

# COUNCIL MEETING AGENDA

**TUESDAY, JULY 12, 2016**

Members may attend in person or by telephone

## AMENDED

Ed Foster, Mayor  
Vice Mayor Davidson

Carol Kelley  
Loretta Warner  
Vacant

Mark Orgeron  
Gunny St. Germain

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

**Regular Meeting  
7:00 p.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 are requested to be staged at the back of the public seating area in order not to interfere with the meeting.*

*Items may be discussed earlier or in a different sequence.  
Headphones are available upon request for the hearing impaired.*

	<b>AGENDA ITEM</b>	<b>COUNCIL ACTION</b>
	<b>CALL TO ORDER OF REGULAR MEETING</b>	
	<p style="text-align: center;"><b>INVOCATION AND PLEDGE OF ALLEGIANCE</b></p> <p><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></p>	
	<b>ROLL CALL</b>	
	<p style="text-align: center;"><b>CALL TO THE PUBLIC AND 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. There is a 3 minute limit for each speaker. 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></p>	
	<b>ANNOUNCEMENTS</b>	

	<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.	<p><b>LEDGER OF ACCOUNTS PAID</b> – Consider approval of check series 40412-40429, 40439-40448, and 40450-40455 totaling \$36,854.20.</p>	<p>Discussion; possible action by MOTION; may be acted upon with single motion.</p>
	<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>	
2.	<p><b>MINUTES</b> – Consider approval of the minutes of the Town Council Special Meeting of June 21, 2016; the Special Meeting and Work Session of June 22, 2016; and the Regular meeting of June 28, 2016.</p>	<p>Discussion; possible action by MOTION.</p>
3.	<p><b>RESOLUTION AMENDING THE PERSONNEL POLICIES</b> Consider approval of a resolution amending the Personnel Policies to amend Sections 104 Personnel Advisory Board, 105 Duties of the Personnel Advisory Board, 110 Right of Grievance and Appeal related to dissolving the Personnel Advisory Board and appointing a hearing officer.</p>	<p>Discussion; possible action by MOTION.</p>
4.	<p><b>ORDINANCE AMENDING TOWN CODE CHAPTER 3 ADMINISTRATION, DUE TO DISSOLUTION OF THE PERSONNEL ADVISORY BOARD</b> – Consider approval of an ordinance amending the Town Code, Chapter 3 Administration, Article 3-3 Personnel System by repealing Section 3-3-5 Personnel Advisory Board to dissolve the Personnel Advisory Board.</p>	<p>Discussion; possible action by MOTION.</p>

5.	<b>COUNCIL VACANCY</b> – Discussion regarding the timing of the selection and appointment of a new Town Council Member to fill Norm Simpson’s vacant seat. <i>Requested by Mayor Foster</i>	Discussion.
6.	<b>POLICE OFFICER POSITIONS</b> – Discussion, review and approval to hire Jason Beard as a Quartzsite Police Officer. This is one of the two new officer positions included in the FY16-17 Tentative Budget. Officer Beard will fill the vacant reserve position and be automatically made full-time at the approval of the Final Budget.	Discussion; possible action by MOTION.
7.	<b>CHIEF OF POLICE EMPLOYMENT</b> - Approval of Waiver of Paragraph 13 of the Settlement Agreement with William Ponce related to his employment with the Town of Quartzsite.	Discussion; possible action by MOTION.
	<b>COMMUNICATIONS</b>	
8.	Reports from the MAYOR on current events.	
9.	Reports from the COUNCIL on current events.	
10.	Reports from the TOWN MANAGER to the Council.	
	<b>ADJOURN</b>	MOTION to adjourn.

PERSONS WITH A DISABILITY MAY REQUEST A REASONABLE ACCOMMODATION BY CONTACTING THE TOWN CLERK’S OFFICE AT 928-927-4333. REQUESTS SHOULD BE MADE 24 HOURS IN ADVANCE PLEASE, OR AS EARLY AS POSSIBLE TO ALLOW TIME TO ARRANGE ACCOMMODATION.

COUNCIL MAY NOT ACT ON ITEMS NOT ON THE AGENDA

**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 \_\_\_\_\_, 2016, 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

**QUARTZSITE PUBLIC LIBRARY**  
**Statistical Report June, 2016**

**Total Number of Patrons**

	<b>2,367</b>
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<b>Adult Fiction</b>	246
<b>Adult Non Fiction</b>	69
<b>Paperbacks</b>	120
<b>Large Print</b>	95
<b>E-Books</b>	2,473
<b>Arizona Books</b>	2
<b>Foreign Language</b>	1
<b>ILL Sent to other Libraries</b>	17
<b>ILL Received from other Libraries</b>	0
<b>TOTAL ADULT BOOKS</b>	<b>3,023</b>
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<b>Young Adult Fiction</b>	14
<b>Young Adult Non-Fiction</b>	3
<b>Young Adult Paperback</b>	0
<b>Juvenile Fiction</b>	16
<b>Juvenile Non-Fiction</b>	0
<b>Juvenile Paperback</b>	0
<b>Graphic Novel</b>	1
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<b>MISCELLANEOUS</b>	
<b>Puzzles</b>	11
<b>DVD</b>	530
<b>VHS</b>	50
<b>CD Audio</b>	41
<b>Audio Cassettes</b>	8
<b>TOTAL CIRCULATION</b>	<b>3,697</b>
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<b>Computer Questions</b>	152
<b>Reference Questions</b>	142
<b>Information</b>	118
<b>Kids Computer Use</b>	20
<b>Computer Use</b>	416
<b>Caregivers Use</b>	24
<b>Wireless Usage</b>	216
<b>New Patrons Registered</b>	14
<b>Meeting Room Use</b>	29
<b>Donations</b>	135
<b>Magazines</b>	7
<b>Volunteers</b>	48 hrs.
<b>After School Program</b>	360

**Circulation Statistics By Item Report Class : 06/01/2016 to 06/30/2016**

<b>Item Report Class</b>	<b>Checked In</b>	<b>Checked Out</b>	<b>Renewed</b>	<b>In-House Use</b>	<b>Booked</b>
000 - 099	0	0	0	1	0
100 - 199	8	8	2	0	0
200 - 299	3	1	2	3	0
300 - 399	7	9	2	1	0
400 - 499	0	1	0	0	0
500 - 599	1	2	0	1	0
600 - 699	24	27	8	4	0
700 - 799	10	7	8	3	0
800 - 899	5	5	0	7	0
900 - 999	9	9	4	14	0
ADV	2	1	0	0	0
Aud	8	3	4	4	0
AZ	5	2	4	4	0
AZ NF	0	0	0	0	0
AZ R	0	0	0	0	0
BC	0	0	0	0	0
Biography	0	0	0	1	0
CD ROM	0	0	0	0	0
CD/AUD	41	38	18	8	0
Christian Fiction	51	52	8	7	0
DVD	530	503	53	42	0
Easy Book	2	2	3	0	0
eBook	0	0	0	1	0
Fiction	127	143	35	141	0
Fiction Large Print	55	51	6	6	0
Fiction Paperback	34	37	1	0	0
French	0	1	0	0	0
Graphic Novel	1	1	0	0	0
J Fiction	16	13	6	0	0
J Non-Fiction	0	0	0	0	0
J PBK	0	0	0	0	0
J Spanish	0	0	0	0	0
Jigsaw puzzle	11	11	2	0	0
L	2	1	0	0	0
Large Print Non-Fiction	0	0	0	1	0
Magazine	0	0	0	0	0
Mystery	83	97	55	82	0
Mystery Large Print	23	27	0	0	0
Mystery Paperback	27	21	3	0	0
Native American	0	1	0	0	0
PHA	1	1	0	1	0
Reference	0	0	0	2	0
Romance	0	0	0	0	0
Romance Paperback	4	4	6	1	0
Science Fiction	22	21	1	4	0
Science Fiction Paperback	18	18	1	0	0
Spanish	0	0	0	0	0
Undefined	9	6	1	5	0
VHS	50	39	4	1	0
Western	15	14	1	5	0
Western Large Print	15	13	1	0	0
Western Paperback	40	39	2	0	0
YA Fiction	14	9	0	0	0
YA Non-Fiction	3	1	0	0	0
YA Paperback	0	0	0	6	0
<b>Total</b>	<b>1276</b>	<b>1239</b>	<b>241</b>	<b>350</b>	<b>0</b>

All unique users with checkouts: 570

## **Checkouts**

### **Format All checkouts**

Audiobook 521

eBook 1,952

Total 2,473

## **Holdings**

### **Format All holds**

Audiobook 101

eBook 333

Total 434

- Run new report



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, July 12, 2016

**Agenda Item:** **LEDGER OF ACCOUNTS PAID** – Consider approval of check series 40412-40429, 40439-40448, and 40450-40455 totaling \$36,854.20.

