is no change in conditions within or adjoining the preliminary plat that would warrant a revision in the design of the original preliminary plat.

The original preliminary plat was approved in 1998. There have been multiple extensions granted over the years. Four of five final plat phases have been recorded. The developer is proposing to split the final phase of Walleck Ranch, Tract 1965 into two phases, with 26 lots in Phase 5 and 25 lots in Phase 6. Staff has reviewed the request and determined the re-phasing of the subdivision does not create any changes in conditions within or adjoining the site that warrants a redesign of the preliminary plat. The developer is currently processing the final plat for the proposed Phase 5.

FISCAL IMPACT:
None expected at this time.

STAFF RECOMMENDATION:
Staff recommends the approval of Resolution No. 4978.

ATTACHMENTS:

Description
Resolution No. 4978
Preliminary Plat Map

REVIEWERS:

Department	Reviewer	Action	Date
Development Services	Jeppson, Gary	Approved	10/27/2015 - 11:55 AM

City Attorney	Cooper, Carl	Approved	10/27/2015 - 2:25 PM
City Manager	Dougherty, John	Approved	10/27/2015 - 1:21 PM

WHEN RECORDED HOLD FOR
KINGMAN CITY CLERK
310 N. 4th Street
Kingman, Arizona 86401

CITY OF KINGMAN
RESOLUTION NO. 4978

A RESOLUTION BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF KINGMAN, ARIZONA: APPROVING A TWO-YEAR EXTENSION OF TIME FOR A PRELIMINARY PLAT KNOWN AS LEGACY AT WALLECK RANCH, TRACT 1965.

WHEREAS, the preliminary plat for Legacy at Walleck Ranch, Tract 1965, located on property described as a portion of Government Lot 12, Section 6, T.21N., R.16W., of the G&SRM, Mohave County, Arizona, was originally approved under Resolution No. 3385 in December, 1998 with subsequent extensions of time approved; and

WHEREAS, said proposed subdivision is approximately 38.53 acres in size with 199 single family lots; and

WHEREAS, four of five original phases of this subdivision have received final plat approval, and

WHEREAS, Mohave Engineering Associates, Inc., applicant, requested on behalf of the property owner, Pioneer Title Agency, Trustee under Trust No. 4836, a two-year extension of time of said plat shown in Exhibit "A"; and

WHEREAS, in accordance with Section 2.2(8)b(iii) of the Kingman Subdivision Ordinance, the Kingman Common Council may extend the preliminary plat approval in two-year increments if there is no change in conditions within or adjoining the preliminary plat that would warrant a revision in the design of the original preliminary plat; and

WHEREAS, the developer is proposing to split the final phase of Walleck Ranch, Tract 1965 into two phases, with 26 lots in Phase 5 and 25 lots in Phase 6; and

WHEREAS, the re-phasing of the subdivision does not create any changes in conditions within or adjoining the site that warrants a redesign of the preliminary plat.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Kingman, Arizona: That upon the recommendation of the Planning and Zoning Commission, the preliminary plat for Legacy at Walleck Ranch, Tract 1965, shown in Exhibit "A" is hereby approved for a two-year extension of time.

PASSED AND ADOPTED by the Mayor and Common Council of the City of Kingman, Arizona this 3rd day of November, 2015.

ATTEST:

_____
Sydney Muhle, City Clerk

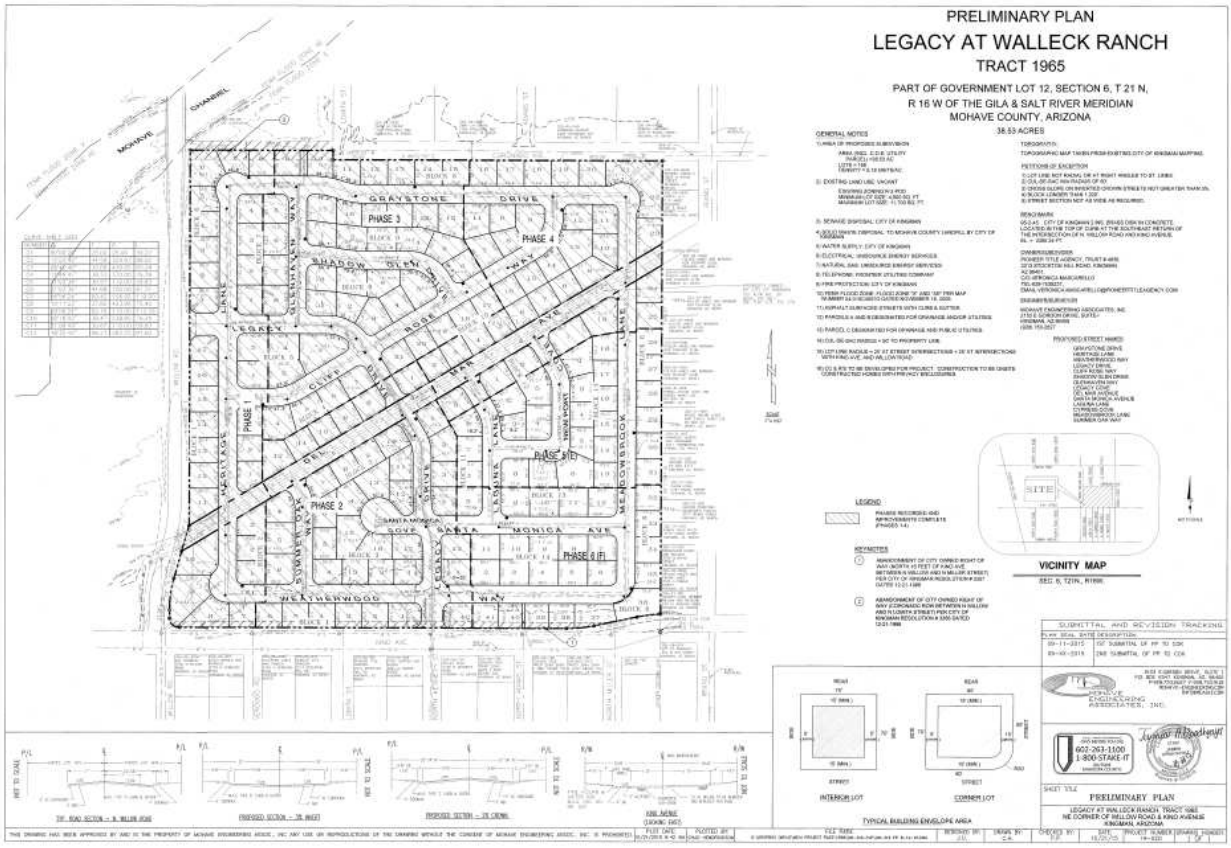
APPROVED:

_____
Richard Anderson, Mayor

APPROVED AS TO FORM:

_____
Carl Cooper, City Attorney

EXHIBIT "A"


PRELIMINARY PLAN
LEGACY AT WALLECK RANCH
TRACT 1965
PART OF GOVERNMENT LOT 12, SECTION 6, T 21 N,
R 16 W OF THE GILA & SALT RIVER MERIDIAN
MOHAVE COUNTY, ARIZONA
38.53 ACRES
GENERAL NOTES
TOPOGRAPHY:
TOPOGRAPHIC MAP TAKEN FROM EXISTING CITY OF KINGMAN MAPPING.
PETITIONS OF EXCEPTION
BENCHMARK
OWNER/SUBDIVIDER
ENGINEER/SURVEYOR
PROPOSED STREET NAMES:
GRAYSTONE DRIVE
SHADOW GLEN WAY
MEADOWBROOK WAY
LEGACY DRIVE
CLIFF ROSE WAY
SHADOW GLEN DRIVE
LEGACY CIRCLE
LEGACY CIRCLE
EL MAR AVENUE
SANTA MONICA AVENUE
LAURA NA LANE
LEGACY WAY
MEADOWBROOK LANE
SUMMER OAK WAY
LEGEND
KEYNOTES
VICINITY MAP
SITE
SUBMITTAL AND REVISION TRACKING
PLAN REV. DATE DESCRIPTION
09-11-2015 1ST SUBMITTAL OF PP TO COK
09-14-2015 2ND SUBMITTAL OF PP TO COK
MOHAVE ENGINEERING ASSOCIATES, INC.
602-263-1100
1-800-STAKE-IT
PRELIMINARY PLAN
LEGACY AT WALLECK RANCH TRACT 1965
NE CORNER OF WILLOW ROAD & KING AVENUE
KINGMAN, ARIZONA
GRAYSTONE DRIVE
SHADOW GLEN WAY
LEGACY DRIVE
CLIFF ROSE WAY
MEADOWBROOK WAY
SANTA MONICA AVE
WESTWOOD WAY
PHASE 1
PHASE 2
PHASE 3
PHASE 4
PHASE 5 (E)
PHASE 6 (F)
INTERIOR LOT
CORNER LOT
TYPICAL BUILDING ENVELOPE AREA
NOT TO SCALE

PRELIMINARY PLAN

LEGACY AT WALLECK RANCH

TRACT 1965

PART OF GOVERNMENT LOT 12, SECTION 6, T 21 N,
R 16 W OF THE GILA & SALT RIVER MERIDIAN
MOHAVE COUNTY, ARIZONA

38.53 ACRES

CURVE TABLE DATA

NUMBER	Δ	T	R	L
C1	90°00'26"	25.00	25.00	39.27
C2	15°23'42"	44.59	329.93	88.65
C3	08°40'46"	32.68	430.65	65.24
C4	11°49'47"	38.33	370.00	76.39
C5	31°03'36"	30.57	110.00	59.63
C6	31°03'36"	41.68	150.00	81.31
C7	58°56'24"	60.42	106.93	110.00
C8	10°11'23"	37.80	423.95	75.40
C9	58°56'24"	62.16	110.00	113.16
C10	18°18'02"	38.47	238.85	76.29
C11	31°09'49"	30.67	110.00	59.83
C12	18°35'40"	46.21	282.25	91.60

GENERAL NOTES

1) AREA OF PROPOSED SUBDIVISION
   AREA (INCL. C.O.K. UTILITY PARCEL) =38.53 AC.
   LOTS = 199
   DENSITY = 5.18 UNITS/AC.

2) EXISTING LAND USE: VACANT
   EXISTING ZONING R-2-PDD
   MINIMUM LOT SIZE: 4,900 SQ. FT.
   MAXIMUM LOT SIZE: 11,700 SQ. FT.

3) SEWAGE DISPOSAL: CITY OF KINGMAN.

4) SOLID WASTE DISPOSAL: TO MOHAVE COUNTY LANDFILL BY CITY OF KINGMAN

5) WATER SUPPLY: CITY OF KINGMAN

6) ELECTRICAL: UNISOURCE ENERGY SERVICES

7) NATURAL GAS: UNISOURCE ENERGY SERVICES

8) TELEPHONE: FRONTIER UTILITIES COMPANY

9) FIRE PROTECTION: CITY OF KINGMAN

10) FEMA FLOOD ZONE: FLOOD ZONE "X" AND "AE" PER MAP NUMBER 04-015C4557G DATED NOVEMBER 18, 2009.

11) ASPHALT SURFACED STREETS WITH CURB & GUTTER.

12) PARCELS A AND B DESIGNATED FOR DRAINAGE AND/OR UTILITIES.

13) PARCEL C DESIGNATED FOR DPAINAGE AND PUBLIC UTILITIES.

14) CUL-DE-SAC RADIUS = 50' TO PROPERTY LINE.

15) LOT LINE RADIUS = 20' AT STREET INTERSECTIONS = 25' AT INTERSECTIONS WITH KINO AVE. AND WILLOW ROAD.

16) CC & R'S TO BE DEVELOPED FOR PROJECT. CONSTRUCTION TO BE ONSITE CONSTRUCTED HOMES WITH PRIVACY ENCLOSURES.

TOPOGRAPHY:

TOPOGRAPHIC MAP TAKEN FROM EXISTING CITY OF KINGMAN MAPPING.

PETITIONS OF EXCEPTION

1) LOT LINE NOT RADIAL OR AT RIGHT ANGLES TO ST. LINES.
2) CUL-DE-SAC W/A RADIUS OF 50'.
3) CROSS SLOPE ON INVERTED CROWN STREETS NOT GREATER THAN 3%.
4) BLOCK LONGER THAN 1,320'.
5) STREET SECTION NOT AS WIDE AS REQUIRED.

BENCHMARK

95-2-45 CITY OF KINGMAN 2 INS. BRASS DISK IN CONCRETE LOCATED IN THE TOP OF CURB AT THE SOUTHEAST RETURN OF THE INTERSECTION OF N. WILLOW ROAD AND KINO AVENUE.
EL. = 3380.24 FT.

OWNER/SUBDIVIDER

PIONEER TITLE AGENCY, TRUST # 4836,
2213 STOCKTON HILL ROAD, KINGMAN,
AZ 86401,
C/O-VERONICA MASCARELLO
TEL-928-7538237,
EMAIL-VERONICA.MASCARELLO@PIONEERTITLEAGENCY.COM

ENGINEER/SURVEYOR

MOHAVE ENGINEERING ASSOCIATES, INC.
2153 E GORDON DRIVE, SUITE-I
KINGMAN, AZ 86409
(928) 753-2627

PROPOSED STREET NAMES

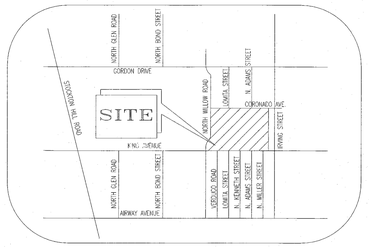
GRAYSTONE DRIVE
HERITAGE LANE
WEATHERWOOD WAY
LEGACY DRIVE
CLIFF ROSE WAY
SHADOW GLEN DRIVE
GLENHAVEN WAY
LEGACY COVE
DEL MAR AVENUE
SANTA MONICA AVENUE
LAGUNA LANE
CYPRESS COVE
MEADOWBROOK LANE
SUMMER OAK WAY

LEGEND

PHASES RECORDED AND IMPROVEMENTS COMPLETE (PHASES 1-4)

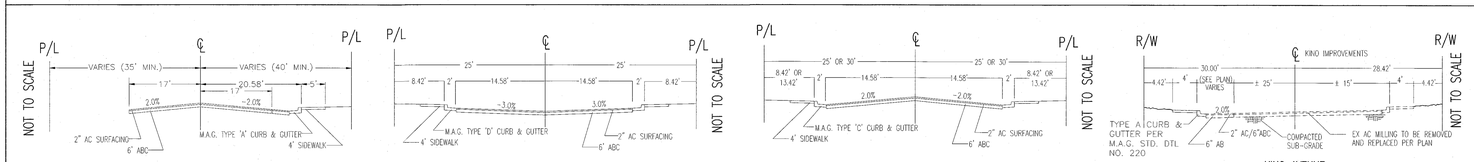
KEYNOTES

1. ABANDONMENT OF CITY OWNED RIGHT OF WAY (NORTH 16 FEET OF KINO AVE BETWEEN N WILLOW AND N MILLER STREET) PER CITY OF KINGMAN RESOLUTION # 3357 DATED 12-21-1998
2. ABANDONMENT OF CITY OWNED RIGHT OF WAY (CORONADO ROW BETWEEN N WILLOW AND N LOMITA STREET) PER CITY OF KINGMAN RESOLUTION # 3356 DATED 12-21-1998



VICINITY MAP

SEC. 6, T21N., R16W.

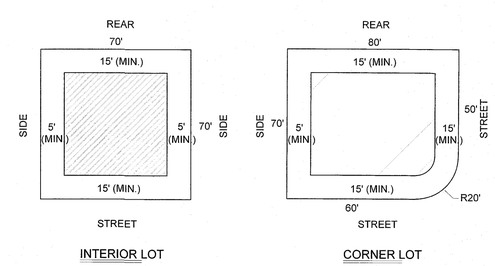


TYP. ROAD SECTION - N. WILLOW ROAD

PROPOSED SECTION - 3% INVERT

PROPOSED SECTION - 2% CROWN

KINO AVENUE
(LOOKING EAST)



TYPICAL BUILDING ENVELOPE AREA

SUBMITTAL AND REVISION TRACKING

PLAN SEAL DATE	DESCRIPTION
09-11-2015	1ST SUBMITTAL OF PP TO COK
09-XX-2015	2ND SUBMITTAL OF PP TO COK

MOHAVE ENGINEERING ASSOCIATES, INC.
2153 E.GORDON DRIVE, SUITE I
P.O. BOX 6547 KINGMAN, AZ. 86402
P-928.753.2627 F-928.753.9116
MOHAVE-ENGINEERING.COM
INFO@MEAIAZ.COM

CALL TWO WORKING DAYS BEFORE YOU DIG
602-263-1100
1-800-STAKE-IT
(OUTSIDE MARICOPA COUNTY)

Registered Professional Engineer (Civil) CERTIFICATE NO. 51369 JAIMINI UPADHYAYA Date Signed 10.9.15 ARIZONA U.S.A. Expires 9/30/2016

SHEET TITLE

PRELIMINARY PLAN

LEGACY AT WALLECK RANCH, TRACT 1965
NE CORNER OF WILLOW ROAD & KINO AVENUE
KINGMAN, ARIZONA

THIS DRAWING HAS BEEN APPROVED BY AND IS THE PROPERTY OF MOHAVE ENGINEERING ASSOC., INC ANY USE OR REPRODUCTIONS OF THE DRAWING WITHOUT THE CONSENT OF MOHAVE ENGINEERING ASSOC., INC. IS PROHIBITED.

PLOT DATE:	PLOTTED BY:	FILE PATH:	DESIGNED BY:	DRAWN BY:	CHECKED BY:	DATE:	PROJECT NUMBER:	DRAWING NUMBER:
10/21/2015 9:42 AM	CHAD HENDRICKSON	G:\DROPBOX (MEAI)\MEAI PROJECT FILES\1998\98-318-PJP\98-318 PP 8-14-15.DWG	J.U.	C.H.	P.P.	10/21/15	14-020	1 OF 1

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Development Services Department

MEETING DATE: November 3, 2015

AGENDA SUBJECT: Resolution 4979 declaring the assurance agreement forfeited for Diamondback Ridge, Tract 1974 and prescribing conditions

---

SUMMARY:
Diamondback Ridge, Tract 1974 is a ten-lot residential subdivision located along the north side of Canyon Hills Road and along the east side of N. Harvard Street. A cash escrow assurance agreement in the amount of $14,980.00 offered by First American Title as Trustee under Trust No. 4948 was accepted by the Council under Resolution No. 4064 in 2005. The assurance was for the completion of sidewalk improvements and a berm along N. Harvard Street to direct drainage away from residences. The assurance agreement was intended to be for 18 months during which time the remaining improvements were supposed to be completed; however, not all the improvements have been finished. Since 2005, sidewalk improvements were completed along Canyon Hills Road in front of seven lots, while three lots do not have sidewalk improvements along Canyon Hills Road.

Runoff along N. Harvard Street has impacted at least two homes downstream on Canyon Hills Road. As a result in early 2015, the city completed sidewalk improvements on N. Harvard and constructed an 8-inch high curb at the back of the sidewalk to protect the single curb from scour. The construction cost to the City for the portion of these improvements within the subdivision boundary was $3,737.16.

There is a public interest in the timely completion of the remaining uncompleted sidewalk improvements within Diamondback Ridge, Tract 1974 as well as in recouping the costs of the above described improvements. The Council is asked to consider declaring the cash assurance agreement forfeited so that it may be used to pay for the completion of the rest of the sidewalks in the subdivision and defray the expenses incurred by the City for the improvements completed within the subdivision along N. Harvard Street. Any remaining funds would then be released back to the beneficiary of Trust No. 4948.

FISCAL IMPACT:
The City would recover the costs of the completed improvements and would be able to complete and pay for the unfinished sidewalks within the subdivision.

STAFF RECOMMENDATION:
Approve Resolution No. 4979.

ATTACHMENTS:
Description

Resolution No. 4979
Subdivision Map
Assurance Agreement
Improvement Plans for N. Harvard St.
Engineering comments

REVIEWERS:

Department	Reviewer	Action	Date
Development Services	Jeppson, Gary	Approved	10/27/2015 - 11:55 AM
City Attorney	Cooper, Carl	Approved	10/27/2015 - 2:27 PM
City Manager	Dougherty, John	Approved	10/27/2015 - 2:04 PM

WHEN RECORDED HOLD FOR
KINGMAN CITY CLERK
310 N. 4th Street
Kingman, Arizona 86401

CITY OF KINGMAN
RESOLUTION NO. 4979

A RESOLUTION BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF KINGMAN, ARIZONA; DECLARING THE CASH ESCROW ASSURANCE AGREEMENT FORFEITED FOR DIAMONDBACK RIDGE, TRACT 1974 AND PRESCRIBING CONDITIONS

WHEREAS, the final plat, improvement plans, and property assurance agreement for Diamondback Ridge, Tract 1974 was approved by the City of Kingman Common Council under Resolution No. 3748 on June 17, 2002; and

WHEREAS, the final subdivision plat for Diamondback Ridge, Tract 1974, containing ten residential lots was recorded on October 11, 2002 at Fee No. 2002-67509; and

WHEREAS, on January 18, 2005 the City of Kingman Common Council passed Resolution No. 4064 which released the property escrow assurance agreement and accepted a cash escrow assurance agreement from the First American Title Insurance Agency, Trustee under Trust No. 4948 in the amount of $14,980.00 for the completion of sidewalk improvements and a berm; and

WHEREAS, the duration of said cash escrow agreement was 18 months or July 18, 2006, during which time all uncompleted improvements were supposed to be finished; and

WHEREAS, since the acceptance of the cash escrow agreement, sidewalk improvements have been completed across the frontages of Lots 3 through 9 of Diamondback Ridge, Tract 1974; and

WHEREAS, sidewalk improvements have not been completed across the frontages of Lots 1, 2 and 10 along Canyon Hills Road, and

WHEREAS, as a result of drainage flows impacting area properties, in 2015 the City of Kingman installed a 133.44 foot long section of a four-foot wide sidewalk with an 8-inch high single curb behind the sidewalk in place of a berm along the N. Harvard Street frontage of Lot 1 of Diamondback Ridge, Tract 1974; and

WHEREAS, there is a public interest in recouping the costs of the above described improvements, as well as in finishing the remaining uncompleted sidewalk improvements within Diamondback Ridge, Tract 1974 in a timely manner.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Kingman, Arizona:

1. That in accordance with Section 3.5 of the Subdivision Ordinance of the City of Kingman the cash escrow assurance for Diamondback Ridge, Tract 1974 is hereby declared forfeited, and

2. That Pioneer Title Agency, as successor trustee under Trust No. 4948, shall cause the remaining monies in said surety to be remanded to the City of Kingman, and

3. That the City of Kingman shall cause the remaining uncompleted subdivision improvements to be completed using said surety to defray the expenses of those improvements, and to recoup the costs of improvements previously installed along N. Harvard Street, and

4. That any surety funds remaining after all improvements have been completed and paid for shall be released to the beneficiary of Trust No. 4948 by the City of Kingman.

PASSED AND ADOPTED by the Honorable Mayor and Common Council of the City of Kingman, Arizona this 3rd day of November, 2015.

ATTEST:

_____
Sydney Muhle, City Clerk

APPROVED:

_____
Richard Anderson, Mayor

APPROVED AS TO FORM:

_____
Carl Cooper, City Attorney

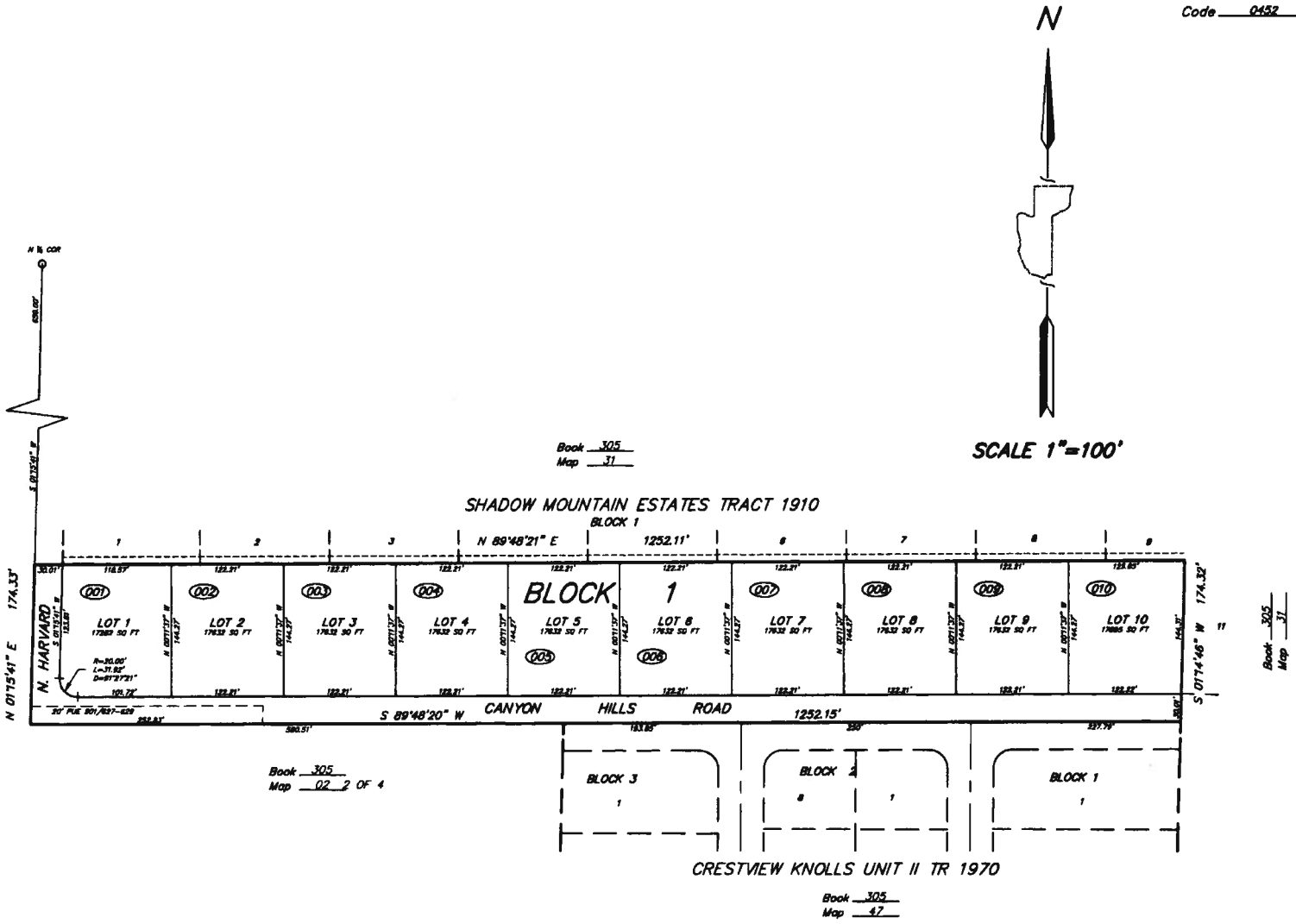
SEC. 1, T.21N., R.17W.

DIAMONDBACK RIDGE TR. 1974

REC. OCTOBER 11, 2002 FEE NO. 2002-67509

BOOK 305
MAP 48

Code 0452



21N., 17W., 1

Date DEC. 20, 2002

MOHAVE COUNTY
ASSESSOR'S MAP

5P
Pet City of Kingman
When Recorded ~~Mail:~~
First American Title
Folder- Trust 4948

2005057008 BK 5625 PG 678
OFFICIAL RECORDS OF MOHAVE COUNTY
JOAN MC CALL, MOHAVE COUNTY RECORDER
05/27/2005 10:22A PAGE 1 OF 5
CITY OF KINGMAN
RECORDING FEE 12.00

CASH ESCROW AGREEMENT

TRUST # 4948

THIS AGREEMENT made and entered into this 10th day of December 2004, between GARY R. POPE & JOANN POPE, husband and wife , property owner, FIRST AMERICAN TITLE INSURANCE AGENCY OF MOHAVE INC., an Arizona Corporation, as Trustee under Trust No. 4948 (hereinafter referred to as "FIRST AMERICAN ") and the CITY OF KINGMAN, Mohave County, Arizona (hereinafter referred to as "CITY").

WITNESSETH:

WHEREAS, GARY R. POPE & JOANN POPE, is the owner of a certain parcel of property located, situated and lying in the CITY OF KINGMAN, County of Mohave and the State of Arizona and

WHEREAS, the parties hereto wish to establish specific terms, conditions and guidelines for compliance with the provisions of the CITY OF KINGMAN.

NOW THEREFORE, in consideration of the CITY having approved a final plat, it is understood and agreed that the following conditions are established for the property described herein:

I

PROPERTY DESCRIPTION

Lots 1 through 10, inclusive, Block 1 of DIAMONDBACK RIDGE TRACT 1974, according to the plat thereof recorded October 11, 2002 at Fee No. 2002-69509 in the office of the Recorder of Mohave County, Arizona.

EXCEPT THEREFROM all oil, gas, coal and minerals, as reserved in instrument recorded in Book 60 of Deeds, Page 2.

II

RES. 4064

Unofficial Copy

Before written approval shall be given by the CITY, the improvements contemplated by the CITY OF KINGMAN subdivision Ordinance and all amendments thereto, and as set forth in Plans and Specifications on file with the CITY shall be installed in accordance with the applicable CITY OF KINGMAN codes and specifications.

The Beneficiary (DIAMONDBACK RIDGE TRACT 1974) of First American Title Insurance Agency of Mohave Inc., an Arizona Corporation as Trustee under Trust No. 4948, shall deposit with First American Title Insurance Agency of Mohave Inc., the sum of $ 14,980.00 for the completion of sidewalk improvements & berm. Said funds shall be deposited into an interest bearing account in the name of First American Title Insurance Agency of Mohave Inc., as Trustee for Trust 4948. All interest earned on said account shall accrue to the benefit of the Beneficiary of Trust No. 4948, unless said funds are forfeited to the City of Kingman. Upon completion of the sidewalks for each lot and upon written approval from the City of Kingman Common Council, or its designee, the sum of _____ per lot shall be released from the interest bearing account to the Beneficiary of Trust 4948.

The duration of this Agreement shall be for 18 months, during which time all improvements shall be completed, unless an extension of time is granted by the Kingman Common Council, and upon acceptance of all improvements by the Kingman Common Council all remaining funds shall be released and this agreement shall be of no further force and effect.

Dated this 24th day of ~~December, 2004~~ January, 2005.

THE CITY OF KINGMAN
County of Mohave

BY: Monica Gates
Mayor

ATTEST

BY: Joni Weddle
City Clerk

FIRST AMERICAN TITLE AGENCY OF MOHAVE OF MOHAVE INC., AS TRUSTEE UNDER TRUST 4948 AND PERSONALLY

BY Patricia Bailey

CITY OF KINGMAN INCORPORATED 1952 ARIZONA

ACCEPTED AND APPROVED
DIAMONDBACK RIDGE, TRACT 1974
BY Gary R. Pope
Gary R. Pope

Joann Pope
Joann Pope

Unofficial Copy

MOHAVE ENGINEERING ASSOCIATES, INC.
- CONSULTING CIVIL ENGINEERS & LAND SURVEYORS -

Joseph R. Leedy, P.E.
Vice President / Engineering Mgr.

Peter J. Proffit, P.E.
President

Thomas R. Christopher, R.L.S.
Vice President / Surveying Manager

COST ESTIMATE
FOR COMPLETION OF IMPROVEMENTS
DIAMONDBACK RIDGE, TRACT 1974
NOVEMBER 11, 2004

Unofficial Copy

STREET IMPROVEMENTS

– Construct Temporary Earth Berm For Flood Control (Harvard Avenue)	L.S.	=	$ 1,000
– 4' Concrete Sidewalk 5302 S.F. @ $2.75/S.F.		=	14,580
– MAG 232, Type B Handicap Ramp 1 EA @ $400.00/EA		=	400
TOTAL ESTIMATED COST			$14,980

C:\Documents and Settings\T. Tellers\My Documents\Mea\2001 Jobs\01-291\Gary Pope Cost Est (Assurance Release).wpd

Registered Professional Engineer (Civil)
CERTIFICATE NO.
24600
ROBERT L.
SCHUETZ
Date Signed 11/12/04
ARIZONA, U.S.A.

405 E. Beale St. • Kingman, AZ 86401 • Ph. 928-753-2627 • FAX 928-753-9118

CITY OF KINGMAN
RESOLUTION NO. 4064

A RESOLUTION BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF KINGMAN, ARIZONA; ACCEPTING PARTIAL SUBDIVISION IMPROVEMENTS AND APPROVING THE RELEASE OF A PROPERTY ESCROW ASSURANCE AGREEMENT AND ACCEPTING A CASH ASSURANCE FOR DIAMONDBACK RIDGE, TRACT1974

WHEREAS, Mohave Engineering Associates project engineer and applicant for Gary and JoAnn Pope, owners through First American Title Insurance Agency of Mohave, Inc., have completed improvement plans for a residential subdivision known as Diamondback Ridge, Tract 1974, and

WHEREAS, the concrete sidewalk for the 10 lots of Diamondback Ridge beginning on North Harvard Street and continuing along Canyon Hill Road ending at the east side of lot 10 remain to be constructed, and

WHEREAS, minor drainage improvements remain to be constructed, and

WHEREAS, the final subdivision plat had previously been approved by Resolution 3748 on June 17, 2002, with a property escrow assurance agreement through First American Title Insurance Agency of Mohave, Inc., and

WHEREAS, Mohave Engineering Associates, have requested the release of said property escrow agreement, and

WHEREAS, the Engineer's Cost Estimate of $14,980 on the remaining improvements for this subdivision have been reviewed and approved by the City Engineer, and

WHEREAS, the new assurances in the form of a cash escrow agreement from First American Title has been offered to assure completion of all final improvements in the subdivision, and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Kingman, Arizona:

Unofficial Copy

(1) The existing subdivision improvements for Diamondback Ridge, Tract 1974 are hereby accepted, and

(2) The property escrow assurance agreement from First American Title for Diamondback Ridge, Tract 1974 are hereby released, and

(3) The assurance for all remaining improvements in the form of a cash escrow agreement of $14,980 through First American Title Insurance Agency of Mohave, Inc., are hereby accepted. The Council authorizes the release in phases when lots are finished and improvements are installed per request of the owner to the City Engineer.

PASSED AND ADOPTED by the Mayor and Common Council of the City of Kingman, Arizona this 18th day of January, 2005.

ATTEST:

Toni Weddle

Toni Weddle, City Clerk

APPROVED:

Monica Gates

Monica Gates, Mayor

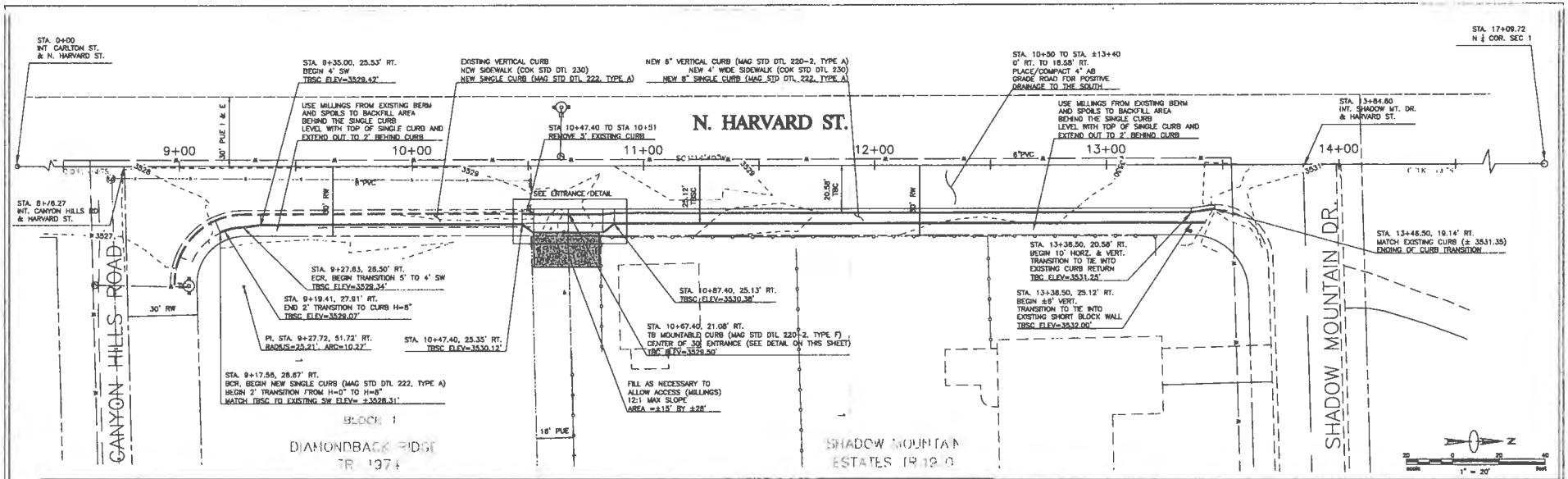
APPROVED AS TO FORM:

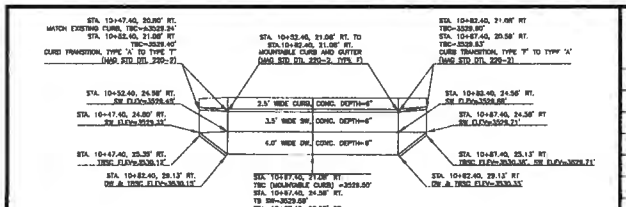
Robert A. Taylor

Robert Taylor, City Attorney

CITY OF KINGMAN INCORPORATED 1952 ARIZONA

Unofficial Copy

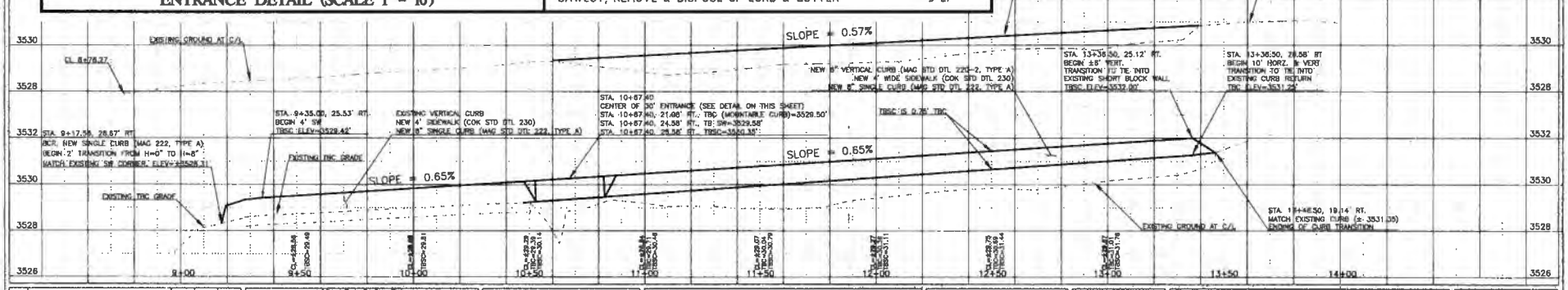




ENTRANCE DETAIL (SCALE 1" = 10')

PLAN QUANTITIES

6" VERTICAL CURB & GUTTER (MAG 220-1, TYPE A)	259 LF
6" MOUNTABLE CURB & GUTTER (MAG 220-2, TYPE F)	30 LF
6" VERTICAL TO MOUNTABLE CURB TRANSITION (MAG 220-2)	10 LF
8" SINGLE CURB (MAG 222, TYPE A)	403 LF
SIDEWALK (COK 230)	1623 SF
GRADE AND COMPACT 4" ABC ROADWAY SURFACE	600 SY
PLACE AND COMPACT MILLINGS BEHIND CURB & DRIVEWAY	136 SY
6" THICK CONCRETE DRIVEWAY	225 SF
SAWCUT, REMOVE & DISPOSE OF CURB & GUTTER	5 LF



REVISION DESCRIPTION	BY	DATE	APP.
D			
C			
B			
A			

ASBUILT INFORMATION
DATE OF ACCEPTANCE
INSPECTED BY
REVISED BY
CHECKED BY
ADEQ FILE NUMBER
DATE OF ADEQ APPROVAL
CITY CONTRACT NUMBER
CONTRACTOR

REFERENCE DRAWINGS
93-W-S-ST-016
84-W-032
97-W-046
04-W-S-ST-025

CITY OF KINGMAN
ENGINEERING DIVISION
310 NORTH 4TH STREET
KINGMAN, ARIZONA 86401
PHONE (928) 753-8122 FAX (928) 753-8118

DESIGNED BY	MAP
DRAWN BY	RKC
CHECKED BY	MAP
DATE DRAWN	8-28-14
HORIZ. SCALE	20
VERT. SCALE	2

40238 MICHEL A. PRIOR
EXPIRES 12-31-2019

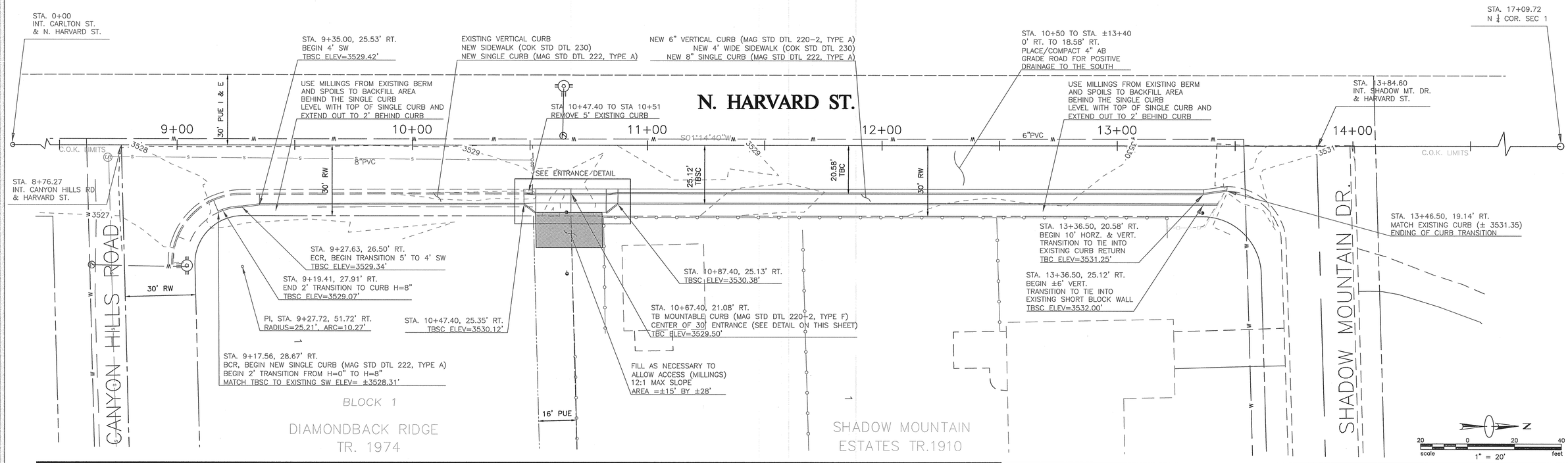
STREET & DRAINAGE IMPROVEMENTS

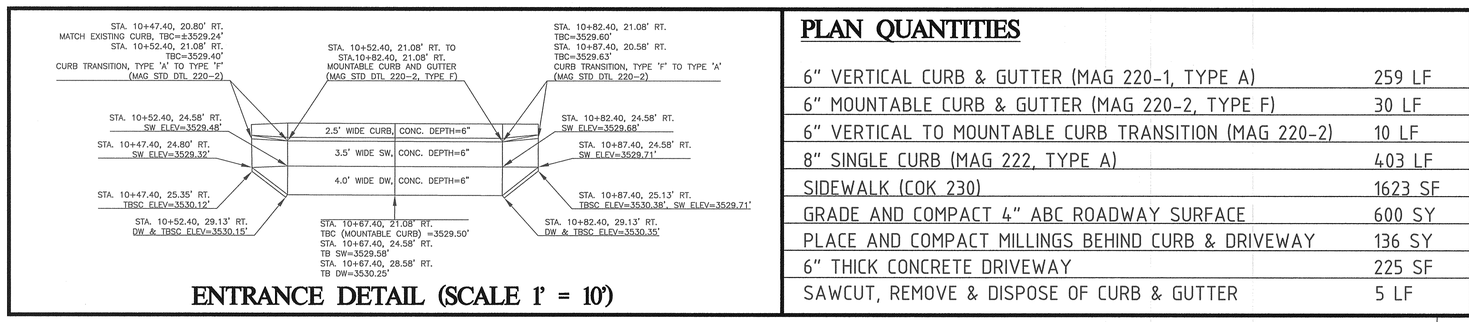
HARVARD STREET

COVER SHEET

SHEET 1 OF 1

DRAWING ENG13-066

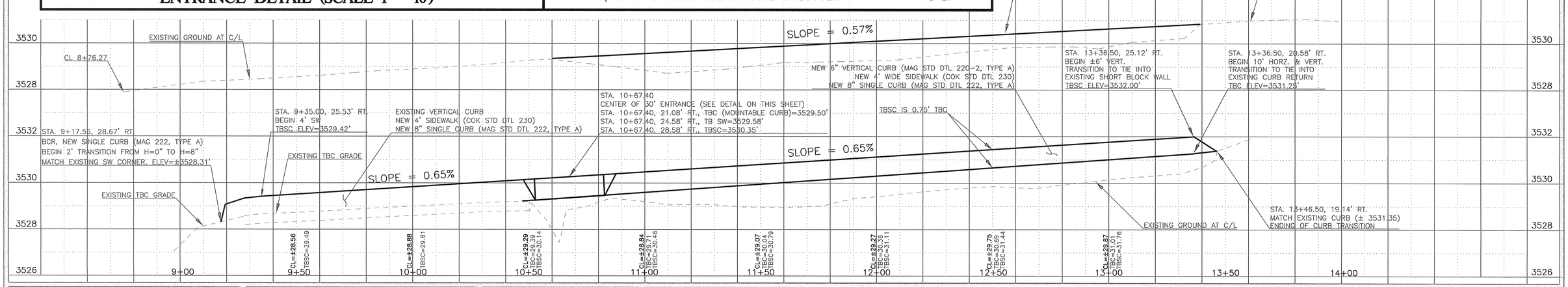




ENTRANCE DETAIL (SCALE 1' = 10')

PLAN QUANTITIES

6" VERTICAL CURB & GUTTER (MAG 220-1, TYPE A)	259 LF
6" MOUNTABLE CURB & GUTTER (MAG 220-2, TYPE F)	30 LF
6" VERTICAL TO MOUNTABLE CURB TRANSITION (MAG 220-2)	10 LF
8" SINGLE CURB (MAG 222, TYPE A)	403 LF
SIDEWALK (COK 230)	1623 SF
GRADE AND COMPACT 4" ABC ROADWAY SURFACE	600 SY
PLACE AND COMPACT MILLINGS BEHIND CURB & DRIVEWAY	136 SY
6" THICK CONCRETE DRIVEWAY	225 SF
SAWCUT, REMOVE & DISPOSE OF CURB & GUTTER	5 LF



D				
C				
B				
A				
	REVISION DESCRIPTION	BY	DATE	APP.

ASBUILT INFORMATION
DATE OF ACCEPTANCE
INSPECTED BY
REVISED BY
CHECKED BY
ADEQ FILE NUMBER
DATE OF ADEQ APPROVAL
CITY CONTRACT NUMBER
CONTRACTOR

REFERENCE DRAWINGS

93-W-S-ST-016
84-W-032
97-W-046
04-W-S-ST-025

CITY OF KINGMAN
ENGINEERING DIVISION
310 NORTH 4TH STREET
KINGMAN, ARIZONA 86401
PHONE (928) 753-8122 FAX (928) 753-8118

DESIGNED BY	MAP
DRAWN BY	RKC
CHECKED BY	MAP
DATE DRAWN	8-28-14
HORIZ. SCALE	20
VERT. SCALE	2

Registered Professional Engineer (Civil) CERTIFICATE NO. 40238 MICHEL A. PRIOR Date Signed 8-28-2014 ARIZONA U.S.A.
EXPIRES 12-31-2015

STREET & DRAINAGE IMPROVEMENTS

HARVARD STREET

COVER SHEET

SHEET 1 OF 1

DRAWING ENG13-066

ENGINEERING DEPARTMENT NARRATIVE REGARDING N. HARVARD STREET IMPROVEMENTS

Two washes contributing a total of 341 CFS (100 year) runoff upstream to this section of Harvard Avenue were not taken into account by the engineer for this subdivision. The existing roadway constructed for this subdivision did not have the capacity to carry this flow. Water overtopped Harvard at the northwest limit of this project and ran down the utility easement and into the homes of at least two residents off of Canyon Hill. The City had to complete improvements on this section of Harvard to prevent this and protect the downstream lots (lots within Diamondback Ridge, Tract 1974). As part of the City project, a section of sidewalk for Diamondback Ridge, Tract 1974 fronting Harvard was installed and 8 inch high single curb behind the sidewalk. The main purpose of the sidewalk is to protect the single curb from scour.

The following should be reimbursed to the City based upon what was completed for this subdivision and the unit cost from the cost estimate on the assurance:

a) 133.44 feet of 4 feet wide sidewalk = 534 SF Sidewalk x $2.75/SF = $1468.50 (Our cost was $3.50/SF or $1,869 for the section of sidewalk within the boundary of this subdivision)

b) Construct temporary berm = $1,000 (We used an 8" high single curb instead of a berm, the cost for the single curb at the back of the sidewalk was 133.44 feet x $14.00/lf = $1,868.16, so our cost was $1,868.16 for the portion within this subdivision). Based upon the unit costs from the assurance, the costs of the improvements constructed for Diamond Ridge, Tract 1974 was $2,468.50. Our actual construction cost for those items were $3,737.16.

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO:	Honorable Mayor and Common Council
FROM:	Development Services Department
MEETING DATE:	November 3, 2015
AGENDA SUBJECT:	Resolution 4976-Revised requiring the submission of a cash payment for the required off-site improvements, including curbs and sidewalks along Southern Avenue associated with Fripps Ranch, Tract 1964-D and eliminating certain conditions of Resolution 4880-R

SUMMARY:

Resolution No. 4880-R, passed on July 1, 2014, approved the preliminary plat for Fripps Ranch, Tract 1964-D with certain conditions. Condition 1 allowed an exception for rolled curbs on Southern Avenue instead of vertical curbs as normally would be required by the Subdivision Ordinance for a Minor Arterial street. Condition 3 allowed an exception, as requested, for a delay in the construction of sidewalks along Southern Avenue until the development of the adjacent lots occurs.

Raymond W. Stadler, P.E., applicant and project engineer, on behalf of Fripps Mohave Land, LLC, property owner, has requested the elimination of the requirement for rolled curbs and sidewalks along Southern Avenue associated with Fripps Ranch, Tract 1964-D.

The request was reviewed by the City Council at their meeting on October 20, 2015. A future drainage improvement project is planned for Southern Avenue which may require the removal and replacement of these improvements. The Council voted to accept a cash payment in the amount of $38,580.00 for the costs of the curbs, gutters and sidewalks along Southern Avenue. The revised Resolution No. 4976 will require the cash payment and final plat approval no later than July 5, 2016 unless an extension of time is granted by the Council. It will also eliminate the rolled curb and sidewalk requirement of Resolution No. 4880-R so that the city standard improvements including vertical curbs will be constructed.

FISCAL IMPACT:

No immediate impact. A cash payment in the amount of $38,580.00 would be accepted by the city and held to cover the cost of future curb, gutter and sidewalks along Southern Avenue adjacent to this subdivision.

STAFF RECOMMENDATION:

Approve Resolution No. 4976-Revised.

ATTACHMENTS:

Description

Resolution No. 4976-Revised

Exception Request
Department Comment
Department Comment

REVIEWERS:

Department	Reviewer	Action	Date
Development Services	Jeppson, Gary	Approved	10/27/2015 - 11:55 AM
City Attorney	Cooper, Carl	Approved	10/27/2015 - 2:24 PM
City Manager	Dougherty, John	Approved	10/27/2015 - 1:17 PM

WHEN RECORDED HOLD FOR
KINGMAN CITY CLERK
310 N. 4th Street
Kingman, Arizona 86401

CITY OF KINGMAN
RESOLUTION NO. 4976-Revised

A RESOLUTION BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF KINGMAN, ARIZONA: ELIMINATING CONDITIONS 1 AND 3 OF RESOLUTION NO. 4880-R AND REQUIRING THE SUBMITTAL OF A CASH PAYMENT FOR THE REQUIRED STREET IMPROVEMENTS INCLUDING CURBS AND SIDEWALKS ALONG SOUTHERN AVENUE ASSOCIATED WITH THE FINAL PLAT FOR FRIPPS RANCH, TRACT 1964-D

WHEREAS, on July 1, 2014 the Kingman Common Council passed Resolution No. 4880-Revised which conditionally approved a preliminary plat for Fripps Ranch, Tract 1964-D, a residential subdivision with six lots on 2.81 acres located on property described as a Portion of the Northeast ¼ of the Northwest ¼, Section 20, T.21N., R.16W., of the G&SRM, Mohave County, Arizona; and

WHEREAS, Condition 1 of Resolution No. 4880-Revised allowed an exception from Section 1-10, Table Two: Design Criteria within the *City of Kingman Streets and Sidewalks Development Rules and Regulations* and Table Two – Design Criteria of the *Subdivision Ordinance of the City of Kingman* to allow rolled curbs along Southern Avenue where vertical curbs would normally be required by ordinance; and

WHEREAS, Condition 3 of Resolution No. 4880-Revised allowed an exception from Section 3.8(a)(1) of the *Subdivision Ordinance of the City of Kingman* to allow sidewalk construction to be delayed along Southern Avenue until the development of the adjacent lots occurs; and

WHEREAS, Raymond W. Stadler, P.E., applicant and project engineer, has requested on behalf of the property owner, Fripps Mohave Land, LLC, the elimination of the requirements for curbs, gutters and sidewalks along Southern Avenue; and

WHEREAS, on October 15, 2015, Traffic Safety Committee reviewed this request and recommended that because the rolled curb and sidewalk improvements may have to be removed and replaced with vertical curbs and sidewalks due to future planned drainage improvements, that a cash payment to cover the costs of the curb and sidewalk, estimated to be $38,580.00, should be offered by the developer and accepted by the City Council, and

WHEREAS, on October 20, 2015, the Mayor and Common Council of the City of Kingman reviewed this request, and voted 6-0 to require that a cash payment be offered by the developer to cover the costs of the curb and sidewalk along Southern Avenue associated with Fripps Ranch, Tract 1964-D.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of Kingman, Arizona:

1. That a cash payment in the amount of $38,580.00 shall be required from the developer for the construction of future vertical curb and sidewalk improvements along Southern Avenue, and

2. That said cash payment shall be received and the final plat for Fripps Ranch, Tract 1964-D shall be approved no later than July 5, 2016, unless an extension of time is granted by the Common Council, and

3. That Conditions 1 and 3 of Resolution No. 4880-R allowing rolled curbs and sidewalk along Southern Avenue are hereby eliminated, and

4. That all required off-site subdivision improvements for Fripps Ranch, Tract 1964-D shall be constructed in accordance with city standards.

PASSED AND ADOPTED by the Mayor and Common Council of the City of Kingman, Arizona this 3rd day of November, 2015.

ATTEST:

_____
Sydney Muhle, City Clerk

APPROVED:

_____
Richard Anderson, Mayor

APPROVED AS TO FORM:

_____
Carl Cooper, City Attorney

RAYMOND W. STADLER, P.E.
2504 Airfield Court
Kingman, Arizona 86401
(928) 753-8927
(928) 753-4050 (FAX)

September 10, 2015

City of Kingman
Development Services
310 N. 4th Street
Kingman, Arizona

Re: Fripps Ranch Tract 1964D
Preliminary Plat Resolution Revision Request
Transmittal

Gentlemen:

On behalf Fripps Mohave Land, LLC, owner of the above referenced project, I, Raymond W. Stadler, P.E., Project Engineer, hereby submit the attached revision to Preliminary Plat Resolution request for the above reference development.

If you have any questions or would like any further information relative to this request please contact me at (623) 363-9778 or by e-mail at rstadler@npgcable.com..

Respectfully submitted,

Raymond W. Stadler, P.E.
Project Engineer

RAYMOND W. STADLER, P.E.
2504 Airfield Court
Kingman, Arizona 86401
(928) 753-8927
(928) 753-4050 (FAX)

September 10, 2015

City of Kingman
Development Services
310 N. 4th Street
Kingman, Arizona

Re: Fripps Ranch Tract 1964D
Preliminary Plat Resolution
Request to remove curb and sidewalk requirements along Southern Avenue

Gentlemen:

On behalf Fripps Mohave Land, LLC, owner of the above referenced project, I, Raymond W. Stadler, P.E., Project Engineer, hereby submits the following request for deletion of the requirement to install a curb and sidewalk along the Fripps Ranch Tract 1964D Southern Avenue frontage based on the following conditions.

1. The Fripps Ranch Tract 1964D subdivision is a very unique development with the underlying zoning being R1-8 which includes a condition requiring the lots to have a minimum area of 20,000 sq. ft. As a result of this condition only 6 lots can be developed instead of the 12-15 lots that would fit on the site under the R1-8 zoning. Therefore to complete the normal subdivision improvements including grading, water line extensions, sewer line extensions, curb and sidewalk, pavement widening to suite and drainage, the per lot cost to complete the improvements is almost double market value of the developed lots. Not having to install the curb and sidewalk along Southern Avenue would also allow a more economical design for the handling the drainage concentrated in Central Street which needs to be carried and released into Franklin Drive, it's natural drainage path. The cost savings for no curb and sidewalk and the drainage design revisions would bring the development cost per lot back into line with the market value of the developed lots and the revised drainage design would result in a maintenance cost savings for the City.

2. The full improvement of Southern Avenue fronting the Fripps Ranch Tract 1964D subdivision is included in the City of Kingman's Master Improvement Plan. It is envisioned that these improvements of Southern Avenue would include a vertical roadway re-alignment that would require the removal of the curb, sidewalk and a portion if not all of the drainage improvements for the Fripps Ranch Tract 1964D subdivision as currently designed.

3. The development of the Fripps Ranch Tract 1964D subdivision without curb and sidewalk would be in concert with the large urban lots located along the north side of Southern Avenue and the north frontage of the subdivision.

If you have any questions or would like any further information relative to this request please contact me at (623) 363-9778 or by e-mail at rstadler@npgcable.com..

Respectfully submitted,

Raymond W. Stadler, P.E.
Project Engineer

Memo

To: Rich Ruggles

From: Greg Henry

CC: File

Date: September 28, 2015

Re: Fripps Ranch Tract 1964-D
File SB14-003 & ENG14-102

Engineering Department

Rich,

I have reviewed the 10 September 2015 letter from Ray Stadler P.E., regarding the elimination of street improvements for the subject subdivision.

The request appears to be based on both economics and concerns with meeting the future design grades for Southern Avenue.

I believe that it would be best if the City were to design and construct both sides of Southern Avenue in one Capital Improvement project. I also believe that if the City Council were to simply waive the street improvement requirements for this project, that such a request may become common with future developments.

I believe that a fair compromise may to require a cash payment in lieu of street improvements. The current plans call for new paving in addition to the curb and gutter improvements. It seems reasonable that the developer should pay for curb and gutter costs and possibly exclude cost for the pavement widening.

9-10-2015 Memo

To: Rich Ruggles

From: Chris Weaver

Re: **Subdivision Case SB14-003**

The Fire Department does not agree with eliminating the curbs and sidewalks for this project.

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Jack Plaunty-Street Department

MEETING DATE: November 3, 2015

AGENDA SUBJECT: Authorization for purchase of used 2013 John Deere 210K skip loader

---

SUMMARY:
The City of Kingman Street Department budgeted for the purchase of a skip loader for this fiscal year. This tractor will be used for grading of shoulders and alleys. RDO Equipment recently received a used 2013 John Deere 210K skip loader which they are selling. This unit has 2 years of the factory warranty remaining. RDO also lowered the original price from $86,000 plus taxes and delivery. The new price includes taxes and delivery will be no cost. The cost for a new unit comparable to this one would be between $115,000 and $130,000 depending on the features selected.

Per City of Kingman Municipal Code 2-160G, used equipment can be purchased without competitive bidding.

FISCAL IMPACT:
The fiscal impact will be $84,752.87. The funds were budgeted for this fiscal year and will be paid from the Street Department Highway User Revenue Funds.

STAFF RECOMMENDATION:
Staff recommends approving the purchase of the used 2013 John Deere skip loader.

ATTACHMENTS:

Description
210K original listing
210K warranty
210K Quote

REVIEWERS:

Department	Reviewer	Action	Date
Public Works	Owen, Rob	Approved	10/26/2015 - 5:54 PM
City Attorney	Cooper, Carl	Approved	10/27/2015 - 11:31 AM
City Manager	Dougherty, John	Approved	10/27/2015 - 12:48 PM

PHOTO 1 of 12

1-3 OF 12

2013 JOHN DEERE 210EK

$86,000 US + Tax / delivery

HOURS: 1806 (OCTOBER 10, 2015)

CAB/AC/HEAT | CLOTH SEAT | TC TRANS | DIFF LOC | 3PT HITCH | 4WD | 12-16.5 | 16.9-24 | 1.25 YD | MULTI LDR BKT | RTD | F AUX HYD | R AUX HYD | F CPLR | TURBO | RADIO | TILT WHL | BOX SCRAPER | TILT/BOX SCARPE

Used / 0

RDO EQUIPMENT CO.-- RIVERSIDE
20 IOWA AVENUE
RIVERSIDE, CA 92507
USA

CONTACT
ANTHONYWILLIAMS, USED EQ MGR
(951) 235-5755
(951) 682-5353

SPECIFICATIONS & DETAILS

STOCK: X441894

SERIAL: 1T8210EKKC0891200

BASIC WARRANTY OCTOBER 23, 2013

CATEGORIZED UNDER:
Landscape Loaders

SPECIFICATIONS

Jack Plaunty

From: Ivicek, Buzz <BIvicek@rdoequipment.com>
Sent: Wednesday, October 21, 2015 3:43 PM
To: Jack Plaunty
Subject: Re: Skip Loader

Thanks Jack.

Sent from my iPhone

On Oct 21, 2015, at 3:27 PM, Jack Plaunty <jplaunty@cityofkingman.gov> wrote:

> Good Afternoon Buzz,
>
> Attached is the email chain from Anthony and I as well as the hyperlink to the unit.
>
> http://www.machinefinder.com/ww/en-US/machines/2013-john-deere-210ek-landscape-loader-3878560
>
> Thank you,
>
> Jack Plaunty
> Street Superintendent
> City of Kingman
> Office: (928)692-3135
> Cell: (928)716-7196
> jplaunty@cityofkingman.gov

From: Williams, Anthony [mailto:AWilliams@rdoequipment.com]
Sent: Wednesday, October 21, 2015 2:51 PM
To: Jack Plaunty
Subject: FW: Skip Loader

Jack,

Here's the remaining warranty.

Extended Warranty (Power Train & Hydraulics)	60m/5000h	21 Oct 2017	730	5000	N/A
Emissions Warranty	60m/3000h	23 Oct 2017	732	3000	N/A

Thanks,

Anthony

From: Williams, Anthony
Sent: Wednesday, October 21, 2015 1:38 PM
To: jplaunty@cityofkingman.gov
Subject: FW: Skip Loader

Additional information.

MONITOR 104107
AXLE, REAR 1S606639
SCRAPER T8284BB121027
ENGINE (DEERE MANUFACTURED) PE4045R017881
CAB 000173G56534
PUMP N0812-8240
VALVE H12A2178 02
VALVE H12A217802
AXLE, STEERING 2398715
AXLE, STEERING 002398715
TRANSMISSION TA219417
ENGINE ECU 427796
VALVE, STEERING 120727ADR0044
PCMAMGA844993

Thank You,

Anthony Williams
RDO Equipment Co.
Used Equipment Manager
Cell: 951-235-5755
Desk :951-778-3709
Fax: 951-778-3746

From: Williams, Anthony
Sent: Wednesday, October 21, 2015 1:31 PM
To: 'jplaunty@cityofkingman.gov'
Subject: Skip Loader

Jack,

Here's the bill codes for the 210 Skip Loader.
Please call me with any questions.

I can include shipping with the purchase

2013 JOHN DEERE 210EK
Description: 210K EP CAB/AIR
Serial: 1T8210EKKC0891200
Stock: X441894
Hours: 1806

7021T82085	CAB WITH HEAT & A/C	7021T8
7021T82212	SEAT,SUSPENSION W/3"SEATBELT	7021T8
7021T83085	3085 AXLE GP-MFWD	7021T8
7021T85330	3FUNC/5 FUNC ELECTRO HYDRAUL	7021T8
7021T87005	7005 BATTERY GP-SINGLE	7021T8
7021T87645	LOADER COUPLER 3 FUNCTION	7021T8
7021T88080	FIXED DRAWBARW	7021T8
7021T88100	WHEEL WEIGHTS	7021T8
7021T88110	HAND THROTTLE	7021T8
7021T88115	MFWD DRIVE LINE GUARD	7021T8
7021T88120	SCRAPER, 284 BOX BLADE	7021T8
7021T88130	8130 RIDE CONTROL GP	7021T8
7021T88160	TRANSMISSION GUARD	7021T8
7021T88340	TILT STEERING GP	7021T8

Thank You,

Anthony Williams
RDO Equipment Co.
Used Equipment Manager
Cell: 951-235-5755
Desk :951-778-3709
Fax: 951-778-3746

Investment Proposal (Quote)

RDO Equipment Co.
5500 East Penstock Avenue
Flagstaff AZ, 86004
Phone: (928) 526-0639 - Fax: (928) 526-2498

Proposal for:
CITY OF KINGMAN
3700 E ANDY DEVINE AVE
KINGMAN, AZ, 864013454
(928) 692-3119

Investment Proposal Date:	10/23/2015
Pricing Valid Until:	11/22/2015
Deal Number:	821330
Customer Account#:	3119009
Sales Professional:	Buzz Ivicek
Phone:	(928) 526-0639
Fax:	(928) 526-2498
Email:	BIvicek@rdoequipment.com

Equipment Information

Quantity	Serial Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	1T8210EKKC0891200	1817	Used 2013 JOHN DEERE 210EK	$77,789.90
			Warranty -John Deere Power Train & Hyd.-24 Months, 5000 Hours,Deductible: 200, Exp Date: 10/22/2017	$0.00

Equipment Subtotal: $77,789.90

Purchase Order Totals

Balance:	$77,789.90
Total Taxable Amount:	$77,789.90
Tax Rate 3: (AZFL 8.951%)	$6,962.97
Sales Tax Total:	$6,962.97
Sub Total:	$84,752.87
Cash with Order:	$0.00
Balance Due:	**$84,752.87**

Equipment Options

Qty	Serial Number	Year / Make / Model	Description
1	1T8210EKKC0891200	2013 JOHN DEERE 210EK	A004 CAB/AC/HEAT
			C002 CLOTH SEAT
			D001 TC TRANS
			E001 DIFF LOC
			E003 3PT HITCH
			F002 4WD
			G002 12-16.5
			H001 16.9-24
			I003 1.25 YD
			J002 MULTI LDR BKT
			K002 RTD
			L001 F AUX HYD
			L002 R AUX HYD
			L003 F CPLR
			L004 TURBO
			L005 RADIO
			L006 TILT WHL
			L007 BOX SCRAPER
			L009 TILT/BOX SCARPE

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Scott M. Yocum, Equipment and Facilities Superintendent

MEETING DATE: November 3, 2015

AGENDA SUBJECT: Vehicle purchases for Public Works Department, City Complex and I.T. Department

---

SUMMARY:
The Public Works Department's Fleet Maintenance Division requests that Council apprve the purhcase of seven vehilces: one service truck for the WAter Department; one service truck for the Wastewater Departmetn; one service truck for the Street Department; two service trucks for the Sanitation Department; one SUV for the City Complex Staff; and one SUV for the I.T. Department.

FISCAL IMPACT:
Water Dept. 501-3510-590.94-20 $75,000 (budgeted)
3/4 ton service truck $31.080.18 Berge Ford - Mesa, AZ
1/2 ton water meter truck Must re-bid. None of the bids met specs.

Wastewater Dept. 502-3730-536.94-20 $45,000 (budgeted)
1 ton service truck $33,250.31 Peoria Ford-Peoria, AZ

City Complex 101-1540-510-94-10 $30,000 (budgeted)
Full size SUV $27,349.21 Berge Ford-Mesa, AZ

I.T. Dept. 604-3840-600.95-11 $30,000 (budgeted)
Full size SUV $27,349.21 Berge Ford-Mesa, AZ

Street Dept. 201-3110-500.94-20 $45,000 (budgeted)
1 ton 4x4 dually, flatbed, crew $37,447.67 Peoria Ford-Peoria, AZ

Sanitation Dept. 503-3320-533.94-20 $80,000 (budgeted)
1/2 ton SWB, single cab $23,368.93 Martin Swanty-Kingman, AZ
1/2 ton LWB, crew cab $27,673.17 Peoria Ford-Peoria, AZ

STAFF RECOMMENDATION:
Award the purchase of the seven vehicles.

ATTACHMENTS:

Description

Bid tabulation sheets and winning bids

REVIEWERS:

Department	Reviewer	Action	Date
Public Works	Owen, Rob	Approved	10/28/2015 - 4:37 PM
City Attorney	Cooper, Carl	Approved	10/28/2015 - 4:39 PM
City Manager	Dougherty, John	Approved	10/29/2015 - 2:27 PM

Bidder's Tabulation Sheet

PROJECT: City of Kingman Water Dept. - 3/4 ton, gas engine, 2WD, extended cab

BID OPENING: 10/26/2015 2:00 P.M.

BUDGETED AMOUNT:

BIDDERS NAME AND ADDRESS	Spec Received	Addendum	Bid Bond Attached	BID PROPOSAL					
				CONTRACT PRICE	ALTERNATES				
					BID A	BID B	BID C	BID D	BID E
Peoria Ford 9130 W Bell Rd Peoria, AZ 85382				$31,082.91					
Courtesy Chevrolet 1233 E Camelback Rd Phoenix, AZ				$34,249.65					
Colorado River Ford 3601 Stockton Hill Rd Kingman, AZ 86401				$34,692.85					
Martin Swanty 2620 E Andy Devine Ave Kingman, AZ 86401				$35,980.87					
Berge Ford 460 E. Auto Center Drive Mesa, AZ 85204-6500				$31,080.18 *					

Present:

Sydney Muhle
Erin Roper
Scott Yocum

Posted By: Erin Roper

Date & Time:

Witnessed By:

Advertisement For Bid

Bid and Specifications for City of Kingman Vehicle

Please submit written/sealed bid to the office of the City Clerk at 310 North Fourth Street, Kingman, AZ 86401. Bids will be accepted until **2:00 PM** Local Time on **October 26, 2015.** Bids will be opened and announced at this time.

