

# COUNCIL MEETING AGENDA

TUESDAY, JANUARY 14, 2014

Members may attend in person or by telephone

Ed Foster, Mayor  
Michael Jewitt, Vice Mayor

Carol Kelley  
Mark Orgeron  
Monica Timberlake

Norma Crooks  
Mary Scott

**Quartzsite Town Hall  
Council Chambers  
465 North Plymouth Avenue  
Quartzsite, Arizona**

**Regular Meeting  
9:00 a.m.**

### **SPEAKING TO THE COUNCIL**

*If you are interested in speaking to the Council during Public Hearings, Communications from Citizens, or other designated agenda items, you must fill out a speaker card (located on the table inside the front entrance to the Council Chambers) and deliver it to the Town Clerk prior to the convening of the meeting. Each individual will be limited to three (3) minutes for their remarks.*

*All persons attending the Council meeting, whether speaking to the Council or not, are expected to observe the Council Rules, as well as the rules of politeness, propriety, decorum and good conduct. Any person interfering with the meeting in any way, or acting rudely or loudly, will be asked to leave.*

### **CELL PHONES AND RECORDING DEVICES**

*As a courtesy to others please turn off or silence all cell phones or pagers. Reporters or others with recording devices need to be staged at the back of the public seating area.*

***The times listed for agenda items are estimated.  
Items may be discussed earlier or in a different sequence.***

<b>Est. Time</b>	<b>AGENDA ITEM</b>	<b>COUNCIL ACTION</b>
9:00	<b>CALL TO ORDER OF REGULAR MEETING</b>	
9:00 – 9:05	<b>INVOCATION AND PLEDGE OF ALLEGIANCE</b> <i>The invocation may be offered by a person of any religion, faith, belief or non-belief. Interested persons should contact the Clerk for further information.</i>	
9:05 – 9:06	<b>ROLL CALL</b>	
9:06 – 9:07	<b>APPROVAL/AMENDMENT OF AGENDA</b>	Discussion, possible action by MOTION.

9:07 – 9:10		<p><b>CONSENT AGENDA</b></p> <p><i>All items listed below are considered consent calendar items and may be approved by a single motion unless removed at the request of Council for further discussion/action. Other items on the agenda may be added to the consent calendar and approved under a single motion.</i></p>	
	1-a.	<p><b>LEDGER OF ACCOUNTS PAID</b> – Consider approval of check series 36636 - 36785, totaling \$200,347.52.</p>	Discussion; possible action by MOTION; may be acted upon with single motion.
	1-b.	<p><b>MINUTES</b> – Consider approval of the minutes of the Regular Meeting of December 23, 2013 and the Special Meeting of January 3, 2014</p>	Discussion; possible action by MOTION; may be acted upon with single motion.
		<p><b>ADMINISTRATIVE ITEMS</b></p> <p><i>Administrative items are for Council discussion and action. It is at the discretion of the majority of the Council regarding public input requests on any Administrative Item. Persons wishing to speak on an Administrative Item should complete a Request to Speak Form and indicate the Item they wish to address. Council may or may not accept public comment.</i></p>	
9:10 – 9:20	2.	<p><b>PLANNING &amp; ZONING COMMISSION ORDINANCE</b> – Discussion and possible adoption of an ordinance amending Ordinance No. 13-02 by changing the number of members on the Planning &amp; Zoning Commission from seven to five.</p>	Discussion, possible action by MOTION.
9:20 – 9:40	3.	<p><b>PLANNING &amp; ZONING COMMISSION INTERVIEWS AND POSSIBLE APPOINTMENTS</b> – Interview applicants for appointment to the Planning &amp; Zoning Commission. Discussion and consider possible appointments to the Planning &amp; Zoning Commission.</p>	Discussion, possible action by MOTION.

9:40 – 11:30	4.	<p><b>EXECUTIVE SESSION</b></p> <ul style="list-style-type: none"> <li>• Executive session pursuant to A.R.S. Section 38-431.03(A)(4) for discussion or consultation with the attorneys for the Town in order to consider its position and instruct its attorneys regarding the Quartzsite’s position in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation for <i>Linda Conley; Heriberto Dominguez and Yoami Dominguez; Stephen Frakes; James C. Kemp and Reyna Kemp; Michelle Norris; William Ponce; and Herlen Yeomans and Eloina Yeomans v. Town of Quartzsite, et al.</i></li> <li>• Executive session pursuant to A.R.S. Section 38-431.03(A)(4) for discussion or consultation with the attorneys for the Town in order to consider its position and instruct its attorneys regarding the Quartzsite’s position in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation for <i>Town of Parker and Town of Quartzsite v. La Paz County, et al.</i></li> <li>• Executive session pursuant to A.R.S. Section 38-431.03(A)(4) for discussion or consultation with the attorneys for the Town in order to consider its position and instruct its attorneys regarding the Quartzsite’s position in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation for <i>Desert Gardens v. Quartzsite.</i></li> <li>• Executive session pursuant to A.R.S. Section 38-431.03(A)(4) for discussion or consultation with the attorneys for the Town in order to consider its position and instruct its attorneys regarding the Quartzsite’s position in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation for <i>Jennifer and John Jones v. Town of Quartzsite, et al.</i></li> <li>• Executive session pursuant to A.R.S. Section 38-431.03(A)(4) for discussion or consultation with the attorneys for the Town in order to consider its position and instruct its attorneys regarding the Quartzsite’s position in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation for <i>Jennifer Jones v. Town of Quartzsite, et al.</i></li> </ul>	
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		<ul style="list-style-type: none"> <li>• Executive session pursuant to A.R.S. Section 38-431.03(A)(4) for discussion or consultation with the attorneys for the Town in order to consider its position and instruct its attorneys regarding the Quartzsite’s position in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation for <i>Janet Brannan v. Town of Quartzsite, et al.</i></li> <li>• Executive session pursuant to A.R.S. Section 38-431.03(A)(2) for discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law relating to (1) the acquisition of insurance coverage for Quartzsite and (2) attorney-client communications.</li> <li>• Executive session pursuant to A.R.S. Section 38-431.03(A)(1) for discussion or consideration of employment of Town Manager and review of applicants and questionnaires.</li> <li>• Executive session pursuant to A.R.S. Section 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney relating to administrative and discretionary personnel matters, Town Code designations and requirements and liability risks to members of the Town Council.</li> <li>• Executive session pursuant to A.R.S. Section 38-431.03(A)(4) for discussion or consultation with the attorneys for the Town in order to consider its position and instruct its attorneys regarding the Quartzsite’s position in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation for <i>Foster v. Town of Quartzsite, et al.</i></li> </ul>	
		<b>RETURN TO OPEN SESSION</b>	
11:30 – 11:45	5.	<b>TOWN MANAGER POSITION</b> – Discussion and possible action on next steps regarding the employment of a Town Manager.	Discussion, possible action by MOTION.

11:45 – 12:00	6.	<b>POLICE CHIEF JOB DESCRIPTION</b> – Consider approval of a proposed annual salary range and description for the position of Quartzsite Police Chief.	Discussion, possible action by MOTION.
12:00 – 12:15	7.	<b>OPEN PUBLIC RECORDS REQUESTS</b> – Discussion of open public records requests.	Discussion only.
		<b>COMMUNICATIONS</b>	
12:15 – 12:20	8.	Announcements and Reports from the MAYOR on current events.	
12:20 – 12:25	9.	Announcements and Reports from the COUNCIL on current events.	
12:25 - 12:30	10.	Reports from the TOWN MANAGER to the Council.	
12:30 - 12:45		<b>COMMUNICATIONS FROM CITIZENS</b>  <i>At this time, members of the public may comment on matters within the jurisdiction of the Town but not on the agenda. For the official record, individuals must state their name. <b>There is a 3 minute limit for each speaker.</b> The Council's response is limited to responding to criticism, asking staff to review a matter commented upon, or asking that a matter be put on a future agenda.</i>	
12:45		<b>ADJOURN</b>	MOTION to adjourn.

**Certification of Posting**

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Quartzsite Town Hall, 465 N. Plymouth Ave, Quartzsite, AZ, U.S. Post Office, 80 W. Main Street, Quartzsite, AZ and The Senior Center, 40 Moon Mountain Ave, Quartzsite, AZ, on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, at \_\_\_\_\_ a.m./p.m. in accordance with the statement filed by the Town of Quartzsite with the Town Clerk, Town of Quartzsite.

By: \_\_\_\_\_, Town Clerk's Office.

RECEIVED

JAN 06 2014



TOWN OF QUARTZSITE

QUARTZSITE CHILDREN'S LIBRARY  
Statistical Report December, 2013

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Computer Questions	116
Reference Questions	64
Information	91
Computer Use	300
Wireless Use	0
New Patrons Registered	0
Meeting Room Use	0
Donations	39

QUARTZSITE PUBLIC LIBRARY  
Statistical Report December, 2013

<b>Total Number of Patrons</b>	<b>5,603</b>
<b>Adult Fiction</b>	<b>1,058</b>
<b>Adult Non Fiction</b>	<b>308</b>
<b>Paperbacks</b>	<b>513</b>
<b>Large Print</b>	<b>586</b>
<b>E-Books</b>	<b>1,020</b>
<b>Arizona Books</b>	<b>59</b>
<b>Foreign Language</b>	<b>2</b>
<b>ILL Sent to other Libraries</b>	<b>7</b>
<b>ILL. Received from other Libraries</b>	<b>0</b>
<b>TOTAL ADULT BOOKS</b>	<b>3,553</b>
<b>Young Adult Fiction</b>	<b>29</b>
<b>Young Adult Non-Fiction</b>	<b>0</b>
<b>Juvenile Fiction</b>	<b>16</b>
<b>Juvenile Non-Fiction</b>	<b>2</b>
<b>Kids Computer Use</b>	<b>54</b>
<b>Graphic Novel</b>	<b>1</b>
<b>MISCELLANEOUS</b>	
<b>Puzzles</b>	<b>8</b>
<b>DVD</b>	<b>1,300</b>
<b>VHS</b>	<b>404</b>
<b>CD Audio</b>	<b>99</b>
<b>Audio Cassettes</b>	<b>43</b>
<b>TOTAL CIRCULATION</b>	<b>1,956</b>
<b>Computer Questions</b>	<b>460</b>
<b>Reference Questions</b>	<b>348</b>
<b>Information</b>	<b>329</b>
<b>Computer Use</b>	<b>1,196</b>
<b>Wireless Usage</b>	<b>658</b>
<b>New Patrons Registered</b>	<b>67</b>
<b>Meeting Room Use</b>	<b>80</b>
<b>Donations</b>	<b>745</b>



Hello again, Billie Fowler  
 Contact information  
 Preferences  
 Users  
 Log out

Southwest Valley Library Consortium (AZ)

Estimated content credit\*: \$1,000.36

Prices shown in USD

Search...



One Copy / One User & Metered Access

Simultaneous Use

Purchase Content Credit

SELECT EXPRESS |  LOCAL CONTENT |  MARC |  REPORTS

INVOICING | NEWS 5 | PROMOTION | SUPPORT

## Library statistics

Website Standard and mobile

### Collection

From inception through: 12/31/2013

#### One Copy/One User

Adv. = Advantage, across all Advantage accounts  
 Cons. = Consortium

Format	Adv. titles	Adv. copies	Cons. titles	Cons. copies
Audiobook	1	1	677	685
eBook	13	13	3,727	3,786
<b>Total</b>	<b>14</b>	<b>14</b>	<b>4,404</b>	<b>4,471</b>

#### Metered Access, expiring content

Format	Adv. titles	Adv. copies	Cons. titles	Cons. copies
Audiobook	0	0	6	6
eBook	0	0	112	112
<b>Total</b>	<b>0</b>	<b>0</b>	<b>118</b>	<b>118</b>

#### Metered Access, licensed content

Format	Adv. titles	Adv. licenses purchased	Cons. titles	Cons. licenses purchased
eBook	13	676	1,013	27,248
<b>Total</b>	<b>13</b>	<b>676</b>	<b>1,013</b>	<b>27,248</b>

### User activity

From 12/1/2013 through 12/31/2013

Unique users with titles checked out: 387

#### Checkouts

Format	Count
Audiobook	245
eBook	1,375
<b>Total</b>	<b>1,620</b>

#### Holds

Format	Count
Audiobook	33
eBook	255
<b>Total</b>	<b>288</b>

## MONTHLY MAGISTRATE ACTIVITY REPORT

MONTH OF: DECEMBER 2013

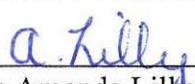
	Prior Year	Current Year
Civil Traffic Action Filed	38	63
Criminal Traffic Action Filed	8	5
Misdemeanor Cases Filed	17	8
Initial Appearances Handled	9	17
Trials and Pre-Trials Held	20	11
Civil Traffic Closings	70	77
Criminal Traffic Closings	9	11
Misdemeanor Cases Closed	3	8
Warrants Issued	8	0
Warrants Closed	4	2
Harassment or Orders of Protection	13	1
Revenue Generated by Court	\$8,808.10	\$11,664.54
Total Collected	\$16,415.54	\$20,361.09

Comments:

Total collected does not include Bonds received per the Court

Filed as per Section 5-2-3:  
Subsection E

Preparer: 

  
Honorable Amanda Lilly, Magistrate





## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, January 14, 2014

**Agenda Item #1-a.** Consider approval of check series 36636 - 36785, totaling \$200,347.52.

**Summary:** The Quartzsite Town Council Procedure Policy states that at least once each month the Council shall review a list of all the bills paid, and may ask for clarification at any time.

