

COUNCIL MEETING AGENDA

TUESDAY, SEPTEMBER 10, 2013

Members may attend in person or by telephone

Ed Foster, Mayor
Michael Jewitt, Vice Mayor

Carol Kelley
Mark Orgeron

Norma Crooks
Mary Scott

**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 – 9:06		ROLL CALL	
9:06 – 9:07		APPROVAL/AMENDMENT OF AGENDA	Discussion, possible action by MOTION.
		PRESENTATIONS; PROCLAMATIONS	
9:07 – 9:10	1.	National Alcohol & Drug Addiction Recovery Month Proclamation	
9:10 – 9:13	2.	National Preparedness Month Proclamation	

9:13 – 9:17		<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.	<p>LEDGER OF ACCOUNTS PAID – Consider approval of check series 36088 – 36145, totaling \$84,959.46.</p>	Discussion; possible action by MOTION; may be acted upon with single motion.
	4.	<p>MINUTES – Consider approval of the minutes of the Regular Meeting of August 26, 2013 and the Special Meeting of August 30, 2013.</p>	Discussion; possible action by MOTION; may be acted upon with single motion.
	5	<p>ENGINEERING PROJECT – Consider Approval of an engineering project with Atkins Engineering for the design for Showplace Lane and Quail Trail Street East improvements.</p>	Discussion; possible action by MOTION; may be acted upon with single motion.
	6.	<p>COLUMBARIUM WALL – Consider Approval of the purchase of a columbarium niche wall for the Quartzsite Town Cemetery.</p>	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>	

9:17 – 9:30	7.	LIQUOR LICENSE - Conduct hearing and consider approval of a Special Event Liquor License for the General Federation of Women’s Clubs (GFWC) Quartzsite Women’s Club charitable fund raiser.	Hearing; discussion; possible action by MOTION.
		ADMINISTRATIVE ITEMS <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>	
9:30 – 9:45	8.	TOWN MANAGER SALARY RANGE – Discuss Town Manager recruitment process and consider approval of proposed annual salary range for the position of Quartzsite Town Manager.	Discussion; possible action by MOTION.
		COMMUNICATIONS	
9:45 - 9:50	9.	Announcements and Reports from the MAYOR on current events.	
9:50 - 9:55	10.	Announcements and Reports from the COUNCIL on current events.	
9:55 - 10:00	11.	Reports from the TOWN MANAGER to the Council.	
10:00 - 10:15		COMMUNICATIONS FROM CITIZENS <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>	
10:15		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, September 10, 2013

- Agenda Item #1** Consider approval of a Proclamation declaring September as National Alcohol & Drug Addiction Recovery Month.
- Summary:** September is National Alcohol & Drug Addiction Recovery Month. Recovery month promotes the message that recovery from substance abuse in all its forms is possible. It highlights the benefits of substance abuse treatment. It encourages citizens to take action to help expand and improve the availability of effective substance abuse treatment for those in need and honors the contributions of treatment providers.
- Responsible Person:** Laura Bruno, Town Manager
- Attachment:** Proclamation: National Alcohol & Drug Addiction Recovery Month September 2013
- Action Requested:** Motion to proclaim September as National Alcohol & Drug Addiction Recovery Month.

**TOWN OF QUARTZSITE
COMMON COUNCIL**

A PROCLAMATION

**NATIONAL ALCOHOL & DRUG ADDICTION RECOVERY MONTH
SEPTEMBER 2013**

WHEREAS, recovery from substance use disorders is possible through a variety of treatment resources and recovery support programs; and

WHEREAS, thousands of people across the United States are living happy, healthy, and productive lives in recovery; and

WHEREAS, stress can contribute to substance use disorders, and finding a positive outlet for dealing with stress is crucial as people continue to face stressful situations in their lives; and

WHEREAS, substance use disorders are a treatable, yet serious health care problem, and our community must take steps to address it; and

WHEREAS, educating our community about how substance use disorders affect all people in the community, including public safety officials, the workforce, older adults, and families, therefore is essential to combat misconceptions associated with addiction; and

WHEREAS, to help more people enter a path of recovery, the U.S. Department of Health and Human Services, the Substance Abuse and Mental Health Services Administration, and the White House Office of National Drug Control Policy invite all residents of the Town of Quartzsite to participate in National Alcohol and Drug Addiction Recovery Month; and

NOW, THEREFORE, the COMMON COUNCIL of the Town of Quartzsite, La Paz County, Arizona, does hereby proclaim September 1st through September 30th 2013 as **NATIONAL ALCOHOL & DRUG ADDICTION RECOVERY MONTH** in Quartzsite, Arizona, and call upon the people of the Town of Quartzsite to observe this month and support this year's theme, "**Join the Voices for Recovery: Now More Than Ever!**"

Given under my hand in these free United States in the Town of Quartzsite, Arizona, on the 10th day of September, two thousand and thirteen; and to which I have caused the Seal of the Town of Quartzsite to be affixed and have made this proclamation public.

Ed Foster, Mayor

ATTEST:

Terry Frausto, Town Clerk



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, September 10, 2013

Agenda Item #2 Consider approval of a Proclamation declaring September as National Preparedness Month.

Summary: September is National Preparedness Month. National Preparedness is a shared responsibility that takes input and work from the whole community. A resilient community is one that is prepared for an emergency, and that preparation can't be done solely by local officials. It takes individuals, families, business, schools, faith-based organizations, and community-based organizations getting involved and joining together.

Responsible Person: Laura Bruno, Town Manager

Attachment: Proclamation: National Preparedness Month September 2013

Action Requested: Motion to proclaim September as National Preparedness Month.

**TOWN OF QUARTZSITE
COMMON COUNCIL**

A PROCLAMATION

**NATIONAL PREPAREDNESS MONTH
SEPTEMBER 2013**

WHEREAS, National Preparedness Month is a nationwide effort recognized each September; and

WHEREAS, the goal of the annual National Preparedness Month is to increase public awareness about the importance of preparing for emergencies and to encourage individuals to take action; and

WHEREAS, no community is truly prepared for a disaster until every individual, family, and business takes personal responsibility for preparedness; and

WHEREAS, the U.S. Department of Homeland Security, through its Ready campaign and Citizens Corps program, works with a wide variety of organizations, including local, state, and federal government agencies and the private sector, to highlight the importance of emergency preparedness and to promote individual involvement through events and activities across the nation; and

WHEREAS, all Americans need to take some simple steps to prepare for emergencies, including making a family emergency plan, getting an emergency supply kit, being informed about local threats, and getting involved in preparing their communities; and

WHEREAS, the flooding and winds that affect both Quartzsite and La Paz County, illustrate the potential devastation to communities and highlight the importance of preplanning disaster response and sheltering operations;

NOW, THEREFORE, the COMMON COUNCIL of the Town of Quartzsite, Arizona, does hereby proclaim September 1st through September 30th 2013 as **National Preparedness Month**.

