

COUNCIL MEETING AGENDA

May 28, 2013

Members may attend in person or by telephone

Ed Foster, Mayor
Michael Jewitt, Vice Mayor

Carol Kelley
Pat Workman

Norma Crooks
Mark Orgeron

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

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

SPEAKING TO THE COUNCIL

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

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

CELL PHONES AND RECORDING DEVICES

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

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

Est. Time	AGENDA ITEM	COUNCIL ACTION
9:00	CALL TO ORDER OF REGULAR MEETING	
9:00 – 9:05	INVOCATION AND PLEDGE OF ALLEGIANCE <i>The invocation may be offered by a person of any religion, faith, belief or non-belief. Interested persons should contact the Clerk for further information.</i>	
9:05	ROLL CALL	
9:05 – 9:06	APPROVAL/AMENDMENT OF AGENDA	Discussion, possible action by MOTION.
	PRESENTATIONS; PROCLAMATIONS	
9:06 – 9:15	1. Presentation to former Council Member Patricia Anderson in appreciation of her years of service on the Council.	

9:15 – 9:35	2.	Presentation by Shelley Fischer of the Parents as Teachers Program.	
9:35 – 9:45		<p>CONSENT AGENDA</p> <p><i>All items listed below are considered consent calendar items and may be approved by a single motion unless removed at the request of Council for further discussion/action. Other items on the agenda may be added to the consent calendar and approved under a single motion.</i></p>	
	3.	LEDGER OF ACCOUNTS PAID – Consider approval of check series 35592 – 35649, totaling \$214,400.87	Discussion; possible action by MOTION; may be acted upon with single motion.
	4.	MINUTES – Consider approval of the minutes of the Regular Meeting of May 14, 2013 and the Special Meeting of May 16, 2013.	Discussion; possible action by MOTION; may be acted upon with single motion.
	5.	FEDERAL TRANSIT GRANT – Consider authorizing the filing of an application for Federal Transit Administration (FTA) Sections 5310 and 5311 funding; committing the necessary local match for the project; and stating the assurance of the Town of Quartzsite to complete the project upon receipt of the FTA Sections 5310 and 5311 funding.	Discussion; possible action by MOTION; may be acted upon with single motion.
	6.	PURCHASE – Consider authorization to replace the Town’s networked, multifunction printer/scanner/copier/fax under the cooperative purchasing agreement with the Mojave Educational Service Cooperative.	Discussion; possible action by MOTION; may be acted upon with single motion.
	7.	BOARDS, COMMISSIONS & COMMITTEES – Consider Acceptance the Resignation of Rebecca Gigous of the Park and Recreation Board.	Discussion; possible action by MOTION; may be acted upon with single motion.

		<p>PUBLIC HEARING</p> <p><i>If no requests to speak have been submitted, Items will be heard at one Public Hearing. Items may be heard separately if requested by a member of the Council or if a request to speak has been submitted. Comments will be heard from those in support of or in opposition to an item. Hearings may be held prior to the estimated time indicated on the Agenda.</i></p> <p><i>In order to comment on a Public Hearing Item, you must fill out a public comment form, indicating the Item Number on which you wish to be heard. There is a 3 minute limit for each speaker.</i></p> <p><i>Once the hearing is closed, there will be no further public comment unless requested by a member of the Council. After the Public Hearing, the Council may act on all items not requiring additional staff, public or Council Member comment with a single vote.</i></p>	
9:45 – 10:15	8.	<p>COMMUNITY DEVELOPMENT BLOCK GRANT –Conduct hearing to consider options for the use of Community Development Block Grant (CDBG) funds; select a project to be funded by the FY 2013 CDBG grant; and authorize staff to prepare and submit an application for the FY 2013 grant.</p>	Hearing; discussion; possible action by MOTION.
		<p>ADMINISTRATIVE ITEMS</p> <p><i>Administrative items are for Council discussion and action. It is at the discretion of the majority of the Council regarding public input requests on any Administrative Item. Persons wishing to speak on an Administrative Item should complete a Request to Speak Form and indicate the Item they wish to address. Council may or may not accept public comment.</i></p>	
10:15 – 10:30	9.	<p>GENERAL PLAN – Discussion and possible action to approve a Resolution adopting written procedures for public participation in the Town of Quartzsite General Plan preparation.</p>	Discussion; possible action by MOTION.

10:30 – 11:30	10.	<p>EXECUTIVE SESSION</p> <p>Executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion and consultation with the Town Attorney in order to consider the Town’s position and instruct the Town Attorney regarding the public body’s position regarding the contract with Amanda Lilly that is the subject of negotiations.</p> <p>Interview of Applicants for Council Member Appointment to the Quartzsite Common Council.</p> <ul style="list-style-type: none"> • An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of possible appointment of Sean Austin to the Quartzsite Common Council. • An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of possible appointment of Starr BearCat to the Quartzsite Common Council. • An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of possible appointment of Jerry Lukkasson to the Quartzsite Common Council. • An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of possible appointment of James Mitchell to the Quartzsite Common Council. • An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of possible appointment of Mary Scott to the Quartzsite Common Council. 	
11:30 – 1:00		RECESS FOR LUNCH	
1:00 – 1:10	11.	Interview of applicant for Council Member appointment to the Quartzsite Common Council; for discussion or consideration of possible appointment of Joe Winslow to the Common Council.	Discussion; possible action by MOTION.
1:10 – 1:20	12.	Consider appointment of a Council Member to the Quartzsite Common Council to fill the term previously held by Mrs. Patricia Anderson. The term expires 2014.	Discussion; possible action by MOTION.

		COMMUNICATIONS	
1:20 - 1:25	13.	Announcements and Reports from the MAYOR on current events.	
1:25 - 1:30	14.	Announcements and Reports from the COUNCIL on current events.	
1:30 - 1:35	15.	Reports from the Town Manager to the Council.	
1:35 - 1:50		<p>COMMUNICATIONS FROM CITIZENS</p> <p><i>At this time, members of the public may comment on matters within the jurisdiction of the Town but not on the agenda. For the official record, individuals must state their name. There is a 3 minute limit for each speaker. The Council's response is limited to responding to criticism, asking staff to review a matter commented upon, or asking that a matter be put on a future agenda.</i></p>	
1:50		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 _____, 2013, 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, May 28, 2013

Agenda Item #3 Consider approval of check series 35592 - 35649, totaling \$214,400.87.

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 of any time.

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

Responsible Person: Laura Bruno, Town Manager

Attachment: Ledger of Accounts Paid: Check series 35592 - 35649

Action Requested: Approve the Ledger of Accounts Paid; Check series 35592 - 35649

**Council Meeting of May 28, 2013
Check Register/ Revenue/ Consent Agenda**

Horizon Community Bank- Begin Ck# 35592 - 35649

Balances on all cash accounts as of May 23, 2013

Checking Account	\$	\$2,571,308.53
LGIP Account	\$	686,505.95
WIFA Debt Reserve Account	\$	111,853.63

Total Expensed Dollar Amount for Consent Agenda	\$	278,900.16
Total Payroll for Pay Period Ending 05/11/13	\$	64,499.29
YTD Total Revenue Dollar Amount for Consent Agenda	\$	1,358,755.38
YTD Total Sewer Sales Revenue as of 04/18/13	\$	646,351.83
YTD Total Sewer Cap Revenue as of 04/18/13	\$	46,890.32
YTD Total Water Sales Revenue as of 04/18/13	\$	607,143.30
YTD Total Water Cap Revenue as of 04/18/13	\$	58,369.93

Report Criteria:

Report type: GL detail

Check Check Number = 35592-35649

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
35592						
05/15/2013	35592	3Tomboys Productions	1,000.00	Redesign Town of Quartzsite's W	01-130-5035	1,000.00
Total 35592:			1,000.00			
35593						
05/15/2013	35593	ACC Business	90.45	Phone Service	01-130-5041	90.45
05/15/2013	35593	ACC Business	12.92	Phone Services	01-110-5041	12.92
05/15/2013	35593	ACC Business	38.82	Phone Services	01-135-5041	38.82
05/15/2013	35593	ACC Business	142.13	Phone Services	01-140-5041	142.13
05/15/2013	35593	ACC Business	51.69	Phone Services	01-150-5041	51.69
05/15/2013	35593	ACC Business	38.82	Phone Services	01-160-5041	38.82
05/15/2013	35593	ACC Business	25.94	Phone Services	01-185-5041	25.94
05/15/2013	35593	ACC Business	38.82	Phone Services	03-220-5041	38.82
05/15/2013	35593	ACC Business	12.92	Phone Services	15-500-5041	12.92
05/15/2013	35593	ACC Business	38.82	Phone Services	16-550-5041	38.82
Total 35593:			491.33			
35594						
05/15/2013	35594	Alsco - Steiner Corp	264.72	Uniform Cleaning Service	03-220-5035	264.72
Total 35594:			264.72			
35595						
05/15/2013	35595	APS	1,066.64	Electric Service for Street Light	03-220-5049	1,066.64
Total 35595:			1,066.64			
35596						
05/15/2013	35596	Bush's Backflow Testing &	660.00	12 Backflow Tests & 4 Repairs o	16-550-5035	660.00
Total 35596:			660.00			
35597						
05/15/2013	35597	DCFS USA, LLC	757.00	Capital Lease Interest Pmt on Wat	03-220-5057	757.00
05/15/2013	35597	DCFS USA, LLC	9,740.00	Capital Lease Principal Pmt on W	03-220-5058	9,740.00
Total 35597:			10,497.00			
35598						
05/15/2013	35598	J & S Electric, LLC	410.18	Town Hall: Svc Call, Replaced Bal	01-130-5030	410.18
05/15/2013	35598	J & S Electric, LLC	410.18	Police Dept: Svc Call, Replace Ba	01-140-5030	410.18
05/15/2013	35598	J & S Electric, LLC	116.47	Court: Change out tubes in Court	01-150-5030	116.47
Total 35598:			936.83			
35599						
05/15/2013	35599	Jack Pots Portables, Inc.	360.00	Porta Potty Extra Cleans for Qtz P	01-180-5035	360.00
Total 35599:			360.00			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
35600						
05/15/2013	35600	Jim & Jody Cleveland	163.16	Refund: Final Billed/Over Paid	99-000-1075	163.16
Total 35600:			163.16			
35601						
05/15/2013	35601	La Paz County Landfill	621.56	Waste Sludge	15-500-5050	621.56
05/15/2013	35601	La Paz County Landfill	115.85	Waste Tires PW Dept	03-220-5035	115.85
Total 35601:			737.41			
35602						
05/15/2013	35602	Lawrence C. King	4,797.24	Inv#2013-010: Interim Magistrate	01-150-5032	4,797.24
Total 35602:			4,797.24			
35603						
05/15/2013	35603	Legend Technical Services	279.90	Quarterly APP/AZPDES for WWT	15-500-5039	279.90
Total 35603:			279.90			
35604						
05/15/2013	35604	Lester Peterson	79.06	Refund: Final Billed/Over Paid	99-000-1075	79.06
Total 35604:			79.06			
35605						
05/15/2013	35605	Milligan Lawless, P.C.	112.00	Personnel Advisory Board through	01-120-5072	112.00
Total 35605:			112.00			
35606						
05/15/2013	35606	Parker Oil Products	128.36	Diesel Fuel	01-180-5024	128.36
05/15/2013	35606	Parker Oil Products	8,084.04	Diesel Fuel	03-220-5024	8,084.04
05/15/2013	35606	Parker Oil Products	474.14	Diesel Fuel	15-500-5024	474.14
05/15/2013	35606	Parker Oil Products	45.41	Diesel Fuel	16-550-5024	45.41
Total 35606:			8,731.95			
35607						
05/15/2013	35607	Quill Corporation	87.55	Blk Toner & Pens for Water Dept	16-550-5021	87.55
05/15/2013	35607	Quill Corporation	87.55	Blk Toner & Pens for Waste Wate	15-500-5021	87.55
05/15/2013	35607	Quill Corporation	201.30	Pens, Batteries, USB Drives & Ha	01-130-5021	201.30
05/15/2013	35607	Quill Corporation	21.95	Cordless Mouse for P&Z Dept	01-160-5021	21.95
05/15/2013	35607	Quill Corporation	48.62	Cordless Mouse & Hanging Folde	01-135-5021	48.62
Total 35607:			446.97			
35608						
05/15/2013	35608	Road Runner Sanitary Sup	10.17	Janitorial Supplies	01-130-5034	10.17
05/15/2013	35608	Road Runner Sanitary Sup	10.17	Janitorial Supplies	01-150-5034	10.17
05/15/2013	35608	Road Runner Sanitary Sup	10.17	Janitorial Supplies	01-170-5034	10.17
05/15/2013	35608	Road Runner Sanitary Sup	10.16	Janitorial Supplies	15-500-5034	10.16
05/15/2013	35608	Road Runner Sanitary Sup	10.16	Janitorial Supplies	16-550-5034	10.16

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 35608:			50.83			
35609						
05/15/2013	35609	Sonoran Integrations	85.00	Fix Voicemail Service at Police De	01-140-5041	85.00
Total 35609:			85.00			
35610						
05/15/2013	35610	State of Arizona - ADEQ	2,702.49	MAP: Annual Fee Per Connection	16-550-5051	2,702.49
Total 35610:			2,702.49			
35611						
05/15/2013	35611	Tamco Capital Corp.	106.02	Invoices for April & May Phone Se	01-110-5041	106.02
05/15/2013	35611	Tamco Capital Corp.	742.26	Invoices for April & May Phone Se	01-130-5041	742.26
05/15/2013	35611	Tamco Capital Corp.	318.26	Invoices for April & May Phone Se	01-135-5041	318.26
05/15/2013	35611	Tamco Capital Corp.	1,166.70	Invoices for April & May Phone Se	01-140-5041	1,166.70
05/15/2013	35611	Tamco Capital Corp.	424.36	Phone Services	01-150-5041	424.36
05/15/2013	35611	Tamco Capital Corp.	318.26	Invoices for April & May Phone Se	01-160-5041	318.26
05/15/2013	35611	Tamco Capital Corp.	318.26	Invoices for April & May Phone Se	01-170-5041	318.26
05/15/2013	35611	Tamco Capital Corp.	212.14	Invoices for April & May Phone Se	01-185-5041	212.14
05/15/2013	35611	Tamco Capital Corp.	318.26	Invoices for April & May Phone Se	03-220-5041	318.26
05/15/2013	35611	Tamco Capital Corp.	106.02	Invoices for April & May Phone Se	15-500-5041	106.02
05/15/2013	35611	Tamco Capital Corp.	318.26	Phone Services	16-550-5041	318.26
05/15/2013	35611	Tamco Capital Corp.	2,102.27	Annual Estimated Personal Prope	01-130-5061	2,102.27
Total 35611:			6,451.07			
35612						
05/15/2013	35612	West Payment Center	205.08	West Law Information Charges	01-120-5051	205.08
05/15/2013	35612	West Payment Center	205.07	West Law Information Charges	01-150-5051	205.07
05/15/2013	35612	West Payment Center	215.33	West Law Information Charges	01-120-5051	215.33
05/15/2013	35612	West Payment Center	215.33	West Law Information Charges	01-150-5051	215.33
Total 35612:			840.81			
35613						
05/15/2013	35613	Arizona State Treasurer	10,476.27	Fees Collected in April 2013	01-000-2212	10,476.27
Total 35613:			10,476.27			
35614						
05/15/2013	35614	Verisight Inc.	416.58	457 - Employee Retirement QPD	01-140-5035	416.58
05/15/2013	35614	Verisight Inc.	56.83	401K - Employee Retirement	01-130-5035	56.83
05/15/2013	35614	Verisight Inc.	56.83	401K - Employee Retirement	01-140-5035	56.83
05/15/2013	35614	Verisight Inc.	56.83	401K - Employee Retirement	01-150-5035	56.83
05/15/2013	35614	Verisight Inc.	56.83	401K - Employee Retirement	01-170-5035	56.83
05/15/2013	35614	Verisight Inc.	88.95	401K - Employee Retirement	15-500-5035	88.95
05/15/2013	35614	Verisight Inc.	88.96	401K - Employee Retirement	16-550-5035	88.96
05/15/2013	35614	Verisight Inc.	88.96	401K - Employee Retirement	03-220-5035	88.96
Total 35614:			910.77			
35615						
05/22/2013	35615	AAPE	30.00	13-14 Membership Application for	01-140-5051	30.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 35615:			30.00			
35616						
05/22/2013	35616	APS	26.01	Electric Service for Street Light	03-220-5049	26.01
05/22/2013	35616	APS	1,391.21	Electric Service	01-130-5048	1,391.21
05/22/2013	35616	APS	724.62	Electric Service	01-140-5048	724.62
05/22/2013	35616	APS	505.89	Electric Service	01-170-5048	505.89
05/22/2013	35616	APS	252.95	Electric Service	01-150-5048	252.95
05/22/2013	35616	APS	261.09	Electric Service	01-180-5048	261.09
05/22/2013	35616	APS	334.01	Electric Service	03-220-5048	334.01
05/22/2013	35616	APS	419.99	Electric Service	03-220-5049	419.99
05/22/2013	35616	APS	4,721.87	Electric Service	15-500-5048	4,721.87
05/22/2013	35616	APS	379.42	Electric Service	01-185-5048	379.42
05/22/2013	35616	APS	14,418.78	Electric Service	16-550-5048	14,418.78
Total 35616:			23,435.84			
35617						
05/22/2013	35617	Arizona Supreme Court	200.00	Judical Conf. Registration Fees fo	01-150-5043	200.00
Total 35617:			200.00			
35618						
05/22/2013	35618	Auto Safety House	1,872.84	Tool Box, Fire Exting & Other Item	03-220-5029	1,872.84
Total 35618:			1,872.84			
35619						
05/22/2013	35619	Bingham Equipment Comp	93.07	Seal Kit for PW Dept Vehicle #222	03-220-5040	93.07
Total 35619:			93.07			
35620						
05/22/2013	35620	C&D Disposal	103.90	4Yd Commercial Bin Fee	01-180-5035	103.90
Total 35620:			103.90			
35621						
05/22/2013	35621	ClassicPlan Premium Fina	25,996.20	Liability Ins./Prepaid Expenses	01-000-1109	25,996.20
Total 35621:			25,996.20			
35622						
05/22/2013	35622	Colorado River Sand & Ro	464.32	Truck Loads of Sand for Drying B	15-500-5050	464.32
05/22/2013	35622	Colorado River Sand & Ro	464.33	Truck Loads of Sand for Drying B	15-500-5091	464.33
05/22/2013	35622	Colorado River Sand & Ro	751.19	3/4" Rock: Cemetary in Island of t	03-220-5029	751.19
Total 35622:			1,679.84			
35623						
05/22/2013	35623	Curtis, Goodwin, Sullivan,	10,154.14	Inv#18519-1 Re: General Council	01-120-5072	10,154.14
05/22/2013	35623	Curtis, Goodwin, Sullivan,	5,297.74	Inv#18519-2 Re: Special Council	01-120-5072	5,297.74
05/22/2013	35623	Curtis, Goodwin, Sullivan,	76.00	Inv#18519-3 Re: Special Council	01-120-5072	76.00
05/22/2013	35623	Curtis, Goodwin, Sullivan,	332.80	Inv#18519-4 Re: Special Council	01-120-5072	332.80

