



# City Manager Report

December 2019

# CITY MANAGER REPORT

## CITY OF KINGMAN - December 2019

The information included in this issue reflects November 2019 submissions. Finance and Municipal Court data reported is for the time period detailed on their individual reports.



## Contents

|                                       |         |
|---------------------------------------|---------|
| Planning & Economic Development ..... | Page 3  |
| Engineering .....                     | Page 6  |
| City Attorney .....                   | Page 11 |
| City Clerk.....                       | Page 11 |
| Finance .....                         | Page 12 |
| Fire Department.....                  | Page 17 |
| Information Technology (IT).....      | Page 23 |
| Police Department .....               | Page 24 |
| Municipal Court.....                  | Page 27 |
| Parks & Recreation.....               | Page 29 |
| Public Works.....                     | Page 34 |
| Tourism.....                          | Page 39 |



## CITY MANAGER REPORT

### CITY OF KINGMAN NOVEMBER 2019

#### PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

#### ECONOMIC DEVELOPMENT

ED staff is working with experts on Foreign Trade Zones to be applied to our community. Target date is the middle of January, 2020

ED staff compiling names and contact information for groups of stakeholders to participate in a Branding Focus Group Blast to initiate a new Brand for Kingman

Mr. Kellogg and staff met with representatives from Burlington Northern Santa Fe Railroad to tour the Airport & Industrial Park, and are now part of the BNSF Marketing Program

Staff has arranged for the Arizona Association for Economic Development to hold a Rural Roundtable at Beale Celebrations on December 5th

Staff is working with the Mohave County Workforce Department to market a job fair for Cascades employees.

The City has contracted with Trevor Stokes to provide a Labor Market Analysis for our community

ED staff presented their Economic Development Plan update to City Council

Working on Façade Grant and Parklets and Pedlets program for Downtown Historic District

The Community Development Block Grant (CDBG) program, Contract #108-19 Phase 2 will begin December 9th. McCauley Construction out of Show Low, AZ. was the only qualified bid accepted. The project is for sidewalks and ADA improvements from Fourth Street and Andy Devine Avenue on the north side and will head west to Grandview before moving to the south side and finishing in the east direction on Fourth Street

#### Additional Activities and Meetings by Economic Development Staff in November

- ◆ Six more companies are to be added to the monument sign at the Airport and Industrial Park
- ◆ Mr. Kellogg participated in the Work Force Development Program 2020-2024 with MCC, Mohave County Community Development, KAMMA, and other key members of the program
- ◆ Economic Development staff is working with the Main Street Group on various events and projects
- ◆ Staff arranged for a site visit for a large group of visitors from Europe to tour the Airport & Industrial Park
- ◆ RFP for Aviation Marketing Firm has been submitted with two proposals being received
- ◆ Working with Legacy Signs for the neon addition to the Arch on Beale Street

- ◆ The City and Mohave County have both approved Bonanza Way at the Airport as a Right-of-Way

### Tasks completed by Planning & Zoning Staff in November

|            |  |
|------------|--|
| 27         | Residential Building Permits reviewed and approved             |
| 5          | Commercial Building Permits reviewed                           |
| 2          | Special Event Permits reviewed & approved                      |
| 2          | Sign Permits reviewed & approved                               |
| 15         | Business Licenses reviewed & approved                          |
| 33         | Calls redirected to Mohave County                              |
| 22         | Submissions from the City website responded to                 |
| 7          | Active Zoning Violation cases                                  |
|            |  |
|            | TRAK-IT PROJECTS:  |
| AB19-0004  | Abandonment of Parcel D Walleck Ranch Tract 1961-B             |
| CUP19-0004 | Conditional Use Permit for Flying J at 3300 Andy Devine Avenue |
| PP19-0004  | Parcel Plat for minor lot split for 3340 E. Andy Devine Avenue |
| PP19-0006  | Parcel Plat for minor lot split for 3123 Stockton Hill Road    |
| SB19-0002  | Preliminary Plat for Kinross Subdivision                       |
| SB19-0003  | Final Plat for Southern Vista V, Tract 6048-D                  |
| SB19-0006  | Final Plat for Sycamore Village, Tract 1995-B                  |
| SD19-0004  | Street Deferral request for 311 South Second Street            |

### Additional Meetings & Activities Completed by Planning & Zoning Staff

|   |
|---|
| Pre-application meeting for Kingman Veterans Villas at 218 Jackson Street   |
| Pre-application meeting for U-Haul at 4025 Stockton Hill Road   |
| Pre-application meeting for Apartment Complex on Gordon and Bank Street   |
| Beale Street Streetscape evaluation   |
| Staff welcomes new Planner Gary Leikness, who brings a lot of knowledge and experience to our Planning Department |
| Zoning Ordinance update / staff meeting weekly with Lisa Wise Consulting  |
| Census 2020- complete count committee and community outreach  |
| ICSC follow-up with retailers   |
| Façade Improvement Program / Parklet & Pedlet Research  |
| Planning and Engineering Development Review Committee regarding abandon subdivisions                              |

Planning & Economic Development Public Meetings in November

November 12—PLANNING & ZONING COMMISSION

November 26—ECONOMIC DEVELOPMENT ADVISORY COMMISSION

November 26—HISTORIC PRESERVATION COMMISSION

**CITY OF KINGMAN  
ENGINEERING DEPARTMENT  
MONTHLY REPORT FOR  
NOVEMBER 2019**

The Engineering staff responded to **189** requests for Information on the availability of water and/or sewer to specific properties and the existence of paybacks and assessments relative to those properties.

**ENG19-0048** A Discharge Authorization was issued for approximately 530 l.f. of 8-inch PVC SDR-35 sewer line extension with (1) 4" sewer service, (2) manholes and (1) one cleanout at the Northeast intersection of Gordon Drive and Lomita Street for service at 2415 E Gordon Drive (APN: 310-10-262B)

| <b>RIGHT OF WAY ACTIVITIES</b> |   |
|--------------------------------|---|
| 96                             | Information Requests responded same day received                        |
| 92                             | Information Request responded in 1 days                                 |
| 0                              | Information Request responded in 2 –3 days                              |
| 1                              | Information Request responded over 3 days                               |
| 15                             | Sewer Availability Letters  |
| 40                             | Permits to work in Public Right-of-way                                  |
| 17                             | Sewer Connection Permits Inside City Limits (0 due to Failed septic)    |
| 2                              | Sewer Connection Permits Outside City Limits (0 due to 0-Failed septic) |
| 2                              | Sewer Taps  |
| 5                              | Utility Permits for water meters in the County                          |
| 26                             | Utility Permits for water meters in the City                            |

## CITY MANAGER'S REPORT

## Engineering Continued

| <b>CAPITAL EXPENDITURES</b>  |                |                   |
|--|----------------|-------------------|
| <b>CONTRACTOR</b>  | <b>PROJECT</b> | <b>AMOUNT</b>     |
| Dibble Engineering   | ENG18-0080     | \$1,728.50        |
| Friday Construction  | ENG17-0038     | \$196,395.00      |
| JE Fuller  | ENG19-0066     | \$25,188.75       |
| Matrix Design Group  | ENG17-0035     | \$13,630.84       |
| Old Trails Demolition  | ENG16-0031     | \$800.00          |
| Sunrise Engineering  | ENG19-0057     | \$49,315.00       |
| Sunrise Engineering  | ENG19-0058     | \$23,880.00       |
| <b>Capital Expenditures processed during the month of November</b> |                | <b>310,938.09</b> |

| <b>MEETINGS</b> |   |
|-----------------|---|
| Nov. 5          | <b>ENG17-0038</b> Devlin Ave sewer line extension weekly construction meeting |
| Nov. 6          | Development Review meeting  |
| Nov. 6          | Pre-application meeting for Kingman Veteran Villas, 218 Jackson Street        |
| Nov. 7          | Engineering Team meeting  |
| Nov. 7          | <b>ENG17-0027</b> Kino Tank Main Transmission weekly meeting                  |
| Nov. 12         | <b>ENG17-0038</b> Devlin Ave sewer line extension weekly construction meeting |
| Nov. 12         | <b>ENG17-0017</b> Pre-quote meeting for Sewer Text Amendments                 |
| Nov. 18         | <b>ENG19-0022</b> Pre-construction meeting Southern Vista V, 6048-D           |
| Nov. 18         | <b>ENG19-0057</b> Diagonal Wash CMAR selection meeting                        |
| Nov. 19         | <b>ENG17-0038</b> Devlin Sewer line extension weekly construction meeting     |
| Nov. 20         | <b>ENG19-0022</b> Pre-construction meeting Southern Vista V, 6048-D           |
| Nov. 20         | Development Review meeting  |
| Nov. 20         | KADMP Concept Workshop  |
| Nov. 21         | KADMP Concept Workshop  |
| Nov. 26         | <b>ENG17-0038</b> Devlin Sewer line extension weekly construction meeting     |

| <b>DESIGN ACTIVITIES</b> |   |  |  |
|--------------------------|---|--|--|
| <b>PROJECT</b>           | <b>PURPOSE</b>  | <b>CONSULTANT</b>  | <b>STATUS</b>  |
| <b>ENG16-0025</b>        | This project includes the design of Kingman Crossing Boulevard between Southern Avenue and Interstate 40. | AECOM Technical Services for the preparation of project plans and specifications | Project is expected to be complete by December 2019            |
| <b>ENG17-0035</b>        | This project is for Program manager services for the I-11 East Kingman Connection project.                | Matrix Design Group  | The consultant is proceeding with acquisition of right of way. |
| <b>ENG18-0051</b>        | Airway Avenue Design and Construction between Sunbelt Park and Rancho Santa Fe Parkway                    | AECOM  | Under design   |
| <b>ENG18-0052</b>        | Rancho Santa Fe Parkway Right of Way Acquisition  | AECOM  | Under design   |
| <b>ENG18-0080</b>        | Airway—Vista Bella Drainage   | Dibble Engineering   | Under design   |
| <b>ENG19-0057</b>        | Diagonal Wash Trunk Sewer   | Sunrise Engineering  | Under design   |
| <b>ENG19-0058</b>        | Main Tanks Transmission Main, Phase 2   | Sunrise Engineering  | Under design   |
| <b>ENG19-0066</b>        | Kingman Area Master Drainage Report   | J.E. Fuller  | Under design   |

## CONSTRUCTION ACTIVITIES UPDATE

| PROJECT                                    | PURPOSE   | STATUS  |
|--|---|---|
| <b>ENG15-0048<br/>&amp;<br/>ENG16-0031</b> | This project will widen and improve Eastern Street between Pasadena Avenue and Airway Avenue.                   | The design plans are complete. The budget includes money for acquisition of right of way. Staff is proceeding with acquisition. |
| <b>ENG17-0027</b>                          | Kino—Main Tanks Transmission lines  | Under construction  |
| <b>ENG17-0038</b>                          | Devlin Avenue sewer line extension between Bank Street and Powell Avenue. Adding 107 sewer service connections. | Under construction  |
| <b>ENG18-0082</b>                          | Andy Devine ADA Compliance from 4th Street to Grandview Avenue  | Under construction  |

## CONSTRUCTION PHOTOS



**ENG17-0027 Kino Avenue Water Line Replacement**

**CONSTRUCTION PHOTOS**



**ENG17-0038 Devlin Avenue Sewer line extension**

## City Attorney—Carl Cooper

The City Attorney's office oversees victim notification and advocacy for victims rights in criminal cases. Also they provide legal advice and contract review for City departments, drafting and review of City ordinances and codes and prosecution of misdemeanor crimes within the City of Kingman including domestic violence and drunk driving offenses.

To your right is a side-by-side collective comparison of criminal activity between 2018 and 2019.



|                            | November, 2018 | November, 2019 |
|----------------------------|----------------|----------------|
| Domestic Violence          | 36             | 19             |
| DUI                        | 24             | 8              |
| Theft/Shoplifting          | 11             | 10             |
| Criminal Traffic (non DUI) | 6              | 5              |
| Code Enforcement           | 14             | 3              |
| Miscellaneous Misdemeanors | 34             | 28             |
| <b>Total Charges</b>       | <b>125</b>     | <b>73</b>      |
| Number of Files Opened     | 68             | 44             |
| Pretrial Conferences       | 92             | 56             |
| Change of Pleas            | 77             | 48             |
| Status Hearings            | 20             | 11             |
| Trials                     | 15             | 12             |
| Other Court Events         | 212            | 210            |

## City Clerk—Annie Meredith

During the month of November the Clerk's Office assembled City Council agendas and packets for two regular meetings. Minutes were taken and transcribed for meetings held.

All City Council meeting agendas, agenda packets and minutes as well as agendas and minutes for all City of Kingman boards, commissions and subcommittees are available on the City website [www.cityofkingman.gov](http://www.cityofkingman.gov).

