

MINUTES
TOWN OF QUARTZSITE
SPECIAL MEETING OF THE COMMON COUNCIL
TUESDAY, APRIL 29, 2014, 9:00AM

CALL TO ORDER: 9:00 a.m.

INVOCATION: The Mayor called for a moment of silence for the people who lost their lives in the storms that went through the Midwest.

PLEDGE OF ALLEGIANCE: Led by Vice Mayor Jewitt.

ROLL CALL:

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

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

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

PUBLIC HEARING

- 1. FEDERAL TRANSIT ADMINISTRATION-DISADVANTAGED BUSINESS ENTERPRISE (DBE) PLAN PUBLIC HEARING - Adopt the Arizona Department of Transportation Federal Transit Administration Disadvantaged Business Enterprise (DBE) Plan under guidelines of 49 CFR Part 26 and the regulations and directions of the U.S. Department of Transportation (DOT) for the Federal Transit Administration (FTA) Section 5311 program.**

Town Manager Bruno invited Transit Coordinator, Janet Collier and Transit Consultant, John Andoh, to the podium to give a presentation before the public hearing.

Mr. Andoh explained the Disadvantaged Business Enterprise (DBE) Plan.

Mrs. Collier explained the purpose of the Town's adoption of the DBE Plan.

Council Member Scott verified the Council's approval is required to implement a different kind of Town transit system.

Mrs. Collier replied that if the grant is awarded, there will be several stages and the Council, as well as the public, will be included in those stages.

Town Manager Bruno added that the Town is committing to an outreach effort to solicit broad participation.

Council Member Kelley asked if the Town has the staff required to comply and follow through with the plan. Yes, was the answer from Mr. Andoh and Mrs. Collier.

Council Member Crooks spoke regarding her familiarity with the DBE Plan and the necessity of the public hearing.

The Mayor asked Town Manager Bruno if, after the current public hearing, any further public hearings will be necessary.

Town Manager Bruno stated the Council is being asked to adopt these DBE standards for the Town so that as the Town moves forward, if the Town does have any contractual obligations, the Town will fulfill the requirements of this plan in terms of outreach and soliciting participation of these enterprises.

The Mayor closed the Public Hearing at 9:11 a.m.

Council Member Crooks moved that the Town of Quartzsite adopts the Arizona Department of Transportation Disadvantaged Business Enterprise Program to satisfy Federal Transit Administrative requirements. **Vice Mayor Jewitt seconded** the motion. The vote was unanimous. **Motion Passed.**

ADMINISTRATIVE ITEMS:

2. BUDGET - Preliminary discussions on the Fiscal Year 2014-2015 Budget for the Town of Quartzsite.

Town Manager Bruno gave a PowerPoint presentation of a preliminary overview of next year's budget. She invited the department managers, one at a time, to advise the Council with a quick review of accomplishments of the current year and objectives for the fiscal year 2014-2015. At the end of the presentation a list of capital requests, as prioritized by the Management Team, was presented.

Emmett Brinkerhoff, the Director of Public Works, reviewed the 2013-2014 objectives and their status.

Rebuild Quail Trail, still in process.

Rebuild Showplace Lane, the design is complete, rebuild will start June or July.

Construct the building for regulatory signs and barricades, bid documents are complete.

On-going pavement preservation was completed for this year.

F-350 service truck has been purchased.

Mr. Brinkerhoff reviewed the objectives of the 2014-2015 fiscal year.

HAWK, high intensity activated crosswalks, there will be two. One on the west end and one on the east end of Main Street.

Rebuild Scott Lane, pending sewer expansion.

Install concrete aprons along Kofa Road from Quail Trail down to Tyson and expand the walkway, hopefully, in fiscal year 2015-2016.

Continue on-going pavement preservation.

Staffing considerations are to make one position a working supervisor and add a part-time concrete finisher on an as needed basis, employed hourly by the Town, but with no benefits.

Capital Requests: design and construct the two HAWK crosswalks, \$220,000; design and rebuild Scott Lane, \$50,000; and concrete aprons along Kofa, \$20,000; all to be paid with HURF Funds.

Phase II for Quail Trail will be starting May 5, there will be a detour down to Las Palomas, then using the rear parking lot. This will be the last part before completing the paving portion.

Billie Fowler of Library Services reviewed the 2013-2014 objectives. She stated programs were developed to teach library skills to early learners; computer learning opportunities for children were increased; and the Library's organizational staffing structure was streamlined.

