COUNCIL MEETING AGENDA
TUESDAY, JULY 22, 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
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.

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

Est. Time		AGENDA ITEM	COUNCIL ACTION
7:00		**CALL TO ORDER OF REGULAR MEETING**	
7:00 – 7:05		**INVOCATION AND PLEDGE OF ALLEGIANCE** *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.*	
7:05 – 7:06		**ROLL CALL**	
7:06 – 7:07		**APPROVAL/AMENDMENT OF AGENDA**	Discussion, possible action by MOTION.
7:07 – 7:10		**CONSENT AGENDA**	

		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.*	
	1-a.	**LEDGER OF ACCOUNTS PAID** – Consider approval of check series 37601 - 37688, totaling $118,037.07	Discussion; possible action by a single MOTION.
	1-b.	**MINUTES** – Consider approval of the minutes of the Regular Meeting of July 8, 2014.	Discussion; possible action by a single MOTION.
		ADMINISTRATIVE ITEMS *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.*	
7:10 - 7:25	2.	**WATER RATES PRESENTATION** – Presentation regarding proposed Water Rate Change and consider adoption of a Notice of Water Rate Change and setting a public hearing on the proposed increases.	Discussion; possible action by MOTION.
7:25 - 7:35	3.	**MUNICIPAL LIBRARY BOARD APPOINTMENT** Discussion and possible action to appoint one regular member, with a term to expire in April 2015, to the Municipal Library Board.	Discussion; possible action by MOTION.
7:35 - 7:50	4.	**LABOR DAY AT THE PARK** – Discussion and Direction on a potential Labor Day Celebration.	Discussion and Direction ONLY.
7:50 - 7:55	5.	**FINAL DRAFT OF AMENDMENTS TO THE TOWN CODE** - Review, discussion and possible adoption of an ordinance adopting by reference the 2014 Amendments to Chapter 3 of the Quartzsite Town Code – amending the Town Code, Chapter 3 Administration.	Discussion; possible action by MOTION.

		COMMUNICATIONS	
7:55 – 8:00	6.	Announcements and Reports from the MAYOR on current events.	
8:00 – 8:05	7.	Announcements and Reports from the COUNCIL on current events.	
8:05 – 8:10	8.	Reports from the TOWN MANAGER to the Council.	
8:10 – 8:25		**COMMUNICATIONS FROM CITIZENS** *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*	
8:25		**ADJOURN**	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.

TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING
Tuesday, July 22, 2014

Agenda Item #1-a.	Consider approval of check series 37601 - 37688, totaling $118,037.07.
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 37601 - 37688.
Action Requested:	**Motion to approve the Ledger of Accounts Paid; check series 37601 - 37688.**

Quartzsite Town Council Meeting of
JULY 22, 2014
Check Register/ Revenue/ Consent Agenda

Horizon Community Bank- Begin Check #37601-37688

Balances on all cash accounts as of July 17, 2014

Checking Account	**$**	**2,199,213.39**
LGIP Account	**$**	**694,081.65**
WIFA Debt Reserve Account	**$**	**203,793.84**

Total Expensed Dollar Amount for Consent Agenda	**$**	**179,851.94**
Total Payroll for Pay Period Ending 07/05/2014	**$**	**61,814.87**
YTD Total Revenue Dollar Amount for Consent Agenda	**$**	**1,630,375.20**
YTD Total Sewer Cap Revenue as of 07/17/14	**$**	**3,252.72**
YTD Total Sewer Sales Revenue as of 07/17/14	**$**	**927,761.73**
YTD Total Water Cap Revenue as of 07/17/14	**$**	**5,371.44**
YTD Total Water Sales Revenue as of 07/17/14	**$**	**693,989.31**

Report Criteria:
Report type: GL detail
Check.Check Number = 37601-37688

Check Issue Date	Check Number	Payee	Invoice Amount	Description		Invoice GL Account	Amount
37612							
07/10/14	37612	AAPE	30.00	14-15 Membership Renewal-T. Rider		01-140-5051	30.00
Total 37612:			30.00				
37613							
07/10/14	37613	ABM	549.20	Consultant Svc for Community Development		01-160-5022	549.20
Total 37613:			549.20				
37614							
07/10/14	37614	ACC Business	32.10	Phone Services		01-110-5048	32.10
07/10/14	37614	ACC Business	153.89	Phone Services		01-130-5048	153.89
07/10/14	37614	ACC Business	72.73	Phone Services		01-150-5048	72.73
07/10/14	37614	ACC Business	59.21	Phone Services		01-160-5048	59.21
07/10/14	37614	ACC Business	45.78	Phone Services		01-185-5048	45.78
07/10/14	37614	ACC Business	59.21	Phone Services		03-220-5048	59.21
07/10/14	37614	ACC Business	45.73	Phone Services		15-500-5048	45.73
07/10/14	37614	ACC Business	45.73	Phone Services		16-550-5048	45.73
Total 37614:			514.38				
37615							
07/10/14	37615	Alsco - Steiner Corp	349.74	Mat Cleaning Services - PW Dept		03-220-5022	349.74
07/10/14	37615	Alsco - Steiner Corp	101.70	Mat Cleaning Services for Town Hall		01-130-5035	101.70
07/10/14	37615	Alsco - Steiner Corp	90.99	Mat Cleaning Services for Comm Ctr		01-185-5035	90.99
Total 37615:			542.43				
37616							
07/10/14	37616	Amanda Lilly	243.00	Per Diem: Nat'l Judicial College Mtg - A. Lilly		01-150-5043	243.00
Total 37616:			243.00				
37617							
07/10/14	37617	Arizona State Treasurer	7,551.05	Fees Collected in June 2014		01-000-2212	7,551.05
Total 37617:			7,551.05				
37618							
07/10/14	37618	AZ Municipal Clerks Assoc.	75.00	FY 14-15 Membership - T. Abriani		01-130-5051	75.00
07/14/14	37618	AZ Municipal Clerks Assoc.	75.00-	FY 14-15 Membership - T. Abriani	V	01-130-5051	75.00-
Total 37618:			.00				
37619							
07/10/14	37619	AZBO Registrar	25.00	CEU for Permit Tech certification-T.Hoogerwerf		01-160-5043	25.00
Total 37619:			25.00				
37620							
07/10/14	37620	Blue Cross& Blue Shield O	1,646.30	Employee Medical - Payroll Deduction		01-000-2208	1,646.30

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
07/10/14	37620	Blue Cross& Blue Shield O	879.35	Employee Medical	01-000-2300	879.35
07/10/14	37620	Blue Cross& Blue Shield O	272.17	Employee Medical	01-110-5016	272.17
07/10/14	37620	Blue Cross& Blue Shield O	1,080.82	Employee Medical	01-130-5016	1,080.82
07/10/14	37620	Blue Cross& Blue Shield O	4,511.23	Employee Medical	01-140-5016	4,511.23
07/10/14	37620	Blue Cross& Blue Shield O	1,547.00	Employee Medical	01-150-5016	1,547.00
07/10/14	37620	Blue Cross& Blue Shield O	523.41	Employee Medical	01-160-5016	523.41
07/10/14	37620	Blue Cross& Blue Shield O	979.37	Employee Medical	01-170-5016	979.37
07/10/14	37620	Blue Cross& Blue Shield O	502.48	Employee Medical	01-180-5016	502.48
07/10/14	37620	Blue Cross& Blue Shield O	418.73	Employee Medical	01-185-5016	418.73
07/10/14	37620	Blue Cross& Blue Shield O	3,112.15	Employee Medical	03-220-5016	3,112.15
07/10/14	37620	Blue Cross& Blue Shield O	209.37	Employee Medical	01-230-5016	209.37
07/10/14	37620	Blue Cross& Blue Shield O	272.17	Employee Medical	01-181-5016	272.17
07/10/14	37620	Blue Cross& Blue Shield O	1,360.40	Employee Medical	15-500-5016	1,360.40
07/10/14	37620	Blue Cross& Blue Shield O	1,779.15	Employee Medical	16-550-5016	1,779.15
Total 37620:			19,094.10			
37621						
07/10/14	37621	Bulldog Lock & Key	155.00	Replace lock on Holding Cell	01-140-5030	155.00
Total 37621:			155.00			
37622						
07/10/14	37622	Clemmons, Charles & Ann	23.06	Credit on Final Utility Bill	99-000-1075	23.06
Total 37622:			23.06			
37623						
07/10/14	37623	CMI, Inc.	189.90	Dry Gas for Intox. 8000	01-140-5022	189.90
Total 37623:			189.90			
37624						
07/10/14	37624	Colorado River Sand & Ro	207.04	Plaster sand to filter sludge	15-500-5061	207.04
Total 37624:			207.04			
37625						
07/10/14	37625	Cyle Johnson Electric	889.32	Rental Generator Installation-WWTP	15-500-5050	889.32
Total 37625:			889.32			
37626						
07/10/14	37626	D And L Auto Parts	65.31	Auto Parts	03-220-5025	65.31
07/10/14	37626	D And L Auto Parts	15.89	Auto Parts	01-180-5025	15.89
07/10/14	37626	D And L Auto Parts	145.26	Auto Parts	01-140-5025	145.26
07/10/14	37626	D And L Auto Parts	5.13	Auto Parts	15-500-5025	5.13
07/10/14	37626	D And L Auto Parts	55.40	Auto Parts	01-140-5025	55.40
07/10/14	37626	D And L Auto Parts	154.11	Auto Parts	03-220-5025	154.11
07/10/14	37626	D And L Auto Parts	79.18	Auto Parts	01-230-5024	79.18
07/10/14	37626	D And L Auto Parts	86.00	Auto Parts	01-130-5025	86.00
07/10/14	37626	D And L Auto Parts	85.79	Auto Parts	01-130-5022	85.79
07/10/14	37626	D And L Auto Parts	3.01	Auto Parts	03-220-5025	3.01
07/10/14	37626	D And L Auto Parts	154.14	Auto Parts	03-220-5025	154.14
07/10/14	37626	D And L Auto Parts	12.82	Auto Parts	01-230-5024	12.82

