



# City Manager Report

April 2020

# CITY MANAGER REPORT CITY OF KINGMAN - April 2020

The information included in this issue reflects March 2020 submissions. Finance and Municipal Court data reported is for the time period detailed on their individual reports.



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CITY MANAGER REPORT  
CITY OF KINGMAN MARCH 2020  
ECONOMIC DEVELOPMENT DEPARTMENT

ECONOMIC DEVELOPMENT

ED staff is working with Airport engineers and Public Works to add rough taxi lanes on the infield of the Airport for storage of more airplanes.

ED staff is working to finalize details with the Federal Aviation Administration regarding the 1800 acre land release.

ED staff has revised the 3 road plan down to include only Port Way road.

The Airport website is now live and updated to include all Covid-19 information which is the same the for Economic Development website.

Staff has attended Covid-19 related webinars and implemented procedures required by City Manager and Governor Ducey.

Conferences that were to be attended by staff in person are postponed due to Covid-19 and all webinars available were attended.

ED staff has held safety meetings to insure all staff are aware of keeping Covid-19 from being spread in offices.

The Façade Improvement Plan Program has received three applications.

ED staff is looking at new software options for business retention and expansion.

Additional Activities and Meetings by Economic Development Staff in March

- ◆ Mr. Kellogg gave a presentation to Chamber of Commerce regarding Census 2020.
- ◆ Mr. Kellogg attended meeting with Tina Moline regarding the Home Rule issue.
- ◆ Economic Development staff attended Census Event at Locomotive Park.
  
- ◆ Mr. Kellogg and staff have held many conference calls regarding the 1800 land release by the FAA.
- ◆ **Staff has attended Small Business Development Center's webinars regarding Covid-19 loan assistance.**
  
- ◆ Gary Kellogg met with Vista volunteer and City staff who oversee her.
  
- ◆ Gary Kellogg met with Visitor Center personnel regarding tourism issues due to Covid-19.
  
- ◆ Mountain State Contracting meeting concerning rail expansion in Industrial Park.

Economic Development Public Meetings in March

March 19, 2020-Airport Advisory Meeting

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

The Engineering staff responded to **161** requests for Information on the availability of water and/or sewer to specific properties and the existence of paybacks and

**RIGHT OF WAY ACTIVITIES**

138	Information Requests responded same day received
23	Information Requests responded in 1 days
0	Information Requests responded in 2 –3 days
0	Information Requests responded over 3 days
5	Sewer Availability Letters
61	Permits to work in Public Right-of-way
72	Sewer Connection Permits Inside City Limits (2 due to Failed septic)
15	Sewer Connection Permits Outside City Limits (1 due to Failed septic)
8	Sewer Taps
15	Utility Permits for water meters in the County
70	Utility Permits for water meters in the City

**MEETINGS**

March 2	<b>ENG17-0027</b> Kino Transmission Main Phase 1A weekly meeting
March 3	<b>ENG16-0021</b> 8th Street semi-monthly progress meeting
March 4	<b>ENG20-0002</b> Pre-construction meeting for Harrod water/sewer improvements
March 5	Engineering Team meeting
March 9	<b>ENG17-0027</b> Kino Transmission Main Phase 1A Weekly meeting
March 10	<b>ENG19-0066</b> Drainage ranking
March 11	Sunrise Engineering training.
March 11	Development Review Committee meeting
March 30	<b>ENG19-0102</b> Pre-construction meeting-Kingman Veteran's Villas-Teleconference
March 31	<b>ENG19-0013</b> Pre-construction meeting Robinson Street Improvements-on-site

## CITY MANAGER'S REPORT

Engineering Continued

<b>CAPITAL EXPENDITURES</b>		
<b>CONTRACTOR</b>	<b>PROJECT</b>	<b>AMOUNT</b>
AECOM	ENG16-0025	\$1,925.00
AECOM	ENG18-0051	\$17,193.00
AECOM	ENG18-0052	\$36,864.00
ESRI	ENG19-0086	\$27,728.65
Freiday Construction	ENG17-0027	\$201,925.25
Freiday Construction	ENG17-0027	\$805,595.80
JE Fuller	ENG19-0066	\$20,080.00
JE Fuller	ENG16-0021	\$1,940.00
Kincheloe Construction	ENG19-0054	\$79,901.00
Matrix Design Group	ENG17-0035	\$9,126.63
McCauley Construction	ENG18-0082	\$489,060.30
Security Title	ENG17-0035	\$9,198.00
Sunrise Engineering	ENG19-0057	\$39,790.00
Sunrise Engineering	ENG19-0058	\$30,605.00
Sunrise Engineering	ENG19-0086	\$8,838.50
<b>Capital Expenditures processed during the month of March</b>		<b>\$1,578,963.27</b>

<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 ACTIVITIES UPDATE

PROJECT	PURPOSE	STATUS
<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>ENG17-0038</b>	Devlin Avenue sewer line extension between Bank Street and Powell Avenue. Adding 107 sewer service connections.	This project is complete.
<b>ENG18-0082</b>	Andy Devine ADA Compliance from 4th Street to Grandview Avenue	This project is complete.

## 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.



	March, 2019	March, 2020
Domestic Violence	37	21
DUI	20	10
Theft/Shoplifting	19	31
Criminal Traffic (non DUI)	3	8
Code Enforcement	6	8
Miscellaneous Misdemeanors	44	42
<b>Total Charges</b>	<b>130</b>	<b>120</b>
Number of Files Opened	78	76
Pretrial Conferences	111	95
Change of Pleas	101	73
Status Hearings	12	8
Trials	13	6
Other Court Events	199	278