Bidder must state the approximate time required for delivery after receipt of order on the Bid Sheet.

Delivery: **Vehicle shall be delivered to the City of Kingman Public Works Department at 3700 E. Andy Devine in Kingman AZ on or before the date of delivery as submitted on the bid sheet. A vehicle that is bid with an expected delivery time in excess of 120 days from the date of order may be grounds for the bid to be awarded to the second lowest bidder.**

If you have any questions regarding these bid specifications, please contact the Buyer/Contact Department Representative listed on the Notice of Invitation for Bid page of this package.

The undersigned certifies that he or she is an authorized agent of the bidder and is empowered to enter into a contract with the City of Kingman for the purpose stated herein. Further, this offer must meet all of the bid specifications and requirements. Please see the attached sheet for the requirements.

Bidder's Legal Name: Berge Ford

Address: 460 E. Auto Center DR. Mesa, AZ. 65204-6500

Phone Number: 480-497-7527 / 480-241-9249 Cell

Authorized Signature:

Printed Name & Title: Richard Lewis / Government Fleet Sales Manger

AZ Sales Tax (use tax) License No. 07-033195-C

BID SHEET

The bid shall include all applicable cost for equipment, as specified, ***including tax and delivery***. Payment will be made at this bid price as total and final.

Bid: 1 (One) – 2015 or Newer 3/4 ton truck, gas engine, single rear wheels, 2WD, SWB, Extended Cab, with a (***Royal Truck Body – Body Style***) utility tool box bed. Box without top opening lid boxes will not be accepted. (Water Department)

$31,080.18

Delivery:

Bid 90-120 Days

Warranty:

Bid See Attached

Conditions: Price includes .0805% Sales Tax and $5.00 Tire Tax

If any of the equipment bid varies from the specifications, such variations must be submitted in writing and included with the bid package.

The City of Kingman reserves the right to waive minor variations if, in the opinion of the City of Kingman, the basic unit meets the general intent of these specifications.

The complete equipment/material bid shall not include a major component that is a prototype nature or has not been in production a sufficient length of time to demonstrate reliability.

Substitution for Specifications:

Whenever in the specifications any materials or process is indicated or specified by patent or proprietary name and/or by name of manufacturer, such specifications shall be deemed to be used for the purpose of facilitating descriptions of the material and/or process desired and shall be deemed to be followed with the words "or equivalent." The bidder may offer any material(s) or process(as) which shall be equal in every respect to that so indicated or specified provided, however, that if the material(s), process(as) or article(s) delivered by the bidder must furnish the material(s), process(as) or article(s) specified, or one that, in the opinion of the City of Kingman, is equal.

Exceptions to Specifications:

The fact that manufacturers choose not to produce equipment or materials to meet these specifications will not be considered sufficient cause to adjudge these specifications as restrictive. Bidders shall offer the equipment that comes closest to meeting these specifications. The bidder shall note where deviations from specifications are necessary.

Warranty:

Bidder shall state on the Bid Sheet the conditions and durations of the warranty being offered and include pertinent information in detail on an attachment to the bid. For bidding purposes, only standard warranty coverage's will be considered. Additional warranty coverage's may be offered at the time of the bid, but will not be considered as part of the bid and shall not be included in any bid prices.

City of Kingman Contact:

Scott Yocum - Equipment and Facilities Superintendent
3700 E. Andy Devine Ave. Kingman, AZ 86401-3454
OFFC: (928) 692-3119 syocum@cityofkingman.gov

Bid
Water Department – 1 – 2015 or Newer – 3/4 Ton, Extended Cab, 2 Wheel Drive, SWB, with a tool box bed (installed – turn key – including receiver hitch)

Color	**White**
Windows & Doors	**Power/ Factory Standard Tinted**
Steering	**Power**
Air Bags	**Driver**
Power Outlet	**Dash 12 V**
Brakes	**Front & Rear Disc, Power Assisted**
Alternator	**100 – Amp**
Battery	**Factory Standard**
Engine	**V-8 Gas, minimum 5.7 Liter**
Transmission	**Auto O/D**
Bumper Front	**Factory Standard**
Bumper Rear	**Factory Standard**
Fuel Tank	**Factory Standard**
Windshield Wipers	**Intermittent Adj. Pause**
Windshield	**Legally Tinted and Shaded**
Mirrors	**Adjustable/Tow Mirrors**
Tires/Wheels	**Factory Standard**
Air Conditioning	**Factory Standard**
Heater	**Factory Standard**
Instrumentation	**Factory Standard**
Radio	**AM/FM/CD**
Inner Trim Panel	**Color Coordinated**
Floor Covering	**Vinyl W/ Rubber Mats**
Front Seat	**Bench/ Factory Standard**
Rear Seat	**Factory Standard**
Tow Package	**Factory Std. W/OEM Trailer**
	Brake Sending Unit
Receiver Hitch	**Factory Standard**

```
CNGP530                    VEHICLE ORDER CONFIRMATION          10/20/15 14:42:51
==> _________ ____________________________________                Dealer: F71175
                          2016 F-SERIES SD                        Page: 1 of 1
Order No: 8585    Priority: M1   Ord FIN: QC261  Order Type: 5B Price Level: 635
Ord PEP:  600A Cust/Flt Name: CITY KINGMAN        PO Number:
                     RETAIL   DLR INV                          RETAIL   DLR INV
X2A  F250 4X2 S/C    $34580 $31900.00        10000# GVWR PKG
     142" WHEELBASE                     512  SPARE TIRE/WHL2     NC        NC
Z1   OXFORD WHITE                       52B  BRAKE CONTROLLR    270    244.00
1    CLTH 40/20/40      100     90.00        TELE TT MIR-PWR
S    STEEL                              585  AMFM/CD/CLK         275    248.00
600A PREF EQUIP PKG                          JACK
     .XL TRIM                                AUX AUDIO INPUT
     .TRAILER TOW PKG                        SP DLR ACCT ADJ          (1445.00)
572  .AIR CONDITIONER    NC         NC       SP FLT ACCT CR            (450.00)
996  .6.2L EFI V8 ENG    NC         NC       FUEL CHARGE                 14.22
44P  6-SPD AUTOMATIC     NC         NC   B4A NET INV FLT OPT     NC      7.00
TBK  .LT245 BSW AS 17                        DEST AND DELIV    1195   1195.00
X37  3.73 REG AXLE       NC         NC  TOTAL BASE AND OPTIONS 37315  32611.22
90L  PWR EQUIP GROUP    895     808.00  TOTAL                 37315  32611.22
     JOB #1 BUILD                       *THIS IS NOT AN INVOICE*
F1=Help                 F2=Return to Order          F3/F12=Veh Ord Menu
F4=Submit               F5=Add to Library
S099 - PRESS F4 TO SUBMIT                                          QC203051
fmcdealr@FS-RL
Oct 20, 2015 11:42:58 AM
```

Sun Country Truck

4245 E SUPERIOR AVE
PHOENIX, AZ 85040

Estimate

Date	Estimate #
10/20/2015	24690

Name / Address	Ship To
Berge Ford 460 E. Auto Center Dr. Mesa, Az 85204	

Rep	Chassis Model	fax#	Salesman
KL			RLewis

Item	Qty	Description	Cost	Total
6' srw top o...	1	Stahl 6' srw top opening service body with fuel cup and ford adapter plug installed	5,073.00	5,073.00
QUOTE.	1	I Accept the terms and conditions of this quotation P.O.#_____ Vin# _____ Signed_____ Name_____ Title_____ Purchase Order #_____ Date_____ NO WORK WILL BE STARTED UNTIL SIGNED & RETURNED! QUOTE GOOD FOR 30 DAYS UNLESS NOTED! ALL ITEMS LEFT AFTER 30 DAYS WILL BE DISPOSED OF. FAX# 602-438-4947 note:There will be a 3% additional charge for all credit card charges	0.00	0.00

Not responsible for items left over 30 days.

Phone #	Fax #
602-438-4956	602-438-4947

Subtotal	$5,073.00
Sales Tax (0.00)	$0.00
Total	$5,073.00

Bidder's Tabulation Sheet

PROJECT: City of Kingman ~~Sanitation~~ WATER Dept. - 1/2 ton, single cab, gas engine

BID OPENING: 10/26/2015 2:00 P.M.

BUDGETED AMOUNT:

NONE MET BID SPECS
- NEED 1/2 TON MID SIZE SNGL CAB

TOYOTA WILL BE ONLY MAN. THAT CAN MEET SIZE & CAB NEEDS.

BIDDERS NAME AND ADDRESS	Spec Received	Addendum	Bid Bond Attached	BID PROPOSAL					
				CONTRACT PRICE	ALTERNATES				
					BID A	BID B	BID C	BID D	BID E
Berge Ford 460 E. Auto Center Drive Mesa, AZ 85204-6500				$22,317.33					
Courtesy Chevrolet 1233 E Camelback Rd Phoenix, AZ				$21,819.83					
Peoria Ford 9130 W Bell Rd Peoria, AZ 85382				$21,220.14					

Present:
Sydney Muhle
Erin Roper
Scott Yocum

Posted By: Erin Roper

Date & Time:

Witnessed By:

Bidder's Tabulation Sheet

PROJECT: City of Kingman Wastewater Dept. - 1 ton, 2WD, crew cab

BID OPENING: 10/26/2015 2:00 P.M.

BUDGETED AMOUNT:

BIDDERS NAME AND ADDRESS	Spec Received	Addendum	Bid Bond Attached	BID PROPOSAL					
				CONTRACT PRICE	ALTERNATES				
					BID A	BID B	BID C	BID D	BID E
Martin Swanty 2620 E Andy Devine Ave Kingman, AZ 86401				$40,595.49					
Courtesy Chevrolet 1233 E Camelback Rd Phoenix, AZ				$37,147.55					
Peoria Ford 9130 W Bell Rd Peoria, AZ 85382				$33,250.31 *					
Berge Ford 460 E. Auto Center Drive Mesa, AZ 85204-6500				$34,659.88					
Colorado River Ford 3601 Stockton Hill Rd Kingman, AZ 86401				$38,709.07					

Present:

Sydney Muhle

Erin Roper

Scott Yocum

Posted By: Erin Roper

Date & Time:

Witnessed By:

COPY

City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • (928)753-5561
www.cityofkingman.gov

Advertisement for Bid

Bid and Specifications for City of Kingman Vehicle

Please submit written/sealed bid to the office of the City Clerk at 310 North Fourth Street, Kingman, AZ 86401. Bids will be accepted until **2:00 PM** Local Time on **October 26, 2015.** Bids will be opened and announced at this time. Bids will be considered and possibly awarded to the lowest responsive bidder at the next regularly scheduled Council Meeting.

Bidder must state the approximate time required for delivery after receipt of order on the Bid Sheet.

Delivery: **Vehicle shall be delivered to the City of Kingman Public Works Department at 3700 E. Andy Devine in Kingman AZ on or before the date of delivery as submitted on the bid sheet. A vehicle that is bid with an expected delivery time in excess of 120 days from the date of order may be grounds for the bid to be awarded to the second lowest bidder.**

If you have any questions regarding these bid specifications please contact the Buyer/Contact Department Representative listed on the Notice of Invitation of Bid page of this package.

The undersigned certifies that he or she is an authorized agent of the bidder and is empowered to enter into a contract with the City of Kingman for the purpose state herein. Further, this offer must meet all of the bid specifications and requirements. Please see the attached sheet for the requirements.

Bidder's Legal Name: PFUT Motors, Inc. (DBA. Peoria Ford)

Address: 9130 W. Bell Rd Peoria, AZ 85382

Phone Number: 480-696-5930

Authorized Signature: W. T. McDowell

Printed Name & Title: William McDowell – Fleet Manager

AZ Sales Tax (use tax) License No. 20588198

Expected Delivery Date: 120 days ARO

BID SHEET

The bid shall include all applicable cost for equipment, as specified, ***including tax and delivery***. Payment will be made at this bid price as total and final.

Bid: One (1) 2015 or 2016 1 ton truck with gas engine, single rear wheels, 2WD, LWB, 4 door, with a **Royal Truck Body – Body Style #40-10-108** utility tool box bed. Unit that does not have top opening storage bins on the side boxes **will not** be accepted as a substitute per the Wastewater Department.

$ 33,250.31

Delivery:

Bid 120 Days ARO

Warranty:

Bid See attached

Conditions:

If any of the equipment bid varies from the specifications, such variations must be submitted in writing and in and included with the bid package.

Substitution for Specifications:

Whenever in the specifications any materials or process is indicated or specified by patent or proprietary name and/or by name of manufacturer, such specifications shall be deemed to be used for the purpose of facilitating descriptions of the material and/or process desired and shall be deemed to be followed with the words "or equivalent". The bidder may offer any material(s) or process (es) which shall be equal in every respect to that so indicated or specified, provided, however, that if the material(s), process (es) or article(s) delivered by the bidder must furnish the material(s), process (es), or article(s) specified, or one that, in the opinion of the City of Kingman is equal.

Exceptions to Specifications:

The fact that manufacturers choose not to produce equipment or materials to meet these specifications will not be considered sufficient cause to adjudge these specifications as restrictive. Bidders shall offer the equipment that comes closest to meeting these specifications. The bidder shall note where deviations from specifications are necessary.

Warranty:

Bidder shall state on the Bid Sheet the conditions and durations of the warranty being offered and include pertinent information in detail on an attachment to the bid. For bidding purposes only standard warranty coverages will be considered. Additional warranty coverages may be

offered at the time of the bid but will not be considered as part of the bid and shall not be included in any bid prices.

City of Kingman Contact:

Scott Yocum - Equipment and Facilities Superintendent
3700 E. Andy Devine Avenue
Kingman, AZ 86401-3454
(928) 692-3119
syocum@cityofkingman.gov

Bid

Wastewater Department – 1 – 2015 or 2016 - 1 Ton, 4 Door, 2 Wheel Drive, LWB, with a tool box bed (installed – turnkey – including receiver hitch)

Color	**White**
Windows & Doors	**Power/ Factory Standard Tinted**
Steering	**Power**
Air Bags	**Driver**
Power Outlet	**Dash 12 V**
Brakes	**Front & Rear Disc, Power Assisted**
Alternator	**100 – Amp**
Battery	**Factory Standard**
Engine	**V-8 Gas, minimum 5.7 Liter**
Transmission	**Auto O/D**
Bumper Front	**Factory Standard**
Bumper Rear	**Factory Standard**
Fuel Tank	**Factory Standard**
Windshield Wipers	**Intermittent Adj. Pause**
Windshield	**Legally Tinted and Shaded**
Mirrors	**Adjustable/Tow Mirrors**
Tires/Wheels	**Factory Standard**
Air Conditioning	**Factory Standard**
Heater	**Factory Standard**
Instrumentation	**Factory Standard**
Radio	**AM/FM/CD**
Inner Trim Panel	**Color Coordinated**
Floor Covering	**Vinyl W/ Rubber Mats**
Front Seat	**Bench/ Factory Standard**
Rear Seat	**Factory Standard**
Tow Package	**Factory Std. W/OEM Trailer**
	Brake Sending Unit
Receiver Hitch	**Factory Standard – Class 3**

Peoria Ford
9130 W. Bell Rd., Peoria, Arizona, 85382
Office: 623-977-8888 Fax: 623-877-8372

Customer Proposal

Prepared by:

Chad Welsh
Office: 623-977-8888

Date: 10/19/2015
Vehicle: 2016 F-350 XL
4x2 SD Crew Cab 8' box 172" WB SRW

Table of Contents

Description	Page
Cover Page	1
Table of Contents	2
Selected Options	3
Warranty - Selected	5

Selected Options

Code	Description
Base Vehicle	
W3A	Base Vehicle Price (W3A)
Packages	
610A	Order Code 610A
Powertrain	
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel
44P	Transmission: TorqShift 6-Speed Automatic *Includes SelectShift.*
X37	3.73 Axle Ratio
STDGV	GVWR: 10,500 lb Payload Package
Wheels & Tires	
TBK	Tires: LT245/75Rx17E BSW A/S *Includes BSW A/T plus spare tire.*
64A	Wheels: 17" Argent Painted Steel *Includes painted hub covers/center ornaments.*
Seats & Seat Trim	
A	HD Vinyl 40/20/40 Split Bench Seat *Includes center armrest, cupholder and storage.*
Other Options	
172WB	172" Wheelbase
90L	Power Equipment Group *Deletes passenger-side lock cylinder. Includes upgraded door trim panel.* *Includes:* *- Accessory Delay* *- Manual Telescoping 2-Way Fold Trailer Tow Mirrors* *Includes power/heated glass, heated convex spotter mirror and integrated clearance lamps/turn signals.* *- Perimeter Anti-Theft Alarm* *- Power Locks* *- Power 1st Row Front-Seat Windows* *Includes 1-touch up/down.* *- Power 2nd Row Rear-Seat Windows* *- Remote Keyless Entry*
66D	Pickup Box Delete *Deletes tie-down hooks, tailgate, bodyside moldings and 7/4 pin connector. Includes 17.5K trailer hitch receiver (see Trailer Tow guide for rating). Incomplete vehicle package - requires further manufacture and certification by a final stage manufacturer. In addition, Ford urges manufacturers to follow the recommendations of the Ford Incomplete Vehicle Manual and the Ford Truck Body Builder's Layout Book (and applicable supplements).* *Includes:* *- Rear Bumper Delete* *- Spare Wheel, Tire, Carrier & Jack Delete*
52B	Trailer Brake Controller *Compatible with select electric over hydraulic brakes.*
PAINT	Monotone Paint Application
585	Radio: AM/FM Stereo/Single CD/MP3 (Fleet) (LPO)

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Selected Options (cont'd)

Code	Description
	Includes digital clock, 4-speakers and auxiliary audio input jack.
Interior Colors	
AS	Steel
Primary Colors	
Z1	Oxford White

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Warranty - Selected Equipment & Specs

Warranty

Basic			
Distance	36000 miles	Months	36 months
Powertrain			
Distance	60000 miles	Months	60 months
Corrosion Perforation			
Distance	Unlimited miles	Months	60 months
Roadside Assistance			
Distance	60000 miles	Months	60 months

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Bidder's Tabulation Sheet

PROJECT: City of Kingman IT & City Clerk - 2 full size SUVs

BID OPENING: 10/26/2015 2:00 P.M.

BUDGETED AMOUNT:

BIDDERS NAME AND ADDRESS	Spec Received	Addendum	Bid Bond Attached	BID PROPOSAL					
				CONTRACT PRICE	ALTERNATES				
					BID A	BID B	BID C	BID D	BID E
Courtesy Chevrolet 1233 E Camelback Rd Phoenix, AZ				$39,914.68 each	TAHOE 2016				
Martin Swanty 2620 E Andy Devine Ave Kingman, AZ 86401				$34,272.19 each	DURANGO				
Peoria Ford 9130 W Bell Rd Peoria, AZ 85382				$64,357.28	$32,178.64 EA	EXPEDITION 2016			
Berge Ford 460 E. Auto Center Drive Mesa, AZ 85204-6500	★			$27,349.21 each	EXPLORER 2016 3.5 V6		MET BID SPEC'S		
Colorado River Ford 3601 Stockton Hill Rd Kingman, AZ 86401				$45,177.04	$22,588.52 EA ESCAPE MIN BID SPEC WAS V-6	W/ I-4 - DID NOT MEET BID SPEC			

Present:
Sydney Muhle
Erin Roper
Scott Yocum

Posted By: Erin Roper
Date & Time:

Witnessed By:

Advertisement For Bid

Bid and Specifications for City of Kingman Vehicle

Please submit written/sealed bid to the office of the City Clerk at 310 North Fourth Street, Kingman, AZ 86401. Bids will be accepted until **2:00 PM** Local Time, **October 26, 2015** and be opened and announced at this time. The apparent low bid will be considered for award by the Kingman Common Council.

Bidder must state the approximate time required for delivery after receipt of order on the Bid Sheet.

Delivery: **Vehicle (s) shall be delivered to the City of Kingman Public Works Department at 3700 E. Andy Devine in Kingman AZ on or before the date of delivery as submitted on the bid sheet. A vehicle that is bid with an expected delivery time in excess of 90 days from the date of order may be grounds for the bid to be awarded to the second lowest bidder.**

If you have any questions regarding these bid specifications, please contact the Buyer/Contact Department Representative listed on the Notice of Invitation for Bid page of this package.

The undersigned certifies that he or she is an authorized agent of the bidder and is empowered to enter into a contract with the City of Kingman for the purpose stated herein. Further, this offer must meet all of the bid specifications and requirements. Please see the attached sheet for the requirements.

Bidder's Legal Name: Berge Ford

Address: 460 E. Auto Center DR. Mesa, AZ. 85204-6500

Phone Number: 480-497-7527 / 4890-241-9249 Cell

Authorized Signature: _____

Printed Name & Title: Richard Lewis / Government Fleet Sales Manager

AZ Sales Tax (use tax) License No. 07-033195-C

Expected Delivery Date: 90-120 Days

BID SHEET

The bid shall include all applicable cost for equipment, as specified, ***including tax and delivery.*** Payment will be made at this bid price as total and final.

Bid: **2 (Two)** – 2015 or 2016 Full-Size 5 passenger Sport Utility Vehicle, gas engine, 4 door/hatchback tailgate. **(I.T. Dept. and City Complex Vehicles)**

$ 27,349.21 Per Unit ea.

Delivery:

Bid 90-120 Days

Warranty:

Bid See Attached

Conditions:

If any of the equipment bid varies from the specifications, such variations must be submitted in writing and included with the bid package.

The City of Kingman reserves the right to waive minor variations if, in the opinion of the City of Kingman, the basic unit meets the general intent of these specifications.

The complete equipment/material bid shall not include a major component that is a prototype nature or has not been in production a sufficient length of time to demonstrate reliability.

Substitution for Specifications:

Whenever in the specifications any materials or process is indicated or specified by patent or proprietary name and/or by name of manufacturer, such specifications shall be deemed to be used for the purpose of facilitating descriptions of the material and/or process desired and shall be deemed to be followed with the words "or equivalent." The bidder may offer any material(s) or process(as) which shall be equal in every respect to that so indicated or specified provided, however, that if the material(s), process(as) or article(s) delivered by the bidder must furnish the material(s), process(as) or article(s) specified, or one that, in the opinion of the City of Kingman, is equal .

Exceptions to Specifications:

The fact that manufacturers choose not to produce equipment or materials to meet these specifications will not be considered sufficient cause to adjudge these specifications as restrictive. Bidders shall offer the equipment that comes closest to meeting these

specifications. The bidder shall note where deviations from specifications are necessary.

Warranty:
Bidder shall state on the Bid Sheet the conditions and durations of the warranty being offered and include pertinent information in detail on an attachment to the bid. For bidding purposes, only standard warranty coverage's will be considered. Additional warranty coverage's may be offered at the time of the bid, but will not be considered as part of the bid and shall not be included in any bid prices.

City of Kingman Contact:

Scott Yocum - Equipment and Facilities Superintendent
3700 E. Andy Devine Ave. Kingman, AZ 86401-3454
OFFC: (928) 692-3119 syocum@cityofkingman.gov

Bid
Bid: **2 (Two)** – 2015 or 2016 Full-Size 5 passenger Sport Utility Vehicle, gas engine, 4 door/hatchback tailgate.

Color	**White (color may vary)**
Windows & Doors	**Power/ Factory Standard Tinted**
Steering	**Power**
Cruise Control	**Factory Standard**
Air Bags	**Factory Standard**
Power Outlet	**Dash 12 V**
Brakes	**Front & Rear Disc, Power Assisted**
Alternator	**Factory Standard**
Battery	**Factory Standard**
Engine	**V-6 Gas**
Transmission	**Auto O/D**
Bumper Front	**Factory Standard**
Bumper Rear	**Factory Standard**
Fuel Tank	**Factory Standard**
Windshield Wipers	**Intermittent Adj. Pause**
Windshield	**Legally Tinted and Shaded**
Mirrors	**Driver Adjustable**
Tires/Wheels	**Factory Standard**
Air Conditioning	**Factory Standard**
Heater	**Factory Standard**
Instrumentation	**Factory Standard**
Radio	**AM/FM/CD**
Inner Trim Panel	**Color Coordinated**
Floor Covering	**Carpet/ Color Coordinated**
Front Seat	**Factory Standard**
Rear Seat	**Factory Standard**

```
CNGP530                    VEHICLE ORDER CONFIRMATION            10/20/15 15:01:10
==> _________ ____________________________________                Dealer: F71175
                          2016 EXPLORER 4-DOOR                     Page: 1 of 1
Order No: 8585    Priority: M1  Ord FIN: QC261  Order Type: 5B Price Level: 635
Ord Code: 100A Cust/Flt Name: CITY KINGMAN        PO Number:
                     RETAIL   DLR INV                        RETAIL    DLR INV
K7B  4DR FWD BASE   $31050 $29266.00  B4A  NET INV FLT OPT     NC      $7.00
     .112.6" WB                            DEST AND DELIV     945     945.00
YZ   OXFORD WHITE                     TOTAL BASE AND OPTIONS 31995  28591.74
7    CLOTH BUCKET                     TOTAL                  31995  28591.74
L    MED LT CAMEL                     *THIS IS NOT AN INVOICE*
100A EQUIP GRP
     .18" PNTD ALUM
998  .3.5L V6 TIVCT       NC        NC
44J  .6-SPD AUTO TRAN     NC        NC
     .P245/60R18 A/S
     SLCT SHFT TRANS
     FLEX FUEL
     SP DLR ACCT ADJ          (1243.00)
     SP FLT ACCT CR            (388.00)
     FUEL CHARGE                  4.74
F1=Help                 F2=Return to Order          F3/F12=Veh Ord Menu
F4=Submit               F5=Add to Library
S099 - PRESS F4 TO SUBMIT                                          QC203051
fmcdealr@FS-RL
Oct 20, 2015 12:01:14 PM
```

Bidder's Tabulation Sheet

PROJECT: City of Kingman Streets Dept. - 1 ton, gas engine, dually, LWB, flat bed

BID OPENING: 10/26/2015 2:00 P.M.

BUDGETED AMOUNT:

BIDDERS NAME AND ADDRESS	Spec Received	Addendum	Bid Bond Attached	BID PROPOSAL					
				CONTRACT PRICE	ALTERNATES				
					BID A	BID B	BID C	BID D	BID E
Courtesy Chevrolet 1233 E Camelback Rd Phoenix, AZ				$38,305.30					
Berge Ford 460 E. Auto Center Drive Mesa, AZ 85204-6500				$38,326.93					
Martin Swanty 2620 E Andy Devine Ave Kingman, AZ 86401				$39,677.77					
Peoria Ford 9130 W Bell Rd Peoria, AZ 85382				$37,447.67 * ✓ SPECS					
Colorado River Ford 3601 Stockton Hill Rd Kingman, AZ 86401				$40,418.04					

Present:
Sydney Muhle
Erin Roper
Scott Yocum

Posted By: Erin Roper
Date & Time:

Witnessed By:

COPY

City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • (928)753-5561
www.cityofkingman.gov

Advertisement For Bid

Bid and Specifications for City of Kingman Vehicle(s)

Please submit a written/sealed bid to the office of the City Clerk at 310 North Fourth Street Kingman, AZ 86401. Bids will be accepted until **2:00 PM** Local Time on **October 26, 2015.** Bids will be opened and announced at this time. The apparent low, responsible bid will be considered for award by the Kingman Common Council.

Bidder must state the approximate time required for delivery after receipt of order on the Bid Sheet.

Delivery: **Vehicle shall be delivered to the City of Kingman Public Works Department at 3700 E. Andy Devine in Kingman AZ on or before the date of delivery as submitted on the bid sheet. A vehicle that is bid with an expected delivery time in excess of 120 days from the date of order may be grounds for the bid to be awarded to the second lowest bidder.**

If you have any questions regarding these bid specifications, please contact the Buyer/Contact Department Representative listed on the Notice of Invitation for Bid page of this package.

The undersigned certifies that he or she is an authorized agent of the bidder and is empowered to enter into a contract with the City of Kingman for the purpose stated herein. Further, this offer must meet all of the bid specifications and requirements. Please see the attached sheet for the requirements. The City does reserve the right to reject any or all bids.

Bidder's Legal Name: PFVT Motors, Inc (DBA. Peoria Ford)

Address: 9130 W. Bell Rd Peoria, AZ 85382

Phone Number: 480-696-5930

Authorized Signature: W. T. McDowell

Printed Name & Title: William McDowell – Fleet Director

AZ Sales Tax (use tax) License No.: 20588108

Expected Delivery Date: 120 days ARO

BID SHEET

Bid shall include all applicable cost for equipment, as specified, ***including tax and delivery***. Payment will be made at this bid price as total and final.

Bid: 1(One) – 2015 or Newer - 1 ton truck, gas engine, dual rear wheels 4WD, LWB, 4 door, with flat bed and metal side bed stakes (convertible type).
(Street Department)

$ 37,447.67

Delivery:

Bid 120 Days ARO

Warranty:

Bid See attached

Conditions:

If any of the equipment bid varies from the specifications, such variations must be submitted in writing and included with the bid package.

The City of Kingman reserves the right to waive minor variations if, in the opinion of the City of Kingman, the basic unit meets the general intent of these specifications.

The complete equipment/material bid shall not include a major component that is a prototype nature or has not been in production a sufficient length of time to demonstrate reliability.

Substitution for Specifications:

Whenever in the specifications any materials or process is indicated or specified by patent or proprietary name and/or by name of manufacturer, such specifications shall be deemed to be used for the purpose of facilitating descriptions of the material and/or process desired and shall be deemed to be followed with the words "or equivalent." The bidder may offer any material(s) or process(as) which shall be equal in every respect to that so indicated or specified provided, however, that if the material(s), process(as) or article(s) delivered by the bidder must furnish the material(s), process(as) or article(s) specified, or one that, in the opinion of the City of Kingman, is equal.

Exceptions to Specifications:

The fact that manufacturers choose not to produce equipment or materials to meet these specifications will not be considered sufficient cause to adjudge these specifications as

restrictive. Bidders shall offer the equipment that comes closest to meeting these specifications. The bidder shall note where deviations from specifications are necessary.

Warranty:

Bidder shall state on the Bid Sheet the conditions and durations of the warranty being Offered and include pertinent information in detail on an attachment to the bid. For bidding purposes, only standard warranty coverage's will be considered. Additional warranty coverage's may be offered at the time of the bid, but will not be considered as part of the bid and shall not be included in any bid prices.

City of Kingman Contact:

Scott Yocum - Equipment and Facilities Superintendent
3700 E. Andy Devine Ave. Kingman, AZ 86401-3454
OFFC: (928) 692-3119 syocum@cityofkingman.gov

Bid

Street Department – 1 – 2015 or Newer - 1 Ton, 4 Door, 4 Wheel Drive. Dual Rear Wheels, LWB, with Flat Bed (steel) and Metal Side (drop in bed stakes) Bed Stakes.

In regard to this truck we are requesting to have the flat bed, bid as turn key. The flat bed must have an extension from the bed to at minimum cover the rear window and have all federally required Safety Lighting, turn signals, brake lights, with included receiver (Class 3) and 7 prong trailer plug, etc. on the rear of the truck.

Color	**White** ✓
Windows & Doors	**Power/ Factory Standard Tinted** ✓
Steering	**Power** ✓
Air Bags	**Driver** ✓
Power Outlet	**Dash 12 V** ✓
Brakes	**Front & Rear Disc, Power Assisted** ✓
Alternator	**100 – Amp** ✓
Battery	**Factory Standard** ✓
Engine	**V-8 Gas, minimum 5.7 Liter**
Transmission	**Auto O/D**
Bumper Front	**Factory Standard** ✓
Bumper Rear	**Factory Standard** ✓
Fuel Tank	**Factory Standard** ✓
Windshield Wipers	**Intermittent Adj. Pause** ✓
Windshield	**Legally Tinted and Shaded** ✓
Mirrors	**Adjustable/Tow Mirrors** ✓
Tires/Wheels	**Factory Standard** ✓
Air Conditioning	**Factory Standard** ✓

Heater	**Factory Standard**
Instrumentation	**Factory Standard**
Radio	**AM/FM/CD**
Inner Trim Panel	**Color Coordinated**
Floor Covering	**Vinyl W/ Rubber Mats**
Front Seat	**Bench/ Factory Standard**
Rear Seat	**Factory Standard**
Tow Package	**Factory Std. W/OEM Trailer**
	Brake Sending Unit
Receiver Hitch	**Factory Standard**

Peoria Ford
9130 W. Bell Rd., Peoria, Arizona, 85382
Office: 623-977-8888 Fax: 623-877-8372

Customer Proposal

Prepared by:

Chad Welsh
Office: 623-977-8888

Date: 10/19/2015
Vehicle: 2016 F-350 Chassis XL
4x4 SD Crew Cab 176" WB DRW

Table of Contents

Description	Page
Cover Page	1
Table of Contents	2
Selected Options	3
Warranty - Selected	5

Selected Options

Code	Description
Base Vehicle	
W3H	Base Vehicle Price (W3H)
Packages	
640A	Order Code 640A
Powertrain	
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 (Flex-Fuel)
44P	Transmission: TorqShift 6-Speed Automatic *Includes SelectShift, range select and tow/haul feature.*
X37	3.73 Axle Ratio
STDGV	GVWR: 14,000 lb Payload Package
Wheels & Tires	
TBK	Tires: LT245/75Rx17E BSW AS
64K	Wheels: 17" Argent Painted Steel *Hub covers and center ornaments not included.*
Seats & Seat Trim	
A	HD Vinyl 40/20/40 Split Bench Seat *Includes center armrest, cupholder and storage.*
Other Options	
PAINT	Monotone Paint Application
176WB	176" Wheelbase
90L	Power Equipment Group *Deletes passenger side lock cylinder. Includes upgraded door-trim panel.* *Includes:* *- Accessory Delay* *- Power Locks* *- Remote Keyless Entry* *- Perimeter Anti-Theft Alarm* *- Power Front & Rear Side Windows* *Includes 1-touch up and down power driver and passenger window* *- MyKey* *Includes owner controls feature.* *- Manual Telescoping 2-Way Fold Trailer Tow Mirrors* *Includes power/heated glass, heated convex spotter mirror and integrated clearance lamps/turn signals.* *- SecuriLock Passive Anti-Theft System (PATS)*
52B	Trailer Brake Controller *Verified to be compatible with electronic actuated drum brakes only.*
585	Radio: AM/FM Stereo/Single CD/MP3 (Fleet) (LPO) REQUIRES valid FIN code. *Includes digital clock, 4 speakers and auxiliary audio input jack.*
Emissions	
425	50-State Emissions System
Interior Colors	

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Selected Options (cont'd)

Code	Description
AS	Steel
Primary Colors	
Z1	Oxford White

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Warranty - Selected Equipment & Specs

Warranty

Basic			
Distance	36000 miles	Months	36 months
Powertrain			
Distance	60000 miles	Months	60 months
Corrosion Perforation			
Distance	Unlimited miles	Months	60 months
Roadside Assistance			
Distance	60000 miles	Months	60 months

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Bidder's Tabulation Sheet

PROJECT: City of Kingman Sanitation Dept. - 1/2 ton LWB, single cab, 2WD

BID OPENING: 10/26/2015 2:00 P.M.

BUDGETED AMOUNT:

BIDDERS NAME AND ADDRESS	Spec Received	Addendum	Bid Bond Attached	BID PROPOSAL					
				CONTRACT PRICE	ALTERNATES				
					BID A	BID B	BID C	BID D	BID E
Martin Swanty 2620 E Andy Devine Ave Kingman, AZ 86401	★			$23,368.93	DODGE RAM				
Courtesy Chevrolet 1233 E Camelback Rd Phoenix, AZ	★			$23,505.30					
Peoria Ford 9130 W Bell Rd Peoria, AZ 85382	★			$23,433.49					
Colorado River Ford 3601 Stockton Hill Rd Kingman, AZ 86401	★			$25,367.42					

Present:

Sydney Muhle
Erin Roper
Scott Yocum

Posted By: Erin Roper

Date & Time:

Witnessed By:

City of Kingman
310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • (928)753-5561
www.cityofkingman.gov

3 SETS OF KEYS

Bid and Specifications for One (1) Vehicle
Truck 2015 or Newer ½ Ton L/W/B, (8 foot bed) Single Cab, 2 W/D

Please submit sealed written bids to City of Kingman City Clerk's Office, 310 N. 4th Street, Kingman Arizona, by 2:00 PM, **October 26, 2015** Bids will be opened at this time.

*Bidder **must** state the approximate time required for delivery after receipt of order in the designated area on this Bid Sheet.*

Delivery: **All vehicles shall be delivered to the City of Kingman Public Works Department at 3700 E. Andy Devine Avenue Kingman, Arizona, on or before the date of delivery as indicated on this bid sheet. This bid may be awarded to the second lowest bidder if the lowest bidder has an expected delivery time in excess of 120 days from the date of order.**

Bid Award: **Bids that meet the following specifications will be considered by city staff and awarded to the lowest responsive bidder. The City of Kingman reserves the right to reject any and all bids.**

If you have any questions regarding these bids specifications, please contact the Buyer/Contract Department Representative listed on the third page of this Bid Package.

The undersigned certifies that he or she is an authorized agent of the bidder and is empowered to enter into a contract with the City of Kingman for the purpose stated herein. Further, this offer must meet all of the bid specifications and requirements. Please see the attached sheet for the requirements.

Bidder's Legal Name: MARTIN SWANTY CDJR

Address: 2620 E ANDY DEVINE AVE KINGMAN AZ 86401

Phone Number: (928) 753-3131

Authorized Signature:

Printed Name & Title: michael mohr Business Link mng

AZ Sales Tax (use tax) License No. 8605018 36

Expected Delivery Date: 120 DAYS FROM OCT 26, 2015 OR FROM DATE AWARDED CONTRACT. WHICHEVER IS LATER

Delivery:

Bid 120 Days

Warranty:

Bid 5yr 100,000 mile power train
3yr 36,000 mile Limited Bumper to Bumper

Conditions:

If any of the equipment bid varies from the specifications, such variations must be submitted in writing and included with the bid package.

The City of Kingman reserves the right to waive minor variations if, in the opinion of the City of Kingman, the basic unit meets the general intent of these specifications.

The complete equipment/material bid shall not include a major component that is a prototype nature or has not been in production a sufficient length of time to demonstrate reliability.

Substitution for Specifications:

Whenever in the specifications any materials or process is indicated or specified by patent or proprietary name and/or by name of manufacturer, such specifications shall be deemed to be used for the purpose of facilitating descriptions of the material and/or process desired and shall be deemed to be followed with the words "or equivalent." The bidder may offer any material(s) or process(as) which shall be equal in every respect to that so indicated or specified provided, however, that if the material(s), process(as) or article(s) delivered by the bidder must furnish the material(s), process(as) or article(s) specified, or one that, in the opinion of the City of Kingman, is equal .

Exceptions to Specifications:

The fact that manufacturers choose not to produce equipment or materials to meet these specifications will not be considered sufficient cause to adjudge these specifications as restrictive. Bidders shall offer the equipment that comes closest to meeting these specifications. The bidder shall note where deviations from specifications are necessary.

Bid and Specifications for One (1) Vehicle
Truck 2015 or Newer ½ Ton L/W/B, (8 foot bed) Single Cab, 2 W/D

Minimum Specifications

1. Color:	White	Yes X	No
2. Keys:	3 sets keys	Yes X	No
3. Windows:	Power/Factory Standard Tint	Yes X	No
4. Doors:	Power Locks	Yes X	No
5. Steering:	Power/ Cruise control and tilt wheel	Yes X	No
6. Air bags:	Dual	Yes X	No
7. Power Outlet:	Dash 12 V	Yes X	No
8. Brakes Front &Rear:	Disc, Power Assisted:	Yes X	No
9. Alternator:	100-Amp	Yes X	No
10. Battery:	Factory Standard	Yes X	No
11. Engine:	V-8 Gas, Minimum 5.3 Liter	Yes X	No
12. Transmission:	Auto O/D	Yes X	No
13. Bumper:	Front & Rear Factory Standard	Yes X	No
14. Fuel Tanks:	Maximum fuel capacity available	Yes X	No
15. Windshield:	Legally Tinted and Shaded	Yes X	No
16. Windshield wipers:	2-speed intermittent with washer	Yes X	No
17. Mirrors:	Powered External mirrors,	Yes X	No
18. Tires:	Factory standard. Full size-spare Tire/wheel included	Yes X	No
19. Air conditioner:	Factory Standard	Yes X	No
20. Heater:	Factory Standard	Yes X	No
21. Instrumentation:	Factory Standard	Yes X	No
22. Radio:	AM/FM/CD,	Yes X	No
23. Inter Trim Panel:	Color Coordinated	Yes X	No
24. Floor Covering:	Vinyl W/Rubber Mats	Yes X	No
25. Front Seat:	**Full -Bench Seat**	Yes X	No
26. Towing:	Trailer towing package and class 3 receiver hitch	Yes X	No

Bid and Specifications for One (1) Vehicle
Truck 2015 or Newer ½ Ton L/W/B, (8 foot bed) Single Cab, 2 W/D

Conditions:

If any of the bids submitted include equipment that varies from the specifications, such variations must be submitted in writing and included with the bid package.

The City of Kingman reserves the right to waive minor variations if, in the opinion of the City of Kingman, the basic unit meets the general intent of these specifications.

The complete equipment/material bid shall not include a major component that is of a prototype nature or has not been in production a sufficient length of time to demonstrate reliability.

Substations for Specifications:

Whenever in the specifications any materials or process is indicated or specified by patent or proprietary name and/or by name of manufacture, such specifications shall be deemed to be used for the purpose of facilitating descriptions of the material and/or process desired and shall be deemed to be followed with words "or equivalent." The bidder may offer any material(s) or process(es) which shall be equal in every respect to that so indicated or specified, however, the materials(s), process(es) or articles(s) delivered by the bidder must use material(s), process(es) or articles(s) specified, or one that, in the opinion of the City of Kingman is equal.

Exception to Specification:

The fact that manufacturers choose not to produce equipment or materials to meet these specifications will not be considered sufficient cause to adjust these specifications as restrictive. Bidder shall offer the equipment that comes closest to meeting these specifications. The bidder shall note where deviations from specifications are necessary.

Warranty:

Bidder shall state on the bid sheet the conditions and duration of the warranty being offered and include pertinent information in detail as an attachment to the bid. For bidding purposes, only standard warranty coverage will be considered. Additional warranty coverages may be offered at the time of the bid but will be considered as part of the bid and shall not be included in any bid prices.

City of Kingman Contact:

Scott Yocum – Equipment and Facilities Superintendent
3700 E. Andy Devine Avenue
Kingman, AZ 86401-3454
Office: (928) 692-3119
syocum@cityofkingman.gov

Bidder's Tabulation Sheet

PROJECT: City of Kingman Sanitation Dept. - 1/2 ton 2WD, SWB, 4 door crew cab

BID OPENING: 10/26/2015 2:00 P.M.

BUDGETED AMOUNT:

BIDDERS NAME AND ADDRESS	Spec Received	Addendum	Bid Bond Attached	BID PROPOSAL					
				CONTRACT PRICE	ALTERNATES				
					BID A	BID B	BID C	BID D	BID E
Courtesy Chevrolet 1233 E Camelback Rd Phoenix, AZ	★			$30,674.04					
Peoria Ford 9130 W Bell Rd Peoria, AZ 85382	★			$27,673.17	FORD 1/2 TON				
Martin Swanty 2620 E Andy Devine Ave Kingman, AZ 86401	★			$29,980.44					
Berge Ford 460 E. Auto Center Drive Mesa, AZ 85204-6500	★			$28,579.90					
Colorado River Ford 3601 Stockton Hill Rd Kingman, AZ 86401	★			$32,973.59					

Present:
Sydney Muhle
Erin Roper
Scott Yocum

Posted By: Erin Roper
Date & Time:

Witnessed By:

COPY

City of Kingman

310 NORTH FOURTH STREET • KINGMAN • ARIZONA • 86401 • (928)753-5561
www.cityofkingman.gov

Advertisement For Bid – City of Kingman Vehicle (s)

Please submit written sealed bids to the City Clerk's office at 310 N 4th Street Kingman AZ 86401, by **2:00 pm on October 26, 2015**. Bids will be opened at this time.

Bidder must state the approximate time required for delivery after receipt of order on the Bid Sheet.

Delivery: **All vehicles shall be delivered to the City of Kingman Public Works Department at 3700 E. Andy Devine Ave Kingman AZ on or before the date of deliver as submitted on the bid sheet. Vehicles that are bid with an expected deliver time in excess of 120 days from the date of order may be grounds for the bid to be awarded to the second lowest bidder.**

Bid Award: **Bids will be awarded to the lowest responsive bidder and will be considered at the next regularly scheduled Council meeting. The Council reserves the right to reject any and all Bids.**

If you have any questions regarding these bids specifications, please contact the Buyer/Contract Department Representative listed on the Notice of Invitation for Bid Page of this Package.

The undersigned certifies that he or she is authorized agent of the bidder and is empowered to enter into a contract with the City of Kingman for the purpose stated herein. Further, this offer must meet all of the bid specifications and requirements. Please see the attached sheet for the requirements.

Bidder's Legal Name: PFUT Motors, Inc. (DBA. Peoria Ford)

Address: 9130 W. Bell Rd Peoria, AZ 85382

Phone Number: 480-696-5930

Authorized Signature: W. McDowell

Printed Name & Title William McDowell – Fleet Director

AZ Sales Tax (use tax) License No. 20588108

Expected Delivery Date 120 days ARO

One (1) – 2015 or Newer, ½ Ton, 2WD, SWB (6 foot bed), 4 Door Crew Cab, Pick Up Truck

Minimum Specifications

1. Color:	White	Yes ✓	No
2. Keys:	3 sets of Remote keys	Yes ✓	No
3. Windows:	Power/Factory Standard Tint	Yes ✓	No
4. Doors:	Power Locks	Yes ✓	No
5. Steering:	Power/ Cruise control and tilt wheel	Yes ✓	No
6. Air bags:	Dual	Yes ✓	No
7. Power Outlet:	Dash 12 V	Yes ✓	No
8. Brakes:	Front and Rear Disc, Power Assisted:	Yes ✓	No
9. Alternator:	100-Amp	Yes ✓	No
10. Battery:	Factory Standard	Yes ✓	No
11. Engine:	V-8 Gas, Minimum 5.3 Liter	Yes	No ✓ 5.0L V8
12. Transmission:	Auto O/D	Yes ✓	No
13. Bumper:	Front & Rear Factory Standard	Yes ✓	No
14. Fuel Tanks:	Maximum fuel capacity available	Yes ✓	No
15. Windshield:	Legally Tinted and Shaded	Yes ✓	No
16. Windshield wipers:	2-speed intermittent with washer	Yes ✓	No
17. Mirrors:	Powered External mirrors, Inside-one Glare day and night	Yes ✓	No
18. Tires:	Factory standard. Full size-spare Tire/wheel included	Yes ✓	No
19. Air conditioner:	Factory Standard	Yes ✓	No
20. Heater:	Factory Standard	Yes ✓	No
21. Instrumentation:	Factory Standard	Yes ✓	No
22. Radio:	AM/FM/CD, Bluetooth connectivity Smartphone Integration for hands free calling	Yes	No
23. Inter Trim Panel:	Color Coordinated	Yes ✓	No
24. Floor Covering:	Vinyl W/Rubber Mats	Yes ✓	No

25. Front Seat:	Cloth 40/20/40 split-bench seat	
	A center seatback that doubles as	
	A fold-down armrest with storage	Yes ✓ No_____
26. Rear Seat:	Cloth Factory Standard	Yes ✓ No_____
27. Towing:	Trailer towing package and class	
	3 receiver hitch	Yes ✓ No_____

Conditions:

If any of the equipment bid varies from the specifications, such variations must be submitted in writing and included with the bid package.

The City of Kingman reserves the right to waive minor variations if in the opinion of the City of Kingman; the basic unit meets the general intent of these specifications.

The complete equipment/material bid shall not include a major component that is a prototype nature or has not been in production a sufficient length of time to demonstrate reliability.

Substations for Specifications:

Whenever in the specifications any materials or process is indicated or specified by patent or proprietary name and/or by name of manufacture, such specifications shall be deemed to be
used for the purpose of facilitating descriptions of the material and/or process desired and shall
be deemed to be followed with words "or equivalent." The bidder may offer any material(s)
or process(as) which shall be equal in every respect to that so indicated or specified provider, however, that if the materials(s), process(as) or articles(s) delivered by the bidder must furnish
the material(s), process (as) or articles(s) specified, or one that, in the onion of the City of
Kingman is equal.

Exception to Specification:

The fact that manufactures choose not to produce equipment or materials to meet these specifications will not be considered sufficient cause to adjust these specifications as restrictive. Bidder shall offer the equipment that comes closest to meeting these specifications. The bidder shall note where deviations from specifications are necessary.

Warranty:

Bidder shall state on the bid sheet the conditions and duration of the warranty being offered and include pertinent information in detail on attachment to the bid. For bidding purposes, only standard warranty coverage will be considered. Additional warrant coverages maybe offered at the time of the bid but will now be consider as part of the bid and shall not be include in any bid prices.

City of Kingman Contact:
Scott Yocum- /Equipment and Maintenance Superintendent
3700 E. Andy Devine Ave Kingman AZ 86401-354
Office: 928-692-3119 syocum@cityofkingman.gov

BID SHEET

Bid shall include all applicable cost for equipment, as specified, ***including tax and delivery.*** Payment will be made at this bid price as total and final.

Bid: 1 (One) – 2015 or Newer, 1/2 Ton ~~Mid Size Truck, Single Cab, Gas Engine, 2WD, SWB, 6 foot with Bed (Water Department)~~ 2WD, SWB (6 foot bed) 4 door Crew Cab, Pickup Truck

$ 27,673.17

Delivery:

Bid 120 Days ARO

Warranty:

Bid See attached

Conditions:

If any of the equipment bid varies from the specifications, such variations must be submitted in Writing and included with the bid package.

The City of Kingman reserves the right to waive minor variations if, in the opinion of the City of Kingman, the basic unit meets the general intent of these specifications.

The complete equipment/material bid shall not include a major component that is a prototype nature or has not been in production a sufficient length of time to demonstrate reliability.

Substitutions for Specifications:

Whenever in the specifications any materials or process is indicated or specified by patent or proprietary name and/or by name of manufacturer, such specifications shall be deemed to be used for the purpose of facilitating descriptions of the material and/or process desired and shall be deemed to be followed with the words "or equivalent." The bidder may offer any material(s) or process(as) which shall be equal in every respect to that so indicated or specified provided, however, that if the material(s), process(as) or article(s) delivered by the bidder must furnish the material(s), process(as) or article(s) specified, or one that, in the opinion of the City of Kingman, is equal.

Exceptions to Specifications:

The fact that manufacturers choose not to produce equipment or materials to meet these specifications will not be considered sufficient cause to adjudge these specifications as restrictive. Bidders shall offer the equipment that comes closest to meeting these specifications. The bidder shall note where deviations from specifications are necessary.

Peoria Ford
9130 W. Bell Rd., Peoria, Arizona, 85382
Office: 623-977-8888 Fax: 623-877-8372

Customer Proposal

Prepared by:

Chad Welsh
Office: 623-977-8888

Date: 10/19/2015
Vehicle: 2016 F-150 XL
4x2 SuperCrew Cab Styleside 6.5' box 157" WB

Table of Contents

Description	Page
Cover Page	1
Table of Contents	2
Selected Options	3
Warranty - Selected	5

Selected Options

Code	Description
Base Vehicle	
W1C	Base Vehicle Price (W1C)
Packages	
100A	Equipment Group 100A Base
Powertrain	
99F	Engine: 5.0L V8 FFV
446	Transmission: Electronic 6-Speed Automatic *Includes tow/haul mode.*
X27	3.31 Axle Ratio
NONGV1	GVWR: 6,950 lbs Payload Package
Wheels & Tires	
STDTR	Tires: P245/70R17 BSW A/S
64C	Wheels: 17" Silver Steel
Seats & Seat Trim	
C	Cloth 40/20/40 Front Seat *Includes 2-way manual driver/passenger adjustment and armrest.*
Other Options	
157WB	157" Wheelbase
58B	Radio: AM/FM Stereo/Single-CD Player (Fleet) REQUIRES valid FIN code. *Includes 6 speakers.*
53B	Class IV Trailer Hitch Receiver *Includes towing capability up to 5,000 lbs., smart trailer tow connector and 4-pin/7-pin wiring harness.*
53A	Trailer Tow Package (Fleet) *Towing capability up to 11,100 lbs.* *Includes:* *- Class IV Trailer Hitch Receiver* *Includes towing capability up to 5,000 lbs., smart trailer tow connector and 4-pin/7-pin wiring harness.* *- Auxiliary Transmission Oil Cooler* *- Upgraded Front Stabilizer Bar*
PAINT	Monotone Paint Application
655	Extended Range 36 Gallon Fuel Tank (Fleet)
Fleet Options	
85A	XL Power Equipment Group REQUIRES valid FIN code.
52B	SYNC Voice Recognition Communications *Enhanced voice recognition communication and entertainment system. Includes 911 assist, 4.2" LCD display in center stack, Applink, 1 smart charging USB port, VHR, SYNC services, Bluetooth and steering wheel audio controls. Compass display in instrument cluster.*

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Selected Options (cont'd)

Code	Description
50S	Cruise Control REQUIRES valid FIN code.
Interior Colors	
CG	Dark Earth Gray
Primary Colors	
YZ	Oxford White

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Warranty - Selected Equipment & Specs

Warranty

Basic			
Distance	36000 miles	Months	36 months
Powertrain			
Distance	60000 miles	Months	60 months
Corrosion Perforation			
Distance	Unlimited miles	Months	60 months
Roadside Assistance			
Distance	60000 miles	Months	60 months

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO:	Honorable Mayor and Common Council
FROM:	Gary Jeppson
MEETING DATE:	November 3, 2015
AGENDA SUBJECT:	Public Hearing and consideration of Ordinance 1806 to create the Kingman Crossing Planned Development District (PDD) and to amend this zoning district to the 151 acres owned by the City of Kingman in the Kingman Crossing Area to the official zoning map to apply this zoning district. Case No. CI15-001

SUMMARY:
A public hearing and consideration of Ordinance #1806 that if adopted will create the Kingman Crossing Planned Development District (PDD) as Section 18.000 of the Zoning Ordinance of the City of Kingman and to apply this zoning district to the approximately 151-acres located on the south portion of Section 9, T.21N., R.16W., of the G&SRM, Mohave County, Arizona. The area is located south of Interstate-40 and is located on 151-acres of the approximately 168-acres owned by the City of Kingman. The Kingman Crossing area is designated on the Projected Land Use Map of the Kingman General Plan Update 2030 as "Regional Commercial". The proposed zoning district is compatible with the General Plan.

FISCAL IMPACT:
None

STAFF RECOMMENDATION:
The Planning and Zoning Commission, by a six-to-zero vote in the affirmative, and the staff recommend the adoption of Ordinance #1608, which will create the Kingman Crossing Planned Development District and amend the Official Zoning Map of the City of Kingman to apply this zoning district to the approximately 151-acres referred to as Kingman Crossing.

ATTACHMENTS:

Description
Planning and Zoning Commission Report
Ordinance No. 1806
PowerPoint Presentation

REVIEWERS:

Department	Reviewer	Action	Date
Development Services	Jeppson, Gary	Approved	10/27/2015 - 11:54 AM
City Attorney	Cooper, Carl	Approved	10/27/2015 - 2:23 PM

City Manager	Dougherty, John	Approved	10/27/2015 - 1:11 PM

CITY OF KINGMAN

Kingman Crossing
Planned Development District
Rezoning Case: CI15-001
Planning and Zoning Commission Report
October 13, 2015

Summary of Request: This request consider adopting the Kingman Crossing Planned Development District as Section 18.000 of the Zoning Ordinance of the City of Kingman and to apply the zoning district to the approximately 151-acres located on the south portion of Section 9, T.21N., R.16W., of the G&SRM, Mohave County, Arizona.

Applicant: City of Kingman
310 North Fourth Street
Kingman, Arizona 86401

Contact Person: Gary Jeppson, (928) 753-8353

Property Owner: City of Kingman
310 North Fourth Street
Kingman, Arizona 86401

RECOMMENDATION

The Planning and Zoning Commission, on a six-to-zero vote and the staff recommend approval of this zoning text amendment and zoning map amendment because the Kingman Crossing PDD creates a zoning district that allows the Kingman Crossing area become compatible with the area and will enhance the City. The proposed zoning map amendment area matches the "Regional Commercial" land use designation in the Kingman Crossing area south of Interstate-40.

STANDARDS FOR REVIEW

APPLICABLE GOALS, OBJECTIVES AND POLICIES OF THE KINGMAN GENERAL PLAN 2030 UPDATE:

GOALS AND OBJECTIVES
GROWTH AREA ELEMENT

GOALS, OBJECTIVES AND POLICIES

GOAL: **To promote managed, economically sound 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.

APPLICABLE SECTIONS OF THE CITY OF KINGMAN ZONING ORDINANCE:

- Section 12.000: Commercial, Community Business
- Section 13.000: Commercial, Commercial Service
- Section 19.000: Planned Development District
- Section 31.000: Amendments and Zone Changes

FINDINGS OF FACT

Location and Size:

- The 151± acre Kingman Crossing area is located in on the south edge of Section 9, Township 21 North, Range 16 West, of the Gila and Salt River Meridian, City of Kingman, Mohave County, Arizona; more particularly, north of the Airfield Avenue alignment, east of Sage Street and west of the Cherokee Street alignment.

Legal Description:

- The area proposed to be rezoned to Kingman Crossing Planned Development District is described as: a portion of the south half of Section 9, T.21N., R.16W, of the G&SRM, Mohave County, AZ., as shown on Retracement and Dependent Resurvey of a portion of the South East One Quarter and the South West One Quarter of Section 9 lying within the area as described as follows:

  That portion of said Section 9 as described in Book 3550, page 368 Official Records of Mohave County, Arizona and shown as Parcel A and B on said

resurvey plat and lying Easterly and adjacent to an 125-foot wide Electrical Transmission Easement as described in Book 138, pages 16 through 18 of Dockets Mohave County Recorder. This area contains 151-acres more or less based on recorded deeds and surveys.

Existing Land Use: Vacant.

General Plan Land Use Designation:

- Upon adoption of Resolution #4949 by the Kingman Common Council on May 5, 2015, the City of Kingman General Plan 2030 Update was amended to designate this area as "Regional Commercial".

Surrounding Land Use and Zoning:

- To the north is Interstate 40 and vacant land immediate north of Interstate-40.
- To the west is a vacant land and an electrical substation that is zoned Rural Residential.
- To the east is vacant land zoned R-1-10
- To the southeast is the Rancho Santa Fe Subdivision.
- To the south Arizona State Trust Land that is vacant and is zoned Rural Residential.

Zoning and Development History:

- The Kingman Crossing area is an area deeded to the City of Kingman after the construction of Interstate-40.
- The proposed traffic interchange has been approved by the Federal Highway Administration and the Arizona Department of Transportation in the horizontal center of the property.
- Originally, the property was designed as "Open Space/Recreational" and zoned as Rural Residential (RR).
- A general plan amendment designating this property "Rural Residential" as approved May 7, 2007 with the adoption of Resolution #4425. The voters repealed Resolution #4425 by referendum on November 6, 2007 by a vote of 1498 "for" and 2309 "against".
- The Design Concept Report for the Kingman Crossing Traffic Interchange was subsequently amended to have no access south of the interchange across the City's property.
- Another General Plan Amendment application was initiated by the City Council on February 3, 2015. After the application was submitted and public hearing was held, the City Council adopted Resolution #4949 on May 5, 2015 to designate approximately 151 acres from "Parks/Open Space" to "Regional Commercial". This resolution was not referred.
- The Hualapai Mountain Medical Center Subdivision was zoned from Rural-Residential to C-3 on December 3, 2007 with the adoption of Ordinance #1600.
- On January 7, 2008 with the adoption of Ordinance #1604, 115.59-acres located immediately to the north of the proposed Kingman Crossing traffic interchange on Interstate-40 was rezoned to C-3PDD and the 55.49 acres to the immediate east of this property was zoned C-2 PDD.
- The subject property is currently zoned "Rural-Residential"

Physical Characteristics:

- The overall natural site slopes from the southeast down to the northwest. The average slopes are in the 2% to 4% range. No hillsides or other significant geology appear to exist on the site.
- The soil types in this area are a mixture of Tres Hermanos in the western section and Pajarito Gravelly Sandy Loam in the eastern portion according to the 1990-2010 Kingman General Plan. Both soil types are deep and well drained the hazard of water erosion, and the permeability is slight. The water capacity for the Tres Hermanos soil type is moderate while the Pajarito type is low. The Tres Hermanos soil type is moderately suited to home site and urban development, while the Pajarito type is well suited for such development.
- The site lies within Zone "X", an area of 0.2-percent annual chance of flood with average depths of less than one foot or with drainage less than one square mile, and areas protected by levees from one-percent annual chance flood, minimal flooding, according to Panel 4578 of 6700 (Map # 0415C4578G, Effective Date: November 18, 2009) of the Flood Insurance Rate Map of the Federal Emergency Management Agency.

Public Utilities:

- A 12-inch sewer line runs just to the south of the property on the north edge of the Section 16.
- An eight-inch water line is located in Airfield Avenue to the west of the property.

Transportation:

- Currently, the property can be accessed from the west on Airfield Avenue.
- A 60-foot wide road easement ono the east edge of Section 16, which is owned by the State of Arizona as State Trust Land. Adjoining this road easement is a 42-foot wide right-of-way along the Rancho Santa Fe Subdivision. This roadway access is the Cherokee Street alignment.

Public Noticing/Comments:

- The site was posted on Airfield Avenue at the power line easement.
- A public notice ran in the Kingman Daily Miner on September 27, 2015.
- A notice to all property owners within 300-feet were sent by first-class mail.
- There have been no inquires received from the public at the time this report was completed on October 5, 2015.

ANALYSIS OF REZONING REQUEST

The intent and purpose of a Planned Development District (PDD) is to provide various types of land uses which can be combined in compatible relationship with each other as a part of a totally planned development. The intent of this district to ensure compliance with the General Plan and good zoning practices while allowing certain desirable departures from the strict provisions of specific zone classifications. The advantages are intended to result from the application of the PDD are to ensure enhancement with the surrounding area and the community as a whole.

The Kingman Crossing area is surrounded by current and future residential development. Truck oriented businesses and some other businesses permitted in the C-3 zoning district are not desired in the Kingman Crossing area. The C-3 Zoning District allows truck related businesses. In order to bring the zoning regulations into compatibility with the surrounding land uses, a

planned development district, such as the proposed Kingman Crossing Planned Development District, must be developed to prohibit truck related and other undesirable uses.

Attached as Exhibit “A” is the proposed text of the Kingman Crossing Planned Development District and Exhibit B is the map and legal description showing the proposed location of this zoning district.

RECOMMENDATION

After a review of the Goals and Objectives of the Kingman General Plan 2030 Update, the Standard for Review and of the applicant’s request, the Planning and Zoning Commission and staff recommend **approval of the Kingman Crossing-PDD Zoning District and Zoning Map amendment.**

EXHIBIT "A"
18.000 ~~RESERVED FOR FUTURE USE~~ KINGMAN CROSSING PLANNED DEVELOPMENT DISTRICT (KINGMAN CROSSING PDD)

18.100 INTENT AND PURPOSE

This district is intended to provide for the development of business and service uses designed to meet the needs of the Kingman Crossing area located south of Interstate-40. Such areas will provide a wide variety of goods and services in establishments whose operating characteristics require good exposure in a readily identifiable and accessible commercial setting. Provisions of this district are designed to ensure that such commerce will be compatible with adjacent, non-commercial development and to minimize any undesirable effects of heavy traffic or other operating characteristics.

18.200 GENERAL PROVISIONS

18.210 PERMITTED USES

Land shall be used and buildings/structures shall hereafter be erected, altered, enlarged, or otherwise modified for the following permitted uses:

Ambulance services
Animal hospitals and small animal boarding
Antique shops
Art and school supply stores
Art galleries – but not including auction rooms
Auto accessories and parts store
Automobile rental and service; all repairs must be conducted within an enclosed building.
Automobile repairs, but not including body repair
Automobile sales and service, new and used
Automobile service stations
Bakery
Banks and financial institutions
Barbershop/beauty parlor
Bed and breakfast establishments
Bicycle stores – sales, rental and repair
Blueprinting establishments
Book and stationery stores
Building material sales
Cabinet shops
Camera and photographic supply stores
Candy and ice cream stores
Carpet and rug stores
Catering establishments
China and glassware stores
Cleaning and dyeing, coin operating, pick-up station and/or using non-explosive solvents
Clothing and costume rental establishments
Coffee shops, sandwich shops, and bagel shops
Coin and philatelic stores
Computer and electronic component sales and service
Convalescent or nursing home
Delicatessen
Department store
Drafting service
Restaurants, including outdoor dining and fast-food with drive-through service.

Electrical and household appliance stores – including radio, sales, accessory repair, and service
Employment offices
Equipment and appliances, household – service and repair shops
Exterminating shops
Family, Group, or Commercial Day Care Facilities
Florist shops
Flower shops and conservatories
Food stores, grocery stores, meat markets, delicatessens and frozen food stores
Funeral parlors and accessory uses not including outside monument storage
Furniture stores
Garden supply and 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
General offices, including banks and financial establishments
Gift shops
Glass replacement and repair (including auto glass)
Haberdasheries and millinery shop or hat repair
Hardware stores
Health care or therapeutic services, but not medical marijuana dispensaries.
Health centers
Heating, plumbing, ventilating, refrigeration and air-conditioning sales and service
High-density multiple-family developments
Hobby shops – for retailing of items to be assembled or used away from the premises
Hotels and motels - including dining and meeting rooms
Instructional Schools (not providing housing, dormitories or sleeping overnight)
Instructional Schools or Trade Schools, not involving any danger of fire, explosion nor offensive noise, vibration, smoke, dust, odor, glare, heat or other objectionable influences (not providing housing, dormitories or sleeping overnight)
Interior decorating shops
Jewelry stores
Job printing and related retail sales
Laboratories – medical, dental with accessory research, and testing
Laundries
Leather goods and luggage stores
Linen supply services
Liquor stores
Loan offices
Locksmith shops
Low density multiple-family developments
Mail order service stores
Medical and dental clinics
Medical and dental offices and clinics
Music and dance studios
Musical instrument sales and repair
Newspaper offices – including printing
Office supply stores
Offices – business, professional or public
Opticians, optometrists and ophthalmologists
Orthopedic and medical appliance stores – but not including assembly or manufacture of such articles
Paint and wallpaper stores
Parcel delivery services
Parking lots and storage garages for automobiles
Pet shops – including grooming

Photography studios – including developing and printing of photographs when conducted on the premises as part of the retail business
Picture framing – when conducted on the premises for retail trade
Post offices
Pre-Schools
Printing establishments
Public Assembly – Indoor, General
Public Assembly – Indoor, Entertainment
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.
Real estate and title companies
Recording studios
Restaurants – including live entertainment and dancing
Schools, commercial or trade, not involving any danger of fire, explosion nor offensive noise, vibration, smoke, dust, odor, glare, heat or other objectionable influences; and not providing housing, dormitories or sleeping overnight.
Shoe stores – sales or repair
Sporting goods stores
Stamp and coin hobby shops
Tailor shops
Tattoo parlors
Tavern or cocktail lounge
Telephone answering service
Theaters – not including drive-in theaters
Tobacco shops
Tool and cutlery sharpening or grinding
Toy Stores
Travel agencies
Travel bureaus and transportation ticket office
Variety stores
Vending machine sales and service
Wholesale establishments with storage of merchandise
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.

18.220 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:

Car washes
Schools, Private School, Charter School, or Community College providing housing, dormitories or sleeping overnight.
Wireless Communication Facilities located or co-located on an existing building or structure, if concealed or camouflaged. Maximum height of all facilities is two-hundred-fifty (250) 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.

18.300 GENERAL

18.310 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.

18.320 LOT WIDTH

Not less than seventy-five (75) feet

18.330 YARDS

Yard abutting street: 25-feet; such areas shall be landscaped.
Interior lot line: zero
Lot abutting residentially zoned property: 25-feet. Parking may be allowed in the setback area abutting a residential zoning district, but commercial truck deliveries or outdoor storage purposes, including the placement of storage containers are not permitted in these areas.

18.340 BUILDING HEIGHT

Not to exceed fifty (50) feet

18.350 DISTANCE BETWEEN BUILDINGS

Buildings not actually adjoining shall be provided with a minimum six (6) foot separation.

18.360 OFF-STREET PARKING AND OFF-STREET LOADING

See Section 22.000: OFF-STREET PARKING AND LOADING REQUIREMENTS

18.370 CONDUCT OF USES

All business, service, storage, and merchandise display shall be conducted wholly within an enclosed building or an opaque enclosure, including porches, except for off-street automobile parking, off street loading, and the usual pumping operations of gasoline sales and permitted open sales or storage lots. Vehicle repair and service work may be performed outside of an enclosed building. Any vehicle that does not have the repair completed by the end of the business day must be placed in an enclosed building or behind a screen enclosure that meets the standards of Section 26.800 STORAGE FACILITIES, subsection 26.810 ALL COMMERCIAL AND INDUSTRIAL USES HAVING PERMITTED OUTSIDE STORAGE OR DISPLAY OF MERCHANDISE, MATERIAL, OR EQUIPMENT. Mechanical equipment erected or constructed outside an enclosed building necessary to repair or service vehicles may be permitted by conditional use permit.

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.

18.400 SITE DEVELOPMENT

1. A project shall be developed to be compatible with the immediate environment of the site and to be sensitive to the surrounding neighborhood. Damage to the natural environment should be minimized. Clear grading of lots, especially large lots, should be avoided.

2. Projects shall be designed to minimize interference with the privacy, quiet and views of neighbors.

3. Projects shall be designed to minimize traffic problems.

4. Projects shall be designed to retain a site's natural topography whenever possible. The project should be planned to fit the site's natural conditions rather than altering the site to accommodate the project. Excessive cuts and fills should be avoided.

5. The street pattern should respond to topography. Curvilinear streets may have to be used in some instances.

6. All developments shall have the buildings setback a minimum of 25-feet from the street property lines and residential zoning district lines.

7. Curb cuts on arterial and collector streets shall be limited. The guidelines for access onto arterial and collector streets as follows:

    a. No driveway onto an arterial street or collector street shall be located closer than one-hundred (100) feet to the nearest intersecting curb line.

    b. Access to and from arterial and collector streets should be limited to street intersections. Properties with frontage on these streets should have access by a parallel road or a side street when this option is available. One (1) driveway will be permitted on side streets when the frontage is less than two-hundred (200) feet. Two (2) driveways will be permitted on side streets when the frontage is three-hundred (300) to six-hundred (600) feet.

    c. The use of shared driveways between adjacent parcels on arterials is required when appropriate.

    d. Adjacent driveways should be no closer than sixty (60) feet.

    e. Driveways on opposite sides of a street should not be offset less than one-hundred-fifty (150) feet.