Given under my hand in these free United States in the Town of Quartzsite, Arizona, on the 10th day of September, two thousand and thirteen; and to which I have caused the Seal of the Town of Quartzsite to be affixed and have made this proclamation public.

Ed Foster, Mayor

ATTEST:

Terry Frausto, Town Clerk



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, September 10, 2013

Agenda Item #3 Consider approval of check series 36088 – 36145, totaling \$84,959.46.

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 36088 – 36145.

Action Requested: Motion to approve the Ledger of Accounts Paid; Check series 36088-36145.

**Council Meeting of September 10, 2013
Check Register/ Revenue/ Consent Agenda**

Horizon Community Bank- Begin Ck# 36088-36145

Balances on all cash accounts as of September 4, 2013

Checking Account	\$	2,254,747.76
LGIP Account	\$	686,505.95
WIFA Debt Reserve Account	\$	89,423.89

Total Expensed Dollar Amount for Consent Agenda	\$	149,501.36
Total Payroll for Pay Period Ending 08/17/13	\$	64,541.90
YTD Total Revenue Dollar Amount for Consent Agenda	\$	242,367.27
YTD Total Sewer Sales Revenue as of 09/05/13	\$	120,300.10
YTD Total Sewer Cap Revenue as of 09/05/13	\$	3,799.08
YTD Total Water Sales Revenue as of 09/05/13	\$	114,751.69
YTD Total Water Cap Revenue as of 09/05/13	\$	3,516.40

Report Criteria:

