



# City Manager Report

March 2020

# *CITY MANAGER REPORT* *CITY OF KINGMAN - March 2020*

The information included in this issue reflects February 2020 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 5
City Attorney .....	Page 10
City Clerk.....	Page 10
Finance .....	Page 10
Fire Department.....	Page 16
Information Technology (IT).....	Page 22
Police Department .....	Page 24
Municipal Court.....	Page 25
Parks & Recreation.....	Page 27
Public Works.....	Page 33



CITY MANAGER REPORT  
CITY OF KINGMAN FEBRUARY 2020  
ECONOMIC DEVELOPMENT DEPARTMENT

ECONOMIC DEVELOPMENT

ED staff is working with experts on Foreign Trade Zones to be applied to our community. The first draft of the report was reviewed and the final draft will be sent to us by February 13th.

ED staff is working on 3 roads grant project at the Industrial Park.

Mr. Kellogg and staff met with the Public Works Department regarding vehicle needs for each department.

Staff added Parklet/Pedlet, Façade Program, Census 2020, Zoning Ordinance and Expansion of Historic Overlay District Project information on Economic Development website.

Staff assisted and completed a successful job fair at the Airport with County Workforce Department for the Cascades employees.

Staff at the Airport met with the National Transportation Board who are gathering data for a report for the Airport Cooperative Research Program regarding government management of airports nationally.

ED staff has been working on a new website for the Airport and the launch for the website will be in March 16, 2020.

ED staff met with Project Rose team and offered information for helping them choose Kingman for their project.

The Community Development Block Grant (CDBG) program next round of funding is coming up in May 2020.

Additional Activities and Meetings by Economic Development Staff in February

- ◆ Mr. Kellogg attended the Sunbelt Development General Plan Amendment discussion meeting.
- ◆ **Mr. Kellogg gave a presentation to new realtor's at the Board of Realtors office.**
- ◆ Economic Development staff is working with the Main Street Group on various events and projects
- ◆ Mr. Kellogg and staff met with Patriot Rail to discuss expansion options.
- ◆ Intestate Group land sale approved by City Council.
- ◆ KAMMA Mixer hosted at the Airport was a success.
- ◆ Retail Attractions consultant arrived and numerous meetings were held along with brokers and retail building owners. A tour of the Kingman area was completed.

Economic Development Public Meetings in February

February 11-Airport Advisory Commission

**CITY OF KINGMAN**  
**ENGINEERING DEPARTMENT**  
**MONTHLY REPORT FOR**  
**FEBRUARY 2020**

The Engineering staff responded to 126 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.

**ENG18-0079** An Approval of Construction was issued for approximately 2,095 linear feet of 6" PVC C-900 water line extension with (34) double water services, (3) single water services, (5) fire hydrants and (13) 6" water valves for Cerbat Vista Subdivision, Tract 3067-C, Block 2, lots 12-34, Block 8, Lots 1-32 & Block 10, Lots 17-32

**ENG18-0079** A Discharge Authorization was issued for approximately 3,139 linear feet of 8-inch PVC SDR-35 sewer line extension and 20 linear feet of ductile iron sewer line with (9) 4" diameter sewer manholes and (71) sewer services for Cerbat Vista Subdivision, Tract 3067-C, Block 2, Lots 12-34, Block 8, lot 1-32 & Block 10, lots 17-32.

**ENG20-0002** An Approval to Construction was issued for approximately 605 linear feet of 6 inch PVC C-900 water line extension with (10) Double Water Service and (2) Single Water Service on Harrod Avenue from Monroe Street to Adams Street.

**ENG20-0002** A Construction Authorization was issued for 547 linear feet of 8-inch PVC SDR-35 sewer line extension with (2) 4" diameter manholes and (22) sewer services in Harrod Avenue from Monroe Street to Adams Street.

**ENG19-0083** An Approval to Construction was issued for approximately 270 linear feet of 8-inch Class 235 water line extension with (1) fire hydrants, and (1) water service connection for 3123 Stockton Hill Road.

**ENG17-0050** An Approval of Construction was issued for approximately 1,510 linear feet of 8-inch PVC water line extension with 12 double water service connections, 4 single water service connections in Amanda Avenue between Yavapai Drive Steamboat Drive for Southern Vista V Tract 6048-B. Block 2, Lots 1-13, Block 4, Lots 1-11 and Block 11, Lots 6-7

**ENG17-0050** A Discharge Authorization was issued for approximately 1,095 linear feet of 8-inch SDR-35 sewer line extension with 26 Sewer services and 3 manholes in Amanda Avenue between Yavapai Drive Steamboat Drive for Southern Vista V Tract 6048-B. Block 2, Lots 1-13, Block 4, Lots 1-11 and Block 11, Lots 6-7

## CITY MANAGER'S REPORT

Engineering Continued

RIGHT OF WAY ACTIVITIES	
103	Information Requests responded same day received
21	Information Request responded in 1 days
2	Information Request responded in 2 –3 days
0	Information Request responded over 3 days
8	Sewer Availability Letters
41	Permits to work in Public Right-of-way
29	Sewer Connection Permits Inside City Limits (0 due to Failed septic)
17	Sewer Connection Permits Outside City Limits (0 due to 0-Failed septic)
5	Sewer Taps
19	Utility Permits for water meters in the County
31	Utility Permits for water meters in the City

MEETINGS	
Feb. 6	Engineering Team Meeting
Feb. 6	Diagonal Wash Sewer discussion
Feb. 6	Downtown sewer outfall 30% review meeting
Feb. 10	<b>ENG17-0027</b> Kino Transmission Main Phase 1A Weekly meeting
Feb. 10	MAG Addendum Meeting
Feb. 11	<b>ENG16-0021</b> 8th Street Underpass Pre-construction meeting
Feb. 12	Development Review Committee meeting
Feb. 17	<b>ENG17-0027</b> Kino Transmission Main Phase 1A Weekly meeting
Feb. 19	Drainage Project ranking
Feb. 24	<b>ENG17-0027</b> Kino Transmission Main Phase 1A Weekly meeting
Feb. 26	Development Review Committee meeting

<b>CAPITAL EXPENDITURES</b>		
<b>CONTRACTOR</b>	<b>PROJECT</b>	<b>AMOUNT</b>
AECOM	ENG16-0035	\$7,729.50
Dibble & Associates	ENG18-0080	\$2,144.50
ESRI, Inc.	ENG19-0086	\$3,061.39
Freiday Construction	ENG17-0038	\$141,737.33
JE Fuller	ENG19-0066	\$32,918.75
McCauley Construction	ENG18-0082	\$176,251.50
Sunrise Engineering	ENG19-0057	\$26,215.00
Sunrise Engineering	ENG19-0058	\$23,000.00
Sunrise Engineering	ENG19-0086	\$14,147.40
<b>Capital Expenditures processed during the month of February</b>		<b>\$427,205.40</b>

<b>CONSTRUCTION ACTIVITIES UPDATE</b>		
<b>PROJECT</b>	<b>PURPOSE</b>	<b>STATUS</b>
<b>ENG15-0048 &amp; 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>ENG18-0082</b>	Andy Devine ADA Compliance from 4th Street to Grandview Avenue	Under construction

<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 July 2020
<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 Design update	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 PHOTOS**



**ENG17-0027 Kino Main Tanks Transmission Main**

## 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 2019 and 2020.



	February, 2019	February, 2020
Domestic Violence	37	23
DUI	13	9
Theft/Shoplifting	16	28
Criminal Traffic (non DUI)	10	5
Code Enforcement	11	7
Miscellaneous Misdemeanors	52	41
<b>Total Charges</b>	<b>139</b>	<b>113</b>
Number of Files Opened	89	81
Pretrial Conferences	113	64
Change of Pleas	85	41
Status Hearings	18	7
Trials	7	3
Other Court Events	203	275

