

# COUNCIL MEETING AGENDA

**TUESDAY, JUNE 10, 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  
7:00 p.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
7:00	<b>CALL TO ORDER OF REGULAR MEETING</b>	
7:00 – 7:05	<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>	
7:05 – 7:06	<b>ROLL CALL</b>	
7:06 – 7:07	<b>APPROVAL/AMENDMENT OF AGENDA</b>	Discussion, possible action by MOTION.
7:07 – 7:10	<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 37424 - 37478, totaling \$155,477.12.	Discussion; possible action by MOTION; may be acted upon with single motion.
	1-b.	<b>MINUTES</b> – Consider approval of the minutes of the Regular Meeting of May 27, 2014, Work Session of May 29, 2014, and Work Session of June 3, 2014.	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>	
7:10 – 7:20	2.	<b>WATER RATES</b> – Discussion and possible adoption of a Notice of Intent to Increase Water Rates and to establish a date for a public hearing.	Discussion; possible action by MOTION.
7:20 – 7:35	3.	<b>WIFA LOAN REFINANCE</b> – Preliminary discussion of refinancing option for existing Water Infrastructure Finance Authority Loan.	Discussion only.
7:35 – 7:45	4.	<b>2014 – 2015 BUDGET WORK SHOP FOLLOW-UP</b> Discussion of items from Work Session held June 3, 2014, to include: Magistrate Court filings; total cost of mandatory training for Court Clerks, review of contracts/fees with prosecutor and defense attorneys; salary and wage distribution; step system wage increases; Workers Compensation increases; Bad Debt; and telephone services and contracts.	Discussion only.

7:45 – 8:00	5.	<b>TENTATIVE BUDGET</b> – Review and consider adoption of the Tentative Budget for Fiscal Year 2014-2015 and proposed Expenditure Limitation for the same year.	Discussion; possible action by MOTION.
8:00 – 8:15	6.	<b>VOLUNTEER BOARDS</b> – Preliminary review, discussion and possible direction regarding existing Boards, Committees, Commissions and their status.	Discussion only.
		<b>COMMUNICATIONS</b>	
8:15 - 8:20	7.	Announcements and Reports from the MAYOR on current events.	
8:20 - 8:25	8.	Announcements and Reports from the COUNCIL on current events.	
8:25 - 8:30	9.	Reports from the TOWN MANAGER to the Council.	
8:30 - 8:45		<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>	
8:45		<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.

## MONTHLY MAGISTRATE ACTIVITY REPORT

MONTH OF: MAY 2014

	Prior Year	Current Year
Civil Traffic Action Filed	20	41
Criminal Traffic Action Filed	2	5
Misdemeanor Cases Filed	9	8
Initial Appearances Handled	8	10
Trials and Pre-Trials Held	13	17
Civil Traffic Closings	45	37
Criminal Traffic Closings	7	7
Misdemeanor Cases Closed	4	13
Warrants Issued	14	27
Warrants Closed	12	10
Harassment or Orders of Protection	2	0
Revenue Generated by Court	\$8,586.88	\$5,556.35
Total Collected	\$16,518.77	\$11,830.72

Comments:

Total collected does not include Bonds received per the Court

Filed as per Section 5-2-3:  
Subsection E

Preparer: Lori Callan Lori Callan

A. Lilly Honorable Amanda Lilly, Magistrate

**TOWN OF QUARTZSITE**  
**MONTHLY FEE BOOK TOTALS**  
**MAGISTRATE COURT**

MONTH:     MAY 2014                     

ACCOUNT #	ACCOUNT DESCRIPTION	TOTAL
01-2211	BONDS PAYABLE	
01-2212	MAGISTRATE PAYABLE	6,274.37
01-4410	MUNICIPAL FINES REVENUE	4,969.65
21-4420	LOCAL JCEF REVENUE	46.61
42-4044	COURT ENHANCEMENT	319.51
39-4027	LAW ENFORCEMENT REVENUE	150.58
01-4105	PUBLIC SAFETY RECOVERY	70.00
<b>TOTAL</b>		<b>\$11,830.72</b>

SIGNATURE                     *AK*                    *A. Kelly*  
Prepared by:                     *Don Call*                    *LORI Callan*

QUARTZSITE PUBLIC LIBRARY  
Statistical Report May, 2014

<b>Total Number of Patrons</b>	<b>2,108</b>
Adult Fiction	299
Adult Non Fiction	87
Paperbacks	144
Large Print	72
E-Books	2,013
Arizona Books	6
Foreign Language	1
ILL Sent to other Libraries	4
ILL. Received from other Libraries	2
<b>TOTAL ADULT BOOKS</b>	<b>2,628</b>
Young Adult Fiction	8
Young Adult Non-Fiction	2
Young Adult Paperback	0
Juvenile Fiction	13
Juvenile Non-Fiction	0
Kids Computer Use	89
Graphic Novel	0
<b>MISCELLANEOUS</b>	
Puzzles	7
DVD	624
VHS	88
CD Audio	63
Audio Cassettes	65
<b>TOTAL CIRCULATION</b>	<b>959</b>
Computer Questions	233
Reference Questions	184
Information	159
Computer Use	390
Caregivers Use	28
Wireless Usage	317
New Patrons Registered	13
Meeting Room Use	46
Donations	108

QUARTZSITE CHILDREN'S LIBRARY  
Statistical Report May, 2014

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Computer Questions	50
Reference Questions	23
Information	43
Computer Use	105
Wireless Use	21
New Patrons Registered	0
Meeting Room Use	0
Donations	0

## Circulation Statistics By Item Report Class : 05/01/2014 to 05/31/2014

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	1	2	1	0	0
100 - 199	7	5	7	0	0
200 - 299	5	9	0	0	0
300 - 399	15	13	3	7	0
400 - 499	2	2	2	2	0
500 - 599	7	0	0	5	0
600 - 699	18	20	14	5	0
700 - 799	4	8	0	4	0
800 - 899	7	6	3	0	0
900 - 999	15	22	3	0	0
ADV	0	0	0	0	0
Aud	58	63	14	7	0
AZ	15	6	5	0	0
AZ NF	0	0	0	1	0
AZ R	0	0	0	0	0
BC	0	0	0	0	0
Biography	0	0	0	0	0
CD ROM	0	0	0	0	0
CD/AUD	62	65	21	19	0
Christian Fiction	16	14	8	25	0
DVD	631	624	43	51	0
Easy Book	5	10	2	64	0
eBook	0	0	0	0	0
Fiction	146	161	24	90	0
Fiction Large Print	63	55	12	1	0
Fiction Paperback	47	47	7	3	0
French	1	1	0	0	0
Graphic Novel	1	0	0	18	0
J Fiction	12	13	1	538	0
J Non-Fiction	4	0	1	38	0
J PBK	0	0	0	8	0
J Spanish	3	0	0	4	0
Jigsaw puzzle	5	7	0	0	0
L	4	3	0	39	0
Large Print Non-Fiction	3	4	0	0	0
Magazine	0	0	0	0	0
Mystery	66	90	11	68	0
Mystery Large Print	10	9	1	2	0
Mystery Paperback	23	20	2	0	0
Native American	0	0	0	0	0
PHA	0	0	0	0	0
Reference	0	0	0	0	0
Romance	0	0	0	0	0
Romance Paperback	17	16	2	0	0
Science Fiction	32	27	0	0	0
	7	6	2	1	0

Science Fiction					
Paperback					
Spanish	0	0	0	0	0
Undefined	5	4	0	4	0
VHS	91	88	2	8	0
Western	6	7	0	2	0
Western Large Print	12	8	0	0	0
Western Paperback	65	55 ✓	10	1	0
YA Fiction	6	8	2	41	0
YA Non-Fiction	0	0	0	1	0
YA Paperback	2	2	0	1	0
Total	1499	1500	203	1058	0

## Collection

From inception through 5/31/2014

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### One Copy/One User

Adv. = Advantage, across all Advantage accounts

Cons. = Consortium

Format	Adv. titles	Adv. copies	Cons. titles	Cons. copies
Audiobook	1	1	716	725
eBook	13	13	4,011	4,073
Total	14	14	4,727	4,798

### Metered Access, licensed content

Format	Adv. titles	Adv. licenses purchased	Cons. titles	Cons. licenses purchased
eBook	13	676	1,127	30,316
Total	13	676	1,127	30,316

### Metered Access, expiring content

Format	Adv. titles	Adv. copies	Cons. titles	Cons. copies
Audiobook	0	0	6	6
eBook	0	0	227	231
Total	0	0	233	237

## User activity

From 5/1/2014 through 5/31/2014

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Unique users with titles checked out: 453

### Checkouts

Format	Count
Audiobook	333
eBook	1,680
Total	2,013

## **Holds**

<b>Format</b>	<b>Count</b>
Audiobook	74
eBook	326
Total	400

- Run new report



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, June 10, 2014

**Agenda Item #1-a.** Consider approval of check series 37424-37478, totaling \$155,477.12.

**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:** Skylor Miller, Town Manager

**Attachment:** Ledger of Accounts Paid: check series 37424-37478.

**Action Requested:** Motion to approve the Ledger of Accounts Paid; Check series 37424-37478.

**Quartzsite Town Council Meeting of  
JUNE 10, 2014  
Check Register/ Revenue/ Consent Agenda**

**Horizon Community Bank- Begin Ck# 37424-37478**

**Balances on all cash accounts as of June 6, 2014**

<b>Checking Account</b>	<b>\$</b>	<b>2,433,603.53</b>
<b>LGIP Account</b>	<b>\$</b>	<b>694,081.65</b>
<b>WIFA Debt Reserve Account</b>	<b>\$</b>	<b>198,529.85</b>

<b>Total Expensed Dollar Amount for Consent Agenda</b>	<b>\$</b>	<b>217,063.42</b>
<b>Total Payroll for Pay Period Ending 05/24/2014</b>	<b>\$</b>	<b>61,586.30</b>
<b>YTD Total Revenue Dollar Amount for Consent Agenda</b>	<b>\$</b>	<b>1,478,841.12</b>
<b>YTD Total Sewer Cap Revenue as of 05/22/14</b>	<b>\$</b>	<b>3,252.72</b>
<b>YTD Total Sewer Sales Revenue as of 05/22/14</b>	<b>\$</b>	<b>836,924.24</b>
<b>YTD Total Water Cap Revenue as of 05/22/14</b>	<b>\$</b>	<b>5,371.44</b>
<b>YTD Total Water Sales Revenue as of 05/22/14</b>	<b>\$</b>	<b>633,292.72</b>

## Report Criteria:

Report type: GL detail

Check Check Number = 37424-37478

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>37441</b>						
05/29/14	37441	Allen Instruments & Suppli	208.21	Fiberglass Rod & Stake Chaser	03-220-5029	208.21
Total 37441:			208.21			
<b>37442</b>						
05/29/14	37442	APS	38.29	Electric Service	16-550-5048	38.29
05/29/14	37442	APS	6,860.39	Electric Service	16-550-5048	6,860.39
05/29/14	37442	APS	254.60	Electric Service	03-220-5048	254.60
05/29/14	37442	APS	876.70	Electric Service	01-140-5048	876.70
05/29/14	37442	APS	5,873.32	Electric Service	15-500-5048	5,873.32
05/29/14	37442	APS	51.88	Electric Service	03-220-5049	51.88
05/29/14	37442	APS	114.99	Electric Service	01-180-5048	114.99
05/29/14	37442	APS	136.80	Electric Service	01-180-5048	136.80
05/29/14	37442	APS	1,033.10	Electric Service	01-130-5048	1,033.10
05/29/14	37442	APS	375.67	Electric Service	01-170-5048	375.67
05/29/14	37442	APS	187.84	Electric Service	01-150-5048	187.84
05/29/14	37442	APS	281.75	Electric Service	01-185-5048	281.75
05/29/14	37442	APS	549.04	Electric Service	16-550-5048	549.04
05/29/14	37442	APS	32.74	Electric Service	03-220-5049	32.74
05/29/14	37442	APS	29.67	Electric Service	03-220-5049	29.67
05/29/14	37442	APS	40.47	Electric Service	03-220-5049	40.47
05/29/14	37442	APS	38.79	Electric Service	03-220-5049	38.79
05/29/14	37442	APS	75.30	Electric Service	03-220-5049	75.30
05/29/14	37442	APS	88.91	Electric Service	03-220-5049	88.91
05/29/14	37442	APS	143.86	Electric Service	03-220-5049	143.86
05/29/14	37442	APS	65.05	Electric Service	01-180-5048	65.05
05/29/14	37442	APS	496.35	Electric Service	01-185-5048	496.35
Total 37442:			17,645.51			
<b>37443</b>						
05/29/14	37443	C & B Lock and Key	131.17	Install Townhall door locks	01-130-5030	131.17
05/29/14	37443	C & B Lock and Key	131.17	Install Townhall door locks	03-220-5030	131.17
05/29/14	37443	C & B Lock and Key	131.17	Install Townhall door locks	15-500-5030	131.17
05/29/14	37443	C & B Lock and Key	131.17	Install Townhall door locks	16-550-5030	131.17
05/29/14	37443	C & B Lock and Key	131.16	Install Townhall door locks	01-140-5030	131.16
05/29/14	37443	C & B Lock and Key	131.16	Install Townhall door locks	01-180-5060	131.16
Total 37443:			787.00			
<b>37444</b>						
05/29/14	37444	ClassicPlan Premium Fina	1,017.78	Liability Insurance	01-185-5046	1,017.78
05/29/14	37444	ClassicPlan Premium Fina	2,035.55	Liability Insurance	01-130-5046	2,035.55
05/29/14	37444	ClassicPlan Premium Fina	4,834.41	Liability Insurance	01-140-5046	4,834.41
05/29/14	37444	ClassicPlan Premium Fina	763.33	Liability Insurance	01-150-5046	763.33
05/29/14	37444	ClassicPlan Premium Fina	763.33	Liability Insurance	01-170-5046	763.33
05/29/14	37444	ClassicPlan Premium Fina	9,414.39	Liability Insurance	03-220-5046	9,414.39
05/29/14	37444	ClassicPlan Premium Fina	1,272.22	Liability Insurance	01-230-5046	1,272.22
05/29/14	37444	ClassicPlan Premium Fina	3,053.31	Liability Insurance	15-500-5046	3,053.31
05/29/14	37444	ClassicPlan Premium Fina	2,289.99	Liability Insurance	16-550-5046	2,289.99

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37444:			25,444.31			
<b>37445</b>						
05/29/14	37445	Janet Collier	266.51	Per Diem-AZTA/ADOT Conf- 4/13-4/15/14 J. Collier	01-000-4910	266.51
Total 37445:			266.51			
<b>37446</b>						
05/29/14	37446	Motorola Solutions	20,000.00	QPD Radios-AZ State Contract	30-209-5061	20,000.00
05/29/14	37446	Motorola Solutions	1,376.29	QPD Radios-AZ State Contract	01-140-5027	1,376.29
Total 37446:			21,376.29			
<b>37447</b>						
05/29/14	37447	Paul Julien	94.65	Pro Tem Judge - Travel 05/20/14	01-150-5032	94.65
Total 37447:			94.65			
<b>37448</b>						
05/29/14	37448	Principal Financial Group	3,503.22	Payroll Payables	01-000-2209	3,503.22
05/29/14	37448	Principal Financial Group	39.66	Cobra Payables	01-000-2300	39.66
Total 37448:			3,542.88			
<b>37449</b>						
05/29/14	37449	Purchase Power	79.00	Postage Refill	01-130-5042	79.00
05/29/14	37449	Purchase Power	79.00	Postage Refill	01-140-5042	79.00
05/29/14	37449	Purchase Power	78.99	Postage Refill	01-150-5042	78.99
05/29/14	37449	Purchase Power	78.99	Postage Refill	01-160-5042	78.99
05/29/14	37449	Purchase Power	78.99	Postage Refill	03-220-5042	78.99
05/29/14	37449	Purchase Power	78.99	Postage Refill	15-500-5042	78.99
05/29/14	37449	Purchase Power	79.00	Postage Refill	16-550-5042	79.00
05/29/14	37449	Purchase Power	71.43	Postage Refill	01-130-5042	71.43
05/29/14	37449	Purchase Power	71.43	Postage Refill	01-140-5042	71.43
05/29/14	37449	Purchase Power	71.43	Postage Refill	01-150-5042	71.43
05/29/14	37449	Purchase Power	71.43	Postage Refill	01-160-5042	71.43
05/29/14	37449	Purchase Power	71.42	Postage Refill	03-220-5042	71.42
05/29/14	37449	Purchase Power	71.43	Postage Refill	15-500-5042	71.43
05/29/14	37449	Purchase Power	71.43	Postage Refill	16-550-5042	71.43
Total 37449:			1,052.96			
<b>37450</b>						
05/29/14	37450	Shay Oil	101.00	Restitution Payment from C. Cordova	01-000-4410	101.00
Total 37450:			101.00			
<b>37451</b>						
05/29/14	37451	Vision Service Plan	330.86	Employee Payroll Deduction	01-000-2209	330.86
Total 37451:			330.86			
<b>37452</b>						
05/29/14	37452	Blue Cross& Blue Shield O	1,924.90	Employee Medical - Payroll Deduction	01-000-2208	1,924.90
05/29/14	37452	Blue Cross& Blue Shield O	376.86	Employee Medical	01-110-5016	376.86

