

# COUNCIL MEETING AGENDA

**TUESDAY, FEBRUARY 25, 2014**

Members may attend in person or by telephone

Ed Foster, Mayor  
Michael Jewitt, Vice Mayor

Carol Kelley  
Mark Orgeron  
Monica Timberlake

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	<b>CALL TO ORDER OF REGULAR MEETING</b>	
9:00 – 9:05	<b>INVOCATION AND PLEDGE OF ALLEGIANCE</b>  <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	<b>ROLL CALL</b>	
9:06 – 9:07	<b>APPROVAL/AMENDMENT OF AGENDA</b>	Discussion, possible action by MOTION.
9:07 – 9:10	<b>CONSENT AGENDA</b>  <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>	

	1-a.	<b>LEDGER OF ACCOUNTS PAID</b> – Consider approval of check series 36916 - 36988, totaling \$78,730.28.	Discussion; possible action by MOTION; may be acted upon with single motion.
	1-b.	<b>MINUTES</b> – Consider approval of the minutes of the Special Meeting of February 10, 2014 and the Regular Meeting of February 11, 2014.	Discussion; possible action by MOTION; may be acted upon with single motion.
	1-c.	<b>ENGAGEMENT AGREEMENT WITH COLBY &amp; POWELL, PLC</b> – Consider approval of engagement agreement with Colby & Powell, PLC, to audit the Town of Quartzsite’s financial statements for the year ended June 30, 2013.	Discussion; possible action by MOTION; may be acted upon with single motion.
		<b>ADMINISTRATIVE ITEMS</b> <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>	
9:10 – 9:30	2.	<b>EXECUTIVE SESSION</b> <ul style="list-style-type: none"> <li>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 the Town Attorney regarding the Town’s position regarding a contract with Skylor Miller as Town Manager that is the subject of negotiations.</li> </ul>	
		<b>RETURN TO OPEN SESSION</b>	
9:30 – 9:35	3.	<b>PLANNING &amp; ZONING COMMISSIONERS</b> - Consider a three-year alignment of terms of two newly appointed Planning & Zoning Commissioners. The proposed re-aligned expiration date is March 1, 2017.	Discussion, possible action by MOTION.

9:35 – 9:40	4.	<b>MUNICIPAL UTILITY ADMINISTRATIVE COMMITTEE MEMBER REAPPOINTMENT -</b> Consider the reappointment of Starr BearCat, a regular member of the Municipal Utility Administrative Committee, whose term expired in January 2014. The position’s new term would expire January 2017.	Discussion, possible action by MOTION.
9:40 – 9:50	5.	<b>MUNICIPAL UTILITY ADMINISTRATIVE COMMITTEE MEMBER APPOINTMENT -</b> Consider the appointment of one regular board member to the Municipal Utility Administrative Committee to replace the vacancy made by Carolyn Percifull’s resignation. The position’s term will expire January 2015.	Discussion, possible action by MOTION.
9:50 - 10:00	6.	<b>AFTER-SCHOOL RECREATION PROGRAM –</b> Update, discussion and possible direction regarding the Town’s after-school recreation program.	Discussion, possible action by MOTION.
		<b>COMMUNICATIONS</b>	
10:00 – 10:05	7.	Announcements and Reports from the MAYOR on current events.	
10:05 – 10:10	8.	Announcements and Reports from the COUNCIL on current events.	
10:10 – 10:15	9.	Reports from the TOWN MANAGER to the Council.	
10:15 - 10:30		<b>COMMUNICATIONS FROM CITIZENS</b>  <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. <b>There is a 3 minute limit for each speaker.</b> 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>	
10:30		<b>ADJOURN</b>	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 \_\_\_\_\_, 2014, 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

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### **REGULAR COUNCIL MEETING**

Tuesday, February 25, 2014

**Agenda Item #1-a.** Consider approval of check series 36916 - 36988, totaling \$78,730.28.

**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 at 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 36916 - 36988, totaling \$78,730.28.

**Action Requested:** Motion to approve the Ledger of Accounts Paid; check series 36916 - 36988, totaling \$78,730.28.

**Quartzsite Town Council Meeting of  
FEBRUARY 25, 2014  
Check Register/ Revenue/ Consent Agenda**

**Horizon Community Bank- Begin Ck# 36916 - 36988**

**Balances on all cash accounts as of February 21, 2014**

<b>Checking Account</b>	<b>\$</b>	<b>2,239,734.29</b>
<b>LGIP Account</b>	<b>\$</b>	<b>686,505.95</b>
<b>WIFA Debt Reserve Account</b>	<b>\$</b>	<b>187,855.43</b>

<b>Total Expensed Dollar Amount for Consent Agenda</b>	<b>\$</b>	<b>144,128.67</b>
<b>Total Payroll for Pay Period Ending 02/01/14</b>	<b>\$</b>	<b>65,398.39</b>
<b>YTD Total Revenue Dollar Amount for Consent Agenda</b>	<b>\$</b>	<b>943,695.64</b>
<b>YTD Total Sewer Cap Revenue as of 02/21/14</b>	<b>\$</b>	<b>3,252.72</b>
<b>YTD Total Sewer Sales Revenue as of 02/21/14</b>	<b>\$</b>	<b>524,833.08</b>
<b>YTD Total Water Cap Revenue as of 02/21/14</b>	<b>\$</b>	<b>4,596.44</b>
<b>YTD Total Water Sales Revenue as of 02/21/14</b>	<b>\$</b>	<b>411,013.40</b>

## Report Criteria:

Report type: GL detail

Check.Check Number = 36916-36988

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>36916</b>						
02/13/2014	36916	AlSCO - Steiner Corp	280.22	Cleaning Services for PW Dept	03-220-5022	280.22
Total 36916:			280.22			
<b>36917</b>						
02/13/2014	36917	Ambient Edge Heating & Ai	25.00	Refund: Over payment on Busine	01-000-4220	25.00
Total 36917:			25.00			
<b>36918</b>						
02/13/2014	36918	APS	1,208.09	Electric Service	03-220-5049	1,208.09
Total 36918:			1,208.09			
<b>36919</b>						
02/13/2014	36919	Arizona Dept. of Health Ser	2,111.00	Laboratory Svc for WWTP AZ071	15-500-5039	2,111.00
Total 36919:			2,111.00			
<b>36920</b>						
02/13/2014	36920	Arizona State Treasurer	10,130.72	Fees Collected in: January 2014	01-000-2212	10,130.72
Total 36920:			10,130.72			
<b>36921</b>						
02/13/2014	36921	Arizona Supreme Court	2,625.00	Semi-Annual Maint. Laser Prtrs, S	01-150-5038	2,625.00
Total 36921:			2,625.00			
<b>36922</b>						
02/13/2014	36922	Atkins	8,030.52	Engineering Services	15-500-5037	8,030.52
02/13/2014	36922	Atkins	51.00	Community Dev Enginneering Svc	01-160-5037	51.00
02/13/2014	36922	Atkins	1,394.88	PW Dept - Engineering Svcs	03-220-5103	1,394.88
Total 36922:			9,476.40			
<b>36923</b>						
02/13/2014	36923	AZ Municipal Clerks Assoc.	40.00	13-14 AMCA Membership T. Abri	01-130-5051	40.00
02/13/2014	36923	AZ Municipal Clerks Assoc.	20.00	13-14 AMCA Membership A. Dani	01-130-5051	20.00
Total 36923:			60.00			
<b>36924</b>						
02/13/2014	36924	C&D Disposal	103.90	4Yd Commercial Bin Fee	01-180-5035	103.90
Total 36924:			103.90			
<b>36925</b>						
02/13/2014	36925	Centerline Supply West	303.24	Marking Paint for PW Dept	03-220-5029	303.24