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37626:			862.04			
37627						
07/10/14	37627	Davis Building Supply	161.74	Parts/Supplies	01-185-5022	161.74
07/10/14	37627	Davis Building Supply	161.74	Parts/Supplies	01-130-5022	161.74
Total 37627:			323.48			
37628						
07/10/14	37628	Employers Direct Health	6.18	Aggregate Employee Insurance	01-110-5016	6.18
07/10/14	37628	Employers Direct Health	26.15	Aggregate Employee Insurance	01-130-5016	26.15
07/10/14	37628	Employers Direct Health	87.97	Aggregate Employee Insurance	01-140-5016	87.97
07/10/14	37628	Employers Direct Health	30.91	Aggregate Employee Insurance	01-150-5016	30.91
07/10/14	37628	Employers Direct Health	11.89	Aggregate Employee Insurance	01-160-5016	11.89
07/10/14	37628	Employers Direct Health	21.40	Aggregate Employee Insurance	01-170-5016	21.40
07/10/14	37628	Employers Direct Health	11.41	Aggregate Employee Insurance	01-180-5016	11.41
07/10/14	37628	Employers Direct Health	9.51	Aggregate Employee Insurance	01-185-5016	9.51
07/10/14	37628	Employers Direct Health	65.14	Aggregate Employee Insurance	03-220-5016	65.14
07/10/14	37628	Employers Direct Health	4.76	Aggregate Employee Insurance	01-230-5016	4.76
07/10/14	37628	Employers Direct Health	6.18	Aggregate Employee Insurance	01-181-5016	6.18
07/10/14	37628	Employers Direct Health	25.68	Aggregate Employee Insurance	15-500-5016	25.68
07/10/14	37628	Employers Direct Health	35.18	Aggregate Employee Insurance	16-550-5016	35.18
Total 37628:			342.36			
37629						
07/10/14	37629	Faronics Technologies US	270.00	Renewal-"DeepFreeze" software for libray	01-170-5051	270.00
Total 37629:			270.00			
37630						
07/10/14	37630	Fedex	31.73	Shipping Charges #2-698-93343 for QPD	01-140-5021	31.73
Total 37630:			31.73			
37631						
07/10/14	37631	Heinfeld, Meech & Co., P.	5,644.01	FY 14 Management Svcs through 5/11/14	01-130-5035	5,644.01
Total 37631:			5,644.01			
37632						
07/10/14	37632	Home Depot Credit Service	182.55	Parts/Supplies - Parks Dept	01-180-5086	182.55
Total 37632:			182.55			
37633						
07/10/14	37633	Inland Builders Supply, Inc.	53.97	Landscaping Trees/supplies	03-220-5105	53.97
07/10/14	37633	Inland Builders Supply, Inc.	13.09	Parts/Supplies	01-185-5022	13.09
07/10/14	37633	Inland Builders Supply, Inc.	13.09	Parts/Supplies	01-130-5022	13.09
Total 37633:			80.15			
37634						
07/10/14	37634	Jack Pots Portables, Inc.	190.53	Porta Potties for Parks Dept	01-180-5035	190.53

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37634:			190.53			
37635						
07/10/14	37635	Jackson Lewis LLP	238.00	Professional Svc April 2014 - Draft response to audit lette	01-120-5072	238.00
Total 37635:			238.00			
37636						
07/10/14	37636	Johnson Refrigeration, INC	100.00	Freon/Service for Police Dept A/C	01-140-5030	100.00
Total 37636:			100.00			
37637						
07/10/14	37637	Konica Minolta Business S	2,408.85	LD127 Dig Copier Maint Agreement FY14-15	01-150-5051	2,408.85
Total 37637:			2,408.85			
37638						
07/10/14	37638	La Paz County Landfill	1,234.78	SW-Sludge-WWTP-Municipal	15-500-5050	1,234.78
Total 37638:			1,234.78			
37639						
07/10/14	37639	La Paz County Recorder	8.00	Recording & Copies	01-160-5035	8.00
Total 37639:			8.00			
37640						
07/10/14	37640	La Paz County Sheriff's De	1,021.01	Fees Collected - June 2014	01-000-2212	1,021.01
Total 37640:			1,021.01			
37641						
07/10/14	37641	La Paz County Treasurer	35.48	Fees Collected-June 2014	01-000-2212	35.48
Total 37641:			35.48			
37642						
07/10/14	37642	Parker Auto & Marine	33.97	Coupler & Rec Tube	01-180-5022	33.97
07/10/14	37642	Parker Auto & Marine	33.96	Coupler & Rec Tube	01-185-5022	33.96
Total 37642:			67.93			
37643						
07/10/14	37643	Pioneer Landscaping Mate	1,643.59	Landscaping rock - Misc areas	03-220-5029	1,643.59
07/10/14	37643	Pioneer Landscaping Mate	784.85	Landscaping rock-Dust control Duke LN	03-220-5029	784.85
Total 37643:			2,428.44			
37644						
07/10/14	37644	Principal Financial Group	3,512.72	Payroll Payables	01-000-2209	3,512.72
07/10/14	37644	Principal Financial Group	39.66	Cobra Payables	01-000-2300	39.66
Total 37644:			3,552.38			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
37645						
07/10/14	37645	Purcell Tire Co	502.14	4-New Tires for Parks	01-180-5060	502.14
07/10/14	37645	Purcell Tire Co	602.68	4-New Tires for Parks	01-180-5022	602.68
07/10/14	37645	Purcell Tire Co	266.16	2-New tires for Police Dept	01-140-5025	266.16
07/10/14	37645	Purcell Tire Co	1,006.34	2-New tires for PW	03-220-5025	1,006.34
07/10/14	37645	Purcell Tire Co	599.05	4 New tires for PD	01-140-5025	599.05
07/10/14	37645	Purcell Tire Co	1,005.09	2-New tires for PW	03-220-5025	1,005.09
Total 37645:			3,981.46			
37646						
07/10/14	37646	REDW LLC	12,618.32	Sales Tax Audit Svcs 4/18/14-6/18/14	01-130-5032	12,618.32
Total 37646:			12,618.32			
37647						
07/10/14	37647	River City Newspapers	485.68	1 wk ad- Public Notice of Tentative Budget FY14-15	01-130-5035	485.68
Total 37647:			485.68			
37648						
07/10/14	37648	Road Runner Sanitary Sup	10.01	Janitorial Supplies - Admin	01-130-5021	10.01
07/10/14	37648	Road Runner Sanitary Sup	10.00	Janitoral Supplies (Magistrate)	01-150-5034	10.00
07/10/14	37648	Road Runner Sanitary Sup	10.00	Janitorial Supplies (P & Z)	01-160-5034	10.00
07/10/14	37648	Road Runner Sanitary Sup	10.00	Janitorial Supplies (Library)	01-170-5034	10.00
07/10/14	37648	Road Runner Sanitary Sup	10.00	Janitorial Supplies (Water)	16-550-5034	10.00
07/10/14	37648	Road Runner Sanitary Sup	10.00	Janitorial Supplies (WWTP)	15-500-5034	10.00
Total 37648:			60.01			
37649						
07/10/14	37649	Sams Club Credit	304.54	Craft's for Summer Rec	01-000-4906	304.54
07/10/14	37649	Sams Club Credit	285.15	Crafts/Snacks for Summer Rec	01-000-4906	285.15
Total 37649:			589.69			
37650						
07/10/14	37650	Southwest Laboratories, In	19.50	Drug Testing for Voluntee -A. Kiss	01-140-5084	19.50
Total 37650:			19.50			
37651						
07/10/14	37651	Verizon Wireless	46.81	Cell Phones	01-130-5048	46.81
07/10/14	37651	Verizon Wireless	30.55	Cell Phones	01-230-5048	30.55
07/10/14	37651	Verizon Wireless	30.55	Cell Phones	01-230-5048	30.55
07/10/14	37651	Verizon Wireless	30.55	Cell Phones	01-130-5048	30.55
07/10/14	37651	Verizon Wireless	35.93	Cell Phones	01-160-5048	35.93
07/10/14	37651	Verizon Wireless	30.55	Cell Phones	01-170-5048	30.55
07/10/14	37651	Verizon Wireless	30.55	Cell Phones	01-180-5048	30.55
07/10/14	37651	Verizon Wireless	30.55	Cell Phones	01-180-5048	30.55
07/10/14	37651	Verizon Wireless	46.81	Cell Phones	01-185-5048	46.81
07/10/14	37651	Verizon Wireless	40.01	Cell Phones	01-185-5048	40.01
07/10/14	37651	Verizon Wireless	34.86	Cell Phones	01-230-5048	34.86
07/10/14	37651	Verizon Wireless	34.57	Cell Phones	03-220-5048	34.57
07/10/14	37651	Verizon Wireless	43.46	Cell Phones	01-130-5048	43.46
07/10/14	37651	Verizon Wireless	30.55	Cell Phones	01-185-5048	30.55

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
07/10/14	37651	Verizon Wireless	30.55	Cell Phones	01-180-5048	30.55
07/10/14	37651	Verizon Wireless	71.31	Cell Phones	16-550-5048	71.31
07/10/14	37651	Verizon Wireless	30.55	Cell Phones	15-500-5048	30.55
07/10/14	37651	Verizon Wireless	42.86	Cell Phones	16-550-5048	42.86
07/10/14	37651	Verizon Wireless	48.48	Cell Phones	16-550-5048	48.48
Total 37651:			720.05			
37652						
07/10/14	37652	Visa	414.60	Springhill Stes: AZ Clerks Institute T. Abriani	01-130-5043	414.60
07/10/14	37652	Visa	195.00	Booth for Showcase of Cities	01-110-5043	195.00
07/10/14	37652	Visa	147.32	IRC 2012 Code book for P&Z	01-160-5051	147.32
07/10/14	37652	Visa	52.98	Jumbo Cards for Business Lic.	01-160-5021	52.98
07/10/14	37652	Visa	1,103.44	Parts for backup generator - WWTP	15-500-5091	1,103.44
07/10/14	37652	Visa	176.23	Parts for backup generator - WWTP	15-500-5091	176.23
07/10/14	37652	Visa	141.19	Supplies for July 4 Event	01-185-5023	141.19
Total 37652:			2,230.76			
37653						
07/10/14	37653	WALEA	500.00	Western Az Law Enforcement 2014/15 Dues	01-140-5051	500.00
Total 37653:			500.00			
37654						
07/10/14	37654	Ward Law Offices, PLLC	3,200.00	Prosecutorial Services	01-150-5073	3,200.00
Total 37654:			3,200.00			
37655						
07/10/14	37655	Working Class Clothes	55.79	3 - Work shirts for PW	03-220-5019	55.79
Total 37655:			55.79			
37656						
07/10/14	37656	Vision Service Plan	315.02	Employee Payroll Deduction	01-000-2209	315.02
Total 37656:			315.02			
37657						
07/17/14	37657	ABM	718.29	Consultant Svcs for Community Development	01-160-5032	718.29
Total 37657:			718.29			
37658						
07/17/14	37658	Ace Uniforms	176.49	Uniform Allowance - F. Garcia	01-140-5019	176.49
Total 37658:			176.49			
37659						
07/17/14	37659	APS	2,520.31	Electricity	03-220-5049	2,520.31
Total 37659:			2,520.31			
37660						
07/17/14	37660	Arizona Rubber Co.	70.34	Tire Repair Supplies	03-220-5025	70.34