Billie Fowler reviewed the 2014-2015 objectives: strengthen the skills of the library staff to meet customer needs; expand learning opportunities for children; and stabilize access to library resources. There are no changes to the current staffing level and no capital requests.

Dana Andersen, the Park, Recreation and Cemetery Supervisor, reviewed the 2013-2014 objectives.

The first objective was to finish construction on the Snack Shack concession stand. At this point, materials have been purchased and the Town is in the process of obtaining quotes from contractors.

The second objective was the dog park and right now that is on hold.

The third objective was to repair and repaint shades, bleachers, benches and fences. More fencing repair is needed and will take place.

The irrigation on the baseball field has been completely rebuilt. Repairs were also made to the field's lights.

New irrigation systems were installed on Quail Trail.

Repairs were made and maintenance was performed on all of the new walking paths, on 95, Plymouth and Quail Trail.

Before the end of June 2014, the department intends to finish the water system on the RC track.

Mr. Andersen reviewed the 2014-2015 objectives: to automate the various irrigation systems; replace the plumbing and fixtures in the restroom at the dance slab; and on-going maintenance in the park. The department is not asking for any staffing changes.

Capital requests: a used lift truck with a bucket, \$10,000 and a waterreel sprinkler system (carryover from 2013-2014) \$8,750.

Yesenia Jackson of the Recreation Department listed the 2014-2015 objective: to work with AWC, Arizona Western College, to develop a once a week summer program for students to promote literacy, learning, healthy eating and other activities. This is in addition to the program already in place. There are no requested changes to the staffing level and no capital requests.

Dinice Ross of the Cemetery reviewed the 2013-2014 objectives. The cremation wall is complete and the property fence on the south property line is complete.

The 2014-2015 objectives for the Cemetery are: to enhance the Kofa Road/Elsie Lane entrance to include signage, solar lighting and landscaping; to install row markers with lot numbers that identify cemetery plots; accomplish needed repairs to the Hi Jolly Cemetery Monument; and continue pursuing the acquisition of BLM land for cemetery expansion. There are no requested changes to the current staffing level.

Capital requests: the Kofa Road/Elsie Lane entrance improvements, \$10,000 and a coffin lowering device, \$7,500.

Transit Coordinator, Janet Collier and John Andoh, Transit Consultant, reviewed the 2013-2014 objectives. One objective that was not met was to develop and implement a regular in-town transit system, contingent upon receiving a grant and monies to move forward with a public transportation system; the transit department was not successful in receiving that grant.

The 2013-2014 objective that was met was maintaining the out-of-town weekly and bi-weekly routes.

The goals and objectives of 2014-2015 are based on the grants applied for and awarded. If the 5311 grant is awarded, the transit department will use that to develop and implement a fixed route public transportation system that will be set-up to have a three-quarter mile deviation to assist the people who are severely disabled.

If awarded the AAA grant, applied for through WACOG, the transit department would like to implement local service five days a week and include transportation to the Senior Center so that everyone can take advantage of the hot lunch program.

If awarded the 5311 grant, the transit department would like to purchase scheduling software and cameras for the drivers.

Another goal is to continue to develop funding for the trolley for the next season. There are two ways to do that: continue to sell advertising and to roll the trolley into the 5311 program, which is a system designed for public transportation.

Town Manager Bruno explained that any of these grants will need to come before Council for discussion and decision as to move forward with it or not.

Mr. Andoh explained the local match contribution fund, will not exceed what it is today.

Sergeant Frausto of the Quartzsite Police Department reviewed the 2013-2014 objectives. They were to institute the new policies and procedures for the department; to continue the training for the officers; and to implement additional community programs.

Sergeant Frausto stated the objectives for 2014-2015: to institute the policies the department is still waiting for; to continue departmental and individual training; to provide adequate shift coverage to ensure public and officer safety; and to seek grants to augment the funding of law enforcement equipment such as new portable radios, new bullet-proof vests and new duty weapons for the officers.

The staffing considerations are to hire three officers and one sergeant to fill four current vacancies.

The capital requests for the Police Department are: purchasing and upgrading of body-worn video equipment, \$6,000 from forfeiture funds; replacement of two vehicles that are primary patrol units that include emergency equipment, \$74,000 from CADRE funds; and to purchase three video cameras from the CADRE funds.