**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:** Skylor Miller, Town Manager

**Attachment:** Ledger of Accounts Paid: check series 40412-40429, 40439-40448, and 40450-40455

**Action Requested:** **Motion to approve the Ledger of Accounts Paid; check series 40412-40429, 40439-40448, and 40450-40455.**

**Quartzsite Town Council Meeting of  
JULY 12, 2016  
Check Register/ Revenue/ Consent Agenda**

**Horizon Community Bank - Begin Check #40412-40429, 40439-40448, and 40450-40455.**

**Balances on all cash accounts as of July 8, 2016**

<b>Checking Account</b>	<b>\$</b>	<b>4,137,332.26</b>
<b>LGIP Account</b>	<b>\$</b>	<b>700,526.13</b>
<b>WIFA Debt Reserve Account</b>	<b>\$</b>	<b>220,594.71</b>

<b>Total Expensed Dollar Amount for Consent Agenda</b>	<b>\$</b>	<b>101,096.44</b>
<b>Total Payroll for Pay Period Ending 7/02/16</b>	<b>\$</b>	<b>64,242.24</b>
<b>YTD Total Revenue Dollar Amount for Consent Agenda</b>	<b>\$</b>	<b>2,272,922.00</b>
<b>YTD Total Sewer Cap Revenue as of 7/08/16</b>	<b>\$</b>	<b>0</b>
<b>YTD Total Sewer Sales Revenue as of 7/08/16</b>	<b>\$</b>	<b>1,122,883.61.</b>
<b>YTD Total Water Cap Revenue as of 7/08/16</b>	<b>\$</b>	<b>2,700.00</b>
<b>YTD Total Water Sales Revenue as of 7/08/16</b>	<b>\$</b>	<b>1,147,338.39</b>

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Town of Quartzsite

Payroll Earnings, Benefits & Deductions

Pay Period Dates: 06/19/2016 to 07/02/2016

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**Employee Earnings**                              \$ 64,242.24

**Employee Deduction**

Soc Security	\$	2,669.07
Medicare	\$	904.88
Federal WH	\$	4,630.79
State WH	\$	1,528.48
Retirement	\$	1,192.03
Retirement Loan	\$	866.91
Police Retirement	\$	2,129.97
Medical	\$	1,690.03
Dental	\$	292.29
Life/VOL Ins	\$	137.00
Vision	\$	198.24
AFLAC	\$	1,150.43
Misc Deductions	\$	824.32
<b>Total:</b>	<b>\$</b>	<b>18,214.44</b>

**Payroll Related Checks Series:**

40430 - 40432

40433 - 40438

Non-Direct Deposit Employees: 3

**Payees Description:**

Police Retirement

457 Plan

Profit Sharing Plan

Employee Deduction

Employee Deduction

Employee Deduction

**Employee Net Pay**                    \$ 46,027.80

Employee Count: 47

Regular Hours:	2498.50
Overtime Hours:	69.50
GOHS Grant OT:	13.00
<b>Total Number of Hours:</b>	<u>2581.00</u>

Payroll Register Detail & Benefits Register Detail on file in Payroll Folder

## Report Criteria:

Report type: GL detail

Check Check Number = 40412-40455

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>40412</b>						
07/05/16	40412	Arizona Correctional Indust	488.70	2 backless benches - Cemetery	01-181-5061	488.70
Total 40412:			488.70			
<b>40413</b>						
07/05/16	40413	Everett Babcock	158.00	Per Diem: General Instructor School	01-140-5043	158.00
Total 40413:			158.00			
<b>40414</b>						
07/05/16	40414	Galls, An Aramark Compan	109.41	5 Work Shirts - Ch. Conley	01-140-5019	109.41
Total 40414:			109.41			
<b>40415</b>						
07/05/16	40415	Idexx Distribution, Inc.	45.10	Comparator - Supplies	15-500-5200	45.10
Total 40415:			45.10			
<b>40416</b>						
07/05/16	40416	Inland Builders Supply, Inc.	56.72	Celling Tiles - Community Center	01-185-5030	56.72
07/05/16	40416	Inland Builders Supply, Inc.	18.88	Furnace Filters - Community Center	01-185-5030	18.88
Total 40416:			75.60			
<b>40417</b>						
07/05/16	40417	Interim Public Management	1,500.00	Retainer Fee-Search for Interim Manager	01-130-5032	1,500.00
Total 40417:			1,500.00			
<b>40418</b>						
07/05/16	40418	La Paz County Sheriff's De	97.67	Fees Collected - Mar 2018	01-000-2212	97.67
07/05/16	40418	La Paz County Sheriff's De	16.81	Fees Collected: October 2015	01-000-2212	16.81
07/05/16	40418	La Paz County Sheriff's De	29.41	Fees Collected: October 2014	01-000-2212	29.41
Total 40418:			143.89			
<b>40419</b>						
07/05/16	40419	Lowe's	811.18	Bermuda Grass Seed - Parks	01-180-5068	811.18
07/05/16	40419	Lowe's	330.12	Credit for Returned Supplies	01-110-5022	330.12
07/05/16	40419	Lowe's	123.56	12-station outdoor timer - Parks	01-180-5086	123.56
Total 40419:			604.62			
<b>40420</b>						
07/05/16	40420	Marilyn Mcfate	19.02	Reimbursement - Gas for Transit Van	01-230-5024	19.02
Total 40420:			19.02			
<b>40421</b>						
07/05/16	40421	MettLife	2,316.59	Payroll Payables	01-000-2209	2,316.59

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 40421:			<u>2,316.59</u>			
<b>40422</b>						
07/05/16	40422	Pitney Bowes Inc	674.05	Quarterly Postage Meter Rental	01-130-5038	674.05
Total 40422:			<u>674.05</u>			
<b>40423</b>						
07/05/16	40423	Purchase Power	53.65	Postage Refill - Admin	01-130-5042	53.65
07/05/16	40423	Purchase Power	6.57	Postage Refill - P&Z	01-160-5042	6.57
07/05/16	40423	Purchase Power	20.07	Postage Refill - Pollice	01-140-5042	20.07
07/05/16	40423	Purchase Power	1.09	Postage Refill - Library	01-170-5042	1.09
07/05/16	40423	Purchase Power	15.69	Postage Refill - Court	01-150-5042	15.69
07/05/16	40423	Purchase Power	200.00	Postage Refill - WW	15-500-5042	200.00
07/05/16	40423	Purchase Power	200.00	Postage Refill - Water	16-550-5042	200.00
07/05/16	40423	Purchase Power	2.93	Postage Refill - HURF	03-220-5042	2.93
Total 40423:			<u>500.00</u>			
<b>40424</b>						
07/05/16	40424	River City Newspapers	86.03	Public Notice - Town Council Position Vacant	01-110-5033	86.03
Total 40424:			<u>86.03</u>			
<b>40425</b>						
07/05/16	40425	Sam's Club Credit	11.58	First Aid Kit	01-130-5022	11.58
07/05/16	40425	Sam's Club Credit	18.06	Annusal Membership Fee	03-220-5051	18.06
07/05/16	40425	Sam's Club Credit	18.06	Annusal Membership Fee	01-185-5051	18.06
07/05/16	40425	Sam's Club Credit	18.07	Annusal Membership Fee	15-500-5051	18.07
07/05/16	40425	Sam's Club Credit	18.07	Annusal Membership Fee	16-550-5051	18.07
07/05/16	40425	Sam's Club Credit	18.07	Annusal Membership Fee	01-130-5051	18.07
07/05/16	40425	Sam's Club Credit	18.07	Annusal Membership Fee	01-140-5051	18.07
Total 40425:			<u>119.98</u>			
<b>40426</b>						
07/05/16	40426	VieVu	3,914.28	LE4 Body Worn Video Cameras (4)	01-140-5060	3,914.28
07/05/16	40426	VieVu	342.22	LE4 Body Worn Video Camera - replaced	01-140-5060	342.22
Total 40426:			<u>4,256.50</u>			
<b>40427</b>						
07/05/16	40427	WACOG	305.00	Rural Transportation Liason FY 2016	01-230-5035	305.00
Total 40427:			<u>305.00</u>			
<b>40428</b>						
07/05/16	40428	Ward Law Offices, PLLC	3,200.00	Prosecutorial Services	01-150-5073	3,200.00
Total 40428:			<u>3,200.00</u>			
<b>40429</b>						
07/05/16	40429	Yuma Winnelson Co.	359.93	Meter Badger Unit - Water	16-550-5050	359.93
07/05/16	40429	Yuma Winnelson Co.	1,097.67	Manhole Frame & Cover	15-500-5050	1,097.87

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 40429:			1,457.60			
<b>40439</b>						
07/07/16	40439	A1 Janitorial Supply	349.02	Powdered Drain Sewer Opener - WWTP	15-500-5050	349.02
Total 40439:			349.02			
<b>40440</b>						
07/07/16	40440	ABM	289.65	Consultant Svcs - Community Development	01-160-5032	289.65
Total 40440:			289.65			
<b>40441</b>						
07/07/16	40441	Cochise Petroleum Equipm	81.96	Troubleshoot primer on gas pump	01-130-5035	81.96
07/07/16	40441	Cochise Petroleum Equipm	81.95	Troubleshoot primer on gas pump	01-140-5035	81.95
07/07/16	40441	Cochise Petroleum Equipm	81.95	Troubleshoot primer on gas pump	01-160-5035	81.95
07/07/16	40441	Cochise Petroleum Equipm	81.95	Troubleshoot primer on gas pump	01-180-5035	81.95
07/07/16	40441	Cochise Petroleum Equipm	81.95	Troubleshoot primer on gas pump	15-500-5035	81.95
07/07/16	40441	Cochise Petroleum Equipm	81.95	Troubleshoot primer on gas pump	16-550-5035	81.95
07/07/16	40441	Cochise Petroleum Equipm	81.95	Troubleshoot primer on gas pump	03-220-5035	81.95
07/07/16	40441	Cochise Petroleum Equipm	81.95	Troubleshoot primer on gas pump	01-230-5035	81.95
Total 40441:			655.61			
<b>40442</b>						
07/07/16	40442	GFOA	160.00	GFOAz Annual Membership - K. Tunnell	01-130-5051	160.00
Total 40442:			160.00			
<b>40443</b>						
07/07/16	40443	J & S Electric, LLC	339.93	LED Driver for Walking Trail	03-220-5029	339.93
Total 40443:			339.93			
<b>40444</b>						
07/07/16	40444	Pam Shirley	270.00	Per Diem: Special Jurisdiction Trng	01-150-5043	270.00
Total 40444:			270.00			
<b>40445</b>						
07/07/16	40445	Petty Cash	4.00	Vehicle Registration - PW	03-220-5051	4.00
07/07/16	40445	Petty Cash	4.82	Building MAintenance - Court	01-150-5030	4.82
07/07/16	40445	Petty Cash	18.60	Budget Worksession	01-110-5022	18.60
07/07/16	40445	Petty Cash	4.98	Budget Worksession - Ice	01-110-5022	4.98
07/07/16	40445	Petty Cash	7.00	Candy for M&C	01-110-5022	7.00
07/07/16	40445	Petty Cash	4.40	First Aid Supplies - Admin	01-130-5022	4.40
07/07/16	40445	Petty Cash	10.70	Records Request	01-130-5035	10.70
07/07/16	40445	Petty Cash	31.93	Office Supplies - PW	03-220-5022	31.93
07/07/16	40445	Petty Cash	2.95	Water - Transit	01-230-5022	2.95
07/07/16	40445	Petty Cash	21.85	Snacks - M&C	01-110-5022	21.85
07/07/16	40445	Petty Cash	35.00	Lunch Snacks for Worksession	01-110-5022	35.00
07/07/16	40445	Petty Cash	14.47	Drinks for Worksession	01-110-5022	14.47
07/07/16	40445	Petty Cash	22.02	Office Supplies - Admin	01-130-5022	22.02
07/07/16	40445	Petty Cash	18.01	Office Supplies - Admin	01-130-5022	18.01
07/07/16	40445	Petty Cash	.84	Postage - Admin	01-130-5042	.84