The Procedure Policy also states the Council should designate the check numbers being approved.

**Responsible Person:** Laura Bruno, Town Manager

**Attachment:** Ledger of Accounts Paid: check series 36636 - 36785.

**Action Requested:** Motion to approve the Ledger of Accounts Paid; Check series 36636 - 36785.

**Quartzsite Town Council Meeting of  
JANUARY 14, 2014  
Check Register/ Revenue/ Consent Agenda**

**Horizon Community Bank- Begin Ck# 36636 - 36785**

**Balances on all cash accounts as of January 8, 2014**

Checking Account	\$	1,948,577.33
LGIP Account	\$	686,505.95
WIFA Debt Reserve Account	\$	185,156.46

<b>Total Expensed Dollar Amount for Consent Agenda</b>	<b>\$</b>	<b>265,582.92</b>
<b>Total Payroll for Pay Period Ending 12/21/13</b>	<b>\$</b>	<b>65,235.40</b>
<b>YTD Total Revenue Dollar Amount for Consent Agenda</b>	<b>\$</b>	<b>776,626.90</b>
<b>YTD Total Sewer Sales Revenue as of 01/08/14</b>	<b>\$</b>	<b>344,621.24</b>
<b>YTD Total Sewer Cap Revenue as of 01/08/14</b>	<b>\$</b>	<b>4,596.44</b>
<b>YTD Total Water Sales Revenue as of 01/08/14</b>	<b>\$</b>	<b>424,156.50</b>
<b>YTD Total Water Cap Revenue as of 01/08/14</b>	<b>\$</b>	<b>3,252.72</b>

## Report Criteria:

Report type: GL detail

Check Check Number = 36636-36785

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>36656</b>						
12/26/2013	36656	A&M Auto Parts	366.35	Auto Parts for PW Dept	03-220-5025	366.35
12/26/2013	36656	A&M Auto Parts	53.63	Auto Parts	03-220-5029	53.63
12/26/2013	36656	A&M Auto Parts	231.90	Shop Auto/Maintenance Parts	03-220-5047	231.90
12/26/2013	36656	A&M Auto Parts	207.42	Auto/Maintenance Parts	03-220-5060	207.42
12/26/2013	36656	A&M Auto Parts	15.59	Auto Parts for Admin	01-130-5025	15.59
12/26/2013	36656	A&M Auto Parts	3,320.15	Auto Parts for QPD	01-140-5025	3,320.15
12/26/2013	36656	A&M Auto Parts	15.59	Auto Parts Comm Dev	01-160-5025	15.59
12/26/2013	36656	A&M Auto Parts	247.43	Auto Parts for Parks Dept	01-180-5025	247.43
12/26/2013	36656	A&M Auto Parts	15.59	Auto Parts for Transit	01-230-5025	15.59
12/26/2013	36656	A&M Auto Parts	15.59	Auto Parts for WW Dept	15-500-5025	15.59
12/26/2013	36656	A&M Auto Parts	15.59	Auto Parts for Water Dept	16-550-5025	15.59
Total 36656:			<u>4,504.83</u>			
<b>36657</b>						
12/26/2013	36657	ABM	439.20	Consultant Svcs for Community D	01-160-5032	439.20
Total 36657:			<u>439.20</u>			
<b>36658</b>						
12/26/2013	36658	APS	1,085.24	Electric Service	03-220-5049	1,085.24
Total 36658:			<u>1,085.24</u>			
<b>36659</b>						
12/26/2013	36659	Ashley Hopkins	1,022.00	Bond Refund	01-000-2211	1,022.00
Total 36659:			<u>1,022.00</u>			
<b>36660</b>						
12/26/2013	36660	Atkins	30,000.00	Wastewater Expansion	52-216-5103	30,000.00
12/26/2013	36660	Atkins	17,483.04	Water Dept - Engineering Svc Fee	16-550-5037	17,483.04
12/26/2013	36660	Atkins	7,967.10	Community Dev Engineering Svc	01-160-5037	7,967.10
12/26/2013	36660	Atkins	24,207.70	PW Dept - Engineering Svcs	03-220-5103	24,207.70
Total 36660:			<u>79,657.84</u>			
<b>36661</b>						
12/26/2013	36661	Bus. Forms & Acct. System	188.00	2013 W2's & 1099 Forms w/Envel	01-130-5021	188.00
Total 36661:			<u>188.00</u>			
<b>36662</b>						
12/26/2013	36662	C & B Lock and Key	66.25	Labor & Services on F150 for Wat	15-500-5025	66.25
12/26/2013	36662	C & B Lock and Key	66.25	Labor & Services on F150 for Wat	16-550-5025	66.25
12/26/2013	36662	C & B Lock and Key	39.15	Services for Town Hall	01-130-5021	39.15
Total 36662:			<u>171.65</u>			
<b>36663</b>						
12/26/2013	36663	C&D Disposal	103.90	4Yd Commercial Bin Fee	01-180-5035	103.90

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 36663:			103.90			
<b>36664</b>						
12/26/2013	36664	Chuck M. Dickens	1,000.00	Hydrogeologic Consulting Svcs-B	16-550-5036	1,000.00
Total 36664:			1,000.00			
<b>36665</b>						
12/26/2013	36665	Curtis, Goodwin, Sullivan,	9,243.22	General Council Services for Nov	01-120-5072	9,243.22
12/26/2013	36665	Curtis, Goodwin, Sullivan,	10,750.33	Special Council Services for Nov	01-120-5072	10,750.33
Total 36665:			19,993.55			
<b>36666</b>						
12/26/2013	36666	Cyle Johnson Electric	2,833.33	Maintenance & Equip. Replaceme	15-500-5091	2,833.33
Total 36666:			2,833.33			
<b>36667</b>						
12/26/2013	36667	Diamond Brooks Bottled W	8.20	Bulk Water Service	03-220-5035	8.20
Total 36667:			8.20			
<b>36668</b>						
12/26/2013	36668	Employers Direct Health	.95	Aggregate Employer Insurance	01-110-5016	.95
12/26/2013	36668	Employers Direct Health	23.28	Aggregate Employer Insurance	01-130-5016	23.28
12/26/2013	36668	Employers Direct Health	97.48	Aggregate Employer Insurance	01-140-5016	97.48
12/26/2013	36668	Employers Direct Health	30.91	Aggregate Employer Insurance	01-150-5016	30.91
12/26/2013	36668	Employers Direct Health	23.78	Aggregate Employer Insurance	01-160-5016	23.78
12/26/2013	36668	Employers Direct Health	21.40	Aggregate Employer Insurance	01-170-5016	21.40
12/26/2013	36668	Employers Direct Health	11.41	Aggregate Employer Insurance	01-180-5016	11.41
12/26/2013	36668	Employers Direct Health	57.54	Aggregate Employer Insurance	03-220-5016	57.54
12/26/2013	36668	Employers Direct Health	4.76	Aggregate Employer Insurance	01-230-5016	4.76
12/26/2013	36668	Employers Direct Health	6.18	Aggregate Employer Insurance	01-181-5016	6.18
12/26/2013	36668	Employers Direct Health	8.57	Aggregate Employer Insurance	15-500-5016	8.57
12/26/2013	36668	Employers Direct Health	27.58	Aggregate Employer Insurance	16-550-5016	27.58
Total 36668:			304.32			
<b>36669</b>						
12/26/2013	36669	Geophysical Logging Servi	903.00	Video of the Quail Trail Well	16-550-5091	903.00
Total 36669:			903.00			
<b>36670</b>						
12/26/2013	36670	George Suntjens	500.00	Bond Refund	01-000-2211	500.00
Total 36670:			500.00			
<b>36671</b>						
12/26/2013	36671	Gold Star Engraving & Awa	43.14	Plaque for R. Paterson	01-140-5022	43.14
Total 36671:			43.14			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>36672</b>						
12/26/2013	36672	GovDeals, Inc.	374.62	Auction Fee: 4 Vehicles for QPD	01-140-5035	374.62
12/26/2013	36672	GovDeals, Inc.	7.50	Auction Fee: Misc Office Supplies	01-150-5035	7.50
Total 36672:			<u>382.12</u>			
<b>36673</b>						
12/26/2013	36673	H.D.S. Safety Services, Inc	165.00	Drug Consortium/PHX for CDL Lic	16-550-5084	165.00
12/26/2013	36673	H.D.S. Safety Services, Inc	165.00	Drug Consortium/PHX for CDL Lic	15-500-5051	165.00
12/26/2013	36673	H.D.S. Safety Services, Inc	330.00	Drug Consortium/PHX for CDL Lic	03-220-5051	330.00
Total 36673:			<u>660.00</u>			
<b>36674</b>						
12/26/2013	36674	Herbs Hardware, Inc.	285.50	Maintenance & Repair Parts	03-220-5060	285.50
12/26/2013	36674	Herbs Hardware, Inc.	6.93	Maintenance & Repair Parts	01-140-5022	6.93
12/26/2013	36674	Herbs Hardware, Inc.	347.19	Maintenance & Repair Parts	01-180-5060	347.19
12/26/2013	36674	Herbs Hardware, Inc.	1.86	Maintenance & Repair Parts	15-500-5022	1.86
12/26/2013	36674	Herbs Hardware, Inc.	100.59	Maintenance & Repair Parts	15-500-5060	100.59
12/26/2013	36674	Herbs Hardware, Inc.	116.98	Maintenance & Repair Parts	16-550-5060	116.98
Total 36674:			<u>859.05</u>			
<b>36675</b>						
12/26/2013	36675	Idexx Distribution, Inc.	143.46	Lab Supplies for WWTP	15-500-5091	143.46
Total 36675:			<u>143.46</u>			
<b>36676</b>						
12/26/2013	36676	Johnson Refrigeration, INC	350.00	Crane Service at WWTP	15-500-5091	350.00
Total 36676:			<u>350.00</u>			
<b>36677</b>						
12/26/2013	36677	Kent & Ryan PLC	1,005.00	Indigent Defense Attorney Fees	01-150-5074	1,005.00
Total 36677:			<u>1,005.00</u>			
<b>36678</b>						
12/26/2013	36678	La Paz County Landfill	183.62	Town Clean-Up	01-160-5022	183.62
12/26/2013	36678	La Paz County Landfill	183.63	Town Clean-Up	03-220-5029	183.63
Total 36678:			<u>367.25</u>			
<b>36679</b>						
12/26/2013	36679	La Paz County Recorder	9.00	Recording of Ordinance 13-05	01-130-5035	9.00
Total 36679:			<u>9.00</u>			
<b>36680</b>						
12/26/2013	36680	Law Office Of Fred H. Welc	1,200.00	Indigent Defense Attorney Fees	01-150-5074	1,200.00
Total 36680:			<u>1,200.00</u>			
<b>36681</b>						
12/26/2013	36681	Lawson Products, Inc.	255.55	Shop Supplies for PW Dept	03-220-5047	255.55

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 36681:			255.55			
<b>36682</b>						
12/26/2013	36682	Main Street Eatery	106.58	Cider, Cocoa & Cookies-Light Par	01-145-5044	106.58
Total 36682:			106.58			
<b>36683</b>						
12/26/2013	36683	Mathew Bender & Co., Inc	224.83	13-14 Law Books for QPD	01-140-5051	224.83
Total 36683:			224.83			
<b>36684</b>						
12/26/2013	36684	Mccarthy Integrated Syste	472.07	Rotameter for Kofa Well	16-550-5052	472.07
Total 36684:			472.07			
<b>36685</b>						
12/26/2013	36685	Mickelson & Ray, Inc.	115.00	Hi Jolly Niche Engraving	01-181-5062	115.00
Total 36685:			115.00			
<b>36686</b>						
12/26/2013	36686	Northern Safety Co.	34.34	First Aid Kits: Town Hall	01-130-5021	34.34
Total 36686:			34.34			
<b>36687</b>						
12/26/2013	36687	Oscar Villafana	1,751.61	Paint, Detail & Polish 2010 Chevy	01-140-5025	1,751.61
Total 36687:			1,751.61			
<b>36688</b>						
12/26/2013	36688	Palo Verde Valley Times	51.06	Ad for PT Recreation Assistant	01-185-5035	51.06
Total 36688:			51.06			
<b>36689</b>						
12/26/2013	36689	Parker Motor Co.	54.44	Vehicle Maint #1423 for QPD	01-140-5025	54.44
Total 36689:			54.44			
<b>36690</b>						
12/26/2013	36690	Pitney Bowes Inc	674.05	Postal MeterRental Qrtly Charges	01-130-5038	674.05
Total 36690:			674.05			
<b>36691</b>						
12/26/2013	36691	Purchase Power	71.43	Postage Refill	01-130-5021	71.43
12/26/2013	36691	Purchase Power	71.43	Postage Refill	01-140-5021	71.43
12/26/2013	36691	Purchase Power	71.43	Postage Refill	01-150-5042	71.43
12/26/2013	36691	Purchase Power	71.42	Postage Refill	01-160-5042	71.42
12/26/2013	36691	Purchase Power	71.43	Postage Refill	03-220-5042	71.43
12/26/2013	36691	Purchase Power	71.43	Postage Refill	15-500-5042	71.43
12/26/2013	36691	Purchase Power	71.43	Postage Refill	16-550-5042	71.43