8. A main driveway into a site should have adequate space for stacking of vehicles. If over forty (40) parking spaces are required by the use and building size, fifty percent (50%) of the required parking spaces should be located to the side or rear of the proposed building.

9. Access to and from arterial and collector streets should be limited to street intersections. Properties with frontage on these streets should have access by a parallel road or a side street when this option is available.

10. Sidewalks and tree landscaping (properly irrigated and maintained by the property owner) shall be required in accordance with Section 10.000 LANDSCAPING of this ordinance.

11. Exterior lighting, when used, shall adhere to Section 34.000: OUTDOOR LIGHTING CODE, of the City Zoning Ordinance.

12. There should be a pleasant transition from the street to the buildings. This can be accomplished by the use of sidewalks and landscaping.

13. The site organization of a project should take into consideration the arrangement of building in relation to open spaces, landscaping and the elements of adjacent sites.

14. Proportion, scale, continuity and balance should prevail in all aspects of a project.

18.500 BUILDINGS

1. The maximum height for all buildings shall be fifty (50) feet.

2. The intent of the design review is to create architectural design quality, based on a common set of principles which include consideration of the unique environment, climate, and context of the Kingman Crossing area and its natural setting in the City of Kingman. A broad Southwestern theme, however this theme is not intended to limit architectural innovation within the general styles below. These styles include: Southwestern Traditional, Arizona Territorial, Pueblo, and Spanish Colonial.

3. Buildings shall be compatible with the neighborhood character.

4. Buildings shall be compatible with the colors and textures of the surrounding environment. Warm earth tone colors shall be used. This would not exclude the ability of a user to express a corporate logo or color as a minor element in the overall design.

5. Highly reflective materials that create glare shall not be used. Preferred exterior materials shall be stucco, brick, adobe, natural stone, textured concrete, or textured and split face concrete masonry units. Materials such as pre-fabricated metal wall panels and smooth faced concrete shall not be used.

6. All glass or all metal buildings, including accessory buildings and structures visible from any street shall be avoided.

7. Reduce the apparent size and mass of buildings. Break up the mass of large buildings by dividing into basic geometric components with intersecting wall planes. Long blank walls, even with appropriate colors, are not permitted. Walls shall not have runs of greater than twenty-five (25) linear feet without an architectural feature breaking up the expanse. These features could be columns with contrasting but complimentary colors, pilasters, tile contrasts, varied facades or parapets.

8. Any exposed roof to street view shall use complimentary colored ceramic tile, or a method compatible with the themes and intents above.

9. Mechanical equipment, to the extent possible, should be located on the ground, with screening.

10. Any Mechanical equipment, that has to be on the roof, shall be screened, with architecturally compatible features.

11. Parapets shall not be one (1) continuous height, but should be varied in height. Parapet caps shall contrast with the prime color of the building with contrasting but complimentary colors. Exposed metal strips should not be used.

12. Varied window and door openings shall be required.

13. Entryways shall not be flush with the building wall, but should be recessed at least one (1) foot, or shall be covered, with human scale overhangs, or trellis.

14. Service features, such as electric or telephone boxes, irrigation boxes, any exposed communication equipment etc., shall be shown on the site plan and shall be screened, or designed with compatible colors and materials.

15. All building elevation (sides) shall be shown in submitted plans and design elements required shall be expressed on all sides of the building.

16. Storage or shipping containers, as accessory uses, are prohibited.

18.600 SIGNS

1. Signs shall compliment and reflect the architectural theme of the principal buildings.

2. No off-premise signs (billboards) are permitted.

3. No roof signs are permitted.

4. No pole type freestanding signs are permitted.

5. Only building signs and monument style freestanding signs are permitted.

6. The area of building signs is that permitted in Section 25.000: SIGN CODE, of the City Zoning Ordinance.

7. Where freestanding signs are permitted, the freestanding sign shall be a monument style sign. There shall be only one (1) monument style sign allowed per property.

8. The monument style sign shall not be greater than six (6) feet in height. The total sign area shall not exceed thirty-five (35) square feet.

18.700 LANDSCAPING

1. Natural features, such as rock out-outcropping and water courses, should be incorporated into the project's design whenever possible.

2. Landscaped areas shall be protected from damage from automobiles by the use of bumper guards, etc.

3. Pedestrian areas should be shaded with landscaping whenever possible.

4. A coherent, logical landscaping design should be utilized and in accordance with Section 10.000 LANDSCAPING. Landscaping plans shall exhibit an organized concept, not just an arrangement of plants with appropriate irrigation.

5. On site plans, the type, size and number of plants, and the location and design of landscaped areas should be shown, along with the irrigation systems. The Kingman Landscape Ordinance standards are the minimum required in the corridor.

18.800 SCREENING

1. Trash receptacles shall be screened. The screening shall be designed so that garbage collection vehicles can easily service these areas.

2. Exterior mechanical and electrical equipment, such as meter boxes, electrical and gas connections, solar devices, etc., shall be screened.

3. Screening can be accomplished by using site obstructing vegetation or site obstructing fences which are made of materials that are architecturally compatible with the principal buildings.

4. Screening for trash receptacles should be a minimum of six (6) feet in height.

5. If roof-mounted mechanical equipment is used it shall be screened in a manner architecturally compatible with the building whenever possible.

6. All utility stations and substations shall be screened with landscaping or a site obstructing fence.

7. All utilities should be placed underground whenever feasible.

8. All commercial and multiple family areas shall be screened from adjoining residential areas, even if a street or alley intervenes. Split face block, stucco, or compatible wrought iron, fences, of architecturally compatible wood or mimic material shall be used, in conjunction with landscaping. Chain link, barbed wire, razor wired, etc., are prohibited.

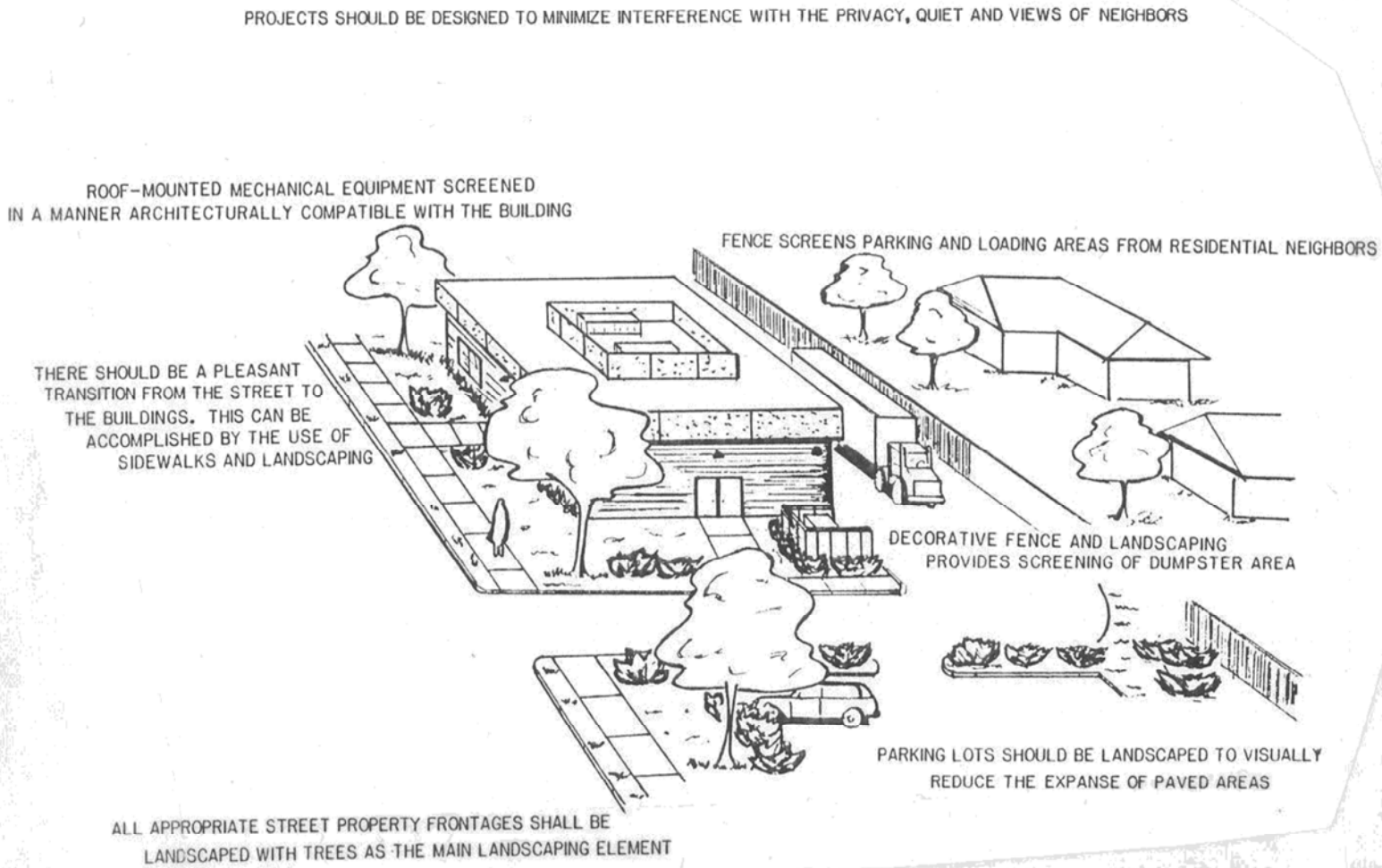


FIGURE 1: SITE DEVELOPMENT

FIGURE 2: DRIVEWAY GUIDELINES

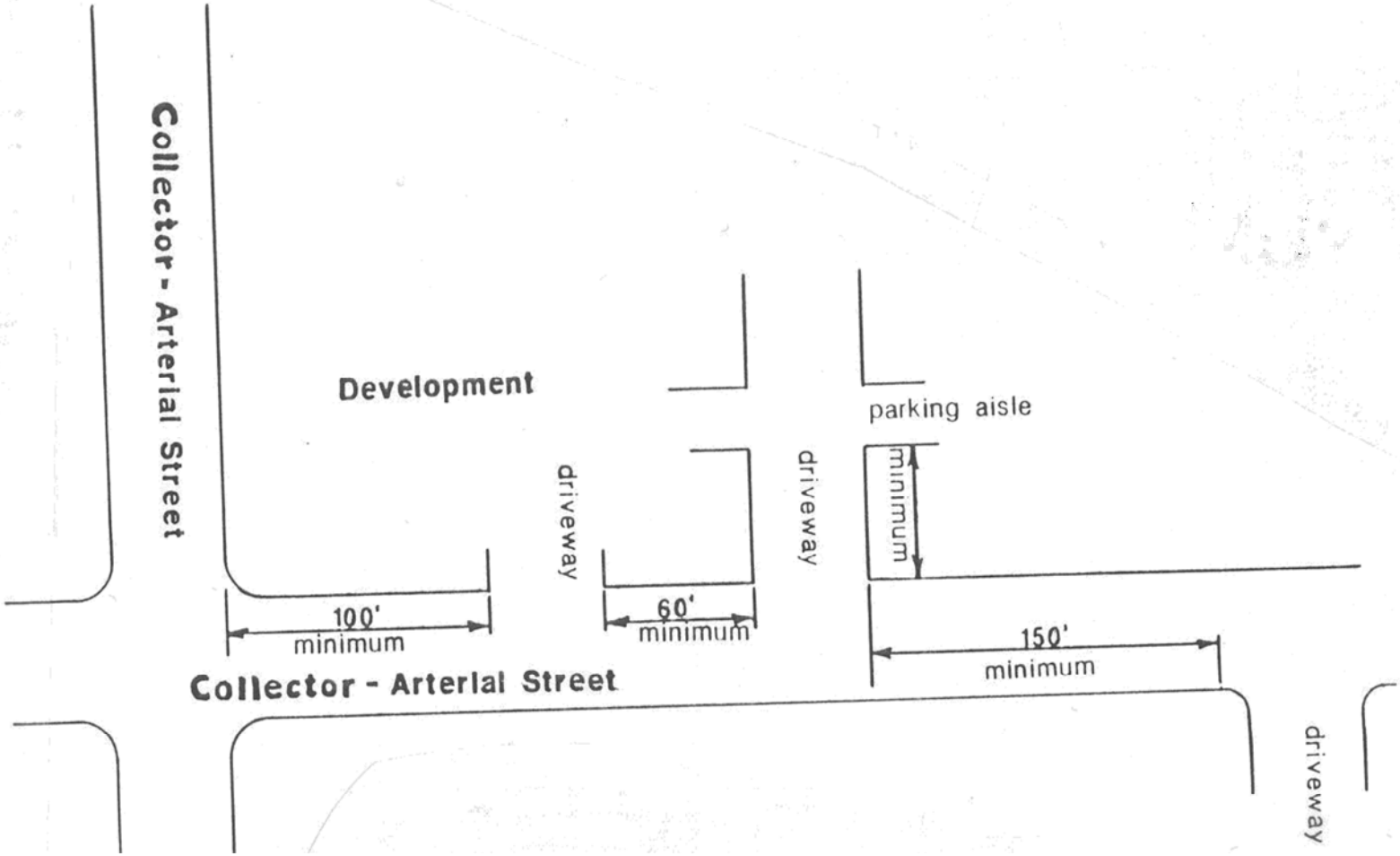


FIGURE 3: BUILDING COMPATIBILTY

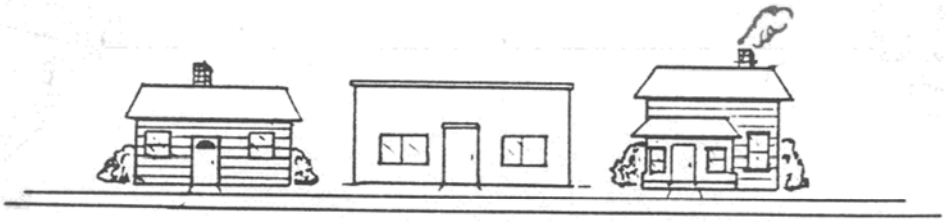
NON-RESIDENTIAL USE

RESIDENTIAL USE

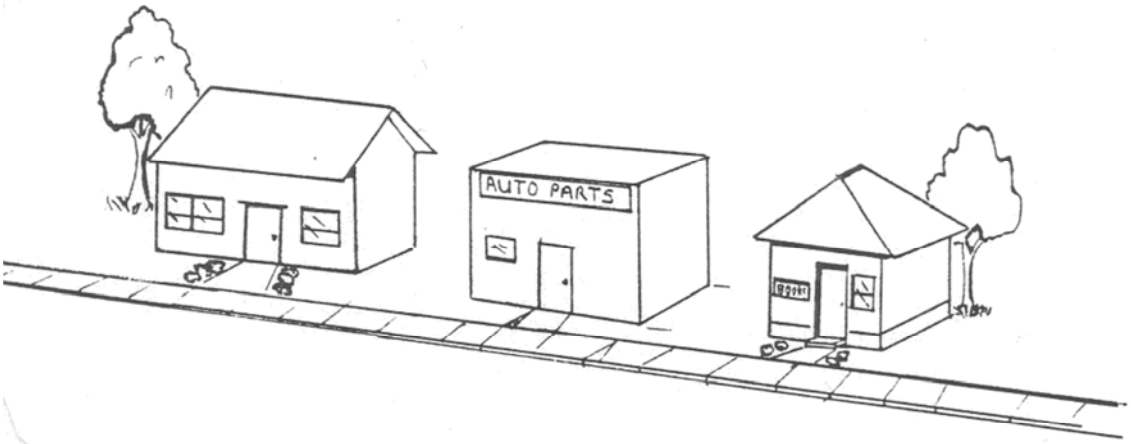
BUILDINGS SHOULD BE COMPATIBLE WITH THE NEIGHBORHOOD CHARACTER

PROPORTION, SCALE, CONTINUITY AND BALANCE SHOULD PREVAIL IN ALL ASPECTS OF A PROJECT

FIGURE 4: BUILDING INCOMPATIBILITY

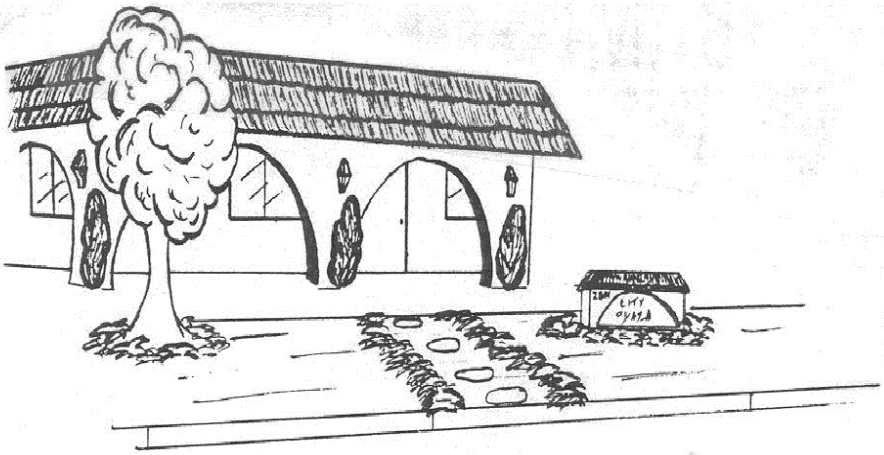


AVOID BUILDINGS THAT VIOLATE THE EXISTING SCALE, SIZE AND PROPORTION OF THE AREA AND ADJACENT BUILDINGS

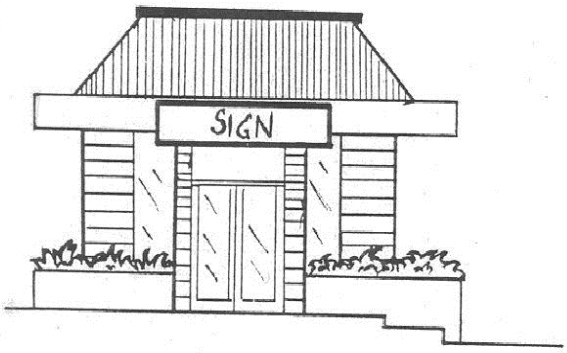


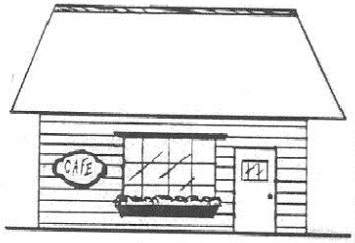
BREAK UP UNINTERESTING BOXLIKE FORMS

FIGURE 5: SIGN EXAMPLES



ONLY BUILDING SIGNS AND MONUMENT STYLE SIGNS ARE PERMITTED





SIGNS SHOULD REFLECT THE ARCHITECTURAL THEME OF THE PRINCIPAL BUILDINGS

FIGURE 6: MONUMENT STYLE FREESTANDING SIGNS

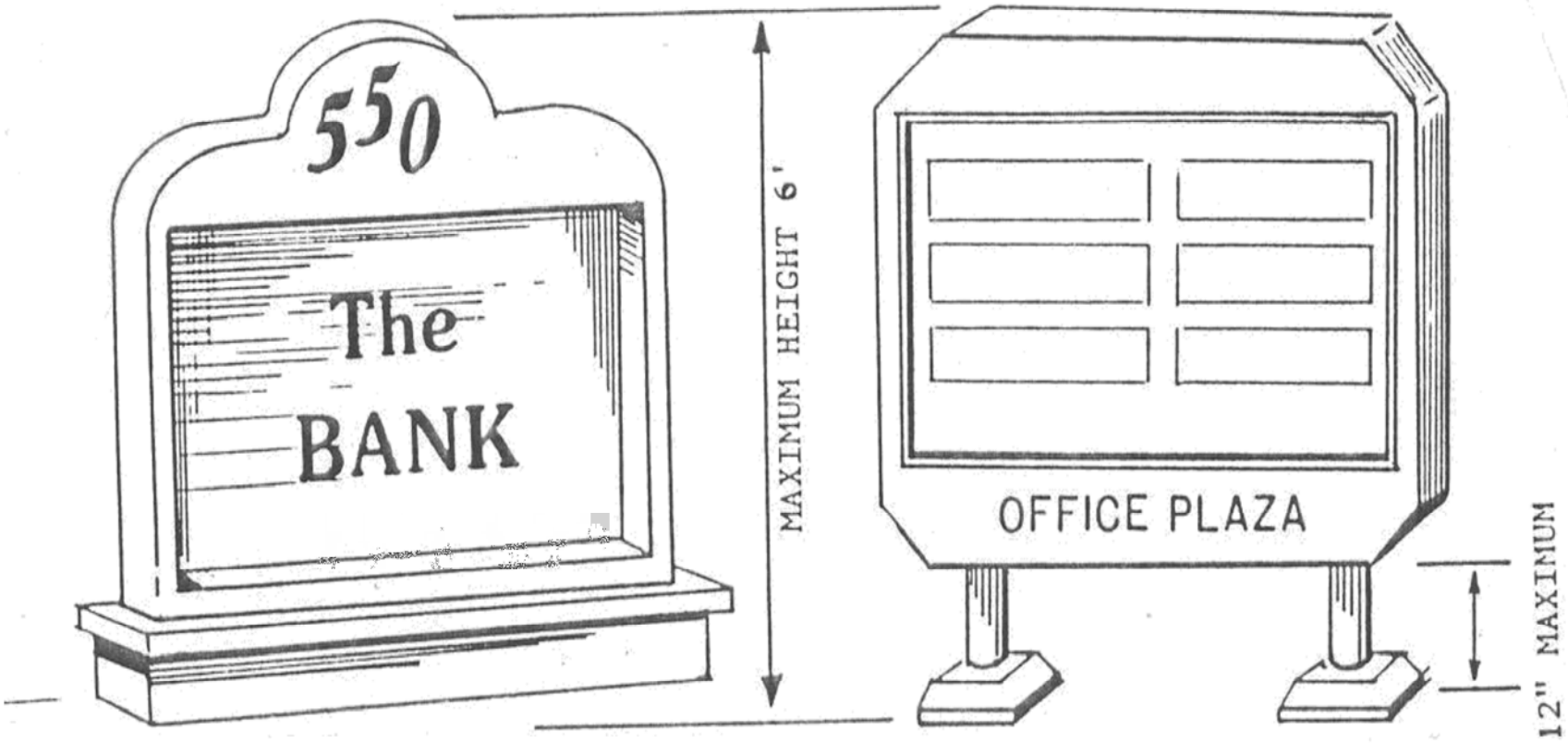


FIGURE 7: TYPICAL LANDSCAPE PLAN

ON SITE PLANS, THE TYPE, SIZE AND NUMBER OF PLANTS AND THE LOCATION AND DESIGN OF LANDSCAPED AREAS SHOULD BE SHOWN

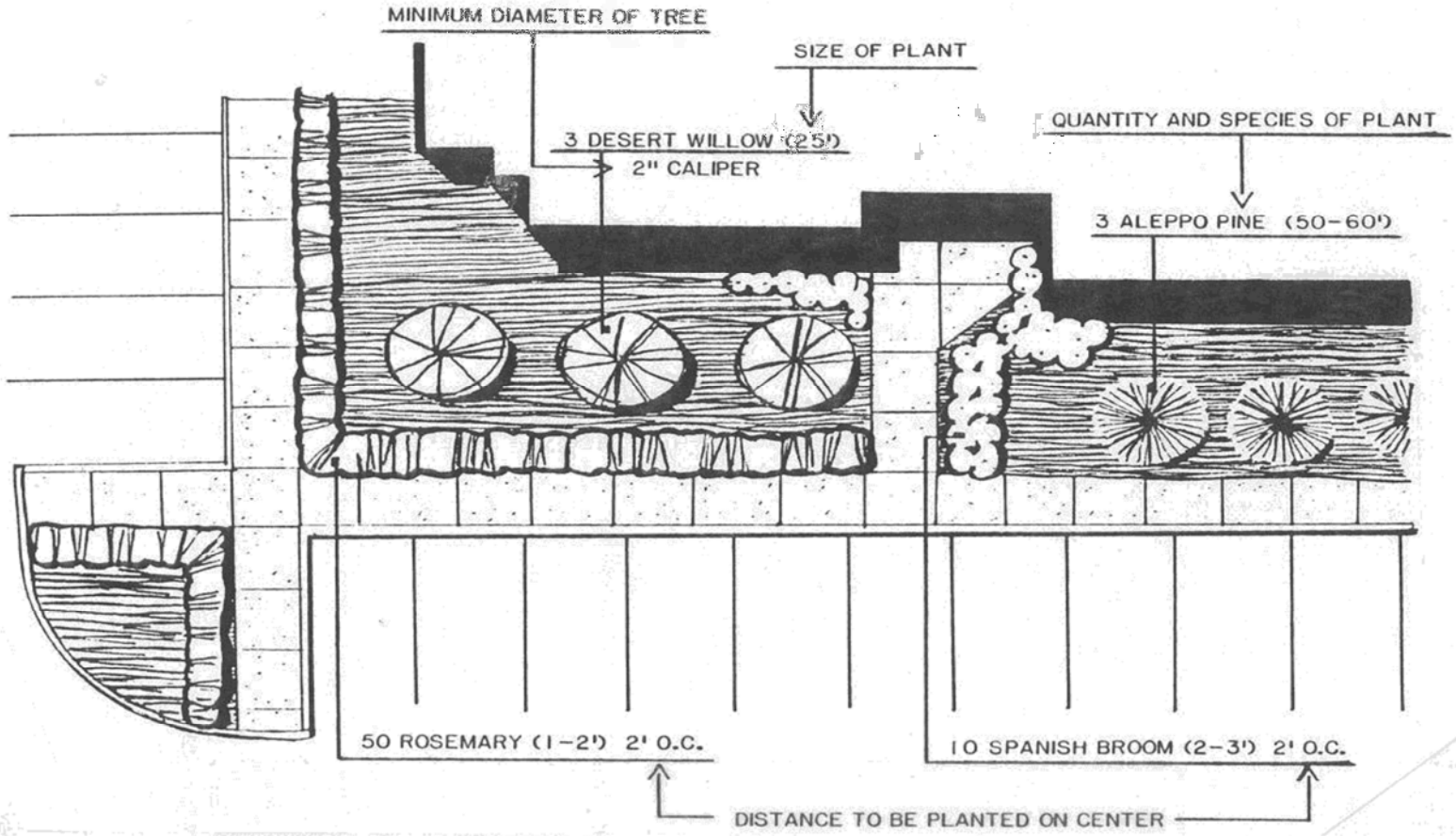


EXHIBIT 1
CITY OF KINGMAN
DESIGN REVIEW CHECKLIST
For the Kingman Crossing PDD

DATE: _____ **APPLICANT:** _____

PROJECT: _____

LEGAL DESCRIPTION: _____

REVIEWED BY: _____

APPROVED: _____ **DISAPPROVED:** _____

REQUIRES REVISIONS FOR APPROVAL: _____

APPROVED	REVISIONS NEEDED	NOT APPLICABLE	SITE DEVELOPMENT
			Minimum street setback twenty (20) feet or minimum of zoning district whichever is greater.
			Limited curb cuts on to street.
			Access to street is at street intersection.
			Project is designed to minimize traffic problems.
			Street grid responds to topography.
			Sidewalks with tree landscaping.
			Exterior lighting in accordance to OUTDOOR LIGHTING CODE.
			Site organization takes into account relation of buildings to street, landscaping, open spaces and adjacent sites.
			Proportion, scale, continuity and balance prevails.
			Project retains natural topography and is compatible with immediate environment. Damage to natural environment is minimized.
			Project designed to minimize interference with privacy, quiet and views of neighbors.
			Other:
			Comments:

APPROVED	REVISIONS NEEDED	NOT APPLICABLE	BUILDINGS
			Buildings are compatible with neighborhood character and with colors and textures of surrounding environment.
			Avoid all glass or all metal buildings. Highly reflective materials avoided.
			Other:
			Comments:

APPROVED	REVISIONS NEEDED	NOT APPLICABLE	SIGNS
			. Signs fall within the allowable type, number, size, height and square footage.
			. Signs are building signs and/or monument style freestanding sign.
			. Signs reflect the architectural theme of the principal buildings.
			. Other:
			. Comments:

APPROVED	REVISIONS NEEDED	NOT APPLICABLE	LANDSCAPING
			. Site plans include landscaping plan that shows type, size, number and location of plants, and irrigation systems.
			. Recommended plants are used.
			. Street property frontages landscaped with trees as the main landscaping element.
			. Parking lot landscaped.
			. Natural features incorporated into project's design.
			. Pedestrian areas landscaped.
			. Landscaped areas protected from automobile damage.
			. Other:
			. Comments:

APPROVED	REVISIONS NEEDED	NOT APPLICABLE	SCREENING
			. Trash receptacles screened by a minimum six (6) foot screen.
			. Trash areas easily accessible by garbage collection vehicles.
			. Exterior mechanical and electrical equipment screened.
			. Roof-mounted mechanical equipment screened in a manner architecturally compatible with building
			. Utilities placed underground.
			. Utility stations/substations screened.
			. Other:
			. Comments:

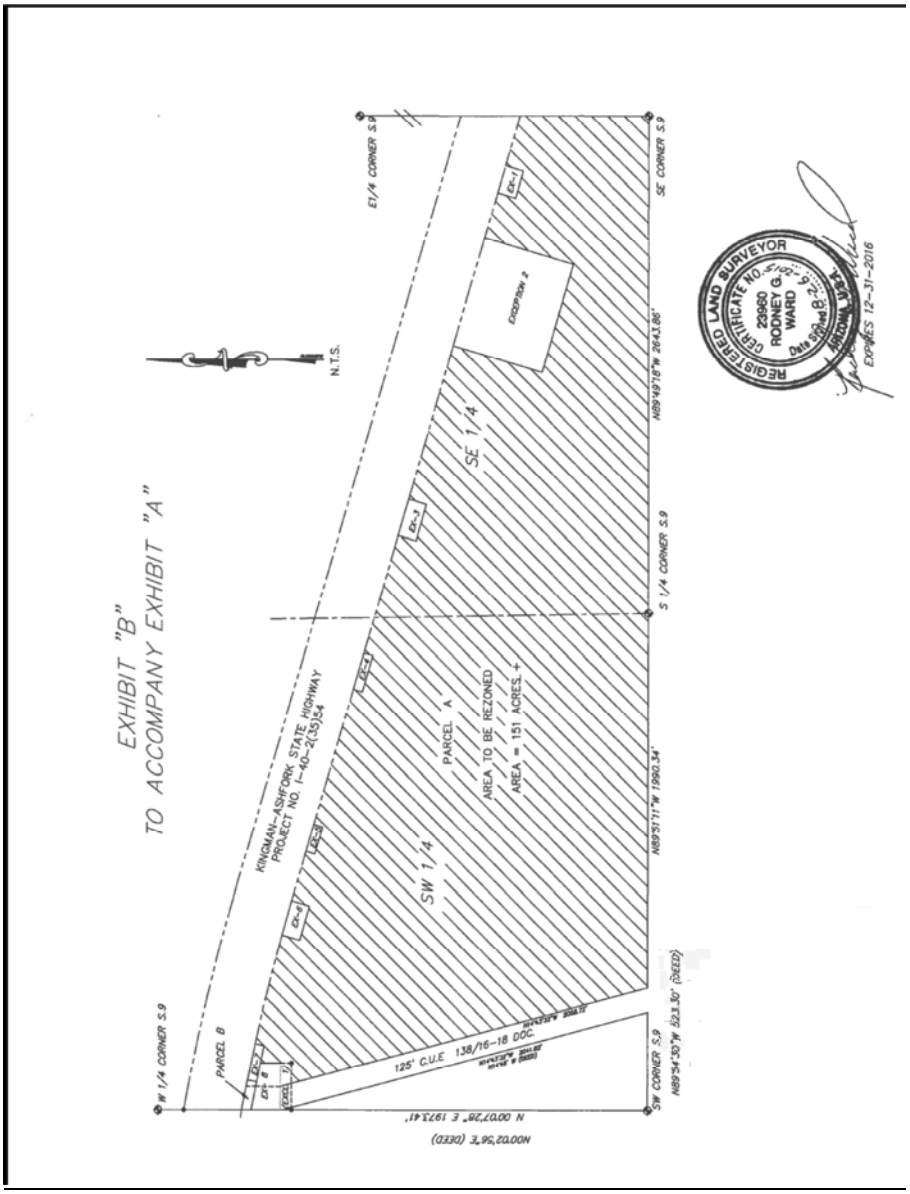


EXHIBIT "B"
TO ACCOMPANY EXHIBIT "A"
N.T.S.
W 1/4 CORNER S.9
E1/4 CORNER S.9
SE CORNER S.9
S 1/4 CORNER S.9
SW CORNER S.9
N00°02'36"E (DEED)
N 00°07'28" E 1973.41'
N89°54'30"W 523.30' (DEED)
N89°51'11"W 1990.34'
N89°49'16"W 2643.86'
KINGMAN-ASHFORK STATE HIGHWAY
PROJECT NO. I-40-2(35)54
PARCEL B
SW 1/4
SE 1/4
PARCEL A
AREA TO BE REZONED
AREA = 151 ACRES ±
EXCEPTION 2
125' C.U.E 138/16-18 DOC.
REGISTERED LAND SURVEYOR
CERTIFICATE NO. 23960
RODNEY G. WARD
EXPIRES 12-31-2016

"LEGAL OF AREA TO BE REZONED"

A portion of the South One Half (1/2) of Section 9, T. 21 N., R.16 W., G. & S.R.M., Mohave County, Arizona as shown on Retracement and Dependent Resurvey of a Portion of the South East One Quarter and the South West One Quarter of Section 9 lying within the area as described as follows;

That portion of said section 9 as described in Book 3550 page 368 Official Records of Mohave County, Arizona and shown as Parcel A and B on said resurvey plat and lying Easterly and adjacent to an 125' wide Electrical Transmission Easement as described in Book 138 pages 16-18 of Dockets Mohave County Recorder.

This area contains 151 acres more or less based on recorded deeds and surveys.

REGISTERED LAND SURVEYOR
CERTIFICATE NO.
23960
RODNEY G.
WARD
Date Signed 8-26-
ARIZONA, U.S.A.

Expires 12-31-2016

WHEN RECORDED HOLD FOR
KINGMAN CITY CLERK
310 N. 4th Street
Kingman, AZ 86401

CITY OF KINGMAN
ORDINANCE NO. 1806

AN ORDINANCE BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF KINGMAN, ARIZONA: FOR THE REZONING CERTAIN PROPERTY DESCRIBED IN EXHIBIT "A" AND ILLUSTRATED IN EXHIBIT "B" ATTACHED, FROM R-R: RURAL RESIDENTIAL TO KINGMAN CROSSING PLANNED DEVELOPMENT DISTRICT AS SHOWN IN EXHIBIT "C"

WHEREAS, The City of Kingman is the owner of land described in Exhibit "A" of this ordinance; and,

WHEREAS, The City of Kingman desires to create a planned development district in accordance with Section 19.000 PLANNED DEVELOPMENT DISTRICT (PDD) of the Zoning Ordinance of the City of Kingman, Arizona, to ensure compliance with the General Plan and good zoning practices, while allowing certain desirable departures from the strict provisions of specific zone classifications; and

WHEREAS, the subject property proposed for PDD zoning district is approximately 151-acres and is described as a portion of Section 9, T.21N., R.16W., of the G&SRM, Mohave County, AZ, and further described in Exhibit "A" and illustrated in Exhibit "B" attached, and

WHEREAS, this proposed zoning district is in accordance with the projected land use and density standards of the adopted City of Kingman General Plan 2030 Update, and

WHEREAS, the requested zoning district will facilitate the development of a proposed retail shopping center, and

WHEREAS, the Planned Development District designation of the subject site is intended to provide for various types of land uses compatible with retail and restaurant uses while excluding other uses which are not compatible with a retail shopping center, and

WHEREAS, the Kingman Planning and Zoning Commission held a public hearing in the Kingman Crossing Planned Development District text amendment and zoning map amendment on October 13, 2015 and following the public hearing by a six-to-zero vote in the affirmative recommended adoption of the Kingman Crossing Planned Development District and zoning map amendment; and

WHEREAS, the Kingman Common Council has the authority to approve this request pursuant to the City of Kingman Zoning Ordinance, Sections 13.000, 19.000 and 31.000.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Common Council of the City of Kingman, Arizona as follows:

SECTION 1: The text of the Kingman Crossing Planned Development District as stated in Exhibit “A” is hereby adopted. The text shown in the underline format is an addition and the strikeout text is a deletion to the Zoning Ordinance of the City of Kingman, Arizona.

SECTION 2: That upon the issuance of a notice to proceed by the Arizona Department of Transportation and beginning of construction of the Kingman Crossing Traffic Interchange, the subject property which is described in Exhibits “A” and “B” attached shall be rezoned to the Kingman Crossing Planned Development District as presented in Exhibit “C” of this ordinance.

SECTION 3: If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by a decision of competent jurisdiction, such decision shall not invalidate the remaining portions thereof.

PASSED AND ADOPTED by the Mayor and Common Council of the City of Kingman, Arizona this 3rd day of November, 2015.

ATTEST:

_____
Sydney Muhle, City Clerk

APPROVED:

_____
Richard Anderson, Mayor

APPROVED AS TO FORM:

_____
Carl Cooper, City Attorney

Exhibit "A"
"LEGAL OF AREA TO BE REZONED"

A portion of the South One Half (1/2) of Section 9, T. 21 N., R.16 W., G. & S.R.M., Mohave County, Arizona as shown on Retracement and Dependent Resurvey of a Portion of the South East One Quarter and the South West One Quarter of Section 9 lying within the area as described as follows;

That portion of said section 9 as described in Book 3550 page 368 Official Records of Mohave County, Arizona and shown as Parcel A and B on said resurvey plat and lying Easterly and adjacent to an 125' wide Electrical Transmission Easement as described in Book 138 pages 16-18 of Dockets Mohave County Recorder.

This area contains 151 acres more or less based on recorded deeds and surveys.

REGISTERED LAND SURVEYOR
CERTIFICATE NO.
23960
RODNEY G.
WARD
Date Signed 8-26-2
ARIZONA, U.S.A.

Expires 12-31-2016

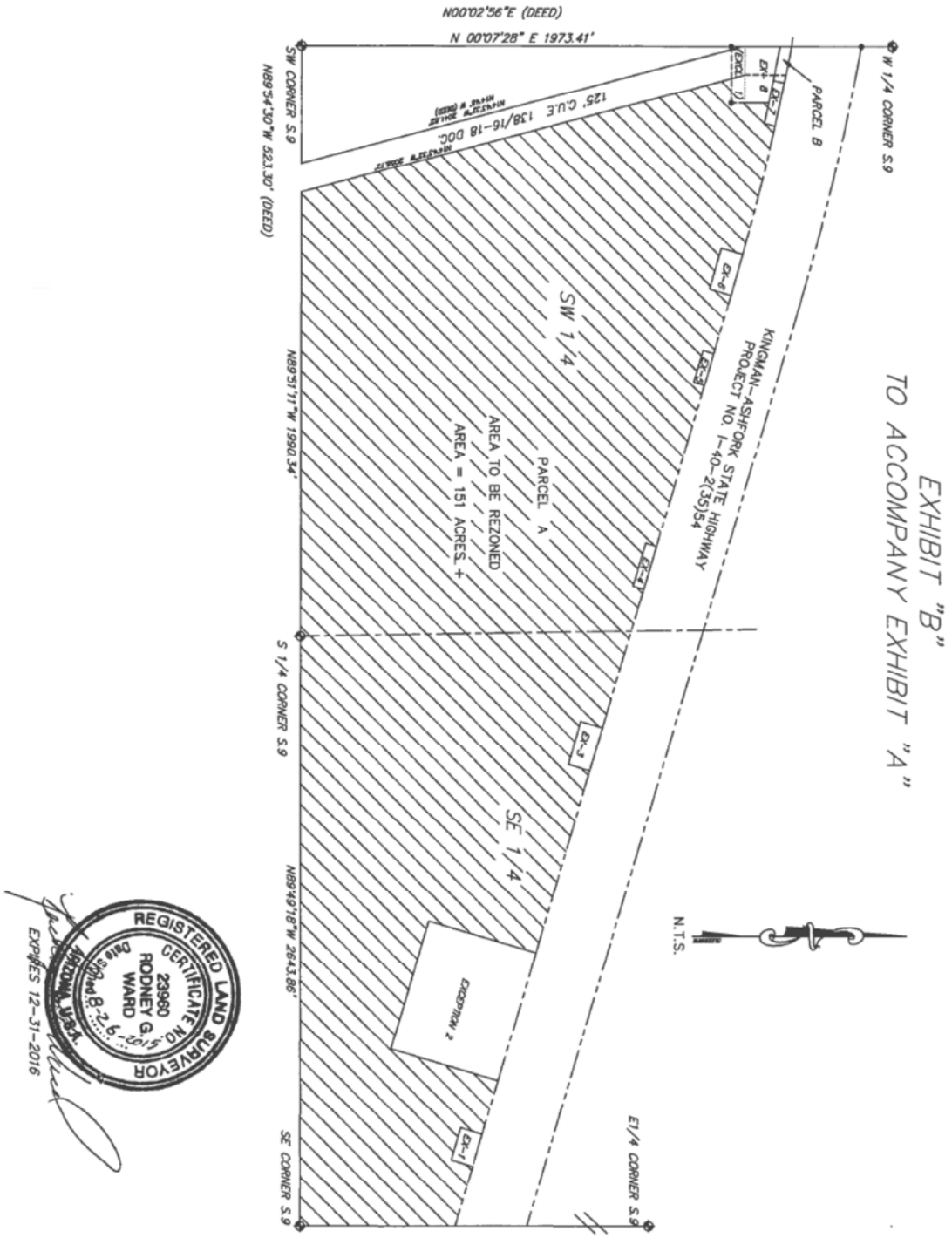


EXHIBIT "B"
TO ACCOMPANY EXHIBIT "A"
N.T.S.
W 1/4 CORNER S.9
E1/4 CORNER S.9
SE CORNER S.9
S 1/4 CORNER S.9
SW CORNER S.9
N00°02'56"E (DEED)
N 00°07'28" E 1973.41'
N89°54'30"W 523.30' (DEED)
N89°51'11"W 1990.34'
N89°49'18"W 2643.86'
PARCEL B
KINGMAN-ASHFORK STATE HIGHWAY
PROJECT NO. I-40-2(35)54
SW 1/4
SE 1/4
PARCEL A
AREA TO BE REZONED
AREA = 151 ACRES +
EXCEPTION 2
EX-1
EX-2
EX-3
EX-4
EX-5
EX-6
EX-7
EX-8
REGISTERED LAND SURVEYOR
CERTIFICATE NO.
23960
RODNEY G.
WARD
Date Signed 8-26-2015
EXPIRES 12-31-2016

EXHIBIT "C"

18.000 ~~RESERVED FOR FUTURE USE~~ KINGMAN CROSSING PLANNED DEVELOPMENT DISTRICT (KINGMAN CROSSING PDD)

18.100 INTENT AND PURPOSE

This district is intended to provide for the development of business and service uses designed to meet the needs of the Kingman Crossing area located south of Interstate-40. Such areas will provide a wide variety of goods and services in establishments whose operating characteristics require good exposure in a readily identifiable and accessible commercial setting. Provisions of this district are designed to ensure that such commerce will be compatible with adjacent, non-commercial development and to minimize any undesirable effects of heavy traffic or other operating characteristics.

18.200 GENERAL PROVISIONS

18.210 PERMITTED USES

Land shall be used and buildings/structures shall hereafter be erected, altered, enlarged, or otherwise modified for the following permitted uses:

Ambulance services
Animal hospitals and small animal boarding
Antique shops
Art and school supply stores
Art galleries – but not including auction rooms
Auto accessories and parts store
Automobile rental and service; all repairs must be conducted within an enclosed building.
Automobile repairs, but not including body repair
Automobile sales and service, new and used
Automobile service stations
Bakery
Banks and financial institutions
Barbershop/beauty parlor
Bed and breakfast establishments
Bicycle stores – sales, rental and repair
Blueprinting establishments
Book and stationery stores
Building material sales
Cabinet shops
Camera and photographic supply stores
Candy and ice cream stores
Carpet and rug stores
Catering establishments
China and glassware stores
Cleaning and dyeing, coin operating, pick-up station and/or using non-explosive solvents
Clothing and costume rental establishments
Coffee shops, sandwich shops, and bagel shops
Coin and philatelic stores
Computer and electronic component sales and service
Convalescent or nursing home
Delicatessen
Department store

Drafting service
Restaurants, including outdoor dining and fast-food with drive-through service.
Electrical and household appliance stores – including radio, sales, accessory repair, and service
Employment offices
Equipment and appliances, household – service and repair shops
Exterminating shops
Family, Group, or Commercial Day Care Facilities
Florist shops
Flower shops and conservatories
Food stores, grocery stores, meat markets, delicatessens and frozen food stores
Funeral parlors and accessory uses not including outside monument storage
Furniture stores
Garden supply and 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
General offices, including banks and financial establishments
Gift shops
Glass replacement and repair (including auto glass)
Haberdasheries and millinery shop or hat repair
Hardware stores
Health care or therapeutic services, but not medical marijuana dispensaries.
Health centers
Heating, plumbing, ventilating, refrigeration and air-conditioning sales and service
High-density multiple-family developments
Hobby shops – for retailing of items to be assembled or used away from the premises
Hotels and motels - including dining and meeting rooms
Instructional Schools (not providing housing, dormitories or sleeping overnight)
Instructional Schools or Trade Schools, not involving any danger of fire, explosion nor offensive noise, vibration, smoke, dust, odor, glare, heat or other objectionable influences (not providing housing, dormitories or sleeping overnight)
Interior decorating shops
Jewelry stores
Job printing and related retail sales
Laboratories – medical, dental with accessory research, and testing
Laundries
Leather goods and luggage stores
Linen supply services
Liquor stores
Loan offices
Locksmith shops
Low density multiple-family developments
Mail order service stores
Medical and dental clinics
Medical and dental offices and clinics
Music and dance studios
Musical instrument sales and repair
Newspaper offices – including printing
Office supply stores
Offices – business, professional or public
Opticians, optometrists and ophthalmologists
Orthopedic and medical appliance stores – but not including assembly or manufacture of such articles
Paint and wallpaper stores
Parcel delivery services
Parking lots and storage garages for automobiles

Pet shops – including grooming
Photography studios – including developing and printing of photographs when conducted on the premises as part of the retail business
Picture framing – when conducted on the premises for retail trade
Post offices
Pre-Schools
Printing establishments
Public Assembly – Indoor, General
Public Assembly – Indoor, Entertainment
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.
Real estate and title companies
Recording studios
Restaurants – including live entertainment and dancing
Schools, commercial or trade, not involving any danger of fire, explosion nor offensive noise, vibration, smoke, dust, odor, glare, heat or other objectionable influences; and not providing housing, dormitories or sleeping overnight.
Shoe stores – sales or repair
Sporting goods stores
Stamp and coin hobby shops
Tailor shops
Tattoo parlors
Tavern or cocktail lounge
Telephone answering service
Theaters – not including drive-in theaters
Tobacco shops
Tool and cutlery sharpening or grinding
Toy Stores
Travel agencies
Travel bureaus and transportation ticket office
Variety stores
Vending machine sales and service
Wholesale establishments with storage of merchandise
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.

18.220 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:

Car washes
Schools, Private School, Charter School, or Community College providing housing, dormitories or sleeping overnight.
Wireless Communication Facilities located or co-located on an existing building or structure, if concealed or camouflaged. Maximum height of all facilities is two-hundred-fifty (250) 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.

18.300 GENERAL

18.310 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.

18.320 LOT WIDTH

Not less than seventy-five (75) feet

18.330 YARDS

Yard abutting street: 25-feet; such areas shall be landscaped.
Interior lot line: zero
Lot abutting residentially zoned property: 25-feet. Parking may be allowed in the setback area abutting a residential zoning district, but commercial truck deliveries or outdoor storage purposes, including the placement of storage containers are not permitted in these areas.

18.340 BUILDING HEIGHT

Not to exceed fifty (50) feet

18.350 DISTANCE BETWEEN BUILDINGS

Buildings not actually adjoining shall be provided with a minimum six (6) foot separation.

18.360 OFF-STREET PARKING AND OFF-STREET LOADING

See Section 22.000: OFF-STREET PARKING AND LOADING REQUIREMENTS

18.370 CONDUCT OF USES

All business, service, storage, and merchandise display shall be conducted wholly within an enclosed building or an opaque enclosure, including porches, except for off-street automobile parking, off street loading, and the usual pumping operations of gasoline sales and permitted open sales or storage lots. Vehicle repair and service work may be performed outside of an enclosed building. Any vehicle that does not have the repair completed by the end of the business day must be placed in an enclosed building or behind a screen enclosure that meets the standards of Section 26.800 STORAGE FACILITIES, subsection 26.810 ALL COMMERCIAL AND INDUSTRIAL USES HAVING PERMITTED OUTSIDE STORAGE OR DISPLAY OF MERCHANDISE, MATERIAL, OR EQUIPMENT. Mechanical equipment erected or constructed outside an enclosed building necessary to repair or service vehicles may be permitted by conditional use permit.

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.

18.400 SITE DEVELOPMENT

1. A project shall be developed to be compatible with the immediate environment of the site and to be sensitive to the surrounding neighborhood. Damage to the natural environment should be minimized. Clear grading of lots, especially large lots, should be avoided.

2. Projects shall be designed to minimize interference with the privacy, quiet and views of neighbors.

3. Projects shall be designed to minimize traffic problems.

4. Projects shall be designed to retain a site's natural topography whenever possible. The project should be planned to fit the site's natural conditions rather than altering the site to accommodate the project. Excessive cuts and fills should be avoided.

5. The street pattern should respond to topography. Curvilinear streets may have to be used in some instances.

6. All developments shall have the buildings setback a minimum of 25-feet from the street property lines and residential zoning district lines.

7. Curb cuts on arterial and collector streets shall be limited. The guidelines for access onto arterial and collector streets as follows:

    a. No driveway onto an arterial street or collector street shall be located closer than one-hundred (100) feet to the nearest intersecting curb line.

    b. Access to and from arterial and collector streets should be limited to street intersections. Properties with frontage on these streets should have access by a parallel road or a side street when this option is available. One (1) driveway will be permitted on side streets when the frontage is less than two-hundred (200) feet. Two (2) driveways will be permitted on side streets when the frontage is three-hundred (300) to six-hundred (600) feet.

    c. The use of shared driveways between adjacent parcels on arterials is required when appropriate.

    d. Adjacent driveways should be no closer than sixty (60) feet.

    e. Driveways on opposite sides of a street should not be offset less than one-hundred-fifty (150) feet.

8. A main driveway into a site should have adequate space for stacking of vehicles. If over forty (40) parking spaces are required by the use and building size, fifty percent (50%) of the required parking spaces should be located to the side or rear of the proposed building.

9. Access to and from arterial and collector streets should be limited to street intersections. Properties with frontage on these streets should have access by a parallel road or a side street when this option is available.

10. Sidewalks and tree landscaping (properly irrigated and maintained by the property owner) shall be required in accordance with Section 10.000 LANDSCAPING of this ordinance.

11. Exterior lighting, when used, shall adhere to Section 34.000: OUTDOOR LIGHTING CODE, of the City Zoning Ordinance.

12. There should be a pleasant transition from the street to the buildings. This can be accomplished by the use of sidewalks and landscaping.

13. The site organization of a project should take into consideration the arrangement of building in relation to open spaces, landscaping and the elements of adjacent sites.

14. Proportion, scale, continuity and balance should prevail in all aspects of a project.

18.500 BUILDINGS

1. The maximum height for all buildings shall be fifty (50) feet.

2. The intent of the design review is to create architectural design quality, based on a common set of principles which include consideration of the unique environment, climate, and context of the Kingman Crossing area and its natural setting in the City of Kingman. A broad Southwestern theme, however this theme is not intended to limit architectural innovation within the general styles below. These styles include: Southwestern Traditional, Arizona Territorial, Pueblo, and Spanish Colonial.

3. Buildings shall be compatible with the neighborhood character.

4. Buildings shall be compatible with the colors and textures of the surrounding environment. Warm earth tone colors shall be used. This would not exclude the ability of a user to express a corporate logo or color as a minor element in the overall design.

5. Highly reflective materials that create glare shall not be used. Preferred exterior materials shall be stucco, brick, adobe, natural stone, textured concrete, or textured and split face concrete masonry units. Materials such as pre-fabricated metal wall panels and smooth faced concrete shall not be used.

6. All glass or all metal buildings, including accessory buildings and structures visible from any street shall be avoided.

7. Reduce the apparent size and mass of buildings. Break up the mass of large buildings by dividing into basic geometric components with intersecting wall planes. Long blank walls, even with appropriate colors, are not permitted. Walls shall not have runs of greater than twenty-five (25) linear feet without an architectural feature breaking up the expanse. These features could be columns with contrasting but complimentary colors, pilasters, tile contrasts, varied facades or parapets.

8. Any exposed roof to street view shall use complimentary colored concrete tile, or a method compatible with the themes and intents above.

9. Mechanical equipment, to the extent possible, should be located on the ground, with screening.

10. Any mechanical equipment, that has to be on the roof, shall be screened, with architecturally compatible features.

11. Parapets shall not be one (1) continuous height, but should be varied in height. Parapet caps shall contrast with the prime color of the building with contrasting but complimentary colors. Exposed metal strips should not be used.

12. Varied window and door openings shall be required.

13. Entryways shall not be flush with the building wall, but should be recessed at least one (1) foot, or shall be covered, with human scale overhangs, or trellis.

14. Service features, such as electric or telephone boxes, irrigation boxes, any exposed communication equipment etc., shall be shown on the site plan and shall be screened, or designed with compatible colors and materials.

15. All building elevation (sides) shall be shown in submitted plans and design elements required shall be expressed on all sides of the building.

16. Storage or shipping containers, as accessory uses, are prohibited.

18.600 SIGNS

1. Signs shall compliment and reflect the architectural theme of the principal buildings.

2. No off-premise signs (billboards) are permitted.

3. No roof signs are permitted.

4. No pole type freestanding signs are permitted.

5. Only building signs and monument style freestanding signs are permitted.

6. The area of building signs is that permitted in Section 25.000: SIGN CODE, of the City Zoning Ordinance.

7. Where freestanding signs are permitted, the freestanding sign shall be a monument style sign. There shall be only one (1) monument style sign allowed per property.

8. The monument style sign shall not be greater than six (6) feet in height. The total sign area shall not exceed thirty-five (35) square feet.

18.700 LANDSCAPING

1. Natural features, such as rock out-outcropping and water courses, should be incorporated into the project's design whenever possible.

2. Landscaped areas shall be protected from damage from automobiles by the use of bumper guards, etc.

3. Pedestrian areas should be shaded with landscaping whenever possible.

4. A coherent, logical landscaping design should be utilized and in accordance with Section 10.000 LANDSCAPING. Landscaping plans shall exhibit an organized concept, not just an arrangement of plants with appropriate irrigation.

5. On site plans, the type, size and number of plants, and the location and design of landscaped areas should be shown, along with the irrigation systems. The Kingman Landscape Ordinance standards are the minimum required in the corridor.

18.800 SCREENING

1. Trash receptacles shall be screened. The screening shall be designed so that garbage collection vehicles can easily service these areas.

2. Exterior mechanical and electrical equipment, such as meter boxes, electrical and gas connections, solar devices, etc., shall be screened.

3. Screening can be accomplished by using site obstructing vegetation or site obstructing fences which are made of materials that are architecturally compatible with the principal buildings.

4. Screening for trash receptacles should be a minimum of six (6) feet in height.

5. If roof-mounted mechanical equipment is used it shall be screened in a manner architecturally compatible with the building whenever possible.

6. All utility stations and substations shall be screened with landscaping or a site obstructing fence.

7. All utilities should be placed underground whenever feasible.

8. All commercial and multiple family areas shall be screened from adjoining residential areas, even if a street or alley intervenes. Split face block, stucco, or compatible wrought iron, fences, of architecturally compatible wood or mimic material shall be used, in conjunction with landscaping. Chain link, barbed wire, razor wired, etc., are prohibited.

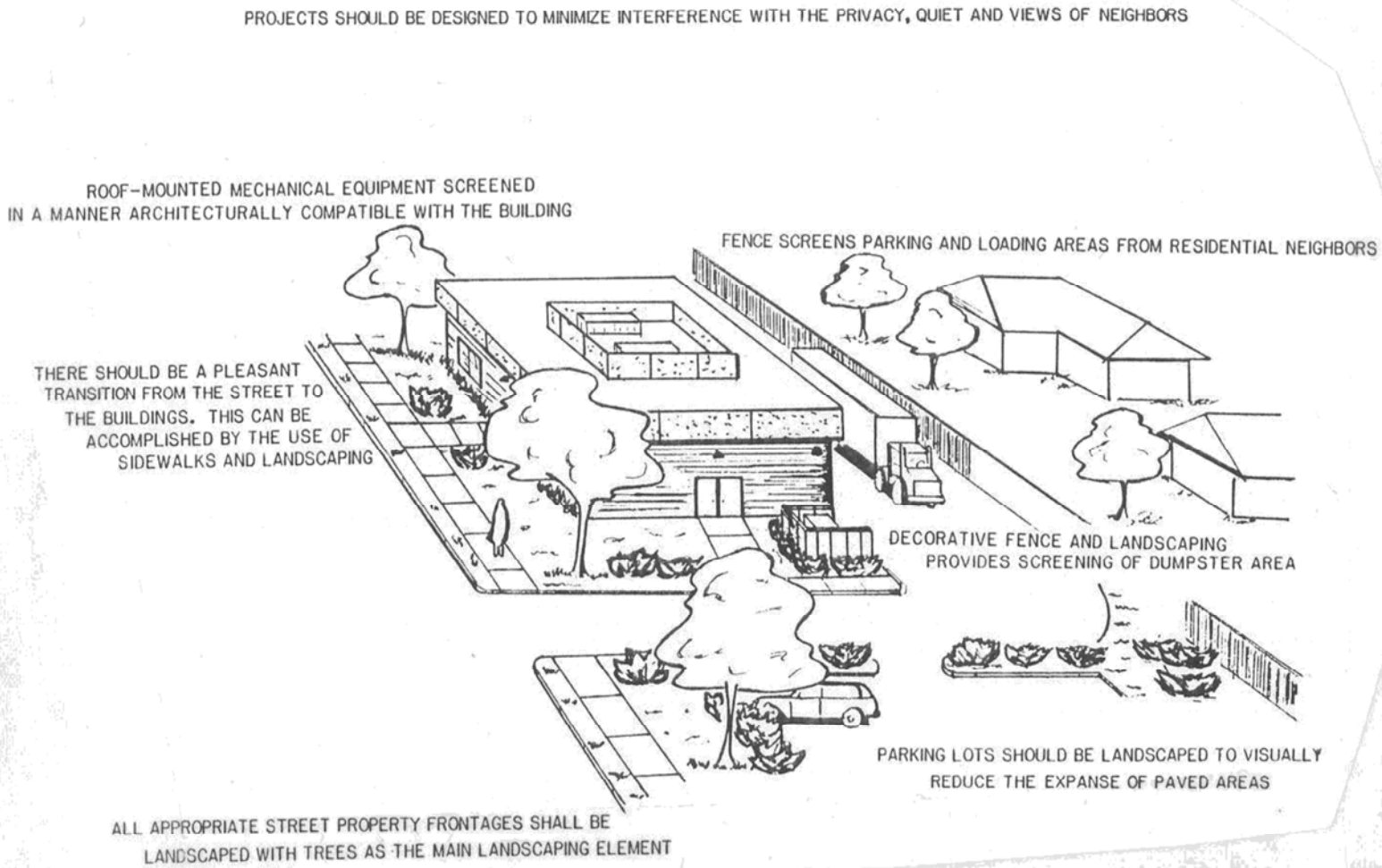


FIGURE 1: SITE DEVELOPMENT

FIGURE 2: DRIVEWAY GUIDELINES

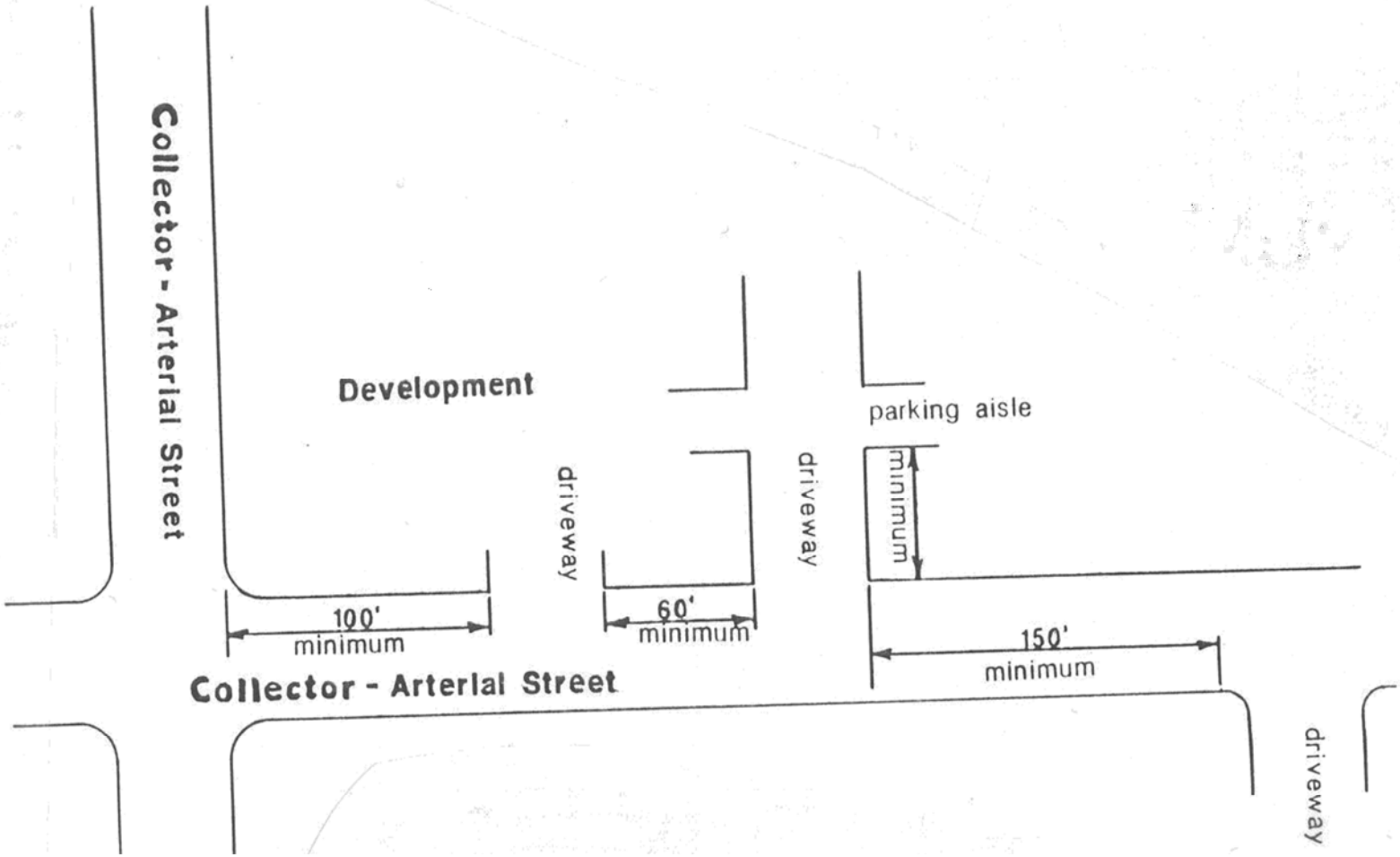

Collector - Arterial Street
Development
driveway
driveway
parking aisle
minimum
100'
minimum
60'
minimum
150'
minimum
Collector - Arterial Street
driveway