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
05/29/14	37452	Blue Cross& Blue Shield O	1,321.11	Employee Medical	01-130-5016	1,321.11
05/29/14	37452	Blue Cross& Blue Shield O	4,511.23	Employee Medical	01-140-5016	4,511.23
05/29/14	37452	Blue Cross& Blue Shield O	1,547.00	Employee Medical	01-150-5016	1,547.00
05/29/14	37452	Blue Cross& Blue Shield O	418.73	Employee Medical	01-160-5016	418.73
05/29/14	37452	Blue Cross& Blue Shield O	979.37	Employee Medical	01-170-5016	979.37
05/29/14	37452	Blue Cross& Blue Shield O	502.48	Employee Medical	01-180-5016	502.48
05/29/14	37452	Blue Cross& Blue Shield O	418.73	Employee Medical	01-185-5016	418.73
05/29/14	37452	Blue Cross& Blue Shield O	3,232.30	Employee Medical	03-220-5016	3,232.30
05/29/14	37452	Blue Cross& Blue Shield O	209.37	Employee Medical	01-230-5016	209.37
05/29/14	37452	Blue Cross& Blue Shield O	272.17	Employee Medical	01-181-5016	272.17
05/29/14	37452	Blue Cross& Blue Shield O	1,480.55	Employee Medical	15-500-5016	1,480.55
05/29/14	37452	Blue Cross& Blue Shield O	1,899.30	Employee Medical	16-550-5016	1,899.30
Total 37452:			19,094.10			
<b>37453</b>						
06/05/14	37453	ACC Business	32.10	Phone Services	01-110-5048	32.10
06/05/14	37453	ACC Business	153.89	Phone Services	01-130-5048	153.89
06/05/14	37453	ACC Business	72.73	Phone Services	01-150-5048	72.73
06/05/14	37453	ACC Business	59.21	Phone Services	01-160-5048	59.21
06/05/14	37453	ACC Business	45.78	Phone Services	01-185-5048	45.78
06/05/14	37453	ACC Business	59.21	Phone Services	03-220-5048	59.21
06/05/14	37453	ACC Business	45.73	Phone Services	15-500-5048	45.73
06/05/14	37453	ACC Business	45.73	Phone Services	16-550-5048	45.73
Total 37453:			514.38			
<b>37454</b>						
06/05/14	37454	Bush"s Backflow Testing &	700.00	12 Backflow Tests & 4 Device Repairs	16-550-5035	700.00
Total 37454:			700.00			
<b>37455</b>						
06/05/14	37455	Charles Paul LLC	14.98	Utility Refund: Property Sold	99-000-1075	14.98
Total 37455:			14.98			
<b>37456</b>						
06/05/14	37456	Colby & Powell, PLC	1,500.00	Magistrate Triennial Audit	01-150-5031	1,500.00
06/05/14	37456	Colby & Powell, PLC	415.00	Magistrate Triennial Audit	01-150-5043	415.00
Total 37456:			1,915.00			
<b>37457</b>						
06/05/14	37457	Davis Building Supply	38.01	Fasteners	03-220-5060	38.01
Total 37457:			38.01			
<b>37458</b>						
06/05/14	37458	Etherspeak Inc.	16.39	Phone Services	01-110-5048	16.39
06/05/14	37458	Etherspeak Inc.	82.75	Phone Services	01-130-5048	82.75
06/05/14	37458	Etherspeak Inc.	38.53	Phone Services	01-150-5048	38.53
06/05/14	37458	Etherspeak Inc.	31.15	Phone Services	01-160-5048	31.15
06/05/14	37458	Etherspeak Inc.	31.15	Phone Services	01-170-5048	31.15
06/05/14	37458	Etherspeak Inc.	23.78	Phone Services	01-185-5048	23.78
06/05/14	37458	Etherspeak Inc.	31.15	Phone Services	03-220-5048	31.15

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
06/05/14	37458	Etherspeak Inc.	23.78	Phone Services	15-500-5048	23.78
06/05/14	37458	Etherspeak Inc.	23.78	Phone Services	16-550-5048	23.78
Total 37458:			302.46			
<b>37459</b>						
06/05/14	37459	Heinfeld, Meech & Co., P.	4,144.49	FY Management Svcs - 4/30/14	01-130-5035	4,144.49
Total 37459:			4,144.49			
<b>37460</b>						
06/05/14	37460	Inland Builders Supply, Inc.	130.14	Wood post & material for road island	03-220-5029	130.14
06/05/14	37460	Inland Builders Supply, Inc.	54.50	Supplies for Plaque - Parks Dept	01-180-5022	54.50
Total 37460:			184.64			
<b>37461</b>						
06/05/14	37461	Jack McElwain	100.00	7 Trees - Arbor Day	01-000-4916	100.00
Total 37461:			100.00			
<b>37462</b>						
06/05/14	37462	Jack Pots Portables, Inc.	381.12	Porta Potties - Parks Dept	01-180-5035	381.12
Total 37462:			381.12			
<b>37463</b>						
06/05/14	37463	Jeremiah Cameron	5.00	Per Diem-CDL Trng -5/27/14	15-500-5043	5.00
06/05/14	37463	Jeremiah Cameron	5.00	Per Diem-CDL Trng -5/27/14	16-550-5043	5.00
06/05/14	37463	Jeremiah Cameron	5.00	Per Diem-CDL Trng -5/30/14	15-500-5043	5.00
06/05/14	37463	Jeremiah Cameron	5.00	Per Diem-CDL Trng - 05/30/14	16-550-5043	5.00
06/05/14	37463	Jeremiah Cameron	5.00	Per Diem-CPR/First Aid-5/29/14	15-500-5043	5.00
06/05/14	37463	Jeremiah Cameron	5.00	Per Diem-CPR/First Aid-5/29/14	16-550-5043	5.00
Total 37463:			30.00			
<b>37464</b>						
06/05/14	37464	Kent & Ryan PLC	240.00	Indigent Defense Attorney	01-150-5074	240.00
Total 37464:			240.00			
<b>37465</b>						
06/05/14	37465	Parker Auto & Marine	191.92	Paint for vehicle bed & body	03-220-5025	191.92
Total 37465:			191.92			
<b>37466</b>						
06/05/14	37466	Parker Napa	931.49	Deep Well Oil	16-550-5050	931.49
Total 37466:			931.49			
<b>37467</b>						
06/05/14	37467	Parker Office Supply	29.76	Signature Stamp - S. Miller	01-130-5021	29.76
Total 37467:			29.76			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>37468</b>						
06/05/14	37468	Quartzsite Fire Department	60.00	CPR/First Aid Trng - T. Thomas	01-180-5051	60.00
06/05/14	37468	Quartzsite Fire Department	60.00	CPR/First Aid Trng - D. Anderson	01-180-5051	60.00
06/05/14	37468	Quartzsite Fire Department	60.00	CPR/First Aid Trng- M. McFate	01-230-5051	60.00
06/05/14	37468	Quartzsite Fire Department	60.00	CPR/First Aid Trng- W. Shipley	03-220-5043	60.00
06/05/14	37468	Quartzsite Fire Department	60.00	CPR/First Aid Trng - J. Newton	03-220-5043	60.00
06/05/14	37468	Quartzsite Fire Department	60.00	CPR/First Aid Trng- L. Tunnell	03-220-5043	60.00
06/05/14	37468	Quartzsite Fire Department	60.00	CPR/First Aid Trng-J. Cameron	15-500-5043	60.00
06/05/14	37468	Quartzsite Fire Department	60.00	CPR/First Aid Trng- T. Pearson	16-550-5043	60.00
Total 37468:			480.00			
<b>37469</b>						
06/05/14	37469	Quill Corporation	275.00	Office Supplies - Admin	01-130-5021	275.00
06/05/14	37469	Quill Corporation	363.35	Office Supplies - Admin	01-130-5022	363.35
06/05/14	37469	Quill Corporation	130.75	Office Supplies - QPD	01-140-5021	130.75
06/05/14	37469	Quill Corporation	4.49	Office Supplies - PW	03-220-5053	4.49
06/05/14	37469	Quill Corporation	30.48	Office Supplies - Water Dept	16-550-5021	30.48
06/05/14	37469	Quill Corporation	30.47	Office Supplies - WWTP	15-500-5021	30.47
06/05/14	37469	Quill Corporation	11.58	Office Supplies - Court	01-150-5021	11.58
06/05/14	37469	Quill Corporation	11.57	Office Supplies - Library	01-170-5022	11.57
06/05/14	37469	Quill Corporation	221.21	Office Supplies - PW	03-220-5033	221.21
06/05/14	37469	Quill Corporation	13.19	Office Supplies - Admin	01-130-5021	13.19
06/05/14	37469	Quill Corporation	103.51	Office Supplies - Water Dept	16-550-5021	103.51
06/05/14	37469	Quill Corporation	47.73	Office Supplies - WWTP	15-500-5021	47.73
Total 37469:			1,243.33			
<b>37470</b>						
06/05/14	37470	Southwest Laboratories, In	19.50	Drug Testing for New Employee	01-130-5084	19.50
06/05/14	37470	Southwest Laboratories, In	9.75	Drug Testing for New Employee	15-500-5084	9.75
06/05/14	37470	Southwest Laboratories, In	9.75	Drug Testing for New Employee	16-550-5084	9.75
Total 37470:			39.00			
<b>37471</b>						
06/05/14	37471	T & C Seal Coating, Inc.	43,386.72	Slurry Seal - Quail Trail & Los Palomas	03-220-5105	43,386.72
Total 37471:			43,386.72			
<b>37472</b>						
06/05/14	37472	Terry Pearson	5.00	Per Diem-CDL Trng-5/27/14	15-500-5043	5.00
06/05/14	37472	Terry Pearson	5.00	Per Diem-CDL Trng-5/27/14	16-550-5043	5.00
06/05/14	37472	Terry Pearson	5.00	Per Diem-CDL Trng-5/30/14	15-500-5043	5.00
06/05/14	37472	Terry Pearson	5.00	Per Diem-CDL Trng-5/30/14	16-550-5043	5.00
06/05/14	37472	Terry Pearson	5.00	Per Diem-CPR/First Aid-5/29/14	15-500-5043	5.00
06/05/14	37472	Terry Pearson	5.00	Per Diem-CPR/First Aid-5/29/14	16-550-5043	5.00
Total 37472:			30.00			
<b>37473</b>						
06/05/14	37473	Tri-Sun's Engineering, Inc	3,930.00	Remove/Replace Concrete Collar	15-500-5091	3,930.00
Total 37473:			3,930.00			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>37474</b>						
06/05/14	37474	U.S. Bank Operations Ctr.	607.44	Admin Fees and Incidental Expenses	16-550-5051	607.44
06/05/14	37474	U.S. Bank Operations Ctr.	344.20	Admin Fees and Incidental Expenses	01-130-5051	344.20
06/05/14	37474	U.S. Bank Operations Ctr.	1,073.11	Admin Fees and Incidental Expenses	15-500-5051	1,073.11
Total 37474:			<u>2,024.75</u>			
<b>37475</b>						
06/05/14	37475	Verizon Wireless	46.81	Cell Phone Services	01-130-5048	46.81
06/05/14	37475	Verizon Wireless	30.55	Cell Phone Services	01-230-5048	30.55
06/05/14	37475	Verizon Wireless	30.55	Cell Phone Services	01-230-5048	30.55
06/05/14	37475	Verizon Wireless	30.55	Cell Phone Services	01-130-5048	30.55
06/05/14	37475	Verizon Wireless	35.93	Cell Phone Services	01-160-5048	35.93
06/05/14	37475	Verizon Wireless	30.55	Cell Phone Services	01-170-5048	30.55
06/05/14	37475	Verizon Wireless	30.55	Cell Phone Services	01-180-5048	30.55
06/05/14	37475	Verizon Wireless	30.55	Cell Phone Services	01-180-5048	30.55
06/05/14	37475	Verizon Wireless	46.81	Cell Phone Services	01-185-5048	46.81
06/05/14	37475	Verizon Wireless	40.01	Cell Phone Services	01-185-5048	40.01
06/05/14	37475	Verizon Wireless	34.86	Cell Phone Services	01-230-5048	34.86
06/05/14	37475	Verizon Wireless	34.07	Cell Phone Services	03-220-5048	34.07
06/05/14	37475	Verizon Wireless	43.46	Cell Phone Services	01-130-5048	43.46
06/05/14	37475	Verizon Wireless	30.55	Cell Phone Services	01-185-5048	30.55
06/05/14	37475	Verizon Wireless	30.55	Cell Phone Services	01-180-5048	30.55
06/05/14	37475	Verizon Wireless	87.07	Cell Phone Services	16-550-5048	87.07
06/05/14	37475	Verizon Wireless	24.86	Cell Phone Services	15-500-5048	24.86
06/05/14	37475	Verizon Wireless	40.75	Cell Phone Services	16-550-5048	40.75
06/05/14	37475	Verizon Wireless	46.49	Cell Phone Services	16-550-5048	46.49
Total 37475:			<u>725.52</u>			
<b>37476</b>						
06/05/14	37476	Visa	105.27	Holiday Inn: GFOAZ Trng K. Tunnell	01-130-5043	105.27
06/05/14	37476	Visa	122.93-	Credit for Hotel Reservation	01-130-5043	122.93-
06/05/14	37476	Visa	75.35	3 American Flags (3x5)	01-180-5022	75.35
06/05/14	37476	Visa	82.76	3 Arizona Flags (3x5)	01-180-5022	82.76
06/05/14	37476	Visa	48.81	3 POW Flags (3X5)	01-180-5022	48.81
06/05/14	37476	Visa	160.32-	Fees and Credit for Hotel Reservation	01-130-5043	160.32-
06/05/14	37476	Visa	72.90	2 Sun Hats - PW Dept	03-220-5019	72.90
06/05/14	37476	Visa	178.00	National Notary Pkg - T. Rider	01-140-5051	178.00
06/05/14	37476	Visa	80.00	2014 AMCA Conf/Elections Trng - T. Abriani 7/16-7/18/14	01-130-5051	80.00
06/05/14	37476	Visa	80.00	2014 AMCA Conf/Elections Trng - T. Abriani 7/16-7/18/14	01-110-5051	80.00
06/05/14	37476	Visa	290.00	League of Cities Conf Registration - S. Miller	01-110-5043	290.00
06/05/14	37476	Visa	290.00	League of Cities Conf Registration - C. Kelley	01-110-5043	290.00
06/05/14	37476	Visa	290.00	League of Cities Conf Registration - M. Orgeron	01-110-5043	290.00
06/05/14	37476	Visa	290.00	League of Cities Conf Registration - M. Timberlake	01-110-5043	290.00
06/05/14	37476	Visa	290.00	League of Cities Conf Registration - E. Foster	01-110-5043	290.00
06/05/14	37476	Visa	425.00	League of Cities Conf Registration - M. Jewett (Guest)	01-110-5043	425.00
06/05/14	37476	Visa	425.00	League of Cities Conf Registration - N. Crooks (Guest)	01-110-5043	425.00
Total 37476:			<u>2,739.84</u>			
<b>37477</b>						
06/05/14	37477	Working Class Clothes	55.79	3 - Work shirts for PW	03-220-5019	55.79
Total 37477:			<u>55.79</u>			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
06/05/14	37478	Yuma Winnelson Co.	593.14	System Mainenance	16-550-5050	593.14
Total 37478:			593.14			
Grand Totals:			154,910.62			
Grand Totals:			155,477.12	155,477.12-		.00

Report Criteria:

Report type: GL detail

Check Check Number = 37424-37478



## TOWN OF QUARTZSITE

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### **REGULAR COUNCIL MEETING**

Tuesday, June 10, 2014

**Agenda Item #1-b.** Consider approval of the minutes of the Regular Meeting of May 27, 2014, Work Session of May 29, 2014, and Work Session of June 3, 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 Regular Meeting of May 27, 2014, Work Session of May 29, 2014, and Work Session of June 3, 2014.

**Action Requested:** **Motion to approve the minutes of the Regular Meeting of May 27, 2014, Work Session of May 29, 2014, and Work Session of June 3, 2014.**

**MINUTES  
TOWN OF QUARTZSITE  
REGULAR MEETING OF THE COMMON COUNCIL  
TUESDAY, MAY 27, 2014, 7:00 PM**

**CALL TO ORDER:** 7:00 p.m.

**INVOCATION:** Led by Dan Berkey.

**PLEDGE OF ALLEGIANCE:** Led by Vice Mayor Jewitt

**ROLL CALL:** Mayor Foster, present; Vice Mayor Jewitt, present; Council Member Kelley, present; Council Member Crooks, present; Council Member Orgeron, present; Council Member Scott, present; Council Member Timberlake, present

**ABSENT:** None

**STAFF PRESENT:** Skylor Miller, Town Manager; Patricia Ronan, Town Attorney; Amy Daniel, Deputy Town Clerk; Tina Abriani, Town Clerk

**APPROVAL/AMENDMENT OF AGENDA:**

Council Member Timberlake requested check 37377 be pulled and Council Member Scott requested check 37401 be pulled. Motion to approve the agenda with amendments was made by Council Member Timberlake and seconded by Vice Mayor Jewitt. All in favor. Motion carried.

**PRESENTATIONS; PROCLAMATIONS:**

**1. PROCLAMATION** – Seniors' Month June 1–30, 2014

**CONSENT AGENDA:**

**2-a. LEDGER OF ACCOUNTS PAID – Consider approval of check series 37356 - 37423, totaling \$164,915.55.**

Motion to approve consent agenda as amended made by Vice Mayor Jewitt and seconded by Council Member Crooks. All in favor. Motion carried.

Motion to approve check 37377 – Fred Pryor Training Services made by Council Member Timberlake and seconded by Council Member Scott. All in favor. Motion carried.

Motion to approve check 37401 – 40 foot storage container for Parks Department made by Council Member Scott and seconded by Council Member Timberlake. All in favor. Motion carried.

**2-b. MINUTES – Consider approval of the minutes of the Regular Meeting of May 13, 2014.**

**ADMINISTRATIVE ITEMS:**

**3. TENTATIVE BUDGET – Discussion, Review, and Consideration of a Tentative Budget for Fiscal Year 2014-2015.**

Town Manager Miller reviewed the budget calendar for final adoption. Preliminary discussion with department heads and Council on April 29. June 3 – budget workshop via special Council meeting. June 10 – Adoption of tentative budget at regular Council meeting. June 24 – Public hearing to be held. July 7 – adoption of final budget. Council recommended June 3 at 2:00 p.m. Revenues as recorded by Laura Bruno on May 13. Mayor Foster would like more info on Recap Sales Tax actuals and would like to budget in excess. Council Member Kelley would like to suggest increasing business license fees to help generate revenue for the Town.

Town Council, Administrative, and Legal Services – discussed new objectives – no staffing changes and no capital requests. Town Council Expenditures budgeted at \$93,060 to include Council compensation, training, and overhead costs. Administrative services budgeted at \$383,694. Legal Services is budgeted at \$175,000. Long term debt repayment is budgeted at \$158,300.