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 35623:			15,860.68			
35624						
05/22/2013	35624	Diamond Brooks Bottled W	14.76	Drinking Water	01-130-5035	14.76
05/22/2013	35624	Diamond Brooks Bottled W	14.76	Drinking Water	01-140-5035	14.76
05/22/2013	35624	Diamond Brooks Bottled W	14.76	Drinking Water	01-150-5035	14.76
05/22/2013	35624	Diamond Brooks Bottled W	14.76	Drinking Water	01-170-5035	14.76
Total 35624:			59.04			
35625						
05/22/2013	35625	Employers Direct Health	5.60	Aggregate Employer Insurance	01-110-5016	5.60
05/22/2013	35625	Employers Direct Health	8.80	Aggregate Employer Insurance	01-130-5016	8.80
05/22/2013	35625	Employers Direct Health	16.00	Aggregate Employer Insurance	01-135-5016	16.00
05/22/2013	35625	Employers Direct Health	81.60	Aggregate Employer Insurance	01-140-5016	81.60
05/22/2013	35625	Employers Direct Health	25.60	Aggregate Employer Insurance	01-150-5016	25.60
05/22/2013	35625	Employers Direct Health	10.00	Aggregate Employer Insurance	01-160-5016	10.00
05/22/2013	35625	Employers Direct Health	17.60	Aggregate Employer Insurance	01-170-5016	17.60
05/22/2013	35625	Employers Direct Health	6.80	Aggregate Employer Insurance	01-180-5016	6.80
05/22/2013	35625	Employers Direct Health	4.00	Aggregate Employer Insurance	01-185-5016	4.00
05/22/2013	35625	Employers Direct Health	2.00	Aggregate Employer Insurance	01-190-5016	2.00
05/22/2013	35625	Employers Direct Health	46.00	Aggregate Employer Insurance	03-220-5016	46.00
05/22/2013	35625	Employers Direct Health	12.00	Aggregate Employer Insurance	04-230-5016	12.00
05/22/2013	35625	Employers Direct Health	4.80	Aggregate Employer Insurance	14-181-5016	4.80
05/22/2013	35625	Employers Direct Health	21.60	Aggregate Employer Insurance	15-500-5016	21.60
05/22/2013	35625	Employers Direct Health	29.60	Aggregate Employer Insurance	16-550-5016	29.60
05/22/2013	35625	Employers Direct Health	12.00	Aggregate Employer Insurance	20-121-5016	12.00
Total 35625:			304.00			
35626						
05/22/2013	35626	Foremost Promotions	196.38	Business Card Magnets for the Po	01-140-5044	196.38
Total 35626:			196.38			
35627						
05/22/2013	35627	GovConnection, Inc.	720.06	(5) Excel Software 2013 for Magis	21-206-5040	720.06
Total 35627:			720.06			
35628						
05/22/2013	35628	Growers Oil Company	15.76	Auto Parts	03-220-5047	15.76
05/22/2013	35628	Growers Oil Company	1,398.75	Auto Parts	03-220-5040	1,398.75
05/22/2013	35628	Growers Oil Company	32.36-	Auto Part Returns	03-220-5060	32.36-
05/22/2013	35628	Growers Oil Company	165.45	Auto Parts	01-140-5025	165.45
05/22/2013	35628	Growers Oil Company	113.61	Auto Parts	04-230-5025	113.61
05/22/2013	35628	Growers Oil Company	82.11	Auto Parts	16-550-5025	82.11
05/22/2013	35628	Growers Oil Company	148.56-	Auto Part Returns	16-550-5040	148.56-
05/22/2013	35628	Growers Oil Company	876.37	Parts	16-550-5091	876.37
Total 35628:			2,471.13			
35629						
05/22/2013	35629	Herbs Hardware, Inc.	893.83	Maintenance & Repair Parts	03-220-5029	893.83
05/22/2013	35629	Herbs Hardware, Inc.	10.60	Maintenance & Repair parts	01-130-5030	10.60

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
05/22/2013	35629	Herbs Hardware, Inc.	43.89	Maintenance & Repair parts	01-140-5022	43.89
05/22/2013	35629	Herbs Hardware, Inc.	54.44	Maintenance & Repair parts	01-160-5060	54.44
05/22/2013	35629	Herbs Hardware, Inc.	163.46	Maintenance & Repair parts	01-180-5060	163.46
05/22/2013	35629	Herbs Hardware, Inc.	99.54	Maintenance & Repair parts	15-500-5060	99.54
05/22/2013	35629	Herbs Hardware, Inc.	126.25	Maintenance & Repair parts	16-550-5060	126.25
05/22/2013	35629	Herbs Hardware, Inc.	67.24	Maintenance & Repair parts	01-182-5060	67.24
Total 35629:			1,459.25			
35630						
05/22/2013	35630	Kent & Ryan PLC	960.00	J. Berry TR2013-0002	01-150-5074	960.00
05/22/2013	35630	Kent & Ryan PLC	300.00	C. Rogers CR2013-0021	01-150-5074	300.00
05/22/2013	35630	Kent & Ryan PLC	135.00	C. Wilhite TR2013-0057	01-150-5074	135.00
05/22/2013	35630	Kent & Ryan PLC	45.00	B. Smith TR2013-0158	01-150-5074	45.00
05/22/2013	35630	Kent & Ryan PLC	120.00	H. Levshin TR2013-0041	01-150-5074	120.00
05/22/2013	35630	Kent & Ryan PLC	240.00	E. Sanchez Fierro TR2013-0010	01-150-5074	240.00
05/22/2013	35630	Kent & Ryan PLC	90.00	M. Smith TR2013-0182	01-150-5074	90.00
Total 35630:			1,890.00			
35631						
05/22/2013	35631	Law Office Of Fred H. Welc	206.25	Inv#3835: R. Braham CR2013-00	01-150-5074	206.25
05/22/2013	35631	Law Office Of Fred H. Welc	180.00	Inv#3837: W. Celaya CR2013-000	01-150-5074	180.00
05/22/2013	35631	Law Office Of Fred H. Welc	247.50	Inv#3842: N. Cruz CR2012-0071	01-150-5074	247.50
05/22/2013	35631	Law Office Of Fred H. Welc	105.00	Inv#3843: K. Day CR2013-0027	01-150-5074	105.00
05/22/2013	35631	Law Office Of Fred H. Welc	247.50	Inv#3847: R. Duckworth CR2012-	01-150-5074	247.50
05/22/2013	35631	Law Office Of Fred H. Welc	225.00	Inv#3850: M. Garcia CR2013-002	01-150-5074	225.00
05/22/2013	35631	Law Office Of Fred H. Welc	247.50	Inv#3852: R. Gongaware CR2012	01-150-5074	247.50
05/22/2013	35631	Law Office Of Fred H. Welc	150.00	Inv#3868: D. Keele CR2013-0004	01-150-5074	150.00
05/22/2013	35631	Law Office Of Fred H. Welc	150.00	Inv#3876: D. Macias CR2013-000	01-150-5074	150.00
05/22/2013	35631	Law Office Of Fred H. Welc	150.00	Inv#3877: B. Maddock CR2013-0	01-150-5074	150.00
05/22/2013	35631	Law Office Of Fred H. Welc	322.50	Inv#3882: P. Martinez CR2012-00	01-150-5074	322.50
05/22/2013	35631	Law Office Of Fred H. Welc	247.50	Inv#3889: J. Melsha CR2013-001	01-150-5074	247.50
05/22/2013	35631	Law Office Of Fred H. Welc	270.00	Inv#3894: G. Nix CR2013-0007	01-150-5074	270.00
05/22/2013	35631	Law Office Of Fred H. Welc	300.00	Inv#3897: J. Perrin CR2012-0062	01-150-5074	300.00
05/22/2013	35631	Law Office Of Fred H. Welc	150.00	Inv#3898: K. Pesci CR2012-0111	01-150-5074	150.00
05/22/2013	35631	Law Office Of Fred H. Welc	247.50	Inv#3903: D. Romo TR2012-0895	01-150-5074	247.50
05/22/2013	35631	Law Office Of Fred H. Welc	75.00	Inv#3904: D. Romo TR2012-1032	01-150-5074	75.00
05/22/2013	35631	Law Office Of Fred H. Welc	247.50	Inv#3905: A. Russell CR2012-004	01-150-5074	247.50
05/22/2013	35631	Law Office Of Fred H. Welc	75.00	Inv#3908: T. Smith CR2013-0028	01-150-5074	75.00
05/22/2013	35631	Law Office Of Fred H. Welc	307.50	Inv#3909: T. Springhart TR2013-0	01-150-5074	307.50
Total 35631:			4,151.25			
35632						
05/22/2013	35632	Lawrence C. King	3,732.26	Inv#2013-011: Interim Magistrate	01-150-5032	3,732.26
Total 35632:			3,732.26			
35633						
05/22/2013	35633	Legend Technical Services	348.90	Quarterly Monitoring Well #1	15-500-5039	348.90
Total 35633:			348.90			
35634						
05/22/2013	35634	Mccarthy Integrated Syste	2,246.28	Chlorinated Water: Yearly Maint.	16-550-5050	2,246.28

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
05/22/2013	35634	Mccarthy Integrated Syste	2,246.28	Chlorinated Water: Yearly Maint.	16-550-5091	2,246.28
Total 35634:			4,492.56			
35635						
05/22/2013	35635	Northern Safety Co.	112.60	First Aid Kits: Bldg & Vehicles for	03-220-5022	112.60
05/22/2013	35635	Northern Safety Co.	67.54	Fisrt Aid Kits: Bldg & Vehicles for	15-500-5022	67.54
05/22/2013	35635	Northern Safety Co.	17.39	Fisrt Aid Kits: Vehicles for Water	16-550-5022	17.39
05/22/2013	35635	Northern Safety Co.	15.97	Safety Glasses for C. Lara	01-130-5034	15.97
Total 35635:			213.50			
35636						
05/22/2013	35636	Parker Motor Co.	145.63	Wheel Asy Part for QPD Vehicle #	01-140-5025	145.63
Total 35636:			145.63			
35637						
05/22/2013	35637	Purcell Tire Co	1,038.32	New Tires for Police Dept	01-140-5025	1,038.32
Total 35637:			1,038.32			
35638						
05/22/2013	35638	Purchase Power	62.50	Postage Refill	01-130-5042	62.50
05/22/2013	35638	Purchase Power	62.50	Postage Refill	01-135-5042	62.50
05/22/2013	35638	Purchase Power	62.50	Postage Refill	01-140-5042	62.50
05/22/2013	35638	Purchase Power	62.50	Postage Refill	01-150-5042	62.50
05/22/2013	35638	Purchase Power	62.50	Postage Refill	01-160-5042	62.50
05/22/2013	35638	Purchase Power	62.50	Postage Refill	15-500-5042	62.50
05/22/2013	35638	Purchase Power	62.50	Postage Refill	16-550-5042	62.50
05/22/2013	35638	Purchase Power	62.50	Postage Refill	03-220-5042	62.50
Total 35638:			500.00			
35639						
05/22/2013	35639	Quartzsite Cap & Embroide	26.54	4 Polo Shirts Embroidered w/Logo	01-185-5019	26.54
Total 35639:			26.54			
35640						
05/22/2013	35640	Quill Corporation	144.24	3 Hole Punch, Permanent Marker	03-220-5022	144.24
05/22/2013	35640	Quill Corporation	120.53	Cannon Inkjet Crtdgs	20-121-5021	120.53
05/22/2013	35640	Quill Corporation	136.14	Smead File Jackets	01-130-5021	136.14
Total 35640:			400.91			
35641						
05/22/2013	35641	Rock Solid Construction	849.39	Refund: Az Sales Tax/Audit Perio	01-000-4310	849.39
Total 35641:			849.39			
35642						
05/22/2013	35642	Rosa Santos	72.00	Per Diem: Civil Traffic Hearing Trn	21-206-5043	72.00
Total 35642:			72.00			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
35643						
05/22/2013	35643	Staples Credit Plan	380.71	Supplies for the Library	01-170-5021	380.71
05/22/2013	35643	Staples Credit Plan	72.40	Office Supplies: Wall File Organize	01-160-5021	72.40
05/22/2013	35643	Staples Credit Plan	12.35	Heavy Duty Stapler	01-130-5021	12.35
05/22/2013	35643	Staples Credit Plan	12.35	Heavy Duty Stapler	01-160-5021	12.35
05/22/2013	35643	Staples Credit Plan	12.35	Heavy Duty Stapler	15-500-5021	12.35
05/22/2013	35643	Staples Credit Plan	12.35	Heavy Duty Stapler	16-550-5021	12.35
Total 35643:			502.51			
35644						
05/22/2013	35644	TDS Telecom	318.45	Telephone Service	01-130-5041	318.45
05/22/2013	35644	TDS Telecom	347.71	Telephone Service	01-140-5041	347.71
05/22/2013	35644	TDS Telecom	232.97	Telephone Service	01-150-5041	232.97
05/22/2013	35644	TDS Telecom	59.76	Telephone Service	01-160-5041	59.76
05/22/2013	35644	TDS Telecom	236.39	Telephone Service	01-170-5041	236.39
05/22/2013	35644	TDS Telecom	167.73	Telephone Service	03-220-5041	167.73
05/22/2013	35644	TDS Telecom	208.97	Telephone Service	15-500-5041	208.97
05/22/2013	35644	TDS Telecom	193.68	Telephone Service	16-550-5041	193.68
Total 35644:			1,765.66			
35645						
05/22/2013	35645	U.S. Bank Operations Ctr.	13,191.67	Excise Tax Revenue Bond Obligat	01-000-1105	13,191.67
Total 35645:			13,191.67			
35646						
05/22/2013	35646	Ward Law Offices, PLLC	3,200.00	Prosectorial Services	01-120-5073	3,200.00
Total 35646:			3,200.00			
35647						
05/22/2013	35647	Legend Technical Services	209.70	Monthly APP/AZPDES for WWTP	15-500-5039	209.70
Total 35647:			209.70			
35648						
05/22/2013	35648	Northern Safety Co.	62.31	First Aid Kits: Bldg & Vehicles for	01-180-5022	62.31
Total 35648:			62.31			
35649						
05/22/2013	35649	Parker Motor Co.	50,622.24	2 - 2013 F250 4x4 3/4 Ton for PW	03-220-5061	50,622.24
Total 35649:			50,622.24			
Grand Totals:			214,039.03			
Grand Totals:			214,400.87	214,400.87-		.00

Report Criteria:

Report type: GL detail

Check Check Number = 35592-35649



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, May 28, 2013

- Agenda Item #4** Consider approvals of the Minutes of the Regular Meeting of May 14 , 2013 and the Special Meeting of May 16, 2013.
- 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:** Terry Frausto, Town Clerk
- Attachment:** Minutes for the May 14, 2013 Regular Meeting and the May 16, 2013 Special Meeting.
- Action Requested:** Approve the Minutes of May 14, 2013 and May 16, 2013

**MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE COMMON COUNCIL
TUESDAY, MAY 14, 2013, 9:00 AM**

CALL TO ORDER: 9:00 AM

INVOCATION: Chief Gilbert offered the Police Officers' prayer.