FIGURE 3: BUILDING COMPATIBILTY

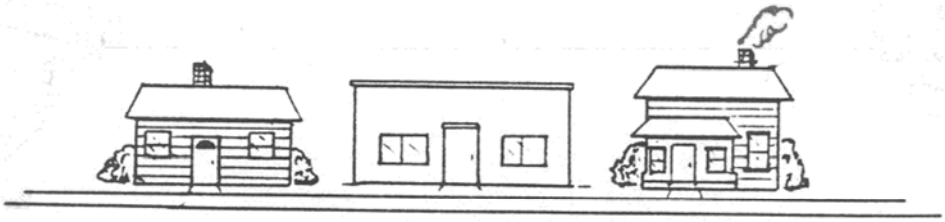
NON-RESIDENTIAL USE

RESIDENTIAL USE

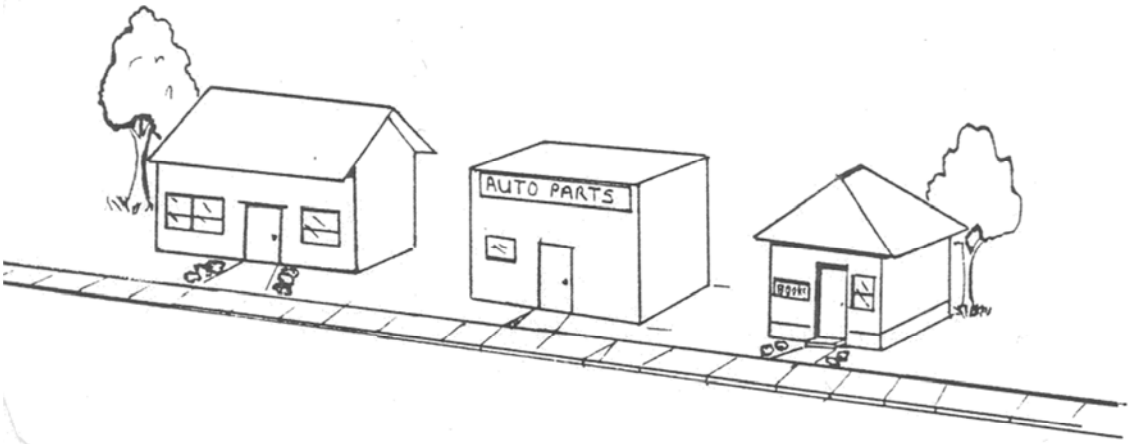
BUILDINGS SHOULD BE COMPATIBLE WITH THE NEIGHBORHOOD CHARACTER

PROPORTION, SCALE, CONTINUITY AND BALANCE SHOULD PREVAIL IN ALL ASPECTS OF A PROJECT

FIGURE 4: BUILDING INCOMPATIBILITY

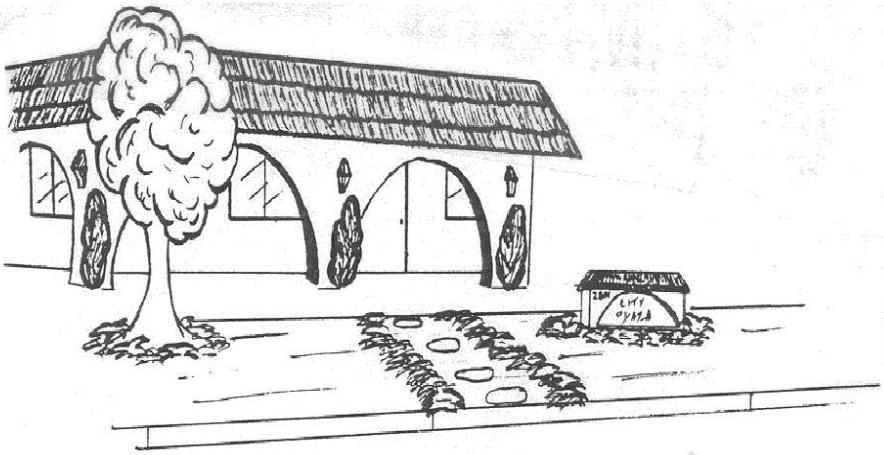


AVOID BUILDINGS THAT VIOLATE THE EXISTING SCALE, SIZE AND PROPORTION OF THE AREA AND ADJACENT BUILDINGS

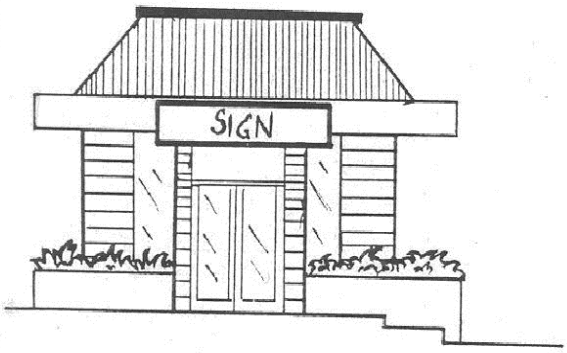


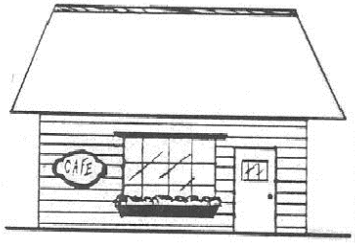
BREAK UP UNINTERESTING BOXLIKE FORMS

FIGURE 5: SIGN EXAMPLES



ONLY BUILDING SIGNS AND MONUMENT STYLE SIGNS ARE PERMITTED





SIGNS SHOULD REFLECT THE ARCHITECTURAL THEME OF THE PRINCIPAL BUILDINGS

FIGURE 6: MONUMENT STYLE FREESTANDING SIGNS

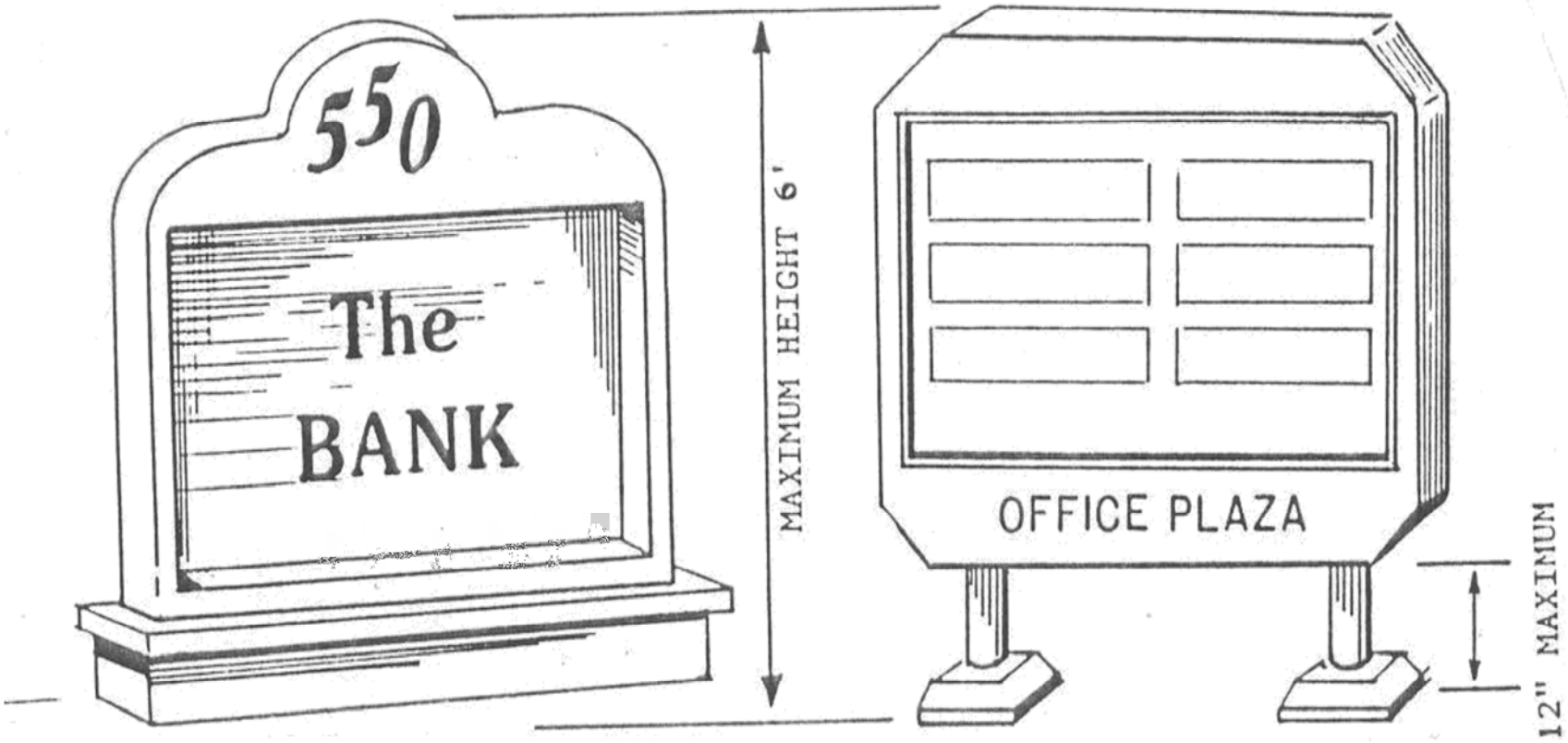


FIGURE 7: TYPICAL LANDSCAPE PLAN

ON SITE PLANS, THE TYPE, SIZE AND NUMBER OF PLANTS AND THE LOCATION AND DESIGN OF LANDSCAPED AREAS SHOULD BE SHOWN

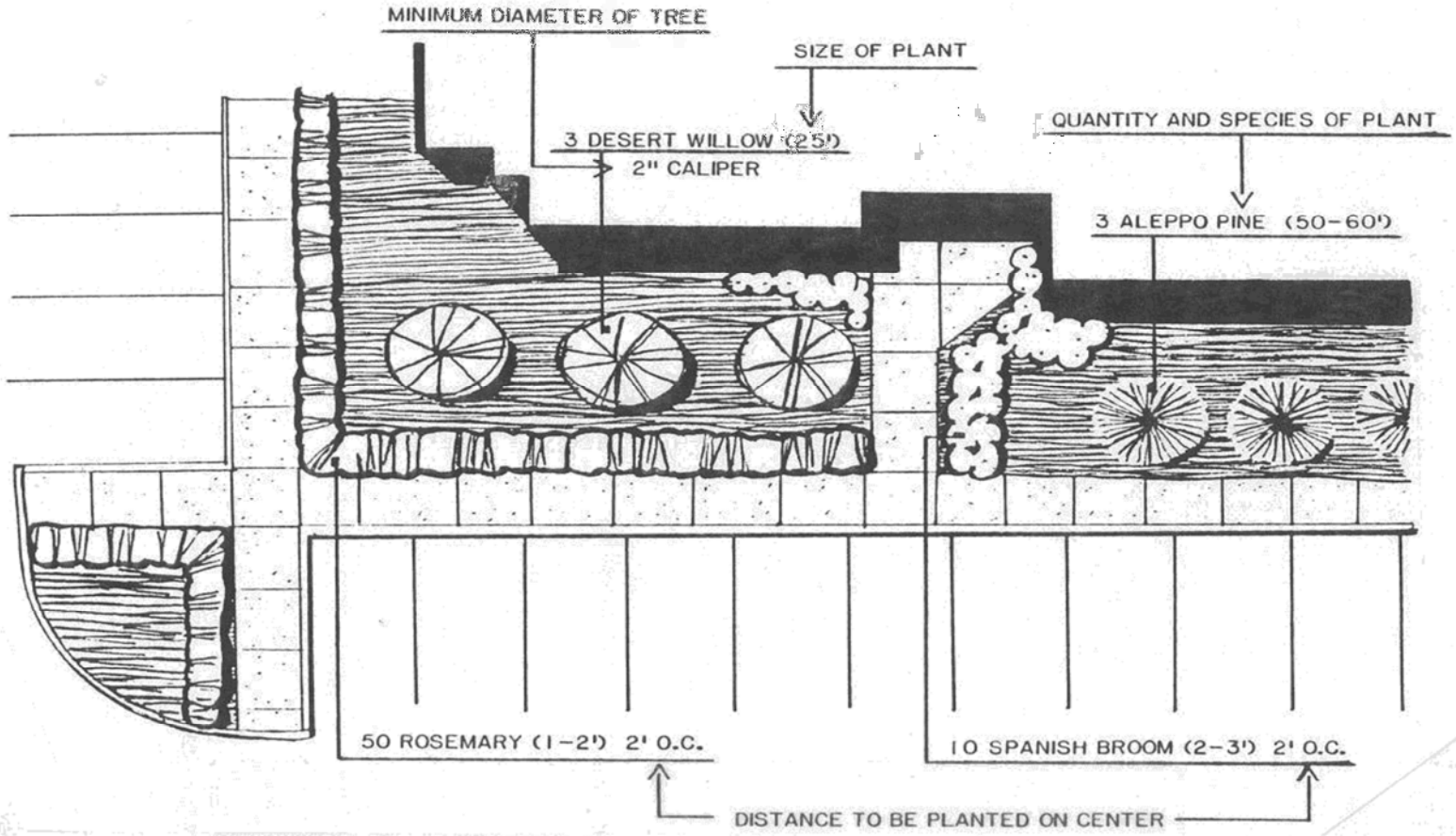


EXHIBIT 1
CITY OF KINGMAN
DESIGN REVIEW CHECKLIST
For the Kingman Crossing PDD

DATE: _____ **APPLICANT:** _____

PROJECT: _____

LEGAL DESCRIPTION: _____

REVIEWED BY: _____

APPROVED: _____ **DISAPPROVED:** _____

REQUIRES REVISIONS FOR APPROVAL: _____

APPROVED	REVISIONS NEEDED	NOT APPLICABLE	SITE DEVELOPMENT
			Minimum street setback twenty (20) feet or minimum of zoning district whichever is greater.
			Limited curb cuts on to street.
			Access to street is at street intersection.
			Project is designed to minimize traffic problems.
			Street grid responds to topography.
			Sidewalks with tree landscaping.
			Exterior lighting in accordance to OUTDOOR LIGHTING CODE.
			Site organization takes into account relation of buildings to street, landscaping, open spaces and adjacent sites.
			Proportion, scale, continuity and balance prevails.
			. Project retains natural topography and is compatible with immediate environment. Damage to natural environment is minimized.
			. Project designed to minimize interference with privacy, quiet and views of neighbors.
			. Other:
			. Comments:

APPROVED	REVISIONS NEEDED	NOT APPLICABLE	BUILDINGS
			. Buildings are compatible with neighborhood character and with colors and textures of surrounding environment.
			. Avoid all glass or all metal buildings. Highly reflective materials avoided.
			. Other:
			. Comments:

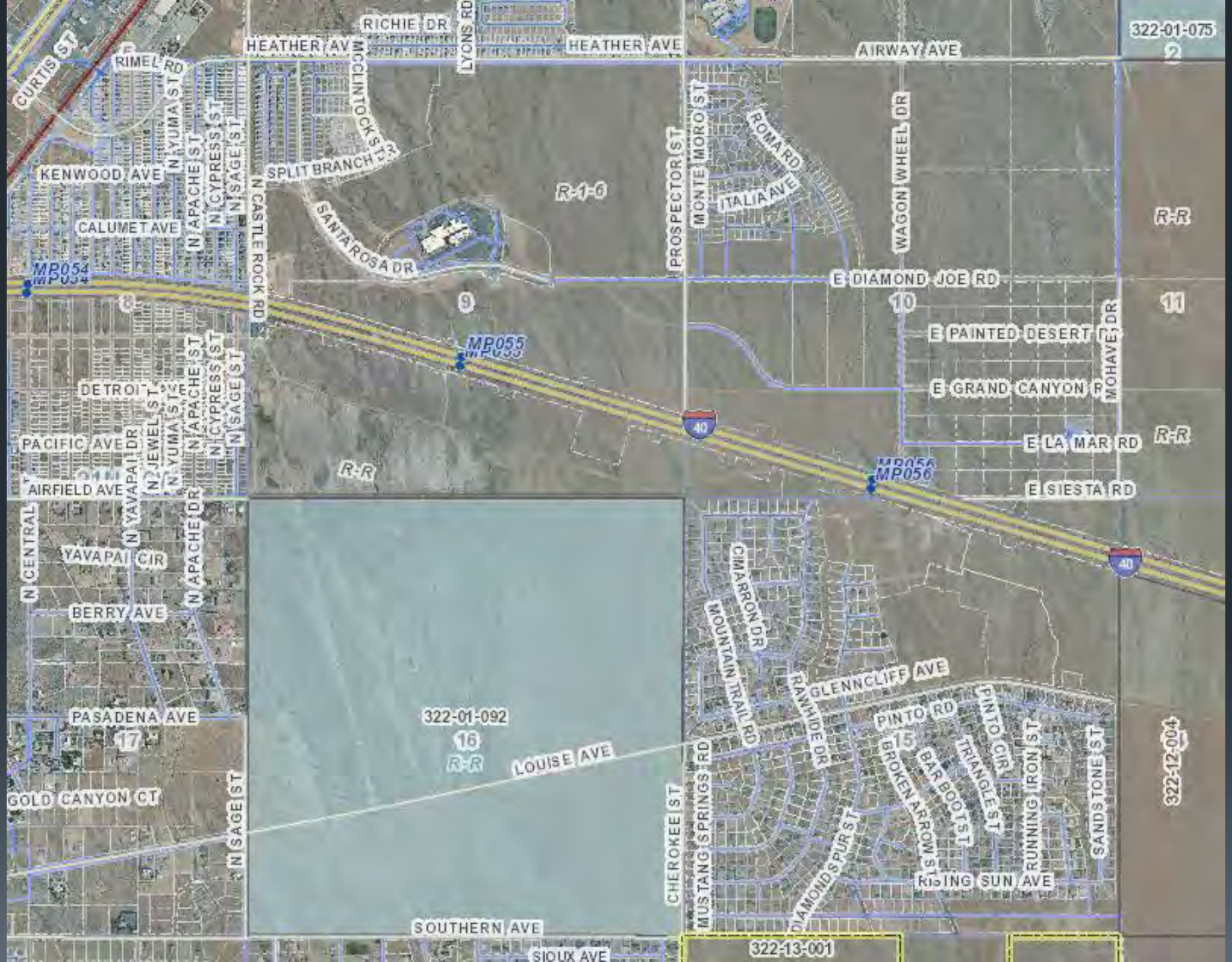
APPROVED	REVISIONS NEEDED	NOT APPLICABLE	SIGNS
			. Signs fall within the allowable type, number, size, height and square footage.
			. Signs are building signs and/or monument style freestanding sign.
			. Signs reflect the architectural theme of the principal buildings.
			. Other:
			. Comments:

APPROVED	REVISIONS NEEDED	NOT APPLICABLE	LANDSCAPING
			. Site plans include landscaping plan that shows type, size, number and location of plants, and irrigation systems.
			. Recommended plants are used.
			. Street property frontages landscaped with trees as the main landscaping element.
			. Parking lot landscaped.
			. Natural features incorporated into project's design.
			. Pedestrian areas landscaped.
			. Landscaped areas protected from automobile damage.
			. Other:
			. Comments:

APPROVED	REVISIONS NEEDED	NOT APPLICABLE	SCREENING
			. Trash receptacles screened by a minimum six (6) foot screen.
			. Trash areas easily accessible by garbage collection vehicles.
			. Exterior mechanical and electrical equipment screened.
			. Roof-mounted mechanical equipment screened in a manner architecturally compatible with building
			. Utilities placed underground.
			. Utility stations/substations screened.
			. Other:
			. Comments:

KINGMAN CROSSING PLANNED DEVELOPMENT DISTRICT

November 3, 2015


RICHIE DR
LYONS RD
HEATHER AV
HEATHER AVE
AIRWAY AVE
322-01-075
2
CURTIS ST
RIMEL RD
MCCLINTOCK ST
N YUMA ST
N CYPRESS ST
N SAGE ST
KENWOOD AVE
SPLIT BRANCH DR
N CASTLE ROCK RD
R-1-6
SANTA ROSA DR
PROSPECTOR ST
MONTEMORO ST
ROMARD
ITALIA AVE
WAGON WHEEL DR
R-R
CALUMET AVE
N APACHE ST
MP054
E DIAMOND JOE RD
8
9
10
11
E PAINTED DESERT
MP055
DETROIT
E GRAND CANYON R
MOHAVE DR
PACIFIC AVE
N JEWEL ST
40
E LA MAR RD
R-R
AIRFIELD AVE
MP056
E SIESTA RD
N CENTRAL
N YAVAPAI DR
YAVAPAI CIR
BERRY AVE
CIMARRON DR
MOUNTAIN TRAIL RD
RAWHIDE DR
GLENNCLIFF AVE
PASADENA AVE
17
322-01-092
16
R-R
LOUISE AVE
PINTO RD
15
BROKEN ARROW ST
BAR BOOT ST
TRIANGLE ST
PINTO CIR
RUNNING IRON ST
SANDSTONE ST
322-12-004
GOLD CANYON CT
MUSTANG SPRINGS RD
CHEROKEE ST
DIAMONDSPUR ST
RISING SUN AVE
SOUTHERN AVE
SIOUX AVE
322-13-001

Background

- The Property is currently zoned “Rural-Residential”, which allows for agricultural uses and single-family houses on one acre lots.
- With a “Regional Commercial” land use designation, the property can be zoned “C-3” Commercial: Service Business.
- On August 4, 2015, the City Council initiated Kingman Crossing Planned Development District to: (1) not allow all of the uses that a C-3 Zoning District allows; (2) make the area more compatible to the surrounding area; and (3) enhance and upgrade the minimum design standards.

Kingman Crossing Characteristics

- Land Use Designation of "Regional Commercial".
- A future interchange is planned.
- The area to the north has a "C-3 PDD" Zoning Classification.

Concept Plan

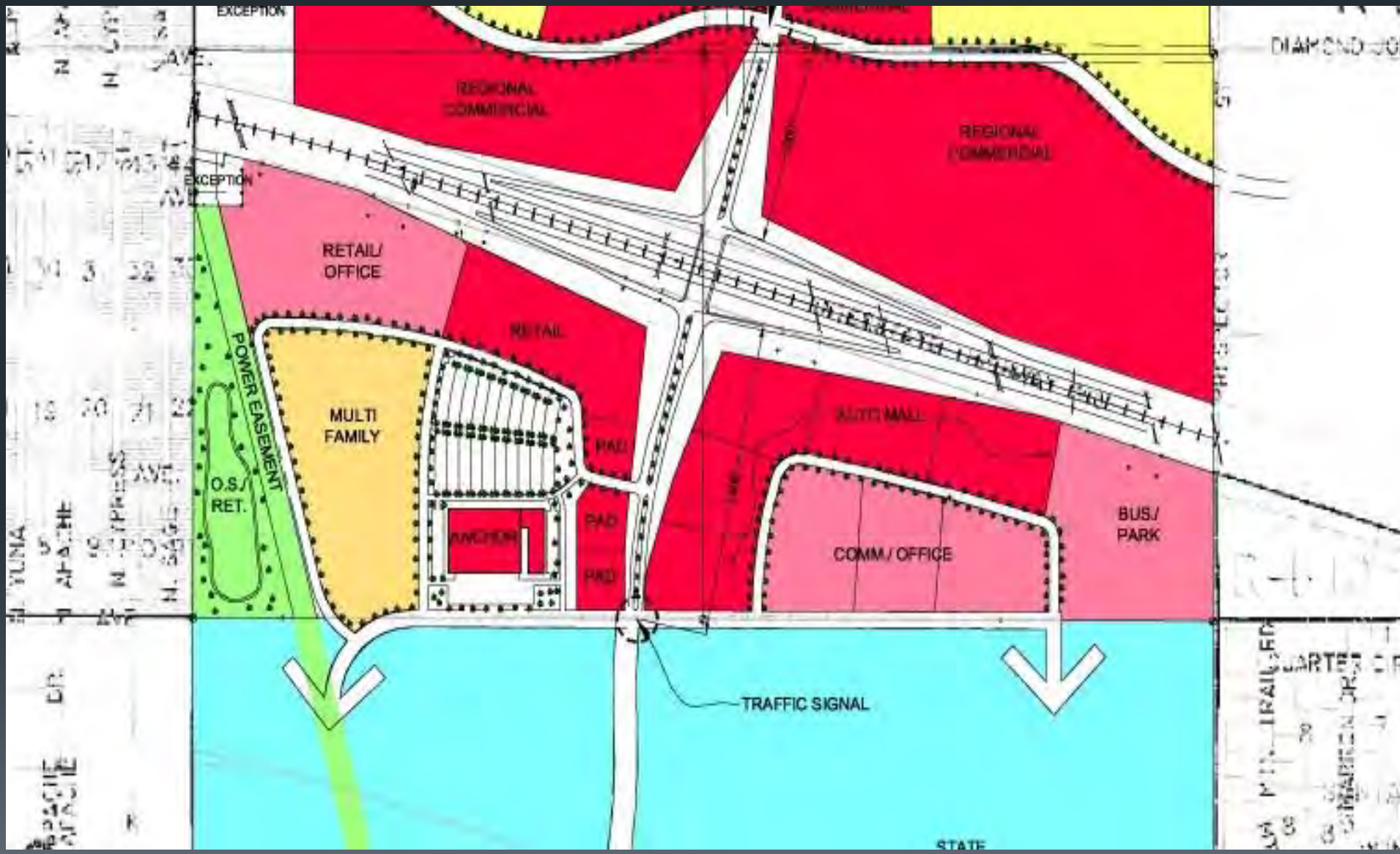
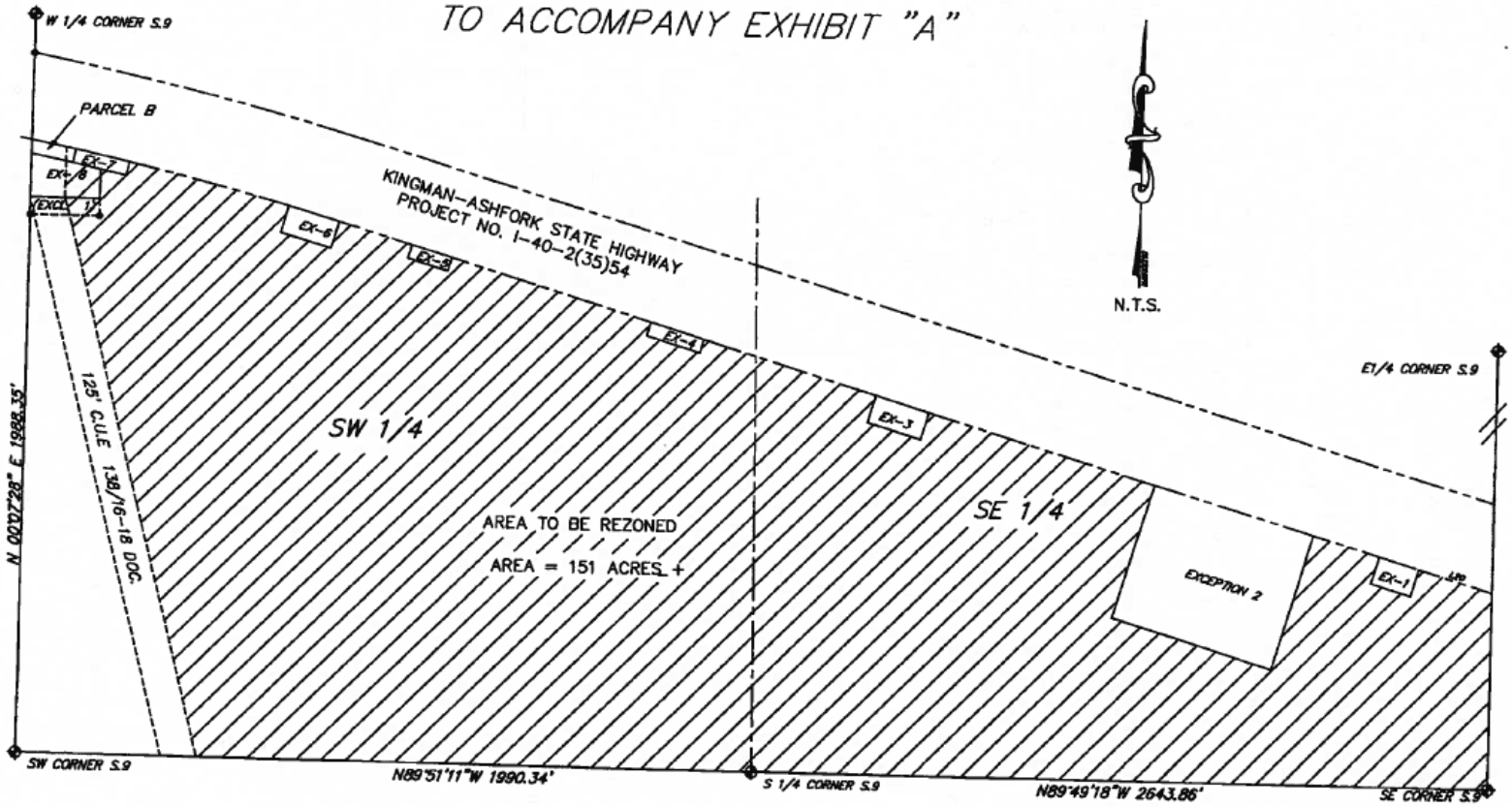


EXHIBIT "B"
TO ACCOMPANY EXHIBIT "A"



REGISTERED LAND SURVEYOR
CERTIFICATE NO.
23960
RODNEY G.
WARD
Date Signed 6-18-20
ARIZONA, U.S.A.

EXPIRES 12-31-2016

What is a Planned Development District?

A Planned Development District is designed to provide various types of land uses and development standards to ensure compliance with the General Plan and good zoning practices while allowing certain desirable departures from the strict provisions of specific zone classifications.

Consideration of Differences from the C-3 Zoning District.

The following uses permitted in the C-3 Zoning District not be permitted in the PDD:

1. Storage and equipment yards associated with contractors offices,

2. Truck sales and service, new and used,

3. Truck and trailer rental and service, and

4. Vehicle towing and storage.

Consideration of Differences of C-3 Conditional Permitted Uses:

The following uses shall not be permitted by Conditional Use Permit within the area zoned Kingman Crossing C-3-PDD:

1. BMX racetrack,
2. Mini-storages,
3. Motocross racetrack,
4. Off premises signs (billboards),
5. Recreational vehicle parks,
6. Swap meets (indoor and outdoor),
7. Tire retreading and recapping,
8. Travel trailer park, and
9. Truck stops for truck stop facilities.

Enhanced Development Standards

- When a development directly abuts any residential zoning district, all buildings are to be setback at least 25 feet from the abutting property line.

- Parking areas may be allowed within the setback areas, but those areas cannot be used for commercial truck deliveries or outdoor storage purposes, including the placement of shipping containers.

Architectural Controls

- Building designs and colors shall be appropriate to the southwestern United States.
- Colors should include warm earth tones and highly reflective materials such as all metal or all glass buildings shall be avoided.
- Building designs shall include the use of varied parapets, columns, popouts and pilasters to avoid the appearance of long blank walls.

Walkability

At least ten (10) feet of walkway shall be required between the front entrance of any buildings and parking lot traffic aisles to provide adequate walking room and to reduce pedestrian/vehicle conflicts.

Signage

- Overall sign plans shall be submitted at the time of development which compliments the architectural theme of the principal buildings in terms of design and color.

- All free-standing signs shall have skirting around the pole supports at the base. The sign base shall be at least 50-percent of the width of the sign width.

Parking

- All parking areas shall include landscaped tree islands for every 15-parking spaces.
- A raised landscaped berm or a continuous wall at least 3 feet in height or some combination of both, shall be used to screen all parking areas from adjacent public streets.
- Perimeter planting strips at least 10 feet in width along the street frontages shall be required.

Landscape Buffering

Heavy landscaping and a buffer wall shall be located at the time of development where the Kingman Crossing PDD district directly abuts any residential zoning district.

Driveways

All commercial driveways shall align on both sides of the streets where there are no medians.

Effective Date of Zoning District

The issuance of building permits by the City of Kingman on the subject properties shall not occur until a notice to proceed has been made by ADOT and construction of the Kingman Crossing interchange has begun.

Comments at the P&Z Commission's Oct 13, 2015 Public Hearing

- There five citizens who commented at the public hearing.
- Three commenters were against the rezoning action. Comments in opposition were: excessive commercially zoned land already; "retail cannibalism"; drainage and reduction of recreational open space; the area is perceived to be landlocked despite existing and planned roadways.
- One commenter recommended a requirement that auto service bays and parking areas be away from residential development .
- Concern was expressed about freestanding signage. The current ordinance does not permit freestanding over five feet. Discussion took place about freeway visibility verses neighborhood disturbance.

RECOMMENDATION

The Planning and Zoning Commission, by a 6-to-0 vote and the staff recommend the adoption of the Kingman Crossing Planned Development District text amendment and the amendment to the Official Zoning Map of the City of Kingman to apply this new zoning district to the 151-acres owned by the City in the Kingman Crossing area as described in Ordinance No. 1806.

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Carl Cooper, City Attorney

MEETING DATE: November 3, 2015

AGENDA SUBJECT: Ban handheld electronic device driving ordinance

---

SUMMARY:
After a citizen presentation, the Council directed staff to draft an ordinance that restricts the use of electronic devices while driving a vehicle on the public rights of way. Staff reviewed several ordinances from other Arizona cities. Staff modeled the proposed ordinance from one that was 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. It does allow for some exceptions. While Councilmember Carver did not wish to allow for exceptions, there was no clear direction from the remaining Councilmembers on that subject. After speaking with staff members from other departments it was felt that some exceptions should be made. Staff is available to comment. This ordinance may be adopted tonight or Council can make revisions for a later adoption. Unless directed otherwise, the Ordinance will take effect 30 days after passage.

FISCAL IMPACT:
Potential revenue from fines.

STAFF RECOMMENDATION:
Council discretion.

ATTACHMENTS:

Description
GHSA Report
IIHS Report
GHSA & State Farm Report
Ordinance 1807

REVIEWERS:

Department	Reviewer	Action	Date
City Attorney	Cooper, Carl	Approved	10/20/2015 - 6:27 PM
City Attorney	Cooper, Carl	Approved	10/20/2015 - 6:28 PM
City Manager	Dougherty, John	Approved	10/27/2015 - 12:50 PM

DISTRACTED DRIVING

SURVEY OF THE STATES

GHSA
Governors Highway Safety Association®
The States' Voice on Highway Safety

CONTENTS

INTRODUCTION 1

SUMMARY OF KEY FINDINGS 3

DISTRACTED DRIVING PROBLEM 6

DISTRACTED DRIVING
AS A PRIORITY IN THE STATES 8

DISTRACTED DRIVING LAWS 12

STATE DATA COLLECTION EFFORTS 15

DISTRACTED DRIVING ENFORCEMENT 22

DISTRACTED DRIVING
PUBLIC EDUCATION 26

EDUCATION AND TRAINING
EFFORTS FOR TEENS AND PARENTS 31

PARTNERSHIPS 35

DISTRACTED DRIVING POLICIES 42

SUMMARY 49

The state survey and summary report were created and prepared by Karen Sprattler, Principal, Sprattler Group. The responses are based on surveys completed by GHSA member organizations. The views and recommendations in this publication may not reflect those of individual GHSA state representatives.

The project was overseen by Barbara Harsha, Executive Director, GHSA and Jonathan Adkins, Deputy Executive Director, GHSA. Special thanks to Kara Macek, Communications Manager, GHSA, for assistance in survey management.

Design by Winking Fish

The Governors Highway Safety Association (GHSA) is a nonprofit association representing the highway safety offices of states, territories, the District of Columbia and Puerto Rico. GHSA provides leadership and representation for the states and territories to improve traffic safety, influence national policy, enhance program management and promote best practices. Its members are appointed by their Governors to administer federal and state highway safety funds and implement state highway safety plans. Contact GHSA at 202-789-0942 or visit www.ghsa.org. Find us on Facebook at www.facebook.com/GHSAhq or follow us on Twitter at @GHSAHQ.

Published July 2013

INTRODUCTION

It's a busy world. Multi-tasking, the need for information, and the desire to stay connected are strong forces in today's society. These activities are a significant part of life for many Americans, overlapping with both work and play. It's no surprise that the same activities can also distract our attention from operating a motor vehicle.

Driving is by its nature a task of divided attention, and our ability to drive safely depends on how successfully we can pay attention to the driving effort. While experts agree distracted driving is underreported, the 3,331 deaths attributed to distraction-affected crashes in 2011 increased 1.9 percent (to 3,267) over distraction-affected fatalities in 2010, when traffic deaths overall declined 1.9 percent. Injuries related to distraction-affected crashes declined 7 percent (from 416,000 to 387,000) over the same period.[1]

Distracted driving is not a new threat to highway safety, but new technologies both in and outside the vehicle have forced policymakers to focus attention on this issue anew. A new priority safety program to address distracted driving was created in the recent surface transportation bill that authorizes the federal surface transportation programs – including highway safety programs – for Federal Fiscal Years 2013 and 2014. MAP-21, or Moving Ahead for Progress in the 21st Century, created Section 405(e): Distracted Driving, where 8.5% of Section 405 funds are earmarked for distracted driving incentive grants to encourage states to enact and enforce prohibitions on texting as well as bans of the use of all electronic devices for all drivers aged 18 and younger, plus additional requirements.[2]

1 NHTSA press release. "New NHTSA Analysis Shows 2011 Traffic Fatalities Declined by Nearly Two Percent." December 10, 2012.

2 http://www.ghsa.org/html/stateinfo/programs/405_map21.html

Much of today's focus on distracted driving centers on the use of cell phones behind the wheel and our growing dependency on these versatile devices. From simple conversations to text messaging to mobile information sources, hand-held cell phone technology is an attractive answer to many of our mobile lifestyle needs. At the same time, rapidly advancing communication and information processing technologies have continued to capture the attention and spending of American consumers. CTIA-The Wireless Association puts the pervasiveness of this technology into context when it reports:

As of December 2012, there were

326.4 million

wireless subscriptions in the U.S., for a wireless penetration rate of 102.2 percent. The wireless penetration rate is defined as the number of active wireless units divided by the total U.S. and territorial population (Puerto Rico, Guam and the USVI).

The U.S. wireless industry is valued at

$195.5 billion,

which is larger than publishing, agriculture, hotels and lodging, air transportation, motion picture and recording and motor vehicle manufacturing industry segments. It rivals the computer system design service and oil and gas extraction industries.[3]

3 CTIA-The Wireless Association. 50 Wireless Quick Facts. http://www.ctia.org/advocacy/research/index.cfm/aid/10377

50 percent of American adults own a smartphone as of February 2012, up from 36 percent one year earlier. The average smartphone has 41 apps, and as of December 2012, U.S. wireless consumers sent and received an average of 6 billion text messages per day, or 69,635 text messages every second. At year-end 2011, the average U.S. wireless consumer used 945 minutes of service a month.

The explosion in ownership and use of various communication technologies and their effect on driving safety has led highway safety leaders to assess the critical issues associated with distracted driving. In 2010, the Governors Highway Safety Association (GHSA) surveyed its state highway safety office (SHSO) members to determine what efforts states were pursuing to address distracted driving. In *Curbing Distracted Driving: 2010 Survey of State Safety Programs,* GHSA found state highway safety leaders were stepping up and many had developed programs and policies aimed at reducing the costly and sometimes tragic effects of distracted driving.

GHSA surveyed its members again in late 2012 to find out how states were responding to this significant safety issue. Fifty states and the District of Columbia completed the survey, offering insights into SHSO policy, research, enforcement and educational efforts undertaken to mitigate the effects of distracted driving. The following report will show that as distracted driving has grown as a priority in the highway safety community, SHSO leaders have continued to be on the front line of efforts to address distracted driving in their states.

SUMMARY OF KEY FINDINGS

State highway safety office leaders are on the forefront of the distracted driving problem and recognize that the combination of inattentive drivers and increasing technology use can impact the safety of our roadways. Almost every state has employed multiple strategies to address this issue and states continue to tackle the distracted driving problem from a number of perspectives. Key findings of the 2012 survey include the following.

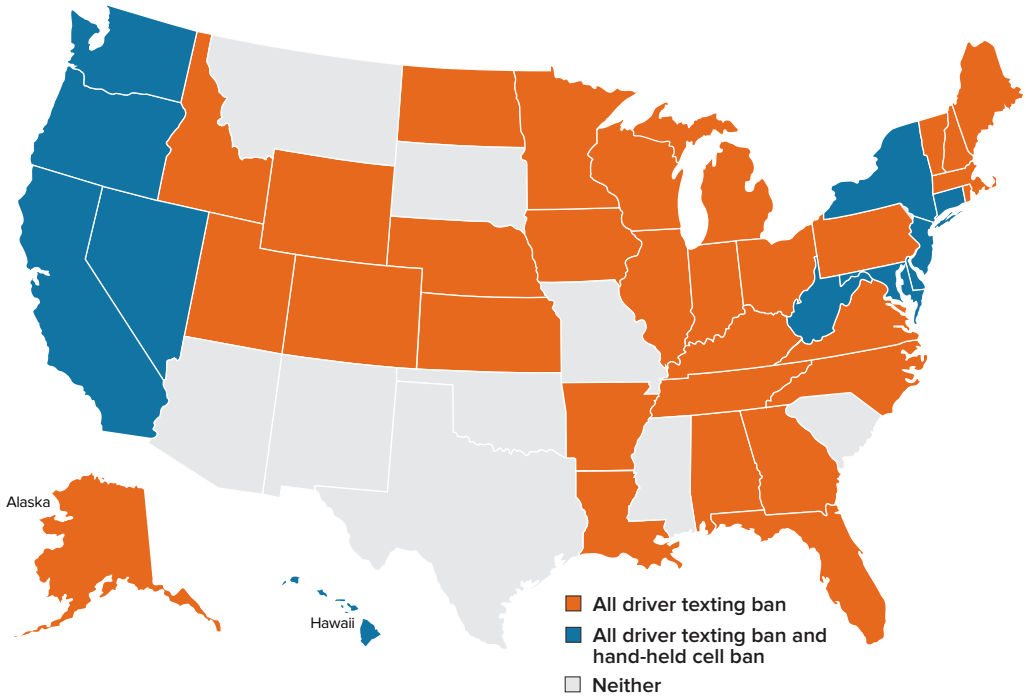
The recognition of and emphasis on distracted driving as a highway safety priority continues to grow.

Whereas only three years ago 28 states reported that distracted driving was a concern which merited attention by state Strategic Highway Safety Plans (SHSPs), 40 states now report that distracted driving is addressed in their state's SHSP, a 43 percent increase. Forty-three states and DC reported that the emphasis on distracted driving has increased in their jurisdiction since 2010; only 7 states reported the emphasis on distracted driving has remained the same (AZ, AR, LA, MI, OR, SC, SD).

States have been passing key distracted driving-related laws.

Forty-seven states and DC have specific laws against distracted driving; these states report that distracted driving laws are being enforced. Text messaging bans for all drivers have seen a 45 percent increase in just three years, with 41 states and DC having these bans in place, up from 28 states and DC in 2010. As of early 2013, the legislatures of the nine states without all driver texting bans are currently considering all driver bans (AZ, MS, MO, MT, NM, OK, SC, SD, TX). While no state fully bans cell phone use while driving, three additional states have added a hands-free cell phone requirement since the 2010 survey, for a total of 11 states (CA, CT, DE, HI, MD, NV, NJ, NY, OR, WA, WV) and DC that ban hand-held cell phone use, a policy position adopted by GHSA in September 2012 (see Figure 1).

Figure 1: **States That Ban Texting and Hand-Held Cell Phone Use**



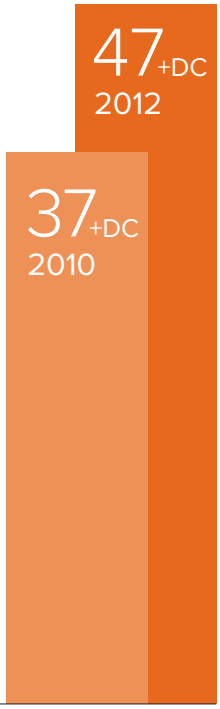
More states collect distracted driving-related crash data.

In order to properly assess the magnitude of the distracted driving problem, accurate data about the incidence of these crashes is critical. Forty-six states and DC collect data specifically related to distracted driving in their police crash reports, up from 43 states and DC in 2010, although the data collected varies widely from state to state. In the most recent survey, 18 states also reported that changes and/or upgrades to distracted driving data collection are planned for the near future. When respondents were asked what the crash data indicated about distracted driving in their states, results were mixed: 15 states reported distracted driving crashes were up, 11 states reported these crashes were down, and in 16 states, distracted driving crashes had remained the same.

More states are taking steps to educate the public about distracted driving, especially using non-traditional media.

In 2012, 47 states and DC report having taken steps to educate the public about the threat of distracted driving, up from 37 states and DC in 2010 (a 26 percent increase). States are employing a number of information strategies in connection with these campaigns, but recognizing the effectiveness of technology-based communication, 36 states have incorporated new/social media such as Twitter, YouTube and Facebook to get out their message, an astounding 125% increase over the 2010 response, when only 16 states were using these strategies. In the latest survey, SHSOs reported that efforts to include distracted driving as a requirement in driver education increased since 2010 (23 states vs. 20), and more states reported covering the topic of distracted driving in state drivers manuals (38 vs. 33) and included a question on distracted driving on the state driver license exam (21 vs. 18).

In 2012, 47 states and DC report having taken steps to educate the public about the threat of distracted driving, up from 37 states and DC in 2010 (a 26 percent increase).



States are steadily increasing the focus on teens and their parents.

As with many innovations, young people are often the earliest and strongest adopters of new technologies. For this reason, texting and other potentially distracting uses of technology while driving are a special concern with teen drivers, as this is when driving skills are developing. Many states take action to address distracted driving by novice drivers through both policies and programs. State bans on cell phone use by teens grew 17 percent, from 28 states and DC in 2010 to 33 states and DC in 2012. Four additional states added cell phone bans for teens in early 2013, for an overall increase of 36 percent. Twenty-two percent more states reported developing educational materials for teens and their parents in 2012 than in 2010 (28 vs. 23 states).

States' efforts in outreach and partnering in the area of distracted driving is continuing to expand.

While SHSOs are leaders in most state efforts to promote safe driving, it's often helpful to have other stakeholders carrying the message as well. Distracted driving is a growing concern for many corporate and government organizations, and SHSOs can multiply the effects of their own efforts through partnerships with these groups. Twenty percent more states (42) have worked with other agencies or private organizations to address distracted driving than reported by the GHSA survey in 2010, when 35 states were similarly engaged. Eighteen states reported sponsoring or partnering with colleges and universities on research efforts to address distracted driving.

DISTRACTED DRIVING PROBLEM

Driving is a complex task that requires mental, physical, visual and auditory attention. Whether the driving activity occurs on a congested urban roadway or a deserted rural highway, doing anything but concentrating on the driving task puts a driver, passengers and other road users at an increased risk of being involved in a crash. NHTSA defines distracted driving as *any activity that could divert a person's attention from the primary task of driving.*[4]

What Drivers Say...

Nearly
9/10
licensed drivers reported that they believe drivers talking on cell phones to be a "somewhat" or "very" serious threat to their personal safety.

More than
19/20
surveyed believed texting or emailing and checking or updating social media behind the wheel to be even more serious threats.

In 2011, fatalities in distraction-affected crashes increased by 1.9 percent, to 3,331, from 3,267 in 2010, a year when the total number of crash-related fatalities (32,367) was at its lowest since 1949 and declined 1.9 percent from 2010. In 2011, injuries due to distracted driving declined 7 percent from 416,000 to 387,000 in a year when the change in total injuries (2.22 million) was not statistically significant.[5]

In its *2012 Traffic Safety Culture Index* survey[6], the AAA Foundation for Traffic Safety found that the majority of people surveyed strongly object to distracted driving. Nearly 9 out of 10 licensed drivers (88.5 percent) reported that they believe drivers talking on cell phones to be a "somewhat" or "very" serious threat to their personal safety. An even greater number of those surveyed believed texting or emailing and checking or updating social media behind the wheel to be even more serious threats (95.7 and 95.1 percent, respectively). Survey respondents also believed the situation is getting worse – 90.3 percent reported distracted drivers are a "somewhat" or "much" bigger problem than they were three years ago.

Respondents in the AAA survey expressed greater rates of social disapproval for texting or emailing (94.5 percent) and checking or updating social media (95.4 percent) than for the use of hand-held cell phones (66 percent). More than half of survey respondents (56.2 percent) felt the use of hands-free devices while driving was somewhat or completely acceptable.

4 http://www.distraction.gov/content/get-the-facts/facts-and-statistics.html

5 NHTSA Traffic Safety Facts Research Note. 2011 Motor Vehicle Crashes: Overview. DOT HS 811 701. December 2012.

6 AAA Foundation for Traffic Safety. Distracted and Risk-Prone Drivers: Select Findings from the 2012 Traffic Safety Culture Index. January 2013.

Despite expressing strong disapproval for many distracted driving behaviors, survey respondents admitted to engaging in many of these behaviors themselves. More than one quarter of respondents (26.6 percent) reported typing or sending a text or email while driving at least once in the past 30 days, and more than one third (34.6 percent) said they read a text or email while driving during this time. Almost 7 in 10 respondents (68.9 percent) reported talking on the phone while driving at least once in the past 30 days and almost one-third of these drivers (31.9 percent) said they did so "fairly often" or "regularly." According to NHTSA's 2012 National Distracted Driving Attitudes and Behaviors Survey, almost half (48 percent) of drivers say they answer their cell phones while driving at least some of the time, and more than half of those (58 percent) continue to drive after answering the call.[7] This has not changed in the past two years.[8]

State highway safety offices must navigate the significant discrepancies between the expressed concerns and the actual behaviors of drivers when it comes to distracted driving. Developing effective programs and policies to keep all roadway users safe is a challenge when the use of distracting technology is increasing. NHTSA reports that the National Occupant Protection Use Survey (NOPUS) showed the percentage of drivers text-messaging or visibly manipulating hand-held devices increased for a second year in a row, from 0.9 percent in 2010 to 1.3 percent in 2011, while driver hand-held cell phone use stood at 5 percent in 2011. This means that at any given daylight moment across America, approximately 660,000 drivers are using cell phones or manipulating electronic devices while driving, a number that has held steady since 2010. Almost double that number – 1.18 million drivers (9 percent) – were using some type of mobile device (either hand-held or hands-free) at a typical daylight moment.[9]

Distracted driving is a significant issue on our nation's roadways. State highway safety leaders understand this and are engaged and leading the efforts to reduce crashes, injuries and deaths associated with this significant safety threat.

...What Drivers Do

More than 1/3 respondents said they read a text or email while driving.

More than 1/4 respondents reported typing or sending a text or email while driving.

Nearly 7/10 respondents reported talking on the phone while driving.

7 NHTSA. Technology Transfer Series: Traffic Tech. National Telephone Survey on Distracted Driving Attitudes and Behaviors – 2012. April 2013. www.nhtsa.gov/staticfiles/nti/pdf/811730.pdf

8 NHTSA. Technology Transfer Series: Traffic Tech. National Distracted Driving Telephone Survey Finds Most Drivers Answer the Call, Hold the Phone, and Continue to Drive. April 2011. www. nhtsa.gov/staticfiles/traffic_tech/tt407.pdf

9 NHTSA. Research Note: Traffic Safety Facts. Driver Electronic Device Use in 2011. DOT HS 811 719. April 2013. www-nrd.nhtsa.dot.gov/Pubs/811719.pdf

DISTRACTED DRIVING AS A PRIORITY IN THE STATES

SHSO leaders have heard the public's growing concern about distracted driving across the country. Respondents to the 2012 GHSA survey from 43 states and DC reported that the emphasis on distracted driving has increased in their jurisdiction since 2010; the other seven states (AZ, AR, LA, MI, OR, SC, SD) report the emphasis on distracted driving has remained the same. Since 2010, Governors and/or legislatures in five states (FL, LA, ME, MN, and NH) have convened seven task forces or summits focused on distracted driving; two states (CT and RI) indicated there are plans to hold similar events in their states in the near future.

Another measure of how states prioritize their road safety work is reflected in their Strategic Highway Safety Plans (SHSPs), a major component and requirement of each state's Highway Safety Improvement Program (HSIP). SHSPs are statewide, coordinated safety plans that provide data-driven frameworks for reducing highway fatalities and serious injuries on all public roads. A state's SHSP is developed by the State Department of Transportation in cooperation with safety stakeholders to establish statewide goals, objectives, and key emphasis areas, integrating the four E's—engineering, education, enforcement and emergency medical services (EMS).[10] Three years ago, 28 states reported that distracted driving was a concern discussed in their SHSPs. In 2012, 39 states and DC reported that distracted driving is addressed in their SHSP, a 43 percent increase in states identifying distracted driving as a priority issue (see Table 1).

The 2012 survey asked state leaders to identify obstacles faced in prioritizing distracted driving in their states. The most frequently cited obstacles faced by states involved the lack of availability of funding for distracted driving-related enforcement efforts, education and media (reported by 29, 24, and 22 states, respectively). The lack of available distracted driving-related crash data was cited by 21 states, and 17 states reported the shortage of state-specific distracted driving research was a barrier. Only five states and DC reported a lack of public support for enforcement as a challenge in addressing distracted driving in their jurisdictions (DC, MD, MN, MS, MT, NM). (See Tables 2 and 3.)

SHSO leaders are uniquely positioned to determine and direct safety strategies to address states' most pressing highway safety concerns. Prioritizing distracted driving as a critical highway safety issue has been key to state efforts to reduce death and serious injuries on states' roadways.

Kentucky

Executive Level Support Against Distracted Driving

Kentucky Governor Steve Beshear joined public safety and business leaders at an event to announce a campaign to encourage Kentuckians to pledge to abstain from texting while driving. Governor Beshear signed a proclamation during the event stating that October 10, 2012 was "No Texting While Driving Day." The event occurred in cooperation with the Kentucky State Police, the Kentucky Office of Highway Safety, Kentucky Transportation Cabinet, Kentuckians for Better Transportation, and AT&T. Window cling decals featuring the message "No Text on Board" were affixed to 11,000 Kentucky state vehicles across the Commonwealth, in addition to 4,000 state law enforcement vehicles. Motorists also saw "don't text and drive" messages on electronic signboards along Kentucky state highways.

10 http://safety.fhwa.dot.gov/hsip/shsp/

Table 1: **Distracted Driving in Strategic Highway Safety Plans**

State/Territory	Has distracted driving in any form (cell phones when driving, texting when driving, etc.) been included in your state's strategic highway safety plan?
Alabama	Yes, in 2012
Alaska	No
Arizona	No
Arkansas	Yes, in 2007
California	Yes, in 2011
Colorado	No
Connecticut	No
Delaware	Yes, in 2010
District of Columbia	Yes, in 2007
Florida	Yes, in 2012
Georgia	Yes, in 2010
Hawaii	No
Idaho	Yes, in 2009
Illinois	Yes, in 2009
Indiana	Yes, in 20011
Iowa	Yes, in 1999
Kansas	Yes, in 2011
Kentucky	Yes, in 2006
Louisiana	Yes, in 2008
Maine	Yes, in 2010
Maryland	Yes, in 2008
Massachusetts	Yes, in 2013
Michigan	Yes, in 2006
Minnesota	No
Mississippi	No
Missouri	Yes, in 2004

State/Territory	Has distracted driving in any form (cell phones when driving, texting when driving, etc.) been included in your state's strategic highway safety plan?
Montana	Yes, in 2010
Nebraska	Yes, in 2013
Nevada	Yes, in 2011
New Hampshire	Yes, in 2012
New Jersey	Yes, in 2007
New Mexico	Yes, in 2010
New York	Yes, in 2008
North Carolina	No
North Dakota	Yes, in 2012
Ohio	Yes, in 2009
Oklahoma	No
Oregon	Yes, in 1999
Pennsylvania	Yes, in 2006
Rhode Island	Yes, in 2012
South Carolina	Yes, in 2007
South Dakota	No
Tennessee	Yes, in 2011
Texas	Yes, in 2006
Utah	Yes
Vermont	Yes, in 2009
Virginia	Yes, in 2006
Washington	Yes, in 2007
West Virginia	No
Wisconsin	Yes, in 2009
Wyoming	Yes, in 2012

39 states and DC include distracted driving in their Strategic Highway Safety Plan.

Over the last three years...

43 **states and DC saw the overall emphasis on distracted driving increase.**

7 **states* saw the overall emphasis on distracted driving stay about the same.**

*Arizona, Arkansas, Kentucky, Massachusetts, Oklahoma, Rhode Island, South Carolina

Table 2: **Major Obstacles in the Area of Distracted Driving**

State	What challenges or obstacles does your state face in the area of distracted driving (choose as many as apply)?
Alabama	Lack of funding for enforcement; Lack of funding for education; Lack of funding for media; Other: The law as written is difficult to enforce. The law does not ban hand-held wireless devices.
Alaska	Lack of funding for enforcement
Arizona	Lack of support by enforcement; Lack of a specific distracted driving law
Arkansas	Lack of state-specific research; Other: Current laws are difficult to enforce
California	Other: CA has some research but could always use more
Colorado	Lack of funding for enforcement; Lack of funding for education; Lack of funding for media; Lack of campaign materials; Lack of distracted driving data collection; Lack of state-specific research; Lack of support by enforcement
Connecticut	Lack of funding for enforcement; Lack of funding for media; Lack of distracted driving data collection; Lack of state-specific research
Delaware	Lack of funding for education; Lack of funding for media; Lack of campaign materials; Lack of state-specific research
District of Columbia	Lack of public support for enforcement
Florida	Lack of distracted driving data collection
Georgia	Other: While we have a complete ban for cell phones and texting by persons 18 and under, we have just a texting ban for persons over 18. This makes it difficult for law enforcement to conduct proactive enforcement.
Hawaii	N/A
Idaho	Lack of funding for enforcement; Lack of funding for education; Lack of funding for media; Lack of support by enforcement; Other: Lack of political support for a stronger law
Illinois	Lack of funding for enforcement
Indiana	Lack of funding for enforcement; Lack of funding for media; Lack of campaign materials; Lack of support by enforcement; Other: Not a strong enough law that can be enforced
Iowa	Lack of funding for enforcement; Lack of funding for education; Lack of support by enforcement
Kansas	Lack of funding for enforcement; Lack of funding for media; Lack of distracted driving data collection; Lack of state-specific research; Lack of support by the judiciary
Kentucky	Lack of funding for enforcement; Lack of funding for education; Lack of funding for media; Lack of distracted driving data collection; Lack of state-specific research; Lack of support by enforcement; Lack of support by the judiciary
Louisiana	Lack of funding for enforcement; Lack of funding for media; Other: Lack of effective enforcement campaigns, issues with data quality - data is self-reported
Maine	Lack of funding for enforcement; Lack of funding for education; Lack of funding for media; Lack of distracted driving data collection; Lack of state-specific research; Lack of support by enforcement
Maryland	Lack of public support for enforcement; Lack of funding for enforcement; Lack of distracted driving data collection; Lack of state-specific research
Massachusetts	Lack of funding for education; Lack of funding for media; Lack of campaign materials; Lack of distracted driving data collection; Lack of support by enforcement
Michigan	Lack of distracted driving data collection; Lack of state-specific research; Lack of support by enforcement; Lack of a specific distracted driving law
Minnesota	Lack of public support for enforcement; Lack of funding for enforcement; Lack of funding for media; Lack of support by the judiciary; Other: It's difficult for law enforcement to issue citations since they have to be able to prove the person was texting or distracted in another manner.
Mississippi	Lack of public support for enforcement; Lack of funding for education; Lack of support by the judiciary
Missouri	Lack of funding for enforcement; Lack of funding for education; Lack of funding for media; Lack of campaign materials
Montana	Lack of public support for enforcement; Lack of funding for enforcement; Lack of funding for education; Lack of funding for media; Lack of distracted driving data collection; Lack of state-specific research; Lack of a specific distracted driving law; Other: Distracted driving violations can be difficult to detect. In rural states like Montana, driving distances can be long and tiring. Having someone to talk to via phone can be a "life line".
Nebraska	Lack of funding for enforcement; Lack of funding for education; Lack of a specific distracted driving law; Other: Lack of Special Training for Law Enforcement
Nevada	Lack of funding for enforcement; Lack of funding for education; Lack of distracted driving data collection; Lack of state-specific research

Table 2 continued...

State	What challenges or obstacles does your state face in the area of distracted driving (choose as many as apply)?
New Hampshire	Lack of funding for media; Lack of distracted driving data collection
New Jersey	Lack of funding for enforcement; Lack of funding for education; Lack of funding for media; Lack of state-specific research
New Mexico	Lack of public support for enforcement; Lack of funding for enforcement; Lack of funding for education; Lack of distracted driving data collection; Lack of state-specific research; Lack of support by enforcement; Lack of support by the judiciary; Lack of a specific distracted driving law.
New York	Lack of funding for enforcement; Lack of funding for education; Lack of funding for media
North Carolina	Other: Weak law that is hard to enforce
North Dakota	Lack of funding for enforcement; Lack of funding for education; Lack of support by enforcement
Ohio	None
Oklahoma	Lack of funding for enforcement; Lack of funding for education; Lack of funding for media; Lack of distracted driving data collection; Lack of state-specific research; Lack of a specific distracted driving law
Oregon	Lack of funding for enforcement; Lack of funding for media
Pennsylvania	Lack of distracted driving data collection; Lack of support by enforcement
Rhode Island	Other: Data does not show substantial increase
South Carolina	Lack of distracted driving data collection; Lack of a specific distracted driving law
South Dakota	N/A
Tennessee	Lack of funding for enforcement; Lack of funding for education; Lack of funding for media; Lack of campaign materials; Lack of distracted driving data collection; Lack of state-specific research; Lack of support by the judiciary
Texas	Lack of funding for enforcement; Lack of funding for education; Lack of funding for media; Lack of a specific distracted driving law
Utah	Lack of funding for enforcement; Lack of funding for media; Lack of support by enforcement
Vermont	Lack of funding for enforcement; Lack of funding for education; Lack of funding for media; Lack of distracted driving data collection; Lack of state-specific research
Virginia	Not applicable
Washington	Lack of funding for enforcement; Lack of funding for education; Lack of funding for media; Lack of distracted driving data collection
West Virginia	Lack of distracted driving data collection; Lack of support by enforcement
Wisconsin	Lack of distracted driving data collection; Lack of state-specific research; Lack of a specific distracted driving law
Wyoming	Other: FY 2012 was the first year we provided stand alone grant funding to address the distracted driving problem in Wyoming. We are continuing that effort in FY 2013. I can't check off any obstacles until we are further down the road on this issue.

Table 3: **Obstacles to Prioritizing Distracted Driving**

	Number of states
Lack of funding for enforcement	29
Lack of funding for media	24
Lack of funding for education	22
Lack of distracted driving data collection	21
Lack of state-specific research	17

	Number of states
Lack of support by enforcement	14
Lack of a distracted driving law	9
Lack of public support for enforcement	5 + DC
Lack of campaign materials	6
Lack of support of the judiciary	6

DISTRACTED DRIVING LAWS

Laws and policies that prohibit unsafe driving behaviors are essential because they form the basis for a societal response. Distracted driving has long been recognized as a safety issue, and 47 states and DC report having specific laws against distracted driving (see Table 4). Some states without distracted driving laws (AZ, MT, SC) have other laws against careless, reckless or inattentive driving that are used by law enforcement to address distracted driving behaviors. Although the act of distracted driving can encompass a wide variety of driver behaviors, most policymakers' concerns focus on the distraction caused by cell phones and the use of other technology in motor vehicles.

Survey respondents report that text messaging bans for all drivers have seen a 45 percent increase in just three years, with 41 states and DC having adopted these bans, up from 28 states and DC in 2010. While the trend has been to embrace all driver texting bans, six states report having novice driver texting bans (MS, MO, NM, OK, SD, TX), and three states (MS, OK, TX) have laws against bus driver texting. As of early 2013, the legislatures of all nine states without all driver texting bans (AZ, MS, MO, MT, NM, OK, SC, SD, TX) were considering bills to ban texting for all drivers.[11]

Because young drivers have a heightened crash incidence while using cell phones and are more likely to text while driving,[12] five states reported passing laws to prohibit all cell phone use by novice drivers in addition to the 28 states and DC that had these laws in 2010, for a total of 33 states in 2012. Four additional states (HI, MI, SD, UT) added teen cell phone bans in early 2013. One more state reported passing a cell phone prohibition for bus drivers, to be added the 18 states and DC that had this law at the time of the last GHSA survey. Seven states (HI, MT, NM, OH, SC, TX, WY) described ordinances that have been adopted by local authorities to address texting and cell phone use by motorists.

While no state fully bans cell phone use while driving for all drivers, four additional states reported adding a hands-free cell phone requirement since the 2010 survey, for a total of 11 states and DC that ban hand-held cell phone use (CA, CT, DC, DE, HI, MD, NV, NJ, NY, OR, WA, WV), a policy position adopted by GHSA in September 2012. GHSA supports state legislation that would ban hand-held cell phone use and text messaging for all drivers, electronic devices used for entertainment purposes with video screens that are within view of the driver and school bus drivers from text messaging or using electronic devices except in an emergency.[13] (See Table 5.)

With the growing focus on technology-related distracted driving, state highway safety leaders have been very active over the last three years in assisting policy makers in the development of laws and strategies to reduce distraction-related crashes, death and injury.

---

11 http://www.iihs.org/laws/mapyoungcellbans.aspx. February 2013.

12 NHTSA. Traffic Safety Facts Research Note. Young Drivers Report the Highest Level of Phone Involvement in Crash or Near-Crash Incidences. DOT HS 811 611. April 2012.

13 http://www.ghsa.org/html/issues/distraction/index.html#policy

Table 4: **State Distracted Driving Laws**

State	Does your state have any distracted driving law?	Does your state have a related law?
Alabama	Yes	No
Alaska	Yes	No
Arizona	No	Yes[a]
Arkansas	Yes	Yes[b]
California	Yes	No
Colorado	Yes	No
Connecticut	Yes	No
Delaware	Yes	No
District of Columbia	Yes	No
Florida	Yes	Yes
Georgia	Yes	No
Hawaii	Yes	No
Idaho	Yes	Yes[c]
Illinois	Yes	No
Indiana	Yes	No
Iowa	Yes	No
Kansas	Yes	No
Kentucky	Yes	No
Louisiana	Yes	No
Maine	Yes	Yes[d]
Maryland	Yes	No
Massachusetts	Yes	No
Michigan	Yes	No
Minnesota	Yes	No
Mississippi	Yes	No
Missouri	Yes	No
Montana	No	No
Nebraska	Yes	No
Nevada	Yes	No
New Hampshire	Yes	No
New Jersey	Yes	No
New Mexico	Yes	Yes[e]
New York	Yes	No
North Carolina	Yes	No
North Dakota	Yes	No
Ohio	Yes	No
Oklahoma	Yes	No
Oregon	Yes	No
Pennsylvania	Yes	No
Rhode Island	Yes	No
South Carolina	No	No
South Dakota	Yes	No
Tennessee	Yes	No
Texas	Yes	Yes[f]
Utah	Yes	No
Vermont	Yes	No
Virginia	Yes	No
Washington	Yes	Yes[g]
West Virginia	Yes	No
Wisconsin	Yes	No
Wyoming	Yes	No
	47 + DC	**8**

Distracted Driving Related State Laws

a. Reckless driving

b. A.C.A 27-51-104 Careless and Prohibited Driving. It shall be unlawful for any person to drive or operate any vehicle in such a careless manner as to evidence a failure to keep a proper lookout for other traffic, vehicular or otherwise, or in such a manner as to evidence a failure to maintain proper control on the public thoroughfares or private property in the State of Arkansas.

c. 49-1401(3) Inattentive Driving - "applicable in those circumstances where the conduct of the operator has been inattentive, careless or impudent, in light of the circumstances then existing, rather than heedless or wanton, or in those cases where the danger to persons or property the motor vehicle operator's conduct is slight." This would include cell phone use or any other distractions besides texting.

d. Failure to Maintain Control of Vehicle. Title 29-A Section 2118 of M.R.S.A.

e. The following cities have a local ordinance banning the use of cell phones while driving: Albuquerque; Rio Rancho; Las Cruces; Las Vegas; Santa Fe. Also, under New Mexico's Graduated Driver's Licensing Program, Drivers with an INSTRUCTION permit or PROVISIONAL license will have their time extended 30 days for each adjudication or conviction of a traffic violation including: 1) Using a mobile communication device while driving a motor vehicle (unless driver holds a valid amateur radio operator license issued by FCC and is operating an amateur radio). "Mobile communication device" means wireless communication device that is designed to receive and transmit voice, text, or image.

f. We do not have a statewide texting ban, but over 20 local jurisdictions have passed local ordinances banning texting. Texas also bans cell phone use in school zones with several exceptions. You can use a cell phone in a school zone if: 1. the vehicle is stopped; 2. the wireless communication device is used with a hands-free device; 3. you have a REAL emergency and are calling 911, hospital, police etc.; or 4. there is no sign posted that states you cannot use a cell phone.

g. For school bus drivers and commercial motor vehicles, we follow federal law.

Table 5: **State Cell Phone and Texting Laws**

✓ = yes

State/Territory	Hand-held cell ban	Novice cell ban	School bus cell ban	All driver text ban	Novice text ban	School bus text ban
Alabama		✓		✓		
Alaska				✓		
Arizona			✓			
Arkansas		✓	✓	✓		
California	✓	✓	✓	✓		
Colorado		✓		✓		
Connecticut	✓	✓	✓	✓		
Delaware	✓	✓	✓	✓		
District of Columbia	✓	✓	✓	✓		
Florida				✓		
Georgia		✓	✓	✓		
Hawaii	✓	✓		✓		
Idaho				✓		
Illinois		✓	✓	✓		
Indiana		✓		✓		
Iowa		✓		✓		
Kansas		✓		✓		
Kentucky		✓	✓	✓		
Louisiana		✓	✓	✓		
Maine		✓		✓		
Maryland	✓	✓	✓	✓		
Massachusetts		✓	✓	✓		
Michigan		✓		✓		
Minnesota		✓	✓	✓		
Mississippi			✓		✓	✓
Missouri					✓	
Montana						
Nebraska		✓		✓		
Nevada	✓			✓		
New Hampshire				✓		
New Jersey	✓	✓	✓	✓		
New Mexico		✓			✓	
New York	✓			✓		
North Carolina		✓	✓	✓		
North Dakota		✓		✓		
Ohio		✓		✓		
Oklahoma					✓	✓
Oregon	✓	✓		✓		
Pennsylvania				✓		
Rhode Island		✓	✓	✓		
South Carolina						
South Dakota		✓			✓	
Tennessee		✓	✓	✓		
Texas		✓	✓		✓	✓
Utah		✓		✓		
Vermont		✓		✓		
Virginia		✓	✓	✓		
Washington	✓	✓		✓		
West Virginia	✓	✓		✓		
Wisconsin		✓		✓		
Wyoming				✓		
Totals	11 + DC	37 + DC	19 + DC	41 + DC	6	3

STATE DATA COLLECTION EFFORTS

Properly describing and understanding the elements that contribute to motor vehicle crashes can inform the development of strategies to prevent future crashes. In order to properly assess the magnitude of the distracted driving problem, accurate data about the incidence of these contributing behaviors in crashes is critical.

In the 2012 GHSA survey, 46 states and DC reported that data specifically related to distracted driving is collected in their police crash reports, up from 43 states and DC in 2010, although the history of the data and the number of attributes collected varies widely from state to state. Nine states reported collecting a single distracted driving attribute in their states' crash reports (e.g., a law enforcement officer could indicate driver distraction as a contributing element to a crash) while one state surveyed gives enforcement officers up to 15 different elements to describe the role of distraction in a particular crash (see Table 6). On average, states that collect distracted driving information on crash reports collect 4.5 data attributes related to distraction per state. Some states report that distraction information has been collected as a part of the crash report for several decades, although many of the states that collect detailed information indicated their data refinements have only occurred over the past few years (see Table 7).

Missouri

Distracted Driving-Related Crash Data

Missouri highway safety leaders are able to glean very detailed information about distracted driving crashes through the state's police crash report form. The comprehensive list of distracted driving-related data elements aligns with Model Minimum Uniform Crash Criteria (MMUCC) guidelines and was updated in 2012 after the 2002 introduction of the distraction component. The following 15 options are available for law enforcement officers describing a crash where distraction was involved:

- **External Distraction**
- **Passengers**
- **Stereo/Audio/Video Equipment**
- **Navigation Device**
- **Communication Device—Hand-held**
- **Communication Device—Hands free**
- **Communication Device—Texting/E-mailing**
- **Communication Device—Web Browsing**
- **Eating/Drinking**
- **Reading**
- **Tobacco Use**
- **Grooming**
- **Computer Equipment/Electronic Games/etc.**
- **Adjusting Vehicle Controls**
- **Other**

Table 6: **Number of Distraction Data Elements Collected**

Number of data elements collected	Number of states	States
15	1	MO
14	2	VA, WA
13	1	DE
11	1	DC
10	1	NV
9	1	NY
8	1	AL
7	2	MA, OH
6	5	AR, HI, LA, ME, WY
5	1	WV
4	4	CO, ID, IA, ND
3	7	CA, GA, KS, KY, PA, SC, TX
2	9	MD, MI, MN, NE, NJ, NM, OK, OR, SD
1	9	IL, IN, MS, MT, NC, RI, TN, VT, WI
Unknown	2	FL, UT

Many states turn to the MMUCC Guideline for direction in the area of crash data collection. MMUCC is a minimum, standardized data set for describing motor vehicle crashes and the vehicles, persons and environment involved, designed to generate the information necessary to improve highway safety within each state and nationally.[14] The 4th Edition of MMUCC (2012) addresses distracted driving using the following model data elements:[15]

Driver Distracted by:

- Not Distracted
- Manually Operating an Electronic Communication Device (texting, typing, dialing)
- Talking on Hands-Free Electronic Device
- Talking on Hand-Held Electronic Device
- Other Activity, Electronic Device
- Passenger
- Other Inside the Vehicle (eating, personal hygiene, etc.)
- Outside the Vehicle (includes unspecified external distractions)
- Unknown if Distracted

Given the rapidly changing technology landscape, it was no surprise that 18 states reported that changes and/or upgrades to distracted driving data collection are planned for the near future. When survey respondents were asked to summarize what crash data indicated about the status of distracted driving in their jurisdictions, the 41 responding states reported mixed results: 15 states reported distracted driving crashes had increased; 11 states said these crashes had decreased; and in 16 states, distracted driving crashes had remained the same (see Table 8).

With a strong focus on data-driven highway safety programs, SHSO leaders understand the need for data and information about crash causation in order to address priority safety concerns. Understanding the particular role of distracted driving in each state helps these leaders develop effective programs and policies that save lives.

14 http://www.mmucc.us

15 http://www.mmucctraining.us/Element/P16

Table 7: **Distracted Driving-Related Crash Data Elements Collected by States**

State	Does your state crash report form include specific data elements related to distraction? If so, which crash data elements and attributes are collected?	Number of elements	How long has the state collected this data?
Alabama	Yes. Distracted by passenger, Distracted by use of electronic communication device, Distracted by use of other electronic device, Distracted by fallen object, Fatigued/Asleep, Distracted by insect/reptile, Other distraction inside the vehicle (explain in narrative), Other distraction outside the vehicle (explain in narrative)	8	2010
Alaska	No*	0	
Arizona	No	0	
Arkansas	Yes. Not Distracted, Electronic Communication Device (cell phone, pager, etc.), Other Electronic Device (navigation device, palm pilot, etc.), Other Inside the Vehicle, Other Outside the Vehicle, Unknown	6	2007
California	Yes. Distracted Driving; Phone: Hand-held; Hands-free	3	2008
Colorado	Yes. Distracted by Passenger, Distracted by Cell Phone, Distracted by Radio, Distracted by Other (Food, Objects, Pets, etc.)	4	2006
Connecticut	No	0	
Delaware	Yes. Driver Distraction, Text, Hand-held Cell Phone, Grooming/Applying Makeup, Attending to Children, Verbal Dispute, Head Phones, Other Electronic Device (navigation device, radio), Eating, External Distraction (outside the vehicle), None, Unknown, Other Inside the Vehicle	13	2007
District of Columbia	Yes. Cell Phone (hand-held), Cell Phone (hands-free), Distracted by Passenger(s), Eating, Interacting with Pets, Interacting with Unsecured Cargo, Other, Personal Grooming, Reading, Using Personal Communication Technologies, Writing	11	Unknown
Florida	Yes	Unknown	2011
Georgia	Yes. Distracted, Cell Phone, Inattentive	3	2009
Hawaii	Yes. Cellular Phone, Other Electronic Communication Device, Other Electronic Device, Other Inside Vehicle, Other Outside Vehicle, Other Occupant	6	2008
Idaho	Yes. Driver Distracted by: Passenger, Previous Vehicle Crash, Ticketing Incident, Abandonded Vehicle	4	2011
Illinois	Yes. Driver Distracted	1	2007
Indiana	Yes. Was Cell Phone In Use at Time of Crash	1	2007
Iowa	Yes. Inattentive/Distracted by: Passenger, Use of Phone or Other Device, Fallen Object, Fatigued/Asleep	4	1990
Kansas	Yes. Cell phone, Other Electronic Devices, Other Distraction	3	2003
Kentucky	Yes. There is a box for "Human Factors." Then the user must choose specific human factors. Three of these factors are related to distracted driving.	3	Unknown
Louisiana	Yes. Cell Phone, Other Electronic Device (pager, palm pilot, navigation device, etc.), Other Inside Vehicle, Other outside Vehicle, Not distracted, Unknown	6	2005
Maine	Yes. Driver Not Distracted, Electronic Communication Devices (cell, pager, etc.), Other Electronic Devices (navigation, palm pilot, entertainment, etc.), Other Inside the Vehicle (eating, reading, grooming, smoking, passengers, etc.), External Distraction (outside the vehicle), Unknown	6	2011
Maryland	Yes. Cell Phone Use by Vehicle Operator, Failure to Pay Full Time and Attention	2	2004
Massachusetts	Yes. Cell Phone, Fax Machine, Computer, On-Board Navigation System, Two-Way Radio, Inattention, Distracted	7	2001
Michigan	Yes. Distracted, Using Cellular Phone	2	2000
Minnesota	Yes. Driver Inattention/Distraction, Driver on Phone/CB Radio	2	1982
Mississippi	Yes. Cell Phone Use by the Driver	1	2009
Missouri	Yes. External Distraction, Passengers, Stereo/Audio/Video Equipment, Navigation Device, Communication Device - Hand-held, Communication Device - Hands-free, Communication Device - Texting/E-mailing, Communication Device - Web Browsing, Eating/Drinking, Reading, Tobacco Use, Grooming, Computer Equipment/Electronic Games/etc., Adjusting Vehicle Controls, Other	15	Distraction: 2002; additional elements: 2012
Montana	Yes. Cell phone use	1	2002
Nebraska	Yes. Mobile Phone Distraction, Other Distraction	2	2001

* Distracted driving data collection will begin in 2013.