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
07/07/16	40445	Petty Cash	36.00	Per Diem - O. Cruz	16-550-5043	36.00
07/07/16	40445	Petty Cash	5.48	Air Filter - PD	01-140-5034	5.48
07/07/16	40445	Petty Cash	7.69	Office Supplies - Water	16-550-5022	7.69
07/07/16	40445	Petty Cash	7.36	Postage - Admin	01-130-5042	7.36
07/07/16	40445	Petty Cash	9.72	Certificate Frames - Admin	01-130-5022	9.72
07/07/16	40445	Petty Cash	19.91	Moon Mountain Ribbon Ceremony	03-220-5029	19.91
07/07/16	40445	Petty Cash	4.00	Moon Mountain Ribbon Ceremony	03-220-5029	4.00
07/07/16	40445	Petty Cash	5.00	Water - Transit	01-230-5022	5.00
07/07/16	40445	Petty Cash	8.00	Water and Candy - M&C	01-110-5022	8.00
07/07/16	40445	Petty Cash	6.45	Postage - PD	01-140-5042	6.45
07/07/16	40445	Petty Cash	13.45	Postage - PD	01-140-5042	13.45
07/07/16	40445	Petty Cash	2.92	Postage - PD	01-140-5042	2.92
07/07/16	40445	Petty Cash	16.21	Office Supplies - PD	01-140-5022	16.21
07/07/16	40445	Petty Cash	38.52	Training Supplies - PD	01-140-5043	38.52
07/07/16	40445	Petty Cash	23.02	Office Supplies - PD	01-140-5022	23.02
07/07/16	40445	Petty Cash	4.40	Office Supplies - PD	01-140-5022	4.40
07/07/16	40445	Petty Cash	4.54	Janitorial Supplies - PD	01-140-5034	4.54
07/07/16	40445	Petty Cash	13.45	Postage - PD	01-140-5042	13.45
07/07/16	40445	Petty Cash	7.30	Office Supplies - PD	01-140-5022	7.30
07/07/16	40445	Petty Cash	15.69	Janitorial Supplies - PD	01-140-5034	15.69
07/07/16	40445	Petty Cash	27.25	Office Supplies - PD	01-140-5022	27.25
07/07/16	40445	Petty Cash	6.88	Office Supplies - PD	01-140-5022	6.88
07/07/16	40445	Petty Cash	28.95	Small Tools/Equipment	01-140-5060	28.95
Total 40445:			513.56			
<b>40446</b>						
07/07/16	40446	Pioneer Landscaping Mate	1,043.75	Coco Brown 1/4" m screened	01-181-5061	1,043.75
Total 40446:			1,043.75			
<b>40447</b>						
07/07/16	40447	Ryley Cartock & Applewhit	100.00	Special Council Svcs - 04/12/16	01-120-5072	100.00
Total 40447:			100.00			
<b>40448</b>						
07/07/16	40448	Visa	323.51	Hotel: Judicial Conf 2016-P. Shirley	01-150-5043	323.51
07/07/16	40448	Visa	404.40	Hotel: AZ Clerks Institute-T. Abriani	01-130-5043	404.40
07/07/16	40448	Visa	404.40	Hotel: AZ Clerks Institute - M. Castellanos	01-130-5043	404.40
07/07/16	40448	Visa	410.64	Hotel: Magistrate Conf/Tempe - P. Shirley	01-150-5043	410.64
07/07/16	40448	Visa	549.36	Lodging: AZ Water Conf - O. Cruz	16-550-5043	549.36
07/07/16	40448	Visa	102.83	Lodging: Traffic Tech Trng - T. Pearson	03-220-5043	102.83
07/07/16	40448	Visa	102.83	Lodging: Traffic Tech Trng - J. Cameron	03-220-5043	102.83
07/07/16	40448	Visa	217.10	Lodging: Traffic Supervisor Trng - T. Pearson	03-220-5043	217.10
07/07/16	40448	Visa	217.10	Hotel: Traffic Supervisor Trng - J. Cameron	03-220-5043	217.10
07/07/16	40448	Visa	102.83	Lodging: Traffic Tech Trng - O. Cruz	03-220-5043	102.83
07/07/16	40448	Visa	259.96	Hotel: Govt Accounting Trng - M. Hunt	01-130-5043	259.96
07/07/16	40448	Visa	399.00	Registration: Human Resources Trng - M. Hunt	01-130-5043	399.00
07/07/16	40448	Visa	1,637.00	AZ Republic CDBG Public Notice	15-500-5033	1,637.00
07/07/16	40448	Visa	55.00	Court Interpreter Trng - J. Castellanos	01-150-5043	55.00
07/07/16	40448	Visa	643.50	Ad for Town Manager Position	01-130-5035	643.50
07/07/16	40448	Visa	60.00	Annual GFOAz Membership - M. Hunt	01-130-5043	60.00
07/07/16	40448	Visa	159.96	Hotel: Traffic Control Supervisor - O. Cruz	03-220-5043	159.96
07/07/16	40448	Visa	166.88	Hotel Deposit-Caselle Conference - R. Bennett	15-500-5043	166.88
07/07/16	40448	Visa	166.88	Hotel Deposit- Caselle Conference - K. Tunnel	01-130-5043	166.88

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
07/07/16	40448	Visa	166.88	Hotel Deposit- Caselle Conference - M. Hunt	01-130-5043	166.88
07/07/16	40448	Visa	110.00	Registration: AMCA 2016 Conf - T. Abrtani	01-130-5043	110.00
07/07/16	40448	Visa	110.00	Registration: AMCA 2016 Conf - M. Castellanos	01-130-5043	110.00
07/07/16	40448	Visa	107.59	Admin Travel Fees	01-130-5043	107.59
07/07/16	40448	Visa	59.32	8x10 Plaque for Police Officer	01-140-5022	59.32
07/07/16	40448	Visa	142.60	Placque for retiring Chief of Police	01-140-5022	142.60
07/07/16	40448	Visa	295.00	Registration: League Conf - L. Warner	01-110-5043	295.00
07/07/16	40448	Visa	77.00	Hotel Deposit: Human Resources Tmg	01-130-5043	77.00
07/07/16	40448	Visa	325.00	League Conf Registration - 5 youth	01-110-5043	325.00
07/07/16	40448	Visa	130.00	League Conf Registration - 2 chaperones	01-110-5043	130.00
07/07/16	40448	Visa	165.00	Registration: GFOAz Tmg - K. Tunnell	01-130-5043	165.00
07/07/16	40448	Visa	165.00	Registration: GFOAz Tmg - M. Hunt	01-130-5043	165.00
07/07/16	40448	Visa	364.20	Airline ticket: Special Jurisdiction Tmg - P. Shirley	01-150-5043	364.20
07/07/16	40448	Visa	91.76	Hotel: FEMA Tmg Certificate - T. Hoogerwerf	01-160-5043	91.76
07/07/16	40448	Visa	139.28	Hotel: Flagger Tmg - J. Shipley	03-220-5043	139.28
07/07/16	40448	Visa	295.00	Registration: League Conf - E. Foster	01-110-5043	295.00
07/07/16	40448	Visa	78.32	Hotel Deposit: Special Jurisdiction Tmg - P. Shirley	01-150-5043	78.32
07/07/16	40448	Visa	557.18	Hotel: Instructor School - E. Babcock	01-140-5043	557.18
07/07/16	40448	Visa	295.00	Registration: League Conf - C. Kelley	01-110-5043	295.00
07/07/16	40448	Visa	25.00	Guest Registration: League Conf	01-110-5043	25.00
Total 40448:			10,082.31			
<b>40450</b>						
07/07/16	40450	D And L Auto Parts	10.78	Oil filter wrench - HURF	03-220-5060	10.78
07/07/16	40450	D And L Auto Parts	74.87	Veh Maint - Supplies/Part - Admin	01-130-5025	74.87
07/07/16	40450	D And L Auto Parts	59.98	Motor Oil - Police	01-140-5024	59.98
07/07/16	40450	D And L Auto Parts	133.79	Veh Maint - Supplies/Part - Police	01-140-5025	133.79
07/07/16	40450	D And L Auto Parts	97.26	Veh Maint - Supplies/Part - WWTP	15-500-5025	97.26
Total 40450:			376.68			
<b>40451</b>						
07/07/16	40451	Fedex	33.45	Shipping Postage - Admin	01-130-5042	33.45
07/07/16	40451	Fedex	27.36	Shipping Postage - HURF	03-220-5042	27.36
Total 40451:			60.81			
<b>40452</b>						
07/07/16	40452	Genuine Parts Company	272.19	Vehicle Parts/Supplies - HURF	03-220-5025	272.19
07/07/16	40452	Genuine Parts Company	372.60	Oil and break cleaner- HURF	03-220-5024	372.60
07/07/16	40452	Genuine Parts Company	886.22	Vehicle Parts/Supplies - Water	15-550-5025	886.22
07/07/16	40452	Genuine Parts Company	173.04	Vehicle Parts/Supplies - Parks	01-180-5025	173.04
07/07/16	40452	Genuine Parts Company	68.59	Oil/battery/core - Police	01-140-5025	68.59
Total 40452:			1,772.64			
<b>40453</b>						
07/07/16	40453	Growers Oil Company	404.51	Wheelbarrel Wheels	15-500-5050	404.51
07/07/16	40453	Growers Oil Company	267.30	Cut steel for Cemetery	01-181-5061	267.30
Total 40453:			671.81			
<b>40454</b>						
07/07/16	40454	Visa	184.54	Return Tamco Equip - Admin	01-130-5042	184.54
07/07/16	40454	Visa	69.56	Return Tamco Equip - Hurf	03-220-5042	69.56