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 36925:			303.24			
<b>36926</b>						
02/13/2014	36926	Chevron Usa	83.39	Fuel for Transit	01-230-5024	83.39
02/13/2014	36926	Chevron Usa	22.07	Fuel for Wastewater Dept	15-500-5024	22.07
02/13/2014	36926	Chevron Usa	22.07	Fuel for Water Dept	16-550-5024	22.07
02/13/2014	36926	Chevron Usa	62.68	Fuel for Magistrate Court	01-150-5024	62.68
02/13/2014	36926	Chevron Usa	38.23	Fuel for Recreation Dept	01-185-5024	38.23
Total 36926:			228.44			
<b>36927</b>						
02/13/2014	36927	Cyle Johnson Electric	665.80	Reapir/maintenance at WWTP	15-500-5091	665.80
Total 36927:			665.80			
<b>36928</b>						
02/13/2014	36928	Dennis Patterson	25.00	Pest Control	15-500-5035	25.00
02/13/2014	36928	Dennis Patterson	37.00	Pest Control	01-130-5035	37.00
02/13/2014	36928	Dennis Patterson	33.00	Pest Control	03-220-5035	33.00
02/13/2014	36928	Dennis Patterson	30.00	Pest Control	01-140-5035	30.00
02/13/2014	36928	Dennis Patterson	60.00	Pest Control	01-185-5035	60.00
Total 36928:			185.00			
<b>36929</b>						
02/13/2014	36929	Ditch Witch	157.78	Parts for Equipment #2223	15-500-5040	157.78
02/13/2014	36929	Ditch Witch	157.78	Parts for Equipment #2223	16-550-5040	157.78
02/13/2014	36929	Ditch Witch	78.89	Parts for Equipment #2223	03-220-5025	78.89
Total 36929:			394.45			
<b>36930</b>						
02/13/2014	36930	Foothills Walk-in Medical	45.00	Employee Physical for QPD	01-140-5082	45.00
Total 36930:			45.00			
<b>36931</b>						
02/13/2014	36931	Hill Brothers Chemical Co.	316.75	Chlorine Granular for WWTP	15-500-5050	316.75
Total 36931:			316.75			
<b>36932</b>						
02/13/2014	36932	IIMC	135.00	Annual Membership Dues For Mu	01-130-5051	135.00
Total 36932:			135.00			
<b>36933</b>						
02/13/2014	36933	J & S Electric, LLC	85.00	Service Call-Repair Wiring at QP	01-140-5030	85.00
Total 36933:			85.00			
<b>36934</b>						
02/13/2014	36934	Jesse J. Newton	108.00	Per Diem: HGN Training 2/20-2/2	01-140-5043	108.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 36934:			108.00			
<b>36935</b>						
02/13/2014	36935	John Trail	800.00	Hydrant Deposit Refund	16-000-2241	800.00
Total 36935:			800.00			
<b>36936</b>						
02/13/2014	36936	La Paz County Sheriff's De	35.38	Fees Collected in: January 2014	01-000-2212	35.38
Total 36936:			35.38			
<b>36937</b>						
02/13/2014	36937	La Paz County Treasurer	57.85	Fees Collected in : January 2014	01-000-2212	57.85
Total 36937:			57.85			
<b>36938</b>						
02/13/2014	36938	Legend Technical Services	443.90	Quarterly APP/AZPDES	15-500-5039	443.90
Total 36938:			443.90			
<b>36939</b>						
02/13/2014	36939	Lowes	86.93	Police Dept Bldg Maint Supplies	01-140-5030	86.93
02/13/2014	36939	Lowes	31.42	Keyless Entrance pad for Lobby a	01-130-5030	31.42
02/13/2014	36939	Lowes	31.41	Keyless Entrance pad for Lobby a	01-160-5022	31.41
02/13/2014	36939	Lowes	31.41	Keyless Entrance pad for Lobby a	15-500-5030	31.41
02/13/2014	36939	Lowes	31.42	Keyless Entrance pad for Lobby a	16-550-5030	31.42
Total 36939:			212.59			
<b>36940</b>						
02/13/2014	36940	Parker Auto & Marine	318.15	Painting Supplies for WW Vehicle	15-500-5025	318.15
02/13/2014	36940	Parker Auto & Marine	68.53	Painting Supplies for WWTP	15-500-5091	68.53
Total 36940:			386.68			
<b>36941</b>						
02/13/2014	36941	Principal Financial Group	1,028.74	Employee Dental-Payroll Payable	01-000-2209	1,028.74
02/13/2014	36941	Principal Financial Group	39.66	Employee Dental - Cobra Payable	01-000-2300	39.66
02/13/2014	36941	Principal Financial Group	44.24	Employee Dental Insurance	01-110-5016	44.24
02/13/2014	36941	Principal Financial Group	138.42	Employee Dental Insurance	01-130-5016	138.42
02/13/2014	36941	Principal Financial Group	695.67	Employee Dental Insurance	01-140-5016	695.67
02/13/2014	36941	Principal Financial Group	67.21	Employee Dental Insurance	01-150-5016	67.21
02/13/2014	36941	Principal Financial Group	83.64	Employee Dental Insurance	01-160-5016	83.64
02/13/2014	36941	Principal Financial Group	209.25	Employee Dental Insurance	01-170-5016	209.25
02/13/2014	36941	Principal Financial Group	58.99	Employee Dental Insurance	01-180-5016	58.99
02/13/2014	36941	Principal Financial Group	94.28	Employee Dental Insurance	01-185-5016	94.28
02/13/2014	36941	Principal Financial Group	487.52	Employee Dental Insurance	01-181-5016	487.52
02/13/2014	36941	Principal Financial Group	24.58	Employee Dental Insurance	01-230-5016	24.58
02/13/2014	36941	Principal Financial Group	36.87	Employee Dental Insurance	03-220-5016	36.87
02/13/2014	36941	Principal Financial Group	113.77	Employee Dental Insurance	15-500-5016	113.77
02/13/2014	36941	Principal Financial Group	208.05	Employee Dental Insurance	16-550-5016	208.05