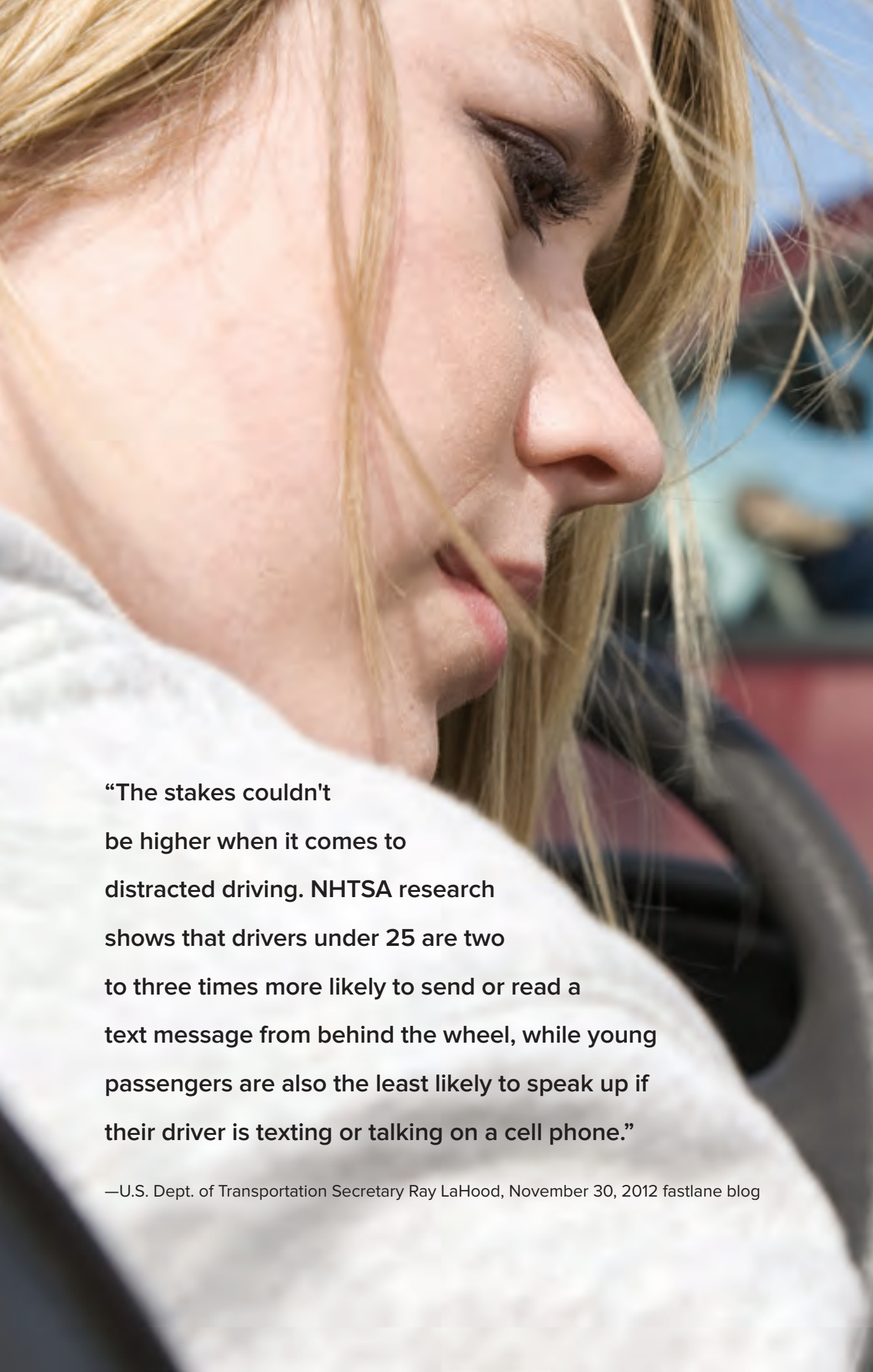
Table 7 continued...

State	Does your state crash report form include specific data elements related to distraction? If so, which crash data elements and attributes are collected?	Number of elements	How long has the state collected this data?
Nevada	Yes. Cell phone use is one of ten possible choices under the 'Distracted Driving' section	10	2005
New Hampshire	No	0	
New Jersey	Yes. Driver Inattention, Cell Phone Use	2	2002
New Mexico	Yes. Cell Phone, Texting	2	2009
New York	Yes. Driver Inattention/Distraction, Passenger Distraction, Cell Phone (hands-free or hand-held), Other Electronic Device, Outside Car Distraction, Texting, Using Onboard Navigation Device, Eating or Drinking, Listening or Using Headphones	9	2010
North Carolina	Yes. Cell phone use	1	2010
North Dakota	Yes. Four contributing factors as follows: Attention Distracted - Communication Devices (Cell Phone, Pager), Attention Distracted - Electronic Device (Navigation Device, Palm Pilot), Attention Distracted - Other Inside Vehicle, Attention Distracted - Other Outside Vehicle	4	Communication and electronic devices since 2009. Other categories collected for many years.
Ohio	Yes. Driver Distracted by: No Distraction Reported, Phone, Texting/E-Mailing, Electronic Communication Device, Other Electronic Device (Navigation Device, Radio, DVD), Other Inside the Vehicle, External Distraction	7	2012
Oklahoma	Yes. Electronic Device (either communications device or other type), Other Distraction (inside or outside the vehicle)	2	2007
Oregon	Yes. Encumbrance, Cell Phone	2	2005
Pennsylvania	Yes. Driver was Distracted, Driver was Using Hand-held Phone, Driver was Using Hands-free Phone	3	1997; Cell Phone crashes: 2001
Rhode Island	Yes. Cell Phone Use	1	2009
South Carolina	Yes. Distraction/Inattention, Cell Phone Use, Texting While Driving	3	Distraction/Inattention: 1992; Cell Phone Use: 2007; Texting While Driving: 2011
South Dakota	Yes. Cell Phone, Other Electronic Device	2	2001
Tennessee	Yes. Cell Phones	1	2010
Texas	Yes. Distraction in Vehicle, Driver Inattention, Cell/Mobile Phone Use	3	1999
Utah	Yes	Unknown	
Vermont	Yes. Distraction	1	Unknown
Virginia	Yes. Looking at Roadside Incident, Eyes Not On the Road, Passengers, Texting, Cell Phone, Eating/Drinking, Daydreaming, Navigation Device, Other, Driver Fatigue, Looking at Scenery, Radio/CD, Adjusting Vehicle Controls, No Driver Distraction	14	2004
Washington	Yes. Inattention, Driver Distractions Outside Vehicle, Unknown Driver Distraction, Other Driver Distractions Inside Vehicle, Driver Interacting with Passengers, Animal or Object in Vehicle, Driver Operating Handheld Telecommunication Device, Driver Adjusting Audio or Entertainment System, Driver Eating or Drinking, Driver Smoking, Driver Reading or Writing, Driver Operating Other Electronic Device, Driver Operating Hands-free Wireless Telecommunication Device, Driver Grooming	14	2006
West Virginia	Yes. Driver distracted by: Electronic Device, Other Electronic Device, Other Inside Vehicle, Other Outside Vehicle or Not Distracted	5	2007
Wisconsin	Yes. Inattentive Driving	1	1992
Wyoming	Yes. Not Distracted, Electronic Communication Device (cell,pager), Other Electronic Device (palm, TV, computer), Other Distraction Inside MV (passenger, pet, etc.), Other Distraction Outside MV, Unknown.	6	2008
Total	**45 + DC**		

Table 8: **Crash Data Improvement Plans and Distracted Driving Crash Trends**

State	Are there any plans to change or update how distraction information is collected on crash reports?	If your state collects data on distracted driving crashes, in the last three years have the number of these crashes:
Alabama	Yes	Increased
Arkansas	Yes	Stayed about the same
California	No	Decreased
Colorado	No	Increased
Delaware	No	Decreased
District of Columbia	No	
Florida	No	Stayed about the same
Georgia	No	Increased
Hawaii	No	Stayed about the same
Idaho	No	
Illinois	No	Stayed about the same
Indiana	No	Stayed about the same
Iowa	Yes	Increased
Kansas	No	Increased
Kentucky	No	Decreased
Louisiana	No	Decreased
Maine	No	Decreased
Maryland	Yes	Decreased
Massachusetts	Yes	Increased
Michigan	Yes	Increased
Minnesota	Yes	Stayed about the same
Mississippi	No	Stayed about the same
Missouri	No	Stayed about the same
Montana	Yes	Increased
Nebraska	Yes	Decreased
Nevada	Yes	Stayed about the same
New Jersey	No	Increased
New Mexico	Yes	Increased
New York	No	Increased
North Carolina	No	
North Dakota	No	Decreased
Ohio	No	
Oklahoma	No	Stayed about the same
Oregon	Yes	Stayed about the same
Pennsylvania	Yes	Increased
Rhode Island	No	Stayed about the same
South Carolina	No	Stayed about the same
South Dakota	Yes	Stayed about the same
Tennessee	Yes	Increased
Texas	No	Decreased
Utah	No	Increased
Vermont	Yes	Stayed about the same
Virginia	No	Stayed about the same
Washington	Yes	Decreased
West Virginia	No	
Wisconsin	Yes	Decreased
Wyoming	No	Increased
	Yes: **18** No: **28 + DC**	Increased: **15** Decreased: **11** About the same: **16**

Alaska, Arizona, Connecticut, and New Hampshire are not included as they do not report collecting distracted driving data.



“The stakes couldn't be higher when it comes to distracted driving. NHTSA research shows that drivers under 25 are two to three times more likely to send or read a text message from behind the wheel, while young passengers are also the least likely to speak up if their driver is texting or talking on a cell phone.”

—U.S. Dept. of Transportation Secretary Ray LaHood, November 30, 2012 fastlane blog

DISTRACTED DRIVING ENFORCEMENT

Few have a better perspective on the negative effects of distraction on our roadways than our nation's law enforcement officers. With new technology being introduced every day, enforcement professionals understand that distracted driving is a major traffic safety issue.

In GHSA's most recent distracted driving survey, 47 states and DC report that their states have specific laws against distracted driving and are being enforced by law enforcement officers in their states. This represents a significant change from the 2010 GHSA survey when only a few states were actively enforcing distracted driving laws. SHSOs report a variety of enforcement strategies being employed, from routine traffic patrols that have incorporated distracted driving into regular enforcement protocols, to school and work zone enforcement of distracted driving laws, to targeted enforcement efforts centered upon specific events such as NHTSA's Distracted Driving Awareness Month (see Tables 9 and 10).

However, SHSOs have also noted a number of concerns and complexities exist in the actual enforcement of distracted driving laws. Some of these concerns are related to the target of the particular distracted driving law. For instance, laws that are specific to certain age groups - like novice drivers - can be challenging for officers when they are forced to make judgments about driver age before stopping a vehicle and issuing a citation. Other concerns are related to distracted driving laws that have been adopted as secondary laws – officers must first find another offense that will permit a vehicle stop and the issuance of a citation before the distracted driving behavior can be addressed. SHSOs recognize that getting law enforcement support for secondary traffic laws can be an obstacle.

Enforcement efforts can also be hampered by the complexities involved in actually discerning the distracted driving behavior, especially when it comes to texting. States cited concerns about officers' abilities to determine if a driver was texting or dialing a cell phone, given that dialing might not be an illegal activity. Officers in some states report that without SUVs or spotters, enforcement can be impeded by the need to get into the necessary physical position to observe the texting behavior.

Once distracted driving citations have been written, it becomes the responsibility of the criminal justice system to follow though on sanctioning a distracted driving offender. It is critical that judges and other criminal justice system stakeholders understand the nature of these offenses and the risk distracted drivers pose to highway safety. Seven states (FL, ID, OR, PA, TX, VA, WY) reported that their highway safety programming includes outreach to and judicial training on the topic of distracted driving, down from 8 states in 2010 (see Table 11).

The enforcement of traffic laws is a critical component of every state's highway safety program. SHSOs are helping enforcement and judicial partners find the resources and most effective strategies to successfully respond to distracted driving.

Table 9: **Distracted Driving Enforcement**

State	If your state has a distracted driving law, is it being enforced? If yes, please briefly describe how it is being enforced.
Alabama	Yes. New law. Enforcement has been in effect almost 60 days. No specific enforcement campaigns have been conducted.
Alaska	No
Arkansas	Yes. No cell phone use by individuals under 18 years of age, handsfree devices for individuals 18 - 20 years, and cell phone use in school zones and work zones are all secondary offenses. No texting while driving is a primary offense and law enforcement can initiate a traffic stop by observing that offense alone.
California	Yes. CA has actively participated in NHTSA's Distracting Driving Awareness Month in April 2011 and again in 2012. In April 2012, CA OTS led a statewide effort that resulted in 265 police departments and CHP issuing more than 57,000 hand-held citations. In 2011, there were 460,487 hand-held convictions, up from 361,260 in 2010. Beginning Oct. 2012, for the first time OTS will provide grant funding to 80 police departments to conduct hand-held and texting enforcement operations.
Colorado	Yes. Several Police Departments around the State have applied for NHTSA funds for Distracted Driving Enforcement efforts in the past 2 years. Police are also taking action more often when they see a distracted driving event.
Connecticut	Yes. Through citations given to motorists by law enforcement. Some municipalities are more committed to enforcing the State's cell phone/texting/distracted driving laws than others.
Delaware	Yes. It is enforced by all law enforcement agencies in their daily traffic patrols. Delaware has also received a grant for the pilot program "Phone In One Hand. Ticket In The Other" and will be doing 3 waves of overtime enforcement.
District of Columbia	Yes. As all laws, MPD routinely enforces the distracted driving law each and every day.
Georgia	Yes. The law is being enforced, however not pervasively because it is difficult to determine a person's age in the case of the all cell phone ban for persons 18 and under and difficult to determine if a person is texting or making a call if over 18.
Idaho	Yes. From July 1 - September 15, 2012 there have been 130 citations issued on the no-texting law, 49-1401A.
Illinois	Yes. When a crash occurs that could involve distraction due to texting or banned phone use, the device records can be verified. Also, law enforcement officers observing texting activity or inappropriate phone use (work zones, for instance) amounts to a primary offense.
Indiana	Yes. It is being enforced, but lightly. Many officers are reluctant to enforce it because they claim they cannot tell if someone is dialing a number or texting. In the first year of the law roughly 400 citations were written.
Iowa	Yes. The use of electronic device law in Iowa states that a driver of a vehicle cannot text behind the wheel. This is a very difficult law for law enforcement officers to enforce since it is a secondary law which requires an officer to find another violation before the driver could be cited for texting and driving. Iowa law also states that anyone under age 18 is prohibited to have a cellular device in their hand when they operate a motor vehicle.
Kansas	Yes. Mainly using spotters.
Kentucky	Yes. It is being enforced, but there are obstacles. Officers have stated that our law is difficult to enforce. But, citations are being written.
Louisiana	Yes. Uniform patrol.
Maine	Yes. Officers will stop a vehicle for observed texting, or obvious distraction. Citations are written for texting and failure to control a motor vehicle.
Maryland	Yes. Several Counties and State Law Enforcement Agencies recently initiated enforcement of texting laws during regular duty and overtime-funded efforts.
Massachusetts	Yes. Law enforcement is doing the best they can considering it is difficult to tell whether a driver is texting or dialing a phone number.
Michigan	Yes. Through primary enforcement. The fine is $100 for the first offense and $200 for each offense thereafter.
Minnesota	Yes. Our office funds local law enforcement and have a dedicated day just for distracted driving. We also do media pushes on the subject.
Mississippi	Yes. Officers' observation.
Missouri	Yes
Nebraska	Yes
Nevada	Yes. Became effective Jan. 1, 2012 (after six months of education); all law enforcement agencies participating in the SHSO's Joining Forces Program (HVE), which is 29 of 36 agencies, participate in required distracted driving events, as well as enforce the new law on their own, regular time.

Table 9 continued...

State	If your state has a distracted driving law, is it being enforced? If yes, please briefly describe how it is being enforced.
New Hampshire	Yes. However, it is very difficult for officers/troopers to enforce.
New Jersey	Yes. The law is being enforced through regular patrols and select overtime grants to municipal police departments.
New Mexico	Yes. The law is being enforced in the various communites through use of a local ordinance and through the state's graduated license system which is new and became effective June 17, 2011.
New York	Yes. Law enforcement are utilizing grant funds and state resources to enforce the state's distracted driving laws. In addition, the city of Syracuse, NY participated in the NHTSA demonstration project in 2010 to help curb distracted driving.
North Carolina	Yes. Some agencies are enforcing the texting law, but it is hard for law enforcement to make a determination on whether or not the person is texting. The law is beneficial in cases of serious injury or fatal crashes, allowing officers to do crash investigations determining if there was texting involved at the time of the crash.
North Dakota	Yes. Only enforced in larger cities in the state. The law is viewed in general by law enforcement as difficult to enforce.
Ohio	Yes. Primary law for under 18. Secondary law for 18 and over. Several jurisdictions have a more severe distracted driving law than the state law.
Oklahoma	Yes. Oklahoma does have a law requiring a driver to devote his/her full attention to driving (not specific to electronic device or other type of distractions). Previously, officers could enforce the inattentive driving law only in the event of a crash; now the law has primary enforcement capability.
Oregon	Yes. Routine traffic enforcement of cell phone use.
Pennsylvania	Yes. Texting is a primary offense. Law enforcement will issue a citation if they witness a motorist texting while driving.
Rhode Island	Yes. Police stop individuals using hand-held devices and cite as warranted. Also used to follow up on crash investigations involving serious injury or fatal crashes.
South Dakota	Yes. If charges are filed for driver distraction, statute is being used and applied. Not specific to just electronic devices.
Tennessee	Yes. In certain jurisdictions. SUVs have been utilized as well as more attention by the THP. However, without total hand-held ban it will continue to grow.
Texas	Yes. School zone enforcement around the state and for novice drivers and school bus drivers. Local enforcement of local ordinances.
Utah	Yes
Vermont	No
Virginia	Yes. Through daily enforcement efforts as well as special campaigns such as CIOT and DUI Checkpoint Strike Force.
Washington	Yes. We have laws against texting while driving, all cell phone use is prohibited for drivers up to age 18 under the IDL law, and there is a law against using a cell phone without a headset. Tickets are being written to motorists who violate all three laws.
West Virginia	Yes. Primary offense citations for drivers using an electronic device to text since 7-1-2012. Then on 7-1-2013 and after as a primary offense for cell phone use.
Wisconsin	Yes. Citations are given.
Wyoming	Yes. As part of normal state and local law enforcement efforts. Especially noteworthy has been the efforts of local law enforcement where city ordinances prohibit cell phone use while driving. In the City of Cheyenne, for example, the Police Department does periodic enhanced enforcement campagins coupled with the use of portable digital messaging signs in high traffic areas of the City. These campagins target drivers using cells phones in violation of the city ordinance and texting in violation of state law.

Florida and Hawaii passed distracted driving laws in 2013, but are not represented in this Table. Arizona, Montana and South Carolina are not included as they do not have a distracted driving law.

Table 10: **Other Enforcement Efforts Targeting Distracted Driving**

State	If your state does not have a distracted driving law, have state or local law enforcement agencies conducted any enforcement efforts targeting distracted drivers?
Arizona	Yes.
Montana	Yes, City ordinances in certain Montana cities.
South Carolina	Yes, some local jurisdictions have ordinances banning texting while driving.

Table 11: **Distracted Driving Training for Judges**

States	States that have provided training or other assistance to the judiciary on distracted driving
Florida	We work directly with judicial outreach.
Idaho	During the highway safety summit there was a panel of prosecutors, a judge and law enforcement. Additionally the state's TSRP assists with questions.
Oregon	Annual Judicial Conference Workshop.
Pennsylvania	We try to reach all district judges via judge outreach presentations state-wide.
Texas	Through traffic safety grants with judicial organizations.
Virginia	Through the Annual Judicial Transportation Safety Conference, the Virginia Highway Safety Office provides information on distracted driving through legislative updates, crash and causation data and question and answer sessions.
Wyoming	On April 19, 2012 our NHTSA Region 8 Judicial Outreach Liaison (JOL) made a presentation to the Conference of Circuit Court Judges in Jackson, Wyoming. A portion of that presentation addressed the various types of NHTSA programming that a JOL is involved in. Mention was made of the issue of distracted driving and NHTSA's perspective on that.

DISTRACTED DRIVING PUBLIC EDUCATION

SHSOs understand the need to remind drivers about the dangers of distracted driving, and have undertaken significant efforts in this area since GHSA's state survey in 2010. In the most recent survey, 47 states and DC–up from 37 states and DC in 2010 (a 26 percent increase)–report having taken steps to educate the public about the threat of distracted driving. Twenty-seven SHSOs indicated that they had developed campaign messaging and/or taglines to accompany these efforts; two states report using NHTSA's tagline *"One Text or Call Could Wreck it All."* (See Table 12.)

States are employing a number of information strategies in connection with these campaigns, but recognizing the effectiveness of technology-based communication, 35 states and DC have incorporated new/social media such as Twitter, YouTube and Facebook to get out their message, an astounding 125% increase over the 2010 response, when only 16 states were using these strategies (see Table 13).

The tasks of educating drivers and shaping societal norms through public information are central to successful highway safety programs. State highway safety leaders have expanded both their efforts and distribution channels to keep the message about the dangers of distracted driving in front of the motoring public.

Clockwise from top left:
The State Attorneys General and the National Highway Traffic Safety Administration's web campaign, The Florida Pedestrian and Bicycling Safety Resource Center's online video, Texas's Think Street anti-texting campaign.

Table 12: **Distracted Driving Public Education Efforts**

State	Has your state taken steps to educate the public about the dangers of distracted driving? 2010	2012	Has your state developed a distracted driving campaign message/ tagline?	If yes, please provide.
Alabama	No	No	No	
Alaska	Yes	No	No	
Arizona	Yes	Yes	Yes	
Arkansas	Yes	Yes	Yes	Stay Alive - Don't Text and Drive
California	Yes	Yes	Yes	It's Not Worth It
Colorado	Yes	Yes	No	
Connecticut	No	Yes	No	
Delaware	No	Yes	Yes	Phone Hands Free. Arrive Alive DE
District of Columbia	Yes	Yes	Yes	
Florida	Yes	Yes	Yes	Alert Today...Alive Tomorrow
Georgia	No	Yes	No	
Hawaii	Yes	No	No	
Idaho	Yes	Yes	No	
Illinois	Yes	Yes	Yes	“Drive Now, Text Later” and (with partner AT&T) "It Can Wait"
Indiana	Yes	Yes	No	
Iowa	No	Yes	No	
Kansas	Yes	Yes	No	
Kentucky	Yes	Yes	Yes	“One Text or Call Could Wreck It All”
Louisiana	Yes	Yes	No	
Maine	Yes	Yes	No	
Maryland	Yes	Yes	No	
Massachusetts	Yes	Yes	Yes	Drive Safely - you hold the keys
Michigan	Yes	Yes	Yes	Thumbs on the Wheel
Minnesota	Yes	Yes	Yes	“Don’t Thumb It Up” and “One text or call can wreck it all”
Mississippi	No	Yes	No	
Missouri	Yes	Yes	Yes	U TXT UR NXT, NO DWT (Drive while texting), Just Drive
Montana	Yes	Yes	No	
Nebraska	Yes	Yes	Yes	Belt on - Phone off!
Nevada	Yes	Yes	Yes	Eyes on the Road
New Hampshire	Yes	Yes	Yes	“Driving Toward Zero Deaths"
New Jersey	Yes	Yes	Yes	Hang Up! Just Drive
New Mexico	No	Yes	Yes	“DNTXT” (NMDOT) and with other stakeholders “W82TXT”
New York	Yes	Yes	Yes	Put it Down!!
North Carolina	Yes	Yes	No	
North Dakota	No	Yes	No	
Ohio	Yes	Yes	Yes	STAY ALIVE don't TXT & drive
Oklahoma	No	Yes	No	
Oregon	Yes	Yes	Yes	Hang Up & Drive, Free Your Mind - Limit Distractions
Pennsylvania	Yes	Yes	No	
Rhode Island	Yes	Yes	Yes	DRIVE NOW TEXT LATER
South Carolina	Yes	Yes	No	
South Dakota	Yes	Yes	No	
Tennessee	No	Yes	No	
Texas	Yes	Yes	Yes	Talk. Text. Crash
Utah	Yes	Yes	Yes	
Vermont	Yes	Yes	No	
Virginia	Yes	Yes	No	
Washington	No	Yes	Yes	Text Talk Ticket, Hang Up and Drive
West Virginia	No	Yes	Yes	Turn it Off. Put it Down. Just Drive
Wisconsin	Yes	Yes	No	
Wyoming	No	Yes	Yes	The road is no place for distractions.

Table 13: **Social Media and Websites**

State	Is your state using new media/social networking sites to educate motorists about distracted driving? 2010	2012	If yes, please briefly describe.	Website addresses for any additional educational materials.
Alabama	No	No		
Alaska	Yes	No		
Arizona	No	Yes		
Arkansas	No	No		http://ardrivesafe.relevatetechnology.com/
California	Yes	Yes	Facebook and Twitter	www.ots.ca.gov
Colorado	Yes	No		www.coloradodot.info/programs/colorado-teen-drivers/driving-tool-kit
Connecticut	No	Yes	We post educational stories and related materials on our Highway Safety Facebook page.	Our state used the national "Phone In One Hand Ticket in The Other" campaign logo and associated materials available from NHTSA.
Delaware	Yes	Yes	www.facebook.com/ArriveAliveDE www.twitter.com/DEHighwaySafe	http://ohs.delaware.gov/CellPhone
District of Columbia	No	Yes		www.ddot-hso.com
Florida	Yes	Yes	We use Facebook and Twitter in addition to the standard media outlets.	www.flhsmv.gov/teens/teen_home.html
Georgia	Yes	Yes	On existing Facebook and Twitter connections, posts and tweets have been sent regarding the new law as well as follow up educational informaion.	www.gahighsafety.org
Hawaii	No	No		
Idaho	No	Yes	We use Facebook, YouTube and Twitter to send messages, attach resources and link to articles.	www.youtube.com/watch?v=ALNamqA-3Ltc&list=UUULOgd2FNzmWtXfGeb-3vlA&index=5&feature=plpp_video
Illinois	No	Yes	We note distracted driving events and announcements on our state Facebook and Twitter accounts.	Mainly in partnership with private partners such as AT&T, which provides all materials. Illinois is beginning to formulate its own campaign on distracted driving with federal money now available for reimbursements.
Indiana	No	Yes	Our traffic safety Facebook page. www.facebook.com/IndianaTrafficSafety	We have partnered with AT&T around the state at 5 events to promote the dangers of texting and driving.
Iowa	No	Yes	Actively using Facebook. Updated on a regular basis.	www.dps.state.ia.us/commis/gtsb/index.shtml www.iowadot.gov
Kansas	No	Yes	We use Facebook, Twitter and YouTube.	

Table 13 continued...

State	Is your state using new media/social networking sites to educate motorists about distracted driving? 2010	2012	If yes, please briefly describe.	Website addresses for any additional educational materials.
Kentucky	Yes	Yes	We utilize both Facebook and Twitter to share NHTSA messages about distracted driving, and to promote the distraction.gov website.	Website with our distracted driving simulator demonstration video, no texting pledge and distracted driving tip sheet: http://transportation.ky.gov/Highway-Safety/Pages/Distracted-Driving.aspx We utilized Kentucky distracted driving crash survivor, Hillary Coltharp, in a PSA campaign: • "We Said Goodbye": www.youtube.com/watch?v=-9mDv7i6f5k&feature=BFa&list=UUJF-7NVVqrDc76231oLXR8jw • "The Aftermath": www.youtube.com/watch?v=_O7QGteLJag&feature=BFa&list=UUJF7NVVqrDc76231oLXR8jw • The Hillary Coltharp Story: www.youtube.com/watch?v=BHkZ63DvY7o&list=UUJF7NVVqrD-c76231oLXR8jw&index=5&feature=plcp • Hillary Coltharp local news story: www.wpsdlocal6.com/news/ky-state-news/One-Text-or-Call-Could-Wreck-It-All-campaign-highlights-Distracted-Driver-Awareness-Month-145796205.html
Louisiana	No	Yes	The LHSC shares all of their media releases to their Twitter and Facebook.	www.lahighwaysafety.org/media.html www.destinationzerodeaths.com/marketing/#categories
Maine	No	No		
Maryland	No	Yes	The Maryland Motor Vehicle Administration is utilizing Facebook, Twitter and YouTube.	www.wbaltv.com/news/maryland/baltimore-city/Graphic-video-to-deter-distracted-motorists/-/10131532/16524592/-/116xn7nz/-/index.html#.UE34CRxeK2g.facebook
Massachusetts	Yes	Yes	The Massachusetts Highway Safety Division does not use social media, but the Registry of Motor Vehicles does. Information can be found here: www.massdot.state.ma.us.	www.consumerreports.org/cro/resources/streaming/PDFs/distracted-driving-brochure.pdf www.massdot.state.ma.us/rmv/SafeDrivingLawSummary.aspx distractology.com
Michigan	No	No		www.michigan.gov/msp/0,4643,7-123-58984---,00.html
Minnesota	Yes	Yes	There are no websites or social media accounts specific to distracted driving – we use one account for our social media on Twitter and Facebook to push all our traffic safety messages.	
Mississippi	No	Yes	By making State SADD website available to teen groups. Also, partnership with AT&T and C-Spire Wireless and the Traumatic Brian Injury Association.	
Missouri	Yes	Yes	Facebook, Twitter, web	www.saveMOlives.com
Montana	No	No		www.mdt.mt.gov/safety/distracted_driving.shtml
Nebraska	No	Yes	Message apps that link to Distraction.gov website.	

Table 13 continued...

State	Is your state using new media/social networking sites to educate motorists about distracted driving? 2010	2012	If yes, please briefly describe.	Website addresses for any additional educational materials.
Nevada	No	Yes	Hulu, YouTube, Internet banners, other social media.	www.nophonezonenv.com/links.htm www.zerofatalitiesnv.com
New Hampshire	No	Yes	Through the "Driving Toward Zero Deaths" campaign administered by NH Department of Transportation. Use of website.	
New Jersey	Yes	No		Brochures and a PSA can be found at www.njsaferoads.com.
New Mexico	No	Yes	YouTube, Facebook, Twitter	endwi.com
New York	No	No		www.safeny.ny.gov www.safeny.ny.gov/media/phon-bro.htm
North Carolina	No	Yes	GHSP uses Facebook to get messages out to followers.	
North Dakota	Yes	Yes	We post distracted driving information to traffic safety Facebook pages.	Distracted driving PSAs from the annual teen traffic safety contests can be viewed at the following links. The SHSO uses as paid media during identified distracted driving periods per the media calendar. www.youtube.com/watch?v=2Wbs7zb2EV8 www.youtube.com/watch?v=mgaGeimCtUw We've also aired this ad (developed by SD SHSO) during distracted driving awareness month: www.youtube.com/watch?v=L62p5r8OMtc.
Ohio	No	No		
Oklahoma	No	Yes	The OHSO Facebook page includes frequent messages about distracted driving.	www.stoptextsstopwrecks.org
Oregon	No	Yes	Oregon is poised to release a web video on this issue.	www.oregon.gov/ODOT/TS/pages/tsdbrochures.aspx
Pennsylvania	Yes	Yes	Facebook and Twitter	www.justdrivepa.org/Traffic-Safety-Information-Center/Distracted-Driving/
Rhode Island	Yes	Yes	Facebook and Twitter messages sent	
South Carolina	No	No		
South Dakota	No	Yes	Hiring social media director	YouTube SD texting commercial
Tennessee	Yes	No		tntrafficsafety.org
Texas	No	Yes	Facebook, Twitter	http://txdot.gov/driver/share-road/distracted.html
Utah	Yes	Yes		
Vermont	No	No		http://ghsp.vermont.gov/
Virginia	No	Yes	Virginia uses various partner websites, Facebook to educate motorists about distracted driving. Also uses media through CIOT and DUI Checkpoint Strike Force campaigns.	Virginia has taken steps to educate the public about the dangers of distracted driving. See websites dmvnow.com, drivesmartva.org, yovaso.net and midatlantic.aaa.com. In addition, DMV has issued news releases (dmvnow.com) cautioning motorists against distracted driving.
Washington	No	No		www.wtsc.wa.gov
West Virginia	No	Yes	New media: Yes, using "Tab-On's" on the front page of highly circulated newspapers. Social Media: No	
Wisconsin	No	Yes	Facebook, Twitter, YouTube	http://fox47.com/sections/contests/msg2teens/ www.zeroinwisconsin.gov/texting.asp www.dot.wisconsin.gov/safety/motorist/behaviors/distractions/index.htm www.dot.wisconsin.gov/drivers/teens/docs/teen-drive-safely.pdf
Wyoming	No	Yes	Drive Safe Wyoming has a Facebook page.	DriveSafeWyoming.com

EDUCATION AND TRAINING EFFORTS FOR TEENS AND PARENTS

Drivers of all ages can and do drive with less than perfect focus on the driving task. However, a special emphasis on younger drivers is often warranted when it comes to distracted driving prevention.

Young drivers, aged 15 to 20, are especially vulnerable to death and injury on our roadways – traffic crashes are the leading cause of death for teens in the U.S. Research shows that inexperience and immaturity combined with risky driving behaviors such as distracted driving (cell phone use, loud music, other teen passengers, etc.) can contribute negatively to teen crashes.[16] As a result, our youngest and most inexperienced drivers are most at risk, with 10 percent of all fatal distracted driving crashes in 2010 involving a driver under the age of 20[17], even though drivers in this age group comprised only 6.4 percent of all licensed drivers.[18]

The decision to focus on teen drivers also makes sense because young people are often the earliest and strongest adopters of new technologies. In the AAA Foundation's *2012 Traffic Safety Culture Index,* researchers found 16-24 year old drivers had the highest rates of self-reported texting, emailing and checking of social media behind the wheel. This age group also had the lowest rates of disapproval for hand-held cell phone use and for texting and sending emails while driving.[19]

Highway safety leaders responding to GHSA's 2012 survey reported that 22 percent more states had developed educational materials targeting teen drivers and/or their parents as a response to concerns about the involvement of this age group in distracted driving than in 2010 (27 and DC vs. 23). (See Tables 14 and 15.) These materials take many forms, and most states are using multiple communication channels, including Twitter, YouTube and Facebook, to reach teens and their parents about the dangers of distracted driving.

Idaho

Teen Distracted Driving Education Efforts

A desire to educate Idaho youth of all ages and their parents about distracted driving and other unsafe driving behaviors is the focus of www.idahoteendriving.com, a website developed by the Idaho Transportation Department. The website offers pre-drivers, teens and the adults in their lives a diverse array of resources designed to provide news, research, statistics and additional resources related to a variety of teen-related driving concerns, including distracted driving. The site features 21 web links related specifically to distracted driving and free text-blocking apps for Android phones, and it connects parents to NHTSA's *Under Your Influence* website for further information about the key role parents play in teen safe driving.

16 http://www.nhtsa.gov/Driving+Safety/Teen+Drivers

17 NHTSA. Teens and Distracted Driving, 2010 Data. DOT HS 811 649. September 2012.

18 NHTSA. Traffic Safety Facts. 2010 Data. Young Drivers. DOT 811 622. May 2012

19 AAA Foundation for Traffic Safety. January 2013.

Maryland

Getting the Word Out to New Drivers

In Maryland, distracted driving is covered in both the Motor Vehicle Administration's (MVA) driver license manual (www.mva.maryland.gov/Maryland-Drivers-Handbook/) and in the licensing exam for new drivers. Citing numerous examples of distracted driving – such as eating or drinking, adjusting the radio or a GPS device, attending to children or pets, talking or texting on a cell phone, smoking, putting on makeup, shaving, reading and interacting with others in the vehicle – the Maryland MVA manual reminds drivers that distracted driving can be anything that takes a driver's eyes, hands or mind away from the task of driving. In the MVA's online tutorial, novice drivers can answer practice licensing exam questions on a variety of driving-related topics, including the following: Texting while driving a motor vehicle is A) Permitted when driving at low speed; B) Not legal; or C) Legal if the driver is 21 years of age or older. In Maryland, the correct answer is "B."

As reported in earlier sections, many states have taken action to address distracted driving by novice drivers through both policies and programs. State bans on cell phone use by teens grew 17 percent, from 28 states and DC in 2010 to 33 states and DC by 2012. Four additional states passed novice driver cell phone bans in early 2013, a 36 percent overall increase in these policies since 2010. Since the 2010 survey: three more states included distracted driving as a requirement in driver education (22 states and DC vs. 19 states and DC); five additional states covered the topic of distracted driving in state drivers manuals (37 states and DC vs. 32 states and DC); and three new states included a question on distracted driving on their driver license exam (20 states and DC vs. 17 states and DC). (See Table 14.)

For many reasons, states have given special attention to addressing distracted driving by teens. This makes good sense because of teens' greater use of distracting technology behind the wheel and their still-developing driving skills. Strong distracted driving policies and targeted outreach to teens and their parents will help keep novice drivers safe behind the wheel.

Table 14: **Teen/Parent Education and Training**

✓ = yes

State/Territory	Has your office or state developed distracted driving materials targeting teen drivers and/or their parents?		Is distracted driving a required component of driver education in your state?		Is information on distracted driving included in your state's driver manual?		Is a question on distracted driving included on your state's driver license test?	
	2012	2010	2012	2010	2012	2010	2012	2010
Alabama								
Alaska		✓			✓	✓	✓	✓
Arizona	✓					✓		
Arkansas	✓	✓		✓	✓	✓	✓	✓
California	✓	✓	✓	✓	✓	✓	✓	
Colorado	✓	✓	✓		✓	✓	✓	
Connecticut		✓	✓	✓	✓	✓	✓	✓
Delaware			✓		✓	✓		
District of Columbia	✓		✓	✓	✓	✓	✓	✓
Florida	✓		✓		✓	✓		
Georgia					✓			
Hawaii						✓		
Idaho	✓		✓	✓	✓	✓		
Illinois			✓	✓		✓	✓	✓
Indiana		✓			✓	✓		
Iowa	✓				✓		✓	
Kansas								
Kentucky	✓	✓	✓		✓		✓	
Louisiana					✓	✓		
Maine		✓		✓				
Maryland	✓	✓	✓		✓	✓	✓	✓
Massachusetts	✓	✓	✓	✓	✓	✓	✓	
Michigan			✓		✓		✓	
Minnesota	✓	✓			✓	✓		
Mississippi								
Missouri		✓						
Montana			✓	✓	✓		✓	
Nebraska					✓	✓		✓
Nevada	✓	✓			✓		✓	
New Hampshire								
New Jersey	✓	✓			✓	✓		
New Mexico	✓		✓		✓	✓	✓	✓
New York	✓	✓		✓	✓	✓		✓
North Carolina	✓			✓	✓	✓	✓	✓
North Dakota	✓	✓			✓		✓	
Ohio	✓		✓	✓				
Oklahoma			✓		✓	✓		
Oregon	✓	✓	✓	✓	✓	✓	✓	✓
Pennsylvania		✓		✓	✓	✓		✓
Rhode Island		✓	✓	✓	✓	✓	✓	✓
South Carolina	✓	✓						
South Dakota	✓				✓			
Tennessee	✓				✓	✓	✓	✓
Texas		✓	✓	✓	✓	✓		
Utah	✓	✓	✓			✓	✓	
Vermont			✓					
Virginia	✓	✓	✓	✓	✓	✓		✓
Washington	✓			✓	✓	✓		✓
West Virginia			✓	✓	✓	✓		✓
Wisconsin	✓			✓	✓	✓		✓
Wyoming	✓				✓			
	27 + DC	**23**	**22 + DC**	**19 + DC**	**37 + DC**	**32 + DC**	**20 + DC**	**17 + DC**

Table 15: **Website Addresses for Additional Materials**

State	Website addresses for any additional materials targeting teen drivers and/or their parents
Arkansas	http://ardrivesafet.relevatetechnology.com
California	www.ots.ca.gov
Colorado	www.coloradodot.info/programs/colorado-teen-drivers/driving-tool-kit
Idaho	www.idahoteendriving.com. We link all of our paid media materials to the website.
Kentucky	Distracted driving tip sheet: http://transportation.ky.gov/Highway-Safety/Documents/Distracted.pdf Young driver tip sheet: http://transportation.ky.gov/Highway-Safety/Documents/YoungDrivers.pdf Graduated Driver Licensing website for teens and parents: http://transportation.ky.gov/Driver-Licensing/Pages/Information-for-Teen-Drivers-and-Parents.aspx
New Jersey	www.njsaferoads.com
New Mexico	endwi.com
New York	www.safeny.ny.gov http://dmv.ny.gov/youngerdriver/default.html
North Carolina	VIP for a VIP program website: www.vipforavip.com/ Street Safe program website: www.streetsafeus.com/locations.asp
North Dakota	www.youtube.com/watch?v=2Wbs7zb2EV8 vwww.youtube.com/watch?v=mgaGeimCtUw We've also aired this ad (developed by SD SHSO) during distracted driving awareness month: www.youtube.com/watch?v=L62p5r8OMtc
Oregon	www.oregon.gov/ODOT/TS/Pages/Driver-Education-Parent-Teen-Resources.aspx www.oregon.gov/ODOT/DMV/TEEN/pages/index.aspx
Tennessee	tntrafficsafety.org
Virginia	dmvnow.com, drivesmartva.org, yovaso.net and midatlantic.aaa.com
Washington	www.wtsc.wa.gov
Wisconsin	www.zeroinwisconsin.gov/mediaspots.html
Wyoming	DriveSafeWyoming.com

PARTNERSHIPS

"Many hands make the burden light." When drivers see or hear a safety message repeated by more than one entity, credibility of the message increases and the likelihood of message penetration grows. Distracted driving is a concern for many corporate and government organizations, and SHSO leaders in many states have increased their efforts to understand and reduce distracted driving by partnering with other safety-minded groups. Safer roadways for all are the positive result.

Working with employers

In the 2012 GHSA survey, 17 states and DC reported efforts to work with employers to educate their employees about distracted driving; this number remained the same as in the 2010 survey. Collaboration with employers is accomplished in many different ways: four states (CA, MN, NE, TX) indicated that their SHSO works with state affiliates of the National Safety Council to reach employers, and two SHSOs (DE, KY) reported that they have corporate outreach coordinators on staff that are responsible for working with employers (see Table 16).

Research efforts with colleges and universities

Earlier, it was noted that one-third of the states responding to the 2012 survey felt that a lack of state-specific distracted driving research was an obstacle to focusing on this issue in their states. Eighteen states are addressing this concern by sponsoring or partnering on research efforts with colleges and universities to study distracted driving. Nine states (GA, IN, LA, MD, MT, NV, OH, SD, WY) indicated that they were working with research partners to conduct attitudinal surveys about distracted driving in their states; six (CO, HI, LA, NC, OH, TX) reported sponsoring observational studies of the incidence of distracted driving behaviors in their states; and five (AL, CA, IN, KS, NY) had engaged institutions of higher learning to analyze distracted driving-related crash data to further their understanding of the problem (see Table 17).

North Dakota

Community Partnerships for Teen Driving

The North Dakota DOT's Traffic Safety Office held its second annual *Ford Driving Skills for Life* event in June 2012 in Fargo. Fifty-eight teens participated in the day-long event which included a ride and drive session conducted by the North Dakota Highway Patrol and Cass County Sheriff's Office Emergency Vehicle Operator Course (EVOC) officers. Teens drove through the course under normal conditions, while being texted, and while distracted by the radio, and with the EVOC officer talking to them as they drove to simulate many of the distractions that teen drivers encounter. Hector International Airport donated space at its facility to conduct this event, and the North Dakota National Guard provided the North Dakota Armed Forces Reserve Center and volunteers for various event activities. Several community partners including Safe Communities program stakeholders, AAA of North Dakota, Altru Health Systems, State Farm Insurance, the North Dakota Association of Counties, and the North Dakota Safety Council, provided activity stations and volunteers to be present throughout the event. The Luther Family Ford dealership contributed funds for refreshments for the event attendees. http://www.wday.com/event/article/id/64825/publisher_ID/29/

Public/private partnerships

The growing concern over distracted driving led 20 percent more states (42) to work with other government agencies or private organizations to address distracted driving in 2012 than reported in the 2010 survey, when 35 states were similarly engaged. These collaborations were varied in their participants and target audiences, but can be generally described as follows: 15 states (CA, FL, IL, KY, LA, MA, MO, NV, NH, NY, NC, OH, RI, SC, VA) reported working with other state or local government agencies to address employees or the general public; seven states (DE, ID, IN, IA, NJ, NC, WY) described working in partnership with business entities to target employees or business customers (see Table 18). With limited federal and state resources for safety programs, private sector partnerships and funding can help states reach their critical target populations. Since 2003, GHSA and more than 40 states have actively addressed distracted driving through the *Ford Driving Skills for Life* program. GHSA members partner with Ford to bring this program to their states; many states have received funding from Ford to complement their own teen driving efforts. State Farm® has also been a strong partner with GHSA in the area of teen safe driving, supporting SHSO initiatives to keep young drivers and their passengers safe behind the wheel.

Massachusetts

"Distractology 101"

In January 2011, officials from the SHSO and the Massachusetts Department of Transportation gathered at Revere High School to tour the "Distractology 101" mobile classroom operated by the Arbella Insurance Foundation. The free course teaches teens how texting and talking on a cell phone can impair their driving skills by utilizing driving simulators and software programs developed by professors at the University of Massachusetts, Amherst. With the 36-foot long, bright yellow "Distractology 101" trailer as a backdrop, state officials were flanked by law enforcement, local legislators and other safe driving partners to send the strong message that distracted driving is dangerous, unsafe and that laws will be enforced. In addition, the website associated with the training, www.distractu.com, has a section with dedicated information for parents.

The Allstate Foundation and the National Safety Council also work with many GHSA members to enhance state laws as well as offer educational resources on distracted driving. Five states (NC, ND, RI, SD, VA) worked with nonprofit organizations to speak to nonprofit clients or the general public; and general public awareness in partnership with media/business partners was the goal for eight states (FL, KS, ME, MD, NM, OR, TN, TX). Four states (CO, GA, MI, WA) collaborated with educational institutions to focus on student populations, and five states (MN, NE, NJ, OR, PA) partnered with funded grantees to address distracted driving in their communities.

State highway safety leaders have clearly recognized the value in working with partners to reduce distracted driving and improve highway safety. Through constructive collaborations, SHSOs can multiply the effects of their own efforts and reach more people through partnerships with diverse organizations.

Table 16: **Working with Employers**

State/Territory	Has your state worked with employers to help them develop workforce distracted driving policies? If so, please briefly describe your state's efforts.
Alabama	No
Alaska	No
Arizona	No
Arkansas	No
California	Yes. CA OTS is initiating a new grant in So. Cal. to include outreach by the National Safety Council to conduct employer cell phone policy workshops.
Colorado	No
Connecticut	No
Delaware	Yes. Our Corporate Outreach Coordinator has provided information about the new cell phone law to all our corporate partners so they can establish work/fleet policies on cell phones while driving.
District of Columbia	Yes
Florida	Yes. The Department of Health is working on this initiative.
Georgia	No
Hawaii	No
Idaho	Yes. Provided recommended policy statements for employers through partnership with the ASSE.
Illinois	No
Indiana	No
Iowa	No
Kansas	Yes. The SHSO has worked with some of the larger employers on distracted driving policies, signage, etc.
Kentucky	Yes. We have a program coordinator who specializes in Corporate Outreach. In addition, the Executive Director of KOHS has also started a parallel campaign to urge companies to adopt policies banning the use of cell phones/electronic devices while operating company vehicles. This has been done so far through networking and PSAs.
Louisiana	No
Maine	Yes. Maine State Police have issued a distracted driving policy for sworn officers.
Maryland	No
Massachusetts	No
Michigan	No
Minnesota	Yes. In partnership with the Minnesota Safety Council and MN Office of Traffic Safety program, and Network of Employers for Traffic Safety (NETS). Best Buy and Xcel Energy are two businesses in Minnesota that are working to give employees comprehensive education and enacting policies for hands-free cell phone use only while driving.
Mississippi	No
Missouri	No
Montana	No
Nebraska	Yes. Through both of the state Safety Council organizations to their employer membership.
Nevada	Yes. Our office consults with MGM and other large employers in the state, as they have monthly safety focuses for their employees; but we do not fund these, as they are for-profit organizations.
New Hampshire	No
New Jersey	No
New Mexico	No
New York	Yes. Sample company policies are available from GTSC.
North Carolina	No

Table 16 continued...

State/Territory	Has your state worked with employers to help them develop workforce distracted driving policies? If so, please briefly describe your state's efforts.
North Dakota	Yes. North Dakota has a statewide worksite wellness program in which traffic safety policies are encouraged. Additionally, the SHSO has a contract with the ND Association of Counties where a portion of the scope of work is to assure all counties have a distracted driving policy that employees are aware of and abide by.
Ohio	No
Oklahoma	No
Oregon	Yes. Distribution of NETS materials.
Pennsylvania	Yes. Our statewide network of Community Traffic Safety Grants help address workforce distracted driving policies in their respective counties.
Rhode Island	No
South Carolina	No
South Dakota	No
Tennessee	No
Texas	Yes. Through a traffic safety grant with the National Safety Council and Texas Employers.
Utah	No
Vermont	No
Virginia	Yes. Virginia has worked with employers, government agencies, law enforcement, and safety advocates to educate Virginia drivers on how to be safe behind the wheel. Throughout the year, but especially in April which is Distracted Driving Awareness Month, you'll find events highlighting the dangers of distracted driving. You can order materials and download items from our Toolkit, including a sample press release, activity ideas, employee letters and emails.
Washington	Yes. We worked with a teen group that sent a model distracted driving policy to every business in their town along with a letter encouraging employers to adopt policies prohibiting cell phone use while driving the company car or on company time.
West Virginia	No
Wisconsin	No
Wyoming	No

Table 17: **Research Efforts with Colleges and Universities**

State/Territory	Has your state highway safety office funded or partnered with any colleges or universities to conduct research on distracted driving? If so, please briefly describe your state's efforts.
Alabama	Yes. Analyses of distracted driving crash data.
Alaska	No
Arizona	No
Arkansas	No
California	Yes. Hand-held cell phone driver deaths down 47 percent – Two years before and after hand-held and texting bans. 40 percent of CA drivers reported they talk less (hand-held and hands-free) since enactment of the hand-held cell phone ban. We work with the University of California at Berkeley to analyze data.
Colorado	Yes. The HSO has contracted with Colorado State University to complete a Distracted Driving observational study this year.
Connecticut	No
Delaware	No
District of Columbia	No
Florida	No
Georgia	Yes. We have funded the University of Georgia Survey Research Center to determine knowledge and awareness about distracted driving laws.
Hawaii	Yes. The University of Hawaii conducts an annual observation suvey to determine cell phone use.
Idaho	No
Illinois	No
Indiana	Yes. Distracted driving attitudinal surveys and crash analysis.
Iowa	No
Kansas	Yes. Attitudinal surveys on distracted driving.

Table 17 continued...

State/Territory	Has your state highway safety office funded or partnered with any colleges or universities to conduct research on distracted driving? If so, please briefly describe your state's efforts.
Kentucky	Yes. The University of Kentucky compiles information for the Strategic Highway Safety Plan which includes Distracted Driving as a dedicated emphasis area.
Louisiana	Yes. The LHSC has funded and partnered with LSU to conduct an analysis of hand-held versus hands-free cell phone use while driving, as well as to conduct observational and attitudinal surveys on hand-held electronic devices.
Maine	No
Maryland	Yes. 1. 51.7% of 1,502 respondents during the July 2011 Maryland Annual Driving Survey stated that they would be very supportive of Maryland changing its cell phone law from a secondary to a primary offense, allowing police to stop and ticket for using a cell phone while driving. 2. We are waiting for National Study Center Researchers to publish papers on the final outcomes of the Southern Maryland DriveCam study.
Massachusetts	No
Michigan	No
Minnesota	No
Mississippi	No
Missouri	No
Montana	Yes. Attitudinal surveys on distracted driving.
Nebraska	No
Nevada	Yes. Attitudinal survey conducted by University Nevada-Reno.
New Hampshire	No
New Jersey	No
New Mexico	No
New York	Yes. www.itsmr.org/pdf/ITSMR%20RESEARCH%20NOTE%20EFFECTS%20OF%20CELL%20PHONES%202006%20UPDATE.pdf. Driver distraction continues to increase and is a contributory factor in 1 out of 5 crashes. We work with the University of Albany Institute for Traffic Safety Management and Research.
North Carolina	Yes. GHSP has funded observational studies of distracted driving with the Highway Safety Research Center at UNC-Chapel Hill.
North Dakota	No
Ohio	Yes. Miami University - Oxford, Ohio conducted both telephone survey and observational survey on cell phone use.
Oklahoma	No
Oregon	No
Pennsylvania	No
Rhode Island	No
South Carolina	No
South Dakota	Yes. Ongoing research with the University of South Dakota Government Research Bureau. Part of attitudinal survey.
Tennessee	No
Texas	Yes. Have a grant in FY 2013 with the Texas A & M Transportation Institute to do a cell phone observation survey.
Utah	No
Vermont	No
Virginia	No
Washington	No
West Virginia	No
Wisconsin	No
Wyoming	Yes. For the past three years the SHSO has funded an annual telephone survey entitled the "Wyoming Drivers Survey." Survey done by the Wyoming Survey & Analysis Center (WYSAC) at the University of Wyoming. Included in the wide-ranging questions are two questions related to driver distraction (i.e. cell phone use and texting).

Table 18: **Other State Agencies and Private Organizations**

State/Territory	Has your state worked with other state agencies and/or private organizations to address the issue of distracted driving? If so, please briefly describe.	
	2010	2012
Alabama	No	No
Alaska	No	No
Arizona	Yes	Yes
Arkansas	Yes	Yes. The state has established the Arkansas Coalition Against Texting While Driving.
California	Yes	Yes. Distracted Driving is Challenge Area #17 in the State Strategic Highway Safety Plan (SHSP). More than 300 people and 180 public and private organizations participate in the SHSP process.
Colorado	Yes	Yes. Colorado is contracting with: Drive Smart Colorado on a high school Distracted Driving challenge; Aurora Police Department on a DD Enforcement and Education Campaign; and Bacchus on Decreasing DD among College Students.
Connecticut	Yes	Yes
Delaware	Yes	Yes. Through our Corporate Outreach Coordinator and the corporate partners program, we have distributed information regarding distracted driving and given presentations to several safety groups and employees of corporate partners to share within their organizations.
District of Columbia	No	No
Florida	Yes	Yes. FL DOT works on distracted driving programs and campaigns with the FL Departments of Heath, Public Safety, Motor Vehicles, AT&T, Verizon, law enforcement, and insurance companies. Just Drive campaign. Alert Today...Alive Tomorrow. Put it Down campaign
Georgia	No	Yes. We have worked with schools and colleges in our SADD and Young Adult Program to do distracted driving education and awareness.
Hawaii	Yes	No
Idaho	Yes	Yes. We have partnered with the American Society of Safety Engineers, who represent many industries, to address the issue.
Illinois	Yes	Yes. Working closely with Illinois State Police and Illinois Secretary of State.
Indiana	Yes	Yes. AT&T It Can Wait campaign
Iowa	Yes	Yes. GTSB staff member has attended Distracted Driving summit in Missouri. Have also partnered with Allied Insurance and State Farm insurance.
Kansas	Yes	Yes. Working with AAA and other safety advocates to bring awareness about the dangers of distractions.
Kentucky	Yes	Yes. Governor Steve Beshear recently signed a proclamation stating that October 10th is No Texting While Driving Day. This was done with the cooperation of state police, the Office of Highway Safety, Kentucky Transportation Cabinet, Kentuckians for Better Transportation, and AT&T.
Louisiana	No	Yes. Louisiana Department of Transportation and Development, and Louisiana State University
Maine	Yes	Yes. Distraction is being addressed through our media contractor and sports marketing contractor.
Maryland	Yes	Yes. A partnership between the Maryland Motor Vehicle Administration and Maryland Shock Trauma produced “Get the Message” video.
Massachusetts	Yes	Yes. We have worked with the Massachusetts Department of Transportation (MassDOT), Registry of Motor Vehicles, Massachusetts Bay Transportation Authority, AAA, law enforcement, and the MassDOT-led Safe Driving Group that deals with distracted driving.
Michigan	Yes	Yes. Michigan State University, AAA of Michigan, Ford Driving Skills for Life: development of a Strive for a Safer Drive program for high schools throughout Michigan. Oakland County Traffic Improvement Association: currently in the process of coordinating and enhancing an existing program called Remembering Ally for use by speakers for presentations to high school students on distracted driving.
Minnesota	Yes	Yes. We fund coalitions which addresses many driving issues with distracted driving being one of them.
Mississippi	No	No
Missouri	No	Yes. Distracted Driving Summit was conducted jointly by the MO State Highway Patrol and the MO Highway Safety Office. State and private organizations were in attendance.
Montana	Yes	No
Nebraska	Yes	Yes. All grantees, safety partners, and other organizations are provided with the latest data, information, and materials regarding distracted driving through presentations, workshops, and group meetings.
Nevada	Yes	Yes. We work with the many partners of the state’s Strategic Highway Safety Plan, as well as the marketing firm on the ‘Zero Fatalities’ goal, that includes distracted driving as a problem area.

Table 18 continued...

State/Territory	Has your state worked with other state agencies and/or private organizations to address the issue of distracted driving? If so, please briefly describe.	
	2010	2012
New Hampshire	No	Yes. Working with the NH Department of Transportation on a public information campaign that will include distracted driving as part of the "Driving Toward Zero Deaths" campaign.
New Jersey	Yes	Yes. The State has partnered with AT&T to promote the dangers of cell phone use while driving. Several local and non-profit grantees also use grant funds to promote the dangers of cell phone use while driving.
New Mexico	No	Yes. The State of NM highway safety office has partnered with Vaughn Wedeen Kuhn, media contractor to develop television, radio, print, collateral to address distracted driving. Also, the media placement contractor to place the media on television, radio, newspaper, etc. The highway safety office also works with Safer New Mexico Now and the state Law Enforcment Liaisons to promote and discuss the issue with law enforcement. The state also has an annual Law Enforcement Coordinators Symposium where annual training and updates are held on the issue of Distracted Driving. The NMDOT has partnered with other stakeholders to support other media efforts such as W82TXT.
New York	Yes	Yes. GTSC is made up of 11 state agencies all having missions related to traffic safety, and we partner with each of these agencies throughout the year to improve highway safety, including distracted driving.
North Carolina	Yes	Yes. GHSP has partnered with NCDOT and AT&T to help get the message out concerning distracted driving. GHSP also sponsors a program with two non-profit groups that stresses the issue with teens. These groups are "VIP for a VIP" and "Street Safe".
North Dakota	Yes	Yes. The SHSO holds an annual Driving Skills for Life event in cooperation with program partners (ND National Guard, AAA of North Dakota, ND Safety Council, Ford dealerships, local Safe Communities programs, etc.). The DSFL event includes distracted driving prevention activities.
Ohio	Yes	Yes. Working closely with the Ohio Department of Transportation.
Oklahoma	Yes	Yes. The OHSO is a partner agency in "Drive Aware Oklahoma," a grassroots coalition of state agencies and non-profit organizations who are working together to decrease injuries and fatalities caused by inattentive driving in Oklahoma through public education. Although the state HSO has no program or tagline and the governor/legislature has not convened a task force/summit, the OHSO supports the efforts of this organization, participates in their activities, and works with them to distribute materials and information.
Oregon	Yes	Yes. Local Traffic Safety groups, targeted law enforcement effort.
Pennsylvania	No	Yes. We have grants with county offices to fund local Community Traffic Safety Grants. These grants focus on addressing all aspects of traffic safety in their respective communities, including distracted driving.
Rhode Island	Yes	Yes. We have worked with AAA, The Departments of Health, Motor Vehicles, CCRI & MADD as well as all local & State Police Departments
South Carolina	No	Yes. The State partnered with the SC Department of Transportation and local FHWA staff, as well as NHTSA staff in the development of the State's Strategic Highway Safety Plan, which includes distracted driving issues.
South Dakota	Yes	Yes. Volunteers of America—an outreach group to areas we can't hit—is taking this on.
Tennessee	No	Yes. Worked with numerous insurance agencies and TV stations to promote awareness
Texas	No	Yes. Texas Municipal Police Association (offers distracted driving courses under a grant with TxDOT). Grant with an ad agency to conduct a public awareness campaign.
Utah	Yes	Yes
Vermont	Yes	No
Virginia	Yes	Yes. Virginia works with state and local law enforcement, several non-profit groups and other state agencies to address distracted driving.
Washington	Yes	Yes. The Washington Traffic Safety Commission has received $130,000 from State Farm to promote distracted driving awareness with high schools. From February - June, 2012, 49 high schools across the state conducted distracted driving awareness projects.
West Virginia	No	No
Wisconsin	No	No
Wyoming	No	Yes. On May 31, 2012 the SHSO and Cathy Jarosh with Montgomery Broadcasting did a presentation on distracted driving for Basin Electric Power Plant employees near Wheatland, Wyoming. This presentation request was made by Basin's Employee Wellness Committee of the SHSO.

DISTRACTED DRIVING POLICIES

Beyond laws and public education, organizational dictates are another possible way to influence driver behavior. Employers are often in a significant position of authority when it comes to driving and motor vehicle-related rules, and their enforcement of strict driving policies can reduce crashes and potential organizational liability.

In GHSA's 2012 survey, SHSOs were asked about distracted driving policies at several levels of their organizational structure. Twenty-seven highway safety representatives responded that their jurisdictions have policies in place that address distracted driving. The policies of five states and DC broadly restrict distracted driving, but 21 states' policies specifically limit particular behaviors behind the wheel such as cell phone use or texting (see Table 19).

In most cases, SHSOs exist within a state agency and could potentially have a stand-alone distracted driving policy apart from policies of the state. This was the case in five additional states (AR, FL, HI, MI, TX), with a majority of state agencies overseeing SHSOs reported having implemented distracted driving policies for their employees (two states—NC and WY—reported state, but not agency, distracted driving restrictions). Twenty-four states reported that their SHSO had a policy against distracted driving, including NE, which had an SHSO policy against distracted driving but had neither a state nor agency policy that prohibited distracted driving behavior.

GHSA also asked states if any required their grantees to have a distracted driving policy in place as a condition of funding. Although no SHSOs have this promising strategy at present, a handful of survey respondents indicated their offices were working on a similar policy for the future. Finally, states were asked to share information about additional distracted driving efforts taking place in their states (see Table 20).

Clearly, many states have found it beneficial to be on record that distracted driving is not acceptable for their employees when they are behind the wheel of a motor vehicle. These policies send a strong message to employees about the dangers of distracted driving and establish a positive culture of safety within the organization.

Table 19: **Distracted Driving Policies**

State/Territory	Does your state have a distracted driving policy for state employees? If so, does it:	Does the agency that houses your office (i.e., Department of Transportation, Department of Public Safety, etc.) have a distracted driving policy for its employees? If so, please briefly describe this policy.	Does your State Highway Safety Office have a distracted driving policy for its employees? If so, please briefly describe this policy.
Alabama	No	No	No
Alaska	No	No	No
Arizona	No	No	No
Arkansas	No	Yes. All Department vehicles are to be operated in compliance with all Arkansas Traffic Laws.	Yes. Same as Department
California	Yes. More broadly restrict distracted driving	Yes. Not sure	Yes. CA OTS has a total cell phone ban while driving any vehicle on state business.
Colorado	No	No	No
Connecticut	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. Employees are not to use hand-held mobile devices while operating a motor vehicle.	Yes. Falls under DOT policy
Delaware	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. Our agency is required to follow the State of Delaware fleet policy regarding Distracted Driving.	No
District of Columbia	Yes. More broadly restricts distracted driving	Yes	Yes
Florida	No	Yes. Our policy actually requires employees to drive with care.	Yes. Our policy actually requires employees to drive with care.
Georgia	Yes. More broadly restrict distracted driving	Yes. Our office has a specific policy regarding cell phone and texting use.	Yes. Independent office
Hawaii	No	Yes. Requires all employees to follow all state and local laws - including distracted driving	No
Idaho	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. Any use of cell phones or other messaging devices, including hands-free or text messaging, for any reason, is prohibited while operating a moving ground vehicle or off-road motorized equipment.	No
Illinois	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. State employees driving on state business must obey all state laws on texting and cell phone use. Violation could result in immediate dismissal.	Yes. Same as the agency policy. Violation of the distracted driving laws may result in immediate dismissal of the employee.
Indiana	No	No	No
Iowa	No	No	No
Kansas	No	No	No
Kentucky	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. It mirrors the state policy.	Yes. The KOHS also bans the use of hand-held electronic devices when driving a state vehicle.

Table 19 continued...

State/Territory	Does your state have a distracted driving policy for state employees? If so, does it:	Does the agency that houses your office (i.e., Department of Transportation, Department of Public Safety, etc.) have a distracted driving policy for its employees? If so, please briefly describe this policy.	Does your State Highway Safety Office have a distracted driving policy for its employees? If so, please briefly describe this policy.
Louisiana	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. State of Louisiana, PPM 49, Louisiana Travel Guide, states that no vehicle may be operated in violation of state or local laws. Louisiana Department of Public Safety, Policy and Procedure, Chapter 1, 01-03.01, states that an employee shall conform to, and abide by, the laws of the United States, the State of Louisiana, all other states of the United States and subdivisions when present therein. Louisiana Department of Public Safety, Policy and Procedure, Chapter 4, 04-01.02, states that an employee shall observe all traffic laws and agency regulations when operating Department vehicles.	Yes. The LHSC follows the Louisiana Department of Public Safety policies.
Maine	No	No	No
Maryland	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. Hand-held cell phone use is prohibited unless it is for emergency use, employees are encouraged to keep all hands-free use to a minimum. http://dbm.maryland.gov/agencies/documents/driverimprovement-program/handsfreecellphoneuse-policy.pdf	Yes. Employees driving State vehicles are required to comply with all State and local laws regarding the use of mobile communications devices while driving.
Massachusetts	No	No	No
Michigan	No	Yes. Employees are restricted from texting, surfing the Internet, or reading or responding to e-mail while on state business, whether operating a department vehicle or a personal vehicle. Employees are also instructed to avoid all driver distractions by stopping the vehicle they are operating in a safe location and attending to the distraction, whether it be electronic (e.g., cell phones, portable music devices), reading directions, eating, or any other activity that reduces driver focus.	Yes. Office of Highway Safety Planning staff are prohibited from using a cell phone while on state business whether in a state-owned or personal vehicle. This prohibition includes receiving or placing calls, text messaging, accessing the Internet, receiving or responding to email, checking for phone messages, or for any other purpose. Staff are advised that if they need to use a cell phone, they shall stop their vehicle in a safe location so that they can safely use their cell phone or text messaging device.
Minnesota	Yes. More broadly restrict distracted driving	Yes. The department now refers to the statewide cell phone policy for consistency. It can be found at: www.mmb.state.mn.us/doc/hr/policy/policy-electronic.pdf	Yes. Our policy refers to the state policy.
Mississippi	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. No texting while driving.	Yes. No texting while driving in state vehicles.
Missouri	No	No	No
Montana	No	No	No

Table 19 continued...

State/Territory	Does your state have a distracted driving policy for state employees? If so, does it:	Does the agency that houses your office (i.e., Department of Transportation, Department of Public Safety, etc.) have a distracted driving policy for its employees? If so, please briefly describe this policy.	Does your State Highway Safety Office have a distracted driving policy for its employees? If so, please briefly describe this policy.
Nebraska	No	No	Yes. If operating a state vehicle or personal vehicle while on state business, unless an emergency situation exists, driver is prohibited from using an electronic communication device while vehicle is in motion.
Nevada	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. Very similar to the President's Executive Order for federal employees.	Yes. Same as the Department's
New Hampshire	No	No	No
New Jersey	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. The use of a cell phone while driving a state vehicle is only permitted when conducting state business and only when a hands-free device is utilized.	Yes. State policy is in effect.
New Mexico	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. No hand-held devices while operating a state vehicle except for a two-way radio in the premise of conducting duties.	Yes. It would follow the NMDOT policy overall banning the use of a cell phone while driving a state vehicle.
New York	No	No	No
North Carolina	Yes. More broadly restrict distracted driving	No	No
North Dakota	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. Same as state policy.	Yes. Same as state policy.
Ohio	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. Use of cell phone while driving a state vehicle is prohibited.	Yes. Same as state policy.
Oklahoma	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	No	No
Oregon	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. Limited to hands-free cell phone use.	Yes. Limited to hands-free cell phone use.
Pennsylvania	No	No	No
Rhode Island	No	No	No
South Carolina	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. The policy prohibits texting while driving state vehicles.	Yes. Same as the agency policy.
South Dakota	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. Covered by state policy.	No
Tennessee	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. No cell phone usage except in case of emergency	No
Texas	No	Yes. Bans hand-held cell phones/texting	Yes. Follow TxDOT policy.
Utah	No	No	No
Vermont	No	No	No

Table 19 continued...