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 36691:			500.00			
<b>36692</b>						
12/26/2013	36692	Quartzsite Cap & Embroide	105.70	16-Work Shirts Embroidered for	01-180-5019	105.70
Total 36692:			105.70			
<b>36693</b>						
12/26/2013	36693	Quill Corporation	73.31	Office Supplies: Admin	01-130-5021	73.31
12/26/2013	36693	Quill Corporation	33.28	Office Supplies: Magistrate Court	01-150-5021	33.28
12/26/2013	36693	Quill Corporation	8.31	Office Supplies: Comm Dev	01-160-5021	8.31
12/26/2013	36693	Quill Corporation	94.62	Office Supplies: QPD	01-140-5022	94.62
12/26/2013	36693	Quill Corporation	22.84	Office Supplies: Water Dept	16-550-5021	22.84
12/26/2013	36693	Quill Corporation	22.85	Office Supplies: WW Dept	15-500-5021	22.85
12/26/2013	36693	Quill Corporation	396.65	Office Supplies: PW Dept	03-220-5022	396.65
Total 36693:			651.86			
<b>36694</b>						
12/26/2013	36694	River City Newspapers	47.00	Notice of Intent t Request Release	16-550-5033	47.00
Total 36694:			47.00			
<b>36695</b>						
12/26/2013	36695	Road Runner Sanitary Sup	19.07	Janitorial Supplies	01-130-5021	19.07
12/26/2013	36695	Road Runner Sanitary Sup	19.08	Janitorial Supplies	01-140-5034	19.08
12/26/2013	36695	Road Runner Sanitary Sup	19.08	Janitorial Supplies	01-150-5034	19.08
12/26/2013	36695	Road Runner Sanitary Sup	19.08	Janitorial Supplies	01-160-5034	19.08
12/26/2013	36695	Road Runner Sanitary Sup	19.08	Janitorial Supplies	01-170-5034	19.08
12/26/2013	36695	Road Runner Sanitary Sup	33.79	Janitorial Supplies	03-220-5022	33.79
12/26/2013	36695	Road Runner Sanitary Sup	19.08	Janitorial Supplies	15-500-5034	19.08
12/26/2013	36695	Road Runner Sanitary Sup	19.08	Janitorial Supplies	16-550-5034	19.08
Total 36695:			167.34			
<b>36696</b>						
12/26/2013	36696	Rush Signs	96.00	Magnetic Vehicle Signs- Citizens	01-140-5035	96.00
12/26/2013	36696	Rush Signs	280.00	Vehicle Lettering on #1407 for QP	01-140-5025	280.00
Total 36696:			376.00			
<b>36697</b>						
12/26/2013	36697	Tamco Capital Corp.	52.82	Phone Services	01-110-5061	52.82
12/26/2013	36697	Tamco Capital Corp.	527.72	Phone Services	01-130-5061	527.72
12/26/2013	36697	Tamco Capital Corp.	580.53	Phone Services	01-140-5061	580.53
12/26/2013	36697	Tamco Capital Corp.	211.26	Phone Services	01-150-5061	211.26
12/26/2013	36697	Tamco Capital Corp.	158.45	Phone Services	01-160-5061	158.45
12/26/2013	36697	Tamco Capital Corp.	158.45	Phone Services	01-170-5061	158.45
12/26/2013	36697	Tamco Capital Corp.	105.63	Phone Services	01-185-5061	105.63
12/26/2013	36697	Tamco Capital Corp.	158.45	Phone Services	03-220-5061	158.45
12/26/2013	36697	Tamco Capital Corp.	105.63	Phone Services	15-500-5061	105.63
12/26/2013	36697	Tamco Capital Corp.	105.63	Phone Services	16-550-5061	105.63
Total 36697:			2,164.57			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>36698</b>						
12/26/2013	36698	Taser International	228.58	Battery Packs for QPD	01-140-5060	228.58
Total 36698:			228.58			
<b>36699</b>						
12/26/2013	36699	TDS Telecom	324.35	Telephone Service	01-130-5048	324.35
12/26/2013	36699	TDS Telecom	353.85	Telephone Service	01-140-5048	353.85
12/26/2013	36699	TDS Telecom	236.79	Telephone Service	01-150-5048	236.79
12/26/2013	36699	TDS Telecom	60.63	Telephone Service	01-160-5048	60.63
12/26/2013	36699	TDS Telecom	291.35	Telephone Service	01-170-5048	291.35
12/26/2013	36699	TDS Telecom	171.56	Telephone Service	03-220-5048	171.56
12/26/2013	36699	TDS Telecom	212.96	Telephone Service	15-500-5048	212.96
12/26/2013	36699	TDS Telecom	198.16	Telephone Service	16-550-5048	198.16
Total 36699:			1,849.65			
<b>36700</b>						
12/26/2013	36700	Teledyne Isco, Inc.	72.36	Operation/System Maint. Supplie	15-500-5091	72.36
Total 36700:			72.36			
<b>36701</b>						
12/26/2013	36701	Terry Pearson	55.00	Medical Examine & CDL Permit	15-500-5035	55.00
12/26/2013	36701	Terry Pearson	55.00	Medical Examine & CDL Permit	16-550-5035	55.00
Total 36701:			110.00			
<b>36702</b>						
12/26/2013	36702	Universal Police Supply Co	59.51	Uniform Allowance - R. Villafana	01-140-5019	59.51
12/26/2013	36702	Universal Police Supply Co	693.99	Uniform Allowance - R. Brady	01-140-5019	693.99
12/26/2013	36702	Universal Police Supply Co	15.00	Uniform Allowance - H. Tanakeyo	01-140-5019	15.00
Total 36702:			768.50			
<b>36703</b>						
12/26/2013	36703	V & V Manufacturing, Inc	245.90	Retired Badge for R. Paterson	01-140-5019	245.90
Total 36703:			245.90			
<b>36704</b>						
12/26/2013	36704	Working Class Clothes	95.18	Uniform Allowance for T. Thomas	01-180-5019	95.18
Total 36704:			95.18			
<b>36706</b>						
12/26/2013	36706	Connected Computer & Re	108.12	Tech Services for Admin	01-130-5035	108.12
12/26/2013	36706	Connected Computer & Re	108.12	Tech Services for Library	01-170-5035	108.12
12/26/2013	36706	Connected Computer & Re	637.24	Tech Svcs at QPD - Phone Patch	01-140-5048	637.24
Total 36706:			853.48			
<b>36707</b>						
01/03/2014	36707	APS	2,048.64	Electric Service	01-130-5048	2,048.64
01/03/2014	36707	APS	371.13	Electric Service	01-140-5048	371.13
01/03/2014	36707	APS	744.97	Electric Service	01-170-5048	744.97

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
01/03/2014	36707	APS	372.49	Electric Service	01-150-5048	372.49
01/03/2014	36707	APS	368.47	Electric Service	01-180-5048	368.47
01/03/2014	36707	APS	242.60	Electric Service	03-220-5048	242.60
01/03/2014	36707	APS	569.30	Electric Service	03-220-5049	569.30
01/03/2014	36707	APS	10,535.35	Electric Service	15-500-5048	10,535.35
01/03/2014	36707	APS	841.31	Electric Service	01-185-5048	841.31
01/03/2014	36707	APS	6,958.09	Electric Service	16-550-5048	6,958.09
Total 36707:			23,052.35			
<b>36708</b>						
01/03/2014	36708	Blue Cross& Blue Shield O	2,304.78	Employee Medical - Payroll Dedu	01-000-2208	2,304.78
01/03/2014	36708	Blue Cross& Blue Shield O	366.75	Employee Medical	01-110-5016	366.75
01/03/2014	36708	Blue Cross& Blue Shield O	1,030.53	Employee Medical	01-130-5016	1,030.53
01/03/2014	36708	Blue Cross& Blue Shield O	4,113.59	Employee Medical	01-140-5016	4,113.59
01/03/2014	36708	Blue Cross& Blue Shield O	1,461.75	Employee Medical	01-150-5016	1,461.75
01/03/2014	36708	Blue Cross& Blue Shield O	667.31	Employee Medical	01-160-5016	667.31
01/03/2014	36708	Blue Cross& Blue Shield O	916.85	Employee Medical	01-170-5016	916.85
01/03/2014	36708	Blue Cross& Blue Shield O	472.16	Employee Medical	01-180-5016	472.16
01/03/2014	36708	Blue Cross& Blue Shield O	368.21	Employee Medical	01-185-5016	368.21
01/03/2014	36708	Blue Cross& Blue Shield O	3,064.09	Employee Medical	03-220-5016	3,064.09
01/03/2014	36708	Blue Cross& Blue Shield O	590.20	Employee Medical	01-230-5016	590.20
01/03/2014	36708	Blue Cross& Blue Shield O	255.75	Employee Medical	01-181-5016	255.75
01/03/2014	36708	Blue Cross& Blue Shield O	872.56	Employee Medical	15-500-5016	872.56
01/03/2014	36708	Blue Cross& Blue Shield O	1,266.02	Employee Medical	16-550-5016	1,266.02
Total 36708:			17,750.55			
<b>36709</b>						
01/03/2014	36709	Charles R. Oldham	250.00	Refund: Board of Adjustment	01-000-4220	250.00
Total 36709:			250.00			
<b>36710</b>						
01/03/2014	36710	Fedex	23.59	2Day for Community Dev	01-160-5042	23.59
Total 36710:			23.59			
<b>36711</b>						
01/03/2014	36711	Hugh, Bryant	37.50	Medical Exam for CDL	15-500-5035	37.50
01/03/2014	36711	Hugh, Bryant	37.50	Medical Exam for CDL	16-550-5035	37.50
Total 36711:			75.00			
<b>36712</b>						
01/03/2014	36712	Inland Builders Supply, Inc.	122.12	Christmas Lights & Other Supplie	01-180-5022	122.12
01/03/2014	36712	Inland Builders Supply, Inc.	215.84	Christmas Lights, Timer & Other S	01-180-5022	215.84
01/03/2014	36712	Inland Builders Supply, Inc.	259.18	2-Recip Saws for Parks Dept	01-180-5060	259.18
01/03/2014	36712	Inland Builders Supply, Inc.	37.78	2-Outdoor Timers for Parks Dept	01-180-5086	37.78
Total 36712:			634.92			
<b>36713</b>						
01/03/2014	36713	Jack Pots Portables, Inc.	190.53	Porta Potties for Qtz Park	01-180-5043	190.53

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 36713:			190.53			
<b>36714</b>						
01/03/2014	36714	Jeff Gilbert	269.33	Deposition November 2013	01-140-5043	269.33
Total 36714:			269.33			
<b>36715</b>						
01/03/2014	36715	Judge, Kimberlin	23.76	Over Chrg-Med. Ins. Coverage 10	01-000-2208	23.76
Total 36715:			23.76			
<b>36716</b>						
01/03/2014	36716	Kansas State Bank	150.08	Konica Minolta Bizhub C654 Copi	01-130-5058	150.08
01/03/2014	36716	Kansas State Bank	54.10	Konica Minolta Bizhub C654 Copi	01-130-5057	54.10
Total 36716:			204.18			
<b>36717</b>						
01/03/2014	36717	Legend Technical Services	209.70	Monthly APP/AZPDES	15-500-5039	209.70
Total 36717:			209.70			
<b>36718</b>						
01/03/2014	36718	Nora, Yackley	29.04	Over Chrg-Med. Ins. Coverage 10	01-000-2208	29.04
Total 36718:			29.04			
<b>36719</b>						
01/03/2014	36719	Oscar Villafana	763.86	Body/Paint-'07 Crown Vic #1421	01-140-5025	763.86
Total 36719:			763.86			
<b>36720</b>						
01/03/2014	36720	Parker Oil Products	120.25	Fuel - Comm Dev	01-160-5024	120.25
01/03/2014	36720	Parker Oil Products	2,836.85	Fuel - QPD	01-140-5024	2,836.85
01/03/2014	36720	Parker Oil Products	662.44	Fuel-Parks Dept	01-180-5024	662.44
01/03/2014	36720	Parker Oil Products	1,346.94	Fuel-PW Dept	03-220-5024	1,346.94
01/03/2014	36720	Parker Oil Products	994.73	Fuel-Transit	01-230-5024	994.73
01/03/2014	36720	Parker Oil Products	604.81	Fuel-WW Dept	15-500-5024	604.81
01/03/2014	36720	Parker Oil Products	549.31	Fuel-Water Dept	16-550-5024	549.31
Total 36720:			7,115.33			
<b>36721</b>						
01/03/2014	36721	Principal Financial Group	756.64	Payroll Payables	01-000-2209	756.64
01/03/2014	36721	Principal Financial Group	39.66	Cobra Payables	01-000-2300	39.66
01/03/2014	36721	Principal Financial Group	4.92	Employee Dental Insurance	01-110-5016	4.92
01/03/2014	36721	Principal Financial Group	138.41	Employee Dental Insurance	01-130-5016	138.41
01/03/2014	36721	Principal Financial Group	587.96	Employee Dental Insurance	01-140-5016	587.96
01/03/2014	36721	Principal Financial Group	211.57	Employee Dental Insurance	01-150-5016	211.57
01/03/2014	36721	Principal Financial Group	83.64	Employee Dental Insurance	01-160-5016	83.64
01/03/2014	36721	Principal Financial Group	209.25	Employee Dental Insurance	01-170-5016	209.25
01/03/2014	36721	Principal Financial Group	58.99	Employee Dental Insurance	01-180-5016	58.99
01/03/2014	36721	Principal Financial Group	487.53	Employee Dental Insurance	01-181-5016	487.53