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
07/07/16	40454	Visa	69.56	Return Tamco Equip - Library	01-170-5042	69.56
07/07/16	40454	Visa	53.11	Return Tamco Equip - WW	15-500-5042	53.11
07/07/16	40454	Visa	52.50	Return Tamco Equip - Water	16-550-5042	52.50
07/07/16	40454	Visa	36.06	Return Tamco Equip - M&C	01-110-5042	36.06
07/07/16	40454	Visa	86.00	Return Tamco Equip - Magistrate	01-150-5042	86.00
07/07/16	40454	Visa	69.56	Return Tamco Equip - P&Z	01-160-5042	69.56
07/07/16	40454	Visa	53.11	Return Tamco Equip - Rec	01-185-5042	53.11
07/07/16	40454	Visa	15.27	Business Cards - Magistrate	01-150-5022	15.27
07/07/16	40454	Visa	9.12	Business Cards - Mayor	01-110-5022	9.12
07/07/16	40454	Visa	19.68	Refreshments for P&Z Meeting	01-160-5022	19.68
07/07/16	40454	Visa	90.00	Municipal Clerk Certification (CMC) - T. Abriani	01-130-5051	90.00
07/07/16	40454	Visa	72.02	Install for new 4YD Commercial Bin - WW	15-500-5035	72.02
07/07/16	40454	Visa	107.02	4YD Commercial Bin Fee 1st Month - WW	15-500-5035	107.02
07/07/16	40454	Visa	161.28	Business Cards - PD	01-140-5022	161.28
07/07/16	40454	Visa	144.30	Lunch for Council Budget Work Session	01-110-5022	144.30
07/07/16	40454	Visa	60.83	AccuCell Alcohol Sensor - PW	03-220-5060	60.83
07/07/16	40454	Visa	60.83	AccuCell Alcohol Sensor - Parks	01-180-5060	60.83
07/07/16	40454	Visa	60.83	AccuCell Alcohol Sensor - Police	01-140-5060	60.83
07/07/16	40454	Visa	60.82	AccuCell Alcohol Sensor - Water	16-550-5060	60.82
07/07/16	40454	Visa	60.82	AccuCell Alcohol Sensor - WW	15-500-5060	60.82
07/07/16	40454	Visa	60.82	AccuCell Alcohol Sensor - Transit	01-230-5060	60.82
07/07/16	40454	Visa	38.49	Safety Vests - PW	03-220-5019	38.49
07/07/16	40454	Visa	122.71	Lodging: Benchmarking Seminar - M. Hunt	01-130-5043	122.71
07/07/16	40454	Visa	125.00	CDL Medical Exam - T. Thomas	01-180-5035	125.00
07/07/16	40454	Visa	52.92	4 Safety Shirts - Water	16-550-5019	52.92
07/07/16	40454	Visa	158.74	12 Safety Shirts - WWTP	15-500-5019	158.74
07/07/16	40454	Visa	66.14	5 Safety Shirts - PW	03-220-5019	66.14
07/07/16	40454	Visa	35.58	Electrolux Vacuum - Admin	01-130-5022	35.58
07/07/16	40454	Visa	35.58	Electrolux Vacuum - WW	15-500-5022	35.58
07/07/16	40454	Visa	35.58	Electrolux Vacuum - Water	16-550-5022	35.58
07/07/16	40454	Visa	35.58	Electrolux Vacuum - Court	01-150-5022	35.58
07/07/16	40454	Visa	35.58	Electrolux Vacuum - Library	01-170-5022	35.58
07/07/16	40454	Visa	27.00	Notary Stamp - R. Santos	01-185-5022	27.00
07/07/16	40454	Visa	25.00	Arizona Notary Bond - R. Santos	01-185-5035	25.00
07/07/16	40454	Visa	69.00	1 Yr Compliance Protection Renewal	01-130-5051	69.00
07/07/16	40454	Visa	69.00	1 Yr Compliance Protection Renewal	01-140-5051	69.00
07/07/16	40454	Visa	69.00	1 Yr Compliance Protection Renewal	03-220-5051	69.00
07/07/16	40454	Visa	69.00	1 Yr Compliance Protection Renewal	15-500-5051	69.00
07/07/16	40454	Visa	69.00	1 Yr Compliance Protection Renewal	16-550-5051	69.00
07/07/16	40454	Visa	18.98	Busines Cards - H. Davidson	01-110-5022	18.98
07/07/16	40454	Visa	50.00	Scooter - 1 additional day - League Conf.	01-110-5043	50.00
07/07/16	40454	Visa	125.00	CDL Medical Exam - J. Cameron	15-500-5035	125.00
07/07/16	40454	Visa	10.00	Facebook Ad for Town	01-130-5035	10.00
07/07/16	40454	Visa	157.86	Public Hearing Notice for CDBG	15-500-5033	157.86
07/07/16	40454	Visa	249.96	Airline Ticket: IWORQ Trng - T. Hess	03-220-5043	249.96
07/07/16	40454	Visa	200.00	Booth for Showcase of Cities	01-110-5043	200.00
Total 40454:			3,608.34			
<b>40455</b>						
07/07/16	40455	Western Arizona Law Enfor	500.00	Agency Dues - FY 16/17 - Police	01-140-5051	500.00
Total 40455:			500.00			
Grand Totals:			36,854.20			

Payroll Check # 40430-40438, 40449



## TOWN OF QUARTZSITE

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### **REGULAR COUNCIL MEETING**

Tuesday, July 12, 2016

**Agenda Item:** **MINUTES** – Consider approval of the minutes of the Town Council Special Meeting of June 21, 2016; the Special Meeting and Work Session of June 22, 2016; and the Regular meeting of June 28, 2016.

**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 Town Council Special Meeting of June 21, 2016; the Special Meeting and Work Session of June 22, 2016; and the Regular meeting of June 28, 2016.

**Action Requested:** **Motion to approve the minutes of the Town Council Special Meeting of June 21, 2016; the Special Meeting and Work Session of June 22, 2016; and the Regular meeting of June 28, 2016.**

**MINUTES**  
**TOWN OF QUARTZSITE**  
**SPECIAL MEETING OF THE COMMON COUNCIL**  
**TUESDAY, JUNE 21, 2016, 2:00 PM**

**CALL TO ORDER:** 2:00 p.m.

Mayor Foster called the meeting to order at 2:00 p.m.

**INVOCATION:**

Pastor Bruce Swart gave the prayer.

**ROLL CALL:**

**Present:** Mayor Foster, Council Member Kelley, Council Member Warner, Council Member Orgeron, Council Member Davidson, and Council Member St. Germain appeared by phone.

**STAFF PRESENT:** Skylor Miller, Town Manager; Miguel Castellanos, Deputy Town Clerk; Susan Goodwin, Town Attorney, appeared by phone.

**CALL TO THE PUBLIC:**

None

**ADMINISTRATIVE ITEMS:**

**1. EXECUTIVE SESSION**

- An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of employment and salary of William Ponce as the Town of Quartzsite Chief of Police and A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position regarding an employment contract with William Ponce as the Town of Quartzsite Chief of Police.
- An executive session pursuant to ARS Section 38-431.03(A)(4) for discussion with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position regarding a contract with Interim Public Management for Interim Town Manager services.

**Council Member Orgeron motioned** to adjourn into executive session and Council Member Warner seconded the motion. The motion passed unanimously.

**ADJOURN TO EXECUTIVE SESSION:** 2:03 p.m.

**RETURN TO OPEN SESSION:** 3:20 p.m.

Mayor Foster called the meeting back to order at 3:20 p.m.

**Roll Call**

**Present:** Mayor Foster, Council Member Kelley, Council Member Warner, Council Member Orgeron, Council Member Davidson, and Council Member St. Germain appeared by phone.

- 2. CHIEF OF POLICE EMPLOYMENT CONTRACT** - Consideration and possible concurrence on an employment agreement with William Ponce as the Town of Quartzsite Chief of Police pursuant to Town Code Section 4-1-2.