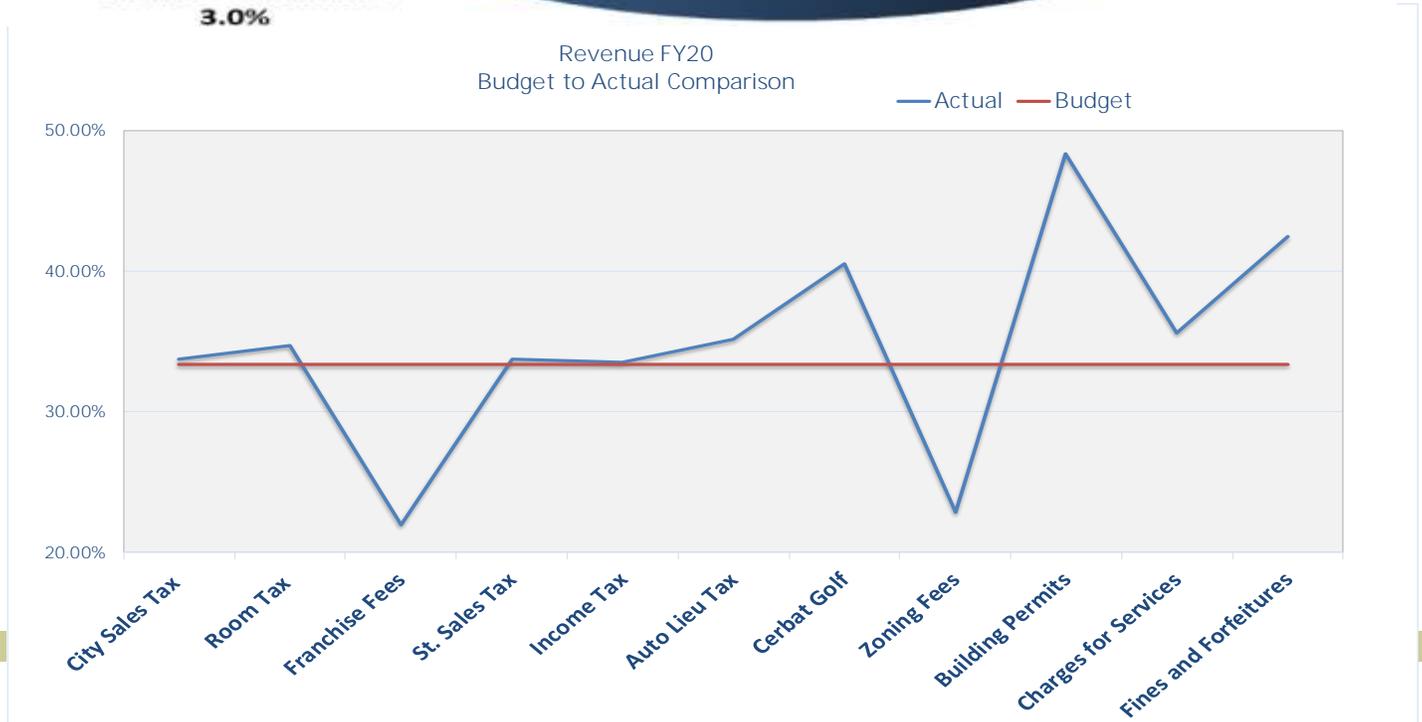
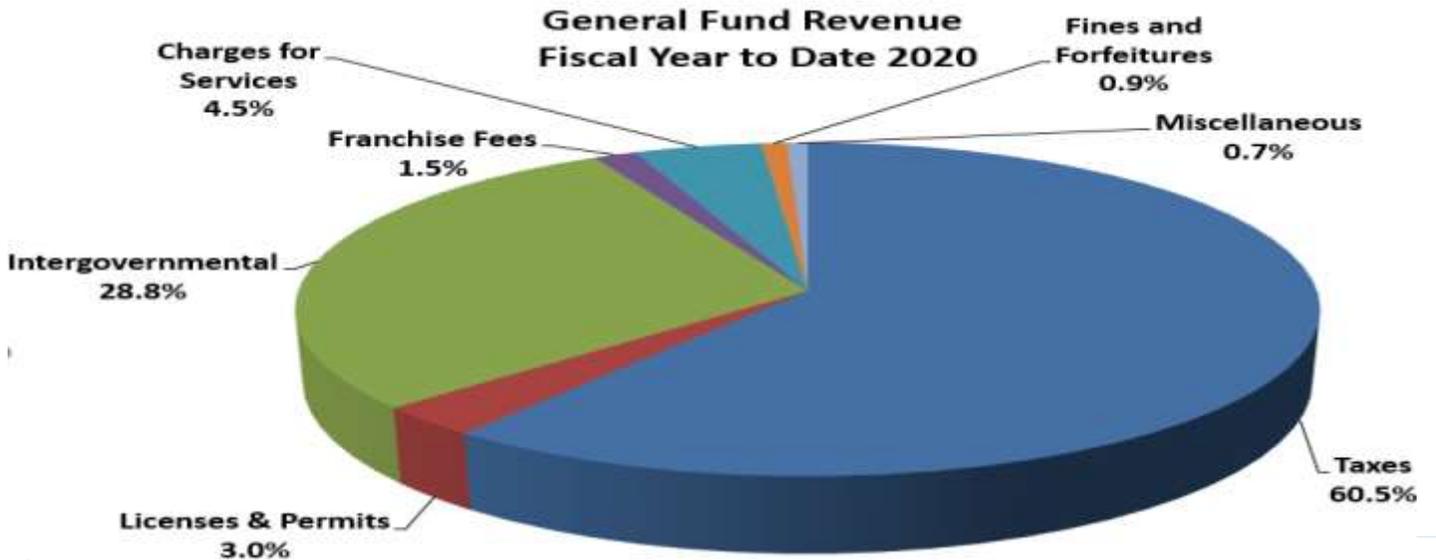
| Clerk Activity — November 2019       |        |                 |
|--------------------------------------|--------|-----------------|
|                                      | VOLUME | REVENUE         |
| Special Event Permits Issued         | 3      | \$200.00        |
| Public Notary Requests               | 12     | \$24.00         |
| Special Event Vendor Permits         | 2      | \$385.00        |
| Special Event Liquor License         | 2      | \$100.00        |
| <b>TOTAL REVENUE - November 2019</b> |        | <b>\$909.00</b> |



Finance—Tina Moline

REVENUE BY SOURCE — OCTOBER 2019

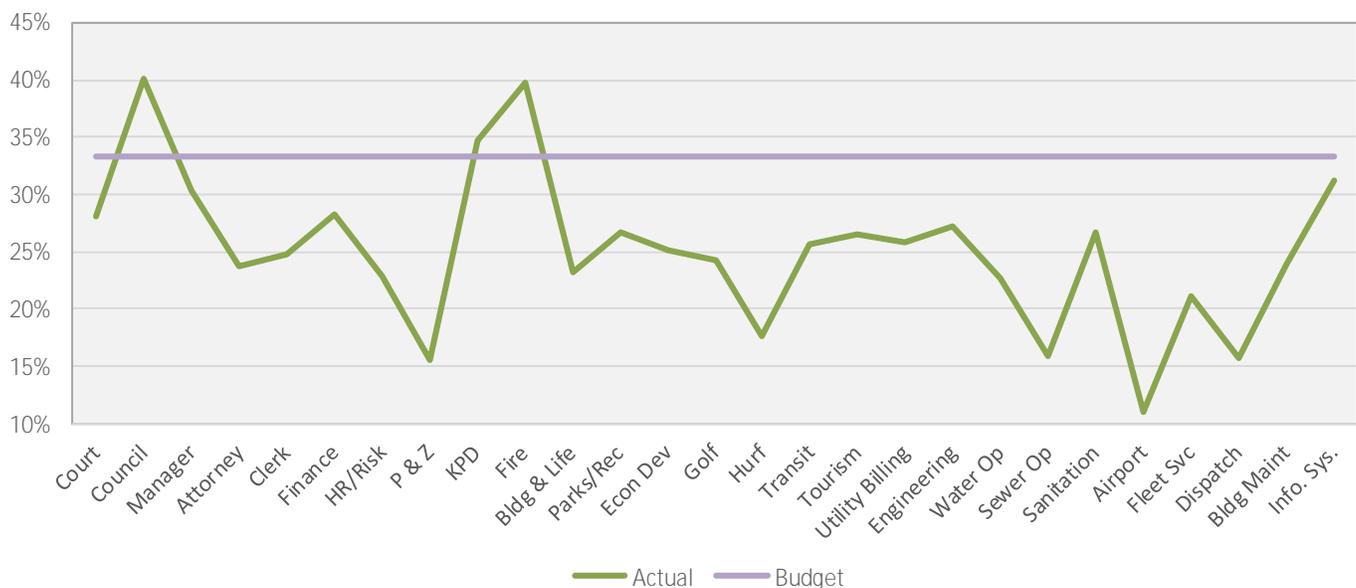
| Description                        | Original Budget   | Revenues This Period | Revenues Year-to-Date | Percentage Collected |
|------------------------------------|-------------------|----------------------|-----------------------|----------------------|
| Taxes                              | 18,615,683        | 1,434,271            | 6,278,889             | 33.73%               |
| Licenses & Permits                 | 711,996           | 97,314               | 314,864               | 44.22%               |
| Intergovernmental                  | 8,817,703         | 749,732              | 2,991,964             | 33.93%               |
| Franchise Fees                     | 713,978           | 156,554              | 156,554               | 21.93%               |
| Charges for Services               | 1,187,432         | 84,100               | 463,797               | 39.06%               |
| Fines and Forfeitures              | 221,255           | 22,737               | 93,886                | 42.43%               |
| Miscellaneous                      | 172,017           | 31,648               | 74,452                | 43.28%               |
| <b>Total Revenues General Fund</b> | <b>30,440,064</b> | <b>2,576,357</b>     | <b>10,374,405</b>     | <b>34.08%</b>        |



## EXPENDITURES BY DEPARTMENT — OCTOBER 2019

| Description                   | Revised Budget    | Expenditures This Period | Expenditures Year-to-Date | Budget Availability | Available Percentage |
|-------------------------------|-------------------|--------------------------|---------------------------|---------------------|----------------------|
| Court                         | 1,470,608         | 143,392                  | 413,311                   | 1,057,297           | 71.90%               |
| City Council                  | 224,150           | 7,868                    | 89,938                    | 134,212             | 59.88%               |
| Manager                       | 435,054           | 37,052                   | 132,319                   | 302,735             | 69.59%               |
| Attorney                      | 1,048,677         | 68,743                   | 249,500                   | 799,177             | 76.21%               |
| City Clerk                    | 360,115           | 26,973                   | 89,481                    | 270,634             | 75.15%               |
| Finance                       | 1,162,600         | 74,179                   | 328,293                   | 834,307             | 71.76%               |
| Human Resource/Risk Mgmt      | 952,853           | 49,776                   | 217,795                   | 735,058             | 77.14%               |
| Planning & Zoning             | 419,247           | 28,924                   | 65,286                    | 353,961             | 84.43%               |
| Police Department*            | 12,958,883        | 784,917                  | 4,503,058                 | 8,455,825           | 65.25%               |
| Fire Department*              | 8,808,336         | 545,378                  | 3,507,653                 | 5,300,683           | 60.18%               |
| Building & Life Safety        | 1,189,732         | 73,285                   | 276,112                   | 913,620             | 76.79%               |
| Parks & Recreation            | 4,766,358         | 305,012                  | 1,239,674                 | 3,526,684           | 73.99%               |
| Economic Development          | 740,471           | 49,666                   | 169,208                   | 571,263             | 77.15%               |
| <b>Total Exp General Fund</b> | <b>34,537,084</b> | <b>2,195,164</b>         | <b>11,281,628</b>         | <b>23,255,456</b>   | <b>67.33%</b>        |

Kingman, Arizona  
Budget to Actual Expenditures  
Fiscal Year 2020



\*Police & Fire Department expenditures include one-time PSPRS unfunded liability payments issued in July