Report type: GL detail

Check Check Number = 36088-36145

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
36103						
09/04/2013	36103	A&M Auto Parts	142.65	Auto Parts	03-220-5025	142.65
09/04/2013	36103	A&M Auto Parts	513.82	Equipment Parts	03-220-5040	513.82
09/04/2013	36103	A&M Auto Parts	1,290.12	Shop Supplies	03-220-5047	1,290.12
09/04/2013	36103	A&M Auto Parts	461.17	Small Tools/Equipment	03-220-5060	461.17
09/04/2013	36103	A&M Auto Parts	25.64	Auto Parts	01-130-5025	25.64
09/04/2013	36103	A&M Auto Parts	141.81	Auto Parts	01-140-5025	141.81
09/04/2013	36103	A&M Auto Parts	25.64	Auto Parts	01-160-5025	25.64
09/04/2013	36103	A&M Auto Parts	25.64	Auto Parts	01-180-5025	25.64
09/04/2013	36103	A&M Auto Parts	112.81	Auto Parts/Maintenance	01-230-5025	112.81
09/04/2013	36103	A&M Auto Parts	109.74	Auto Parts	15-500-5025	109.74
09/04/2013	36103	A&M Auto Parts	25.65	Auto Parts	16-550-5025	25.65
Total 36103:			2,874.69			
36104						
09/04/2013	36104	ACC Business	12.92	Phone Services	01-110-5048	12.92
09/04/2013	36104	ACC Business	129.27	Phone Services	01-130-5048	129.27
09/04/2013	36104	ACC Business	142.13	Phone Services	01-140-5048	142.13
09/04/2013	36104	ACC Business	51.69	Phone Services	01-150-5048	51.69
09/04/2013	36104	ACC Business	38.82	Phone Services	01-160-5048	38.82
09/04/2013	36104	ACC Business	25.94	Phone Services	01-185-5048	25.94
09/04/2013	36104	ACC Business	38.82	Phone Services	03-220-5048	38.82
09/04/2013	36104	ACC Business	12.92	Phone Services	15-500-5048	12.92
09/04/2013	36104	ACC Business	38.82	Phone Services	16-550-5048	38.82
Total 36104:			491.33			
36105						
09/04/2013	36105	APS	1,638.61	Electric Service	01-130-5048	1,638.61
09/04/2013	36105	APS	1,164.22	Electric Service	01-140-5048	1,164.22
09/04/2013	36105	APS	595.86	Electric Service	01-170-5048	595.86
09/04/2013	36105	APS	297.93	Electric Service	01-150-5048	297.93
09/04/2013	36105	APS	292.34	Electric Service	01-180-5048	292.34
09/04/2013	36105	APS	636.67	Electric Service	03-220-5048	636.67
09/04/2013	36105	APS	569.71	Electric Service	03-220-5049	569.71
09/04/2013	36105	APS	4,253.16	Electric Service	15-500-5048	4,253.16
09/04/2013	36105	APS	1,156.97	Electric Service	01-185-5048	1,156.97
09/04/2013	36105	APS	8,583.00	Electric Service	16-550-5048	8,583.00
Total 36105:			19,188.47			
36106						
09/04/2013	36106	Atkins	471.53	Engineering Fees	15-500-5037	471.53
09/04/2013	36106	Atkins	725.00	WW Expansion	15-500-5103	725.00
09/04/2013	36106	Atkins	5,979.50	Engineering Fees	16-550-5037	5,979.50
09/04/2013	36106	Atkins	3,289.23	Engineering Fees for Community	01-160-5037	3,289.23
Total 36106:			10,465.26			
36107						
09/04/2013	36107	Bery & Branch PLLC	228.00	Professional Services Case No. T	01-120-5072	228.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 36107:			228.00			
36108						
09/04/2013	36108	Biolynceus	1,329.35	Degreaser for Lift Station WWTP	15-500-5050	1,329.35
Total 36108:			1,329.35			
36109						
09/04/2013	36109	Blue Cross& Blue Shield O	1,684.98	Employee Medical - Payroll Dedu	01-000-2208	1,684.98
09/04/2013	36109	Blue Cross& Blue Shield O	16,518.61	Employee Medical - Payroll Payab	01-000-2208	16,518.61
Total 36109:			18,203.59			
36110						
09/04/2013	36110	Connected Computer & Re	82.50	Run Additional Cat5e Cable	01-130-5035	82.50
09/04/2013	36110	Connected Computer & Re	82.50	Run Additional Cat5e Cable	01-140-5035	82.50
09/04/2013	36110	Connected Computer & Re	82.50	Run Additional Cat5e Cable	01-170-5035	82.50
09/04/2013	36110	Connected Computer & Re	82.50	Run Additional Cat5e Cable	15-500-5035	82.50
09/04/2013	36110	Connected Computer & Re	82.50	Run Additional Cat5e Cable	16-550-5035	82.50
09/04/2013	36110	Connected Computer & Re	82.50	Run Additional Cat5e Cable	03-220-5035	82.50
Total 36110:			495.00			
36111						
09/04/2013	36111	Dennis Patterson	25.00	Pest Control	15-500-5035	25.00
09/04/2013	36111	Dennis Patterson	37.00	Pest Control	01-130-5035	37.00
09/04/2013	36111	Dennis Patterson	33.00	Pest Control	03-220-5035	33.00
09/04/2013	36111	Dennis Patterson	30.00	Pest Control	01-140-5035	30.00
09/04/2013	36111	Dennis Patterson	60.00	Pest Control	01-185-5035	60.00
Total 36111:			185.00			
36112						
09/04/2013	36112	DesertWorks Computers L	180.00	Tech Services at Police Dept	01-140-5035	180.00
Total 36112:			180.00			
36113						
09/04/2013	36113	Employers Direct Health	5.60	Aggregate Employer Insurance	01-110-5016	5.60
09/04/2013	36113	Employers Direct Health	24.80	Aggregate Employer Insurance	01-130-5016	24.80
09/04/2013	36113	Employers Direct Health	81.60	Aggregate Employer Insurance	01-140-5016	81.60
09/04/2013	36113	Employers Direct Health	9.60	Aggregate Employer Insurance	01-150-5016	9.60
09/04/2013	36113	Employers Direct Health	12.00	Aggregate Employer Insurance	01-160-5016	12.00
09/04/2013	36113	Employers Direct Health	17.60	Aggregate Employer Insurance	01-170-5016	17.60
09/04/2013	36113	Employers Direct Health	6.80	Aggregate Employer Insurance	01-180-5016	6.80
09/04/2013	36113	Employers Direct Health	4.00	Aggregate Employer Insurance	01-185-5016	4.00
09/04/2013	36113	Employers Direct Health	46.00	Aggregate Employer Insurance	03-220-5016	46.00
09/04/2013	36113	Employers Direct Health	12.00	Aggregate Employer Insurance	01-230-5016	12.00
09/04/2013	36113	Employers Direct Health	4.80	Aggregate Employer Insurance	01-181-5016	4.80
09/04/2013	36113	Employers Direct Health	13.60	Aggregate Employer Insurance	15-500-5016	13.60
09/04/2013	36113	Employers Direct Health	29.60	Aggregate Employer Insurance	16-550-5016	29.60
09/04/2013	36113	Employers Direct Health	12.00	Aggregate Employer Insurance	20-121-5016	12.00
Total 36113:			280.00			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
36114						
09/04/2013	36114	Fedex	109.59	(3) 2Day for Community Dev	01-160-5022	109.59
09/04/2013	36114	Fedex	29.19	(2) Police Ground Shipment	01-140-5022	29.19
Total 36114:			138.78			
36115						
09/04/2013	36115	John Andon	420.00	July 2013 Transit Assistance	01-230-5032	420.00
Total 36115:			420.00			
36116						
09/04/2013	36116	Kent & Ryan PLC	795.00	Indigent Fees: CR2013-0021	01-150-5074	795.00
09/04/2013	36116	Kent & Ryan PLC	120.00	Indigent Fees: TR2013-0182	01-150-5074	120.00
09/04/2013	36116	Kent & Ryan PLC	105.00	Indigent Fees: CR2013-00307	01-150-5074	105.00
09/04/2013	36116	Kent & Ryan PLC	15.00	Indigent Fees: CR2013-0018	01-150-5074	15.00
Total 36116:			1,035.00			
36117						
09/04/2013	36117	Lawson Products, Inc.	256.78	Shop Supplies for PW Dept	03-220-5047	256.78
Total 36117:			256.78			
36118						
09/04/2013	36118	Newman Traffic Signs	1,565.09	Traffic Signs for PW Dept	03-220-5029	1,565.09
Total 36118:			1,565.09			
36119						
09/04/2013	36119	Parker Motor Co.	261.07	Vehicle Maint Muffler Asy #1424 f	01-140-5025	261.07
Total 36119:			261.07			
36120						
09/04/2013	36120	Parker Office Supply	341.96	Door Hanger Notices for WW	15-500-5091	341.96
Total 36120:			341.96			
36121						
09/04/2013	36121	Principal Financial Group	3,167.94	Employee Dental Ins-Payroll Paya	01-000-2209	3,167.94
09/04/2013	36121	Principal Financial Group	38.30	Employee Dental Ins-Cobra Paya	01-000-2300	38.30
Total 36121:			3,206.24			
36122						
09/04/2013	36122	Purchase Power	71.43	Postage Refill	01-130-5022	71.43
09/04/2013	36122	Purchase Power	71.43	Postage Refill	01-140-5022	71.43
09/04/2013	36122	Purchase Power	71.43	Postage Refill	01-150-5022	71.43
09/04/2013	36122	Purchase Power	71.42	Postage Refill	01-160-5022	71.42
09/04/2013	36122	Purchase Power	71.43	Postage Refill	03-220-5022	71.43
09/04/2013	36122	Purchase Power	71.43	Postage Refill	15-500-5022	71.43
09/04/2013	36122	Purchase Power	71.43	Postage Refill	16-550-5022	71.43
Total 36122:			500.00			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
36123						
09/04/2013	36123	Rush Signs	120.00	Sign for PW Dept	03-220-5030	120.00
Total 36123:			120.00			
36124						
09/04/2013	36124	Sharkys Sales & Service	21.35	Chain for Chainsaw for PW Dept	03-220-5060	21.35
Total 36124:			21.35			
36125						
09/04/2013	36125	Universal Police Supply Co	1,704.65	Vest for Police Dept	17-108-5020	1,704.65
Total 36125:			1,704.65			
36126						
09/04/2013	36126	VieVu	193.00	Camera Reair for Police Dept	01-140-5040	193.00
Total 36126:			193.00			
36127						
09/04/2013	36127	Vision Service Plan	268.28	Employee Vision Insurance - Payr	01-000-2209	268.28
Total 36127:			268.28			
36128						
09/04/2013	36128	West Coast Equipment, Inc	459.96	Brooms for PW Sweeper	03-220-5040	459.96
Total 36128:			459.96			
36129						
09/04/2013	36129	Yuma Nursery Supply	417.27	Valves & Timers for Park Dept	01-180-5086	417.27
Total 36129:			417.27			
36130						
09/04/2013	36130	Yuma Winnelson Co.	81.59	System Maintenance for Water D	16-550-5091	81.59
Total 36130:			81.59			
36131						
09/04/2013	36131	A Toe Truck	195.00	Inv#567 Tow Service for QPD	01-140-5035	195.00
09/04/2013	36131	A Toe Truck	160.00	Inv#603 Tow Service for QPD	01-140-5035	160.00
Total 36131:			355.00			
36132						
09/04/2013	36132	Aquatic Consulting & Testi	3,050.00	Biomonitoring AZPDES Chronic S	15-500-5039	3,050.00
Total 36132:			3,050.00			
36133						
09/04/2013	36133	Az Mun. Risk Retention Po	7,635.50	Town Share - Risk Pool Cost	01-120-5035	7,635.50
Total 36133:			7,635.50			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
36134						
09/04/2013	36134	Battery Zone	249.95	Radio Batteries	01-140-5027	249.95
Total 36134:			249.95			
36135						
09/04/2013	36135	Carol Kelley	84.00	Per Diem: 2013 League Conf 8/27	01-110-5043	84.00
Total 36135:			84.00			
36136						
09/04/2013	36136	Connected Computer & Re	448.32	Setup System in Lobby	01-110-5022	448.32
Total 36136:			448.32			
36137						
09/04/2013	36137	Crooks, Norma	84.00	Per Diem: 2013 League Conferen	01-110-5043	84.00
09/04/2013	36137	Crooks, Norma	25.00	Fuel for Travel to Conference	01-110-5043	25.00
Total 36137:			109.00			
36138						
09/04/2013	36138	Empire Southwest	1,375.61	Equipment Repair on Water/WW	15-500-5040	1,375.61
09/04/2013	36138	Empire Southwest	1,375.60	Equipment Repair on Water/WW	16-550-5040	1,375.60
09/04/2013	36138	Empire Southwest	256.89	Equipment Repair on PW Loader	03-220-5040	256.89
09/04/2013	36138	Empire Southwest	98.77	Equipment Repair for Backhoe	15-500-5040	98.77
09/04/2013	36138	Empire Southwest	98.78	Equipment Repair for Backhoe	16-550-5040	98.78
09/04/2013	36138	Empire Southwest	49.39	Equipment Repair for Backhoe	03-220-5040	49.39
09/04/2013	36138	Empire Southwest	454.80	Parts & Cyclinder Rebuilt on Back	15-500-5040	454.80
09/04/2013	36138	Empire Southwest	454.80	Parts & Cyclinder Rebuilt on Back	16-550-5040	454.80
09/04/2013	36138	Empire Southwest	227.40	Parts & Cyclinder Rebuilt on Back	03-220-5040	227.40
Total 36138:			4,392.04			
36139						
09/04/2013	36139	iWorQ Systems	2,000.00	Permit Mngmnt, Code Enf Mngmn	01-160-5035	2,000.00
Total 36139:			2,000.00			
36140						
09/04/2013	36140	Jeff, Gilbert	108.00	Per Diem: AACOP Conference 9/	01-140-5043	108.00
Total 36140:			108.00			
36141						
09/04/2013	36141	John Andon	1,260.00	April - June 2013 Transit Assistan	01-130-5035	1,260.00
Total 36141:			1,260.00			
36142						
09/04/2013	36142	Sonoran Integrations	85.00	Tech Services at Police Dept	01-140-5035	85.00
Total 36142:			85.00			
36143						
09/04/2013	36143	The Police & Sheriffs Press	12.46	Secure ID Cards for Police Dept	01-140-5019	12.46