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37660:			70.34			
37661						
07/17/14	37661	Auto Safety House	370.32	Emergency Lights for WWTP truck	15-500-5025	370.32
Total 37661:			370.32			
37662						
07/17/14	37662	Az Mun. Risk Retention Po	319.00	Workers Comp	01-110-5015	319.00
07/17/14	37662	Az Mun. Risk Retention Po	524.00	Workers Comp	01-130-5015	524.00
07/17/14	37662	Az Mun. Risk Retention Po	6,535.00	Workers Comp	01-140-5015	6,535.00
07/17/14	37662	Az Mun. Risk Retention Po	128.00	Workers Comp	01-150-5015	128.00
07/17/14	37662	Az Mun. Risk Retention Po	81.00	Workers Comp	01-160-5015	81.00
07/17/14	37662	Az Mun. Risk Retention Po	160.00	Workers Comp	01-170-5015	160.00
07/17/14	37662	Az Mun. Risk Retention Po	557.00	Workers Comp	01-180-5015	557.00
07/17/14	37662	Az Mun. Risk Retention Po	156.00	Workers Comp	01-185-5015	156.00
07/17/14	37662	Az Mun. Risk Retention Po	6,442.00	Workers Comp	03-220-5015	6,442.00
07/17/14	37662	Az Mun. Risk Retention Po	509.00	Workers Comp	01-230-5015	509.00
07/17/14	37662	Az Mun. Risk Retention Po	325.00	Workers Comp	01-181-5015	325.00
07/17/14	37662	Az Mun. Risk Retention Po	1,101.00	Workers Comp	15-500-5015	1,101.00
07/17/14	37662	Az Mun. Risk Retention Po	1,791.00	Workers Comp	16-550-5015	1,791.00
07/17/14	37662	Az Mun. Risk Retention Po	230.00	Workers Comp	01-140-5089	230.00
Total 37662:			18,858.00			
37663						
07/17/14	37663	Bushnell, Trever	500.00	Bond Refund for Talon Bushnell	01-000-2212	500.00
Total 37663:			500.00			
37664						
07/17/14	37664	C & B Lock and Key	38.25	Install Townhall Doors & latch guard	01-130-5030	38.25
07/17/14	37664	C & B Lock and Key	38.25	Install Townhall Doors & latch guard	01-140-5030	38.25
07/17/14	37664	C & B Lock and Key	38.25	Install Townhall Doors & latch guard	01-150-5030	38.25
07/17/14	37664	C & B Lock and Key	38.25	Install Townhall Doors & latch guard	01-160-5030	38.25
07/17/14	37664	C & B Lock and Key	38.25	Install Townhall Doors & latch guard	01-170-5030	38.25
07/17/14	37664	C & B Lock and Key	38.25	Install Townhall Doors & latch guard	03-220-5030	38.25
07/17/14	37664	C & B Lock and Key	38.25	Install Townhall Doors & latch guard	15-500-5030	38.25
07/17/14	37664	C & B Lock and Key	38.25	Install Townhall Doors & latch guard	16-550-5030	38.25
Total 37664:			306.00			
37665						
07/17/14	37665	C&D Disposal	103.90	4Yd Commercial Bin Fee (Parks)	01-180-5035	103.90
Total 37665:			103.90			
37666						
07/17/14	37666	Chevron Usa	451.34	Fuel - Police	01-140-5024	451.34
07/17/14	37666	Chevron Usa	49.18	Fuel - Transit	01-230-5024	49.18
07/17/14	37666	Chevron Usa	36.79	Fuel - Administration	01-130-5024	36.79
Total 37666:			537.31			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
37667						
07/17/14	37667	Diamond Manufacturing, In	24.00	Part for fare box	01-230-5035	24.00
Total 37667:			24.00			
37668						
07/17/14	37668	Ditch Witch	7.47	Credit Fee: Clutch	16-550-5040	7.47
Total 37668:			7.47			
37669						
07/17/14	37669	Etherspeak Inc.	18.79	Phone Services	01-110-5048	18.79
07/17/14	37669	Etherspeak Inc.	94.87	Phone Services	01-130-5048	94.87
07/17/14	37669	Etherspeak Inc.	44.18	Phone Services	01-150-5048	44.18
07/17/14	37669	Etherspeak Inc.	35.71	Phone Services	01-160-5048	35.71
07/17/14	37669	Etherspeak Inc.	35.71	Phone Services	01-170-5048	35.71
07/17/14	37669	Etherspeak Inc.	27.26	Phone Services	01-185-5048	27.26
07/17/14	37669	Etherspeak Inc.	35.72	Phone Services	03-220-5048	35.72
07/17/14	37669	Etherspeak Inc.	27.26	Phone Services	15-500-5048	27.26
07/17/14	37669	Etherspeak Inc.	27.26	Phone Services	16-550-5048	27.26
Total 37669:			346.76			
37670						
07/17/14	37670	Flowpoint Environmental S	875.30	Annual renewal - Software for mini-general	16-550-5051	875.30
Total 37670:			875.30			
37671						
07/17/14	37671	Growers Oil Company	945.46	Deep Well Oil	16-550-5050	945.46
Total 37671:			945.46			
37672						
07/17/14	37672	Havasu Iron And Metal	375.70	Supplies for July 4th Event	01-185-5023	375.70
Total 37672:			375.70			
37673						
07/17/14	37673	Home Depot Credit Service	382.10	Tree/Supplies for Island	03-220-5105	382.10
Total 37673:			382.10			
37674						
07/17/14	37674	Lawson Products, Inc.	732.21	Small tools/equipment	03-220-5060	732.21
Total 37674:			732.21			
37675						
07/17/14	37675	Lee's Upholstery	20.00	Resewed strips on shade cover	01-180-5040	20.00
Total 37675:			20.00			
37676						
07/17/14	37676	Lowes	1,061.99	Fulton Pavers - Quail Trail Island	03-220-5105	1,061.99
07/17/14	37676	Lowes	112.64	Battery Timer - Parks Dept	01-180-5086	112.64

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
07/17/14	37676	Lowes	268.73	Suppiies for July 4 Event	01-185-5023	268.73
Total 37676:			1,443.36			
37677						
07/17/14	37677	Movie Licensing USA	431.00	Annual Copyright Compliance Site Lic.	20-121-5051	431.00
Total 37677:			431.00			
37678						
07/17/14	37678	Palo Verde Valley Times	103.65	Ad for Magistrate Court Clerk	01-150-5035	103.65
Total 37678:			103.65			
37679						
07/17/14	37679	Purcell Tire Co	1,296.60	2 tires for PW Truck	03-220-5025	1,296.60
07/17/14	37679	Purcell Tire Co	599.27	4 New tires for PD	01-140-5025	599.27
07/17/14	37679	Purcell Tire Co	1,004.87	2-New tires for PW Vehicle	03-220-5025	1,004.87
Total 37679:			2,900.74			
37680						
07/17/14	37680	Purchase Power	71.43	Postage Refill	01-130-5042	71.43
07/17/14	37680	Purchase Power	71.43	Postage Refill	01-140-5042	71.43
07/17/14	37680	Purchase Power	71.43	Postage Refill	01-150-5042	71.43
07/17/14	37680	Purchase Power	71.43	Postage Refill	01-160-5042	71.43
07/17/14	37680	Purchase Power	71.43	Postage Refill	03-220-5042	71.43
07/17/14	37680	Purchase Power	71.43	Postage Refill	15-500-5042	71.43
07/17/14	37680	Purchase Power	71.42	Postage Refill	16-550-5042	71.42
Total 37680:			500.00			
37681						
07/17/14	37681	River City Newspapers	13.06	Public Notice CU-14-01, Legal #8479	01-160-5033	13.06
Total 37681:			13.06			
37682						
07/17/14	37682	State of Arizona - ADEQ	250.00	A23-Annual Fee for AZPDES	16-550-5051	250.00
07/17/14	37682	State of Arizona - ADEQ	250.00	A23-Annual Fee for AZPDES	16-550-5051	250.00
Total 37682:			500.00			
37683						
07/17/14	37683	Tamco Capital Corp.	115.80	Phone Services	01-110-5061	115.80
07/17/14	37683	Tamco Capital Corp.	592.66	Phone Services	01-130-5061	592.66
07/17/14	37683	Tamco Capital Corp.	276.20	Phone Services	01-150-5061	276.20
07/17/14	37683	Tamco Capital Corp.	223.38	Phone Services	01-160-5061	223.38
07/17/14	37683	Tamco Capital Corp.	223.38	Phone Services	01-170-5061	223.38
07/17/14	37683	Tamco Capital Corp.	170.57	Phone Services	01-185-5061	170.57
07/17/14	37683	Tamco Capital Corp.	223.38	Phone Services	03-220-5061	223.38
07/17/14	37683	Tamco Capital Corp.	170.57	Phone Services	15-500-5061	170.57
07/17/14	37683	Tamco Capital Corp.	168.63	Phone Services	16-550-5061	168.63
Total 37683:			2,164.57			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
37684						
07/17/14	37684	TDS Telecom	652.62	Phone Services	01-130-5041	652.62
07/17/14	37684	TDS Telecom	476.76	Phone Services	01-140-5048	476.76
07/17/14	37684	TDS Telecom	131.17	Phone Services	01-150-5048	131.17
07/17/14	37684	TDS Telecom	30.93	Phone Services	01-160-5048	30.93
07/17/14	37684	TDS Telecom	289.36	Phone Services	01-170-5048	289.36
07/17/14	37684	TDS Telecom	177.40	Phone Services	03-220-5048	177.40
07/17/14	37684	TDS Telecom	219.81	Phone Services	15-500-5048	219.81
07/17/14	37684	TDS Telecom	204.89	Phone Services	16-550-5048	204.89
Total 37684:			2,182.94			
37685						
07/17/14	37685	Tommy Thomas	125.00	CDL Physical: T. Thomas	01-180-5035	125.00
Total 37685:			125.00			
37686						
07/17/14	37686	United Rentals, Inc.	3,293.41	Backup Generator Rental - WWTP	15-500-5091	3,293.41
Total 37686:			3,293.41			
37687						
07/17/14	37687	Ups	23.99	Return Failed Transponder	16-550-5042	23.99
07/17/14	37687	Ups	23.91	Package Pick up for PW	03-220-5042	23.91
Total 37687:			47.90			
37688						
07/17/14	37688	Az Mun. Risk Retention Po	2,500.00	Claim No.: 13012353 - L. Conley	01-140-5095	2,500.00
Total 37688:			2,500.00			
Grand Totals:			117,887.07			

Grand Totals:	118,037.07	118,037.07-	.00

Report Criteria:
Report type: GL detail
Check.Check Number = 37601-37688

TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING
Tuesday, July 22, 2014

Agenda Item #1-b.	Consider approval of the minutes of the Regular Meeting of July 8, 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 July 8, 2014.
Action Requested:	**Motion to approve the minutes of the Regular Meeting of July 8, 2014.**

MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE COMMON COUNCIL
TUESDAY, JULY 8, 2014, 7:00 PM

CALL TO ORDER: 7:02 p.m.

INVOCATION: Audrey Berger gave the prayer.

PLEDGE OF ALLEGIANCE: Council Member Orgeron led the pledge.