State/Territory	Does your state have a distracted driving policy for state employees? If so, does it:	Does the agency that houses your office (i.e., Department of Transportation, Department of Public Safety, etc.) have a distracted driving policy for its employees? If so, please briefly describe this policy.	Does your State Highway Safety Office have a distracted driving policy for its employees? If so, please briefly describe this policy.
Virginia	Yes. More broadly restricts distracted driving	Yes. DMV's policy covers cell phone usage and texting, as well as other types of distraction such as eating/drinking.	Yes. The Virginia Highway Safety Office's policy mirrors DMV/state policy.
Washington	No	No	No
West Virginia	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. Same as state policy; when using state vehicles cell use or texting is prohibited	No
Wisconsin	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	Yes. Same as state policy.	Yes. Same as state policy.
Wyoming	Yes. Limit specific behaviors such as texting or using a cell phone while operating state vehicles	No	No

Table 20: **State Distracted Driving Efforts: Other Information**

State/Territory	Please provide any additional information you'd like to share about your state's efforts to address distracted driving.
Alabama	
Alaska	
Arizona	We have statutes in AZ that can be used to cite for distracted driving.
Arkansas	
California	
Colorado	
Connecticut	
Delaware	
District of Columbia	
Florida	Just Drive, Put it Down, Alert Today...Alive Tomorrow
Georgia	
Hawaii	
Idaho	The State HSO does not currently require grantee organizations to have a distracted driving policy; it is optional. However, starting grant year 2014 it will be a requirement of receiving a grant. The HSO does not have a distracted driving policy because it is housed under the Idaho DOT which does have a policy.
Illinois	Ramping up our efforts now that federal funding has been specified for reimbursements on distracted driving campaigns.
Indiana	
Iowa	
Kansas	As far as state/agency policies on distracted driving, the only thing mentioned is that employees have to follow all state laws (we have a texting ban), but there are no other specific state policies on distractions. The SHSO cannot make our own distracted driving policies for employees, it would have to be done by the DOT as a whole. The SHSO is currently working on distracted driving policies for grantees.
Kentucky	The KOHS also has paid TV spots in our largest market addressing several issues including distracted driving. Former national championship coach Howard Schnellenberger (Kentucky native) will be joining the KOHS on a future PSA on distracted driving.
Louisiana	
Maine	
Maryland	
Massachusetts	In January 2011, officials from the our office and the Massachusetts Department of Transportation gathered at Revere High School to tour the "Distractology 101" mobile classroom operated by the Arbella Insurance Foundation. The course teaches teens how texting and talking on a cell phone can impair their driving skills by utilizing driving simulators and software programs developed by professors at the University of Massachusetts Amherst. With the 36-foot long, bright yellow "Distractology 101" trailer as a backdrop, state officials were flanked by law enforcement, local legislators and other safe driving partners to send the strong message that distracted driving is dangerous, unsafe and laws will be enforced.
Michigan	
Minnesota	
Mississippi	This is a consistent topic with the MS Association of Highway Leaders (MAHSL) group. Also, there is a pilot program with the Mississippi State University to do research on distracted driving.
Missouri	
Montana	Legislation to address this issue was raised in the 2009 and 2011 sessions but died in committee. Because distracted driving reporting relies in large measure on driver honesty, incidents are suspected to be underreported. Lacking the data then limits our state in making this a priority issue, and obtaining funding for education or other programs.
Nebraska	
Nevada	The requirement in MAP-21 for distracted driving funds that requires state statutes to "Require distracted driving issues to be tested as part of the State's driver's license examination" is challenging; NV was proactive in seeking and obtaining a distracted driving law that meets all other federal requirements...except this one. Even though our DMV driver test does ask two distracted driving questions, it's not REQUIRED by law.
New Hampshire	
New Jersey	

Table 20 continued...

State/Territory	Please provide any additional information you'd like to share about your state's efforts to address distracted driving.
New Mexico	Continued education to law enforcment and stakeholders. The state's Traffic Safety Resource Prosecutor is developing legislation and partnering with the New Mexico Attorney General for a statewide ban on cell phone use at this next legislative session. Last year's attempt did not make it to the Governor's desk.
New York	
North Carolina	It would be extremely difficult to implement a distracted driving policy with grantee organizations. The vast majority of our funding is directed toward law enforcement, and they have more distractions that most other motorists on the roadway. Removing their distractions would render them useless for traffic enforcement.
North Dakota	Distracted driving is a difficult area to address. Distracted driving data is often underreported on crash reports therefore it is not easy to identify the extent of the problem nor justify adequate allocation of funds when data doesn't necessarily support it.
Ohio	
Oklahoma	The Drive Aware Oklahoma group has chosen to use the "Stop the Texts, Stop the Wrecks" messaging and materials (available at www.stoptextsstopwrecks.org). Press events are planned in the Tulsa and Oklahoma City areas during October, with materials and PSAs distributed in the metro areas; other activities will follow in the next several months. Partner agencies and organizations have opted to use the "Stop the Texts" materials in order to present a cohesive outreach effort across the state.
Oregon	
Pennsylvania	We have already addressed distracted driving through earned media.
Rhode Island	
South Carolina	
South Dakota	Not really - it is a a huge frustration.
Tennessee	
Texas	TxDOT co-hosted our first Distract Driving Summit in April 2012. Secretary LaHood spoke at the Summit.
Utah	
Vermont	
Virginia	
Washington	WTSC encourages grant recipient organizations to adopt policies prohibiting distracted driving, but we don't require it. WTSC is currently looking at policies for our agency on this issue, but we haven't adopted one yet.
West Virginia	Drivers Handbook is curently under revision. It will include a section on Distracted Driving to include questions on the written test.
Wisconsin	
Wyoming	While the Wyoming Department of Transportation (WYDOT) does not have a policy per se for its employees, our agency Director has alternatively addressed this issue with employees. Shortly after the passage of the grace period associated with the City of Cheyenne's municipal ordinace prohibiting the use of cell phones while driving, WYDOT Director John Cox sent an email to agency employees stating that the purpose of his email was to remind all agency employees that the City of Cheyenne ordinance is in effect when agency employees are on duty. Director Cox's email added, "Do not place or receive calls while your vehicle is in motion, if you are the driver." The email ends by further reminding agency employees statewide that similar ordinances have passed (i.e., Rock Springs) or are in the works. Also, at the end of the annual WYSAC telephone survey the final question is "We appreciate your help in this study. Is there anything you would like to add?" Of the 99 comments, 14 made a reference to cell phone usage or texting or both. Most of those comments sought stricter enforcement of cell phone prohibitions (where they exist by local ordinance) and texting (statewide prohibition by law). These survey responses, along with crash data, provide the SHSO with information to share with local and state policymakers.

SUMMARY

While not an entirely new issue, distracted driving has become a serious highway safety problem that has been increasing in significance with the advent and use of ever-more-sophisticated communications and information technology. State highway safety leaders have been quick to recognize the challenges and complexities of this problem and have responded with targeted programs and policies that address this multifaceted issue.

Working alongside policymakers, enforcement, education, corporate and nonprofit partners, state highway safety offices can provide the leadership and resources necessary to promote data-driven solutions and strategies that will reduce the crashes, death and injury associated with distracted driving.

"The research makes it clear that using a hand-held device behind the wheel creates the perfect storm of visual, manual, and cognitive distraction ... Look, the dangers of distracted driving are real, and we know that good laws, good enforcement, and personal responsibility can make a critical safety difference on our roadways whether you're in Florida or anywhere else in America."

—November 14, 2012 FL Distracted Driving Summit,
U.S. Dept. of Transportation Secretary Ray LaHood's Keynote Address

Governors Highway Safety Association®
The States' Voice on Highway Safety

444 N. Capitol Street, NW
Suite 722
Washington, DC 20001-1534

Telephone: **202.789.0942**

www.ghsa.org
facebook.com/GHSAhq
Twitter: **@GHSAHQ**

www.iihs.org

Cellphone and Texting Bans: Evidence of Effectiveness in the United States

Engaged Driving Symposium
Washington, DC • March 31, 2014

Anne T McCartt, PhD, David G. Kidd, PhD,
Eric R. Teoh, MS

Evaluating the impacts of laws

Laws requiring seatbelt use as an example

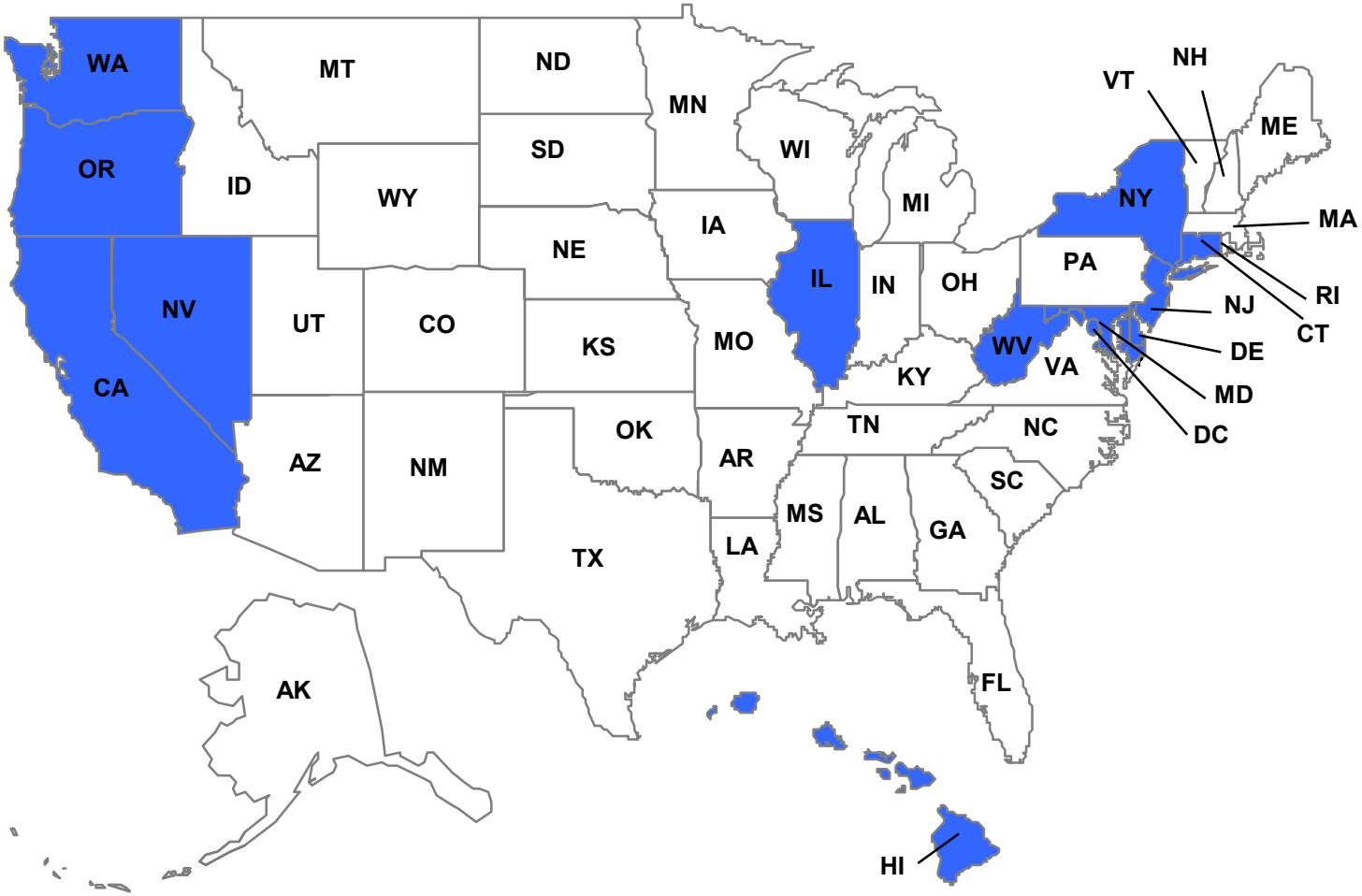
Establish risk associated with behavior as basis for law	Evaluation measures	Evaluation components
Not wearing a seat belt	Law implementation Enforcement (traffic citations) and publicity	Measure behavior and crash outcomes before law
Fatal or non-fatal injury in motor vehicle crash	Driver awareness of law and publicity	Measure behavior and crash outcomes after law
Law requiring belt use	Driver behavior increased belt use	Include control (e.g., another state without a law)
	Crash or injury outcome Reduced crash injuries and deaths	

Cellphone laws and driver behavior

- In the past, strong laws, with strong and publicized enforcement, have been effective in changing driver behavior and reducing crashes
- Almost all U.S. states have laws limiting drivers' phone use
- Research on effects of laws on driver behavior
  - All-driver bans on hand-held phone conversations reduced observed rates of hand-held phone conversations
  - Drivers in ban states reported higher rates of hands-free phone use and lower overall phone use compared with drivers in non-ban states
  - Some evidence that all-phone bans directed at teenage drivers do not affect their phone use
  - Scant evidence on compliance with texting bans
  - After publicized enforcement campaigns in 2 cities, lower rates of handheld phone conversations and phone manipulations were observed

States that ban all drivers from using hand-held phones

March 2014

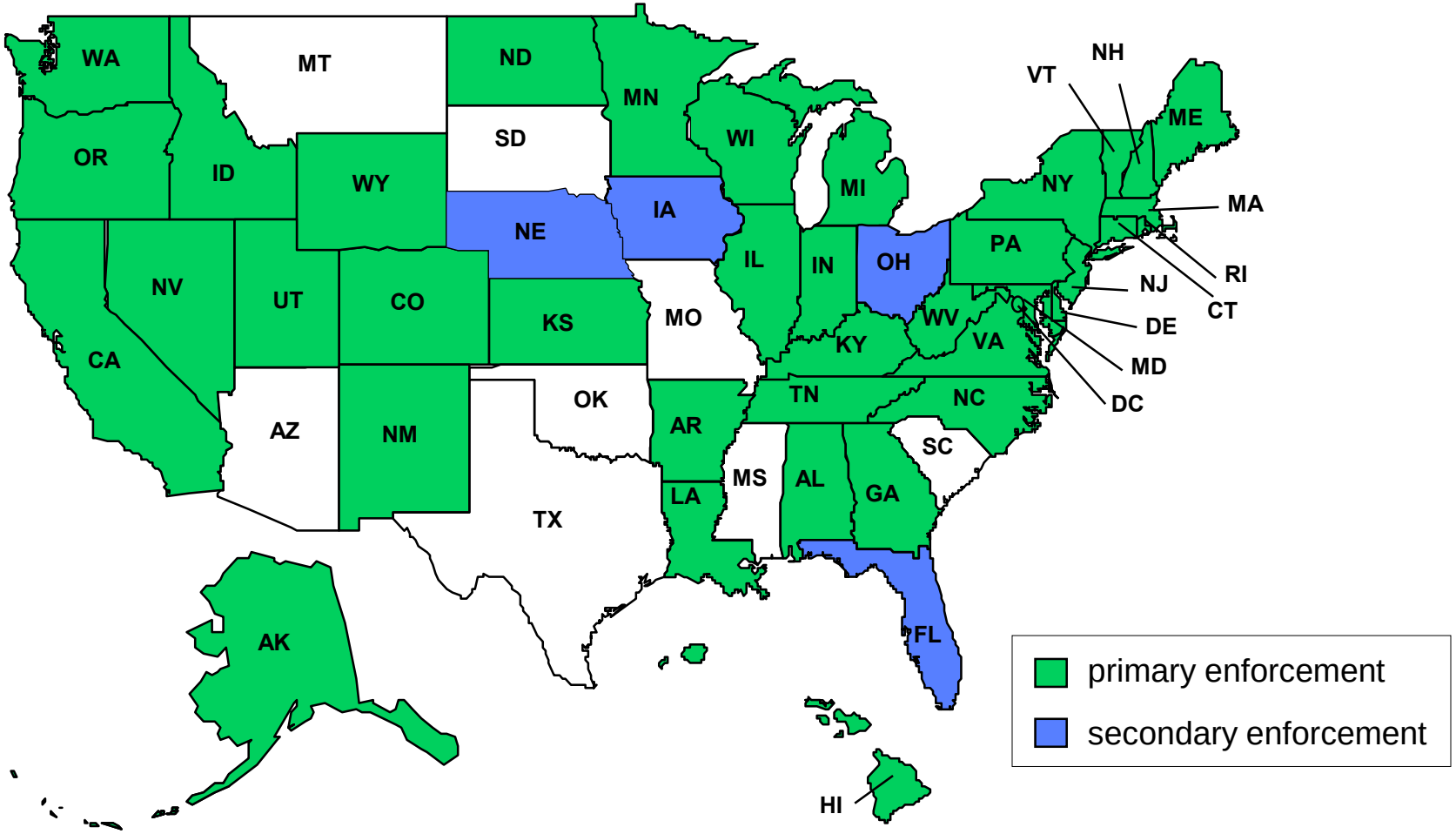


Crash effects of all-driver bans on handheld phone conversations are unclear

- 9 peer-reviewed studies
  - Various crash measures (e.g., insurance collision claims; fatal crash involvements; fatalities in bad weather or on wet roads; single-vehicle, single-occupant fatal crashes)
- Mixed findings from 4 state-specific studies using fatal or non-fatal crash measures
- Mixed findings from 5 multi-state or cross-state national studies of fatal crash measures
- Some studies had important limitations (e.g., mis-coded laws, not accounting for confounding factors, brief after-ban study period)

States that ban all drivers from texting

March 2014

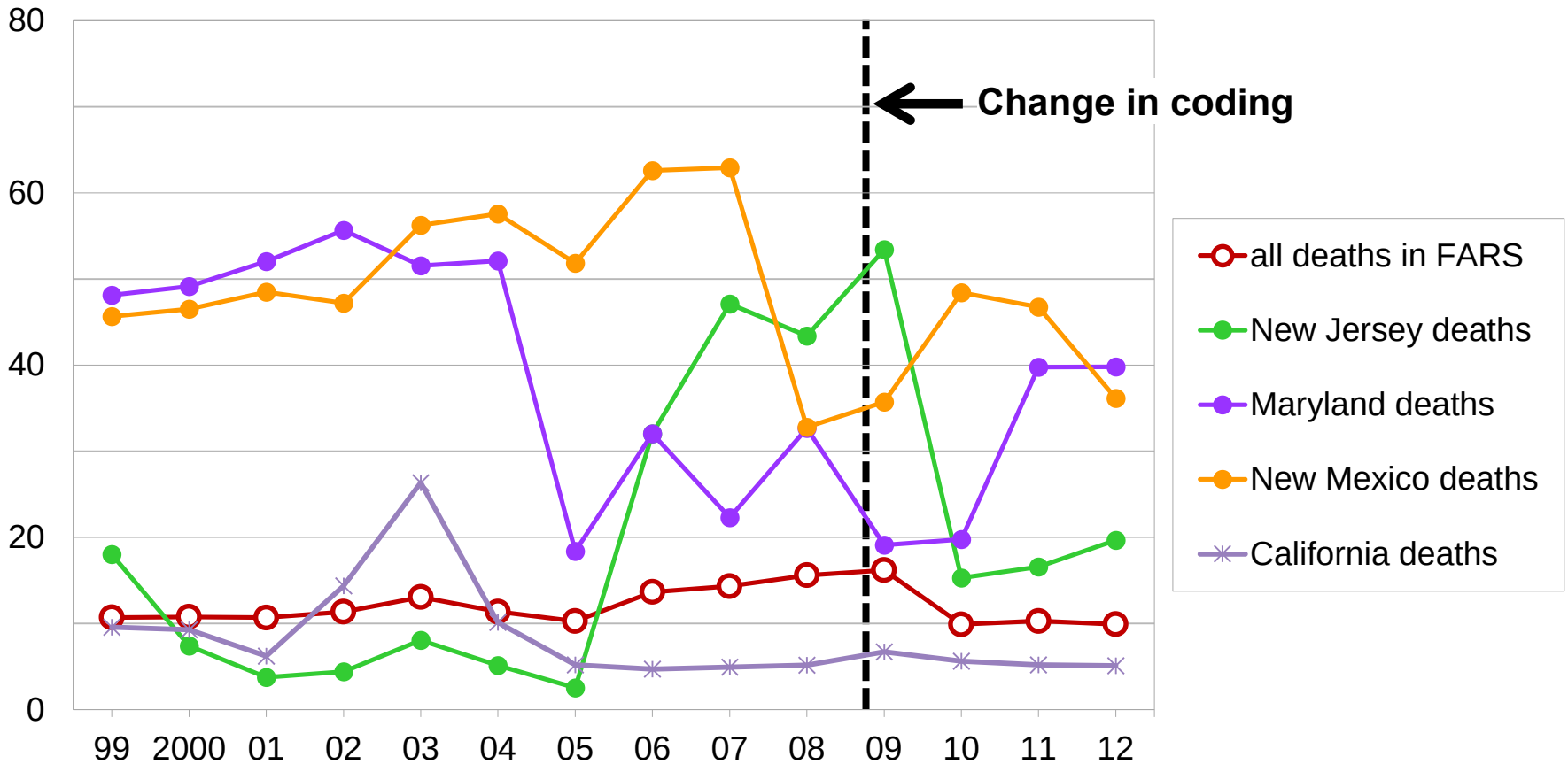


Effects of texting bans on crashes also are unclear

- 2 peer-reviewed papers and 1 technical report
- In an analysis of insurance collision claim rates in 4 ban states and control states without bans, significant small increases in 3 states and no change in the 4th state
- 2 cross-state national studies had mixed findings and both had limitations
  - One study found single-vehicle, single-occupant fatal crashes were lower in states with stronger texting bans (all-driver, primary enforcement) compared with states without bans
  - Second study found no significant effects on number of fatalities associated with texting bans

Distraction is not reliably coded in police crash reports

Percent of deaths coded as involving driver distraction, Fatality Analysis Reporting System, by calendar year



Conclusions

- Despite increasing number of laws limiting phone use, it is unclear if they are having the intended effects on behavior and crashes
- Unsettled science regarding crash risks associated with phone use makes it difficult to formulate reasonable hypotheses about expected ban effects or to choose appropriate crash measures
  - Police crash reports unreliable in identifying crashes attributable to distraction
- Other significant challenges limited findings of some studies
  - Study designs often lack appropriate controls
  - Information on compliance with laws usually lacking
  - Strength, enforcement type, and specific provisions of laws vary across states and over time

Research needs

Research priorities

- Conducting studies of the crash risks associated with phone use that address the limitations of prior studies
- Validating the association of non-crash surrogates (e.g., crash-relevant conflicts) from naturalistic studies with crashes of different severities
- Conducting additional well-controlled evaluations of cellphone and texting laws that include assessments of their effects on driving behavior and on crashes of various severities

Cross-state national studies face special challenges

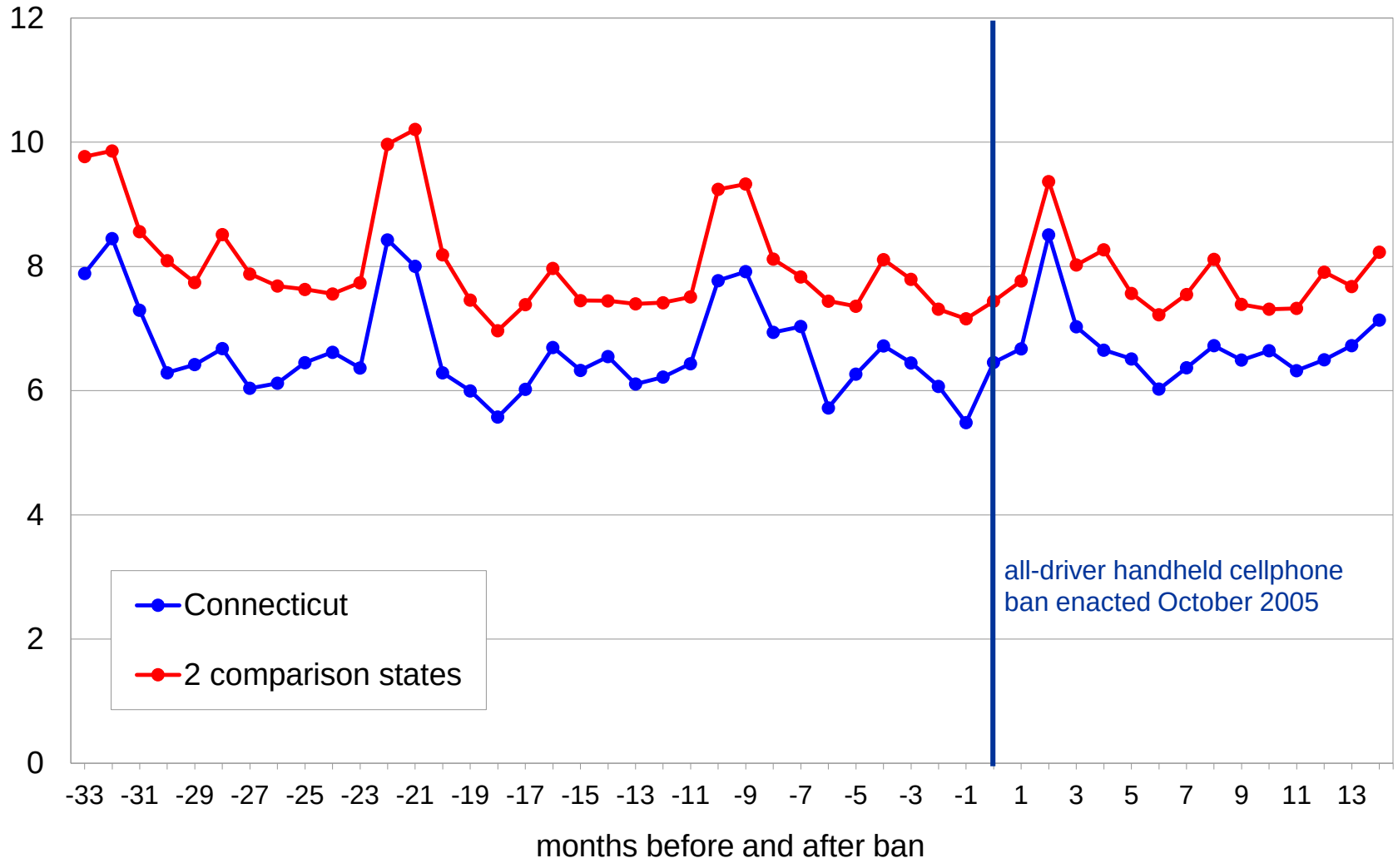
- Fatality Analysis Reporting System (FARS) is the only publicly available data set that can be analyzed by state
  - Fatal crash risk associated with phone use is unknown
  - Samples of fatal crashes small in some states, particularly when analyzed at the county and/or monthly level
- Difficult to identify appropriate control variables, especially during economic recession affecting driving exposure and crash risk
- Difficult to account for variations in cellphone laws across states and changes in laws over time
- Data on compliance with bans available in very few states

State-specific study designs can offer some advantages

- Strong design if appropriate control jurisdiction(s) included
- Opportunity to document implementation of ban and effects of bans on driver behavior
- Opportunity to evaluate effects on crashes of different severities using state police-reported crash data

Collision claim frequencies for new vehicles by month

Connecticut vs. Massachusetts and New York



www.iihs.org

Dedicated to reducing deaths, injuries, and property damage on the highway

GHSA
Governors Highway Safety Association®
The States' Voice on Highway Safety

Distracted Driving

WHAT RESEARCH SHOWS AND WHAT STATES CAN DO

This report was made possible by a grant from

State Farm

Acknowledgments

The views and recommendations in this report do not necessarily reflect those of State Farm®.

Eric Williams-Bergen,
Science Librarian, St. Lawrence University,
searched the distracted driving research.

James Hedlund,
Principal, Highway Safety North,
summarized the research.

Karen Sprattler,
Principal, Sprattler Group,
edited the report.

Susan Ferguson,
Principal, Ferguson International LLC,
and
Cheri Marti,
Former Director, Minnesota Office of Traffic Safety,
reviewed drafts.

Barbara Harsha,
Executive Director, GHSA ,
Jonathan Adkins,
Communications Director, GHSA,
and
Vicki Harper,
State Farm Public Affairs,
oversaw the report.

Creative by Tony Frye Design.

Table of Contents

pg 2 Acronyms

3 Executive summary

7 1 // Introduction

9 2 // What is distracted driving?

13 3 // How often are drivers distracted?

19 4 // How does distraction affect driver performance?

23 5 // How does distraction affect crash risk?

29 6 // Are there effective countermeasures for distracted driving?

37 7 // Conclusions and recommendations

40 References

Acronyms

AAAFTS	AAA Foundation for Traffic Safety
CTIA	CTIA – The Wireless Association
FARS	Fatality Analysis Reporting System
GES	General Estimates System
GHSA	Governors Highway Safety Association
HLDI	Highway Loss Data Institute
IIHS	Insurance Institute for Highway Safety
LTCCS	Large Truck Crash Causation Study
NHTSA	National Highway Traffic Safety Administration
MMUCC	Model Minimum Uniform Crash Criteria
NMVCCS	National Motor Vehicle Crash Causation Study
NOPUS	National Occupant Protection Use Survey
NSC	National Safety Council
TIRF	Traffic Injury Research Foundation
VTTI	Virginia Tech Transportation Institute

Executive summary

This report reviews and summarizes distracted driving research available as of January 2011 to inform states and other organizations as they consider distracted driving countermeasures. It concentrates on distractions produced by cell phones, text messaging, and other electronic devices brought into the vehicle. It also considers other distractions that drivers choose to engage in, such as eating and drinking, personal grooming, reading, and talking to passengers. It addresses distractions associated with vehicle features only briefly. They have been studied extensively by automobile manufacturers, but states have little role in addressing them.

What is distracted driving? There are four types of driver distraction:

- Visual – looking at something other than the road
- Auditory – hearing something not related to driving
- Manual – manipulating something other than the wheel
- Cognitive – thinking abut something other than driving

Distraction occurs when a driver voluntarily diverts attention to something not related to driving that uses the driver's eyes, ears, or hands.

Most distractions involve more than one of these types, with both a sensory – eyes, ears, or touch – and a mental component. For this report, distraction occurs when a driver voluntarily diverts attention to something not related to driving that uses the driver's eyes, ears, or hands.

How often are drivers distracted? Driver distraction is common in everyday driving and in crashes.

- Drivers on the road: Most drivers in surveys reported that they sometimes engaged in distracting activities. A study that observed 100 drivers continually for a full year found that drivers were distracted between one-quarter and one-half of the time.
    - Cell phone use: In recent surveys, about two-thirds of all drivers reported using a cell phone while driving; about one-third used a cell phone routinely. In observational studies during daylight hours in 2009, between 7% and 10% of all drivers were using a cell phone.
    - Texting: In recent surveys, about one-eighth of all drivers reported texting while driving. In observational studies during daylight hours in 2009, fewer than 1% of all drivers were observed to be texting.

- Drivers in crashes: At least one driver was reported to have been distracted in 15% to 30% of crashes. The proportion of distracted drivers may be greater because investigating officers may not detect or record all distractions. In many crashes it is not known whether the distractions caused or contributed to the crash.

How does distraction affect driver performance? Experimental studies show conclusively that distractions of all types affect performance on tasks related to driving. But experimental studies cannot predict what effect various distractions have on crash risk.

How does distraction affect crash risk? The limited research suggests that:

- Cell phone use increases crash risk to some extent but there is no consensus on the size of the increase.
- There is no conclusive evidence on whether hands-free cell phone use is less risky than hand-held use.
- Texting probably increases crash risk more than cell phone use.
- The effects of other distractions on crash risk cannot be estimated with any confidence.

Are there effective countermeasures for distracted driving? There are no roadway countermeasures directed specifically at distracted drivers. Many effective roadway design and operation practices to improve safety overall, such as edgeline and centerline rumble strips, can warn distracted drivers or can mitigate the consequences if they leave their travel lane.

Vehicle countermeasures to manage driver workload, warn drivers of risky situations, or monitor driver performance have the potential to improve safety for all drivers, not just drivers who may become distracted. Some systems are beginning to be implemented in new vehicles and others are still in development. Their ultimate impact on distracted driving cannot be predicted.

Countermeasures directed to the driver offer an opportunity to reduce distracted driving incidence and crashes in the next few years. They have concentrated on cell phones and texting through laws, communications campaigns, and company policies and programs. Systems to block or limit a driver's cell phone calls are developing rapidly but have not yet been evaluated.

Laws banning hand-held cell phone use reduced use by about half when they were first implemented.

In summary, the limited research on these countermeasures concludes that:

- Laws banning hand-held cell phone use reduced use by about half when they were first implemented. Hand-held cell phone use increased subsequently but the laws appear to have had some long-term effect.
- A high-visibility cell phone and texting law enforcement campaign reduced cell phone use immediately after the campaign. Longer-term effects are not yet known.
- There is no evidence that cell phone or texting bans have reduced crashes.

- Distracted driving communications campaigns and company policies and programs are widely used but have not been evaluated.

What can states do to reduce distracted driving? States should consider the following activities to address distracted driving. While each has been implemented in some states, there is no solid evidence that any is effective in reducing crashes, injuries, or fatalities.

- Enact cell phone and texting bans for novice drivers. Novices are the highest-risk drivers. A cell phone ban supports other novice driver restrictions included in state graduated licensing programs and helps parents manage their teenage drivers. As of June 2011, 30 states and the District of Columbia prohibited the use of all cell phones by novice drivers and 41 states and the District of Columbia prohibited texting by novice drivers. But there is no evidence that novice driver cell phone or texting bans are effective.
- Enact texting bans. Texting is more obviously distracting and counter to good driving practice than cell phone use. As of June 2011, 34 states and the District of Columbia had enacted texting bans for all drivers. But texting bans are difficult to enforce.
- Enforce existing cell phone and texting laws. Enforcement will increase any law's effect, while failing to enforce a law sends a message that the law is not important. But enforcing cell phone or texting laws will divert resources from other traffic law enforcement activities.
- Implement distracted driving communication programs. Cell phone and texting laws should be publicized broadly to increase their effects. Other communication and education activities can address the broader issues of avoiding distractions while driving. Thirty-seven states and the District of Columbia conducted a recent distracted driving communications campaign. But distracted driving communication programs will divert resources from other traffic safety communications activities.
- Help employers develop and implement distracted driving policies and programs. Many companies have established and implemented cell phone policies for their employees. Company policies can be a powerful influence on employees' driving. But they have not been evaluated.

Enforce existing cell phone and texting laws ... But enforcing cell phone or texting laws will divert resources from other traffic law enforcement activities.

States can and should take four steps that will help reduce distracted driving immediately and in the future.

- Continue to implement effective low-cost roadway distracted driving countermeasures such as edgeline and centerline rumble strips.
- Record distracted driving in crash reports to the extent possible, to assist in evaluating distracted driving laws and programs.
- Monitor the impact of existing hand-held cell phone bans prior to enacting new laws. States that have not already passed handheld bans should wait until more definitive research and data are available on these laws' effectiveness.
- Evaluate other distracted driving laws and programs. Evaluation will

provide the information states need on which countermeasures are effective and which are not.

What should others do to reduce distracted driving?

- Employers: Consider distracted driving policies and programs for their employees. Evaluate the effects of their distracted driving policies and programs on employee knowledge, behavior, crashes, and economic costs (injuries, lost time, etc.).
- Automobile industry: Continue to develop, test, and implement measures to manage driver workload and to warn drivers of risky situations.
- Federal government: Help states evaluate the effects of distracted driving programs. Continue tracking driver cell phone use and texting in the National Occupant Protection Use Survey (NOPUS). Work with states to improve data collection on driver distractions involved in crashes. Continue to develop and conduct national communications campaigns on distracted driving.

1 // Introduction

Distracted driving is receiving unprecedented attention. U.S. Secretary of Transportation Ray LaHood has made it a top traffic safety priority. The Department of Transportation held distracted driving summits in 2009 and 2010 and has developed a distracted driving website (distraction.gov). The National Conference of State Legislatures reports that 43 states considered 273 distracted driving bills in 2010, mostly dealing with cell phones and texting (www.ncsl.org/?TABID=13599). The Governors Highway Safety Association (GHSA) surveyed the states and found that 37 states and the District of Columbia conducted a distracted driving communications campaign recently (GHSA, 2010).

The premier traffic safety research journal, Accident Analysis & Prevention, reported in January 2011 that the top four articles downloaded recently from its website all address cell phone use.

Distracted driving also has produced a mountain of research. A search of eight major research databases conducted for this report produced over 350 scientific papers published between 2000 and 2010 on some aspect of distracted driving. The premier traffic safety research journal, *Accident Analysis & Prevention*, reported in January 2011 that the top four articles downloaded recently from its website all address cell phone use.

This report reviews and summarizes distracted driving research available as of January 2011. It recommends how this research can inform states and other organizations as they consider distracted driving countermeasures. It concentrates on the distractions that have received the most attention: driver use of cell phones, text messaging, and other electronic devices brought into the vehicle. It also considers other distractions that drivers choose to engage in, such as eating and drinking, personal grooming, reading, and talking to passengers. It addresses distractions associated with vehicle features only briefly. They have been studied extensively by automobile manufacturers, but states have little role in addressing them. Finally, it reviews the little that is known about distractions produced by external signs and displays.

References are provided to important recent research and to summaries of research on individual topics. For a comprehensive review of distracted driving, especially as it relates to vehicle features, readers should consult the book *Driver Distraction*, edited by Regan, Lee, and Young. (2009). *Distracted Driving: So What's the Big Picture?* (Robertson, 2011) provides a current overview of distracted driving causes and mitigation strategies.

2 // What is distracted driving?

Distracted driving definitions. Distracted driving immediately brings to mind cell phones and texting, and perhaps use of other electronic devices. But there are many more driving distractions: activities like eating, changing a CD, or talking to other passengers; billboards or other objects outside the car; even planning the day's work, rehashing an emotional moment from the previous night, or just daydreaming. It is useful to begin by defining what distracted driving means.

While several definitions have been proposed, a good definition is surprisingly elusive. All start by adapting a dictionary definition of distraction to driving:

> ***"Distraction occurs when a driver's attention is diverted away from driving by some other activity."***

This is too general and imprecise to be observed or measured, much less to be useful in suggesting effective countermeasures. To produce a working definition for state use and for this report, consider first what activities may distract drivers – distraction types – and where these activities originate – distraction sources.

Distraction types. There are four types of driver distraction:

- Visual – looking at something other than the road
- Auditory – hearing something not related to driving
- Manual – manipulating something other than the wheel
- Cognitive – thinking abut something other than driving

Most distractions involve more than one of these types. In particular, most distractions involve some thought – cognitive distraction – and many also involve some sensory distraction. Making a call on a hand-held phone involves all four types: holding the phone, looking at and touching the phone to dial, then listening to and thinking about the conversation.

Distraction sources. Driver distractions come from four general sources:

- Associated with the vehicle – controls, displays, driver aids such as GPS systems

- Brought into the vehicle – cell phones, computers, food, passengers, animals
- External to the vehicle – signs and displays, other roadside features or scenery
- Internal to the driver's mind – daydreaming, "lost in thought"

"Distraction is an inevitable consequence of being human ... driver distraction cannot be eliminated."

Distractions are almost too numerous to count, much less measure, or examine their effects on crashes, or consider countermeasures. Some are necessary for good driving, such as regular glances at the rear-view mirror. Some cannot be controlled or have little or no effect on crash risk. In many situations, drivers have considerable spare capacity in each dimension: drivers do not continually need to keep their eyes on the road, their hands on the wheel, and their attention firmly fixed on driving. As Regan, Young et al. observe (2009a, p. 6), "Distraction is an inevitable consequence of being human … driver distraction cannot be eliminated." The challenge is to identify and eliminate those distractions that increase crash risk substantially.

Distracted driving characteristics. Many distractions are very temporary, lasting less than a second or two: a quick glance at the roadside, an adjustment to the temperature controls. Other distractions can last for some time but can be interrupted at any moment: a conversation with a passenger can be halted in mid-sentence if a risky situation arises that requires the driver's concentration. Still others can persist for long periods: a driver conducting an emotionally-charged cell phone conversation may be oblivious to sudden changes in conditions on the road.

This transitory nature distinguishes distracted driving from other major driver behaviors that affect traffic safety. Alcohol impairment and fatigue persist for hours. Seat belts typically are used for all or none of a trip. Even speeding usually lasts for minutes, if not longer. But distractions can come and go in seconds or less. Distracted driving is not a "yes or no" characteristic of an entire trip but something that occurs many times during a trip, often in very short intervals.

Distracted driving ... is difficult to observe at the time it occurs and often almost impossible to reconstruct accurately after the fact.

Distracted driving also differs because it is difficult to observe at the time it occurs and often almost impossible to reconstruct accurately after the fact. After a crash, other important driver behaviors can be determined or estimated from hard evidence: alcohol impairment by chemical testing; fatigue by observation and interview information; speeding by crash reconstruction; even belt use by injury and belt wear patterns. But most distractions must be estimated from subjective reports from the driver or others.

Distracted driving reporting. Another way to help understand distracted driving is to examine how it is recorded. NHTSA's FARS, GES, and NMVCCS crash data systems can document an extensive list of visual, auditory, manual, and cognitive activities that may distract drivers, including using cell phones or other electronic devices, adjusting vehicle controls or radios, eating or drinking, applying cosmetics, picking up an object, distracted by other

occupants or animals in the vehicle, distracted by something outside the vehicle, or "lost in thought" or "daydreaming" (NHTSA, 2010a, p. 4-5; Ascone et al., 2009, Appendices A-C).

Distracted driving definition for this report. This report is addressed to State Highway Safety Offices and Departments of Transportation and Public Safety. It addresses distractions that are likely to affect crash risk and for which states can consider countermeasures. This helps narrow the scope. The report excludes, or mentions only in passing:

- Involuntary distractions from any source, such as animals or children in the vehicle or loud noises outside the vehicle. Countermeasures addressing these distractions are unlikely except in special circumstances, such as passenger restrictions for beginning drivers.
- Cognitive distractions such as daydreaming that are not produced by some external task. These distractions cannot be observed or measured and the only countermeasure is the standard and frequently ineffectual admonition to "pay attention while driving."

This produces a working definition for this report:

> ***"Distraction occurs when a driver voluntarily diverts attention away from driving to something not related to driving that uses the driver's eyes, ears, or hands."***

This report concentrates on distractions produced by driver use of cell phones, text messaging, and other electronic devices brought into the vehicle.

3 // How often are drivers distracted?

Three methods are used to estimate how frequently drivers are distracted: surveys, observations, and crash reports. Each has strengths and weaknesses; none provides a complete record of driver distraction.

- **Surveys:** Driver self-report surveys can estimate all the things drivers are conscious of doing, especially things that cannot be observed easily. But surveys depend on accurate recall and honest reporting. Surveys also can measure driver attitudes regarding the risks of various distractions and the acceptability of countermeasures such as cell phone laws. Well-designed, representative, and unbiased surveys of at least 1,000 drivers provide accurate information on non-controversial activities if drivers give honest answers. Surveys can estimate how often drivers do something only in broad subjective categories such as "never," "sometimes," or "frequently."
- **Observations:**
    - Direct observations from outside a vehicle can record only obvious distracting activities such as hand-held cell phone use or personal grooming, usually only in daylight hours at urban locations where vehicles are stopped or travelling slowly. Well-trained observers can record hand-held cell phone use in moderate traffic; observers using special equipment can record use at night. Observations are more difficult for vehicles with heavily-tinted windows. Observations at nationally-representative sites estimate the frequency of these distractions reasonably accurately.
    - Naturalistic studies put the observer inside the vehicle by means of a video camera that continually records driver actions. These studies can detect and measure when a driver's eyes are not on the road and when his or her hands are not on the wheel. Naturalistic studies are very expensive and consequently very small, and participants are volunteers. The only general-population naturalistic study to date followed 100 vehicles of volunteer drivers in northern Virginia for one year between January 2003 and July 2004 (VTTI, 2010; Dingus et al., 2006). Three specialized studies followed 40 teenage drivers and 203 commercial drivers,

respectively (Lee et al., 2011; Olson et al., 2009). A two-year naturalistic study of 1,950 drivers in six areas of the country began in 2010; the first data will be available in 2011 (www.trb.org/StrategicHighwayResearchProgram2SHRP2/Pages/The_SHRP_2_Naturalistic_Driving%20Study_472.aspx).

- **Crashes:** Crash reports may record driver distractions that the investigating officer believes caused or contributed to the crash (NHTSA, 2010a). Crash reports probably under-estimate distractions for two reasons. First, distraction is difficult to detect: drivers may not admit to being distracted before a crash and there may be no physical evidence of a distraction after the fact. Second, some state crash report forms do not specifically ask about driver distraction. In-depth crash investigations such as NMVCCS likely reduce but will not eliminate this under-reporting (Ascone et al., 2009).

Most drivers engaged in some distracting activities on at least some driving trips.

Surveys. The most recent overall estimates of a wide variety of distracting activities come from a 2002 NHTSA nationally-representative survey of 4,010 drivers. (Results from a fall 2010 NHTSA survey were not available in spring 2011.) Most drivers engaged in some distracting activities on at least some driving trips (Royal, 2003, p. 1):

- **81% talked to other passengers;**
- **66% changed radio stations or looked for CDs or tapes;**
- **49% ate or drank something;**
- **24% dealt with children riding in the rear seat.**

Other distracting activities were less frequent:

- **12% read a map or directions;**
- **8% engaged in personal grooming;**
- **4% read printed material.**

In 2002, only 25% of the drivers reported making cell phone calls and 26% answered calls. As the data presented below show, self-reported cell phone use has increased substantially since 2002. While no recent survey data are available on other distracting activities, they likely have not decreased in the past decade.

The more common the distracting activity, the less dangerous drivers believed it to be. The proportion of drivers who believed that activities made driving "much more dangerous" was:

- **4% - talking to other passengers;**
- **18% - changing a radio station or looking for CDs or tapes;**
- **17% - eating or drinking;**
- **40% - dealing with children in the rear seat;**
- **55% - reading a map or directions;**
- **61% - personal grooming;**
- **80% - reading printed material.**

Abut half the drivers surveyed in 2002 felt that making cell phone calls (48%) or taking calls (44%) made driving much more dangerous.

Three recent nationally-representative telephone surveys addressed the use of cell phones, texting, and other electronic devices while driving. AAAFTS (2010) surveyed 2,000 U.S. residents 16 years of age and older. IIHS (Braitman and McCartt, 2010; Farmer et al., 2010) surveyed 1,219 drivers ages 18 and older. TIRF (Vanlaar et al., 2007) surveyed 1,201 Canadian drivers.

The three surveys provide consistent estimates of drivers' self-reported cell phone use.

- **69% in the last 30 days; 34% "fairly often or regularly" (AAAFTS)**
- **65% sometimes; 40% "at least a few times per week" (IIHS)**
- **37% "in the last 7 days" (TIRF)**

CTIA reported that in June 2010 there were 292.8 million operational cell phones (or wireless connections) in the United States, more than one for each person in the United States aged 5 and above.

Across the three surveys, about two-thirds of all drivers reported they used cell phones while driving and about one-third used them regularly, substantially higher rates than were reported in the 2002 NHTSA survey. The IIHS survey found similar reported cell phone use rates for drivers aged between 18 and 60. The TIRF survey found higher reported use rates for drivers aged 16 to 34.

CTIA reported that in June 2010 there were 292.8 million operational cell phones (or wireless connections) in the United States (CTIA, 2010, #24), more than one for each person in the United States aged 5 and older (the Census Bureau estimates a total population of 308.7 million in 2010, with 93.1% aged 5 and older - www.census.gov). Almost every driver now has a cell phone available.

Drivers reported texting while driving less frequently than cell phone use.

- **24% in the last 30 days; 7% "fairly often or regularly" (AAAFTS)**
- **13% sometimes; 6% "at least a few times per week" (IIHS)**

The "last 30 days" and "sometimes" texting rates are similar to the cell phone use rates reported in NHTSA's 2002 survey.

Younger drivers reported texting while driving more frequently than older drivers. In the IIHS survey, 13% of drivers age 18-24 texted while driving daily compared to 2% of drivers aged 30-59. A survey of 1,947 teen drivers in North Carolina high schools found that 30% texted during their last driving trip (O'Brien et al., 2010). A survey of 348 drivers aged 18-30 in Kansas found that only 2% said they never texted under any circumstances while driving (Atchley et al., 2010). Overall, CTIA reported that 4.9 billion text messages were sent every day in the year June 2009 – June 2010 (CTIA, 2010, #27), or about 17 text messages daily for each cell phone connection.

The AAAFTS survey measured public support for laws restricting cell phone use or texting.

- **46% supported a total cell phone ban, hand-held and hands-free;**
- **69% supported a hand-held cell phone ban;**
- **80% supported a texting ban.**

The 46% of respondents to the AAFTS survey who supported a total cell phone ban can be compared to the 31% who reported they did not use a cell phone while driving in the past 30 days: at least 15% of the respondents supported a ban on their own actions.

In 2009, 5% of all sampled drivers were observed to be using hand-held cell phones and 0.6% were observed to be texting or otherwise manipulating hand-held devices.

Direct Observations. NHTSA observes cell phone use and texting each year as part of NOPUS, the National Occupant Protection Use Survey (NHTSA, 2010b). The survey is conducted between 7 a.m. and 6 p.m. and observes about 50,000 vehicles stopped at a representative sample of about 1,500 intersections across the country. In 2009, 5% of all sampled drivers were observed to be using hand-held cell phones and 0.6% were observed to be texting or otherwise manipulating hand-held devices. Both rates were higher in 2008, by a statistically significant amount: 6% for hand-held phone use and 1.0% for texting. A 2006 observation survey of nighttime cell phone use in Indiana, using night vision equipment, found use rates "similar to previous daytime studies" – 6% overall (Vivoda et al, 2008). Although hands-free cell phone use cannot be observed accurately, NHTSA estimated that about 9% of all drivers were using either a hand-held or hands-free phone in a typical daylight moment in 2009.

These observations are similar to the self-reported cell phone use in the IIHS survey, in which drivers estimated using cell phones about 7% of the time while driving in 2009 (Farmer et al., 2010).

Naturalistic studies. The VTTI 100-car study found that drivers engaged in some form of secondary task 54% of the time while driving (Klauer et al., 2006, p. x). It also found that drivers reduced secondary tasks in more risky driving situations, such as near intersections or in heavy traffic. Drivers were engaged in a secondary task 23% of the time in situations similar (at the same time of day, driving in a similar location) to those that produced a crash or near-crash (a situation that requires rapid evasive maneuver by the driver's vehicle, or any other vehicle, pedestrian, cyclist, or animal, to avoid a crash) (Klauer et al., 2010, p. vi).

The two commercial vehicle driver naturalistic studies together found that drivers were involved in a distracting task not related to driving 56% of the time while driving (Olson et al., 2009, p. xix, Table 2).

Crashes. NHTSA estimates that 16% of fatal crashes and 20% of injury crashes in 2009 involved at least one distracted driver (NHTSA, 2010a). Similarly, the more detailed investigations in NMVCCS found that in those crashes where the critical reason for the crash was attributed to a driver, 18% involved distraction (Ascone et al., 2009). Another study found that 29% of the passenger vehicle drivers in NMVCCS crashes and 20% of the large truck drivers in LTCCS crashes were distracted or inattentive (Craft and Preslopsky, 2010).

The 100-car study observed that in almost 80% of all crashes and 65% of near-crashes the driver was looking away from the forward roadway just before the incident.

The 100-car study observed that in almost 80% of all crashes and 65% of near-crashes the driver was looking away from the forward roadway just before the incident (Dingus et al., 2006, p. xxiii) and that secondary task distraction contributed to 22% of the crashes and near-crashes (Klauer et al., 2006, p. x; Ascone et al., 2009). The 100-car study had few crashes – 15 police-reported and 67 unreported – and most were very minor; there were 761 near-crashes (VTTI, 2010). The two commercial vehicle driver naturalistic studies found that 71% of drivers in the studies' 21 crashes and 46% of drivers in the 197 near-crashes were involved in a distracting non-driving task (Olson et al., 2009, p. xix, Table 2).

Taken together, these crash data studies conclude that drivers were distracted in 15% to 30% of crashes at all levels, minor to fatal, though the distraction may not have caused or contributed to the crash.

Summary and discussion //

Frequency of driver distraction. Driver distraction is common in everyday driving and in crashes.

- **Drivers on the road:** Most drivers in surveys reported that they sometimes engaged in distracting activities. The 100-car study's observations found that drivers engaged in a secondary task between one-quarter and one-half of the time while driving.
    - Cell phone use: In recent surveys, about two-thirds of all drivers reported using a cell phone while driving; about one-third used a cell phone routinely. In observational studies during daylight hours in 2009, between 7% and 10% of all drivers were using a cell phone.
    - Texting: In recent surveys, about one-eighth of all drivers reported texting while driving. Younger drivers reported texting more frequently than older drivers. In observational studies during daylight hours in 2009, fewer than 1% of all drivers were observed to be texting.
- **Drivers in crashes:** At least one driver was reported to have been distracted in 15% to 30% of crashes at all levels, minor to fatal. The proportion of distracted drivers may be greater because investigating officers may not detect or record all distractions. In many crashes it is not known whether the distractions caused or contributed to the crash.

At least one driver was reported to have been distracted in 15% to 30% of crashes at all levels, minor to fatal.

4 // How does distraction affect driver performance?

Measuring distraction with experiments. Distraction effects are studied in experimental settings. Experiments may be conducted in the laboratory, either in completely artificial situations or on driving simulators ranging from low-tech computer screens to high-tech full-vehicle mockups that imitate vehicle responses. Experiments also are conducted in cars on a test track or on the road. The tradeoff is between realism and control. Laboratory experiments are controlled, so they can compare distracted and undistracted drivers in identical situations, but they cannot study real-world driving behavior. On-road studies may be quite realistic but cannot control for events outside the vehicle.

Experiments measure quite accurately how distractions of various types affect reaction time and other driver performance features, but they do not measure directly how distractions affect crash risk.

The fundamental challenge with all experimental studies is that participating drivers know that they are in an experiment. They may not drive or react in the same way that they would naturally on the road.

The fundamental challenge with all experimental studies is that participating drivers know that they are in an experiment. They may not drive or react in the same way that they would naturally on the road. As McCartt et al. (2006, p. 97) observed in their review of experimental studies on cell phone effects, "The implications for real-world driving are unclear because experimental studies do not take into account how and when drivers use phones in their own vehicles and may not accurately reflect the effects of phone use on real-world driving performance." Ranney (2008, p. 6) generalized the conclusion to all distraction types: "It is virtually impossible to use experimental results to predict real-world risks associated with different secondary tasks."

Results from experimental studies. Distraction from cell phones has been studied most extensively. Caird et al. (2008) combined information from 33 high-quality studies in a meta-analysis. They concluded that cell phone conversations increase reaction time significantly and that hand-held and hands-free conversations have similar effects. Horrey and Wickens (2006) reached similar conclusions from their meta-analysis of 23 studies, as did McCartt et al. (2006) in their less formal review of 54 experimental studies

and Drews and Strayer (2009) in their overall review of the literature. Dula et al. (2010) found that emotional calls had larger effects than mundane calls. Chan and Atchley (2010) concluded that cell phones decreased performance even under monotonous driving conditions. Bellinger et al. (2009) found that cell phone conversations slowed response time while listening to music did not.

Drivers in some experimental studies attempted to compensate for cell phone distractions by slowing down or increasing their headway from the vehicle they were following (McCartt et al., 2006) while in others they did not (Caird et al., 2008). Horrey et al. (2008) found that drivers in experimental settings were not aware of how much the phone conversation affected their driving.

Text messaging has been studied less frequently than cell phone use, probably because text messaging has become common only recently. Four experimental studies found that text messaging increases the time that a driver's eyes are not on the road and also affects speed and lane-position variability (Crisler et al., 2008; Hosking et al. 2007; Hosking et al., 2009; and Owens et al., 2011). Hosking et al. (2007) also concluded that some drivers attempted to compensate by increasing their following distance while text messaging but they did not reduce their speed.

States have little role in improving or regulating distractions from features built into the vehicle to assist the driver, such as controls, displays, and navigation systems, so research on distractions from these sources was not reviewed in detail. Bayly et al. (2009) and Ranney (2008) summarize the available research. Navigation systems have been studied most extensively, with the conclusion that well-designed systems are less distracting than using paper maps.

Many other things inside a vehicle can distract, as noted in Chapter 2. They have not been studied extensively. Bayly et al. (2009) summarize several studies of the effects of radios, CD and MP3 players, iPods, DVDs, video systems, email, eating and drinking, smoking, reading and writing, and grooming. All these activities affected performance on driving-related tasks in some studies.

While the potential distracting effects of these activities are largely self-evident, there is little that states can or should do about them. Many, such as changing a radio station, eating, or drinking, are fairly common. But if done carefully, their distracting effects are minimal; states are not likely to prohibit listening to the radio or drinking coffee while driving. Both existing traffic laws and common sense already attempt to control truly blatant distracting activities such as watching a television program while driving.

A few studies have evaluated the distracting effects of fixed or variable message signs and billboards. Horberry and Edquist's summary (2009) concluded that, while billboards and signs can distract some drivers in some

circumstances, there is not enough research evidence to form any guidelines or standards "about how much distraction from outside the vehicle is safe." Smiley et al. (2005) reached similar conclusions from their comprehensive assessment of the impact of signs in Toronto. They also concluded that, for the signs studied, the overall impacts on traffic safety are likely to be small. Three recent simulator studies show that billboards and signs can distract drivers in some circumstances (Bendak and Al-Saleh, 2010; Edquist et al., 2011; and Young et al., 2009).

Cognitive distractions by themselves – thinking about something other than driving, without any manual or visual distraction – can affect driving performance. Two recent studies reinforce the conclusion that distractions affect the mind, not just the eyes, ears, or hands (Harbluk et al., 2007; Liang and Lee, 2010).

Experimental studies show conclusively that distractions of all types affect performance on driving-related tasks. But these experimental results cannot predict what effect various distractions have on crash risk.

Summary and discussion //

Distraction effects on driver performance. Experimental studies show conclusively that distractions of all types affect performance on driving-related tasks. But these experimental results cannot predict what effect various distractions have on crash risk, for two reasons. First, drivers even in the best experiments may not perform in the same way that they would in real-world driving. Second, there is no way to predict how a change in some driver performance measure, such as reaction time, affects crash risk. The experimental studies suggest that distractions may increase crash risk, but studies of real-world driving and crashes are the only way to discover if they really do.

5 // How does distraction affect crash risk?

To determine how distractions affect crash risk, crash data analyses must study a population of drivers and estimate crash rates while distracted and while not distracted. As discussed in Chapter 3, it is difficult to get accurate data on how frequently drivers on the road or in crashes are distracted in various ways.

Naturalistic studies can provide accurate data on distractions on the road and in crashes. The naturalistic studies conducted to date are small because they are expensive. The 100-car study contains about 2 million vehicle miles of driving but only 15 police-reported and 67 unreported crashes, most of which were very minor (VTTI, 2010). The two commercial vehicle driver naturalistic studies had only 21 crashes (Olson et al., 2009). Naturalistic studies also use volunteer drivers, who may not accurately represent all drivers.

Crash data studies. The best crash data studies directly compare crash rates of drivers who are distracted in some way with crash rates of similar drivers in similar conditions who are not distracted. Cell phone use and texting are the only distractions that have been studied using crash data in this way. The role of other distractions as contributing or causal factors sometimes can be recorded or estimated after the fact, but without data on how frequently these distractions occur in crash-free driving it is not possible to say whether they affect crash risk.

Cell phones should be easy to study because cell phone companies record each call down to the second, so that it should be possible to determine quite accurately when a driver is and is not using a phone. Unfortunately, cell phone records have not been available for research purposes in the United States (McCartt et al., 2006). Two studies, in Toronto, Canada (Redelmeier and Tibshirani, 1997) and in Perth, Australia (McEvoy et al., 2005), were able to review cell phone records directly linked to drivers involved in crashes. Both studies compared a driver's cell phone use in the 10 minutes before a crash with the same driver's cell phone use while driving at the same time of day during the week before the crash (a case-crossover design). They used the 10 minute interval because the time when a crash occurred may not be recorded as precisely as the times

Both studies found that crash risk was about four times greater when using a cell phone.

when cell phone calls were made. Both studies found that crash risk was about four times greater when using a cell phone. Hands-free phones did not appear to be any safer than hand-held phones.

In the only other study to use phone records directly linked to driving, Young and Schreiner (2009) studied vehicles with OnStar equipment that included a hands-free phone. OnStar call centers record and store all hands-free calls and all airbag deployments. Airbag deployments per driver-minute were lower during hands-free call periods than during call-free periods. Young and Schreiner concluded that "for personal conversations using a hands-free embedded device the risk of an airbag crash is somewhere in a range from a moderately lower risk to a risk near that of driving without a recent personal conversation. … These results are not consistent with the large increase in crash risk reported in epidemiological studies using the case-crossover method [referring to the Redelmeier and McEvoy studies summarized above]".

A review of the Young and Schreiner study (Braver et al., 2009) noted several flaws that call these conclusions into question: driving with and without calls may have occurred under different conditions with differing crash risks; driver use of cell phones other than OnStar was not known; and driving time during no-call periods was only estimated from fleet-level data and not measured directly.

Two other studies (Violanti & Marshall, 1996; Laberge-Nadeau et al., 2003) combined cell phone records, crash records, and survey responses from drivers in New York and Quebéc, respectively. They did not have data to link cell phone use directly to crashes but instead compared overall crash rates of cell phone users and non-users. Both studies concluded that crash risks were higher for cell phone users than for non-users.

These crash data studies point out how difficult it is to reach definitive conclusions about the effect of cell phone use on crash risk. Braver et al. raise the key point regarding the Young and Schreiner study: driving with and without calls may occur under conditions with different crash risks. The Redelmeier and McEvoy studies present a similar issue. A crash-involved driver may have faced different crash risks while driving at the same time of day the week before the crash.

Naturalistic studies. The only evidence on the general-population crash risk produced by secondary task distractions other than cell phones and texting comes from two analyses of the 100-car study data (Klauer et al., 2006; Klauer et al., 2010). Both studies classified secondary tasks as simple (requiring at most one glance away from the forward roadway and/or at most one button press), moderate (at most two glances and/or two button presses, including talking on or listening to a cell phone), or complex (multiple glances and/or button presses, including dialing a cell phone). The two studies used different control groups with which to compare drivers involved in crashes

and near-crashes. The 2006 study used randomly chosen drivers and driving situations in a case-control study design. The 2010 study used the same drivers involved in crashes or near-crashes in previous driving at the same time of day in a similar location in a case-crossover design. Both studies found that complex secondary tasks increased the risk of crashes and near-crashes substantially: twice as high in the case-crossover study (odds ratio 2.1) and three times as high in the case-control (3.1). Moderate secondary tasks also increased risk: odds ratios of 1.3 and 2.1, respectively. Simple secondary tasks did not affect risk: odds ratios of 0.8 and 1.2, neither of which was significantly different from 1 (Klauer et al., 2010, p. iv).

Analyses of the two commercial vehicle naturalistic studies used the same classification of secondary tasks into simple, moderate, and complex. Using a case-control study design, they found that complex secondary tasks increased the risk of safety-critical events substantially, with odds ratios ranging from 4.0 for reading a book or newspaper to 23.2 for texting (the effects on crashes were not analyzed because there were only 21 in the combined data). Some moderate tasks increased risk, for example using or reaching for a 2-way radio (odds ratio 6.7) and personal grooming (4.5) while others did not, for example talking on a CB radio (0.6) and looking at something outside the vehicle (0.5). Dialing a cell phone increased risk (odds ratio 5.9) while talking on or listening to a hand-held cell phone had no effect (1.0) and talking or listening to a hands-free phone reduced risk (0.4) (Olson et al., 2009, p. xxi, Table 3).

Elvik (2011) conducted a meta-analysis of 12 crash data and naturalistic studies of cell phone effects on crash risk. He concluded that studies that do not have precise information on cell phone use at the time of a crash "are almost worthless as far as estimating the risk associated with using mobile phones" and even the best studies may not control adequately for other factors that may influence the results. From the best studies – those discussed above – he concluded that crash risk is about three times greater when using a cell phone.

Aggregate data studies. Several recent studies take a broad look at cell phone or text messaging influences on crashes overall, using aggregate data rather than cell phone and crash data from individual drivers. The challenge of these studies is to isolate the effects of cell phones or texting from the many other factors that affect crashes and crash rates.

Farmer et al. (2010) combined the fourfold increase in crash risk while using a cell phone from the McEvoy et al. and Redelmeier and Tibshirani studies with the 7% cell phone use rate while driving obtained in a telephone survey to conclude that cell phone use caused 1.3 million crashes in 2008, or about 22% of all crashes, 19% of all fatal crashes, and 23% of all injury crashes. The National Safety Council (NSC) (2010a, 2010b) used similar methods to produce a similar estimate: 25% of all crashes are caused by cell phones.

Flanagan and Sayer (2010) critiqued the National Safety Council's study. They noted that NHTSA (2010a) estimates that 18-22% of all crashes are associated with (but not necessarily caused by) all forms of distraction while NSC estimates that 25% are caused by cell phone use alone. Using different values than NSC for the risk of cell phone use, the frequency of use while driving, the presence of multiple causes for many crashes, and the extent to which drivers reduce their cell phone use in more risky driving situations, Flanagan and Sayer concluded that cell phones may be associated with 3% to 4% of crashes.

Wilson and Stimpson (2010) compared trends in distracted driving fatalities recorded in FARS with trends in cell phone subscriptions and text message volume. They observed that distracted driving fatalities and text messaging both increased substantially from 2005 to 2008. Their multivariate regression analysis estimated that increased texting since 2001 produced over 16,000 additional traffic fatalities.

Fowles et al. (2010) studied the effects of cell phones on fatality rates from a "classical econometric" and quite technical point of view. They considered the effects of broad social and economic variables such as beer consumption, proportion of young males, seat belt laws, and the number of cell phone subscribers on annual fatality rates from 1980 to 2004. They concluded that fatality rates increased as cell phones first began to be used, then decreased as cell phone use rose, and finally increased again more recently. They attributed the positive effect of cell phones in the middle period to their use to call for emergency assistance at a crash. Now that cell phones are almost universal, their negative effects in distracting drivers overcome these positive effects. "The bottom line is that cell phones now have an adverse effect on motor vehicle fatality rates."

Collision insurance claim study. As part of a study of the effect of cell phone laws on insurance claim frequencies, HLDI (2009) tracked collision claim frequencies for several states in the period 2000-2009 (different years for different states). During this period of rapid growth in cell phone use in the general population and by drivers, collision claim rates either were flat or decreased slightly, both in states with and without cell phone laws. Collision claims differ from crashes: some crashes may not produce a collision claim because the damage was slight or because a vehicle was not insured, and minor events that produce collision claims may not be reported to the police as crashes. So collision claim rates may differ from crash rates.

Drivers frequently are distracted, perhaps as much as half the time while driving.

Summary and discussion //

Distraction effects on crash risk. What does this all mean? A few things are certain, while others are more a matter of opinion.

What's certain:

- Distractions affect driving performance.
- Drivers frequently are distracted, perhaps as much as half the time while driving.

Distractions are estimated to be associated with 15% to 25% of crashes

- Drivers adapt to some extent: they pay more attention to driving and reduce their distracting activities (such as using cell phones) in more risky driving situations. The 100-car data provides some documentation: secondary task frequency was 54% in random situations but 23% in situations similar to those that produced a crash or near-crash.
- Distractions are estimated to be associated with 15% to 25% of crashes at all levels from minor property damage to fatal injury. The true role of distractions in crashes may be greater because some distractions may not be reported accurately.
- Distractions cause some unknown number of individual crashes: many officers who regularly write crash reports can cite specific examples.

What's far from certain is how much various distractions affect crash risk. While the crash risk varies for different driving situations, the first question to ask is how a specific distraction affects overall crash risk.

The cell phone studies provide the best evidence. The studies estimate that cell phone use increases crash risk by:

- About 4 times, in the two classic studies that used cell phone records (Redelmeier and Tibshirani, 1997; McEvoy et al., 2005);
- About 3 times, in a meta-analysis of all crash data and naturalistic studies (Elvik, 2011);
- 2 to 3 times, for crashes and near-crashes in the 100-car study, using random controls (Klauer et al., 2006);
- 1.3 to 2.1 times, for crashes and near-crashes in the 100-car study, using drivers in similar situations as controls (Klauer et al., 2010);
- Not enough to be detected, for collision claims (HLDI, 2009).

The truth probably lies somewhere in this range. Cell phone use cannot increase crash risk by a factor of four in all situations: if it did, then cell phones would have caused about one-quarter of all crashes (Farmer at al., 2010; NSC, 2010a and 2010b), while all forms of distraction are estimated to be involved in 15% to 25% of crashes. But cell phone use – certainly hand-held, and perhaps also hands-free – does increase crash risk in some situations for some drivers. The only definite conclusion is that hand-held cell phone use increases crash risk to some extent.

There is no conclusive evidence on whether hands-free cell phone use is less risky than hand-held use. The 100-car study analyses found that complex tasks such as dialing a cell phone were more risky than simpler tasks such as talking on a phone (Klauer et al., 2006 and 2010). Analyses of the two commercial vehicle naturalistic studies found that dialing a cell phone increased the risk of safety-critical events, talking on or listening to a hand-held cell phone had no effect, and using a hands-free phone reduced the risk (Olson et al., 2009). Dialing a cell phone requires only a few seconds and involves both eyes and hands while a cell phone conversation may last

Texting probably increases crash risk more than cell phone use because texting requires both visual and manual distraction for a longer period of time than dialing a cell phone.

for many minutes and either involves one hand or is hands-free. The 100-car results imply that dialing a cell phone increases crash risk more for a short time while a cell phone conversation increases crash risk less for a longer time. The commercial vehicle studies suggest that cell phone effects on crash risk are produced by looking at or holding the phone, not by talking or listening. But the crash studies found no difference between crash risks for hand-held and hands-free phones (Redelmeier and Tibshirani, McEvoy).

Texting probably increases crash risk more than cell phone use because texting requires both visual and manual distraction for a longer period of time than dialing a cell phone. The only data on the risk of texting come from analyses of the two commercial vehicle naturalistic studies. They found that texting increased the risk of safety-critical events substantially, with an odds ratio of 23.2 (Olson et al., 2009; no texting was observed in 100-car study because data were collected in 2003 and 2004, before texting became common). These results are based on a small sample of 31 safety-critical events involving texting by commercial vehicle drivers, so the results may not be accurate and may not apply to passenger vehicle drivers.

No other distraction has even this much evidence for its effect on crash risk.

6 // Are there effective countermeasures for distracted driving?

Distracted driving countermeasures attempt to do one of three things:

- Eliminate the distraction, for example by prohibiting or preventing cell phone use or convincing drivers not to use cell phones;
- Reduce the driver's attention needed for a distracting task, for example by requiring or convincing drivers to use hands-free instead of hand-held cell phones;
- Warn distracted drivers of an impending risky situation, for example by a lane departure warning in the vehicle or a rumble strip in the roadway.

Distracted driving countermeasures can address the driving environment (the roadway and other things outside the vehicle), the vehicle, the driver, or some combination of these.

Roadway environment countermeasures. Many things outside the vehicle – people, animals, scenery, buildings, objects, signs, other road users, and the like – can attract a driver's eyes and attention. Regulations or standards for road signs and commercial signs provide a potential opportunity to eliminate or reduce distraction. But, as discussed in Chapter 4, there is not enough research evidence on how much distraction from a sign is safe. Distracted driving considerations do not suggest any changes to the guidelines or standards for road and commercial roadside signage in place in most jurisdictions.

Some types of rumble strips are an effective and widely-used strategy to warn drivers as they are leaving their travel lane.