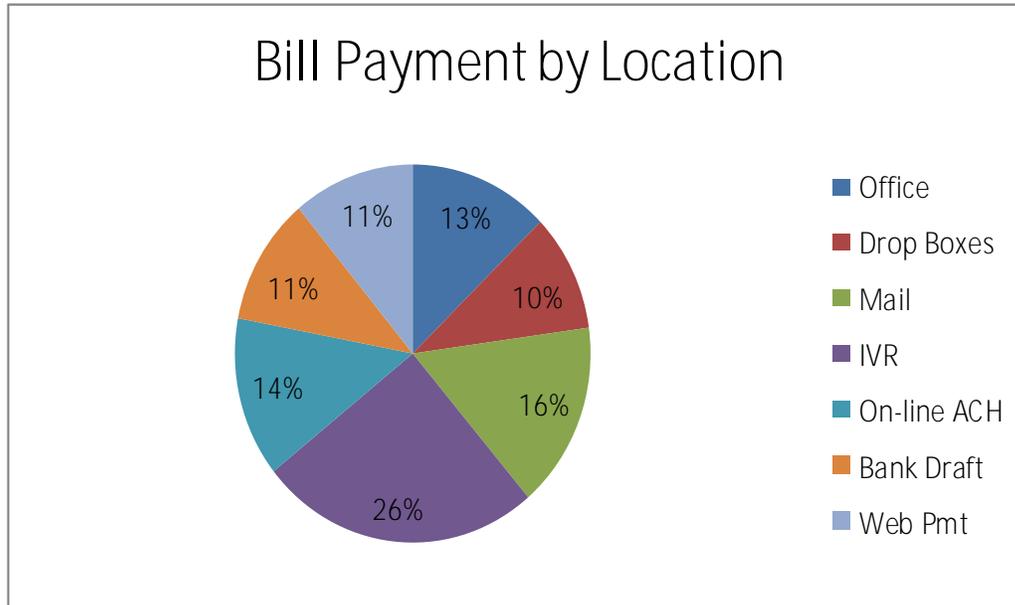
## REVENUE BY SOURCE — OCTOBER 2019

| REVENUE SOURCE                        |                       | 7/1/15<br>Thru<br>10/31/15 | 7/1/16<br>Thru<br>10/31/16 | 7/1/17<br>Thru<br>10/31/17 | 7/1/18<br>Thru<br>10/31/18 | 7/1/19<br>Thru<br>10/31/19 | Percent<br>Change<br>FY19-FY20 | Fiscal 2020<br>BUDGET | FY20 Percent<br>of BUDGET |
|---------------------------------------|-----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|-----------------------|---------------------------|
| <b>GENERAL FUND (101)</b>             |                       |                            |                            |                            |                            |                            |                                |                       |                           |
| Local                                 | Sales Tax             | 4,754,238                  | 4,991,267                  | 5,561,496                  | 5,869,634                  | 6,057,588                  | 3.20%                          | 17,977,917            | 33.69%                    |
|                                       | Room Tax              | 169,621                    | 187,561                    | 203,401                    | 212,964                    | 221,301                    | 3.91%                          | 637,766               | 34.70%                    |
| State                                 | Sales Tax             | 854,418                    | 847,807                    | 964,063                    | 935,983                    | 999,998                    | 6.84%                          | 2,966,856             | 33.71%                    |
|                                       | Income Tax            | 1,126,461                  | 1,179,812                  | 1,198,506                  | 1,189,669                  | 1,306,680                  | 9.84%                          | 3,900,847             | 33.50%                    |
|                                       | Auto Lieu Tax         | 446,788                    | 554,479                    | 590,327                    | 676,108                    | 685,286                    | 1.36%                          | 1,950,000             | 35.14%                    |
| Golf                                  | Green Fees (9 holes)  | 39,253                     | 35,669                     | 32,704                     | 34,868                     | 38,398                     | 10.12%                         | 93,477                | 41.08%                    |
|                                       | Green Fees (18 holes) | 64,149                     | 60,953                     | 63,104                     | 62,657                     | 68,593                     | 9.48%                          | 175,715               | 39.04%                    |
|                                       | Annual Golf Fees      | 46,474                     | 39,658                     | 33,973                     | 43,585                     | 41,689                     | -4.35%                         | 102,152               | 40.81%                    |
|                                       | Cart Rentals          | 103,045                    | 98,698                     | 96,342                     | 100,948                    | 101,478                    | 0.53%                          | 264,473               | 38.37%                    |
|                                       | Driving Range Fees    | 12,411                     | 9,168                      | 8,017                      | 9,265                      | 12,167                     | 31.32%                         | 23,706                | 51.32%                    |
|                                       | Merchandise Sales     | -                          | -                          | -                          | -                          | 10,546                     | -                              | 2,550                 | 413.58%                   |
|                                       | Restaurant and Bar    | 73,626                     | 65,984                     | 61,322                     | 61,632                     | 63,628                     | 3.24%                          | 168,018               | 37.87%                    |
|                                       | Subtotal Golf Course  | 338,958                    | 310,131                    | 295,462                    | 312,954                    | 336,500                    | 7.52%                          | 830,091               | 40.54%                    |
| Other                                 | Zoning Fees           | 13,710                     | 9,150                      | 6,968                      | 3,720                      | 3,420                      | -8.06%                         | 15,000                | 22.80%                    |
|                                       | Building Permits      | 196,594                    | 193,395                    | 274,111                    | 192,405                    | 275,088                    | 42.97%                         | 568,995               | 48.35%                    |
| HURF FUND (201)                       | Rest/Bar Tax          | 268,223                    | 285,238                    | 274,201                    | 289,074                    | 318,547                    | 10.20%                         | 858,589               | 37.10%                    |
|                                       | Highway User Fuel Tax | 846,829                    | 876,060                    | 1,000,622                  | 985,257                    | 1,224,387                  | 24.27%                         | 2,928,027             | 41.82%                    |
| POWERHOUSE TOURISM FUND (215)         | -                     | 53,564                     | 65,515                     | 106,057                    | 120,996                    | 14.09%                     | 246,952                        | 49.00%                |                           |
| PAVEMENT PRESERVATION FUND (316)      | -                     | -                          | -                          | 1,121,299                  | 4,014                      | -99.64%                    | 0                              | 0.00%                 |                           |
| I-11 E KGMN CONN FUND (317)           | -                     | -                          | -                          | 1,121,299                  | 4,014                      | -99.64%                    | 0                              | 0.00%                 |                           |
| WATER FUND (501)                      | 2,671,227             | 2,675,241                  | 2,637,934                  | 2,691,148                  | 2,866,468                  | 6.51%                      | 7,023,209                      | 40.81%                |                           |
| WATER CAPITAL RENEWAL FUND (510)      | 284,795               | 290,722                    | 294,596                    | 301,984                    | 307,489                    | 1.82%                      | 901,115                        | 34.12%                |                           |
| WASTEWATER FUND (521)                 | 2,912,425             | 2,968,759                  | 2,966,641                  | 3,118,635                  | 3,210,492                  | 2.95%                      | 9,128,824                      | 35.17%                |                           |
| WASTEWATER CAPITAL RENEWAL FUND (530) | 37,879                | 39,307                     | 40,582                     | 42,057                     | 43,312                     | 2.98%                      | 125,037                        | 34.64%                |                           |
| SANITATION FUND (541)                 | 1,145,766             | 1,168,715                  | 1,183,224                  | 1,215,132                  | 1,245,519                  | 2.50%                      | 3,665,993                      | 33.97%                |                           |
| AIRPORT (591)                         | -                     | -                          | -                          | 431,492                    | 400,203                    | -7.25%                     | 1,267,117                      | 31.58%                |                           |

## Finance—Tina Moline

## City of Kingman – Utility Billing &amp; Licensing Division

The Utility Billing and Licensing Division launched a utility billing online payment portal in November 2018. This portal accepts one-time and recurring credit card and electronic checks as payment methods. It also allows customers to view their utility bills online. In addition to launching an online payment portal, customers now have the option to receive their bills electronically through email. This service can be activated through the online payment portal, <https://selfservice.cityofkingman.gov>, or by contacting a customer service representative. Customers will notice a redesigned utility bill which provides more details about their charges. Beginning January 6th, 2020, Utility Billing and the rest of the City Complex office hours will be Monday-Thursday, 7am to 6pm, and closed Fridays. Customers have been notified of the upcoming change via billing inserts, flyers, a press release, the City website, Facebook, and signage at the City complex. The extended hours are an effort to better serve our customers.



## CUSTOMER SERVICE STATISTICAL SUMMARY— November 2019

|                                    | Jun- 19 | Jul- 19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 |
|------------------------------------|---------|---------|--------|--------|--------|--------|
| Phone Calls Answered               | 1,210   | 1,857   | N/A    | 1,323  | 1,344  | 1,031  |
| IVR - Payments                     | 4,359   | 5,661   | 4,796  | 5,046  | 5,334  | 4,264  |
| E-Mail Bill Delivery*              | 494     | 513     | 726    | 791    | 864    | 745    |
| Web Payments                       | 1,689   | 1,885   | 2,030  | 1,979  | 2,434  | 1,847  |
| Water Service Orders               | 1,108   | 1,380   | 1,097  | 1,484  | 1,341  | 1,013  |
| Sanitation Service Orders          | 463     | 630     | 432    | 345    | 577    | 337    |
| Sewer Service Orders               | 1       | 0       | 0      | 0      | 3      | 3      |
| Number of Total Payments Processed | 19,267  | 21,848  | 20,483 | 19,574 | 23,426 | 16,695 |
| Number of Sanitation Customers     | 12,240  | 12,329  | 12,328 | 12,353 | 12,362 | 12,393 |
| Number of Sewer Customers          | 10,888  | 10,856  | 10,877 | 10,892 | 10,910 | 10,950 |
| Number of Water Customers          | 20,455  | 20,317  | 20,313 | 20,377 | 20,373 | 20,406 |

| LICENSING STATISTICAL SUMMARY— November 2019                         |     |
|--|-----|
| New Business Licenses Issued   | 29  |
|  |     |
| License Renewals Generated (Business & Animal Licenses) for Dec 2019 | 360 |

**Payment Options Available:**

**Mail or Drop Box**—Please write account number on Check or Money Orders and include the payment coupon from the top of the bill. Make payable to City of Kingman.

Courtesy Drop Box locations are:

City of Kingman - 310 N 4th Street

Unisource - 2498 Airway Avenue

**Credit Cards**—The City of Kingman accepts Visa, Master Card, Discover and American Express. Payment by credit card can be made by IVR phone or in the office.

**Bank Drafting—Automatic Bank Drafting**

Once you have established bank drafting you will continue to receive your bill in the mail, but it will be paid automatically on the date listed on your statement from your bank account. Please contact our office to setup automatic bank drafting. Forms can also be found on our website at: [http://www.cityofkingman.gov/pages/depts/finance/ub\\_forms.asp](http://www.cityofkingman.gov/pages/depts/finance/ub_forms.asp)

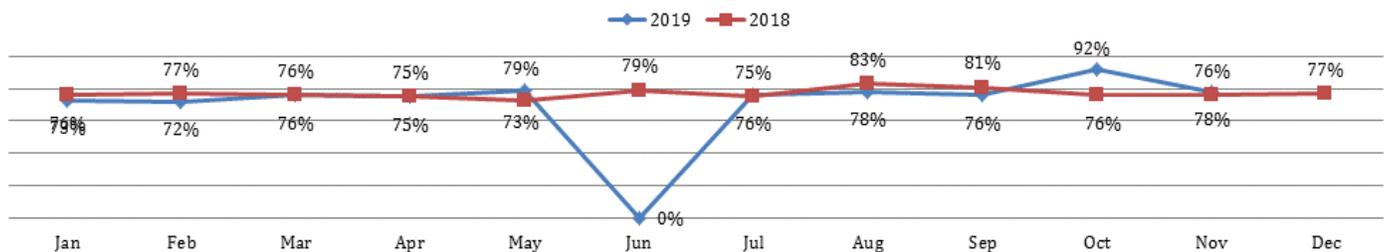
**Online payments with Citizen Self Serve**

The department responded to 670 incidents, which brings the annual total for 2019 to 7226 which is a total increase of 57 calls from 2018 as the department will likely fall short of the 8000-call mark in 2019. This does not account for responses for Alpha level calls or non-emergent in our community which AMR handles, 114 for the month and 1315 for the year to date, while Squad 2 is mandated by staffing levels and the use of part time personnel and only accounted for minimal calls in fiscal year to date accounting for 31 calls for the month and 116 since July 1, 2019.

|                                       |                                  |
|---------------------------------------|----------------------------------|
| <b>Total Calls for the Month: 670</b> | <b>YTD: 7226</b>                 |
| <b>AMR Calls: 114</b>                 | <b>YTD: 1315</b>                 |
| <b>Squad 2 Calls: 31</b>              | <b>July 1, 2019 to Date: 116</b> |

| INCIDENT BREAKDOWN          |            |            |             |             |             |             |
|-----------------------------|------------|------------|-------------|-------------|-------------|-------------|
| Incident Type               | Nov 2019   | Nov 2018   | % of Change | 2019 YTD    | 2018 YTD    | % of Change |
| <b>Total Fire Incidents</b> | 133        | 91         | <b>↑32%</b> | 1050        | 1043        | <b>↑1%</b>  |
| EMS Response                | 519        | 523        | ↓1%         | 5952        | 6052        | ↓2%         |
| Residential Structure Fire  | 10         | 3          | ↑70%        | 59          | 45          | ↑24%        |
| Commercial Structure Fire   | 4          | 3          | ↑25%        | 21          | 24          | ↓13%        |
| Vehicle Fire                | 2          | 4          | ↓50%        | 35          | 39          | ↓10%        |
| Brush Fire                  | 10         | 4          | ↑60%        | 90          | 78          | ↑13%        |
| Dumpster Fire               | -          | 1          | ↓100%       | 35          | 18          | ↑49%        |
| Other Fire Incidents        | 107        | 76         | ↑29%        | 810         | 839         | ↓3%         |
| False Alarm Response        | -          | -          | -           | -           | -           | -           |
| Hazardous Condition         | 7          | 6          | ↑14%        | 91          | 67          | ↑26%        |
| B&LS                        | 10         | -          | ↑100%       | 123         | -           | ↑100%       |
| Other Response/Admin        | 1          | -          | ↑100%       | 10          | 7           | ↑30%        |
| <b>Total</b>                | <b>670</b> | <b>620</b> | <b>↑7%</b>  | <b>7226</b> | <b>7169</b> | <b>↑1%</b>  |

**Total Response Time Compliance % - ALL CALLS**



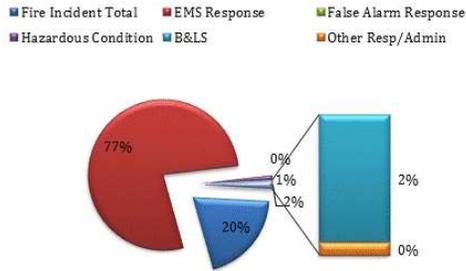
**THE MISSION OF THE KINGMAN FIRE DEPARTMENT**

**To provide the highest level of emergency response and effective prevention to preserve the life, property, and well-being of our community.**

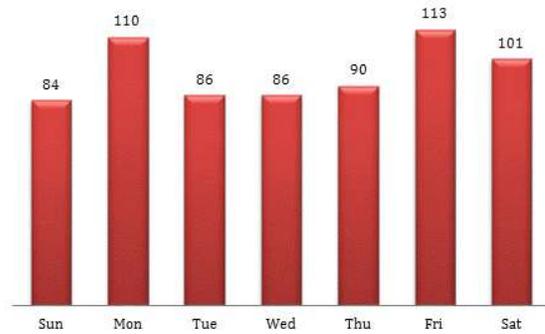
# Kingman Fire Department

CITY MANAGER REPORT  
NOVEMBER 2019

Incident Breakdown by %  
Total Incidents: 670



Total Incidents by Day of the Week



TOTAL INCIDENTS BY DISTRICT

| District     | Nov 2019   | Nov 2018   | % Change    | 2019 YTD    | 2018 YTD    | % Change    |
|--------------|------------|------------|-------------|-------------|-------------|-------------|
| 21           | 69         | 87         | ↓26%        | 881         | 987         | ↓11%        |
| 21A          | 1          | no data    | -           | 4           | 157         | ↓97%        |
| 21B          | 4          | no data    | -           | 19          | -           | -           |
| 21C          | 4          | no data    | -           | 13          | -           | -           |
| <b>Total</b> | <b>78</b>  | <b>87</b>  | <b>↓12%</b> | <b>917</b>  | <b>1144</b> | <b>↓20%</b> |
| 22           | 87         | 200        | ↓57%        | 819         | 2573        | ↓68%        |
| 22A          | 116        | no data    | -           | 1226        | 803         | ↑53%        |
| 22B          | 24         | no data    | -           | 245         | 74          | ↑70%        |
| 22C          | 2          | no data    | -           | 15          | 8           | ↑47%        |
| 22D          | 6          | no data    | -           | 68          | 43          | ↑58%        |
| <b>Total</b> | <b>235</b> | <b>200</b> | <b>↑15%</b> | <b>2373</b> | <b>3501</b> | <b>↓48%</b> |
| 23           | 144        | 216        | ↓50%        | 1544        | 2333        | ↓51%        |
| 23A          | 64         | no data    | -           | 618         | 385         | ↑38%        |
| 23B          | 1          | no data    | -           | 3           | 6           | ↓50%        |
| <b>Total</b> | <b>209</b> | <b>216</b> | <b>↓3%</b>  | <b>2165</b> | <b>2724</b> | <b>↓26%</b> |
| 24           | 100        | 82         | ↑18%        | 809         | 884         | ↓8%         |
| 25           | 18         | 24         | ↓25%        | 155         | 248         | ↓38%        |
| Out of Dist. | 30         | 11         | ↑63%        | 151         | 144         | ↑5%         |
| <b>TOTAL</b> | <b>670</b> | <b>620</b> | <b>↑7%</b>  | <b>6570</b> | <b>8645</b> | <b>↓32%</b> |