## 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).

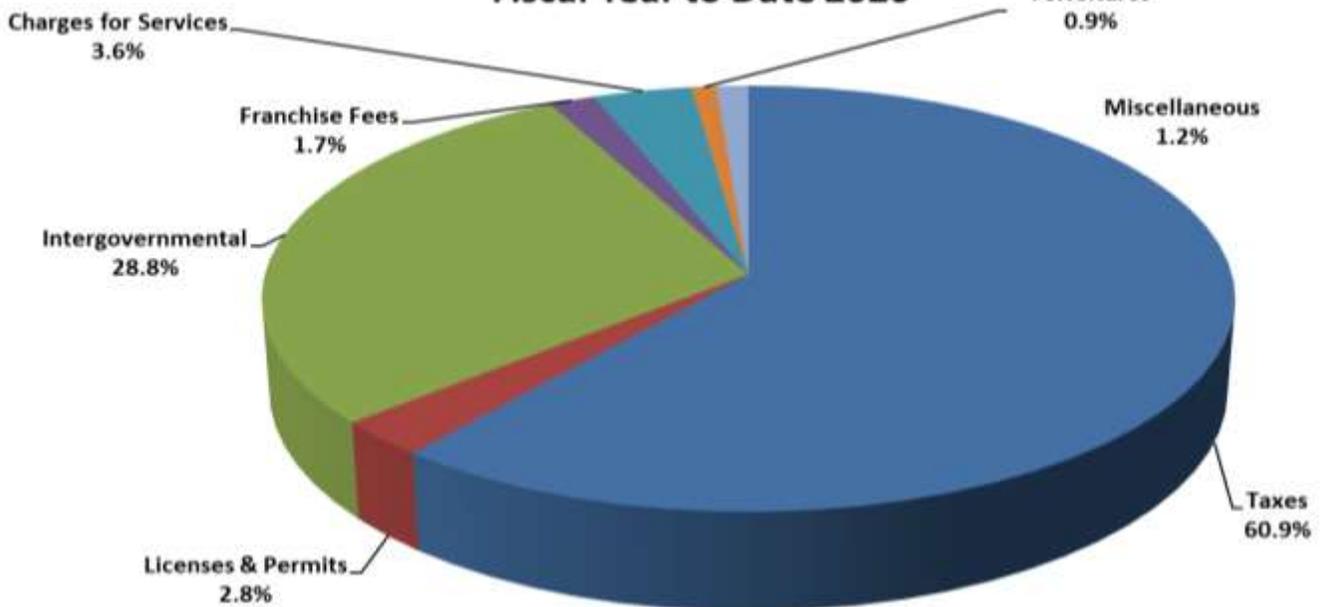


Finance—Tina Moline

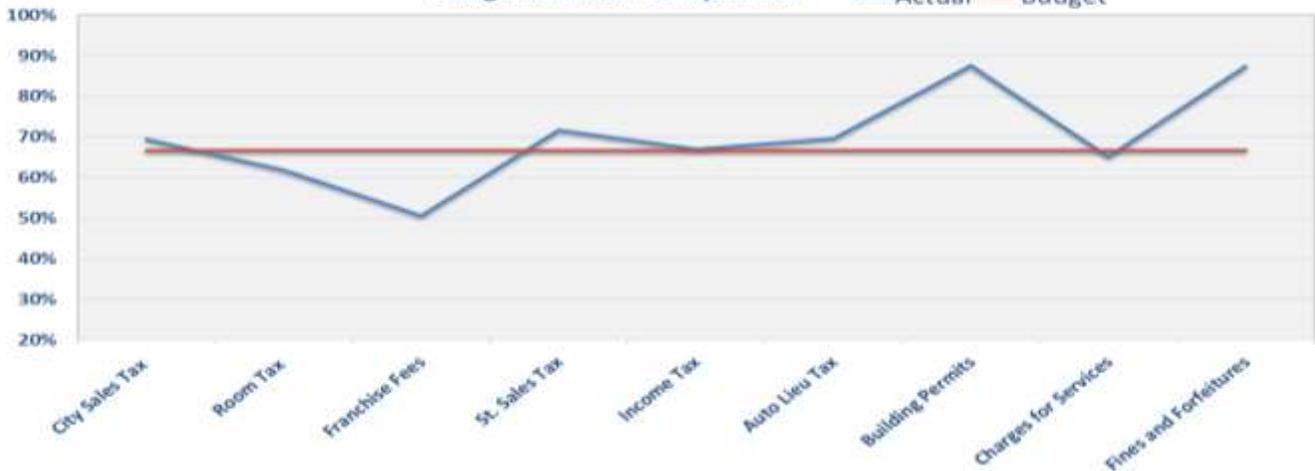
REVENUE BY SOURCE — FEBRUARY 2020  
GENERAL FUND

Description	Original Budget	Revenues This Period	Revenues Year-to-Date	Percentage Collected
Taxes	18,615,683	1,525,668	12,875,244	69.16%
Licenses & Permits	711,996	89,338	590,385	82.92%
Intergovernmental	8,817,703	752,263	6,095,851	69.13%
Franchise Fees	713,978	-	360,691	50.52%
Charges for Services	1,184,932	85,709	771,551	65.11%
Fines and Forfeitures	221,255	25,869	193,307	87.37%
Miscellaneous	174,517	1,678	252,595	144.74%
<b>Total Revenues General Fund</b>	<b>30,440,064</b>	<b>2,480,525</b>	<b>21,139,624</b>	<b>69.45%</b>

General Fund Revenue  
Fiscal Year to Date 2020



Revenue FY20  
Budget to Actual Comparison

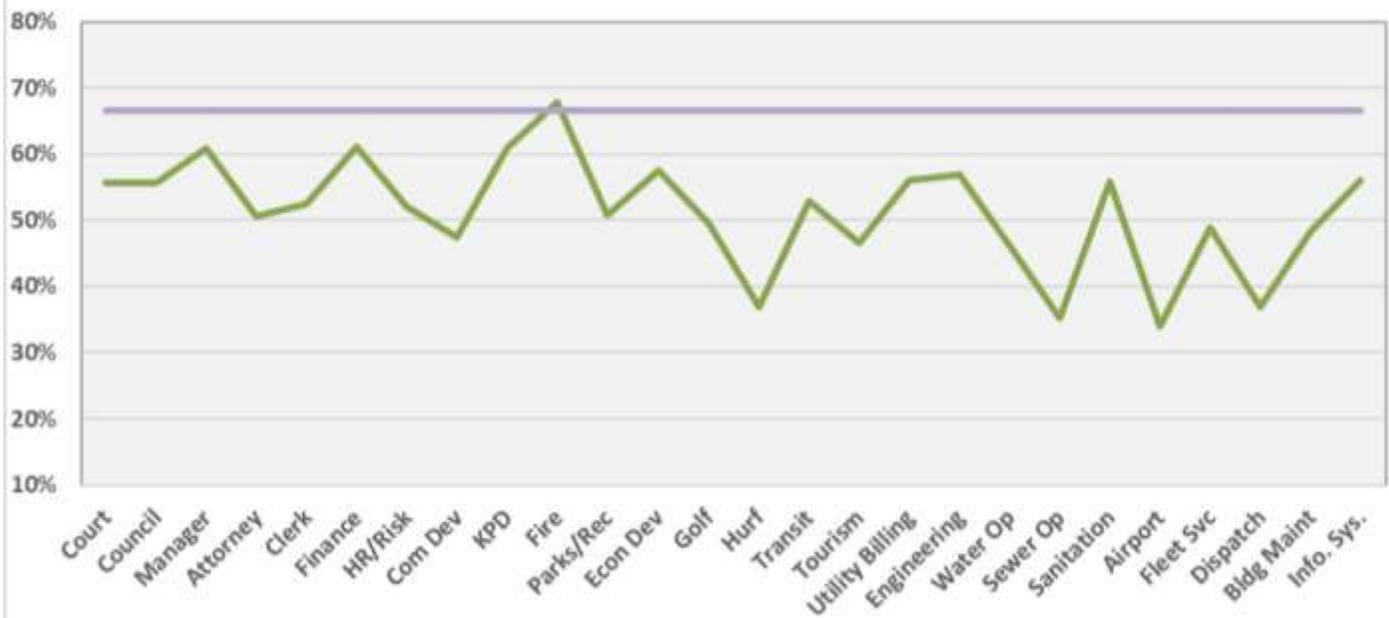


**EXPENDITURES BY DEPARTMENT — FEBRUARY 2020**  
**GENERAL FUND**

Description	Revised Budget	Expenditures This Period	Expenditures Year-to-Date	Budget Availability	Available Percentage
Court	1,470,608	75,500	817,131	653,477	44.44%
City Council	223,450	6,332	124,410	99,040	44.32%
Manager	435,054	41,284	265,205	169,849	39.04%
Attorney	1,048,677	52,836	531,500	517,177	49.32%
City Clerk	360,815	22,514	189,623	171,192	47.45%
Finance	1,162,600	136,666	709,442	453,158	38.98%
Human Resource/Risk Mgmt	952,853	96,254	495,486	457,367	48.00%
Community Development*	1,616,624	87,189	768,320	848,304	52.47%
Police Department**	12,958,883	794,441	7,890,008	5,068,875	39.12%
Fire Department**	8,794,822	599,034	5,962,991	2,831,831	32.20%
Parks & Recreation	4,766,358	274,364	2,405,761	2,360,597	49.53%
Economic Development	732,826	36,802	412,393	320,433	43.73%
<b>Total Exp General Fund</b>	<b>34,523,570</b>	<b>2,223,217</b>	<b>20,572,269</b>	<b>13,951,301</b>	<b>40.41%</b>

\*Planning & Zoning and Building & Life Safety departments merged into a new Community Development department in January 2020.

**Budget to Actual Expenditures**  
**Fiscal Year 2020**



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

REVENUE BY SOURCE — FEBRUARY 2020									
REVENUE SOURCE		7/1/15 thru 2/28/2016	7/1/16 thru 2/28/2017	7/1/17 thru 2/28/2018	7/1/18 thru 2/28/2019	7/1/19 thru 2/29/2020	Percent Change FY19-FY20	Fiscal 2020 BUDGET	FY20 Percent of BUDGET
GENERAL FUND (101)									
Local	Sales Tax	9,587,199	10,613,702	11,393,792	11,452,013	12,481,582	8.99%	17,977,917	69.43%
	Room Tax	310,285	342,159	378,733	378,625	393,663	3.97%	637,766	61.73%
State	Sales Tax	1,758,300	1,742,204	1,934,061	1,939,311	2,125,228	9.59%	2,966,856	71.63%
	Income Tax	2,252,922	2,359,624	2,397,012	2,379,362	2,613,359	9.83%	3,900,847	66.99%
	Auto Lieu Tax	914,995	1,083,179	1,110,724	1,220,072	1,357,264	11.24%	1,950,000	69.60%
Other	Building Permits	365,741	429,530	550,200	355,556	497,878	40.03%	568,995	87.50%
HURF FUND (201)									
HURF FUND (201)	Rest/Bar Tax	506,897	551,279	540,140	623,295	630,334	1.13%	858,589	73.42%
	Highway User Fuel Tax	1,620,841	1,774,198	1,820,292	1,923,446	2,224,722	15.66%	2,928,027	75.98%
POWERHOUSE TOURISM FUND (215)									
POWERHOUSE TOURISM FUND (215)		-	96,100	120,275	168,518	197,655	17.29%	246,952	80.04%
PAVEMENT PRESERVATION FUND (316)									
PAVEMENT PRESERVATION FUND (316)		-	-	529,091	1,942,216	9,115	-99.53%	-	0.00%
I-11 E KGMN CONN FUND (317)									
I-11 E KGMN CONN FUND (317)		-	-	529,091	1,942,216	9,115	-99.53%	-	0.00%
WATER FUND (501)									
WATER FUND (501)		4,480,037	4,495,987	4,630,107	4,544,802	4,893,652	7.68%	7,023,209	69.68%
WATER CAPITAL RENEWAL FUND (510)									
WATER CAPITAL RENEWAL FUND (510)		569,868	578,198	591,265	591,384	615,986	4.16%	901,115	68.36%
WASTEWATER FUND (521)									
WASTEWATER FUND (521)		5,584,151	5,665,423	5,803,897	6,012,403	6,122,325	1.83%	9,128,824	67.07%
WASTEWATER CAPITAL RENEWAL FUND (530)									
WASTEWATER CAPITAL RENEWAL FUND (530)		76,970	78,926	81,056	84,602	87,155	3.02%	125,037	69.70%
SANITATION FUND (541)									
SANITATION FUND (541)		2,294,610	2,336,976	2,373,084	2,425,477	2,496,091	2.91%	3,665,993	68.09%
AIRPORT (591)									
AIRPORT (591)		-	-	-	818,731	797,546	-2.59%	1,261,621	63.22%