Council Member Timberlake has questions and would like to see more details on legal services. Community Development Services objectives to provide training and education, encourage smart growth, and seek access to specialists within our regional on an on call basis with no changes in current staffing levels. Town Manager Miller has budgeted for a full time Director in this department but will look at taking on some of these duties himself. Would like to see how this department is working in the short term before making a long term commitment. Community Development department is budgeted at \$138,818 and outreach at \$17,200 to cover expenses of generator maintenance at the emergency shelter at the Senior Center.

Library services objectives are to strengthen skills of staff, expand learning opportunities to children, and stabilize online access. There are no changes proposed in staff and no capital requests. \$169,453 total budgeted for Library services.

Magistrate Court objectives are to ensure equal access to justice, develop policies to strength collections procedures, and continue to improve efficiencies. Staffing will seek consistent coverage and may look at a part time position therefore reducing staff. There are no capital requests. Total budgeted for Magistrate Court is \$246,625.

Parks, Recreation, and Cemetery services objectives are automated irrigation systems, replace plumbing and fixtures at dance slab, ongoing maintenance and repairs, purchase a used bucket truck and sprinkler system for the Parks Department. Recreation objectives are to work with Arizona Western College to develop a one day a week program to

promote literacy. No staffing changes are requested however there may be a need to seek volunteer positions in Recreation. Cemetery services looking at repairs and expansion – no staffing changes purposed. Capital requests for the Cemetery entrance repairs and a coffin lowering device. \$285,285 is the total budgeted for Parks, Recreation, and Cemetery departments. Council Member Scott would like to know why the water fountains are empty at the park. The kids need drinking water; especially with triple digit temperatures we are facing.

Public Safety – objectives are to develop revised updated policies and procedures, provide adequate shift coverage, and will seek grant funding. Currently have 4 vacant positions – 1 chief and 3 officer positions. Town Manager Miller would like to focus on filling the chief position prior to filling the officer positions. Council Member Timberlake and Council Member Scott have questions regarding the settlement and the vehicles purchased. Town Attorney Ronan addressed and answered the questions regarding legal services, the settlement, and the vehicles. Town Manager Miller will get a definite clarification on the litigation and legal fees and report back to Council. Capital requests to purchase body armored video equipment and 2 replacement vehicles and 3 in car video cameras. Total budgeted is \$1,169, 831.

Transit Services objectives are to develop a fixed route system, maintain out of town weekly routes, and develop funding to support next season's trolley operation if awarded necessary grant funding. No staffing changes unless grant funding is received. Capital requests contingent upon grant funding are transit van, scheduling software, and cameras. Total budgeted for Transit is \$107,829.

Public Works department currently has a surplus in HURF funds and we would like to spend down some of the excess funds in this department. Total expenditures budgeted for this department is \$1,446,504 which shows a greater amount then its revenues. Vice Mayor Jewitt has a question on borrowing monies from the HURF funds. Town Manager Miller responded to the question on HURF and surplus funds.

Water and Waste Water Services objectives are to complete Quail Trail well rehab, reinstitute back flush water lines, adhere to Kofa well remove and replace preservation cycle, waste water system expansion, and implement direct payment option. Future considerations for this department are to install reader system on town wells, expansion to serve Q Mountain and Rainbow Acres. No staffing changes proposed. Capital requests are Kofa well replacement, trash pump, and portable water meter reading equipment. Revenues include the proposed rate change; this includes projected revenues for 10 months. Revenues total \$2,399,255 and expenditures are \$1,573,645 for water department. Waste water expenditures are budgeted at \$981,262.

Grant revenues and expenditures come from various sources: Library grants funds, police and task force grants, and other misc grants. \$341,000 is projected in the budget for grant revenues.

Summary sheet to include spreadsheet on all details discussed. Summary sheet includes all department revenues and expenditures.

Legal fees – Fiscal Year 2012-2013 budgeted legal fees and expenditures were \$203,000, actual fees and special litigation were \$431,826. Fiscal Year 2013-2014 budgeted legal fees are projected at \$207,000, actual numbers still pending for this fiscal year.

4. **TOWN CODE, CHAPTER 15, ZONING – Discussion and possible adoption of an ordinance amending the Town Code, Chapter 15 Zoning, Article III Rules of Construction and Definitions, Section 2 Definitions; Article IV Establishment of Zoning Districts, Zoning Map and Interpretation of District Boundaries, Section 1 District Boundaries; Article X Conditional Use Permit, Section 2 General Regulations.**

Mayor Foster would like to ensure the zoning amendments have no affect on any piece of property or on any property owner under the Property Protection Act. Town Attorney Ronan clarified that the Town has authority to change zoning regulations. The proposed amendments do not change to the zoning rules, lot sizes, proposed amendments are made to the substance of the wording and have no affect on any homeowner's rights. All changes are to comply with state law. Town Manager Miller states wording was made by the Planning and Zoning Commission and is recommended as an easier read and to stay consistent with the general plan language. Council Member Scott wanted to ensure the Planning & Zoning Commissioners are on board with these amendments. Mayor Foster wants to ensure no single piece of property will be affected with these changes. Town Manager Miller advised no property will be affected with these changes. Council Member Crooks moved to adopt the Zoning ordinance amendments. Seconded by Vice Mayor Jewitt. Six votes in favor and Mayor Foster voted nay. Motion carries.

5. **TOWN CODE, CHAPTER 3 ADMINISTRATION – Review, discussion and direction regarding updates to the Town Code, Chapter 3 Administration to provide direction regarding appointments of town officers, vacancies, removals, job duties, the Personnel Advisory Committee and Town procurements.**

Town Attorney Patricia Ronan discussed the method for appointing officers and their duties. Currently, the Building Inspector position is not considered an officer. Would Council prefer to expand to include the building inspector as an officer? Council Member Scott would like to add this position. Council Member Orgeron, Mayor Foster and Council Member Kelley are opposed. Town Clerk position is considered an administrative role that reports to Town Manager, duties have involvement in elections process – legal recommends that Town Clerk is appointed by Town Manager. Council Member Crooks asked how many other municipalities perform in this manner. Council Member Scott would prefer to see Town Manager concurrent to Council. Council Member Crooks asked for Town Manager Miller's opinion based on his experience. He prefers Town Manager concurrent with Council but also sees the reason for legal's recommendation. Town Attorney will prepare ordinances for both potential options; Town Manager appoints and Town Manager appoints concurrent to Council. Police Chief Position; Town Attorney recommends Town Manager appoints concurrent to Council. Council Member Orgeron and Council Member Scott agree with the current method.

Town Engineer position – town attorney recommends Town Manager to appoint and Council to approve the contract terms and give final approval. Council Member Orgeron, Vice Mayor Jewitt, and Council Member Crooks agree.

Town Attorney position - Council Member Orgeron, Council Member Crooks and Council Member Scott believe the Town Attorney should be appointed by Council. Town Manager removal procedure – legal recommends that Town Manager is removed by a majority vote from Council. Council Member Kelley, Council Member Crooks, Council Member Orgeron, and Council Member Scott prefer legal's recommendation.

Town Manager's responsibilities – Town Manager supervises the Police Chief and supplies council with a written evaluation on an annual basis. Mayor Foster asked legal about appointed officials and monetary disclosures of financials. Town Attorney appointed by Council – legal recommends some additional language for the special prosecution. Council Member Crooks agrees with legal's recommendation. Council Member Scott would like the Building Inspector position to be added as a position that needs approval from Council for hiring in the future. Council Member Kelley would like to know what is the current status of our Building Inspector. Town Manager Miller is evaluating the current staff and the Planning and Zoning department. Personnel Advisory Board – legal recommends adding 2 alternates to be appointed to help with the quorum and to avoid conflict of interest. Duties – legal recommends adding a provision authorizing public hearings be held in executive session. Default is to have in private and confidential unless employee requests otherwise. Council Member Orgeron, Council Member Crooks, and Council Member Kelley agree with this. Employee will receive written notice to include the executive session with the option to hold in public.

Procurement – Town Manager is the procurement agent – legal recommends we keep this the same. Recommend threshold be set forth in the code, eliminate reference to category and revise the threshold. Other municipalities' thresholds were reviewed by Town Attorney Ronan. Council Member Orgeron would like to look further at the exemptions. Council Member Kelley likes the current thresholds. Town Manager Miller believes in getting formal bids but believes the thresholds for Chino Valley would be more acceptable. Council Member Orgeron would like to get a status update on sealed bids over \$8,000.

Office of Zoning Administrator – legal recommends creating a zoning hearing officer due to current state statutes. Need guidance on how this position would get appointed. Council Member Scott prefers Town Manager appoints concurrent to Council approval. Appointment of Administrator – update with duties clearly identified.

**6. LANDSCAPING AGREEMENTS – Discussion and possible direction to develop landscaping agreements with local businesses situated on right-of-ways on designated streets in the Town of Quartzsite.**

Town Manager Miller is looking for direction from Council. Public Works Director Emmett Brinkerhoff is proposing to use HURF funds to provide hardscaping and

aesthetic improvements to businesses. Once improvements are made, maintenance would be handed over to the private businesses.

Town Attorney Patricia Ronan stated any interested business owner would have to agree to the terms of the contract set forth. This would be a voluntary agreement between the Town and business owners.

Mayor Foster stated business owners currently upkeep their businesses on Main Street. He would like assurance that no homeowners or private property would be affected.

Town Manager Miller is looking to get the blessing of Council prior to taking this idea to the business owners on Main Street. We are looking for value added visual care to the community. Final design would be a collaborative effort with Public Works and the business owner.

Council Member Scott would like to discuss state ROW's, this would only apply to Town ROW's. Council would like to see which businesses are being targeted. Town Manager Miller would create a map to include targeted businesses. Funding would be on a first come first serve basis with available funding.

## **COMMUNICATIONS:**

**Announcements and Reports from the MAYOR on current events.** None

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

Council Member Orgeron stated Ed Options AIMS testing fall results were 100% of students passed reading test 78% passed math, spring of this year was 100% passed reading and 86.7% passed math. Ed Options High School Graduation Ceremony is Friday, May 30<sup>th</sup>, 2014 at the Community Center at 6:00 p.m.

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

Town Manager Miller stated the CADRE settlement check was received in the amount of \$97,500 and the check has cleared the bank. Planning & Zoning Commission held a public hearing on the General Plan last week. This was the last opportunity for public participation and comment. Staff is working to complete the update based on final public participation and hearing comments. We are anticipating a June date to finalize with Planning & Zoning and July to present to Council review and adoption. A work session is scheduled this Thursday at 1:30 p.m. to discuss proposed rate changes. Would like to look in detail at volunteer boards and discuss boards at a later meeting

**COMMUNICATIONS FROM CITIZENS** None

**ADJOURNMENT:** 8:49 p.m. 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 May 27, 2014, of the Town Council of Quartzsite, Arizona, held on May 27, 2014.

I further certify that the meeting was duly called and held and that a quorum was present.  
DATED this 10<sup>th</sup> day of June 2014

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Amy Daniel, Deputy Town Clerk

On behalf of the Common Council

Approved:

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Ed Foster, Mayor

DRAFT

**MINUTES**  
**TOWN OF QUARTZSITE**  
**WORK SESSION OF THE COMMON COUNCIL**  
**THURSDAY, MAY 29, 2014, 1:30 PM**

**CALL TO ORDER:** 1:30 p.m.

**INVOCATION:** none

**PLEDGE OF ALLEGIANCE:** Vice Mayor Jewitt 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.

**STAFF PRESENT:** Skylor Miller, Town Manager; Rondus Bennett, Utilities Accountant; Kevin Murphy, Town Engineer; Tina Abriani, Town Clerk

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

**WORK SESSION:**

**1. WATER RATES – Presentation, review and discussion of proposed Town of Quartzsite water rates**

Town Manager Miller introduced Kevin Murphy, Town Engineer, and Karyn Keese, Senior Project Manager, both from Atkins.

The Mayor asked if the water rate being discussed is based upon generating enough revenue to meet the requirements of the budget for the water department. The answer was affirmative. He then asked if there was a study of the expenditures of the water department with any result of cutting back or changing or reducing any of the costs of operating that department. Town Manager Miller stated that is part of what will be discussed.

Mr. Murphy stated that what will be presented are rate philosophies. He explained the process of arriving at these preliminary numbers which are based on the costs for this year. He went on to explain, as the Council goes through the budget process and gets the final numbers, staff will tie what the Council wants in the budget back to this way of doing the rates.

Mr. Murphy advised that rates are always fluctuating and need to be evaluated on a yearly basis to make sure the revenue and expenditure tracking are what was projected.

Town Manager Miller reviewed the current water service costs and rates. He stated the cost of operating the water facilities is only going to rise as we move forward into the next fiscal year. The revenue shortfall is caused by a lack of rate adjustments to keep up with the constantly increasing operational costs.

Town Manager Miller stated the industry standards do not support separate base rate structures by user class, such as residential, commercial and RV parks.

Town Manager Miller stated the Town General Fund has been subsidizing water rates by approximately \$400,000 per year. He explained, historically, Public Works and effectively the HURF have not been paying for their use of water throughout the years.

Mr. Murphy explained that based on this year's budget, the Town is expending \$435,000 more than what is collected in revenues. He and Ms. Keese intend to explain what they think they can do to make up some of that and reduce the sizeable deficit in the current water budget that has been being made up with the General Fund.

Ms. Keese spoke regarding the actual water usage for the last year.

She stated a new User Class was created. As part of the study, it was determined that the Town and particularly the Public Works Department have not been contributing to the water fund for many years. The General Fund has been paying \$400,000 a year for the little bit of water that is used at Town Hall. The Public Works Department has not been paying for its water usage.

Ms. Keese reviewed monthly base rates to recover fixed costs, which differ by user class. She reviewed the Current Rate Structure: commodity rate per 1000 gallons, residential two tier system and non-residential rates. She explained industry standards do not support separate base rate structures by user class.

Two alternatives were represented; both include straightening out the base rates, one base rate for everybody, no matter what the meter size is, based on American Water Works Association (AWWA) standards.

Alternative 1: Looks at taking the current tiered rate structure, keeping that in place and assigning it cost of service base commodity rates.

Alternative 2: Has one base rate for everyone and has all users pay the same, the average cost of water, for every 1,000 gallons of water that they use.

Ms. Keese stated Alternative 2 is the recommended alternative.

Town Manager Miller explained that the Town is trying to develop a new rate structure and plans to start paying for its own fair use of the water. The Town investigated whether or not it could, legitimately, back charge major users of the Town water, which would be Public Works. The Town learned it can use HURF funds to cover Public Works water costs, such as the water that is used on roads.

Town Manager Miller stated the appropriate use of HURF funds have been checked and double checked. The auditors and the attorneys have said that this type of activity is acceptable.

Town Manager Miller reviewed the Water Revenue Reconciliation/Deficit Reduction Plan. He stated Public Works has been back billed for its water usage for the last ten years. The billing is based on historical rates. The Town estimates the result is that the HURF owes the water department approximately \$140,000, which brings the deficit down to \$240,000. Because the deficit is lower, the savings can be transferred on to other water users.

Ms. Keese stated she and Mr. Murphy are looking for policy direction at the end of the presentation. Ms. Reese reviewed Alternative 2, the Flat Commodity Rates with and without the HURF payment from historical usage by Public Works.

Town Manager Miller summarized by stating the recommendation of these findings: to create a sustainable water utility rate structure by establishing cost of service and industry standard rate structure, by simplifying the rate structure, with one base charge for all users, instead of a tiered system and the flat commodity rate for all user classes. He explained this can be phased in by billing HURF for its fair use of water historically.

Mr. Murphy advised the philosophies and solutions presented are for the Council's review.

Town Manager Miller stated what was presented are not hard numbers; they are working numbers in the ballpark. They could potentially move as our current budget moves.

Mr. Murphy stated the next step will be, once the Council has locked down what it is comfortable with for the budget, for Ms. Keese to make the adjustments to the rate structure. If the Council does not want to use HURF funds, the rates will be adjusted accordingly. The next presentation will be what the rates would be based on the direction from the Council.

Mr. Murphy stated costs rose for years and water rates did not.

Council Member Scott verified the RV Parks will pay the base rate fee only when there is no water use. Ms. Keese stated that was true.

The legitimate use of HURF monies was appreciated by the Council Members.

The Mayor asked if there was a motion to adjourn. **Council Member Scott stated, so moved, and Vice Mayor Jewitt seconded the motion.**

**ADJOURNMENT:** 2:10 p.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of May 29, 2014, of the Town Council of Quartzsite, Arizona, held on May 29, 2014.

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

DATED this 10<sup>th</sup> day of June 2014

\_\_\_\_\_  
Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

\_\_\_\_\_  
Ed Foster, Mayor

DRAFT

**MINUTES**  
**TOWN OF QUARTZSITE**  
**WORK SESSION OF THE COMMON COUNCIL**  
**TUESDAY, JUNE 3, 2014, 2:00 PM**

**CALL TO ORDER:** 2:00 p.m.

**INVOCATION:** none

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

**ROLL CALL:**

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

**Absent:** Council Member Orgeron.

**STAFF PRESENT:** Skylor Miller, Town Manager; Dana Anderson, Director of Park, Recreation and Cemetery; Emmett Brinkerhoff, Director of Public Works; Janet Collier, Transit Coordinator; Sergeant Xavier Frausto; Interim Chief of Police; Judge Amanda Lilly, Magistrate Court; Kiki Tunnell, Finance; and Tina Abriani, Town Clerk

**APPROVAL/AMENDMENT OF AGENDA:** Council Member Timberlake moved to accept the agenda as written and Council Member Kelley seconded the motion. The vote was unanimous. **Motion Passed.**

**WORK SESSION:**

- 1. 2014-2015 BUDGET WORK SHOP – Review, discussion and direction to staff regarding the 2014-2015 Tentative Budget.**

The Mayor declared an Open Work Session.

Town Manager Miller reviewed General Fund Revenues and Expenditures by department.

Town Manager Miller reviewed the expenditures for the Town Council, Administrative and Legal Services. Next, he reviewed the expenditures for Community Development Services.

Town Manager Miller advised that he personally commits to serve as the Director of Community Development Services for six months. He plans to evaluate the situation and ascertain what would be best for the department.