TOTAL RESPONSES BY APPARATUS

(does not include canceled calls)

| Unit        | Nov 2019 | YTD  | % Per Unit |
|-------------|----------|------|------------|
| E211        | 80       | 868  | 12%        |
| E221        | 159      | 1721 | 24%        |
| E231        | 160      | 1734 | 24%        |
| E241        | 108      | 933  | 16%        |
| Squad 2     | 31       | 367  | 5%         |
| L234        | -        | 13   | -          |
| R215        | 1        | 15   | 0%         |
| B216        | -        | 2    | -          |
| BC2         | 2        | 30   | 0%         |
| AMR         | 114      | 1315 | 17%        |
| Other/Admin | 15       | 223  | 2%         |

| Fire Type       | \$ Saved   | \$ Loss        | % Saved   | % Lost      |
|-----------------|------------|----------------|-----------|-------------|
| High Risk Fires | \$0        | \$0            | 0%        | 0%          |
| Mod Risk Fires  | \$0        | \$0            | 0%        | 0%          |
| Low Risk Fires  | \$0        | \$9,969        | 0%        | 100%        |
| <b>TOTAL</b>    | <b>\$0</b> | <b>\$9,969</b> | <b>0%</b> | <b>100%</b> |

WORKING SMOKE DETECTORS DURING RESIDENTIAL STRUCTURE FIRES

| Benchmark | Nov 2019 |
|-----------|----------|
| 90%       | n/a      |

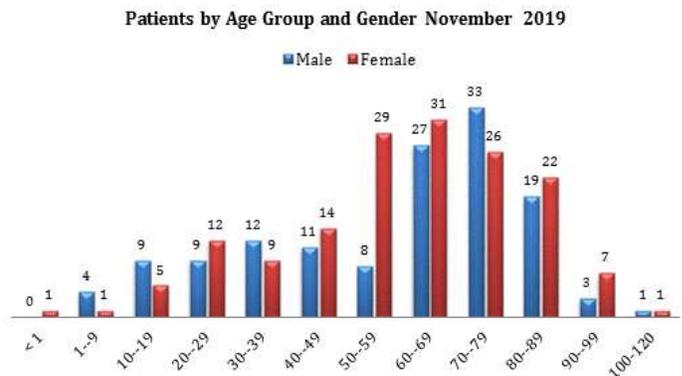
TOTAL # OF FIRE INCIDENTS INVESTIGATED

| Nov 2019 | Nov 2018 | % Change |
|----------|----------|----------|
| 8        | no data  | -        |

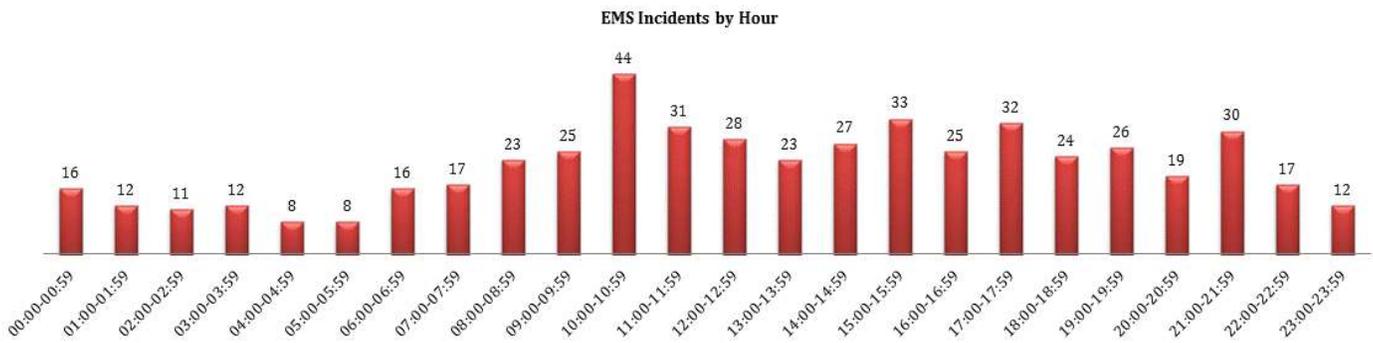
| INCIDENTS BY CATEGORY | Nov 2019   | % of All Incidents | YTD 2019    | YTD 2018    | YTD Change by % |
|-----------------------|------------|--------------------|-------------|-------------|-----------------|
| EMS                   | 519        | 77%                | 5952        | 6052        | ↓2%             |
| Fire                  | 133        | 20%                | 1050        | 1043        | ↑1%             |
| HazMat                | 7          | 1%                 | 91          | 67          | ↑26%            |
| Tech Rescue           | 10         | 1%                 | 123         | -           | -               |
| Other                 | 1          | 0%                 | 10          | 7           | ↑30%            |
| <b>TOTAL</b>          | <b>670</b> | <b>100%</b>        | <b>7226</b> | <b>7169</b> | <b>↑1%</b>      |

| EMS RESPONSE                   |       |   |      |
|--------------------------------|-------|---|------|
| Agency                         | Calls | % for Nov 2019                                    | YTD  |
| KFD                            | 519   | 9%  | 5560 |
| AMR                            | 114   | 9%  | 1315 |
| KFD & AMR Total Responses: 633 |       | KFD Responded to % of all EMS Response Calls: 82% |      |

| EMS TOP 10 DETERMINANTS    |        |        |          |     |
|----------------------------|--------|--------|----------|-----|
| Call Type                  | Nov 19 | Nov 18 | Change % | YTD |
| Breathing Problem—Delta    | 39     | 38     | ↑3%      | 452 |
| Chest Pain—Delta           | 28     | 38     | ↓36%     | 290 |
| Psychiatric—Bravo          | 16     | 32     | ↓50%     | 226 |
| Sick Person—Charlie        | 17     | 31     | ↓82%     | 268 |
| Falls—Bravo                | 28     | 26     | ↑7%      | 332 |
| Sick Person—Alpha          | 39     | 23     | ↑41%     | 408 |
| Unconscious/Fainting—Delta | 18     | 19     | ↓5%      | 201 |
| Breathing Problem—Charlie  | 39     | 31     | ↑21%     | 192 |
| Falls—Alpha                | 19     | 17     | ↑12%     | 244 |
| Unknown Problem—Bravo      | 18     | 16     | ↑11%     | 192 |



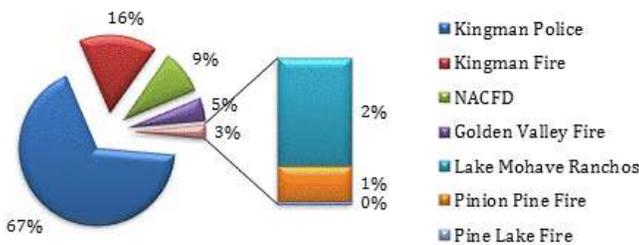
**CARDIAC SURVIVABILITY FOR NOVEMBER 2019: 0%**



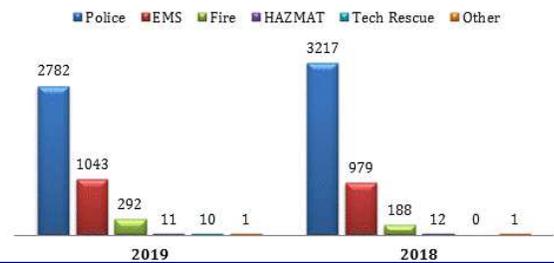
| COMMUNICATION CENTER               | INCIDENTS      | BENCHMARK     | RELIABILITY   | BASELINE       | COMPLIANCE % |        |       |                |       |
|------------------------------------|----------------|---------------|---------------|----------------|--------------|--------|-------|----------------|-------|
| 9-1-1 Call Answering               | 2329           | 0:10          | 95%           | 0:10           | 94%          |        |       |                |       |
| ALARM HANDLING BY AGENCY           | INCIDENTS      | HANDLING TIME | DISPATCH TIME | ALARM HANDLING | COMPLIANCE % |        |       |                |       |
| Kingman Police                     | 2782           | 0:00          | 0:00          | 13:56          | 37%          |        |       |                |       |
| Kingman Fire                       | 670            | 0:00          | 0:00          | 1:01           | 98%          |        |       |                |       |
| ALL 90TH PERCENTILE TIMES BY MONTH | ALL INCI-DENTS | DISPATCH      |               | TURNOUT        |              | TRAVEL |       | TOTAL RESPONSE |       |
|                                    |                | 90th%         | Comp%         | 90th%          | Comp%        | 90th%  | Comp% | 90th%          | Comp% |
| BENCHMARKS                         |                | 1:30          | 90%           | 1:00           | 90%          | 4:00   | 90%   | 8:00           | 90%   |
| November 2019                      | 670            | 1:01          | 98%           | 1:18           | 80%          | 7:14   | 42%   | 9:22           | 76%   |

| 911 Center Calls for Service by Agency | YTD          |             | Police      | EMS         | Fire       | HAZMAT    | B&LS      | Tech Rescue | Other    | Nov 19 Total | Nov 18 Total |
|--|--------------|-------------|-------------|-------------|------------|-----------|-----------|-------------|----------|--------------|--------------|
| Kingman Police                         | 32747        | 69.5%       | 2782        | -           | -          | -         | -         | -           | -        | 2782         | 3217         |
| Kingman Fire                           | 7226         | 15.3%       | -           | 519         | 133        | 7         | 10        | 1           | -        | 670          | 620          |
| No. AZ Consolidated Fire               | 3955         | 8.4%        | -           | 295         | 76         | 3         | -         | -           | -        | 374          | 292          |
| Golden Valley Fire                     | 2038         | 4.3%        | -           | 142         | 56         | 1         | -         | -           | -        | 199          | 175          |
| Lake Mohave Ranchos                    | 830          | 1.8%        | -           | 65          | 19         | -         | -         | -           | -        | 84           | 60           |
| Pinion Pine Fire                       | 292          | 0.6%        | -           | 20          | 8          | -         | -         | -           | -        | 28           | 33           |
| Pine Lake Fire                         | 25           | 0.1%        | -           | 2           | -          | -         | -         | -           | -        | 2            | -            |
| <b>Total Calls Dispatched</b>          | <b>47113</b> | <b>100%</b> | <b>2782</b> | <b>1043</b> | <b>292</b> | <b>11</b> | <b>10</b> | <b>1</b>    | <b>0</b> | <b>4139</b>  | <b>4397</b>  |

**Percentage of Calls per Agency**  
Total Calls for November: 4139



**9-1-1 Communication Calls Per Agency**  
Nov 2019 DOWN 6% from Nov 2018

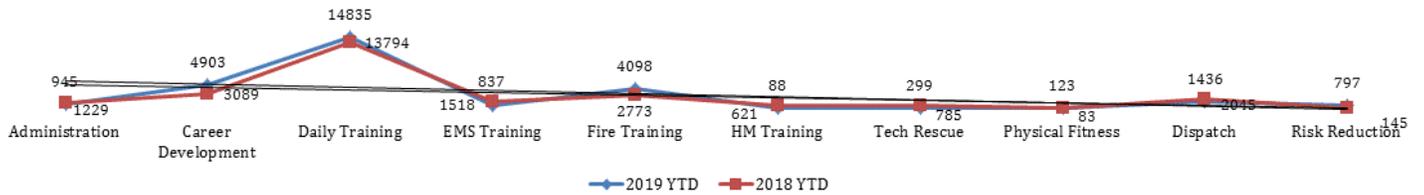


| TRAINING HOURS       |             |             |              |              |            |
|----------------------|-------------|-------------|--------------|--------------|------------|
| Training Type        | Hours       | % for Month | YTD 2019     | YTD 2018     | Variance % |
| Administration       | 49          | 2.1%        | 945          | 1229         | ↓23%       |
| Career Development   | 439         | 18.9%       | 4903         | 3089         | ↑37%       |
| Daily Training       | 1284        | 55.3%       | 14835        | 13794        | ↑7%        |
| EMS Training         | 40          | 1.7%        | 837          | 1518         | ↓45%       |
| Fire Training        | 316         | 13.6%       | 4098         | 2773         | ↑32%       |
| HazMat Training      | 71          | 3.1%        | 88           | 621          | ↓86%       |
| Tech Rescue          | 5           | 0.2%        | 299          | 785          | ↓62%       |
| Physical Fitness     | 0           | 0%          | 123          | 83           | ↑33%       |
| 9-1-1 Communications | 38          | 1.6%        | 1436         | 2045         | ↓42%       |
| Risk Reduction       | 82          | 3.5%        | 797          | 145          | ↑82%       |
| <b>TOTAL</b>         | <b>2323</b> | <b>100%</b> | <b>28360</b> | <b>26082</b> | <b>↑8%</b> |

| TRAINING PERFORMANCE COMPLIANCE |                     |                |      |      |        |                       |       |
|---------------------------------|---------------------|----------------|------|------|--------|-----------------------|-------|
| Benchmark                       | Officer Development | Administration | EMS  | Fire | HazMat | Tech Rescue           | Total |
| 90%                             | 100%                | 100%           | 100% | 100% | 100%   | No scheduled Training | 100%  |

The Training and Safety division had a variety of internal and external training in the month of November 2019. Seven (7) KFD personnel attended our annual Officer Development training held at station 22. Class consisted of ICS, Blue Card, Oral interview help and Conflict resolution. This class helps Engineers and Captains prepare for upcoming testing. Department EMS training was on pain management basic and advanced. In this training members understood the different types and indicators of pain from various ages of EMS patients. The different types of pain management medications were talked about along with administration, indications and contraindications. Two (2) members attended TRUST AZ training for sex trafficking. During this training, members were given an overview of the sex trafficking world. They were given signs to look for when encountering these individuals. EVOC continued into the month of November with personnel completing the classroom and driving portion of this training. Extrication committee met with Holmatro rep evaluating new battery powered tools. On shift personnel got to also train with these tools while the rep was at station 22. Admin BC Gordon helped Lee Williams High School with their class extrication training held at station 22. During this time Chief Gordon acted as an instructor and Safety Officer for this training. Fourteen (14) KFD personnel attended a County wide Hazardous Materials exercise at Praxair. This training consisted of personnel working with Praxair employees in a simulation of a release and workers needing decontamination and removal. Twenty two (22) KFD members participated in KFD annual strategic planning session. During this time members with reviewed the Mission, Vision, Values, current strategic initiatives, objectives along with developing a motto.