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 36941:			3,330.89			
<b>36942</b>						
02/13/2014	36942	Purcell Tire Co	487.02	Tires: QPD	01-140-5025	487.02
02/13/2014	36942	Purcell Tire Co	606.48	Tires: WWTP Dept	15-500-5025	606.48
02/13/2014	36942	Purcell Tire Co	606.47	Tires: Water Dept	16-550-5025	606.47
02/13/2014	36942	Purcell Tire Co	309.65	Tires: Transit	01-230-5025	309.65
Total 36942:			2,009.62			
<b>36943</b>						
02/13/2014	36943	Quartzsite Master Benefirt	150.00	17th Qtz Master Golf Tournament	01-145-5044	150.00
Total 36943:			150.00			
<b>36944</b>						
02/13/2014	36944	Sharkys Sales & Service	164.40	Small Tools/Equipment for Parks	01-180-5060	164.40
Total 36944:			164.40			
<b>36945</b>						
02/13/2014	36945	Southwest Laboratories, In	19.50	Drug Testing for New Employees	15-500-5084	19.50
02/13/2014	36945	Southwest Laboratories, In	19.50	Drug Testing for New Employee	16-550-5084	19.50
Total 36945:			39.00			
<b>36946</b>						
02/13/2014	36946	Tamco Capital Corp.	52.82	Phone Services	01-110-5061	52.82
02/13/2014	36946	Tamco Capital Corp.	527.72	Phone Services	01-130-5061	527.72
02/13/2014	36946	Tamco Capital Corp.	580.53	Phone Services	01-140-5061	580.53
02/13/2014	36946	Tamco Capital Corp.	211.26	Phone Services	01-150-5061	211.26
02/13/2014	36946	Tamco Capital Corp.	158.45	Phone Services	01-160-5061	158.45
02/13/2014	36946	Tamco Capital Corp.	158.45	Phone Services	01-170-5061	158.45
02/13/2014	36946	Tamco Capital Corp.	105.63	Phone Services	01-185-5061	105.63
02/13/2014	36946	Tamco Capital Corp.	158.45	Phone Services	03-220-5061	158.45
02/13/2014	36946	Tamco Capital Corp.	105.63	Phone Services	15-500-5061	105.63
02/13/2014	36946	Tamco Capital Corp.	105.63	Phone Services	16-550-5061	105.63
Total 36946:			2,164.57			
<b>36947</b>						
02/13/2014	36947	Ups	35.53	2-Next day Air	15-500-5042	35.53
02/13/2014	36947	Ups	6.05	Package Pick up for Parks Dept	01-180-5042	6.05
Total 36947:			41.58			
<b>36948</b>						
02/13/2014	36948	Verisight Inc.	209.86	Employee Retirement-457	01-150-5035	209.86
02/13/2014	36948	Verisight Inc.	209.85	Employee Retirement-457	01-140-5035	209.85
02/13/2014	36948	Verisight Inc.	34.67	Employee Retirement-401K	01-130-5035	34.67
02/13/2014	36948	Verisight Inc.	34.67	Employee Retirement-401K	01-140-5035	34.67
02/13/2014	36948	Verisight Inc.	34.67	Employee Retirement-401K	01-150-5035	34.67
02/13/2014	36948	Verisight Inc.	34.67	Employee Retirement-401K	01-170-5035	34.67
02/13/2014	36948	Verisight Inc.	54.27	Employee Retirement-401K	15-500-5035	54.27
02/13/2014	36948	Verisight Inc.	54.28	Employee Retirement-401K	16-550-5035	54.28