Town Manager Miller stated he would like to purchase a software license to create maps for Community Development Services. The software could be used to map the Town's sewer lines, water lines, landscaping projects, public works projects, and transit

maps. He stated the cost is capped at \$7,000. He advised that mapping, for the General Plan, four maps, had cost the Town \$4,000.

The Town Council requested that boards, especially the Health and Development Services Board, be put on the next agenda for discussion and direction to staff.

Vice Mayor Jewitt spoke regarding the County possibly taking control of the Quartzsite Library.

The Town Council requested that the Library's position with the County be listed as a discussion item at a future regular meeting.

Council Member Scott asked about the telephone bills. Town Manager Miller stated he will research the phone service and will seek out cost saving measures. He will put this on a future agenda.

The Town Council requested that the contract for solar, be put on a future agenda.

Magistrate Court Services Budget – a few concerns were brought out by some Council Members. The different costs between the prosecutor and the public defender were discussed.

Judge Amanda Lilly spoke regarding attorney fees and asked if the numbers for the prosecutor and the public defender might be transposed. Town Manager Miller agreed they were transposed.

Filings in the Magistrate Court, by month, were discussed. The Town Council asked that they be advised of the total filings for the year on the next agenda.

Council Member Scott asked how many clerks Judge Lilly has currently. Judge Lilly advised there are three positions. One has not been filled and going forward two clerks will be sufficient as long as they are full time.

Council Member Scott asked that the total cost for mandatory training for the clerks be listed on the next agenda.

Town Manager Miller will review the contracts with the prosecutor and defense counsel.

Park, Recreation and Cemetery Services - discussion ensued regarding the Children's Summer Recreation Program; there are two staff members now, and one is part-time.

Dana Anderson, Director of Park, Recreation and Cemetery, spoke regarding the Children's Recreation Program. He stated there are twenty-two children signed up for the Summer Recreation program that runs from June 9, 2014 to July 24, 2014, Monday through Thursday, 9:00 a.m. to 1:00 p.m. Council Member Timberlake stated she would like to see the program return to the 9:00 a.m. to 3:00 p.m. schedule.

Council Member Timberlake would like to see the Park, Recreation and Cemetery expenditure that is labeled 'general supplies and equipment' be listed with more explanatory detail. Town Manger Miller read the breakdown to the Council.

Council Member Kelley asked for a breakdown of what exactly can be spent on the children this year.

Council Member Kelley would like a monthly stipend and expenditure list for supplies for the Recreation Program.

Council Member Kelley asked to have \$5,000 added to the Recreation Program Budget to feed the children attending the Recreation Program. She asked to discuss, in the future, raising the cost of business licenses.

Council Member Timberlake would like to have some activities set up for the older children.

Council Member Scott asked if the Town could afford both the requested used bucket truck and the water reel.

Mr. Anderson of the Park, Recreation and Cemetery Department spoke regarding the Town potentially saving 40% of its water bill by shutting down the Utility Field. He recommends bringing back the baseball field.

Council Member Scott asked about the drinking fountains. Mr. Anderson responded that it is possible for two fountains to have water because there is potable water in the area, due to the Snack Shack. It is not feasible to bring in potable water for the other fountains.

Council Member Scott asked if the used bucket truck is needed as much as the sprinkler system.

Mr. Anderson explained the bucket truck will be used for several things. It is also a safety measure. It can be used for maintenance and changing light bulbs on high structures, as well as for pruning the trees that are maturing. He said the truck will pay for itself within three to five years.

Council Member Scott asked if some of the repairs of the Cemetery entrance could be paid from the HURF. Town Manager Miller said he will look into it.

Council Member Scott asked what the legal fees were for the CADRE settlement and Town Manager Miller answered the total was approximately \$60,000. She stated she feels that, since the General Fund paid the legal fees, some of the CADRE settlement money should be used to pay back the legal fees to build up the General Fund.

Council Member Scott suggested the Police Department spend \$34,000 of the CADRE settlement funds and save the rest for the General Fund.

Sergeant Xavier Frausto explained the Police Department's vehicle situation. He stated there are nine vehicles and one is not equipped for police work. They range in year from 2004 to 2006 and have 90,000 miles on average.

Council Member Kelley asked, if the one vehicle was equipped for \$4,500 and one car was purchased, would it work, until the next budget?

Sergeant Frausto responded, yes.

The Mayor called a recess for ten minutes at 3:49 p.m.

The Mayor called the meeting back to order at 4:00 pm.

**ROLL CALL:**

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

**Absent:** Council Member Orgeron, Council Member Timberlake.

Town Manger Miller reviewed Public Works Expenditures and HURF Revenues.

4:01 p.m. Council Member Timberlake returned to the meeting.

The Mayor asked how many employees work in Public Works; five was the answer from Emmett Brinkerhoff.

The Mayor asked for a breakdown of the \$329,000 listed for Salaries and Wages and Town Manager Miller stated he will provide that report.

Vice Mayor Jewitt asked about the Workers Compensation increase of \$10,000 from the last fiscal year. Town Manager Miller stated there have been some new requirements that have come up.

The Mayor asked for more information regarding the Workers Compensation increases over the year.

Council Member Timberlake asked about the ADOT Grants.

The Mayor requested a report on the status of the ADOT Grants. The Town Manager stated he will provide it.

Emmett Brinkerhoff provided a quick breakdown of the status of the ADOT Grants.

Council Member Kelley asked that the crosswalk instrument be removed and instead have a sign and painted crosswalk.

Council Member Kelly thanked Emmett and his crew for what they did on Pay it Forward Day. They spent the day, and their lunch hour, tapering the ADA ramp.

The Mayor stated, for the record, the Trolley was a complete fiasco last year. He does not want to be responsible for doing it again. He received many complaints about it. The Mayor said, unless we can find private enterprise to pay for it, he does not want to spend the taxpayers' money on it.

Council Member Scott wants to spend the money for the people that live in Town.

Janet Collier, Transit Coordinator said she did not receive any negative feedback. She stated she did receive calls inquiring about advertising for the upcoming year. She spoke regarding the reasons for having the trolley last year.

Town Manager Miller stated that part of the ADOT Audit findings the Town just received, was a recommendation to have a more secure method of receiving donations on the vehicles. He stated the current method does not secure the funds. The Town already has fare boxes and they could be labeled 'Donations'. The Council agreed with the recommendation.

Council Member Scott asked about the form the Town was to develop for those who could not afford to pay for the transit service.

The Town Council asked that the form to determine indigence be brought to the Council on a future agenda.

Ms. Collier explained some differences between the 5311 and the 5310 grants.

Town Manager Miller reviewed the Water & Waste Water Services Budget. He stated the revenue from water service may go up as the Town charges itself for water. The Mayor clarified this revenue is based on the proposed water rates and the Town Manager agreed and stated they are still in flux. The new water rates do not go into effect until September 1, 2014.

Town Manager Miller spoke of possibly refinancing approximately \$700,000 in existing loans. It would free up approximately \$155,000 and will reduce the interest rate and will save approximately \$10,000 to \$11,000 per year in payments. It will be a discussion item on the June 10, 2014 Meeting.

Mayor Foster spoke regarding the feasibility of outsourcing the collection of Utility payments to save the Town money spent on personnel with wages and benefits.

The bank would charge a fee for every document sent out at about twenty cents each. The Town is also looking into using a company called Direct Pay Service.

Town Manager Miller stated there is no way to reduce personnel costs; using a service will streamline the process and possibly provide better service to the customers. He would like to compare the services and their costs.

The Mayor stated there are a lot of expenditures in the Utilities Department; he wants to see if any of them can be reduced.

The Town Manger stated if the highly energy inefficient sewer facility could be overhauled and solar usage be added to supplement the power usage, it may reduce the Utility Department's expenditures.

The Mayor said several big parks have threatened to take their connections offline. The Mayor stated commercial interests can and will react to rate increases; but, home owners cannot.

Town Manager Miller stated the department is at bare bones staffing now; but, he and staff will strive to improve workflows and efficiency.

Vice Mayor Jewitt stated there were no increases in sewer rates for years, when there should have been incremental increases every year.

Council Member Timberlake asked about Bad Debt and Town Manager Miller stated he will bring back information about that.

Council Member Scott asked about raises for the employees. Town Manager Miller explained the raises are built into the budgets. He said they are based on a step system.

Council Member Scott wants a copy of the step system sheet listing salary and wage incremental increases.

Town Manager Miller advised that the Budget Summary of All Funds document compares revenues to expenditures. He discussed some of the figures from the summary.

Council Member Kelley asked if leasing police cars is cheaper than buying them and discussion took place.

**ADJOURNMENT:** 5:10 p.m.

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 Work Session of June 3, 2014, of the Town Council of Quartzsite, Arizona, held on June 3, 2014.

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

DATED this 10<sup>th</sup> day of June 2014

\_\_\_\_\_  
Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

\_\_\_\_\_  
Ed Foster, Mayor

DRAFT



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, June 10, 2014

**Agenda Item #2** Consider adoption of a Notice of Water Rate Change and setting a public hearing on the proposed increases.

**Summary:** Over the last several months, a working group consisting of Utility Department and other Town staff, the Town's Engineer, and a Rate Analyst has been meeting, and gathering/validating data to develop a fair and equitable water rate proposal.

State statute provides the following timelines and process for utility rate increases.

- May 19, 2014 - Post a Notice of Intent regarding a proposed rate structure change on the home page of the Town's website at least sixty (60) days before the Council meeting where the fees are acted upon.
- June 10, 2014 - Adopt a Notice of Intent regarding a proposed rate structure change at a regular council meeting. The Notice will set a date for a public hearing on the proposed change, which must be held not less than thirty (30) days after adoption of the Notice of Intention.
- June 22, 2014 - Prepare a written report justifying the proposed rate structure. This report will be filed with the office of the Town Clerk, and will be available to the public at least thirty (30) days prior a public hearing.
- July 12, 2014 - A copy of the adopted Notice of Intent showing the date time and place of the public hearing is published one time in a newspaper of general circulation not less than twenty (20) days prior to the public hearing date.
- July 22, 2014 - After holding the public hearing, the Town Council may adopt by resolution or ordinance the proposed rate change.
- September 1, 2014 - The rate change may not become effective until thirty (30) days after adoption of the resolution or ordinance.

The attached proposed Notice of Water Rate Change sets a date of **July 22, 2014** for a public hearing on the proposed changes. We anticipate that the new rate structure will become effective September 1, 2014.

**Responsible Person:** Skylor Miller, Town Manager

**Attachment:** Notice Proposed Water Rate Change

**Action Requested:** **Adopt Notice of Water Rate Change and setting a public hearing on the proposed increases for July 22, 2014.**

# NOTICE OF PROPOSED WATER RATE CHANGE

The Town Council will hold a public hearing on a proposed water rate change on Tuesday, July 22, 2014 at 7:00 p.m. in the Council Chambers of Town Hall located at 465 N. Plymouth Avenue, Quartzsite. The Town Council may vote to approve the proposed water rates at that time.

The proposed rate structure establishes a five-year planning cycle. The following chart provides a summary of the proposed water rates for the next five years. The proposed rate change will take effect on September 1, 2014.

PROPOSED WATER RATES					
Base Rates	FY 14	FY15	FY16	FY17	FY18
3/4" Meter	31.77	32.24	32.76	33.13	33.69
1" Meter	52.95	53.73	54.60	55.21	56.15
1.5" Meter	105.89	107.46	109.20	110.43	112.29
2" Meter	169.43	171.93	174.72	176.68	179.67
3" Meter	317.68	322.37	327.60	331.28	336.87
4" Meter	529.46	537.28	546.00	552.13	561.46
6" Meter	1058.93	1074.57	1092.00	1104.26	1122.91
8" Meter	1694.29	1719.30	1747.20	1766.81	1796.66
Commodity Rate (Per 1000 gallons)	FY 14	FY15	FY16	FY17	FY18
Residential	4.96	5.20	5.41	5.63	5.85
Commercial	4.96	5.20	5.41	5.63	5.85
RV Parks	4.96	5.20	5.41	5.63	5.85
Bulk Water Hauler	10.17	10.64	11.08	11.53	12.01



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, June 10, 2014

**Agenda Item #3** Preliminary discussion of refinancing option for existing Water Infrastructure Finance Authority Loan.

**Summary:** The Town has an opportunity to refinance a portion of an existing Water Infrastructure Finance Authority Loan. The proposed refinancing option could result in a significant savings to the Town.

Detailed discussion to follow at the next Regular Council Meeting scheduled for June 24, 2014. Action will be required in order to meeting refinancing agreement terms.

**Responsible Person:** Skylor Miller, Town Manager

**Attachment:** None

**Action Requested:** Discussion only.



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, June 10, 2014

**Agenda Item #4** Discussion of items from Work Session held June 3, 2014, to include: Magistrate Court filings; total cost of mandatory training for Court Clerks, review of contracts/fees with prosecutor and defense attorneys; salary and wage distribution; step system wage increases; Workers Compensation increases; Update of ADOT Grants status; Bad Debt; and telephone services and contracts.

**Summary:** The Town Council held a 2014-2015 Budget Work Shop on June 3, 2014. There was a review, discussion and direction to staff regarding the 2014-2015 Tentative Budget.

The Town Council requested further information regarding several items reviewed at the Work Session. Documents are attached clarifying some of those issues. Town Manager will clarify other items.

**Responsible Person:** Skylor Miller, Town Manager

**Attachments:** Magistrate Court filings for 12 consecutive months  
Magistrate Court costs for mandatory clerk training  
Salary and wage distribution  
Pay Scale for Fiscal Year 2014-2015

**Action Requested:** Review and discussion only.

## MAGISTRATE ACTIVITY REPORT

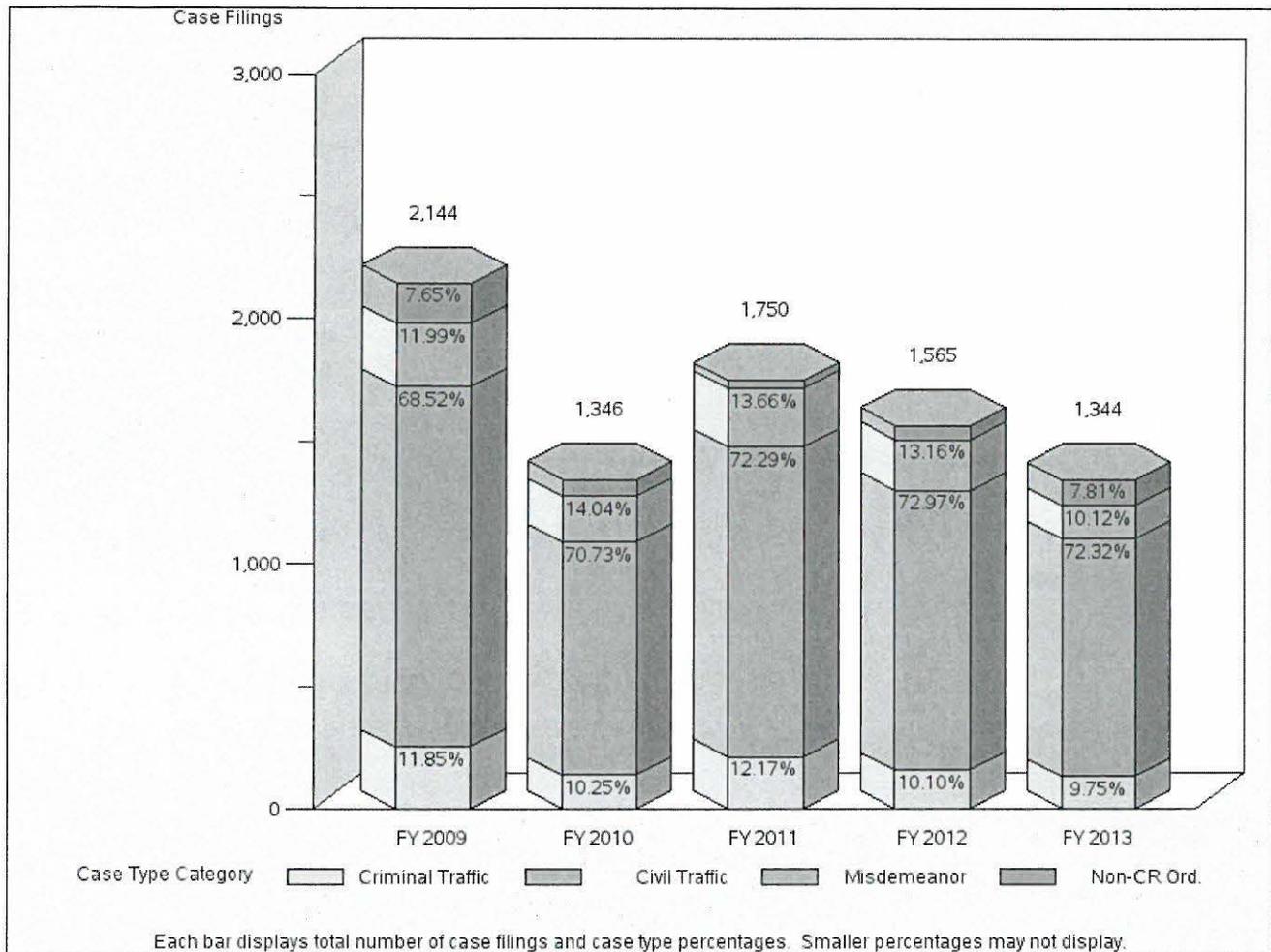
**Court Filings - (June 1, 2013 – May 31, 2014)**

Civil Traffic Action Filed	523	
Criminal Traffic Action Filed	100	
Misdemeanor Cases Filed	102	
Initial Appearances Handled	147	
Trials and Pre-Trials Held	226	
Civil Traffic Closings	1,062	
Criminal Traffic Closings	98	
Misdemeanor Cases Closed	96	
Warrants Issued	21	
Warrants Closed	88	
Harassment or Orders of Protection	32	
<b>Total Generated by the Court (Gross)</b>	\$227,625.24	

Amanda Lilly, Magistrate

## Case Filings for Municipal Courts Five Year Trend - Fiscal Years 2009-2013

**Court Name=QUARTZSITE**



## Quartzsite Municipal Court Training

The mandatory court co-jet training hours due are 16 per year. Lori Callan has acquired more than 16 credits this year. She has completed the Arizona Court Supervisor Program through the Court Leadership Institute and would now like to complete the Arizona Court Manager Program. This course is not mandatory, but we feel it would benefit greatly to the court. The program is accredited by the National Center for State Courts. The fee for the program is \$350.00 not including per-diem and hotel accommodations. The program consists of 9 classes.