**Council Member Orgeron motioned** to extend an offer to William Ponce for the position of Chief of Police and to have the Town Manager and Town Attorney negotiate a contract. Council Member Warner seconded the motion and the motion passed unanimously.

- 3. CONTRACT WITH INTERIM PUBLIC MANAGEMENT** – Consider approval to contract with Interim Public Management to provide an Interim Town Manager for the duration of the Town Manager recruitment process.

**Town Manager Miller explained** the process and time it could take in order to hire a new town manager

- 4. COUNCIL OFFICE IN TOWN HALL** – Discussion regarding the establishment of a Town Hall office for use by the Mayor and Council.

**Mayor Foster explained** the need an office in Town Hall for the Mayor and Council. **Council Member Kelley argued** Town staff is reliable and able to function without Mayor and Council seeing over them.

**Council Member Orgeron asked** staff to bring back options and see how other cities and towns perform with a Mayor and Council office.

**Adjourn:** 3:33 p.m.

**Council Member Orgeron motioned** to adjourn the meeting at 3:33 p.m. and Vice Mayor Davidson seconded the motion. The motion passed unanimously.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of June 21, 2016, of the Town Council of Quartzsite, Arizona, held on June 21, 2016.

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

DATED this 12<sup>th</sup> day of July 2016

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Miguel Castellanos, Deputy Town Clerk

On behalf of the Common Council

Approved:

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Ed Foster, Mayor

DRAFT

**MINUTES**  
**TOWN OF QUARTZSITE**  
**SPECIAL MEETING OF THE COMMON COUNCIL**  
**WEDNESDAY, JUNE 22, 2016, 1:00 PM**

**CALL TO ORDER:** 1:00 p.m.

**INVOCATION:** None

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

**ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Davidson, Council Member Kelley, Council Member Warner, Council Member Orgeron, and Council Member St. Germain appeared by phone.

**STAFF PRESENT:** Skylor Miller, Town Manager; and Tina Abriani, Town Clerk

**CALL TO THE PUBLIC:**

No one responded.

**ADMINISTRATIVE ITEMS:**

**EXECUTIVE SESSION**

- 1. An executive session pursuant to ARS Section 38-431.03(A)(1) for review of resumes and discussion of employment of a Town Manager and preparation of a final list for interviews.**

**Council Member Orgeron moved** to adjourn to executive session, and **Vice Mayor Davidson seconded** the motion. The vote was unanimous. **Motion Passed.**

**ADJOURN TO EXECUTIVE SESSION:** 1:06 p.m.

**RETURN TO OPEN SESSION:** 2:08 p.m.

The Mayor called the Regular Meeting back to order at 2:08 p.m.

**ROLL CALL**

**Present:** Mayor Foster, Vice Mayor Davidson, Council Member Kelley, Council Member Warner, Council Member Orgeron, and Council Member St. Germain appeared by phone.

## WORK SESSION

### 2. TENTATIVE BUDGET – Review and consider adoption of the Tentative Budget for Fiscal Year 2016-2017 and proposed Expenditure Limitation for the same year.

Town Manager Miller said the Work Session was a follow up to the meeting of May 20, 2016, regarding the Budget. He reviewed some of the questions from the Council during that meeting, such as questions regarding the phones and the internet; Community Development expenditures; \$5,000 added to Grounds Maintenance, Account # 5086 for maintenance of the Quartzsite Historical Society; and the \$195,000 added CDBG Project Grant for Wastewater.

Town Manager Miller reviewed the requests for grants from Mr. Cushman representing the Quartzsite Area Chamber of Commerce and Tourism totaling \$55,000, and the grant request for \$6,000 from Shanana Rain BearCat, on behalf of the Quartzsite Area Chamber of Commerce and Tourism, to help market and celebrate Quartzsite's 150<sup>th</sup> Anniversary of its founding.

Council Member Orgeron spoke of the \$55,000 request from the Quartzsite Area Chamber of Commerce and Tourism and a similar request made to La Paz County. Council Member Orgeron said it was too much. Mayor Foster and Vice Mayor Davidson said they agreed with Council Member Orgeron.

Town Manager Miller said the \$6,000 request to market the 150<sup>th</sup> Anniversary would not have to be a payment made to the Chamber. He said the Town could directly control direct payments for banners for streets and advertising.

The Mayor said there needed to be standards for light poles for hanging banners. He asked Mr. Brinkerhoff to find out about any approvals from ADOT that might be required to put up banners.

Town Manager Miller said the marketing would fall under Promotion of Town under Economic Development.

Council Member Orgeron said something should be done for the 150<sup>th</sup> Anniversary.

Town Manager Miller said he thought the \$6,000, if there was some control by the Town, especially if it is not a direct payment and the Town is approving the actual items, selecting the vendors and doing it directly, was reasonable.

Council Member Orgeron and the Mayor said they were fine with the \$6,000 request.

Town Manager Miller reviewed the Town's revenues and expenditures for the current budget year and the coming budget year. He said a bit of an increase in revenues was anticipated, based on hard data received this year as well as the increases from the State Shared Revenue Fund.

Town Manager Miller said the Town is going from \$3.08 million to \$3.35 million in General Fund revenue.

He said General Fund expenditures increases slightly from the previous year, but he said the Town was essentially holding the line.

Council Member Orgeron asked if \$1,000 was allocated to the Passport Program, and Town Manager Miller said yes.

Town Manager Miller said there was a bit of an increase HURF revenue due to additional one-time funds. He reported that Water and Wastewater both had a slight increase in revenues.

The Mayor asked if the Town was set to increase fares for the new transit program.

Town Manager Miller replied that the Town was already charging \$3.00 per trip.

The Mayor asked if the Town was prepared to move to the public transit program on July 1, 2016. Town Manager Miller replied that the Town was ready.

Town Manager Miller said the Tentative Budget is scheduled to be approved by the Town Council on June 28, 2016. He said the final budget would not be ready until the end of July because of the public notice timeframe. He said the Town would go ahead and move forward with public transit operations but the hours would be scaled back a little to maintain the existing budget until formal approval is obtained with the Final Budget.

There was a discussion regarding an officer to work as a task force, while maintaining the same level of policing. It was noted that the drug problem in La Paz County is not going to go away.

Council Member Orgeron said there should be one additional officer for the Town and one for the task force.

Council Member Warner asked if a reserve officer would still be needed and the Chief said no.

Council Member Warner said she would rather have two full-time officers and eliminate the reserve officer.

Town Manager Miller said two officers would be added. The reserve officer would become a full-time officer.

There was a discussion about the possibility of hiring a tree trimming service.

Town Manager Miller explained HURF funds pay for the work to be done, and the amount of tree trimming needed had been reduced.

Emmett Brinkerhoff, Public Works Director, said it would cost approximately \$400 an hour to hire a tree-trimming outfit.

Council Member St. Germain asked if the La Paz Economic Development Corporation had gotten back to the Town with anything at all after the Town paid \$7,500 last year.

Town Manager Miller said Skip Becker had been in touch with him and that there was something in the works. Town Manager Miller assured the Council that there are time and effort being expended by the La Paz Economic Development Corporation on the Town's behalf.

The Council agreed to \$30,000 for the Economic / Community Outreach Account, which included the \$1,000 to the Passport Program and the \$6,000 for the marketing of the 150<sup>th</sup> Anniversary.

There was discussion and consideration of an economic development director, as requested by Council Member Kelley. Town Manager Miller recommended that the Town wait another year and discuss it with the new Town Manager. Council Member Kelley said it would be fine to wait one year.

Town Manager Miller spoke of the Library's Budget, E-rate reimbursements; new chairs and tables; and new computers for the staff members.

Town Manager Miller said the Cemetery Division of the Public Works Department was holding steady. He said Transit had a big shift from the 5310 Program to the 5311 Program and is currently budgeting to incorporate the Salome High School student collection trip in the morning.

Janet Collier, Transit Coordinator, explained that the way the 5311 Program is structured, the Town could not accept money from Salome High School. She said an in-kind exchange would be explored further.

Town Manager Miller said the Town would budget it, but it would be up to the Council to decide what to do, to either use it or not, possibly depending on an equitable arrangement with Salome High School.

Town Manager Miller noted that the 5311 Program resulted in \$20,000 reduction to the General Fund.

Town Manager Miller said HURF received a one-time increase from State Shared Revenue. He said 100% of the HURF dollars had been allocated.

The Mayor asked if the manhole maintenance was in the Public Works HURF Budget.

Town Manager Miller explained that the manhole maintenance program was budgeted out of the Wastewater Department. He said HURF reserves had been allocated to pay off the new dump truck in lieu of paying interest over several years. HURF expenditures

are allocated to street repair and maintenance, which is the pavement preservation plan that includes manhole lids and new road surfaces.

Town Manager Miller said funds had also been allocated to finally finish the HAWK system project.

Town Manager Miller next reviewed Wastewater and said there was an increase in Wastewater expenses but that there was also an increase in revenue. He said the Town would continue to look for grant dollars to go toward manhole maintenance.

Pricing per manhole has been approximated at \$4,000 - \$6,000, depending on each one's depth. The goal is to complete twelve to fifteen manholes each year.

In regard to the Wastewater Treatment Plant repairs, the Town is looking at crack sealing and repairing basins, and moving forward with the financing for the Wastewater Treatment Plant Expansion Project.

Because ADEQ is losing their state funding, they are moving toward a fee-based funding system. There is now a charge to certify plant personnel through ADEQ; for the employees and the facility, the expense should be at a maximum, \$20,000.

The Mayor asked for an update about the deal with the Central Arizona Project, CAP, possibly paying for a new well.