**November 2019 vs. 2018 Total Training Hours**



| COMPLETED MONTHLY FIRE CODE INSPECTIONS |            |             | MONTHLY CODE VIOLATIONS |            |            |            |
|---|------------|-------------|-------------------------|------------|------------|------------|
| Fire Prevention                         | Completed  | YTD         | Fire Prevention         | Violations | YTD        |            |
| Re-Inspection                           | 16         | 406         | Weeds                   | 12         | 86         |            |
| Annual Schedule Inspection              | 88         | 1593        | Fire                    | 2          | 134        |            |
| Remaining Inspections                   | 7          | 50          | Building                | 1          | 7          |            |
| <b>TOTAL Inspections</b>                | <b>111</b> | <b>2049</b> | <b>TOTAL Violations</b> | <b>15</b>  | <b>227</b> |            |
| TARGET HAZARD COMMERCIAL OCCUPANCIES    |            |             | CODE VIOLATIONS         |            |            |            |
| Inspection Type                         | Nov 2019   | YTD         | Type                    | Nov 2019   | Nov 2018   | Variance % |
| Fire Inspections                        | 111        | 480         | Fire                    | 2          | no data    | -          |
| Building Inspections                    | 524        | 2468        | Building                | 1          | no data    | -          |

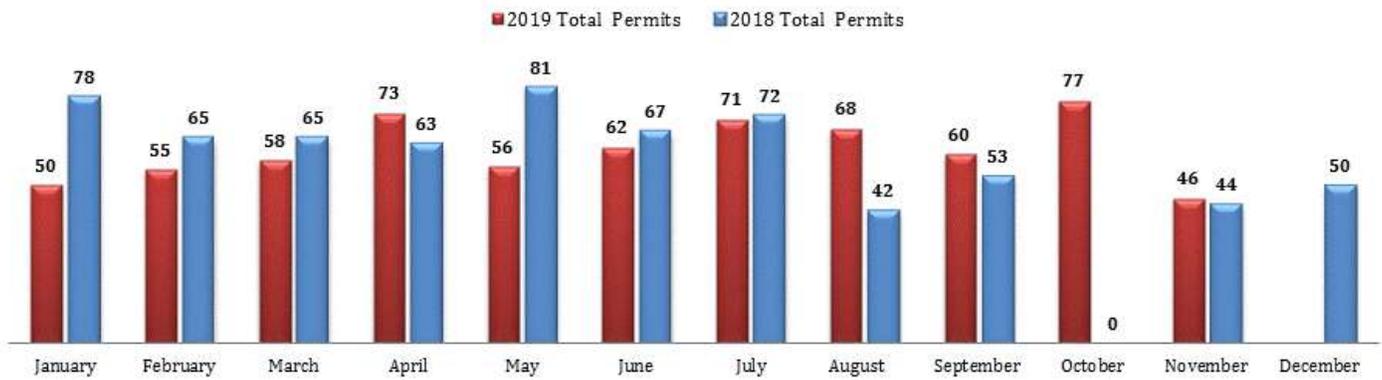
Community Risk Reduction taught fire extinguisher training to approximately 40 Kingman High School's Early Childhood Program students. It was a busy month for smoke alarm calls as we responded to 18 requests for smoke alarm battery changes. During the holiday months across the nation we see an influx of residential structure fire. In an effort decrease our communities risk for structure fires and injury we spend a lot of time in the elementary schools teaching our Holiday Safety tips. In this program we teach safety tips for candles, decorations, fire place, electrical hazards (decorative lighting), Christmas tree safety and kitchen safety. The Explorer Candidates participated in life saving drills to include the Denver Drill as well as the Pittsburg Drills. These drills teach effective communication and teamwork. They also started vehicle extrication. Students from Hualapai Elementary School visited Station 24 presenting the crew with Thank You cards showing their appreciation for First Responders. Community Risk Reduction participated in the Kingman Middle School's Reality Store. During this event students were given a scenario of income and then were presented with real expenses such as vehicle payments, mortgages, household utilities as well as other leisure expenses and they had to make decision of where to properly spend their income. In collaboration with the Western Arizona Fire Marshall Association CRR toured 2 Marijuana grow facilities learning building codes and such that pertain to the operations. CRR has partnered with Mohave County and began teaching administrative staff the Stop the Bleed Program.

| COMMUNITY RISK REDUCTION ACTIVITIES  |           |                |            |            | BUILDING REVIEW ACTIVITIES         |            |             |
|--------------------------------------|-----------|----------------|------------|------------|------------------------------------|------------|-------------|
| Activity                             | Nov 19    | # of Attendees | YTD 2019   | YTD 2018   | Activity                           | Nov 19     | YTD         |
| Smoke Alarm Maintenance/Calls        | 18        | 29             | 68         | 31         | Commercial Plans                   | 3          | 10          |
| Smoke Alarm New Install (each alarm) | 2         | -              | 53         | 66         | Other Commercial Reviews           | 6          | 96          |
| Child Safety Seat Checks             | 4         | 7              | 63         | 6          | Residential Plans                  | 23         | 315         |
| Child Safety Seats - Issued NEW      | 1         | -              | 45         | -          | Other Residential Plan Reviews     | 12         | 205         |
| Public Education Classes             | 29        | 1142           | 192        | 62         | Sign Review                        | 1          | 26          |
| Public Education Outreach            | 5         | 171            | 82         | 87         | Special Event Permit Review        | 2          | 68          |
| Explorer Program Training            | 8         | 131            | 43         | 9          | Other Reviews                      | 2          | 15          |
| Knox Box                             | -         | -              | 27         | 13         | Building Safety Inspections        | 462        | 5334        |
| Citizens Fire Academy Training       | -         | -              | -          | -          | Business License Bldg. Inspections | 0          | 415         |
| CERT Training                        | -         | -              | -          | -          | <b>TOTAL</b>                       | <b>511</b> | <b>6484</b> |
| Station Tours                        | 1         | 75             | 22         | 7          |                                    |            |             |
| <b>TOTAL</b>                         | <b>68</b> | <b>1555</b>    | <b>595</b> | <b>281</b> |                                    |            |             |

| BUILDING & LIFE SAFETY INSPECTION PERFORMANCE COMPLIANCE |  |  |
|--|--|--|
| Benchmark  | FIRE: Scheduled Inspections Completed Same Day | BLDG: Scheduled Inspections Completed Same Day |
| 90%  | 100%   | 100%   |

| COMMERCIAL & RESIDENTIAL PLAN REVIEW PERFORMANCE COMPLIANCE |   |   |
|---|---|---|
| Benchmark   | Residential Review Complete within 5 Working Days | Commercial Review Complete within 14 Working Days |
| 90%   | 87%   | 100%  |

**Commercial & Residential Permits Issued YTD**



| PERMITS               |                    |                 |                         |
|-----------------------|--------------------|-----------------|-------------------------|
| Permit Fees Collected | Permit Fees Waived | Permits Finaled | Permits Final Valuation |
| \$72,339              | \$2,571            | 39              | \$6,576,790             |

**Commercial—New/Under Review Permit**

- ◆ Rilibertos 3123 Stockton Hill Road
- ◆ Kingman Veteran Villas 218 Jackson Street
- ◆ Cricket Wireless 3535 N Stockton Hill Road
- ◆ Route 66 Stuff Your Stuff 3645 E Andy Devine Avenue
- ◆ Comfort Suites 1149 E Sunrise Ave
- ◆ Rickety Cricket Grain Silo 532 Beale Street

**Commercial Permits Issued—Under Construction**

- ◆ Mohave County Courthouse 401 Sprint Street
- ◆ Innovative Warehouse 1301 Andy Devine Avenue
- ◆ Mohave County Library 3269 N Burbank Street
- ◆ Canada Mart 210 W. Andy Devine Avenue
- ◆ DES 2400 Airway Avenue

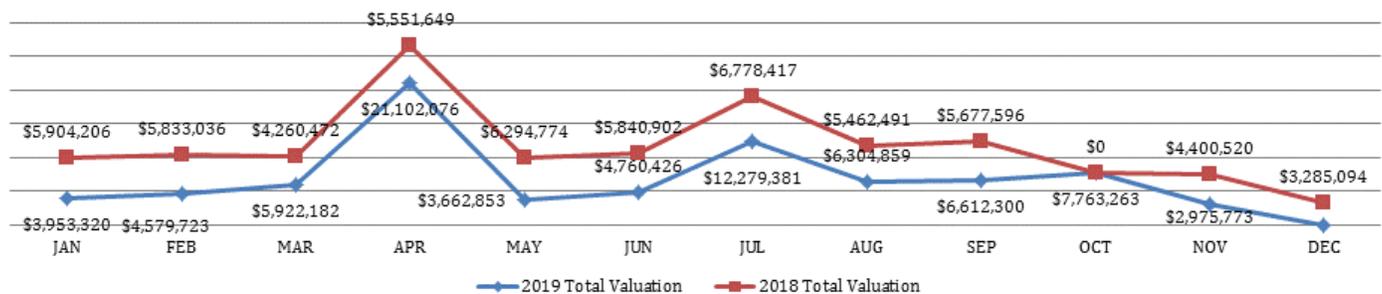
**Commercial Permits Ready to Issue**

- ◆ Perkins 3123 Stockton Hill Road

**Commercial Permits Closed Out**

- ◆ none

**Total Value of Commercial & Residential Permits Issued**



IT—JOE CLOS

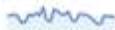
October 2019

www.cityofkingman.gov

Visits

**24,829**

% of Total: 100.00% (24,829)



Unique Visitors

**17,594**

% of Total: 100.00% (17,594)



Pageviews

**55,931**

% of Total: 100.00% (55,931)



Daily Visits

Sessions



Popular Pages

| Destination Page  | Pageviews | Unique Pageviews |
|---|-----------|------------------|
| /   | 10,210    | 8,662            |
| /government/departments/finance/utility-billing/utility-payment-options | 2,815     | 2,370            |
| /government/advanced-components/list-detail-pages/rfp-posts-list        | 1,753     | 1,613            |
| /business/airport-authority   | 1,392     | 1,208            |
| /government/departments/finance/utility-billing                         | 1,364     | 1,008            |
| /government/departments/police-department                               | 1,222     | 976              |
| /government/departments/parks-and-recreation                            | 989       | 795              |
| /residents/city-news  | 952       | 684              |
| /government/contact-us  | 855       | 655              |
| /Home/Components/RFP/RFP/1058/279                                       | 822       | 812              |

Average Pages per Visit

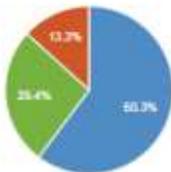
**2.25**

Avg for View: 2.25 (0.00%)



Traffic Source

organic direct referral Other



Your biggest traffic comes from



Type of Visitors

New Visitor Returning Visitor



Visits by Device

| Device Category | Sessions | Bounce Rate |
|-----------------|----------|-------------|
| desktop         | 11,977   | 46.69%      |
| mobile          | 11,756   | 69.74%      |
| tablet          | 1,096    | 59.67%      |

Country/Territory

| Country        | Sessions |
|----------------|----------|
| United States  | 23,388   |
| Germany        | 700      |
| India          | 123      |
| Canada         | 111      |
| United Kingdom | 63       |
| Philippines    | 42       |
| Pakistan       | 33       |
| South Korea    | 31       |
| France         | 24       |
| Mexico         | 24       |





# Kingman Police Department-Chief Robert J. DeVries



## DATES TO REMEMBER

- December 13th @ 10:00 am  
WALETA Academy Graduation

Calls for service and Officer initiated activity numbered 2,782 in the month of November marking a 10.14% decrease in comparison to 2018. Written reports are up 19.26% since November 2018.



(photo: Travis Rains/KDM)

Department staff assisted with the Annual Veterans Day Parade downtown on November 9th. The event was well attended with no incidents occurring

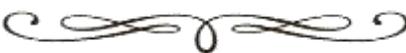


Chief DeVries attended the Arizona Municipal Risk Reduction Pool annual retreat on November 19th. As chairperson of the Arizona Law Enforcement Accreditation Program (ALEAP), he provided an overview of the program to date. Currently three agencies have achieved accreditation status and 15 remain in the self assessment phase of the program. Numerous other agencies have attended mandatory

training and are envisioned to seek application status in the near future.



The department held an orientation meeting on November 20th for individuals interested in applying for police officer positions. Ten people attended the meeting to learn more about the application and testing process. To date 23 individuals have been invited to test over December 16th and 17th.



Members from the department and the Kingman Meth Coalition assisted with the Reality Day at White Cliffs Middle School on November 21st. The event, sponsored by the Chamber of Commerce Workforce Development Committee, reaches all 8th grade students and is based upon the game of Life.



## Staff Update

Recruits Gonzalez and Jones will be graduating from WALETA on December 13, 2019 and will begin their 16 week field training the following week.

Recruits Gutierrez and Webb have completed the first half of the police academy in Yuma, AZ and are slotted to graduate

February 20, 2020.

## November Highlights

### **\*\* Aggravated Assault & Criminal Damage \*\***

On Monday, November 18th, at about 10:00pm, Kingman Police arrested Roger Donald Denny, 54 of Kingman, on felony counts of Aggravated



Assault (x2) and misdemeanor Criminal Damage. Officers responded to a restaurant in the 3200blk of Andy Devine Ave. upon receiving a 911 report of a male subject wielding a large metal pole, threatening employees and damaging television monitors. The suspect had left the store before officers arrived. Officers located the suspect, identified as Denny, a few blocks away from the store. The investigation determined that Denny had entered the store carrying a 6' T-post (iron rod), threatened two employees (18 and 24) before damaging two television monitors.

Denny, who admitted involvement in the offense, was arrested and booked into the Mohave County Adult Detention Facility. Investigators did not determine a motive, but believe that Denny was suffering from a mental/emotional event.

**Enforcement\*\***



The Kingman Police Department has been awarded a \$20,000 grant from the Arizona Governor’s Office of Highway Safety. The funds will be used to pay for officer’s time and employee related costs for enhanced targeted efforts of DUI and impaired driving enforcement throughout the City of Kingman from October 1, 2019 – September 30, 2020. The goal of the Impaired Driving Program is to reduce alcohol and drug related driving fatalities and injuries through enforcement, education, and public awareness throughout the State of Arizona. The Kingman Police Department actively participates in the Western Arizona DUI Task Force, which includes the Mohave County Sheriff’s Office, Arizona Department of Public Safety, and other local area agencies along the Colorado River. The Western Arizona DUI Task Force will conduct DUI saturation patrols through the year during

holidays and special events when incidents of impaired drivers are higher.