## 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.

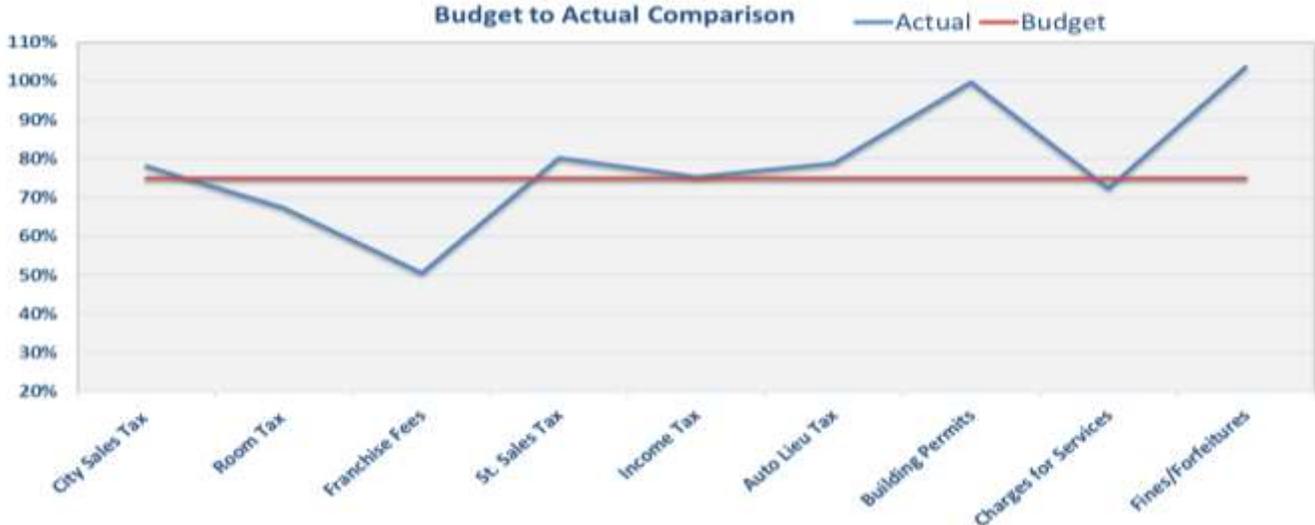
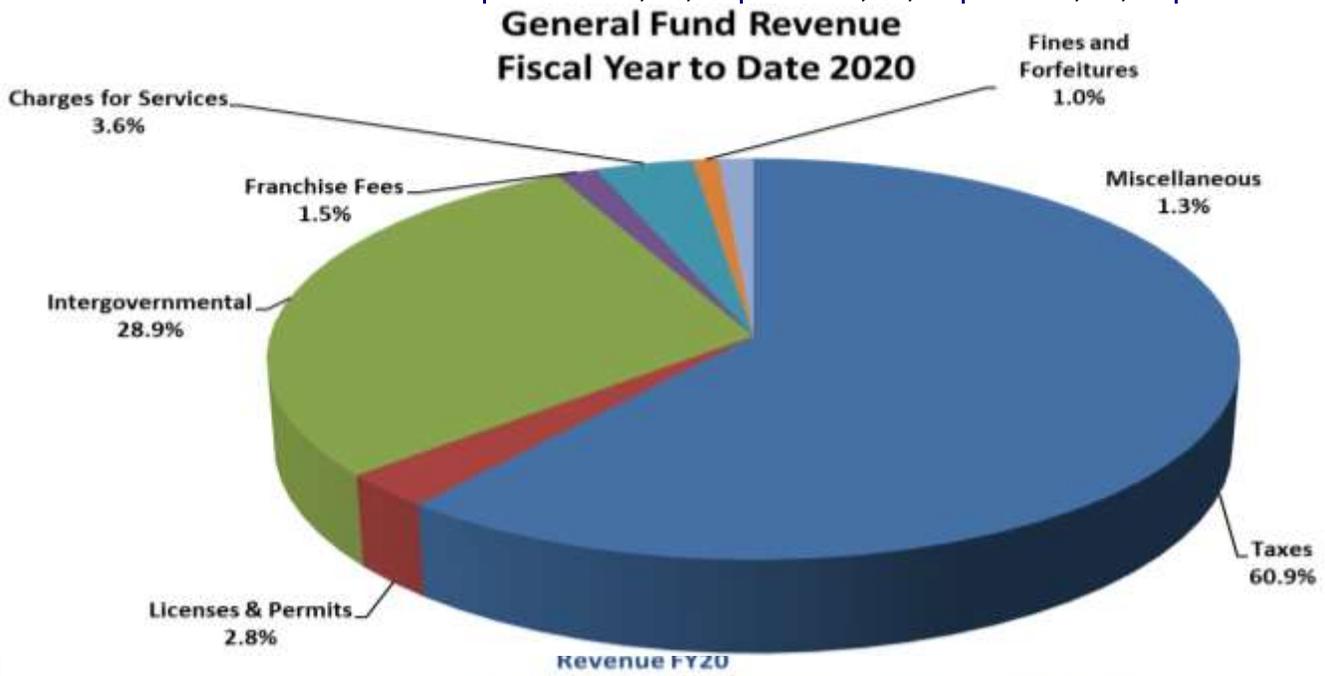
All City Council meeting agendas, agenda packets and minutes as well as agendas and minutes for all City of Kingman boards, commissions and subcommittees are available on the City website [www.cityofkingman.gov](http://www.cityofkingman.gov).



Finance—Tina Moline

REVENUE BY SOURCE — MARCH 2020  
GENERAL FUND

Description	Original Budget	Revenues This Period	Revenues Year-to-Date	Percentage Collected
Taxes	18,615,683	1,581,591	14,456,836	77.66%
Licenses & Permits	711,996	83,420	673,806	94.64%
Intergovernmental	8,817,703	761,798	6,857,649	77.77%
Franchise Fees	713,978	-	360,691	50.52%
Charges for Services	1,184,932	87,070	858,621	72.46%
Fines and Forfeitures	221,255	35,922	229,229	103.60%
Miscellaneous	174,517	32,256	307,183	176.02%
<b>Total Revenues General Fund</b>	<b>30,440,064</b>	<b>2,582,058</b>	<b>23,744,015</b>	<b>78.00%</b>