PLEDGE OF ALLEGIANCE:
Mayor Foster led the Pledge of Allegiance.

ROLL CALL:

Present: Mayor Foster, Vice Mayor Jewitt (via conference call), Council Member Kelley, Council Member Crooks, Council Member Workman, Council Member Orgeron.

ABSENT: None

STAFF PRESENT: Laura Bruno, Town Manager; Patricia Ronan, Esq.; Tina Abriani, secretary

APPROVAL/AMENDMENT OF AGENDA:
Council Member Orgeron moved to approve the agenda as written and Council Member Norma Crooks seconded the motion. Council Member Workman moved to pull four checks from the agenda: 35556, 35558, 35564 and 35570. The Mayor stated it had been moved and seconded and moved again to modify the agenda to remove four checks from the Consent Agenda for consideration later. The Mayor asked for a second to that motion. Council Member Orgeron seconded the motion. The motion was carried by unanimous vote to approve the agenda as amended. (summary: Yea = 6).

PRESENTATIONS; PROCLAMATIONS:

1. Presentation by the La Paz County Sheriff on the sheriff's role (law enforcement and civil matters) within the Town of Quartzsite.

Presentation not held due to absence of speaker.

CONSENT AGENDA:

2. Ledger of Accounts Paid.

3. Minutes of Regular Meeting of April 23, 2013.

4. Agreement - Consider approval of an agreement with SunEdison Origination1, LLC for construction, operation and maintenance of a solar powered electric generating

project; and to purchase from SunEdison Origination1, LLC the electric energy produced by the project.

Council Member Jewitt moved to approve the agenda with the amendments from Council Member Workman and Council Member Crooks seconded the motion. The motion was carried by unanimous vote to approve the agenda as amended. (summary: Yea = 6).

The Town Manager, Laura Bruno, read the check payees and the reason for payment of the four checks in question.

Council Member Orgeron moved to approve the four checks and Council Member Workman seconded the motion. The motion was carried by unanimous vote to approve the agenda as amended. (summary: Yea = 6)

5. Conduct hearing and consider approval of a location transfer of a Beer and Wine Liquor License for Beer Belly's located at 35 W. Kuehn Rd.

Council Member Jewitt moved to approve a location transfer of Beer Belly's. Council Member Orgeron seconded the motion. The motion was carried by unanimous vote to approve the agenda as amended. (summary: Yea = 6)

ADMINISTRATIVE ITEMS:

6. Budget – Preliminary discussions on the Fiscal Year 2013-2014 Budget for the Town of Quartzsite.

Laura Bruno, Town Manager, gave a PowerPoint presentation regarding preliminary discussion of the 2013-2014 Budget for the Town of Quartzsite. Department Heads spoke regarding their objectives for the coming year.

The focus of the budget is efficient and fair public services with strong fiscal discipline and limited public services. The Town should only deliver those public services that cannot be efficiently provided by the private sector.

Public Works Director, Emmett Brinkerhoff spoke regarding objectives for 2013-2014: design and rebuild Quail Trail Street from Las Palomas Ave. to Plymouth Ave.; design and rebuild Showplace Lane, from B-10 to the Salvation Army; construct a new 30' x 30' metal building to store barricades, cones, construction and regulatory signs, to keep them out of the weather; continue the on-going pavement preservation plan for this year and there will be no change to the current staffing.

Steve Henrichs, the Department Head of Community Development Services, spoke on the state of the Town Hall facility and objectives for 2013-2014. He stated that the Town needs to initiate a preservation program for the Town Hall building to address structural and maintenance needs.

Librarian Billie Fowler listed the Library Services 2013-2014 objectives: develop programs to teach library skills to early learners; increase computer learning opportunities for children and the purchase of a desperately needed new carpet. There will be no changes in current staffing.

Head of the Parks, Recreation and Cemetery Services Department, Dana Anderson, listed the 2013-2014 objectives: to finish construction of the Snack Shack inside the park; to construct a new dog park to be located within walking distance of the dance slab area and possibly an additional dog shelter. Laura explained that there is a need for an animal shelter. A long term goal for the management team is to restore the dog park and create an animal shelter. Parks needs to repair and upgrade the irrigation system and valves. A water reel to replace the worn out one they already have is desperately needed. They anticipate no changes to the current staffing level.

Yesenia Jackson of the Recreation Department spoke regarding the 2013-2014 objectives: increase the participation in the Recreation Department; expand the hours of the recreation program and to install Wi-Fi in the community center. No staffing changes are anticipated and there are no capital requests.

Dinise Ross of the Cemetery Department spoke regarding the 2013-2014 objectives: to promote the cemetery as a place to come for peace, serenity and comfort to those who have loved ones buried there; to develop it as a more user friendly place. A cremation wall is needed. A long chain link fence with slats on the south property line would be a security, maintenance and visual enhancement. The beautification of the Veteran's Memorial area is another objective. There will be no staffing changes.

Janet Collier, Coordinator of the Transit Van Program, spoke regarding the 2013-2014 objectives: create a regular in-town route three days a week, rather than the curb to curb service that is offered now. The Western Arizona Council of Governments, WACOG, has urged the Town to expand its transit system. They have suggested that fares be established as opposed to suggested donations. WACOG will help to develop a rate structure that will allow low-income riders to participate.

Chief Gilbert of the Public Safety Police Department listed the objectives for 2013-2014: instituting a newly revised and updated policy and procedures manual which is currently in the hands of the Town's legal staff; continue to have individual officer training; to provide adequate shift coverage to ensure public and officer safety and to work toward implementing additional community programs that will help the Police Department interact with the public. Staffing considerations for this budget year are to fill two currently vacant positions. The Department currently has four vehicles that are about six years old and need continued repairs. Four lease purchase vehicles are being requested on an annual lease contract. In addition, these vehicles need to be equipped and outfitted with sirens, lights, etc. Council Member Workman asked how many Officers there are right now. Chief Gilbert answered that there are nine and for a population of 3600, ten is adequate, but not during the season.

Steve Henrichs, Head of Community Development Services, stated that the objectives for 2013-2014 are: training and education of staff and to access specialists on an on-call basis. Two positions have been combined into one. There are no capital requests.

Town Manager, Laura Bruno outlined the objectives for 2013-2014 for Administrative Services: Town Clerk support to all advisory committees; working with the Council and the Town Attorney in a systematic process of reviewing and updating the Town Codes; providing increased customer service and to update personnel policies and procedures as well as salary schedules. The Town wants to increase the focus on economic development and tourism and to form an Economic Development Commission. Regarding staffing, no changes to the current staffing level are anticipated.

Water and Wastewater Services Director, Rob Troxler, stated the 2013-2014 objectives: to stabilize and rehabilitate the Quail Trail well; to implement a regular program of back flow flushing of the water lines; to implement a regular maintenance program for the fire hydrants; adhere to Kofa well's five year remove and replace preservation program; upsize boosters for the Kofa well and begin the wastewater services expansion and to install a telemetry reader and system for both town wells to take care of alarms and some needs over a laptop or know the problem before you get there; a possible expansion to serve Q-Mountain Vista and Rainbow Acres. There are no current staffing changes. In addition, retrofitting two existing trucks with utility beds to organize the tools would be helpful.

Magistrate Court Judge King listed the objectives of the Judicial Branch of the Quartzsite Town Government for 2013-2014: to strengthen the administration of justice; to maintain a professional workforce and to improve operational efficiency; improve communications; to protect children, families and the community and improve the legal profession. No staffing changes are anticipated. No capital requests are being made.

The Management Team prioritized the general fund capital requests: 1. to fund the Public Safety Services requests; 2. to fund the Town Hall structural needs; 3. to replace the carpeting in the facility in the library; 4. to fund the Snack Shack; 5. to procure the sprinkler system for the Park, the water reel, the cremation wall, improvements to the cemetery, fence the south property line of the cemetery, install a dog park, and beautification of the memorial area:

The tentative budget will be submitted to the Council for review at a Special Council meeting on June 4, 2013. The department heads will be available for questions.

Council Member Orgeron moved to adjourn into Executive Session to do the interviews for the Magistrate position. The Mayor seconded the motion. The attorney suggested that the motion be modified to also include the second set of items on the Executive Session agenda which deal with legal matters.

Council Member Orgeron amended his motion to include discussion with the Town Attorney regarding the Town's position for pending or contemplated litigation.

The attorney suggested the Council conduct the Executive Session and then conduct the interview of the applicant who requested the public hearing when the public meeting is reconvened.

Norma Crooks seconded to the motion as presented. The vote was unanimous and the motion was passed. (summary: Yea = 6)

7. 10:26 AM Meeting adjourned to Executive Session.

11:32 AM the Regular Meeting was called back to order.

Roll Call.

Present: Mayor Foster, Vice Mayor Jewitt (via conference call), Council Member Kelley, Council Member Crooks, Council Member Workman, Council Member Orgeron.

Public interview of Mary Scott: Council Member Orgeron asked her why she is applying for the position of Magistrate. Mary Scott stated that she feels she is the most qualified person in Town to fill the position. She also cares about the position.

The Mayor asked if she knows the difference between civil procedures and criminal procedures. She answered that she does know the difference and has had years of experience.

Council Member Kelley asked what languages she is fluent in and Mary Scott explained that she only speaks English.

Council Member Crooks asked that if our prosecutor stated there was a conflict of interest, would she be able to recognize it. Mary Scott said she would disclose at the beginning of the hearing that she knows such and such, but if they prefer, she can recuse herself.

Council Member Orgeron asked what part of her educational background qualifies her for the position. Mary Scott replied that she has had a lot of education. She listed classes and courses, court experience, business experience and administrative experience. Council Member Orgeron asked which position, Council Member or Magistrate, she would feel would fit her and her wants best. She related some similarities between the two positions. She feels qualified to bring a lot to the meetings on the Town Council. She is extremely interested in Quartzsite. She stated that she really cares about the law and feels stability in the Court is important. She said she would be perfectly happy in either position.

8. Consider rejection of claims filed against the Town by Anton Coetzee, Jennifer Jones and Al Johnson.

Council Member Jewitt moved to reject the claims filed by Anton Coetzee, Jennifer Jones and Al Johnson. Council Members Kelley and Crooks seconded the motion. Council Member Workman asked who would pay for it if the matter went to court. Town

Manager, Laura Bruno, replied that a potential settlement would come from the Town as well as attorneys' fees.

The vote was unanimous and the motion was passed.

COMMUNICATIONS:

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

The APS project with the poles along 95 are moving right along and it should be a nice cool summer for everyone with air conditioning.

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

Announcements of the Council: Council Member Kelley stated the Food Bank received a \$500 check from the Community Thrift Store to help with food. She said that donations are way down and any help could really be used.

11. Reports from the Town Manager to the Council.

Reports from the Town Manager to the Council: An update on the settlement with the Office of the Arizona Attorney General on Open Meeting law violations was given.

Attorney Patricia Ronan explained the letter from the Arizona Attorney General's Office. She stated that the Administrative Liaison is the party responsible for seeing that minutes and agendas are posted properly.

Council Member Norma Crooks asked when this complaint from last year was discovered. Town Manager, Laura Bruno, explained that her first notice of this was April 1, 2013, when she was contacted by Mr. Smith, an Assistant Attorney General.

Laura Bruno stated that all boards, except one, approved and signed the document. One is on the very next agenda.

Hal Davidson, of the audience, presented, verbally, three salaries of three states' governors. Mr. Davidson stated, in his opinion and that of others, that Quartzsite is paying a salary that it can neither afford nor should be willing to afford.

Dennis Dole, the Chairman of the Municipal Utilities Administrative Committee, thanked the attorney for explaining the letter from the AG's office.

Town Manager Laura Bruno stated she plans to hold an open meeting law work session for Council and the advisory committees.

Jennifer Jones, of the audience, said the estimate for putting a dog park in the Town Park, or a potential animal shelter did not include any estimation for the environmental impact statement that is required to do any construction of any type on BLM land. She

addressed some statements that some Council Members made in the written request for the April 25th Special Council Meeting. She wanted the following to be on the record: "All candidates for that election cycle failed to file their termination statement by the required deadline."

ADJOURNMENT: 12:07 PM

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of May 14, 2013, of the Town Council of Quartzsite, Arizona, held on May 14, 2013.

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

DATED this 28th day of May 2013.

Terry Frausto, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor

**MINUTES
TOWN OF QUARTZSITE
SPECIAL MEETING OF THE COMMON COUNCIL
THURSDAY, MAY 16, 2013, 4:00 PM**

CALL TO ORDER: 4:02 PM

INVOCATION: none

PLEDGE OF ALLEGIANCE: Led by the Mayor.

ROLL CALL:

Present: Mayor Foster; Vice Mayor Jewitt appeared via conference call; Council Member Kelley; Council Member Crooks; Council Member Workman; Council Member Orgeron.

ABSENT:

STAFF PRESENT: Patricia Ronan, Esq., Laura Bruno, Town Manager, Tina Abriani, secretary

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 and the motion was passed.

ADMINISTRATIVE ITEMS:

1. Discussion and possible selection of a Town Magistrate Judge.

Council Member Crooks moved to appoint Mayor Scott as the Town Magistrate and Vice Mayor Jewitt seconded the motion. Mary Scott spoke on the matter. She stated she would prefer to be a Council Member; therefore, she withdraws as an applicant for Town Magistrate.

Vice Mayor Jewitt withdrew his second and Crooks withdrew her motion. Council Member Kelley to appoint Amanda Lilly as the Town Magistrate and Vice Mayor Jewitt seconded it. Amanda Lilly stated she appreciates the opportunity and gladly accepts. Council Member Crooks stated that she has serious concerns with the experience aspects of this. Vote: Motion passed (summary: Yea = 5, Nay = 1, Abstain = 0). Yea: Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Workman, Council Member Orgeron. Nay: Council Member Crooks. The Mayor congratulated Ms. Lilly. The town attorneys will negotiate a contract with Ms. Lilly.

Council Member Orgeron moved to adjourn into Executive Session to consult with the attorney regarding the *Prutch v. Quartzsite* case and Council Member Kelley seconded the motion. The vote was unanimous. The motion passed.

ADJOURNED INTO EXECUTIVE SESSION: 4:11 PM

RECONVENE: 4:23 PM

ROLL CALL:

Present: Mayor Foster; Vice Mayor Jewitt; Council Member Kelley; Council Member Crooks; Council Member Workman; Council Member Orgeron.

1. Consider approval of settlement agreement in *Prutch v. Quartzsite*.

Council Member Kelley moved to approve the settlement as discussed and Council Member Orgeron seconded. The vote was unanimous. The motion passed.

Attorney Patricia Ronan suggested a second motion to authorize the Mayor to sign the settlement agreement.

Vice Mayor Jewitt moved to authorize the Mayor to sign the settlement agreement and Council Member Kelly seconded the motion. The vote was unanimous and the motion passed.

ADJOURNMENT: 4:25 PM

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of May 16, 2013, of the Town Council of Quartzsite, Arizona, held on May 16, 2013.

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

DATED this _____ day of _____, 2013.

Terry Frausto, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, May 28, 2013

Agenda Item #5

Consider authorizing the filing of an application for Federal Transit Administration (FTA) Sections 5310 and 5311 funding; committing the necessary local match for the project; and stating the assurance of the Town of Quartzsite to complete the project upon receipt of the FTA Sections 5310 and 5311 funding.

Summary:

The Arizona Department of Transportation (ADOT) released a call for projects for various Federal Transit Administration (FTA) grants that were developed under the MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), which was signed into law on July 6, 2012. As part of this call for projects, there are two sections in MAP-21 under which the Town is eligible to file for grants. Section 5310 is for the provision of elderly and persons with disabilities transportation. Section 5311 is for providing public transportation services in rural areas.

The Town has been using federal transit funds to provide capital assistance for Quartzsite Transit Services (QTS) in the past. These funds help reduce the Town's dependency on the General Fund for operations capital assistance. These federal funds benefit human service transportation rural transit operators by providing operations assistance and capital assistance with a local match. That local match for operations assistance is 50% and for capital assistance is 20%. The Town would use its general fund as its match for this grant. ADOT as the designated recipient of FTA Sections 5310 and 5311 has developed a competitive process for the distribution of these funds in the small urban and rural areas of the State.

Upon approval, staff will submit the following applications to ADOT.

FTA Section 5310

- Funding for operations assistance
- Funding for scheduling software
- Funding for replacement vehicles

FTA Section 5311

- Funding to start a rural transit program, plus operations assistance
- Funding to purchase up to two buses
- Funding to purchase passenger amenities

Should the Town be successful in receiving these grants, the Town would have a majority of its costs to operate QTS covered by federal rural transportation grants and would have two new buses over the span of the next five years. Providing buses to the contractor will lower the contractor operating costs since the buses are new and under warranty.