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
02/13/2014	36948	Verisight Inc.	54.28	Employee Retirement-401K	03-220-5035	54.28
Total 36948:			721.22			
<b>36949</b>						
02/13/2014	36949	Verizon Wireless	36.39	Cell Phone Services	01-160-5048	36.39
02/13/2014	36949	Verizon Wireless	95.93	Cell Phone Services	01-230-5048	95.93
02/13/2014	36949	Verizon Wireless	120.80	Cell Phone Services	01-130-5048	120.80
02/13/2014	36949	Verizon Wireless	30.54	Cell Phone Services	01-170-5048	30.54
02/13/2014	36949	Verizon Wireless	91.62	Cell Phone Services	01-180-5048	91.62
02/13/2014	36949	Verizon Wireless	117.36	Cell Phone Services	01-185-5048	117.36
02/13/2014	36949	Verizon Wireless	32.44	Cell Phone Services	03-220-5048	32.44
02/13/2014	36949	Verizon Wireless	95.57	Cell Phone Services	15-500-5048	95.57
02/13/2014	36949	Verizon Wireless	118.06	Cell Phone Services	16-550-5048	118.06
Total 36949:			738.71			
<b>36950</b>						
02/13/2014	36950	Visa	180.00	Pearsonvue: Permit Tech Exam T	01-160-5043	180.00
02/13/2014	36950	Visa	101.03	Springhill Suites: T. Hoogerwerf P	01-160-5043	101.03
02/13/2014	36950	Visa	187.04	HomeDepot: Halogen Lights for P	01-180-5086	187.04
02/13/2014	36950	Visa	249.75	Idrive.com: online back-up	01-130-5021	249.75
02/13/2014	36950	Visa	115.00	Membership Fee for Magistrate C	01-150-5043	115.00
02/13/2014	36950	Visa	100.00	NACM: Membership Fee for Magi	01-150-5043	100.00
02/13/2014	36950	Visa	149.00	FredPryor: Business Writing T. Ho	01-160-5043	149.00
02/13/2014	36950	Visa	5.19	Amazon: CD Paper Sleeves	01-130-5021	5.19
02/13/2014	36950	Visa	16.65	Amazon: Janitorial Supplies	01-150-5034	16.65
Total 36950:			1,103.66			
<b>36951</b>						
02/13/2014	36951	Ward Law Offices, PLLC	3,200.00	Prosectorial Services	01-150-5073	3,200.00
Total 36951:			3,200.00			
<b>36968</b>						
02/21/2014	36968	Amy Daniel	54.00	Per Diem: Caselle Trng 2/27-2/28	01-130-5043	54.00
Total 36968:			54.00			
<b>36969</b>						
02/21/2014	36969	Arizona Justice of the Peac	100.00	Annual Membership Dues A. Lilly	01-150-5051	100.00
Total 36969:			100.00			
<b>36970</b>						
02/21/2014	36970	Connected Computer & Re	392.25	Computer Tech Services	01-130-5035	392.25
02/21/2014	36970	Connected Computer & Re	276.25	Computer Tech Services	01-140-5048	276.25
02/21/2014	36970	Connected Computer & Re	136.00	Computer Tech Services	01-160-5035	136.00
02/21/2014	36970	Connected Computer & Re	1,497.25	Computer Tech Services	01-170-5035	1,497.25
02/21/2014	36970	Connected Computer & Re	201.00	Computer Tech Services	15-500-5035	201.00
02/21/2014	36970	Connected Computer & Re	201.00	Computer Tech Services	16-550-5035	201.00
02/21/2014	36970	Connected Computer & Re	463.41	Computer Tech Services	01-150-5048	463.41
Total 36970:			3,167.16			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>36971</b>						
02/21/2014	36971	DCFS USA, LLC	479.74	Capital Lease Int Pmt on Water Tr	03-220-5057	479.74
02/21/2014	36971	DCFS USA, LLC	10,017.26	Capital Leases Principal on Water	03-220-5058	10,017.26
Total 36971:			10,497.00			
<b>36972</b>						
02/21/2014	36972	J & S Electric, LLC	878.67	Lighting Retro-Fit at WWTP	15-500-5030	878.67
Total 36972:			878.67			
<b>36973</b>						
02/21/2014	36973	Jason Pecho	53.64	Over Payment- Magistrate Court	01-000-2212	53.64
02/21/2014	36973	Jason Pecho	27.92	Over Payment- Magistrate Court	01-000-4410	27.92
02/21/2014	36973	Jason Pecho	5.91	Over Payment- Magistrate Court	42-000-4044	5.91
02/21/2014	36973	Jason Pecho	2.53	Over Payment- Magistrate Court	39-000-4027	2.53
Total 36973:			90.00			
<b>36974</b>						
02/21/2014	36974	Kent & Ryan PLC	135.00	Indigent Defense Attorney Svc Fe	01-150-5074	135.00
Total 36974:			135.00			
<b>36975</b>						
02/21/2014	36975	Law Office Of Fred H. Welc	2,100.00	Indigent Defense Attorney Fees	01-150-5074	2,100.00
Total 36975:			2,100.00			
<b>36976</b>						
02/21/2014	36976	Legend Technical Services	2,257.40	Laboratory Svcs: Qtrly & Annual f	15-500-5039	2,257.40
Total 36976:			2,257.40			
<b>36977</b>						
02/21/2014	36977	Lori Callan	74.00	Per Diem: Trng 2/19-2/21	01-150-5043	74.00
Total 36977:			74.00			
<b>36978</b>						
02/21/2014	36978	Marielena Tunnell	54.00	Per Diem: Caselle Trng 2/27-2/28	01-130-5043	54.00
Total 36978:			54.00			
<b>36979</b>						
02/21/2014	36979	Mindy Hunt	27.00	Perdiem: Caselle Trng 2/27-2/28	15-500-5043	27.00
02/21/2014	36979	Mindy Hunt	27.00	Perdiem: Caselle Trng 2/27-2/28	16-550-5043	27.00
Total 36979:			54.00			
<b>36980</b>						
02/21/2014	36980	Parker Motor Co.	16.28	Parts for QPD Vehicle #1421	01-140-5025	16.28
02/21/2014	36980	Parker Motor Co.	282.87	Fuel Sys Kit #2233-PW Dept	03-220-5025	282.87
Total 36980:			299.15			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>36981</b>						
02/21/2014	36981	Parker Oil Products	45.33	Fuel - Admin	01-130-5024	45.33
02/21/2014	36981	Parker Oil Products	3,207.26	Fuel - QPD	01-140-5024	3,207.26
02/21/2014	36981	Parker Oil Products	85.10	Fuel - Comm Dev	01-160-5024	85.10
02/21/2014	36981	Parker Oil Products	611.56	Fuel - Parks Dept	01-180-5024	611.56
02/21/2014	36981	Parker Oil Products	1,463.28	Fuel - PW Dept	03-220-5024	1,463.28
02/21/2014	36981	Parker Oil Products	1,275.60	Fuel - Transit	01-230-5024	1,275.60
02/21/2014	36981	Parker Oil Products	796.86	Fuel - WWTP Dept	15-500-5024	796.86
02/21/2014	36981	Parker Oil Products	467.62	Fuel - Water Dept	16-550-5024	467.62
Total 36981:			7,952.61			
<b>36982</b>						
02/21/2014	36982	Pioneer landscaping Materi	590.24	Rock for PW Dept	03-220-5030	590.24
02/21/2014	36982	Pioneer landscaping Materi	579.28	Rock for PW Dept	03-220-5030	579.28
02/21/2014	36982	Pioneer landscaping Materi	582.57	Landscaping Rock for misc areas	03-220-5029	582.57
Total 36982:			1,752.09			
<b>36983</b>						
02/21/2014	36983	Purcell Tire Co	344.93	Tires: WW Dept	15-500-5025	344.93
02/21/2014	36983	Purcell Tire Co	344.93	Tires: Water Dept	16-550-5025	344.93
02/21/2014	36983	Purcell Tire Co	228.76	Tires: Admin Dept	01-130-5025	228.76
Total 36983:			918.62			
<b>36984</b>						
02/21/2014	36984	Qualification Targets Inc.	99.70	Shooting Targets for QPD	01-140-5043	99.70
Total 36984:			99.70			
<b>36985</b>						
02/21/2014	36985	Rush Signs	280.00	Vehicle Lettering on Unit#1424	01-140-5025	280.00
Total 36985:			280.00			
<b>36986</b>						
02/21/2014	36986	Universal Police Supply Co	76.84	Uniform Allowance - C. Conley	01-140-5019	76.84
02/21/2014	36986	Universal Police Supply Co	61.68	Uniform Allowance - H. Tanakeyo	01-140-5019	61.68
Total 36986:			138.52			
<b>36987</b>						
02/21/2014	36987	Wickenburg Napa	73.59	Equipment/Auto Parts for PW Dep	03-220-5025	73.59
02/21/2014	36987	Wickenburg Napa	69.97	Small Tools/Equipment for PW D	03-220-5060	69.97
02/21/2014	36987	Wickenburg Napa	26.90	Auto Parts for Admin	01-130-5025	26.90
02/21/2014	36987	Wickenburg Napa	361.59	Auto Parts for Police Dept	01-140-5025	361.59
02/21/2014	36987	Wickenburg Napa	26.90	Auto Parts for Community Dev	01-160-5025	26.90
02/21/2014	36987	Wickenburg Napa	26.90	Auto Parts for Parks Dept	01-180-5025	26.90
02/21/2014	36987	Wickenburg Napa	35.56	Auto Parts for Transit	01-230-5025	35.56
02/21/2014	36987	Wickenburg Napa	65.29	Auto Parts for WW Dept	15-500-5025	65.29
02/21/2014	36987	Wickenburg Napa	26.91	Auto Parts for Water Dept	16-550-5025	26.91
Total 36987:			713.61			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>36988</b>						
02/21/2014	36988	Connected Computer & Re	3,027.69	50% Down Pmt for Library Compu	01-170-5061	3,027.69
Total 36988:			3,027.69			
Grand Totals:			78,730.28			
Grand Totals:			78,730.28	78,730.28-	.00	

Report Criteria:

Report type: GL detail  
Check.Check Number = 36916-36988



## TOWN OF QUARTZSITE

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### **REGULAR COUNCIL MEETING**

Tuesday, February 25, 2014

**Agenda Item #1-b.** Consider approval of the minutes of the Special Meeting of February 10, 2014 and the Regular Meeting of February 11, 2014.