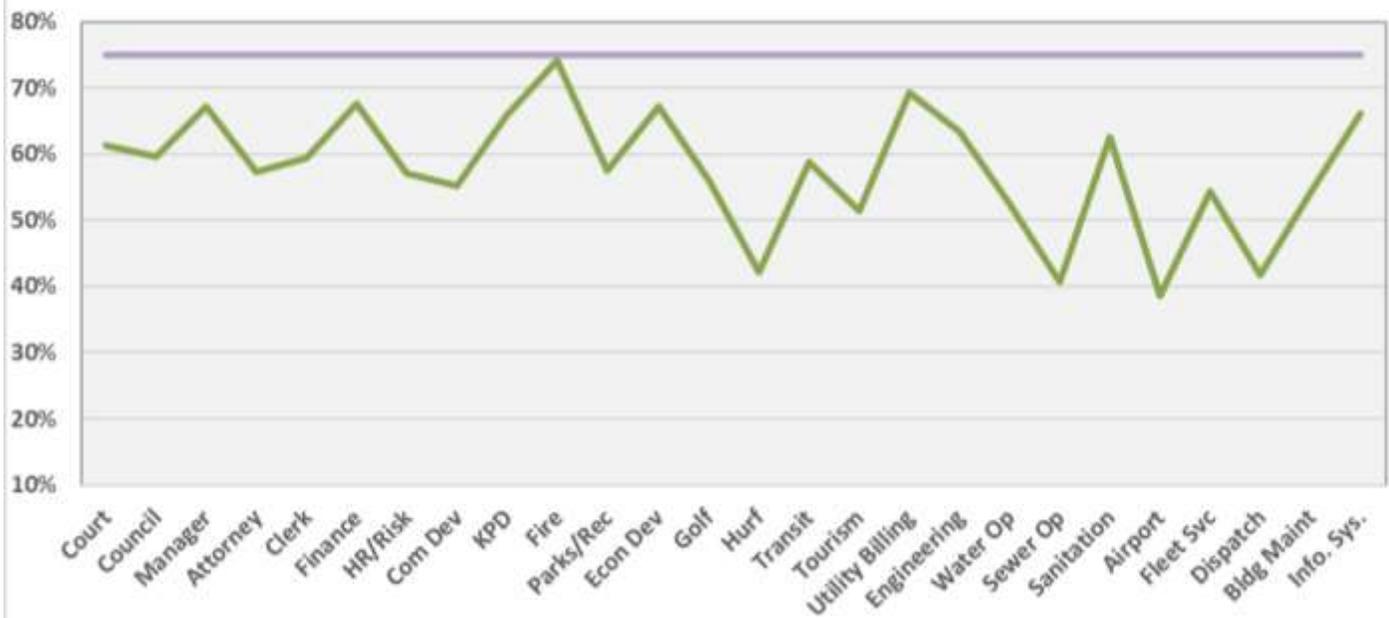
## EXPENDITURES BY DEPARTMENT — MARCH 2020

## GENERAL FUND

Description	Revised Budget	Expenditures This Period	Expenditures Year-to-Date	Budget Availability	Available Percentage
Court	1,470,608	83,624	901,264	569,344	38.71%
City Council	223,450	8,473	133,371	90,079	40.31%
Manager	435,054	25,981	292,419	142,635	32.79%
Attorney	1,048,677	68,016	600,056	448,621	42.78%
City Clerk	360,815	21,652	214,029	146,786	40.68%
Finance	1,162,600	77,397	787,133	375,467	32.30%
Human Resource/Risk Mgmt	952,853	43,144	544,946	407,907	42.81%
Community Development*	1,616,624	123,286	893,473	723,151	44.73%
Police Department**	12,958,883	640,032	8,538,139	8,538,139	65.89%
Fire Department**	8,794,822	542,397	6,516,040	2,278,782	25.91%
Parks & Recreation	4,766,358	306,935	2,715,213	2,051,145	43.03%
Economic Development	732,826	64,978	482,817	250,009	34.12%
<b>Total Exp General Fund</b>	<b>34,523,570</b>	<b>2,005,916</b>	<b>22,618,901</b>	<b>16,022,064</b>	<b>46.41%</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

