

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

5:30 PM Regular Meeting AGENDA Tuesday, October 18, 2016

\*\*A member of the Common Council may be attending the meeting telephonically\*\*

**REGULAR MEETING CALL TO ORDER AND ROLL**

**CALL---ALL COUNCIL MEMBERS WERE PRESENT**

**INVOCATION-- THE INVOCATION WAS GIVEN BY GREG SEITZ OF HILLTOP  
FOURSQUARE CHURCH.**

**PLEDGE OF ALLEGIANCE**

THE COUNCIL MAY GO INTO EXECUTIVE SESSION FOR LEGAL COUNSEL IN ACCORDANCE WITH A.R.S.38-431.03(A) 3 TO DISCUSS ANY AGENDA ITEM. THE FOLLOWING ITEMS MAY BE DISCUSSED, CONSIDERED AND DECISIONS MADE RELATING THERETO:

**1. APPROVAL OF MINUTES**

- a. **Regular Meeting Minutes of September 20, 2016**
- b. **Regular Meeting Minutes of October 4, 2016**

**2. APPOINTMENTS**

- a. **Consideration of appointing Hannah Heiden of the Youth Advisory Commission**  
The current Youth Advisory Commissioners have reviewed the application and it is their recommendation that Hannah Heiden be appointed to the Youth Advisory Commission for a 1 year term. **Staff recommends approval. MOTION TO APPOINT HANNAH HEIDEN TO THE YOUTH ADVISORY COMMISSION PASSED BY A VOTE OF 7-0**
- b. **Appointment of New Member to the Local Public Safety Personnel Retirement System Board**  
A vacancy has been created on the Local Public Safety Personnel Retirement System (PSPRS) Board due to the resignation of another member. Captain Robert Borker has been selected by his fellow firefighters to represent the fire personnel with the City of Kingman on this board and recommends Captain Borker be appointed to fill this vacancy. **Staff recommends approval. MOTION TO APPOINT CAPTAIN ROBERT BORKER TO THE PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM PASSED BY A VOTE OF 7-0**

**3. AWARDS/RECOGNITION**

- a. **\*\*\*MOVED\*\*\*Proclamation: Cities and Towns Week 2016**

**4. CALL TO THE PUBLIC - COMMENTS FROM THE PUBLIC**

Those wishing to address the Council should fill out request forms in advance. Action taken as a result of public comments will be limited to directing staff to study the matter or rescheduling the matter for consideration and decision at a later time. Comments from the Public will be restricted to items not on the agenda with the exception of those on the Consent Agenda. There will be no comments allowed that advertise for a particular person or

group. Comments should be limited to no longer than 3 minutes.

## 5. CONSENT AGENDA

All matters listed here are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the CONSENT AGENDA and will be considered separately.

### a. **Authorization to purchase a used 924K wheel loader**

Empire Equipment Rental and Sales is selling a used 2014 924K wheel loader. This unit has 1,700 hours and all major services are complete to date. Staff has reviewed the maintenance logs. Empire will extend the current factory warranty for two years and add an additional 3,000 hours from date of purchase. Empire's price for this unit is \$118,000.00 plus taxes, for a total cost of \$126,968. There are no delivery charges. A comparable new unit can cost \$250,000 depending on options. Per City of Kingman Municipal Code, used equipment can be purchased without competitive bidding. This loader is a vital piece of equipment for our wastewater biosolids composting program and site maintenance. **Staff recommends authorizing the purchase of a used wheel loader for Wastewater Operations. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0**

### b. **5002 College Trails Drainage Parcel**

There has been a continuing drainage issue at 5002 College Trails, parcel number 310-31-017, related to a drainage easement. The attached parcel will allow improvements to be completed to lessen the drainage issues in this area. **Staff recommends acceptance of the parcel. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0**