The Wednesday before Thanksgiving is commonly referred to as “Wild Turkey Wednesday”, and the Kingman Police Department is kicking off the holiday DUI enforcement season in partnership with the Western Arizona DUI Task Force by conducting saturation patrols. The officers will be out looking for impaired drivers. The aggressive enforcement will occur every weekend from this weekend through New Year’s Day.

The Kingman Police Department encourages people to plan ahead and obtain a designated driver as the cost of driving impaired is high. The penalties if you choose to drive impaired include jail time, thousands of dollars in fines and court fees, suspension of driving privilege and license, vehicle impoundment for a mandatory 30 days, and other expenses. There are consequences to human life as well. In 2018, Mohave County had 176 alcohol related crashes which resulted in 8 fatalities and 94 injuries (ADOT 2018 Arizona Crash Facts).

The Kingman Police Department wishes everyone a safe holiday season. If you choose to drink, use a designated drive, rideshare, or taxi service. If you suspect an impaired driver please contact your local law enforcement agency.

**Remember: If you Drive Hammered, You’ll Get Nailed!**

**\*\*DUI Enforcement During Thanksgiving Holiday \*\***

If You Feel Different, You Drive Different – Drive High, Get a DUI!

The Western AZ DUI Task Force will be out this Thanksgiving Holiday. Traditionally “Wild Turkey Wednesday” is the official kick off for the DUI enforcement season. Although hunting season for impaired drivers is everyday of the year, additional officers are assigned for enforcement and detection during times where the likelihood of impaired drivers is increased, usually around holidays.



If you chose to drink, please don't drive. Designate a sober driver. Anyone arrested for DUI drugs or DUI alcohol will go to jail and their vehicle will be impounded. The average cost of a DUI offense is close to \$10,000 (fines, court fees, vehicle impound, insurance rates, etc...)

The penalties for impaired driving in Arizona are severe and include mandatory jail time, thousands of dollars in fines and court fees, suspension of driving license or privilege to drive, vehicle impoundment for 30 days and other expenses.

The Kingman Police Department wants to remind those that choose to drink to use a designated driver, taxi or rideshare. If you suspect an impaired driver please contact law enforcement.

**Drive Hammered, Get Nailed!**

**\*\* Generous Donation for Officer Safety \*\***

On Tuesday, November 27th Scott & Emilie Preston of Preston Investments, presented a check for \$5,000.00 to the Kingman Police Department to be used for officer safety. The funds will be used for equipment and supplies that will enhance the safety of KPD officers. During this holiday season the Kingman Police Department is especially thankful for the continued support of our community partners. Thank you Preston Investments.

(photo from L to R: Lt. Brian Zach, Scott Preston, Chief Bob DeVries, Deputy Chief Rusty Cooper)



| STATISTICAL SUMMARY—November |       |              |
|------------------------------|-------|--------------|
|                              | MONTH | Year-to-Date |
| Adult Arrests                | 105   | 1,565        |
| Juvenile Arrests             | 23    | 246          |
| 911 Calls                    | 2,329 | 26,269       |
| Calls For Service            | 2,782 | 32,931       |
| Written Reports              | 518   | 6,125        |

*Honor  
Integrity  
Courage*

Note: Due to ongoing issues with the new reporting system, statistical data is estimated.

## Municipal Court

| MONTHLY FINANCIAL REPORT              |                 |  |                 |
|---------------------------------------|-----------------|--|-----------------|
| KINGMAN MUNICIPAL COURT #0841         |                 | NOV 2019                                   |                 |
| <b>CITY REVENUE</b>                   |                 | Criminal Justice Enhancement Fund—47%      | 5873.97         |
| Abatement Fund                        | 0.00            | Child Passenger Restraint                  | 0.00            |
| Address Confidentiality Fund          | 4.79            | DNA Surcharge—3%                           | 785.13          |
| <b>Attorney's Fees</b>                | 1651.02         | Drug Enhancement Acct (Fine)               | 571.09          |
| Bond Forfeiture                       | 0.00            | DUI Abatement Fund—\$250                   | 174.50          |
| Copy Fees                             | 0.00            | Extra DUI Assessment                       | 0.00            |
| Court Costs                           | 0.00            | Domestic Violence Services Fund—\$50       | 195.96          |
| Defensive Driving Diversion Fee-Local | 2755.00         | Fill the Gap—7%                            | 929.03          |
| Fines                                 | 9191.65         | AZ Highways Fund                           | 0.00            |
| Jail Costs                            | 4691.02         | JCEF Surcharge—15%                         | 78.24           |
| Jury Fees                             | 0.00            | Medical Services Enhancement Fund          | 1725.71         |
| Miscellaneous Fees                    | 295.92          | 2011 Additional Assessment—\$8             | 694.31          |
| Overpayment Forfeiture                | 0.00            | Probation Surcharge—\$5                    | 3.09            |
| Suspension Fee                        | 661.52          | Prison Construction and Operations Fund    | 1312.01         |
| Warrant Fee                           | 3348.19         | Public Safety Equipment Fund               | 1542.42         |
| <b>Total City Revenue</b>             | <b>22499.11</b> | Peace Off Train                            | 142.83          |
| Local JCEF TPF Acct                   | 454.00          | ZVRF Victim                                | 372.29          |
| Court Enhancement Fund                | 1126.13         | Victim Comp Fund                           | 224.09          |
| <b>STATE REVENUE</b>                  |                 | Technical Registration Fund                | 15.00           |
| Probation Surcharge—\$10              | 21.80           | <b>State's JCEF TPF Acct</b>               | 780.29          |
| Probation Surcharge—\$20              | 1736.05         | <b>Victim's Rights Enforce Assess Fund</b> | 176.85          |
| Address Confidentiality Fund          | 91.17           | FARE Special Collection Fund               | 3227.56         |
| Arson Detection Reward Fund           | .00             | FARE Delinquent Fee                        | 910.30          |
| Clean Election Fund—10%               | 1388.05         | <b>Total State Revenue</b>                 | <b>23046.44</b> |

| SUMMARY OVERVIEW – NOV 2019 |           |                         |                  |                             |           |
|-----------------------------|-----------|-------------------------|------------------|-----------------------------|-----------|
| BOND SUMMARY                |           | RESTITUTION SUMMARY     |                  | ADULT PROBATION FEE SUMMARY |           |
| Prior Balance               | 2750.00   | Prior Balance           | 862.59           | Prior Balance               | 1418.06   |
| Bonds Posted                | 8093.21   | Payments made           | 1812.29          | Payments made               | 1390.00   |
| Bonds Forfeited             | 3691.88   | Checks written          | 887.03           | Checks written              | 1418.06   |
| Bonds Refunded              | 0.00      | Balance in Restitution  | 1787.85          | Balance in Adult Prob Fees  | 1390.00   |
| Balance in Bonds            | 7151.33   |                         |                  |                             |           |
| REIMBURSEMENT               |           |                         | Cases Terminated | New Cases                   | Juveniles |
| Prior Balance               | 374.30    | Civil Traffic           | 61               | 106                         | 4         |
| Payments made               | 0.00      | Criminal Traffic        | 28               | 24                          | 0         |
| Checks written              | 100.00    | Criminal Misdemeanor    | 109              | 84                          | 0         |
| Balance in Reimbursement    | 274.30    | <b>Total</b>            | <b>198</b>       | <b>214</b>                  | <b>4</b>  |
| Total Revenue               | 118969.17 | Domestic Violence Cases | 10               |                             |           |
| Mohave County Jail Costs    |           |                         |                  |                             |           |

## Municipal Court Continued

| MUNICIPAL COURT MONTHLY STATISTICAL REPORT<br>NOV 19 |        |                                  |                      |             |
|--|--------|----------------------------------|----------------------|-------------|
| CRIMINAL TRAFFIC                                     |        |                                  |                      |             |
|  | D.U.I. | SERIOUS VIOLATIONS               | ALL OTHER VIOLATIONS | TOTAL       |
| Pending First of Month                               | 62     | 8                                | 193                  | 263         |
| Filed  | 13     | 3                                | 8                    | 24          |
| Transferred In                                       | 0      | 0                                | 0                    | 0           |
| SUBTOTAL   | 75     | 11                               | 201                  | 287         |
| Transferred Out                                      | 0      | 0                                | 0                    | 0           |
| Other Terminations                                   | 20     | 0                                | 8                    | 28          |
| TOTAL TERMINATIONS                                   | 20     | 0                                | 8                    | 28          |
| Pending End of Month                                 | 55     | 11                               | 193                  | 259         |
| TRAFFIC FAILURE TO APPEAR                            |        |                                  |                      |             |
| Pending First of Month                               | Filed  | Sub Total                        | Terminations         | Pending EOM |
| 98   | 3      | 101                              | 0                    | 101         |
| Criminal Traffic/FTA Trials                          | 0      | Criminal Traffic/FTA Jury Trials |                      | 0           |
| CIVIL TRAFFIC  |        |                                  |                      |             |
| Pending First of Month                               | Filed  | Sub Total                        | Default Judgement    | Other Term  |
| 287  | 106    | 393                              | 6                    | 55          |
| Total Terminations                                   | 61     | Pending End of Month             |                      | 332         |
| Civil Traffic Hearings Held in MONTH                 |        |                                  |                      | 2           |

| MISDEMEANOR  |                  |                               |        |            |
|--|------------------|-------------------------------|--------|------------|
|  | Misd Non Traffic | Failure to Appear Non-Traffic | TOTAL  |            |
| Pending First of Month   | 1330             | 203                           | 1533   |            |
| Filed  | 77               | 7                             | 84     |            |
| Transferred In   | 0                | 0                             | 0      |            |
| SUBTOTAL   | 1407             | 210                           | 1617   |            |
| Transferred Out  | 0                | 0                             | 0      |            |
| Other Terminations   | 105              | 4                             | 109    |            |
| TOTAL TERMINATIONS   | 105              | 4                             | 109    |            |
| Pending End of Month   | 1302             | 206                           | 1508   |            |
| Misdemeanor FTA Court Trials   |                  |                               |        | 2          |
| Misdemeanor FTA Jury Trials Held   |                  |                               |        | 0          |
| Misdemeanor/Criminal Traffic Initial Appearances                                 |                  |                               |        | 22         |
| DOMESTIC VIOLENCE/HARASSMENT PETITIONS   |                  |                               |        |            |
|  | Filed            | Issued                        | Denied | TOTAL TERM |
| Domestic Violence  | 1                | 1                             | 0      | 1          |
| Harassment   | 1                | 1                             | 0      | 1          |
| HEARINGS HELD TO REVOKE/MODIFY ORDER OF PROTECTION/INJUNCTION AGAINST HARASSMENT |                  |                               |        |            |
| Order of Protection  | 0                | Injunction Against Harassment | 0      |            |
| SPECIAL PROCEEDINGS/ACTIVITIES   |                  |                               |        |            |
| Juvenile Hearings Held   | 9                | Search Warrants Issued        | 0      |            |
| WARRANTS OUTSTANDING   |                  |                               |        |            |
| Traffic Warrants Outstanding   |                  | Criminal Warrants 1063        |        |            |
| D.U.I.   | 118              | MISDEMEANOR TOTAL             |        |            |
| Serious Violations   | 21               |                               |        |            |
| All Other Violations   | 169              |                               |        |            |
| TRAFFIC TOTAL  | 308              |                               |        |            |

## Parks and Recreation Department—Mike Meersman

This month most of our Fall Programs will be completed. Department is now preparing for the upcoming Winter and Spring Seasons with the next brochure being released online January 4, in the Kingman Daily Miner on January 5, and in City Offices & Schools on January 6.



**Fitness & Dance:** Zumba and Aerobics continue to move on Saturday mornings while Body Shaping continues to take place on Monday & Friday evenings. The November 16 Dance Recitals were both well attended and students were able to showcase what they learned this season. Dance will pick back up on January 20.

**Child Supervision Programs:** None at this time to report.

**Trip & Tours:** There are currently no trips planned for this season. Our team is evaluating trip options or if they will continue in the coming year.

**Sports:** Pickleball has increased participation and has been a success. With us expanding the program from only Sunday afternoons to include Thursday evenings, more attendance is being found with two-day a week participation. Adult Basketball Team registrations have now closed but players can continue to register to play on an existing team until mid-February. The adult league is set to begin December 9 at Kingman Middle School and will meet weekly on Tuesday & Wednesday and run for 2-weeks followed by a break while schools are closed for Winter Vacation, then resume on January 6. With the current 16 teams there will be three divisions; a Gold, Silver, Bronze. The Adult 3 on 3 Basketball Tournament was cancelled due to lack of interest. Last year we had a \$500 cash sponsor award and we believe without that cash award this year, it deterred participants from registering. This year we implemented a \$5 late fee for Youth Basketball to encourage early registrations. We will see how many came in after the late fee was implemented by the end of this month. No one has questioned or complained about the \$5 fee. Between the 6 divisions for youth Basketball we had **167 "early registrations" and currently have an overall**

total of 188. Our girls leagues are not looking too promising which means we will have to merge once again to make each league coed. We've offered the divided divisions for two years and each year we struggle to get enough girls to make their own league in each division. We do tend to get many late registrations so we're hoping they will come in later this month. Youth Basketball is scheduled to begin January 11. For any additional sports information or to volunteer in our youth leagues, please contact Sports Coordinator, Ryan Fruhwirth at 692-3113.

**Special Events:** As previously mentioned our end of the season Dance Recital took place on November 16 at Kingman High School and was very well attended. We had 39 performance combined between the two recitals that was accumulated through our group classes and private lessons offered. The event required a lot of extra help on stage and we were able to utilize several parent volunteers and staff. A huge thank you to Jerry and the maintenance crew for assisting in the making of props and with the delivery & pick up of props. We are now setting up at the North Pole to assist Santa in placing calls and sending letters to all that have submitted a request form. We also have team members in place for the Breakfast with Santa & Mrs. Claus at Golden Corral on December 7 as well as the Parade of Lights that evening. Also on December 7, Mrs. Claus will be at the Community Center with those whom are pre-registered for the Holiday Workshop that will include baking cookies, caroling, creating crafts, a story book reading, and more. Polar Dip is set for New Years Day at Noon sharp! Those who are brave enough to take the plunge will do so in the unheated water. Prizes will be placed randomly at the bottom and await the brave participants to retrieve them. Hot Chocolate and Popcorn are also provided to everyone in attendance. For any additional event information or to help volunteer, please contact Yvonne at 692-3111 or Beth at 692-3109.