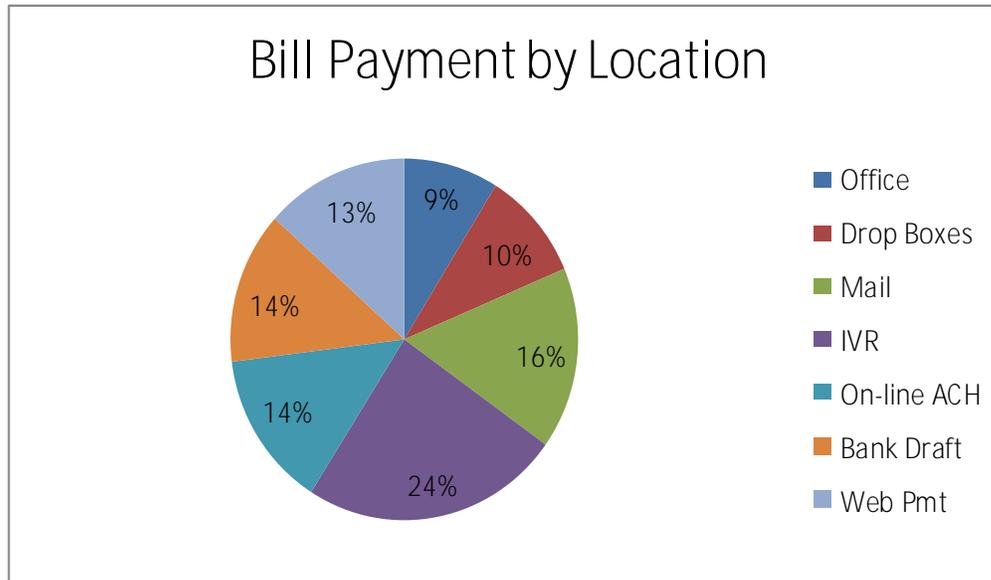
REVENUE BY SOURCE — MARCH 2020									
REVENUE SOURCE		7/1/15 thru 3/31/2016	7/1/16 thru 3/31/2017	7/1/17 thru 3/31/2018	7/1/18 thru 3/31/2019	7/1/19 thru 3/31/2020	Percent Change FY19-FY20	Fiscal 2020 BUDGET	FY20 Percent of BUDGET
<b>GENERAL FUND (101)</b>									
Local	Sales Tax	11,028,931	11,663,990	12,696,399	12,754,661	14,027,573	9.98%	17,977,917	78.03%
	Room Tax	338,374	369,479	414,421	419,603	429,263	2.30%	637,766	67.31%
State	Sales Tax	1,969,052	1,949,780	2,165,187	2,172,340	2,380,863	9.60%	2,966,856	80.25%
	Income Tax	2,534,538	2,652,881	2,696,638	2,676,786	2,940,029	9.83%	3,900,847	75.37%
	Auto Lieu Tax	1,112,447	1,228,401	1,256,424	1,432,124	1,536,757	7.31%	1,950,000	78.81%
Other	Building Permits	420,368	492,516	619,576	410,728	567,008	38.05%	568,995	99.65%
<b>HURF FUND (201)</b>									
HURF FUND (201)	Rest/Bar Tax	568,259	615,450	599,520	698,020	696,054	-0.28%	858,589	81.07%
	Highway User Fuel Tax	1,817,859	1,973,531	2,103,741	2,143,697	2,476,601	15.53%	2,928,027	84.58%
<b>POWERHOUSE TOURISM FUND (215)</b>									
POWERHOUSE TOURISM FUND (215)		-	125,315	157,992	211,971	241,857	14.10%	246,952	97.94%
<b>PAVEMENT PRESERVATION FUND (316)</b>									
PAVEMENT PRESERVATION FUND (316)		-	-	772,848	1,955,025	9,099	-99.53%	-	0.00%
<b>I-11 E KGMN CONN FUND (317)</b>									
I-11 E KGMN CONN FUND (317)		-	-	772,848	1,955,025	9,099	-99.53%	-	0.00%
<b>WATER FUND (501)</b>									
WATER FUND (501)		5,004,063	4,952,511	5,035,260	4,996,151	5,343,458	6.95%	7,023,209	76.08%
<b>WATER CAPITAL RENEWAL FUND (510)</b>									
WATER CAPITAL RENEWAL FUND (510)		641,538	650,978	665,644	679,090	693,492	2.12%	901,115	76.96%
<b>WASTEWATER FUND (521)</b>									
WASTEWATER FUND (521)		6,279,209	6,344,378	6,469,183	6,628,504	6,824,144	2.95%	9,128,824	74.75%
<b>WASTEWATER CAPITAL RENEWAL FUND (530)</b>									
WASTEWATER CAPITAL RENEWAL FUND (530)		86,697	88,885	91,341	95,324	98,222	3.04%	125,037	78.55%
<b>SANITATION FUND (541)</b>									
SANITATION FUND (541)		2,584,188	2,630,469	2,670,272	2,740,386	2,809,743	2.53%	3,665,993	76.64%
<b>AIRPORT (591)</b>									
AIRPORT (591)		-	-	-	914,595	891,827	-2.49%	1,261,621	70.69%

\*\*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.

## 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— MARCH 2020

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
Phone Calls Answered	1,344	1,031	1,579	2,008	1,817	2,183
IVR - Payments	5,334	4,264	5,410	4,281	4,551	5,850
E-Mail Bill Delivery*	864	745	780	850	1,108	1,047
Web Payments	2,434	1,847	2,674	2,157	2,278	3,243
Water Service Orders	1,341	1,013	1,219	1,473	1,137	1,231
Sanitation Service Orders	577	337	366	434	391	412
Sewer Service Orders	3	3	3	0	0	1
Number of Total Payments Processed	23,426	16,695	23,627	17,853	18,950	24,267
Number of Sanitation Customers	12,362	12,393	12,393	12,421	12,465	12,498
Number of Sewer Customers	10,910	10,950	10,993	11,044	11,095	11,133
Number of Water Customers	20,373	20,406	20,420	20,478	20,513	20,591

LICENSING STATISTICAL SUMMARY— MARCH 2020	
New Business Licenses Issued	29
License Renewals Generated (Business & Animal	210