The Town Council will also need to make a determination that there is no non-profit transportation provider that is readily available and/or willing to provide transportation services to the Town of Quartzsite in order for the Town to be deemed eligible for FTA Section 5310 funding. Staff has made contact with surrounding non-profit providers to establish interest; none provide any transportation services and, in fact, rely on the Town's transit system or other surrounding transit systems to transport their clients.

Responsible Person: Laura Bruno, Town Manager

Attachment:

1. Resolution of the Town Council of the Town of Quartzsite authorizing the filing of an application for FTA Sections 5310 and 5311 funding, determining that there is no non-profit provider readily able to provide the transit service, committing the necessary local match for the project and stating the assurance of the Town of Quartzsite to complete the project upon receipt of the FTA Sections 5310 and 5311 funding.
2. Town Council support letter
3. Section 5310 Application: Operating Request

Action Requested: **Authorize the filing of an application for FTA Sections 5310 and 5311 funding, committing the necessary local match for the project and stating the assurance of the Town of Quartzsite to complete the project upon receipt of the FTA Sections 5310 and 5311 funding.**

RESOLUTION NO. 2013-__

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF QUARTZSITE
AUTHORIZING THE FILING OF AN APPLICATION FOR FTA SECTIONS 5310 AND
5311 FUNDING, DETERMINING THAT THERE IS NO NON-PROFIT PROVIDER
READILY ABLE TO PROVIDE THE TRANSIT SERVICE, COMMITTING THE
NECESSARY LOCAL MATCH FOR THE PROJECT AND STATING THE ASSURANCE
OF THE TOWN OF QUARTZSITE TO COMPLETE THE PROJECT UPON RECEIPT OF
THE FTA SECTIONS 5310 AND 5311 FUNDING**

WHEREAS, The Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012 continue the Federal Transit Administration Formula Programs (23 U.S.C 53) and Surface Transportation Program (23. U.S.C. 133); and

WHEREAS, pursuant to MAP-21, and the regulations promulgated thereunder, eligible project sponsors wishing to receive Federal Transit Administration (FTA) Sections 5310 and 5311 funding for a project shall submit an application first with ADOT, for review; and

WHEREAS, the Town of Quartzsite is an eligible project sponsor for FTA Sections 5310 and 5311 funding; and

WHEREAS, the Town of Quartzsite wishes to submit a grant application to ADOT for FTA Sections 5310 and 5311 funding

NOW, THEREFORE, BE IT RESOLVED THAT THE QUARTZSITE TOWN COUNCIL hereby states that:

1. It is an eligible sponsor of projects for FTA Sections 5310 and 5311 funding programs.
2. It is authorized to submit an application to receive the FTA Sections 5310 and 5311 funding programmed, if awarded.
3. There is no legal impediment to the Town of Quartzsite making applications for receiving FTA Sections 5310 and 5311 funding.
4. There is no pending or threatened litigation, which might in any way adversely affect the proposed project, or the ability of the Town of Quartzsite to deliver such project.
5. The Town of Quartzsite is authorized to execute and file an application for receiving funding under the FTA Sections 5310 and 5311 funding.
6. That the Town Manager is authorized to sign and execute any necessary agreements and documents to carry this FTA Sections 5310 and 5311 funding application forward.
7. That there is no non-profit transportation provider that is readily available and/or willing to provide transportation services to the Town of Quartzsite and that the Town is deemed eligible for FTA Section 5310 funding.

BE IT FURTHER RESOLVED that the Town Council of the Town of Quartzsite by adopting this resolution does hereby state that:

1. The Town of Quartzsite will provide local matching funds.
2. The Town of Quartzsite understands that the FTA Sections 5310 and 5311 programmed for the project is fixed as stated on the application and that any cost increases must be funded by the Town of Quartzsite from local matching funds, and that the Town of Quartzsite does not expect any cost increases to be funded with FTA Sections 5310 and 5311 funding.
3. The projects listed on the FTA Sections 5310 and 5311 funding Program of Projects will be purchased and implemented and, if approved for allocation, the amount shown in the ADOT Program of Projects with obligation occurring within the timeframe set forth herein.
4. The program funds shall be expended once the Town of Quartzsite receives the Notice to Proceed and Standard Agreement from ADOT.

PASSED AND ADOPTED BY THE Mayor and Common Council of the Town of Quartzsite, Arizona, this _____ day of March, 2013.

ATTEST:

APPROVED:

Terry Frausto, Town Clerk

Ed Foster, Mayor

APPROVED AS TO FORM:

Town Attorney



TOWN OF QUARTZSITE

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

(928) 927-4333 • (928) 927-4400

Arizona Relay Service (928)927-3762 (TDD)

We are an equal opportunity employer

www.ci.quartzsite.az.us

May 28, 2013

Dan Harrigan
Coordinated Mobility Program Manager
Arizona Department of Transportation
Multimodal Planning Division
206 South 17th Avenue, Mail Drop 310B
Phoenix, AZ 85007

Re: FTA Section 5310 Grant Application

Dear Mr. Harrigan:

The Town of Quartzsite is very excited about the submission of this FTA Section 5310 grant application to fund the Town's human services transportation program. This program helps transports seniors and persons with disabilities to important quality of life destinations such as employment, medical services, shopping, recreation, social services and educational opportunities.

On behalf of the Town, the Town Council urges your approval to receive funding for the Town's transportation program so that the Town can continue to provide this valuable service to its seniors and persons with disabilities.

If you have any questions regarding this letter, please give me a call at 928.927.4333, email lbruno@ci.quartzsite.az.us.

Sincerely,

Laura Bruno
Town Manager

Instructions:

- Please complete this page and click **SAVE**. Fields will populate with information and any errors will be noted at this point.
- After you saved this page, you may add additional pages by selecting the **ADD** button above.
- Required fields are marked with an *

Answer all the following questions for each operating request.

General Project Information

- Project Title (should be the same as Summary of Requests tab)**
Operations Assistance for Quartzsite Transit Services
- Priority of Requested Projects**
1

Operating Project Request Information

FTA REQUEST(S)	LOCAL MATCH	TOTAL
\$50,000	\$60,360	\$110,360

- Project Status**
Existing
 - Project Type (choose one)**
 - Project Exceeds the Requirements of the ADA
 - Alternative to Public Transportation that Assists Seniors and Individuals with Disabilities
Project Improves Access to Fixed-Route Service and Decreases Reliance on Complementary Paratransit Service
- Provide an in-depth Project Description, to include information on Start Date, Service Type (Fixed Route, Demand Response, etc.), and Service Area.**
Quartzsite Transit Services provides human services based transportation for seniors, persons with disabilities and in limited cases, the general public, Monday through Friday from 8:00 a.m. to 4:00 p.m., excluding major holidays. Service is provided within the Town limits and to regional destinations. Regional destinations presently served includes: Blythe, Yuma, Lake Havasu City and Parker.

The start date of this operations assistance request is 10/1/2013 ending on 9/30/2013. The service provided is a demand responsive and deviated fixed route service.
 - Transportation Project Information (complete as applicable):**
Monday-Frid Days of Operation
ay

OPERATING REQUEST: 1

8:00 a.m. to 4:00 p.m. Hours of Operation
 \$10.60 Average Fare or Donation
 Medical Primary Trip Purpose (medical, shopping, etc)
 18 Estimated One Way Passenger Trips per Day

Describe How the Estimated Ridership is Determined.

The estimated ridership per day is based on existing ridership demand, since the buses can not hold no more than 9 passengers each way, unless a second bus operated. The data presented is unlinked passenger trips.

4. Need and Project Benefits**Describe the Unmet Need that the proposed project seeks to address.**

Since there is no private or non-profit transportation services available, the Town has created a human services transportation program that provides a basic lifeline service for seniors and persons with disabilities to access quality of life opportunities locally and to regional destinations. Without this service, there would be no transportation opportunities for seniors and persons with disabilities.

Describe how the service provided by current public or private transit operators is insufficient to meet the transportation needs proposed to be served by this project.

Quartzsite Transit Services is the only transportation program in the Town of Quartzsite. This program will provide opportunity for seniors and persons with disabilities to access quality of life opportunities. Without this service, there would be no other way to travel around town or to regional destinations, if you did not have a car.

Section 5310 has three key program objectives:

- increase transportation opportunities for individuals with disabilities beyond the requirements of the ADA; or
- improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit; or
- increase alternatives to public transportation that assist seniors and individuals with disabilities.

Based on the project type determined in the project information above, explain how the project will address one of these three Section 5310 program objectives:

Quartzsite Transit Services is a human service based transportation program that is geared towards seniors and persons with disabilities. As a result, this program provides ample opportunity for riders to access quality of life opportunities which includes shopping, medical, recreation, social service and education. The town's rural location makes the provision of this transportation service essential, as the nearest hospital and specialty medical services are located to the north, west and south.

Describe the impacts on the agency (and subsequently the clients) if the

OPERATING REQUEST: 1

project is not funded or only partially funded.

Impacts to the Town, if the project was not funded or partially funded is that since the Town is facing budget deficits and the Town would need to reduce the provision of transportation services by 50%. This FTA Section 5310 grant will help reduce the General Fund subsidy towards the transit operation.

5. Service Implementation Plan (complete for new project only)

Describe the proposed service plan. Information should include project tasks, benchmarks, key milestones, key personnel, deliverables, routes and schedules as applicable. Include as attachments if applicable: formal service plan, timetable, route map, and/or service map.

Attach a copy of a a formal service plan, if available, by clicking here.

Describe how the agency will market the project to target populations and promote public awareness of the program.

The Town intends to continue to market Quartzsite Transit Services (QTS) to seniors and persons with disabilities. The marketing plan includes several marketing initiatives that would take place. These include:

- Continue to update and distribute the QTS Rider's Guide.
- Ensure access to transit information is available on the Town's websites.
- Ensure transit information is available on AZ 511.
- Continued cable TV, Newspaper, Radio, and grassroots flyer advertising.
- Provision of messages on the Community Access Channel.
- Participation in special events such as senior, job fairs, special events with large gathering of the senior and persons with disabilities demographic group.
- Presentations made to community groups, schools, senior centers, chamber of commerce and governmental agencies.
- Mailouts by WACOG, La Paz County Health Department, and Arizona Department of Economic Security to welfare recipients about QTS.

If the project is only partially funded, what portion of the project will be implemented?

The Town will strive to fund the transit system with its General Fund, however, the second bus operation would be reduced to a one bus operation to cost containment.

6. Project Effectiveness and Performance Indicators

Complete table with Estimated Performance Measure Data (provide data as applicable to service type on left)

OPERATING REQUEST: 1

Fixed Route	Annual One-Way Passenger Trips:	3,500
Flexible Route	Annual Vehicle Service Hours:	2,016
Shuttle Feeder	Annual Vehicle Service Miles:	30,581
✓ Demand Response	Total Vehicles in Service (exclude spares/backups):	2
	Total Operating Expenses:	\$106,660.00
	Total Administrative Expenses:	\$8,200.00
	Cost Per Mile:	\$3.76
	Cost Per Passenger Trip:	\$32.82
User-Side Subsidy or Vouchers (e.g., taxi)	Annual One-Way Passenger Trips:	
Vanpool	Annual One-Way Passenger Trips:	
Car-Sharing	Number of Vehicles:	

6a. **How did your agency determine that the service type (i.e. fixed route, demand response, etc.) and route/schedule proposed or currently in place is the most effective to meet the needs of the passengers served?**

At the present time, the Town is evaluating the present demand response service and is looking towards the implementation of a hybrid service that would provide a deviated fixed route transit system within the Town limits, three days a week and to regional destinations for two days per week. As part of this reevaluation, additional coordination will take place with other transportation programs to reduce duplication of effort and improve efficiencies.

At this point, demand response service has been the best approach due to the scattered origins and destinations throughout the Town limits and through the analysis, a new deviated fixed route system may be a better approach for improving efficiency measures and reducing the subsidy per trip .

6b. **Describe what performance indicators have been identified to evaluate the effectiveness of the project in terms of meeting identified goals and objectives.**

The Town will evaluate the transit system based on the following performance measures listed below:

- ? Passengers Per Hour
- ? Passengers Per Mile
- ? Subsidy Per Passenger
- ? Quality and Comfort of Service
- ? Trip Availability
- ? Accessibility
- ? Easy and Convenience of Service

These measures will be analyzed annually and presented to the Town Council, Town Manager, WACOG and ADOT.

6c. **Describe the agency's plan for monitoring and evaluating the project. Attach**

OPERATING REQUEST: 1

any relevant supporting documentation (i.e.: demographic materials, surveys, etc.)

The Town will use driver trip sheets and dispatch logs towards effective monitoring of the service by the Town staff on an annual basis. The report will be provided to the Town Manager and Town Council.

6d. **For Existing Projects: How has the service become more efficient over time and how was this determined?**

The Town has evaluated prior passenger trips carried over the past fiscal years and through realignment of its costs and hours, there has been an increase in passenger trips carried on a per trip basis on Quartzsite Transit Services. The Town intends to take additional measures to further improve the performance of the transportation program in FY 2013-2014 with the notion to have a fiscally sustainable and operationally feasible transportation program.

Fiscal Capacity

1. **Proposed Project Budget**

ESTIMATED REVENUE, IDENTIFY SOURCE:		CASH	IN KIND
a. Revenue Source #1:	Fees/Donations	\$5,000.00	\$0
b. Revenue Source #2:	Misc Revenues	\$2,500.00	\$0
c. Revenue Source #3:	General Fund	\$60,360.00	\$0
d. 5310 Grant Request Amount		\$50,000.00	\$0
TOTAL INCOME		\$117,860.00	\$0

ESTIMATED REVENUE, IDENTIFY SOURCE:		CASH	IN KIND
a. Salaries/Wages		\$60,076.00	\$0
b. Benefits		\$23,907.00	\$0
c. Insurance		\$8,177.00	\$0
d. Fuel		\$12,500.00	\$0
e. Utilities		\$700.00	\$0
f. Materials and Supplies		\$7,000.00	\$0
g. Vehicle Maintenance and Repair Services		\$5,000.00	\$0
h. Contract (Purchased) Transit Services (Identify):	TBD	\$0	\$0
i. Leases and Rentals		\$0	\$0
j. License Fees and Taxes		\$500.00	\$0
k. Direct Administrative Costs (i.e.: Office Materials and Supplies; Telephone Services; Office Rental; Office Equipment)		\$0	\$0
l. Other (i.e.: vouchers; etc.) (Identify):	N/A	\$0	\$0
TOTAL EXPENSES		\$117,860.00	\$0

Local Match Sources

An "In Kind Match Valuation Proposal" is to be created and submitted with all applications that use in kind as a source of local match. (Capital Equipment projects cannot use in kind as a source of local match.)

Please complete and upload the In Kind Match Valuation Proposal here.

IDENTIFY SOURCE(S) OF LOCAL MATCH	AMOUNTS
a. General Fund	\$60,360.00
b. Passenger Fees	\$5,000.00
c. Misc Income	\$2,500.00
TOTAL LOCAL MATCH	\$67,860.00

2. Describe specifically and in detail what federal funds are to pay for.

The federal funds received will fund the basic operational expenses necessary to operate Quartzsite Transit Services. This includes funding the direct costs to operate and maintain the transit system including wages and benefits for 1 full time bus operator, 1 part time bus operator and 20 hours of the receptionist, fuel, insurance, marketing, licensing fees and other operations related supplies.

3. How was the cost of the project determined?

Costs were determined based on actual FY 2012-2013 costs expended, increased by 3.5% for inflation purposes to provide the best projection of costs that are anticipated in FY 2013-2014.

4. What are the sources of proposed local match for the project and describe how stable these sources are.

The Town will use its general fund, passenger fees collected and miscellaneous revenue to cover the local match associated with this grant. The general fund is taxes collected by the Town necessary for Town services. Passenger fees are fees collected in advance for those requesting transportation services and miscellaneous revenues is from selling advertisements on the buses, and selling old buses. All of these funding sources are stable as they are necessary for the Town and its transit system to operate and they are permanent revenues streams in place, that has been collected for several past fiscal years.

OPERATING REQUEST: 1

5. **ADOT has requested the 2012 agency/transportation budget figures as part of this application. Explain why the revenue sources listed in this budget are not sufficient to provide the proposed project's services.**

At this time, the general fund is suffering as a result of the economy. The Town views the provision of the transportation service as an important service that is needed, however, another funding source is necessary to reduce the burden off the Town's general fund so that the Town can continue to provide all necessary essential services. The Town has made significant changes in staff and financial practices to demonstrate its ability to manage grants and other revenue sources.

6. **Describe the agency's efforts to leverage funds from other sources to help implement or continue the project (i.e.: Area Agency on Aging).**

The Town, using a transit consultant, has outreached and explored other funding opportunities to support the transportation service. With the consolidation of Federal programs, the Town has determined this is the best funding source to support the transportation service at this time. The Town does intend to outreach to Arizona Western College and the local hospital in Parker for funding support. WACOG AAA funds for transportation for La Paz County has been provided all to La Paz County Health Department.

7. **Describe the service area's economic conditions in terms of commitment to transportation funding. Is the agency receiving local sources of funding to sustain transit service?**

At the present time, the Town's general fund supports the transit operation, along with passenger donations collected. This funding stream has been declining due to economic conditions. With the seasonal nature of the Town, the general fund availability is significant larger in the Winter as compared to the Summer. With a need to balance the general fund budget, diversifying the funding available to the transportation service is key towards future fiscal sustainability of the transportation program.