- Purposes and Responsibilities of Courts (2.5 days)
- Financial Management (2.5 days)
- Caseflow Management (2.5 days)
- Court Performance Standards (2.5 days)
- Technology Management (2.5 days)
- Human Resources Management (2.5 days)
- Capstone (3 days)
- Alternative Resolutions-Specialty Courts
- Managing Diversity

An **estimate** for the Program, plus per-diem and accommodations is **\$3700.00** over the course of the next year. The program begins in August 2014. We would ask that this please be included in the court budget toward training.

As for the second court clerk, she will complete her 16 co-jet hours locally. The co-jet trainer from Parker can come here, or the clerk can travel to Parker. There is no cost for these trainings.

- Mandatory Judge training/conferences are not listed.

**FISCAL YEAR 14-15 EMPLOYEE ALLOCATIONS**

<b>Employee Name</b>	<b>%</b>	<b>Department</b>	<b>Job Status</b>	<b>Acct#</b>	<b>Job Title</b>
Abriani, Tina	40	Town Council	FT	01-110	Town Clerk
	30	Admin/Finance		01-135	
	10	Public Works		03-220	
	10	Water		16-550	
	10	Wastewater		15-500	
Andersen, Dana	50	Park & Rec	FT	01-180	Park/Rec./Cemetery Director
	20	Cemetery		01-181	
	30	Public Works		03-220	
Bales, Brandi (Depoly in August)	100	Magistrate	FT	01-150	Magistrate Clerk
Bennett, Rondus	50	Water	FT	16-550	Utility Accountant
	50	Wastewater		15-500	
Braswell, Elizabeth	100	Library	FT	01-170	Library Assistant
Brinkerhoff, Emmett	100	Public Works	FT	03-220	Public Works Director
Bryant, Hugh	50	Water	FT	16-550	Utilities Maint. Worker II
	50	Wastewater		15-500	
Cameron, Jerimiah	50	Wastewater	FT	15-500	Utilities Maint. Worker I
	50	Water	FT	16-550	
Callan, Lori	100	Magistrate	FT	01-150	Magistrate Clerk
Castellanos, Miguel	50	Wastewater	FT	15-500	Utility Billing Clerk
	50	Water		16-550	
Church, Mark	100	Transit Van	PT	01-230	Transit Driver
Collier, Janet	50	Admin/Finance	FT	01-130	Transit Coordinator
	50	Transit Van		01-230	
Conley, Candi	100	Police	FT	01-140	Police Officer
Cruz, Oscar	100	Water	FT	16-550	Utilities Supervisor
Daniels, Amy	38	Mayor & Council	FT	01-110	Deputy Clerk
	37	Admin/Finance		01-130	
	25	Community Development		01-160	
Fowler, Billie	100	Library	33 Hrs	01-170	Library Specialist
Frausto, Xavier	100	Police	FT	01-140	Acting Police Chief
Garcia, Fabiola	100	Police	FT	01-140	Police Sergeant
Hess, Tracey	100	Public Works	FT	03-220	PW Admin Specialist

Hoogerwerf, Tonya	100	Community Development	FT	01-160	Permit Tech II
Hunt, Mindy	40	Admin/Finance	FT	01-130	Finance Specialist
	20	Public Works		03-220	
	20	Wastewater		15-500	
	20	Water		16-550	
Jackson, Yesenia	100	Recreation/Comm. Center	FT	01-185	Recreation Services
Lara, Cristobal Custodian	25	Admin/Finance	FT	01-130	Custodian
	25	Magistrate		01-150	
	25	Library		01-170	
	25	Police		01-140	
McFate, Marilyn	100	Tranist Van	PT	01-230	Transit Driver
Miller, Skylor	40	Admin/Finance	FT	01-130	Town Manager
	20	Public Works		03-220	
	20	Water		16-550	
	20	Wastewater		15-500	
Newton, Jesse	100	Public Works	FT	03-220	PW Mechanic
Newton, Jesse J	100	Police	FT	01-140	Police Officer
Pearson, Terry	50	Water	FT	16-550	Sewer Operator
	50	Wastewater		15-500	
Rider, Timothy	100	Police	FT	01-140	Evidence/Police Asst.
Ross, Dinice	100	Cemetery	PT	01-181	Library/Cemetary Clerk
Ruvalcaba, Alejandro	100	Police	FT	01-140	Police Sergeant
Santos, Rosa	100	Library	FT	01-170	Children's Librarian
Shiple, Walter	100	Public Works	FT	03-220	PW Maint Worker II
Sorensen, Jeff	50	Water	FT	16-550	Interim Utilites Director
	50	Wastewater		15-500	
Sweetland, Terry	100	Library	9-10Hrs	01-170	Library Clerk II
Tanakeyowma, Hilario	100	Police	FT	01-140	Police
Thomas, Tommy	50	Public Works	FT	03-220	Parks Maint. Worker
	30	Park & Rec		01-180	
	20	Cemetery		01-181	
Tunnell Jr., Larry	100	Public Works	FT	03-220	PW Heavy Equip Operator
Tunnell, Marielena	40	Admin/Finance	FT	01-130	Finance Specialist
	20	Public Works		03-220	
	20	Wastewater		15-500	
	20	Water		16-550	

Urmeneta, Penni	100	Library	PT	01-170	Library Clerk II
Villicana, Elena	100	Recreation/Comm. Center	20 Hrs	01-180	Recreation Helper
Villafana, Ruben	100	Police	FT	01-140	Police Sergeant
Watson, Cherie	100	Transit Van	PT	01-230	Transit Driver
White, James	40	Park & Rec	FT	01-180	Parks Crew Maint. II
	35	Public Works		03-220	
	25	Cemetery		01-181	
Wilskey, Dennis	30	Park & Rec	PT	01-180	Parks Crew Maint. II
	45	Public Works		03-220	
	25	Cemetery		01-181	
Vendor Clerk - Vacant	100	Community Development	Temp	01-160	Vendor Clerk
Vendor Clerk - Vacant	100	Community Development	Temp	01-160	Vendor Clerk
Zuege, Susan	100	Admin/Finance	6 mths	01-130	Receptionist
Community Development Director - Vacant	50	Community Development	FT	01-160	Acting Community Director
	30	Public Works	FT	03-220	Code Inspector
	10	Water	FT	16-550	
	10	Wastewater	FT	15-500	
Utilities Director - Vacant	50	Water	FT	16-550	Utilities Director
	50	Wastewater		15-500	
Police Officer - Vacant	100	Police	FT	01-140	Police Officer
Police Officer - Vacant	100	Police	FT	01-140	Police Officer
Police Officer - Vacant	100	Police	FT	01-140	Police Chief
Police Officer - Vacant	100	Police	FT	01-140	Police Sargeant

Department	Position	Employee Name	Department	%	FT	Acct #	Range	Step
Town Council	Town Clerk	Abrani, Tina	Town Council/Admin	40%	FT	01-110	18	Prob
	Town Clerk	Daniels, Amy	Town Council/Admin	30%	FT	01-110	6/12	Prob
Admin/Finance	Town Clerk	Abrani, Tina	Town Council/Admin	50%	0.5	01-130	18	Prob
	Town Deputy	Daniels, Amy	Town Council/Admin/P&Z	22.5%	0.225	01-130	6/12	Prob
	Transit Coordinator/Receptionist	Collier, Janet	Admin.\Transit	50%	0.5	01-130	8	2A
	Town Manager	Miller, Skylor	Admin/Finance	40%	0.4	01-130	Salary	Contract
	Finance Specialist	Hunt, Mindy	Admin/Finance	40%	0.4	01-130	15	Prob
	Finance Specialist	Tunnell, Kiki	Admin/Finance	40%	0.4	01-130	15	1
	Temp Secretary	Zuege, Susan	Admin/Finance	100%	0.5	01-130	3	2A
	Custodian	Lara, Cristobal	Admin,Library,Police,Court	25%	0.25	01-130	4	5
Police	Police Officer	Conley, Candi	Police	100%	1	01-140	Level	1
	Acting Police Chief	Frausto, Xavier	Police	100%	1	01-140	\$ 70,000.00	
	Police Sergeant	Garcia, Fabiola	Police	100%	1	01-140	Level	1
	Police Officer	Newton, Jesse Joseph	Police	100%	1	01-140	Level	1
	Police Clerk	Rider, Timothy	Police	100%	1	01-140	6	5A
	Acting Police Sergeant	Ruvalcaba, Alejandro	Police	100%	1	01-140	Level	3
	Police Officer	Tanakeyowma, Hilario	Police	100%	1	01-140	Level	2
	Acting Police Sergeant	Villafana, Ruben	Police	100%	1	01-140	Level	3
	Custodian	Lara, Cristobal	Admin,Library,Police,Court	25%	1	01-140	4	5
	Police Chief	Vacant	Police	100%	1	01-140	Salary	
	Police Officer	Vacant	Police	100%	1	01-140	Level	2
	Police officer	Vacant	Police	100%	1	01-140	Level	2
Magistrate	Judge	Lilly, Amanda	Magistrate	100%	0.6	01-150	Salary	Contract
	Magistrate Clerk I	Callan, Lori	Magistrate	100%	FT	01-150	10	3
	Magistrate Clerk I	Bales, Brandi	Magistrate	100%	1	01-150	7	4A
	Custodian	Lara, Cristobal	Admin,Library,Police,Court	25%	0.25	01-150	4	5
Community Development P&Z	Permit Tech II	Hoogerwerf, Tonya	Community Develop	100%	1	01-160	10	1
	Community Dev. Director	Vacant	Community Develop	75%	0.75	01-160	18	Prob
	Vendor Licensing Clerk	Vacant	Community Develop	100%	0.25	01-160	2	2A
	Vendor Licensing Clerk	Vacant	Community Develop	100%	0.25	01-160	2	2A
	Deputy Clerk	Daniels, Amy	Town Council/Admin/P&Z	25%	FT	01-160	6/12	Prob
Library	Library Assistant	Braswell, Elizabeth	Library	100%	0.8	01-170	8	9A
	Children's Librarian	Santos, Rosa	Library	100%	1	01-170	9	1A
	Library Specialist	Fowler, Billie	Library	100%	0.8	01-170	12	3A

Department	Position	Employee Name	Department	%	FT	Acct #	Range	Step
	Library Clerk (PT)	Urmeneta, Penni	Library	100%	0.5	01-170	6	6
	Temp PT Library Clerk	Sweetland, Terry	Library	100%	8hr per mth	01-170	6	5A
	Custodian	Lara, Cristobal	Admin,Library,Police,Court	25%	1	01-170	4	5
<b>Parks</b>	Park/Rec./Cemetery Director	Andersen, Dana	Parks\Cem\PW	50%		01-180	18	Prob
	Parks Maintenance II	Thomas, Tommy	Parks\Cem\PW	30%	FT	01-180	8	4
	Parks Maintenance II	White, James	Parks\Cem\PW	40%	32Hrs	01-180	4	7
	Parks Maintenance II	Wilskey, Dennis	Parks\Cem\PW	30%	26Hrs	01-180	4	7A
<b>Cemetery</b>	Cemetery Clerk	Ross, Dinice	Cemetery	100%	20Hrs	01-181	6	8
	Park/Rec./Cemetery Director	Andersen, Dana	Parks\Cem\PW	20%	FT	01-181	18	Prob
	Parks Maintenance II	Thomas, Tommy	Parks\Cem\PW	20%	FT	01-181	8	4
	Parks Maintenance II	White, James	Parks\Cem\PW	25%	32Hrs	01-181	4	7
	Parks Maintenance II	Wilskey, Dennis	Parks\Cem\PW	25%	26Hrs	01-181	4	7A
<b>Recreation</b>	Recreation Services Specialist	Jackson, Yesenia	Recreation	100%	FT	01-185	12	Prob
	Recreation Assistant	Villicana, Elena	Recreation	100%	PT	01-185	8	Prob
<b>Transit Van</b>	Van Driver	Church, Mark	Transit Van	100%	PT		4	2A
	Transit Coordinator	Collier, Janet	Transit Van	50%	FT	01-230	8	2A
	Van Driver	McFate, Marilyn	Transit Van	100%	17Hrs	01-230	4	3
	Van Driver	Watson, Cherie	Transit Van	100%	PT	01-230	4	3
<b>Public Works</b>	Park/Rec./Cemetery Director	Andersen, Dana	Parks\Cem\PW	30%	FT	03-220	18	Prob
	Parks Maintenance II	Thomas, Tommy	Parks\Cem\PW	50%	FT	03-220	8	4
	Parks Maintenance II	Wilskey, Dennis	Parks\Cem\PW	45%	26Hrs	03-220	4	7
	Maintenance Worker II	White, James	Parks\Cem\PW	35%	32Hrs	03-220	4	7A
	Public Works Director	Brinkerhoff, Emmett	Public Works	100%	FT	03-220	19	10A
	Town Manager	Miller, Skylor	Admin/Finance	20%	FT	03-220	Salary	Contract
	Finance Specialist	Hunt, Mindy	Admin/Finance	40%	FT	03-220	15	Prob
	Town Clerk	Abriani, Tina	Admin/Finance	10%	FT	01-130	18	Prob
	Town Deputy	Daniels, Amy	Town Council/Admin/P&Z	7.5%	0.075	01-130	6/12	Prob
	Finance Specialist	Tunnell, Marielena (Kiki)	Admin/Finance	20%	FT	03-220	15	1
	Community Development Dir	Vacant	Public Works	30%	FT	03-220	18	Prob
	PW Admin. Specialist	Hess, Tracey	Public Works	100%	FT	03-220	12	8
	Mechanic	Newton, Jesse	Public Works	100%	FT	03-220	11	12
	Maintenance Worker II	Shipley, Walter	Public Works	100%	FT	03-220	8	5

Department	Position	Employee Name	Department	%	FT	Acct #	Range	Step
	Public Works Supervisor	Tunnell Jr, Larry	Public Works	100%	FT	03-220	14	6A
<b>Wastewater</b>	Town Manger	Miller, Skylor	Admin/Finance	20%	FT	15-500	Salary	Contract
	Finance Specialist	Hunt, Mindy	Admin/Finance	20%	FT	15-500	15	Prob
	Town Clerk	Abriani, Tina	Admin/Finance	10%	FT	01-130	18	Prob
	Town Deputy	Daniels, Amy	Town Council/Admin/P&Z	7.5%	0.075	01-130	6/12	Prob
	Finance Specialist	Tunnell, Marielena (Kiki)	Admin/Finance	20%	FT	15-500	15-Jan	1
	Community Development Dir	Vacant	Community Development	10%	FT	15-500	18	Prob
	Utilities Maint. Worker I	Pearson, Terry	Water/Wastewater	50%	FT	15-500	5	4
	Utilities Director	Vacant	Water/Wastewater	50%	FT	15-500	18	11
	Interim Utilties Director	Sorensen, Jeff	Water/Wastewater	50%	FT	15-500	18	1
	Utilities Maint. Worker I	Cameron, Jeremiah	Water/Wastewater	50%	FT	15-500	5	4
	Utilities Maint. Worker II	Bryant, Hugh	Water/Wastewater	50%	FT	15-500	8	7
	Utilities Accountant	Bennett, Rondus	Water/Wastewater	50%	FT	15-500	10	4
	Utilities Billing Clerk	Castellanos, Miguel	Water/Wastewater	50%	FT	15-500	6	2A
<b>Water</b>	Town Manger	Miller, Skylor	Admin/Finance	20%	FT	16-550	Salary	Contract
	Finance Specialist	Tunnell, Marielena (Kiki)	Admin\Finance	20%	FT	16-550	15	1
	Finance Specialist	Hunt, Mindy	Admin/Finance	20%	FT	16-550	15	Prob
	Town Clerk	Abriani, Tina	Admin\Finance	10%	FT	01-130	18	Prob
	Town Deputy	Daniels, Amy	Town Council/Admin/P&Z	7.5%	0.075	01-130	6/12	Prob
	Community Development Dir	Vacant	Community Development	10%	FT	16-550	18	Prob
	Utilities Supervisor	Cruz, Oscar	Water	100%	FT	16-550	15	12
	Utilities Maint Worker II	Bryant, Hugh	Water/Wastewater	50%	FT	16-550	8	7
	Utilities Maint Worker I	Pearson, Terry	Water/Wastewater	50%	FT	16-550	5	4
	Interim Utilties Director	Sorensen, Jeff	Water/Wastewater	50%	FT	16-550	18	1
	Utilities Director	Vacant	Water/Wastewater	50%	FT	16-550	18	11
	Utilities Maint. Worker I	Cameron, Jeremiah	Water/Wastewater	50%	FT	16-550	5	4
	Utilites Accountant	Bennett, Rondus	Water/Wastewater	50%	FT	16-550	10	4
	Utilities Billing Clerk	Castellanos, Miguel	Water/Wastewater	50%	FT	15-500	6	2A

revised 4/21/14

**PAY SCALE FOR FISCAL YEAR 2014-2015**

<b>Range</b>	<b>Prob</b>	<b>Step 1</b>	<b>1A</b>	<b>Step 2</b>	<b>2A</b>	<b>Step 3</b>	<b>3A</b>	<b>Step 4</b>	<b>4A</b>	<b>Step 5</b>	<b>5A</b>	<b>Step 6</b>	<b>6A</b>
1	\$8.99	\$9.26	\$9.54	\$9.83	\$10.13	\$10.43	\$10.74	\$11.06	\$11.40	\$11.74	\$12.09	\$12.45	\$12.82
2	\$8.99	\$9.26	\$9.54	\$9.83	\$10.13	\$10.43	\$10.74	\$11.06	\$11.40	\$11.74	\$12.09	\$12.45	\$12.82
3	\$8.99	\$9.26	\$9.54	\$9.83	\$10.13	\$10.43	\$10.74	\$11.06	\$11.40	\$11.74	\$12.09	\$12.45	\$12.82
4	\$8.99	\$9.26	\$9.54	\$9.83	\$10.13	\$10.43	\$10.74	\$11.06	\$11.40	\$11.74	\$12.09	\$12.45	\$12.82
5	\$8.99	\$9.26	\$9.54	\$9.83	\$10.13	\$10.43	\$10.74	\$11.06	\$11.40	\$11.74	\$12.09	\$12.45	\$12.82
6	\$8.99	\$9.26	\$9.54	\$9.83	\$10.13	\$10.43	\$10.74	\$11.06	\$11.40	\$11.74	\$12.09	\$12.45	\$12.82
7	\$8.99	\$9.26	\$9.54	\$9.83	\$10.13	\$10.43	\$10.74	\$11.06	\$11.40	\$11.74	\$12.09	\$12.45	\$12.82
7A	\$10.08	\$10.38	\$10.69	\$11.01	\$11.34	\$11.68	\$12.03	\$12.39	\$12.76	\$13.15	\$13.54	\$13.95	\$14.36
8	\$10.16	\$10.46	\$10.77	\$11.09	\$11.42	\$11.76	\$12.11	\$12.47	\$12.84	\$13.22	\$13.61	\$14.01	\$14.43
9	\$10.24	\$10.55	\$10.87	\$11.19	\$11.53	\$11.88	\$12.23	\$12.60	\$12.98	\$13.37	\$13.77	\$14.18	\$14.60
10	\$10.46	\$10.77	\$11.10	\$11.43	\$11.77	\$12.12	\$12.49	\$12.86	\$13.25	\$13.65	\$14.06	\$14.48	\$14.91
11	\$11.49	\$11.84	\$12.19	\$12.56	\$12.94	\$13.32	\$13.72	\$14.13	\$14.56	\$15.00	\$15.45	\$15.91	\$16.38