### c. **Resolution No. 5043: Approval of water service to Pasadena Estates, Tract 6049, ENG16-0040**

On September 22, 2016 the Municipal Utility Commission reviewed a request from Doug Angle of Angle Land Development for water service to a new subdivision known as Pasadena Estate, Tract 6049. This subdivision is located just south of Pasadena Avenue, west of Sage Street and north of Louise Avenue. This development will create 30 residential lots with a minimum size of 40,000 square feet. There are existing 8 inch water mains in Pasadena Avenue, Sage Street and Louise Avenue which will be extended into the subdivision to serve the proposed lots. The developer is proposing to extend sewer from Airfield Avenue and Central Street to serve all lots within the subdivision. Resolution No. 5043 grants water service to Pasadena Estates, Tract 6049 with the following conditions: 1. Water and sewer lines shall be extended in accordance with the Utility Regulations. 2. Fire hydrants shall be located in accordance with the Utility Regulations, and as approved by the Fire Department. The Commission voted 5-0 to recommend approval of water service to this subdivision. **Staff recommends approval of Resolution No. 5043. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0**

### d. **2017 Governor's Office of Highway Safety Grant Award**

The Kingman Police Department has been awarded \$20,000.00 from the Governor's Office of Highway Safety (GOHS). The funding will provide overtime for the department's participation in DUI/Alcohol enforcement operations with the DUI Task Force. **Staff recommends accepting the Governor's Office of Highway Safety grant and authorize the City Manager and Chief of Police to sign the attached contract. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0**

### e. **Eastern Street Right of Way Acquisition, ENG16-0031**

Staff is proposing to acquire the vacant property at Eastern Street and Pacific Avenue (Tax Parcel 311-03-086A) as right of way for the Eastern Street improvement project. The property is owned by Edward and Diane Pfingster, of Dubois, PA, and

is about 0.23 acres in size. The owners have indicated that \$36,500 is the lowest price that they will accept for the property. The intended use of the property would be for roadway purposes to allow for proper alignment in the curve of Eastern Street and also to provide an area for storm water detention. This is a key property in the overall design of the Eastern Street improvements. **Staff recommends proceeding with the acquisition of parcel 311-03-086A for \$36,500 plus applicable closing costs, and authorizing the Mayor to sign all documents associated with this transaction. MOTION TO PROCEED FORWARD WITH AN APPRAISAL AND THEN RE-CONTACT THE OWNERS WAS PASSED BY A VOTE OF 7-0**

**f. Fiscal Year 2016 Bulletproof Vest Partnership Grant Award**

The Kingman Police Department has been awarded a Bureau of Justice Assistance (BJA) grant award. The grant award is for \$11,264.34 under the Fiscal Year (FY) 2016 Bulletproof Vest Partnership (BVP) solicitation. The grant allows for the purchase of new and replacement ballistic vests for police officers. **Staff recommends accepting the grant award and authorizing the Kingman Police Department to expend the funds for ballistic vests. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0**

**g. Approval of a License and Services Agreement with Tyler Technologies**

With the adoption of the FY16-17 Adopted Budget and Capital Improvement Plan, the Finance, Utility Billing and Payroll Software Conversion project is in the initial stages – selection of a system. In selecting a system for this project, the most important factor is that the new system be an “all-in-one” solution. In early 2016, staff reached out to Arizona municipalities to determine the systems that are used to provide similar services. Of the twenty municipalities contacted, seven systems were identified. Due to price and functionality requirements, only three were viable options: Innoprise, Caselle and Munis (a Tyler product). Staff believes that the RFP process would not change the outcome of the recommended selection since the same vendors who have already been vetted would have been asked to participate in the RFP process. Section 2-160 of the City’s procurement code allows for exceptions to the formal bidding process, of which sole source and cooperative purchasing are included as such. Each of these exceptions would apply to this purchase. Although Munis is not a custom product, it is the only product that meets the City’s criteria, meeting the sole source exception. Munis is a participant in the National Joint Powers Alliance and Mohave Educational Service Cooperative cooperative purchasing agencies, meeting the cooperative purchasing exception. If the City uses the sole source exception instead of the cooperative purchasing exception, Tyler is able to discount the license fees by \$53,010, resulting in a total implementation and conversion cost of \$499,078. This cost includes licenses, implementation, conversion, training, and UB scanners and printers. The annual maintenance fee of \$47,899 will be waived the first year. This project will be completed in phases with the primary focus this year being the implementation and conversion of the general ledger, fixed assets and purchasing systems and rolling out the reporting and document management tools. Implementation of the utility billing and payroll/human resources systems will not begin until late FY17 with an anticipated conversion date sometime in late FY18. **Staff recommends that the City Council approve the Tyler Technologies license and services agreement utilizing the sole source exception and authorizing the Mayor to sign the contract on the City’s behalf. MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0**