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
01/03/2014	36721	Principal Financial Group	24.04	Employee Dental Insurance	01-230-5016	24.04
01/03/2014	36721	Principal Financial Group	36.87	Employee Dental Insurance	03-220-5016	36.87
01/03/2014	36721	Principal Financial Group	113.78	Employee Dental Insurance	15-500-5016	113.78
01/03/2014	36721	Principal Financial Group	208.04	Employee Dental Insurance	16-550-5016	208.04
Total 36721:			2,903.38			
<b>36722</b>						
01/03/2014	36722	Purchase Power	79.00	Postage Refill	01-130-5042	79.00
01/03/2014	36722	Purchase Power	78.99	Postage Refill	01-140-5042	78.99
01/03/2014	36722	Purchase Power	78.99	Postage Refill	01-150-5042	78.99
01/03/2014	36722	Purchase Power	78.99	Postage Refill	01-160-5042	78.99
01/03/2014	36722	Purchase Power	78.99	Postage Refill	03-220-5042	78.99
01/03/2014	36722	Purchase Power	79.00	Postage Refill	15-500-5042	79.00
01/03/2014	36722	Purchase Power	79.00	Postage Refill	16-550-5042	79.00
Total 36722:			552.96			
<b>36723</b>						
01/03/2014	36723	Quill Corporation	174.92	Office Supplies: Admin	01-130-5022	174.92
01/03/2014	36723	Quill Corporation	17.59	Office Supplies: QPD	01-140-5021	17.59
01/03/2014	36723	Quill Corporation	6.11	Office Supplies: Water Dept	15-500-5022	6.11
01/03/2014	36723	Quill Corporation	6.11	Office Supplies: WW Dept	16-550-5022	6.11
01/03/2014	36723	Quill Corporation	6.11	Office Supplies: Comm Dev	01-160-5022	6.11
Total 36723:			210.84			
<b>36724</b>						
01/03/2014	36724	Safetyline	109.70	Org Class 2 Towing Jacket for Par	01-180-5019	109.70
Total 36724:			109.70			
<b>36725</b>						
01/03/2014	36725	Schultz, James	81.65	Over Chrg-Med. Ins Coverage 10/	01-000-2208	81.65
Total 36725:			81.65			
<b>36726</b>						
01/03/2014	36726	Sonoran Integrations	85.00	Tech Assistant w/Phones	01-130-5035	85.00
Total 36726:			85.00			
<b>36727</b>						
01/03/2014	36727	Vision Service Plan	273.56	Employee Payroll Deduction	01-000-2209	273.56
Total 36727:			273.56			
<b>36728</b>						
01/03/2014	36728	Wasp Barcode Technologi	1,132.37	Barcode Scanner, Printer & Label	30-209-5061	1,132.37
Total 36728:			1,132.37			
<b>36760</b>						
01/08/2014	36760	ABM	618.64	Consultant Svcs for Comm Devel	01-160-5032	618.64

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 36760:			618.64			
<b>36761</b>						
01/08/2014	36761	ACC Business	12.92	Phone Services	01-110-5048	12.92
01/08/2014	36761	ACC Business	129.22	Phone Services	01-130-5048	129.22
01/08/2014	36761	ACC Business	142.04	Phone Services	01-140-5048	142.04
01/08/2014	36761	ACC Business	51.69	Phone Services	01-150-5048	51.69
01/08/2014	36761	ACC Business	38.82	Phone Services	01-160-5048	38.82
01/08/2014	36761	ACC Business	25.94	Phone Services	01-185-5048	25.94
01/08/2014	36761	ACC Business	38.82	Phone Services	03-220-5048	38.82
01/08/2014	36761	ACC Business	25.94	Phone Services	15-500-5048	25.94
01/08/2014	36761	ACC Business	25.94	Phone Services	16-550-5048	25.94
Total 36761:			491.33			
<b>36762</b>						
01/08/2014	36762	Alsco - Steiner Corp	176.23	Mat Cleaning Services for Town H	01-130-5035	176.23
Total 36762:			176.23			
<b>36763</b>						
01/08/2014	36763	Amanda Lilly	28.00	Per Diem: Mtg with AOC 1/10/14	01-150-5043	28.00
01/08/2014	36763	Amanda Lilly	108.00	Per Diem: New Judge Orientation	01-150-5043	108.00
Total 36763:			136.00			
<b>36764</b>						
01/08/2014	36764	Arizona Corporation Comm	10.00	Annual Reports	01-130-5051	10.00
Total 36764:			10.00			
<b>36765</b>						
01/08/2014	36765	CELA	35.00	Code Enforcement Dues '14 for S.	01-160-5051	35.00
Total 36765:			35.00			
<b>36766</b>						
01/08/2014	36766	Centerline Supply West	236.60	4-Trolley w/ No Parking Signs	03-220-5028	236.60
01/08/2014	36766	Centerline Supply West	115.30	Custom Signs for PW Dept	03-220-5029	115.30
Total 36766:			351.90			
<b>36767</b>						
01/08/2014	36767	Chevron Usa	53.36	Fuel for QPD	01-140-5024	53.36
01/08/2014	36767	Chevron Usa	33.43	Fuel for Recreation	01-185-5024	33.43
Total 36767:			86.79			
<b>36768</b>						
01/08/2014	36768	Connected Computer & Re	170.00	Tech Services	01-110-5035	170.00
01/08/2014	36768	Connected Computer & Re	1,360.00	Computer/Tech Services	01-130-5035	1,360.00
01/08/2014	36768	Connected Computer & Re	85.00	Tech Services-QPD	01-140-5035	85.00
01/08/2014	36768	Connected Computer & Re	1,676.09	Tech Services w/Phones-QPD	01-140-5048	1,676.09
01/08/2014	36768	Connected Computer & Re	977.50	Computer/Tech Services-Library	01-170-5035	977.50
01/08/2014	36768	Connected Computer & Re	332.50	Computer/Tech Services-Rec	01-185-5035	332.50

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
01/08/2014	36768	Connected Computer & Re	300.00	Tech Services w/Phone-PW Dept	03-220-5048	300.00
01/08/2014	36768	Connected Computer & Re	371.27	Tech Services-Magistrate Court	01-150-5035	371.27
Total 36768:			5,272.36			
<b>36769</b>						
01/08/2014	36769	Cyle Johnson Electric	861.60	Spare Breakers for WWTP	15-500-5091	861.60
Total 36769:			861.60			
<b>36770</b>						
01/08/2014	36770	Dennis Patterson	25.00	Pest Control	15-500-5035	25.00
01/08/2014	36770	Dennis Patterson	37.00	Pest Control	01-130-5035	37.00
01/08/2014	36770	Dennis Patterson	33.00	Pest Control	03-220-5035	33.00
01/08/2014	36770	Dennis Patterson	30.00	Pest Control	01-140-5035	30.00
01/08/2014	36770	Dennis Patterson	60.00	Pest Control	01-185-5035	60.00
Total 36770:			185.00			
<b>36771</b>						
01/08/2014	36771	Dr. Jeni McCutcheon, PSY.	400.00	Classic Post Officer Evaluation	01-140-5035	400.00
Total 36771:			400.00			
<b>36772</b>						
01/08/2014	36772	Etherspeak Inc.	5.13	Phone Service	01-110-5048	5.13
01/08/2014	36772	Etherspeak Inc.	51.26	Phone Service	01-130-5048	51.26
01/08/2014	36772	Etherspeak Inc.	56.41	Phone Service	01-140-5048	56.41
01/08/2014	36772	Etherspeak Inc.	20.51	Phone Service	01-150-5048	20.51
01/08/2014	36772	Etherspeak Inc.	15.39	Phone Service	01-160-5048	15.39
01/08/2014	36772	Etherspeak Inc.	15.39	Phone Service	01-170-5048	15.39
01/08/2014	36772	Etherspeak Inc.	10.25	Phone Service	01-185-5048	10.25
01/08/2014	36772	Etherspeak Inc.	15.39	Phone Service	03-220-5048	15.39
01/08/2014	36772	Etherspeak Inc.	10.25	Phone Service	15-500-5048	10.25
01/08/2014	36772	Etherspeak Inc.	10.25	Phone Service	16-550-5048	10.25
Total 36772:			210.23			
<b>36773</b>						
01/08/2014	36773	Home Depot Credit Service	675.34	Police Bldg Maint Supplies	01-140-5030	675.34
Total 36773:			675.34			
<b>36774</b>						
01/08/2014	36774	Lawson Products, Inc.	126.58	Bandsaw Blade for PW Dept	03-220-5060	126.58
Total 36774:			126.58			
<b>36775</b>						
01/08/2014	36775	Lusk Plumbing	217.28	Install Electric Heater in Town Hall	01-130-5030	217.28
01/08/2014	36775	Lusk Plumbing	217.27	Install Electric Heater in Town Hall	01-160-5022	217.27
01/08/2014	36775	Lusk Plumbing	217.28	Install Electric Heater in Town Hall	15-500-5030	217.28
01/08/2014	36775	Lusk Plumbing	217.28	Install Electric Heater in Town Hall	16-550-5030	217.28
Total 36775:			869.11			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>36776</b>						
01/08/2014	36776	Matthew Bender & Co., Inc	86.29	AZ Crim & Traf Law 13-14 ED w/E	01-150-5051	86.29
Total 36776:			86.29			
<b>36777</b>						
01/08/2014	36777	Oscar Villafana	1,172.13	Body/Paint-'07 Crown Vic #1423	01-140-5025	1,172.13
Total 36777:			1,172.13			
<b>36778</b>						
01/08/2014	36778	Pinetop Lakeside Justice C	500.00	Bond Refund	01-000-2211	500.00
Total 36778:			500.00			
<b>36779</b>						
01/08/2014	36779	River City Newspapers	33.63	Ad for Water/WW Maintenance W	15-500-5033	33.63
01/08/2014	36779	River City Newspapers	33.63	Ad for Water/WW Maintenance W	16-550-5033	33.63
Total 36779:			67.26			
<b>36780</b>						
01/08/2014	36780	Rush Signs	280.00	Vehicle Lettering on #1421	01-140-5025	280.00
Total 36780:			280.00			
<b>36781</b>						
01/08/2014	36781	Safety-Kleen	372.77	Waste Disposal	03-220-5035	372.77
Total 36781:			372.77			
<b>36782</b>						
01/08/2014	36782	Sams Club Credit	47.46	Snacks for Recreation Dept	01-185-5095	47.46
01/08/2014	36782	Sams Club Credit	46.28	Janitorial Supplies for Comm. Ctr	01-185-5034	46.28
Total 36782:			93.74			
<b>36783</b>						
01/08/2014	36783	Southwest Laboratories, In	19.50	Drug Testing for New Employee	01-130-5084	19.50
01/08/2014	36783	Southwest Laboratories, In	39.00	Drug Testing for New Employee	01-160-5084	39.00
01/08/2014	36783	Southwest Laboratories, In	19.50	Drug Testing for New Employee	01-185-5084	19.50
Total 36783:			78.00			
<b>36784</b>						
01/08/2014	36784	Tracey Richardson	100.00	Boot Allowance FY 13-14	03-220-5019	100.00
Total 36784:			100.00			
<b>36785</b>						
01/08/2014	36785	Visa	111.88	Amazon: Flags for Parks Dept	01-180-5022	111.88
01/08/2014	36785	Visa	626.79	Amazon: Desk, Monitor & Other S	01-130-5021	626.79
01/08/2014	36785	Visa	249.00	Logmein.com: Tech Access	01-130-5051	249.00
01/08/2014	36785	Visa	122.50	Thermal Printer for Comm. Dev	01-160-5022	122.50
01/08/2014	36785	Visa	98.00	FredPryor: Sminar for T. Abriani &	01-130-5043	98.00
01/08/2014	36785	Visa	139.28	Amazon: Minute Book	01-110-5022	139.28

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
01/08/2014	36785	Visa	25.00	Annual Fee	01-130-5053	25.00
Total 36785:			1,372.45			
Grand Totals:			200,280.08			
Grand Totals:			200,347.52	200,347.52-		.00

Report Criteria:

Report type: GL detail

Check: Check Number = 36636-36785



## TOWN OF QUARTZSITE

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### **REGULAR COUNCIL MEETING**

Tuesday, January 14, 2014

**Agenda Item #1-b.** Consider approval of the minutes of the Regular Meeting of December 23, 2013 and the Special Meeting of January 3, 2014.

**Summary:** The Town Clerk shall keep the minutes of all meetings of the Common Council. Upon approval by the Council, the Clerk shall enter the approved minutes in a book constituting the official record of the Council.

**Responsible Person:** Tina Abriani, Town Clerk

**Attachment:** Minutes of the Regular Meeting of December 23, 2013 and the Special Meeting of January 3, 2014.

**Action Requested:** Motion to approve the minutes of the Regular Meeting of December 23, 2013 and the Special Meeting of January 3, 2014.

**MINUTES**  
**TOWN OF QUARTZSITE**  
**REGULAR MEETING OF THE COMMON COUNCIL**  
**MONDAY, DECEMBER 23, 2013, 9:00 AM**

**CALL TO ORDER:** 9:00 AM

**INVOCATION:** None.

**PLEDGE OF ALLEGIANCE:** Led by Council Member Orgeron.

**ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Orgeron, Council Member Scott, Council Member Timberlake.

**ABSENT:** No one.

**STAFF PRESENT:** Laura Bruno, Town Manager; Kelly Schwab, Town Attorney and Tina Abriani, Town Clerk

**APPROVAL/AMENDMENT OF AGENDA:**

The Mayor asked that Item 1-c. be removed from the Consent Agenda.