PAY SCALE FOR FISCAL YEAR 2014-2015

Range	Prob	Step 1	1A	Step 2	2A	Step 3	3A	Step 4	4A	Step 5	5A	Step 6	6A
12	\$12.79	\$13.17	\$13.56	\$13.97	\$14.39	\$14.82	\$15.27	\$15.73	\$16.20	\$16.68	\$17.18	\$17.70	\$18.23
13	\$12.95	\$13.34	\$13.74	\$14.16	\$14.58	\$15.02	\$15.47	\$15.93	\$16.41	\$16.90	\$17.41	\$17.93	\$18.46
14	\$13.54	\$13.95	\$14.36	\$14.80	\$15.24	\$15.70	\$16.17	\$16.65	\$17.15	\$17.67	\$18.20	\$18.75	\$19.31
15	\$30,118.40	\$31,021.95	\$31,952.61	\$32,911.19	\$33,898.52	\$34,915.48	\$35,962.94	\$37,041.83	\$38,153.09	\$39,297.68	\$40,476.61	\$41,690.91	\$42,941.64
15	\$14.48	\$14.92	\$15.37	\$15.83	\$16.30	\$16.79	\$17.29	\$17.81	\$18.35	\$18.90	\$19.47	\$20.05	\$20.65
16	\$15.33	\$15.79	\$16.26	\$16.75	\$17.25	\$17.77	\$18.30	\$18.85	\$19.42	\$20.00	\$20.60	\$21.22	\$21.85
17	\$16.53	\$17.03	\$17.54	\$18.06	\$18.61	\$19.16	\$19.74	\$20.33	\$20.94	\$21.57	\$22.22	\$22.89	\$23.57
18	\$37,585.60	\$38,713.17	\$39,874.56	\$41,070.80	\$42,302.92	\$43,572.01	\$44,879.17	\$46,225.55	\$47,612.31	\$49,040.68	\$50,511.90	\$52,027.26	\$53,588.08
18	\$18.07	\$18.61	\$19.17	\$19.75	\$20.34	\$20.95	\$21.58	\$22.23	\$22.89	\$23.58	\$24.29	\$25.02	\$25.77
19	\$41,912.00	\$43,169.36	\$44,464.44	\$45,798.37	\$47,172.33	\$48,587.50	\$50,045.12	\$51,546.47	\$53,092.87	\$54,685.65	\$56,326.22	\$58,016.01	\$59,756.49
19	\$20.15	\$20.76	\$21.38	\$22.02	\$22.68	\$23.36	\$24.06	\$24.78	\$25.53	\$26.29	\$27.08	\$27.89	\$28.72
20	\$50,752.00	\$52,274.56	\$53,842.80	\$55,458.08	\$57,121.82	\$58,835.48	\$60,600.54	\$62,418.56	\$64,291.12	\$66,219.85	\$68,206.44	\$70,252.64	\$72,360.22

**PAY SCALE FOR FISCAL YEAR 2014-2015**

<b>Range</b>	<b>Step 7</b>	<b>7A</b>	<b>Step 8</b>	<b>8A</b>	<b>Step 9</b>	<b>9A</b>	<b>Step 10</b>	<b>10A</b>	<b>Step 11</b>	<b>11A</b>	<b>Step 12</b>	<b>12A</b>
12	\$18.78	\$19.34	\$19.92	\$20.52	\$21.13	\$21.77	\$22.42	\$23.09	\$23.79	\$24.50	\$25.24	\$25.99
13	\$19.02	\$19.60	\$20.18	\$20.79	\$21.41	\$22.05	\$22.72	\$23.40	\$24.10	\$24.82	\$25.56	\$26.32
14	\$19.88	\$20.48	\$21.09	\$21.73	\$22.38	\$23.05	\$23.74	\$24.45	\$25.19	\$25.95	\$26.73	\$27.53
15	\$44,229.80	\$45,556.69	\$46,923.39	\$48,331.10	\$49,781.03	\$51,274.46	\$52,812.69	\$54,397.08	\$56,028.99	\$57,709.86	\$59,441.15	\$61,224.39
15	\$21.27	\$21.91	\$22.57	\$23.24	\$23.94	\$24.66	\$25.40	\$26.16	\$26.94	\$27.75	\$28.58	\$29.43
16	\$22.51	\$23.18	\$23.88	\$24.60	\$25.33	\$26.09	\$26.88	\$27.68	\$28.51	\$29.37	\$30.25	\$31.15
17	\$24.28	\$25.00	\$25.75	\$26.53	\$27.32	\$28.14	\$28.99	\$29.86	\$30.75	\$31.67	\$32.62	\$33.59
18	\$55,203.20	\$56,859.30	\$58,565.07	\$60,322.03	\$62,131.69	\$63,995.64	\$65,915.51	\$67,892.97	\$69,929.76	\$72,027.66	\$74,188.48	\$76,414.14
18	\$26.54	\$27.33	\$28.15	\$29.00	\$29.87	\$30.77	\$31.69	\$32.64	\$33.62	\$34.63	\$35.67	\$36.74
19	\$61,547.20	\$63,393.62	\$65,295.42	\$67,254.29	\$69,271.92	\$71,350.07	\$73,490.58	\$75,695.29	\$77,966.15	\$80,305.14	\$82,714.29	\$85,195.72
19	\$29.59	\$30.48	\$31.40	\$32.34	\$33.31	\$34.31	\$35.34	\$36.40	\$37.49	\$38.61	\$39.77	\$40.96
20	\$74,505.60	\$76,740.77	\$79,042.99	\$81,414.28	\$83,856.71	\$86,372.41	\$88,963.58	\$91,632.49	\$94,381.46	\$97,212.91	\$100,129.30	\$103,133.18



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, June 10, 2014

**Agenda Item #5** Review and consider adoption of the Tentative Budget for Fiscal Year 2014-2015 and proposed Expenditure Limitation for the same year.

**Summary:** The Council held a series of budget presentations and discussions during May and June, 2014, regarding the Town's proposed budget for Fiscal Year 2014-2015.

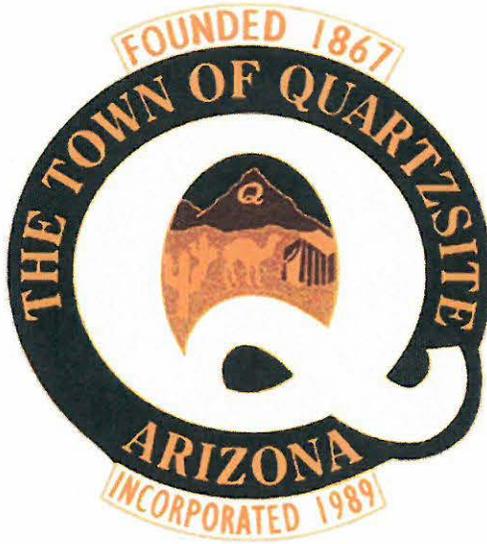
The Town's Budget Calendar for Fiscal Year 2014-2015 provides for the following actions; some actions are and required by State law while others are not.

1. June 10: Adoption of the Tentative Budget (required by State law).
2. Publish the Tentative Budget with the Notice of Public Hearings twice in a newspaper of general circulation (required by State law).
3. June 24: Hold a Public Hearing on the Proposed Budget / Possible Action to Revise or Adopt. (required by State law).
4. July 1, 2014 – Fiscal Year 2014-2015 Begins
5. July 8: Conduct a final review of the Proposed Budget and Adoption of the Final Budget for Fiscal Year 2014-2015. (If needed, required by State law.)

**Responsible Person:** Skylor Miller, Town Manager

**Attachment:** Town of Quartzsite Tentative Annual Budget for Fiscal Year 2014-2015 and Expenditure Limitation for the same year.

**Action Requested:** **Adopt the Tentative Annual Budget for Fiscal Year 2014-2015 and Expenditure Limitation for the same year.**



# **TOWN OF QUARTZSITE**

**Tentative**

# **Annual Budget**

**Fiscal Year 2014 – 2015**

**June 5, 2014**

*Information contained within is tentative and subject to change until final adoption*

## **THE TOWN OF QUARTZSITE**

Quartzsite, Arizona was founded in 1867 and incorporated in 1989. The Town encompasses 132 square miles of area, and has a population of approximately 3,770 residents.

The municipal government of the Town operates under a council-manager form of government. The seven-member elected Town Council provides legislative directives, establishes Town policy and monitors its execution by Town staff.

The Mayor is the head of the Town Council. He presides over the Council meetings so that business can be carried out efficiently and effectively; is responsible for upholding and promoting the purposes of the Town; and participates in and encourages activities that enhance the economic, social and environmental well-being of the Town and its residents.

The Town Manager serves as the Town's chief administrative officer and is responsible for directing the day-to-day administrative operations of the Town.

This form of government allows elected officials to spend more of their time listening to the concerns of constituents, and provides structure to the staff to be able to know that their job duties will be consistent and based on professional standards rather than subject to differing political whims.

This form of government also diffuses political power among all elected officials so that no one individual – Mayor or council member – can dictate policies of the town, hire or fire personnel, or make changes in the governmental structure. While Mayors and individual council members can be visionary leaders who help shape the goals for the town, their strength is exercised through the will of the Town Council's voting majority.

### **TOWN COUNCIL**

Ed Foster, Mayor

Michael Jewitt, Vice Mayor

Norma Crooks

Carol Kelley

Mark Orgeron

Mary Scott

Monica Timberlake

## THE BUDGET

The Town's budget consists of four funds: the General Fund, the HURF Fund, the Grants Fund, and the Water and Sewer Fund.

- The **General Fund** is the Town's primary operating fund, and accounts for all financial resources of the general government except those required to be accounted for in another fund. General Fund revenues are derived from state shared revenues, local sales tax revenues, permit fees, fines and miscellaneous charges and donations.
- The **HURF Fund** (Highway User Revenue Fund) accounts for specific revenue received from the State of Arizona Highway User Revenue Fund. These revenues are derived from tax money collected from gasoline and diesel fuel sales, and other transportation related fees. By State statute, the use of HURF revenues is limited to projects within the public right of way. The State requires this fund to be included as a Special Revenue Fund on State reports.
- The **Grants Fund** accounts for specific revenue sources that are restricted to expenditures for specified purposes as defined by the grantor. The State requires this fund to be included as a Special Revenue Fund on State reports.
- The **Water and Sewer Fund** accounts for operations that are financed and operated in a manner similar to private business enterprises, in which the intent is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Unlike some other municipalities in the State, the Town of Quartzsite does not impose property taxes. The Town's revenues rely heavily on state shared revenues and local sales tax revenues. For the General Fund, the Town receives most of its regular income from local sales taxes, which are 2.5% for all Transaction Privilege Tax (TPT) categories. The Town also receives a share of State income tax and State sales tax revenues.

On the expenditure side, each year the State of Arizona imposes an expenditure limitation on all cities and towns. The State has identified those expenditures that are either subject to, or excluded from, the limitation. Each municipality's total expenditure must not exceed this limit. In Fiscal Year 2014-2015, the limitation for the Town of Quartzsite is \$4,900,929 which is above the Town's budgeted expenditures subject to the limitation.

As a final note, the accounting policies of the town of Quartzsite conform to generally accepted accounting principles applicable to governmental units adopted by the Governmental Accounting Standards Board (GASB). The basis of budgeting for all funds is the same as the basis of accounting principles used in the annual audit.

The following provides an overview of the proposed budget for Fiscal Year 2014-2015, and includes revenues by source and expenditures by department.

**Town of Quartzsite**  
**2014-15 Budget Summary - All Funds**  
Tentative Budget

	General Fund	Special Revenue Funds			Water/Wastewater Funds			Total Budget
		Highway User Revenue Fund (HURF)		Grants Fund	Water	Wastewater	Capital Projects	
		Regular	Capital Projects					
<b>REVENUES</b>								
Taxes	1,286,000							1,286,000
Licenses and Permits	193,000							193,000
Intergovernmental	1,109,560	1,257,387						2,366,947
Charges for Services				894,600	1,002,000			1,896,600
Fines, Forfeitures & Penalties	117,500							117,500
Interest Earnings	4,200							4,200
Miscellaneous	90,170	7,000				8,000		105,170
Grant Funds	15,000		612,998	292,250	179,655		2,959,584	4,059,487
<b>Total Revenues</b>	<b>2,815,430</b>	<b>1,264,387</b>	<b>612,998</b>	<b>292,250</b>	<b>1,074,255</b>	<b>1,010,000</b>	<b>2,959,584</b>	<b>10,028,904</b>
<b>EXPENDITURES</b>								
Town Council	99,060							99,060
Administrative Services	383,694							383,694
Community Development Services	130,903							130,903
Economic/Community Outreach	17,200							17,200
Legal	175,000							175,000
Library Services	169,453			8,500				177,953
Magistrate Court Services	246,626							246,626
Parks, Recreation & Cemetary Services	296,705							296,705
Public Safety (Police) Services	1,169,831			83,750				1,253,581
Public Works (Highways & Streets)		1,452,070						1,452,070
Transit Van Services	107,829							107,829
Water & Wastewater Services					1,167,828	502,874		1,670,702
Grant Funds				200,000				200,000
Capital Projects			612,998				5,356,584	5,969,582
Long Term Debt Repayment	148,000				360,619	390,408		899,027
<b>Total Expenditures</b>	<b>2,944,301</b>	<b>1,452,070</b>	<b>612,998</b>	<b>292,250</b>	<b>1,528,447</b>	<b>893,282</b>	<b>5,356,584</b>	<b>13,079,932</b>
<b>Excess of Revenues over (under) Expenditures</b>	<b>(128,871)</b>	<b>(187,683)</b>	<b>0</b>	<b>0</b>	<b>(454,192)</b>	<b>116,718</b>	<b>(2,397,000)</b>	<b>(3,051,028)</b>
<b>Other Sources (Uses)</b>					155,000		2,397,000	2,552,000
<b>Interfund Transfers In (Out)</b>	122,840	(160,000)			115,600	(78,440)		0
<b>Net Increase (Decrease) in Fund Balance</b>	<b>(6,031)</b>	<b>(347,683)</b>	<b>0</b>	<b>0</b>	<b>(183,592)</b>	<b>38,278</b>	<b>0</b>	<b>(499,028)</b>
<b>Fund Balance/Net Assets at Start of the Year (Estimated)</b>	<b>2,086,382</b>	<b>5,371,139</b>	<b>0</b>	<b>0</b>	<b>1,589,339</b>	<b>(519,010)</b>	<b>0</b>	<b>8,527,850</b>
<b>Fund Balance/Net Assets at End of the Year</b>	<b>2,080,351</b>	<b>5,023,456</b>	<b>0</b>	<b>0</b>	<b>1,405,747</b>	<b>(480,732)</b>	<b>0</b>	<b>8,028,822</b>
Contingency, Transit Grant	15,000							15,000
Contingency, Other Cost Overruns	300,000	200,000			100,000			600,000
Reserve, Community Ctr Funds	8,000							8,000
<b>Unassigned Fund Balance</b>	<b>1,757,351</b>	<b>4,823,456</b>	<b>0</b>	<b>0</b>	<b>1,305,747</b>	<b>(480,732)</b>	<b>0</b>	<b>7,405,822</b>

## TOWN STAFF

For Fiscal Year 2014-15, staffing will remain at current levels which include:

- 45 Full-time employees (working 30 hours or more each week)
- 6 Part-time employees (working less than 30 hours each week)
- 5 Temporary and/or seasonal employees
- 1 Employee currently on Military Leave

In addition to Town staff, also included on the Town's payroll are the seven members of the Town's Common Council who receive monthly stipends in recognition of their service to the Town.

The Town also uses private firms for professional advisory and technical services, such as legal counsel and technology support.

## TOWN DEPARTMENTS

The Town provides services to the community through its various departments. The following provides a brief description of each department and indicates the objectives identified by each for the Fiscal Year 2014-15.

**Administrative Services.** This department includes the activities of the Town Manager, the Town Clerk, and the Finance Office. As the Chief Administrative Officer, the Town Manager exercises general control and management of the affairs of the Town, ensuring a fair, efficient and effective operation.

The Town Clerk's office acts in an administrative capacity for processing, maintaining and protecting the official records of the Town. This office is the source of information on Town Council legislation and actions. The Town Clerk's office also conducts all municipal elections and provides special services to the public, including notary services.

The Finance Office accounts for the overall financial administration of the Town. Service provided by this office include accounts payable, accounts receivable, payroll, employee benefits, financial reporting, budgeting, and grant administration.