**Aquatics:** Both City pools are closed for the season. Pool Maintenance crew will be working on cleaning up and preparing the Centennial Pool for the Annual Polar Dip.

**Miscellaneous:** The department is currently seeking new Recreation Instructors to offer classes each season. Anyone that has a specific trait and or talent should contact Yvonne at 692-3111. Also being recruited are part time Program Aides to assist with the upcoming basketball season as scorekeepers and time keepers. All interested apply at the City Website. The department is also working together as a team on the Parks, Open Space, Trails & Recreation (POSTR) Master Plan. Annual Department Holiday Inservice and Potluck will be taking place on December 11. Performance Measures were completed and inputted in the Shared Document. We have been staying on target with projected set goals.

| EVENTS HEADED YOUR WAY            |               |
|-----------------------------------|---------------|
| Santa's Calling & Letters         | December 2-23 |
| Breakfast with Santa & Mrs. Claus | December 7    |
| Adult Basketball League begins    | December 9    |
| Polar Dip                         | January 1     |
| Winter/Spring Brochure released   | January 4     |
| Youth Basketball begins           | January 11    |

For any maintenance related issue's or problems please contact Parks Superintendent Jerry Sipe (928) 716 -1764

PARKS MAKE LIFE BETTER

Parks Maintenance:

We have completed 79 maintenance repair orders this month. The parks department utilized 392 hours of ADC Inmate labor this month.



The Parks department worked with the Disc Golf group to move a tee and basket at Firefighters Park. The whole hole was rerouted away from the new playground that was installed earlier this year. Old flag pole was also removed.



Over the Thanksgiving holiday a storm caused a loss of one tree at Firefighters Park along with multiple wash outs and field repairs to be done.

Parks crew installed a map display box for the downtown merchants to put there maps for downtown business's.



Parks maintenance was able to acquire a used Bobcat Skidsteer, this machine will be very beneficial to maintenance in areas our other equipment will not reach.

The future Sunbelt Park location work continues with the lot being cleared, Parks crew members have taken advantage of this project to train on equipment.

PARKS MAKE LIFE BETTER



The lighting of Locomotive Park was started and completed in October. Many of the decorations have been converted to L.E.D. to help with power distribution and longevity. New decorations and lights were also installed on the two wreaths that parks department put up on the front of train and at the City Complex. The City Complex also had Icicle lights installed on the top by Parks Maintenance. A boom lift was rented for both these undertakings and Parks employees were trained professionally by Mertens Equipment Rental and certified to run this piece of equipment.

| Parks Vandalism totals per park per month |            |          |            |            |            |        |        |        |        |        |        |        |                 |            |
|---|------------|----------|------------|------------|------------|--------|--------|--------|--------|--------|--------|--------|-----------------|------------|
| Parks                                     | Month      |          |            |            |            |        |        |        |        |        |        |        | Totals per Year |            |
|   | July       | Aug      | Sept       | Oct        | Nov        | Dec    | Jan    | Feb    | Mar    | Apr    | May    | June   |                 |            |
| Canyon Shadows                            |            | \$100.00 |            |            | \$450.00   |        |        |        |        |        |        |        |                 | \$550.00   |
| Cecil Davis                               |            |          | \$200.00   |            |            |        |        |        |        |        |        |        |                 | \$200.00   |
| Centennial                                |            |          | \$1,800.00 |            |            |        |        |        |        |        |        |        |                 | \$1,800.00 |
| Firefighters                              |            |          |            |            | \$100.00   |        |        |        |        |        |        |        |                 | \$100.00   |
| Fire Stations 2 & 3                       |            |          |            |            |            |        |        |        |        |        |        |        |                 | \$0.00     |
| Hubs                                      |            |          |            |            |            |        |        |        |        |        |        |        |                 | \$0.00     |
| Lewis-Kingman                             |            |          |            |            |            |        |        |        |        |        |        |        |                 | \$0.00     |
| Locomotive                                |            | \$160.00 |            |            | \$100.00   |        |        |        |        |        |        |        |                 | \$260.00   |
| Mohave                                    |            |          |            |            |            |        |        |        |        |        |        |        |                 | \$0.00     |
| Monsoon                                   |            |          |            |            |            |        |        |        |        |        |        |        |                 | \$0.00     |
| Pawnee                                    |            |          |            |            |            |        |        |        |        |        |        |        |                 | \$0.00     |
| Southside                                 |            |          |            |            |            |        |        |        |        |        |        |        |                 | \$0.00     |
| Walleck Ranch/Willow's Dog Park           | \$100.00   | \$600.00 | \$1,400.00 | \$1,900.00 | \$475.00   |        |        |        |        |        |        |        |                 | \$4,475.00 |
| <b>Total per month</b>                    | \$100.00   | \$860.00 | \$3,400.00 | \$1,900.00 | \$1,125.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00          | \$7,385.00 |
| <b>Total per Year</b>                     | \$7,385.00 |          |            |            |            |        |        |        |        |        |        |        |                 |            |

November was trending very well through the 18<sup>th</sup> and the significant weather change for the remainder of the month negated that trend. Four additional days of rain compared to 2018 which included a storm over the Thanksgiving Holiday that produced record rainfall for Kingman and rained out Black Friday which is typically a busy day for the golf course. Frost delays have been frequent and as late as 11:00am.

So far, Disc Golf remains primarily weekend use. Since October 26 and through November 30<sup>th</sup>, we have recorded 184 rounds of Disc Golf, 86% of the rounds have been on weekends. For their event on 11/24, they had 48 participants, several of whom travelled from outside the area, Phoenix, Flagstaff and Las Vegas. We continue to get positive comments about the course and a good amount of repeat play. We are working with the local Disc Golf Association to publish our Disc Golf Rates on their Facebook page. This is to assist in notifying the Disc Golf Community that there are charges to play the course at Cerbat Cliffs unlike the Disc Golf options in public parks.

- **Obtained the updated and cleaner embroidery files from Cutter & Buck and provided them to Lee's Uniforms in town.** Will look this week to add the Kingman Route 66 logo to some of the pieces of headwear and apparel the we currently have in stock.

| CERBAT CLIFFS GOLF COURSE           |        |
|-------------------------------------|--------|
| MONTH—ACTIVITY November 2019        |        |
| Number Nine-Hole Rounds             | 726    |
| Number 18-Hole Rounds               | 1,398  |
| Number Golf Lessons                 | 8      |
| Greens Fee Revenue Total            | 24,985 |
| Annual Passes                       | 5,692  |
| Daily Green Fees                    | 19,293 |
| Motor Cart Revenue Total            | 18,183 |
| Private Cart Trail Fees             | 1,700  |
| Daily Cart Rental                   | 16,483 |
| Driving Range Revenue               | 2,015  |
| Total Hours Ranger Activities       | 120    |
| Total Hours Beverage Cart on Course | 0      |
| Number of Tournaments               | 1      |
| Total Tournament Participation      | 48     |
| Gift Card                           | 7      |
| Specials                            | 24     |
| GolfNow                             | 52     |
| Disc Golf Riding                    | 144    |
| Disc Golf Walking                   | 2      |

- Posted the Turkey Day Special for golf on Thanksgiving Day. Day was rained out.
- Website has been updated with the name and changed description of the Golf Grill.
- Working with Coleen to obtain the new images she has received of the golf course to be used in the update to the website.
- Integration to the City System is not complete and our access to shared drive files is limited.
- As discussed previously, there was consideration given to utilizing GolfNow for the POS System. GolfNow just acquired EZLinks, will be discussing with them the option to utilize their POS system under GolfNow.
- New inventory received in golf shop, some of which embroidered with the Kingman Route 66 logo.
- Daily specials created for the golf grill and will start on December 1. Will be posted on Facebook and emailed out.

Since the last report the golf course has utilized 369 hours of inmate labor.

The golf course is settling in for winter really nicely with our warm season grasses making their final transition in to dormancy. It appears that we have had an actual fall here in Kingman rather than the usual Summer to Winter transition all in one week. With the Fall transition came our fair share of rain. The golf course received anywhere from 4.65" of rain to 7.60" of rain depending on locations across the course. Our water retentions have held up very well and have helped prevent any unnecessary damage and additional cleanup to the course.



The golf course suffered a major hydraulic spill to its second green this month. The damage was severe enough that the maintenance team spent two days replacing several strips of sod. It's unfortunate that the timing of this spill happened right at the end of the growing season because it is more than likely that the new sod will be visible throughout the Winter months. A small dose of NPK fertilizer was added to help with the healing process.

An upgrade was made to our Disc Golf Teeing areas this month. The current little rocks were replaced with larger white rocks that are numbered making them easier to locate and helping them to blend better with our natural look across the course. We also added a practice basket adjacent to the new putting green.

The maintenance crew has spent the past few weeks doing a lot less mowing and more course cleanup and attention to detail. With the leaves falling across the course it can sometimes be difficult for golfers to locate their golf balls. Extra time has been spent keeping the areas with heavy leaves cleaned up.

Looking forward to some projects starting in December: Cart Path Edging; The reshaping and leveling of the Eighteenth Silver Tee Complex; The digging out and addition of water retention areas; Tree Trimming, Removal, & Replacement.

For any information about Cerbat Cliffs Golf Course or to make a Tee time call 928-753-6593 or visit the website at [www.cerbatcliffsgolf.com](http://www.cerbatcliffsgolf.com). Thank you.

## Public Works—Rob Owen

| BUILDING MAINTENANCE-NOVEMBER/2019   |   |
|--------------------------------------|---|
| Square feet of buildings maintained  | 144,705   |
| Square feet of buildings cleaned     | 85,547 by City, 6,000 cleaned by agreement with occupant , and 20,000 cleaned by contractor.  |
|                                      |   |
| Building Maintenance repairs made 19 | Building Maintenance staff completed 19 work orders in November. The Building Maintenance Technicians are continuing to work on the remodel of an office at the Powerhouse. |
| Graffiti removed—5                   | There were five graffiti abatement clean-ups completed in the month of November.  |

| FLEET MAINTENANCE-NOVEMBER/2019     |                     |
|-------------------------------------|---------------------|
| 10,833.6 gallons of unleaded gas    | Cost of \$28,998.30 |
| 10,020.60 gallons of diesel fuel    | Cost of \$24,038.69 |
| Vehicle preventive maintenance      | Vehicles 28         |
| Mechanic and welder vehicle repairs | Repairs 364         |

| SANITATION-NOVEMBER/2019   |                     |
|--|---------------------|
| 333 trips to the landfill—Delivery of 3,641,640 pounds of trash            | Cost of \$65,254.17 |
| New 90-gallon residential containers                                       | 23                  |
| Old, damaged, missing or found containers repaired or replaced             | 68                  |
| Steel containers delivered for customer clean-up                           | 4                   |
| 1) Extra steel containers emptied and 2) Containers retrieved              | 1) 38 and 2) 1      |
| 1) Regular extra trash hauls 2) Abatement orders 3) \$3 Special Trash Haul | 1) 136 2)26 3)0     |
| Recycling—tons / Annual total— tons  | 19.8/697            |

| STREETS—NOVEMBER/2019   |             |
|-------------------------|-------------|
| Square yards of asphalt | 4.3 Million |
| Miles of unpaved roads  | 19.5        |
| Street lights           | 900         |
| Traffic signals         | 24          |

**Available Manpower:**

- (1) Maintenance Operation Supervisor (currently unfilled)
- (1) Crew Leader
- (1) Operator A (Signing and Striping Technician)
- (5) Operator A (General Maintenance Crew)
- (2) Operator B (General Maintenance Crew)
- (1) City Electrician II (Signal Technician)
- (1) City Electrician I (signal Technician)

**Street Department Activities:**

- The month of November consisted of grading, sweeping, and asphalt patching ,traffic Signal/Lighting maintenance and repairs
- Crews were on standby in preparation for the snow storm slated for Thanksgiving but, the storm was not as intense as predicted. Two team members worked Thursday and Friday to monitor the storm and take care of street closures as required.
- Multiple drainage complaints and repairs from the storm over Thanksgiving were received. They were all minor in nature but, there were many due to the widespread storm.
- Crews have worked on chemical and manual weed abatement throughout the month. 2 temp crews and city staff have worked throughout town, including the traffic interchanges, for mowing and chemical applications.
- Streets received the first phase of LED street lights. The installation of these lights is expected to be ongoing for the next couple months. An additional phase is planned/budgeted for in the upcoming fiscal year. The fixtures on Stockton Hill from Airway to the north are will be replaced next.
- Multiple signals were damaged over the holiday weekend due to weather and one accident.. Crews worked Saturday and Sunday to make repairs. The accident caused approximately \$35,000 dollar in damage and the storm caused another \$3,000 to signal equipment.
- Streets completed multiple closures for emergency waterline repairs both during regular hours and after.
- Crews completed closures for the Parade of Lights. Crews also participated in the parade .

**Training**

The signal technicians had onsite training with Econolite for controllers and cabinets.

HILLTOP WWTP



DOWNTOWN WWTP



WASTEWATER – NOVEMBER 2019

Wastewater Treatment—Personnel 10/ Vacant 2

Staff at Hilltop Facility

- Treated approximately 53.262 million gallons of influent on intake and discharged approximately 52.689 million gallons of “B+” effluent
- Composted approximately 320 cubic yards of bio-solids in preparation for land application
- Completed all oil changes and general monthly maintenance on associated equipment .
- Completed all monthly NPDES and APP sample collection and submitted all monthly sample collection & regulatory reporting to ADEQ.
- Treatment staff is continuing to work towards a resolution in regards to structural integrity of the aeration velocity enhancer with Ovivo.
- Staff responded to a number of emergency call-outs.