8. **Describe any long term efforts or funding sources that will the sustain the project should ADOT FTA funding not be available in future years.**

The Town, using the assistance of the Transit

OPERATING REQUEST: 1

Consultant, is reevaluating its transportation program and intends to evaluate and diversify its funding opportunities to support the transportation program. This includes revamping the service provided, finding additional funding sources from Arizona Western College and local hospital, synergizing services with other transportation providers in other cities to reduce miles and hours operated and mandating passenger fees to be collected to reduce the general fund and grant support.



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, March 28, 2013

- Agenda Item #6** Consider authorization to replace the Town's networked, multifunction printer/scanner/copier/fax under the cooperative purchasing agreement with the Mojave Educational Service Cooperative.
- Summary:** The networked, multifunction printer/scanner/copier/fax used in the Administrative Offices is in almost constant use. The unit is five years old and is failing; it is in need of service more than it is operational.
- The replacement unit will be acquired under the cooperative purchasing agreement with the Mojave Educational Service Cooperative for a total of \$10,518.58 including tax; and will be paid under a five-year lease with option to purchase agreement.
- Staff has worked with our service provider, Konica Minolta Business Solutions, Inc., to secure comparative operational cost information for a replacement unit. The comparative operational costs are:
- | | | |
|---|---|------------|
| ➤ | Current Costs: Annual Service Agreement | \$4,169.88 |
| ➤ | Proposed Costs: | |
| | Annual Lease Payment | 2,484.24 |
| | Annual Service Agreement | 1,195.34 |
| ➤ | Net Annual Savings | \$ 490.30 |
- Responsible Person:** Laura Bruno, Town Manager
- Attachment:** Quote from Konica Minolta Business Solutions, Inc.
- Action Requested:** **Authorize the Town Manager to proceed with the replacement of the Town's central multifunction unit under the cooperative purchasing agreement with the Mojave Educational Service Cooperative; and bring the lease purchase agreement to the Council for ratification at a subsequent Council Meeting.**

KONICA MINOLTA BUSINESS SOLUTIONS, INC.

KONICA MINOLTA **Bizhub C654**

Scan Once Print Many
150 Sheet Bypass
Reverse Automatic Document Feeder
(2) 500 Sheet Drawers
(1) 1,500 Sheet Drawer
(1) 1,000 Sheet Drawer
2 GB (copy, scan, print, fax memory)
250 GB HDD (copy, scan, print, fax)
FS-534 Finisher & PK-520 Punch Kit
Saddle Stitch
FAX MODULE
Print/Scan Controller with Scan to
email/Mailbox/FTP
Surge Protector



MESC PURCHASE PRICING

\$9,614.79

ANNUAL SERVICE

\$1,195.34

Includes

Unlimited Black Prints Per Quarter
0 Color Prints Per Quarter
All Service Calls
4 Hour Average Response Time
All Parts & Labor
Preventive Maintenance
Drums, Toner, Developer & Staples
Customer Training

Each Color Print will be billed at
\$.02815

Excludes Paper

DELIVERY

Included

NETWORK INSTALLATION

Included

Up to three workstations



Mina Girard, Named Account Executive
Konica Minolta Business Solutions, Inc

5-9-2013
Date

Prices do not include tax and are valid for thirty days

\$9614.79

Copier/Fax/Multifunctional Unit Prices
 Mohave prices shall include delivery, installation, electrical hook-up, testing, operator training and initial supplies.

Part Number	Unit Description	MSRP S	% Discoun	Mohave S
Contract Number 10i-KMBS-0127				
A2X1011	bizhub C-654	\$34,178.00	81%	\$6,335.47
7640014724	Innovolt Power Manager 20Amp	\$225.00	53%	\$105.00
	Includes PS, PCL & XPS Controller, 2 GB Standard Memory, Reversing Automatic Document Feeder, Duplex Unit, 250 GB HD, USB Interfaces for Scan-to-USB Thumb Drive/Print-from-USB Thumb Drive, USB Local Printing, Optional Authentication Device Connection, Service USB Firmware Updates, Black Drum, Black Developing Unit and CMY Imaging			

Copier/Fax/Multifunctional Option & Accessory Prices

Part Number	Option & Accessory Description	MSRP S		Mohave S
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PAPER SUPPLY OPTIONS:

A0TJWY4	LU-204 Large Capacity Unit (2,500 sheets/Letter Legal 12x18)	\$3,506.00	75%	\$880.42
A03NWW2	LU-301 Large Capacity Unit (3,000/Letter)	\$1,670.00	68%	\$538.03

OUTPUT OPTIONS:

A092WW1	OT-503 Output Tray	\$118.00	75%	\$29.73
A2Y1WY1	FS-535 100-Sheet Stapling Finisher	\$3,171.00	67%	\$1,040.00
A3EPWY1	FS-534 50-Sheet Stapling Finisher	\$1,948.00	69%	\$611.88
A2Y2WY1	SD-512 Saddle Sticher (FS-535)	\$1,754.00	63%	\$640.65
A2YRW11	PK-521 2/3 Hole Punch Unit (FS-535)	\$814.00	68%	259.00
A109W12	ZU-606 Z-Folding Unit (FS-535)	\$5,786.00	67%	\$1,907.57
A10AWY1	PI-505 Post Inserter for FS-526	\$1,050.00	67%	\$347.18
A10CWY1	JS-602 Job Separator Tray (3rd Output Tray) for FS-526	\$526.00	72%	\$146.74
A3ERWY1	SD-511 Saddle Sticher (FS-534)	\$1,523.00	68%	\$486.24
A3ETW11	PK-520 2/3 Hole Punch Unit (FS-534)	\$616.00	72%	\$171.67
7640013483	CS-1 Convenience Stapler	\$333.00	55%	\$150.00

PRINT CONTROLLER OPTIONS:

A4FRWY1	IC-414 Fiery Image Controller	\$4,573.80	54%	\$2,103.22
A4MGWY1	VI-506 Video Interface Card	\$325.60	62%	\$123.72
7640004312	EFI Hot Folders	\$919.00	59%	\$379.94
7640004313	EFI AutoTrap	\$919.00	59%	\$379.94
7640004314	ES-1000 Spectrophotometer V 2.0	\$1,447.00	59%	\$592.70
7640009476	EFI Fiery SeeSequence Impose	\$2,783.00	57%	\$1,187.30
	EFI Fiery SeeSequence Compose	\$1,224.00	57%	\$522.41
	EFI Fiery SeeSequence Impose+Compose Suite	\$3,339.14	56%	\$1,472.75
7640012657	EFI Fiery CPS (Color Profiler Suite) V3.0 with UV ES-1000	\$3,339.00	57%	\$1,424.76

i-OPTION ACCESSORIES:

A0PD016	LK-102 v3 i-Option License Kit (Encrypted PDF, PDF/A, Linearized PDF)	\$1,155.00	73%	\$306.90
A0PD01H	LK-101 v3 i-Option License Kit (Web Browser)	\$56.00	71%	\$16.30
A0PD018	LK-105 v3 (Searchable PDF)	\$702.00	69%	\$215.79
A4MHWY1	UK-204 i-Option Memory Upgrade Kit	\$290	75%	\$71.50
A0PD017	LK-104 v3 i-Option License Kit (Voice Guidance)	\$825	52%	\$396.43
A0PD019	LK-106 i-Option License Kit (Bar Code Font)	\$862.00	52%	\$414.61
A0PD01F	LK-107 i-Option License Kit (Unicode Font)	\$725.00	52%	\$348.45
A0PD01G	LK-108 i-Option License Kit (OCR Font)	\$201.00	52%	\$96.46

FAX SCAN OPTIONS:

A4MF011	FK-511 Fax Kit	\$1,124.00	63%	\$416.91
4614506	SP-501 Fax Stamp Unit	\$51.00	77%	\$11.51
4614511	Spare TX Marker Stamp 2	\$28.00	76%	\$6.71

MISC. OPTIONS:				
A0X9WY1	AU-102 Biometric Authentication Unit	\$994	70%	\$296.41
7640005084	AU-201H HID Proximity Card Authentication Unit	\$445	89%	\$46.83
7640008394	AU-202H iClass Card Reader	\$500	75%	\$125.27
A4NMWY1	MK-735 Mount Kit (IC Card Internal Mount Kit)	\$172	63%	\$63.63
A0YCWY3	EK-604 USB Host Board (Local Interface Kit) with bluetooth printing support	\$293	70%	\$89.12
A0YCWY4	EK-604 USB Host Board (Local Interface Kit)	\$211	72%	\$59.09
7640006869	External Keyboard	\$234	67%	\$76.64
7640013468	AU-204H Mag Stripe Card Reader	\$445	78%	\$99.99
A4NRWY1	KH-102 Keyboard Holder	\$130.00	70%	\$39.50
4623474	Key Counter Mount Kit 1 for Hecon Conventional Counter	\$91.00	73%	\$24.94
A0W4WY2	WT-506 Working Table	\$118.00	75%	\$29.73
7640005261	HID Proximity Cards - 10 pack	\$69.00	64%	\$24.79
A4MMWY1	SC-508 Security Kit (Copy Guard/Password Protect)	\$1,287.00	72%	\$361.57

vCare:				
VCAREACT-O	vCare activation for MFP's with KODICA windows email address for MFPs supporting One Way email communication	\$0		\$0.00
7640015657	bizhub Secure (HD Security Protection)	\$375.00	33%	\$250.00

Maintenance Plans

Two Optional Maintenance Plans are offered. (CPC or FLAT RATE)
 Member has the FLEXIBILITY to select either the Cost per Copy Option or
 Member may select the Flat Rate Option (which ever is the most advantageous)
 FLAT RATE OPTIONS (UNLIMITED B&W COPIES) do not include Color Copies.
 If applicable, color copies will be charged at the rates listed on the pricing below.

Basis of Plan	Description (Include details as to what supplies, if any, are covered)	MSRP \$	% Discoun	Mohave \$
Cost Per Copy	All Inclusive Color	\$0.090	69%	\$0.02815
	All Inclusive Black	\$0.020	75%	\$0.00493
	Only Pay for the copies you make			
	Service plans all inclusive			
	includes all supplies (paper excluded)			
Monthly - Flat Fee	Black only (color excluded)	\$369.00	73%	\$99.61
Quarterly - Flat Fee	Black only (color excluded)	\$1,107.00	73%	\$298.83
Semi-Annual - Flat Fee	Black only (color excluded)	\$2,214.00	73%	\$597.67
Annual - Flat Fee	Black only (color excluded)	\$4,428.00	73%	\$1,195.34



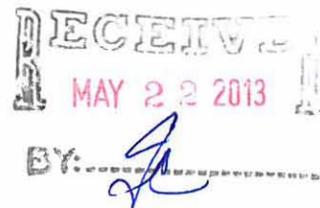
TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, May 28, 2013

- Agenda Item #7** Consider Acceptance of Resignation of Park & Recreation Board Member Rebecca Gigous.
- Summary:** Park & Recreation Board Member Rebecca Gigous has submitted a resignation letter.
- Responsible Person:** Laura Bruno, Town Manager
- Attachment:** Copy of Rebecca Gigous' resignation letter dated May 21, 2013.
- Action Requested:** Accept the Resignation of Park & Recreation Board Member Rebecca Gigous.

Subject: Resignation Letter
From: Rebecca Gigous (rkgigous@yahoo.com)
To: Yesenia.Jackson@yahoo.com;
Date: Tuesday, May 21, 2013 9:01 AM



Park Board an Town of Quartzsite

To whom this may concern,

Dear Member's,

I am writing this letter to inform the park board of my resignation as a member. I will be moving out Quartzsite and can no longer serve on the park board. Thank you for the time I was allowed to serve on the board.

Sincerely,

Rebecca Gigous

Sent from Yahoo! Mail on Android



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, May 28, 2013

Agenda Item #8 Conduct hearing to consider options for the use of Community Development Block Grant (CDBG) funds; select a project to be funded by the FY 2013 CDBG grant; and authorize staff to prepare and submit an application for the FY 2013 grant.

Summary: The Town of Quartzsite expects to receive approximately \$158,535 in Federal funds in 2013 from the Community Development Block Grant (CDBG) program. CDBG funding must be used to benefit low-income persons and areas, alleviate slum and blight, or address urgent need(s). Based on citizen input and local and state planning objectives, and Council direction, a grant application will be submitted to the State of Arizona Department of Housing (ADOH)

The ADOH administers the CDBG program for applicants like Quartzsite. The Department also provides guidance to applicants. Appendix B, attached, provides a listing of eligible CDBG projects and the State-adopted priority for each. The ADOH has advised it will consider and fund only High, and possibly some limited Medium priority projects. Most Medium and any Low priority projects will not be funded.

According to the CDBG Application Handbook published by the ADOH, projects eligible for CDBG funding must meet a nine-part test:

1. The project must meet one of the three National Objectives:
 - (a) benefit low to moderate income persons;
 - (b) aid in prevention or elimination of slums or blight; or
 - (c) meet other community development needs having a particular urgency that pose a serious and immediate threat to the health and welfare of the community.
2. The project must qualify in a category explicitly authorized by CDBG statute as an eligible activity. Eligible activities are listed in Appendix B, attached.
3. The applicant must be eligible. Quartzsite is an eligible applicant.
4. Costs must be necessary and reasonable.
5. The project must result in "benefit".
6. The project must be ready to start.
7. The recipient must have the capacity to complete the project in a timely manner.
8. The community and the project must comply with Federal overlay statutes.

9. The project must comply with the priorities of the State as articulated in the ADOH Consolidated Plan. Appendix B, attached, reflects the State's priorities.

In compliance with State and Federal CDBG application guidelines, public participation has been invited and encouraged. Meeting notices were published in the newspaper and notices were posted on the Town's website and the Town's designated posting locations. Two public hearings were held on Wednesday, April 3, 2013 (one in the afternoon and one in the evening) to provide members of the public an opportunity to make suggestions and provide input regarding the use of the CDBG funds.

The projects under consideration that meet CDBG program criteria including the following:

- Public Facilities and Improvement - Water system improvements
 - Stabilize and rehabilitate the Quail Trail Well. This project would cost approximately \$225,000. A combination of CDBG and Water funds would be used to finance this project.
 - Construct a second, redundant well at the Kofa Well site. This project would cost approximately \$500,000. The Town would need to seek out additional funds to supplement the available CDBG funds in order to finance this project.
 - Install a water filtration system at the Town's well sites. This project would cost approximately \$3.0 million. The Town would need to seek out additional funds to supplement the available CDBG funds in order to finance this project.

While other suggestions were received on the use of CDBG funds during the April public hearings, most did not meet either (1) the National Objectives, or (2) the nine-part eligibility test, or (3) the State-adopted priority projects. Among the suggestions were:

- Splash pads
- Roadway caution/safety lights
- Complete the animal shelter
- Restore the Oasis Hotel building
- Convert Al's RV Park to an assisted living facility
- Flood mitigation efforts including culverts/diversions/berms
- Expand the library

Responsible Person: Laura Bruno, Town Manager

Attachment:
1. WACOG CDBG Method of Distribution for FY 2013
2. Attachment B, Current list of ADOH Priority for Five-Year Goals

Action Requested: **Select a project to be funded by the FY 2013 CDBG grant; and authorize staff to prepare an application for the FY 2013 grant.**



Western Arizona Council of Governments

Community Development Block Grant (CDBG) FY 2013 Final Method Of Distribution (MOD)

Western Arizona Council of Governments (WACOG) was founded in 1971. The organization is a governmental non-profit that is dedicated to serving its local jurisdictions, income challenged households, and vulnerable populations in La Paz, Mohave, and Yuma, Counties.

WACOG works on a broad range of issues and programs including: the Community Development Block Grant (CDBG), Community Services Block Grant (CSBG), Early Childhood Education, Health, Low-Income Home Energy Assistance (LIHEAP), Nutrition, Services for Older Americans, Homelessness Prevention, Social Service Block Grant (SSBG), Transit and Transportation, Tax and Income Policies, Weatherization Assistance, and Housing Issues.

WACOG Executive Board Approval Date: February 14, 2013



The Community Development Block Grant (CDBG) funds originated with the passage of the Housing and Community Development Act of 1974. The Arizona Department of Housing has been designated by the United States Department of Housing and Urban Development (HUD) to administer the small cities funding under the CDBG Program in Arizona. The regional account system is a method of equitably distributing CDBG funds to address local needs while having the local governments play an important role in the grant solicitation process. Western Arizona Council of Governments' (WACOG) Method of Distribution (MOD) recognizes that role by using County allocations as its basis for localizing these decisions.

WACOG's Method of Distribution is formulated with the understanding that all applicable regulations, State or Federal, included in the FY 2003 CDBG Application Handbook updates and adopted as the FY 2012-13 regulations, produced by the Arizona Department of Housing, are incorporated - as they apply - into the WACOG Funding Strategy.