ROLL CALL:
Present: Mayor Foster, Council Member Kelley, Council Member Crooks, Council Member Orgeron, Council Member Scott, Council Member Timberlake and Vice Mayor Jewitt appeared telephonically

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

APPROVAL/AMENDMENT OF AGENDA: Council Member Orgeron moved to approve the agenda as written and **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

CONSENT AGENDA:

1-a. **LEDGER OF ACCOUNTS PAID – Consider approval of check series 37579 - 37600, totaling $45,199.32.**

1-b. **MINUTES – Consider approval of the minutes of the Special Meeting of June 20, 2014, the Regular Meeting of June 24, 2014 and the Special Meeting of June 30, 2014.**

Vice Mayor Jewitt moved to approve the consent agenda as read and presented. **Council Member Timberlake seconded** the motion. The vote was unanimous. **Motion Passed.**

ADMINISTRATIVE ITEMS:

2. **MUNICIPAL LIBRARY BOARD APPOINTMENT Discussion and possible action to appoint one regular member, with a term to expire in April 2015, to the Municipal Library Board.**

Council Member Orgeron stated he has some questions for Ms. Hearne, who did not appear due to the storm.

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Council Member Kelley moved to adjourn the Library Board appointment to the next regular meeting. **Council Member Orgeron seconded** the motion. The vote was unanimous. **Motion Passed.**

3. **MEMORANDUM OF UNDERSTANDING - Consider ratification of a Memorandum of Understanding (MOU) entered into on June 30, 2014 by and between the Town of Quartzsite and the Western Arizona Council of Governments (WACOG) relating to transportation funding.**

Town Manager Miller advised the Memorandum of Understanding was a proposal offered by WACOG on June 30, 2014. He explained the Town applied for a grant for approximately $12,000 for transit operations. Due to a technicality in the Town's application, it was denied. The Town went through an appeal process for reconsideration of the application. WACOG met on June 30, 2014 and again denied the application.

Town Manager Miller stated WACOG did offer to buy passes or tokens for fares for specific riders in need. They offered to purchase 4,300 fares, which comes to a total of $12,900. He advised that the offer came with the requirement that a Memorandum of Understanding be entered into that same day. This was in an effort, on the part of WACOG to obligate that money for fiscal year 2013-2014. An MOU was quickly drafted and approved by the Town Attorney.

Town Manager Miller noted that he signed the MOU with the understanding that the Council would need to ratify it to have it go into effect. The passes would not be able available to every transit rider. They particularly target those in need and would be for in-Town transport to the Senior Center, pharmacy and medical appointments only.

Town Manager Miller stated it will take two to three years for the passes to all be used. Therefore, it is only a stable revenue stream. The money for the passes will be in the bank and it will draw down when a rider uses it.

Town Manager Miller explained this is an opportunity to expand the Town's ridership and stabilize the fare stream.

The Mayor asked Janet Collier, Transit Coordinator, how many people fall into category that allows them to use the passes.

Mrs. Collier stated the passes are for the most in need. She advised it will be the Town's job to identify those that would be the neediest.

She noted there will be a meeting with WACOG on July 28, 2014 to work out the details.

Council Member Orgeron asked if participating in this MOU prevents the Town from applying for the same grant through WACOG next year. Town Manager Miller and Mrs. Collier responded it would not preclude future grant applications.

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Council Member Timberlake asked if a three dollar fare for in-Town transit is for a one way or round trip.

Mrs. Collier replied that the three dollar fare is good all day long; no matter how many times they step onto and off of the transit van.

Council Member Timberlake moved to ratify the MOU with WACOG and **Council Member Crooks seconded** the motion. The vote was unanimous. **Motion Passed.**

4. **S. SCOTT LANE SEWER LINE EXTENSION BID AWARD - Consider approval of a bid for the S. Scott Lane sewer line extension project to Tri-Suns Engineering, Inc.**

Town Manager Miller stated there is supporting documentation from the Town Engineer in the agenda packet.

Council Member Kelley asked if the project is going to be watched a little more carefully than the last project.

Town Manager Miller stated Council Member Kelley had some concerns regarding another project in which traffic mitigation was an issue. He advised he will discuss traffic mitigation with the contractor.

The Mayor asked if the project will be done before the season comes upon us.

Town Manager Miller advised it is a small enough project that it will not take that long.

Council Member Orgeron moved to award the bid for the S. Scott Lane sewer line extension project to Tri-Suns Engineering, Inc. and **Council Member Timberlake seconded** the motion. The vote was unanimous. **Motion Passed.**

5. **2014 TOWN OF QUARTZSITE GENERAL PLAN UPDATE ADOPTION - Discussion and possible action to approve Resolution 14-04 adopting the 2014 Town of Quartzsite General Plan.**

Town Manager Miller stated the General Plan has been reviewed and approved by the Planning and Zoning Commission. The Commission held a public hearing on May 20, 2014 and on June 25, 2014, the Commission voted to unanimously recommend the General Plan to Council.

Council Member Scott thanked the citizens and the Planning and Zoning Commission for their hard work on the General Plan. She congratulated them and stated she thinks it is a very good document. Council Member Orgeron stated it is of high quality. Council Member Crooks noted the pictures in the General Plan and Council Member Kelley stated the mapping was excellent.

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Town Manager Miller said the General Plan is very good work done by the Commission and staff. He stated it should be noted that the General Plan is a living and breathing document that grows with the Town and there should be an annual review of the document by Planning and Zoning. He advised there should be updates and the addition of new sections as needed. Town Manager Miller added it is a wonderful foundation on which to build even more in the future.

Council Member Crooks moved to approve Resolution 14-04 of the Town Council of the Town of Quartzsite adopting the 2014 Town of Quartzsite General Plan and **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

6. **FINAL DRAFT OF AMENDMENTS TO THE TOWN CODE - Review, discussion and possible action to approve amendments to the Town Code, Chapter 3 Administration, for adoption by ordinance at the next meeting.**

Town Manager Miler stated that at the last meeting the Town Attorney and he put forth a version for the Council's review and possible adoption. There were some amendments requested by Council and they have been incorporated in this new document.

Council Member Scott asked the Town Attorney if the Town Prosecutor portion of the ordinance needs to be the same as the Town Attorney portion by stating the Town Prosecutor shall be appointed by Council. The Town Attorney replied that the Town Prosecutor portion should mirror the Town Attorney portion.

The Town Council directed staff to make the change and to bring back the ordinance for adoption.

7. **APS FRANCHISE AGREEMENT - Consideration and possible approval of a franchise with Arizona Public Service for the use of Town streets for electric utility purposes and ordering that the question of approval of the franchise by the voters be placed on the November 4, 2014 ballot.**

Town Attorney Goodwin stated this is an updated format that is similar to the existing franchise except that under the existing franchise, which expires next year, sales tax revenues offset the franchise fee. Under the proposed franchise there is no offset. The franchise fee would be 2% of gross revenues.

The Constitution requires this be put on the election. It will be on the November 4, 2014 election, if the Town Council approves it tonight. APS will pay a proportionate share of the costs of the election.

The Mayor asked what the impact is on the rate payers.

Town Attorney Goodwin advised the user will pay both the sales tax and the franchise fee.

The Mayor stated the utility user will pay an additional 2% versus what is being paid now.

Council Member Orgeron moved to approve the franchise with Arizona Public Service and directing that the question of approval of the franchise by the voters be placed on the November 4, 2014 ballot. **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed**.

8. CHIEF OF POLICE PROCESS - Discussion and direction regarding the interview and hiring process for the position of Chief of Police.

Town Manager Miller stated the Town has received a total of eleven applications for Chief of Police. The first official day of the review of applications will be on July 14, 2014, in order to decide who will be invited to interview.

Town Manager Miller listed the steps needed in the review and interview process.

- Paper screen and select candidates for interview
- Assemble an interview panel, schedule and conduct interviews
- Conduct reference checks for final candidates
- Discuss and recommend a final candidate
- Negotiate contract and identify start date
- Council approval of proposed contract

Town Manager Miller advised that at this time, he would like to begin assembling the interview panel. He will be asking the Arizona Chief of Police Association if there are any rural, small community Chiefs that would be willing to assist the Town on the panel to provide some of their expertise in the field.

Town Manager Miller stated he would appreciate if two members of the Town Council would agree to be on the interview panel. It will be a seven member panel.

Council Member Kelley, Council Member Timberlake and Council Member Orgeron each noted that they would like to be part of the interview panel.

Council Member Such noted an election is coming up and no one knows who will be on the Council after the election. She expressed her concern regarding how fair it may be to a newly hired Chief of Police, if after he is hired, there is a change in the Council and either they or the public, by vote, should want to contract with the Sheriff's Department. She stated she is not expressing an opinion. She is only asking the Council to think about it and finances that may be involved. She asked if there is a reason that there is such a hurry to hire a Chief of Police before the election.

Town Manager Miller stated the Chief of Police would be in the same situation as the Town Manager. He advised this is an activity that has already been in process and he

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is simply trying to finish it in a timely manner. A number of issues continue to grow within the Police Department and he thinks a resolution to that is to have good leadership within that department. Waiting to hire a Chief of Police would have a negative impact on the Police Department, stated Town Manager Miller.

Council Member Orgeron stated he believes the Town should not wait to hire a Chief of Police.

Council Member Crooks stated she has been hearing that there are some morale issues at the Police Department. She suggested that the Town Council keep going forward in this process and that the Town Council has a duty to follow this process

Town Manager Miller stated the hiring process is a lengthy one and has been extended further than what one may consider the norm. He said the Town needs to support the Police Department moving forward.

Town Attorney Goodwin stated the Council Members that want to serve on the interview panel can be discussed now, but no appointment may be made.

Council Member Orgeron stated it should be up to the Town Manager to choose the Council Members to be on the hiring committee. He noted that Mayor Foster and Council Member Timberlake served on the previous panel. He stated that he has expressed his interest in being on the panel and so has Council Member Kelley.

Town Manager Miller stated he will send packets to the potentially seven member panel to get input and he will decide who moves on to the interview process.

Council Member Crooks and Council Member Kelley said to get on going on the process.

COMMUNICATIONS:

9. Announcements and Reports from the MAYOR on current events.

The Mayor stated it was a really good Fourth of July and the Town did well by the young people. He thanked the volunteer groups and stated they did very well.

10. Announcements and Reports from the COUNCIL on current events.

Council Member Kelley stated the community did a fantastic job. She said it was the best the Town has had in years. She noted there were things to do that were free which brought out families. She advised she had the bake sale and met her goal and she had fun with the dunk tank. She informed everyone that every penny, all the candy and the gifts in the straw were donated.

Council Member Kelley reported that the fence at the waste water lift station is fixed.

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Council Member Scott advised she will not be at the next meeting and may not be near a phone; so, she must miss the meeting.

Council Member Timberlake gave kudos to the Police Department for their efforts in trying repeatedly to save one man's life.

11. Reports from the TOWN MANAGER to the Council.

Town Manager Miller stated there are some leak issues in the Town Hall. The doorways were not addressed as part of the recent repairs to the Town Hall building.