**h. Facility & Space Needs Assessment contract approval.**

Council previously directed City Manager to investigate the possibility of consolidating all city operations located downtown and KPD into one location at Palo Christi School campus. Staff initiated this process by procuring a consultant to conduct a facilities and operational space needs analysis of five downtown City facilities and the Kingman

Police Department. On August 12, 2016 the City received five qualified proposals from consulting firms around Arizona offering to complete this project. Our internal interview panel narrowed the field to the top three firms who were interviewed on September 8, 2016. Those firms are WSM Architects, Otwell Associates Architects and Corgan. The result of the interviews determined Corgan to be the highest ranking of the three firms. **Staff recommends awarding the attached contract to Corgan for a base fee of \$88,075.00 and not to exceed \$95,435.00 which includes travel and lodging, to complete a facility and operational space needs assessment.**

**MOTION TO APPROVE WAS PASSED BY A VOTE OF 7-0**

## 6. OLD BUSINESS

### a. **Consideration of a Change to the Contract with Buxton**

The staff has entered into contract negotiations with Buxton. The contract previously presented to the City Council was a one year contract. The staff presentation included a three-year service proposal from Buxton, but the contract was only for this fiscal year. Buxton desires to have a contract that states that it is a three-year contract that has an automatic renewal, but allow the the City to terminate by written notice at least 60-days (May 1st of each year) prior to the renewal date. Buxton is also wanting payment of 50-percent of the contract (\$30,000) upon signing the contract and then the final payment within 60-days of providing the City with the retail match list and marketing packages. Because these contract conditions are different than what was presented to the Council on October 4, 2016, staff wanted to bring these contract points back to the Council for its consideration. **Staff recommends approval of the conditions desired by Buxton.**

**MOTION TO HAVE PAYMENTS MADE \$30,000 UP FRONT AND \$15,000 AT 120 DAYS AND \$15,000 AT 180 DAYS PASSED BY A VOTE OF 7-0**

## 7. NEW BUSINESS

### a. **Ordinance No. 1820: Consideration of a Text Amendment to the Utility Regulations regarding the definition of sewer availability, ENG16-0041**

On September 22, the Municipal Utility Commission discussed a text amendment with respect to changing the definition of “Available” as it relates to existing homes utilizing onsite septic systems. The current rule requires existing homes with a failed septic system to connect to the City sewer system when their property is within 500 feet of an extendable sewer main. The proposed rule, which will apply to existing single family residences, will change the distance requirement from 500 feet to 250 feet. The current and proposed rules are included. The Municipal Utility Commission voted 5-0 to recommend approval of this text amendment at their September 22, 2016 meeting. **Staff recommends approval of Ordinance No. 1820.**

**MOTION TO ADOPT ORIDINANCE 1820 WAS PASSED BY A VOTE OF 7-0**

## 8. REPORTS

### a. **Board, Commission and Committee Reports by Council Liaisons**

### b. **Report from Youth Advisory Commission regarding travel to the League of Arizona Cities and Towns Annual Conference**

Members of the Youth Advisory Commission will provide a report to the Council regarding their participation in the League of Arizona Cities and Towns Annual Conference.

### c. **\*\*\*AMENDED\*\*\*Presentation from Linda Jackson of the IRS VITA Program**

Linda Jackson of the IRS Volunteer Income Tax Assistance (VITA) program will give a presentation to the Council to let the community know what this program is an how it is available for citizens to participate in.

**9. ANNOUNCEMENTS BY MAYOR, COUNCIL MEMBERS, CITY MANAGER**

*Limited to announcements, availability/attendance at conferences and seminars, requests for agenda items for future meetings.*

**ADJOURNMENT--- MOTION TO ADJOURN WAS PASSED BY A VOTE OF 7-0**