Council Member Scott asked that checks 36619 and 36625 be removed from the Consent Agenda.

**Vice Mayor Jewitt moved to approve** the Consent Agenda or the complete agenda with amendments as presented and **Council Member Timberlake seconded** the motion. The vote was unanimous. **Motion Passed.**

**CONSENT AGENDA:**

- 1-a. **LEDGER OF ACCOUNTS PAID – Consider approval of check series 36592-36635, totaling \$29,214.66.**
- 1-b. **MINUTES – Consider approval of the minutes of the Regular Meeting of December 10, 2013 and the Special Meeting of December 17, 2013.**
- 1-c. **INTERGOVERNMENTAL AGREEMENT – Consider approval of an Intergovernmental Agreement (IGA) between La Paz County and the Town of Quartzsite for on-call building inspections and plan review services.**
- 1-d. **CONTRACT – Consider approval of a purchase contract under the Arizona State Contract No. ADPS013-036880 for 10 dash mounted 700 MHz dual-band police radios, including installation.**

**Vice Mayor Jewitt moved** to approve the Consent Agenda as presented with amendments and **Council Member Timberlake** seconded the motion. The vote was unanimous. **Motion Passed.**

Council Member Scott cited page 2, check 36619, Records Management System, \$10,000, and asked for what type of records management this was paid.

Town Manager Bruno stated it is for the Police Department for records and case management and that the attorneys have found it is indeed a legitimate expense out of the forfeiture funds.

Council Member Scott referenced check 36625 to the Quartzsite Historical Society and asked exactly what they were doing to promote the Town.

Town Manager Bruno explained this year one agency applied for funding and were found to be in compliance with the quarterly reporting requirements. The Council did approve this expenditure at a previous meeting.

The Mayor asked some questions about the Intergovernmental Agreement between La Paz County and the Town of Quartzsite.

Town Manager Bruno explained that the agreement is to enter into a cooperative working relationship with the County providing the Town with on-call assistance.

**Council Member Orgeron moved** to approve checks 36619 and 36625 and approve an Intergovernmental Agreement with La Paz County for building inspection and plan review services on an as-needed basis and authorize the Town Manager to execute that contract. **Council Member Kelley** seconded. The vote was unanimous. **Motion Passed.**

#### **ADMINISTRATIVE ITEMS:**

**2. POLICE CHIEF RECRUITMENT – Discuss Police Chief recruitment process and consider approval of a proposed annual salary range for the position of Quartzsite Police Chief.**

Town Manager Bruno gave an overview of the attachments, including the proposed annual salary range of \$60,000 - \$90,000.

Council Member Scott asked if the attorneys had reviewed the job description and if it was ADA compliant. The answer from Town Attorney Schwab was yes.

**Vice Mayor Jewitt moved** to approve the salary range, the job description and the advertising for a Police Chief for Quartzsite. Vice Mayor Jewitt withdrew his motion.

**Vice Mayor Jewitt moved to approve** the salary range and advertise for the position of Police Chief. **Council Member Kelley** seconded the motion.

Council Member Timberlake asked what changes were made to the job description.

Town Manager Bruno replied that it is a complete new job description. The original job description was for marshal police chief and was in the marshal's department. It was dated 2000. A canvas of job descriptions for several towns was done and a composite was used for this job description.

Council Member Scott directs staff to bring back the job description for the Police Chief.

The vote on the motion made by Vice Mayor Jewitt and seconded by Council Member Kelley was unanimous. **Motion Passed.**

**3. WAIVER OF ATTORNEY-CLIENT PRIVILEGE – Discussion and consideration of waiver of the attorney-client privilege for two designated attorney-client privileged communications dated 11/19/13 and 12/2/13.**

Town Attorney Schwab stated that only the Council can waive the attorney-client privilege.

**Council Member Crooks moved** to approve the client-attorney privilege of two communications from the Town Attorneys' office concerning: 1) Brannan, Johnson, Yackley v Quartzsite, memorandum dated, Yackley and Johnson v, Town of Quartzsite, and that would be her document request and does not include Mr. Foster's at this point, just those two documents. **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

**4. REQUEST TO TOWN ATTORNEY – Discussion and possible action to comply with Mayor Foster's request made directly to the Town Attorney that the Town Attorney provide to him documents and communications with the Town Manager subsequent to the December 5, 2012 decision in the litigation entitled *Brannan, Johnson, Yackley v. Town of Quartzsite.***

Council Member Orgeron asked what would be the purpose of the request.

The Mayor asked how the review of the case was done. The Mayor stated he was looking for emails and letters, notes communications back and forth in the process.

**Council Member Orgeron moved** that they not release any documents and that if any documents would need to be viewed, it would be done so in executive session. **Council Member Crooks seconded** that motion.

Town Attorney Schwab stated there are a lot of public records on the matter and there are some attorney-client privileged documents. The confidential documents can be reviewed in executive session. The Council may also waive the privilege.

**Council Member Orgeron moved** that they not release any confidential documents to Mayor Foster at this time and if that if he requests to do so, that it be done in executive session. **Council Member Crooks seconded** the motion. The vote was six ayes and one nay. **Motion Passed.**

## **5. EXECUTIVE SESSION**

- **An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding risks of liability to the Town related to training and leadership in the QPD and regarding procedures to mitigate those risks.**

**Council Member Orgeron moved** to go into executive session. **Council Member Crooks seconded** the motion and the vote was unanimous. **Motion Passed.**

Meeting adjourned to executive session at 9:26 AM

**RETURN TO OPEN SESSION:** 9:45 PM

### **ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Orgeron, Council Member Scott, Council Member Timberlake.

### **COMMUNICATIONS:**

#### **6. Announcements and Reports from the MAYOR on current events.**

Mayor Foster wished a Merry Christmas to one and all and said Happy Holidays.

#### **7. Announcements and Reports from the COUNCIL on current events.**

Merry Christmas and Happy New Year to everybody from the Quartzsite Town Council.

Council Member Kelley stated the Food Bank did what it could. They adopted out some families. She stated they had a lot of help and thanked the community.

Vice Mayor Jewitt stated that he received, that morning at Town Hall, a nice thick packet of documents. He said a lawsuit has been filed against himself and every member of the Council, with one exception, as well as Town Clerk Tina and Town Manager Laura. He stated they are being sued to stop the emergency provision of the USDA loan from going through and the plaintiff in the matter is Mr. Foster.

#### **8. Reports from the TOWN MANAGER to the Council.**

Town Manager Bruno called Janet Collier to the podium. Town Manager Bruno let the Council know that Quartzsite was presented with an award from WACOG's Transportation and Transit Program. The award was given for the most improved 5310

Transportation Program in the entire WACOG region. She read what the plaque said: "For your devotion and commitment to achieving a higher standard 2013. Most Improved Program." Town Manager Bruno stated that Janet Collier is the one who was instrumental in bringing it about. She and the Council thanked Janet Collier.

Janet Collier thanked the Council for their support.

Town Manager Bruno announced the work session on the sewer rates is set for January the 9<sup>th</sup> at the Community Center. The time is not yet set.

Town Manager Bruno read a communication that came to the Town from the Office of the Attorney General, addressed to the Town Manager. The subject was possible open meeting law violations. The Town Manager wrote a letter dated December 9, 2013 to the Office of the Attorney General advising that the Town of Quartzsite Municipal Property Corporation, MPC, may have violated the open meeting law when it held its November 26, 2013 meeting in the Town Manager's office. In the Town Manager's letter, the steps that the Municipal Property Corporation took to remedy any possible violations that may have occurred were outlined. These steps included scheduling another meeting where the items from the previous meeting were to be re-agendized.

The letter from the Office of the Attorney General expressed the Open Meeting Law Enforcement Team's appreciation to the Municipal Property Corporation for its proactive approach in addressing this matter. The letter stated that after review of all the information that was gathered in this matter, it appears that holding the MPC meeting in the Town Manager's office was not meant to circumvent the open meeting law. It also appears that the MPC has acted responsibly and appropriately in notifying their office and remedying the situation.

The Attorney General's Office is prepared to close the file upon confirmation that the steps outlined in the Town Manager's letter have actually occurred. They have asked that the Town forward both agendas and minutes for both of the meetings and with that they are prepared to close the file.

Town Manager Bruno welcomed and introduced Miss Amy Daniel, a new employee. She is filling in the position that Tina held. She will be working to provide assistance to the Planning & Zoning Department, the Permit Technician and to the Town Clerk.

**COMMUNICATIONS FROM CITIZENS:**

Jennifer Jones spoke regarding the Town Engineer; Title 9, Section 238, Duties of appointive officers; PBS & J's corporate headquarters; and the sewer system.

**ADJOURNMENT: 9:54 AM**

**Vice Mayor Jewitt moved to adjourn the meeting and Council Members Kelley and Orgeron seconded the motion.**

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of December 23, 2013, of the Town Council of Quartzsite, Arizona, held on December 23, 2013.

I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 14<sup>th</sup> day of January 2014

\_\_\_\_\_  
Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

\_\_\_\_\_  
Ed Foster, Mayor

DRAFT

**MINUTES**  
**TOWN OF QUARTZSITE**  
**SPECIAL MEETING OF THE COMMON COUNCIL**  
**FRIDAY, JANUARY 3, 2014, 3:00 PM**

**CALL TO ORDER:** 3:00 PM

**INVOCATION:** None

**PLEDGE OF ALLEGIANCE:** Council Member Orgeron led the pledge.

**ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Orgeron, Council Member Scott, Council Member Timberlake.

**ABSENT:** No one.

**STAFF PRESENT:** Laura Bruno, Town Manager and Tina Abriani, Town Clerk

**APPROVAL/AMENDMENT OF AGENDA:** Vice Mayor Jewitt moved to approve the agenda as presented and Council Member Crooks seconded the motion. The vote was unanimous. **Motion Passed.**

**ADMINISTRATIVE ITEMS:**

- 1. INSURANCE RENEWAL – Discussion and approval of insurance renewal for the Town of Quartzsite, to include General Liability (property, equipment, commercial, auto coverages), and Professional Liability (public officials, employment practices, law enforcement coverages).**

Town Manager Bruno gave some background on the insurance situation. The Town's current coverage ends Saturday, January 4, 2014 and the new coverage begins Saturday, January 4, 2014.

**Council Member Orgeron moved** to approve the insurance renewal for the Town of Quartzsite to include the general liability, professional liability and employment practices. **Council Member Crooks seconded** the motion.

**Council Member Scott made an amendment** to the motion to read that any further communications would be made available to the Council, if they come into the Town office to sit down and read them.

Council Member Crooks asked if the information could be reviewed in executive session.

The Mayor asked for documentation from the insurance company that requires the Town Council to be confidential with the disbursement of public monies.

Council Member Orgeron requested an item be put on the next regular agenda to have an executive session to discuss the Town's insurance needs.

**Council Member Scott withdrew her amended motion.**

**Council Member Crooks withdrew her second to the motion.**

**Council Member Orgeron withdrew his motion.**

**Council Member Orgeron moved** to approve the insurance renewal for the Town of Quartzsite to include the general liability, professional liability and employment practices and that they meet in executive session when there is any correspondence received by the Town or the two liaisons to cover and discuss those items. **Vice Mayor Jewitt seconded** the motion. The vote was unanimous. **Motion Passed.**

Council Member Scott stated the Town's insurance is paid for with public monies and asked that the attorneys be present at the next executive session so that she can ask questions about what is and is not a public document.

**ADJOURNMENT:** 3:31 PM **Council Member Orgeron moved** to adjourn and **Vice Mayor Jewitt seconded** the motion.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of January 3, 2014, of the Town Council of Quartzsite, Arizona, held on January 3, 2014.

I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 14<sup>th</sup> day of January 2014

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Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

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Ed Foster, Mayor



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, January 14, 2014

**Agenda Item #2** Discussion and possible adoption of an ordinance amending Ordinance No. 13-02 by changing the number of members on the Planning & Zoning Commission from seven to five.

**Summary:** Currently the Planning and Zoning Commission consists of seven members. Member terms are for a period of three years, with the terms staggered such that the terms of no more than three members shall expire in any one year.

The proposed ordinance will reduce the number of Commission Members from seven to five.

**Responsible Person:** Laura Bruno, Town Manager

**Attachment:**

1. Ordinance No. 13-02 Planning & Zoning Commission
2. Proposed Ordinance regarding the Planning & Zoning Commission.

**Action Requested:** Motion to adopt an ordinance amending Ordinance No. 13-02 that adopts a five-member Planning & Zoning Commission.

**ORDINANCE NO. 13-02**

AN ORDINANCE OF THE COMMON COUNCIL OF THE TOWN OF QUARTZSITE, ARIZONA, REPEALING ORDINANCE NO. 90-16, IN ITS ENTIRETY AND ADOPTING NEW REQUIREMENTS FOR THE CREATION OF A PLANNING AND ZONING COMMISSION OF THE TOWN AND THE APPOINTMENT, MEMBERSHIP AND DUTIES OF THE COMMISSION AND ITS MEMBERS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR SEVERABILITY

WHEREAS, Arizona Revised Statutes Section 9-462.02 provides that the organization, number of members, terms of office and the method of appointment and removal shall be as provided by local ordinance; and

WHEREAS, the Town Council of the Town of Quartzsite believes it to be in the best interest of the Town to repeal Ordinance No. 90-16 adopted on July 10, 1990 and to adopt a new ordinance related to the appointment, duties and other matters related to the Planning and Zoning Commission; and

WHEREAS, in order to efficiently and effectively serve the community, the Planning and Zoning Commission and the Council should have a shared vision of the future of the community.