All potential regional applicants will be notified of the MOD, by mail, fax or hand delivery, at least 90 days prior to the deadline of 5 P.M. ON FRIDAY, MAY 25, 2013 for the submittal of regional projects for 2013. Records of how that notice was provided will be kept by WACOG.

A. TYPE OF METHOD OF DISTRIBUTION

The WACOG MOD is primarily an entitlement system. The communities entitled to receive funds in a rotating yearly manner and the percent of the total county allocation each will receive are determined by the WACOG Executive Board. **The entitlement component results in each County being allocated funds calculated on a weighted formula of 70% persons in poverty (based on the 2010 Census) and 30% population (using the most recent Arizona Population Technical Advisory Committee [POPTAC] estimates), excluding the Indian population living on reservations and the City of Yuma, which is an entitlement entity. The WACOG Executive Board may adjust the percentages to reflect the local need.**



REGION IV: CDBG
REVISED WEIGHTED AVERAGE DISTRIBUTION
FY-13

Step #1

	Mohave County:	Yuma County:	Region IV
Population per DoC:	203,072	110,350	313,422
% of Total Region Population	64.79%	35.21%	100.00%
Poverty as per DoC*	31,502	22,289	53,791
% of Total Region Poverty	58.56%	41.44%	100.00%

*City of Yuma poverty statistics are taken out of this figure (16,264)

Step #2

	Mohave County:	Yuma County:	Region IV
% of Total Region Population	64.79%	35.21%	100.00%
30% Weight	30.00%	30.00%	
Population % weighted @30%	19.44%	10.56%	30.00%

Step #3

	Mohave County:	Yuma County:	Region IV
% of Total Region Poverty	58.56%	41.44%	100.00%
70% Weight	70.00%	70.00%	
Poverty Weighted @ 70%	40.99%	29.01%	70.00%

Step #4

	Mohave County:	Yuma County:	Region IV
Population % weighted @ 30%	19.44%	10.56%	30.00%
Poverty Weighted @70%	40.99%	29.01%	70.00%
Weighted Averages	60.43%	39.57%	100.00%

By County	*Adjusted Weighted Distribution	%	CDBG Funds
La Paz County	\$ 167,231		\$ 167,231
Mohave County	60.43%		1,078,366
Yuma County	39.57%	1,784,488	Yuma, Mohave 706,122
Region IV	100.00%	\$ 1,951,719	\$ 1,951,719

* Based on WACOG Executive Board decision to provide a base amount for La Paz County of \$236,000 on 2/13/2003. Reductions have taken place since based on the reductions of CDBG funding.

* Revised Weighted Distribution based on La Paz County base amount, the 70/30 ratio applied to all counties to incorporate La Paz County into Regional increase for FY-13

**Revised MOD Calculations
04/18/2013 as per ADOH**

FINAL FY-13 CDBG DISTRIBUTION:

La Paz County	Town of Quartzsite		\$158,535
	Total La Paz County	100%	158,535
Mohave County			
	Town of Colorado City	20.00%	204,458
	Lake Havasu City	40.00%	408,917
	Bullhead City	40.00%	408,916
	Total Mohave County	100.00%	1,022,291
Yuma County			
	City of San Luis	50.00%	334,702
	City of Somerton	50.00%	334,702
	Total Yuma County	100.00%	669,404
	REGION IV TOTAL		\$1,850,230

Application Cycle for FY2013 Funds: $100\% \$1,951,719 - 5.2\% = \$1,850,230$
Based on 70% Persons in Poverty (2010 Census) and 30% Population (2011 POPTAC Estimates).

Unless the Executive Board rules an entity's application ineligible, no substitution will be allowed. In the event that an entity should choose not to apply, those funds would remain within that entity's county and distribution would be determined by that county's entities under a special vote.

Entitlement applicants may chose to file a multi-jurisdictional application with another entitled or non-entitled applicant. An entitlement applicant may file a multi-jurisdictional application AND also file a second separate application, as long as the funds are within the total allocated amount. Entities within the same county may also agree between themselves to make up to a 10% adjustment in the funding amount to meet a local need (i.e., one entity agrees to reduce their request to satisfy a greater need of a neighboring applicant).

If an entitlement's regional account application is deemed non-fundable by WACOG staff, then that entitlement's backup application(s) will be given first preference to the funding.

If there is no backup application, then backup applications within the designated county will then be reviewed for funding. If there are no backup applications within the designated county, then backup applications within the WACOG region will then be reviewed for funding

In the event that there are no RA backup applications, the funds will then be evenly distributed to all other entitlements within the WACOG Region. If the funds exceed 35% of the initial amount, the entities must go through the Public Participation process and publish Public Notice #3.

All entities ARE URGED AND STRONGLY ENCOURAGED to submit backup projects.

If the Arizona Department of Housing determines during its review process that a project is non-fundable, after the regional account applications have been submitted to the State, those funds would revert back to the WACOG regional funds. WACOG would then proceed to redistribute those funds based on the process described above.

B. SUBMITTAL OF APPLICATION

- I. All applications must be submitted to the **WACOG Executive Director, 224 S. 3rd Avenue, Yuma, Arizona, 85364; no later than: Five (5:00 p.m.), May 25, 2013.**
- II. All required application documentation must be submitted with the application no later than Five (5:00 p.m.), **May 25, 2013.** Refer to the Arizona Community Development Block Grant Program latest Application Handbook on the ADOH website, Application Review Forms, for a complete listing of all forms that must be submitted as applicable to each project.

C. MINIMUM OR MAXIMUM APPLICATION OR ACTIVITY AMOUNTS

WACOG has no set minimum-funding amount for an activity. Maximum funding amounts are based on the percent of the total FY 2013 allocation that will be provided to each County, and then the percent of that County's share to which an entity will be entitled. However, an entity may chose to identify several activities to receive funding as long as the combined total of the activities reach the maximum funding level.

D. ALLOCATION METHOD REDISTRIBUTED DE-OBLIGATED FUNDS

The Arizona Department of Housing may de-obligate funds to the same community from which it was de-obligated to an existing or new contract of the same funding year based on the following criteria: 1) performance of the contract from which the funds were de-obligated; and 2) ability to commit de-obligated funds to another project that can immediately use the funds provided the new funds can be committed through a contract within 60 days, subject to ADOH rules governing on de-obligated funds.

If ADOH cannot reallocate de-obligated funds according to the above criteria the de-obligated funds will be redistributed by ADOH to WACOG's Regional Account, if allowable.

E. SLUM BLIGHT (SB)/URGENT NEED (UN)/PUBLIC SERVICES AND NON PROFIT ACTIVITES

PROCEDURES TO ENSURE A MAXIMUM OF 30% IS RECOMMENDED FOR ACTIVITIES

**JUSTIFIED ON THE BASIS OF EITHER THE SLUM BLIGHT (SB) OR /URGENT NEED (UN)
NATIONAL OBJECTIVES**

The Region IV MOD allows for recommendations of activities justified on either the SB or UN national objectives to a maximum of 30% of its RA allocations, utilizing a first-come, first-served basis for both types of activities to ensure that the 30% limitation is not exceeded.

Approval is based on a first come, first serve basis for either funding so as to ensure the 30% limitation is not exceeded.

In the event that an Urgent Need issue should arise after the May 25, 2013 deadline, WACOG would review the request with the WACOG Executive Board and the ADOH CDBG Program on a case-by-case basis to determine how to proceed.

F. PROCEDURES TO IMPLEMENT THE MOD, INCLUDING ENSURING THAT NO APPLICANT EVALUATES ITS OWN APPLICATION, AND NOTIFICATION OF APPLICANTS

All potential regional applicants will be notified of the MOD, by mail, fax or hand delivery at least ninety (90) days prior to the deadline for submittal of regional projects for FY 2013 funding. Records of how that notice was provided will be kept by WACOG.

Applicants are requested to send in separate applications, one for each of those activities, which are their entitlement activities. All WACOG entity applications must be submitted to the **WACOG Executive Director, 224 S. 3rd Avenue, Yuma, Arizona, 85364; no later than: 5:00 p.m., May 25, 2013.**

All applications will be DELIVERED TO WACOG in the following ADOH prescribed manner:

1. Original and one copy of completed application, top two-holed punched with metal clasp.
2. The application shall be split into activities with the first activity packet containing Activity #1 Admin AND Activity #2, the Disclosure Report and all the required certifications and public notice information placed after the backup documentation for Activity #2. The administration charged to each activity will be no more than 18% of the total cost of that activity.
3. Each activity packet thereafter will have a Form 1 and a Form 3 (Activity Budget Page), then the applicable activity form (4, 5, 6, etc.) with maps and backup documentation, minus the certifications and public notice information which were placed with Activity #2 packet.
4. This will allow the State to issue a separate contract number for each activity to speed processing of funds and closeout, in an attempt to meet the federal requirement that the State spend it funds more readily.

G. ENSURING WACOG RECEIPT AND REVIEW OF ALL APPLICATIONS PRIOR TO JULY 1, 2013

Applicants are instructed to send in separate applications, one for each entitlement activity. All WACOG entity applications must be submitted to the **WACOG Executive Director, 224 S. 3rd Avenue, Yuma, Arizona, 85364; no later than: Five (5:00 p.m.), May 25, 2013.**

Applications that contain non-fundable activities (i.e., activities that are ineligible or that do not meet a national objective) or is substantially incomplete (e.g., has no evidence of prior approval by Arizona Department of Housing of a special survey, or has no documentation of public participation requirements being met) will NOT be recommended by WACOG staff to the WACOG Executive Board for funding. WACOG will provide technical assistance and application review for all potential applications on a request basis prior to the WACOG formal application review process.

Applications will be delivered to the State on or before Friday June 28, 2013. The State will make every effort to have contracts to the communities as soon as possible.

H. COG CHARGES FOR TECHNICAL ASSISTANCE AND APPLICATION PREPARATION (TAAP)

A TAAP Fee that covers all indirect, direct (application review and GIN response time hours), and any other activity furthering the contract between the entity and state and does not exceed \$3,750.00 or 50 hours per entity, based on a rate of \$75 per hour, will be charged each applicant. Each applicant will allocate the TAAP fee in the Administration budget of the grant application. WACOG will back up the costs with documented time and financial records kept by WACOG in conformance with OMB Circular A87 and other appropriate Federal Regulations. Copies of said documented time and financial records will be provided to entities upon request.

Indirect costs for which each applicant will be billed are based on its proportionate share of those funded, i.e. all WACOG/CDBG meetings, workshops, training sessions, etc. that the WACOG staff are obligated or instructed to attend by the state/federal agencies.

The WACOG Executive Board voted that all direct costs for technical assistance, except the application review hours, will be the direct responsibility of each entity to the COG and NOT included in the TAAP fees. These hours will also be billed at the rate of \$75.00 per hour.

I. SIGNED PARTNERSHIP AGREEMENT(S)

Based on WACOG Executive Board's decision, the CDBG Program understands that there will be no such agreement(s).

J. APPROVAL BY FORMAL ACTION OF THE REGIONAL COUNCIL PRIOR TO SUBMISSION OF THE APPLICATIONS TO THE CDBG PROGRAM

The WACOG Executive Board met on February 14, 2013 to review and approve the MOD for submission to the Arizona Department of Housing using estimated funding amounts. A revised MOD will be sent to ADOH if funding allocations change for FY2013.

K. DISCLAIMER

For years beyond FY 2013, the MOD reflects only a tentative funding commitment contingent upon federal and state requirements that might impact on this funding schedule, to include the Consolidated Plan, public participation process and HUD's approval of the MOD. Examples of potential federal and state changes could include: revised federal requirements as to MOD procedures, which entities are eligible to apply for CDBG funds, new entitlements, changes in the state RA process and allocation, and new incorporated entities.

- END OF MOD -



FY 2012 ACTION PLAN

APPENDIX B – PRIORITY FOR FIVE-YEAR GOALS

Activity	Priority	Five-Year Goal
Public Facilities and Improvements		
Water system improvements	High	7 projects
Wastewater system improvements	High	7 projects
Solid waste disposal facilities and equipment	Low	-
Road/street improvements	High	10 projects
Flood and drainage improvements	High	5 projects
Other Public or Privately owned utilities	Medium	1 project
Fire and Police Protection Facilities		
Fire/police station construction	Medium	1 project
Fire trucks	Medium	2 projects
Firefighting equipment	Medium	2 projects
ADA/ROB Accessibility Improvements for Fire/Police station facilities	medium	1 project
Community/Supportive Housing Facilities		
DA/ROB improvements as a standalone activity for any community/supportive housing facility (including parks, playgrounds etc. and libraries, youth centers, community centers etc.)	High	5 projects
Parks, Playgrounds and other Recreational Facilities (for use by local residents)	Low	-
Libraries	Low	-
Community Facilities	Medium	3 projects
Other Neighborhood facility (e.g. youth center, community center)	Low	-
Senior centers	High	6 projects
Social service centers	Low	-
Food banks	Medium	1 project
Physical or psychological disabilities facilities	Medium	1 project
Homeless facilities	High	1 project
Supportive housing facilities (DV shelters, halfway houses, housing for disaster victims, hospitals, etc.)	Medium	1 project

FY 2012 ACTION PLAN

Activity	Priority	Five-Year Goal
Public Services		
Child care	Low	-
Health care	Medium	2 projects
Public safety services	Medium	2 projects
Fair housing activities	High	3 projects
Services for seniors	High	3 projects
Services for homeless persons	High	3 projects
Equipment used in the provision of any of the above services	High	3 projects
Emergency assistance (utility, rent, mortgage) not to exceed a single 3 month period	High	3 project
Large-print books, tapes, and audio visual for adults with severe disabilities	Low	-
Lead hazard screening	High	3 projects
Housing		
Owner-occupied housing rehabilitation	High	25 projects
Rental housing rehabilitation	High	2 project
New Rental Housing	Medium	3 projects
Public housing rehabilitation and modernization	Low	3 projects
Homeownership assistance (DPA, closings costs, counseling, interest rate write downs, etc.)	Low	-
Construction of new housing by a CBDO	Low	-
Lead-based paint evaluation or reduction (as part of OOHR)	High	10 projects
Homeless Prevention and Rapid Re-housing	High	1000 persons
Economic Development (tied to job creation or retention)		
Direct assistance to for-profits (businesses)	Medium	1 project
Economic development services	Medium	1 project
Micro-enterprise assistance (businesses)	Medium	1 project
Neighborhood Revitalization and Redevelopment		
Historic preservation	Medium	2 projects
Acquisition, disposition, clearance, or demolition of real property (specific criteria apply)	Medium	1 project
Commercial/industrial rehabilitation	Medium	2 projects

FY 2012 ACTION PLAN

Activity	Priority	Five-Year Goal
Planning and Capacity Building		
Comprehensive Plans	High	5 projects
Community development plans	Medium	3 projects
Housing plans and other such functional plans in certain areas (land use, transportation, historic preservation etc.)	High	5 projects
Neighborhood revitalization strategy	High	2 projects
Policy, planning, management, and capacity building activities	Medium	1 project



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, May 28, 2013

Agenda Item #9 Discussion and possible action to approve a Resolution adopting written procedures for public participation in the Town of Quartzsite General Plan preparation.

Summary: The General Plan for the Town of Quartzsite was originally adopted by the Council on November 25, 2003 and passed in an election held March 9, 2004. The Council approved the election canvas on March 24, 2004 which established the official date of ratification of the Town's General Plan. Based on current requirements, we have the following options to update the General Plan:

- Re-adopt the existing General Plan for another ten (10) years.
- Complete a General Plan update by March 23, 2014, which is ten years from the date the plan was initially adopted and ratified.
- Complete a General Plan update by March 23, 2019, which includes the additional five (5) years provided by State Legislative action for update of the General Plan.

The Town Attorney has reviewed this Resolution to ensure that it meets all legal and statutory requirements.

The Planning and Zoning Commission has reviewed, discussed and taken action to recommend the proposed written process to provide effective, early and continuous public participation in the development of the General Plan.

Responsible Person: Steve Henrichs, Acting Director of Community Development

Attachment: Resolution of the Town Council of the Town of Quartzsite adopting a citizen participation plan pursuant to State legislation for the purpose of ensuring an open process for Quartzsite citizens to become actively involved in the preparation of the Quartzsite General Plan.

Action Requested: **Approve the Resolution of the Town Council of the Town of Quartzsite adopting a citizen participation plan pursuant to State legislation for the purpose of ensuring an open process for Quartzsite citizens to become actively involved in the preparation of the Quartzsite General Plan.**

RESOLUTION NUMBER 13-_____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF QUARTZSITE ADOPTING A CITIZEN PARTICIPATION PLAN PURSUANT TO STATE LEGISLATION FOR THE PURPOSE OF ENSURING AN OPEN PROCESS FOR QUARTZSITE CITIZENS TO BECOME ACTIVELY INVOLVED IN THE PREPARATION OF THE QUARTZSITE GENERAL PLAN.

