

**MINUTES  
TOWN OF QUARTZSITE  
WORKSESSION OF THE COMMON COUNCIL  
TUESDAY, JUNE 18, 2013, 9:00 AM**

**CALL TO ORDER:**

▶ 9:00 AM

**INVOCATION:**

▶ No Invocation

**PLEDGE OF ALLEGIANCE:**

▶ Led by Council Member Orgeron

**ROLL CALL:**

▶ **Present:** Mayor Foster, Vice Mayor Jewitt, Council Member Crooks, Council Member Workman, Council Member Orgeron and Council Member Scott.

**ABSENT:** Council Member Kelley

**STAFF PRESENT:**

Laura Bruno – Town Manager, Terry Frausto – Town Clerk, Emmitt Brinkerhoff – Public Works, Oscar Cruz - Water Dept., Jeff Gilbert – Police Chief, Billie Fowler – Library, Yesenia Jackson - Recreation and Steve Henrichs – Community Development

▶ Motion: to adjourn this work session until after preparation. Moved by Mayor Foster and seconded by Council Member Workman. Call for the vote: Four (4) opposed, Two (2) in favor. Motion failed.

**WORKSESSION:**

Discussion on the Fiscal Year 2013-2014 proposed department budgets for the Town of Quartzsite.

▶ Laura Bruno spoke regarding the last two work sessions, the Grants portion and the Special Projects portion of the budget.

▶ Update on the possibility of a start of a dog park.

▶ Two elements in the Cemetery were deleted from the budget (the Kofa entrance improvement and the beautification of the Veterans Memorial area.

▶ Grant Funds from this year or the year to come are listed.

▶ Review of Library Funds

- ▶ Review of ADOT Grant Funds
- ▶ Review of USDA Grant Funds
- ▶ Review of the CDBG Funds
- ▶ Recap of what was discussed in the last few sessions.
- ▶ Chief Gilbert spoke on the need to have four new cars. He reviewed the condition of the officers cars and the amount of money spent on vehicle repair. He made a review of the lease purchase plan.
- ▶ Council Member Orgeron asked how many quotes had been gotten. Chief Gilbert said he has two and is waiting on a third.
- ▶ Council Member Scott asked if the lease would cover general repairs of the cars. Chief Gilbert said the lease will cover whatever the manufacturers warranty covers.
- ▶ Council Member Scott asked why the county has more miles on their cars before replacing them. Chief Gilbert explained the number of idle hours on the vehicle, the terrain they are driven in and other factors.
- ▶ Council Member Orgeron asked if the admin. vehicle was usable by the officers. Chief Gilbert stated it is adequate.
- ▶ Mayor Foster asked about the payouts at the end of the leases. Chief Gilbert said he thinks it is a one dollar buy out.
- ▶ Council Member Orgeron asked about the vehicles for auction. Chief Gilbert said they are still waiting for the auto shop to take the emergency equipment and license plates off of them.
- ▶ Council Member Orgeron asked if the admin. vehicle was used when a patrol car is out of service. Chief Gilbert said the admin. vehicle is not patrol equipped.
- ▶ Council Member Orgeron asked how many vehicles were used at one time. Chief Gilbert said there will be three in use at one time.
- ▶ Chief Gilbert stated that only certain vehicles were fully equipped.
- ▶ Council Member Scott asked about the reuse of equipment on old vehicles. Chief Gilbert said the auto shop mechanic does the work and some equipment is reusable.
- ▶ Laura Bruno reviewed the Transit Services Budget.
- ▶ Laura Bruno reviewed the HURF funds.
- ▶ Laura Bruno reviewed enterprise funds for water and wastewater.
- ▶ Laura Bruno reviewed the budgets components.
- ▶ Laura Bruno stated that in discussions with the insurance company, if the Town continues the way it has been, the Town will likely see a decrease in premiums next January. If that is the case, they anticipate the premiums will probably go down to about the level that the Risk Pool was proposing to charge.
- ▶ Laura reviewed the budget calendar and said the next step is to adopt the tentative budget at the next regular Council meeting, June 25, 2013.