NOW THEREFORE, BE IT ORDAINED by the Common Council of the Town of Quartzsite, Arizona, as follows:

Section I. Ordinance No. 90-16 adopted by the Town Council on July 10, 1990, is hereby repealed in its entirety.

Section 2. Planning and Zoning Commission.

(a) *Creation.* The Planning and Zoning Commission of the Town of Quartzsite is hereby established and shall be composed of seven (7) members. The Planning and Zoning Commission shall be referred to herein as the "Commission".

(b) *Appointment.* The Council shall appoint the members of the Commission, who shall serve at the pleasure of the Council. Members shall be residents of the Town. The term of office shall be three years, with the terms of members so staggered that the terms of no more than three (3) members shall expire in any one (1) year. The initial appointment shall be for two (2) members with terms beginning on the date of the first regular Council meeting in March 2013, and expiring one (1) year thereafter, for two (2) members with terms beginning on the date of the first regular Council meeting in March 2013, and expiring on two (2) years thereafter, and for three

(3) members with terms beginning on the date of the first regular Council meeting in March 2013, and expiring three (3) years thereafter, or until their successors are appointed and seated. Thereafter, all members shall be appointed for three (3) year terms. Vacancies shall be filled for the unexpired term.

(c) *Compensation.* Members of the commission shall serve without pay. Members may be reimbursed for actual expenses incurred in connection with their duties, provided such expenses were previously approved by the Council.

(d) *Chairman and Vice-Chairman.* The Commission shall elect a Chairman and Vice-Chairman among its members, who shall serve for one (1) year terms. The Chairman shall preside at Commission meetings. The Vice-Chairman shall perform the duties of the Chairman in the Chairman's absence. Vacancies shall be filled by the Commission to fill the unexpired term.

(e) *Meetings.* All meetings of the Commission shall be held at the call of the Chairman or any three (3) members of the Commission. Except for executive sessions authorized by law, all meetings of the Commission shall be open to the public.

(f) *Proceedings.* The Commission shall adopt rules and regulations to govern its proceedings. The minutes and records of all Commission proceedings shall be kept and filed as public records in the office of the Town Clerk.

(g) *Powers and Duties.* The Commission shall have the following powers and duties:

1. Provide advice to the Council and Town officials related to planning and zoning in the Town.
2. Recommend to the Council a General Plan and amendments thereto.
3. Annually review progress towards implementation of the General Plan and recommend to the Council changes desired due to new legislation, development trends and changing economic, social and environmental conditions.
4. Initiate changes to the Official Zoning Map or text of the Zoning Code to insure conformance and consistency with the Town's General Plan;
5. Review and make recommendations to the Council regarding proposals to amend zoning districts or the provisions of the Zoning Code.
6. Review and make recommendations to the Council regarding annexation of territory into the Town.

7. Perform such other duties as required of the Commission in the Zoning Code.

Section II. Providing for Repeal of Conflicting Ordinances.

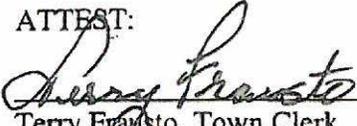
All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference, are hereby repealed.

Section III. Providing for Severability.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of the Code adopted herein by reference, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Common Council of the Town of Quartzsite, Arizona, this 4<sup>th</sup> day of February, 2013.

  
\_\_\_\_\_  
Ed Foster, Mayor

ATTEST:  
  
\_\_\_\_\_  
Terry Fransto, Town Clerk

APPROVED AS TO FORM:  
  
\_\_\_\_\_  
Curtis, Goodwin, Sullivan, Udall & Schwab, P.L.C.  
Special Counsel to the Town  
By Susan D. Goodwin

**ORDINANCE NO. 14 - \_\_\_\_\_**

AN ORDINANCE OF THE COMMON COUNCIL OF THE TOWN OF QUARTZSITE, ARIZONA, AMENDING ORDINANCE NO. 13-02, AND ADOPTING A FIVE MEMBER PLANNING AND ZONING COMMISSION OF THE TOWN AND THE APPOINTMENT, MEMBERSHIP AND DUTIES OF THE COMMISSION AND ITS MEMBERS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR SEVERABILITY

WHEREAS, Arizona Revised Statutes Section 9-462.02 provides that the organization, number of members, terms of office and the method of appointment and removal shall be as provided by local ordinance; and

WHEREAS, the Town Council of the Town of Quartzsite believes it to be in the best interest of the Town to amend Ordinance No. 13-02 adopted on February 4, 2013 and to adopt a new ordinance related to the member number, appointment, duties and other matters related to the Planning and Zoning Commission; and

WHEREAS, in order to efficiently and effectively serve the community, the Planning and Zoning Commission and the Council should have a shared vision of the future of the community.

NOW THEREFORE, BE IT ORDAINED by the Common Council of the Town of Quartzsite, Arizona, as follows:

Section I. Ordinance No. 13-02 adopted by the Town Council on February 4, 2013, is hereby amended as indicated by the strikethroughs.

Section 2. Planning and Zoning Commission.

(a) *Creation.* The Planning and Zoning Commission of the Town of Quartzsite is hereby established and shall be composed of FIVE (5) members. The Planning and Zoning Commission shall be referred to herein as the "Commission".

(b) *Appointment.* The Council shall appoint the members of the Commission, who shall serve at the pleasure of the Council. Members shall be residents of the Town. The term of office shall be three years, with the terms of members so staggered that the terms of no more than two (2) members shall expire in any one (1) year. The initial appointment shall be for one (1) member with a term beginning on the date of the first regular Council meeting in JANUARY 2014, and expiring THREE (3) years thereafter, for two (2) members with terms beginning on the date of the first regular Council meeting in March 2013, and expiring on two (2) years thereafter, and for two (2)

members with terms beginning on the date of the first regular Council meeting in March 2013, and expiring three (3) years thereafter, or until their successors are appointed and seated. Thereafter, all members shall be appointed for three (3) year terms. Vacancies shall be filled for the unexpired term.

(c) *Compensation.* Members of the commission shall serve without pay. Members may be reimbursed for actual expenses incurred in connection with their duties, provided such expenses were previously approved by the Council.

(d) *Chairman and Vice-Chairman.* The Commission shall elect a Chairman and Vice-Chairman among its members, who shall serve for one (1) year terms. The Chairman shall preside at Commission meetings. The Vice-Chairman shall perform the duties of the Chairman in the Chairman's absence. Vacancies shall be filled by the Commission to fill the unexpired term.

(e) *Meetings.* All meetings of the Commission shall be held at the call of the Chairman or any three (3) members of the Commission. Except for executive sessions authorized by law, all meetings of the Commission shall be open to the public.

(f) *Proceedings.* The Commission shall adopt rules and regulations to govern its proceedings. The minutes and records of all Commission proceedings shall be kept and filed as public records in the office of the Town Clerk.

(g) *Powers and Duties.* The Commission shall have the following powers and duties:

1. Provide advice to the Council and Town officials related to planning and zoning in the Town.
2. Recommend to the Council a General Plan and amendments thereto.
3. Annually review progress towards implementation of the General Plan and recommend to the Council changes desired due to new legislation, development trends and changing economic, social and environmental conditions.
4. Initiate changes to the Official Zoning Map or text of the Zoning Code to insure conformance and consistency with the Town's General Plan;
5. Review and make recommendations to the Council regarding proposals to amend zoning districts or the provisions of the Zoning Code.
6. Review and make recommendations to the Council regarding annexation of territory into the Town.

7. Perform such other duties as required of the Commission in the Zoning Code.

Section II. Providing for Repeal of Conflicting Ordinances.

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference, are hereby repealed.

Section III. Providing for Severability.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of the Code adopted herein by reference, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Common Council of the Town of Quartzsite, Arizona, this 14th day of January, 2014.

\_\_\_\_\_  
Ed Foster, Mayor

ATTEST:

\_\_\_\_\_  
Tina Abriani, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Curtis, Goodwin, Sullivan, Udall & Schwab, P.L.C.  
Special Counsel to the Town  
By Kelly Y. Schwab



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, January 14, 2014

**Agenda Item #3** Interview applicants for appointment to the Planning & Zoning Commission. Discussion and consider possible appointments to the Planning & Zoning Commission.

**Summary:** Under the proposed ordinance reducing the number of members, the Planning and Zoning Commission will consist of five (5) members. Member terms are for a period of three years, with the terms staggered such that the terms of no more than three members shall expire in any one year.

Currently, four (4) seats are filled.

**Responsible Person:** Laura Bruno, Town Manager

**Attachment:** Volunteer Interest Statements for the Planning & Zoning Commission:

- Dennis Dole
- Randall Farish
- Terry Frausto

**Action Requested:** Motion to appoint one member to the Quartzsite Planning & Zoning Commission, with a term to expire February 28, 2017.



RECEIVED

JAN 03 2014

# Volunteer Interest Statement

TOWN OF QUARTZSITE

TOWN OF QUARTZSITE  
PO BOX 2812  
QUARTZSITE, AZ 85346  
928-927-4333

Office use only:

Date Received:

01  
12.03.14

Date Exp: \_\_\_\_\_

Copies To: \_\_\_\_\_

PLEASE TYPE OR PRINT NEATLY

Date: 1/3/14

Name (Last, First, Mi):

Dale, DENNIS A.

Home Address/PO Box:

[REDACTED]

Contact Phone Number:

[REDACTED]

Are You a U.S. Citizen OR Resident Alien:

YES  NO

Are you registered to vote in La Paz County:

YES  NO

Present Employment/Position Held (Optional):

Retired

Address/Contact Number of Employer: \_\_\_\_\_

Professional/ Civic Activities:

UFW

Education/Professional Experience:

BS - Geology 1975

22 years contracting in Quartzsite

**I am interested in serving on: (Circle All That Apply)**

Municipal Library Board

Park & Recreation Board

Personnel Advisory Board

Cemetery Board

Board of adjustment

Planning & Zoning Commission

Municipal Property Corporation

Health & Development Services Board

~~X~~ Municipal Utility Administrative Committee

Vendor/Swap Meet/RV Park Municipal Board

Public Safety Retirement Board

Other: \_\_\_\_\_

Please describe why you would like to serve on the board, commission, etc: To Assist  
in directing the town's land use planning to  
the betterment of the future of Quartzsite.

What do you think that you can contribute to the public by serving on this board, commission, etc:

Experience in dealing with land use  
issues as a contractor.

Are you available to attend early morning meetings?  YES  NO

Are you available to attend lunch meetings?  YES  NO

Are there any days of the week you are unavailable to attend meetings?

No

All boards, commissions, etc. are subject to disclosure of conflicts of interest.

For more information concerning boards, commissions, etc. please contact the Quartzsite Town Hall @ 928-927-4333.

Date: 1/3/14

Signature: Dennis Dale



RECEIVED

DEC 23 2013

# Volunteer Interest Statement

TOWN OF QUARTZSITE

TOWN OF QUARTZSITE  
PO BOX 2812  
QUARTZSITE, AZ 85346  
928-927-4333

Office use only: Date Received: 10-23-13 Date Exp: 12-23-2014

Copies To: \_\_\_\_\_

PLEASE TYPE OR PRINT NEATLY

Date: Dec. 5<sup>th</sup>, 2013

Name (Last, First, Mi): FARISH, RANDALL B.

Home Address/PO Box: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Are You a U.S. Citizen OR Resident Alien:  YES  NO

Are you registered to vote in La Paz County:  YES  NO

Present Employment/Position Held (Optional): THE SCENIC ROAD RV PARK

Address/Contact Number of Employer: \_\_\_\_\_

Professional/ Civic Activities: OWNED/MGRD MANUF. BUSINESS  
IN OREGON - TOURIST BUSINESS - HAWAII

RV PARK QUARTZSITE. VENDOR/SUMMER MEET/RV PARK  
BONDING CHAIR

Education/Professional Experience: OWNED/MGRD BUSINESSES  
COLLEGE 2 YRS.

**I am interested in serving on: (Circle All That Apply)**

- Municipal Library Board      Park & Recreation Board      Personnel Advisory Board  
Cemetery Board      Board of adjustment      Planning & Zoning Commission  
Municipal Property Corporation      Health & Development Services Board  
Municipal Utility Administrative Committee      Vendor/Swap Meet/RV Park Municipal Board  
Public Safety Retirement Board      Other: \_\_\_\_\_

**Please describe why you would like to serve on the board, commission, etc:** \_\_\_\_\_

HELP WITH GROWTH OF QUARTZSITE /  
BETTER USE OF AREA

**What do you think that you can contribute to the public by serving on this board, commission, etc:**

BUSINESS, TOURIST, GROWTH AND NEW IDEAS

Are you available to attend early morning meetings?  YES  NO OCT 15 - APR. 30  
AVAILABLE IN WINTER

Are you available to attend lunch meetings?  YES  NO MAYBE

Are there any days of the week you are unavailable to attend meetings?  
MONDAYS

All boards, commissions, etc. are subject to disclosure of conflicts of interest.  
For more information concerning boards, commissions, etc. please contact the Quartzsite Town Hall @ 928-927-4333.