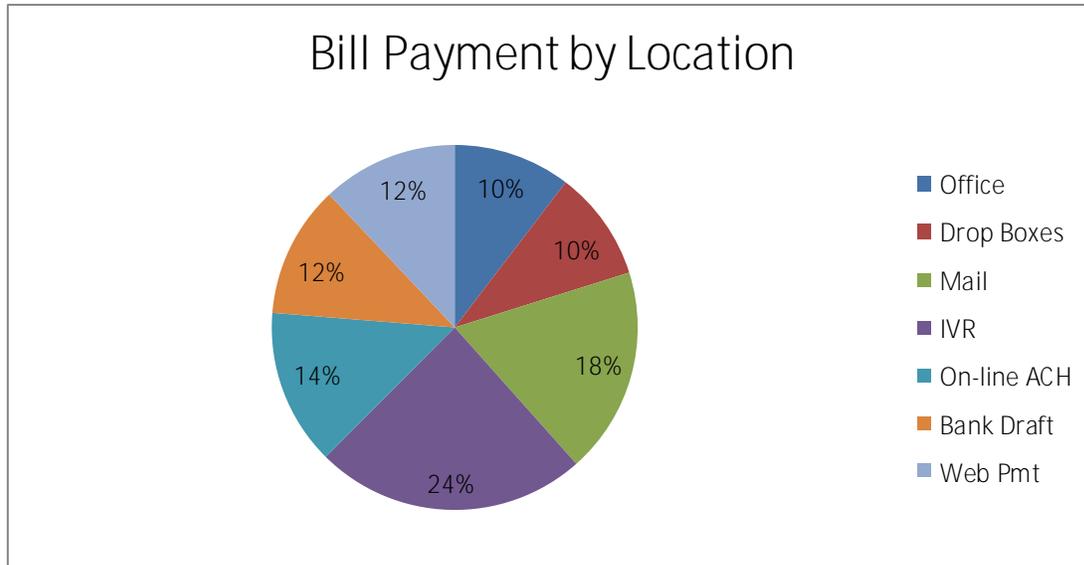
\*\*Due to the implementation of a new utility billing software in November 2018 utility bills were delayed. This resulted in a decrease in year-to-date revenues for the month of November.

Utility Billing Percent change from 2018 to 2019 reflects this delay in the prior year's reported revenues.

## 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— February 2020

	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20
Phone Calls Answered	1,323	1,344	1,031	1,579	2,008	1,817
IVR - Payments	5,046	5,334	4,264	5,410	4,281	4,551
E-Mail Bill Delivery*	791	864	745	780	850	1,108
Web Payments	1,979	2,434	1,847	2,674	2,157	2,278
Water Service Orders	1,484	1,341	1,013	1,219	1,473	1,137
Sanitation Service Orders	345	577	337	366	434	391
Sewer Service Orders	0	3	3	3	0	0
Number of Total Payments Processed	19,574	23,426	16,695	23,627	17,853	18,950
Number of Sanitation Customers	12,353	12,362	12,393	12,393	12,421	12,465
Number of Sewer Customers	10,892	10,910	10,950	10,993	11,044	11,095
Number of Water Customers	20,377	20,373	20,406	20,420	20,478	20,513

LICENSING STATISTICAL SUMMARY— February 2020	
New Business Licenses Issued	45
License Renewals Generated (Business & Animal Licenses) for April 2020	234

**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**

Fire Chief—Jake Rhoades

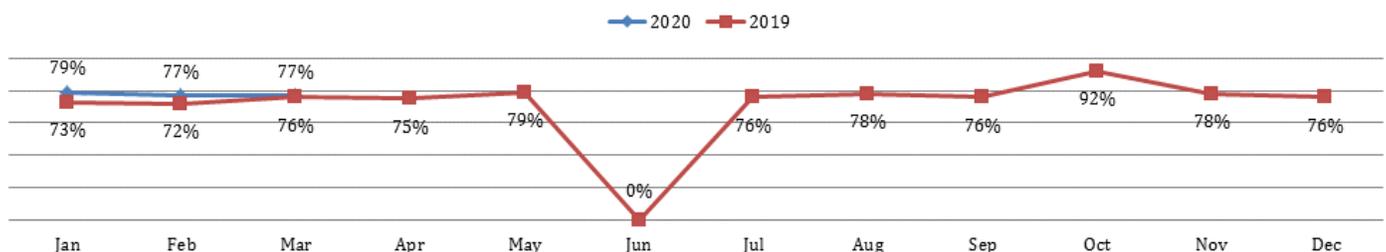
# Kingman Fire Department

The department responded to 606 incidents, which starts the new year on a very busy pace as the total number of incidents through three months is 1967. However, the focus is now on COVID response and limitations in PPE. As a result Squad 2 and Squad 3 have been implemented on a 24 hour basis as front line response. The efforts to offset total call volume and incorporate resources to ensure a higher level of service and run times that are meeting the defined expectation is an on-going challenge. This call volume does not account for responses for Alpha level calls or non-emergent in our community which AMR handles, 122 for the month and 384 for the year to date, while Squad 2 accounted for 56 calls for the month and 252 since July 1, 2019.

<b>Total Calls for the Month: 606</b>	<b>YTD: 1967</b>
<b>AMR Calls: 122</b>	<b>YTD: 384</b>
<b>Squad 2 Calls: 56</b>	<b>July 1, 2019 to Date: 252</b>

INCIDENT BREAKDOWN						
Incident Type	MAR-20	MAR-19	% of Change	2020 YTD	2019 YTD	% of Change
<b>Total Fire Incidents</b>	<b>78</b>	<b>98</b>	<b>↓26%</b>	<b>257</b>	<b>262</b>	<b>↓2%</b>
EMS Response	516	608	↓18%	1666	1675	↓1%
Residential Structure Fire	6	8	↓33%	25	15	↑40%
Commercial Structure Fire	1	2	↓50%	7	6	↑14%
Vehicle Fire	3	2	↑33%	12	9	↑25%
Brush Fire	6	7	↓17%	15	13	↑13%
Dumpster Fire	1	11	↓91%	5	17	↓71%
Other Fire Incidents	61	68	↓11%	193	202	↓5%
False Alarm Response	-	-	-	-	-	-
Hazardous Condition	8	7	↑13%	20	20	0%
Risk Reduction	3	-	-	20	-	-
Other Response/Admin	1	-	-	4	4	0%
<b>Total</b>	<b>606</b>	<b>713</b>	<b>↓18%</b>	<b>1967</b>	<b>1961</b>	<b>↑0.3%</b>

Total Response Time Compliance % - ALL CALLS



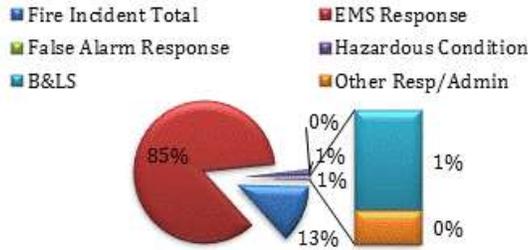
**THE MISSION OF THE KINGMAN FIRE DEPARTMENT**

**To Enhance the Life, Property and Well-Being of Our Community**

*“Commitment to Community”*

# Kingman Fire Department

**Incident Breakdown by %**  
Total Incidents: 606



**Total Incidents by Day of the Week**



TOTAL INCIDENTS BY DISTRICT						
District	MAR 2020	MAR 2019	% Change	2020 YTD	2019 YTD	% Change
21	78	93	↓19%	243	255	↓5%
21A	-	1	-	1	2	↓50%
21B	2	-	-	6	-	-
21C	3	-	-	5	-	-
<b>Total</b>	<b>83</b>	<b>94</b>	<b>↓13%</b>	<b>255</b>	<b>257</b>	<b>↓1%</b>
22	69	72	↓4%	236	201	↑17%
22A	125	142	↓14%	374	408	↓9%
22B	23	25	↓9%	69	67	↑3%
22C	2	2	0%	4	3	↑25%
22D	4	3	↑33%	14	21	↓33%
<b>Total</b>	<b>223</b>	<b>244</b>	<b>↓9%</b>	<b>697</b>	<b>700</b>	<b>0%</b>
23	109	181	↓66%	444	489	↓10%
23A	67	66	↑1%	187	196	↓5%
23B	-	-	-	3	1	↑67%
<b>Total</b>	<b>176</b>	<b>247</b>	<b>↓40%</b>	<b>634</b>	<b>686</b>	<b>↓8%</b>
24	95	94	↑1%	267	249	↑7%
25	12	17	↓42%	45	39	↑13%
Out of Dist.	17	17	0%	69	30	↑57%
<b>TOTAL</b>	<b>606</b>	<b>713</b>	<b>↓18%</b>	<b>1967</b>	<b>1961</b>	<b>↑0.3%</b>

TOTAL RESPONSES BY APPARATUS			
<i>(does not include canceled calls)</i>			
Unit	MAR-20	YTD	% Per Unit
E211	61	223	10%
E221	129	450	22%
E231	123	435	21%
E241	89	273	15%
Squad 2	56	136	9%
L234	1	1	0%
R215	-	-	-
B216	-	2	-
BC2	2	9	0%
AMR	122	384	21%
Other/Admin	11	40	2%

Fire Type	\$ Saved	\$ Loss	% Saved	% Lost
High Risk Fires	\$112,000	\$1,000	99%	1%
Mod Risk Fires	-	-	-	-
Low Risk Fires	\$4,700	\$300	94%	6%
<b>TOTAL</b>	<b>\$116,700</b>	<b>\$1,300</b>	<b>99%</b>	<b>1%</b>