**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:** Tina Abriani, Town Clerk

**Attachment:** Minutes of the Special Meeting of February 10, 2014 and the Regular Meeting of February 11, 2014.

**Action Requested:** **Motion to approve the minutes of the Special Meeting of February 10, 2014 and the Regular Meeting of February 11, 2014.**

**MINUTES**  
**TOWN OF QUARTZSITE**  
**SPECIAL MEETING OF THE COMMON COUNCIL**  
**MONDAY, FEBRUARY 10, 2014, 8:30 AM**

**CALL TO ORDER:** 8:30 AM

**INVOCATION:** None

**PLEDGE OF ALLEGIANCE:** Mayor Foster led the pledge.

**ROLL CALL:**

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

**ABSENT:** No one.

**STAFF PRESENT:** Laura Bruno, Town Manager; Susan Goodwin, Town Attorney; and Tina Abriani, Town Clerk

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

**ADMINISTRATIVE ITEMS:**

**EXECUTIVE SESSION**

An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding legal issues related to the selection of a town manager and pursuant to A.R.S. § 38-431.03(A)(1) for interviews with and discussion and consideration of the following applicants for employment as town manager:

Skylor Miller

Robert Wherry

The applicants may request that the discussion of their employment be held in public meeting. If that request is made, the interview and discussion with that applicant will be held during the special meeting.

**ADJOURNMENT TO EXECUTIVE SESSION - 8:33 AM** Vice Mayor Jewitt moved to adjourn to executive session and Council Member Crooks seconded the motion.

**RETURN TO OPEN SESSION 1:16 PM - The Mayor called the session to order.**

**ROLL CALL:**

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

**ADJOURNMENT:** 1:17 PM – **Vice Mayor Jewitt moved to adjourn and Council Member Kelley seconded the motion.**

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of February 10, 2014, of the Town Council of Quartzsite, Arizona, held on February 10, 2014.

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

DATED this 25<sup>th</sup> day of February 2014

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Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

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Ed Foster, Mayor

**MINUTES**  
**TOWN OF QUARTZSITE**  
**REGULAR MEETING OF THE COMMON COUNCIL**  
**TUESDAY, FEBRUARY 11, 2014, 9:00 AM**

**CALL TO ORDER:** 9:00 AM

**INVOCATION:** None

**PLEDGE OF ALLEGIANCE:** Council Member Orgeron led the pledge.

**ROLL CALL:**

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

**ABSENT:** No one

**STAFF PRESENT:** Laura Bruno, Town Manager; Susan Goodwin, Town Attorney; Tina Abriani, Town Clerk

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

**PRESENTATIONS; PROCLAMATIONS:**

1. **PRESENTATION - Congressman Paul Gosar's Office will be recognizing the General Store's contributions to the community.**

Ms. Penny Pew, a representative from Congressman Paul Gosar's Office, told the story of how the General Store came to be recognized.

On Thursday, December 12, 2013, Congressman Gosar went before the House and addressed the Speaker to congratulate the proprietors of the General Store, Don and Lois Moore, for 41 years of contributing to the community.

The Moores approached the podium to receive their recognition award.

**CONSENT AGENDA:**

- 2-a. **LEDGER OF ACCOUNTS PAID – Consider approval of check series 36857 - 36915, totaling \$119,993.49.**
- 2-b. **MINUTES – Consider approval of the minutes of the Regular Meeting of January 14, 2014 and the Regular Meeting of January 28, 2014.**

**Council Member Orgeron moved to approve the consent agenda as written and Vice Mayor Jewitt seconded the motion. The vote was unanimous. Motion Passed.**

**ADMINISTRATIVE ITEMS:**

**3. EXECUTIVE SESSION**

- **An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding legal issues related to the selection of a town manager and pursuant to A.R.S. § 38-431.03(A)(1) for discussion and consideration of the following applicants for employment as town manager:**
- **Skylor Miller**
- **Robert Wherry**

**ADJOURN TO EXECUTIVE SESSION - 9:06 AM**

**Council Member Orgeron moved to adjourn to executive session and Council Member Kelley seconded the motion.**

**RETURN TO OPEN SESSION - 9:42 AM**

Mayor Foster called the meeting back to order.

**ROLL CALL:**

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

**4. TOWN MANAGER – Direction to staff regarding negotiation of a contract.**

Mayor Foster asked the Council Members who they are leaning toward in their decision and why. He called upon the Council Members individually.

Council Member Timberlake explained that she was looking to Skylor Miller to bring a fresh perspective to the Town and to help the Town to grow and progress.

Council Member Scott explained she was looking forward to the future. She stated she was in support of Robert Wherry for this position. Council Member Scott noted Mr. Wherry's experience and stability.

Council Member Orgeron stated the deciding factor, for him, was in the interview process. He explained that he thought Mr. Miller would bring good experience, knowledge and new ideas of which Quartzsite is in need.

Council Member Crooks thanked the attorneys and Town Manager Bruno for their work in the process. She stated she appreciated the positive, moving forward attitude shown by Skylor Miller.

Council Member Kelley said the Town needs to move forward and needs someone that reaches out. She stated she is going with Skylor Miller.

The Mayor chose to go with Mr. Wherry with needed experience for the obstacles in our future.

Vice Mayor Jewitt shared his impressions and stated the Town needs the broad experience that Mr. Wherry brings.

The Mayor explained the reason for the discussion of the candidates taking place in the open session. He stated the people in the audience should understand the thought process that the Council went through in coming to a consensus.

Vice Mayor Jewitt pointed out they he will support either candidate by equal measure. The other Council Members agreed.

**Council Member Orgeron directed** town staff to begin the negotiation process of a contract with Mr. Skylor Miller for the position of Town Manager. **Council Member Crooks seconded** the motion. There was a single nay vote. **Motion Passed.**

**5. TOWN CODE – Discussion and possible action regarding the Town Code, Chapter 3, Administration, Section 3-1-1, Officers, and the conflicts it creates throughout the Town Code.**

Council Member Scott said a new Town Manager will be coming on board and it is a good time to look at some of these codes because some of them are very confusing. She noted, in particular, Chapter 3, Administration, Section 3-1-1, Officers. She read this section aloud: There are hereby created the offices of town manager, town clerk, police chief, town engineer, town attorney and town magistrate who shall be appointed by the Council and who shall serve, with the exception of the magistrate, at the pleasure of the Council. The magistrate shall be appointed for a term of office as provided in Section 5-2-1.