Several roadway countermeasures are directed at drivers who are fatigued, impaired, or inattentive in addition to those who are distracted. For example, some types of rumble strips are an effective and widely-used strategy to warn drivers as they are leaving their travel lane. Persaud et al. (2004) studied centerline rumble strips on rural two-lane roads in seven states and concluded that they reduced all injury crashes by 14% and frontal and sideswipe crashes by 25%. In a British Columbia study, Sayed et al. (2010) found that roads with both edgeline and centerline rumble strips reduced off-road and head-on crashes a combined 21%. For other effective roadway strategies, such as shoulder width and design, see the AASHTO guides #4, for head-on collisions, and #6, for run-off-road collisions (NCHRP, 2003a and 2003b).

Vehicle countermeasures. Measures to reduce the distracting effects that the vehicle imposes on driving, for example by managing the way vehicle-based information is presented to the driver, or to warn the driver of risky situations through forward collision or lane departure alerts, have been studied extensively. This report does not review these measures because states have little role in improving or regulating them. See Donmetz et al. (2009), Engström and Victor (2009), Regan, Victor et al. (2009), Smith et al. (2009), and Zhang et al. (2009) for summaries.

Driver countermeasures. States can attempt to reduce driver distraction by laws prohibiting certain distracting activities, with appropriate publicity and enforcement, or by communications persuading drivers to reduce or eliminate these activities. Both strategies have been debated and used extensively in recent years, especially for the distractions produced by cell phone use and texting.

General distracted driving laws. All states have provisions in their traffic laws requiring drivers to be competent and in control of their vehicles. These may be applicable to distracted driving: for example, some blatant forms of distraction may be considered reckless driving. Many states also prohibit specific distracting activities such as watching television while driving, which was illegal in 38 states as of 2005 (Kelderman, 2005). At least four states – Connecticut, Maine, New Hampshire, and Oklahoma – and the District of Columbia now have laws specifically directed at distracted driving (AAA, 2010). For example, Maine's 2009 law (Sec. 1. 29-A MRSA §2117) prohibits "operation of a motor vehicle while distracted" which in turn is defined as "an activity that is not necessary to the operation of the vehicle and that actually impairs, or would reasonably be expected to impair, the ability of the person to safety operate the vehicle." None of these distracted driving laws has been evaluated (Regan, Young et al., 2009b).

As of June 2011, 9 states and the District of Columbia prohibited talking on a hand-held cell phone while driving, 30 states and the District of Columbia prohibited the use of all cell phones by novice drivers, 34 states and the District of Columbia prohibited texting while driving, and 7 additional states prohibited texting by novice drivers.

Cell phone and texting laws. As of June 2011, 9 states and the District of Columbia prohibited talking on a hand-held cell phone while driving, 30 states and the District of Columbia prohibited the use of all cell phones by novice drivers (states use different definitions of novice driver), 34 states and the District of Columbia prohibited texting while driving, and 7 additional states prohibited texting by novice drivers (GHSA, 2011a).

McCartt et al. (2010) summarized several studies of the immediate and long-term effects of hand-held cell phone laws on cell phone use in New York, the District of Columbia, and Connecticut. All studies used roadside observers to record cell phone use. In each jurisdiction, cell phone use decreased substantially immediately after the laws became effective: by 47% in New York, 41% in the District of Columbia, and 76% in Connecticut. Use then increased, by different amounts in the three jurisdictions, but remained lower than might have been expected based on the experience of other nearby states without the laws. None of the jurisdictions enforced its law vigorously. The observers could not determine accurately whether drivers were using

hands-free cell phones so could not measure combined hand-held and hands-free cell phone use.

Foss et al. (2009) studied the effects of North Carolina's 2006 law banning all cell phone use by drivers younger than 18. Cell phone use by teenage drivers at high schools did not change from one to two months before the law to five months after the law. Two-thirds of teenagers interviewed post-law were aware of the law but fewer than one-quarter believed that the law was being enforced. About half of those who had driven on the day before the interview used their cell phones while driving.

Braitman and McCartt (2010) included questions on cell phone laws in their telephone survey of driver cell phone use. By comparing responses from states with and without laws, they concluded that "laws banning hand-held phone use seem to discourage some drivers from talking on any type of phone and motivate some drivers to talk hands-free. Laws banning texting while driving have little effect on the reported frequency of texting while driving in any age group."

Three studies have attempted to estimate the effects of hand-held cell phone laws on crashes. As discussed in Chapter 5, HLDI (2009) used data from insurance collision claims. They examined whether collision claims dropped when states implemented cell phone laws compared to claims in adjoining states without cell phone laws. HLDI found that cell phone laws had no effect on collision claims: claim rates either were flat or decreased slightly, both in states with and without cell phone laws.

Nikolaev at al. (2010) used county-level fatal and injury crash rates per licensed driver from 1997 to 2007 to study the effects of New York's 2001 hand-held cell phone law. After the law, injury crash rates were lower in all 62 New York counties and significantly lower in 46; fatal crash rates were lower in 46 counties and significantly lower in 10. The analysis did not control for other influences on crash rates over this time period, and both fatal and injury crash rates were decreasing in the pre-law period.

Kolko (2009) studied cell phone law effects using FARS data from 1997 to 2005. Cell phone laws during this period were in effect for more than 4 years in New York, 18 months in New Jersey and the District of Columbia, and 2 months in Connecticut. This limited experience suggested that the laws reduced traffic fatalities, but only in bad weather or wet road conditions, and the laws had no statistically significant effect on overall traffic fatalities.

In the only study of texting bans, HLDI (2010) studied their effect on collision claims using the same methods as their 2009 study of cell phone laws. They concluded that texting bans did not reduce collision claims. In fact, there appears to have been a small increase in claims in the states enacting texting bans compared to neighboring states. HLDI suggested two possible reasons for the increase. Texters may realize that texting bans are difficult to enforce,

so they may have little incentive to reduce texting for fear of being detected and fined. Alternatively, texters may have responded to the ban by hiding their phones from view, potentially increasing their distracting effects by requiring longer glances away from the road.

After the texting ban become effective in one of the states studied by HLDI, crashes decreased at the same time that collision claims increased (Marti, 2011).

Distracted driving law enforcement. Only one study has evaluated the effect of law enforcement directed specifically at distracted driving laws. Hartford, Connecticut, and Syracuse, New York, participated in a NHTSA demonstration program of cell phone and texting law enforcement. Three waves of high-visibility enforcement and publicity activities were conducted in 2010 and a fourth was conducted in spring 2011. Immediately after the second wave, observed cell phone use dropped 56% in Hartford and 38% in Syracuse; observed texting while driving dropped 68% in Hartford and 42% in Syracuse (Cosgrove et al., 2010). Experience with similar short-term high-visibility enforcement campaigns directed at impaired driving and seat belt use suggests that the effects often diminish over time unless the campaign is repeated periodically. Results from the full study are scheduled to be released in July 2011.

All 27 European Union member states except Sweden ban hand-held cell phone use.

Cell phone laws and enforcement in other countries. Janitzek et al. (2010) report on laws, enforcement, and behavior regarding cell phones and other portable electronic devices in Europe. All 27 European Union member states except Sweden ban hand-held cell phone use, as do Iceland and Switzerland. Enforcement strategies and levels vary. About half the European countries target cell phones in special enforcement activities such as one-day campaigns or special motorbike enforcement units. The number of citations issued for cell phone law violations varies considerably, but in some countries "they outnumbered in recent years some other traditional offences such as non use of seat belts or impaired driving" (ibid, p. 62).

Drivers in Italy, Poland, Spain, Sweden, and the United Kingdom were surveyed on their use of cell phones and other electronic devices while driving. About 25% to 45% of the drivers in the first four countries reported they used a hand-held or hands-free phone at least "sometimes" and about 10% used one "often" – use rates generally lower than those reported in the United States (Chapter 3). Seventy percent of United Kingdom drivers reported never using their phones while driving, and of those who do, 40% said they always used a hands-free phone (ibid, p. 81).

Australia and seven Canadian provinces also ban hand-held cell phone use and Japan bans all cell phone use while driving (ibid, Sec. 4.3). Harbluk et al. (2010) document Canadian distracted driving laws as of spring 2010. WHO (2011) provides a broad overview of how various countries are addressing cell phone use when driving.

Several manufacturers provide systems that attempt to block or filter a driver's cell phone while the vehicle is in motion.

Technology. Several manufacturers provide systems that attempt to block or filter a driver's cell phone while the vehicle is in motion. Some consist of software applications ("apps") loaded onto the cell phone. They are triggered when the phone's motion exceeds some threshold, so they work only on GPS-equipped "smartphones." Other systems are integrated into the vehicle and affect all cell phones in the vehicle through a small transmitter.

Different systems have different features to block or allow calls. Blocked incoming calls can be stored as voice or text messages; auto-reply responses can be sent. All systems allow emergency calls to 911. Some allow calls to a few other numbers set in advance. Some block all incoming calls, texts, and emails. Some allow calls when the vehicle is briefly stopped at a red light; others block calls for several minutes after stopping. Some allow geographic areas to be specified within which all calls are blocked. Some allow the user to allow or block calls from specified phone numbers. Each system has a different strategy for addressing the "passenger problem" – whether and how to allow calls by someone in motion who is not a driver, such as a passenger in a car or a rider on a bus or train.

This technology is developing very rapidly. Pogue (2010) provides a recent overview. The University of Michigan's Transportation Research Institute (UMTRI) is conducting a study in 2011 to evaluate these systems (GHSA, 2011b).

Distracted driving communications and education. Most states conduct distracted driving education and communication activities (GHSA, 2010).

- For beginning drivers: Twenty-three states have created special materials on distraction for teen drivers. Information on distracted driving is a required component of driver education in 18 states and the District of Columbia. There are distracted driving questions on the driver's license test in 17 states and the District of Columbia. Thirty-two states and the District of Columbia have distinct sections on distracted driving in their driver license manuals.
- For others: Thirty-seven states and the District of Columbia conducted a recent public communication or education campaign on distracted driving. Eight states provided training or technical assistance to the judiciary on distracted driving.

None of these communication and education activities has been evaluated to see whether they increased drivers' knowledge, changed their behavior, or reduced crashes.

U.S. Secretary of Transportation Ray LaHood has made distracted driving a top safety priority. The Department of Transportation has produced a variety of communication and education materials (see distraction.gov). Many other persons and organizations have publicized distracted driving or conducted specifically targeted campaigns, including Oprah Winfrey's *No Phone Zone* (www.oprah.com/packages/no-phone-zone.html), FocusDriven and the National Safety Council's *On the Road, Off the Phone* (www.focusdriven.org),

Many companies around the world have established and implemented policies for their employees regarding cell phone use.

and the American Academy of Orthopaedic Surgeons' *Decide to Drive* (www.decidetodrive.org). Some physicians are including distracted driving in their discussions with patients (Ship, 2010). While these activities undoubtedly have reached many drivers, their effects on driver knowledge, driver behavior, or crashes have not been evaluated.

Company policies and programs. Many companies around the world have established and implemented policies for their employees regarding cell phone use and other distractions (Regan, Young et al., 2009b). Speakers at the 2010 Department of Transportation Distracted Driving Summit provided examples (distraction.gov). The Network of Employers for Traffic Safety (NETS) reports that, of the 4,690 public and private organizations that downloaded the 2010 NETS Drive Safety at Work Week campaign materials, 3,067 have a cell phone policy in place, with 1,152 banning the use of all cell phones and another 1,915 prohibiting hand-held cell phones. Another 1,062 organizations plan to implement a policy in 2011 (trafficsafety.org).

Thirty-five states have worked with other state agencies and private employers to address distracted driving. Sixteen states and the District of Columbia have partnered with other state agencies or private companies to develop distracted driving policies (GHSA, 2010). Company policies can be a powerful influence on their employees' driving because companies can monitor their drivers' behavior and enforce their policies. However, no information on the effects of these policies is available.

Summary and discussion //

Distracted driving countermeasures. There are no roadway countermeasures directed specifically at distracted drivers. Many effective roadway design and operation practices that improve traffic safety in general, such as edgeline and centerline rumble strips, can warn distracted drivers or can mitigate the consequences if they leave their travel lane.

Vehicle countermeasures to manage driver workload, warn drivers of risky situations, or monitor driver performance have the potential to improve safety for all drivers, not just drivers who may become distracted. These are key focus areas of research by vehicle manufacturers and NHTSA (distraction.gov). While some systems are beginning to be implemented in new vehicles, others are still in development. Their ultimate impact on distracted driving cannot be predicted.

Countermeasures directed to the driver offer an opportunity to reduce distracted driving incidence and crashes in the next few years. They have concentrated on cell phones and texting through laws, communications campaigns, and company policies and programs. Technological systems to block or limit a driver's cell phone calls are developing rapidly but have not yet been evaluated.

The limited research suggests that hand-held cell phone laws covering all drivers reduced cell phone use by about half when they were implemented, even though they were not vigorously enforced. Cell phone use then increased subsequently, but the laws appear to have had some long-term effect. The one study of high-visibility and heavily-publicized cell phone law enforcement suggests that it can reduce cell phone use at least temporarily.

There is no evidence that cell phone or texting laws have reduced crashes.

There is no evidence that cell phone or texting laws have reduced crashes. Two studies found no effects of these laws on collision insurance claims. The only study of a complete cell phone and texting ban for beginning drivers, who use text messages and cell phones more frequently than older drivers, found no effect on their texting.

Publicity and campaigns directed at cell phone use and texting while driving undoubtedly have reached many drivers but their effects have not been evaluated. Many companies have cell phone use policies and programs but these also have not been evaluated.

7 // Conclusions and recommendations

Distracted driving research thoroughly documents the frequency of distractions on the road and the effects of distraction in experimental settings. But there is little evidence on the two most important issues: the effect of distractions on crash risk (Chapter 5) and the effects of countermeasures on reducing distracted driving (Chapter 6). Research on cell phone use and texting, the distractions that have received the most attention, concludes that:

- Cell phone use increases crash risk to some extent but there is no consensus on the size of the increase.
- There is no conclusive evidence on whether hands-free cell phone use is less risky than hand-held use.
- The influence of texting on crash risk in passenger vehicles has not been studied.
- Laws banning hand-held cell phone use reduced use by about half when they were first implemented. Hand-held cell phone use increased subsequently but the laws appear to have had some long-term effect.
- A high-visibility cell phone and texting law enforcement campaign reduced cell phone use immediately after the campaign. Longer-term effects are not yet known.
- There is no evidence that cell phone or texting bans have reduced crashes.
- Distracted driving communications campaigns and company policies and programs have not been evaluated.

Distraction while driving cannot be eliminated; rather, it's part of who we are, as humans and as drivers. The actions outlined below may help manage it.

States should consider the following activities to address distracted driving. While each has been implemented in some states, there is no solid evidence that any is effective in reducing crashes, injuries, or fatalities.

- **Enact cell phone and texting bans for novice drivers**.
    - **Pro:** Novices are the highest-risk drivers. Their attention should be focused on driving, not on cell phone conversations or other distractions. A ban reinforces this

message and supports other novice driver restrictions included in state graduated licensing programs and helps parents manage their teenage drivers. As of June 2011, 30 states and the District of Columbia prohibited the use of all cell phones by novice drivers and 41 states and the District of Columbia prohibited texting by novice drivers (states use different definitions of novice driver).
    - **Con:** There is no evidence that novice driver cell phone or texting bans are effective.

- **Enact texting bans.**
    - **Pro:** Texting is more obviously distracting and counter to good driving practice than cell phone use. As of June 2011, 34 states and the District of Columbia had enacted texting bans for all drivers.
    - **Con:** Texting laws are difficult to enforce.

- **Enact hand-held cell phone laws.**
    - **Pro:** Hand-held cell phone use increases crash risk, probably more than hands-free. Laws reduce but will not eliminate hand-held cell phone use. Laws send a message that hand-held cell phone use while driving is unacceptable.
    - **Con:** Hand-held cell phone laws often are ignored. Hand-held cell phone laws send a message that hands-free cell phone use while driving is safe, which it may not be.

- **Enforce hand-held cell phone and texting laws.**
    - **Pro:** Enforcement will increase any law's effect. Enforcement can be targeted to specific high-risk locations or can be conducted in short high-visibility campaigns similar to those that have increased belt use and reduced impaired driving. Failing to enforce a law sends a message that the law is not important.
    - **Con:** Enforcing cell phone or texting laws will divert resources from other traffic law enforcement activities.

- **Implement distracted driving communication programs.**
    - **Pro:** Cell phone and texting laws should be publicized broadly to increase their effects. Other communication and education activities can address the broader issues of avoiding distractions while driving. Thirty-seven states and the District of Columbia conducted a recent distracted driving communications campaign.
    - **Con:** Distracted driving communication programs have not been evaluated. They will divert resources from other traffic safety communications activities.

- **Help employers develop and implement distracted driving policies and programs.**
    - **Pro:** Many companies have established and implemented cell phone policies for their employees. Company policies can be a powerful influence on employees' driving.
    - **Con:** Employer distracted driving programs have not been evaluated.

States can and should take three steps that will help reduce distracted driving immediately and in the future.

- Continue to implement effective low-cost roadway distracted driving countermeasures such as edgeline and centerline rumble strips.
- Record distracted driving in crash reports to the extent possible, to assist in evaluating distracted driving laws and programs. The 4th Edition Model Minimum Uniform Crash Criteria (MMUCC) guidelines for state crash data systems, to be published in 2012, will address distracted driver coding (www.mmucc.us).
- Evaluate distracted driving laws and programs. Evaluation will provide the information states need on which countermeasures are effective and which are not.

Distracted driving is an important priority for employers, the automobile industry, and the federal government as well as for states. Key activities for each include:

Employers.

- Consider distracted driving policies and programs for their employees.
- Evaluate the effects of their distracted driving policies and programs on employee knowledge, behavior, crashes, and economic costs (injuries, lost time, etc.).

Automobile industry.

- Continue to develop, test, and implement measures to manage driver workload and to warn drivers of risky situations. These activities ultimately should lead to vehicles that work with drivers to prevent crashes.

Federal government.

- Help states evaluate the effects of distracted driving programs, especially cell phone and texting laws, enforcement campaigns, and communications.
- Continue tracking driver cell phone use and texting in NOPUS.
- Work with states to improve data collection on driver distractions involved in crashes. In particular, use the 4th Edition of MMUCC to improve how distraction is coded in crash reports.
- Continue to develop and conduct national communications campaigns on distracted driving.

References

AAAFTS (2010). *2010 Traffic Safety Culture Index.* Washington, DC: AAA Foundation for Traffic Safety.

Ascone, D., Lindsey, T., & Varghese, C. (2009). *An Examination of Driver Distraction as Recorded in NHTSA Databases.* DOT HS 811 216. Washington, DC: National Highway Traffic Safety Administration.

Atchley, P., Atwood, S., & Boulton, A. (2011). The choice to text and drive in younger drivers: Behavior may shape attitude. Accident Analysis & Prevention 43(1), 134-142.

Bayly, M., Young, K.L., & Regan, M.A. (2009). Sources of distraction inside the vehicle and their effects on driving performance. In *Driver Distraction: Theory, Effects, and Mitigation,* M.A. Regan, J.D. Lee, & K.L. Young eds., Boca Raton, FL: CRC Press.

Bellinger, D.B., Budde, B.M., Machida, M., Richardson, G.B., & Berg, W.P. (2009). The effect of cellular telephone conversation and music listening on response time in braking. Transportation Research Part F: Traffic Psychology and Behaviour 12(6), 441-451.

Bendak, S. & Al-Saleh, K. (2010). The role of roadside advertising signs in distracting drivers. International Journal of Industrial Ergonomics 40(3), 233-236.

Braitman, K.A. and McCartt, A.T. (2010). National reported patterns of driver cell phone use in the United States. Traffic Injury Prevention 11 (6), p. 543-548.

Braver, E. R., Lund, A. K., & McCartt, A. T. (2009). *Hands-free Embedded Cell Phones and Airbag-deployment Crash Rates.* Arlington, VA: Insurance Institute for Highway Safety.

Caird, J.K., Willness, C.R., Steel, P., & Scialfa, C. (2008). A meta-analysis of the effects of cell phones on driver performance. Accident Analysis & Prevention 40(4), 1282-1293.

Chan M, Atchley P. (2010). Effects of cell phone conversations on driver performance while driving under highway monotony. In Proceedings of the Fifth International Driving Symposium on Human Factors in Driver Assessment, Training and Vehicle Design, 140-146. Iowa City, IA: University of Iowa.

Cosgrove, L, Chaudhary, N., & Roberts, S. (2010). *High Visibility Enforcement Demonstration Programs in Connecticut and New York Reduce Hand-Held Phone Use.* DOT HS 811 376. Washington, DC: National Highway Traffic Safety Administration.

References

Craft, R.H. & Preslopsky, B. (2010). *Driver Distraction and Inattention in the United States Large Truck and National Motor Vehicle Crash Causation Studies.* Washington, DC: Federal Motor Carrier Safety Administration.

Crisler, M. C., Brooks, J. O., Ogle, J. H., Guirl, C. D., Alluri, P., & Dixon, K. K. (2008). Effect of wireless communication and entertainment devices on simulated driving performance. Transportation Research Record 2069, 48-54.

CTIA (2010). *50 Wireless Quick Facts.* Washington, DC: CTIA-The Wireless Association. www.ctia.org/advocacy/research/index.cfm/AID/10377, updated October 2010.

Dingus, T.A., Klauer, S.G., Neale, V.L., Peterson, A., Lee, S.A., et al. (2006). *The 100-car Naturalistic Driving Study, Phase II - Results of the 100-Car Field Experiment.* DOT HS 810 593. Washington, DC: National Highway Traffic Safety Administration.

Donmetz, B., Boyle, L., & Lee, J.D. (2009) Designing feedback to mitigate distraction. In *Driver Distraction: Theory, Effects, and Mitigation,* M.A. Regan, J.D. Lee, & K.L. Young eds., Boca Raton, FL: CRC Press.

Drews, F.A. & Strayer, D.L. (2009). Cellular phones and driver distraction. In *Driver Distraction: Theory, Effects, and Mitigation,* M.A. Regan, J.D. Lee, & K.L. Young eds., Boca Raton, FL: CRC Press.

Dula, C.S., Martin, B.A., Fox, R.T. & Leonard, R.L. (2010). Differing types of cellular phone conversations and dangerous driving. Accident Analysis & Prevention 43 (1), 187-193.

Edquist J, Horberry T, Hosking S, Johnston I. (2011). Effects of advertising billboards during simulated driving. Applied Ergonomics 42(4), 619-626.

Elvik, R. (2011). The effects on accident risk of using mobile phones: problems of meta-analysis when studies are few and bad. Transportation Research Board 2011 Annual Meeting, paper 11-0134. amonline.trb.org.

Engström, J. & Victor, T.W. (2009). Real-time distraction countermeasures. In *Driver Distraction: Theory, Effects, and Mitigation,* M.A. Regan, J.D. Lee, & K.L. Young eds., Boca Raton, FL: CRC Press.

Farmer, C.M., Braitman, K.A., & Lund, A.K. (2010). Cell phone use while driving and attributable crash risk. Traffic Injury Prevention 11(5), 466-470.

Flannagan, C. and Sayer, J. (2010). *An Assessment of Research on Cell Phone Risk while Driving.* Ann Arbor, MI: University of Michigan Transportation Research Institute.

References

Foss, R.D., Goodwin, A.H., McCartt, A.T., & Hellinga, L.A. (2009). Short-term effects of a teenage driver cell phone restriction. Accident Analysis & Prevention 41(3), 419-424.

Fowles, R., Loeb, P. D., & Clarke, W. A. (2010). The cell phone effect on motor vehicle fatality rates: A Bayesian and classical econometric evaluation. Transportation Research: Part E, 46(6), 1140-1147.

GHSA (2010). *Curbing Distracted Driving: 2010 Survey of State Safety Programs.* Washington, DC: Governors Highway Safety Association.

GHSA (2011a). *Cell Phone and Texting Laws, May 2011.* Washington, DC: Governors Highway Safety Association. www.ghsa.org/html/stateinfo/laws/cellphone_laws.html.

GHSA (2011b). UMTRI study to compare technology to block cell phone use while driving. GHSA Washington Update 9(1), 4.

Harbluk, J. L., Noy, Y. I., Trbovich, P. L., & Eizenman, M. (2007). An on-road assessment of cognitive distraction: Impacts on drivers' visual behavior and braking performance. Accident Analysis & Prevention 39(2), 372-379.

Harbluk, J.L., Provost, M., Boase, P. & Burns, P.C. (2010). Canadian Legislative Approaches to Discourage Distracted Driving. Proceedings of the 20th Canadian Multidisciplinary Road Safety Conference, Ontario, June 6-9, 2010.

HLDI (2009). *Hand-held Cellphone Laws and Collision Claim Frequencies.* Highway Loss Data Institute Bulletin Vol. 26, No. 17. Arlington, VA: Highway Loss Data Institute.

HLDI (2010). *Texting Laws and Collision Claim Frequencies.* Highway Loss Data Institute Bulletin Vol. 27, No. 11. Arlington, VA: Highway Loss Data Institute.

Horberry, T. & Edquist, J. (2009). Distractions outside the vehicle. In *Driver Distraction: Theory, Effects, and Mitigation,* M.A. Regan, J.D. Lee, & K.L. Young eds., Boca Raton, FL: CRC Press.

Horrey, W. J., Lesch, M. F., & Garabet, A. (2008). Assessing the awareness of performance decrements in distracted drivers. Accident Analysis & Prevention 40(2), 675-682.

Horrey, W. J., & Wickens, C. D. (2006). Examining the impact of cell phone conversations on driving using meta-analytic techniques. Human Factors 48(1), 196-205.

References

Hosking, S., Young, K. & Regan, M. (2007). The effects of text messaging on young novice driver performance. In: I.J. Faulks, M. Regan, M. Stevenson, J. Brown, A. Porter & J.D. Irwin (Eds.). *Distracted driving.* Sydney, NSW: Australasian College of Road Safety. Pages 155-187.

Hosking, S. G., Young, K. L., & Regan, M. A. (2009). The effects of text messaging on young drivers. Human Factors 51(4), 582-592.

Janitzek, T., Jamson, S., Carsten, O., & Eksler, V. (2010). *Study on the Regulatory Situation in the Member States Regarding Brought-in (i.e. Nomadic) Devices and their Use in Vehicles.* Brussels: European Union.

Kelderman, E. (2005). *State Laws Vary on Driving Distractions.* Stateline.org. Washington, DC: The Pew Center on the States. www.stateline.org/live/ViewPage.action?siteNodeId=136&languageId=1&contentId=20069.

Klauer, S.G., Dingus, T.A., Neale, V.L., Sudweeks, J.D., & Ramsey, D.J. (2006). *The Impact of Driver Inattention on Near-crash/Crash Risk: An Analysis Using the 100-Car Naturalistic Driving Study Data.* DOT HS 810 594. Washington, DC: National Highway Traffic Safety Administration.

Klauer, S.G., Guo, F., Sudweeks, J. & Dingus, T.A. (2010). *An Analysis of Driver Inattention Using a Case-Crossover Approach on 100-Car Data: Final Report.* DOT HS 811 334. Washington, DC: National Highway Traffic Safety Administration.

Kolko, J.D. (2009). The effects of mobile phones and hands-free laws on traffic fatalities. The B.E. Journal of Economic Analysis & Policy 9(1), Article 10.

Laberge-Nadeau, C., Maag, U., Bellavance, S.Lapierre, S.D., Desjandins, D., Messier,S., & Saïdi, A. (2003). Wireless telephones and the risk of road crashes. Accident Analysis & Prevention 35(5), 649-660.

Lee, S.E., Simons-Morton, B.G., Klauer, S.G., Ouimet, M.C., & Dingus, T.A. (2011). Naturalistic assessment of novice teenage crash experience. Accident Analysis & Prevention 43(4), 1472-1479.

Liang, Y., & Lee, J.D. (2010). Combining cognitive and visual distraction: Less than the sum of its parts. Accident Analysis & Prevention 42(3), 881-890.

Marti, C. (2011). Personal communication.

McCartt, A.T., Hellinga, L.A., & Bratiman, K.A. (2006). Cell phones and driving: Review of research. Traffic Injury Prevention 7(2), 89-106.

References

McCartt, A.T., Hellinga, L.A., Strouse, L.M., & Farmer, C.M. (2010). Long-term effects of handheld cell phone laws on driver handheld cell phone use. Traffic Injury Prevention 11(2), 133-141.

McEvoy, S.P., Stevenson, M R., McCartt, A.T., Woodward, M., Haworth, C., Palamara, P., et al. (2005). Role of mobile phones in motor vehicle crashes resulting in hospital attendance: A case-crossover study. British Medical Journal 331(7514), 428-430.

NCHRP (2003a). Report 500, Vol. 4: *A Guide for Addressing Head-On Collisions.* Washington, DC: Transportation Research Board.

NCHRP (2003b. Report 500, Vol. 6: *A Guide for Addressing Run-Off-Road Collisions.* Washington, DC: Transportation Research Board.

NSC (2010a). *NSC Estimates 1.6 Million Crashes Caused by Cell Phone Use and Texting.* Press release 1/12/2010. Itaska, IL: National Safety Council.

NSC (2010b). *Attributable Risk Estimate Model.* Itaska, IL: National Safety Council. www.nsc.org/news_resources/Resources/Documents/Risk%20Estimate%20Model%20%28Full%20Study%29.pdf.

NHTSA (2010a). *Distracted Driving 2009*. DOT HS 811 379. Washington, DC: National Highway Traffic Safety Administration.

NHTSA. (2010b). *Driver Electronic Device Use in 2009.* DOT HS 811 372. Washington, DC: National Highway Traffic Safety Administration.

Nikolaev, A. G., Robbins, M.J., & Jacobson, S.H. (2010). Evaluating the impact of legislation prohibiting hand-held cell phone use while driving. Transportation Research Part A: Policy & Practice 44(3), 182-193.

O'Brien, M.P., Goodwin, A.H., & Foss, R.D. (2010). Talking and texting among teenage drivers: a glass half empty or half full? Traffic Injury Prevention 11(6), 549-554.

Olson, R.L., Hanowski, R.J., Hickman, J.S. & Bocanegra J. (2009). *Driver Distraction in Commercial Vehicle Operations.* FMCSA-RRR-09-042. Washington, DC: Federal Motor Carrier Safety Administration.

Owens, J.M., McLaughlin, S.B., & Sudweeks, J. (2011). Driver performance while text messaging using handheld and in-vehicle systems. Accident Analysis & Prevention 43(3), 939-947.

Persaud, B.N., Retting, R.A., & Lyon, C.A. (2004). Crash reduction following installation of centerline rumble strips on rural two-lane roads. Accident analysis & Prevention 36(6), 1073-1079.

References

Pogue, D. (2010). *Your Phone Is Locked. Just Drive.* New York Times, April 29, 2010. www.nytimes.com/2010/04/29/technology/personaltech/29pogue.html.

Ranney, T.A. (2008). *Driver Distraction: A Review of the Current State-of-Knowledge.* DOT HS 810 787. Washington, DC: National Highway Traffic Safety Administration.

Redelmeier, D. A., & Tibshirani, R. J. (1997). Association between cellular-telephone calls and motor vehicle collisions. New England Journal of Medicine 336(7), 453-458.

Regan, M.A., Lee, J.D., & Young, K.L. eds. (2009). *Driver Distraction: Theory, Effects, and Mitigation.* Boca Raton, FL: CRC Press.

Regan, M.A., Victor, T.W., Lee, J.D., & Young, K.L. (2009). Driver distraction injury prevention countermeasures – Part 3: vehicle, technology, and road design. In *Driver Distraction: Theory, Effects, and Mitigation,* M.A. Regan, J.D. Lee, & K.L. Young eds., Boca Raton, FL: CRC Press.

Regan, M.A., Young, K.L., & Lee, J.D. (2009a). Introduction. In *Driver Distraction: Theory, Effects, and Mitigation,* M.A. Regan, J.D. Lee, & K.L. Young eds., Boca Raton, FL: CRC Press.

Regan, M.A., Young, K.L., & Lee, J.D. (2009b). Driver distraction injury prevention countermeasures – Part 1: Data collection, legislation and enforcement, vehicle fleet management, and driver licensing. In *Driver Distraction: Theory, Effects, and Mitigation,* M.A. Regan, J.D. Lee, & K.L. Young eds., Boca Raton, FL: CRC Press.

Robertson, R. (2011). *Distracted Driving: So What's the Big Picture?* Ottawa, ON: Traffic Safety Research Foundation.

Royal, D. (2003). *National Survey of Distracted and Drowsy Driving Attitudes and Behavior: 2002; Volume I: Findings.* DOT HS 809 566. Washington, DC: National Highway Traffic Safety Administration.

Sayed, T., deLeur, P., & Pump, J. (2010). Impact of rumble strips on collision reduction on highways in British Columbia, Canada. Transportation Research Record 2148, 9-15.

Ship, A. (2010). The Most Primary of Care – Talking about Driving and Distraction. New England Journal of Medicine 362, 2145-2147.

Smiley, A., Persaud, B., Bahar, G., Mollett, C., Lyon, C., Smahel, T., et al. (2005). Traffic safety evaluation of video advertising signs. Transportation Research Record 1937, 105-112.

References

Smith, M.R.H., Witt, G.J., Bakowski, D.L, Leblanc, D., & Lee, J.D. (2009). Adapting collision warnings to real-time estimates of driver distraction. In *Driver Distraction: Theory, Effects, and Mitigation,* M.A. Regan, J.D. Lee, & K.L. Young eds., Boca Raton, FL: CRC Press.

Vanlaar, W., Mayhew, D., Simpson, H., & Robertson, R. (2007). *The Road Safety Monitor 2006: Distracted Driving.* Ottawa, ON: Traffic Injury Research Foundation.

Violanti, J.M. & Marshall, J.R. (1996). Cellular phones and traffic accidents: An epidemiological approach. Accident Analysis & Prevention 28(2, 265-270.

Vivoda, J. M., Eby, D. W., St Louis, R.,M., & Kostyniuk, L. P. (2008). Cellular phone use while driving at night. Traffic Injury Prevention 9(1), 37-41.

VTTI (2010). *100-Car Naturalistic Study Fact Sheet.* Blacksburg, VA: Virginia Tech Transportation Institute. www.vtti.vt.edu/PDF/100-Car_Fact-Sheet.pdf.

WHO (2011). *Mobile Phone Use: A Growing Problem of Driver Distraction.* Geneva, Switzerland: World Health Organization. www.who.int/violence_injury_prevention/publications/road_traffic/en/index.html.

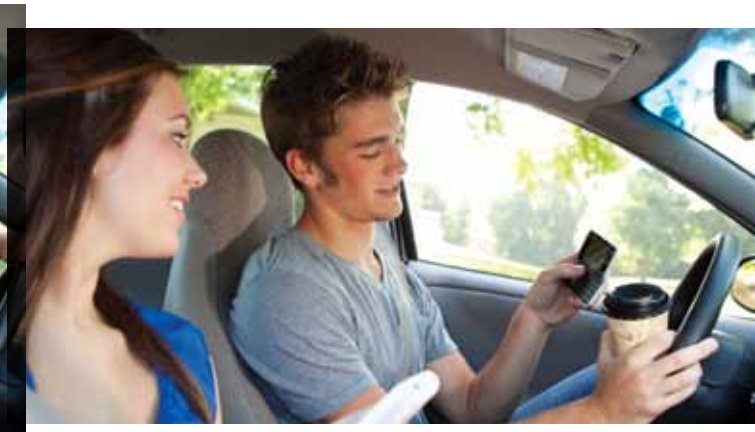
Wilson, F. A., & Stimpson, J. P. (2010). Trends in fatalities from distracted driving in the United States, 1999 to 2008. American Journal of Public Health 100(11), 2213-2219.

Young, M. S., Mahfoud, J. M., Stanton, N. A., Salmon, P. M., Jenkins, D. P., & Walker, G. H. (2009). Conflicts of interest: The implications of roadside advertising for driver attention. Transportation Research Part F: Traffic Psychology and Behavior 12(5), 381-388.

Young, R. A., & Schreiner, C. (2009). Real-world personal conversations using a hands-free embedded wireless device while driving: Effect on airbag-deployment crash rates. Risk Analysis 29(2), 187-204.

Zhang, H., Smith, M.R.H., & Witt, G.J. (2009). Driving task demand-based distraction mitigation. In *Driver Distraction: Theory, Effects, and Mitigation,* M.A. Regan, J.D. Lee, & K.L. Young eds., Boca Raton, FL: CRC Press.

State Farm insures more cars and homes than any other insurer in the U.S., is the leading insurer of watercraft and is also a leading insurer in Canada.Our 17,800 agents and more than 68,000 employees serve 81 million policies and accounts – more than 79 million auto, fire, life and health policies in the United States and Canada, and nearly 2 million bank accounts. State Farm Mutual Automobile Insurance Company is the parent of the State Farm family of companies. State Farm is ranked No. 34 on the Fortune 500 list of largest companies.
For more information, please visit **www.statefarm.com**® or in Canada **www.statefarm.ca**®.



Governors Highway Safety Association©
The States Voice on Highway Safety

The Governors Highway Safety Association (GHSA) is a nonprofit association representing the highway safety offices of states, territories, the District of Columbia and Puerto Rico. GHSA provides leadership and representation for the states and territories to improve traffic safety, influence national policy and enhance program management. Its members are appointed by their Governors to administer federal and state highway safety funds and implement state highway safety plans. For more information, please visit **www.ghsa.org**®.

444 N. Capitol Street, NW
Suite 722
Washington, DC 20001-1534

TEL 202.789.0942

www.ghsa.org

CITY OF KINGMAN

ORDINANCE NO. 1807

AN ORDINANCE BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF KINGMAN, ARIZONA, AMENDING CHAPTER 7 OF THE CITY OF KINGMAN CODE OF ORDINANCES BY BANNING THE USE OF HAND HELD ELECTRONIC DEVICES IN MOTOR VEHICLES WHILE OPERATING ON PUBLIC RIGHTS OF WAY.

WHEREAS, the Mayor and Common Council has determined that the public health, safety, and welfare will be promoted by modifying the following provision to the City of Kingman Code of Ordinances;

NOW THEREFORE, BE IT ORDAINED by the Mayor and Common Council of the City of Kingman, Arizona as follows:

SECTION 1 Chapter 7, Article II of the Code of Ordinances of the City of Kingman, is created by adding text to read as follows

Sec. 7-85. Unlawful use of a mobile electronic device.

(a) It shall be unlawful for any person to operate a motor vehicle while using a mobile electronic device.

(b) Definitions.

(1) *Mobile electronic device* means any handheld or other portable electronic equipment capable of providing wireless or data communication between two or more persons or of providing amusement, including by not limited to a cellular phone, text messaging device, paging device, personal digital assistant, laptop computer video game, or digital photographic device, but does not include any audio equipment or any equipment installed to the motor vehicle for the purpose of providing navigation, emergency assistance to the operator of the motor vehicle, or video entertainment to the passengers in the rear seat of the motor vehicle.

(2) *Use or using* means holding a mobile electronic device while operating a motor vehicle.

(3) *Hands-free accessory* means an attachment, add-on, built-in feature, or addition to the mobile telephone, whether or not permanently installed to the motor vehicle, that, when used, allows the vehicle operator to maintain both hands on the steering wheel.

(4) *Operating a motor vehicle* means operating a motor vehicle on any right of way including being temporarily stationary due to traffic, road conditions or traffic control sign or signal, but not including being parked on the side or shoulder of any right of way where such vehicle is safely able to maintain stationary.

(c) Exceptions. The provisions of this section do not apply to:

(1) Emergency responders using a mobile electronic device while in the performance and the scope of their official duties;

(2) A driver who is reporting a medical emergency, a safety hazard or criminal activity, or who is requesting assistance related to a medical emergency, a safety hazard, or criminal activity;

(3) A driver using a two-way radio or a private Land Mobile Radio System, within the meaning of title 47 Code of Federal Regulations part 90, while in the performance and scope of their work-related duties and who are operating fleet vehicles or who possess a commercial vehicle license; or

(4) A driver holding a valid amateur radio operator license issued by the Federal Communications Commission and using a half-duplex two-way radio;

(5) A driver using a mobile electronic device in hands-free or voice-operated mode, and

(6) A driver using a mobile electronic device while parked on the shoulder of a roadway.

(d) A violation of this section is a primary civil traffic violation.
(e) Penalties. Any person who violates this section shall be guilty of a civil traffic violation and shall be fined one hundred dollars ($100) plus court assessments for the first offense, two hundred fifty dollars ($250) plus court assessments for a second offense, and five hundred dollars ($500) plus court assessments for any subsequent offense within a 24-month period.

SECTION 2 Penalties for violation of Chapter shall be in accordance with Section 1-8 of the Code of Ordinances for the City of Kingman.

SECTION 3 If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Mayor and Common Council of the City of Kingman, Arizona, on the _____ day of _____, 2015.

ATTEST:

_____
Sydney Muhle, City Clerk

APPROVED:

_____
Richard Anderson, Mayor

APPROVED AS TO FORM:

_____
Carl Cooper, City Attorney

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: John A. Dougherty, City Manager

MEETING DATE: November 3, 2015

AGENDA SUBJECT: Climatec agreement

SUMMARY:
Some time ago Council gave the approval to sign agreements with Climatec to do an energy audit to find guaranteed savings. Since then Climatec has provided the City Manager, City Attorney and Finance Director the documents. The three staff members sat down and discussed the documents and I feel that it needed to be brought back before the Council before proceeding because of discrepancies between what we were verbally told and what is now in the documents. Three of the items I particularly want to call Council's attention to are the following taken directly from the letter of intent:
"The Purchaser agrees that energy savings, which exceed the guaranteed amount in any one (1) year, may be applied to previous or future year's savings to offset an energy savings shortfall."

"Project Savings that are verified during the course of construction and/or utility rebates received by the Purchaser in excess of the anticipated amount will be applied to guaranteed project savings."

"Annual service agreement charge. . ."

In addition, I was told repeatedly that when Climatec did the energy audit we could do all, none, or anywhere in-between. Now the paperwork says that we have to do at a minimum 50% of the projects or we owe Climatec x$ for their time to do the audit. I have repeatedly asked this question and it was always consistently the same answer until we got the paperwork.

FISCAL IMPACT:
Supposedly none

STAFF RECOMMENDATION:
Continue with the project but wanted Council to be aware of the changing landscape.

REVIEWERS:

Department	Reviewer	Action	Date
City Manager	Dougherty, John	Approved	10/27/2015 - 7:07 PM
City Attorney	Cooper, Carl	Approved	10/28/2015 - 4:38 PM
City Manager	Dougherty, John	Approved	10/27/2015 - 7:08 PM

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Tina D. Moline

MEETING DATE: November 3, 2015

AGENDA SUBJECT: Primary Property Tax Discussion

SUMMARY:
On October 6, 2015, Council adopted Ordinance 1799 which extended the sunset date on the increased 1/2% TPT rate from June 30, 2016 until December 31, 2017 in an effort to establish a primary property tax. A primary property tax has not been a form of revenue since 1980 when the primary property tax was permanently removed.

Staff will provide Council with information surrounding the establishment of a primary property tax to include: a general overview of property taxes, historical valuations, considerations in determining a base levy, and public safety priorities in the upcoming fiscal years.

FISCAL IMPACT:
None.

STAFF RECOMMENDATION:
None. This is a discussion item.

ATTACHMENTS:

Description
COK FY16 Final Property Valuations
KPD List of Priorities
KFD List of Priorities
City and Town Comparisons
Capital Projects Fund Summary
Property Tax Discussion PowerPoint

REVIEWERS:

Department	Reviewer	Action	Date
Finance	Moline, Tina	Approved	10/29/2015 - 1:12 PM

City Attorney	Hocking, Lee	Approved	10/29/2015 - 7:31 PM
City Manager	Dougherty, John	Approved	10/29/2015 - 2:25 PM

2015 MOHAVE COUNTY FINAL VALUES - ALL

			Secondary Tax Values				Primary Tax Values			
LGL CLS	LGL CLS DESCRIPTION	PARCELS	FCV	FCV ASSD	EXEMPT	FCNAV	LPV	LPV ASSD	EXEMPT	LPNAV
04151	***City of Kingman***									
0101	Producing Mines	1	23,017	4,258	0	4,258	23,017	4,258	0	4,258
0103	Gas and Electric	5	36,148,326	6,687,440	0	6,687,440	36,148,326	6,687,440	0	6,687,440
0107	Pipelines	6	1,363,578	252,262	0	252,262	1,363,578	252,262	0	252,262
0108	Shopping Centers	12	18,743,315	3,467,514	0	3,467,514	17,997,226	3,329,487	0	3,329,487
0111	Telecommunications	11	24,163,027	4,470,161	28,789	4,441,372	24,163,027	4,470,160	28,789	4,441,371
0112	Commercial / Real and Improvements	796	290,617,855	53,764,308	2,485,989	51,278,319	272,544,248	50,420,688	2,036,445	48,384,243
0113	Commercial / Personal Property	490	31,381,714	5,805,612	416,349	5,389,263	31,381,714	5,805,612	416,349	5,389,263
0113	Commercial / Personal Property - IPR	8	13,436,271	2,485,711	2,408,116	77,595	13,435,776	2,485,619	2,408,116	77,503
0113	Commercial / Personal Property-UNAFF	10	288,678	53,407	3,607	49,800	288,103	53,300	3,607	49,693
0114	Electric Cooperatives	1	308,364	57,047	0	57,047	308,364	57,047	0	57,047
02P	Ag/Vacant Land Non-Profit-IPR	3	53,537,964	8,566,074	8,566,074	0	53,537,964	8,566,074	8,566,074	0
02P	Ag/Vacant Land Non-Profit-UNAFF	2	20,641	3,303	3,303	0	20,641	3,303	3,303	0
02R	Ag/Vacant Land Non-Profit	8,018	333,234,657	53,317,531	32,977,441	20,340,090	319,835,650	51,173,732	32,420,554	18,753,178
02RD	Golf Courses - Real Property	5	1,379,807	220,769	220,769	0	1,349,489	215,917	215,917	0
03	Primary Residence	7,032	733,417,925	73,342,771	1,666,712	71,676,059	626,648,426	62,664,906	1,636,692	61,028,214
03	Primary Residence-UNAFF	297	3,470,044	347,015	42,253	304,762	3,407,317	340,737	43,016	297,721
0401	Non-Primary Residence	1,662	129,796,045	12,979,822	84,645	12,895,177	110,281,159	11,028,089	83,906	10,944,183
0401	Non-Primary Residence-UNAFF	9	74,995	7,500	0	7,500	74,878	7,488	0	7,488
0402	Rental Residential	2,177	182,274,346	18,227,740	13,389	18,214,351	159,883,824	15,988,343	13,186	15,975,157
0402	Rental Residential-UNAFF	54	327,120	32,714	2,498	30,216	323,063	32,308	2,451	29,857
0403	Child Care Facilities	5	593,943	59,395	0	59,395	593,943	59,395	0	59,395
0404	Non Profit Res Facility	17	6,505,861	650,584	650,584	0	6,456,471	645,645	645,645	0
0405	Licensed Res Care Facility	7	14,241,714	1,424,172	0	1,424,172	12,930,460	1,293,046	0	1,293,046
0408	Residential Common Areas	10	5,000	500	0	500	5,000	500	0	500
05	Railroads	1	6,239,329	935,899	0	935,899	6,140,553	921,083	0	921,083
0601	Non-Commercial Historic	12	711,264	35,563	0	35,563	443,750	22,187	0	22,187
07B	Commercial Historic Base Value	1	49,939	9,239	0	9,239	49,939	9,239	0	9,239
TOTALS: 04151	***City of Kingman***	**20,652**	**1,882,354,739**	**247,208,311**	**49,570,518**	**197,637,793**	**1,699,635,906**	**226,537,865**	**48,524,050**	**178,013,815**

Kingman Police Department

Memorandum

To: **John Dougherty, City Manager**

From: **Chief Robert J. DeVries**

Re: **2016/2017 Operating Capital Priorities**

Date: **October 16, 2015**

The following is a synopsis of our department needs for personnel and operating capital in the upcoming fiscal years. Future needs and/or service expansion are also included for your review.

Top Priority

Employee Compensation/Compression

The purpose of this report is to provide the updated status on the staffing and turnover rate of the Kingman Police Department (KPD) since my previous report dated March 13, 2014.

Since 2009 turnover amongst all certified officer positions is 49% (↑ 11%). The primary focus remains the development and tenure of the uniformed patrol function, which impacts services provided to the community. Since 2009 the uniformed patrol service has seen a turnover of 63%. Since 2012 the turnover is 47% (↑ 8%). A continued effort has been made in the recruitment of qualified police applicants. Since March 2014 four certified officers have been hired (lateral hires) which allowed a much quicker training regimen and afforded getting them to solo status in 4 weeks, as opposed to the standard 16 weeks required for a newly certified police officer. Three of these laterally hired officers have less than five years of experience. 73% of the patrol assignments have less than 5 years of experience (↓ 7%). The increase in experience and tenure is attributed to one of the laterally hired officers coming to KPD with 8 years of experience.

The recent compression adjustment for the KPD officers with 3 to 6 years of service and the anticipated compression adjustment for those with 6 plus years of service and mid-level supervisors have stabilized concerns of those wishing to continue their career with KPD.

The AZ Department of Public Safety (AZ DPS) District 1 currently has three vacancies that they hope to fill. Since March 2014 two officers have resigned from KPD and were hired latterly by AZ DPS. Both officers received an immediate increase of $12,000.00 per year and remained in the Kingman area.

Currently, the minimum hard cost to the City of Kingman to test, hire, equip and train a new officer recruit is $67,984.00. This is also the hard cash loss to the City when an officer resigns before there has been a "return on investment."

Personnel & Operating Capital Priorities Fiscal Year 16/17

Replacement of Vacant Captain Position **$130,000.00**

The department proposes to fill the now un-funded Deputy Chief position. We are currently operating with less Command Staff than in the early 1990's with significantly expanded responsibilities. The position's responsibilities include professional standards, training, accreditation, quarter master/asset management, fleet and oversight for FTO/Mentoring program and Police Cadets.

Replacement of the Police Cadet Program **$46,294.00**

The department proposes re-funding the Police Cadet program. The initial program funded two positions for youth 18 – 21 years of age. The intent was for the Cadets to work part-time during the school year (to encourage college enrollment) and full time in the summer months. Understanding limitations put in place by current Healthcare Reform – legislation is pending at the federal level to modify the number of hours worked. The program serves as an excellent recruiting program and allows us to mentor future officers.

Patrol Vehicles and Equipment	**$100,000.00**	**2- Tahoe/Interceptor**
	$200,000.00	**4- Tahoe/Interceptor**
	$300,000.00	**6- Tahoe/Interceptor**

Carry over from fiscal year 15/16

Detective Vehicles and Equipment	**$66,000.00**	**2- Sedans**

Replacement of Detective Bureau fleet vehicles. Two of the vehicles currently used by staff are older seized vehicles obtained by MAGNET through seizure and are in need of replacement.

NSO Vehicle and Equipment	**$40,000.00**	**1- Standard Pick-Up**

Carry over from fiscal year 15/16

Administrative Vehicles and Equipment	**$60,000.00**	**2- Sedans**

Carry over from fiscal year 14/15. Department recommends starting replacement of the 2002 PTO Cruisers used by the SRO's. Current administrative vehicles (with 90K-100K

mileage) would be rotated into SRO due to limited out of town travel.

Ballistic Vests

Year 2 of 3 year cycle for replacement	**$18,000.00**	**15- vests**

Taser Replacements

Year 3 of 3 year cycle for replacement	**$30,400.00**	**19- units**

Patrol Bicycle Replacement **$8,000.00**

The current inventory of police bicycles is due for replacement. Costs include (5) bicycles, (5) mounts and (10) hitches for patrol vehicles.

Facility Space Needs Analysis Study **$15,000.00**

The department has reached maximum capacity, internal and external, with current staff members. We are proposing a space needs study for consideration of replacement of the current facility and construction of a joint public safety administration campus in downtown.

Personnel & Operating Capital Priorities Fiscal Year 17/18

Implementation of the Corporal Position **$23,007.00** **6- positions**

The department proposed establishing a Corporal position to serve as the Officer-In-Charge (OIC) during the absence of a supervisor. Currently a supervisor will designate an OIC in their absence with no compensation for the increased responsibility. Establishing a mid-rank compensates 5% for the responsibility, provides clear chain of command for officers and serves as a step for officers desiring to promote and grow internally with the department. We recommend 6 positions (4-patrol, 1-detective bureau and 1-SRO).

Patrol Vehicles and Equipment	**$110,000.00**	**2- Tahoe/Interceptor**
	$220,000.00	**4- Tahoe/Interceptor**
	$330,000.00	**6- Tahoe/Interceptor**

Carry over from fiscal year 16/17

Detective Vehicle and Equipment **$34,000.00** **1- Sedan**

Carry over from fiscal year 16/17

Crime Scene Vehicle and Equipment **$70,000.00** **1- Full Size 4x4 SUV**

Proposed replacement of 2000 van with over 100,000 miles with a full size 4x4 SUV to assist with off road crime scene processing. Costs include necessary lighting and storage equipment for the vehicle.

NSO Vehicle and Equipment **$40,000.00** **1- Standard Pick-Up**

Final replacement for NSO fleet

Administrative Vehicles and Equipment **$64,000.00** **2- Sedans**

Continued replacement and phase into older SRO fleet

Ballistic Vests **$24,000.00** **20- vests**

Final year of 3-year cycle for replacement

Architectural Services for design of Police/Fire Administration Building **$500,000.00**

Personnel & Operating Capital Priorities Fiscal Year 18/19

Addition of Beat 6 with 4 additional officers **$306,760.00** **4- officers**

Currently the department has one patrol beat on the east side of the railroad tracks. Establishing Beat 6 would divide the east bench into two patrol beats allowing us to double our presence in the area.

Addition of 1 Traffic Officer **$76,690.00** **1- officer**

Currently 3 Traffic Officers cover 34 square miles in the City of Kingman. With the growth on the east side of the railroad tracks the addition of one additional Traffic Officer will allow increased coverage for traffic and pedestrian safety.

Addition of 1 Traffic Sergeant **$93,313.00** **1- sergeant**

The position would allow for dedicated supervision and assistance to the 4 Traffic Officers and would be a front line position. It would allow the department to obtain a

traffic accident re-constructionist certification for handling serious injury and fatal crashes in the city.

Addition of 1 Administrative Secretary	**$50,990.00**	**1- secretary**

The FBI Criminal Justice Information Services (CJIS) is mandating a change to the National Incident Based Reporting System (NIBRS) from the current Uniform Crime Report (UCR) by 2020. The position would be responsible to monitor NIBRS entry and submittal to ensure compliance with federal mandates.

Patrol Vehicles and Equipment	**$360,000.00**	**6- Tahoe/Interceptor**

Patrol vehicles for new sworn positions.

Patrol Vehicles and Equipment	**$120,000.00**	**2- Tahoe/Interceptor**
	$240,000.00	**4- Tahoe/Interceptor**

Carry over from fiscal year 17/18

Detective Vehicle and Equipment	**$35,000.00**	**1- Sedan**

Carry over from fiscal year 17/18

Administrative Vehicle and Equipment	**$35,000.00**	**1-Sedan**

Carry over from fiscal year 17/18

Public Safety Administration Building Construction	**$10-12 million**

wages based upon 15/16 burden rate

Property Tax Considerations – Fire Department

2017

Vehicle Extrication Equipment	75,000.00	75,000.00
Two (2) Firefighters	86,715.00 (2)	173,430.00

**Increase Staffing Level / Replace Unfunded Positions*
**Salary plus benefits*

Rapid Response/ Paramedicine Personnel

Three (3) Firefighters	86,715.00 (3)	260,175.00

**This initiative may also be staffed by alternate means including civilian and part time personnel.*
**Salary plus benefits*

Personal Protective Equipment	3500.00	17,500.00
Rapid Response Vehicle	35,000.00	35,000.00
Paramedicine Program Equipment	35,000.00	35,000.00

Fire Station 2 Reconstruction	1,750,000.00	1,750,000.00
Training Building / Grounds Replacement	575,000.00	575,000.00
Battalion Chief Replacement Apparatus	35,000.00	35,000.00
Tow Vehicle Replacement (2000)	35,000.00	35,000.00
Staff Vehicle replacement (2002/2003)	35,000.00 (2)	70,000.00
Engine Replacement	475,000.00	475,000.00
*Option B – Engine Refurbishment	225,000.00	225,000.00

2018

Engine Equipment / In Service	45,000.00	45,000.00
Mobile Radio Replacement/ Headsets	4,000.00 (9)	36,000.00

	Mobile Radio Replacement	2,000.00 (10)	20,000.00
2019			
	Fire Station 5	1,850,000.00	1,850,000.00
	*Includes Equipment / Furnishings		
	Fire Station 5 Three (3) Captains	104,377.00 (3)	313,131.00
	Salary plus benefits		
	Fire Station 5 Three (3) Engineers	93,267.00 (3)	279,801.00
	Salary plus benefits		
	Fire Station 5 Three (3) Firefighters	86,715.00 (3)	260,175.00
	Salary plus benefits		
	Personal Protective Equipment	3500.00	52,500.00
	Fire Engine (Quint Ladder)	675,000.00	675,000.00
	Engine Equipment / In Service	45,000.00	45,000.00
	Fire Station 3 Addition (Remodel)	140,000.00	140,000.00
	Automated External Defibrillator Maintenance Agreement	35,000.00	35,000.00
	Agreement is three (3) year agreement from manufacturer / Third party		
	Personal Protective Equipment	3500.00	220,500.00
	*Total Replacement All Personnel / NFPA Requirement (10 Year Replacement)		
2020			
	Automated External Defibrillator Replacement	22,500.00 (10)	225,000.00
	Total Replacement could be spread over multi-year schedule		
	Portable radio Replacement	4,000.00 (40)	160,000.00
	Fire Station 1 Remodel	35,000.00	35,000.00
	Fire Station 4 Remodel	35,000.00	35,000.00
	Ladder / Platform Replacement	1,375,000.00	1,375,000.00
	Option B – Engine Refurbishment	*375,000.00*	*375,000.00*
	Option C - Fire Engine (Quint Ladder)	*675,000.00*	*675,000.00*
	Option C is dependent upon development of Kingman Crossing and Occupancies		
	Ladder Equipment / In Service	45,000.00	45,000.00

Arizona Cities and Town Data
as of 1/21/2015

NAME	2010 CENSUS FIGURES *	COUNTY	Police	Fire	PROP TAX RATE (Primary)	PROP TAX RATE (Secondary)	SALES TAX RATE	FOOD TAX	BED TAX	REST & BAR TAX	CONST TAX	UTIL TAX	COMM TAX
AVONDALE	76,238	MARICOPA	yes	yes	0.7766	0.9734	2.5	0	4.5	2.5	2.5	2.5	2.5
BENSON	5,105	COCHISE	yes	yes	0.5531	0	2.5	2.5	4.5	2.5	4	2.5	2.5
BISBEE	5,575	COCHISE	yes	yes	2.312	0	3.5	3.5	7	3.5	3.5	3.5	3.5
BUCKEYE	50,876	MARICOPA	yes	yes	1.8011	0	3	3	3	3	3	3	4
CASA GRANDE	48,571	PINAL	yes	yes	0.9999	0.6308	1.8	1.8	3.8	1.8	4	2	2
CHANDLER	236,326	MARICOPA	yes	yes	0.2992	0.88	1.5	0	4.4	1.8	1.5	2.75	2.75
CLARKDALE	4,097	YAVAPAI	yes	yes	1.5739	0	3	3	5	3	4	3	3
CLIFTON	3,311	GREENLEE	yes	yes	2.489	0	3	3	3	3	3	3	3
COOLIDGE	11,825	PINAL	yes	yes	1.8494	0	3	3	6	3	4	3	3
DOUGLAS	17,509	COCHISE	yes	yes	1.1509	0	2.8	2.8	4.8	2.8	2.8	2.8	2.8
EL MIRAGE	31,797	MARICOPA	yes	yes	1.7426	1.798	3	3	5	3	3	3	3
FLAGSTAFF	65,870	COCONINO	yes	yes	0.8418	0.8366	2.051	0	4.051	4.051	2.051	2.051	2.051
FLORENCE	25,536	PINAL	yes	yes	1.1182	0	2	2	4	2	4	2	2
GLENDALE	226,721	MARICOPA	yes	yes	0.4896	1.6605	2.9	2.5	7.9	3.9	2.9	2.9	6.1
GLOBE	7,532	GILA	yes	yes	1.32	0	2	2	5	2	2	2	2
GOODYEAR	65,275	MARICOPA	yes	yes	1.1836	0.6864	2.5	2	5	4	3.5	2.5	2.5
HAYDEN	662	GILA	yes	yes	8.0799	0	3	3	5	3	3	3	3
HUACHUCA CITY	1,853	COCHISE	yes	yes	0.7562	0	1.5	0	1.5	1.5	1.5	1.5	1.5
JEROME	444	YAVAPAI	yes	yes	0.9289	0	3.5	0	3.5	3.5	3	3.5	3.5
KEARNY	1,950	PINAL	yes	yes	1.9909	0	3	3	6	3	4	3	3
LAKE HAVASU CITY	52,527	MOHAVE	yes	yes	0.7408	0	2	0	5	3	2	2	2
MAMMOTH	1,426	PINAL	yes	yes	2.398	0	2	0	2	2	2	2	2
MARICOPA	43,482	PINAL	yes	yes	4.9842	2.356	2	2	4	2	3.5	2	2
PAYSON	15,301	GILA	yes	yes	0.3963	0	2.12	2.12	7.12	2.12	2.12	2.12	2.12
PEORIA	154,065	MARICOPA	yes	yes	0.19	1.25	1.8	1.6	5.6	2.8	1.8	3.3	1.8
PHOENIX	1,447,128	MARICOPA	yes	yes	1.3541	0.4659	2	0	5	2	2	2.7	4.7
PIMA	2,387	GRAHAM	yes	yes	0.1453	0	2	2	2	2	3	2	2
PRESCOTT	39,843	YAVAPAI	yes	yes	0.3007	0.0142	2	0	5	2	2	2	2
SAFFORD	9,566	GRAHAM	yes	yes	0.4984	0	2.5	2.5	7.5	2.5	2.5	2.5	2.5
SCOTTSDALE	217,385	MARICOPA	yes	yes	0.558	0.6869	1.65	1.65	6.65	1.65	1.65	1.65	1.65
SIERRA VISTA	43,888	COCHISE	yes	yes	0.1136	0	1.75	1.75	5.5	2.6	2.45	2	2
SOMERTON	14,287	YUMA	yes	yes	1.6873	0	3.3	3.3	3.3	3.3	3.3	3.3	3.3
SOUTH TUCSON	5,652	PIMA	yes	yes	0.2528	0	4.5	1.5	4	5.5	4.5	4.5	4.5
SURPRISE	117,517	MARICOPA	yes	yes	0.7591	0	2.2	0	4.72	3.2	3.7	2.2	2.2

Arizona Cities and Town Data
as of 1/21/2015

NAME	2010 CENSUS FIGURES *	COUNTY	Police	Fire	PROP TAX RATE (Primary)	PROP TAX RATE (Secondary)	SALES TAX RATE	FOOD TAX	BED TAX	REST & BAR TAX	CONST TAX	UTIL TAX	COMM TAX
TEMPE	161,719	MARICOPA	yes	yes	0.9231	1.5119	1.8	1.8	6.8	1.8	1.8	1.8	1.8
TOLLESON	6,545	MARICOPA	yes	yes	1.8309	1.9148	2.5	2.5	4.5	2.5	2.5	2.5	2.5
TOMBSTONE	1,380	COCHISE	yes	yes	0.8487	1.1085	3.5	0	7.5	3.5	3.5	3.5	3.5
TUCSON	520,116	PIMA	yes	yes	0.4829	0.9777	2	0	8	2	2	2	2
WICKENBURG	6,363	MARICOPA/YAVAPAI	yes	yes	0.527	0	2.2	2.2	4.2	2.2	2.2	2.2	3
WILLIAMS	3,023	COCONINO	yes	yes	1.604	0	3.5	0	4.5	4.5	3.5	3.5	3.5
WINSLOW	9,655	NAVAJO	yes	yes	1.2831	0	3	3	5	5	3	3	3
YUMA	90,660	YUMA	yes	yes	1.8281	0	1.7	1.7	3.7	3.7	1.7	1.7	1.7
			AVG RATE		**1.332**	**0.423**	**2.478**	**1.660**	**4.870**	**2.827**	**2.809**	**2.571**	**2.702**
KINGMAN	28,068	MOHAVE	yes	yes	0	0	2.5	0	6.5	3.5	2.5	2.5	2.5

CAPITAL PROJECTS CONSTRUCTION FUND

CAPITAL PROJECTS FUND (304)	Budget FY 2013-14	Actual FY 2013-14	Budget FY 2014-15	Estimated FY 2014-15	Adopted FY 2015-16
BEGINNING BALANCE	807,352	1,021,037	1,573,994	1,243,511	1,233,125
REVENUES					
Transfers					
General Fund-Airway/Western	165,000	123,575			
General Fund-Quiet Zone	20,000	20,000			
General Fund-Polce Mobile Data	89,615	89,615			
Flood Control-Airway/Western	250,000	250,000			
Fire Investment Fees-BNSF Land Purchase		4,602			
FC/Stormwater Investment Fees		162,105			
Development Investment Fees-Fire					68,248
Development Investment Fees-Park	325,000		325,000		300,000
Development Investment Fees-Street	1,217,157				
Donation - Splash Park					350,000
Bed Tax 2%	350,000	380,786	350,000	410,593	400,000
WACOG	4,000,000				
Other	1,300	31,650	7,400	27,400	7,400
TOTAL REVENUES	6,418,072	1,062,333	682,400	437,993	1,125,648
TOTAL FUNDS AVAILABLE	**$7,225,424**	**$2,083,370**	**$2,256,394**	**$1,681,504**	**$2,358,773**
EXPENDITURES					
Capital Outlay					
Gordon Widening	4,000,000	8,614			
Splash Park					350,000
Sycamore Park	325,000	2,249	325,000		
Park Site Acquisition					300,000
Animal Shelter					100,000
Compressor - Fire					85,000
MDT's - Fire					82,500
Traffic Light Reemption					115,000
Fire Station 5					200,000
Park Remada				20,000	
Airway Ave - Western Improvements	415,000	373,574			
KFD Engine Fleet Replacemen			70,000	70,000	
Eastside Improvement-Airway/Easter					425,000
Prospector Street I-40 Crossing					250,000
Police Mobile Data Hardware	181,500	143,283	217,252	216,678	
Police Mobile Data Software	258,115	94,443			
Quiet Zone	370,000	192,846	400,000	141,701	
BNSF Land Purchase - Fire Dep		24,850			
Transfer - Rancho Santa Fe Parkway	60,000				
Transfer - Kingman Crossing	1,157,157				
TOTAL EXPENDITURES	6,766,772	839,859	1,012,252	448,379	1,907,500
ENDING BALANCE	**$458,652**	**$1,243,511**	**$1,244,142**	**$1,233,125**	**$451,273**

PRIMARY PROPERTY TAX Discussion

November 3, 2015

Definitions

- ***Property Tax Levy*** - amount of money that municipalities can raise through property taxes.
- ***Full Cash Value (FCV)*** – This is the value of a property based on what is happening in the market.
- ***Limited Property Value (LPV)*** – This is the value of a property on which property taxes are based. It is a value that has been created to soften the impact of large increases in market value on your actual taxes. The LPV can be much less than the FCV of a property. More than 56% of Kingman properties are valued at 85% or less than the market value.
- ***Assessed Value*** – This is derived by multiplying the LPV times the assessment ratio.
- ***Assessment Ratio*** – All taxable property in AZ is classified according to its current use. Each use has a different assessment ratio.

How is Property Tax Calculated?

LEGAL CLASS

3	Primary residence
4	Non-primary residence, bank owned, rental/leased residential, child care facilities, non-profit residential housing facilities for handicapped or seniors, nursing facilities
2	Agriculture/vacant land, non-profit real property and improvements
1	Shopping centers, gas and electric, commercial real property

Property Use	Class	Property Value (LPV)	Ratio	Assessed Value	Tax Rate (per $100)	Total Tax
Residential	3	$100,000	10%	$10,000	8.0052	$800.52
Residential	4	$100,000	10%	$10,000	9.1252	$912.52
Vacant Land	2	$100,000	16%	$16,000	9.1252	$1,460.03
Commercial	1	$100,000	18.5%	$18,500	9.1252	$1,688.16

Our legislature changes classification and assessment ratios often. Those changes can have a dramatic impact on taxes due.

Misconceptions

Renter's DO NOT pay property taxes.

Although renters do not receive property tax bills, most property owners will increase the rent charged to cover their property taxes.

I already pay the City a primary property tax.

Not true. Kingman property owners do pay a property tax, but none of that tax is levied by the City of Kingman. The City does not impose a property tax.

If I vote for a property tax, the City can increase the tax to whatever and whenever they want.

Not true. ARS § 42-17051 places a 2% + new construction maximum limitation on the amount a city, county, etc. can increase their base levy. It cannot be increased by the voters, Council or staff.

If my home's market value increases, I will pay higher property taxes.

Not necessarily true. If levies remain the same, a property owner will pay lower property taxes.

Historical Valuations

Assessed values do not reflect the current value of a property. The assessed values for FY16 are based on values set in late 2014. Those values are determined using the previous 19- 31 months of sales comp data.

FISCAL YEAR	PRIMARY ASSESSED VALUE	CHANGE FROM PRIOR YEAR	LEVY	RATE PER $100 of A.V.	COST TO OWNER OF $100,000 PROPERTY
2015 - 16	178,013,815	1%	1,000,000	$0.5618	$56.1800
2014 - 15	175,981,201	-4%	1,000,000	$0.5682	$56.8200
2013 - 14	183,112,211	-6%	1,000,000	$0.5461	$54.6100
2012 - 13	194,344,469	-6%	1,000,000	$0.5146	$51.4600
2011 - 12	207,648,642	-17%	1,000,000	$0.4816	$48.1600
2010 - 11	249,214,701	-5%	1,000,000	$0.4013	$40.1300
2009 - 10	263,147,181	9%	1,000,000	$0.3800	$38.0000
2008 - 09*	241,918,733	18%	1,000,000	$0.4134	$41.3400
2007 - 08*	204,485,818		1,000,000	$0.4890	$48.9000

The average FY16 assessed value for a home in Kingman is $8,019, which equates to $80,019 in LPV.

*These values are based on the February values and are not the finalized values.