WORKING SMOKE DETECTORS DURING RESIDENTIAL STRUCTURE FIRES	
Benchmark	MAR-20
90%	100%

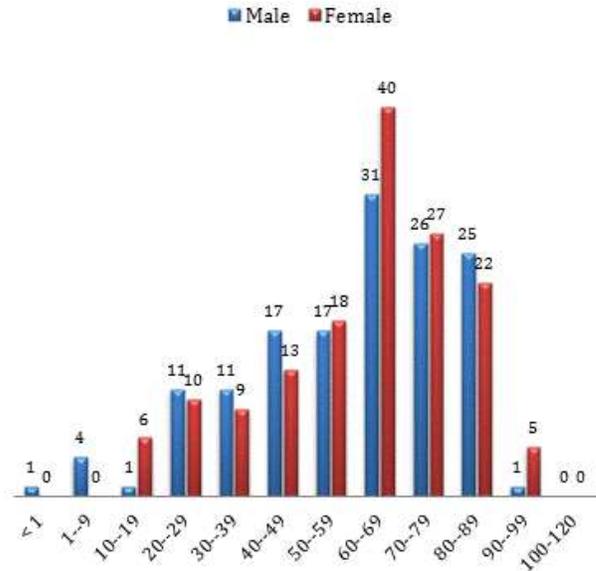
TOTAL # OF FIRE INCIDENTS INVESTIGATED		
MAR-20	MAR-19	% Change
4	20	↓80%

INCIDENTS BY CATEGORY	MAR-20	% of All Incidents	2020 YTD	2019 YTD	YTD Change by %
EMS	516	85%	1666	3189	↓48%
Fire	78	13%	257	558	↓54%
HazMat	8	1%	20	33	↓39%
Tech Rescue	3	0%	20	-	-
Other	1	0%	4	2	↑50%
<b>TOTAL</b>	<b>606</b>	<b>100%</b>	<b>1967</b>	<b>3782</b>	<b>↓48%</b>

EMS RESPONSE			
Agency	Calls	% for MAR—20	YTD
KFD	416	31%	1666
AMR	122	32%	384
KFD & AMR Total Responses: 638		KFD Responded to % of all EMS Response Calls: 81%	

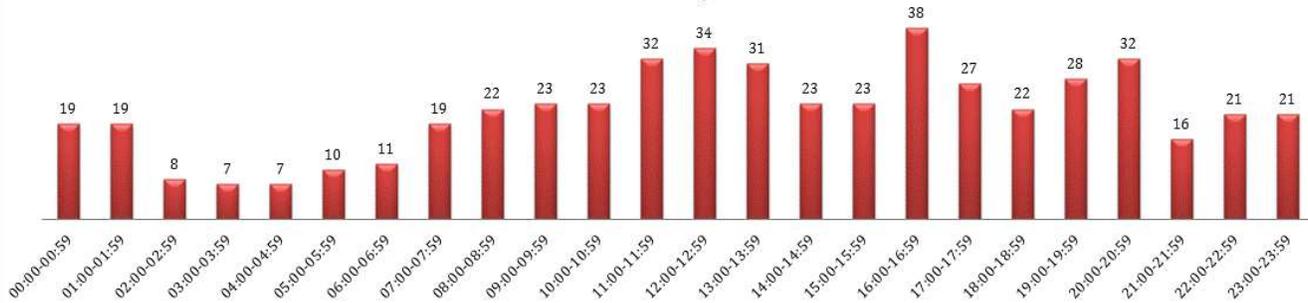
EMS TOP 10 DETERMINANTS				
Call Type	MAR—20	MAR—19	Change %	YTD
Breathing Problem—Delta	49	54	↓10%	160
Chest Pain—Delta	21	36	↓71%	71
Psychiatric—Bravo	23	26	↓13%	62
Sick Person—Charlie	19	26	↓37%	69
Falls—Bravo	24	31	↓29%	98
Sick Person—Alpha	32	43	↓34%	132
Unconscious/Fainting—Delta	24	21	↑13%	68
Falls—Alpha	17	31	↓82%	69
Unknown Problem—Bravo	20	21	↓5%	55
Advanced SEND—Alpha	18	0	-	60
Traffic Accident— Bravo	0	0	-	0

Patients by Age Group and Gender MARCH



CARDIAC SURVIVABILITY FOR MARCH 2020: 0%

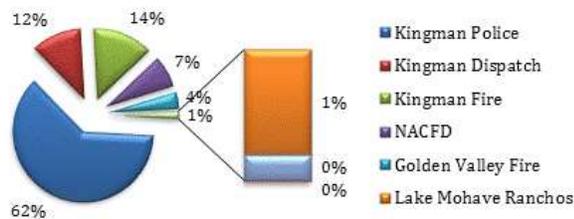
EMS Incidents by Hour



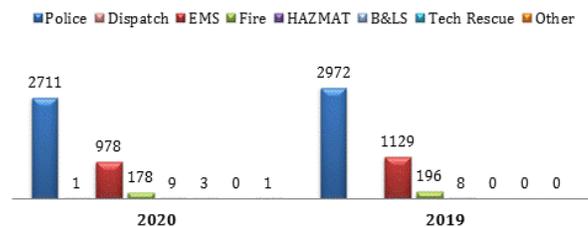
COMMUNICATION CENTER	INCIDENTS	BENCHMARK	RELIABILITY	BASELINE	COMPLIANCE %				
9-1-1 Call Answering	2075	0:10	95%	0:10	95%				
ALARM HANDLING BY AGENCY		INCIDENTS	DISPATCH TIME		COMPLIANCE %				
Kingman Police		2711	4:03		58%				
Kingman Fire		606	0:56		98%				
ALL 90TH PERCENTILE TIMES BY MONTH	ALL 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%
MARCH 2020	4379	0:52	98%	1:15	82%	7:23	37%	9:45	77%

911 Center Calls for Service by Agency	YTD		Police	911	EMS	Fire	Haz Mat	B&LS	Tech Rescue	Other	MAR 20 Total	MAR 19 Total
Kingman Police	8276	61.9%	2711	-	-	-	-	-	-	-	2711	2972
Kingman Dispatch	1185	11.4%	-	499	-	-	-	-	-	-	499	0
Kingman Fire	1967	13.8%	-	-	516	78	3	8	-	1	606	713
No. AZ Consolidated Fire	1009	7.3%	-	-	259	60	-	1	-	-	320	351
Golden Valley Fire	495	3.9%	-	-	151	21	-	-	-	-	172	177
Lake Mohave Ranchos	197	1.3%	-	-	42	15	-	-	-	-	57	66
Pinion Pine Fire	37	0.3%	-	-	10	4	-	-	-	-	14	25
Pine Lake Fire	2	0.0%	-	-	-	-	-	-	-	-	-	1

Percentage of Calls per Agency  
Total Calls for MARCH: 4379



9-1-1 Communication Calls Per Agency  
Mar 2020 DOWN 54% from Mar 2019

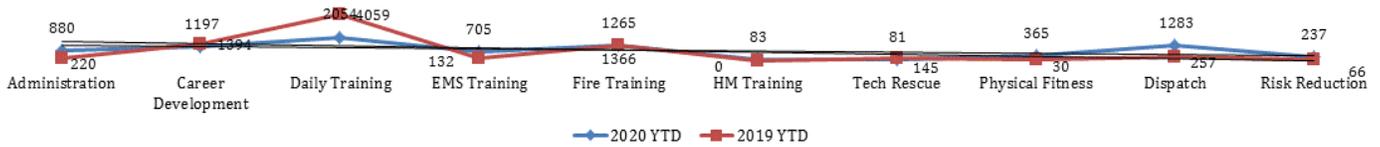


TRAINING HOURS					
Training Type	Hours	% for Month	2020 YTD	2019 YTD	Variance %
Administration	443	17.1%	880	220	↑75%
Career Development	375	14.5%	1197	1394	↓14%
Daily Training	272	10.5%	2054	4059	↓49%
EMS Training	105	4.0%	705	132	↑81%
Fire Training	684	26.4%	1265	1366	↓7%
HazMat Training	-	0%	83	-	-
Tech Rescue	45	1.7%	81	145	↓79%
Physical Fitness	309	11.9%	365	30	↑92%
9-1-1 Communications	286	11.1%	1283	257	↑80%
Risk Reduction	68	2.6%	237	66	↑72%
<b>TOTAL</b>	<b>2586</b>	<b>100%</b>	<b>8149</b>	<b>7669</b>	<b>↑6%</b>

TRAINING PERFORMANCE COMPLIANCE							
Benchmark	Officer Development	Administration	EMS	Fire	HazMat	Tech Rescue	Total
90%	100%	100%	100%	100%	No training	100%	100%

The Kingman Fire Department Training and Safety division had an increase of training hours in the month of March 2020. The Kingman Fire Department recorded a total of 2,586.0 hours of training in the month of March. Ten (10) KFD personnel attended a National Fire Academy "Leadership in Supervision" 16 hour course held in Kingman. Prior to the COVID-19 outbreak in Mohave County all KFD operation personnel attended a joint "Rapid Intervention Team (RIT)" Training with emphasis on large area searches to locate a "lost firefighter" and utilized Rules of Air Management (ROAM) to ensure all Standard Operating Procedures were followed. KFD and NACFD crews worked together in the tasks assigned. KFD operations personnel have faced new challenges with the COVID-19 responses and have been updated daily on the roles on how to respond to these incidents safely to limit exposure. Trainings are still being held utilizing online resources and computer based group trainings. Currently we are limiting multi-company trainings until further notice.