Staff at Downtown Facility

- Treated approximately 7.044 million gallons of influent on intake and discharged approximately 6.540 million gallons of “A+” effluent
- Completed all annual, semi-annual, quarterly, & monthly NPDES and APP sample collection & ADEQ reporting.
- Dewatered approximately 59 cubic yards of bio solids & transported to Hilltop for composting.
- Completed cleaning, general maintenance and troubleshooting -various pumps
- Completed all daily, weekly and monthly maintenance work orders

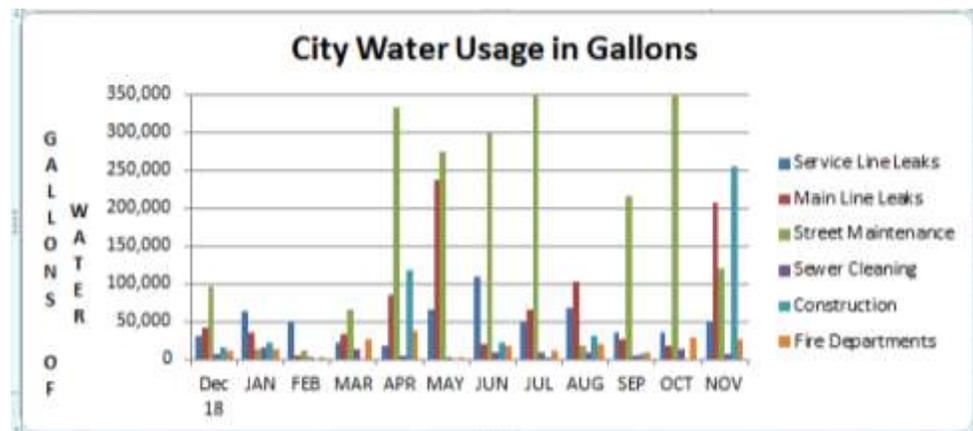
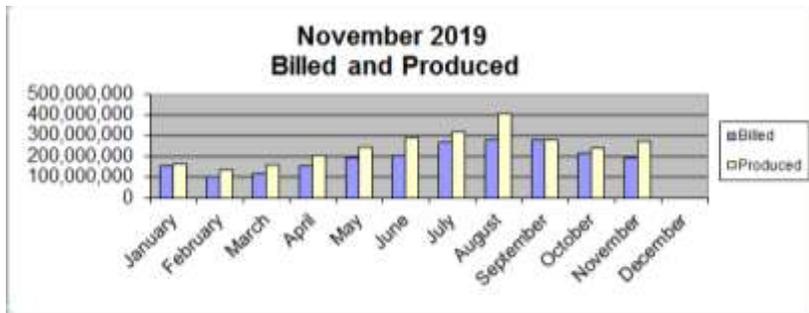
Wastewater Collections—Personnel 3, (1 )unfilled

Wastewater Collection crews:

- Completed 3800’ CCTV inspections of 6 & 8-inch wastewater conveyance lines—identifying areas requiring hydro jet cleaning, mechanical root removal, potential repair, areas of inflow and infiltration or any other general maintenance associated with corresponding infrastructure
- City Collections Team completed hydro-jet cleaning of approximately 8500 linear feet of conveyance mains using approximately 7250 gallons of water.
- Responded to and assisted with multiple calls for service—none of which were caused by deficiencies to City infrastructure
- Wastewater Collections Staff assignments have been predominately assisting water operations staff to assist in leak mitigation.
- Wastewater Staff assisted with a number of after hours water leak call-out repairs
- Responded to & assisted multiple customers with lateral locates, etc.
- Assisted Wastewater Treatment Staff at both facilities due to employee shortages.
- Assist with various water and wastewater rehab projects through out the City.

Wastewater Pre-Treatment - Personnel 1.5.

- Maintain pre-treatment compliance by evaluating potential SIU/CIU’s.
- Staff inspected and sampled discharge permitted SIU facilities.
- Follow-up on complaints & potential discharge violations, update SIU analytical spread sheet.
- Completed the quarterly sampling for the pretreatment portion of the NPDES permits.
- Preparing, (ongoing), Annual Pre-Treatment Report.



## WATER – NOVEMBER 2019

### Certified Water Operators:

- \* Produced 263,715,400 gallons of water from the various groundwater wells throughout the City.
- \* Completed all Arizona Department of Environmental Quality regulatory sampling and reporting as per The Clean Water Act.
- \* Performed Operations and Maintenance on the wells, booster stations, and Chlorination Systems.

### Distribution Operators:

- \* Staff repaired 279 square feet of asphalt and concrete from water leaks.
- \* Blue Stake performed 221 locates.

### Water Service Operators:

- \* Staff read 21,788 Residential and Commercial meters and respond to over a 1000 customer assisted calls every month.

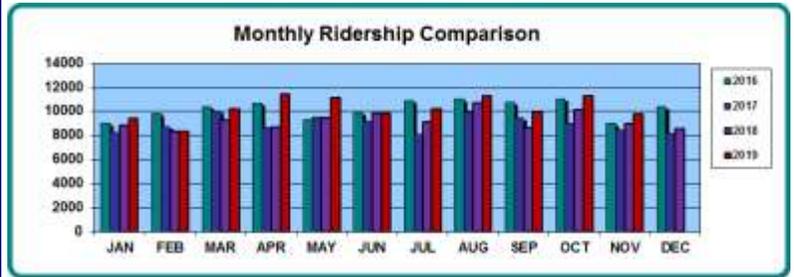
### Gallons of Water used by Public Works Operators :

- \* Service Line leaks used 49,300 gallons
- \* Main Line leaks used 208,100 gallons
- \* Streets Maintenance Department used 120,100 gallons
- \* Sewer Cleaning used 7250 gallons
- \* Contractors used 256,000 gallons
- \* Combined Fire Departments used 27,500 gallons



# Kingman Area Regional Transit

| KART—NOV 2019   |  |
|-----------------|--|
| MONTH REVENUE   | <ul style="list-style-type: none"> <li>• Fare Box Revenue—\$4,611</li> <li>• Coupon/Pass Revenue—\$13,390</li> <li>• Total Monthly Revenue—\$18,001</li> </ul>                                 |
| MONTH RIDERSHIP | <ul style="list-style-type: none"> <li>• Service hours—1,076</li> <li>• Service miles—13,575</li> <li>• Total passenger trips—9,743</li> <li>• Curb-to-Curb trips—237 (2% of total)</li> </ul> |



## PROJECTS-NOVEMBER/2019

|  |  |
|--|--|
| <p><b>Sign Inventory system project</b>—Data collection has started and is ongoing. Drive by data collection will be first with handheld data collection to follow. The data collection is anticipated to take 4 months to complete. ADOT is administering this.</p>   | <p><b>Stockton Hill Rd. Safety Corridor</b>—A scoping letter was received for review from Wood. The review team has commented on the document and returned it. Once this is finalized design of the project will start.</p>  |
| <p><b>Injection Well Design</b>— The well characteristics were not favorable for the direct Injection of the effluent water. Different options are being evaluated on how this well will best used. .</p>  | <p><b>Maintank 1 Rehabilitation project</b>—City team has decided to postpone this project until next year due to time constraints as to when the tank can be off-line. Demand dictates that it can only be off-line in the winter months and there is not enough time for design and construction remaining this year.</p>  |
| <p><b>City Well 10</b>—Final plans are complete.</p>   | <p><b>Waterline Replacement projects</b>—A JOC proposal from Kincheloe Construction will go to Council for approval on October 1. This project will consist of replace waterlines in two locations. Castle Rock rd., from State Route 66, to Gordon, and the other location includes North 4th Street from Latigo to 5L Ranch Road and 5L Ranch Road from Harvard to the end of the dirt rd. to the West.</p>  |
| <p><b>Andy Devine Avenue Improvements from Ellas Place to 2<sup>nd</sup> Street</b> -Eligibility was granted for this project this month. An application was submitted to ADOT for Intersection improvements at the Andy Devine and First Street. The proposed request is for multiple safety improvements on Andy Devine Avenue from Ella's Place to 2nd Street, including: Relocate pavement width with channelization, raised medians and curb bulbouts to calm traffic, restripe for narrower lanes; improve intersection alignment at 1st Street by removing skew angle and aligning offset driveway at Visitor's Center. This project does not include any non-infrastructure funding request. These improvements will address the fatal crash related to speeding at this intersection. A professional engineering consultant and licensed contractor will perform the work. There will be ground disturbing activities; no utility relocations are anticipated. The total project cost of this project to be \$1,181,250. Of that amount request ADOT determined that \$1,116,199 is HSIP eligible with \$65,051 being local match. 94.3% federal, 5.7% match. This project is scheduled for design in FY23 and construction in FY24</p> | <p><b>Future HSIP Projects</b></p> <p>The initiation documents for this project were submitted. This is the preliminary step to start the actual project. The project is programmed for fiscal years 21 -22 for some safety improvement projects on the following streets.</p> <p>On Beale Street, for traffic calming/curb bulbouts, at 3 intersections (3rd, 4th, 5th Streets)</p> <p>Adding speed feedback signs on these streets that either have a fatal crash or several serious injury crashes</p> <p>Stockton Hill Rd, Airway to Jagerson</p> <p>Beale St, Grandview to 10th St</p> <p>Hualapai Mountain Road, Virginia Ave to east of Seneca</p> <p>Airway Ave, Western to Rt. 66</p> <p>Gordon Dr, Shadow to Bank</p> <p>Beverly Ave, Fairfax to Western</p> <p>Project cost estimate is \$444,000 with a \$15,574 local match.</p> <p>Project eligibility was received October 24, 2018 for this project.</p> |
| <p><b>Downtown Sewer Outfall Main</b>—30% plans have been submitted and are being reviewed. A plan review meeting will be held in the next couple weeks.</p>   |  |

---

## Planning & Economic Development Department, Tourism Division – Josh Noble

### November 2019 Advertising & Marketing

#### Arizona Office of Tourism Marketing Cooperative

- Huddled Massed on-line display (Nov & Dev)
- Madden Media YouTube / TrueView video (Nov-Mar)
- Viant geo-targeted on-line display (Nov-June)
- Crowdriff building assets and albums continue

#### Other Marketing / Promotions

- **The Miner, advertisement in the Veteran's Day insert on Nov 8**
- Weibo account management agreement renewed for one more year (Nov 2019–Oct 2020)

### November 2019 Media Assistance & Updates

- Nov 15: reviewing Kingman content for the Southern Trails Auto Tour publication to be released in 2020 by the Oregon – California Trails Association.
- Nov 18: Permission granted to Western Newspapers & Info to use and redistribute images and event information in their social media posts, on their website, and in print
- Assisting Desert Wonder Tours with promotional awareness of new stargazing tours.

### November 2019 Projects & Activities

- Nov 6: Historic Route 66 Association of Arizona Board Meeting hosted at the Powerhouse
  - Nov 7: Josh participated in the Beale Street Streetscape FRQ review committee
  - Nov 14: Customer Service Representative interviews held
  - Nov 21: City Safety Committee Meeting to be held at Powerhouse (Natalie participated)
  - Nov 26: EDAC Commission meeting
  - Working with Local First Arizona to develop a WeekendZona package for Kingman in February 2020.
  - Coordinating with other City personnel and Legacy Sings to install neon and lighted features on the Welcome Arch.
  - Began coordination meetings for the installation of the Kingman Visitor Center welcome sign.
-

## Planning &amp; Economic Development Department, Tourism Division – Josh Noble

## November Monthly Counts

| Tourism Div Statistics    | Nov-19   | Nov-18   | FYΔ    | Nov-17   | 2FYΔ   | FYTD        | FY/FYΔ         | FY/2FYΔ |
|---------------------------|----------|----------|--------|----------|--------|-------------|----------------|---------|
| Visitor Center Walk-ins:  | 13,157   | 9,777    | 34.6%  | 6,195    | 112.4% | 125,139     | 54.6%          | 120.0%  |
| Bus & Group Visits:       | 165      | 81       | 103.7% | 31       | 432.3% | 1,077       | 62.2%          | 256.6%  |
| Gift Shop Sales:          | \$20,074 | \$14,946 | 34.3%  | \$10,920 | 83.8%  | 138,223     | 18.6%          | 103.2%  |
| Visitor Packets Mailed:†  | 468      | 944      | -50.4% | 960      | -51.3% | 5,084       | -11.3%         | 15.3%   |
| Website Visitor Sessions: | 12,242   | 13,008   | -5.9%  | 15,765   | -22.3% | 93,784      | 8.5%           | 12.2%   |
| Guest Book US:            | 767      | 759      | 1.1%   | 388      | 97.7%  | Top States: | Top Countries: |         |
| US Party Size:            | 2.4      | 2.3      | 4.3%   | 2.1      | 14.3%  | 1. CA       | 1. Canada      |         |
| GB International:         | 342      | 351      | -2.6%  | 290      | 17.9%  | 2. AZ       | 2. Germany     |         |
| International Party Size: | 2.5      | 2.4      | 4.2%   | 2.5      | 0.0%   | 3. TX       | 3. Australia   |         |

† Visitor Packet totals are for the calendar year. Due to unprecedented demand, mailings and reportings have been delayed.

## November 2019 Leads

## Leads Fulfilled by lead sources

- GoKingman.com information requests: 7
- GoArizona.com leads: 234
- Grand Circle Association leads: 34
- MyGrandCanyonPark.com leads: 160
- Arizona Office of Tourism: none
- Call-Ins and Mail: 0

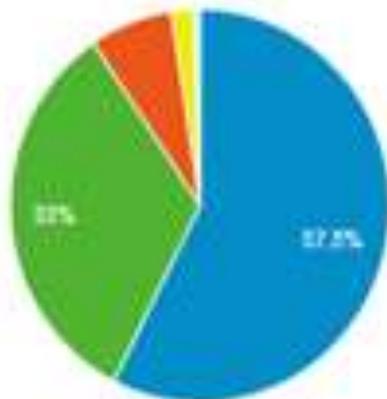
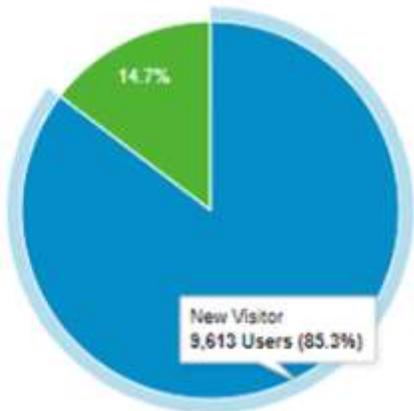
\* 9 pcs returned as undelivered in September (includes returns from previous months that were received)

Planning & Economic Development Department, Tourism Division – Josh Noble



### Top Channels

■ New Visitor ■ Returning Visitor



■ Organic Search  
■ Direct  
■ Referral  
■ Social  
■ (Other)  
■ Email