Town Manager Miller said the initial agreement with the representatives from CAP was that they would pay for everything up front. He said there may be some legal expenses for contract negotiations, and possibly some engineering services, but those should be the only expenses, which would be incorporated into existing line items for those services.

Town Manager Miller said the Kofa Well is due for an overhaul. They would pull the pumps out and do a cleaning. He said it was a time sensitive project because it needs to be done before right away, and cannot wait for a sister well to be up and running. The overhaul would cost approximately about \$100,000, and \$20,000 for paint. Town Manager Miller said that would leave \$65,000 in Capital Improvements.

Town Manager Miller concluded the line item review of the FY16-17 Budget.

Town Manager Miller said he was proposing to get final direction at the meeting. He said there would be formal action to adopt the Tentative FY16-17 Budget at the June 28, 2016 meeting.

Town Manager Miller said there would preparation of the public notices to go out to the media, and the public notice timeline would begin on June 29, 2016. He noted the advertisement of the Final Budget's possible adoption must be advertised for two weeks

in a local paper, which would put the item on the agenda of the second meeting in July 2016.

**Council Member Warner moved to adjourn and Vice Mayor Davidson seconded the motion. The vote was unanimous. Motion Passed.**

**ADJOURNMENT:** 3:05 p.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of June 22, 2016, of the Town Council of Quartzsite, Arizona, held on June 22, 2016.

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

DATED this 12<sup>th</sup> day of July 2016

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

On behalf of the Common Council

Approved:

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

**MINUTES**  
**TOWN OF QUARTZSITE**  
**REGULAR MEETING OF THE COMMON COUNCIL**  
**TUESDAY, JUNE 28, 2016, 7:00 PM**

**CALL TO ORDER:** 7:00 p.m.

**INVOCATION:** The Mayor called for a moment of silence for Pastor Mike Hobby.

**PLEDGE OF ALLEGIANCE:** Council Member Kelley led the Pledge of Allegiance.

**ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Davidson, Council Member Kelley, Council Member Warner, Council Member Orgeron, and Council Member St. Germain appeared by phone.

**STAFF PRESENT:** Skylor Miller, Town Manager; Susan Goodwin, Town Attorney; and Tina Abriani, Town Clerk

**ANNOUNCEMENTS:**

None.

**CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS:**

Shanana Rain BearCat reminded the community of the awesome event set to take place on the 4<sup>th</sup> of July, beginning at 5:00 p.m. at the Town Park.

Chief Ernie Renfro thanked the Mayor and the Council for the opportunity they provided him in Quartzsite. He said he really appreciated the time he spent within Quartzsite. He stated that he thought the community was on the right path.

**PRESENTATIONS:**

- 1. USDA-RD LOAN – Presentation and discussion with Financial Consultant Mark Reader and Engineering Consultant Mike Krebs to review and update Council on Waste Water Treatment Plant Project, USDA Loan, and other long-term debt of the Town.**

Mark Reader with Stifel Nicolaus and Greenberg Traurig said his company was retained by the Town to assist with financing, through the United States Department of Agriculture, some funds to be used for a wastewater utility project. He noted he had attended a meeting regarding the same matter last year, and since then he and his firm had been working with the Federal Government relative to funding for the Town. He explained that things had progressed more slowly than what he and the Town had

wanted. He said he and his firm were optimistic should the Town choose to continue with the project.

Mark Reader gave a presentation and an update in terms of moving forward. He reviewed the Town's outstanding debt; principal amount of bonds outstanding; long-term debt; and the project budget, funding sources, and uses of funds. There was an in-depth review of the wastewater economic model – net operating revenues and debt service structure, as well as the legal structure of the proposed transactions for the funding of the project.

Mr. Reader explained the cost of the project had gone up over the years due to increased costs for materials and labor. He said that if the Council would like to continue to proceed, it could be in a position to close on the funding in September or October. Mr. Reader said he and his firm would try to obtain more grant money for the Town to help with the costs of the project.

Council Member Orgeron asked if the Town needed to look into refinancing the GADA loan.

Mark Reader said they would take a look at refinancing the GADA because the interest rates continue to go down.

Mr. Mike Krebs with PACE said his company had been working on this project for the Town for a number of years. He provided an update on the project with a presentation.

There was a brief discussion of the nitrate plume caused by septic tanks in one area of the Town.

Mike Krebs spoke of the extremely high seasonal flows and how that affects the effluent quality.

Town Manager Miller said all the permits had been updated for the expansion for the project.

Mr. Krebs said the existing basin is large enough to be used as two completely separate basins with a wall going down the middle. He told of benefits to such a system, such as doubling the horsepower; having a redundancy to be able to run one side if the other goes down; reduction of power costs; and the improvement of the effluent quality. He spoke of additional upgrades: the lift station upgrades (because currently, it is in very poor condition), and new head works screening to remove large debris and grit.

Mr. Krebs reviewed the construction sequence which would be to shut the basin down during the summer when the flows are down, obtain the approval for the project in the fall, and the contractor could work on the surrounding area of the basin before summer comes, and then work on the basin in the summer.

Mr. Krebs stated the total project cost, not just the USDA loan amount of \$6.4 million, would be estimated at \$8 million.

Mr. Krebs said fifteen manholes in Tyson Wash were included in the project. Council Member Warner asked how the manholes would be protected, and Mr. Krebs responded that a wall would protect them so that they stay together.

Mr. Krebs reviewed the project funding listing the USDA funding of approximately \$6.4 million of which \$3 million is grant money and approximately \$3.4 million is a loan; and the WIFA loan of \$1.6 million – partially expended. He said approximately 37% of the total project funding is grant funds.

Mr. Krebs said the construction plans were basically completed, and the USDA has the bid documents for their review. He said ADEQ had approved the updated permits, and a schedule for the project would be made when more was known.

## **2. QUARTZSITE IN MOTION – Presentation by Dave Anderson on current events and activities of the non-profit organization.**

David Anderson and Heather Caton provided an update on what Quartzsite in Motion has been working on and achieving. Some of the successes listed were:

- On behalf of the Town of Quartzsite, they secured a \$3,000 grant from APS that was used to purchase new equipment and a professional sound system with wireless microphones for the Community Center and community events.
- They have successfully implemented Tai Chi, Yoga, and Forever Fit programs. Heather Caton is working with the La Paz County Health Department to expand those programs.
- They have coordinated with the superintendents of the schools, clubs such as Quartzsite Amateur Radio Association, and the people of Quartzsite to establish a year-long educational plan.
- Heather Caton showed pictures of some of the programs that they have facilitated in the past eight months.
  - Radio Fest
  - Space and radio science programs
  - Radio Science Day
  - PACE
  - VetNet
  - Radio Club

- Arizona Amateur Radio Association (AZARA)
- Learning about the science of drones, GPS, radio remote control, flight training and operations, engineering, batteries, learning and building electronics, soldering, computers and PowerPoint.
- NASA educational programs

Mr. Anderson reminded everyone that Quartzsite in Motion has had its name changed to MyLaPaz Project with the website MyLaPax.org. He said Quartzsite would be the hub.

Mr. Anderson explained that NASA has tentatively planned contact with the international space station for the week before Christmas. He spoke of his plans for several hundred youths on contact day, hosted by the QIA, with live broadcasts and network TV coverage coming in from Phoenix. He said seven to ten youths would be selected to speak directly with the astronauts as part of the event.

**CONSENT AGENDA:**

- 3. LEDGER OF ACCOUNTS PAID – Consider approval of check series 40351-40371 and 40383-40411 totaling \$97,069.92.**

**Council Member Orgeron moved to approve the check series 40351-40371 and 40383-40411 totaling \$97,069.92, and Council Member Kelley seconded the motion. The vote was unanimous. Motion Passed.**

**PUBLIC HEARING:**

- 4. LIQUOR LICENSE APPLICATION - Conduct hearing and consider recommending approval to the Arizona Department of Liquor Licenses and Control of an application for an Alcoholic Beverage License for the Quartzsite Yacht Club located at 1090 W. Main Street, Quartzsite, AZ 85346.**

The Mayor opened the Public Hearing and called for members of the audience to speak. No one approached the podium, and no one spoke. The Mayor closed the Public Hearing at 8:00 p.m.

**Council Member Orgeron moved to recommend approval to the Arizona Department of Liquor License and Control for the application for an alcoholic beverage license for the Quartzsite Yacht Club located at 1090 W. Main Street, Quartzsite, AZ 85346, and Council Member Kelley seconded the motion. The vote was unanimous. Motion Passed.**

**ADMINISTRATIVE ITEMS:**

- 5. MINUTES – Consider approval of the minutes of the Town Council Work Session of May 20, 2016, the Regular Meeting of June 14, 2016, and the Special Meeting of June 16, 2016.**

**Council Member Orgeron moved** to approve the minutes of the Town Council Work Session on May 20, 2016, the Regular Meeting on June 14, 2016, and the Special Meeting on June 16, 2016, and **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

- 6. TEN WEST LINK TRANSMISSION PROJECT – Discussion and possible action regarding the Town's official position on the Ten West Link Transmission Project.**

Town Manager Miller stated there is a proposed electric transmission line that is approximately 114 miles long, which would run from the Delaney Substation in Maricopa County to the Colorado River Substation, which is to the west of Blythe. He said he had met with the 10 West representatives twice. At the first meeting, the representatives said they had a proposed route that was going to steer well clear of Quartzsite, and that there was an existing transmission line that runs through the Kofa National Wildlife Refuge, and they would be following that same path.

Town Manager Miller said he had also spoken with representatives from the BLM. He explained that as part of their study, they have to propose additional alternative routes, and some of those alternative routes that BLM is proposing run right through Quartzsite, or up and around Quartzsite to the north.