Today's Tax Rates for Kingman Property Owners

Mohave County		
Mohave County	$1.9696	
Mohave County TV District	$0.0200	
Mohave County Library District	$0.2236	
Mohave County Flood Control District	$0.5000	
Fire District Assistance Fund	$0.1000	
Total Mohave County		**$2.8132**
Education		
State School Tax Equalization	$0.5054	
Mohave Community College	$1.2927	
Kingman Unified School District	$4.8809	
Kingman Unified School District School Bonds	$1.5565	
Western AZ Voc Ed Dist (JTED)	$0.0500	
Total Education		**$8.2855**

$11.0987 per $100 assessed value

A property owner with a property valued at $100,000 is paying $1,109.87 in property taxes this year.

What to Keep in Mind When Establishing a Property Tax Levy

- **<u>The levy that is established for the ballot becomes the BASE levy amount going forward</u>**. The only increase that can be imposed is the maximum permissible under ARS 42-17051(A), which is 2% + new construction.

  2016: $3,000,000
  2017: $3,090,000 (assuming 1% in new construction)
  2018: $3,120,900 (assuming 1% in new construction)
  2019: $3,214,527 (assuming 1% in new construction)

- Although the base levy limit cannot be increased at the will of the voters, Council or otherwise, the political subdivision CAN under levy.

- Delinquency rates must be considered when determining the BASE levy and every annual levy thereafter.

- Exemptions are a reduction in the taxing jurisdiction's gross assessed values. The Assessor deducts these amounts prior to reporting the net assessed values. which are already deducted from the amount reported by the Assessor. For this reporting year, Kingman has $34,361,521 in lost value due to exemptions.

General Fund Overview

GENERAL FUND	ESTIMATED FY15	BUDGET FY16	PROJECTED FY17	PROJECTED FY18	PROJECTED FY19
REVENUES					
Local					
Sales Tax	$14,522,770	$14,100,000	$13,156,000	$11,850,000	$12,205,500
Property Tax	0	0	1,300,000	3,000,000	3,000,000
Room Tax (2%)	425,920	360,000	370,800	381,924	393,382
Other Fees	809,290	800,500	804,503	808,525	812,568
State Shared Revenues	7,387,553	6,990,000	7,059,900	7,130,499	7,201,804
Recreation Fees	1,273,192	1,206,100	1,212,131	1,218,191	1,224,282
Miscellaneous Fees & Charges	1,044,671	1,198,100	1,204,091	1,210,111	1,216,162
Internal Fund Transfers	1,310,117	1,202,553	1,208,566	1,214,609	1,220,682
TOTAL REVENUES	**$26,773,513**	**$25,857,253**	**$26,315,989**	**$26,813,859**	**$27,274,379**
EXPENDITURES					
Personnel Expenses	$15,383,996	$17,665,134	$18,195,088	$18,740,941	$19,303,169
Supplies & Services	3,979,419	5,307,418	5,466,641	5,630,640	5,799,559
City & Internal Services	1,802,923	1,838,748	1,893,910	1,950,728	2,009,250
Capital Outlay, Lease Purchases & Debt	570,554	851,000	876,530	902,826	929,911
Cash Transfers & Budget Adjustments	1,668,224	1,915,505	1,972,970	2,032,159	2,093,124
Contingency	0	1,000,000	1,000,000	1,000,000	1,000,000
TOTAL EXPENDITURES	**$23,405,116**	**$28,577,805**	**$29,405,139**	**$30,257,293**	**$31,135,012**
BEGINNING FUND BALANCE	$9,463,437	$12,831,834	$10,111,282	$7,022,132	$3,578,698
ENDING FUND BALANCE	$12,831,834	$10,111,282	$7,022,132	$3,578,698	-$281,936
% OF OPERATING EXPENDITURES	54.82%	35.38%	23.88%	11.83%	-0.91%
ANTICIPATED ENDING FUND BALANCE		$11,798,745	$10,443,012	$8,780,580	$6,749,441
% OF OPERATING EXPENDITURES		43.46%	37.38%	30.55%	22.82%

Public Safety Operating Budget

Police	
Personnel	$6,496,057
Supplies and Services	$ 613,700
City and Internal Services	$ 910,389
Capital Outlay	$ 501,000
Total FY16 Operating Budget	***$8,521,146***

Fire	
Personnel	$5,548,374
Supplies and Services	$ 361,340
City and Internal Services	$ 264,318
Capital Outlay	$ 91,000
Total FY16 Operating Budget	***$6,265,032***

Total FY16 General Fund Operating Budget:
$28,577,805

Public safety (police and fire) accounts for more than 52% of the general fund's FY16 operating budget.

Public Safety Priorities – Recurring Operating Expenditures

POLICE

FY17
Replacement of Personnel
Replacement of Police Cadet Program
Total Annual Recurring Cost: $176,294

FY18
Implementation of Corporal Position
Total Annual Recurring Cost: $23,007

FY19
Addition of 4 Officers for Beat 6
Addition of Other Personnel
Total Annual Recurring Cost: $527,753

FIRE

FY17
Replacement of Personnel
Rapid Response/Paramedicine Personnel
Total Annual Recurring Cost: $433,605

FY18
None

FY19
Addition of Personnel for Fire Station 5
Total Annual Recurring Cost: $853,107

Public Safety Priorities – Nonrecurring Operating Expenditures

POLICE

FY17
Patrol , Detective, NSO, and Admin Vehicles & Equipment
Ballistic Vest and Taser Replacements
Patrol Bicycle Replacements
Facility Space Needs Analysis Study
Total Cost: $304,400

FY18
Patrol , Detective, Crime Scene, NSO and Admin Vehicles & Equipment
Ballistic Vests
Total Cost: $310,000

FY19
Patrol and Admin Vehicles & Equipment
Total Cost: $515,000

FIRE

FY17
Vehicle Extraction, Personal Protective and Paramedicine Program Equipment
Rapid Response, Tow and Staff Vehicles
Battalion Chief Apparatus
Total Cost: $302,500

FY18
In Service Engine Equipment
Mobile Radio and Headset Replacements
Total Cost: $101,000

FY19
Personal Protective Equipment
In Service Engine Equipment
Defibrillator Maintenance Agreement
Total Cost: $353,000

Public Safety Priorities – Capital Projects

CITY OF KINGMAN CAPITAL IMPROVEMENTS PROGRAM					
PROJECT DESCRIPTION	**2017**	**2018**	**2019**	**2020**	**TOTAL**
- **PUBLIC SAFETY**					
Fire Department Training Bldg/Grounds Replacement	575,000				575,000
Fire Engine Fleet Replacement	475,000			1,375,000	1,850,000
Fire Station 2 Reconstruction	1,750,000				1,750,000
Fire Station 3 Remodel			140,000		140,000
Fire Station 5 Addition - East Bench			1,850,000		1,850,000
Architectural Svcs for Design of Public Safety Admin Bldg		500,000			500,000
Public Safety Admin Building Construction			11,000,000		11,000,000
TOTAL PUBLIC SAFETY	2,800,000	500,000	12,990,000	1,375,000	17,665,000

Public Safety Priorities and Levy Limit Review

FY17 Operating Budget Increase	$ 624,799
FY18 Operating Budget Increase	$ 451,906
FY19 Operating Budget Increase	$ 2,289,766
FY17 Capital Improvements	$ 2,800,000
FY18 Capital Improvements	$ 500,000
FY19 Capital Improvements	$12,990,000

Property Tax Levy	**$1,000,000**	**$3,400,000**	**$4,500,000**	**$5,600,000**	**$6,700,000**
Property Owner Rate/$100 Assessed Value	$0.5618	$1.9101	$2.5281	$3.1461	$3.7641
Yearly Cost to Property Owner with $100,000 Property Value	$56.18	$191.01	$252.81	$314.61	$376.41

The levy that is established for the ballot becomes the BASE levy amount going forward.

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Councilmember Abram

MEETING DATE: November 3, 2015

AGENDA SUBJECT: Amendment to agreement with Kingman Airport Authority

---

SUMMARY:
Discussion and possible action regarding amending the current agreement between the City of Kingman (City) and Kingman Airport Authority (KAA), to incorporate a set of Performance Measures. Such Performance Measures will be negotiated between the City and KAA Board of Directors, and will be used to measure forward progress within the Kingman Industrial Park on an annual basis.

FISCAL IMPACT:
None

STAFF RECOMMENDATION:
Staff concurs with recommendation.

REVIEWERS:

Department	Reviewer	Action	Date
City Manager	Dougherty, John	Approved	10/27/2015 - 12:42 PM
City Attorney	Cooper, Carl	Approved	10/27/2015 - 2:10 PM
City Manager	Dougherty, John	Approved	10/27/2015 - 12:48 PM

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: Gary Jeppson, Development Services Director

MEETING DATE: November 3, 2015

AGENDA SUBJECT: Consideration of an exception to the preliminary plat extension regulations

---

SUMMARY:
Mr. Doug Angle of Hualapai Development LLC received a preliminary plat approval on the Vista Bella Ranchitas Subdivision, Tract 6029 on October 2, 2006 (Resolution #4354). This proposed 71-lot subdivision is a 21.69 acre tract of land located southeast of Airway Avenue and Prospector Street. A preliminary plat is valid for 24-months. An extension on this preliminary plat was granted on August 3, 2008 with Resolution #4547. The preliminary plat was extended again on August 16, 2010 with Resolution #4707. On September 18, 2012, the City Council granted a third extension of this preliminary plat with the adoption of Resolution #4812. There was not an extension request in 2014 and the preliminary plat approval has lapsed. Mr. Angle is now requesting a preliminary plat extension on this plat, which requires the City Council to grant an exception to Section 2.2.(8).b.(iv) of the Subdivision Ordinance. This subsection states: "If the subdivider does not process the final plat or phases thereof within twenty-four (24) month timeframe, or ask for and receive an extension of time, then all proceedings relating to the preliminary plat shall be terminated."

This area has had drainage issues and if the subdivision is fully improved in accordance with the engineered design, the drainage issues should be addressed. The interim drainage mitigation structures are not being maintained and need to be maintained to avoid the current flooding issues.

FISCAL IMPACT:
None

STAFF RECOMMENDATION:
Because there is no changes in design standards, staff recommends granting the exception to Section 2.2.(8).b.(iv) of the Subdivision Ordinance so Hualapai Development LLC can request another extension. Staff believes an extension needs to address current and future drainage issues.

ATTACHMENTS:

Description

Letter From Angle Homes

Subdivision Application Procedure and Approval Process

Engineering Letter

Sippel Letter

Rick Angle Letter

Fud Freiday Letter
Graphic 1
Graphic 2

REVIEWERS:

Department	Reviewer	Action	Date
Development Services	Jeppson, Gary	Approved	10/27/2015 - 5:16 PM
City Attorney	Cooper, Carl	Approved	10/27/2015 - 6:56 PM
City Manager	Dougherty, John	Approved	10/27/2015 - 7:11 PM

ANGLE HOMES

2331 E Hualapai Mountain Rd, Suite A, Kingman, AZ 86401 | P: 928-718-1550 | F: 928-718-1556 | info@anglehomes.com

October 20, 2015

Gary Jeppson
Development Services Director
City of Kingman

Subject: Preliminary Plan - Vista Bella Ranchitas

Dear Gary,

Angle Homes has been consuming lots in our Vista Bella Subdivision and is needing to develop more lots. We began to work on submitting the improvement plans for the final part of Vista Bella called Vista Bella Ranchitas. We discovered that the preliminary plat had expired. This development of 71 lots is the final part of our Vista Bella development. We are requesting that this Preliminary Plan for Vista Bella Ranchitas be extended by the City Council for two years, giving us enough time to receive approval on the final plat. We would have been certain to extend this preliminary plan if we had known it was expiring.

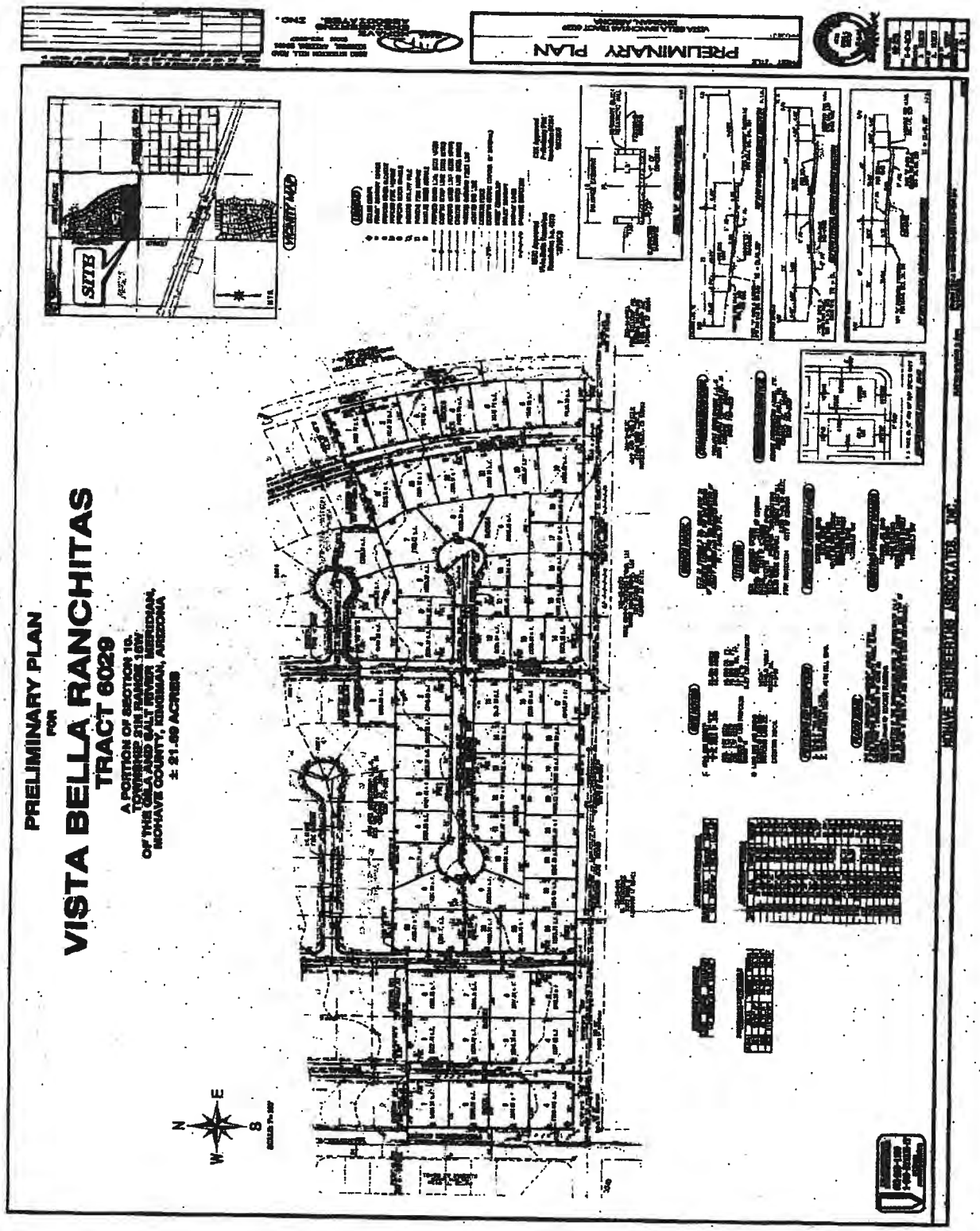
When the last phase of Vista Bella was completed water lines were installed up Roma Road, Monte Silvano, VitoBello Way, and Monte Moro Street through Vista Bella Ranchitas to connect to Diamond Joe Road and Prospector Street. We also installed the 12 inch water line in Diamond Joe Road and a booster station for the city on this property. These water lines are set up for the existing design and lots. We feel that because of the work put into this design and approval, by both us as the Developer and the City of Kingman, we would like to move forward with the original preliminary plat and current development plans without incurring additional costs to resubmit and possibly needing to redesign this project and perhaps having to relocate water lines. The other problem with a redesign is the time it would take which extends completion of the project and perhaps missing the current building opportunity.

If you have any questions, let me know.

Sincerely,

Doug Angle
Hualapai Development, LLC
Angle Homes, Inc. 715-7682
doug@anglehomes.com

Exhibit A


PRELIMINARY PLAN
PRELIMINARY PLAN
FOR
VISTA BELLA RANCHITAS
TRACT 6029
A PORTION OF SECTION 10,
TOWNSHIP 21N RANGE 16W
OF THE GILA AND SALT RIVER MERIDIAN,
MOHAVE COUNTY, KINGMAN, ARIZONA
± 21.60 ACRES
SITE
VICINITY MAP
N
E
S
W
MOHAVE ENGINEERING ASSOCIATES, INC.

SECTION 2.000
SUBDIVISION APPLICATION PROCEDURE AND APPROVAL PROCESS

2.1 GENERAL PROCEDURE

Whenever any subdivision of land is proposed, before any contract is made for the sale of any part thereof, and before any permit for the erection of a structure in such proposed subdivision is granted, the subdividing owner, or his authorized agent, shall apply for and secure approval of such proposed subdivision in accordance with the following procedure.

2.2 PRELIMINARY PLAT

(1) Application Procedure

a. Before preparing the preliminary plat for a subdivision, the applicant should discuss with the Development Services Director, the procedure for processing a subdivision plat and the requirements as to general layout of streets and for reservations of land, street improvements, drainage, sewerage, fire protection, zoning and similar matters, as well as the availability of existing services. The Development Services Director shall also advise the applicant, where appropriate, to discuss the proposed subdivision with those officials who must eventually approve these aspects of the subdivision plat coming within their jurisdiction. The Development Services Director shall assign a tract number to the proposed subdivision if it is evident that action will be taken to pursue the development.

b. The subdivider or his representative shall submit fifteen (15) copies of the preliminary plat to the Development Services Director.

c. The subdivider or his agent shall submit the required application fee.

(2) Data Requirements

a. The preliminary plat shall meet the minimum standards for design and the requirements as set forth by these regulations.

b. The preliminary plat shall be clearly and legibly drawn to a scale of 1” = 200’, or 1” = 100’, or 1” = 50’. A scale of 1” = 100’ is preferred. Whenever possible, scales should be adjusted to produce an overall drawing not exceeding 24” x 36” in size, providing sufficient detail can still be shown.

(3) Map Contents

a. The proposed name and assigned tract number, north point, scale and date of preparation.

b. The names and addresses of the subdividers, owner, planner, surveyor and/or engineer associated with the project.

c. A sufficient description to locate the proposed subdivision, including the township, range, and section.

d. The location, names, width, and purpose of all existing or proposed highways, streets, rights-of-way, utilities, lots, blocks, easements, or drainage channels within the proposed subdivision or contiguous to it.

e. The approximate boundaries, if any, of all areas subject to special flood hazards, as indicated on the Flood Insurance Maps. Arrows should indicate general flow in all water courses and streets.

f. The following contour intervals, as established y field or aerial survey methods, under the direction of a qualified registrant shall be required sufficient to indicate drainage for all lots and streets:

Gradual Slopes	0 to 2% - 2 foot intervals
Medium Slopes	2 to 15% - 5 foot intervals
Steep Slopes	above 15% - 10 foot intervals

Topography shall be based on the City of Kingman datum. At least one permanent bench mark shall be established for each 160 acres of subdivision or fractional part thereof and a description and location of same shall be included as a part of the preliminary plat. Regular U.S.G.S. topographic maps, enlargements or similarities of same will not be acceptable as a source of topography.

g. The approximate lot boundaries (location and dimensions) and the proposed lot number shall be identified.

h. The acreage of proposed subdivision, number of lots proposed, approximate area of the lots, minimum lot size, and density (lots per acre).

i. A small scale location or vicinity map showing the relative location of the subdivision with respect to township, range, section, existing roads, existing or proposed access to the tract, the nature and status of such access roads, and the ownership of lands traversed by the access roads.

j. The date, name, seal, and registration number of the engineer responsible for the preparation of the subdivision.

(4) Additional Requirements and Accompanying Statements. The following information shall be included as a part of the preliminary plat, or accompanying statement:

a. The existing uses of the land and existing zoning classification.

b. The proposed use of each lot or parcel and the proposed zoning classification.

c. An application for proposed rezoning where applicable.

d. A statement regarding the availability, location, and type of water system for domestic use and fire protection.

e. A statement as to the type of facilities or method of sewage disposal proposed.

f. A statement regarding availability of utilities and the direction and distance to the nearest such useable utility as required by these regulations.

g. In addition to statements about water and sewer locations, general preliminary water and sewer layouts should be shown on a map submittal. For sewers, this will include location and minimum size of proposed lines; and location and depths of existing manholes and cleanouts. For proposed and existing water installations, this should include a map showing locations for lines, fire hydrants, valves, meter vaults, etc., along with minimum proposed line sizes. Detailed and specific construction improvement plans may be submitted at the Final Plat Stage.

h. A list of proposed street names.

i. A general summary description of any protective covenants or private restrictions to be incorporated in the final plat.

(5) Preliminary Drainage Report

A preliminary drainage report, prepared by an engineer registered to practice in the State of Arizona, covering the details of flood conditions and the specific effects of floods on the area being subdivided, shall be submitted with from upstream flows on the project, and impacts of the project on downstream properties and shall be prepared as required by the Kingman Area Drainage Design and Administrative Manual.

The Preliminary Drainage Report shall be typed and five (5) copies shall be submitted.

(6) Staff Review of the Preliminary Plat

a. The Development Services Director shall forward a copy of the preliminary plat to the following agencies for evaluation and recommendations: Engineering Department, Health Department, Fire Department, Public Works Department, utility companies, and other agencies who may be concerned. Interested agencies shall have twenty (20) working days from the date the preliminary and "all" supportive information is received by the Development Services Director, to complete their review. Agencies shall submit their evaluation report to the Development Services Director. No reply by an agency within the time limit specified shall be deemed as having no objection.

b. When all replies have been received, or the specified date of reply reached, the Development Services Director shall prepare a correlated report, including replies or comments from the reviewing agencies, and forward a copy to the reviewing agencies, and forward a copy to the subdivider's and/or agent's engineer. If the preliminary plat is in conformance with these regulations, the Development Services Director shall schedule the review of the preliminary plat by the Planning and Zoning Commission at their next regularly scheduled public meeting.

(7) Planning and Zoning Commission Review of the Preliminary Plat

a. The subdividers or their representatives shall be notified by mail fifteen (15) days prior to a meeting of the time and place set for review of the preliminary plat.

b. The Planning and Zoning Commission shall, upon said review or such further meeting to which said matter may be continued, hear or consider all evidence relating to said preliminary plat.

c. If satisfied that all objectives of these regulations have been met, the Planning and Zoning Commission may recommend approval, conditional approval, or denial of the preliminary plat and by the conclusion of their next regularly scheduled meeting shall make their recommendation to the Common Council.

d. If the Commission finds that the preliminary plat requires a major revision, the preliminary plat may be held over until the next regularly schedule Planning and Zoning Commission meeting.

e. The recommendations of the Planning and Zoning Commission on said preliminary plat shall be written.

f. If the Planning and Zoning Commission does not make a recommendation to the Common Council by the conclusion of the next regularly scheduled meeting held after the public hearing, the preliminary plat shall be submitted to the Common Council without a recommendation.

g. A subdivider may withdraw the preliminary plat or request postponement at any time, through a written signed statement, submitted to the Development Services Director. Any withdrawal shall mean that the property owner(s) must resubmit a new preliminary plat application.

(8) Common Council Review of the Preliminary plat

a. On receipt of the recommendation from the Planning and Zoning Commission, the Common Council shall, at their next regularly scheduled meeting, approve, conditionally approve, or deny the preliminary plat. If a preliminary plat is denied by the Common Council, the new filing of another preliminary plat for the same tract, or any part thereof, shall follow the aforementioned procedures and shall be subject to the required fee. The Common Council shall forward within fifteen (15) days, in writing, a statement to the subdivider stating the reason the preliminary plat was denied.

b. Preliminary plat approval is based upon the following terms and conditions:

(i) The basic conditions under which the preliminary plat is approved shall not be changed prior to expiration date.

(ii) Approval of the preliminary plat is valid for a period of twenty-four (24) months from the date of Council action.

(iii) Preliminary plat approval may, upon written application to the Development Services Department by the subdivider, be considered for an extension of time. The Common Council may extend the original preliminary plat approval two-years if there is no change in conditions within or adjoining the preliminary plat that would warrant a revision in the design of the original preliminary plat. If there have been major changes in the area affecting the preliminary plat or changes in development standards, the Common Council may extend the preliminary plat validity for an additional 95-days to allow the subdivider to redesign the preliminary plat to include the necessary modifications and resubmit the modified preliminary plat for review by the Planning and Zoning Commission and subsequently by the City Council. The City Council may then determine whether to approve the modified preliminary plat or not extend the approval of the preliminary plat. The City Council may grant a greater than a 95-day modification period at its discretion.

(iv) If the subdivider does not process the final plat or phase thereof within the twenty-four (24) month time frame, or ask for and received an extension of time, then all proceedings relating to the preliminary plat shall be terminated.

c. The Common Council approval of the preliminary plat shall specify that required improvements shall be completed to minimum City Standards prior to recording of the final plat; or an agreement in writing shall be arrived at prior to said recordation assuring construction of all required improvements, utilizing one or more of the methods described in Section 3.000 of these regulations and acceptance of said improvements into the City maintenance system upon completion to City standards and the approved improvement plans.

d. If any other improvements are required, at this time by the Common Council, they shall be so specified.

2.3 FINAL PLAT

(1) Application Procedure

a. Following the approval of the preliminary plat, the subdivider shall file with the Development Services Director the final plat, improvement plans, final drainage report, and supportive material as required by these regulations.

b. The subdivider or his representative shall submit five (5) blue line copies of the final plat to the Development Services Director.

c. The final plat may be submitted and recorded in phases. If the plat is filed in phases, the plat shall be labeled with the assigned tract number, and an alphabetical designation. (i.e. Tract 100-A, Tract 100-B, etc.)

d. No grading activity may occur on the site of the subdivision until an approved grading plan, drainage report, and improvement plans are reviewed by the City Engineer and approved by the City Council.

(2) Form of Final Plat

a. The final plat shall be submitted on a transparent reproducible polyester film, or linen tracing cloth, drawn with India ink, or as a tracing reproduction on polyester film or linen for recording, and shall be on sheets twenty-four (24) inches wide by thirty-six (36) inches long; shall be at a scale of either 1" = 200', 1" = 100', or 1" – 50'; and shall include dedications, affidavits, certificates and acknowledgements. All seals (other than notary public seals) or written matter, including signatures, shall be made with opaque ink. All final plats shall be drawn to reasonable accuracy standards, consistent with acceptable professional standards.

b. When a final plat consists of two (2) or more sheets, one key map showing the relation of the sheets shall be placed on the first sheet.

c. Every sheet comprising the final plat shall bar the title, scale, north point, legend, date of preparation, sheet number, and the number of sheets comprising the map, its relation to each adjoining sheet shall be clearly shown. The basis of bearings shall also be noted in the legend.

d. The title of each plat shall consist of the subdivision name and tract number, placed at the top of each sheet. Below the title on the first sheet shall appear a subtitle consisting of a general description of all the property being subdivided by reference to governmental subdivisions or portions thereof; by section, township and range; by metes and bounds descriptions; or by reference to subdivision plats previously recorded in the office of the Recorder of Mohave County. In addition, a small scale location or vicinity map, showing the relative location of the subdivision with respect to township, range, section and any access roads, shall be shown on the face sheet.

e. Location and description of section or quarter corner, either found or set, and ties in such corners, dimensions, angles, bearings, and similar data on the plat shall be referred, indicated, and referenced. Boundaries of the tract to be subdivided shall be fully balanced and closed, showing all bearings and distances determined by an accurate survey in the field. Corners of the subdivision shall be noted, and monuments found or set shall be indicated and described; two (2) corners of the subdivision traverse shall be tied by course and distance to separate section corners or quarter section corners, or other monuments of record.

f. Presentation of the plat shall be neat, clear, legible, and complete in all respects and shall be sufficiently detailed to include but shall not be limited to the following:

(i) Tract boundary lines, lot and parcel lines, easement lines, street centerlines, and section lines, all showing accurate bearings and dimensions, with dimensions expressed in feet and decimals thereof to the hundredth.

(ii) Width of streets, width of easements, and indication of their purpose, angle, radius, tangent, and length of all curves.

(iii) Location and description of existing or found monuments, such as section corners, and subdivision boundary corners, elevations of bench marks (for a condominium development), existing rights-of-way and easements, if any. Easements shall be clearly dimensioned, labeled, and identified, and if already of record, properly referenced to the record.

(iv) Where there are contiguous developments, show name and number of tract with reference of record, street lines, street names, and easement lines, if any.

(v) All monuments found or set shall be clearly identified.

(vi) The boundary of the subdivision shall be indicated by a colored border, approximately one-eighth of an inch, applied on the reverse side of the tracing which will show on the blue line prints. Such border shall not interfere with the legibility of figures or other data.

(vii) Any parcel(s) not being a portion of the subdivision or adjacent to the plat boundary shall be clearly identified as not a part of the subdivision.

g. Each lot shall be numbered as specified by these regulations, and each block may be numbered or lettered. Each street shall be named. All lots not intended for sale or resale for private purposes, and all parcels offered for dedications for any purpose, public or private, and any private streets permitted shall be so designated.

h. If any portion of any land within the boundaries shown on a subdivision plat is subject to overflow, inundation or flood hazard by storm water, as designate as a special flood hazard area by the Flood Insurance Rate Map, such fact and said portion shall be clearly shown on such plat and enclosed in a border on each sheet of said plat.

i. The plat shall also show other data that is required by law.

(3) Certificates

The following certifications, acknowledgments, dedications, and acceptances, shall appear on the final plat. Such certificates may be combined when appropriate.

a. A certification or ratification signed and acknowledged by all parties having any record title interest in the land subdivided, consenting to the preparation and recordation of said plat, taking into consideration that certain rights-of-way, easements, or other interests may be acknowledged by appropriate endorsements on the plat, where such easements or interest could not ripen into a fee or where changed conditions, long disuse, or laches appear to be no longer of practical use or value and which may not be foreclosed by reason that appropriate documents and signatures by the owners thereof cannot be obtained.

b. A certificate signed and acknowledged as above offering for dedication to the public all parcels intended for public use.

c. A certificate for execution by the land surveyor and/or professional engineer of record as follows:

(i) If the design and survey were made by the same individual, the following statement shall be required:

This is to certify that the boundary survey and design of the above described subdivision were made under my direction and supervision and are accurately represented on this plat. Signature, Date, Registration No., Seal.

(ii) If the design and survey were made by separate individuals, then the following shall be required:

This is to certify that the design of the above described subdivision was made under my direction and supervision and is accurately represented on this plat. Signature, Date, Registration No., Seal.

This is to certify that the boundary survey on the above described subdivision was made under my direction and supervision and is accurately represented on this plat. Signature, Date, Registration No., Seal.

d. A certificate for signature by the City Engineer, and the Development Services Director, as follows:

This plat has been checked for conformance to the approved preliminary plat and any special conditions attached thereto, to the requirements of the City of Kingman Subdivision Regulations, and to any other applicable regulations, and appear to comply with all requirements within my jurisdiction to check and evaluate.

By _____Date _____
City Engineer
By _____Date _____
Development Services Director

e. A certificate to be signed by the Mayor of the City of Kingman as follows:

I, _____, Mayor of the City of Kingman, hereby certify that the Kingman Common Council approved the within plat on the ___ day of _____, 20___, and accepted on behalf of the public all parcels of land offered for dedication for public use in conformity with the terms of the offer of dedication, and satisfactory assurance in the form of _____ from _____ has been provided in the full amount necessary to guarantee completion of all required off-site improvements necessary for the subdivision.

_____
Mayor, City of Kingman

Attest:

_____
Kingman City Clerk SEAL

f. County Recorder Block

Filed and recorded at the request of the City of Kingman on _____.

By _____ _____
Deputy Recorder Recorder

Reception No. _____

(4) Additional requirements and Accompanying Statements. The following material shall accompany the submission of all final plats:

a. Two copies of a preliminary title report or policy of title insurance issued by a title insurance company within the preceding thirty (30) working days to the owner of the land issued for the benefit of the City of Kingman, covering the land within the subdivision and showing all record owners, liens, and encumbrances.

b. A copy of the restrictions and covenants to be recorded, if any.

c. Two (2) copies of a memorandum showing the total area of the subdivision and area of each lot to the nearest hundredth of an acre, if greater than one acre, or area in square feet if less than one acre.

d. Two (2) sets of prints of construction plans for all required improvements, prepared in accordance with the City of Kingman Standard Specifications for Public Works Improvements, Article XV, of the Kingman Code of ordinances. These construction plans shall include plans fro all access roads to be constructed in connection with the proposed subdivision.

e. The engineers cost estimate for the construction of all required off-site improvements (unless off-sites are to be completed prior to recordation).

f. A copy of the written agreement assuring the completion of improvements as required by Section 3.000 of these regulations.

g. If private roadways are proposed in the development, then provisions for perpetual roadway maintenance shall appear in the Property Owners Association (or other legal entities) Organizational Articles of Incorporation.

h. A final Drainage Report in conformance with the Kingman Area Drainage Design and Administrative Manual shall be submitted as part of the Final Plat package. This detailed drainage report, prepared by an engineer registered to practice in the State of Arizona, shall expand upon and modify the Preliminary Drainage Report. The contents of the Final Drainage Report shall support the designs presented in the Improvements Plans submitted as part of the Final Plat package. The Final Drainage Report shall be typed and five (5) copies shall be submitted. The final plat grading plan and drainage report will show, with drawn directional arrows, how each individual lot, within the area covered by the Final Plat, will drain to an approved point or points of discharge. In general, drainage from individual lots should discharge to the street, or approved discharge point otherwise shown, or be retained. If an approved discharge point is across another lot, then a drainage easement shall be shown on the final plat map. Drainage quantities which drain across other lots shall not exceed the historic flow quantities, and the design engineer will so designate the historic quantity. This ordinance will complement the City of Kingman's adopted International Building code, including Appendix J, and the City of Kingman Grading and Drainage Ordinance. Minimum and maximum approximate building pad elevations will be shown on each lot proposed to be platted. In no case will the finished floor for the principal building on each lot in the subdivision vary from these maximums and minimums by more than one vertical foot.

i. The design engineer for the proposed subdivision shall submit, with the Final Plat information, electronic data, in a format agreeable to the City Engineer which will be used in the building of a City-wide data base.

(5) Staff Review of the Final Plat

a. Upon receipt of the required materials listed above, the Development Services Director shall forward a copy of the final plat and improvements to the City Engineer for review and/or approval. The City Engineer shall review these plans for conformance with the approved preliminary plat, conditions of approval, and these regulations.

b. The Development Services Director shall also review the final plat and supportive information for completeness, and conformance with the approved preliminary plat, conditions of approval and these regulations.

c. The Development Services Director shall forward a copy of the written agreement assuring the completion of the required off-site improvements to the City Attorney for review and comment.

d. Within twenty (20) working days from the date of receipt of the final plat and all supportive material, the Staff shall complete their review and the Development Services Director shall forward, in writing, to the subdivider and/or design engineer any comments relating to any deficiencies in the final plat and supportive information, requesting correction of these deficiencies.

e. Once all of the requirements of the preliminary plat, conditions of approval, improvement plans and these regulations have been met, the Development Services Director shall notify, in writing, the subdivider that he may now submit the original tracing to be recorded complete with required signatures, the recordation fee, the final copy of the assurance for completion of improvements, and the reproducible copy of the improvement plans. Upon receipt of this material, the Development Services Director shall have the approval of the final plat and assurance for completion of improvements scheduled for review by the Common Council.

(6) Common Council Review of the Final Plat

a. The Common Council shall consider the tracing of the final plat and the City Engineer's recommendation on the improvement plans, the Development Services and Engineering Staff recommendation, the offer of dedications, the proposed schedule for improvements, and the proposed method of assuring the completion of improvements.

b. If the Common Council finds that the final plat, improvements plans, schedule of improvement completion, and method of assuring completion of improvement is in conformity with the preliminary plat and conditions attached thereto, these regulations and other points of law, they shall approve said plat, and authorize the Mayor to sign off the plat, as being accepted. .

c. If the Common Council determines that the final plat is not in conformity with the preliminary plat or other requirements, or finds that the proposed schedule for improvements or method of assuring the completion of improvement is unacceptable, it shall disapprove the final plat, specifying their reason or reasons therefore. The Common Council shall have the Mayor notify the subdivider in writing of such disapproval and the reason therefore.

(7) Recording of Final Plat

Within ten (10) business days of the approval by the Common Council, the subdivider or his designee shall present said final plat to the Development Services Director for signatures and recordation, except in the case when off-site improvements are scheduled to be completed prior to recordation, which will dictate recordation upon completion and acceptance of the improvements. No plat shall be recorded until approved by the Common Council.

Memo

To: Gary Jeppson

From: Mike Prior

CC: Greg Henry and File

Date: October 26, 2015

Re: Vista Bella Ranchitas, Tract 6029
Preliminary Plat (Unreadable Seal Date)

Engineering Department

Item Reviewed: Time Extension Request Dated 10-20-2015

Thank you for this submittal. Past storm events have shown that lots downstream of Vista Bella Ranchitas Tract 6029 are at risk for flooding. A temporary berm and channel have been constructed by the developer along the southern boundary of this preliminary plat to protect these properties from storm runoffs. It is vital that the drainage improvements for this subdivision be designed and constructed to maintain historical flows conditions and not increase the flood risk for those downstream lots.

We have reviewed the Time Extension Request for the Vista Bella Ranchitas, Tract 6029 preliminary plat and offer the following comments:

1. The Preliminary Drainage report need to evaluate and determine in much greater detail the locations, volumes and type of flows impacting this subdivision, especially the offsite flows along the southern boundary of this site. The Preliminary Drainage report will also need to show in more detail how the current design and layout of this subdivision will accommodate those flows and maintain historical flow volumes and conditions.

2. The current roadway layout shown on the preliminary plat has Roma Road in close proximity to Drainage Parcel A. The existing grades for Roma Road at Diamond Joe Road are less than a foot higher than the grades of the low water crossing in Diamond Joe Road for Drainage Parcel A. The existing wash upstream of this area is a braided wash with a main channel that meanders with time. The point where this wash crosses Diamond Joe Road may change unless there are some improvements in place to force this wash to cross at a certain location. These factors increase the risk that offsite flows intended to be carried in Drainage Parcel A cross at an unintended location and are carried by Roma Road. There are existing water lines in Diamond Joe Road that will limit how deep the low water crossing for Drainage Parcel A can be designed. These factors need to be evaluated at the preliminary plat stage to insure that the current preliminary plat layout can accommodate the necessary drainage improvements. Previous Engineering Department Preliminary Plat Time Extension comments and a marked up aerial mapping of this location are included for reference.

PLANNING & ZONING DIVISION
MEMORANDUM

DATE: 6/24/2009

TO:

_X___City Engineer	_X___Frontier Communications
_X___City Surveyor	_X___UniSource Electric
_____City Special Projects Admin	_X___UniSource Gas
_X___City Manager	_X___NPG Cable
_____City Clerk	_X___Mohave County Flood Control
_X___City Building Department	_X___Karl Taylor Mohave Co Planning & Zoning
_____City Police Department	_____Mohave County Cartography
_X___City Fire Department	_____Mohave County Environmental Health
_____City Attorney & Legal	_____Black Mesa Pipeline Co.
_X___City Parks & Recreation	_____Kingman School District
_____City Development Svs. Director	_____Kingman Post Office, USPS
_____City Transit, KART	_____City Information Systems
_____City Sanitation Department	_____Arizona Department of Transportation
_X___City Public Works Department	_____Transwestern Pipeline Co.

FROM: Kyle Taylor, City of Kingman Planning and Zoning Division
RE: **Project Number: SB09-006: Vista Bella Ranchitas, Tract 6029**

A request from Mohave Engineering Associates, Inc., project engineer, and Hualapai Development, LLC, applicant and property owner, for an approval of an **extension of time on a preliminary plat for Vista Bella Ranchitas, Tract 6029.** This residential subdivision has 71 single family lots on 21.69 acres. The subject property is located north of Diamond Joe Road, east of Prospector Street and south of Valle del Sole subdivision. The subject property is further described as a portion of the NW ¼ of Section 10, Township 21 N., Range 16 W., of the Gila and Salt River Meridian, Mohave County, Arizona.

Please review the attached materials and submit any comments by **Monday, July 6, 2009.** City departments may respond through Trak-it. If no comments are received by that date, it will be assumed that you have no objections.

If you have any questions, please contact me at 753-8587 or you may email me at ktaylor@cityofkingman.gov

Thank you,

Kyle Taylor - Planner

Memo

To: Kyle Taylor

From: Mike Prior

CC: Greg Henry and File

Date: June 29, 2009

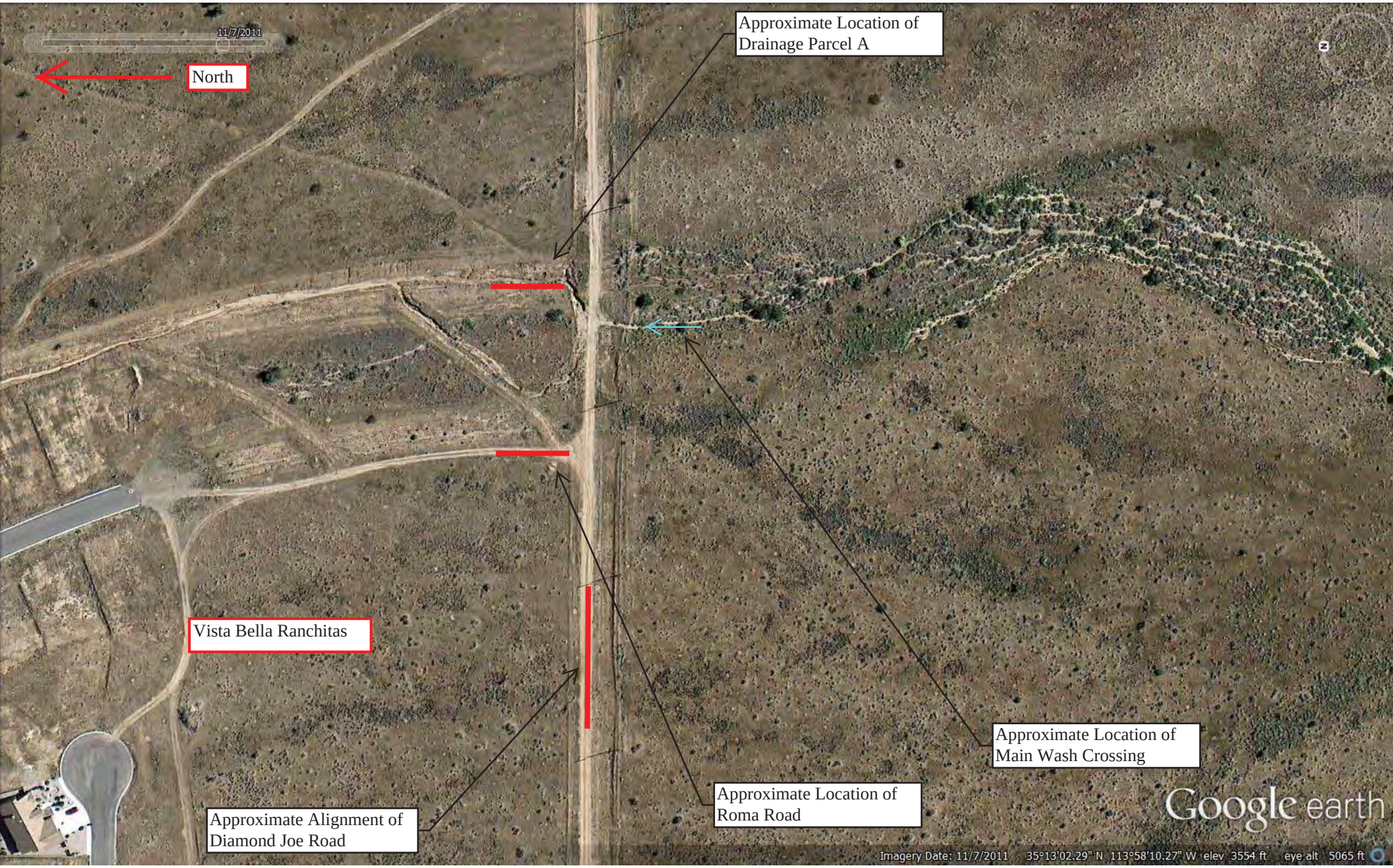
Re: Vista Bella Ranchitas, Tract 6029 (SB09-006)
Request for Extension of Time on Preliminary Plat

Engineering Department

The Engineering Department does not have any objection to the approval of the time extension on the preliminary plat for this subdivision. The following items will need to be addressed on the Final Drainage Report and Subdivision Improvement Plans submittals for this project.

1) Revised calculations submitted for review on September 6, 2006 for the drainage capacity of the 2% crowned cross section for Diamond Joe Road shows that the 100 year storm runoffs can be contained within the right-of-way if the right-of-way grades to the north is higher then the back of sidewalk grades by a minimum of two inches. The subdivision grading plan will need to show this or the proposed bar-ditch on the south side of Diamond Joe Road as shown in the typical cross section for this roadway is designed to accommodate additional storm runoffs.

2) The Preliminary Drainage Report indicates that all offsite flows from Basin B will cross Diamond Joe Road from the south near the eastern boundary of this subdivision and flow into the existing drainage parcel along the east boundary of this subdivision. Past storm events have shown that some of the runoffs from Basin B have turned northward along the proposed alignment of Roma Road located just roughly 130 to the west of the existing drainage parcel. The southeastern corner of this subdivision will need to be designed to accommodate the runoffs from offsite Basin B and to insure that all runoffs from this basin will be conveyed to the existing drainage parcel.


11/7/2011
North
Approximate Location of Drainage Parcel A
Vista Bella Ranchitas
Approximate Alignment of Diamond Joe Road
Approximate Location of Roma Road
Approximate Location of Main Wash Crossing
Google earth
Imagery Date: 11/7/2011 35°13'02.29" N 113°58'10.27" W elev 3554 ft eye alt 5065 ft

SIPPEL & CARROLL PLLC

Attorneys and Counselors At Law

Mark A. Sippel
William B. Carroll

707 East Beale Street
Kingman, AZ 86401

928-753-2889
Fax 928-718-5877

November 13, 2007

Gregory T. Henry, P.E.
City Engineer
City of Kingman
310 N. Fourth St.
Kingman, AZ 86401

Re: Vista Bella- August 1, 2007 flooding incident.

Dear Mr. Henry:

Our firm represents a number of property owners living in the Vista Bella area who we believe were damaged by the actions of Hualapai Development, LLC and Freiday Construction, Inc on or about August 1, 2007. I have reviewed a letter written by you to Hualapai Development on or about October 26, 2007 and a letter written by the city's insurance carrier to Freiday Construction on or about September 20, 2007. Both letters reference a drainage report for Vista Bella dated August 19, 1996. I was wondering if our firm could obtain copies of this drainage report for our ongoing investigations into this matter. We of course will be more than happy to pay any costs for copying the documentation in question. Please let me know at your earliest convenience if this will be possible or if we will need to pursue alternate routes to obtain the information. Your anticipated cooperation is greatly appreciated.

Sincerely,

Mark A. Sippel
William B. Carroll

MAS/el
W:\LITIGATION\HERNANDEZ RUBEN\Letter to City.frm

October 05, 2007

Re: Flooding Incident Aug. 01, 2007 at Vista Bella

Dear Mr. Kramer:

I met with several of the homeowners in Valle del Sole after our meeting with you, Mike Prior and Greg Henry. I attempted to contact some homeowners that never answered their doors, even though I could hear somebody home. I told the home owners that our insurance adjuster would evaluate the situation and make a report. I said that we would let them know the result and what action would be taken, if any.

Our claims adjuster preformed an investigation of the occurrence and determined that: "First and foremost, the damage in question was caused by what appears to be a naturally occurring flood and the damage would have likely occurred regardless of the improvements made by the insured."

All the homes in question were built below the top back of curb. Hualapai Development did not build the homes, construct the streets or install the curb and gutter where the claimants live. Homes in the Vista Bella Subdivision to the South had very little damage as the lots were built above the street and curb elevations.

Our insurance company has recommended that we take no action at this time. I have contacted the homeowners.

The drainage report created by Mohave Engineering and delivered to the City of Kingman August 20, 1996 was not given to Hualapai Development or Freiday Construction until we met with you, the week after the flooding incident. The report was not made for Hualapai Development. We did not purchase the property until December 2004. We did discuss various drainage issues in developing our first phase with MEAI and Pete Johnson. It was decided that we would improve Drainage Parcel A from our subdivision up to Diamond Joe Road, which we did.

Our offsite improvement plans were approved by the City with out any requirements or grading plans to improve Diamond Joe Road. Diamond Joe Road is a dedicated right of way in the City of Kingman. We feel it is the City's responsibility to maintain the road. The road was most recently improved when the City installed a water tank and a water line to that water tank. We understand that we will be required to make final improvements to Diamond Joe Road at the time we develop the property adjacent to it.

I witnessed three main washes carrying substantial water and mud from the South of our subdivision across Diamond Joe Road. Freiday Construction has since created two temporary diversion channels across Roma Road to Drainage Parcel A and from Vitobello Way to Prospector.

This still leaves one problem area. There is a low area between stations 20+00 and 23+00. A great deal of water entered our subdivision at this point and created damage to our current phase. This needs to be addressed to help divert normal flows to Prospector Street. I recommend that we have a meeting to discuss what the easiest solution would be to correct this until we make the final improvements.

Best regards,

Rick Angle
Development Manager, Hualapai Development

Cc: Waylon Lym, Brian Moore, Mike Prior, Greg Henry

FREIDAY
CONSTRUCTION, Inc.

3360 North Bank Street
P.O. Box 4267
Kingman, AZ 86401
(928) 757-2176
(928) 757-4638 FAX

October 1, 2007

Firemans Fund
Attn: Pamela Scott
P. O. Box 4468
Bridgeton, MO 63044

Dear Ms. Scott:

If the grading recommendations which you refer to in your letter of September 20, 2007, are those contained in the Mohave Engineering Addendum to the final drainage plan dated August 19, 1996, it would be very hard for our company to follow these recommendations when the first time we were made aware of their existence was several weeks after the flood damage occurred.

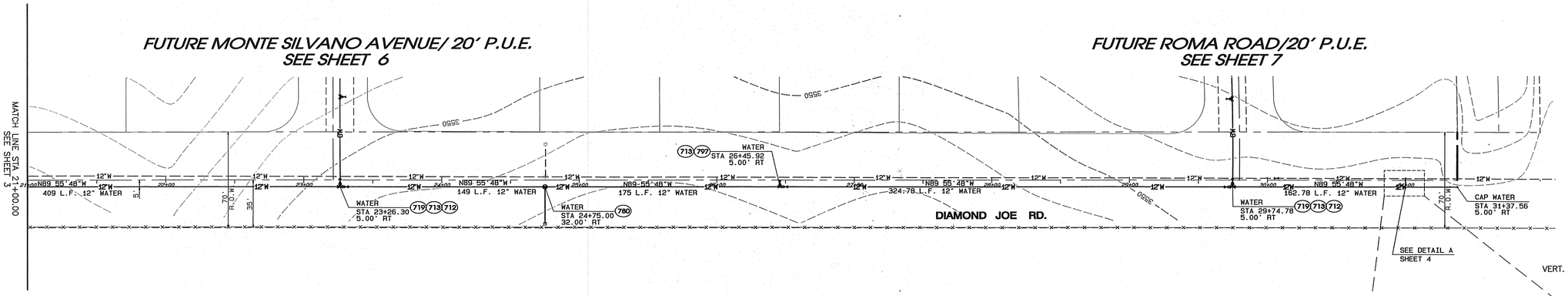
I might add that the City of Kingman, the developer, and the engineer were all in possession of the drainage report, were all occasionally on site, and all failed to mention its existence or importance.

Freiday Construction was not under contract with the developer or the City of Kingman to complete any street grading on Diamond Joe Road, therefore we don't see how we could be responsible for damage caused by their not being completed.

Sincerely,

William B. Freiday

Cc: Ken Matthews
Jerry Cenquigrana
Gerald Grimes

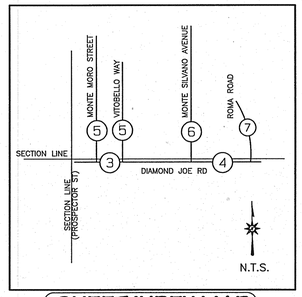


SCALE: 1" = 40'
VERT. SCALE: 1" = 4'

CALL TWO WORKING DAYS BEFORE YOU DIG
602-263-1100
1-800-STAKE-IT

KEY NOTES

712 INSTALL 1 - 8" GATE VALVE ASSEMBLY w/ CONCRETE COLLAR.
713 INSTALL 1 - 12" GATE VALVE ASSEMBLY w/ CONCRETE COLLAR.
718 INSTALL 1 - 12"x12"x12" TEE.
719 INSTALL 1 - 12"x12"x8" TEE.
733 INSTALL 1 - 12" TAPPING SLEEVE W/12" GATE VALVE.
741 INSTALL 1- 12" CHECK VALVE.
780 INSTALL AIR RELEASE VALVE PER C.O.K. STD. DET. 388.
791 INSTALL 1-2" FLUSH VALVE.
797 INSTALL 12"x12"x6" TEE WITH 6" GATE VALVE FOR FUTURE F.H.



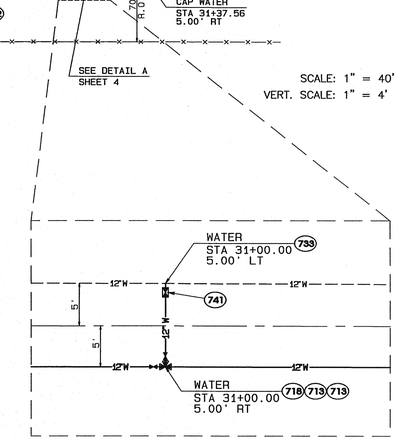
SHEET INDEX MAP

CONSTRUCTION NOTES

1. TC= TOP OF CURB ELEVATION IS AS SHOWN ON PLANS
2. MIN. DEPTH OF COVER OVER TOP OF PIPE SHALL BE 3 FT. IF 3' COVERAGE CANNOT BE ACHIEVED, DUCTILE IRON PIPE SHALL BE INSTALLED.
3. AT WATER AND SEWER MAIN CROSSINGS, SEWER MAINS SHALL BE BELOW WATER MAINS WITH A MINIMUM OF 2 FT. VERTICAL SEPARATION BETWEEN PIPES. IF SEPARATION IS LESS THAN 2 FT. SEWER MAIN SHALL BE DUCTILE IRON PIPE FOR A MINIMUM LENGTH OF 10 FT. EITHER SIDE OF WATER MAIN.
4. EXACT LOCATIONS OF EXISTING UTILITIES ARE UNKNOWN AND ARE SHOWN APPROXIMATELY. CO-OPERATE WITH UTILITY COMPANIES IN PROTECTING ALL SERVICES.

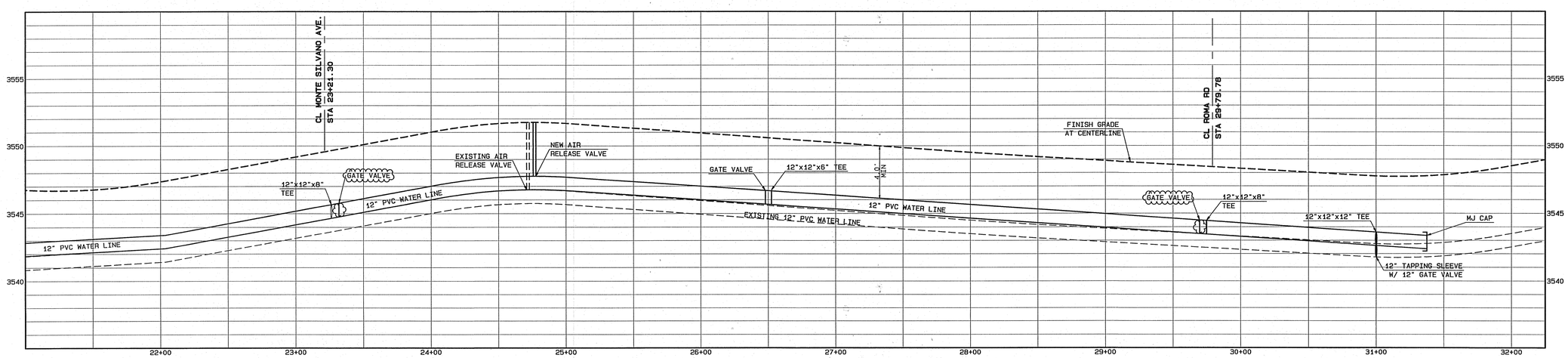
SEWAGE DISPOSAL:	CITY OF KINGMAN	310 N. 4TH STREET	(928) 753-5561
WATER:	CITY OF KINGMAN	310 N. 4TH STREET	(928) 753-5561
ELECTRICITY:	UNISOURCE ENERGY	2498 AIRWAY AVENUE	(928) 681-4129
TELEPHONE:	FRONTIER COMM.	2202 STOCKTON HILL	(928) 753-3000
GAS:	UNISOURCE ENERGY	2498 AIRWAY AVENUE	(928) 681-4129
SOLID WASTE COLLECT:	CITY OF KINGMAN	310 N. 4TH STREET	(928) 753-5561
SOLID WASTE DISPOSAL:	MOHAVE COUNTY	201 N. 4TH STREET	(928) 753-0723
FIRE PROTECTION	CITY OF KINGMAN	310 N. 4TH STREET	(928) 753-2891

5. ALL VALVE ASSEMBLIES INCLUDE VALVE BOXES.
6. THRUST BLOCKS FOR WATER LINE REQUIRED PER M.A.G. STD. DTL. 380
7. MOHAVE ENGINEERING ASSOCIATES, INC. HAS DONE NO SOIL INVESTIGATION ON THIS AREA. IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO DETERMINE SOIL COMPOSITION.



DETAIL 'A'
N.T.S.

DIAMOND JOE RD



THIS RECORD DOCUMENT HAS BEEN PREPARED, IN PART, BASED UPON INFORMATION FURNISHED BY OTHERS. WHILE THIS INFORMATION IS BELIEVED TO BE RELIABLE, THE DESIGN PROFESSIONAL ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF THIS RECORD DOCUMENT OR FOR ANY ERRORS OR OMISSIONS WHICH MAY HAVE BEEN INCORPORATED INTO IT AS A RESULT OF INCORRECT INFORMATION PROVIDED TO THE DESIGN PROFESSIONAL. THOSE RELYING ON THIS RECORD DOCUMENT ARE ADVISED TO OBTAIN INDEPENDENT VERIFICATION OF ITS ACCURACY.

THIS DRAWING HAS BEEN APPROVED BY AND IS THE PROPERTY OF MOHAVE ENGINEERING ASSOC., INC. ANY USE OR REPRODUCTIONS OF THE DRAWING WITHOUT THE CONSENT OF MOHAVE ENGINEERING ASSOC., INC. IS PROHIBITED.

REV. NO	DATE	REVISION DESCRIPTION
4	08/14/2007	REVISED PER C.O.K. AS-BUILT RECORD DOCUMENT DATED AUG. 09, 2007
3	12/18/2006	REVISED PER CITY OF KINGMAN COMMENTS DATED NOV 16, 2006.
2	10-31-2006	REVISED ALL WATER LINES TO 8" PER NEW PUMP STATION SYSTEM.
1	10/30/2006	REVISED PER CITY OF KINGMAN COMMENTS DATED AUGUST 18, 2006

2202 STOCKTON HILL ROAD
KINGMAN, ARIZONA 86401
(928) -753-2627
MOHAVE ENGINEERING ASSOCIATES, INC.

SHEET TITLE: DIAMOND JOE RD

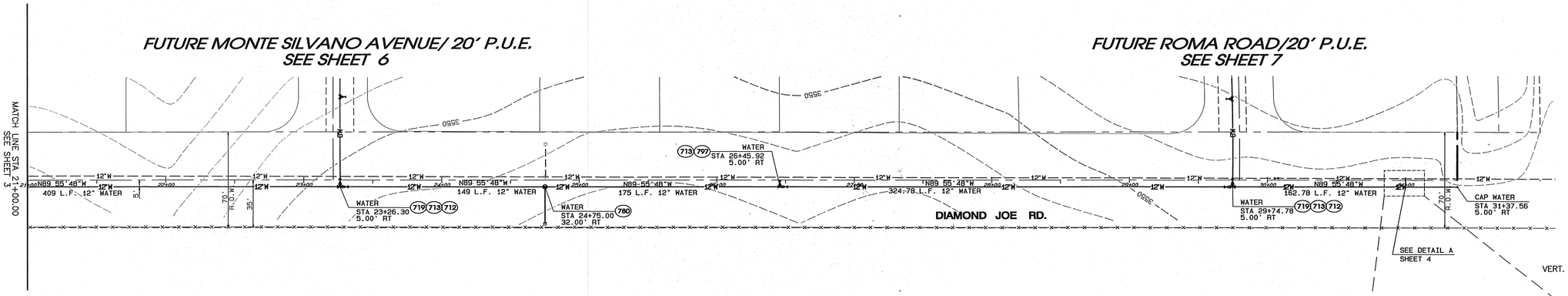
PROJECT: OFFSITE WATER PLAN
VISTA BELLA TRACT 3039 - UNIT 1 PHASE 2
KINGMAN, ARIZONA

RECORD DOCUMENT
FOR WATER & SEWER ONLY

8-11-07
Susan R. Moore

PROJECT NUMBER	05-374
DATE	7-17-2006
DESIGNED BY	A. RUBIO
DRAWN BY	A. RUBIO
CHECKED BY	B. MOORE
DRAWING NUMBER	4 OF 7

06-W-0059

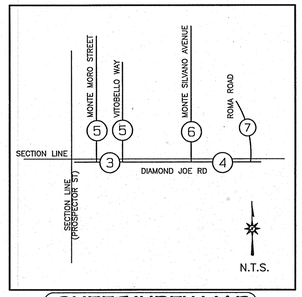


SCALE: 1" = 40'
VERT. SCALE: 1" = 4'

CALL TWO WORKING DAYS BEFORE YOU DIG
602-263-1100
1-800-STAKE-IT

KEY NOTES

712 INSTALL 1 - 8" GATE VALVE ASSEMBLY w/ CONCRETE COLLAR.
713 INSTALL 1 - 12" GATE VALVE ASSEMBLY w/ CONCRETE COLLAR.
718 INSTALL 1 - 12"x12"x12" TEE.
719 INSTALL 1 - 12"x12"x8" TEE.
733 INSTALL 1 - 12" TAPPING SLEEVE W/12" GATE VALVE.
741 INSTALL 1- 12" CHECK VALVE.
780 INSTALL AIR RELEASE VALVE PER C.O.K. STD. DET. 388.
791 INSTALL 1-2" FLUSH VALVE.
797 INSTALL 12"x12"x6" TEE WITH 6" GATE VALVE FOR FUTURE F.H.



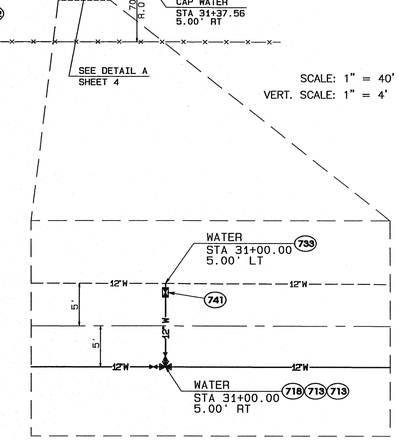
SHEET INDEX MAP

CONSTRUCTION NOTES

1. TC= TOP OF CURB ELEVATION IS AS SHOWN ON PLANS
2. MIN. DEPTH OF COVER OVER TOP OF PIPE SHALL BE 3 FT. IF 3' COVERAGE CANNOT BE ACHIEVED, DUCTILE IRON PIPE SHALL BE INSTALLED.
3. AT WATER AND SEWER MAIN CROSSINGS, SEWER MAINS SHALL BE BELOW WATER MAINS WITH A MINIMUM OF 2 FT. VERTICAL SEPARATION BETWEEN PIPES. IF SEPARATION IS LESS THAN 2 FT. SEWER MAIN SHALL BE DUCTILE IRON PIPE FOR A MINIMUM LENGTH OF 10 FT. EITHER SIDE OF WATER MAIN.
4. EXACT LOCATIONS OF EXISTING UTILITIES ARE UNKNOWN AND ARE SHOWN APPROXIMATELY. CO-OPERATE WITH UTILITY COMPANIES IN PROTECTING ALL SERVICES.

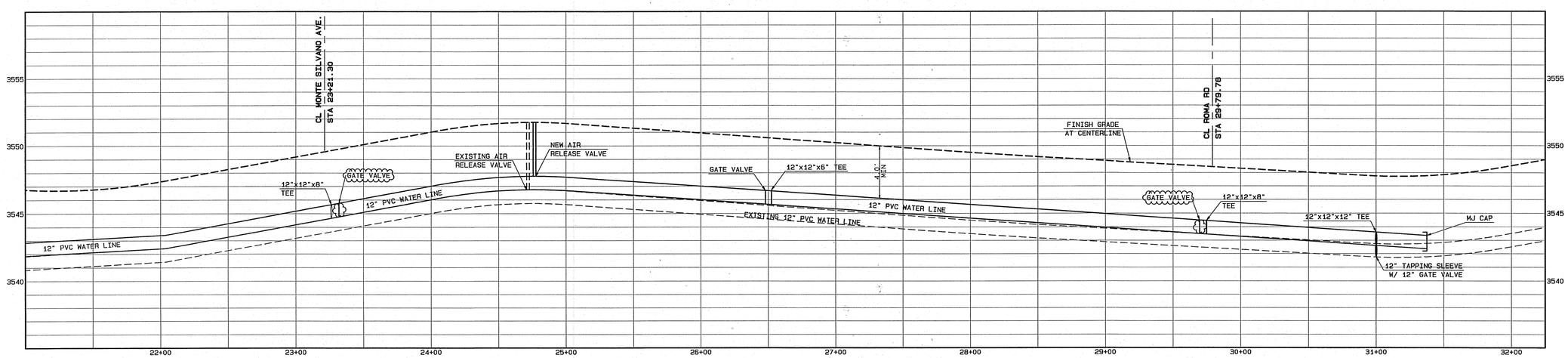
SEWAGE DISPOSAL:	CITY OF KINGMAN	310 N. 4TH STREET	(928) 753-5561
WATER:	CITY OF KINGMAN	310 N. 4TH STREET	(928) 753-5561
ELECTRICITY:	UNISOURCE ENERGY	2498 AIRWAY AVENUE	(928) 681-4129
TELEPHONE:	FRONTIER COMM.	2202 STOCKTON HILL	(928) 753-3000
GAS:	UNISOURCE ENERGY	2498 AIRWAY AVENUE	(928) 681-4129
SOLID WASTE COLLECT:	CITY OF KINGMAN	310 N. 4TH STREET	(928) 753-5561
SOLID WASTE DISPOSAL:	MOHAVE COUNTY	201 N. 4TH STREET	(928) 753-0723
FIRE PROTECTION	CITY OF KINGMAN	310 N. 4TH STREET	(928) 753-2891

5. ALL VALVE ASSEMBLIES INCLUDE VALVE BOXES.
6. THRUST BLOCKS FOR WATER LINE REQUIRED PER M.A.G. STD. DTL. 380
7. MOHAVE ENGINEERING ASSOCIATES, INC. HAS DONE NO SOIL INVESTIGATION ON THIS AREA. IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO DETERMINE SOIL COMPOSITION.



DETAIL 'A'
N.T.S.

DIAMOND JOE RD



THIS RECORD DOCUMENT HAS BEEN PREPARED, IN PART, BASED UPON INFORMATION FURNISHED BY OTHERS. WHILE THIS INFORMATION IS BELIEVED TO BE RELIABLE, THE DESIGN PROFESSIONAL ASSUMES NO RESPONSIBILITY FOR THE ACCURACY OF THIS RECORD DOCUMENT OR FOR ANY ERRORS OR OMISSIONS WHICH MAY HAVE BEEN INCORPORATED INTO IT AS A RESULT OF INCORRECT INFORMATION PROVIDED TO THE DESIGN PROFESSIONAL. THOSE RELYING ON THIS RECORD DOCUMENT ARE ADVISED TO OBTAIN INDEPENDENT VERIFICATION OF ITS ACCURACY.

THIS DRAWING HAS BEEN APPROVED BY AND IS THE PROPERTY OF MOHAVE ENGINEERING ASSOC., INC. ANY USE OR REPRODUCTIONS OF THE DRAWING WITHOUT THE CONSENT OF MOHAVE ENGINEERING ASSOC., INC. IS PROHIBITED.

REV. NO	DATE	REVISION DESCRIPTION
4	08/14/2007	REVISED PER C.O.K. AS-BUILT RECORD DOCUMENT DATED AUG. 09, 2007
3	12/18/2006	REVISED PER CITY OF KINGMAN COMMENTS DATED NOV 16, 2006.
2	10-31-2006	REVISED ALL WATER LINES TO 8" PER NEW PUMP STATION SYSTEM.
1	10/30/2006	REVISED PER CITY OF KINGMAN COMMENTS DATED AUGUST 18, 2006

2202 STOCKTON HILL ROAD
KINGMAN, ARIZONA 86401
(928) -753-2627
MOHAVE ENGINEERING ASSOCIATES, INC.

SHEET TITLE: DIAMOND JOE RD

PROJECT: OFFSITE WATER PLAN
VISTA BELLA TRACT 3039 - UNIT 1 PHASE 2
KINGMAN, ARIZONA

RECORD DOCUMENT
FOR WATER & SEWER ONLY

8-11-07
Susan R. Moore

PROJECT NUMBER	05-374
DATE	7-17-2006
DESIGNED BY	A. RUBIO
DRAWN BY	A. RUBIO
CHECKED BY	B. MOORE
DRAWING NUMBER	4 OF 7

06-W-0059

CITY OF KINGMAN
COMMUNICATION TO COUNCIL

TO: Honorable Mayor and Common Council

FROM: John A. Dougherty, City Manager

MEETING DATE: November 3, 2015

AGENDA SUBJECT: TDC/KVC follow up to work session

SUMMARY:
On October 26th the TDC and Council met in a work session to discuss proposals concerning the future of the TDC. Council has now had time to think about the three proposals presented (Disband TDC and contract with KVC, status quo, or bring the tourism function in house) so further direction for staff, discussion between Council Members, or action would be in order. If Council's decision is to keep TDC and bring the toursim function in house, rather than do this in the middle of the year, I would propose that direction be to make it happen by the start of the new fiscal year July 1, 2016.

FISCAL IMPACT:
No additional budget impact anticipated.

STAFF RECOMMENDATION:
Staff recommendation would be to bring the tourism function in house and keep the TDC as an advisory commission.

REVIEWERS:

Department	Reviewer	Action	Date
City Manager	Dougherty, John	Approved	10/27/2015 - 2:08 PM
City Attorney	Cooper, Carl	Approved	10/27/2015 - 2:28 PM
City Manager	Dougherty, John	Approved	10/27/2015 - 2:08 PM