**MARCH 2020 vs. 2019 Total Training Hours**



COMPLETED MONTHLY FIRE CODE INSPECTIONS			MONTHLY CODE VIOLATIONS		
Fire Prevention	Completed	YTD	Fire Prevention	Violations	YTD
Re-Inspection	15	45	Weeds	2	8
Annual Schedule Inspection	01	398	Fire	7	9
Remaining Inspections	-	-	Building	1	3
<b>TOTAL Inspections</b>	<b>116</b>	<b>443</b>	<b>TOTAL Violations</b>	<b>10</b>	<b>20</b>

TARGET HAZARD COMMERCIAL OCCUPANCIES			CODE VIOLATIONS			
Inspection Type	MAR-20	YTD	Type	MAR-20	MAR-19	Variance %
Fire Inspections	0	443	Fire	7	-	-
Building Inspections	505	1483	Building	1	-	-

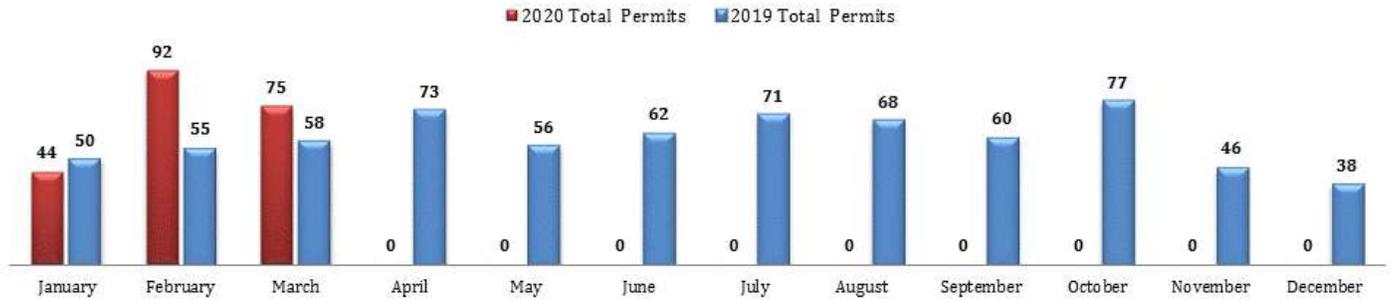
CRR started out the month relatively busy, but the later part of the month we had to cancel several CRR programs due to COVID-19. CRR assisted administration with several projects that have been delayed due to time and personnel. We were able to re-organize Southside storage facility. We have also been **working on cleaning up some of the CRR SOP's**. The following are a few of the programs that we were able to accomplish.

COMMUNITY RISK REDUCTION ACTIVITIES					BUILDING REVIEW ACTIVITIES		
Activity	MAR-20	# of Attendees	2020 YTD	2019 YTD	Activity	MAR-20	YTD
Smoke Alarm Maintenance/Calls	6	8	17	17	Commercial Plans	1	4
Smoke Alarm New Install (each alarm)	1	1	7	20	Other Commercial Reviews	11	28
Child Safety Seat Checks	-	-	1	15	Residential Plans	45	90
Child Safety Seats - Issued NEW	-	-	13	19	Other Residential Plan Reviews	31	93
Public Education Classes	3	260	19	42	Sign Review	4	12
Public Education Outreach	2	20	5	21	Special Event Permit Review	-	26
Explorer Program Training	8	120	39	1	Other Reviews	-	4
Knox Box	-	-	5	13	Building Safety Inspections	498	1479
Citizens Fire Academy Training	-	-	-	-	Business License Bldg. Inspections	22	81
CERT Training	-	-	-	-	Hydrant Activity (all)	218	418
Station Tours	-	-	-	4	<b>TOTAL</b>	<b>830</b>	<b>2235</b>
<b>TOTAL</b>	<b>20</b>	<b>409</b>	<b>106</b>	<b>152</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%	72%	100%

**Commercial & Residential Permits Issued YTD**



PERMITS			
Permit Fees Collected	Permit Fees Waived	Permits Finaled	Permits Final Valuation
\$139,253	\$15,659	60	\$7,349,420

Commercial—New/Under Review Permit

- ◆ Low Cost Spay & Neuter 1419 Andy Devine Ave
- ◆ Route 66 Stuff Your Stuff 3645 E Andy Devine Avenue

Commercial Permits Issued—Under Construction

- ◆ Mohave County Courthouse 401 Sprint Street
- ◆ Canada Mart 210 W. Andy Devine Avenue
- ◆ Innovative Warehouse 1301 Andy Devine Avenue
- ◆ DES 2400 Airway Avenue
- ◆ Mohave County Library 3269 N Burbank Street
- ◆ Walker Service Garage 2540 Wickieup Ave

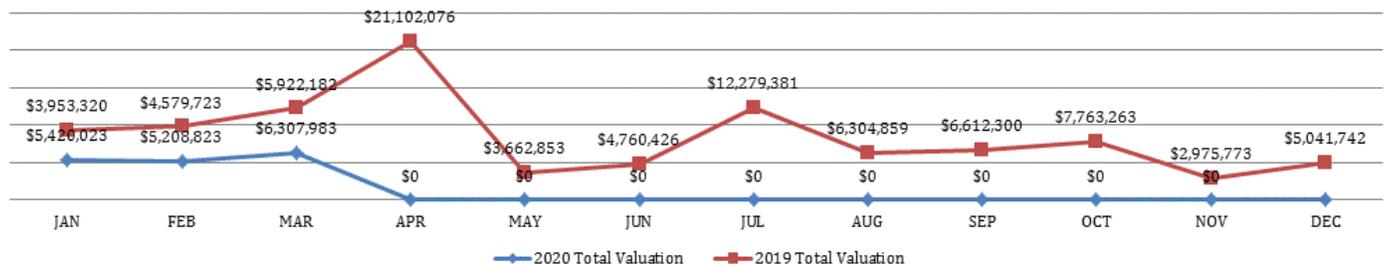
Commercial Permits Ready to Issue

- ◆ Perkins 3123 Stockton Hill Road +++Patel Restaurant 2931 Andy Devine Ave
- ◆ Rilibertos Comfort Suites 1149 E Sunrise Ave
- ◆ Kingman Veteran Villas 2502 Veteran Way
- ◆ Comfort Suites 1149 E Sunrise Avenue E

Commercial Permits Closed Out

- ◆ Rickety Cricket Grain Silo 532 Beale St
- TCO Cricket Wireless 3535 N Stockton Hill Road #B

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



IT—JOE CLOS

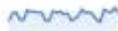
February 2020

www.cityofkingman.gov

Visits

25,345

% of Total: 100.00% (25,345)



Unique Visitors

17,878

% of Total: 100.00% (17,878)



Pageviews

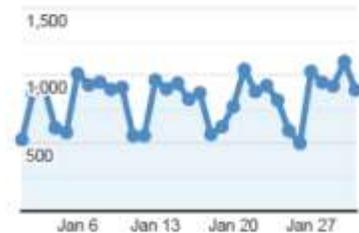
56,352

% of Total: 100.00% (56,352)



Daily Visits

Sessions



Popular Pages

Destination Page	Pageviews	Unique Pageviews
/	11,390	9,547
/government/departments/finance/utility-billing/utility-payment-options	3,436	2,837
/government/departments/parks-and-recreation	2,012	1,564
/government/advanced-components/list-detail-pages/rfp-posts-list	1,567	1,454
/business/airport-authority	1,500	1,324
/government/departments/police-department	1,328	1,017
/government/departments/finance/utility-billing	1,322	968
/government/contact-us	765	593
/government/agendas-minutes	648	534
/home	633	454

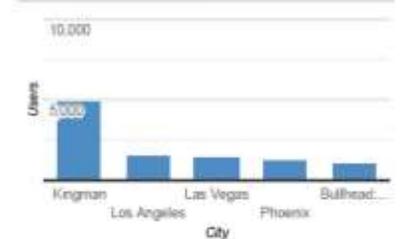
Average Pages per Visit

2.22

Avg for View: 2.22 (0.00%)

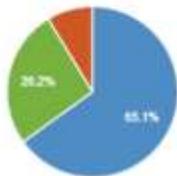


Your biggest traffic comes from



Traffic Source

organic direct referral Other

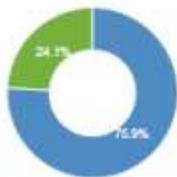


Country/Territory

Country	Sessions
United States	23,945
Germany	550
Canada	127
India	104
United Kingdom	74
(not set)	45
Japan	43
Netherlands	40
Pakistan	31
China	30

Type of Visitors

New Visitor Returning Visitor



Visits by Device

Device Category	Sessions	Bounce Rate
desktop	12,383	48.87%
mobile	12,115	66.74%
tablet	847	54.55%





# Kingman Police Department-Chief Robert J. DeVries



## DATES TO REMEMBER

- March 25th—11:00 am to 1:00 pm Coffee with Cops  
New Safeway Plaza

**Calls for service and Officer initiated activity numbered 2,708 in the month of February marking a 2.16% increase in comparison to 2019. Written reports are up 47.90% since February 2019.**

## February Activity



Members of the department participated in a 2-day strategic planning session on Mental Health and Wellness over February 4th & 5th. Over 40 stakeholders gathered to work through the process in a drive to establish a Mental Health Court in Mohave County



The department recruiting team attended a career and job fair in Phoenix on February 15th.



Officer Diego Guterrez graduated from the Yuma Police Academy on February 20th along with 18 other recruits representing 6 agencies. He received the top marksman award during the graduation ceremony. He will now begin 16-weeks of Field Officer Training (FTO) .



Deputy Chief Evan Kunert and Lieutenant Brian Zach attended the 1st Annual International Association of Chiefs of Police (IACP) Officer Wellness and Safety Symposium in Miami. The training will assist in our development of long-term programs to enhance safety throughout the department.

## Staff Update



Lateral Police Officer testing will be conducted on March 2nd. Three lateral candidates have applied and been invited to the testing process.

We have received 33 Police Recruit applications with 26 invited to test April 6-8.

## February Highlights

### **\*\*Fugitive from Justice \*\***



On Friday, February 7th, at 12:30am, Kingman Police arrested Steven Michael Monroe, 33 of Florida, on a felony warrant out

of Colorado for assorted felony charges to include Identity Theft, Possession of Controlled Substance, Vehicle Theft and assorted Forgery offenses. Officers contacted Monroe after it was reported that a man was sleeping in front of a store in the 3300blk of Stockton Hill Rd. Monroe was arrested and booked into the Mohave County Adult Detention Facility on a Fugitive from Justice hold, awaiting extradition to Colorado.