Whereas, the Town of Quartzsite desires to inform and empower its citizens to participate in the preparation of the Quartzsite General Plan by encouraging all to provide vision, direction and guidance to the planning process;

Whereas, outreach communication, education and opportunities for involvement in the processes of local government is a fundamental principle of democracy;

Whereas, the Town is committed to complying with the spirit and intent of Arizona's "Growing Smarter" legislation, including public consideration of proposed General Plan elements and implementation strategies, with opportunities for Town-wide discussions, meetings, public hearings, education, information, and interactive communication; and consideration of citizen input regarding General Plan development; and

Whereas, Arizona Revised Statutes § 9-461.06 requires that the Town Council adopt written procedures to provide "effective, early and continuous public participation in the development and major amendment of the General Plan from all geographic, ethnic and economic areas" of the Town.

Now, Therefore, Be It Resolved that the Town Council of the Town of Quartzsite, State of Arizona, adopts the following procedures to promote effective, early and continuous public participation in the development, adoption and major amendments to the Quartzsite General Plan.

1. **Purpose.** The purpose of General Plan "Citizens' Participation Plan" is to receive public input for directing Town growth and development in accord with the following factors:

1.1. Project Scope. The Quartzsite General Plan process constitutes a new draft of the General Plan, including at least the following elements:

1.1.1. Land Use;

1.1.2. Circulation;

1.1.3. Cost of Development;

1.1.4. Open Space and Environment

1.2. Policy Direction. Public expressions of preference offer guidance to their elected and appointed officials in matters pertaining to living quality, type and intensity of proposed development, preservation of the environment, and other matters of public health, safety and welfare.

2. **Citizen Participation Activities.** The following activities are expected to enable participation

among a broad base of residents; business people; persons representing a range of cultural, ethnic, economic and generational interests is a key aspect of the Citizens' Participation Plan. Among the opportunities for General Plan involvement by individuals or groups are:

- 2.1 Written comments. Written comments are encouraged to be submitted to Quartzsite Town Hall.
- 2.2 General Plan Meetings. Public input and participation meetings with the Planning and Zoning Commission will be open and allow opportunities for public comments. It should meet at least monthly. The dates and times will be announced through usual various media and postings at least 10 days in advance. The Commission's role is to provide for discussion and public input on:
 - 2.2.1. Vision and Goals; and
 - 2.2.2. Policy opinion regarding draft Goals and Objectives.
- 2.3 Public Hearings. All public hearings will be noticed a minimum of 15 days in advance of said hearing. The notice will be published in the newspapers of general circulation in La Paz County. Public hearings are expected to provide an opportunity for citizen testimony regarding the Quartzsite General Plan document. A minimum of 1 (one) public hearing each will be held by the:
 - 2.3.1. Quartzsite Planning and Zoning Advisory Commission; and
 - 2.3.2. Quartzsite Town Council.
3. Agency and Entity Participation Activities. The Quartzsite General Plan is intended to consider input from other governments, planning organizations, and information sources.
 - 3.1. Jurisdictions/Agencies. Among entities required to be contacted to assure joint planning compatibility are:
 - 3.1.1. La Paz County;
 - 3.1.2. Western Arizona Council of Governments;
 - 3.1.3. Adjacent municipalities;
 - 3.1.4. Arizona Department of Commerce;
 - 3.1.5. Arizona State Land Department;
 - 3.1.6. Bureau of Land Management
 - 3.2. Entities. As a supplement to scheduled community and public body meetings, targeted outreach efforts strive for inclusiveness from Town organizations and agencies. Efforts extended to encourage participation by major stakeholders and interest groups include solicitation of input from:

- 3.2.1. School and College Districts;
 - 3.2.2. Public Utilities; and
 - 3.2.3. Chambers of Commerce
- 3.3 Draft Plan Review. Draft General Plan documents are to be provided to agencies and jurisdictions and to persons requesting copies in writing, for the required 60 day review period preparatory to required notice of the Planning Commission's consideration of General Plan for recommendation to the Town Council.
- 3.2. Plans Incorporation. Planning studies adopted or in progress are to be cross-referenced or integrated into the General Plan, including documents provided by the agencies listed above.
4. **Citizen Information Activities.** Several communication methods will be used to reach a broad cross-section of Quartzsite.
- 4.1. Citizen Information. Opportunities for citizen expression of opinion and findings of fact summaries are typically distributed at public and Planning and Zoning Commission meetings and other planning events.
 - 4.1.1. Citizen Surveys. Surveys are being mailed to Quartzsite residents, which will be analyzed, reported, and a portion of which applies to planning values.
 - 4.1.2. Newsletter. Background Information on General Plan Processes, Elements and related components will be published in local La Paz county newspapers.
 - 4.1.3. Electronic Media (as outlined below).
 - 4.2. Electronic Media Access. Electronic information will be provided on the Town of Quartzsite's Web Page general plan tab. Announcements and project status updating will occur regularly; summaries and data from draft General Plan Elements are provided on the Town of Quartzsite's web site (www.ci.quartzsite.az.us) with audio presentation of General Plan meetings and hearings for all residents, which will be available at home or on Town Library computers.
 - 4.3. Mass Media Notification. Public notice of meetings and information articles on status of the General Plan will be provided to newspapers of general circulation and local radio stations, when possible. Further, a survey requesting the opinions of citizens regarding General Plan objectives, will be mailed to every post office box in Quartzsite, Arizona.
 - 4.4. Notice. Announcement of all community meetings will be posted and advertised using the Town's customary methods for public meetings.
5. **Public hearing on Final Plan Adoption.**

5.1. The Town council will hold a public meeting for final adoption.

6. Authorization to Prepare Documents. The Town Manager, Town Clerk, Town Attorney, Town Planner, and any other necessary persons are hereby authorized to prepare the agreements, forms and instruments contemplated to be used by the Town in implementing the provisions of the Citizens' Participation Plan.

PASSED AND ADOPTED this ____th day of _____ 2013

Ed Foster, Mayor

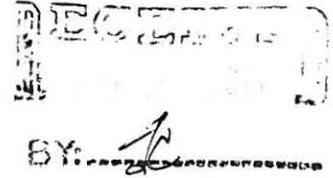
Attest:

Terry Frausto, Town Clerk

Approved as to form:

Town Attorney

Amanda Rae Lilly



Mayor & Town Council
Town of Quartzsite
465 North Plymouth Avenue
PO Box 2812
Quartzsite, AZ 85346

Dear Mayor & Town Council,

I am enthusiastic to begin this new endeavor as the Magistrate of the Town of Quartzsite. I feel confident that I will serve as a fair and impartial judge. There are a few minor details of the position that I feel need further review. The following changes I propose also reflect my salary requirements. Therefore, I will provide options and allow for your discretion with regard to direction of our Magistrate Court.

One of the main purposes of the judiciary is to provide free and easy access to the court system, in order to instill confidence in the public. One of those avenues is by answering questions, whether in person or on the phone. Having worked across the street for almost two years, I am aware of the numerous calls and complaints we receive that this is not happening. Currently, the Magistrate is only available three days a week (T-TH). It is my opinion you cannot be an effective manager without being present to address issues as they arise.

Additionally, if there are any defendants apprehended on one of the Magistrate Court's warrants during a day where the Magistrate is not available, that duty falls to another judge. This should not be the case, unless it is during weekend duty and not normal business hours. There are time sensitive issues when it comes to the law and due process. Therefore, I feel there is a need to have a full-time judge in our court. Along with in-custody defendants, there is also a need to have a judge available to issue search warrants, as needed.

Further, It is my understanding that the current salary range was imposed based on the neighboring Town of Parker. Parker is made up of a checker board of boundaries which include the Colorado Indian Tribe Reservation, along with it's own Tribal Court. Therefore, I do not feel these municipalities are comparable when it comes to the volume of the court, since the Parker Magistrate is technically split with the jurisdiction of the Tribal Court.

I feel the above minor changes to the current Town of Quartzsite Magistrate Court would take our judiciary to a level the town would be proud of and comparable to any Magistrate Court in our state. The current salary proposed does not reflect compensation equal to these requirements. I will lay out my proposal, inclusive of the changes above, as well as the current status of the Magistrate.

Thank you for your time and attention,

Handwritten signature of Amanda Lilly.

Amanda Lilly

FULL TIME MAGISTRATE (Based on a 2-Yr Contract)

Base Salary: \$47,000 *per annum*

Magistrate availability would be M-F 8-5 and weekend duty as needed.

The research I have done takes into consideration several different types of positions in our county and state, including different Magistrate positions, along with other court staff and licensed and unlicensed attorneys. This is a competitive salary in our area with legal background and experience. I have over eight years of legal experience, including my formal legal education. I am taking the AZ Bar exam this July and will have the results at some point in October.

Bonus Opportunity: \$10,000 *per annum* upon admission to the Arizona State Bar

PART TIME MAGISTRATE (Based on a 2-Yr Contract)

Base Salary: \$40,000 *per annum*

Magistrate availability would be status quo T-TH 8-5 and weekend duty as needed

Having done my research, there has not been anyone who has filled this position who has been paid any less and with less education and experience. That being said, I do understand the Town of Quartzsite is re-distributing and defining the inflated values of the current salaries. This is a fair and competitive amount for the amount of responsibility and time required of the Magistrate, along with additional security risks for myself and my family. When dealing with defendants and personal freedoms, it would be naïve to think my security and my family's has not reached a different level. Additionally, my level of education brings a substantial responsibility to pay back.

Bonus Opportunity: \$10,000 *per annum* upon admission to the Arizona State Bar

Benefits and Stock Option Plan (Based on a 2-YR Contract)
FULL TIME OR PART TIME

Benefits Package and Stock Option Plan:

Standard Employee Benefits Package of the Town of Quartzsite and the 401K or Investment Options available.

Start Date:

Having discussed several aspects of the court calendar with the current Magistrate, starting on June 10th would allow for a smooth transition.



TOWN OF QUARTZSITE

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TOWN OF QUARTZSITE APPLICATION FORM TOWN COUNCIL MEMBER

NAME: Sean Austin

RESIDENT ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE: HOME _____ WORK: _____

FAX: _____ EMAIL: _____

DO YOU LIVE WITHIN TOWN OF QUARTZSITE LIMITS? YES NO

HOW LONG HAVE YOU LIVED IN THE TOWN OF QUARTZSITE? 2006/7 yrs

ARE YOU A QUALIFIED ELECTOR (qualified to vote even if not registered)? YES NO

ARE YOU RELATED TO ANY TOWN EMPLOYEE? YES NO

If Yes, what is the employee's name? _____

Please respond to the questions below. Attach a separate sheet if necessary.

Have you ever served on a municipal council, board, or committee? If yes, please note the name of the council, board, or committee, the municipality served in, and length of time served.

N/A

Please state why you would like to be appointed to this position?

Better the town

What do you believe is the key responsibility of this position?

To better the town

What experience, skills, and qualities would you bring to this position?

Open minded to better the town

Please attach a RESUME with related previous experience.


Signature

4/23/13
Date

Office Use Only

Date Council Interview _____

Applicant Notified _____

Date of Council Appointment _____

Term Expires _____

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BY: 



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**TOWN OF QUARTZSITE
 APPLICATION FORM
 TOWN COUNCIL MEMBER**

RECEIVED
 MAY 07 2012

BY: [Signature]

NAME: STARR BEARCAT

RESIDENT ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE: HOME: _____

FAX: _____ EMAIL: _____

DO YOU LIVE WITHIN TOWN OF QUARTZSITE LIMITS? YES NO

HOW LONG HAVE YOU LIVED IN THE TOWN OF QUARTZSITE? 2+ YRS VENDOR & SNOW BIRD 10 YRS OLD OWN BY HOME

ARE YOU A QUALIFIED ELECTOR (qualified to vote even if not registered)? YES NO

ARE YOU RELATED TO ANY TOWN EMPLOYEE? YES NO

If Yes, what is the employee's name? _____

Please respond to the questions below. Attach a separate sheet if necessary.

Have you ever served on a municipal council, board, or committee? If yes, please note the name of the council, board, or committee, the municipality served in, and length of time served.

PLANNING & ZONING, M.U.A.C., SIT IN & OBSERV SEVERAL OTHER BOARDS WITH SOME PARTICIPATION

Please state why you would like to be appointed to this position?

TO HELP QUARTZSITE MOVE FORWARD IN IT'S GROWTH AND DEVELOPMENT FOR THE BETTERMENT OF THE COMMUNITY CITISANS & CHILDREN. WORK WITH OTHER FORWARD LOOKING AND THINKING PEOPLE. THIS IS MY HOME / COMMUNITY, I WANT IT TO BE THE BEST IT CAN BE FOR ALL.

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 MAR 29 2013
 BY: TA

OVER TWO MILLION VISITORS A YEAR

RECEIVED
 FEB 20 2013
 BY: TA

What do you believe is the key responsibility of this position?

THE COUNCIL IS TO SPEAK FOR THE PEOPLE, MAKE LEGISLATIVE PROMOTE QUARTZSITE, OVERSEE THE BUDGET, OVER SEE TOWN MANAGER, LOOK OUT FOR THE BEST INTEREST OF QUARTZSITE AND IT'S PEOPLE, WORK WITH OTHERS TO IMPROVE THE QUALITY OF OUR COMMUNITY.

What experience, skills, and qualities would you bring to this position? JANEXMAN ELECTRICIAN I HAVE MANAGED LARGE CREWS, WORKED WITH IN MILLION \$ BUDGETS ON TIME & IN BUDGET, MANAGER OF DEPARTMENTS, WATCH ENGINEER, FIRST RESPONDER OF EMERGENCY SERVICES (FIRE, CHEM, GASS, WATER, EXP, EARTH QUAKE ETC) I HAVE THE ABILITY TO SEE ALL SIDES OF A SITUATION AND CAN MAKE THE HARD DECISIONS/CHOICES I AM HONIST & RESPONSABLE.

Please attach a RESUME with related previous experience.

Steve Rowat ©
Signature

5-7-12
Date

Office Use Only

Date Council Interview _____

Applicant Notified _____

Date of Council Appointment _____

Term Expires _____

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FEB 20 2013
BY: TA

RECEIVED
MAR 29 2013
BY: TA

RECEIVED
MAY 01 2013
BY: *[Signature]*



TOWN OF QUARTZSITE

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TOWN OF QUARTZSITE APPLICATION FORM TOWN COUNCIL MEMBER

NAME: JERRY LUKKASSON

RESIDENT ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE: HOME: _____ WORK: _____

FAX: _____ EMAIL: _____

DO YOU LIVE WITHIN TOWN OF QUARTZSITE LIMITS? YES NO

HOW LONG HAVE YOU LIVED IN THE TOWN OF QUARTZSITE? 5

ARE YOU A QUALIFIED ELECTOR (qualified to vote even if not registered)? YES NO

ARE YOU RELATED TO ANY TOWN EMPLOYEE? YES NO

If Yes, what is the employee's name? _____

Please respond to the questions below. Attach a separate sheet if necessary.

SEE ATTACHED

Have you ever served on a municipal council, board, or committee? If yes, please note the name of the council, board, or committee, the municipality served in, and length of time served.

#1

Please state why you would like to be appointed to this position?

#2

What do you believe is the key responsibility of this position?

#3

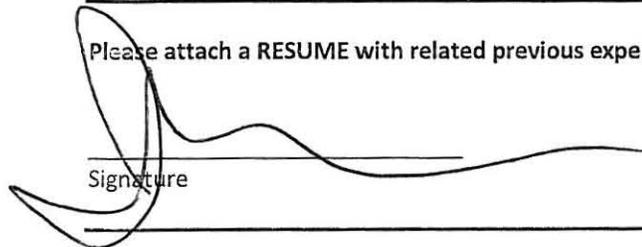
ROUTING	DATE 2013
Mavor	1 5-1
Council	5 5-1
Attorney	
Engineer	
Department	
Committee	
Mailed	
TOWN CLERK - org	

[Signature]

#4

What experience, skills, and qualities would you bring to this position?

Please attach a RESUME with related previous experience.


Signature

5/1/13
Date

Office Use Only

Date Council Interview _____

Applicant Notified _____

Date of Council Appointment _____

Term Expires _____

1 – The dates referenced here are to the best of my recollection: In the spring of 2009 I was appointed to the Planning and Zoning Committee and served on this committee until I was appointed to Council in October of 2009.

#2 – As a 30 year + business owner, and a multiple business owner in this town, I feel that I can offer ideas and experience to continue this town in the positive direction that I feel it is headed,

#3 – The key responsibility of this position is to remember that we are the fiduciaries of this town and we must make sound financial decisions for the betterment of our community and provide a viable community in which our citizens can reside. Additionally, it is the council's job to enforce and uphold the policies and procedures set forth for this town.

#4 – My skills as a long time business owner are the most valuable asset and experience that I bring to the table. I am a pretty likable guy with the opportunity to meet and greet a great number of our residents and winter visitors through the business' that I have. This in turn allows me to see what our community as a whole is looking for.



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BY: *[Signature]*
 MAY 09 2013

**TOWN OF QUARTZSITE
 APPLICATION FORM
 TOWN COUNCIL MEMBER**

NAME: JAMES LEE MITCHELL

RESIDENT ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE: HOME _____ WORK: N/A

FAX: N/A EMAIL: N/A

DO YOU LIVE WITHIN TOWN OF QUARTZSITE LIMITS? YES NO

HOW LONG HAVE YOU LIVED IN THE TOWN OF QUARTZSITE? 16 yrs

ARE YOU A QUALIFIED ELECTOR (qualified to vote even if not registered)? YES NO

ARE YOU RELATED TO ANY TOWN EMPLOYEE? YES NO

If Yes, what is the employee's name? _____

Please respond to the questions below. Attach a separate sheet if necessary.