Town Manager Miller stated the July 4th Town Celebration was wonderful and he was glad to be a part of it. He advised that some community members approached him to ask if the Town will do it again for the Labor Day weekend.

Town Manager Miller advised that on Friday, he and Billie Fowler, from the Town Library, went to the La Paz County Board of Supervisors meeting in Parker. They heard the presentation on the proposed library district.

Town Manager Miller noted it appears, as is currently proposed, the Board of Supervisors would act as the board of directors for the library district.

Town Manager Miller advised they are not proposing any additional locations; they would use the two county locations as well as the Parker and Quartzsite libraries as the total district. Parker and Quartzsite would have to enter into an agreement with the district to have some sort of partnership. They did discuss that there would be some opportunity to dictate terms between the Town and the district.

Town Manager Miller advised the Town would maintain control of its library. He advised that it is a taxing district proposing a property tax of approximately 33 dollars for every 100,000 dollars of property owned. He said there was some discussion regarding the possibility that it may be a ballot issue.

Town Manager Miller stated it is an item that the Town needs to watch.

Council Member Crooks asked Town Attorney Goodwin if she had seen this type of district forming before. Town Attorney Goodwin advised that she will review the statute and report back.

Town Manager Miller advised he will provide weekly or at least by-weekly status updates in memorandum form regarding Town business to keep steady communication.

COMMUNICATIONS FROM CITIZENS

Jennifer Jones said now that the Council is married to the budget, and the budget includes the shifting of those HURF funds being billed to the Public Works Department

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for ten years back of alleged water use, she thought the Council should know she did reach out to Megan Smith at the Auditor General's Office (A.G.'s Office).

Ms. Jones asked Ms. Smith if the Auditor General had approved that use of HURF monies because she heard at a meeting that the public was told that was an approved way to do it.

Ms. Jones read aloud an email she received from Ms. Smith. The email advises the A.G.'s Office has not had any conversation with the Town of Quartzsite related to its planned use of HURF monies and has not approved any such plan.

Ms. Jones advises the matter be given further consideration so as to not run afoul of repercussions.

ADJOURNMENT: 8:02 p.m.

Council Member Orgeron moved to adjourn and Council Member Timberlake 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 July 8, 2014, of the Town Council of Quartzsite, Arizona, held on July 8, 2014.

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

DATED this 12th day of July 2014

Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor

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TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING
Tuesday, July 22, 2014

Agenda Item #2 Presentation regarding proposed Water Rate Change and consider adoption of a Notice of Water Rate Change and setting a public hearing on the proposed increases.

Summary:

Over the last several months, a working group consisting of Utility Department and other Town staff, the Town's Engineer, and a Rate Analyst has been meeting, and gathering/validating data to develop a fair and equitable water rate proposal.

State statute provides the following timelines and process for utility rate increases.

- May 19, 2014 - Post a Notice of Intent regarding a proposed rate structure change on the home page of the Town's website at least sixty (60) days before the Council meeting where the fees are acted upon.
- June 10, 2014 - Adopt a Notice of Intent regarding a proposed rate structure change at a regular council meeting. The Notice will set a date for a public hearing on the proposed change, which must be held not less than thirty (30) days after adoption of the Notice of Intention.
- July 22, 2014 - Prepare a written report justifying the proposed rate structure. This report will be filed with the office of the Town Clerk, and will be available to the public at least thirty (30) days prior a public hearing.
- August 6, 2014 - A copy of the adopted Notice of Intent showing the date time and place of the public hearing is published one time in a newspaper of general circulation not less than twenty (20) days prior to the public hearing date.
- August 26, 2014 - After holding the public hearing, the Town Council may adopt by resolution or ordinance the proposed rate change.
- October 1, 2014 - The rate change may not become effective until thirty (30) days after adoption of the resolution or ordinance.

The attached proposed Notice of Water Rate Change sets a date of **August 26, 2014** for a public hearing on the proposed changes. We anticipate that the new rate structure will become effective October 1, 2014.

Responsible Person: Skylor Miller, Town Manager

Attachment:

1. Notice Proposed Water Rate Change
2. Written Report justifying the proposed rate structure.

Action Requested: **Adopt Notice of Water Rate Change and set a public hearing on the proposed increases for August 26, 2014.**

TOWN OF QUARTZSITE

465 North Plymouth Avenue • PO Box 2812• Quartzsite, AZ 85346
Phone (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

NOTICE OF PROPOSED WATER RATE CHANGE

The Town Council will hold a public hearing on a proposed water rate change on Tuesday, August 26, 2014 at 7:00 p.m. in the Council Chambers of Town Hall located at 465 N. Plymouth Avenue, Quartzsite. The Town Council may vote to approve the proposed water rates at that time.

The proposed rate structure establishes a five-year planning cycle. The following chart provides a summary of the proposed water rates for the next five years. The proposed rate change will take effect on October 1, 2014.

PROPOSED WATER RATES					
Base Rates	FY 14	FY 15	FY 16	FY 17	FY 18
¾" Meter	31.51	32.05	32.56	32.91	33.46
1" Meter	52.51	53.41	54.27	54.86	55.77
1.5 Meter	105.02	106.83	108.53	109.72	111.54
2" Meter	168.03	170.92	173.65	175.54	178.46
3" Meter	315.05	320.48	325.59	329.15	334.61
4" Meter	525.09	534.14	542.66	548.58	557.68
6" Meter	1050.18	1068.28	1085.31	1097.15	1115.37
8" Meter	1680.29	1709.24	1736.50	1755.44	1784.59
Commodity Rate (Per 1000 Gallons)	FY 14	FY 15	FY 16	FY 17	FY 18
Residential	3.90	4.56	5.36	5.58	5.81
Commercial	3.90	4.56	5.36	5.58	5.81
RV Parks	3.90	4.56	5.36	5.58	5.81
Bulk Water Hauler	7.79	9.12	10.72	11.16	11.62

The Town of Quartzsite provides potable water to its citizens and many seasonal occupants and visitors who stay primarily in recreational vehicle (RV) parks. A public municipal water system supplied from the underground aquifer was constructed shortly after the Town's incorporation in 1989. Prior to that time residents obtained water from several hundred individual wells, many of which still remain in operation. Groundwater for the municipal system is pumped and stored at two water production facilities located within the Town: the Quail Trail Facility and the Kofa Avenue Facility. The production wells draw from the Lower Aquifer of the Parker Basin and the groundwater requires no treatment other than chlorination prior to distribution to the Town's customers.

While the majority of the Town's water meters are for single family residences the largest user class is 3,200 RV/Mobile Home hookups because the Town of Quartzsite has a high tourist population. The RV/Mobile home parks are serviced by 68 large master meters. The Town also includes a residential development known as Q Mountain, which is supplied water through a single large 6" water meter and served by a private water distribution system. Table 1 summarizes the existing water meters serving the Town's customers.

Table 1 Existing Town Water Customers

User Class	# of Water Meters
Residential	734
Commercial	156
Multi-Family	7
RV Parks & Swap Meets	68
Q Mountain	1
Total	**966**

Not all Town customers have abandoned their wells even though there is Town water available to them. Thus, included in the Town's current rate structure is a monthly fixed service charge to recover the fixed costs associated with the Town providing the availability of water service and therefore capacity in the system for these customers should their wells fail. The Town's current water rate structure is as follows:

The first component of the rate structure is a fixed monthly service charge as shown in Table 2. The service charge currently varies by customer class and meter size. This particular structure is one of the key findings of this study. Industry standards as prescribed by the American Water Works Association (AWWA) only recognizes the size of the meter for allocating fixed costs and does not differentiate between user classes. It is unknown how this structure was created or why and thus this study collapses the three user classes into one based on AWWA standards.

Table 2 Current Monthly Fixed Charges

Meter Size	No. of Meters	Current		
		Current SF	Current Commercial	Current MH/RV
5/8"	0			
3/4"	884	$ 27.04	$ 42.25	$ 32.50
1"	11	$ 33.25	$ 67.55	$ 43.23
1 1/2"	2	$ 41.47	$ 84.25	$ 53.91
2"	62	$ 83.07	$ 168.75	$ 107.99
3"	0	$ 124.54	$ 252.99	$ 161.90
4"	3	$ 166.01	$ 337.24	$ 215.82
6"	3		$ 843.23	$ 539.62
8"	1			
10"	0			
12"	0			
Total	966			

The second component of the Town's water rate structure is the commodity rate per 1000 gallons of water consumed by the customer. The current commodity rate structure for single family has two billing tiers as shown in Table 3. If a customer uses from 0 to 15,000 gallons, they are charged $2.37 per 1000 gallons. All consumption over 15,000 gallons is charged at $2.87. All other customers (commercial and RV/Mobile homes are charged a flat rate of $2.37 per 1000 gallons consumed.

Table 3 Single Family Current Rate Structure

Consumption Block	Consumption	Rate Differential	Current Rates
0 - 15 thousand gallons	31,182	0.0%	$ 2.37
16+ thousand gallons	8,130	21.0%	$ 2.87
Total	**39,312**		

The second major change recommended by this study is that all users, including the single family customers, should be charged a flat rate per 1000 gallons consumed. This is more equitable than the current structures and eliminates interclass subsidies and simplifies the rate structure.

The most significant finding of this rate study is that the Town is significantly under collecting for the costs associated with the operations and maintenance of the water system. In Fiscal Year 2013 only $765,000 was collected under the current rates. The Town's Fiscal Year 2014 water system budget is $1,224,296 or 60% higher than the current water rates are generating as revenue to fund the water system. It should be noted that the Town did not increase their water rates from 2001 to 2009 and then only implemented two years of a proposed five-year rate increase program. Rates have not been

increased since 2011. As noted earlier, not keeping up and having annual rate adjustments to fund the budget has put the Town in a significant deficit position and the Town's General Fund has had to subsidize the water rates of residents and visitors. When a subsidy like this exists it translates into lower levels of General Fund services, such as parks, community center programming, recreation programming, community events and law enforcement services.

Thus in addition to updating the rate structure an increase is proposed in the user rates to cover the operating costs of the water system. The following rates are recommended to close this gap and fully fund the water system's operation and maintenance for the next five years. Table 4 summarizes the current fixed monthly service charges and the proposed fixed rates for the next five years. Table 5 summarizes the current flat rate and the proposed flat rate for all users for the next five-years.