### **\*\* Counterfeit Cash & Drugs \*\***

On Saturday, February 8th, at about 10:40pm, Kingman Police arrested Kimberly Gendreau, 35 of Meadview, on felony charges of Forgery, Possession of Narcotic Drugs and several unrelated warrants. Officers contacted Gendreau when employees of a store in the 3400blk of Stockton Hill Rd. reported Gendreau presenting a counterfeit \$100 bill for payment. During the investigation it was confirmed that the \$100 bill was fake. Gendreau was also found to be illegally in possession of narcotic medication. Gendreau was also wanted regarding a KPD misdemeanor Theft investigation in May, 2019. Gendreau, who admitted involved in the offenses, was arrested and booked into the Mohave County Adult Detention Facility.



### **\*\* Felony Theft and Drug Paraphernalia \*\***

On Saturday, February 15th, at 9:45pm, Kingman Police arrested Shelby Janelle Summerlin-Tyler, 25 of Kingman, on felony charges of Organized Retail Theft x3, Shoplifting, and misdemeanor Criminal Trespass and Possession of Drug Paraphernalia. Summerlin-Tyler was wanted in connection to several felony shoplifting investigations that occurred over the past month. On Saturday officers located her in a parking lot in the 3300blk of Stockton Hill Rd. This is the same location of the previous incidents. Summerlin-Tyler was arrested and found to be in possession of methamphetamine paraphernalia. Summerlin-Tyler, who admitted involvement in the offenses, was arrested and booked into the Mohave County Adult Detention Facility.

### **\*\* Serious Injury Crash \*\***

On Monday, February 17th, Kingman Police investigated a two-vehicle crash that occurred at the intersection of Castle Rock Rd. and Gordon Dr. The investigation determined that a grey in color Chevrolet sedan, driven by a 40-year-old Kingman man, was eastbound on Gordon Dr. when it passed two vehicles that were stopped at the intersection with Castle Rock Rd. The sedan failed to stop, crossed the intersection, and crashed head-on into a semi-truck that was stopped on Gordon Dr. at the intersection of Castle Rock Dr., in the opposite direction. The force of the crash caused the driver of the sedan to hit the windshield. He was not wearing a seatbelt and received serious injuries to his head, face and upper body. He was ultimately transported to Sunrise Medical Center in Las Vegas with serious, life threatening injuries. The driver of the semi received minor injuries, but was not taken to the hospital. Charges are pending completion of the investigation.



### **\*\* Dangerous Drugs, Minibike and warrant \*\***

On Wednesday, February 26th, at 5:00pm, Kingman Police arrested Bryon Dudley Mitchell, 39 of Kingman, on felony charges of Possession of Drug Paraphernalia, possession of Dangerous Drugs and a misdemeanor warrant for Contempt of Court. Mitchell was observed operating a minibike against traffic. He was stopped on S. 7th St., where it was determined that he had a suspended driver's license and a warrant for Contempt of Court issued by Kingman City Court. Mitchell was arrested and found to be in possession of methamphetamine and the associated drug paraphernalia. The minibike was seized as it had altered serial numbers. Mitchell was booked into the Mohave County Adult Detention Facility.

## Municipal Court

MONTHLY FINANCIAL REPORT			
KINGMAN MUNICIPAL COURT #0841		FEB2020	
<b>CITY REVENUE</b>		Criminal Justice Enhancement Fund—47%	6299.03
Abatement Fund	21.42	Child Passenger Restraint	0.00
Address Confidentiality Fund	13.16	DNA Surcharge—3%	818.70
<b>Attorney's Fees</b>	1913.87	Drug Enhancement Acct (Fine)	512.56
Bond Forfeiture	0.00	DUI Abatement Fund—\$250	50.00
Copy Fees	0.00	Extra DUI Assessment	0.00
Court Costs	0.00	Domestic Violence Services Fund—\$50	263.30
Defensive Driving Diversion Fee-Local	2900.00	Fill the Gap—7%	988.96
Fines	10449.41	AZ Highways Fund	0.00
Jail Costs	3792.82	JCEF Surcharge—15%	107.58
Jury Fees	0.00	Medical Services Enhancement Fund	1837.70
Miscellaneous Fees	406.89	2011 Additional Assessment—\$8	744.18
Overpayment Forfeiture	.00	Probation Surcharge—\$5	16.03
Suspension Fee	837.61	Prison Construction and Operations Fund	3812.51
Warrant Fee	4428.58	Public Safety Equipment Fund	4158.20
<b>Total City Revenue</b>	<b>24763.76</b>	Peace Off Train	167.29
Local JCEF TPF Acct	390.02	ZVRF Victim	323.03
Court Enhancement Fund	1060.82	Victim Comp Fund	194.37
<b>STATE REVENUE</b>		Technical Registration Fund	13.72
Probation Surcharge—\$10	0.00	<b>State's JCEF TPF Acct</b>	637.90
Probation Surcharge—\$20	1872.89	<b>Victim's Rights Enforce Assess Fund</b>	177.73
Address Confidentiality Fund	250.14	FARE Special Collection Fund	3569.54
Arson Detection Reward Fund	.00	FARE Delinquent Fee	1102.25
Clean Election Fund—10%	1413.95	<b>Total State Revenue</b>	<b>29331.56</b>

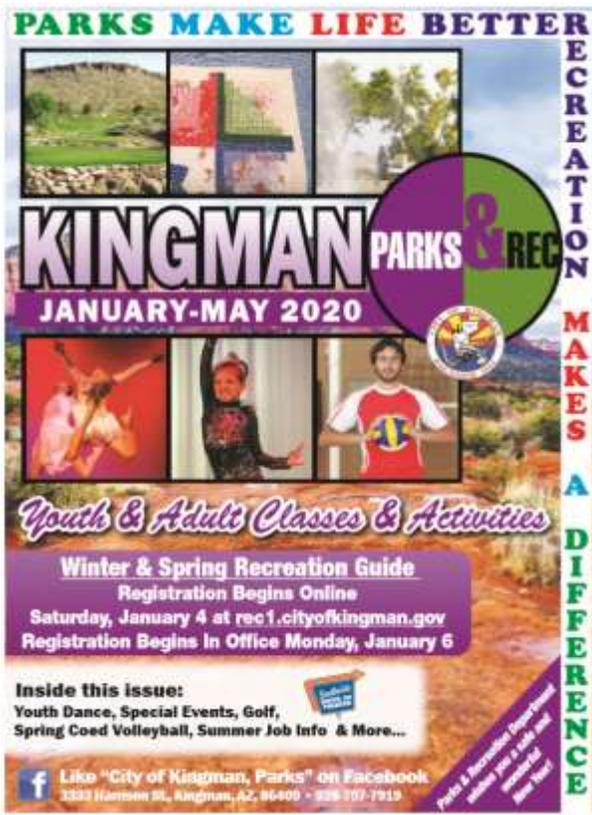
SUMMARY OVERVIEW — FEB 2020					
BOND SUMMARY		RESTITUTION SUMMARY		ADULT PROBATION FEE SUMMARY	
Prior Balance	7750.00	Prior Balance	2061.07	Prior Balance	852.23
Bonds Posted	11400.00	Payments made	1068.65	Payments made	1126.84
Bonds Forfeited	400.00	Checks written	2449.72	Checks written	852.23
Bonds Refunded	3000.00	Balance in Restitution	680.00	Balance in Adult Prob Fees	1126.84
Balance in Bonds	15750.00				
REIMBURSEMENT			Cases Terminated	New Cases	Juveniles
Prior Balance	274.30	Civil Traffic	79	77	5
Payments made	130.00	Criminal Traffic	17	15	0
Checks written	130.00	Criminal Misdemeanor	130	93	0
Balance in Reimbursement	274.30	<b>Total</b>	<b>226</b>	<b>185</b>	<b>5</b>
Total Revenue	201232.48	Domestic Violence Cases	15		
Mohave County Jail Costs					

Municipal Court Continued

MUNICIPAL COURT MONTHLY STATISTICAL REPORT FEB 2020				
CRIMINAL TRAFFIC				
	D.U.I.	SERIOUS VIOLATIONS	ALL OTHER VIOLATIONS	TOTAL
Pending First of Month	60	10	197	267
Filed	7	1	7	15
Transferred In	0	0	0	0
SUBTOTAL	67	11	204	282
Transferred Out	0	0	0	0
Other Terminations	8	0	9	17
TOTAL TERMINATIONS	8	0	9	17
Pending End of Month	59	11	195	265
TRAFFIC FAILURE TO APPEAR				
Pending First of Month	Filed	Sub Total	Terminations	Pending EOM
99	1	100	1	99
Criminal Traffic/FTA Trials	0	Criminal Traffic/FTA Jury Trials		0
CIVIL TRAFFIC				
Pending First of Month	Filed	Sub Total	Default Judgement	Other Term
316	77	393	10	69
Total Terminations	79	Pending End of Month		314
Civil Traffic Hearings Held in MONTH				4

MISDEMEANOR				
	Misd Non Traffic	Failure to Appear Non-Traffic	TOTAL	
Pending First of Month	1314	206	1520	
Filed	88	5	93	
Transferred In	0	0	0	
SUBTOTAL	1402	211	1613	
Transferred Out	0	0	0	
Other Terminations	119	11	130	
TOTAL TERMINATIONS	119	11	130	
Pending End of Month	1283	200	11483	
Misdemeanor FTA Court Trials			1	
Misdemeanor FTA Jury Trials Held			0	
Misdemeanor/Criminal Traffic Initial Appearances			14	
DOMESTIC VIOLENCE/HARASSMENT PETITIONS				
	Filed	Issued	Denied	TOTAL TERM
Domestic Violence	4	3	1	4
Harassment	2	2	0	2
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	0	Search Warrants Issued	0	
WARRANTS OUTSTANDING				
Traffic Warrants Outstanding		Criminal Warrants 1064		
D.U.I.	118	MISDEMEANOR TOTAL		
Serious Violations	24			
All Other Violations	159			
TRAFFIC TOTAL	301			

Parks and Recreation Department—Mike Meersman



With COVID-19 arising, it has placed our recreational activities, classes, and events on hold. We processed \$13,000 in program partial refunds for all classes that were not completed. Along with us cancelling our portion of the Citizens Academy, we have been keeping our patrons up to date with the most current information via Facebook and emails.