Town Manager Bruno listed the Magistrate Court's 2013-2014 objectives: to strengthen the administration of justice; to maintain a professional workforce; to improve communications; and to improve the legal profession.

The Magistrate Court's 2014-2015 objectives are: to ensure equal access to justice; to develop policies to enhance the collections procedure; to continue to maintain a professional workforce; and to improve operational efficiencies.

For staffing considerations, it is proposed to eliminate one of the three current clerk positions; it is currently vacant. For the second position, the clerk will be going on military assignment for six months. During the clerk's time in the military, the position will temporarily be filled with a half-time temporary clerk. When the clerk on military assignment returns, the position will return to that of a full-time clerk. There are no capital requests at this time.

Town Manager Bruno, for Community Development Services, reviewed the plans for the coming year. She stated the new Town Manager will give his thoughts for this department. In the meantime, the 2014-2015 objectives: to encourage smart growth through consistency; to work to seek objective professional advice that is consistent with the application of rules within the Town's region; and to provide for access to specialists on an on-call basis to ensure the Town follows proper processes and determinations.

There are no staffing level changes and no capital requests at this time.

Oscar Cruz spoke regarding water and wastewater services. The 2013-2014 objectives were: to stabilize and rehabilitate the Quail Trail Well, still an on-going project; to implement back flushing, which had to stop because the Quail Trail Well is not working; to complete the maintenance program for the hydrants, which was done; to perform the five year remove and replace for Kofa, that is still on track; and the wastewater expansion, which is still ongoing.

The 2014-2015 objectives are to complete the rehabilitation on the Quail Trail Well; reinstate the back flushing; to work on the preservation of the Kofa Well; to begin the wastewater expansion and to implement the direct pay program for Utility customers. The direct pay program will allow customers to be able to pay their bills on-line.

For future consideration, the department would like to install a telemetry reader on both wells; a possible sewer expansion for Q-Mountain; and a possible water expansion for Rainbow Acres.

There is no change in staffing.

The capital requests are: to remove and replace the Kofa Well; a new trash pump for the sewer; and replace portable water meter reading equipment.

Town Manager Bruno explained that the remove and replacement preservation is not actually a capital request.

Mr. Cruz explained what a trash pump is. It is used to transfer sewage from one basin to another. He advised that it is especially needed for monsoons.

Mr. Cruz explained the water reader equipment is basically a laptop computer with all the software for reading meters and has profiling abilities. The equipment being used now is failing and is only available from one source.

The Mayor stated that he had heard that there is an on-going problem with a considerable amount of water coming out of the wells that is not being sold through a meter in the Town. The Mayor asked if there is a leakage problem in the Town's distribution system.

Mr. Cruz explained there have been ruptures. He went on to explain there is water loss and there are leaks. He stated there is also water that is not metered, as in flushing a hydrant. The water truck is not metered.

The Mayor asked for a report of the difference between the gallons pumped out of the well head versus those sold through the billing system.

Town Manager Bruno reviewed the 2013-2014 objectives for the Town Council, Administrative and Legal Services. One objective that has been met is to provide Town Clerk support to all advisory board and committee meetings. Another objective that has been met is initiating, with the attorneys, the beginnings of a systematic process of reviewing and updating the Town Codes, which will be focused on in the coming year. The Town has worked to increase customer service by increasing window access at the front office of the administrative building, back in the lobby area and automated licensing and receipting has been implemented for business licenses and permits.

The 2014-2015 objectives and goals are: to implement a systematic process of reviewing and updating the Town Codes; to update the personnel policies and procedures, as well as the employee salary schedules; to complete the financial operations guide; and to research the feasibility of installing an audio video recording

system for Town Council meetings. There are no anticipated changes to the staffing levels at this time. There are no capital requests at this time.

The Town staff would like to work with the Council on increasing the focus on economic development and tourism.

The Mayor called for a fifteen minute recess at 10:26 a.m.

The Mayor reconvened the meeting at 10:37 a.m.

ROLL CALL:

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

3. WATER UTILITY RATES- Discussions on preliminary water utility rates.

Town Manager Bruno discussed the preliminary set of numbers from the Town's analyst. Historical water rates were reviewed. Base rates, commodity rates and bulk water rates were reviewed.

Q–Mountain's separately contracted rate will end September 1, 2014 and the new rate will be the regular Town rates.

The commodity rates take a significant jump, which is not unusual around the state.

These numbers are preliminary and will be refined over the next few weeks.