Table 4 Current and Projected Fixed Monthly Service Charge

		Current			Proposed				
Meter Size	No. of Meters	Current SF	Current Commercial	Current MH/RV	FYE 2015	FYE 2016	FYE 2017	FYE 2018	FYE 2019
5/8"	0				$ 31.51	$ 32.05	$ 32.56	$ 32.91	$ 33.46
3/4"	884	$ 27.04	$ 42.25	$ 32.50	$ 31.51	$ 32.05	$ 32.56	$ 32.91	$ 33.46
1"	11	$ 33.25	$ 67.55	$ 43.23	$ 52.51	$ 53.41	$ 54.27	$ 54.86	$ 55.77
1 1/2"	2	$ 41.47	$ 84.25	$ 53.91	$ 105.02	$ 106.83	$ 108.53	$ 109.72	$ 111.54
2"	62	$ 83.07	$ 168.75	$ 107.99	$ 168.03	$ 170.92	$ 173.65	$ 175.54	$ 178.46
3"	0	$ 124.54	$ 252.99	$ 161.90	$ 315.05	$ 320.48	$ 325.59	$ 329.15	$ 334.61
4"	3	$ 166.01	$ 337.24	$ 215.82	$ 525.09	$ 534.14	$ 542.66	$ 548.58	$ 557.68
6"	3		$ 843.23	$ 539.62	$ 1,050.18	$ 1,068.28	$ 1,085.31	$ 1,097.15	$ 1,115.37
8"	1				$ 1,680.29	$ 1,709.24	$ 1,736.50	$ 1,755.44	$ 1,784.59
10"	0				$ 2,415.42	$ 2,457.03	$ 2,496.22	$ 2,523.45	$ 2,565.35
12"	0				$ 4,515.78	$ 4,593.59	$ 4,666.84	$ 4,717.76	$ 4,796.08
Total	966								

Table 5 Current and Projected Flat Rate

Flat Rate Determination	Current	FY15	FY16	FY17	FY18	FY19
Flat Rate per 1,000 gallons	$ 2.37	$ 3.90	$ 4.56	$ 5.36	$ 5.58	$ 5.81

TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING
Tuesday, July 22, 2014

Agenda Item #3 Discussion and possible action to appoint one regular member, with a term to expire in April 2015, to the Municipal Library Board.

Summary: The Municipal Library Board formulates, creates and recommends plans for future growth of the Library and performs continuous study of best uses of the Library facilities and resources.

The Board consists of 7 members. Member terms are for a period of three years, with terms staggered such that the terms of no more than three members shall expire in any one year.

Currently, 2 seats are vacant.

Responsible Person: Tina Abriani, Town Clerk

Attachment: Volunteer Interest Statement for the Municipal Library Board

- Therri Hearne

Action Requested: **Interview applicant to serve on the Municipal Library Board and possible motion to appoint applicant, with a term to expire in April 2015, to the Municipal Library Board.**

RECEIVED
JUN 20 2014
TOWN OF QUARTZSITE

Volunteer Interest Statement

TOWN OF QUARTZSITE
PO BOX [illegible]
QUARTZSITE, AZ [illegible]
[illegible]

Office use only: Date Received: _____ Date Exp: _____

Copies To: _____

PLEASE TYPE OR PRINT NEATLY

Date: 6-20-14

Name (Last, First, M.I.): HEARNE, THERRI J

Home Address/PO Box: [redacted]

Contact Phone Number: [redacted]

Are You a U.S. Citizen Of Proper Voting Age: X YES ___ NO

Are you registered to vote in a Pen County: X YES ___ NO

Present Employment/Position Held (Employer): LOVES

Address/Contact Number of Employer: [redacted]

Professional/Civic Activities: School Board Member
Church Member

Education/Professional Experience: finished high school and 1 yr College, finished computer training Cource

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 and Zoning

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 sever on the board, commission, etc.?: I have great respect for employees & Volenteers and would like to keep & make our library better.

What do you think you can contribute to the public by serving on this board, commission, etc.?: I am an avid reader, have a business back ground working with budgets and bottom lines

Are you available to attend early morning meetings? ___YES X NO

Are you available to attend lunch meetings? ___YES X NO

Are there any days of the week you are unavailable to attend meetings? I work M-Thur - 7Am to 4Pm

All boards and 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: 6-20-14 Signature: Sherri J Hearne

ROSTER

OF

MUNICIPAL LIBRARY BOARD

MEMBERS

HERMAN KONYEN	*Term Expires April 2017*
CHRISTINA BENSON	*Term Expires April 2017*
MARY ANN PECK	*Term Expires April 2017*
MARY MICHAELS	*Term Expires April 2016*
DOROTHY MALLETTE	*Term Expires April 2016*
Vacant	*Term Expires April 2015*
Vacant	*Term Expires April 2015*

TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING
Tuesday, July 22, 2014

Agenda Item #4	Labor Day at the Park – Discussion and Direction on a potential Labor Day celebration.
Summary:	Would like to discuss a potential community event for a Labor Day celebration at the Town park.
Responsible Person:	Carol Kelley, Council Member
Attachment:	None
Action Requested:	**Discussion and Direction Only.**

TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING
Tuesday, July 22, 2014

Agenda Item #5	Review, discussion and possible adoption of an ordinance adopting by reference the 2014 Amendments to Chapter 3 of the Quartzsite Town Code – amending the Town Code, Chapter 3, Administration.
Summary:	Quartzsite Town Code, Chapter 3, Administration, contains conflicting provisions. Council requested the Town Attorneys conduct a review of the various provisions, identify options, and provide recommendations for discussion and consideration.
Responsible Persons:	Curtis, Goodwin, Sullivan, Udall & Schwab, Town Attorneys Skylor Miller, Town Manager
Attachments:	2014 Amendments to Chapter 3 of the Quartzsite Town Code and Ordinance 14-04.
Action Requested:	**Motion to adopt Ordinance No. 14-04 amending the Town Code, Chapter 3, Administration.**

2014 AMENDMENTS TO CHAPTER 3 OF THE QUARTZSITE TOWN CODE

CHAPTER 3 ADMINISTRATION

ARTICLE 3-1 OFFICERS IN GENERAL

Section 3-1-1 Officers

There are hereby created the offices of town manager, town clerk, police chief, town engineer, town attorney and town magistrate ~~who shall be appointed by the Council and~~ who shall serve, with the exception of the magistrate, at the pleasure of the Council. ~~The magistrate shall be appointed for a term of office as provided in Section 5-2-1.~~

~~***Section 3-1-4 Vacancies; Holding More Than One Office***~~

~~Any vacancy that shall occur in any town office shall be filled by appointment by the Council, provided that one person may hold more than one office and that, at the discretion of the Council, the functions of a town official may be validly performed and discharged by a deputy or another town official, or an otherwise qualified individual not holding office but employed at the pleasure of the Council.~~

ARTICLE 3-2 OFFICERS

Section 3-2-1 Town Manager

* * * *

D. Removal Procedure. The town manager may be removed by a majority vote of the MEMBERS OF THE Council. ~~If requested, the Council shall grant him a public hearing within thirty days following notice of removal. During the interim, the Council may suspend the manager from duty, but shall continue his salary and, if the removal becomes final, shall pay his salary for one month following the removal date.~~ SEVERANCE PAY, IF ANY, SHALL BE AS PROVIDED IN A CONTRACT.

E. Powers and Duties. The town manager shall be the administrative head of the government of the town under the direction and control of the Council except as otherwise provided by the Council. He shall be responsible to the Council for the proper administration of all affairs of the town. In addition to his general powers as administrative head and not as a limitation thereon, it shall be his duty and he shall have the powers set forth in the following paragraphs.

1. Appoint and, when necessary for the good of the service, suspend or remove all officers and employees of the town not appointed by the Council. IF AN OFFICER OR EMPLOYEE'S APPOINTMENT REQUIRED THE CONCURRENCE OF THE COUNCIL, REMOVAL SHALL REQUIRE CONCURRENCE OF THE COUNCIL. He may authorize the head of a department or office to appoint, suspend or remove subordinates in such department or office. ALL APPOINTMENTS AND REMOVALS SHALL BE BASED ON MERIT AND UPON THE QUALIFICATIONS AND DISQUALIFICATIONS OF SUCH OFFICER OR EMPLOYEE WITHOUT REGARD TO ANY POLITICAL BELIEF OR AFFILIATION.

* * *

6. Recommend to the ~~governing body~~ COUNCIL from time to time adoption of such measures as he may deem necessary or expedient for the health, safety or welfare of the community or for the improvement of administrative services.

* * *

12. OVERSEE THE WORK OF THE POLICE CHIEF AND PROVIDE FOR A WRITTEN EVALUATION ON AN ANNUAL BASIS TO BE PROVIDED TO THE COUNCIL FOR CONSIDERATION.

Renumber existing paragraph 12 to paragraph 13.

Section 3-2-2 Town Clerk

A. Appointment. The Clerk shall be appointed by the Town Manager WITH THE CONCURRENCE OF THE COUNCIL. The position shall be classified and subject to the Town of Quartzsite Personnel Policy.

* * *

Section 3-2-4 Town Engineer

The town engineer shall be appointed by the TOWN MANAGER WITH THE CONCURRENCE OF THE Council. The engineer shall have charge of the town streets, sewers and waterworks and shall perform such duties as may be required of him by law and such other duties as the Council may deem necessary.

Section 3-2-5 Town Attorney; TOWN PROSECUTOR

A. TOWN ATTORNEY. The Town Attorney shall be appointed by the ~~Town Manager under contract terms approved by~~ Council. The Town Attorney shall act

as the legal counselor and advisor of the Council and other town officials and, as such, shall give his opinion in writing when requested by the Town Manager. The Town Attorney shall review and assist in the drafting of all deeds, contracts, conveyances, ordinances, resolutions and other legal instruments when required by the Town Manager. The Town Attorney shall approve or disapprove as to form, in writing, all drafts of contracts and all official or other bonds before final approval or acceptance thereof by the Council. The Town Attorney shall return within the time allotted by the Town Manager all ordinances and resolutions submitted for consideration by the Town Manager, with approval or disapproval as to form noted thereon, together with the reasons therefore. EXCEPT FOR MATTERS HANDLED BY COUNSEL APPOINTED BY THE TOWN'S INSURANCE CARRIER, the Town Attorney shall prosecute and defend all CIVIL suits, actions or causes where the town is a party to the extent of the Town Attorney's ability and in accordance with the Town Attorney's independent professional legal judgment and in compliance with the Arizona Supreme Court's Rule of Professional Responsibility shall report to the Council, when required, the condition of any suit or action to which the town is a party. THE TOWN ATTORNEY SHALL ATTEND ALL COUNCIL MEETINGS TO ADVISE THE COUNCIL ON LEGAL ISSUES AND SERVE AS TOWN PARLIAMENTARIAN.

B. TOWN PROSECUTOR. The Town ~~Attorney~~ PROSECUTOR shall BE APPOINTED BY THE COUNCIL. THE TOWN PROSECUTOR SHALL prosecute all criminal charges in the Quartzsite Magistrate Court which are supported by probable cause within the parameters of the Arizona Supreme Court's Rules of Professional Responsibility and prevailing standards of prosecution. The Town ~~Attorney~~ PROSECUTOR shall prosecute all civil, petty and civil traffic offenses in the Quartzsite Magistrate Court which are supported by probable cause within the parameters of Professional responsibility and prevailing standards of prosecution if the defendant in such matters is represented by counsel. ~~The Town Attorney shall attend all Council meetings to advise the Council on legal issues and serve as Town Parliamentarian.~~

ARTICLE 3-3 Personnel System

Section 3-3-2 Conditions of Employment

The appointment, promotion and tenure of every employee shall be conditioned solely on merit, ~~and fitness~~ QUALIFICATIONS and ~~the~~ satisfactory performance of the duties and responsibilities assigned. No employee or applicant for employment shall be discriminated against on the basis of race, color, religion, sex, age or political affiliation.