**Fitness & Dance:** Last dance class was held on March 12th. The plan is for all programs to begin in the Fall of 2020 with the same programs.

**Child Supervision Programs:** The Rec Team is still making plans for a summer camp with hopes programs may operate this summer.

**Sports:** All sports that were in operation were canceled on March 12th. The leagues affected were **Men's Adult Basketball, Adult Coed Kickball, and Pickleball.** Two of the three Adult Basketball Divisions were able to finish their regular season play and started their end of season tournament. The one division that was not able to complete its season were issued partial refunds. The Adult Kickball League only received half of their season. All youth organizations we work with have either terminated or are on hold until further notice. Lee Williams High School and the Kingman Academy of Learning Schools have terminated their Baseball and Softball seasons; Kingman Little League and Kingman North Little League have suspended play until May 11th and at that time will make a decision to resume or suspend until next year. Kingman Softball Association and the Girls NSA Softball are both on hold with hopes to begin in May, pending when social distancing is lifted.



**Special Events:** The department decided to continue with the Annual Easter Coloring Contest. Coloring sheets can be submitted via email. Forms are available online and can be completed by hand. Then take a picture of it or scan it to be submitted. Forms can also be completed digitally through Paint or any other software program. All other special events have been cancelled: the Drive-In Movie scheduled for April 10th, the Breakfast with the Bunny set to take place at Golden Corral on April 11th, and the Spring Dance Recital set for May 2nd.

**Aquatics:** Lifeguard training was set to begin March 27-29 and another class on April 17-19, but both classes have been cancelled due to COVID-19. The original expected date for pools to open was May 25th, but we feel that date is going to be delayed due to COVID-19 restrictions.

**Miscellaneous:** The department held interviews for all summer part-time and seasonal help for pools and day camp programs, as well as for Park Rangers. Approximately 30 interviews were held and all hireable applicants are on hold until further notice. Prior to our department office closing to the public on Tuesday, April 7th, administrative team members sanitized all touch points after each customer departed the facility. We continue to do our due diligence in keeping our facilities sanitized and practicing social distancing. The Rec Division has been watching all expenditures and limiting to only the essential purchases. Completed Performance Goals and Measures for FY20 and created Goals for FY21 Budget. Budget for FY21 has been in the works and cuts have been made. POSTR Surveys have been returned and online surveys are now available. If you have not completed one, please go to the City website or to the City of Kingman—Parks Facebook page and complete the survey.

PROGRAM & FACILITY REFUNDS TO DATE	
Programs (Dance, Fitness, Sports)	\$12,942
Fields*	\$831
Ramada	\$1665
Tennis Courts	\$18
Total	\$15,456
*does not include IGA refunds	

EVENTS HEADED YOUR WAY	
Coloring Contest	April 8 (deadline)

Park Maintenance Division March 2020

For any maintenance related issues, please contact Parks Superintendent Jerry Sipe (928) 716 -1764

Parks Maintenance:

We have completed 90 maintenance repair orders this month. The Parks Department utilized 160 hours of ADC inmate labor this month due to COVID-19 and inmates are no longer leaving the prison.



The Parks Department has finished deconstructing the bridge at the start of the White Cliff Wagon Trail. Construction of a new and improved bridge has started across the wash and will have culverts put in to help the bridge and give it more integrity for regular weathering and erosion.



Most remaining stumps from fallen trees have been removed from all parks. Areas have been reseeded in turf areas along with some areas receiving decorative rock to match existing landscaping.



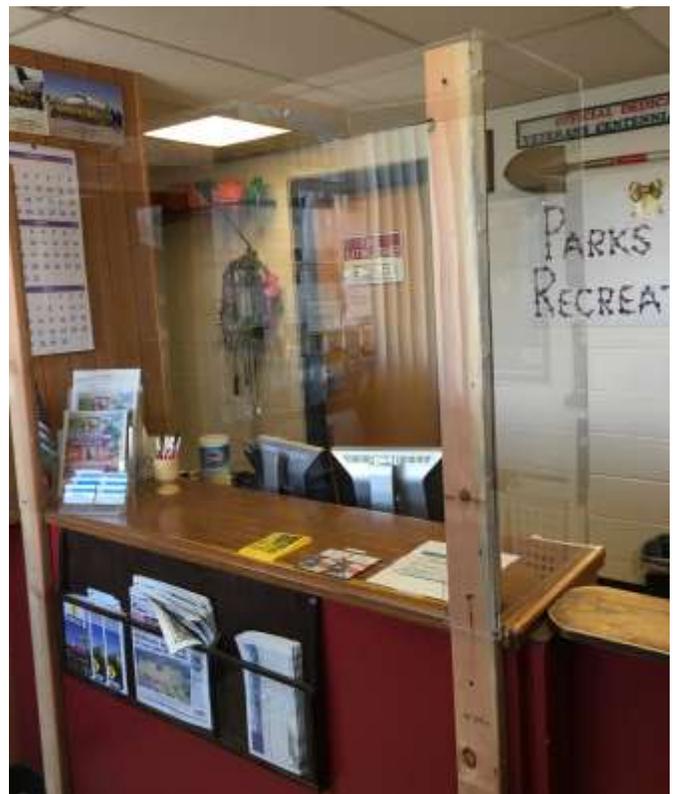
Camp Beal Springs sign was refinished and reinstalled along with having the kiosks painted.



## The Parks Department Safety & Sanitation for COVID-19



Our Department is trying to take all precautions to help stop the spread of the COVID-19 virus. As of now, we are spraying down playground equipment, door handles, hand rails, light switches, and all highly touched areas with a bleach sanitizer solution per CDC guidelines.



To help insure the safety of our customers and team members, the above photos show Plexiglas protection guards that were installed March 15th by our Pool Technicians to form a barrier between our customers and team members.



Since the last report, Golf Course Maintenance has utilized 160 inmate hours. The golf course lost their inmates on 03/16/2020 due to the Coronavirus.

This month has been a very challenging one for the golf course and its Team Members. With the onset of COVID-19, we've spent the month adapting to new challenges as well as reinforcing our current cleaning and sanitizing efforts. Special care has been implemented across any areas of the course that is visited by our customers to help assure there is no spread of the virus. This not only protects our customers, but also our Team Members.

During the month we were still able to finish up a few lingering projects. The maintenance team added roughly 30 feet of new concrete cart path, a new rock wall, and planters that will be soon to come to the left side of the Driving Range Apron. With the addition of new housing on Gates, the ability to access the Lava Loop with heavy equipment diminished. The addition of this cart path widening will allow us to regain this access in the event that it is needed in the future.



An addition of brand new cart path was added as an extension on the right side of hole one. This project began last month and carried over into the beginning of the current month. With the loss of our inmate labor, the completion of this project took additional time to complete.



The golf course saw a quick Spring green up this month. With the past rains we've been receiving and a few scattered days of warmth, our soil temperatures have raised to the point that our grass is readily growing in for the season. Additional time has been spent on keeping up on mowing everything back down to maintained heights. Across the course we've seen an average of 2.85" of rainfall during the month that has helped produce this burst in growth. The positive side of all the rain is the ability it gives us to cut back on irrigation cycles significantly throughout the month. This has also kept us busy removing and spraying weeds with herbicide applications.

A new section of mainline was added into hole #2 along with two new electric brass valves in an area of low pressure feeding #2 Green Complex. One of the existing valves failed completely so the decision was made to replace a 40 foot section of old mainline while working in that area as a preventative step.

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

## CERBAT CLIFFS GOLF COURSE DIVISION

- Overall, we are not seeing COVID-19 and the Executive Orders issued by Governor Ducey having an effect on play at the golf course. Rounds were up for the month compared to March 2109 and this month we experienced much more rain compared to March of last year. The effects we are seeing is the result of hotel closures in the Laughlin area and some of those that were up for renewal of their annual passes and trail fees were holding off concerned that the golf course may close. We are now letting customers know that should the course have to close due to the virus, passes would be extended by the amount of the closed days.
- We have implemented multiple procedures to keep staff and customers safe with respect to COVID-19. Efforts to maintain Social Distancing, cleaning and sanitizing touch points.
- Although P&R is experiencing closures and cancelled leagues and events, the golf course remains open. Posts created and shared from the golf course FB page, P&R and City FB pages indicating as such.
- New Grill Schedule developed and will go into effect on Monday, March 30<sup>th</sup>. Beverage Cart operation will begin on April 2nd and run Thursday through Sunday. This will help reduce potential virus exposure.
- Developed a limited menu in the Grill since we have gone to To-Go only. Will be sent to the City Directory and posted on Facebook Monday March 30<sup>th</sup>.
- Good meeting with Robert Starkey from United Way about their golf tournament in May. Secured hole for one sponsor while he was at the Pro Shop. Received tournament flyers and posted them.
- **Greg and Patrick completed Phase I of the Golf Course Budget. With the challenges we will be facing, we are working on the “Skinny Budget “ for next year.**

CERBAT CLIFFS GOLF COURSE	
MONTH—ACTIVITY March 2020	
Number Nine-Hole Rounds	817
Number 18-Hole Rounds	1732
Number Golf Lessons	10
Greens Fee Revenue Total	\$37,803
Annual Passes	\$13,328
Daily Green Fees	\$24,475
Motor Cart Revenue Total	\$27,374
Private Cart Trail Fees	\$6,862
Daily Cart Rental	\$20,512
Driving Range Revenue	\$3,107
Total Hours Ranger Activities	124
Total Beverage Cart Hours	0
Number of Tournaments	0
Total Tournament Participation	0
Gift Card	3
Specials	18
GolfNow	39