Council Member Scott read Section 3-2-2, Town Clerk, aloud, The Clerk shall be appointed by the Town Manager. She read aloud: The town engineer shall be appointed by the Council in Section 3-2-4, Town Engineer; and in Section 3-2-5 it reads: The Town Attorney shall be appointed by the Town Manager under contract terms approved by Council.

Council Member Scott stated her position is that the Council should have more control. She wants to keep Section 3-1-1. She said she does not want to supervise employees. She stated she believes the Council is responsible for everything done correctly or incorrectly.

Council Member Scott stated that she believes that it would be a better check and balance system if Section 3-1-1 were the guiding code.

The Mayor suggested that a work session be held, with legal advice and the public. He went on to say they could find the conflicts one at a time and resolve them with discussion.

The Mayor directed staff to schedule a work session for Wednesday, February 19, 2014 at 9:00 am.

**6. CHIEF OF POLICE – Discussion and direction regarding the interview and hiring process for the position of Chief of Police.**

Council Member Timberlake wants to have part in the decision of who will be the Chief of Police. She wants to be part of the process as a Council Member. She wants to see the interview process be similar to the process for hiring a town manager. She wants to have a Police Officer in the executive session to help interview for the position of Chief of Police.

Council Member Scott would like to see the applications and qualifications and to be more involved in the process of hiring a Police Chief.

Council Member Orgeron would like to have a panel of professionals, from outside the area, which would choose the top two or three candidates; then the Council could decide which one to appoint.

Council Member Scott asked if they could use Council Member Orgeron's idea and have the Council be with the panel and ask questions, if they have questions.

Council Member Crooks asked the Town Manager and the Town Attorney where the Town stands in the process of hiring a Chief of Police.

Town Manager Bruno advised Council that eight applications have been received. This position has been advertised as open until filled. It was indicated that the first reading of the applications will be on Monday, February 17, 2014.

Town Manager Bruno has been working with DPS and AZPost to see if they each could provide an individual to serve on the panel. She has also been working with the attorneys to see if they can get a Police Chief or a police professional of high rank from a municipality, larger than ours, to serve on the panel to help with the interviews. Once the interviews were completed and the candidates have been ranked, then a final recommendation would come before the Council for concurrence on a proposed contract. Town Manager Bruno said this was a synopsis of what the process would look like.

Council Member Scott asked the Town Attorney if there is anything wrong with the Council being more involved. Attorney Goodwin replied, there is not a problem, legally, with the Council being involved in the appointment.

Council Member Timberlake explained she would like more involvement than just reading about the candidates. She would like to meet the people and listen to them so that she can say why she made the decision that she made.

Council Member Orgeron said if the initial process is taken care of, the Council can choose from the top three candidates.

Council Member Crooks asked the Town Attorney about the Council being involved at the various stages of the process. Attorney Goodwin listed some options for Council's involvement.

Council Member Orgeron suggested appointing two liaisons.

Town Attorney Goodwin said she thought the Council should decide if the interviewing will be done by the Council or a committee.

Council Member Orgeron stated he would prefer to have a committee and to have those that would be the final applicants, be brought before the entire Council.

Council Member Scott liked the idea of having Council Members as part of the committee.

Mayor Foster and Council Member Timberlake would like to be part of the committee.

Council Member Crooks expressed her concern regarding publicizing confidential information of the candidates.

Attorney Goodwin explained the interviews would not be public meetings.

**Council Member Orgeron moved** to direct Ms. Bruno to include, when assembling the panel for the Chief of Police position, Ms. Timberlake and Mr. Foster on that panel. **Vice Mayor Jewitt seconded** the motion. The vote was unanimous. **Motion Passed.**

## **COMMUNICATIONS:**

### **7. Announcements and Reports from the MAYOR on current events.**

Mayor Foster announced the primary election will be held on August 26, 2014 and the general election will be held on November 4, 2014.

Nominating petitions are for the position of Council Member.

The Mayor stated there will be, on the ballot, one section with four seats. He stated Ms. Kelley, Ms. Crooks, Mr. Jewitt and Ms. Scott are all up for four year terms. On a separate part of the ballot, there will be a section for a two year term. Ms. Timberlake will be up for a two year term.

Each candidate will file for either a two year term or a four year term.

The dates for filing will be: no earlier than April 28, 2014 and no later than May 28, 2014.

The required number of signatures on the nominating petitions is 36 minimum, and a maximum of 70.

July 17, 2014 is the deadline to file nomination papers from write-in candidates.

July 28, 2014 is the deadline for registration for qualifying to vote in the election.

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

None.

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

Town Manager Bruno advised the Council that the closing on the USDA loan for the improvements to, and the expansion of the wastewater treatment plant, have been delayed due to the pending litigation of Foster v. Quartzsite. The USDA has advised that the funds will remain available for now. The judge has dissolved the Temporary Restraining Order and dismissed the complaint with prejudice. The Town is currently waiting for the judge's decision on Mayor Foster's Motion for Reconsideration.

Town Manager Bruno stated she will keep the Council posted on the status.

**COMMUNICATIONS FROM CITIZENS**

Jennifer Jones, resident, read aloud an article from the Arizona Republic regarding recall petitions and the Town Manager in Cave Creek, Arizona. She also stated that she thinks the Council made the wrong choice for Town Manager.

Terry Frausto, local resident, thanked the Council for all the work they do and have done for the community.

Marilyn McFate pointed out that the elections will not be held on the 24<sup>th</sup>.

Shanana Rain GoldenBear said it was a very nice experience to be able to hear the reasons for the Council's decision. She said it was nice to see the respect that the Council showed one another. Regarding the Grand Gathering, she said registration

began yesterday at the Q.I.A. She invited everyone to be part of the largest human letter 'Q' on March 9, 2014.

At the Mayor's request, Shanana Rain GoldenBear announced: Local resident, Richard Trusty, and his team have created The Gold, Treasure & Craft Show. The event will be held on Friday, Saturday and Sunday, February 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> at the Q.I.A. The charge will be \$5.00 per person. She also stated the Desert Bloom Rally will be held this weekend.

**ADJOURNMENT:** 10:30 AM - **Vice Mayor Jewitt** moved to adjourn the meeting and **Council Member Kelley** 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 February 11, 2014, of the Town Council of Quartzsite, Arizona, held on February 11, 2014.

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

DATED this 25<sup>th</sup> day of February 2014

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Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

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Ed Foster, Mayor



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, February 25, 2014

**Agenda Item #1-c** Consider approval of engagement agreement with Colby & Powell, PLC, to audit the Town of Quartzsite's financial statements for the year ended June 30, 2013.

**Summary:** Under Federal and State requirements, government entities are required to conduct annual audits of their financial statements at each year end. The fiscal year for most State and local governmental entities begins July 1 and ends June 30 of each year.