Section 3-3-5 Personnel ADVISORY Board

A. Terms

There is hereby created a personnel board, which shall consist of three (3) REGULAR members AND TWO (2) ALTERNATE MEMBERS from the citizens of the town~~,~~ REGULAR MEMBERS AND ALTERNATES SHALL BE appointed by the Mayor and Council~~, setting~~ THE terms of REGULAR MEMBERS SHALL BE three (3) years, so staggered that only two (2) board member terms expire in the same year. THE TERMS OF THE ALTERNATE MEMBERS SHALL BE ONE (1) YEAR. ALTERNATE MEMBERS SHALL BE CALLED BY THE CHAIRMAN AS NEEDED TO ASSURE A QUORUM IS PRESENT. This board shall be required to meet a minimum of once each year at a date and time to be determined by the members of the board. Special Meetings may be called as needed by the chairman. The REGULAR members of the board shall elect a chairman from their membership to conduct the meetings. The members of the personnel board shall serve at the pleasure of the Mayor and Council.

B. Duties

The board shall meet as needed to conduct hearings on qualified employee grievances and make recommendations to the Town Manager or his/her designee as the Personnel Officer~~. In the event that the board does not have full membership, the Hearing Officer for the Town of Quartzsite, Arizona, or in his absence the Hearing Officer for La Paz County, Arizona shall conduct the hearing on qualified employee grievances and make recommendations to the Town Manager and his/her designee as the Personnel Officer.~~ THE BOARD MAY MEET IN EXECUTIVE SESSION IN ACCORDANCE WITH THE ARIZONA OPEN MEETING LAW.

ARTICLE 3-4 PROCUREMENT

Section 3-4-1 General

The Town Manager is the procurement agent for the town. ~~Procurement of property or services whether by purchases or by contract for services called Category 1, Category 2, Category 3, and Category 4, which shall be further defined by Resolution of the Common Council~~. NO PURCHASE OF GOODS OR CONTRACT FOR SERVICES OF ANY KIND OR DESCRIPTION, PAYMENT FOR WHICH IS TO BE MADE FROM FUNDS OF THE TOWN, SHALL BE MADE BY THE PROCUREMENT AGENT, OR ANY OFFICER, EMPLOYEE OR AGENT OF THE TOWN, EXCEPT IN THE MANNER SET FORTH IN THIS ARTICLE, AND UNLESS SAID PURCHASE IS IN ACCORDANCE WITH THE ADOPTED TOWN BUDGET.

Section 3-4-2 Procedure

~~A. Any Category 1 procurement may be made by the procurement agent or his or her proxy without further formality.~~

~~B. Any Category 2 procurement made by the procurement agent or his or her proxy shall require the solicitation of at least three oral bids for the item or service and the procurement made from the lowest responsible bidder.~~

~~C. Any Category 3 procurement made by the procurement agent or his or her proxy shall require the solicitation of at least three oral bids for the item or service and the procurement made from the lowest responsible bidder.~~

~~D. Category 4 procurement.~~

A. $2,000 OR LESS. WHENEVER ANY CONTEMPLATED PURCHASE OF GOODS OR CONTRACT FOR SERVICES IS FOR THE SUM OF $2,000 OR LESS, THE PROCUREMENT AGENT MAY PURCHASE THE ITEM AS NEEDED WITHOUT FURTHER FORMALITY.

B. $2,001 TO $4,000 INCLUSIVE. WHENEVER ANY CONTEMPLATED PURCHASE OF GOODS OR CONTRACT FOR SERVICES IS FOR THE SUM OF AT LEAST $2,001 BUT NOT MORE THAN $4,000, THE PROCUREMENT AGENT SHALL SOLICIT AT LEAST THREE ORAL BIDS FOR THE ITEM OR SERVICE. THE PROCUREMENT AGENT MAY THEN AWARD THE PURCHASE OR CONTRACT OF SERVICE TO THE LOWEST RESPONSIBLE BIDDER WHO SUBMITS A RESPONSIVE BID.

C. $4,001 TO $8,000 INCLUSIVE. WHENEVER ANY CONTEMPLATED PURCHASE OF GOODS OR CONTRACT FOR SERVICES IS FOR THE SUM OF AT LEAST $4,001 BUT NOT MORE THAN $8,000, THE PROCUREMENT AGENT SHALL SOLICIT AT LEAST THREE WRITTEN BIDS FOR THE ITEM OR SERVICE ON BID FORMS AND AWARD THE PURCHASE OR CONTRACT OF SERVICES TO THE LOWEST RESPONSIBLE BIDDER.

D. $8,000 AND OVER. WHENEVER ANY CONTEMPLATED PURCHASE OF GOODS OR CONTRACT FOR SERVICES IS FOR THE SUM OF $8,000 OR MORE, THE PROCUREMENT AGENT SHALL CAUSE TO BE PUBLISHED IN TWO ISSUES OF A NEWSPAPER OF GENERAL CIRCULATION IN THE TOWN, NOTICE INVITING BIDS, WHICH NOTICE SHALL BE PUBLISHED AT LEAST FIVE DAYS PRIOR TO THE DATE SET FOR THE RECEIPT OF THE BIDS. THE NOTICE HEREIN REQUIRED SHALL INCLUDE A GENERAL DESCRIPTION OF THE ARTICLES TO BE PURCHASED OR SERVICES TO BE PERFORMED AND THE TIME AND PLACE FOR OPENING BIDS. IN ADDITION, THE PURCHASING AGENT SHALL POST A NOTICE INVITING BIDS IN THE TOWN HALL AND MAY ALSO MAIL TO ALL RESPONSIBLE PROSPECTIVE SUPPLIERS A COPY OF THE NOTICE INSERTED IN THE NEWSPAPER.

~~E. Purchases and contracts for property shall require the publication of a solicitation for bids in two issues of a newspaper of general circulation in the town giving not~~

~~less than at least ten days following the second publication for prospective bidders to place a bid unless the cost of publication is equal to or in excess of two percent (2%) of the cost of the procurement inclusive of any taxes, fees or other necessary charges.~~

~~F. If publication of notice of solicitation of bids is required, the notice shall include a general description of the articles to be purchased or services to be performed and the time and place for opening bids. In addition, the procurement agent shall post a notice inviting bids in the town hall and may also mail to all responsible prospective suppliers a copy of the notice inserted in the newspaper.~~

~~G. If publication of notice of solicitation of bids is not required, procurement shall be conducted as for Category 3 procurement.~~

E. EXCEPTIONS: THE FOLLOWING PROCUREMENTS ARE EXEMPT FROM THE BIDDING REQUIREMENTS OF THIS ARTICLE TO THE EXTENT SET FORTH BELOW.

1. CONSTRUCTION CONTRACT. CONSTRUCTION PROJECTS ARE EXEMPT FROM THESE BIDDING REQUIREMENTS AND SHALL COMPLY WITH TITLE 34, ARIZONA REVISED STATUTES; HOWEVER, IF PUBLIC COMPETITIVE BIDDING IS NOT REQUIRED PURSUANT TO A.R.S. § 34-201(C) AND (D), THEN THE REQUIREMENTS OF THIS SECTION SHALL APPLY.

2. COOPERATIVE PURCHASING. COOPERATIVE PURCHASES ARE EXEMPT FROM THESE BIDDING REQUIREMENTS WHENEVER OTHER GOVERNMENTAL UNITS HAVE BID THE SAME ITEM OR SERVICE IF, IN THE OPINION OF THE PROCUREMENT AGENT, A SEPARATE BIDDING PROCESS IS NOT LIKELY TO RESULT IN A LOWER PRICE FOR SUCH ITEMS OR SERVICES. PURCHASES FROM THE STATE BID LIST ARE COOPERATIVE PURCHASES.

3. SOLE SOURCE PROVIDERS. PURCHASES FROM SOLE SOURCE PROVIDERS ARE EXEMPT FROM THESE BIDDING REQUIREMENTS IF THE PROCUREMENT AGENT MAKES A WRITTEN DETERMINATION THAT COMPETITION IS NOT AVAILABLE AND THERE IS ONLY ONE KNOWN SOURCE FOR THE GOODS OR SERVICES.

4. PROFESSIONAL SERVICES. CONTRACTS FOR PROFESSIONAL SERVICES ARE EXEMPT FROM THESE BIDDING REQUIREMENTS. CONTRACTS FOR PROFESSIONAL SERVICES OF ENGINEERS, ARCHITECTS, LANDSCAPE ARCHITECTS, ASSAYERS, GEOLOGISTS AND LAND SURVEYORS MAY BE REQUIRED TO COMPLY WITH THE

PROCEDURES SET FORTH IN A.R.S. § 34-102(C), A.R.S. § 34-103(C) AND (D) OR TITLE 34, CHAPTER 6, ARIZONA REVISED STATUTES.

5. INTERGOVERNMENTAL AGREEMENTS. INTERGOVERNMENTAL AGREEMENTS ARE EXEMPT FROM THESE BIDDING REQUIREMENTS.

6. EMERGENCY PURCHASES. THE PROCUREMENT AGENT MAY PROCURE AND CONTRACT FOR SUPPLIES AND SERVICES WITHOUT COMPLIANCE WITH THE PROCEDURES SET FORTH IN THIS SECTION WHEN THERE HAS BEEN A DETERMINATION THAT AN EMERGENCY PURCHASE IS NECESSARY. THE PROCUREMENT AGENT SHALL BE RESPONSIBLE FOR DETERMINING THE VALIDITY OF ALL EMERGENCY PURCHASE REQUESTS. A COMPLETE WRITTEN EXPLANATION SHALL BE PROVIDED TO THE COUNCIL AS SOON AS REASONABLY PRACTICAL AFTER THE EMERGENCY PURCHASE.

7. USED EQUIPMENT. PURCHASES OF USED EQUIPMENT AND NON-DURABLE PURCHASES SUCH AS FUEL AND OIL ARE NOT SUBJECT TO THE BIDDING PROCEDURES APPLICABLE TO OTHER PURCHASES ON THE RECOMMENDATION OF THE PROCUREMENT AGENT AND APPROVAL OF THE COUNCIL.