Date: Dec. 8th 2013      Signature: Randall J. Farnsworth



RECEIVED

NOV 20 2013

# Volunteer Interest Statement

TOWN OF QUARTZSITE

TOWN OF QUARTZSITE  
PO BOX 2812  
QUARTZSITE, AZ 85346  
928-927-4333

Office use only: Date Received: 11.20.13 Date Exp: \_\_\_\_\_

Copies To: \_\_\_\_\_

PLEASE TYPE OR PRINT NEATLY

Date: 11/20/13

Name (Last, First, Mi): FRAUSTO TERRY

Home Address/PO Box: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Are You a U.S. Citizen OR Resident Alien:  YES  NO

Are you registered to vote in La Paz County:  YES  NO

Present Employment/Position Held (Optional): Retired

Address/Contact Number of Employer: \_\_\_\_\_

Professional/ Civic Activities: \_\_\_\_\_

Education/Professional Experience: I have worked with the boards for a number of years as Town Clerk.

P42

I am interested in serving on: (Circle All That Apply)

Municipal Library Board

Park & Recreation Board

Personnel Advisory Board

Cemetery Board

Board of adjustment

Planning & Zoning Commission

Municipal Property Corporation

Health & Development Services Board

Municipal Utility Administrative Committee

Vendor/Swap Meet/RV Park Municipal Board

Public Safety Retirement Board

Other: \_\_\_\_\_

Please describe why you would like to serve on the board, commission, etc: \_\_\_\_\_

would like to see the town  
develop in a healthy way

What do you think that you can contribute to the public by serving on this board, commission, etc:

have worked for the town for 16 years  
and would like to continue working  
with the boards.

Are you available to attend early morning meetings?  YES  NO

Are you available to attend lunch meetings?  YES  NO

Are there any days of the week you are unavailable to attend meetings?

All boards, commissions, etc. are subject to disclosure of conflicts of interest.

For more information concerning boards, commissions, etc. please contact the Quartzsite Town Hall @ 928-927-4333.

Date: 11/20/13

Signature: Cherry Krause



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, January 14, 2014

- Agenda Item #5**            Discussion and possible action on next steps regarding the employment of a Town Manager.
- Summary:**                Responses to questionnaires have been received and reviewed.
- Responsible Person:**    Town Council
- Attachment:**             None
- Action Requested:**      Discussion and possible action on next steps regarding the employment of a Town Manager.



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, January 14, 2014

**Agenda Item #6** Consider approval of a proposed annual salary range and description for the position of Quartzsite Police Chief.

**Summary:** The Town will begin recruiting for the position of Police Chief. The recruitment will be conducted both on a state and national level. To begin the process, it is necessary to establish an approved salary range for the position.

This agenda item includes an updated excerpt from the 2013 Salary Survey conducted by the League of Arizona Cities and Towns, which displays comparative salary information for key positions (including Police Chief) within the size and scope of Quartzsite.

To recruit qualified applicants for the position of Police Chief for the Town of Quartzsite, the salary must be both competitive as well as enticing. The compensation package will include an annual salary plus a benefit package offered to all employees (which includes a 401k defined contribution retirement plan; health and welfare benefits; vacation; and sick leave). The last Police Chief received an annual salary of \$86,986 plus a comprehensive benefit package.

Staff recommends an annual salary range of \$60,000 to \$90,000 which will provide recruiting incentive to come to Quartzsite; plus the ability to negotiate a starting salary commensurate with the final candidate's qualifications.

The proposed position description includes essential duties and function, and minimum qualifications for the position of Police Chief. The description is included for Council's consideration.

**Responsible Person:** Laura Bruno, Town Manager

**Attachment:**

1. Extract from the updated 2014 Salary Survey from the League of Arizona Cities and Towns.
2. Job Description: Police Chief
3. Job Flyer: Police Chief

**Action Requested:** **Motion to approve a proposed annual salary range and description to recruit for the position of Quartzsite Police Chief.**

POPULATION (2010 Census Figure)		CITY/TOWN	MAYOR	COUNCIL	MANAGER	CLERK	POLICE CHIEF	FIRE CHIEF	
<b>5,000 TO 9,999</b>	9,655	WINSLOW	4,800	2,400	Vacant	59,536 (59536-90592)	102,496 (80070-121836)	72,539 (72539-110377)	
	9,566	SAFFORD	12,000	7,200	122,953	75,057 (67822-93981)	114,468 (95187-132148)	24,600 PT	
	7,532	GLOBE	6,000	3,600	106,995 (83845-125767)	50,307 (34936-50307)	73,008 (55897-76858)	73,363 (54801-75351)	
	7,247	PAGE	9,600	7,200	124,087	49,000		72,000	
	6,545	TOLLESON	12,960	7,200	156,965 (118643-189841)	110,872 (84448-135137)	134,057 (94598-151340)	126,788 (94598-151340)	
	6,363	WICKENBURG	4,800	2,400	98,000	Contract	69,430 (56001-84002)	83,221 (56001-84002)	66,726 (56001-84002)
	6,156	YOUNGTOWN	12,000	6,000	90,000	Contract	60,000 (41000-80000)	56,000 (41000-80000)	
	5,652	SOUTH TUCSON	4,800	4,800	86,688	49,920	63,136		
	5,590	SNOWFLAKE	4,800	2,400	95,410	44,138	63,710	53,518	
	5,575	BISBEE	4,800	2,400	100,526	44,387	77,979	44,700	Contract
	5,523	GUADALUPE**	3,600	2,400	62,993	44,123		70,936	
	5,476	LITCHFIELD PARK	0	0	136,553 (82376-128506)	82,135 (51607-71734)			
	5,105	BENSON	4,800	2,400	80,241 Interim (89890-134835)	54,640 (52214-78321)	72,100 (66838-100257)	68,531 (52214-78321)	
	5,053	HOLBROOK	2,400	1,200	91,000 (66232-109281)	61,706 (38472-63477)	69,000 (50478-83288)		
	5,015	CAVE CREEK	0	0	123,230	Contract	98,080 (61120-120625)		
		Average Salary	5,824	3,440	105,403		63,555	82,652	72,122
<b>2,000 TO 4,999</b>	4,885	EAGAR	4,800	1,200	112,500 (1)	57,304 (1)	64,932 (1)	50,734 (1)	
	4,865	THATCHER	6,600	5,400	104,000	66,076 (46764-66076)	82,226 (62668-88549)		
	4,821	COLORADO CITY	33,780	900	61,200	45,785	54,000		
	4,282	PINETOP-LAKESIDE	5,700	3,000	Vac (80000-100000)	56,571 (48864-73296)	84,460 (70770-106155)		
	4,112	TAYLOR	4,800	2,400	78,000	46,446		68,369	
	4,097	CLARKDALE	4,800	9,600	90,864	Contract	34,684 (.5)	74,796 (1)	
	3,894	DEWEY-HUMBOLDT	0	0	71,610 (52612-73656)	54,262 (43843-61380)			
	3,757	WILLCOX	4,800	2,400	95,000	Contract	38,778 (38778-54600)	71,972 (47154-71972)	
	3,677	QUARTZSITE	6,000	4,800	96,356	Contract	53,588 (38709-76190)	86,986	Contract
	3,480	ST. JOHNS	0	0	Vacant			Vacant	53,500
	3,363	CAREFREE	0	0	97,318 (1)	75,000 (1)		Contract	Contract
	3,311	CLIFTON	3,600	2,400	75,000	52,000	52,000	2,400	Volunteer
	3,083	PARKER	5,100	2,700	115,001 (84111-128847)	56,238 (44606-63027)	104,148 (69168-104148)		
	3,023	WILLIAMS	6,000	4,800	99,000 (90000-105000)	60,000 (50000-65000)	101,150 (82000-105000)		Volunteer
	2,882	WELLTON	4,200	3,000	70,000 (81000-70500)		59,251		14,714
	2,837	SUPERIOR	****	INFORMATION	NOT	AVAILABLE	****		
2,387	PIMA**	600	600	47,500	27,500	41,500		Volunteer	
2,310	STAR VALLEY	****	INFORMATION	NOT	AVAILABLE	****			
	Average Salary	5,674	2,700	86,668		51,731	73,118	37,943	
<b>UNDER 2,000</b>	1,961	SPRINGERVILLE	5,400	3,000	87,568	63,876	66,019	1,200	Contract
	1,950	KEARNY	0	0	78,000	45,000	69,376		
	1,922	GILA BEND	6,000	3,000	110,716	84,657		17,322	
	1,853	HUACHUCA CITY	****	INFORMATION	NOT	AVAILABLE	****		
	1,837	MIAMI	1,800	1,000	80,000	51,168	55,000		
	1,426	MAMMOTH	****	INFORMATION	NOT	AVAILABLE	****		
	1,380	TOMBSTONE	3,000	1,800		48,235 (1)	44,795 (1)	10,600 (1)	
	1,314	FREDONIA	6,000	720	Clerk	47,311 (1)	47,392 (1)		Volunteer
	913	PATAGONIA	600	300	60,000	Manager	49,920		
	696	DUNCAN**	1,200	600	37,752	37,440			
	662	HAYDEN	0	0	74,500	52,700	49,350 (2)	3,000	
	558	TUSAYAN	4,800	3,600	95,000 (90000-105000) (1)	50,000 (45000-55000)			
	444	JEROME	0	0	63,152	Manager	48,276	41,769	
353	WINKELMAN	0	0		42,000				
	Average Salary	2,400	1,168	78,083		52,239	53,766	14,778	

\*\* Please Note: Duncan, Guadalupe and Pima, figures are from the 2013 Salary Survey

TOWN OF QUARTZSITE  
JOB DESCRIPTION

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<b>Position Title:</b>	<b>Police Chief</b>
<b>Department:</b>	Public Safety Services
<b>Supervision Exercised:</b>	Supervises full-time, part-time or volunteers (reserves)
<b>Overtime Status:</b>	Unclassified, Exempt
<b>Pay Range:</b>	TBD
<b>OPENING DATE:</b> Immediate	<b>CLOSING DATE:</b> Open Until Filled

**JOB SUMMARY:**

Under the general direction of the Town Manager and policy direction of the Town Council, this position is responsible for the management, supervision, planning, directing and reviewing of the work of Police Department personnel and technical police work; responsible for decision-making, independent judgment in interpreting rules and regulations, and applying State law and Town ordinances; Coordinating assigned responsibilities with outside agencies; and providing highly responsible, complex and administrative support to the Town. This position is appointed by the Town Manager with the concurrence of the Town Council.

**ESSENTIAL DUTIES AND FUNCTIONS:**

**Administration.** Plan, organize and direct the program and activities of the police department; supervise directly, or through subordinate supervisors, a staff of law enforcement and clerical employees; coordinate activities to ensure work performed meets the needs and standards of the department and the Town.

**Supervision.** Select, train, motivate, and evaluate personnel; establish and monitor employee performance objectives and reviews; direct the training and development programs of subordinate personnel; work with employees to correct deficiencies; oversee internal investigations as appropriate and provide corrective action as needed.

**Law Enforcement.** Advise and assist subordinates in highly complex criminal or other investigations; assume direct command of forces in emergency situations or major law enforcement operations; cooperate with county, state and federal officers in the apprehension and detention of wanted persons and with other departments when activities of the police department are involved; direct the investigation of and respond to major citizen complaints; consult with other public safety officials at the national, state and local levels in determining overall plans and policies to be followed in conducting police operations.

**Policies and Procedures.** Consult with Town officials in the development of overall policies and procedures to govern the activities of the department; support the department's and the Town's policies, goals and objectives, and work with Town management and staff to achieve such goals.

TOWN OF QUARTZSITE  
JOB DESCRIPTION

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**Public Relations.** Establish effective community, business and neighborhood relationships; attend and participate in public functions for the purpose of promoting crime prevention and law enforcement.

**Coordination.** Coordinate law enforcement activities with the activities of other Town departments.

**Budget.** Direct and participate in the preparation of the annual operating budget for the department, and in the control and expenditure of appropriations.

**DESIRED MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's degree in law enforcement, criminology, criminal justice, public administration or a closely-related field; and a minimum of five years of experience as a police officer, including three years of supervisory experience. An equivalent combination of education, training, and experience may be acceptable. Graduate of FBI national academy or equivalent is preferred.

**SPECIAL REQUIREMENTS:**

Possession of, or ability to obtain, Arizona Peace Officer Standards and Training (POST) certification; possession of, or ability to obtain, State of Arizona Driver's license; clear criminal record.

Residence in the Town at the time of appointment as Police Chief shall not be required as a condition for appointment, but within sixty (60) days after reporting for work the Police Chief must become a resident of the Town unless the council approves residence outside the Town.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of modern law enforcement management principles and practices; police department policies and procedures; Town, county, state and Federal laws, regulations and ordinances; Arizona criminal justice and court systems, procedures and protocols; law enforcement methods, practices, and procedures including: case laws governing arrest, rules of evidence, probable cause, and search and seizure; strategy and tactics for management and deployment of personnel and equipment in complex tactical and emergency situations.

Skill in effectively supervising, leading and delegating tasks and authority; analyzing complex law enforcement and security issues, and developing solutions; assuming command level responsibilities and making appropriate decisions, while assuring compliance with police department goals and objectives; interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful

**TOWN OF QUARTZSITE  
JOB DESCRIPTION**

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conditions and emergency situations; directing work and holding staff accountable for successful outcomes.

**TOOLS AND EQUIPMENT USED:**

Personal computer; motor vehicle; telephone; mobile radio; calculator; copy machine; and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee typically is required to sit, stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands or arms; talk; hear; see; and repetitive motions. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet to moderate, but may be subjected to intense noises, travel, and deadly weapons. There are occasional stressful situations involving members of the public who are angry or upset.