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 36143:			12.46			
36144						
09/04/2013	36144	Laura Bruno	68.22	Fuel for Travel: 2013 League Conf	01-110-5043	68.22
Total 36144:			68.22			
36145						
09/04/2013	36145	Quill Corporation	190.26	Office Supplies: Keyboard, Mouse	01-130-5022	190.26
Total 36145:			190.26			
Grand Totals:			84,959.46			
Grand Totals:			84,959.46	84,959.46-		.00

Report Criteria:

Report type: GL detail
 Check.Check Number = 36088-36145



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, September 10, 2013

Agenda Item # 4 Consider approval of the minutes of the Regular Meeting of August 26, 2013 and the Special Meeting of August 30, 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 of the Regular Meeting of August 26, 2013 and the Special Meeting of August 30, 2013.

Action Requested: Motion to approve the Minutes of the Regular Meeting of August 26, 2013 and the Special Meeting of August 30, 2013.

**MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE COMMON COUNCIL
MONDAY, AUGUST 26, 2013, 9:00 AM**

CALL TO ORDER: 9:00 a.m.
Mayor Foster

INVOCATION:
No Invocation Given

PLEDGE OF ALLEGIANCE:
Led by Vice Mayor Jewitt, said by all.

ROLL CALL:
Present: Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Orgeron.
Absent: Council Member Scott

STAFF PRESENT:
Laura Bruno - Town Manager, Terry Frausto – Town Clerk, Tina Abriani – Assisting Town Clerk, Kelly Schwab – Town Attorney (Telephonically)

APPROVAL/AMENDMENT OF AGENDA:
Motion: We approve the agenda as presented, **Action:** Approve, **Moved by** Vice Mayor Jewitt, **Seconded by** Council Member Crooks.
Motion passed unanimously.

PRESENTATIONS: PROCLAMATIONS: none

CONSENT AGENDA:

1. **Ledger of Accounts Paid** – Consider approval of check series 36016 – 36087 and check number 35962 totaling \$147,474.76.
2. **Minutes** – Consider approval of the minutes of the Regular Meeting of August 13, 2013, the Special Meeting of August 13, 2013 and the Special Meeting of April 25, 2013.

Motion: We approve the Consent Agenda as presented, **Action:** Approve, **Moved by** Vice Mayor Jewitt, **Seconded by** Council Member Kelley.
Motion passed unanimously.

ADMINISTRATIVE ITEMS:

3. **Resignation** – Consider accepting resignation of Patricia Workman from the Town Council.

Motion: to accept Patricia Workman's resignation from Town Council, **Action:** Approve, **Moved by** Vice Mayor Jewitt, **Seconded by** Council Member Kelley.

Motion passed unanimously.

4. **New Council Member** – Consider advertising for and accepting applications from interested parties to fill a vacancy on the Town Council created by Council Member Workman's resignation.

Motion: Move we publish legal advertising for the opening Town Council and consider applications on second Council Meeting in October, **Action:** Approve, **Moved by** Vice Mayor Jewitt, **Seconded by** Council Member Crooks.

Motion passed unanimously.

COMMUNICATIONS:

5. **Announcements and Reports from the MAYOR on current events.**
6. **Announcements and Reports from the COUNCIL on current events.**
Announcement on the Grand Gathering being held in March 6-9, 2014.
7. **Reports from the TOWN MANAGER to the Council.**

COMMUNICATIONS FROM CITIZENS:

Jennifer Jones spoke on the subject of inspection of recreational vehicles.

ADJOURNMENT: 9:14 a.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of August 26, 2013, of the Town Council of Quartzsite, Arizona.

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

DATED this 10th day of September 2013

Terry Frausto, Town Clerk

On behalf of the Common Council

Approved:

DRAFT

**MINUTES
TOWN OF QUARTZSITE
SPECIAL MEETING OF THE COMMON COUNCIL
FRIDAY, AUGUST 30, 2013, 6:30 PM**

CALL TO ORDER: 6:30 pm
Vice Mayor Jewitt

INVOCATION:
No invocation given

PLEDGE OF ALLEGIANCE:
Led by Council Member Crooks, said by all

ROLL CALL:
Present: Mayor Foster (telephonically), Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Orgeron, Council Member Scott.

ABSENT:

STAFF PRESENT:
Laura Bruno - Town Manager, Terry Frausto – Town Clerk, Attorney Ronan (telephonically)

APPROVAL/AMENDMENT OF AGENDA:
Motion: approve agenda as written, **Action:** Approve, **Moved by** Council Member Orgeron, **Seconded by** Council Member Crooks.
Motion passed unanimously.

PUBLIC HEARING

1. **Public Hearing** on proposed wastewater rate increase

Motion: to open for public hearing, Action: Approve, Moved by Council Member Scott, Seconded by Council Member Kelley.
Motion passed unanimously.

Public Communications

Jenny Mills wants to know the amount the increase will produce?
Spoke on the errors on the paperwork that was presented.

Jean Winter spoke on the subject of 100 gal. a day estimate used by ADEQ for RV parks; how many people on this council have extra RV spaces at their homes; the water rates; and capping her well.

Mary Roggenback asked if only the sewer rates for RV parks were going up?
Jenny Mills spoke on how the RV parks with attached RVs were to be charged as they have no license plates.

Public hearing Closed

Motion: to close the public hearing, Action: Approve, **Moved by** Vice Mayor Jewitt, **Seconded by** Council Member Crooks.

Motion passed unanimously.

ADMINISTRATIVE ITEMS:

2. **Proposed Wastewater Rate Increase** – Consider approval of a Resolution establishing increased wastewater fees and service charges; providing for repeal of all conflicting resolutions; and providing for severability

Motion: to approve a resolution establishing increased wastewater fees and service charges; providing for repeal of all conflicting resolutions; and providing for severability, **Action:** Approve, **Moved by** Council Member Orgeron, Council Member Crooks **seconded**.

Roll Call Vote

Vote: Motion passed (**summary:** Yes = 5, No = 1, Abstain = 0).

Yes: Council Member Crooks, Council Member Kelley, Council Member Orgeron, Council Member Scott, Vice Mayor Jewitt.

No: Mayor Foster.

ADJOURNMENT: 7:18 PM

Motion: Motion to adjourn, **Action:** Adjourn, **Moved by** Council Member Crooks, **Seconded by** Council Member Kelley.

Motion passed unanimously.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of August 30, 2013, of the Town Council of Quartzsite, Arizona.

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

DATED this 10th day of September, 2013

Terry Frausto, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, September 10, 2013

Agenda Item #5 Consider Approval of an engineering project with Atkins Engineering for the design for Showplace Lane and Quail Trail Street East improvements.

Summary: The Town's 2013 – 2020 Pavement Preservation Plan provides for the rebuilding of Showplace Lane and Quail Trail Street East. Both roads have significant drainage and deterioration problems.

Both road improvements will include removing and replacing aged and deteriorated asphalt pavement; improved grades for better drainage; curbing; and other improvements. The extensive work must be engineered to meet state and federal road standards and requirements.

Cost of engineering consulting services for the design of the Showplace Lane and Quail Trail Street East is \$39,872; and will be funded with HURF funds.

Responsible Person: Emmett Brinkerhoff, Director of Public Works

Attachment: Proposal for engineering consulting services for design of the Showplace Lane and Quail Trail Street East projects.

Action Requested: **Motion to approve the proposal from Atkins Engineering for design of the Showplace Lane and Quail Trail Street East projects.**

ATTACHMENT A

SCOPE OF SERVICES

SHOWPLACE LANE AND QUAIL TRAIL STREET IMPROVEMENTS

PROPOSAL DATE: AUGUST 6, 2013

In response to your request, Atkins is pleased to submit this proposal to the Town of Quartzsite (Town) for engineering consulting services for the design for the following projects:

Showplace Lane

- The Town is interested in removing and replacing 11,000 square feet of aged and deteriorated asphalt pavement in Showplace Lane while improving grades for better drainage. The existing catch basin will be removed and replaced with curbing and a new catch basin allowing more flow capacity to mitigate ponding water after a rain event.

Quail Trail Street

- The Town is interested in removing and replacing 115,000 square feet of aged and deteriorated asphalt pavement in Quail Trail Street. The will improve grades for better drainage to mitigate ponding water after a rain event. A center median with curb will be added on the east end of the improvements. The street improvements will include any necessary graded swales to direct flow to match intended existing flow patterns. The street improvements shall include an additional median to separate traffic pattern for more efficient traffic flow.

The following scope of services addresses the necessary steps to complete the design and evaluation of the requested locations.

I. SCOPE OF WORK

TASK I – PROJECT MANAGEMENT, MEETINGS, AND SITE VISITS

A. PROJECT MANAGEMENT AND COORDINATION

Atkins will perform traditional management responsibilities for a project of this nature (1) coordination with the Town, (2) administration of the contract, (3) preparation and review of project invoicing for submittal to the Town, (4) budget and schedule management, and (5) coordination of all project staff and subconsultants.

B. PROJECT MEETINGS

ATKINS anticipates having an initial Kickoff meeting and two (2) review meetings at sixty (60) and ninety (90) percent. A total of three (3) meetings have been anticipated.

C. FIELD SITE VISITS

Perform up to two (2) field site visits, for each project, to observe and confirm existing conditions as applicable to the project design. The initial site visits will be conducted with Town staff to review the project site and tabulate an inventory of existing facilities.

D. REVIEW EXISTING INFORMATION

ATKINS will review available reports and other information provided by the Town, as pertinent to this project. Reports may include existing drainage studies and geotechnical reports, as-builts, survey maps and records, design standards, and property records.

E. UTILITY RESEARCH AND COORDINATION

ATKINS will coordinate with all local utility companies and integrate available facility mapping information into the engineering plans. We will utilize the Town's As-built data, design reports, design standards, and property records for existing street improvements. ATKINS will submit our 80% plans to the utility companies. It is anticipated that there will be no necessary utility relocations included with this project.

F. SURVEYING AND COORDINATION

ATKINS will retain the services of a survey consultant to perform field survey services. Field ground survey with horizontal and vertical control will be performed to verify and correctly adjust the existing GIS topographic information available from the Town. An aerial survey will not be performed. One-foot contours will be computer generated from the field survey. Survey will also include boundary survey to identify limits of right-of-way and tie-in NAD 83 horizontal datum. Field monument locations shall be provided. Field survey will include all above grade facilities, roadway details, existing utility components visible from the surface, utility markings, electrical poles, curb and gutter, pavement, foundations, structures, etc. Field survey will also include survey storm drains or valve cans with rim and invert or top of nut elevations. Right-of-way and property lines will also be shown.

TASK 2 – SHOWPLACE LANE STREET IMPROVEMENTS

A. DESIGN DRAWINGS

ATKINS will prepare design drawings for construction of the Showplace Lane street improvements. In addition, in order to improve on current drainage conditions ATKINS will design a new catch basin inlet capable of catching and conveying a 10-year storm event. Drawings will be prepared using AutoCAD version 2012 and will be plotted full size at 22"x34", enabling a true half-size at 11"x17". Submittal will be made at the 60 and 90 percent level of completion before the final set is to be stamped and signed by a professional civil engineer. The drawings anticipated are noted below and will be prepared as an individual contract document package (i.e. package will not include Quail Trail street improvements).

- General Sheets (Title, General Notes, Legend, Abbreviations, etc.)
- Site Demolition (paving removal limits, concrete removal, etc.)
- Horizontal Control Plan
- Paving and Drainage Plan
- Paving and Drainage Details

B. COST ESTIMATE

ATKINS will prepare an opinion of construction cost based on design information. A respective contingency will be applied to the estimate, as appropriate for the level of completion.

C. QA/QC AND SUBMITTAL PRODUCTION

Each deliverable will undergo a thorough QA/QC review by senior staff. Following Town review of each submittal, a response to comments will be prepared and will be included with the following submittals. The following will be produced for submittal to the Town:

1. 60% Submittal – a digital submittal of full size drawings, applicable drainage calculations, and cost estimate will be prepared and sent via e-mail to the Town Public Works Director.
2. 90% Submittal – a digital submittal of full size drawings, applicable drainage calculations, and cost estimate will be prepared and sent via e-mail to the Town Public Works Director.
3. Final Submittal – a digital submittal of full size signed and sealed drawings, applicable drainage calculations, and final cost estimate will be prepared and sent via e-mail to the Town Public Works Director.

TASK 3 – QUAIL TRAIL STREET IMPROVEMENTS

A. DESIGN DRAWINGS

ATKINS will prepare design drawings for construction of the Quail Trail Street improvements. In addition, in order to improve on current drainage conditions ATKINS will evaluate existing conveying conditions and design accordingly. Drawings will be prepared using AutoCAD version 2012 and will be plotted full size at 22"x34", enabling a true half-size at 11"x17". Submittal will be made at the 60 and 90 percent level of completion before the final set is to be stamped and signed by a professional civil engineer. The drawings anticipated are noted below and will be prepared as an individual contract document package (i.e. package will not include Quail Trail street improvements).

- General Sheets (Title, General Notes, Legend, Abbreviations, etc.)
- Site Demolition (paving removal limits, concrete removal, etc.)
- Horizontal Control Plan
- Paving and Drainage Plan
- Paving and Drainage Details

B. COST ESTIMATE

ATKINS will prepare an opinion of construction cost based on design information. A respective contingency will be applied to the estimate, as appropriate for the level of completion.

C. QA/QC AND SUBMITTAL PRODUCTION

Each deliverable will undergo a thorough QA/QC review by senior staff. Following Town review of each submittal, a response to comments will be prepared and will be included with the following submittals. The following will be produced for submittal to the Town:

1. 60% Submittal – a digital submittal of full size drawings, applicable drainage calculations, and cost estimate will be prepared and sent via e-mail to the Town Public Works Director.
2. 90% Submittal – a digital submittal of full size drawings, applicable drainage calculations, and cost estimate will be prepared and sent via e-mail to the Town Public Works Director.
3. Final Submittal – a digital submittal of full size signed and sealed drawings, applicable drainage calculations, and final cost estimate will be prepared and sent via e-mail to the Town Public Works Director.

II. ADDITIONAL ENGINEERING SERVICES

If requested by Client, ATKINS will provide the following Additional Services, beyond the services included in Section I, Scope of Services:

- A. Attendance to additional meetings beyond those specifically identified in Section I.
- B. Geotechnical services are not included within this scope of work.
- C. Environmental services beyond those identified in Section I, including environmental reviews, analysis or studies, permit preparation and processing, attendance to public hearings, etc.
- C. Assistance with public participation and communications, including planning and participation in public outreach programs, attendance to public meetings and workshops, etc.
- D. Planning, analysis or design of additional or alternative facilities.
- E. Construction phase services including such services as shop drawing review, office and field engineering support, field observation, construction contract administration, change order review and processing, preparation of Record Drawings, etc.
- F. Any additional project related services not specifically included in Section I, Scope of Services.
- G. Any additional construction field inspection and/or testing services not specifically included in Section I, Scope of Services.
- H. Permitting services are not included within this scope if work.
- I. Construction management/support services are not included within this scope of work.

III. CLIENT FURNISHED SERVICES

The following services or information will be provided by Client or its consultants:

- A. Copies of all relevant reports, studies, drawings, as-built record drawings, correspondence, and other relevant project information or data.
- B. Assign one (1) person to serve as the Client's project manager who has authority to represent the Client and will serve as the point of interface for all project issues and communications.
- C. Application and processing of all required permits including complete environmental compliance.
- D. All permit fees, including ADEQ fees.
- E. Planning, design and cost estimating for the following disciplines or specialty areas, including:
 - Architectural services
 - Landscaping services
 - Materials testing

ATTACHMENT B
FEEES AND CONDITIONS
KUEHN STREET WATERLINE EXTENSION
PROPOSAL DATE: JUNE 24, 2013

I. FEES AND CONDITIONS

A. The fee for the Services described in Attachment A, Section I, Scope of Services, will be broken down as follows:

Task 1 shall be a lump sum amount of **\$12,656**

Task 2 shall be a lump sum amount of **\$11,198**

Task 3 shall be a lump sum amount of **\$16,018**

TOTAL REQUESTED AUTHORIZATION **\$39,872**



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, September 10, 2013

Agenda Item #6 Consider Approval of the purchase of a columbarium niche wall for the Quartzsite Town Cemetery.

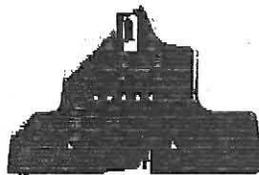
Summary: The Town's 2013 – 2014 budget provides funding for a columbarium niche wall, also known as a cremation wall, for the Town cemetery. The proposed wall is concrete and includes 64 niches. Each niche is able to hold two or more sets if cremated remains, and has its own individual granite cover.

The cost of the columbarium niche wall, including delivery and installation, is \$10,112. The amount is included within the capital portion of the cemetery budget.

Responsible Person: Dinice Ross, Cemetery Clerk

Attachment: Quote for proposed columbarium niche wall.

Action Requested: **Motion to approve the purchase of a columbarium niche wall for the Quartzsite Town Cemetery.**



Mickelson & Ray, Inc.

**2402 S. 55th Avenue
Phoenix, AZ 85043
602-269-1812
800-279-8100
Fax: 602-269-1864**

FAX

TO: Denise FAX #: 928-927-3593
FROM: PJ McCloskey PAGES: 2
DATE: 8/14/13
RE: Columbarium Quote

Denise –

Thank you for your interest in Mickelson & Ray columbarium niche walls.

For the town of Quartzsite our "Veterans" concrete columbarium niche walls are ideal. Each niche can easily hold two or more sets of cremated remains. The inside dimensions of each niche are 10" wide x 14" high x 20" deep. These are the niches we installed at the National Memorial Cemetery of Arizona and at the Southern Arizona Veterans Cemetery (Sierra Vista). This niche size is the VA specification used for all Veterans cemeteries. Each niche has its own individual granite niche cover. To memorialize, the granite niche covers can be engraved (we can provide this service for \$110/niche cover) or a bronze memorial plaque can be affixed to the niche cover.

We are pleased to provide you with a price quote for a total of **64 niches**.

Unit Description

- "back to back" 4 high x 8 wide niche walls (64 total niches)
- niche inside dimensions: 10" wide x 14" high x 20" deep
- sloped concrete cap with drip groove
- colored concrete cap and sides (color selection to be provided by cemetery)
- individual, granite niche covers (Grey – actual color selection to be decided)
- total footprint: 4' wide x 10' long
- unit to be set on an existing concrete foundation

Page 2

Our price to manufacture, deliver, and install this columbarium niche wall is **\$10,112.00**. The price is subject to change depending on the granite color selected. We require a 50% payment with a signed agreement and the balance due upon project completion.

The above unit provides you with a starting point, but we can build the niche wall to the number of niches you need. Please let me know if you have any additional questions.

Thanks,

P. J. McCloskey



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, September 10, 2013

- Agenda Item # 7** Conduct hearing and consider approval of a Special Event Liquor License for the General Federation of Women's Clubs (GFWC) Quartzsite Women's Club charitable fund raiser.
- Summary:** The Quartzsite Women's Club has applied for a Special Event Liquor License for a one-time event. The charitable fund raiser is to be located at 1 W. Kuehn, Quartzsite, Arizona. The event will take place on Saturday, October 26, 2013 from 2:00 p.m. to 6:00 p.m. The applicant is Mary Ann Peck.
- Responsible Person:** Stephen Henrichs – Acting Director, Community Development Services
- Attachment:** Special Event Liquor License Application
- Action Requested:** **Motion to approve Special Event Liquor License for the charitable fund raising event to be held at 1 W. Kuehn, Quartzsite, Arizona, by the Quartzsite Women's Club.**

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL RECEIVED

800 W Washington 5th Floor
Phoenix, Arizona 85007-2934
(602) 542-5141

SEP 04 2013
TOWN OF QUARTZSITE

APPLICATION FOR SPECIAL EVENT LICENSE

Fee = \$25.00 per day for 1-10 day events only
A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

**NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.
PLEASE ALLOW 10 BUSINESS DAYS FOR PROCESSING.**

****Application must be approved by local government before submission to Department of Liquor Licenses and Control. (Section #20)**

DLLC USE ONLY
LICENSE #

- Name of Organization: GFWC Quartzsite Women's Club
- Non-Profit/I.R.S. Tax Exempt Number: [REDACTED]
- The organization is a: (check one box only)
 - Charitable
 - Fraternal (must have regular membership and in existence for over 5 years)
 - Civic
 - Religious
 - Political Party, Ballot Measure, or Campaign Committee
- What is the purpose of this event? on-site consumption off-site consumption (auction) both
Fund raising for the scholarship fund
- Location of the event: 1 W. 12th Ave Quartzsite AZ 85346
Address of physical location (Not P.O. Box) City County Zip

Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)

6. Applicant: Peck Mary Ann [REDACTED]
Last First Middle Date of Birth

7. Applicant's Mailing Address: [REDACTED]
Street City State Zip

8. Phone Numbers: [REDACTED] [REDACTED] [REDACTED]
Site Owner # Applicant's Business # Applicant's Home #

9. Date(s) & Hours of Event: (see A.R.S. 4-244(15) and (17) for legal hours of service)

	Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:	<u>10-26-13</u>	<u>Saturday</u>	<u>2:00pm</u>	<u>6:00pm</u>
Day 2:	_____	_____	_____	_____
Day 3:	_____	_____	_____	_____
Day 4:	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____
Day 8:	_____	_____	_____	_____
Day 9:	_____	_____	_____	_____
Day 10:	_____	_____	_____	_____

*Disabled individuals requiring special accommodations, please call (602) 542-9027

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
 YES NO (attach explanation if yes)

11. This organization has been issued a special event license for 1 days this year, including this event
(not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? YES NO
If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.
**THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL
EVENT LIQUOR SALES.**

Name GFWC Quartzsite Woman's Club 100%
Percentage

Address PO Box 1431, Quartzsite, AZ 85346

Name _____ Percentage _____

Address _____
(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

X # Police Fencing
 # Security personnel Barriers

16. Is there an existing liquor license at the location where the special event is being held? YES NO
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? YES NO

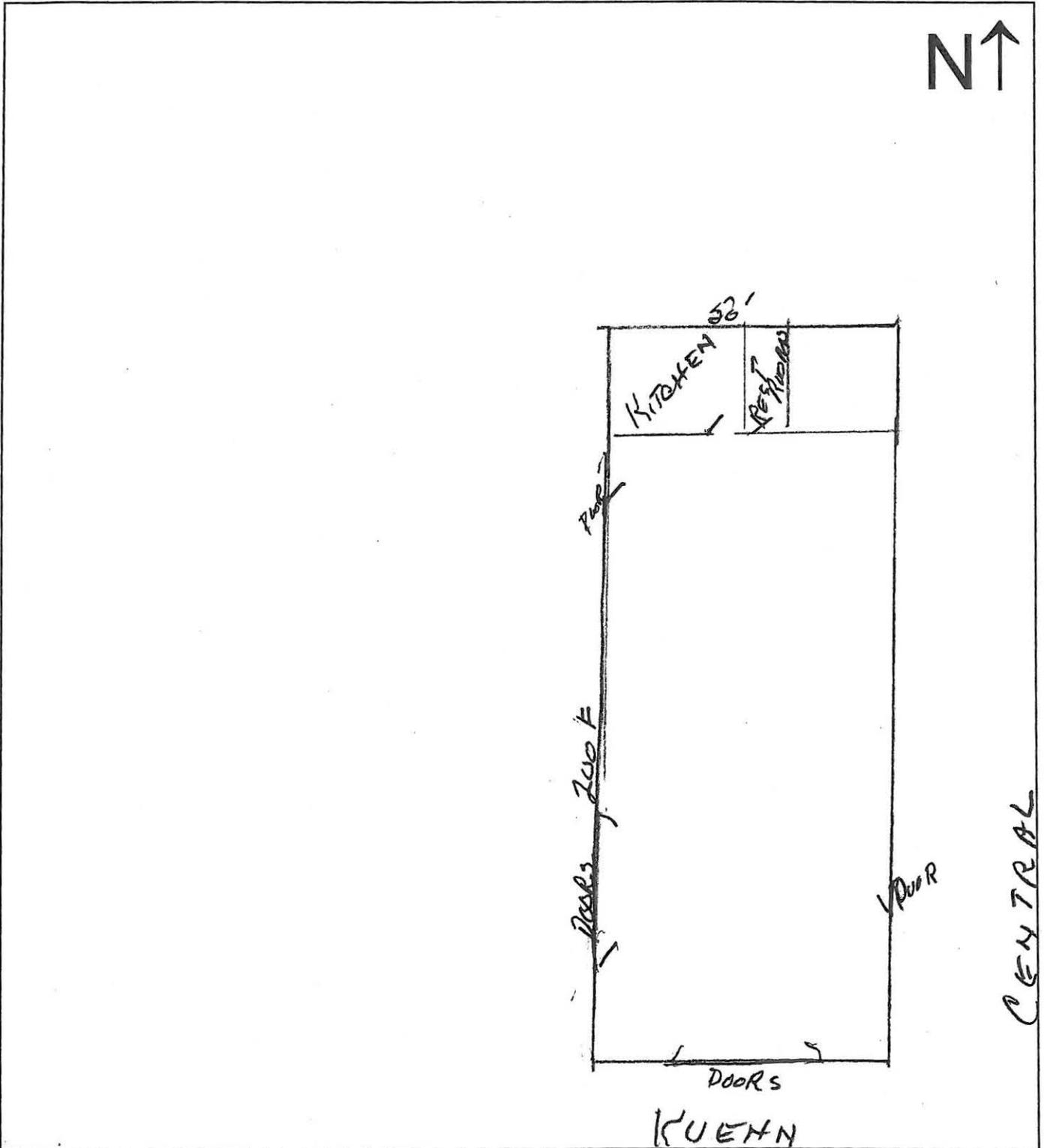
(ATTACH COPY OF AGREEMENT)

Name of Business () Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

18. I, Mary Ann Peck declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X Mary Ann Peck President 9-4-13 [REDACTED]
(Signature) (Title/Position) (Date) (Phone #)



State of LA PAZ County of ARIZONA

The foregoing instrument was acknowledged before me this 4 September 2013
Day Month Year

My Commission expires on: 3-22-15
(Date)

Judith G. Clark
(Signature of NOTARY PUBLIC)

THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. I, Mary Ann Peck declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X Mary Ann Peck State of ARIZONA County of LA PAZ
(Signature) The foregoing instrument was acknowledged before me this



4 September 2013
Day Month Year

My commission expires on: 3-22-15
(Date)

Judith G. Clark
(Signature of NOTARY PUBLIC)

You must obtain local government approval. City or County MUST recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ hereby recommend this special event application
(Government Official) (Title)
on behalf of _____
(City, Town or County) (Signature of OFFICIAL) (Date)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

(Employee) (Date)

APPROVED DISAPPROVED BY: _____

(Title) (Date)



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, April 9, 2013

Agenda Item #8 Discuss Town Manager recruitment process and consider approval of a proposed annual salary range for the position of Quartzsite Town Manager.

Summary: The Town will begin recruiting for the position of Town Manager. The recruitment will be conducted both on a state and national level. To begin the process, it is necessary to establish an approved salary range for the position.

This agenda item includes an updated excerpt from the 2013 Salary Survey conducted by the League of Arizona Cities and Towns, which displays comparative salary information for key positions (including Town Manager) within the size and scope of Quartzsite.

To recruit qualified applicants for the position of Town Manager for the Town of Quartzsite, the salary must be both competitive as well as enticing. The compensation package will include an annual salary plus a benefit package offered to all employees (which includes a 401k defined contribution retirement plan plus health benefits). The current Town Manager receives an annual salary base of \$87,360 plus salary-in-lieu-of-benefits of \$8,996.

Staff recommends an annual salary range of \$90,000 to \$106,000 which will provide recruiting incentive to come to Quartzsite; plus the ability to negotiate a starting salary commensurate with the final candidate's qualifications.

Responsible Person: Laura Bruno, Town Manager

Attachment: 1. Extract from the updated 2013 Salary Survey from the League of Arizona Cities and Towns.

Action Requested: **Motion to approve a proposed annual salary range to recruit for the position of Quartzsite Town Manager.**

**2013 Salary Survey
League of Arizona
Cities and Towns**

Salaries (excluding benefits) as of October 1, 2012

2010 Census	City/Town	Mayor	Council	City/Town Manager	City/Town Clerk	Police Chief	Magistrate ***
4885	Eagar	4,800	1,200	85,000	57,304	64,932	County Pays
4865	Thatcher	6,600	5,400	100,000	62,281 (45180-63838)	77,503 (60546-85500)	13,656 16 hrs/wk
4821	Colorado City	9,000	900	61,200	45,780	56,400	County Pays
4282	Pinetop-Lakeside	5,700	3,000	115,676	55,481	83,728	17,860 3 days/wk
4112	Taylor	4,800	2,400	85,000	42,000		
4097	Clarkdale	4,560	2,280	82,430 Contract	31,523	67,998	18,375 1day/wk
3894	Dewey-Humboldt	0	0	70,000	52,517	Contract	24,588 PT
3757	Willcox	4,800	2,400	95,000 Contract	38,778 (38778-54600)	71,972 (47154-71972)	26,611 PT
3677	Quartzsite *	4,800	3,600	87,360 Contract	53,588 (37586-76420)	86,986 Contract	67,400 3.5 days/wk
3480	St. Johns	0	0	59,159	45,864 (45850-58570)	52,236 (52200-66700)	12,582 PT
3363	Carefree	0	0	(91000-95500)	(70000-85700)		36,000 1 day/wk
3311	Clifton	3,600	2,400	71,392	51,024	51,024	15,600 2 days/wk
3083	Parker	6,000	2,700	106,334	53,560	96,291	20,745 5 half days/wk
3023	Williams	6,000	4,800	90,000 (85000-95000)	60,000 (50000-65000)	101,150 (82000-105000)	negotiating
2882	Wellton	4,200	3,000	77,479	Manager	59,251	21,000 PT 5 days/wk
2837	Superior **	3,000	7,200	62,130	Manager	79,997	16,236 PT
2387	Pima	600	600	47,500	27,500	41,500	12,000 2 days/mo
2310	Star Valley **	4,800	2,400	115,000	34,000		County Pays
3615	Average	4,070	2,460	82,980	47,413	70,783	N/A
3579	Median			85,000	45,780	69,985	N/A

2010 Census	City/Town	Public Works Director	Community Development Director (P&Z)	Water Superintendent	Account Clerk
4885	Eagar	Comm Dev Dir	54,276 Contract	Comm Dev Dir	27,310
4865	Thatcher		94,318 (66752-94318)		42,561 (24766-30122)
4821	Colorado City	18000 PT		38,076	27,300 (39028-55146)
4282	Pinetop-Lakeside	67,627	72,893		
4112	Taylor	48,000		39,000	21,000 PT
4097	Clarkdale	31,604	73,476	60,570	
3894	Dewey-Humboldt	47,143	44,411		
3757	Willcox	66,350 (47154-71972)		44,926 (36940-52020)	25,313 (22692-35880)
3677	Quartzsite *	73,507 (41912-85196)	42,307 (37586-76414)	57,720 (30118-61224)	27,290 (18699-44200)
3480	St. Johns	(46300-59200)	(32895-42016)	(34160-44117)	30,440 (26300-33560)
3363	Carefree	(50000-60000)			
3311	Clifton	51,024			25,990
3083	Parker	70,000	66,248	37,856	35,828
3023	Williams			52,700	32,240 (26936-40352)
2882	Wellton	44,000			28,300
2837	Superior **	46,072			34,278
2387	Pima	40,830			
2310	Star Valley **				
3615	Average	53,287	63,990	46,660	29,821
3579	Median	48,000	66,248	44,522	27,805

* Updated to 2013 Survey

** Star Valley and Superior figures are from the prior year salary survey

*** Updated to March 2013