Town Manager Miller said the County has been very active about voicing their concerns regarding socioeconomic issues. He said that if the transmission line moves forward, the best option for Quartzsite is going to be for it to follow the existing transmission line that runs through the Kofa National Wildlife Refuge and stays well south of I-10.

Town Manager Miller said the Town has an opportunity because the initial study that the BLM is conducting has a comment period, which would be extended to allow Quartzsite to submit comments formally. He said he would gather the comments, write a letter and send it in the morning.

Town Manger Miller suggested the meeting be opened for public comment.

**The Mayor moved** to open the item to public discussion, and **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

Town Manager Miller said, "This is a letter from Town residents to BLM." He asked Linda Goldberg if it had been independently submitted.

Mrs. Goldberg said the letter had been emailed to BLM that afternoon; she said County consultants, and Supervisors Irwin and Wilson were copied.

There was more discussion about the transmission line, U.S. Fish and Wildlife, and protected habitat.

Town Manager Miller said there was a compromise alternative, which was to run the line parallel to I-10, north of Kofa, but right around Gold Nugget, it would immediately take a sharp turn south and connect back into the existing line. He said it would deviate around the Kofa Wildlife Refuge – staying to the western edge of the reserve - and still be a reasonable distance from Quartzsite.

There was a discussion of types of power lines, structures that might be more aesthetically pleasing; 190 foot tall transmission towers; the creation of a dead zone for communication; and tourism affected by having the majestic desert views cluttered.

The Mayor said the problem does not come from the 10 West Transmission Line representatives, but it comes from BLM and U.S. Fish and Wildlife.

Council Member Kelley said Johnson Canyon needed to be protected.

Town Manager Miller said the transmission line would be a long-term project.

Mr. Doug Ross stated there would be another comment period, and that the comment period was preliminary. He spoke of the Kofa preserve and the pronghorn antelope; other routes not listed on maps; Johnson Canyon; and the Peace Trail.

Mayor Foster closed the public hearing.

Ms. Goodwin recommended a formal motion for the letter to the BLM.

**The Mayor moved to direct Town staff to prepare a response to this in protecting our interests in the desert out there, and Council Member Kelley seconded the motion. The vote was unanimous. Motion Passed.**

**7. TENTATIVE BUDGET – Review and consider adoption of the Tentative Budget for Fiscal Year 2016-2017 and proposed Expenditure Limitation for the same year.**

Town Manager Miller said that the budget before the Council was an updated version of the budget as presented to the Council at the Work Session held on June 22, 2016.

Town Manager Miller noted the only significant changes to this proposed Tentative Budget was the increase to Police Department staffing that the Council requested and an update to the Police Department budget to reflect that. Those changes include the personnel costs and the associated equipment needed.

The Mayor asked the Council Members if they wanted to see a complete review of the budget, again. No one said yes.

**Council Member Orgeron moved** to adopt the Tentative Budget for Fiscal Year 2016-2017 and proposed Expenditure Limitation for the same year, and **Council Member Warner seconded** the motion. The vote was unanimous. **Motion Passed.**

**8. COUNCIL OFFICE IN TOWN HALL – Discussion regarding the establishment of a Town Hall office for use by the Mayor and Council.**

Requested by Mayor Foster

Town Manager Miler said an attempt was made to get some information from other communities of similar size to learn of their offices for the Mayor and Council, but there was no response.

Various possible locations within Town Hall were discussed. Town Manager Miller said it would most likely be the Deputy Town Clerk's office. The Council agreed that it would not direct Town staff while using their office.

**9. CHECK SIGNING CONTROLS – Discussion regarding check signing controls, and the possible reassignment of Council Member duties in this regard.**

There was a discussion of the current protocol for signing checks, one Council Member signature, and one administrative signature. The availability of Council Members to sign checks was discussed as well as the fact that the bank's practices did not allow for more signers.

There was a review of the current check signers. The discussion ended with the consensus that the current check signers should remain the check signers. The Council Member check signers are Council Member Kelley, Vice Mayor Davidson, and Council Member St. Germain.

**10. VOLUNTEERS FOR PARK & RECREATION COMMITTEE – Discussion, review and possible appointment of 2 volunteers to the Park & Recreation Committee, and the possible removal of one board member.**

**Park & Recreation Committee**

- Proposed Removal of Justin Simpson from the Park and Recreation Committee.
- Two Vacancies (one due to proposed removal - Justin Simpson)
- Two Volunteers – James "Bubba" White & Joanne Winer

**Council Member Orgeron moved** to remove Justin Simpson from the Park and Recreation Committee and appoint two volunteers, James "Bubba" White and Joanne

Winer to the Park and Recreation Committee. **Vice Mayor Davidson seconded** the motion. The vote was unanimous. **Motion Passed.**

#### 11. EXECUTIVE SESSION

- An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of employment of William Ponce as Chief of Police.
- An executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position regarding a contract with William Ponce as Chief of Police.

**Council Member Orgeron moved** to adjourn to executive session, and **Council Member Warner seconded** the motion. The vote was unanimous. **Motion Passed.**

**ADJOURN TO EXECUTIVE SESSION: 8:29 p.m.**

**RETURN TO OPEN SESSION: 8:54 p.m.**

Mayor Foster called the regular session back to order at 8:54 p.m.

#### ROLL CALL:

**Present:** Mayor Foster, Vice Mayor Davidson, Council Member Kelley, Council Member Warner, Council Member Orgeron, and Council Member St. Germain appeared by phone.

#### 12. CHIEF OF POLICE EMPLOYMENT CONTRACT - Consideration and possible concurrence on an employment agreement with William Ponce as the Town of Quartzsite Chief of Police pursuant to Town Code Section 4-1-2.

**Council Member Warner moved** to have a consideration and possible concurrence of an employment agreement with William Ponce of the Town of Quartzsite Chief of Police pursuant to Town Code Section 4-1-2, contingent on the successful completion of the background check. **Council Member Kelley seconded** the motion. The vote was five ayes and one nay from Council Member Orgeron. **Motion Passed.**

#### COMMUNICATIONS:

**Reports from the MAYOR on current events.**

Mayor Foster spoke briefly of concerns regarding the I-10 Transmission Line.

**Reports from the COUNCIL on current events.**

None

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

Town Manager Miller said this meeting was his last in Quartzsite. He said his last day would be July 8, 2016. He took the opportunity to say the past two years with the Town felt longer but in a good way. He said he and the Town did not accomplish all the goals that were set, but many gains were made. He said he would miss Quartzsite. He said it had truly been an honor, and he said, thank you.

Mayor Foster said it had been a pleasure working with Mr. Skylor Miller.

**Vice Mayor Davidson moved to adjourn, and Council Member Kelley seconded.**  
The vote was unanimous. **Motion Passed.**

**ADJOURNMENT:** 8:57 p.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of June 28, 2016, of the Town Council of Quartzsite, Arizona, held on June 28, 2016.

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

DATED this 12<sup>th</sup> day of July 2016

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

On behalf of the Common Council

Approved:

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

TOWN OF QUARTZSITE  
RESOLUTION NO. 16-06

A RESOLUTION OF THE COMMON COUNCIL OF THE TOWN OF QUARTZSITE, ARIZONA AMENDING THE TOWN OF QUARTZSITE'S PERSONNEL POLICIES BY AMENDING ARTICLE I GENERAL PROVISIONS BY REPEALING SECTION 104 PERSONNEL ADVISORY BOARD AND SECTION 105 DUTIES OF THE PERSONNEL ADVISORY BOARD, BY AMENDING SECTION 110 RIGHT OF GRIEVANCE AND APPEAL, AND BY RENUMBERING ARTICLE I GENERAL PROVISIONS TO CONFORM WITH THE AMENDMENTS; BY AMENDING ARTICLE XVI APPEAL PROCEDURE BY AMENDING SECTION 1602 APPEAL PROCEDURE AND SECTION 1603 PERSONNEL ADVISORY BOARD HEARING; BY AMENDING ARTICLE XVII GRIEVANCE PROCEDURE BY AMENDING SECTION 1703 PROCEDURE FOR PRESENTATION OF COMPLAINT OR GRIEVANCE AND SECTION 1704 PERSONNEL ADVISORY BOARD HEARING; AND BY AMENDING ARTICLE XXVIII DEFINITIONS OF TERMS TO DELETE THE DEFINITION OF "BOARD"; ALL RELATED TO DISSOLVING THE PERSONNEL ADVISORY BOARD AND PROVIDING FOR THE APPOINTMENT OF A HEARING OFFICER; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR CHANGES TO THE PERSONNEL POLICIES TO CONFORM.

BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL of the Town of Quartzsite, Arizona, as follows:

Section I. In General.

The Town of Quartzsite's Personnel Policies are hereby amended as follows (additions shown in CAPITALIZED TEXT, deletions shown in ~~strikeout~~):

~~Section 104 – Personnel Advisory Board~~

~~A Personnel Advisory Board shall be appointed by the Town Council. The purpose of the Personnel Advisory Board is to provide the Town Manager with as much unbiased factual information on personnel appeals and grievances as is possible prior to a decision by the Town Manager on such grievances or appeal.~~

~~Section 105 – Duties of the Personnel Advisory Board~~

~~As provided by this policy, the duty of the Personnel Advisory Board is to hear appeals filed by any classified employee regarding dismissal, demotion, or any grievance as referred by the Town Manager. The Board shall forward a written report, including a finding of facts and a recommendation, if any, to the Town Manager.~~

**Section ~~106~~ 104 - Adoption and Amendment of Policy**

\* \* \*

**Section ~~107~~ 105 - Equal Employment Opportunity Policy**

\* \* \*

**Section ~~108~~ 106 - Affirmative Action**

\* \* \*

**Section ~~109~~ 107 - Positions Covered**

\* \* \*

**Section ~~110~~ 108 - Right of Grievance and Appeal**

Any employee in the classified service shall have the right to appeal to ~~the Personnel Advisory Board~~, as set forth in this policy, any dismissal, demotion, suspension or interpretation of these rules regarding these actions except in those instances where the right of appeal is specifically prohibited by these rules.

\* \* \*

**Section ~~111~~ 109 – Appointments**

\* \* \*

**Section ~~112~~ 110 - Establishment of New Positions**

\* \* \*

**Section ~~113~~ 111 - Abolishment of Positions**

\* \* \*

**Section ~~114~~ 112 - Chain of Command**

\* \* \*

**Section ~~115~~ 113 - Personal Services Contracts**

\* \* \*

**Section ~~116~~ 114 – Personnel Rules and Regulations**

\* \* \*

**Section 1602 - Appeal Procedure**

A confirmed employee may appeal any suspension, demotion or dismissal in writing to the Town Manager within 10 calendar days ~~or~~ OF written notice of the suspension, demotion or dismissal. The Town Manager or designee shall ~~transmit copies of the appeal to the members of the Personnel Advisory Board (defined in Section 140) within 10 calendar days from the receipt of the appeal~~ APPOINT AN INDEPENDENT HEARING OFFICER WHO IS NOT AN EMPLOYEE OF THE TOWN AND WHO HAS KNOWLEDGE OF PERSONNEL LAW TO HEAR THE APPEAL. The appeal hearing shall be in private, unless otherwise requested by the employee filing the appeal.

**Section 1603 - ~~Personnel Advisory Board~~ Hearing**

~~Upon receipt of the appeal from the Town Manager, the Board Chair will cause notice to be given to the appealing party, the Personnel Officer, the Town Manager, and the Department Head stating the time, place and location of the hearing.~~ WHEN AN APPEAL IS ASSIGNED TO A HEARING OFFICER, THE HEARING OFFICER SHALL SET A DATE, TIME, AND PLACE FOR HEARING. A PARTY MAY REQUEST TO CHANGE THE HEARING OFFICER ASSIGNED TO THE APPEAL BY FILING A REQUEST IN WRITING TO THE TOWN MANAGER WITHIN FIVE DAYS OF RECEIPT OF THE NOTICE OF THE HEARING. THE REQUEST SHALL STATE THE REASONS FOR THE CHANGE. THE TOWN MANAGER SHALL NOT GRANT A CHANGE OF HEARING OFFICER UNLESS THE PARTY DEMONSTRATES A CLEAR CASE OF BIAS OR PREJUDICE. The employee shall have the right to representation by legal counsel. ~~The Personnel Officer shall serve as secretary to the Personal Advisory Board.~~

The ~~Board~~ HEARING OFFICER shall have the power to examine witnesses under oath and compel their attendance or production of evidence by subpoena issued in the name of the Town of Quartzsite, and the Town Marshal shall cause service of same. Formal rules of procedures need not be followed during the course

of the hearing. THE HEARING OFFICER IS AUTHORIZED TO GRANT OR REFUSE EXTENSIONS OF TIME, TO CONDUCT THE HEARING, AND TO TAKE ANY ACTION IN CONNECTION WITH THE PROCEEDINGS AUTHORIZED BY LAW.

The Town Attorney shall represent the Town in support of the personnel action. ~~The Chair shall be responsible for maintaining order and decorum at the hearing and may appoint a sergeant-at-arms. The secretary to the Board shall not aid the Personnel Advisory Board in its deliberations as to the facts and ultimate decisions.~~ A record of the proceedings shall be made and shall be available to all parties following completion of the hearing upon request, at their expense. ~~Within 10 calendar days following completion of the hearing, the Personnel Advisory Board shall furnish the employee filing the appeal, the Personnel Officer, and the Town Manager with its written advisory decision.~~

THE HEARING OFFICER SHALL SUBMIT WRITTEN PROPOSED FINDINGS OF FACT, CONCLUSIONS OF LAW, AND A RECOMMENDATION, INCLUDING A BRIEF STATEMENT OF REASONS FOR THE FINDINGS AND CONCLUSIONS, WITHIN 10 DAYS AFTER THE HEARING TO THE TOWN MANAGER.

~~If a transcript is made, the Board shall have 30 calendar days to render its written advisory decision.~~ The Town Manager shall render a written, dated decision to the employee filing the appeal and will transmit a copy to the Personnel Officer and the Personnel Advisory Board, within a reasonable period of time. The Town Manager's decision is final.

\* \* \*

### **Section 1703 - Procedure for Presentation of Complaint or Grievance**

All complaints must be submitted to the employee's immediate supervisor. The following shall be followed when an employee desires to express dissatisfaction with some aspect of employment other than suspension, demotion or dismissal:

\* \* \*

C. When the Town Manager receives an appeal of a decision by a Department Head from an employee, within 5 working days from receipt of the written appeal, the Town Manager shall:

1. After meeting with the employee, render a written, dated decision without calling a hearing.
2. Summarily call for a review by ~~the Personnel Advisory Board~~ AN INDEPENDENT HEARING OFFICER.
3. After meeting with the employee, determine that the best interest of the employee would be served by ~~convening the Personnel Advisory Board~~ RETAINING AN INDEPENDENT HEARING OFFICER TO HEAR THE GRIEVANCE, IN WHICH CASE THE TOWN MANAGER SHALL APPOINT A HEARING OFFICER WITHIN A REASONABLE AMOUNT OF TIME.

**Section 1704 - ~~Personnel Advisory Board~~ REVIEW OF GRIEVANCES; INFORMAL Hearing**

The ~~Personnel Advisory Board~~ HEARING OFFICER shall, when called upon to do so, conduct an informal hearing without courtroom procedures or formal rules of evidence. The hearing shall be conducted in private, unless otherwise requested by the employee. Both parties shall be granted an opportunity to present their respective positions on the grievance. The ~~Personnel Advisory Board~~ HEARING OFFICER shall attempt to mediate the grievance. The recommendation and findings of the ~~Board~~ HEARING OFFICER shall be sent to the Town Manager in writing for review and decision.

The Town Manager's letter of decision shall indicate the basis for the action taken and the ~~Personnel Advisory Board's~~ HEARING OFFICER'S recommendations. A copy of Town Manager's decision shall also be forwarded to the supervisor of the employee filing the grievance and the Department Head within 10 calendar days. The time limits specified herein may be extended to a definite date by mutual agreement of the employee and the Town Manager. However, failure of the employee to meet the designated time limits will constitute a dismissal of the grievance.

\* \* \*

**ARTICLE XXVIII - DEFINITION OF TERMS**

\* \* \*

**BOARD** ~~The Personnel Advisory Board, as provided for and established in this policy.~~

\* \* \*

Section II. Providing for Repeal of Conflicting Resolutions.

All resolutions or parts of resolutions in conflict with the provisions of this Resolution or any part of the Personnel Rules and Regulations adopted herein by reference are hereby repealed.

Section III. Providing for Severability.

If any section, subsection, sentence, clause, phrase or portion of this Resolution or any part of the Personnel Rules and Regulations 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.

Section IV. Providing for Changes.

The Town Clerk is authorized and directed to make such changes in the Personnel Rules and Regulations so as to properly reflect the changes herein made by this Resolution.

PASSED AND ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF QUARTZSITE, ARIZONA THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2016.

By: \_\_\_\_\_  
Ed Foster, Mayor

ATTEST:

By: \_\_\_\_\_  
Tina Abriani, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Gust Rosenfeld, P.L.C.  
Town Attorneys  
By: Susan D. Goodwin

**ORDINANCE NO. 16-05**

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF QUARTZSITE, ARIZONA, AMENDING THE CODE OF QUARTZSITE, ARIZONA, CHAPTER 3 ADMINISTRATION, ARTICLE 3-3 PERSONNEL SYSTEM BY REPEALING SECTION 3-3-5 PERSONNEL ADVISORY BOARD TO DISSOLVE THE PERSONNEL ADVISORY BOARD; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR SEVERABILITY.

WHEREAS, federal and state laws governing labor and personnel matters in general and public employment in particular are complex, requiring a significant level of expertise to enable the Town to comply with and implement those laws; and

WHEREAS, the Town Council believes it to be in the best interest of the Town and its employees that a professional hearing officer conduct hearings of employee appeals under the Town Personnel Policies in order to avoid the cost of providing separate legal counsel for such hearings by the Personnel Advisory Board and to provide independent reviews and recommendations to the Town Manager; and

WHEREAS, it is common practice in other cities and towns to use independent hearing officers to hear employee appeals; and

WHEREAS, the Town Council believes an independent hearing officer with experience in labor and personnel law will provide a meaningful review for employees filing grievances and other disputes with a right to review.

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

Section I. In General.

The Code of the Town of Quartzsite, Arizona, Chapter 3 Administration, Article 3-3 Personnel System, is hereby amended by repealing Section 3-3-5 Personnel Advisory Board.

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 \_\_\_\_ day of \_\_\_\_\_, 2016, by the following vote:

AYES: \_\_\_\_\_  
NAYES: \_\_\_\_\_ ABSENT: \_\_\_\_\_  
EXCUSED: \_\_\_\_\_ ABSTAINED: \_\_\_\_\_

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Gust Rosenfeld, P.L.C.  
Town Attorneys  
By: Susan D. Goodwin

I, TINA ABRIANI, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. \_\_\_\_\_ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF QUARTZSITE ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2016, WAS POSTED IN THREE PLACES ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2016.

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