Town Manager Bruno stated it is extremely important that rates be adjusted quickly. She advised that if the Town looks to have the new rates in place by September 1, 2014, the following should take place at the noted times:

- middle of May - the preliminary numbers on the website
- in May – informational meetings
- mail out notices to every utility customer
- in June - need to look at adopting a public notice of intent
- in July - a public hearing
- thirty day period after adoption of new rates
- new rates effective September 1, 2014

Town Manager Bruno advised that any significant delay will jeopardize the funding for the water fund. She stated she is available to discuss this. The analyst will be available for these work sessions

Each year, the Town will be required to review the rates and update the information and bring it back to Council if there are to be any changes.

Vice Mayor Jewitt asked about RV Parks that are deeded lots.

Town Manager Bruno explained deeded lots and co-ops will be treated as residential. RV Parks are commercial.

Town Manager Bruno has shared these preliminary rates with Q-Mountain.

Vice Mayor Jewitt has heard that Q-Mountain has a massive leakage problem.

Town Manager Bruno stated a comprehensive infrastructure overhaul to Q-Mountain's water system is required before the Town may be willing to take over Q-Mountain's water system.

4. SEWER UTILITY RATES - Discussion on the suggestions referred from the work sessions on the sewer utility rates.

Town Manager Bruno reviewed some of the suggestions that came forward from the work sessions on the sewer utility rates.

Possible sources of revenue:

1. Consider levying a sales tax on electricity, which is legitimate to do, and apply the proceeds to the Town's sewer utility system. The only downside is the highest bills are in the summertime and that is when rates go up.

Vice Mayor Jewitt commented regarding citizens without sewer.

Town Manager Bruno suggested the Town Council schedule a work session to discuss these options.

2. Placing a dump station at the Town's wastewater treatment plant facility.

Other towns are actually closing off their public dumps because they are finding private septic operators are dumping.

3. Increase capacity fees and use the proceeds for the daily operational expenses of the sewer plant.

These are one-time resources; they cannot fund on-going expenses.

Capacity fees are intended for future development. Town Manager Bruno advised the Council to look at restricting the use of capacity fees.

4. Charge home owners and businesses for some or all of the RV hooks on their properties.

There are a number of properties with no homes on them and all they have is an RV, there is a potential for a double charge for these.

Staff will endeavor to provide the following:

- Calculations of a reverse even-pay process by determining the payment of twelve months of sewer utility base rate billings over a shorter period of time. This will not apply to the commodity rates.
- Create a sample calculation of volume based rates.

Approximately eleven RV parks are still on wells, but they are on sewer. Consequently, there is no way to meter it. The analyst estimates that a volumetric approach for the RV parks would run about \$11.37 per 1,000 gallons for a volumetric sewer rate.

Council Member Scott asked if RV parks need a permit to cap.

Town Manger Bruno advised it does require a permit to cap and creates a permanent closure of that RV space and if they wish to uncap it, the Town would have to go to ADEQ and have it re-permitted.

Council Member Scott asked about the use of possibly increased business license fees to pay down HURF debt.

The Town can supplement the water and sewer fund with general fund monies. It is not illegal, but it is not a good business practice.

Council Member Scott asked about decreasing expenses and increasing revenues, and channeling them to fund the sewer to help for a least a couple of years.

Town Manager Bruno advised that decreasing expenses in the general fund would be difficult, as there is not much that is superfluous.

The Town is bumping up against its expenditure limitation. In the coming year, the amount the Town will be able to increase its expenditure limitation by is a little over 2%.

The Town may consider looking at the home rule option that requires an election.

Council Member Kelley advised that the home rule option was tried a few years back and failed.

Council Member Scott asked that staff set up a work session fairly soon.

Council Member Scott gave several ideas for reducing expenses. She suggested hiring a different attorney to attend meetings and having the police department staff cut down in the summertime.

Vice Mayor Jewitt asked if one week is enough time to come up with the numbers for the next meeting's agenda.

Town Manager Bruno will list each suggestion from the sewer utility rate work sessions and the requested numbers for the Council's review on a future agenda. Town Manager Bruno will strive to have it on the agenda of the next regular Council meeting.

Vice Mayor Jewitt moved to adjourn the meeting and Council Member Kelley seconded the motion.

ADJOURNMENT: 11:15 a.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of April 29, 2014, of the Town Council of Quartzsite, Arizona, held on April 29, 2014.

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

DATED this 13th day of May 2014

Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor