

COUNCIL MEETING AGENDA

TUESDAY, OCTOBER 8, 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 – 9:12	1. PROCLAMATION - Arizona Cities & Towns Week, October 20 - 26, 2013.	

9:12 – 9:17	2.	PROCLAMATION – Domestic Violence Awareness Month, October 2013.	
9:17 – 9:22	3.	PROCLAMATION – National Bullying Prevention Month, October 2013.	
9:22 – 9:27	4.	PROCLAMATION – Community Planning Month, October 2013.	
9:27 – 9:30		CONSENT AGENDA <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>	
	5.	LEDGER OF ACCOUNTS PAID – Consider approval of check series 36215-36290, totaling \$179,488.05.	Discussion; possible action by MOTION; may be acted upon with single motion.
	6.	MINUTES – Consider approval of the minutes of the Regular Meeting of September 24, 2013.	Discussion; possible action by MOTION; may be acted upon with single motion.
	7.	LIBRARY CARPET – Consider approval of a cooperative purchase contract under the Arizona State Flooring Contract No. ADSP013-040451 to replace the carpeting in the Town Library.	Discussion; possible action by MOTION; may be acted upon with single motion.
	8.	JOB DESCRIPTION – Consider approval of the final job description, as amended, for the position of Quartzsite Town Manager.	Discussion; possible action by MOTION; may be acted upon with a single 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 – 9:50	9.	BOARDS, COMMITTEES & COMMISSION - Discussion and consideration of recommendations regarding the Council Boards, Committees, Commissions and Corporations, including –the Board of Adjustment, Hi Jolly Cemetery Board, Health & Development Services Board, Library Board, Municipal Property Corporation, Municipal Utility Administrative Committee, Park & Recreation committee, Personnel Board, Planning & Zoning Commission, Public Safety Retirement Board, Vendor/Swap Meet/RV Parks Municipal Board	Discussion only.
		COMMUNICATIONS	
9:50 – 9:55	10.	Announcements and Reports from the MAYOR on current events.	
9:55 – 10:00	11.	Announcements and Reports from the COUNCIL on current events.	
10:00 – 10:05	12.	Reports from the TOWN MANAGER to the Council.	
10:05 – 10:20		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>	
10:20		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.

MONTHLY MAGISTRATE ACTIVITY REPORT

MONTH OF: September 2013

	Prior Year	Current Year
Civil Traffic Action Filed	59	58
Criminal Traffic Action Filed	7	6
Misdemeanor Cases Filed	5	16
Initial Appearances Handled	6	18
Trials and Pre-Trials Held	48	20
Civil Traffic Closings	130	63
Criminal Traffic Closings	10	2
Misdemeanor Cases Closed	14	10
Warrants Issued	15	7
Warrants Closed	12	14
Harassment or Orders of Protection	3	4
Revenue Generated by Court	\$15,372.00	\$11,977.02
Total Collected	\$28,962.38	\$22,098.36

Comments:

Total collected does not include Bonds received per the Court

Filed as per Section 5-2-3:

Subsection E

A. Lilly

Honorable Amanda Lilly, Magistrate

**QUARTZSITE PUBLIC LIBRARY CIRCULATION REPORT
FOR MONTH OF SEPTEMBER 2013**

TOTAL NUMBER OF PATRONS	2,322
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Adult Non-Fiction	94
Adult Fiction	195
Large Print	111
Fiction Paperbacks	152
Arizona Fiction	15
Arizona Non-Fiction	1
J Fiction	56
J Non-Fiction	8
J Paperbacks	3
YA Fiction	14
YA Non-Fiction	2
Foreign	16
Jigsaw Puzzle	1
CD/Audio	75
DVD's	544
VHS	153
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TOTAL CIRCULATION	1,440
Computer Users	505
Wireless Users	231
Computer Questions	246
Reference Questions	164
Information & Referral	158
New Patrons	17
Meeting Room	14
After School Program	129
Donations	622
ILL Sent	11
ILL Received	1
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TOTAL MISCELLANEOUS	2098

TOWN OF QUARTZSITE

**OFFICE OF THE MAYOR
A PROCLAMATION**

**ARIZONA CITIES & TOWNS WEEK
October 20 - 26, 2013**

WHEREAS, the citizens of Quartzsite rely on local government to experience a high quality of life in our community; and

WHEREAS, local governments around the state of Arizona work 24 hours a day, seven days a week to deliver city services such as fire, police and emergency medical services to create safe communities, and

WHEREAS, the methods of funding these vital city services are not always clearly understood by citizens; and

WHEREAS, it is one of the responsibilities of town officials to ensure that legislators, media and citizens understand their local government through open and frequent communication using various avenues and means; and

WHEREAS, it is important to work to encourage this connection and inform citizens of the importance of state shared revenues in order to preserve the excellent delivery of services that our citizens have come to expect in our town; and

WHEREAS, through education and awareness, citizens, community leaders and town staff can work together to ensure that services provided by the Town of Quartzsite can remain exceptional elements of the quality of life of our community.

NOW, THEREFORE, WE the COMMON COUNCIL of the Town of Quartzsite, Arizona, join with the League of Arizona Cities & Towns and fellow municipalities across the state of Arizona in declaring October 20 - 26, 2013 **Arizona Cities & Towns Week**.

Given under my hand in these free United States in the Town of Quartzsite, Arizona, on the 8TH day of October, 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
COMMON COUNCIL**

A PROCLAMATION

**DOMESTIC VIOLENCE AWARENESS MONTH
OCTOBER 2013**

WHEREAS, violence against women and children continues to become more prevalent as a social problem due to the imbalance of power in gender and age;

WHEREAS, the problems of domestic violence are not confined to any group or groups of people but cross all economic, racial, affectional preference and societal barriers and are supported by societal indifference;

WHEREAS, the crime of domestic violence violates an individual's privacy, dignity, security and humanity due to the systematic use of physical, emotional, sexual, psychological and economic control and/or abuse;

WHEREAS, the impact of domestic violence is wide ranging, directly affecting women and children and society as a whole;

NOW, THEREFORE, in recognition of the important work done by domestic violence programs, **WE, the COMMON COUNCIL** of the Town of Quartzsite, Arizona, do hereby proclaim October as Domestic Violence Awareness Month and urge all citizens to actively participate in the scheduled activities and programs to work toward the elimination of personal and institutional violence against women.

Given under my hand in these free United States in the Town of Quartzsite, La Paz County, Arizona, on the 8th day of October, 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
COMMON COUNCIL**

A PROCLAMATION

**NATIONAL BULLYING PREVENTION MONTH
OCTOBER 2013**

WHEREAS, bullying is a universal issue that touches almost every person, family, school, business or community at one time or another regardless of age, gender, race, religion or socio-economic status; and,

WHEREAS, bullying is a form of abuse, repeated acts over time that involves a real or perceived imbalance of power; and,

WHEREAS, it is crucial that the citizens of Quartzsite recognize the effects of bullying can be serious and even fatal. Targets of bullying can suffer from long term emotional and behavioral problems; and,

WHEREAS, many local organizations, educators, parents, and grandparents have publicly expressed concern about the bullying of children and adults; and,

WHEREAS, bullying affects witnesses as well as targets. Complex PTSD (Post Traumatic Stress Disorder) is a psychiatric injury that can occur to targets AND witnesses of bullying; and,

WHEREAS, we need to take responsibility and ensure safe environments, validate targets, and use collaborative approaches to resolving differences, to end the torment; and,

WHEREAS, raising awareness will change attitudes. Creating a culture that no longer accepts bullying will make schools and communities safer for everyone; and,

NOW, THEREFORE, WE the COMMON COUNCIL of the Town of Quartzsite, do hereby proudly proclaim October as **National Bullying Prevention Month**.

Given under my hand in these free United States in the Town of Quartzsite, La Paz County, Arizona, on the 8th day of October, 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
COMMON COUNCIL**

A PROCLAMATION

**COMMUNITY PLANNING MONTH
OCTOBER 2013**

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, rural areas, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live, and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our settlements and environment; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the Town of Quartzsite, La Paz County, Arizona; and

WHEREAS, we recognize the many valuable contributions made by professional community and regional planners of the Town of Quartzsite, La Paz County, Arizona and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, BE IT RESOLVED THAT, the month of October is hereby designated as **Community Planning Month** in the Town of Quartzsite, La Paz County, Arizona, in conjunction with the celebration of National Community Planning Month.

Given under my hand in these free United States in the Town of Quartzsite, La Paz County, Arizona, on the 8th day of October, 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, October 8, 2013

Agenda Item #5 Consider approval of check series 36215 – 36290, totaling \$179,488.05.

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 36215 – 36290.

Action Requested: Motion to approve the Ledger of Accounts Paid; Check series 36215 – 36290.

**Council Meeting of October 8, 2013
Check Register/ Revenue/ Consent Agenda**

Horizon Community Bank - Begin Ck# 36215 – 36290

Balances on all cash accounts as of October 2, 2013

Checking Account	\$	2,232,612.19
LGIP Account	\$	686,505.95
WIFA Debt Reserve Account	\$	92,171.09

Total Expensed Dollar Amount for Consent Agenda	\$	253,846.89
Total Payroll for Pay Period Ending 09/14/13	\$	74,358.84
YTD Total Revenue Dollar Amount for Consent Agenda	\$	359,856.73
YTD Total Sewer Sales Revenue as of 10/03/13	\$	180,960.49
YTD Total Sewer Cap Revenue as of 10/03/13	\$	3,822.41
YTD Total Water Sales Revenue as of 10/03/13	\$	169,982.43
YTD Total Water Cap Revenue as of 10/03/13	\$	5,091.40

Report Criteria:

Report type: GL detail

Check Check Number = 36215-36290

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
36215						
09/26/2013	36215	ACC Business	12.92	Phone Services	01-110-5048	12.92
09/26/2013	36215	ACC Business	129.22	Phone Services	01-130-5048	129.22
09/26/2013	36215	ACC Business	142.04	Phone Services	01-140-5048	142.04
09/26/2013	36215	ACC Business	51.69	Phone Services	01-150-5048	51.69
09/26/2013	36215	ACC Business	38.82	Phone Services	01-160-5048	38.82
09/26/2013	36215	ACC Business	25.94	Phone Services	01-185-5048	25.94
09/26/2013	36215	ACC Business	38.82	Phone Services	03-220-5048	38.82
09/26/2013	36215	ACC Business	25.94	Phone Services	15-500-5048	25.94
09/26/2013	36215	ACC Business	25.94	Phone Services	16-550-5048	25.94
Total 36215:			491.33			
36216						
09/26/2013	36216	APS	1,564.61	Electric Service	01-130-5048	1,564.61
09/26/2013	36216	APS	1,087.26	Electric Service	01-140-5048	1,087.26
09/26/2013	36216	APS	568.95	Electric Service	01-170-5048	568.95
09/26/2013	36216	APS	284.48	Electric Service	01-150-5048	284.48
09/26/2013	36216	APS	270.12	Electric Service	01-180-5048	270.12
09/26/2013	36216	APS	538.72	Electric Service	03-220-5048	538.72
09/26/2013	36216	APS	392.93	Electric Service	03-220-5049	392.93
09/26/2013	36216	APS	4,298.46	Electric Service	15-500-5048	4,298.46
09/26/2013	36216	APS	426.71	Electric Service	01-185-5048	426.71
09/26/2013	36216	APS	8,042.78	Electric Service	16-550-5048	8,042.78
09/26/2013	36216	APS	25.88	Electric Service	03-220-5049	25.88
Total 36216:			17,500.90			
36217						
09/26/2013	36217	Deanna Reder	321.60	Refund: Bond Return	01-000-2211	321.60
Total 36217:			321.60			
36218						
09/26/2013	36218	Ditch Witch	169.56	Parts for Vehicle/Equipment#222	03-220-5040	169.56
Total 36218:			169.56			
36219						
09/26/2013	36219	Greenberg Traurig, LLP	15,104.50	Special Counsel - WIFA Reimburs	52-216-5100	15,104.50
Total 36219:			15,104.50			
36220						
09/26/2013	36220	Johnson Refrigeration, INC	190.15	Maintenance on Library A/C Unit	01-170-5030	190.15
Total 36220:			190.15			
36221						
09/26/2013	36221	Kent & Ryan PLC	120.00	Indigent Defense Attorney Fees	01-150-5074	120.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 36221:			120.00			
36222						
09/26/2013	36222	La Paz Regional Hospital	75.00	CDL Physical for W. Shiplee	03-220-5035	75.00
Total 36222:			75.00			
36223						
09/26/2013	36223	Laura Bruno	70.23	Travel to Phoenix, Az for Mtg	01-130-5043	70.23
Total 36223:			70.23			
36224						
09/26/2013	36224	Law Office Of Fred H. Welc	1,875.00	Indigent Defense Attorney Fees	01-150-5074	1,875.00
Total 36224:			1,875.00			
36225						
09/26/2013	36225	Purcell Tire Co	683.31	Tires for PW Dept	03-220-5025	683.31
09/26/2013	36225	Purcell Tire Co	261.76	Tires for QPD	01-140-5025	261.76
Total 36225:			945.07			
36226						
09/26/2013	36226	Purchase Power	166.66	Postage Refill	01-130-5022	166.66
09/26/2013	36226	Purchase Power	166.66	Postage Refill	01-140-5022	166.66
09/26/2013	36226	Purchase Power	166.67	Postage Refill	01-150-5022	166.67
09/26/2013	36226	Purchase Power	166.67	Postage Refill	03-220-5022	166.67
09/26/2013	36226	Purchase Power	166.67	Postage Refill	15-500-5022	166.67
09/26/2013	36226	Purchase Power	166.67	Postage Refill	16-550-5022	166.67
Total 36226:			1,000.00			
36227						
09/26/2013	36227	Quail Corp Inc.	1,769.30	Barricades and Traffic Cones	03-220-5029	1,769.30
Total 36227:			1,769.30			
36228						
09/26/2013	36228	River City Newspapers	41.78	Notice of Vacancy Ad	01-110-5035	41.78
Total 36228:			41.78			
36229						
09/26/2013	36229	Staples Credit Plan	65.26	2 Cork Boards for Magistrate Cour	01-150-5022	65.26
Total 36229:			65.26			
36230						
09/26/2013	36230	Stifel Nicolaus & Company	25,000.00	Financial Advisor - WIFA Reimbur	52-216-5100	25,000.00
Total 36230:			25,000.00			
36231						
09/26/2013	36231	Vision Service Plan	320.82	Employee Payroll Deduction	01-000-2209	320.82

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 36231:			320.82			
36232						
09/26/2013	36232	Western States Petroleum,	2,470.24	Fuel - Unleaded	01-140-5024	2,470.24
09/26/2013	36232	Western States Petroleum,	1,166.02	Fuel - Unleaded	01-230-5024	1,166.02
09/26/2013	36232	Western States Petroleum,	40.76	Fuel - Unleaded	01-160-5024	40.76
09/26/2013	36232	Western States Petroleum,	292.94	Fuel - Unleaded	15-500-5024	292.94
09/26/2013	36232	Western States Petroleum,	454.05	Fuel - Unleaded	16-550-5024	454.05
09/26/2013	36232	Western States Petroleum,	1,348.79	Fuel - Unleaded	03-220-5024	1,348.79
09/26/2013	36232	Western States Petroleum,	595.43	Fuel - Unleaded	01-180-5024	595.43
Total 36232:			6,366.23			
36247						
10/02/2013	36247	A&M Auto Parts	271.25	Auto Parts	03-220-5025	271.25
10/02/2013	36247	A&M Auto Parts	92.96	Auto Parts	01-140-5025	92.96
10/02/2013	36247	A&M Auto Parts	8.81	Auto Parts	15-500-5025	8.81
Total 36247:			373.02			
36248						
10/02/2013	36248	ADOT Project Reconciliatio	11,180.00	Moon Mountain Ave - Design & R	56-217-5105	11,180.00
Total 36248:			11,180.00			
36249						
10/02/2013	36249	Amanda Lilly	96.00	Per Diem: CTHO Trng 10/8-10/11/	01-150-5043	96.00
Total 36249:			96.00			
36250						
10/02/2013	36250	APS	143.84	Electric Service	03-220-5049	143.84
10/02/2013	36250	APS	404.24	Electric Service	01-185-5048	404.24
Total 36250:			548.08			
36251						
10/02/2013	36251	Arizona State Treasurer	9,959.09	Fees Collected in: September 201	01-000-2212	9,959.09
Total 36251:			9,959.09			
36252						
10/02/2013	36252	Atkins	3,890.05	Engineering Fees	15-500-5037	3,890.05
10/02/2013	36252	Atkins	17,979.50	WW Expansion	52-216-5103	17,979.50
10/02/2013	36252	Atkins	5,473.75	Engineering Fees	16-550-5037	5,473.75
10/02/2013	36252	Atkins	290.00	Engineering Fees	01-160-5037	290.00
Total 36252:			27,633.30			
36253						
10/02/2013	36253	Berry & Branch PLLC	712.00	Professional Svc TX2011-000179	01-120-5072	712.00
Total 36253:			712.00			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
36254						
10/02/2013	36254	Blue Cross& Blue Shield O	1,684.98	Employee Medical - Payroll Dedu	01-000-2208	1,684.98
10/02/2013	36254	Blue Cross& Blue Shield O	19,583.14	Payroll Payables	01-000-2208	19,583.14
Total 36254:			<u>21,268.12</u>			
36255						
10/02/2013	36255	Caselle, Inc.	7,775.00	Software: Business Lic/User Licen	01-130-5035	7,775.00
Total 36255:			<u>7,775.00</u>			
36256						
10/02/2013	36256	Connected Computer & Re	871.29	Computer Tech Services	01-130-5035	871.29
10/02/2013	36256	Connected Computer & Re	219.58	Computer Tech Services	01-170-5035	219.58
10/02/2013	36256	Connected Computer & Re	42.50	Computer Tech Services	03-220-5035	42.50
Total 36256:			<u>1,133.37</u>			
36257						
10/02/2013	36257	D And L Auto Parts	169.71	Oil for Vehicle/Equipment Maint	03-220-5024	169.71
10/02/2013	36257	D And L Auto Parts	231.82	Auto/Equipment Parts	03-220-5025	231.82
10/02/2013	36257	D And L Auto Parts	735.22	Auto/Equipment Parts	01-140-5025	735.22
10/02/2013	36257	D And L Auto Parts	269.07	Auto/Equipment Parts	01-180-5025	269.07
10/02/2013	36257	D And L Auto Parts	82.91	Auto/Equipment Parts	01-180-5040	82.91
10/02/2013	36257	D And L Auto Parts	2.40	Auto/Equipment Parts	01-230-5025	2.40
10/02/2013	36257	D And L Auto Parts	16.59	Auto/Equipment Parts	15-500-5025	16.59
Total 36257:			<u>1,507.72</u>			
36258						
10/02/2013	36258	Doc United Imaging Llc	1,223.00	LaserFiche Annual Renewal Thro	01-130-5051	1,223.00
Total 36258:			<u>1,223.00</u>			
36259						
10/02/2013	36259	Employers Direct Health	8.55	Aggregate Employer Insurance	01-110-5016	8.55
10/02/2013	36259	Employers Direct Health	29.00	Aggregate Employer Insurance	01-130-5016	29.00
10/02/2013	36259	Employers Direct Health	114.99	Aggregate Employer Insurance	01-140-5016	114.99
10/02/2013	36259	Employers Direct Health	45.40	Aggregate Employer Insurance	01-150-5016	45.40
10/02/2013	36259	Employers Direct Health	31.78	Aggregate Employer Insurance	01-160-5016	31.78
10/02/2013	36259	Employers Direct Health	21.40	Aggregate Employer Insurance	01-170-5016	21.40
10/02/2013	36259	Employers Direct Health	13.81	Aggregate Employer Insurance	01-180-5016	13.81
10/02/2013	36259	Employers Direct Health	11.41	Aggregate Employer Insurance	01-185-5016	11.41
10/02/2013	36259	Employers Direct Health	63.44	Aggregate Employer Insurance	03-220-5016	63.44
10/02/2013	36259	Employers Direct Health	14.27	Aggregate Employer Insurance	01-230-5016	14.27
10/02/2013	36259	Employers Direct Health	7.78	Aggregate Employer Insurance	01-181-5016	7.78
10/02/2013	36259	Employers Direct Health	10.47	Aggregate Employer Insurance	15-500-5016	10.47
10/02/2013	36259	Employers Direct Health	29.49	Aggregate Employer Insurance	16-550-5016	29.49
10/02/2013	36259	Employers Direct Health	7.59	Aggregate Employer Insurance	20-121-5016	7.59
Total 36259:			<u>409.38</u>			
36260						
10/02/2013	36260	Foster Electric, Inc	2,975.28	New Pump/Motor for Booster #1	16-550-5040	2,975.28

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 36260:			<u>2,975.28</u>			
36261						
10/02/2013	36261	Foster, Edward	221.38	Per Diem: Meals and Transportati	01-110-5043	221.38
Total 36261:			<u>221.38</u>			
36262						
10/02/2013	36262	Guadalupe Zamora	1,604.00	Bond Refund	01-000-2211	1,604.00
Total 36262:			<u>1,604.00</u>			
36263						
10/02/2013	36263	Idexx Distribution, Inc.	1,120.37	Lab Supplies for WWTP	15-500-5052	1,120.37
Total 36263:			<u>1,120.37</u>			
36264						
10/02/2013	36264	Inland Builders Supply, Inc.	87.20	Supplies for the Parks Dept	01-180-5086	87.20
Total 36264:			<u>87.20</u>			
36265						
10/02/2013	36265	iWorQ Systems	1,200.00	Wrk & Pvmnt Mngmnt Appl	01-160-5051	1,200.00
Total 36265:			<u>1,200.00</u>			
36266						
10/02/2013	36266	Jack Pots Portables, Inc.	190.53	Porta Potty for Qtz Park	01-180-5035	190.53
Total 36266:			<u>190.53</u>			
36267						
10/02/2013	36267	Jeff Sorensen	126.00	Per Diem for Tristate Seminar 9/2	16-550-5043	126.00
Total 36267:			<u>126.00</u>			
36268						
10/02/2013	36268	Kansas State Bank	147.49	Konica Minolta Bizhub C654 Copi	01-130-5058	147.49
10/02/2013	36268	Kansas State Bank	56.69	Konica Minolta Bizhub C654 Copi	01-130-5057	56.69
Total 36268:			<u>204.18</u>			
36269						
10/02/2013	36269	Kenny Strickland Oil Inc.	636.31	Rotella Oil 15W40	03-220-5024	636.31
10/02/2013	36269	Kenny Strickland Oil Inc.	636.30	Rotella Oil 15W40	01-140-5024	636.30
10/02/2013	36269	Kenny Strickland Oil Inc.	212.10	Rotella Oil 15W40	01-230-5024	212.10
10/02/2013	36269	Kenny Strickland Oil Inc.	106.05	Rotella Oil 15W40	16-550-5024	106.05
10/02/2013	36269	Kenny Strickland Oil Inc.	106.02	Rotella Oil 15W40	15-500-5024	106.02
10/02/2013	36269	Kenny Strickland Oil Inc.	212.10	Rotella Oil 15W40	01-180-5024	212.10
10/02/2013	36269	Kenny Strickland Oil Inc.	106.05	Rotella Oil 15W40	01-130-5024	106.05
10/02/2013	36269	Kenny Strickland Oil Inc.	106.05	Rotella Oil 15W40	01-160-5024	106.05
Total 36269:			<u>2,120.98</u>			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
36270						
10/02/2013	36270	La Paz County Sheriff's De	119.00	Fees Collected in: September 201	01-000-2212	119.00
Total 36270:			119.00			
36271						
10/02/2013	36271	La Paz County Treasurer	43.25	Fees Collected in : September 20	01-000-2212	43.25
Total 36271:			43.25			
36272						
10/02/2013	36272	Legend Technical Services	209.70	Lab Services for WWTP	15-500-5039	209.70
10/02/2013	36272	Legend Technical Services	648.00	Lab Services for Water	16-550-5039	648.00
Total 36272:			857.70			
36273						
10/02/2013	36273	Lori Callan	96.00	Per Diem: CTHO Trng 10/8-10/11/	01-150-5043	96.00
Total 36273:			96.00			
36274						
10/02/2013	36274	Mathew Bender & Co., Inc	53.38	AZ DUI Manual 13-14	01-150-5051	53.38
Total 36274:			53.38			
36275						
10/02/2013	36275	McNaughton Book Service	4,188.00	Svc for Jan '14 to Dec '14 for Libra	01-170-5038	4,188.00
Total 36275:			4,188.00			
36276						
10/02/2013	36276	Newman Traffic Signs	1,808.02	Signs/Posts for PW Dept	03-220-5029	1,808.02
Total 36276:			1,808.02			
36277						
10/02/2013	36277	Parker Motor Co.	18.09	Tube-Oil Fill Vehicle #1424	01-140-5025	18.09
Total 36277:			18.09			
36278						
10/02/2013	36278	Principal Financial Group	3,715.77	Payroll Payables	01-000-2209	3,715.77
10/02/2013	36278	Principa: Financial Group	39.66	Cobra Payables	01-000-2300	39.66
Total 36278:			3,755.43			
36279						
10/02/2013	36279	Purcell Tire Co	451.21	Tires for QPD	01-140-5025	451.21
Total: 36279:			451.21			
36280						
10/02/2013	36280	Quill Corporation	199.86	Office Supplies: Ink Crtg & Inkjet	01-140-5022	199.86
10/02/2013	36280	Quill Corporation	44.55	Office Supplies: Ink Crtg	15-500-5022	44.55
10/02/2013	36280	Quill Corporation	44.55	Office Supplies: Ink Crtg	16-550-5022	44.55

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
10/02/2013	36280	Quill Corporation	21.75	Office Supplies: Post it Notes	01-130-5022	21.75
10/02/2013	36280	Quill Corporation	65.60	Office Supplies: Ink Crtgd	01-140-5022	65.60
Total 36280:			376.31			
36281						
10/02/2013	36281	Rob Troxler	126.00	Per Deim for Tri-State Seminar 9/	15-500-5043	126.00
Total 36281:			126.00			
36282						
10/02/2013	36282	Sams Club Credit	216.35	Office Supplies for Police Dept	01-140-5022	216.35
10/02/2013	36282	Sams Club Credit	141.11	Chairs for Police Dept	01-140-5070	141.11
10/02/2013	36282	Sams Club Credit	86.55	Snack for Recreation Dept	01-185-5095	86.55
10/02/2013	36282	Sams Club Credit	16.37	Walmart: Brace for T. Richardson	03-220-5022	16.37
Total 36282:			460.38			
36283						
10/02/2013	36283	Sonoran Integrations	85.00	Tech Support with QPD Phones	01-140-5035	85.00
Total 36283:			85.00			
36284						
10/02/2013	36284	Taser International	568.20	Inv#SI1332626: Crtdgs-25' Hybrid	28-200-5026	568.20
10/02/2013	36284	Taser International	102.72	CN065324: Crtdgs - Simulation	28-200-5026	102.72
Total 36284:			670.92			
36285						
10/02/2013	36285	Trina Kindsfater	1.96	Refund: Overpmt Acct 1027401	99-000-1075	1.96
Total 36285:			1.96			
36286						
10/02/2013	36286	U.S. Plastic Corp	18.12	Janitorial Supplies: Spray Bottles	01-130-5022	18.12
Total 36286:			18.12			
36287						
10/02/2013	36287	United States Postal Servic	500.00	Door Hanger Questionaire	01-160-5033	500.00
Total 36287:			500.00			
36288						
10/02/2013	36288	Universal Police Supply Co	138.89	Uniform Allowance - H. Tanakeyo	01-140-5019	138.89
Total 36288:			138.89			
36289						
10/02/2013	36289	VieVu	193.00	Camera Repair	01-140-5040	193.00
Total 36289:			193.00			
36290						
10/02/2013	36290	West Payment Center	430.66	West Law Legal Info	01-150-5051	430.66

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 36290:			430.66			
Grand Totals:			179,488.05			
Grand Totals:			179,488.05	179,488.05-		.00

Report Criteria:

Report type: GL detail

Check.Check Number = 36215-36290



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, October 8, 2013

- Agenda Item # 6** Consider approval of the minutes of the Regular Meeting of September 24, 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 September 24, 2013.
- Action Requested:** **Motion to approve the Minutes of the Regular Meeting of September 24, 2013.**

**MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE COMMON COUNCIL
TUESDAY, SEPTEMBER 24, 2013, 9:00 AM**

CALL TO ORDER: 9:00 a.m.

INVOCATION: None

PLEDGE OF ALLEGIANCE:

Vice Mayor Jewitt led the pledge.

ROLL CALL:

Roll Call.

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

ABSENT: None

STAFF PRESENT: Laura Bruno, Town Manager; Terry Frausto, Town Clerk; Kelly Schwab and Patricia Ronan, Town Attorneys; Tina Abriani, Secretary

APPROVAL/AMENDMENT OF AGENDA:

Vice Mayor Jewitt moved to approve the agenda as amended. Council Member Orgeron seconded the motion. It was noted that the agenda was not amended. Vice Mayor Jewitt recalled his motion and Council Member Orgeron recalled his second.

Vice Mayor moved to approve the agenda as presented. Council Member Orgeron seconded the motion. The vote was unanimously in favor.

PRESENTATIONS; PROCLAMATIONS:

- 1. PRESENTATION** – ADOT Proposal for Improvements of the I-10/Exit 17 Interchange.

Mr. Paul Patane, District Engineer for the Arizona Department of Transportation, introduced himself. He presented proposed improvements at the interchange of I-10 and Exit 17.

Three alternatives as part of the study: 1. putting conventional type traffic signals along Main Street and Quartzsite Boulevard and another one at the south frontage road and Quartzsite Boulevard; 2. a series of four roundabouts through the traffic interchange; 3. a series of roundabouts and signals, a combination of both.

The recommendation was alternative one, conventional type traffic signals, as it would be the best for this project given monetary constraints.

Vice Mayor Jewitt asked if any off ramps are to be widened coming off I – 10. Mr. Patane advised that all the ramps will get some type of widening.

Mr. Patane stated this spot improvement project will help circulation.

Council Member Scott asked Mr. Patane to take the concerns of the Council back with him.

Council Member Scott said she wants to go on record to say she is glad the Town does not have money for the roundabouts

2. PRESENTATION – Proposal for Quartzsite Deviated-Fixed Route Transit System.

John Andoh, Transit Director for the Yuma County Intergovernmental Public Transportation Authority, introduced himself and Janet Collier, Quartzsite Transit Coordinator.

He gave a presentation regarding the revamping of the Quartzsite Transit Services to make it more productive. Presently, the Town is operating a general public dial-a-ride service. The proposal is basically to create a bus route that would circulate throughout the Town and would stop at major destination points. The bus would deviate, or flex off, the route to provide service to those who have scheduled in advance or cannot get to the bus stop. The proposal is also to coordinate with other cities' transit systems such as Blythe, Yuma, La Paz County, and Lake Havasu City.

Council Member Scott asked if any provisions were made for those who absolutely do not have the money. Mr. Andoh responded there is nothing proposed at this time. He said he will send a copy of a proposed policy or program that has a poverty line threshold to the Council.

It is the Council's decision as to how much to charge for the various services of the transit system.

The Mayor asked for some provision in the plan for those who do not have enough money to ride.

Shanana Rain GoldenBear commended all the work done for the transit system. She quoted part of the Town Code, Article 20-1, dealing with the Health and Development Board's duties.

Mr. Andoh explained that this is a concept. The next step would be to use the public outreach process to get feedback, as well as the Health and Development Board's participation, then formal adoption by the Town Council.

Jenny Mills asked about fare boxes and acceptable forms of payment. Fare boxes have been supplied to the Town and currently only cash or check is accepted.

Jennifer Jones said she is familiar with the trolley in LHC and thinks it will be a wonderful thing. She said smart phones have applications that can swipe debit cards.

CONSENT AGENDA:

3. LEDGER OF ACCOUNTS PAID – Consider approval of check series 36146 – 36214, totaling \$129,893.52.

Vice Mayor Jewitt moved to accept the consent agenda as presented and Council Member Kelley seconded the motion.

Council Member Scott asked to pull Item 6. Vice Mayor Jewitt withdrew his motion and Council Member Kelley withdrew her second.

Vice Mayor Jewitt moved to accept the consent agenda as amended and Council Member Kelley seconded it. The vote was unanimously in favor.

Item #6: Position Description – Consider approval of the description for the position of Quartzsite Town Manager.

Discussion. Council Member Scott stated she has suggestions: Job Summary – the last sentence, she suggests would read: This position serves at the pleasure of the Council and shall establish and maintain effective working relationships with the Town Council. The Town Manager shall be appointed by the Town Council and shall be subject to its discretion and supervision.

Council Member Scott referenced page three regarding the physical requirement of walking. She suggested adding 'and stand'.

Attorney Schwab said it is probably better not to put that in because of the ADA. A wheelchair bound person could possibly still do the job.

The attorneys will rewrite the Physical Demands heading of the description and bring it back for the Council's review and possible approval.

The Mayor made a motion to direct staff to make the changes as indicated and bring it back for approval and Vice Mayor Jewitt seconded. The vote was unanimously in favor.

4. MINUTES – Consider approval of the minutes of the Regular Meeting of September 10, 2013.

5. ORDINANCE – Consider approval of an ordinance amending Town Code, Section 2-4-6, by repealing the present Section 2-4-6 and adopting an amended Section 2-4-

6, relating to the order of business conducted by the Mayor and Common Council and amending the Council Procedure Policy Manual to conform thereto.

6. POSITION DESCRIPTION – Consider approval of a position description for the position of Quartzsite Town Manager.

ADMINISTRATIVE ITEMS:

7. POLICE POLICIES – Consider approval of updates to the Town's Police Department policies and procedures.

Attorney Ronan presented this first round of revisions to policies that have been in place since the 1990s without any update.

Attorney Ronan stated the attorneys are seeking the Council's approval because it helps set standards for law enforcement. This can affect and mitigate liability for the Town in the long term. It affects officer safety and public safety. She asked for the Council's input and direction going forward and with the policies they are proposing today.

A lengthy discussion took place regarding the use of video cameras and preservation of those video files.

Council Member Scott thinks there should be a revision to the proposed policies and procedures saying that if someone doesn't want to be recorded he or she will have the option of not being on camera.

Vice Mayor Jewitt suggested it would be appropriate to put a clause in the policy so that if someone did say they do not want to be taped, they don't have to be.

Chief Gilbert spoke regarding the camera issues. He displayed the body cameras the Officers are using. He recommends their use and wants to upgrade to newer cameras with newer technology. Currently, the cameras have a three to five second delay. Newer cameras are set up with a 30 second buffering system, allowing pre-event recording.

Chief Gilbert discussed giving the officers some discretion for recording.

Attorney Ronan said going forward and to be in the policy in the future, the Town Clerk will receive all records requests and when necessary, get together with the town attorneys to decide what is public record.

The attorneys explained that the presumption that the cameras are on will stay in the policy with an addition to the exceptions: In the event a citizen requests that they not be recorded, the officer shall take the request into consideration.

Vice Mayor Jewitt moved to approve the policies and procedures presented as amended and Council Member Orgeron seconded the motion. The vote was unanimously in favor.

Meeting adjourned at 10:57 a.m.

Council Member Orgeron moved to go into executive session and Vice Mayor Jewitt seconded with a vote of all ayes.

8. EXECUTIVE SESSION - Executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct its attorneys regarding the Town's position regarding the contract with Police Chief Jeff Gilbert that is the subject of negotiations.

The Mayor called the regular session of the Common Council, Town of Quartzsite, back to order at 11:34 a.m.

Roll Call:

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

COMMUNICATIONS:

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

None

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

Council Member Kelley announced a deadline for purchasing Bountiful Baskets and noted any unwanted food may be taken to the Food Bank.

11. Reports from the **TOWN MANAGER** to the Council.

Town Manager Laura Bruno referenced a memorandum she sent out regarding recommendations related to the Town's eleven boards, committees and commissions. The recommendations are to be considered in an effort to help the committees be more efficient and effective. Ms. Bruno stated that she will try to get this item on the next council meeting agenda for discussion.

CALL TO THE PUBLIC:

Shanana Rain GoldenBear commented on the following points: inviting all board members to be part of the discussion when the time comes to discuss the recommendations of change to the boards; the issue regarding cameras on the police; and the Park Permit has been changed without going through the Park Board or the Council.

ADJOURNMENT: 11:39 a.m. - Vice Mayor Jewitt moved to adjourn the meeting and Council Member Crooks seconded the motion.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of September 24, 2013, of the Town Council of Quartzsite, Arizona, held on September 24, 2013.

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

DATED this 8th day of October, 2013

Terry Frausto, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor

DRAFT



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, October 8, 2013

Agenda Item #7 Consider approval of a cooperative purchase contract under the Arizona State Flooring Contract No. ADSP013-040451 to replace the carpeting in the Town Library.

Summary: The 2013-14 Budget for the Library includes an approved capital expenditure of \$20,400 for replacement carpeting for the Library.

The attached quotation from Continental Flooring Company provides for the purchase and installation of new carpeting under the Arizona State Flooring Contract No. ADSP013-040451. The quoted price includes:

- Carpet tile-style carpeting and wall base
- Sub-floor preparation
- Additional sub-floor patch for the uneven flooring
- Moving of modular furniture, library book stacks, and standard furniture.

The total price quoted is \$20,016.23 for fully-installed carpeting in the Library.

The Town's Cooperative Purchasing Code provides that purchases may be made without a formal bidding process whenever other governmental units have done so for the same item if a separate bidding process is not likely to result in a lower price for such items.

Responsible Person: Laura Bruno, Town Manager

Attachment: Quote from Continental Flooring Company.

Action Requested: Motion to approve a cooperative purchase contract with Continental Flooring Company to replace the carpeting in the Town Library, and authorize the Town Manager to execute the agreement.



9319 N. 94th Way • Suite 1000 • Scottsdale, AZ 85258
 Phone (480) 949-8509 • Toll Free (800) 825-1221
 FAX (480) 945-2603
 Website www.continentalflooring.com

September 26, 2013

Quartzsite Public Library
 Billie Fowler
 465 N Plymouth
 Quartzsite, AZ, 85346

***** REVISED II *****

RE: Library – Replace Carpet with New Carpet Tile
Revision I – Updated project scope after site visit
Arizona State Flooring Contract No. ADSP013-040451, Renewal date 1/31/2014

Dear Fowler:

In response to your request for quotation, Continental Flooring Company offers the following proposal for your consideration under Arizona State Flooring Contract No. ADSP013-040451:

Line	Description	Qty	Price	Extended
46	Furnish & Install Shaw Mix Collection Style: <i>To Be Determined</i> , Color: <i>To Be Determined</i>	491 SY	\$19.76 SY	\$9,702.16
92	Furnish & Install 4" Rubber Base Color: <i>To Be Determined</i>	600 LF	\$1.40 LF	\$840.00
94	Furnish & Install Transitions	12 LF	\$2.95 LF	\$35.40
96	Move Modular Furniture - Full Metal Library Stacks	491 SY	\$7.75 SY	\$3,805.25
84	Remove Existing Carpet	491 SY	\$2.24 SY	\$1,099.84
96	Floor preparation as required by mfr guidelines	4419 SF	\$0.25 SF	\$1,104.75
96	Furnish & Install Floor Patch	15 Bags	\$85.00 EA	\$1,275.00
96	Mileage per AZ State Travel Policy	298 M	\$0.445 M	\$132.61
96	Instate Lodging & Meals per AZ State Policy	3 L&M	\$127.000 EA	\$381.00
96	Installation Other mobilization	4 MH	\$87.50 EA	\$350.00
Sub Total				\$18,726.01
Quartzite Prime contracting tax rate 6.8900% Tax				\$1,290.22
Total				\$20,016.23

Prices listed in this quote include moving of modular furniture, library book stacks (4 empty wood stacks and the rest full metal w/lift) and standard furniture. Standard furniture moving includes moving of regular desks, chairs, 2 drawer file cabinets, half empty 4 drawer filing cabinets and empty bookcases. Wood stacks cannot be mechanically lifted and will need to be hand unloaded. We have included the cost for two wood stacks to be manually unloaded and moved.

Not included in moving of standard furniture is the moving of sensitive electronic equipment such as computers, telephones, copiers and such. You should have your IT department or facilities department coordinate the moving of all

electronic items. A guide sheet regarding what to do before installation begins is included with this quote and another copy will be sent to you once an installation date is set.

Prices listed in this quote include standard sub-floor preparation. Standard sub-floor preparation is defined as a maximum of one 25lb bag of patch for every 300 square yards of material, except as otherwise noted. *Should any unforeseen sub-floor conditions exist additional charges will apply.*

Prices listed in this quote include an additional 15 bags of patch. This subfloor felt uneven under foot during the walk thru. This is just an estimate of what may be needed. *Should any additional unforeseen subfloor conditions exist additional charges will apply. We would provide a credit for unused product when invoiced, if we do not need the full 15 additional bags of patch.*

Continental Flooring does not test for asbestos or provide asbestos abatement. The Owner represents that they have taken all necessary steps to insure that no asbestos exists on this project. The Owner accepts all responsibility for the testing and removal of asbestos and will hold Continental Flooring harmless relating to asbestos. The owner will provide related certification to continental flooring if required.

Once your purchase order is delivered to Continental Flooring Company, materials for your installation will be ordered. **Cathy Gordon, operations coordinator (480) 949-8509 ext. 289** will contact you when the material for this installation has been received and provide a proposed installation date for your approval.

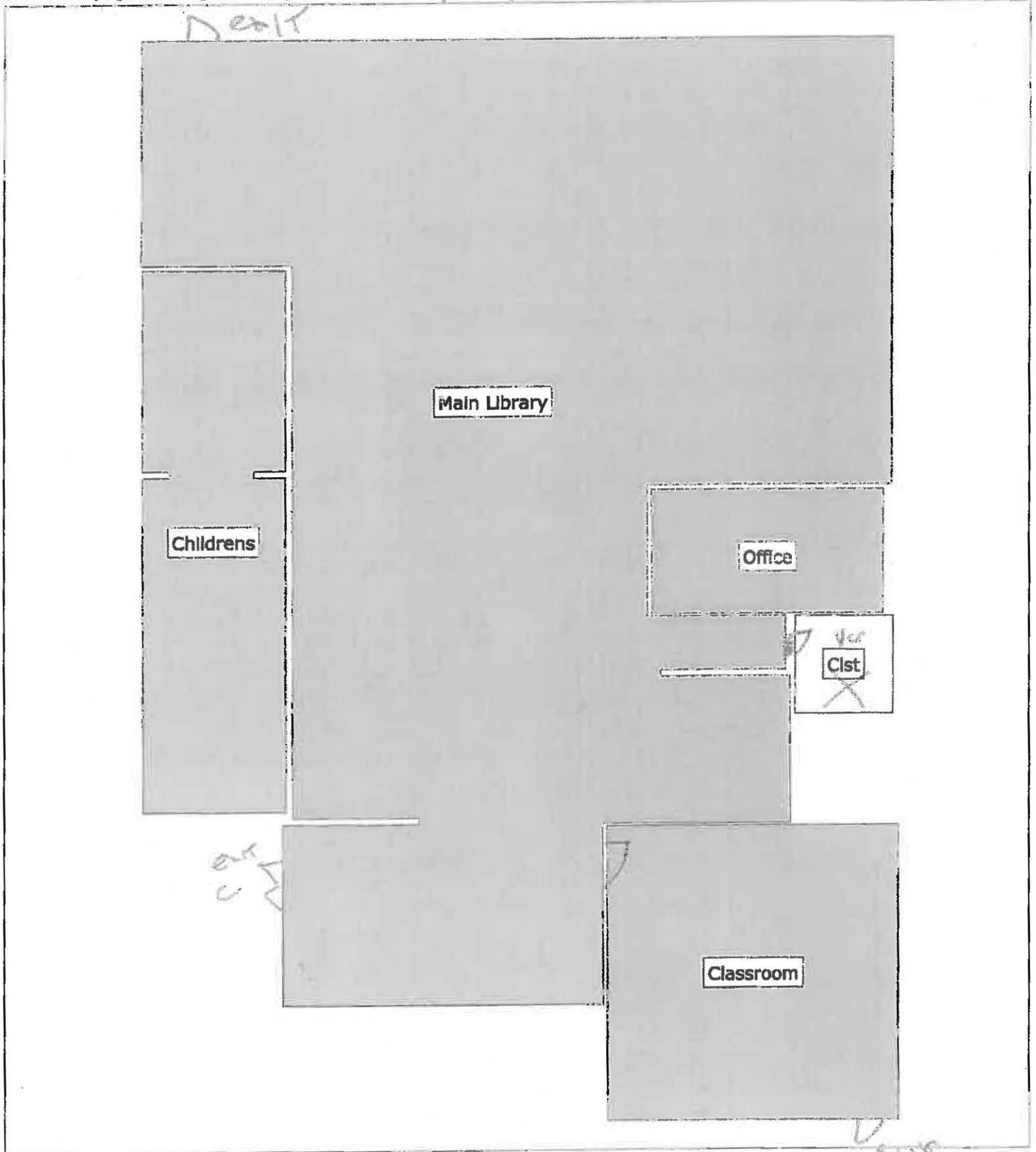
Thank you for the opportunity to quote to you on this project. Should you have any questions, or require additional information, please call me at (480) 949-8509 ext. 285 or on my mobile at (602) 690-6978 or email me directly at laurak@continentalflooring.com.

Respectfully,


Laura Kuligowska
Continental Flooring Company
Celebrating over 30 years of flooring the public sector

REVISED II

Scale 1:120 (original drawing scale 1:96)





TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, October 8, 2013

Agenda Item #8 Consider approval of the final job description, as amended, 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. The Council has established an approved salary range for the position.

The final job description establishes Essential Duties and Functions, and Minimum Qualifications for the position of Town Manager; and includes amendments appropriate for the position.

Responsible Person: Laura Bruno, Town Manager

Attachment: Final job description for the position of Town Manager

Action Requested: Motion to approve the final job description, as amended, for the position of Quartzsite Town Manager.

TOWN OF QUARTZSITE
JOB DESCRIPTION

Position Title:	Town Manager
Department:	Administration
Supervision Exercised:	Supervises full-time, part-time or seasonal employees and volunteers
Overtime Status:	Unclassified, Exempt
Pay Range:	\$70,000 - \$100,000

OPENING DATE: October 1, 2013

CLOSING DATE: Open Until Filled

JOB SUMMARY:

Under the general direction of the Town Council, the Town Manager serves as Chief Administrative Officer of the Town of Quartzsite; directs the operations of departments within the Town Government, assuring compliance with policies established by the Council within limits of the Town Code, state and federal law; and maintains an effective working relationship with the Council. This position serves at the pleasure of the Council.

ESSENTIAL DUTIES AND FUNCTIONS:

Administration. Manage and supervise all departments, agencies and offices of the Town, except as noted in the Town Code, to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed.

Public Relations. Responsible for inter-governmental relations with other towns and cities; county, state and federal agencies; and public and private organizations. Serve as the public relations and media representative for the Town.

Laws and Ordinances. See that all laws and ordinances of the Town, and that all franchises, contracts, permits and privileges granted by the Council, are faithfully observed; and report any failure in that regard to the Council. Recommend to the Council such measures and ordinances, or amendments thereto, deemed necessary.

Town Council Meetings. Attend all Council meetings; present information and recommendations deemed necessary or as requested by members of the Council.

Financial Reports. Keep the Council fully advised as to the needs of the Town in such form and at such times as requested by the Council.

Budget. Direct and participate in the development and administration of the Town budget and capital program; propose the Town's annual operating budget to the Council for approval.

TOWN OF QUARTZSITE
JOB DESCRIPTION

Expenditure Control and Purchasing. See that no indebtedness is incurred or expenditure made in violation of the State Budget Law and Arizona Revised Statutes, or Town Code.

Human Resources. Develop, manage and administer employee policies that comply with federal, state and local labor law and regulations.

DESIRED MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Master's degree in public administration, political science, business management or a closely-related field; and a minimum of five years experience as a municipal administrator. An equivalent combination of education, training, and experience may be acceptable.

SPECIAL REQUIREMENTS:

Residence in the Town at the time of appointment as Town Manager shall not be required as a condition for appointment, but within sixty (60) days after reporting for work the Town Manger must become a resident of the Town unless the council approves residence outside the Town.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety; and community and economic development. Skill in preparing and administering municipal budgets; ability to maintain effective working relationships with employees, town officials and the public; ability to efficiently and effectively administer a municipal government.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet and electronic mail and internet browser software; calculator; telephone; copy machine; and fax machine. Driving an automobile.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TOWN OF QUARTZSITE JOB DESCRIPTION

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands or arms. The employee is required to be physically mobile.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet. There are occasional stressful situations involving members of the public who are angry or upset.

SELECTION CRITERIA:

Applicants whose experience and training are most closely suited to the needs of the Town may be selected for further testing/interviews. Criteria will be based on job-related knowledge, skills, and abilities.

The Town of Quartzsite is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, disability, age, gender, sexual orientation, or national origin.

In accordance with the Americans with Disabilities Act (ADA and Section 504), the Town of Quartzsite does not discriminate on the basis of disability in the admission or access to, treatment, or employment in its programs, activities, or services.

The Town of Quartzsite supports a drug free workplace.

The Town of Quartzsite must verify the right to work in the United States of every individual hired.



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, October 8, 2013

Agenda Item #9 Discussion and consideration of recommendations regarding the Council Boards, Committees, Commissions and Corporations, including – the Board of Adjustment, Hi Jolly Cemetery Board, Health & Development Services Board, Library Board, Municipal Property Corporation, Municipal Utility Administrative Committee, Park & Recreation Committee, Personnel Board, Planning & Zoning Commission, Public Safety Retirement Board, Vendor/Swap Meet/RV Parks Municipal Board.

Summary: The Town Council currently has eleven (11) appointed boards, committees, commissions and corporations. Most are advisory and optional; some are statutory. These various bodies include:

1. Board of Adjustment
2. Hi Jolly Cemetery Board
3. Health & Development Services Board
4. Library Board
5. Municipal Property Corporation
6. Municipal Utility Administrative Committee
7. Park & Recreation Committee
8. Personnel Board
9. Planning & Zoning Commission
10. Public Safety Retirement Board
11. Vendor/Swap Meet/RV Parks Municipal Board

As currently configured, we need sixty-two (62) volunteers from the Quartzsite Community to fill all of the seats on these boards, committees, commissions and corporations. Some bodies meet quite often; others meet as little as once a year. In some instances, some individuals serve on more than one body. Filling all of the seats for these different bodies can be very challenging.

In researching other towns similar in size and scope to Quartzsite, we have found several strategies that can be used to assist in volunteer participation; to increase the effective flow of information between the Council and the various bodies; and to clarify the roles of these bodies. These strategies include:

- Clarify or redefine the various bodies to better meet the needs of the Council and the community.

- Refine the number of required seats to more effectively fill vacancies and establish uniform term begin and end dates to more effectively monitor vacancies.
- Create a Council Liaison seat for each advisory body to provide information and reports back to the Council; establish a standing item on the Council agenda for the advisory Boards, Committees and Commissions reports.
- Create an overarching ordinance that establishes general criteria for all Council Advisory Bodies. Employ resolutions to establish and define specific criteria for each body. This provides a more orderly approach for the Council to form, amend, and effect other changes to its advisory bodies.

Staff has compiled recommendations for the Council’s consideration regarding updates to the existing Council bodies based various discussions and best practices benchmarking.

Board of Adjustment: All cities and towns must appoint a Board of Adjustment. The role of this board is to hear and decide appeals on decisions made by the Planning and Zoning Administrator. This board makes decisions such as determining whether a property owner has a vested right, whether a variance should be granted, whether a conditional use should be permitted, or whether a use constitutes a non-conforming use. By statute, a decision by this board can be appealed, but not to the Town Council. Appeals from the Board of Adjustment go to the Superior Court; the town council is not “in the loop”.

A city or town may appoint itself as the Board of Adjustment, and delegate the matters of variances, conditional uses and other related matters to the Planning and Zoning Commission with an appeal to the town council.

Over the last few years, the Quartzsite Town Council has acted as the Board of Adjustment, without having established the authority to do so.

Recommendation: Abolish the Board of Adjustment and designate the Town Council as the Board of Adjustment.

Planning & Zoning Commission: The Town’s Planning and Zoning Commission consists of seven (7) seats, two of which are vacant. One member has been unavailable, and has missed several meetings over the last few months, thus opening up one additional seat.

State statute requires that a planning & zoning commission have a minimum of five (5) members. Smaller municipalities tend to have five-member commissions and larger cities tend to have seven-member commissions.

Recommendation: Refine the number of seats on the Planning and Zoning Commission from seven to five; align the 3-year terms to begin and end March

1 of the appointed year; establish an additional, non-voting Council Liaison seat.

Vendor/Swap Meet/RV Parks Municipal Board: The activities of this advisory board focus on the Vendor, Swap Meet and RV Park community. Some activities of the Health and Development Services Board overlap with this board. There is much that can be done to grow and promote the Town of Quartzsite which, in turn, would create opportunities for our local businesses and the town to generate much-needed revenues.

The Council has indicated the need to establish a board to pursue and promote economic and tourism opportunities for the Town of Quartzsite. This board should include members of the community who are interested in “rolling up their sleeves” and going into action to address such opportunities. The existing board has seven seats, one of which is vacant.

Recommendation: Redefine the role of this board to become the Quartzsite Development Advisory Board, to focus on the development, pursuit and promotion of economic and tourism opportunities for the Town of Quartzsite. Expand the number of seats from seven to eleven; invite individuals from other businesses within the Town to participate; align the 3-year terms to begin and end January 1 of the appointed year; establish an additional, non-voting Council Liaison seat.

Health & Development Services Board: The focus of this advisory board has been on public health needs and development of the Town, and funding for non-profit agencies. The Town has a need for an advisory board to function as a community-wide liaison between and among the various service organizations within the Town and to provide a unique forum for discussion, research and dissemination of information related to community services. The existing board has seven seats, three of which are vacant.

Recommendation: Redefine the role of this board to become the Community Advisory Board, to function as a community-wide liaison, obtaining information on community-based issues and concerns; and to be responsible to research and disseminate information to the community regarding community-based programs and services. Refine the number of seats from seven to five; align the 3-year terms to begin and end April 1 of the appointed year; establish an additional, non-voting Council Liaison seat.

Library Board / Park & Recreation Committee: The activities of these two advisory bodies relate to enrichment and leisure activities within the Town, with the stated objectives including the growth, promotion, and best uses of these Town resources. Both the Library Board and the Park & Recreation Committee call for seven members; there are vacancies on both.

Recommendation: Combine the Library Board and the Park & Recreation Committee to establish the Library, Parks & Recreation Advisory Board. The role of this Board would be to focus on providing opportunities for all segments of the community to enjoy enrichment and leisure experiences. Keep the number of seats at seven; align the 3-year terms to begin and end April 1 of the appointed year; establish an additional, non-voting Council Liaison seat.

Hi Jolly Cemetery Board: The focus of this advisory board is on improvements and future growth of the Town's Cemetery. The existing board is active, and all seats are filled.

Recommendations: Re-establish the Hi Jolly Cemetery Advisory Board. Keep the number of seats at seven; align the 3-year terms to begin and end January 1 of the appointed year; establish an additional, non-voting Council Liaison seat.

Municipal Utility Administrative Committee: The focus of this advisory committee is on present and future use of the Town's water and wastewater utilities. Town Code provides that utility rates shall be reviewed periodically by 1) the Utility Department and/or 2) the Municipal Utility Administrative Committee. If the Utility Department recommends changes to the fee structure, the department issues a request to the Town Council with a recommendation for fee modification. The Council acts upon the recommendation in accordance with state statute.

Within smaller municipalities, there are very few comparable bodies. The closest in size is the Town of Gilbert which has a Utilities Board created for the purpose of managing and operating the utility operations of the Town and whose membership is limited to designated employees and a Council appointee.

Currently, there are five seats on the MUAC committee, one of which is vacant.

Recommendations: Re-establish the Utilities Advisory Committee to focus on improvements and future growth of the Town's utilities. Keep the number of seats at five; align the 3-year terms to begin and end January 1 of the appointed year; establish an additional, non-voting Council Liaison seat.

Personnel Board: This board conducts hearings on employee grievances and makes recommendations to the Town Manager. The recommendations of the board are advisory to the Town Manager as the Personnel Officer. This Board is not an advisory body to the Council. There are three seats on this board, one of which is vacant. One member has been unavailable, and has missed several meetings over the last few months, thus opening up one additional seat. There are also two alternate seats, both of which are filled.

Recommendations: Re-establish the Personnel Advisory Board. Keep the number of seats at three with one alternate; align the 3-year terms to begin and end June 1 of the appointed year.

Municipal Property Corporation: This statutorily-authorized body operates as a non-profit corporation solely and exclusively in the interest of the Town of Quartzsite. The corporation is responsible for reviewing and approving secured or unsecured loans for the purpose of financing or refinancing the acquisition, construction, improvements or equipage of Town-owned projects. There are three seats, one of which is vacant and a second whose term has expired.

Recommendations: Retain the existing statutory Municipal Property Corporation. Keep the number of seats at three; align the 3-year terms to begin and end June 1 of the appointed year.

Public Safety Retirement Board: This statutory board is responsible for educating public safety members and applying Arizona Statutes in determining eligibility for benefits. There are five seats on this board, one of which is vacant.

Recommendations: Retain the existing Public Safety Retirement Board .

The following summarizes the resulting board, committees and commissions based on these recommendations, including the number of required seats and needed council liaisons. With this proposed reconfiguration, the number of needed citizen seats will be fifty (50) and the number of council liaison seats will be six (6).

SUMMARY OF PROPOSALS FOR BOARDS, COMMITTEES AND COMMISSIONS

- **Planning & Zoning Commission**
Members: 5 citizens + council liaison (1 open seat)
Terms begin and end March 1 of the appointed year
- **Quartzsite Development Advisory Board**
Members: 11 citizens + council liaison (5 open seats plus 3 expired terms)
Terms begin and end April 1 of the appointed year
- **Community Advisory Board**
Members: 5 citizens + council liaison (1 open seat)
Terms begin and end April 1 of the appointed year
- **Library, Parks & Recreation Advisory Board**
Members: 7 citizens + council liaison (5 expired terms)
Terms begin and end April 1 of the appointed year

- **Hi Jolly Cemetery Advisory Board**
Members: 7 citizens + council liaison (no open seats)
Terms begin and end January 1 of the appointed year
- **Utilities Advisory Committee**
Members: 5 citizens + council liaison (1 open seat)
Terms begin and end January 1 of the appointed year
- **Personnel Advisory Board**
Members: 3 citizens + 1 alternate (1 open seat)
Terms begin and end June 1 of the appointed year
- **Municipal Property Corporation**
Members: 3 citizens (2 open seats)
Terms begin and end June 1 of the appointed year
- **Public Safety Retirement Board**
Members: 2 citizens + 2 police officers (will need to fill 1 open seat)
+ Mayor or designee

There is a **“Get acquainted with Quartzsite”** event proposed for November 2, 2013, from 1pm to 4pm at the Community Center. The purpose is to provide information regarding all Town boards, committees, commissions and corporations; and to recruit for openings on the various bodies.

Responsible Person: Laura Bruno, Town Manager

Attachment: Listing of current Town of Quartzsite Boards, Committees & Commissions members

Action Requested: Discussion and direction to bring a proposed ordinance, plus resolutions, to implement recommendations for the Town appointed Boards, Committees, Commissions and Corporations.

TOWN OF QUARTZSITE

BOARDS, COMMITTEES, COMMISSIONS AND CORPORATIONS

MUNICIPAL LIBRARY BOARD

Herman Konyen	exp	Apr-14
Kolores Klose	exp	Apr-14
Mary Ann Peck	exp	Apr-14
Mary Michaels	exp	Apr-13
Judith Morris	exp	Apr-13
Vacant	exp	
Vacant	exp	

CEMETERY BOARD

Deanna Sheehan	exp	Dec-15
Kay Mooring	exp	Nov-14
Arthur L. Larson	exp	Mar-15
Bruce Swart	exp	Nov-14
Sandy Scott	exp	Dec-15
Eileen C. Lunsford	exp	Nov-13
PJ Bettmann	exp	Dec-15

HEALTH & DEVELOPMENT SERVICES BOARD

Carolyn Guthrie	exp	Apr-15
Suzan Fonda	exp	Feb-14
Denise Florian	exp	Oct-14
Sally Ford	exp	Apr-15
Vacant	exp	
Vacant	exp	
Vacant	exp	

PUBLIC SAFETY RETIREMENT BOARD

Secretary	T. Frausto
Chairman	E. Foster
Member	R. Villafana
Member	A. Ruvalcaba
Vacant	

Vendor/Swapmeet/RV Committee

Doug True	exp	Jan-13
John "Skip" Gallup	exp	Oct-15
Cecile Carnevale	exp	Jan-13
Randi Farish	exp	Jan-14
Chuck Oys	exp	Jan-13
Dennis Kuehl	exp	Jan-16
Vacant	exp	

TOWN OF QUARTZSITE

BOARDS, COMMITTEES, COMMISSIONS AND CORPORATIONS

PARK & RECREATION BOARD

Debbie Collier	exp	May-13
Shirley Phillips	exp	Aug-13
Christina Benson	exp	Apr-13
Vacant	exp	

PERSONNEL BOARD

Dolores Klose	exp	Jun-14
Vacant	exp	non-attendance
Vacant	exp	
Alt: Norma Crooks	exp	
Alt: Denise Florian	exp	

PLANNING & ZONING

Dennis Kuehl	exp	Mar-16
Jim Murphy	exp	Mar-16
Jesse Herne	exp	Mar-16
Norm Simpson	exp	Mar-15
Vacant	exp	non-attendance
Vacant	exp	
Vacant	exp	

BOARD OF ADJUSTMENT

Marilyn McFate	exp	Jul-04
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MUNICIPAL PROPERTY CORPORATION

Shaneen Bergette	exp	Jun-15
Vacant	exp	non-attendance
Vacant	exp	

MUNICIPAL UTILITY ADMINISTRATIVE COMMITTEE

Dennis Dole	exp	Jan-16
John (Jack) Brown	exp	Jan-16
Richard Thompson	exp	Jan-15
Starr Bearcat	exp	Jan-14
Vacant	exp	