**SELECTION CRITERIA:**

Applicants whose experience and training are most closely suited to the needs of the Town may be selected for further testing/interviews. Criteria will be based on job-related knowledge, skills, and abilities.

The Town of Quartzsite is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, disability, age, gender, sexual orientation, or national origin.

In accordance with the Americans with Disabilities Act (ADA and Section 504), the Town of Quartzsite does not discriminate on the basis of disability in the admission or access to, treatment, or employment in its programs, activities, or services.

The Town of Quartzsite supports a drug free workplace.

The Town of Quartzsite must verify the right to work in the United States of every individual hired.

January, 2013

Police Chief  
Town of Quartzsite, AZ

The Town of Quartzsite, home to 3,770 annual residents, is located 18 miles east of the Colorado River, on I-10. Situated within the Sonoran Desert, which holds its own mystique, the surrounding mountains add to the overall appeal, creating a scenic environment that is known for pristine desert views and glorious sunsets. Quartzsite is the destination of choice for literally millions of adventure seekers, as well as the vendors who bring a vast array of treasures from all over the world to sell.

The Town of Quartzsite is seeking a Police Chief. This position provides leadership and management to the police department, and is responsible for decision-making, independent judgment in interpreting rules and regulations, and applying State law and Town ordinances. Duties and responsibilities include providing direction and supervision for Police Department personnel; ensuring effective administration and enforcement of law enforcement activities; and establishing effective community relations. This position is appointed by the Town Manager with the concurrence of a seven-member Town Council in a Council/Manager form of government.

Email cover letter and résumé by COB ..... to [recruitment@ci.quartzsite.az.us](mailto:recruitment@ci.quartzsite.az.us).



## TOWN OF QUARTZSITE

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### **REGULAR COUNCIL MEETING**

Tuesday, January 14, 2014

**Agenda Item #7**            Discussion of open public records requests.

**Summary:**                The Mayor has requested this item be added to the Council Meeting agenda.

**Responsible Person:**   Ed Foster, Mayor

**Attachment:**            1. Memorandum from Ed Foster, Mayor, requesting agenda item  
2. Town Code Chapter 3 – Administration, Article 3-2 - Officers, Section 3-2-2 C. – Town Clerk  
3. Procedure Policy Manual, Item #14 – Copies of Documents  
4. Public Records Request Form

**Action Requested:**    Discussion of open public records requests.



# TOWN OF QUARTZSITE

465 North Plymouth Avenue • PO Box 2812 • Quartzsite, AZ 85346  
(928) 927-4333 • Fax (928) 927-4400  
Arizona Relay Service (928) 927-3762 (TDD)  
we are an equal opportunity employer  
www.ci.quartzsite.az.us

January 7, 2014

Tina Abriani  
Town Clerk  
Town of Quartzsite

Ms. Abriani

Please add the following to the agenda for the January 14th meeting

Discussion and possible action regarding open records request.

Tina, could you also include all town policy pertinent to the handling of public records request. And the following references from ARS

## 39-121. Inspection of public records

Public records and other matters in the custody of any officer shall be open to inspection by any person at all times during office hours.

### 39-121.02. Action on denial of access; costs and attorney fees; damages

A. Any person who has requested to examine or copy public records pursuant to this article, and who has been denied access to or the right to copy such records, may appeal the denial through a special action in the superior court, pursuant to the rules of procedure for special actions against the officer or public body.

B. The court may award attorney fees and other legal costs that are reasonably incurred in any action under this article if the person seeking public records has substantially prevailed. Nothing in this subsection shall limit the rights of any party to recover attorney fees, expenses and double damages pursuant to section 12-349.

C. Any person who is wrongfully denied access to public records pursuant to this article has a cause of action against the officer or public body for any damages resulting from the denial.

Ed Foster

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TA  
TOWN OF QUARTZSITE

inquiry, the Council and its members shall deal with the administrative service solely through the manager.

**Section 3-2-2 Town Clerk** (Ord. 06-05/Ord. 06-12/Ord. 08-13/Ord. 10-07)

- A. Appointment. The Clerk shall be appointed by the Town Manager. The position shall be classified and subject to the Town of Quartzsite Personnel Policy.
- B. Records. The clerk shall keep a true and correct record of all business transacted by the Council and any other records that either pertain to the business of the town or that the Council directs. The clerk shall number, plainly label and file separately in a suitable cabinet all ordinances, resolution, notices, deeds, surveys, leases, paid and unpaid vouchers, inventories, letters, orders and other documents of whatever nature.
- C. Public Inspection of Records. The clerk shall keep convenient for public inspection all public records and public documents under his control, as provided by state statute.
- D. Monthly Reports. The clerk shall prepare and collect from town officers and employees such monthly reports prepared in such manner and to include such information as may be directed by the Council.
- E. Minutes. The clerk shall prepare or cause to be prepared all minutes of Council proceedings and ensure their correctness and accuracy.
- F. Ordinances, Resolution, Budgets and Notices. The clerk shall process, record, file, publish and, if required by state statute, post all ordinances, resolutions, budgets and notices that may be passed by the Council.
- G. Duties as Treasurer. The clerk or the Town Manager's designee shall hold the office of Town Treasurer and receive and safely keep all monies that shall come to the town and pay out the same when authorized by the Council. He shall keep a separate record and account of each different fund provided by the Council, apportion the monies received among the different funds as prescribed by the Council, and keep a complete set of books showing: every money transaction of the town, the state of each fund, from what source the money in each fund was derived and for what purpose expended, and he shall make monthly reports to the Council of all receipts and disbursements and the balance in each fund. At the end of the fiscal year he shall make a full and detailed statement of the receipts and expenditures of the town during the year, specifying the different sources of revenue and the amount received from each, all appropriations made by the Mayor and Council, and the object for which they were made, and the amount of money expended under each, the evidences of indebtedness issued, and what portion remains thereof outstanding, with the rate and amount of interest due thereon, and the amount of cash on hand.

**12. Officers and Employees:**

Department heads of the Town, when there is pertinent business from their departments on the Council agenda, shall attend such Council meetings, upon the request of the Town Manager.

**13. Rules of Order:**

“Robert’s Rules of Order Revised” shall govern the proceeding of the Council. The Town Attorney shall serve as the parliamentarian.

No further discussion will be allowed after a motion has been voted on, unless there is a motion to reconsider.

**14. Copies of Documents:**

All requests for document copies must be submitted in writing to the Town Clerk or appointed nominee or in his absence to the appropriate department head. Council Members are entitled to one copy only of any public document, of reasonable length, within the Town Hall offices. The only exception would be if said Council Member is heading a sanctioned Committee and needs additional copies for his Committee members.

The general public is entitled to purchase at .20 cents per sheet any unrestricted public document within the Town Hall offices. Public requests must be made in writing in accordance with the public records law.

**15. Use of Audio Tapes of Meetings:**

Council Members have the right, if they wish verbatim portions of a particular meeting, to use the official recording to obtain this information for themselves. The Town Clerk shall perform this task; it will be done when the Clerk can judiciously do it without impeding the daily necessary work of the Town Clerk’s office. Recordings must physically remain in the Town Hall and shall not be removed. A fee of \$25.00 will be assessed and a blank travel drive must be provided to the Clerk. Request will be addressed within a 72 hour period.

**16. Correction to Council Minutes:**

If a Council Member has corrections, other than substance, such as spelling or punctuation, he may call them into the Town Clerk or present them in writing before the next meeting and they will be corrected accordingly.

All corrections that have been approved by the Council at a Council meeting will be made as an addendum to the actual minutes in question. Copies of the amendments will be put with the original and public copies of said minutes in the Town Clerk’s records. Copies of the corrected minutes will be distributed to each Council Member.



# TOWN OF QUARTZSITE

465 North Plymouth Avenue, PO Box 2812, Quartzsite, AZ 85346  
PH. (928) 927-4333 Fax (928) 927-4400  
Arizona Relay Service (928) 927-3762  
we are an equal opportunity employer  
www.ci.quartzsite.az.us

## PUBLIC RECORDS REQUEST

(A.R.S. Title 39)

Name  Date

Address:  Phone:  Charges are based on fees established and listed on attached sheet.

City:  State:  Zip:  Amount Due : \_\_\_\_\_

**Please Note:** Active public records are in various locations. The Town requests that a reasonable amount of time be expected for responding to any request to copy or inspect Town records. The Town may require additional time to process more difficult requests and if so, an estimated time frame will be provided to the requestor.

Indicate whether you desire to inspect or copy public records:  Inspect  Copy

Indicate whether you are using the public record for a commercial or non-commercial purpose:  Commercial\*  Non-Commercial

**Specifically describe the record requested for inspection or copying: ( The Town Clerk may return any written request without further processing if it lacks the specificity necessary to identify the public records or other matters to which access or copies is requested.)**

**"The Arizona Public records laws require only that the Town produce copies of records that already exist. The law does not require that we compile statistics, customize reports, do research or create documents that do not already exist".**

A.R.S. 39-121.03D- Commercial purpose includes any use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from public records to another for the purpose of solicitation or for any purpose where the purchaser can reasonable anticipate the receipt of monetary gain from direct or indirect use of the record. When a person requests copies of City records for commercial purposes, a statement setting forth the commercial purpose for which the copies will be used must be provided.

Commercial Purpose Statement

I hereby certify that the requested records are to be used for the above stated purpose(s).

Signature of person requesting records \_\_\_\_\_

FOR RIM OFFICE USE ONLY:  
DATE RECEIVED: \_\_\_\_\_ BY: \_\_\_\_\_  
DATE PROCESSED: \_\_\_\_\_ BY: \_\_\_\_\_

REQUEST APPROVED: \_\_\_\_\_  
REQUEST DENIED: \_\_\_\_\_  
COMPLETION DATE AND INITIALS:  
\_\_\_\_\_

# TOWN OF QUARTZSITE PUBLIC RECORDS REPRODUCTION PRICE SHEET

## NON-COMMERCIAL COST OF REPRODUCTION

_____	Photocopies @ \$.20 each	=\$ _____
_____	Data processing list @ \$.25 per line	=\$ _____
_____	Magnetic media reproduction @ \$25.00 per diskette or cassette – requestor must supply diskettes or cassettes or we will provide for you at \$3.00 per diskette or cassette. (\$10.00 advance deposit required)	=\$ _____
	Postage	=\$ _____
	<b>TOTAL</b>	<b>=\$ _____</b>

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## COMMERCIAL COST OF REPRODUCTION

_____	Photocopies @ \$3.00 each	=\$ _____
_____	Data processing list @ \$.35 per line	=\$ _____
_____	Magnetic media reproduction @ \$25.00 per diskette or cassette – requestor must supply diskettes or cassettes or we will provide for you at \$3.00 per diskette or cassette. (\$10.00 advance deposit required)	=\$ _____
	Postage	=\$ _____
	<b>TOTAL</b>	<b>=\$ _____</b>

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## PUBLIC RECORDS REPRODUCTION

### A.R.S. § 39-121.01 (D)(1)

...“The custodian may require any person requesting that the custodian mail a copy of any public record to pay in advance for any copying and postage charges.”

### A.R.S. § 39-121.03

#### REQUEST FOR COPIES, PRINTOUTS OR PHOTOGRAPHS; STATEMENT OF PURPOSE; FEES

A. A person requesting copies, printouts or photographs of public records for a commercial purpose shall, upon making such a request, provide a certified statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the verified statement the custodian of such records may furnish reproductions, the charge for which shall include the following:

1. A portion of the cost to the state for obtaining the original or copies of the documents, printouts or photographs.
2. A reasonable fee for the cost of time, equipment and personnel in producing such reproduction.
3. The value of the reproduction on the commercial market.

#### COMMERCIAL PURPOSE AS ABUSE OF PUBLIC RECORD; DETERMINATION BY GOVERNOR

B. If the custodian of a public record determines that the commercial purpose stated in the verified statement is a misuse of public records or is an abuse of the right to receive public records, the custodian may apply to the governor requesting that the governor by executive order prohibit the furnishing of copies, printouts or photographs for such commercial purpose. The governor, upon application from a custodian of public records, shall determine whether the commercial purpose is a misuse or an abuse of the public record. If the governor determines that the public record shall not be provided for such commercial purpose he shall issue an executive order prohibiting the providing of such public records for such commercial purpose. If no order is issued within thirty days of the date of application, the custodian of public records shall provide such copies, printouts or photographs upon being paid the fee determined pursuant to subsection A of this section.

#### CIVIL PENALTY

C. A person who obtains public records for a commercial purpose without indicating the commercial purpose or who obtains a public record for a noncommercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses them for a commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorneys' fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.

#### DEFINITION OF COMMERCIAL PURPOSE

D. As used in this section "commercial purpose", means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in a judicial or quasi-judicial body of this state or a political subdivision of this state.

### A.R.S. § 39-122. Free searches for and copies of public records to be used in claims against United States; liability for noncompliance

A. No state, county or city, or any officer or board thereof shall demand or receive a fee or compensation for issuing certified copies of public records or for making search for them, when they are to be used in connection with a claim for a pension, allotment, allowance, compensation, insurance or other benefits which is to be presented to the United States or a bureau or department thereof.

B. Notaries public shall not charge for an acknowledgment to a document which is to be so filed or presented.

C. The services specified in subsections A and B shall be rendered on request of an official of the United States, a claimant, his guardian or attorney. For each failure or refusal so to do, the officer so failing shall be liable on his official bond.