- Great start to the month with good weather.
- Reached out to Innova, inquiring about opening an account to order discs to sell in the Pro Shop and also, disc rental sets.
- Began work this week with the Arizona Golf Association on Cerbat Cliffs hosting a Mohave County Amateur Championship.
- Weather the early part of the week diminished play however, through the first half of the month, we remain strong and well ahead of the same period last March. Forecast for this week is not promising Tuesday through Thursday.
- **With Sam, we created a lunch special for Tuesday in honor of St. Patrick’s Day.** This was posted to FB and sent out via email to the City on Monday, March 16<sup>th</sup>.
- Received resignation letter and keys back from Pam Byrnes, no indication as to the reason for the resignation.
- Update from Kingman Academy Coach regarding the team and schedule,. They will be permitted to have team practices through March 28<sup>th</sup>, but according to the AIA are not allowed to have matches during that time in response to the COVID-19 policies.
- Collected data this week from other City operated golf courses within the state regarding the fee structures and policies regarding High School Golf. The results were provided in preparation for the City Council Meeting on March 17<sup>th</sup>.
- Working with the Southwest Section PGA, picked up an Antigua Junior Prep Tour Event for June 15<sup>th</sup> here at the golf course. This of course will be pending the COVID-19 status.
- **County Health Department rescheduled the Manager’s Food Handlers Certification Course** I was attending on April 13<sup>th</sup> for tentatively May 17<sup>th</sup> due to COVID-19.
- Worked with ForeUp and IT to create a solution for credit/debit card use on the beverage cart.
- The NUCOR Tournament scheduled for May 29<sup>th</sup> has been postponed due to the concerns over COVID-19. Will be rescheduled for the fall some time.

## Public Works—Rob Owen

BUILDING MAINTENANCE-FEBRUARY/2020	
Square feet of buildings maintained	In the process of being re-verified
Square feet of buildings cleaned	In the process of being re-verified
Building Maintenance staff has begun an audit of all of the square footage of buildings that the city owns, leases, maintains, and is otherwise responsible for.	An audit of all of the HVAC units for the city is underway in preparation for the coming change in season.
A building inspection form has been created for use by the General Safety Committee.	The Powerhouse remodel is in its final stages and is preparing for occupancy
Graffiti removed—2	There were two graffiti abatement clean-ups completed in the month of February.

FLEET MAINTENANCE-FEBRUARY/2020	
11765.5 gallons of unleaded gas	Cost of \$29258.45
10112.1 gallons of diesel fuel	Cost of \$25654.78
<p>The Fleet Maintenance team is in the process of preparing for the upcoming vehicle auction. The auction must be advertised for 30 days before a sale can be made.</p> <p>The Fleet Maintenance team is also in the process of completing various recall repairs for the entirety of the city fleet.</p> <p>During the month of February 70 work orders were completed for various repairs, 21% of those work orders were for Preventative Maintenance.</p>	

SANITATION-FEBRUARY/2020	
311 trips to the landfill—Delivery of 3,346,940 pounds of trash	Cost of \$60,077.57
New 90-gallon residential containers	30
Old, damaged, missing or found containers repaired or replaced	77
Steel containers delivered for customer clean-up	2
1) Extra steel containers emptied and 2) Containers retrieved	1) 33 and 2) 2
1) Regular extra trash hauls 2) Abatement orders 3) \$3 Special Trash Haul	1) 125 2) 24 3) 0
Recycling—tons / Annual total— tons	18.4 / 44

STREETS—FEBRUARY /2020	
Square yards of asphalt	4.3 Million
Miles of unpaved roads	19.5
Street lights	900
Traffic signals	24

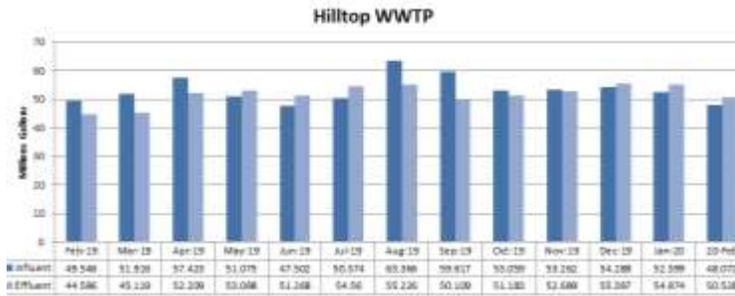
**Available Manpower:**

- (1) Maintenance Operation Supervisor (Melvin Dubay )
- (1) Crew Leader ( spot not filled )
- (1) Operator A (Signing and Striping Technician)
- (6) 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 February consisted of grading, sweeping, and asphalt patching ,traffic Signal/Lighting maintenance and repairs
- Crews have worked on chemical and manual weed abatement throughout the month. 1 temp crews and city staff have worked throughout town, including the traffic interchanges, for chemical applications.
- Streets completed multiple closures for emergency waterline repairs both during regular hours and after.
- Pothole patching and water repair patching have been ongoing throughout the month.
- Shoulder repairs in the foothills.
- Grading alleys throughout the city.
- Graffiti removal throughout the city.

HILLTOP WWTP



DOWNTOWN WWTP



WASTEWATER—FEBRUARY 2020

Wastewater Treatment—Personnel 10/ Vacant 2

Staff at Hilltop Facility

- Treated approximately 48.072 million gallons of influent on intake and discharged approximately 50.528 million gallons of “B+” effluent
- Composted approximately 300 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 8.225 million gallons of influent on intake and discharged approximately 7.404 million gallons of “A+” effluent
- Completed all annual, semi-annual, quarterly, & monthly NPDES and APP sample collection & ADEQ reporting.
- Dewatered approximately 57 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

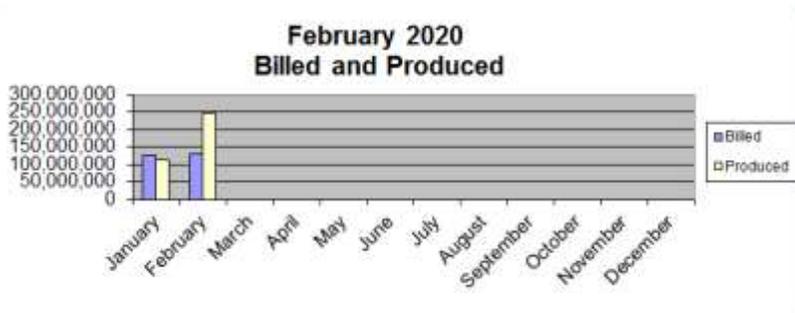
Wastewater Collections—Personnel 3, (1 )unfilled

Wastewater Collection crews:

- Completed 2700’ 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 12,000 linear feet of conveyance mains using approximately 9750 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.
- Pretreatment staff briefed new businesses, for compliance with the Municipal Utilities Regulations for Fats, Oil and Grease. Staff conducted inspections at a facility for compliance with the Pretreatment Ordinance.
- 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 — FEBRUARY 2020**

**Certified Water Operators:**

- \* Produced 246,436,800 gallons of water from the various groundwater wells throughout the City.
- \* Billed 130,733,500 gallons of water.
- \* 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 1252 square feet of asphalt and concrete from water leaks.
- \* Blue Stake performed 242 locates.

**Water Service Operators:**

- \* Staff read 21,887 Residential and Commercial meters and respond to over a 1000 customer assisted calls every month.

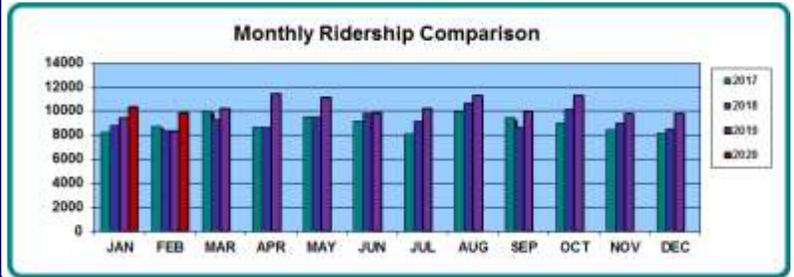
**Gallons of Water used by Public Works Operators :**

- \* Service Line leaks used 31,750 gallons
- \* Main Line leaks used 28,1200 gallons
- \* Streets Maintenance Department used 182,750 gallons
- \* Sewer Cleaning used 8250 gallons
- \* Combined Fire Departments used 7950 gallons



# Kingman Area Regional Transit

KART—FEB 2020	
MONTH REVENUE	<ul style="list-style-type: none"> <li>• Fare Box Revenue—\$4,811</li> <li>• Coupon/Pass Revenue—\$7,560</li> <li>• Total Monthly Revenue—\$12,371</li> </ul>
MONTH RIDERSHIP	<ul style="list-style-type: none"> <li>• Service hours—1,128</li> <li>• Service miles—14,900</li> <li>• Total passenger trips—9,828</li> <li>• Curb-to-Curb trips—209 (2% of total)</li> </ul>



## PROJECTS-FEBRUARY/2020

<p><b>Sign Inventory system project</b>—Data collection has started and is ongoing. Sample data has been received and reviewed. This sample has been forwarded to Cartegraph to be sure its compatible with their software. ADOT is administering this.</p>	<p><b>Stockton Hill Rd. Safety Corridor</b>— The DCR and final design proposal was received, reviewed, and returned. Changes were made and is currently under a second review. Once approved this will go for Council approval.</p>
<p><b>Injection Well Design</b>— The well characteristics were not favorable for the direct Injection of the effluent water. Different options were evaluated on how this well will best se used. Changes to the original design, and addition of new filters and changing the well from direct injection to a vadose zone type well appears to be the best option at this point. A new design and Construction cost estimate has been received and is being considered.</p>	<p><b>Risk and Resiliency Assessment and Emergency Response Plan</b>— Kickoff meeting was held and a workshop is scheduled for March 11 to evaluate our water system.</p>
<p><b>Water Conservation Plan</b>—Project kickoff meeting was held and the project has begun. Team is coordinating with Hazen and Sawyer to provide documents and information to develop the plan.</p>	<p><b>Waterline Replacement projects</b>— The Waterline replacement on Castlerock rd is substantially complete. Construction of the waterlines on 5L Ranch and 4th Street are underway.</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>