The audit for the Town of Quartzsite will be conducted in accordance with auditing standards generally accepted in the United States; the standards for financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133.

The Town's independent auditors, Colby & Powell, PLC, have begun the field work for this audit. The 2013-14 operating budget includes this expense.

Cost for the annual audit engagement: not to exceed \$21,000.

**Responsible Person:** Laura Bruno, Town Manager

**Attachment:** Engagement Letter from Colby & Powell, PLC.

**Action Requested:** **Approve Engagement Agreement with Colby & Powell, PLC, to audit the Town of Quartzsite's financial statements for the year ended June 30, 2013.**



1535 W. Harvard Avenue, Suite 101 · Gilbert, Arizona 85233

Tel: (480) 635-3200 · Fax: (480) 635-3201

January 31, 2014

To the Town Council and Management  
Town of Quartzsite, Arizona  
P.O. Box 2812  
Quartzsite, AZ 86346

We are pleased to confirm our understanding of the services we are to provide the Town of Quartzsite, Arizona for the year ended June 30, 2013. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Town of Quartzsite, Arizona as of and for the year ended June 30, 2013. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Quartzsite, Arizona's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Quartzsite, Arizona's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedule for the General and Major Special Revenue Funds

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Quartzsite, Arizona's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in

accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the

availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, Beverly Cunningham, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the

latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on February 10, 2014.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) that you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting

estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary

to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Quartzsite, Arizona's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Circular A-133 Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the Town of Quartzsite, Arizona's major programs. The purpose of these procedures will be to express an opinion on the Town of Quartzsite, Arizona's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of Colby & Powell, PLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to state and federal regulators or their designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Colby & Powell, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately February 10, 2014 and to issue our reports no later than March 31, 2014. Scott Graff is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fees for these services will be \$23,000. If a Single Audit is not required, our fee will be \$21,000. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Town of Quartzsite, Arizona and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this

letter, please sign the enclosed copy and return it to us. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Very truly yours,



Colby & Powell, PLC

**RESPONSE:**

This letter correctly sets forth the understanding of the Town of Quartzsite, Arizona.

Management signature: \_\_\_\_\_

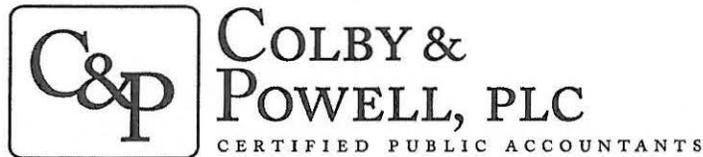
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



1535 W. Harvard Avenue, Suite 101 · Gilbert, Arizona 85233

Tel: (480) 635-3200 · Fax: (480) 635-3201

January 31, 2014

Town of Quartzsite, Arizona  
P.O. Box 2812  
Quartzsite, AZ 86346

We are pleased to confirm our understanding of the services we are to provide for the Town of Quartzsite, Arizona.

We will examine the Annual Expenditure Limitation Report of the Town of Quartzsite, Arizona for the year ending June 30, 2013. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include tests of your records and other procedures we consider necessary to enable us to express an opinion as to whether your Annual Expenditure Limitation Report is presented, in all material respects, in conformity with the Arizona Uniform Expenditure Reporting System (UERS). If, for any reason, we are unable to complete the examination, we will not issue a report as a result of this engagement.

Our report will be limited for use by management, the Town Council, and the Arizona Auditor General's Office in determining whether the Town complied with State laws and regulations.

Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, fraud, or other violations of laws or regulations, that may exist.

We understand that you will provide us with the basic information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria or assist in the development of the subject matter, but the responsibility for the subject matter remains with you.

At the end of the engagement, we will require a representation letter from management.

The examination documentation for this engagement is the property of Colby & Powell, PLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain examination documentation available to state regulators pursuant to authority given to them by law or regulation. If requested, access to such attest documentation will be provided under the supervision of Colby & Powell, PLC personnel. We will notify you of any such request. Furthermore, upon request, we may provide copies of selected attest documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

We may from time to time, and depending on the circumstances, use third party service providers in serving your account. We may share confidential information about you with these service providers, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information, and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third party service provider. Furthermore, we will remain responsible for the work provided by any such third party service providers.

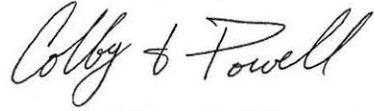
You are responsible for the presentation of Annual Expenditure Limitation Report in accordance with UERS; and for selecting the criteria and determining that such criteria are appropriate for your purposes. As part of the examination, we will assist with preparation of your Annual Expenditure Limitation Report. You will be required to acknowledge in the written representation letter our assistance with preparation of the Annual Expenditure Limitation Report and that you have reviewed and approved the Annual Expenditure Limitation Report prior to its issuance and have accepted responsibility for it. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual (Beverly Cunningham) with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

We expect to begin our examination on approximately February 10, 2014 and to issue our reports no later than March 31, 2014. Scott Graff is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fees for these services are included with our engagement to audit the financial statements of the Town for the year ending June 30, 2013. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the examination. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Town of Quartzsite, Arizona and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. Our examination engagement ends on delivery of our examination report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed

by a new, specific engagement letter for that service.

Very truly yours,



Colby & Powell, PLC

RESPONSE:

This letter correctly sets forth the understanding of the Town of Quartzsite, Arizona.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, February 25, 2014

**Agenda Item #3** Consider a three-year alignment of terms of two newly appointed Planning & Zoning Commissioners. The proposed re-aligned expiration date is March 1, 2017.

**Summary:** The Planning and Zoning Commission serves to advise Council regarding Planning & Zoning matters; recommend a General Plan and amendments; annually review General Plan progress; initiate changes to the Zoning Map; and make recommendations for amendments to the Zoning Code.

The Planning and Zoning Commission consists of 7 members. Member terms are for a period of three years, with the terms staggered such that the terms of no more than three members shall expire in any one year.

Commissioners Dennis Dole and Terry Frausto were appointed on January 14, 2014. These terms are set to expire on March 1, 2014.

**Responsible Person:** Tina Abriani, Town Clerk

**Attachment:** Roster of the Planning & Zoning Commission Members

**Action Requested:** Motion to grant a three-year re-aligned extension to March 1, 2017 for two positions set to expire on March 1, 2014.