Objectives identified for Fiscal Year 2014-15 include:

- Implement a systematic process of review and update to the Town Codes
- Update Personnel Policies and Procedures, and employee salary schedules
- Complete the Financial Operations Guide
- Research the feasibility of installing an audio-video recording system for Town Council Meetings
- Increase the focus on economic development and tourism

**Community Development Services.** This department is responsible for land use administration, building safety, and code enforcement. Land use/zoning includes short range and long range planning and zoning activities. Staff provides direct support to the Planning and Zoning Commission.

Building safety and code enforcement consists of building plan application and review; inspections and permit issuance for all development projects; and code enforcement services.

Objectives identified for Fiscal Year 2014-15 include:

- Provide for training and education of Community Development Services staff
- Encourage smart growth through consistency
- Seek objective, professional advice consistent with our region
- Provide for access to specialists on an on-call basis to ensure staff follow proper processes and determinations

**Economic and Community Outreach Services.** This new services unit focuses on increasing economic development and tourism for our community; and programs that seek to involve the community in the preservation of the Town's quality of life.

**Legal Counsel Services.** The Town of Quartzsite uses the services of an outside law firm to serve as legal advisor to the Town on matters such as zoning, contracts, public bidding, personnel, and utilities. They also represent the Town in all legal proceedings. The Town Attorneys prepare Town ordinances, resolutions, leases, contracts and other legal documents. In addition, they provide legal opinions to the Town.

**Library Services.** The Town provides comprehensive library services through its full-service Library, located in the Town's administrative building. The Library, which is open all day Mondays through Fridays, provides numerous programs for citizens of all ages.

Objectives identified for Fiscal Year 2014-15 include:

- Strengthen the skills of Library staff to meet customer needs
- Expand learning opportunities for children
- Stabilize online access to Library resources

**Magistrate Court Services.** The Magistrate Court represents the judicial branch of Town government. The Court consists of one Judge, court clerks, a contracted prosecutor and contracted public defenders. The Judge hears cases involving violations of Town ordinances, civil and criminal traffic cases, and misdemeanor cases that occur within the Town limits. The court also issues order of protection, injunctions against harassment and marriage licenses.

Objectives identified for Fiscal Year 2014-15 include:

- Ensure equal access to Justice
- Develop policies to enhance the collections procedure
- Continue to maintain a professional workforce and improve operational efficiencies

**Parks, Recreation and Cemetery Services.** The Parks, Recreation and Cemetery Department maintains and operates all of the Town's park and recreation facilities, and develops and implements programs for cultural and recreational activities. The Town's park system consists of a Town park, a ball field, a community center, a cemetery, and numerous multi-purpose trails.

Objectives identified for Fiscal Year 2014-15 include:

- Automate the various irrigation systems
- Replace the plumbing and fixtures in the restrooms at the Dance Slab
- Ongoing maintenance and repairs of shades, bleachers, benches, and fences
- Work with Arizona Western College to develop a one-day per week, summer program for students to promote literacy, learning healthy eating, and other activities
- Enhance the Kofa Road/Elsie Lane entrance to include signage, solar lighting and landscaping
- Install row markers with lot numbers, identifying lots for the cemetery plots
- Accomplish needed repairs to the Hi Jolly Cemetery monument
- Continue pursuing the acquisition of BLM land for cemetery expansion

**Public Safety Services.** The Quartzsite Police Department coordinates public safety efforts in the Town. Through investigations, patrols, detective and other efforts, the Police work to deter and prevent crime within the Town.

Objectives identified for Fiscal Year 2014-15 include:

- Institute newly revised/updated Policies and Procedures
- Continue department and individual training in current Community Policing practices and standard policing practices
- Provide adequate shift coverage to insure public and officer safety
- Seek grants to augment funding for law enforcement equipment needs

**Transit Van Services.** The Town provides a transit services program to serve our elderly and disabled residents. Passenger vans operate Mondays through Fridays, providing in-town transit services. In addition, weekly or bi-weekly transit services are provided to the communities of Parker, Blythe, Lake Havasu City and Yuma.

Objectives identified for Fiscal Year 2014-15 include:

- If awarded, use a 5311 grant to develop and implement a fixed route public transit system operating five (5) days each week, with  $\frac{3}{4}$  mile deviations for riders with mobility needs
- If awarded, use a WACOG grant to implement five(5) day per week transportation to the Senior Center hot lunch program
- Maintain out-of-town weekly routes to Parker and Blythe, and bi-weekly routes to Lake Havasu City and Yuma
- Adjust schedules to reflect seasonal changes in ridership
- Hold a public contest to brand the Town Transit System with an official name and possible paint scheme
- If awarded, use 5311 grant funds to purchase and implement scheduling software and cameras in each transit vehicle
- Develop funding to support the operation of the Trolley for the next winter season

**Public Works Services.** The Public Works Department promotes safety while maintaining and developing the Town's roadway infrastructure, which includes roads, right-of-ways, culverts and bridge crossings. Public Works is charged with overall street maintenance and capital improvements.

Objectives identified for Fiscal Year 2014-15 include:

- Install HAWK crosswalk signals on two existing crosswalk locations on Main Street
- Rebuild Scott Lane, pending sewer expansion
- Install concrete aprons along Kofa Avenue, at the wash crossing, for erosion control and a future FY 15-16 walking trail
- Ongoing pavement preservation

**Water and Wastewater Services.** The Town of Quartzsite delivers potable water services to the community's residential and commercial customers. Raw Water is pumped from the Town's two community wells, and treated in accordance with Federal, state and local drinking water standards.

Wastewater services collect, treat and dispose of thousands of gallons of wastewater per day. Sanitary treatment requires the careful removal of pollutants and pathogens from wastewater in a manner consistent with Federal, state and local regulations so that the end product can be returned to the environment for natural recycling.

Objectives identified for Fiscal Year 2014-15 include:

- Complete rehabilitation of the Quail Trail Well
- Re-institute regular program of back-flushing the water lines
- Adhere to the Kofa Well five-year remove and replace preservation cycle
- Begin the Wastewater Treatment Plant expansion
- Implement a direct pay program for utility customers

The following budget document includes the Town of Quartzsite Fiscal Year 2014-2015 Budget Detail for each Fund and each Department.

## TOWN OF QUARTZSITE BUDGET FY 2014-2015

Account Title	2013-14 Adopted Budget	2013-14 Amended Budget	2013-14 Actuals (as of 3/30/14)	2014-15 Proposed Budget
<b>GENERAL FUND</b>				
<b>REVENUES</b>				
<b>Local Taxes</b>				
Sales Tax	1,300,000	1,231,500	1,014,049	1,240,000
Recap Sales Tax	45,000	66,518	49,936	46,000
<b>Licenses and Permits</b>				
Building Permits	60,000	41,674	35,499	43,000
Business License Fees	10,000	11,007	8,850	10,000
Vendor Sales Permit Fees	62,000	78,800	59,050	60,000
Utility Franchise Fees	70,000	96,503	60,530	80,000
<b>Intergovernmental</b>				
State Sales Tax	317,721	317,721	262,785	332,248
Income Tax	410,224	410,224	375,675	445,097
Vehicle License Tax	313,179	313,179	231,395	332,215
<b>Fines and Forfeits</b>				
Court Fines	117,000	116,393	87,295	110,000
Court Fines - Restricted	14,000	9,800	7,350	7,500
<b>Other Revenues</b>				
Land Leases & Rentals	30,320	18,320	16,820	24,320
Interest Earnings	5,500	4,391	4,085	4,200
Miscellaneous	23,000	12,818	7,129	6,000
CADRE Settlement Funds				48,750
Community Center Fees - Restricted	7,500	4,948	3,865	4,000
Donations & Fees - Restricted	13,000	21,418	8,014	7,100
Trolley Revenues	0	9,027	9,027	0
Grant Funds - Transit	0	15,000	0	15,000
<b>Other Sources</b>				
Interfund Transfers In	0	131,389	87,593	122,840
<b>Total General Fund Revenues</b>	<b>2,798,444</b>	<b>2,910,630</b>	<b>2,328,947</b>	<b>2,938,270</b>
<b>EXPENDITURES</b>				
<b>Town Council</b>				
Council Compensation	34,800	31,800	23,100	34,800
Salaries & Wages	35,029	37,779	26,763	23,703
Retirement - FICA	5,342	5,319	3,811	4,476
Retirement - 401(k)	2,102	1,778	1,117	1,422
Workers Compensation	703	827	475	1,423
Health Insurance	6,408	6,133	4,729	4,704
State Unemployment	1,457	2,547	2,064	2,382
General Supplies & Equipment	5,050	6,720	6,284	5,800
Training & Travel	5,000	5,000	4,645	7,000
Dues, Subscriptions, Licenses	6,100	6,100	5,941	6,100
Utilities & Telephone	450	200	99	1,400
Other Services/Operating Expense	1,850	1,850	1,850	5,850

## TOWN OF QUARTZSITE BUDGET FY 2014-2015

Account Title	2013-14 Adopted Budget	2013-14 Amended Budget	2013-14 Actuals (as of 3/30/14)	2014-15 Proposed Budget
Capital Outlay	0	0	0	0
<b>Total Town Council</b>	104,291	106,053	80,878	99,060
<b>Administrative Services</b>				
Salaries & Wages	133,759	148,729	108,060	109,540
Retirement - FICA	10,232	11,228	8,116	8,380
Retirement - 401(k)	4,557	4,448	3,244	5,902
Workers Compensation	1,405	1,056	935	661
Health Insurance	18,795	19,609	14,605	19,526
State Unemployment	843	1,634	1,274	1,485
General Supplies & Equipment	21,400	11,600	8,449	14,000
OSP - Audit Services	22,000	22,000	10,000	22,000
OSP - Accounting Services	48,000	65,000	40,222	55,000
OSP - Tax Audit Services	46,100	45,000	29,514	45,000
OSP - Elections	15,000	15,000	0	15,000
Training & Travel	10,000	7,500	5,604	8,000
Dues, Subscriptions, Licenses	8,000	10,800	7,951	10,800
Property & Liability Insurance	23,006	25,206	24,780	25,300
Utilities & Telephone	24,000	22,400	16,570	27,600
Repairs & Maintenance	1,100	4,300	3,145	6,500
Other Services & Operating Exp	0	1,800	1,331	2,000
Capital Outlay	109,000	37,700	6,646	7,000
<b>Total Administrative Services</b>	497,197	455,010	290,446	383,694
<b>Community Development Services</b>				
Salaries & Wages	55,303	50,016	37,810	52,993
Retirement - FICA	4,231	3,718	2,784	4,054
Retirement - 401(k)	2,488	1,988	1,255	2,371
Workers Compensation	427	391	249	373
Health Insurance	12,275	10,393	7,696	10,902
State Unemployment	996	1,760	1,657	1,310
General Supplies & Equipment	9,750	14,200	4,995	11,000
OSP - Professional Services	7,800	23,500	19,485	21,500
Training & Travel	2,500	3,000	2,160	3,000
Dues, Subscriptions, Licenses	4,000	5,000	3,687	10,600
Utilities & Telephone	3,500	5,000	3,464	5,800
Repairs & Maintenance	500	2,200	235	2,200
Other Services & Operating Exp	2,700	5,100	3,556	4,800
Capital Outlay	0	0	0	0
<b>Total Community Development Services</b>	106,470	126,266	89,033	130,903
<b>Economic/Community Outreach</b>				
OSP - Professional	20,000	0	0	0
Emergency Services	0	0	0	5,000
Community Outreach - Non-profits	16,000	8,200	8,128	8,200
Community Outreach - Fireworks	4,000	4,000	4,000	4,000
<b>Total Economic/Community Outreach</b>	40,000	12,200	12,128	17,200

## TOWN OF QUARTZSITE BUDGET FY 2014-2015

Account Title	2013-14 Adopted Budget	2013-14 Amended Budget	2013-14 Actuals (as of 3/30/14)	2014-15 Proposed Budget
<b>Legal Services</b>				
OSP - General Counsel	132,000	125,000	71,917	125,000
OSP - Special Counsel	75,000	82,000	73,830	50,000
<b>Total Legal Services</b>	<b>207,000</b>	<b>207,000</b>	<b>145,747</b>	<b>175,000</b>
<b>Library Services</b>				
Salaries & Wages	95,162	100,473	72,469	99,700
Retirement - FICA	7,280	7,608	5,465	7,627
Retirement - 401(k)	5,538	5,971	4,309	5,912
Workers Compensation	420	301	293	628
Health Insurance	16,650	16,517	12,779	15,792
State Unemployment	1,331	1,640	1,190	1,844
General Supplies & Equipment	1,800	1,700	1,126	1,800
Training & Travel	500	0	0	250
Dues, Subscriptions, Licenses	2,000	1,000	703	1,000
Property & Liability Insurance	8,552	9,452	9,293	9,500
Utilities & Telephone	10,800	9,250	6,870	12,100
Repairs & Maintenance	1,500	2,300	1,688	2,300
Other Services & Operating Exp	8,000	11,587	4,806	11,000
Capitla Outlay	20,900	24,594	24,594	0
<b>Total Library Services</b>	<b>180,433</b>	<b>192,393</b>	<b>145,585</b>	<b>169,453</b>
<b>Magistrate Court Services</b>				
Salaries & Wages	94,745	76,322	57,905	80,487
Retirement - FICA	7,248	5,949	4,180	6,157
Retirement - 401(k)	5,684	4,224	2,837	4,197
Workers Compensation	392	301	238	246
Health Insurance	34,155	24,240	18,342	18,704
State Unemployment	1,285	2,520	2,201	1,785
General Supplies & Equipment	8,250	6,100	4,344	6,900
OSP - Public Defender	40,000	40,000	28,800	40,000
OSP - Prosecutor	40,000	20,000	15,705	30,000
OSP - Other Professional Services	0	1,800	200	5,300
Training & Travel	8,500	8,000	6,524	6,000
Dues, Subscriptions, Licenses	4,600	8,000	7,875	9,000
Property & Liability Insurance	8,552	9,452	9,293	9,500
Utilities & Telephone	7,800	7,700	5,310	8,800
Repairs & Maintenance	500	2,500	1,930	10,000
Other Services & Operating Exp	4,850	9,710	7,338	9,550
Capital Outlay	0	2,000	1,964	0
<b>Total Magistrate Court Services</b>	<b>266,561</b>	<b>228,818</b>	<b>174,986</b>	<b>246,626</b>
<b>Parks, Recreation &amp; Cemetery Services</b>				
Salaries & Wages	102,984	108,562	74,243	114,377
Retirement - FICA	7,878	8,523	5,635	7,444
Retirement - 401(k)	6,179	5,524	3,713	6,182
Workers Compensation	2,408	2,352	1,397	3,521
Health Insurance	20,710	20,515	15,991	19,044
State Unemployment	1,257	2,052	1,534	2,182

## TOWN OF QUARTZSITE BUDGET FY 2014-2015

Account Title	2013-14 Adopted Budget	2013-14 Amended Budget	2013-14 Actuals (as of 3/30/14)	2014-15 Proposed Budget
General Supplies & Equipment	24,950	23,650	16,693	32,900
OSP - Professional Services	0	2,020	1,515	0
Training & Travel	1,750	800	545	2,800
Dues, Subscriptions, Licenses	350	500	365	485
Property & Liability Insurance	11,403	12,603	12,390	11,400
Utilities & Telephone	13,200	15,600	11,110	42,470
Repairs & Maintenance	12,200	6,850	4,611	10,400
Other Services & Operating Exp	6,900	7,435	5,529	6,750
Capital Outlay	9,750	8,750	8,750	26,750
Capital Improvements	25,597	29,597	25,597	10,000
<b>Total Parks, Recreation &amp; Cemetery Svs</b>	<b>247,516</b>	<b>255,333</b>	<b>189,618</b>	<b>296,705</b>
<b>Public Safety (Police) Services</b>				
Salaries & Wages	641,858	678,130	486,362	636,254
Retirement - FICA	9,644	19,769	14,859	10,904
Retirement - 401(k)	88,674	84,528	51,132	83,721
Workers Compensation	26,763	22,084	14,026	36,933
Health Insurance	106,035	74,226	55,565	91,224
State Unemployment	3,516	4,187	3,651	5,145
General Supplies & Equipment	45,500	53,250	40,895	52,750
OSP - Citizens on Patrol	500	600	429	600
OSP - Other Professional Services	0	4,000	0	0
Training & Travel	2,500	4,300	3,082	4,000
Dues, Subscriptions, Licenses	2,000	2,000	1,441	3,000
Property & Liability Insurance	54,164	59,863	58,853	60,000
Utilities & Telephone	19,000	30,200	22,551	36,300
Repairs & Maintenance	14,000	35,500	26,409	35,500
Other Services & Operating Exp	7,750	12,850	9,499	13,000
Settlement Expense	0	71,500	64,000	100,000
Capital Outlay	19,150	11,400	4,780	500
<b>Total Public Safety (Police) Services</b>	<b>1,041,054</b>	<b>1,168,387</b>	<b>857,534</b>	<b>1,169,831</b>
<b>Transit Van Services</b>				
Salaries & Wages	38,399	33,088	19,094	47,044
Retirement - FICA	2,937	2,529	1,458	3,599
Retirement - 401(k)	2,054	1,447	774	2,074
Workers Compensation	1,564	1,433	907	2,282
Health Insurance	11,250	6,052	5,272	5,040
State Unemployment	621	966	593	1,415
General Supplies & Equipment	12,875	16,200	11,418	14,800
OSP - Professional Services	5,000	5,600	4,200	5,175
Training & Travel	250	800	581	2,100
Dues, Subscriptions, Licenses	500	500	305	525
Property & Liability Insurance	14,254	15,754	15,488	15,750
Utilities & Telephone	800	1,000	692	1,600
Repairs & Maintenance	6,000	1,700	1,137	5,000
Other Services & Operating Exp	7,359	17,300	1,853	1,425
Capital Outlay	0	0	0	0
<b>Total Transit Van Services</b>	<b>103,863</b>	<b>104,369</b>	<b>63,772</b>	<b>107,829</b>