~~H. Solicitation of bids for Category 4 contracts for services shall be made as for the solicitation of bids for Category 4 purchases or contracts for the purchase of goods except that entry into Category 4 contracts for services shall be by the Mayor or the Town Manager at the direction of the Common Council after consideration of the advice of the procurement agent concerning the advantages or disadvantages of contract and bid proposals.~~

~~I. Purchases of used equipment and non durable purchases such as fuel and oil are not subject to the bidding procedures applicable to other purchases on the recommendation of the procurement agent and approval of the Council.~~

F. NOTHING IN SUBSECTION E SHALL PRECLUDE THE TOWN FROM SOLICITING BIDS OR PROPOSALS FOR THE PROCUREMENT LISTED IN SUBSECTION E IF THE PURCHASING AGENT OR COUNCIL DEEMS IT TO BE IN THE BEST INTEREST OF THE TOWN TO DO SO.

G. PROPOSED PURCHASES OF MULTIPLE ITEMS SHALL NOT BE SEGREGATED FOR THE PURPOSE OF AVOIDING THE REQUIREMENTS OF THIS SECTION.

~~**SECTION 3-4-3 EXCLUSIVE SERVICE**~~

~~IN THE EVENT THAT THERE IS ONLY ONE FIRM OR COMPANY OR INDIVIDUAL CAPABLE OF PROVIDING A PARTICULAR SERVICE OR COMMODITY AND SUCH SERVICES OR COMMODITIES CANNOT BE SECURED FROM OTHER PERSONS OR COMPANIES, SECTION 3-4-2 SHALL NOT BE APPLICABLE, AND SUCH SERVICES OR COMMODITIES CAN BE SECURED WITHOUT BIDDING.~~ [

SECTION 3-4-3 AWARD BY COUNCIL

NO CONTRACT OF $8,000 OR MORE SHALL BE LET EXCEPT BY THE COUNCIL. WHENEVER ANY CONTEMPLATED PURCHASE OR COMMODITIES OR CONTRACT FOR SERVICES IS FOR THE SUM OF $8,000 OR MORE, THE PURCHASING AGENT SHALL PRESENT THE BIDS TO THE COUNCIL FOR APPROVAL, AND ADVISE THE COUNCIL OF THE ADVANTAGES OR DISADVANTAGES OF THE CONTRACT AND BID.

Section 3-4-4 Bidding

A. The procurement agent and all parties contracting with the town shall follow the procedure set forth in this section in relation to all bids required under Section 3-4-2. All notices and solicitation of bids shall state the time and place for opening.

B. All bids shall be submitted sealed to the procurement agent and shall be identified as bids on the envelope.

C. All bids shall be opened in public at the time and place stated in the public notice.

D. A tabulation of all bids received shall be posted in the Town Hall for public inspection.

E. The procurement agent or the Common Council, as appropriate, shall have the authority to reject any and all bids and parts of all bids and re-advertise or re-solicit bids.

Section 3-4-5 Determination of Lowest Responsible Bidder

Unless the Common Council or procurement agent exercises the right of rejection, the purchase or contract shall be made from and with the lowest responsible bidder for the entire purchase or contract or for any part thereof. In determining the lowest responsible bidder, the Common Council and/or the procurement agent shall consider:

A. The ability, capacity and skill of the bidder to perform the contract or provide the service required.

B. Whether the bidder can perform the contract or provide the services promptly or within the specified time, without delay or interference.

C. The quality of performance of previous contracts.

D. The previous and existing compliance by the bidder with procurement requirements and laws and ordinances of the town.

E. The financial resources and ability of the bidder to perform the contract.

F. The quality, availability and adaptability of the supplies or services.

Section 3-4-6 Performance Bond

The procurement agent shall have the authority to require a performance bond, in cash or otherwise, for such amount as he may deem sufficient to secure the execution of the contract for the best interest of the town.

~~**Section 3-4-7 Emergency Purchases**~~

~~In case of an emergency which requires immediate purchases of supplies or services and when time is of the essence, the Town Manager shall be empowered to authorize the procurement agent with the Common Council at a regular meeting not more than thirty (30) days following the procurement.~~

Section 3-4-87 Forms

The procurement agent shall prescribe and maintain such forms as he shall find necessary for the operation of the provisions of this article.

~~**Section 3-4-9 Professional Services**~~

~~Unless required by the council, the bidding and other requirements of this article shall not apply to professional services. Such services shall include, but not be limited to, the following: physicians, attorneys, engineers and similar professions.~~

~~**Section 3-4-10 Cooperative Purchasing**~~

~~This article shall not apply to purchases made by, through or with the State of Arizona or its political subdivisions. The town may make purchase or award contracts for services without a formal bidding process whenever other governmental units have done so for the same item or service if, in the opinion of the procurement agent, a separate bidding process is not likely to result in a lower price for such items or service.~~

SECTION 3-4-8 CHANGE ORDERS

A. CHANGE ORDERS, INCLUDING CHANGE ORDERS FOR CONSTRUCTION PROJECTS, THAT DO NOT INCREASE THE CONTRACT AMOUNT MAY BE APPROVED AND EXECUTED BY THE PROCUREMENT AGENT.

B. CHANGE ORDERS, INCLUDING CHANGE ORDERS FOR CONSTRUCTION PROJECTS, THAT INCREASE THE CONTRACT AMOUNT MAY BE APPROVED AND EXECUTED BY THE PROCUREMENT AGENT IF THE TOTAL OF ALL CHANGE ORDERS FOR THE CONTRACT DOES NOT EXCEED THE LESSER OF TEN PERCENT OF THE ORIGINAL CONTRACT AMOUNT OR $8,000.00.

SECTION 3-4-9 UNAUTHORIZED PURCHASES

NO TOWN EMPLOYEE SHALL ORDER THE PURCHASE OF SUPPLIES OR SERVICES OR MAKE CONTRACTS ON BEHALF OF THE TOWN OTHER THAN THROUGH THE PROCEDURES SET FORTH IN THIS ARTICLE AND THE TOWN SHALL NOT BE BOUND HEREBY; PROVIDED THAT EXCEPTIONS MAY BE MADE FOR EMERGENCY TRAVEL.

ARTICLE 3-5 OFFICE OF ZONING ADMINISTRATOR

Section 3-5-2 Appointment of ZONING Administrator

The zoning administrator shall be appointed by the TOWN MANAGER WITH THE CONCURRENCE OF THE Council. THE ZONING ADMINISTRATOR ~~and~~ may be the town manager, town clerk or any other individual appointed by the Council, which the Council finds to be qualified to hold said position.

Section ~~3-5-2~~ 3-5-3 DUTIES OF ~~Appointment of~~ ZONING Administrator

It shall also be the duty of the zoning administrator to make recommendations to the planning and zoning commission as to zoning changes that are necessary in the town, and, upon the filing of an application with the zoning commission for a change of zoning, the zoning administrator shall ~~hold a hearing after giving the same notice that it requires for a regular planning and zoning commission meeting prior to making said recommendations. After holding a public hearing, the zoning administrator shall~~ make his recommendations, in writing, REGARDING THE APPLICATION, citing the facts upon which he relies in making his decisions. THE ZONING ADMINISTRATOR ~~and~~ shall submit his recommendations to the planning and zoning commission prior to the planning and zoning commission ~~holding any~~ hearings which deal with the rezoning of any parcel of property within the town.

ORDINANCE NO. 14-04

AN ORDINANCE OF THE COMMON COUNCIL OF THE TOWN OF QUARTZSITE, ARIZONA, DECLARING THE DOCUMENT ENTITLED THE "2014 AMENDMENTS TO CHAPTER 3 OF THE QUARTZSITE TOWN CODE" AS A PUBLIC RECORD; ADOPTING BY REFERENCE THAT PUBLIC RECORD KNOWN AS THE "2014 AMENDMENTS TO CHAPTER 3 OF THE QUARTZSITE TOWN CODE" TO AMEND THE TOWN CODE OF QUARTZSITE, ARIZONA, CHAPTER 3 ADMINISTRATION, ARTICLE 3.1 OFFICERS IN GENERAL, SECTION 3-1-1 OFFICERS; AMENDING ARTICLE 3-2 OFFICERS, BY AMENDING SECTIONS 3-2-1 TOWN MANAGER, 3-2-2 TOWN CLERK, 3-2-4 TOWN ENGINEER, AND 3-2-5 TOWN ATTORNEY AND REPEALING SECTION 3-1-4 VACANCIES; HOLDING MORE THAN ONE OFFICE RELATED TO APPOINTMENT AND DUTIES OF OFFICERS IN THE TOWN; AMENDING ARTICLE 3-3 PERSONNEL SYSTEM BY AMENDING SECTIONS 3-3-2 CONDITIONS OF EMPLOYMENT AND 3-3-5 PERSONNEL ADVISORY BOARD RELATED TO THE CONDITIONS OF TOWN EMPLOYMENT AND TO APPOINTMENT AND DUTIES OF THE PERSONNEL ADVISORY BOARD; AMENDING ARTICLE 3-4 PROCUREMENT BY AMENDING SECTIONS 3-4-1 GENERAL, 3-4-2 PROCEDURE AND 3-4-3 AWARD BY COUNCIL AND ADDING NEW SECTIONS 3-4-8 CHANGE ORDERS AND 3-4-9 UNAUTHORIZED PURCHASES AND REPEALING SECTIONS 3-4-3 EXCLUSIVE SERVICE, 3-4-7 EMERGENCY PURCHASES, 3-4-9 PROFESSIONAL SERVICES AND 3-4-10 COOPERATIVE PURCHASING RELATED TO PROCEDURES FOR PROCUREMENT; AMENDING ARTICLE 3-5 OFFICE OF ZONING ADMINISTRATOR BY AMENDING SECTIONS 3-5-2 APPOINTMENT OF ZONING ADMINISTRATOR AND (SECOND) 3-5-2 APPOINTMENT OF ZONING ADMINISTRATOR RELATED TO APPOINTMENT AND DUTIES OF THE ZONING ADMINISTRATOR; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR SEVERABILITY

BE IT ORDAINED BY the Common Council of the Town of Quartzsite, Arizona as follows:

Section I. In General

That certain document known as the "2014 Amendments to Chapter 3 of the Quartzsite Town Code" three (3) copies of which shall remain on file in the office of the Town Clerk, is hereby declared to be a public record.

The Code of Quartzsite, Arizona, Chapter 3 Administration shall be amended by adopting the "2014 Amendments to Chapter 3 of the Quartzsite Town Code" which public record is hereby referred to, adopted and incorporated by reference.

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 _____, 2014, by the following vote:

AYES: _____
NAYES: _____ ABSENT: _____
EXCUSED: _____ ABSTAINED: _____

APPROVED this ____ day of _____, 2014.

_____
Ed Foster, Mayor

ATTEST:

_____
Tina Abriani, Town Clerk

APPROVED AS TO FORM:

_____
Curtis, Goodwin, Sullivan, Udall & Schwab, P.L.C.
Town Attorneys
By: Susan D. Goodwin

I, TINA APRIANI, 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, ARIZONA, ON THE ____ DAY OF _____, 2014, WAS POSTED IN THREE PLACES AND ON THE TOWN'S WEBSITE ON THE _____ DAY OF _____, 2014.

_____
Town Clerk