**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

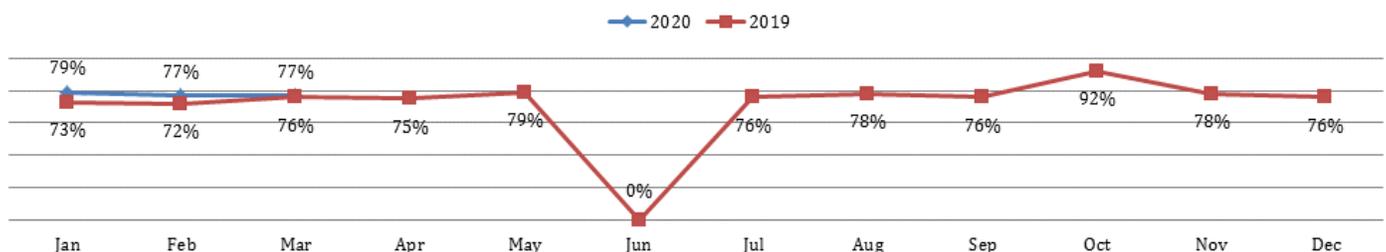
# Kingman Fire Department

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



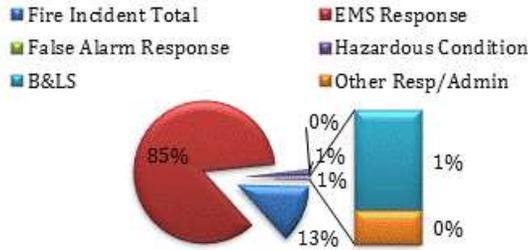
**THE MISSION OF THE KINGMAN FIRE DEPARTMENT**

**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%

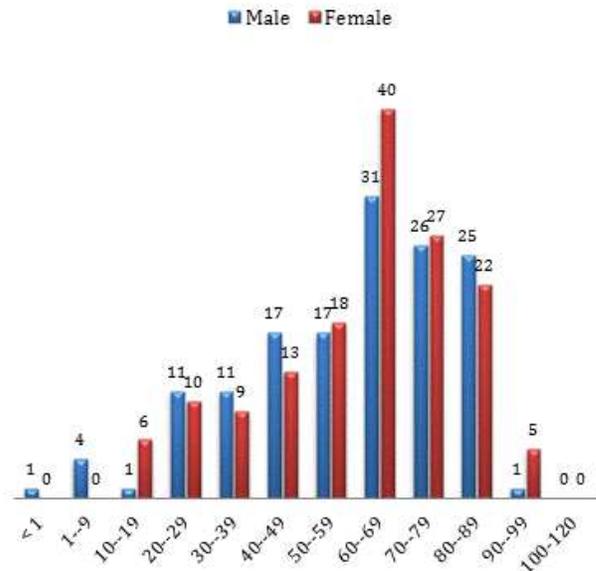
TOTAL # OF FIRE INCIDENTS INVESTIGATED		
MAR-20	MAR-19	% Change
4	20	↓80%

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%	

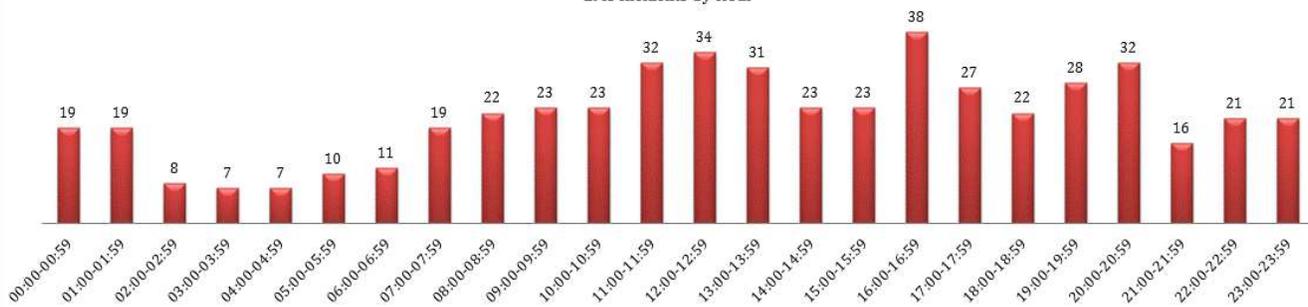
EMS TOP 10 DETERMINANTS				
Call Type	MAR-20	MAR-19	Change %	YTD
Breathing Problem—Delta	49	54	↓10%	160
Chest Pain—Delta	21	36	↓71%	71
Psychiatric—Bravo	23	26	↓13%	62
Sick Person—Charlie	19	26	↓37%	69
Falls—Bravo	24	31	↓29%	98
Sick Person—Alpha	32	43	↓34%	132
Unconscious/Fainting—Delta	24	21	↑13%	68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

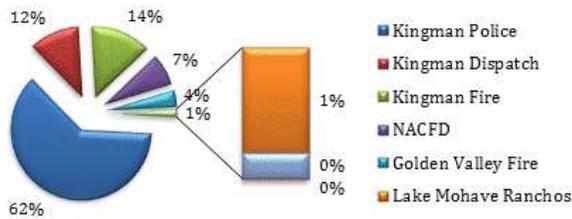
EMS Incidents by Hour



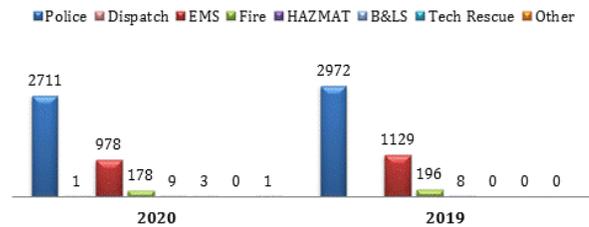
COMMUNICATION CENTER	INCIDENTS	BENCHMARK	RELIABILITY	BASELINE	COMPLIANCE %				
9-1-1 Call Answering	2075	0:10	95%	0:10	95%				
ALARM HANDLING BY AGENCY		INCIDENTS	DISPATCH TIME		COMPLIANCE %				
Kingman Police		2711	4:03		58%				
Kingman Fire		606	0:56		98%				
ALL 90TH PERCENTILE TIMES BY MONTH	ALL 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

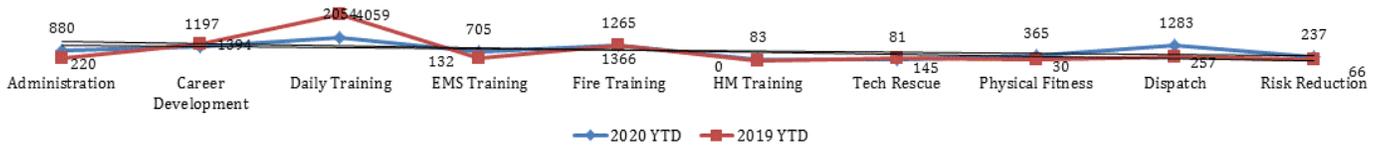


TRAINING HOURS					
Training Type	Hours	% for Month	2020 YTD	2019 YTD	Variance %
Administration	443	17.1%	880	220	↑75%
Career Development	375	14.5%	1197	1394	↓14%
Daily Training	272	10.5%	2054	4059	↓49%
EMS Training	105	4.0%	705	132	↑81%
Fire Training	684	26.4%	1265	1366	↓7%
HazMat Training	-	0%	83	-	-
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	-	-