## TOWN OF QUARTZSITE BUDGET FY 2014-2015

Account Title	2013-14 Adopted Budget	2013-14 Amended Budget	2013-14 Actuals (as of 3/30/14)	2014-15 Proposed Budget
<b>Non-Departmental</b>				
Long Term Debt Repayment	68,069	158,300	135,000	148,000
<b>Total Non-Departmental</b>	68,069	158,300	135,000	148,000
<b>REVENUES</b>	2,798,444	2,910,630	2,328,947	2,938,270
<b>EXPENDITURES</b>	2,862,454	3,014,129	2,184,727	2,944,301
<b>NET REVENUES - GENERAL FUND</b>	(64,010)	(103,499)	144,220	(6,031)

## TOWN OF QUARTZSITE BUDGET FY 2014-2015

Account Title	2013-14 Adopted Budget	2013-14 Amended Budget	2013-14 Actuals (as of 3/30/14)	2014-15 Proposed Budget
<b>HIGHWAY USER REVENUE FUND (HURF)</b>				
<b>REVENUES</b>				
Highway User Revenue	1,190,677	1,190,677	1,075,971	1,257,387
Miscellaneous	20,000	11,765	9,124	7,000
<b>Total HURF Revenues</b>	<b>1,210,677</b>	<b>1,202,442</b>	<b>1,085,095</b>	<b>1,264,387</b>
<b>EXPENDITURES</b>				
<b>Public Works (Highways and Streets)</b>				
Salaries & Wages	308,631	323,175	227,975	323,247
Retirement - FICA	23,610	24,322	16,899	24,614
Retirement - 401(k)	18,262	14,164	9,981	15,418
Workers Compensation	14,118	17,261	10,189	27,751
Health Insurance	53,408	51,959	39,053	57,376
State Unemployment	2,005	2,845	2,633	3,164
General Supplies & Equipment	48,500	59,000	43,126	58,000
OSP - Professional Services	23,500	9,500	6,315	50,000
Training & Travel	3,000	3,400	2,523	3,400
Dues, Subscriptions, Licenses	3,000	1,000	700	2,400
Property & Liability Insurance	105,777	116,577	114,609	117,000
Utilities & Telephone	8,500	10,200	7,515	48,250
Repairs & Maintenance	394,000	413,000	168,401	372,000
Other Services & Operating Exp	46,500	16,100	11,329	17,050
Capital Outlay	132,000	67,239	50,429	0
Capital Lease	42,500	42,400	31,491	42,400
Capital Improvements	140,000	42,000	30,400	290,000
Interfund Transfer Out (Debt Svs)	20,579	0	13,719	160,000
<b>Total Public Works Services</b>	<b>1,387,890</b>	<b>1,214,142</b>	<b>787,287</b>	<b>1,612,070</b>
<b>REVENUES</b>	<b>1,210,677</b>	<b>1,202,442</b>	<b>1,085,095</b>	<b>1,264,387</b>
<b>EXPENDITURES</b>	<b>1,387,890</b>	<b>1,214,142</b>	<b>787,287</b>	<b>1,612,070</b>
<b>NET REVENUES - HURF FUND</b>	<b>(177,213)</b>	<b>(11,700)</b>	<b>297,808</b>	<b>(347,683)</b>

### HURF FUND - ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) CAPITAL PROJECTS

#### REVENUES

ADOT HSIP Townwide Signage	0	0	0	185,000
ADOT Hi Jolly Way Finding Signage	634,364	634,364	0	184,900
ADOT Moon Mtn Reconstruction	0	0	0	125,000
ADOT Safe Routes to Schools	396,100	396,100	0	118,098
<b>Total Capital Projects Revenues</b>	<b>1,030,464</b>	<b>1,030,464</b>	<b>0</b>	<b>612,998</b>

#### EXPENDITURES

ADOT HSIP Townwide Signage	0	0	0	185,000
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## TOWN OF QUARTZSITE BUDGET FY 2014-2015

Account Title	2013-14 Adopted Budget	2013-14 Amended Budget	2013-14 Actuals (as of 3/30/14)	2014-15 Proposed Budget
ADOT Hi Jolly Way Finding Signage	634,364	634,364	0	184,900
ADOT Moon Mtn Reconstruction	0	0	0	125,000
ADOT Safe Routes to Schools	396,100	396,100	0	118,098
<b>Total Capital Projects Expenditures</b>	<b>1,030,464</b>	<b>1,030,464</b>	<b>0</b>	<b>612,998</b>
<b>REVENUES</b>	<b>1,030,464</b>	<b>1,030,464</b>	<b>0</b>	<b>612,998</b>
<b>EXPENDITURES</b>	<b>1,030,464</b>	<b>1,030,464</b>	<b>0</b>	<b>612,998</b>
<b>NET REVENUES - ADOT CAPITAL PROJECTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## TOWN OF QUARTZSITE BUDGET FY 2014-2015

Account Title	2013-14 Adopted Budget	2013-14 Amended Budget	2013-14 Actuals (as of 3/30/14)	2014-15 Proposed Budget
<b>GRANTS FUND</b>				
<b>REVENUES</b>				
Library Grants Funds	15,000	8,339	8,339	8,500
Various Police Grants Funds	86,667	57,488	57,488	35,000
Task Force Funds	77,500	0	0	48,750
Miscellaneous Grants	305,970	20,989	0	200,000
<b>Total Grant Revenues</b>	485,137	86,816	65,827	292,250
<b>EXPENDITURES</b>				
Library Grants	19,674	8,339	8,339	8,500
Various Police Grants	126,216	57,488	57,488	35,000
Task Force	77,500	0	0	48,750
Miscellaneous Grants	311,675	20,989	0	200,000
<b>Total Grant Expenditures</b>	535,065	86,816	65,827	292,250
<b>REVENUES</b>	485,137	86,816	65,827	292,250
<b>EXPENDITURES</b>	535,065	86,816	65,827	292,250
<b>NET REVENUES - GRANTS FUND</b>	(49,928)	0	0	0

## TOWN OF QUARTZSITE BUDGET FY 2014-2015

Account Title	2013-14 Adopted Budget	2013-14 Amended Budget	2013-14 Actuals (as of 3/30/14)	2014-15 Proposed Budget
<b>ENTERPRISE FUND - WATER/WASTEWATER</b>				
<b>REVENUES</b>				
Charges for Services - Water	815,000	698,258	521,613	894,600
Charges for Services - Sewer	851,986	906,849	687,042	1,002,000
Miscellaneous - Water	0	0	0	0
Miscellaneous - Sewer	0	7,986	6,655	8,000
Bond Proceeds - Water (Love's Proj)	0	0	0	155,000
CDBG Grant - Water	179,665	179,655	0	179,655
Interfund Transfer In - Water (HURF)	0	0	0	160,000
<b>Total Water/Wastewater Revenues</b>	<b>1,846,651</b>	<b>1,792,748</b>	<b>1,215,310</b>	<b>2,399,255</b>
<b>EXPENDITURES</b>				
<b>Water Department Services</b>				
Salaries & Wages	200,923	193,268	134,797	195,586
Retirement - FICA	16,673	14,627	10,170	14,582
Retirement - 401(k)	12,499	9,640	6,633	11,418
Workers Compensation	5,859	5,244	3,233	6,355
Health Insurance	34,595	26,528	18,867	43,376
State Unemployment	1,342	2,408	1,947	2,256
General Supplies & Equipment	24,650	24,280	18,762	24,400
OSP - Professional Services	25,500	64,500	50,984	128,100
Training & Travel	3,500	2,200	1,607	2,200
Dues, Subscriptions, Licenses	16,000	6,803	6,591	7,000
Property & Liability Insurance	25,656	28,356	27,878	28,400
Utilities & Telephone	91,000	102,901	77,128	123,000
Repairs & Maintenance	27,165	27,739	24,167	117,500
Other Services & Operating Exp	16,450	128,610	30,884	101,000
Bad Debt Expense	500	10,600	7,893	10,000
Capital Outlay	6,000	6,450	6,150	8,000
Capital Improvements	225,000	179,655	0	344,655
Long Term Debt Repayment	150,000	360,619	240,413	360,619
Interfund Transfer Out (Debt Svs)	0	45,871	30,581	44,400
<b>Total Water Department Services</b>	<b>883,312</b>	<b>1,240,299</b>	<b>698,685</b>	<b>1,572,847</b>
<b>Wastewater Department Services</b>				
Salaries & Wages	140,135	131,980	90,576	129,900
Retirement - FICA	12,021	9,987	6,835	9,899
Retirement - 401(k)	8,850	5,964	3,981	7,745
Workers Compensation	3,545	3,116	1,840	3,402
Health Insurance	26,923	18,875	12,895	36,092
State Unemployment	1,057	1,889	1,616	1,836
General Supplies & Equipment	31,730	30,150	22,252	29,900
OSP - Professional Services	82,000	66,600	49,488	63,600
Training & Travel	4,500	2,500	1,834	2,500
Dues, Subscriptions, Licenses	15,000	12,600	3,496	12,600

## TOWN OF QUARTZSITE BUDGET FY 2014-2015

Account Title	2013-14 Adopted Budget	2013-14 Amended Budget	2013-14 Actuals (as of 3/30/14)	2014-15 Proposed Budget
Property & Liability Insurance	34,209	37,808	37,171	37,800
Utilities & Telephone	70,000	69,300	51,901	82,200
Repairs & Maintenance	27,500	36,400	27,007	33,500
Other Services & Operating Exp	19,300	34,970	25,673	33,900
Bad Debt Expense	200	7,300	5,414	8,000
Capital Outlay	10,000	10,000	6,149	10,000
Capital Improvements	0	0	0	0
Long Term Debt Repayment	473,618	317,783	126,134	390,408
Interfund Transfer Out (Debt Svs)	0	83,899	55,933	78,440
<b>Total Wastewater Department Services</b>	<b>960,588</b>	<b>881,121</b>	<b>530,195</b>	<b>971,722</b>
<b>REVENUES - WATER</b>	<b>815,000</b>	<b>698,258</b>	<b>521,613</b>	<b>1,389,255</b>
<b>REVENUES - WASTEWATER</b>	<b>851,986</b>	<b>914,835</b>	<b>693,697</b>	<b>1,010,000</b>
<b>EXPENDITURES - WATER</b>	<b>883,312</b>	<b>1,240,299</b>	<b>698,685</b>	<b>1,572,847</b>
<b>EXPENDITURES - WASTEWATER</b>	<b>960,588</b>	<b>881,121</b>	<b>530,195</b>	<b>971,722</b>
<b>NET REVENUES - WATER</b>	<b>(68,312)</b>	<b>(542,041)</b>	<b>(177,072)</b>	<b>(183,592)</b>
<b>NET REVENUES - WASTEWATER</b>	<b>(108,602)</b>	<b>33,714</b>	<b>163,502</b>	<b>38,278</b>
<b>NET REVENUES - ENTERPRISE FUND</b>	<b>(176,914)</b>	<b>(508,327)</b>	<b>(13,570)</b>	<b>(145,314)</b>

### ENTERPRISE FUND - WASTEWATER TREATMENT SYSTEM CAPITAL PROJECT

<b>REVENUES</b>				
AZ WIFA Loan (WWTP Project)	573,000	573,000	0	890,000
USDA RDA Loan (WWTP Project)	2,835,056	2,835,056	0	1,507,000
USDA RDA Grant (WWTP Prjoect)	2,959,584	2,959,584	0	2,959,584
<b>Total Capital Projects Revenues</b>	<b>6,367,640</b>	<b>6,367,640</b>	<b>0</b>	<b>5,356,584</b>
<b>EXPENDITURES</b>				
WWTP Renovations & Expansion	5,824,640	5,824,640	0	5,356,584
<b>Total Capital Projects Expenditures</b>	<b>5,824,640</b>	<b>5,824,640</b>	<b>0</b>	<b>5,356,584</b>
<b>REVENUES</b>	<b>6,367,640</b>	<b>6,367,640</b>	<b>0</b>	<b>5,356,584</b>
<b>EXPENDITURES</b>	<b>5,824,640</b>	<b>5,824,640</b>	<b>0</b>	<b>5,356,584</b>
<b>NET REVENUES - WWTP CAPITAL PROJECT</b>	<b>543,000</b>	<b>543,000</b>	<b>0</b>	<b>0</b>



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, June 10, 2014

**Agenda Item #6** Preliminary review, discussion and possible direction regarding existing Boards, Committees, Commissions and their status.

**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

**Responsible Person:** Skylor Miller, Town Manager

**Attachment:** Boards, Committees, Commissions – Status Summary  
Boards, Committees, Commissions – Board Overview

**Action Requested:** Discussion and direction regarding existing Town appointed Boards, Committees and Commissions.

**TOWN OF QUARTZSITE - STATUS SUMMARY**  
**BOARDS, COMMITTEES, COMMISSIONS AND CORPORATIONS**

			Last Active
<b>PARK &amp; RECREATION BOARD</b>			<b>MAY 2013</b>
Debbie Collier	exp	May-13	
Shirley Phillips	exp	Aug-13	
Christina Benson	exp	Apr-13	
Vacant	exp		
<b>PERSONNEL BOARD</b>			<b>JULY 2013</b>
Dolores Klose	exp	Jun-14	
Vacant	exp		
Vacant	exp		
Alt: Denise Florian	exp		
<b>PLANNING &amp; ZONING</b>			<b>MAY 2014</b>
Dennis Kuehl	exp	Mar-16	
Jim Murphy	exp	Mar-16	
Jesse Herne	exp	Mar-16	
Norm Simpson	exp	Mar-15	
Randie Farish	exp	Mar-15	
Terry Frausto	exp	Mar-14	
Dennis Dole	exp	Mar-14	
<b>BOARD OF ADJUSTMENT</b>			<b>unknown</b>
Marilyn McFate	exp	Jul-04	
<b>MUNICIPAL PROPERTY CORPORATION</b>			<b>APRIL 2014</b>
Shaneen Bergette	exp	Jun-16	
Richard Thompson	exp	Jun-15	
Darrell Crooks	exp	Jun-14	
<b>MUNICIPAL UTILITY ADMINISTRATIVE COMMITTEE</b>			<b>MAY 2014</b>
Dennis Dole	exp	Jan-16	
John (Jack) Brown	exp	Jan-16	
Richard Thompson	exp	Jan-15	
Starr Bearcat	exp	Jan-17	
Darrell Crooks	exp	Jan-15	

**TOWN OF QUARTZSITE - STATUS SUMMARY**  
**BOARDS, COMMITTEES, COMMISSIONS AND CORPORATIONS**

**Last Active**

**MUNICIPAL LIBRARY BOARD**

**APRIL 2014**

Christina Benson	exp	Apr-17
Herman Konyen	exp	Apr-17
Mary Ann Peck	exp	Apr-17
Dorothy Mallette	exp	Apr-16
Mary Michaels	exp	Apr-16
Vacant	exp	
Vacant	exp	

**CEMETERY BOARD**

**MAY 2014**

Terry Frausto	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-16
PJ Bettmann	exp	Dec-15

**HEALTH & DEVELOPMENT SERVICES BOARD**

**SEPTEMBER 2013**

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

**PUBLIC SAFETY RETIREMENT BOARD**

**APRIL 2014**

Secretary	K. Tunnell	
Chairman	E. Foster	exp 2016
Member	H. Tanakeyowma	exp Mar-16
Member	C. Conley	exo Mar-18
Member	B. Cunningham	exp Mar-18

**VENDOR, RV PARKS & SWAP MEET OWNERS BOARD**

**NOVEMBER 2013**

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 - Board Overview

### Existing Boards, Committees and Commissions

Name & Date Formed	Description	# Members	Term	Staggered Member Terms
<b>Board of Adjustment (Res 90-31)</b> July 1990	Hear and decide appeals on decisions made by Planning & Zoning Administrator.	5	5 years	1 - 1 - 2 - 1
<b>Hi Jolly Cemetary Board (Res. 06-08)</b> August 2006	Formulate, create and recommend plans for future growth and improvement of the Cemetary.	7	3 years	1 - 1 - 1 - 1 - 3
<b>Centennial Committee (Res. 07-11)</b> 2007	Create and recommend plans for the celebration and commemoration of the State of Arizona's Centennial.	5	3 years	2 - 1 - 2
<b>Health &amp; Development Services Board (Ord. 06-11)</b> September 2006	Conduct public hearings, forums, seminars regarding public health needs and development of the Town; recommend funding for non-profit agencies; assist in development of health care needs & services; make recommendations regarding Town's transit system.	7	3 years	2 - 2 - 3
<b>Library Board (Res. 94-02)</b> February 1994	Formulate, create and recommend plans for future growth of the Library; and continuous study of best uses of the Library facilities and resources.	7	3 years	2 - 2 - 3
<b>Municipal Property Corporation ( Res. 92-06)</b> May 1992	Financing of sewer system for the Town.	3	3 years	1 - 1 - 1
<b>Municipal Utility Administrative Committee (Res. 99-14)</b> September 1999	Formulate, create and recommend plans for the present and future use of utilities and equipment.	5	3 years	2 - 2 - 1
<b>Park &amp; Recreation Committee (Res. 93-23, 03-09, 05-10)</b> November 1993	Formulate, ceate and recommend plans for the future growth of the Town Park.	7	2 years	4 - 3
<b>Personnel Board ( Ord. 11-03)</b> April 2011	Conduct hearings on employee grievances and make recommendations to the Town Manager; review changes to Personnel Policy and make recommendations to Council.	3	3 years	2 - 1

## Town of Quartzsite

### Existing Boards, Committees and Commissions

Name & Date Formed	Description	# Members	Term	Staggered Member Terms
0 <b>Planning &amp; Zoning Commission ( Ord. 90-16, 13-2)</b> July 1990	Advise Council on P&Z matters; recommend a General Plan and amendments; annually review General Plan progress; Initiate changes to Zoning Map/test of Zoning Code; make recommendations for amendments to Zoning Code.	7	3 years	2 - 2 - 3
<b>Public Safety Retirement Board (Res. 91-04)</b> May 1991	Participate in the State of Arizona Public Safety Personnel Retirement System	5	unk	unk
<b>Vendor/Swap Meet/ RV Parks Municipal Board (Res. 10-22, 11-01)</b> December 2010	Formulate, create and recommend plans for future well being of Vendor, Swap Meet and RV Park community.	7	3 years	1 - 3 - 3