**ROSTER  
OF THE  
PLANNING & ZONING COMMISSION  
MEMBERS**

DENNIS KUEHL	<i>03/01/13 - 3 Years - Renews 03/01/16</i>
JIM MURPHY	<i>03/01/13 - 3 Years - Renews 03/01/16</i>
JESSE HEARNE	<i>03/01/13 - 3 Years - Renews 03/01/16</i>
NORM SIMPSON	<i>03/01/13 - 2 Years - Renews 03/01/15</i>
RANDIE FARISH	<i>01/01/14 - 1 Year - Renews 03/01/15</i>
TERRY FRAUSTO	<i>01/01/14 - 2 months - Renews 03/01/14</i>
DENNIS DOLE	<i>01/01/14 - 2 months - Renews 03/01/14</i>

*Revised 01/14/2014*



## TOWN OF QUARTZSITE

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### **REGULAR COUNCIL MEETING**

Tuesday, February 25, 2014

**Agenda Item #4** Consider the reappointment of Starr BearCat, a regular member of the Municipal Utility Administrative Committee, whose term expired in January 2014. The position's new term would expire January 2017.

**Summary:** The Municipal Utility Administrative Committee formulates, creates and recommends plans for the present and future use of utilities and equipment.

The Committee consists of 5 members. Member terms are for a period of three years, with terms staggered such that the terms of no more than two members shall expire in any one year.

Committee Member Starr BearCat's term has expired. Starr BearCat requests reappointment for another term. If reappointed, her term will expire January 2017.

**Responsible Person:** Tina Abriani, Town Clerk

**Attachment:**

1. Reappointment Request from Starr BearCat.
2. Roster of Municipal Utility Administrative Committee Members.

**Action Requested:** **Motion to reappoint Starr BearCat to the Municipal Utility Administrative Committee with a term to expire January 2017.**



# TOWN OF QUARTZSITE

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

Phone (928) 927-4333 • Fax (928) 927-4400

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

We are an equal opportunity employer  
www.ci.quartzsite.az.us

TO: MAYOR AND COUNCIL

RE: EXPIRATION OF CITIZEN ADVISORY BOARD/COMMISSION TERM

*M.U.A.C.*

FROM: STARR BEARCAT

(Please print name)

On 2/6/14 my term expires on the 1-14 (January 2014) Board/Commission.

I am requesting reappointment for another term.

I do not wish to be reappointed to another term.

Sincerely,

*Starr Bearcat*

Signature

2-6-14

Date

cc: Town clerk

**RECEIVED**  
FEB 06 2014  
*TA*  
TOWN OF QUARTZSITE

**ROSTER  
OF  
MUNICIPAL UTILITY ADMINISTRATIVE COMMITTEE  
MEMBERS**

DENNIS DOLE	<i>Term Expires - January 2016</i>
JOHN JACK BROWN	<i>Term Expires - January 2016</i>
STARR BEARCAT	<i>Term Expires - January 2014</i>
RICHARD THOMPSON	<i>Term Expires - January 2015</i>
Vacant	<i>Term Expires - January 2015</i>



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, February 25, 2014

**Agenda Item #5** Consider the appointment of one regular board member to the Municipal Utility Administrative Committee to replace the vacancy made by Carolyn Percifull's resignation. The position's term will expire January 2015.

**Summary:** The Municipal Utility Administrative Committee formulates, creates and recommends plans for the present and future use of utilities and equipment.

The Committee consists of 5 members. Member terms are for a period of three years, with terms staggered such that the terms of no more than two members shall expire in any one year.

The Municipal Utility Administrative Committee has had a vacancy since April 23, 2013. That position has a term that expires January 2015. Only one volunteer to serve on that board has been identified.

**Responsible Person:** Tina Abriani, Town Clerk

**Attachment:** Volunteer Interest Statement for the Municipal Utility Administrative Committee:

- Darrell Crooks

**Action Requested:** **Motion to appoint one replacement member to the Municipal Utility Administrative Committee with a term to expire January 2015.**



# Volunteer Interest Statement

RECEIVED  
MAY 06 2013  
BY: *JF*

TOWN OF QUARTZSITE  
PO BOX 2812  
QUARTZSITE, AZ 85346  
928-927-4333

Office use only: Date Received: \_\_\_\_\_ Date Exp: \_\_\_\_\_  
Copies To: \_\_\_\_\_

ROUTING	DATE	2013
Mayor	1	5.6
Council	5	5.6
Attorney		
Engineer		
Department		
Committee		
Mailed		
<i>Filed Orig.</i>		5.6
<i>Prepared</i>	1	5.6

PLEASE TYPE OR PRINT NEATLY

Date: 10-28-13 *N.C.*  
~~5-6-13~~

Name (Last, First, Mi): CROOKS, Darrell  
Home Address/PO Box: [REDACTED] Quartzsite, 85359  
Contact Phone Number: [REDACTED]

Are You a U.S. Citizen OR Resident Alien:  YES  NO

Are you registered to vote in La Paz County:  YES  NO

Present Employment/Position Held (Optional): NA Retired

Address/Contact Number of Employer: NA

Professional/ Civic Activities: '52-59, Tri STATE Dairy MAN's Association, -  
Boy SCOUTS, LITTLE League ('50's-60's)

Education/Professional Experience: 11th grade, Navy, 4 yrs, 3 months - Chief Petty officer  
G.I. Bill 4 yrs. Junior College, 1961-1980. District Sales Manager,  
Occidental Petroleum, 3 different States, TX. NM. CA.  
Retired - 1979-1986 OWNED a development company, in CA.

MURK

I am interested in serving on: (Circle All That Apply)

Municipal Library Board

Park & Recreation Board

Personnel Advisory Board

Cemetery Board

Board of adjustment

Planning & Zoning Commission

Municipal Property Corporation

Health & Development Services Board

Municipal Utility Administrative Committee

Vendor/Swap Meet/RV Park Municipal Board

Public Safety Retirement Board

Other: \_\_\_\_\_

Please describe why you would like to serve on the board, commission, etc.: \_\_\_\_\_

I ENJOY being involved in my community.

What do you think that you can contribute to the public by serving on this board, commission, etc.:

I would be able to provide a fair and objective point of view.

Are you available to attend early morning meetings?  YES  NO

Are you available to attend lunch meetings?  YES  NO

Are there any days of the week you are unavailable to attend meetings?

Sundays -

All boards, commissions, etc. are subject to disclosure of conflicts of interest.

For more information concerning boards, commissions, etc. please contact the Quartzsite Town Hall @ 928-927-4333.

Date: ~~5-6-13~~ 10-28-13 A.C.

Signature: Parrell Crooks



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, February 25, 2014

**Agenda Item #6** Update, discussion and possible direction regarding the Town's after-school recreation program.

**Summary:** The Town's regular afternoon recreation program for the younger youth operates a total of 9 hours per week (Tuesday through Thursday from 3 pm to 5 pm, and Friday from 1 pm to 4 pm). The number of children in the program presently averages 13 to 17 per day.

The Council approved a motion redirecting funds totaling \$6, 000 from the Economic/Community Outreach Services department to the After-School Recreation program to provide for a second, 10-hour per week employee.

**Responsible Person:** Laura Bruno, Town Manager

**Attachment:** None.

**Action Requested:** Receive information and provide possible direction regarding the Town's after-school recreation program.