Have you ever served on a municipal council, board, or committee? If yes, please note the name of the council, board, or committee, the municipality served in, and length of time served.

NO

Please state why you would like to be appointed to this position?

LONG TIME RESIDENT AND I CARE FOR THE WELFARE OF QUARTZSITE AND ITS CITIZENS. NEW LEADERSHIP NEEDED!

ROUTING	DATE	2013
Mayor	1	5.10
Council	5	5.10
Attorney		
Engineer		
Department		
Committee		
Mailed		

OVER TWO MILLION VISITORS A YEAR

[Signature]

What do you believe is the key responsibility of this position?

IMPLEMENTATION OF CITY BUSINESS
AND PROVIDING NEEDED UTILITIES, STREETS
& PUBLIC WELFARE

What experience, skills, and qualities would you bring to this position?

SEE RESUME ATTACHED
I HAVE A HISTORY IN PLANNING AND
I WANT TO BRING HARMONY TO THE
AFFAIRS OF THE CITY

Please attach a RESUME with related previous experience.



Signature

05-09-13

Date

Office Use Only

Date Council Interview _____

Applicant Notified _____

Date of Council Appointment _____

Term Expires _____

RESUME

Name: _____

Address: _____

DOB: _____

Place of birth: _____

Education: Graduate Escondido Union High School, Escondido, Ca. 1949
Graduate Palomar Junior College, San Marcos, Ca., 1951
AA Degree pre-engineering.

Military: United States Air Force 1952 - 1956. Jet mechanic.
Highest rank: Airman first class.
Honorable discharge.

Police Experience:

Yuma County, Arizona Sheriff Department 1964 - 1962.
Resident Deputy Quartzsite, Arizona.
Highest rank: Deputy Sheriff.

Blythe, California Police Department 1964-1969.
Assigned patrol two years, detective one year,
patrol sergeant two years.
Highest rank: Sergeant.

La palma, California Police Department 1969 - 1979.
Assigned patrol.
Highest rank: Agent.

Employed by Florida Department of Corrections
5-23-83 to 11-25-85.
Eighteen months at Union CI, remainder at Mayo CI.

Employed as Correctional Officer by Columbia County
Sheriff's Office. 11-25-85 to 4-94.
Assigned part-time bailiff, 7-95 to 9-97 (retired).
06-99 to 11-99 Constable Quartzsite, Az. JP-4
resigned to run for office.

Certificates:

P.O.S.T. Basic, awarded 1966
P.O.S.T. Intermediate, awarded 1967
P.O.S.T. Advanced, awarded 1971
P.O.S.T. Supervisory, awarded 1970
P.O.S.T. Advanced officer, awarded 1972
P.O.S.T. Advanced officer, awarded 1977
(Juvenile Justice System and Diversion-Rio
Hondo College).
California Community College Special Limited Services
Teaching Credential - Subject matter area: Police
Science. Awarded 1979.

(1)

Training:

General law enforcement. In service, Yuma. January 1961.
Firearms. In service, Yuma. April 1961.
General law enforcement, In service, Yuma. May 1962.
Advanced latent fingerprint. In service, Blythe. May 1964.
Riverside County Peace officers academy. March - May 1964.
Radiological meter operator. In service, Blythe, February 1966.
Fingerprint classification. In service, Blythe. February 1966.
Bomb and sabotage - detection and disposal. In service, Blythe, March 1966.
Criminal Investigation Institute. Cal State L.A. June 1966.
Driver training. LASO Pomona. August 1966.
Police Administration. Palo Verde Jr. College. Fall semester 1966-67.
Firearms. In service, Blythe. September 1966.
Narcotics Institute. Cal State L.A.. October 1966.
Criminal Investigation. Palo Verde Jr. College. Spring semester 1967.
Police community relations. Riverside County S.O. Academy. Sept. 1967.
Alcoholic beverage control. In service, Blythe. February 1968.
Legal Matters. In service, Blythe. April 1968.
Defensive tactics. In service, Blythe. May 1968.
Alcoholic beverage control. In service, Blythe. January 1969.
Search and seizure. In service, Blythe. April 1969.
Chemical agent training. Orange County S.O. May 1970.
Crime scene and preservation of evidence. In service, La Palma. Oct. 1970.
Supreme Court Decisions. In service, la Palma. December 1970.
Police Supervision. Rio Hondo College. Spring semester 1970.
Arrest Search and Seizure Institute. Golden West College. Jan. 1971.
Officer Survival Seminar. Orange County Peace Officers Asso., Santa Anna Courthouse.
June 1971.
Peace Officers advanced training. Fullerton Jr. College. Feb. 1972.
Automated Warrants Service System. In service, La Palma. Nov. 1973.
Epilepsy. In service, La Palma. November 1973.
Memory Training Institute. Golden West College. December 1973.
Kidnapping and terrorist seminar. Huntington Beach P.D. June 1974.
Kidnappings and Hostage Situations. In service, La Palma. June 1974.
Bank robberies. In service, La Palma. August 1974.
Deadly weapons. In service, La Palma. December 1974 & January 1975.
Cardio-pulmonary resuscitation. In service, La Palma. Feb. 1973 and Feb. 1976.
Rape Investigation. In service, La Palma. April 1975.
Informers. In service, La Palma. June 1975.
Paramedics. In service, La Palma. July 1975.
Officer Survival Institute. Golden West College. September 1975.
Logging and taping devices. In service, La Palma. September 1975.
Use and handling of duty weapons. In service, La Palma. Oct. 1975 and Jan. 1976.

Search and seizure. In service, La Palma. Nov. 1975, Dec. 1975 and April 1976.
Accident prevention. In service, La Palma. June 1976.
Pursuit driving. In service, La Palma, June 1976.
Baton training. In service, La Palma. August 1976.
YSC (Youth Services Center) Introduction & report writing. In service, La Palma. Sept. 1976.

Preservation of evidence. In service, La Palma. October 1976.

Shotgun training. In service, La Palma. November 1976.

Bank robbery. In service, La Palma. December 1976.

Vice Control (FBI instructors). In service, La Palma. January 1977.

Child abuse. In service, La Palma. February 1977.

Safe driving. In service, La Palma. March 1977.

Weapons technical institute. Rio Hondo College. March 1977.

Survival shooting of 45 semi-auto handgun (FBI instructors). In service, La Palma. April 1977.

Correction Training Institute, 320 hours, Union Correctional Institute. Certificate awarded 12-1-83.

University of Florida advanced first line supervision. In service, certificate awarded 3-21-85.

Self defense CJST course at CTI Union Correctional Institute, 40 hours, certificate awarded 8-25-83.

American Correctional Association Correctional Correspondence Course, 40 hours, certificate awarded June 1986.

Advanced Correctional Operations, Lake City Community College, 40 hours, certificate awarded 6-12-87.

All listed training covered by certificates. Many more in service training classes not covered by certificates.

Skills:

Experience in Police black and white photo labs, Blythe & La Palma.

Vehicle maintenance officer, Blythe.

Juvenile officer, Blythe.

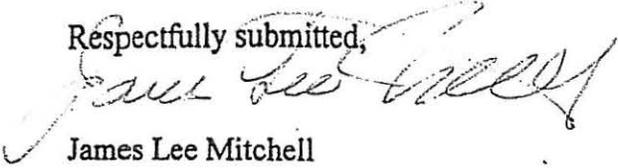
Traffic and traffic accident statistics, La Palma.

Experience in speaking to small public groups on Police related matters.

Business Experience:

Owner-operator small trailer court, Lake City. February 1980 to August 1995.

Respectfully submitted,


James Lee Mitchell





TOWN OF QUARTZSITE

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TOWN OF QUARTZSITE APPLICATION FORM TOWN COUNCIL MEMBER

NAME: Mary A. Scott

RESIDENT ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE: HOME _____

WORK _____

FAX: _____

EMAIL: _____

DO YOU LIVE WITHIN TOWN OF QUARTZSITE LIMITS? YES NO

HOW LONG HAVE YOU LIVED IN THE TOWN OF QUARTZSITE? 1971

ARE YOU A QUALIFIED ELECTOR (qualified to vote even if not registered)? YES NO

ARE YOU RELATED TO ANY TOWN EMPLOYEE? YES NO

If Yes, what is the employee's name? N/A

Please respond to the questions below. Attach a separate sheet if necessary.

Have you ever served on a municipal council, board, or committee? If yes, please note the name of the council, board, or committee, the municipality served in, and length of time served.

I have only served on County boards and committees.

Please state why you would like to be appointed to this position?

I am very concerned about our Town. I own a home and business and have a large financial interest in the Town. I want to see the Town move forward in a positive way.

RECEIVED

MAR 29 2013

JA

What do you believe is the key responsibility of this position?

Managing the Town budget, executive decisions in maintaining and running the Town, supporting financial growth, promoting our Town in a positive way and leading by example.

What experience, skills, and qualities would you bring to this position?

16 1/2 years as an elected official and 5 1/2 years as Town Magistrate. Served 4 years on the Board of Supervisors, handling budget personnel, supervisory decisions and all matters in the supervision of La Paz County. I have several years of legal and financial experience.

Please attach a RESUME with related previous experience.

Signature Mary A Scott

Date 3-29-13

Office Use Only

Date Council Interview _____
Applicant Notified _____
Date of Council Appointment _____
Term Expires _____

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BY: TA

RESUME

Mary A. Scott

OBJECTIVE: I would like to be considered for the position of Quartzsite Town Magistrate.

EDUCATION: Graduated from Elk Grove High School, Elk Grove, Calif.

Numerous college courses and special training courses including: Business Law, Contract Law, Psychology, Landlord Tennant Law, Civil Traffic, Harassment Injunction Law and Procedures, Orders of Protection Law and Procedures, Criminal Traffic, numerous DUI courses that covered case law, statutes, relation back issues, breathalyzer procedures, issues and problems and blood tests, Expert Testimony, Witness Credibility, Search Warrants, Evidence, Warrantless Searches, ARS Title 28, ARS Title 13, Federal Motor Carriers Law and Rules and many more. Several of the courses were taken many times during my career since the laws and case law are constantly changing.

EXPERIENCE: Currently semi-retired. My husband and I have owned and operated Cactus Curlers Beauty Salon for the past fifteen years. I order all supplies, do the banking, I am responsible for payroll, accounting, completing and filing all reports and required forms and everything involved in owning and operating a small business. I also answer the phone one day a week and perform a few services on clients.

Jan. 1, 2005-Dec. 31, 2008-Was elected to a four year term serving as Dist. 3 Supervisor on The La-Paz County Board of Supervisors. Along with the other two Supervisors my main duties were the finances of La-Paz Co. We also made decisions on zoning requests, hiring and terminations of employees, approving county expenditures, purchases and grants. County budgets for all county departments, including sheriffs' dept., assessor, recorder, health dept., golf course, parks, courts, public defenders' office and county attorney's office, jail and all departments required to run the County. My duties were much the same as the duties of the Town Council Members.

2004- Attended Charles of Italy School of Beauty College. I graduated and hold a license.

Jan.1, 1991-Dec. 31, 2002-I was elected to the office of Justice of The Peace, Quartzsite Justice Court. I was responsible for all operations of the court and personnel. Court filings ranged from approximately 7,500 to 10,600 per year. Court filings consisted of felony charges, misdemeanors and civil matters. I conducted initial appearances, felony preliminary hearings, misdemeanor trials, civil traffic hearings, criminal traffic trials, small claims hearings, civil

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BY: TA

hearings up to \$10,000.00, order of protection and harassment injunction hearings. I issued warrants, search warrants, summons, Orders of Protection and Harassment Injunctions. I was responsible for preparing the court budget, correspondence and grants. I managed court personnel, hired and fired personnel and was responsible for training them in court operations.

May 1, 1990-June 30, 1996-I was appointed and served as the first Town of Quartzsite Magistrate. With the help of The Arizona Supreme Court, I set up our first town court. I performed the job of judge and court clerk until taking office as Justice of The Peace Jan. 1, 1991. My duties as Quartzsite Magistrate were much the same as Justice of The Peace, but a magistrate does not handle felony, small claims or civil money cases. I was also responsible for all court clerk duties until the two courts were joined. I was instrumental in working out an intergovernmental agreement between the County and the Town combining both courts in the same building. The agreement saved money for Quartzsite and made money for La-Paz County making it a win-win for both governmental bodies and the taxpayers. I handled the cases for both courts. I made very good money as Justice of the Peace so I performed the Magistrate position for \$5000.00 a year. When the new town hall was completed, the council decided to split the courts. The Justice Court was located on Moon Mt. Rd. at that time and it would not be practical with my growing case load to travel back and forth. I did not renew my contract.

Jan. 1987-April 30, 1990-I was employed by Quartzsite Justice Court as a court clerk. I took it upon myself to learn every aspect of each of the court clerk's duties. I was able to process court monies, handle civil filings, issue warrants, file citations, close citations, felony complaints, set trials, hearings and preliminary hearings, issue summons, warrants and subpoenas.

1977-Jan. 1987- Owned and operated Scott's Bookkeeping Service. I was a bookkeeper for several businesses' in town. I prepared payrolls, completed all required forms and reports including profit and loss statements. I prepared federal tax returns and most state returns for hundreds of individuals during the years of running the business.

REFERENCES: Judges are not allowed to provide a reference for someone applying for a judicial position. You can check with them about their experiences and observations as to my performance in the jobs of Magistrate and Justice of the Peace. I would encourage you to contact the current La-Paz County judges presiding over the Superior Court, Justice Courts and Parker City Court. You can also contact retired Judge Cecil Buchta in Wenden, Az. and retired Judge Joe Deschaine in Salome, Az. Our newly elected Sheriff John Drum would also be a source of information since he was a Justice of The Peace and Parker City Judge and we worked together for some time. You can check with attorneys that practiced in my courts, including Tony Rogers our newly elected County Attorney. You may also want to ask officers and individuals appearing as defendants or plaintiffs in court cases during my terms. I can provide names if requested.

HONORS AND ACHIVEMENTS: I served for eight years as a mentor judge in The Arizona Supreme Court Mentor Judge Program. As a mentor you attend new judge orientation for two weeks each year and work with newly elected or appointed judges in the state. You instruct them, help them with their courses and answer their questions. You make yourself available to them while they are back in their respective courts for any questions or problems that arise while performing their duties. I served on The Arizona Supreme Court committee that developed the Order of Protection forms, instructions and judges' handbooks. I served on The Arizona Supreme Court,

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MAR 29 2013

7A

Court Automation Committee for two years. The committee was formed to review, recommend changes and work with the developers to implement the automation program for Arizona Courts. This committee was formed when the Arizona Supreme Court Justices decided every court in the state was to be automated and on the same program. I also served on The Arizona Supreme Court Grants Committee. Our job consisted of reviewing all grants submitted by Arizona courts requesting funds for their various projects and granting either approval or denial. I was asked to join this committee after they approved a grant application I had submitted for Quartzsite Justice Court. A member of the committee contacted me on their behalf and asked if they could use my grant application as an example for other courts across the state submitting grant applications.

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BY: TA



TOWN OF QUARTZSITE

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

(928) 927-4333 • (928) 927-4400

Arizona Relay Service (928)927-3762 (TDD)

We are an equal opportunity employer

www.ci.quartzsite.az.us

TOWN OF QUARTZSITE APPLICATION FORM TOWN COUNCIL MEMBER

NAME: Joe Winslow

RESIDENT ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE: HOME _____ WORK: _____

FAX: _____ EMAIL: _____

DO YOU LIVE WITHIN TOWN OF QUARTZSITE LIMITS? YES NO

HOW LONG HAVE YOU LIVED IN THE TOWN OF QUARTZSITE? 14 years

ARE YOU A QUALIFIED ELECTOR (qualified to vote even if not registered)? YES NO

ARE YOU RELATED TO ANY TOWN EMPLOYEE? YES NO

If Yes, what is the employee's name? _____

Please respond to the questions below. Attach a separate sheet if necessary.

Have you ever served on a municipal council, board, or committee? If yes, please note the name of the council, board, or committee, the municipality served in, and length of time served.

Quartzsite Town Council 2009-2012

Please state why you would like to be appointed to this position?

Opportunity for continuing public service.

What do you believe is the key responsibility of this position?

APR 22 2013

BY: _____

Evaluate all legislation coming before the Council. Actively promote the town. Attend town sponsored functions whenever possible. Support council decisions. Attend La Paz City meetings.

What experience, skills, and qualities would you bring to this position?

Current member WACOB Council on aging. Former member WACOG Executive Committee. Named Professional of Year Registry of Executives 2012 Cambridge Who's Who (member since 2009).

Please attach a RESUME with related previous experience.


Signature

19 April, 2013
Date

Office Use Only

Date Council Interview _____

Applicant Notified _____

Date of Council Appointment _____

Term Expires _____

RECEIVED
APR 22 2013

BY:.....

OVER TWO MILLION VISITORS A YEAR