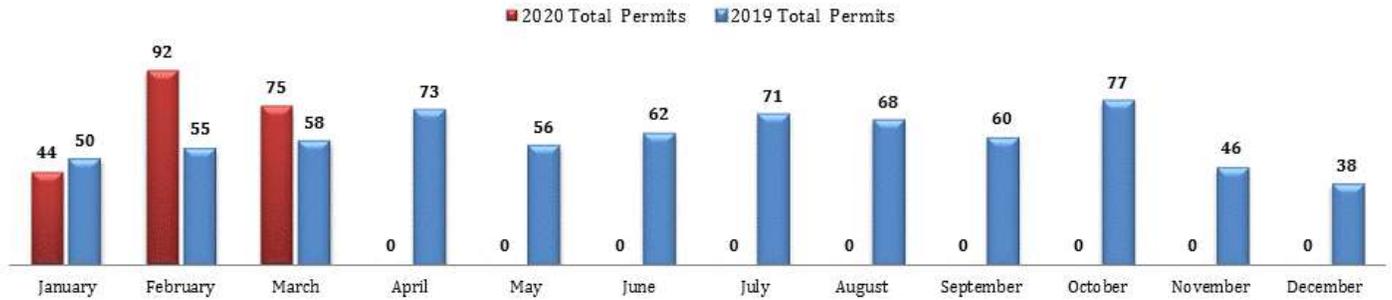
CRR started out the month relatively busy, but the later part of the month we had to cancel several CRR programs due to COVID-19. CRR assisted administration with several projects that have been delayed due to time and personnel. We were able to re-organize Southside storage facility. We have also been **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

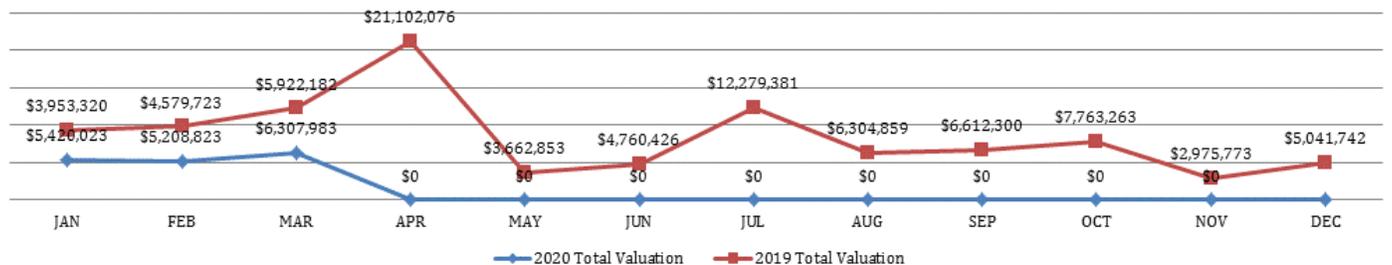
Commercial Permits Ready to Issue

- ◆ 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

March 2020

www.cityofkingman.gov

Visits



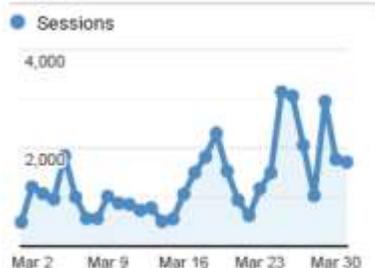
Unique Visitors



Pageviews



Daily Visits



Popular Pages

Destination Page	Pageviews	Unique Pageviews
/	14,457	11,710
/government/advanced-components/covid-19-microsite	4,117	3,350
/government/departments/finance/utility-billing/utility-payment-options	3,589	2,956
/Home/Components/News/News/1848/255	2,156	1,992
/Home/Components/News/News/1835/16	1,850	1,731
/Home/Components/News/News/1855/255	1,741	1,642
/residents/city-news	1,536	1,150
/government/departments/finance/utility-billing	1,360	1,006
/Home/Components/News/News/1865/16	1,281	1,234
/government/departments/police-department	1,274	975

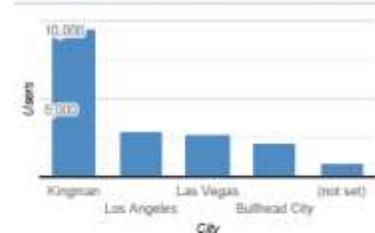
Average Pages per Visit



Traffic Source



Your biggest traffic comes from



Type of Visitors



Country/Territory

Country	Sessions
United States	39,880
Germany	403
Canada	110
United Kingdom	76
India	72
China	53
Mexico	45
Spain	39
France	36
Philippines	35

Visits by Device

Device Category	Sessions	Bounce Rate
mobile	25,330	76.10%
desktop	14,014	49.87%
tablet	1,837	70.66%





# 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		MAR 2020	
<b>CITY REVENUE</b>		Criminal Justice Enhancement Fund—47%	7681.21
Abatement Fund	0.00	Child Passenger Restraint	100.00
Address Confidentiality Fund	10.46	DNA Surcharge & Forensics—3%	962.14
<b>Attorney's Fees</b>	1018.30	Drug Enhancement Acct (Fine)	208.32
Bond Forfeiture	0.00	DUI Abatement Fund—\$250	471.61
Copy Fees	.00	Extra DUI Assessment	0.00
Court Costs	172.62	Domestic Violence Services Fund—\$50	189.79
Defensive Driving Diversion Fee-Local	3045.00	Fill the Gap—7%	1116.96
Fines	19189.86	AZ Highways Fund	0.00
Jail Costs	4850.53	VCAF Victims Comp Fund	233.93
Jury Fees	0.00	Medical Services Enhancement Fund	2225.24
Miscellaneous Fees	0.00	2011 Additional Assessment—\$8	1125.04
Overpayment Forfeiture	0.00	POTE Peace Officer	179.53
Suspension Fee	1303.25	Prison Construction and Operations Fund	1639.04
Warrant Fee	6735.61	Public Safety Equipment Fund	2307.55
<b>Total City Revenue</b>	<b>36326.57</b>	School Zone Assessment	0.00
Local JCEF TPF Acct	549.77	ZVRF Victim Rights Fund	388.81
Court Enhancement Fund	417.58	State Highway Work Zone	0.00
<b>STATE REVENUE</b>		Technical Registration Fund	0.00
Probation Surcharge—\$10	0.00	<b>State's JCEF TPF Acct</b>	1029.99
Probation Surcharge—\$20	2922.39	<b>Victim's Rights Enforce Assess Fund</b>	271.09
Address Confidentiality Fund	198.59	FARE Special Collection Fund	3963.77
Arson Detection Reward Fund	.00	FARE Delinquent Fee	2136.73
Clean Election Fund—10%	1920.13	<b>Total State Revenue</b>	<b>31271.86</b>

SUMMARY OVERVIEW — MAR 2020					
BOND SUMMARY		RESTITUTION SUMMARY		ADULT PROBATION FEE SUMMARY	
Prior Balance	15,750.00	Prior Balance	680.00	Prior Balance	1126.84
Bonds Posted	11,199.07	Payments made	2220.52	Payments made	1624.59
Bonds Forfeited	1591.91	Checks written	1321.52	Checks written	1126.84
Bonds Refunded	7857.16	Balance in Restitution	1579.00	Balance in Adult Prob Fees	1624.59
Balance in Bonds	17500.00				
REIMBURSEMENT			Cases Terminated	New Cases	Juveniles
Prior Balance	274.30	Civil Traffic	62	72	0
Payments made	0.00	Criminal Traffic	18	10	0
Checks written	0.00	Criminal Misdemeanor	61	73	0
Balance in Reimbursement	274.30	<b>Total</b>	<b>141</b>	<b>155</b>	<b>0</b>
Total Revenue	237559.05	Domestic Violence Cases	10		
Mohave County Jail Costs					

Municipal Court Continued

MUNICIPAL COURT MONTHLY STATISTICAL REPORT MARCH2020				
CRIMINAL TRAFFIC				
	D.U.I.	SERIOUS VIOLATIONS	ALL OTHER VIOLATIONS	TOTAL
Pending First of Month				
Filed				
Transferred In				
SUBTOTAL				
Transferred Out				
Other Terminations				
TOTAL TERMINATIONS				
Pending End of Month				
TRAFFIC FAILURE TO APPEAR				
Pending First of Month	Filed	Sub Total	Terminations	Pending EOM
Criminal Traffic/FTA Trials		Criminal Traffic/FTA Jury Trials		0
CIVIL TRAFFIC				
Pending First of Month	Filed	Sub Total	Default Judgement	Other Term
Total Terminations		Pending End of Month		
Civil Traffic Hearings Held in MONTH				

MISDEMEANOR				
	Misd Non Traffic	Failure to Appear Non-Traffic	TOTAL	
Pending First of Month				
Filed				
Transferred In				
SUBTOTAL				
Transferred Out				
Other Terminations				
TOTAL TERMINATIONS				
Pending End of Month				
Misdemeanor FTA Court Trials				
Misdemeanor FTA Jury Trials Held				
Misdemeanor/Criminal Traffic Initial Appearances				
DOMESTIC VIOLENCE/HARASSMENT PETITIONS				
	Filed	Issued	Denied	TOTAL TERM
Domestic Violence				
Harassment				
HEARINGS HELD TO REVOKE/MODIFY ORDER OF PROTECTION/INJUNCTION AGAINST HARASSMENT				
Order of Protection		Injunction Against Harassment		
SPECIAL PROCEEDINGS/ACTIVITIES				
Juvenile Hearings Held		Search Warrants Issued	0	
WARRANTS OUTSTANDING				
Traffic Warrants Outstanding		Criminal Warrants		
D.U.I.		MISDEMEANOR TOTAL		
Serious Violations				
All Other Violations				
TRAFFIC TOTAL				

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.



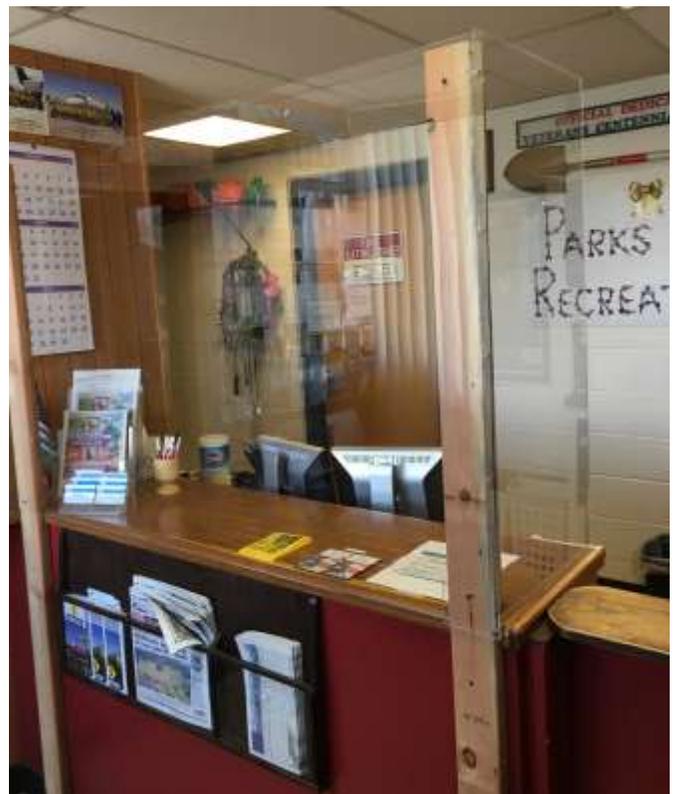
Camp Beal Springs sign was refinished and reinstalled along with having the kiosks painted.



# 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-MARCH/2020	
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. ?
The Building Maintenance division, has interviewed and selected a candidate to fill one of the currently vacant positions, and continues efforts to fill all vacancies that will compliment department staff and contribute to department initiatives in providing safe and health buildings for staff and public at large..	Building Maintenance activity for the month of March 2020, Covid-19 has occupied the majority of time for the department, cleaning and disinfection processes include a labor intensive initiative to support clean and safe buildings.
Inner departmental initiatives include: Refresh of target areas at the City Complex, as well as completion of outstanding work requests, efforts will continue to complete all past and current requests on a priority basis.	MARCH 2020 - Closed Tickets List of all closed tickets (65 items) Generated on Apr 09, 2020 @ 10:54 am
The Building Maintenance Technicians are focused on overall building health with an emphasis on the Covid-19 disinfection of occupied buildings.	There were three graffiti abatement clean-ups completed in the month of January.

FLEET MAINTENANCE-MARCH/2020	
12819.0 gallons of unleaded gas	Cost of \$26338.30
9790.90 gallons of diesel fuel	Cost of \$18729.64
<p>Public Works fleet maintenance would like to welcome Alfredo Soto to the team as an equipment Mechanic.</p> <p>In fleet maintenance we had one person who fell ill and was sent home. As a precaution and to protect other employees, the work areas were disinfected. He was out for 1 ½ weeks and has recently returned to work.</p> <p>Fleet maintenance has met the deadline of inputting vehicle information into RTA program.</p> <p>The fuel island project is in progress. Blue stake has started marking the underground utilities and we are expecting the new fuel tank to be delivered in June.</p>	

SANITATION-MARCH/2020	
342 trips to the landfill—Delivery of 4,148,840 pounds of trash	Cost of \$74,491.68
New 90-gallon residential containers	34
Old, damaged, missing or found containers repaired or replaced	99
Steel containers delivered for customer clean-up	3
1) Extra steel containers emptied and 2) Containers retrieved	1) 50 and 2) 5
1) Regular extra trash hauls 2) Abatement orders 3) \$3 Special Trash Haul	1) 122 2) 15 3) 0
Recycling—tons / Annual total— tons	98.44/142

STREETS—MARCH/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 March 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 eastern area.
- Make 2020 census signs and Covid-19
- Replace new street lights on Stockton hill.

## HILLTOP WWTP



## DOWNTOWN WWTP



## WASTEWATER—MARCH 2020

## Wastewater Treatment—Personnel 10/ Vacant 2

## Staff at Hilltop Facility

- Treated approximately 51.796 million gallons of influent on intake and discharged approximately 55.458 million gallons of “B+” effluent
- Composted approximately 440 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 7.852 million gallons of influent on intake and discharged approximately 7.126 million gallons of “A+” effluent
- Completed all annual, semi-annual, quarterly, & monthly NPDES and APP sample collection & ADEQ reporting.
- Dewatered approximately 61 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

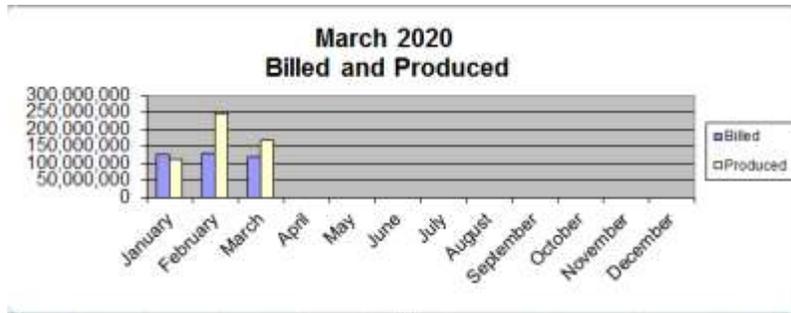
## Wastewater Collections—Personnel 3, (1 )unfilled

## Wastewater Collection crews:

- Completed 3200’ 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 19,750 linear feet of conveyance mains using approximately 9000 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 — MARCH 2020

### Certified Water Operators:

- \* Produced 166,853,600 gallons of water from the various groundwater wells throughout the City.
- \* Billed 119,999,830 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 226 square feet of asphalt and concrete from water leaks.
- \* Blue Stake performed 278 locates.

### Water Service Operators:

- \* Staff read 21,895 Residential and Commercial meters and respond to over a 1000 customer assisted calls every month.

### Gallons of Water used for daily operations by Public Works Operators :

- \* Service Line leaks used 18,900 gallons
- \* Main Line leaks used 106,500 gallons
- \* Streets Maintenance Department used 92,800 gallons
- \* Sewer Cleaning used 9000 gallons
- \* Combined Fire Departments used 1000 gallons



# Kingman Area Regional Transit

KART—MAR 2020	
MONTH REVENUE	<ul style="list-style-type: none"> <li>• Fare Box Revenue—\$4,671</li> <li>• Coupon/Pass Revenue—\$16,650</li> <li>• Total Monthly Revenue—\$21,321</li> </ul>
MONTH RIDERSHIP	<ul style="list-style-type: none"> <li>• Service hours—1,088</li> <li>• Service miles—14,307</li> <li>• Total passenger trips—7,753 (-24% as compared to Mar 2019)</li> </ul>



PROJECTS-MARCH/2020	
<p><b>Sign Inventory System Project</b>— Will be completed in late April.</p>	<p><b>Stockton Hill Rd. Safety Corridor</b>— No significant progress.</p>
<p><b>Injection Well Design</b>— 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>— Hazen and Sawyer lead a workshop at the Power House on March 11th. The City of Kingman was well represented. We have been gathering information that was requested and are waiting on a cyber– security review to be completed in April-May timeframe.</p>
<p><b>Water Conservation Plan</b>—Team is coordinating with Hazen and Sawyer to provide documents and information to develop the plan</p>	<p><b>Waterline Replacement projects</b>— Castle Rock waterline is waiting on ADEQ approval. ADEQ has informed us that due to COVID 19 restrictions they will not be able to work on our projects until the May 2020 timeframe.</p> <p>5L Ranch Rd is substantially complete.</p> <p>Fourth St. installation will begin 1st week of April.</p>
<p><b>Andy Devine Avenue Improvements from Ellas Place to 2<sup>nd</sup> Street</b> -Work on this project has been delayed until June 1st</p>	<p><b>Future HSIP Projects</b></p> <p>Work in these project are waiting on submittals and approvals. Next significant work will begin about June 1st.</p>
<p><b>Downtown Sewer Outfall Main</b>— No significant change.</p>	<p><b>Sacramento Valley Basin Well Siting Study</b>-No significant progress in March. This project is to access water from the Sacramento Valley Basin and connect to our City of Kingman water system. Clear Creek and Associates (subcontractor to Hazen) continues to collect data.</p>
<p><b>Beale Streetscape Design Concept Report and Final Design</b>— No significant progress. Waiting on approvals.</p>	<p><b>Ft Beale Springs Trail Rehab</b></p> <p>This project has been completed. BLM has painted the gates and provided some informational signage. The area seems to be getting more public attention</p>