▶ Vice Mayor Jewitt stated that the Town government has been controlling spending. He asked if any thought had been given to increasing revenue as far as a tax that doesn't fall primarily on the residents. Laura Bruno replied that the attorneys have been asked to give some indication of what might be feasible.

▶ Council Member Scott asked about the rollover for the next year.

▶ Laura Bruno said in some instances they are, by design, not spent in the current year but are held for the coming year so that you know how much you are going to have roll over. In other instances, they simply did not get them all expended.

▶ Council Member Scott asked about the shortage of staff and timely Council packet dissemination.

▶ Laura Bruno advised that she and staff have tried to establish a pretty aggressive calendar. She went on to say she has tried to bring the budget to the Council in an expansive way, pieces at a time with time for the Council to assimilate it.

▶ Billie Fowler of the Library spoke on the carpeting for the Library.

▶ Council Member Scott brought up the subject of the dog park and the ball field.

▶ Dana Anderson of Parks spoke of the dog park and pipe line layout.

▶ Dana Anderson of Parks recapped the utility field. A discussion was held on how to irrigate the football field.

▶ Council Member Scott asked what happened to the water fountains at the park. Dana Anderson replied that the water is not potable inside the park.

▶ Council Member Scott asked if they wanted to discuss cars. Laura Bruno said the Council can certainly provide direction, even though there are no actionable items on the agenda.

▶ Starr BearCat spoke regarding the water going to the park being not potable and the water that is pumped and the water that is going out. She spoke on the use of the park and the possibility of playing during watering.

▶ Shanana Rain GoldenBear spoke on the Centennial Committee funds.

▶ Mayor Foster spoke regarding the budget explaining that in government that you have to budget more than you expect because if for some reason you actually get more than you expect, if it is not budgeted it cannot be used.

▶ Council Member Scott spoke on the Police vehicles and fleet replacement.

▶ Council member Orgeron asked about keeping track of maintenance of vehicles. Laura Bruno said one of the things the staff and she have been working on is what she calls protocols. This is one she and staff will be working on.

▶ Emmett Brinkerhoff of Public Works spoke regarding the records of the vehicles. There is a filing system of work orders.

▶ Council Member Orgeron asked how we keep track of the expenses of each vehicle. Mr. Brinkerhoff explained the work orders do not list expenses. The finance

department keeps track of the expenses and the department billed.

▶ The Mayor asked if fuel/mileage costs are kept track of at the time of dispensing the fuel. Mr. Brinkerhoff replied that mileage is not kept on the vehicles at fueling.

▶ Starr BearCat asked if the Town has an asset tag system. Laura Bruno stated the Town does have such a system. She asked why some employees take vehicles home. She also asked who keeps track of who has the vehicles and their mileage.

▶ Chief Gilbert spoke on the subject of tracking mileage and fuel cost. He said they are working on a new daily log sheet on which beginning mileage and ending mileage, as well as how much fuel was put in the vehicle will be recorded. The Chief said the need for new vehicles has to do with officer and public safety. He gave a specific example of the need.

▶ Council Member Crooks spoke on the subject of new cars and the repair of older cars.

▶ Council Member Scott asked about police vehicle use and average yearly use. Chief Gilbert responded by explaining the vehicles are not on the road 24/7 but there are many calls each year.

▶ Emmett Brinkerhoff of Public Works spoke regarding taking vehicles home in his department. He stated that he takes home a vehicle and two of his employees ride with him. He said he uses it to pick up parts on their own time two to three days a week. They work four days a week. He uses it for emergency calls as well.

▶ Tim Rider of the Police Department spoke regarding the purchase of vehicles and the taking home of them.

▶ Elmer Lunden spoke on police vehicles parked in driveways being proactive.

▶ Shanana Rain GoldenBear spoke on the Community Outreach position and asked for a job description in the hopes that it will be beyond community outreach and that it would reach out for promotion beyond our community. Laura Bruno explained the job description has not yet been developed, but that is exactly the proposed purpose.

**ADJOURNMENT:** ▶ 10:53 AM

▶ The Mayor moved to adjourn the meeting and Vice Mayor Jewitt seconded the motion. The motion passed.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of June 18, 2013, of the Town Council of Quartzsite, Arizona,

held on June 18th 2013.

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

DATED this 26th day of June 2013.

Terry Frausto, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor