

COUNCIL MEETING AGENDA

TUESDAY, MARCH 24, 2015

Members may attend in person or by telephone

Ed Foster, Mayor
Norm Simpson, Vice Mayor

Carol Kelley
Loretta Warner
Hal Davidson

Mark Orgeron
Gunny St. Germain

**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 are requested to be staged at the back of the public seating area in order not to interfere with the meeting.

***Items may be discussed earlier or in a different sequence.
Headphones are available upon request for the hearing impaired.***

AGENDA ITEM	COUNCIL ACTION
CALL TO ORDER OF REGULAR MEETING	
INVOCATION AND PLEDGE OF ALLEGIANCE <i>The invocation may be offered by a person of any religion, faith, belief or non-belief. Interested persons should contact the Clerk for further information.</i>	
ROLL CALL	
ANNOUNCEMENTS	
CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS - <i>At this time, members of the public may comment on matters within the jurisdiction of the Town but not on the agenda. For the official record, individuals must state their name. There is a 3 minute limit for each speaker. The Council's response is limited to responding to criticism, asking staff to review a matter commented upon, or asking that a matter be put on a future agenda.</i>	

	PRESENTATIONS; PROCLAMATIONS	
1.	PROCLAMATION – Mayor’s Day of Recognition for National Service April 7, 2015.	
2.	PROCLAMATION – National Library Week April 12-18, 2015.	
	CONSENT AGENDA <i>All items listed below are considered consent calendar items and may be approved by a single motion unless removed at the request of Council for further discussion/action. Other items on the agenda may be added to the consent calendar and approved under a single motion.</i>	
3.	LEDGER OF ACCOUNTS PAID – Consider approval of check series 38646 - 38692, totaling \$60,529.42.	Discussion; possible action by MOTION; may be acted upon with single motion.
	PUBLIC HEARING <i>If no requests to speak have been submitted, Items will be heard at one Public Hearing. Items may be heard separately if requested by a member of the Council or if a request to speak has been submitted. Comments will be heard from those in support of or in opposition to an item. Hearings may be held prior to the estimated time indicated on the Agenda.</i> <i>In order to comment on a Public Hearing Item, you must fill out a public comment form, indicating the Item Number on which you wish to be heard. There is a 3 minute limit for each speaker.</i> <i>Once the hearing is closed, there will be no further public comment unless requested by a member of the Council. After the Public Hearing, the Council may act on all items not requiring additional staff, public or Council Member comment with a single vote.</i>	

4.	<p>TRANSIT GRANT FUNDING – PUBLIC HEARING - Authorize the filing of an application for FTA Sections 5310 and 5311 funding, committing the necessary local match for the project and stating the assurance of the Town of Quartzsite to complete the project upon receipt of the FTA Sections 5310, and 5311 funding.</p>	<p>Hearing; discussion; possible action by MOTION.</p>
<p>ADMINISTRATIVE ITEMS</p> <p><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></p>		
5.	<p>MINUTES – Consider approval of the minutes of the Work Session of March 10, 2015, the Regular Meeting of March 10, 2015 and the Special Meeting of March 17, 2015.</p>	<p>Discussion; possible action by MOTION.</p>
6.	<p>CEMETERY - Discussion and possible action to authorize the purchase of materials for the proposed capital improvement construction of the Hi Jolly Cemetery Kofa Road entrance improvements (budgeted FY 2014-2015).</p>	<p>Discussion; possible action by MOTION.</p>
7.	<p>TITLE VI – Review and possible action to adopt Resolution 15-05, Title VI Implementation Plan for the Quartzsite Transit Services. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance, the individuals who are covered by these protections, the entities that must follow this law, and how Title VI is enforced.</p>	<p>Discussion; possible action by MOTION.</p>
8.	<p>ELECTION - Canvass of votes of the March 10, 2015 Special Election and possible adoption of Resolution No. 15-03 Declaring and Adopting the Results of the APS Franchise Question Special Election Held on March 10, 2015.</p>	<p>Discussion; possible action by MOTION.</p>

9.	APPROVED VENDOR LIST – Discussion and review of vendors currently used by the Town and direction to staff to recommend policy direction for future approval.	Discussion.
10.	COMMUNITY CENTER OPERATIONS AND ACTIVITIES Review of current Community Center operations, programming, staffing, fee schedule and discussion of possible changes.	Discussion; possible action by MOTION.
	COMMUNICATIONS	
11.	Reports from the MAYOR on current events.	
12.	Reports from the COUNCIL on current events.	
13.	Reports from the TOWN MANAGER to the Council.	
	ADJOURN	MOTION to adjourn.

Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Quartzsite Town Hall, 465 N. Plymouth Ave, Quartzsite, AZ, U.S. Post Office, 80 W. Main Street, Quartzsite, AZ and The Senior Center, 40 Moon Mountain Ave, Quartzsite, AZ, on the _____ day of _____, 2015, at _____ a.m./p.m. in accordance with the statement filed by the Town of Quartzsite with the Town Clerk, Town of Quartzsite.

By: _____, Town Clerk's Office.

TOWN OF QUARTZSITE

**COMMON COUNCIL
A PROCLAMATION**

**MAYORS DAY OF RECOGNITION FOR NATIONAL SERVICE
APRIL 7, 2015**

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and,

WHEREAS, AmeriCorps and Senior Corps address the most pressing challenges facing our cities and nation, from educating students for the jobs of the 21st century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, national service participants serve in more than 70,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteers; and,

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and,

WHEREAS, AmeriCorps members and Senior Corps volunteers demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with Mayors across the country to support the Mayors Day of Recognition for National Service on April 7, 2015.

THEREFORE, BE IT RESOLVED that I, Mayor Foster, of the Town of Quartzsite, do hereby proclaim April 7, 2015, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our Country and to thank those who serve.

Given under my hand in these free United States in the Town of Quartzsite, Arizona, on the 24th day of March in the year Two Thousand and Fifteen; and to which I have caused the Seal of the Town of Quartzsite to be affixed and have made this proclamation public.

Ed Foster, Mayor

ATTEST:

Tina M. Abriani, Town Clerk

TOWN OF QUARTZSITE

**COMMON COUNCIL
A PROCLAMATION**

**NATIONAL LIBRARY WEEK
APRIL 12-18, 2015**

WHEREAS, libraries create potential and possibilities within their communities, campuses and schools; and

WHEREAS, libraries level the playing field for all who seek information and access to technologies; and

WHEREAS, libraries continuously grow and evolve in how they provide for the needs of every member of their communities; and

WHEREAS, libraries and librarians open up a world of possibilities through innovative STEAM programing, Makerspaces, job-seeking resources and the power of reading; and

WHEREAS, librarians are trained, tech-savvy professionals, providing technology training and access to downloadable content like e-books; and

WHEREAS, libraries support democracy and effect social change through their commitment to provide equitable access to information for all library users regardless of race, ethnicity, creed, ability, sexual orientation, gender identity or socio-economic status; and

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

FURTHER, we call upon the citizens, government agencies, public and private institutions, businesses and schools in the Town of Quartzsite to Explore “Unlimited possibilities at the Quartzsite Public Library”.

THEREFORE, WE, THE COMMON COUNCIL OF QUARTZSITE, do hereby proclaim National Library Week, April 12-18, 2015. I encourage all residents to visit the library this week to take advantage of the wonderful library resources available the Quartzsite Public Library.

DATED this 24th day of **March** 2015.

Ed Foster, Mayor

ATTEST:

Tina M. Abriani, Town Clerk

Given under my hand in these free United States in the Town of Quartzsite, Arizona, on the 24th day of March in the year Two Thousand Fifteen; and to which I have caused the Seal of the Town of Quartzsite to be affixed and have made this proclamation public.



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, March 24, 2015

Agenda Item #3 Consider approval of check series 38646 - 38692, totaling \$60,529.42.

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 38646 - 38692.

Action Requested: Motion to approve the Ledger of Accounts Paid; check series 38646 - 38692.

**Quartzsite Town Council Meeting of
MARCH 24, 2015
Check Register/ Revenue/ Consent Agenda**

Horizon Community Bank- Begin Check #38646 - 38692

Balances on all cash accounts as of March 20, 2015

Checking Account	\$	3,147,416.61
LGIP Account	\$	697,357.27
WIFA Debt Reserve Account	\$	165,410.18

Total Expensed Dollar Amount for Consent Agenda	\$	126,602.85
Total Payroll for Pay Period Ending 3/14/15	\$	66,073.43
YTD Total Revenue Dollar Amount for Consent Agenda	\$	1,383,719.83
YTD Total Sewer Cap Revenue as of 3/20/15	\$	7,100.00
YTD Total Sewer Sales Revenue as of 3/20/15	\$	729,649.91
YTD Total Water Cap Revenue as of 3/20/15	\$	12,200.00
YTD Total Water Sales Revenue as of 3/20/15	\$	634,769.92

Report Criteria:

Report type: GL detail

Check.Check Number = 38646-38692

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
38659						
03/18/15	38659	Allstate Energy, Inc.	7,000.00	1995 Ford Bucket Truck	03-220-5081	7,000.00
Total 38659:			7,000.00			
38660						
03/19/15	38660	Accurate Auto Care	134.06	Inspection/Diagnostics for Transit Van	01-230-5025	134.06
Total 38660:			134.06			
38661						
03/19/15	38661	American Custom Tire, Inc	39.24	Small Tire for Chipper	01-180-5060	39.24
Total 38661:			39.24			
38662						
03/19/15	38662	Arizona Blue Stake, Inc.	40.70	Annual Assessment fees for La Paz County-QTZUI06	03-220-5051	40.70
03/19/15	38662	Arizona Blue Stake, Inc.	40.69	Annual Assessment fees for La Paz County-QTZUI06	15-500-5051	40.69
03/19/15	38662	Arizona Blue Stake, Inc.	40.69	Annual Assessment fees for La Paz County-QTZUI06	16-550-5051	40.69
Total 38662:			122.08			
38663						
03/19/15	38663	Everett's Towing	225.51	Towed Police Vehicle #1407-flat tire	01-140-5035	225.51
Total 38663:			225.51			
38664						
03/19/15	38664	Litchfield Tactical, LLC	259.00	AZ Post Physical - Chief Renfro	01-140-5082	259.00
03/19/15	38664	Litchfield Tactical, LLC	259.00	AZ Post Physical - A. Hein	01-140-5082	259.00
03/19/15	38664	Litchfield Tactical, LLC	259.00	AZ Post Physical - K. Weltha	01-140-5082	259.00
Total 38664:			777.00			
38665						
03/19/15	38665	Miguel Castellanos	72.00	Per Diem: Grant Writing Trng - 03/24-03/25/15	01-130-5043	72.00
Total 38665:			72.00			
38666						
03/19/15	38666	Mineral Aggregate Recy. S	987.11	AB Road Repair & Maintenance	03-220-5029	987.11
Total 38666:			987.11			
38667						
03/19/15	38667	Newman Traffic Signs	1,522.55	Traffic Signs for Town	03-220-5029	1,522.55
Total 38667:			1,522.55			
38668						
03/19/15	38668	Quill Corporation	24.32	Business Cards - Police	01-140-5022	24.32
03/19/15	38668	Quill Corporation	43.06	Memo Pads - Police	01-140-5022	43.06

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 38668:			67.38			
38669						
03/19/15	38669	Safety-Kleen Systems, Inc.	400.92	Inv#66106893 Waste Disposal	03-220-5035	400.92
Total 38669:			400.92			
38670						
03/19/15	38670	Simplots Partners	1,087.93	Gras Seed & Fertilizer	01-180-5061	1,087.93
Total 38670:			1,087.93			
38671						
03/19/15	38671	Universal Police Supply Co	634.22	Uniform Allowance - M. Lancaster	01-140-5019	634.22
03/19/15	38671	Universal Police Supply Co	37.41	Uniform Patches - M. Lancaster	01-140-5019	37.41
03/19/15	38671	Universal Police Supply Co	228.95	Uniform Allowance - K. Weltha	01-140-5019	228.95
03/19/15	38671	Universal Police Supply Co	246.25	Uniform Allowance - M. Ewald	01-140-5019	246.25
Total 38671:			1,146.83			
38672						
03/19/15	38672	Vulcan Construction Materi	2,616.43	Cold Mix 3/8 in	03-220-5029	2,616.43
Total 38672:			2,616.43			
38673						
03/19/15	38673	We Count People, LLC	70.00	Accura Counter - Final Pmt	10-000-4002	70.00
Total 38673:			70.00			
38674						
03/19/15	38674	AlSCO - Steiner Corp	202.83	Uniform/Mat Cleaning Svcs - PW Dept	03-220-5022	202.83
03/19/15	38674	AlSCO - Steiner Corp	67.80	Mat Cleaning Services - Admin	01-130-5035	67.80
03/19/15	38674	AlSCO - Steiner Corp	60.66	Mat Cleaning Services - Community Ctr	01-185-5035	60.66
Total 38674:			331.29			
38675						
03/19/15	38675	APS	146.71	Electric Service	03-220-5049	146.71
03/19/15	38675	APS	26.34	Street Light-Sunrise & Plymouth	03-220-5049	26.34
03/19/15	38675	APS	1,456.01	Electric for main street lights	03-220-5049	1,456.01
03/19/15	38675	APS	1,065.72	Electric Service	03-220-5049	1,065.72
Total 38675:			2,694.78			
38676						
03/19/15	38676	Arizona Dept of Environme	2,206.65	MAP Monitoring Assistance Program - Water	16-550-5051	2,206.65
Total 38676:			2,206.65			
38677						
03/19/15	38677	Atkins	1,807.00	Wastewater Rate Study	15-500-5037	1,807.00
03/19/15	38677	Atkins	3,748.65	Engineering Svc - Quali Trail Well	16-550-5037	3,748.65
03/19/15	38677	Atkins	3,524.00	Engineering Svc-Colorado River Utility Plan	16-550-5037	3,524.00
03/19/15	38677	Atkins	5,050.75	Engineering Svc-Water Supply Study	16-550-5037	5,050.75

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 38677:			14,130.40			
38678						
03/19/15	38678	C&D Disposal	103.90	4Yd Commercial Bin Fee - Parks	01-180-5035	103.90
Total 38678:			103.90			
38679						
03/19/15	38679	Chevron Usa	20.16	Fuel - Police	01-140-5024	20.16
Total 38679:			20.16			
38680						
03/19/15	38680	D And L Auto Parts	44.03	HYD Fluid - PW	03-220-5024	44.03
03/19/15	38680	D And L Auto Parts	112.46	Veh Maint - Supplies/Part - PW	03-220-5025	112.46
03/19/15	38680	D And L Auto Parts	19.45	Veh Maint - Supplies/Part - Police	01-140-5025	19.45
03/19/15	38680	D And L Auto Parts	188.47	Veh Maint - Supplies/Part - WW	15-500-5025	188.47
03/19/15	38680	D And L Auto Parts	70.12	Veh Maint - Supplies/Part - PW	03-220-5025	70.12
Total 38680:			434.53			
38681						
03/19/15	38681	Employers Direct Health	6.18	Aggregate Employer Insurance - M&C	01-110-5016	6.18
03/19/15	38681	Employers Direct Health	.50	Aggregate Employer Insurance - Admin	01-130-5016	.50
03/19/15	38681	Employers Direct Health	11.90	Aggregate Employer Insurance - Police	01-140-5016	11.90
03/19/15	38681	Employers Direct Health	30.91	Aggregate Employer Insurance - Magistrate	01-150-5016	30.91
03/19/15	38681	Employers Direct Health	11.89	Aggregate Employer Insurance - P&Z	01-180-5016	11.89
03/19/15	38681	Employers Direct Health	2.38	Aggregate Employer Insurance - Library	01-170-5016	2.38
03/19/15	38681	Employers Direct Health	11.41	Aggregate Employer Insurance - Park	01-180-5016	11.41
03/19/15	38681	Employers Direct Health	9.51	Aggregate Employer Insurance - Recreation	01-185-5016	9.51
03/19/15	38681	Employers Direct Health	23.31	Aggregate Employer Insurance - PW	03-220-5016	23.31
03/19/15	38681	Employers Direct Health	4.76	Aggregate Employer Insurance - Transit	01-230-5016	4.76
03/19/15	38681	Employers Direct Health	6.18	Aggregate Employer Insurance - Cemetery	01-181-5016	6.18
03/19/15	38681	Employers Direct Health	21.88	Aggregate Employer Insurance - WWTP	15-500-5016	21.88
03/19/15	38681	Employers Direct Health	31.37	Aggregate Employer Insurance - Water	16-550-5016	31.37
Total 38681:			171.18			
38682						
03/19/15	38682	Hill Brothers Chemical Co.	1,449.44	Chlorine & Dioxide - Water	16-550-5050	1,449.44
03/19/15	38682	Hill Brothers Chemical Co.	1,449.43	Chlorine & Dioxide - Wastewater	15-500-5050	1,449.43
Total 38682:			2,898.87			
38683						
03/19/15	38683	Hugh Bryant	65.00	Hep A/B Series	15-500-5035	65.00
Total 38683:			65.00			
38684						
03/19/15	38684	Open Range Pest Control	25.00	Pest Control 03/05/15	15-500-5035	25.00
03/19/15	38684	Open Range Pest Control	37.00	Pest Control 03/05/15	01-130-5035	37.00
03/19/15	38684	Open Range Pest Control	33.00	Pest Control 03/05/15	03-220-5035	33.00
03/19/15	38684	Open Range Pest Control	30.00	Pest Control 03/05/15	01-140-5035	30.00
03/19/15	38684	Open Range Pest Control	60.00	Pest Control 03/05/15	01-185-5035	60.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 38684:			185.00			
38685						
03/19/15	38685	Petty Cash	25.00	Water & Candy - M&C	01-110-5022	25.00
03/19/15	38685	Petty Cash	11.50	Copies of Apps for BLM	01-181-5022	11.50
03/19/15	38685	Petty Cash	22.57	Shop Supplies - PW	03-220-5022	22.57
03/19/15	38685	Petty Cash	30.00	Water & Candy - M&C	01-110-5022	30.00
03/19/15	38685	Petty Cash	12.00	Parking: USDA Meeting - S. Miller	01-130-5043	12.00
03/19/15	38685	Petty Cash	43.33	Janitorial Supplies - Transit	01-230-5034	43.33
03/19/15	38685	Petty Cash	23.25	Transit Fingerprints	01-230-5042	23.25
03/19/15	38685	Petty Cash	11.25	Money Order - Lien Removal Fee	01-130-5051	11.25
03/19/15	38685	Petty Cash	5.45	Cleaning Supplies - Transit	01-230-5022	5.45
03/19/15	38685	Petty Cash	23.00	Fair Pass - Promotion of Town	01-110-5044	23.00
03/19/15	38685	Petty Cash	6.00	Daily Senior Fair Pass - Promotion of Town	01-110-5044	6.00
03/19/15	38685	Petty Cash	6.00	Daily Senior Fair Pass - Promotion of Town	01-110-5044	6.00
Total 38685:			219.35			
38686						
03/19/15	38686	Pitney Bowes Inc	674.05	Quarterly Postal Meter Rental	01-130-5038	674.05
Total 38686:			674.05			
38687						
03/19/15	38687	River City Newspapers	48.39	Public Notice for a rezone - Legal #8634	01-160-5033	48.39
Total 38687:			48.39			
38688						
03/19/15	38688	Terry Pearson	72.00	Per Diem: OSHA Trng 3/17 - 3/18/15	15-500-5043	72.00
Total 38688:			72.00			
38689						
03/19/15	38689	Verizon Wireless	35.95	Cell Phone Services - Police	01-140-5048	35.95
03/19/15	38689	Verizon Wireless	61.14	Cell Phone Services - Transit	01-230-5048	61.14
03/19/15	38689	Verizon Wireless	120.86	Cell Phone Services - Admin	01-130-5048	120.86
03/19/15	38689	Verizon Wireless	93.46	Cell Phone Services - Park	01-180-5048	93.46
03/19/15	38689	Verizon Wireless	117.39	Cell Phone Services - Rec	01-185-5048	117.39
03/19/15	38689	Verizon Wireless	57.00	Cell Phone Services - PW	03-220-5048	57.00
03/19/15	38689	Verizon Wireless	61.14	Cell Phone Services - WWTP	15-500-5048	61.14
03/19/15	38689	Verizon Wireless	161.58	Cell Phone Services - Water	16-550-5048	161.58
Total 38689:			708.52			
38690						
03/19/15	38690	Western States Petroleum,	1,340.24	Unleaded Fuel - Police	01-140-5024	1,340.24
03/19/15	38690	Western States Petroleum,	756.95	Unleaded Fuel -Transit	01-230-5024	756.95
03/19/15	38690	Western States Petroleum,	153.25	Unleaded Fuel -Admin	01-130-5024	153.25
03/19/15	38690	Western States Petroleum,	56.04	Unleaded Fuel - P&Z	01-160-5024	56.04
03/19/15	38690	Western States Petroleum,	526.49	Unleaded Fuel - WW	15-500-5024	526.49
03/19/15	38690	Western States Petroleum,	391.49	Unleaded Fuel - Water Dept	16-550-5024	391.49
03/19/15	38690	Western States Petroleum,	623.71	Unleaded Fuel - PW	03-220-5024	623.71
03/19/15	38690	Western States Petroleum,	481.36	Unleaded Fuel - Park	01-180-5024	481.36
03/19/15	38690	Western States Petroleum,	10.47	Unleaded Fuel - Rec	01-185-5024	10.47

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 38690:			4,340.00			
38691						
03/19/15	38691	Yuma Winnelson Co.	3,716.65	System Maintenance	16-550-5091	3,716.65
Total 38691:			3,716.65			
38692						
03/19/15	38692	Curtis, Goodwin, Sullivan,	4,816.10	General Council Svcs February 2015	01-120-5071	4,816.10
03/19/15	38692	Curtis, Goodwin, Sullivan,	227.50	Special Council Svcs February 2015	15-500-5032	227.50
03/19/15	38692	Curtis, Goodwin, Sullivan,	688.48	Special Council Svcs February 2015	15-500-5032	688.48
03/19/15	38692	Curtis, Goodwin, Sullivan,	292.50	Special Council Svcs February 2015	01-120-5072	292.50
03/19/15	38692	Curtis, Goodwin, Sullivan,	5,215.08	Special Council Svcs December 2014	01-120-5072	5,215.08
Total 38692:			11,239.66			
Grand Totals:			60,529.42			
Grand Totals:			60,530.42	60,530.42-		.00

Report Criteria:

Report type: GL detail
 Check.Check Number = 38646-38692



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, March 24, 2015

Agenda Item #4 Authorize the filing of an application for FTA Sections 5310 and 5311 funding, committing the necessary local match for the project and stating the assurance of the Town of Quartzsite to complete the project upon receipt of the FTA Sections 5310, and 5311 funding.

Summary: Arizona Department of Transportation (ADOT) released a call for projects for various Federal Transit Administration (FTA) grants that were developed under the MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012. As part of this call for projects, there are two sections in MAP-21 under which the Town is eligible to file for grants.

The Town has been using federal transit funds to provide capital assistance for Quartzsite Transit Services (QTS) in the past. These funds help reduce the Town's dependency on the General Fund for operations capital assistance. These federal funds benefit human service transportation and rural transit operators by providing operations assistance and capital assistance with a local match. That local match for operations assistance ranges from 50% to 58% and for capital assistance is 10% to 20% depending on the funding program. The Town would use its general fund to provide match funding for this grant in an amount to not exceed \$82,500, minus donations and other miscellaneous revenues.

ADOT as the designated recipient of FTA Sections 5310 and 5311 has developed a competitive process for the distribution of these funds in the small urban and rural areas of the State. Staff will submit the following applications to ADOT after Town Council approval:

FTA Section 5310 - Funding for operations assistance

FTA Section 5311 – Funding for operations of fixed route public transportation

The Town Council will also need to make a determination that there is no non-profit transportation provider that is readily available and/or willing to provide transportation services to the Town of Quartzsite in order for the Town to be deemed eligible for FTA Section 5310 funding. There are no non-profit providers providing any transportation services and in fact relief on the Town's transit system or other surrounding transit systems to transport their clients.

Responsible Person: Janet Collier, Transit Coordinator

Attachment: Support Letter for Grant Applications
Resolution No. 15-04

Action Requested: **Open the public hearing, seek public comment, close the public hearing and motion to adopt a resolution authorizing the filing of an application for FTA Sections 5310 and 5311 funding, committing the necessary local match for the project and stating the assurance of the Town of Quartzsite to complete the project upon receipt of the FTA Sections 5310, and 5311 funding.**



TOWN OF QUARTZSITE

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

(928)927-4333 • Fax (928)927-4400

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

We are an Equal opportunity employer

www.ci.quartzsite.az.us

March 20, 2015

Dan Harrigan
Coordinated Mobility Program Manager
Arizona Department of Transportation
Multimodal Planning Division
206 South 17th Avenue, Mail Drop 310B
Phoenix, AZ 85007

Re: FTA Section 5130 & 5311 Grant Applications

Dear Mr. Harrigan,

The Town of Quartzsite is very excited about the submission of these FTA Section 5310 & 5311 grant applications to fund the Town's human services and fixed route transportation programs. The 5310 program helps transport seniors and persons with disabilities to important quality of life destinations such as employment, medical services, shopping, recreation, social services and educational opportunities. The 5311 will establish a fixed route for the general public.

On behalf of the Town, the Town Council urges your approval to provide funding for the Town's transportation programs so that the Town can continue to provide this valuable service to its seniors and persons with disabilities, as well as the community as a whole.

If you have any questions regarding this letter, please give me a call at 928-927-4333 or email smiller@ci.quartzsite.az.us.

Respectfully,

Skylor Miller
Town Manager
Town of Quartzsite

RESOLUTION NO. 15-04

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF QUARTZSITE AUTHORIZING THE FILING OF AN APPLICATION FOR FTA SECTIONS 5310 AND 5311 FUNDING, DETERMINING THAT THERE IS NO NON-PROFIT PROVIDER READILY ABLE TO PROVIDE THE TRANSIT SERVICE, COMMITTING THE NECESSARY LOCAL MATCH FOR THE PROJECT AND STATING THE ASSURANCE OF THE TOWN OF QUARTZSITE TO COMPLETE THE PROJECT UPON RECEIPT OF THE FTA SECTIONS 5310 AND 5311 FUNDING.

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012 continue the Federal Transit Administration Formula Programs (23 U.S.C 53) and Surface Transportation Program (23. U.S.C. 133); and

WHEREAS, pursuant to MAP-21, and the regulations promulgated thereunder, eligible project sponsors wishing to receive Federal Transit Administration (FTA) Sections 5310 and 5311 funding for a project shall submit an application first with ADOT, for review; and

WHEREAS, the Town of Quartzsite is an eligible project sponsor for FTA Sections 5310 and 311 funding; and

WHEREAS, the Town of Quartzsite wishes to submit a grant application to ADOT for FTA Sections 5310 and 5311 funding.

NOW, THEREFORE, BE IT RESOLVED THAT THE QUARTZSITE TOWN COUNCIL hereby states that:

1. It is an eligible sponsor of projects for FTA Sections 5310 and 5311 funding programs.
2. It is authorized to submit an application to receive the FTA Sections 5310 and 5311 funding programmed, if awarded.
3. There is no legal impediment to the Town of Quartzsite making applications for receiving FTA Sections 5310 and 5311 funding.
4. There is no pending or threatened litigation, which might in any way adversely affect the proposed project, or the ability of the Town of Quartzsite to deliver such project.
5. The Town of Quartzsite is authorized to execute and file an application for receiving funding under the FTA Sections 5310 and 5311 funding.
6. That the Town Manager, Transit Coordinator or designee is authorized to sign and execute any necessary agreements and documents to carry this FTA Sections 5310 and 5311 funding application forward.
7. That there is no non-profit transportation provider that is readily available and/or willing to provide transportation services to the Town of Quartzsite and that the Town is deemed eligible for FTA Section 5310 funding.

BE IT FURTHER RESOLVED that the Town Council of the Town of Quartzsite by adopting this resolution does hereby state that:

1. The Town of Quartzsite will provide local matching funds.
2. The Town of Quartzsite understands that the FTA Sections 5310 and 5311 programmed for the project is fixed as stated on the application and that any cost increases must be funded by the Town of Quartzsite from local matching funds, and that the Town of Quartzsite does not expect any cost increases to be funded with FTA Sections 5310 and 5311 funding.
3. The projects listed on the FTA Sections 5310 and 5311 funding Program of Projects will be purchased and implemented and, if approved, for allocation, the amount shown in the ADOT Program of Projects with obligation occurring within the timeframe set forth herein.
4. The program funds shall be expended once the Town of Quartzsite receives the Notice to Proceed and Standard Agreement from ADOT.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Quartzsite, Arizona this 24th day of March 2015.

Ed Foster, Mayor

ATTEST:

Tina Abriani, Town Clerk

APPROVED AS TO FORM:

Curtis, Goodwin, Sullivan, Udall &
Schwab, PLC
Town Attorneys
By:



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, March 24, 2015

Agenda Item #5 Consider approval of the minutes of the Work Session of March 10, 2015, the Regular Meeting of March 10, 2015 and the Special Meeting of March 17, 2015.

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 Work Session of March 10, 2015, the Regular Meeting of March 10, 2015 and the Special Meeting of March 17, 2015.

Action Requested: Motion to approve the Work Session of March 10, 2015, the Regular Meeting of March 10, 2015 and the Special Meeting of March 17, 2015.

MINUTES
TOWN OF QUARTZSITE
WORK SESSION OF THE COMMON COUNCIL
TUESDAY, MARCH 10, 2015, 6:00 PM

CALL TO ORDER: 6:04 p.m.

Meeting called to order by Vice Mayor Simpson due to the Mayor's absence.

INVOCATION: None given.

PLEDGE OF ALLEGIANCE: Vice Mayor Simpson led the pledge.

ROLL CALL:

Present: Vice Chairman Simpson, Council Member Kelley, Council Member Warner, Council Member Orgeron, Council Member Davidson, Council Member St. Germain.

Absent: Mayor Foster

STAFF PRESENT: Skylor Miller, Town Manager; Susan Goodwin, Town Attorney; Ernie Renfro, Chief of Police; and Tina Abrani, Town Clerk

WORK SESSION:

1. PRELIMINARY 2015-2016 BUDGET WORKSHOP - Review, discussion and direction to staff regarding the upcoming 2015-2016 Tentative Budget.

- **Budget Process and Timeline**
- **Estimated Revenues for FY 15-16**
- **Proposed Capital Projects for FY 15-16**

Town Manager Miller gave an overview presentation of the tentative schedule for the work to establish a fiscal year 2015-2016 tentative Town budget. He explained the schedule is flexible. He advised the Council that the Finance Department has been updating all the employee associated costs by department.

Town Manager Miller stated the object of the budget is to have the Town provide services efficiently and economically.

Council Member Orgeron suggested, in addition to being financially frugal, the Town look at the cost of vendor permits and licenses to increase revenue. He advised that the price for the permits and licenses is low.

Council Member Orgeron stated that serving on the Council should be a civic duty and not a paid position.

Town Manager Miller said he would like to have the department heads appear before the Council to talk about their department's operation, capital projects, and equipment needs.

Council Member St. Germain instructed Town Manager Miller to tell the department heads to be prepared with line by line detail in their proposed budgets.

Council Member St. Germain advised he will make the cuts in the budget if the department heads do not.

Council Member Kelley stated she would like to see the department heads tell the Council how many people are in the department, what their jobs are and what they do.

There was discussion of the waste water treatment plant.

2. POLICE DEPARTMENT RESTRUCTURING - Chief Renfro to present proposed restructuring and discuss benefits, added services and the effect on personnel and ancillary budget line items.

Chief Renfro gave a PowerPoint presentation regarding the 2015-2015 Re-Organization Structure. He explained the restructuring that he has in place and some of the benefits. He plans to make the Police Department be structured as a typical department more so than it has in the past, but also cut staff and reduce costs.

Chief Renfro spoke of the K-9 the Police Department acquired free of charge. The proposed detective position and the K-9 will work to reduce the drug traffic along the major drug corridors of Interstate 10 and Highway 95.

Chief Renfro sees the department performing more efficiently and effectively with a lieutenant to look over the officers and sergeants. He noted the department has been funded for thirteen positions with one administrative staff.

Chief Renfro advised his idea will keep the department under budget. He explained that he will bring in a lieutenant position, keep four patrol officers, the detective position will be filled from within the department, and keep the civilian staff administrative position. One of the sergeants will be the Police Department's Community Resource Officer. When Sergeant Frausto retires, his position will go back to police officer. Chief Renfro proposed one to two reserve officers.

Town Manager Miller read from the PowerPoint screen listing the re-organizational chart: the top position is chief, followed by the lieutenant, the patrol sergeant would be the multi-levels of accountability and management; the detective would report to the lieutenant, as would the administrative sergeant who will serve as the Community Resource Officer and oversee the evidence clerk/human resources administrative position.

There was review and discussion of the Police Department Budget and the reduction in expenditures with the proposed re-structuring.

Chief Renfro related the duties of the lieutenant and the importance of the position.

Chief Renfro spoke regarding creating partners with law enforcement agencies within La Paz County.

Chief Renfro discussed the use of reserve officers.

One of the Chief's goals, as he stated, is to get the officers involved in writing grants to garner award monies to be used on equipment and vehicles.

Town Manager Miller explained that the lieutenant's position is new and three officer positions are being removed. He asked Council to direct staff to move forward with the hiring process for the lieutenant's position.

The Council agreed and directed staff to move forward. There were no dissenting opinions expressed by Council.

Council Member Davidson moved to adjourn and Council Member Orgeron seconded the motion. The vote was unanimous. Motion Passed.

ADJOURNMENT: 7:07 p.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of March 10, 2015, of the Town Council of Quartzsite, Arizona, held on March 10, 2015.

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

DATED this 24th day of March 2015

Tina Abriani, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor

MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE COMMON COUNCIL
TUESDAY, MARCH 10, 2015, 7:00 PM

CALL TO ORDER: 7:17 p.m.

Vice Mayor Simpson called the meeting to order due to Mayor's physical absence.

INVOCATION: Pastor Bruce said the prayer.

PLEDGE OF ALLEGIANCE: Allegiance to the flag was pledged.

ROLL CALL:

Present: Vice Mayor Simpson, Council Member Kelley, Council Member Warner, Council Member Orgeron, Council Member Davidson, Council Member St. Germain, and Mayor Foster appeared telephonically.

STAFF PRESENT: Skylor Miller, Town Manager; Susan Goodwin, Town Attorney; and Tina Abriani, Town Clerk

ANNOUNCEMENTS:

Council Member Kelley announced there will be a Town of Quartzsite booth at the La Paz County Fair this weekend. She invited townsfolk to attend to promote Quartzsite.

Council Member Kelley announced a fund-raiser at Tyson, in the tin building, Puff will be out front, on Thursday, March 19, 2015 from 3:00 p.m. – 6:00 p.m. Chili cheese steak sandwiches, macaroni salad, chips, dessert and a drink will be served for a five dollar donation. She asked that everyone come out to help the food bank get through the summer.

Council Member St. Germain announced that on April 4, 2015, the first annual All Fools' Rally is coming to Town. There will be an ATV, four-wheeler, and dune buggy run that is about twenty to twenty-five miles long. First, second, and third prizes will be \$500, \$300, and \$100.00 It will start at Gunny's Military Museum and end up at the VFW. The VFW will have the new building open by then, the old Palo Verde restaurant. There will be events going on all day long, including breakfast, lunch and supper.

Council Member St. Germain also announced a very special event scheduled for 3:30 p.m. on Saturday, April 4, 2015. The Quartzsite Improvement Association, QIA, has raised over \$11,000 to buy a track wheelchair, which will be donated to a wounded warrior at 3:30 p.m. It will be awarded to a young man who lost his leg and partial use of his arm while serving our country in Afghanistan.

It will be a national event. Council Member St. Germain encouraged everyone to attend. There will be an egg eating contest and a pie eating contest. He said to dress like a 'fool' because there will be a plaque given out for the best-dressed female fool and another plaque for the best-dressed male fool.

Chinese lanterns with the names of a loved one on it will be released at 8:30 p.m. for which donations will be taken. There will be two live bands and event coordinators are trying to get KFLG to do a live remote broadcast. He encouraged everyone to attend, especially around 3:30 p.m. to thank the young wounded warrior.

CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS:

Jennifer Jones spoke regarding open meetings and the call to the public. She referenced the auditor's report, the Town's debt and the Town's need for money. She suggested the use of HURF monies to repair Kuehn by Vito's because it is in a terrible state of disrepair. She commented on keeping public works busy. She suggested that the Town go to a four day work week for about nine months out of the year with no full-time employees and no benefits. She said the Town could shut the air conditioning off and noted that Blythe does it. She advised that she contacted the new State Attorney General to report the Town's misuse of HURF monies.

Carolyn Wirtzberger advised that for the at least a second month in a row, she did not receive her paper water bill. Town Manager Miller will investigate.

PROCLAMATIONS:

- 1. RECOGNITION OF JONATHAN DAVID McELWAIN – Proclamation paying tribute to Jonathan David McElwain as an outstanding representative of the youth of the Town of Quartzsite and recipient of the earned honor of achieving the highest rank in Boy Scouts, attained by only two percent of all Scouts, the Eagle Scout badge.**

Vice Mayor Simpson read the proclamation aloud.

Town Manager Miller stated Jonathan David McElwain will be receiving his Eagle Scout badge at a ceremony in late March. Town Manager Miller announced all Council Members have been invited to attend, as well as some Town staff members. Town Manager Miller advised that once he knows who plans to attend, plans can be made to have a formal presentation of the proclamation.

Vice Mayor Simpson read the invitation aloud, stating the ceremony will take place on Saturday, March 28, 2015 at 4:30 p.m., at the LDS Church, 455 Riggles Road, Quartzsite, AZ, with a reception with desserts and drinks following the ceremony. Vice Mayor Simpson said he hopes to see a big crowd there.

PRESENTATIONS:

ARIZONA PEACE TRAIL – JC Sanders, Arizona Peace Trail Committee Member, will provide information regarding the 680 mile OHV trail connecting 3 Counties: Mohave, La Paz, and Yuma from Bullhead City to Yuma. The non-profit organization's mission statement is: *To develop a loop trail system utilizing existing trails and roads in Western Arizona connecting Bullhead City to Yuma and assist the land managers in maintaining the trail system. Work with city, county, state and federal agencies to keep the desert roads and trails open for public use. Work on projects for our community, our highways and our public lands. Promote the sport of Off Highway Vehicle (OHV) riding safety, with awareness and respect for the environment.*

JC Sanders gave a PowerPoint presentation regarding the loop trail system. He gave an overview of the origin, growth, long term goals and support of the Arizona Peace Trail and how it benefits the area and will promote winter recreation in Western Arizona. You can visit arizonapeacetrail.com and find it on Facebook.

CONSENT AGENDA:

- 2. LEDGER OF ACCOUNTS PAID – Consider approval of check series 38599 - 38645, totaling \$126,872.53.**

Vice Mayor Simpson stated the consent agenda is a list of items believed to be non-controversial and any Member of Council can remove any item for separate discussion and action.

Town Manager Miller noted that he reviewed the list of checks and found no items that warranted being pulled for further discussion at this time.

Council Member St. Germain moved to accept the consent agenda as is and Council Member Warner seconded the motion. The vote was unanimous. Motion Passed.

ADMINISTRATIVE ITEMS

- 3. MINUTES – Consider approval of the minutes of the Work Session of February 24, 2015; the Special Meeting of February 24, 2015; and the Regular Meeting of February 24, 2015.**

Council Member Orgeron moved to approve the minutes of the Work Session of February 24, 2015; the Special Meeting of February 24, 2015; and the Regular Meeting of February 24, 2015. Council Member Warner seconded the motion. The vote was unanimous. Motion Passed.

- 4. APPROVED VENDOR LIST FOR CONSENT AGENDA - Discussion regarding establishing an approved vendor list for future consent agendas.**

New vendors and purchases not on the vendor list are to be listed separately. Justification for each expenditure and the correlating budget information, as well as the name of the person or department requiring each expenditure, should be listed for each and every expenditure not on the approved vendor list for the consent agenda. *Item requested by Vice Mayor Simpson.*

Town Manager Miller said moving forward, the Town could establish a list of previously used vendors which would serve as a baseline to be listed on the consent agenda. Each new vendor listed for payment, would be a separate agenda item for Council's review and possible approval.

Council Member Warner asked to be advised of when payments are due, new and baseline vendors, how often they are paid and when the payments will hit in the budget cycle.

Council Member Orgeron noted that he thinks everyone would like to speed up the process.

Council Member Warner asked that she be advised of any contracted vendors and of when the contracts expire.

The Council agreed to direct staff to construct a list of vendors.

5. COUNCIL TO APPROVE ALL NEW HIRES - Discussion and possible action to require all proposed new hires, either budgeted or not, be approved by Council before the applicant is hired. *Item requested by Vice Mayor Simpson.*

Vice Mayor Simpson explained his thinking on this matter and why he requested the agenda item.

Council Member Orgeron stated his concern regarding redundancy and the possibility of the Council micromanaging the Town Manager.

Council Member Orgeron asked that the agenda item be opened to the public.

The Mayor said the agenda item is not a concern of the public and its participation may cloud the issue. He stated that it is an administrative item between elected officials and Town staff.

Council Member Orgeron stated everything is of interest to the public.

The Mayor stated Council Members oversee the finances of the Town which includes the payroll.

Council Member Kelley wanted to see the item open to the public. She asked why the Town has a Town Manager if the Council is going to micromanage him.

Council Member Kelley suggested that when each department head goes before the Council during the budget process, that department head should tell the Council if they need more or less staff.

Council Member Davidson moved to approve Item 5 as read.

The Town Attorney recommended the motion read: that the Council approve filling a position before a new employee is hired by the Town Manager.

Council Member St. Germain seconded the motion.

Town Attorney Goodwin read the proposed motion: that the Council approve filling a position before a new employee is hired by the Town Manager and Council Member Davidson moved that. Council Member St. Germain seconded the motion.

Council Member Orgeron moved to open the agenda item to the public and Council Member Kelley seconded the motion.

ROLL CALL VOTE:

Vote: Motion passed (summary: Yes = 4, No = 3, Abstain = 0).

Yes: Council Member Kelley, Council Member Warner, Council Member Orgeron, Council Member St. Germain. **No:** Mayor Foster, Vice Mayor Simpson, Council Member Davidson.

Mike Jewitt spoke about micromanaging and the Council's responsibilities.

Jennifer Jones spoke about the La Paz County Board of Supervisors' process for approval of personnel hiring, firing and promotions. She also talked of financial control of public funds and checks and balances.

Elmer London, resident, stated he was trying to take a practical look at the situation from the standpoint of the people who would be hired, in asking why the applicants must appear before the Council.

Town Manager Miller stated it was his understanding that he would need to go before the Council for approval to begin the recruitment process. The Town staff would complete the recruitment process, and then the Town could offer the applicant the position contingent upon fiscal approval of Council.

Vice Mayor Simpson stated the motion is that the Council will have final say on filling a position not screening individuals.

ROLL CALL VOTE:

Vote: Motion Passed (summary: Yes = 5, No = 2, Abstain = 0).

Yes: Mayor Foster, Vice Mayor Simpson, Council Member Warner, Council Member Davidson, Council Member St. Germain. **No:** Council Member Kelley, Council Member Orgeron.

Town Manager Miller asked if Town staff needs to first go to the Council for approval of the recruitment process, or if the Council can be notified via memorandum or the Town Manager's individual contact with the Council Members.

Town Manager Miller proposed that when there is a staffing need he will make Council immediately aware of that need and if there is a concern it can be addressed on an individual basis. He went on to say that if he begins the advertisement to solicit applications and Council has a concern, they should bring it to the rest of the Council's attention at a formal meeting and he will suspend the process. He will operate under the assumption that he has consent of Council if he has notified them and does not hear from them. Council agreed. No dissenting opinions were offered.

- 6. REZONE 010615-1 - Discussion and possible action to adopt an ordinance to Rezone property located at 4225 Mockingbird Street, Quartzsite, AZ 85346. APN: 306-20-014 from SR to C-2 for the purpose of placing a commercial sign.**

Council Member Orgeron moved to open the agenda item to the public.

Town Manager Miller advised that the Planning and Zoning Commission held a public hearing on this case on February 17, 2015, at which the public was given an opportunity to speak. The case was continued and formally approved by the Planning and Zoning Commission on February 23, 2015.

Town Manager Miller advised that approving the rezone modifies a property zoning district. He explained the focus and the action requested is for the purpose of the rezoning, not the consent of any use.

Town Manager Miller stated this zone change is not compliant with the Town's recently adopted General Plan. He said in order for the zone change to be compliant with state law, the Planning & Zoning Commission needs to initiate an immediate study of the Mockingbird corridor to review the General Plan as it relates to this area.

Vice Mayor Simpson stated his concern regarding a possible improper notice in the matter. There was only one public notice regarding the Planning & Zoning Commission's public hearing regarding the rezone. The notice listed the hearing date as February 17, 2015 and a regular Council Meeting for February 24, 2015, at which the Council would review the Planning & Zoning's recommendation to grant the rezone or to deny it. On the Planning & Zoning Commission's Agenda for February 17, 2015, no possible action was listed, so the Commission could only review the matter and not vote

to recommend or deny. Another meeting was held on February 23, 2015 at which the Commission voted to recommend the rezone.

Town Attorney Goodwin recommended that a new notice be posted, stating when the Council may take action on the item. She said that was in addition to the Town Manager's concern regarding the General Plan, which needs to be addressed.

Town Manager stated he is proposing to continue this item to the next Council Meeting with a new posted notice.

7. COLORADO RIVER ALLOCATION - Discussion and possible action to amend and supplement the contract with the U.S. Department of the Interior, Bureau of Reclamation for delivery of Colorado River water through January 28, 2029.

Town Manager Miller stated this is a continuation of the process of something that hasn't been utilized by the Town in the past, but is certainly a resource that the Town is not prepared to give up. The original allocation was set to expire in 2012; however, Town staff and Council took action to secure an extension.

He stated that in order to continue this process the Town must review the document and finalize it so that the process can move forward to secure the Colorado River allocation through 2029.

Town Attorney Goodwin stated this is a binding contract and the Town is agreeing by contract not to disincorporate.

Council Member Orgeron moved to approve the amendatory and supplemental contract with the U.S. Department of the Interior Bureau of Reclamation for delivery of Colorado River water through January 28, 2029. Council Member Kelley seconded the motion. The vote was unanimous. Motion Passed.

8. TOWN VOLUNTEER BOARDS - Preliminary review, discussion and possible direction regarding existing Boards, Committee, Commission, Corporation and their status.

Town Manager Miller stated this is a fairly broad discussion of existing boards. He advised there are a number of vacancies. He asked if the Council had a threshold of how many applicants they must have for a vacancy before they review the applications.

Council Member Kelley and Council Member Orgeron would like to see the volunteer interest statements brought to the Council when they come in to the Town Hall, both for new volunteers and for those that wish to continue in their current position after the term expires.

Vice Mayor Simpson stated he wants to see a concerted effort to advertise vacancies and the need for new volunteers.

Town Manager Miller said the vacancies will be advertised for a thirty day time period and he will bring the results to the Council.

Richard Thompson spoke regarding volunteerism and said it sounds like recruitment and advertising are needed. He suggested starting with the Council Members having applications with them when they are out in the community.

Jennifer Jones spoke of work sessions in the past with the prior administration and contractual obligations. She suggested that the primary concern be to fill statutorily governed boards. She also spoke of citizens groups.

Bruce Swart, Chairman of the Cemetery Board, said that awhile back the Board was asked if it wanted to stay a board of the Town and remain accountable and the answer was yes. He spoke of the boards recruiting for volunteers and said word of mouth is the best advertisement.

He talked of ways the Council could advise the board members that the Council appreciates them and knows the boards are doing something important.

9. SALES TAX DISCUSSION - Discussion and possible action to review vending practices within Town during special craft show events and compliance with State laws. Item requested by Council Member Warner.

Town Manager Miller advised the Council that he had three requests to speak from the public.

Council Member Orgeron moved to open the item to the public and Council Member Kelley seconded the motion. The vote was unanimous. Motion Passed.

Town Manager Miller stated that he believed the intent of the agenda item was to ensure that the Town's current practices for how all vendors and retail establishments are regulated are fair and in accordance with state law.

Council Member Warner spoke regarding crafters that do not have the proper sales tax ID for the State of Arizona.

There was some discussion of private transactions.

Bert Day, a crafter, spoke regarding crafters not being willing to buy a license to sell crafts. She said she would not personally be willing to buy a license to sell her crafts.

The Mayor suggested the Council direct staff to check with other communities throughout the state to see how they handle this situation.

Council Member Warner advised that the woman she spoke with at the Arizona Department of Revenue stated the Lake Havasu City Town Code had excellent verbiage regarding this issue.

Town Attorney Goodwin advised there are two issues, one is the obligation to pay sales tax which is state law and part of the Town tax code; the other issue is that of Town Code provisions for vendor and business licenses.

She stated the Town can regulate crafters and other vendors through the Town Code and there is an obligation to pay the state transaction privilege tax.

Council Member Kelley spoke regarding how the issue was handled in the past.

Starr BearCat spoke regarding various ways of collecting taxes.

Council Member Warner advised she is not trying to attack the crafters. She stated she has the same stance with anyone in Quartzsite regarding state laws and lost Town revenue.

Starr BearCat spoke regarding generating income by checking properties that act as RV parks that are not paying the proper sewer and water rates.

Jennifer Jones spoke regarding weekend exemptions, yearly exemptions, yard sales, primary purpose, artists and the definition of a yard sale and its parameters.

Howard Andreasen, President of the QIA for four years, spoke regarding the loss of revenue to the Town by not collecting permit fees or taxes and compared that amount to the amount that will be lost if the crafters stop selling.

Cathie Landon, the current Craft Chairman for the QIA, represents 150 crafters. She advised there are a total of five craft fairs and they are not full-time people. She asked the Council be considerate and not make the crafters be businesses when they are not business people. She suggested that the Council look into a blanket or an umbrella permit for the crafters.

Charles Weinheimer, he and his wife are crafters, stated he gathers the discussion is not about vending, but about commerce. He talked about the crafters paying sales tax for the project materials before the product is made and the fact crafters make so little money.

Town Manager Miller spoke regarding the need to update the Town Code with a process to accommodate an activity as light as the craft shows.

Marilyn McFate, spoke regarding the beginnings of Quartzsite and the draw of the hand-crafted items that bring business to Quartzsite. She asked that the Town find a way to make the crafters happy and make the craft shows work.

Council Member Warner said all she is saying that there is a tax already in place that should be paid.

Town Attorney Goodwin read a short *definition of what is not taxable* for sales tax and noted that everything else is taxable. She read: *a casual activity or a casual sale – a transaction of an isolated nature made by a person who neither represents himself to be nor is engaged in a business subject to the tax*, such as the 'one-time yard sale', or 'I own a car and I sell it to my neighbor'. She explained that usually that definition captures people who regularly sell crafts. She suggested staff take a look at the matter and go back to the Council with a recommendation. She advised that the Town is in control of the amount it charges for business licenses; but, it is a state requirement to pay the sales tax. She said staff could look at an adjustment to make it fairer to the small craftsmen.

Elmer London said it seems to him that there have been so many ways to try to destroy the embodiment of Quartzsite and the Town Attorney has found the solution. Mr. London thanked Town Attorney Goodwin.

Tony Carnevale spoke regarding craft fairs and how craft sales may be ruined and there must be a way to avoid treating crafters as businesses.

Staff was directed to look into the matter.

10. COMMUNITY EVENTS – Discussion and possible direction to utilize town resources for planning, coordinating, and executing special events throughout the year. Item requested by Council Member Kelley.

Council Member Kelley spoke regarding community events for the residents and their importance. She said there was a lot of participation in past Town events. She asked the Council that on Memorial Day the Town be permitted to use the Town Park to have a picnic in the park, movies and water toys. She advised that the volunteers provide everything else. She asked if the Town can set up the water equipment.

Town Manager Miller said Council Member Kelley brought up a great issue. He stated when spending Town money, it should be on value added services and one of the things the Town wants to do is community outreach.

He said there is not a specific line item in the budget for events. He explained there have been appropriations made for Fourth of July's fireworks only, no other items for that event. He advised there have been no funds earmarked for Easter activities; but, there is money in line items that meet the criteria for use on Easter activities.

Town Manager Miller suggested moving forward, with consent from Council, have a special events line item in the budget and actually appropriate money for these events.

There was more discussion of the costs of events. Town Manager Miller said the Town would set up the water toys for the Easter event.

Council Member Orgeron asked the approximate cost for each event. Town Manager Miller advised each event could be up to \$500.

- 11. EXECUTIVE SESSION - An executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position regarding amendments to a Power Purchase Agreement for Wastewater Project with SunEdison Origination1, LLC that is the subject of negotiations.**

ADJOURN TO EXECUTIVE SESSION - 10:01 p.m.

Council Member Orgeron moved to adjourn to executive session and Council Member St. Germain seconded the motion. The vote was unanimous. Motion Passed.

RETURN TO OPEN SESSION - 10:25 p.m.

At 10:25 p.m., Vice Mayor Simpson called the regular session back to order.

ROLL CALL:

Present: Vice Mayor Simpson, Council Member Kelley, Council Member Warner, Council Member Orgeron, Council Member Davidson, and Council Member St. Germain.

Absent: Mayor Foster.

- 12. CONTRACT AMENDMENT - SUNEDISON ORIGINATION1, LLC - Consideration, discussion and possible approval of an amendment to the Power Purchase Agreement for Wastewater Project with SunEdison Origination1, LLC.**

Council Member Warner moved to approve the power purchase agreement for wastewater project with SunEdison Origination1, LLC with the provision that the Town Manager is allowed to make non-substantial changes to Amendment 1 to the power purchase agreement. Council Member Orgeron seconded the motion. The vote was unanimous. Motion Passed.

COMMUNICATIONS

Reports from the MAYOR on current events. - None

Reports from the COUNCIL on current events. - None

Reports from the TOWN MANAGER to the Council. - None

Town Manager Miller spoke regarding the Magistrate Court Judge's resignation. Town Manager Miller recommended a special meeting be held early next week regarding this matter.

ADJOURNMENT: 10:29 p.m.

Council Member Orgeron moved to adjourn and Council Member Warner seconded the motion. The vote was unanimous. Motion Passed.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of March 10, 2015, of the Town Council of Quartzsite, Arizona, held on March 10, 2015.

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

DATED this 24th day of March 2015

Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor

MINUTES
TOWN OF QUARTZSITE
SPECIAL MEETING OF THE COMMON COUNCIL
TUESDAY, MARCH 17, 2015, 2:00 PM

CALL TO ORDER: 2:01 p.m.

INVOCATION: None.

PLEDGE OF ALLEGIANCE: Led by Council Member St. Germain.

ROLL CALL:

Present: Mayor Foster, Vice Mayor Simpson, Council Member Warner, Council Member Davidson, Council Member St. Germain.

Absent: Council Member Kelley, Council Member Orgeron.

STAFF PRESENT: Skylor Miller, Town Manager; Dana Andersen, Park Department Director; Emmett Brinkerhoff, Public Works Director; and Tina Abriani, Town Clerk

ADMINISTRATIVE ITEMS:

- 1. MAGISTRATE COURT – Discussion, review, and direction to staff regarding the current status of the Quartzsite Magistrate Court operations in order to facilitate an appointment process for a Town Magistrate.**

Town Manager Miller stated Judge Amanda Lilly tendered her resignation and her last actual day will be April 2, 2015. He explained that about two and one-half weeks ago a candidate was interviewed for the position of the temporary clerk, and at the request of Judge Lilly, he gave Judge Lilly the authorization to make that appointment. He stated there is a permanent clerk position that is currently vacant and that Council could act on in the future.

The temporary clerk that has just been hired is named Pam Shirley and she will serve as clerk and as pro tem. She was the Chief Court Clerk in the Parker Justice Court and an approved county pro tem judge.

Vice Mayor Simpson asked what the magistrate court is and what the differences in services are compared to other courts.

Mayor Foster explained that the Town is required by state statute to have a magistrate court system. He said it could be done in-house, be consolidated or contracted out, but the town is responsible for magistrate court functions.

The Mayor opened the discussion to consolidating the magistrate court with the Quartzsite Justice Court.

The Mayor explained the judge of the court that the Town wants to consolidate with must agree to provide the service.

The Mayor directed the Town Manager to write a letter to Judge Carnevale of the Quartzsite Justice Court and to bring a formal response from her to the Council.

2. PARK DEPARTMENT BOOM TRUCK PURCHASE – Review and direction to staff to purchase a FY 14-15 budgeted boom truck for the Park Department from a private seller.

Town Manager Miller spoke of a boom truck's uses. He stated it is an identified need and could be used in multiple departments. The cost of renting one or using the services of a business that uses one was discussed.

The truck the Town wants to buy was for sale on Craig's List and is from Tempe. It is a 1994 Ford bucket truck, diesel, and is currently being offered for \$7,000.

The Town asked the owner to put a hold on it so that the matter could be taken to Council for approval. Since the last budget cycle, this is the best deal they could find.

Town Manager Miller stated there are surplus HURF monies available and the purchase of this item would not be a misuse of the funds.

There was discussion of operator training.

Council Member St. Germain spoke regarding maintenance logs, usage logs, and safety logs for all vehicles.

Vice Mayor Simpson moved to approve the purchase of the boom truck mentioned and the funding for it. Council Member St. Germain seconded the motion. The vote was unanimous. Motion Passed

3. COMMUNITY CENTER OPERATIONS AND ACTIVITIES – Review of current Community Center operations, programming, staffing, fee schedule and discussion of possible changes.

Town Manager Miller advised that Council Member Kelley was unable to attend the meeting but is very interested in this agenda item.

Town Manager Miller stated that Yesenia Jackson, Recreation Specialist, resigned from the Park Department. The summer and after-school programs are suspended until someone qualified to continue the proper programming is hired. Until someone is hired, the town is utilizing other staff on an attendant basis to keep the community center open.

Council Member St. Germain moved to put community center operations and activities on the next agenda and moved that the item be closed for right now. **Council Member Warner seconded** the motion. The vote was unanimous. **Motion Passed.**

Vice Mayor Simpson moved to adjourn and **Council Member St. Germain seconded** the motion. The vote was unanimous. **Motion Passed.**

ADJOURNMENT: 2:40 p.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of March 17, 2015, of the Town Council of Quartzsite, Arizona, held on March 17, 2015.

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

DATED this 24th day of March 2015

Tina M. Abrani, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor



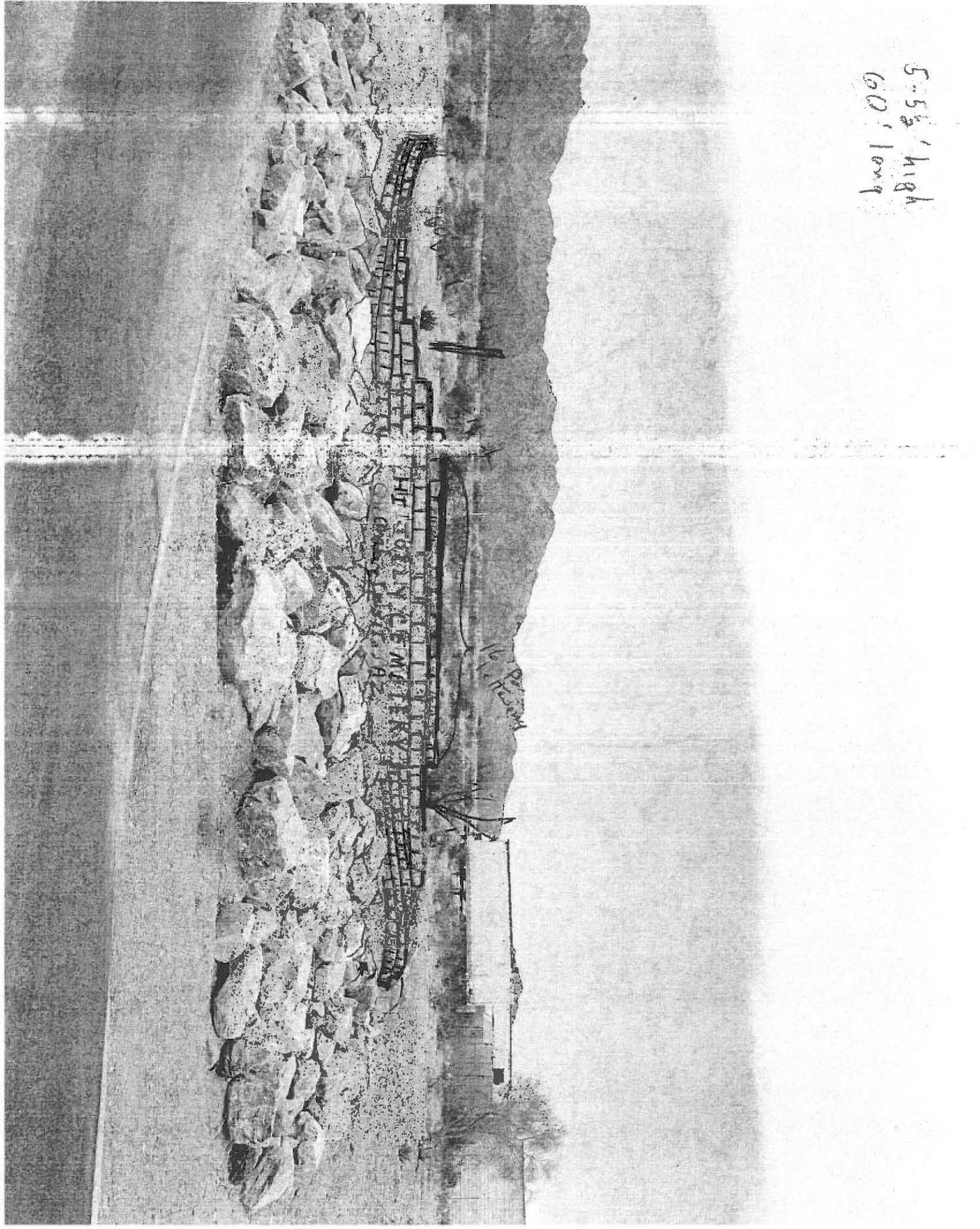
TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, March 24, 2015

- Agenda Item #6** Discussion and possible action to authorize the purchase of materials for the proposed capital improvement construction of the Hi Jolly Cemetery Kofa Road entrance improvements (budgeted FY 2014-2015).
- Summary:** Project Name: Town of Quartzsite Capital Improvements Plan – Hi Jolly Cemetery Kofa Entrance Improvements.
- Project Description: Signage, landscaping and entrance hardscape are instrumental in keeping up the Cemetery's historic point of interest and tourist appeal to an historic monument.
- Responsible Person:** Skylor Miller, Town Manager
Dinice Ross, Cemetery Department
- Attachment:**
- \$8,433.57 Ace Hardware Estimated Invoice
 - Approved minutes of the November 3, 2014 Regular Hi Jolly Cemetery Board Meeting.
- Action Requested:** Motion to authorize the purchase of materials for the construction of the Cemetery's Kofa Road entrance improvements.

5-5 1/2' high
60' long



HEAVY CONCRETE
GATE

16' 10" high



**DAVIS BUILDING SUPPLY
and ACE HARDWARE**

INVOICE

1408 JOSHUA AVE. P.O. BOX 3307
PARKER, ARIZONA 85344

LIGHT WEIGHT BLOCKS
CEMENT PAINT FLYWOOD

LUMBER INSULATION
ROOFING PLASTER BOARD

DATE NO. 1
OUR COMPANY ASSUMES
NO RESPONSIBILITY FOR
DAMAGES INSIDE OF CURB
OR PROPERTY LINE.

CHECK LOAD WITH DRIVER
OR NO CLAIM OF SHORTAGE
WILL BE ALLOWED

EVERYTHING TO BUILD ANYTHING
SERVING THE COMMUNITY SINCE 1947

PHONE (928) 669-2239
CUT MATERIALS NON-RETURNABLE, ALL
RETURNS MUST BE ACCOMPANIED BY RECEIPT.

FORM NO. HRI3C (1/88)

TOMMY THOMAS

CUST # *5
TERMS: CASH/CHECK/BANKCARD

EST # 237627/1
DATE : 2/02/15
CLERK: WILLY
TERM # 555

TIME : 8:32

* ESTIMATE *

QUANTITY	UM	ITEM	DESCRIPTION	SUG. PRICE	PRICE/UNIT	EXTENSION
200	EA BL		KEYSTONE STANDARD COMPAC IN WHITE	15.94	15.94 /EA	3,188.00*
200	EA BL		KEYSTONE STANDARD COMPAC IN FUEGO RED	13.00	13.00 /EA	2,616.00*
60	EA BL		KEYSTON COMPAC-CAP IN WHITE	15.94	15.94 /EA	956.40*
12	EA PALLET		BLOCK PALLET DEPOSIT	16.00	16.00 /EA	192.00*N
5	ST RBS12		REBAR 1/2 X 20'		6.91 /ST	34.55
2	4X MPS18		MILL PLATE 1/8 X 4X8 SHEET		133.17 /4X	266.34
90	EA RE90		RED-E-CRETE 90LB 3500PSI	4.47	4.47 /EA	402.30*
2	EA QUICK		QUIKCRETE PALLET DEPOSIT	15.00	15.00 /EA	30.00 N
4	EA HFR20416		2 X 4 X 16 DOUG FIR	7.98	7.18 /EA	28.72
			NET			

ESTIMATE ** ESTIMATE **

TAXABLE 7492.31
NON-TAXABLE 222.00
SUB-TOTAL 7714.31
TAX AMOUNT 719.26
TOTAL ESTIMATE 8433.57

X

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BASIC INSTALLATION

You have chosen your preferred Keystone unit for installation, so now it is time to begin installation of your retaining wall. This section will take you through the step-by-step process of installing your retaining wall. Covered in this section is a basic gravity wall installation and also installation procedures for geogrid reinforced walls. While this section may not cover every construction issue you may encounter on your project, it gives a basic overview and helpful hints for the installation of a Keystone retaining wall.

Tools and materials that will be required:

- 12 inch and 48 inch levels
- Tape measure
- Shovel
- Excavating equipment
- Personal protective equipment
- 5 lb dead blow hammer
- Keystone structural units, caps and fiberglass pins
- Structural geogrid, if required
- Unit drainage fill ($\frac{3}{4}$ inch clean crushed stone)
- Backfill material
- Leveling pad material
- Keystone KapSeal™ concrete adhesive

KEYSTONE[®] COMPAC

Tri-plane



Straightface



Keystone Compac Unit*
.....

8" h x 18" w x 12" d
(200 x 450 x 300 mm)
*85 lbs = (39 kg)

KEYSTONE[®] STANDARD

Tri-plane



Straightface



Keystone Standard Unit*
.....

8" h x 18" w x 18" d
(200 x 450 x 450 mm)
*100 lbs = (39 kg)

8" 90° Corner Unit*
.....

8" h x 15" w x 6" d
(200 x 380 x 150 mm)
50 lbs = (25 kg)



Keystone Standard & Compac units are made of high-strength, low absorption concrete for long lasting structures. All structural units are interconnected using high strength fiberglass pins for strong shear connection. The connecting pins allow for ease of unit alignment and a secure positive mechanical connection with soil reinforcement materials. Keystone's patented pin system is the critical difference providing the safety and security of a structural retaining wall solution.

Standard & Compac Specifications

COMPRESSIVE STRENGTH:	Minimum 3000 psi (21 MPa)
ABSORPTION:	8%
REFERENCE STANDARDS:	ASTM C-1372

Fiberglass Pin Specifications

FLEXURAL STRENGTH:	Minimum 128,000 psi (885 MPa)
SHORT BEAM SHEAR STRENGTH:	Minimum 6400 psi (44 MPa)
REFERENCE STANDARDS:	ASTM D-4476, ASTM D-4475



Keystone Fiberglass Pins

*Note: Unit colors, dimensions, weight, and availability varies by manufacturer.



Keystone Standard & Compac products provide proven performance with many benefits that will assist in the design and construction process. A large pin-receiving aperture allows the products to handle inside and outside curves with ease, and allows units to slide from side to side up to 1 ½ inches, reducing the amount of cutting necessary in walls with complex geometry.

From backyard landscaping to large, load-bearing reinforced structures, Keystone Standard and Compac products are ideally suited for any application.



KEY FEATURES

- ☞ **High Strength Pin Connection System**
- ☞ **Structural Integrity**
 - Large, open core design provides increased gravel interlock across block interfaces.
 - Pin connection system allows for improved connection strength between units and geogrid.
 - Significant increased vertical drainage through units.
 - High unit-to-unit shear resistance.
- ☞ **Ease of Installation**
 - Tapered sides offer ease in constructing radii as tight as 4.5 feet.
 - Unit's wide stance and "tail element" makes handling easy.
 - Triangular pin connection hole allows for installer-friendly construction adjustments.
 - The large core area allows for rapid filling of drainage material.
- ☞ **Aesthetics**
 - Sculptured (tri-plane) or straight split options.
 - Weathered or "antiqued" finish options and face options are available in select markets.
 - Available in KeyKut™ or hard split face textures.
- ☞ **Design Versatility**
 - Near vertical or battered setback options available.
 - Specialized cap and corner units available in select markets.





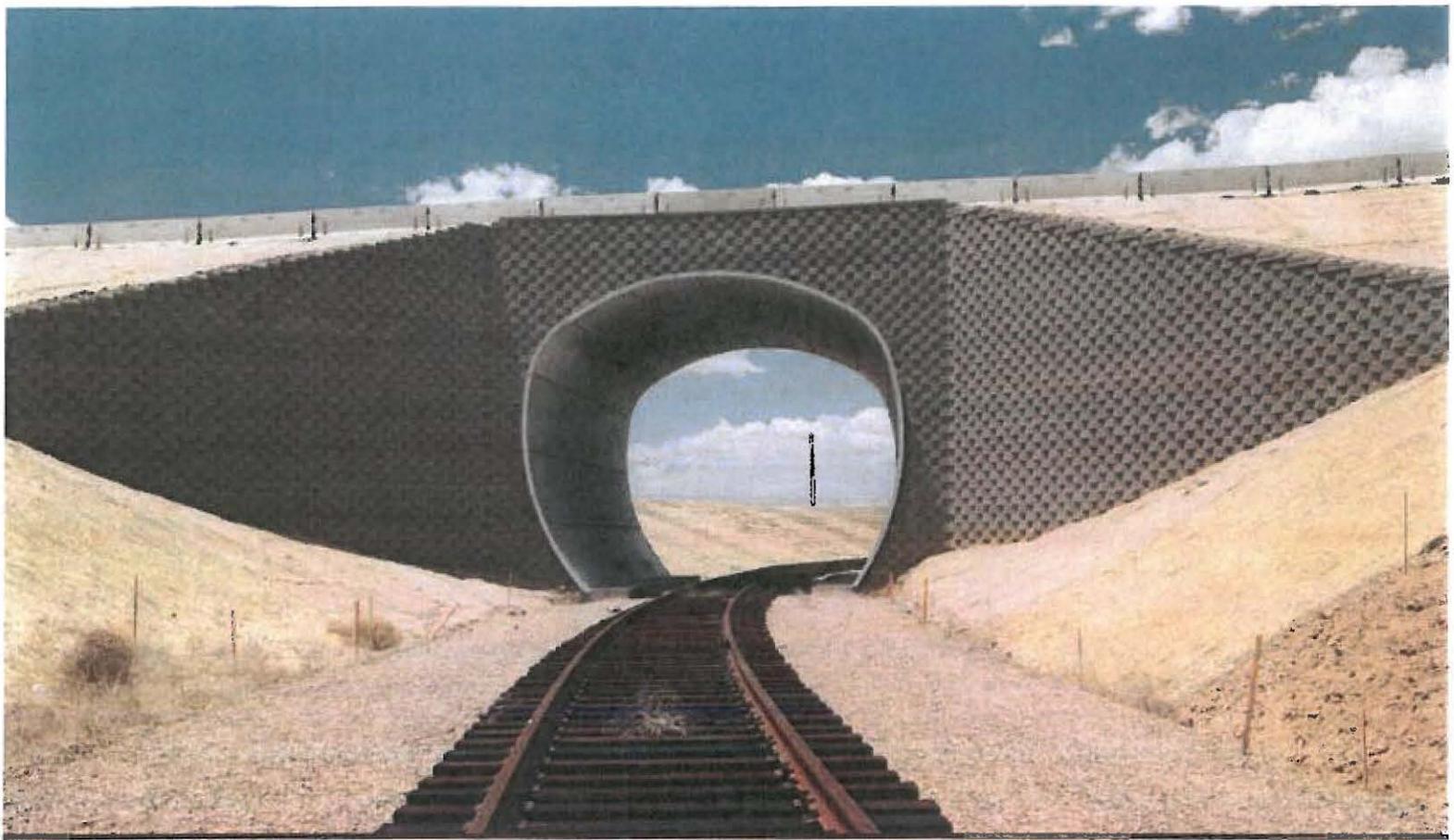
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FOR MORE THAN 20 YEARS, Keystone Retaining Wall Systems, Inc. has set the worldwide standard for excellence and innovation within the segmental retaining wall industry. With cutting-edge design, performance and aesthetics, Keystone has always been a product of the passion and focus of the industry's top network of professionals. Together with premier manufacturers, product developers, engineers and sales professionals, we proudly ensure that Keystone products and services offer the best site solutions for governmental, commercial/industrial, recreational, public works and residential applications.

Distributed By:

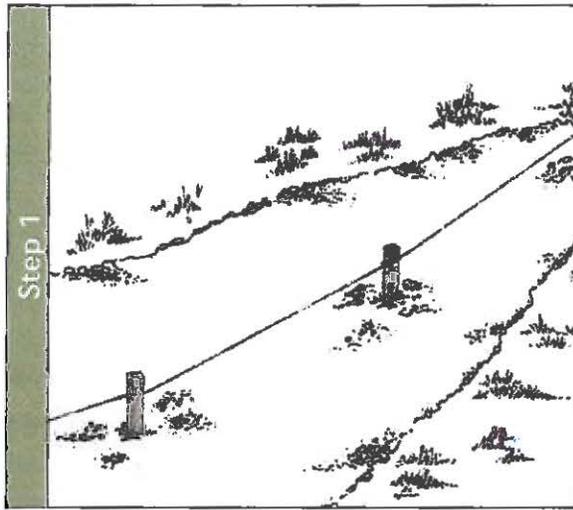
We reserve the right to improve our products and make changes in the specifications and design without notice. The information contained herein has been compiled by KEYSTONE and to the best of our knowledge, accurately represents the KEYSTONE product use in the applications which are illustrated. Final determination of the suitability for the use contemplated and its manner of use are the sole responsibility of the user.



Keystone Retaining Wall Systems, Inc. • A CONTECH Company
4444 West 78th Street • Minneapolis, MN 55435
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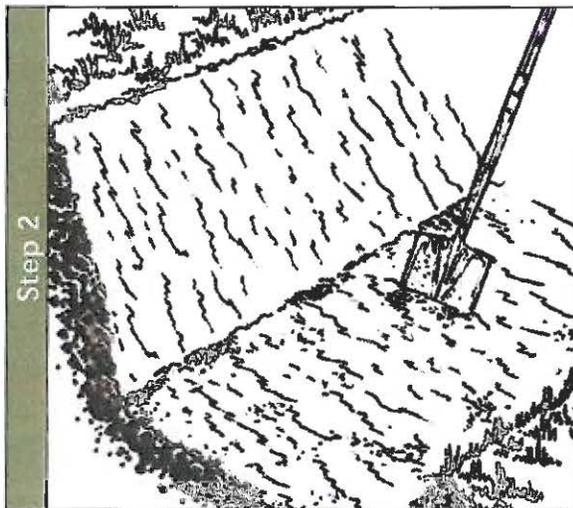
Installation: Step-by-Step



1. Site Examination / Permitting

Select the location and length for the retaining wall. Call before you dig! Calling 811 before every digging job gets your underground utility lines marked for free and helps prevent undesired consequences. Digging without calling can disrupt service to an entire neighborhood, harm you and those around you and potentially result in fines and repair costs.

Take the necessary measurements, prepare plans, research zoning requirements for your area and obtain proper building permits for your project. Local permitting may require a soils investigation and/or engineered documentation and drawings.



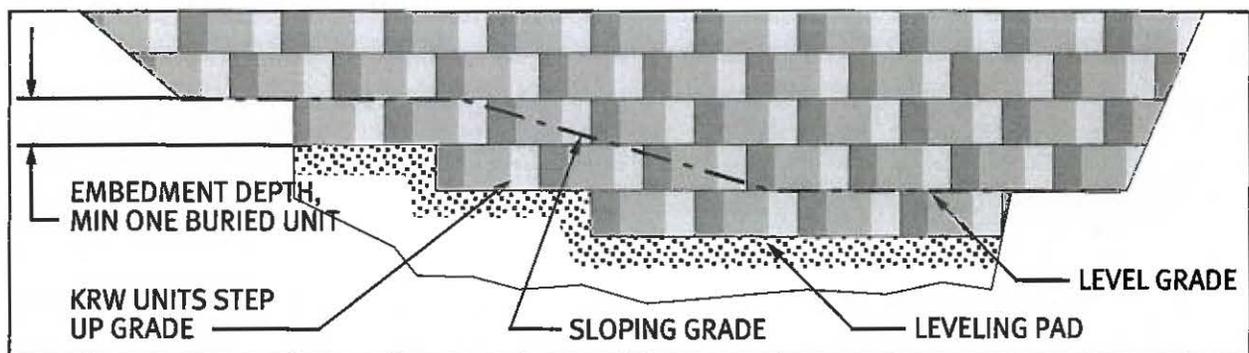
2. Excavation / Embedment

Verify that the layout dimensions are correct and excavate to the lines and grades shown on the construction drawings or to field dimensions. Remove all surface vegetation, organic soils and debris; verify that the foundation subgrade is in proper condition prior to leveling pad installation. Do not proceed with installation until unsatisfactory conditions have been corrected.

Embedment Recommendations

For small Keystone gravity walls, a minimum 1 inch (25mm) of embedment is recommended for every unit of height (i.e., H/8) or 6 inches minimum, which ever is greater. For reinforced soil Keystone walls, the minimum depth of embedment as a ratio to wall may be determined in the following table from the NCMA Design Manual for Segmental Walls (2009):

FIGURE A:1



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Slope in Front of Wall	Min. Embedment
Minimum Requirement	0.5 ft (150mm)
Horizontal (walls)	H/20
Horizontal (Abutments)	H/10
3H:1V	H/10
2H:1V	H/7

Note:

Project plans, specifications, and design codes may require minimum embedments that exceed the minimums recommended by NCMA.

Sloping Toe

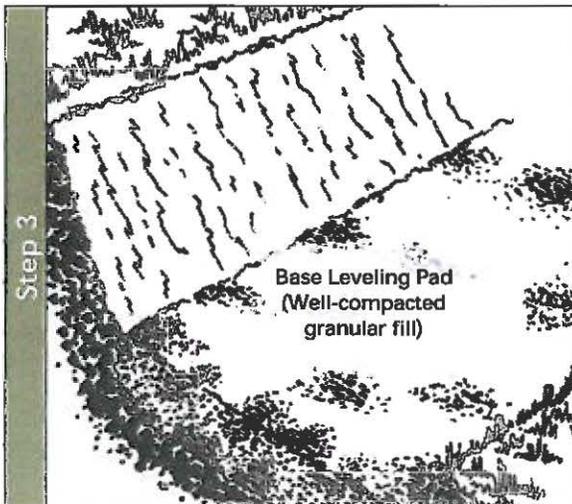
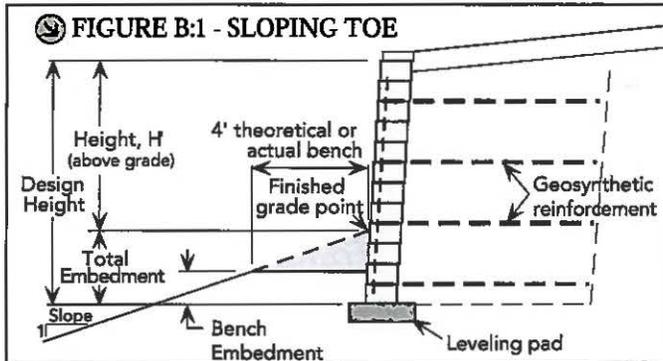
The minimum embedment required with a slope in front of the wall should be based on the establishment of a minimum 4 feet (1.2m) horizontal bench in front of the wall and establishing a minimum embedment from that point. Fill slopes usually have poor compaction near the edge of slope and all slopes are subject to erosion and surficial instability (see figure B:1).

The depth of embedment should be increased when any of the following conditions occur:

- Weak bearing soils
- Potential scour of wall toe
- Submerged wall applications
- Significant shrink/swell/frost properties of foundation soils

Note:

The required embedment depth for Keystone walls may become a controversial issue. The International Building Code (IBC) recommends a 1 foot minimum or below prevailing frost depth, which ever is greater for foundations. AASHTO recommends a 2 foot minimum or below prevailing frost depth which ever is greater for retaining structures. These minimum recommended depths are based on rigid foundation systems and are not totally applicable to flexible systems, which function properly with significantly less embedment. The proper embedment depth is a function of the structure size and type, the underlying soils, and the site geometry, especially toe slopes. It is significantly more important to properly inspect the foundation area when excavated, determine the limits of removal and replacement of unsuitable materials, and then confirm the final embedment depth for stability and bearing given the site conditions.

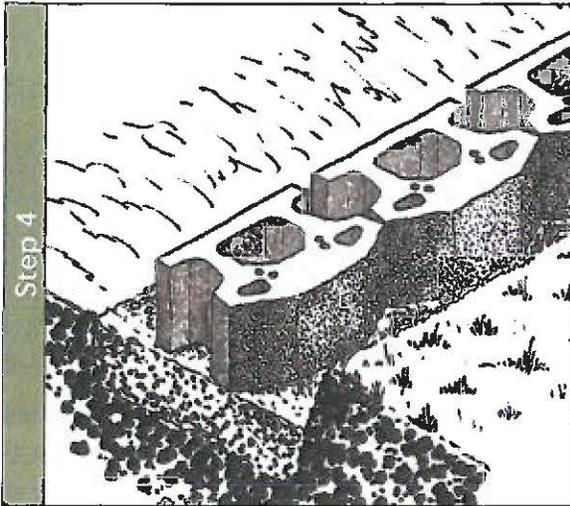


3. Prepare the Base Leveling Pad

Start the leveling pad at the lowest elevation along the wall alignment (see Figure A:1). The minimum leveling pad width shall be unit depth + 12 inches. The leveling pad shall consist of 6 inches of well compacted (95% Standard Proctor or greater) angular granular fill (road base or 1/2 inch to 3/4 inch {10-20mm} crushed stone). Concrete is also acceptable to use as a leveling pad. Step the leveling pad up in 8 inch increments at the appropriate elevation change in the foundation. Do not use rounded material, i.e. PEA GRAVEL or SAND for leveling pad material.

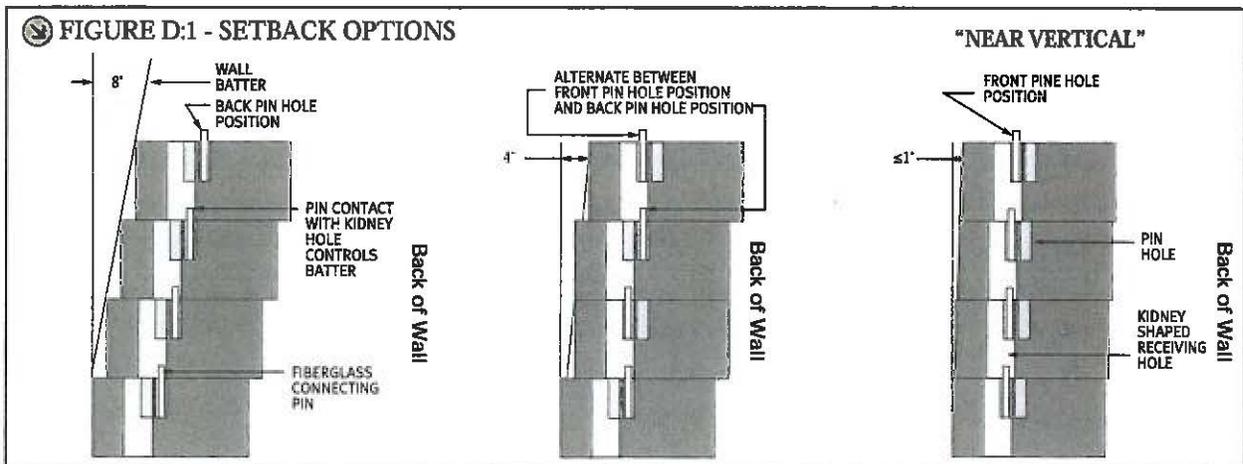
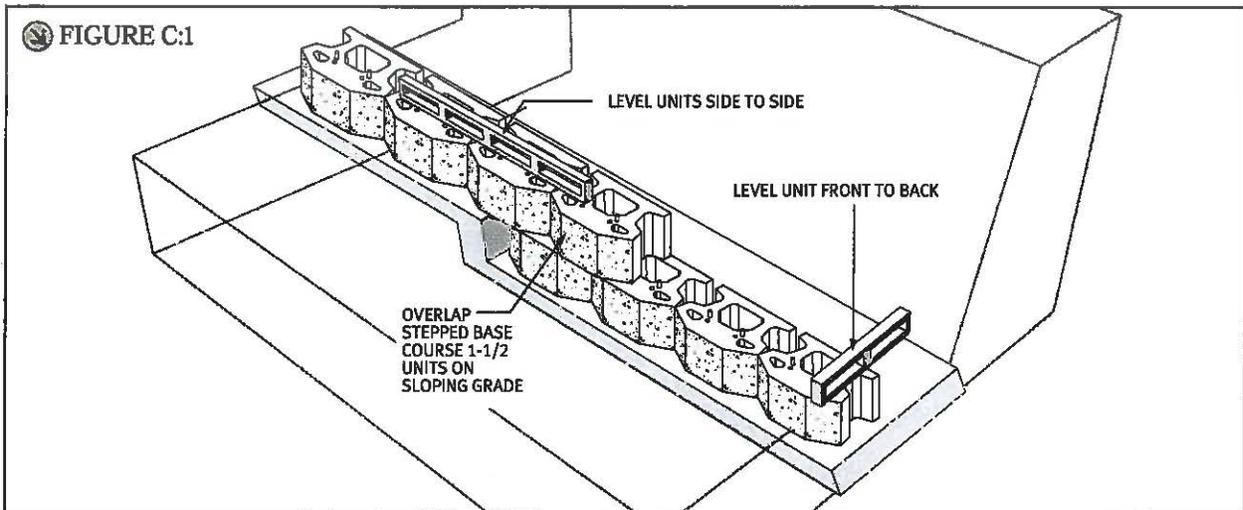
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Installation: Step-by-Step

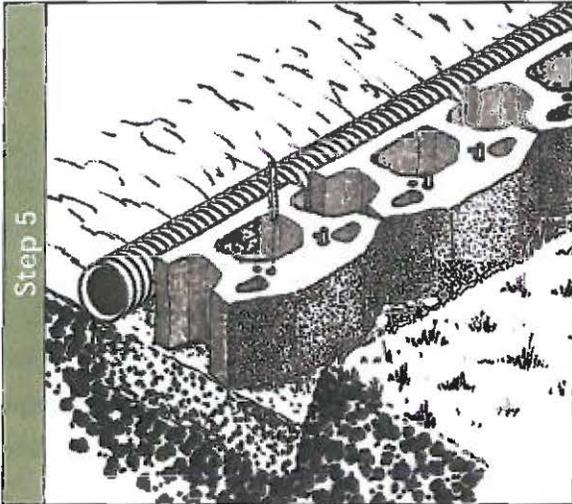


4. Install the Base Course

Place the first course of Keystone units (Compac II Units shown) end to end (with face of wall corners touching, do not leave gaps between units) on the prepared base. The pin holes should face upward, as shown. Ensure that all units are in full contact with the base and properly seated by gently pounding each block corner, and level as required. At base elevation changes (see Figure C:1) for installation reference. Leveling the first course is critical for accurate and acceptable results. Lay out corners and curves in accordance with the "Corners and Curves" section of this manual (p. 37).

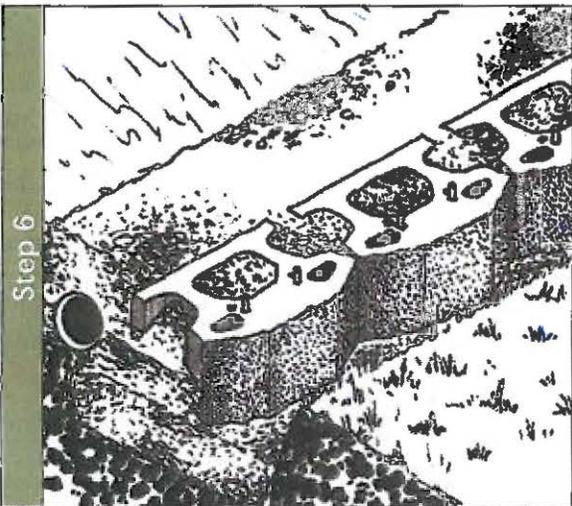


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5. Insert the Fiberglass Pins/Drainage Pipe

Keystone units have 3 setback options, near vertical, ½ inch setback and 1 inch setback (see Figure D:1). For the near vertical option, place the pins in the front pin holes, or for the 1 inch minimum setback, place the pins in the rear pin holes (see Figure E:1). Once placed, the pins create an automatic setback and alignment for the additional courses (see Figure F:1). When required, install drainage pipe behind wall unit and outlet drain to storm system or daylight as required.



6. Install Unit Drainage Fill/Backfill and Compaction.

Once the pins have been installed, provide ½-¾ inch (10-20mm) crushed stone unit drainage material to a minimum total distance of 24 inch (610mm) from wall face. Fill all open spaces between units and open cavities/cores with the same unit drainage material. Place the wall backfill behind the unit drainage fill in maximum 8 inch (200mm) lifts and compact to 95% Standard Proctor Density or 92% Modified Proctor Density with the appropriate compaction equipment. Use only hand operated equipment within 3 feet of the retaining wall face.

FIGURE E:1 - PIN INSTALLATION DIAGRAM

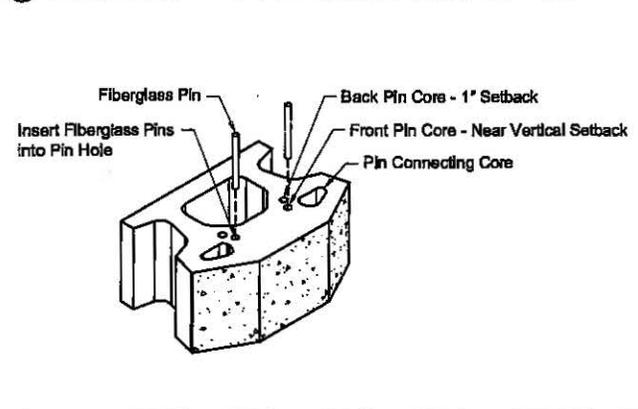
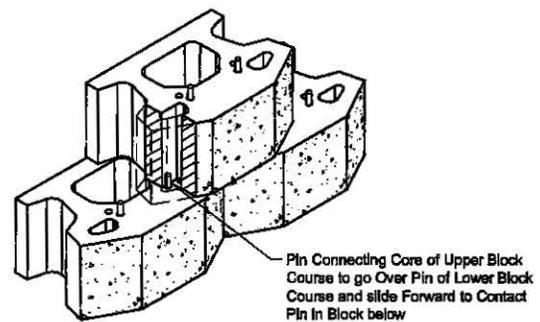
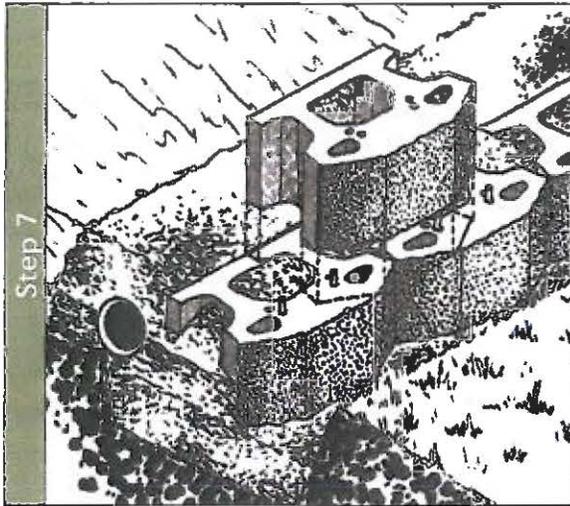


FIGURE F:1 - CONNECTION DIAGRAM



* If drainage is required due to excess water or the design engineer's plans call for a drainage pipe to be installed, add the drain tile behind the tails on the base course. Drainage pipe should maintain positive drainage to daylight, outlet the drainpipe at low point or ends of wall.

Installation: Step-by-Step

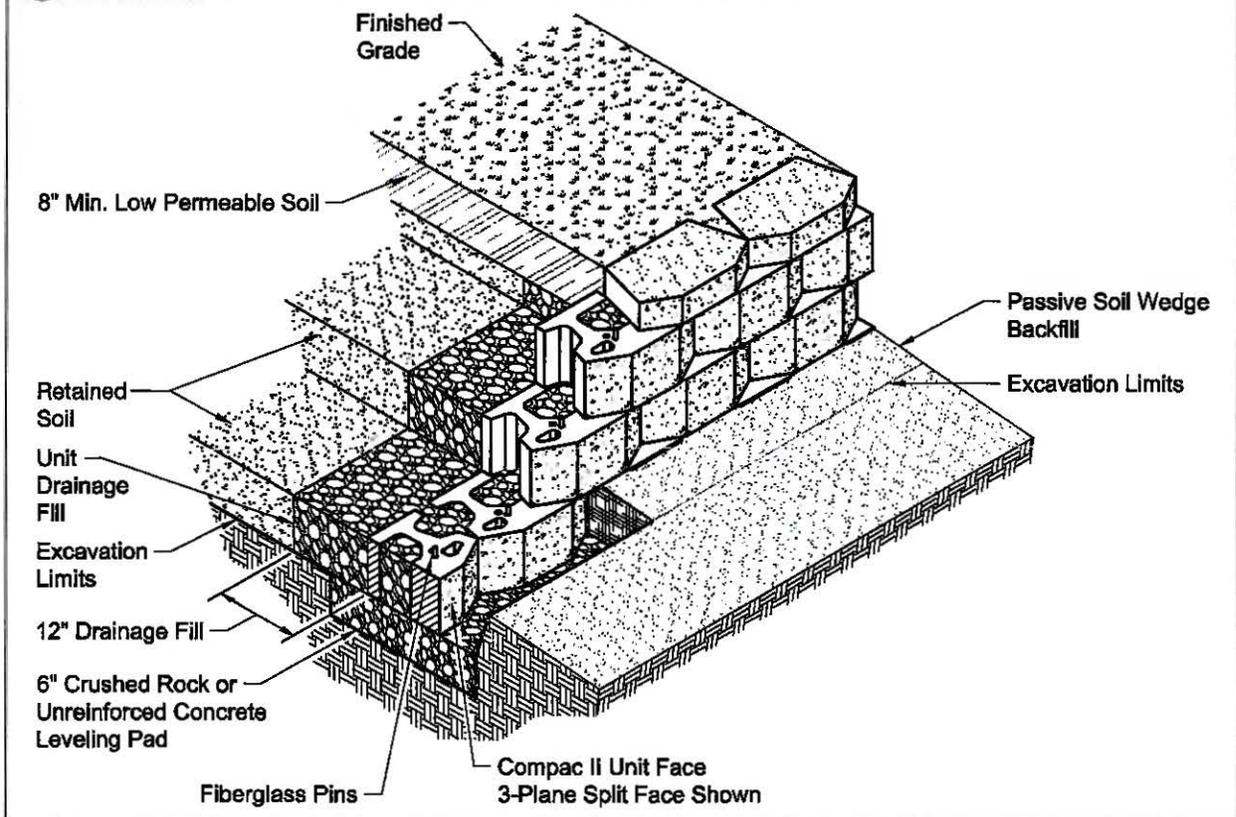


7. Install Additional Courses.

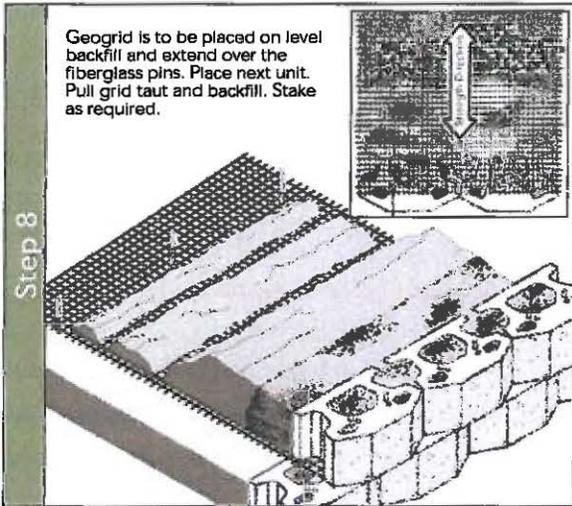
Remove all excess unit drainage material from the top surface of the all units. Center the next unit in front of the point where the two units below meet, fitting the pins into the pin connecting core of the above unit. Push the units toward the face of the wall until they make full contact with the pins (see Figure F:1). Check level front to back and side to side, shim the units or grind as necessary. It is important to check level front to back and side to side on every course to maintain proper wall batter and alignment. Proper shimming materials can be any non-degradable material including but not limited to, asphalt shingles, scrap pieces of geogrid, polyester rope, etc...

Continue backfilling, installing additional units and checking level to the desired top elevation (see Figure G:1). Follow wall unit and unit drainage fill installation closely with backfill. Maximum stacked vertical height of wall units prior to unit drainage fill and backfill placement and compaction shall not exceed 2 courses, unless special construction techniques are employed to insure complete filling of all units with unit drainage fill. For gravity walls continue this construction sequence to complete the wall, and proceed to Step 10. For geogrid reinforced walls, continue with Step 8 and Step 9.

FIGURE G:1 - 3D CROSS SECTION WITHOUT REINFORCEMENT

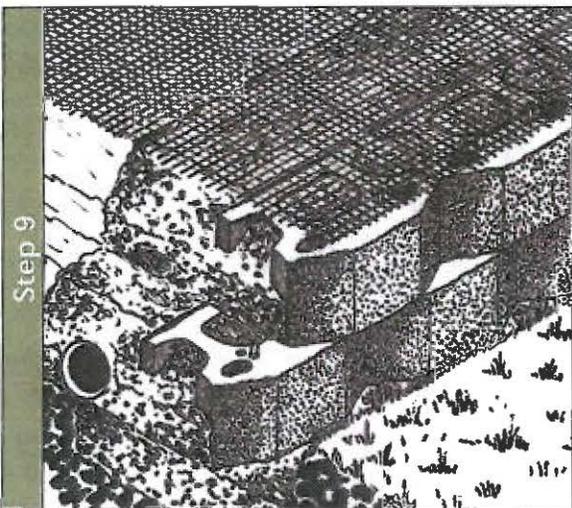


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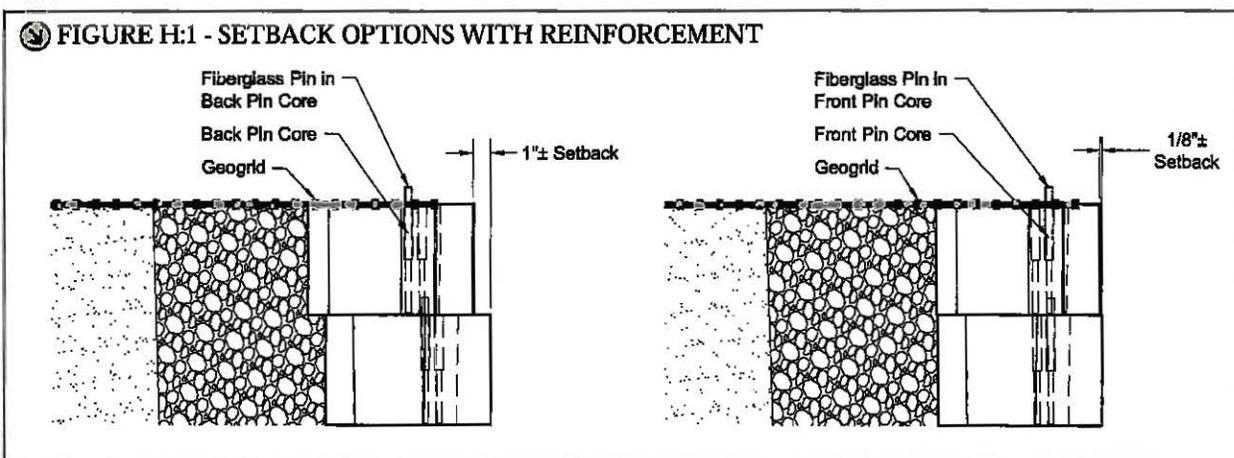
8. Structural Geogrid Installation

Start at the lowest wall elevation where a geogrid layer will be placed. The geogrid elevations, depths, and strength will be specified in the engineered design for the wall.* Measure and cut the geogrid material to the specified length. Orient geogrid with highest strength axis perpendicular to the wall alignment. Lay geogrid horizontally on compacted backfill and hook over the pins of the units (see Figure H:1). In general, geogrid will be placed in pieces side-by-side with no gapping, and in a continuous layer along the length of design geogrid elevation, unless a change in elevation is specified in the design. Tension the geogrid by pulling it towards the embankment. Place a stake through the end of the geogrid into the ground to hold it taut and in place. Do not excessively tension geogrid; this may pull units out of proper alignment. Install an additional course of units over the geogrid and insert pins.



9. Reinforced Backfill Placement

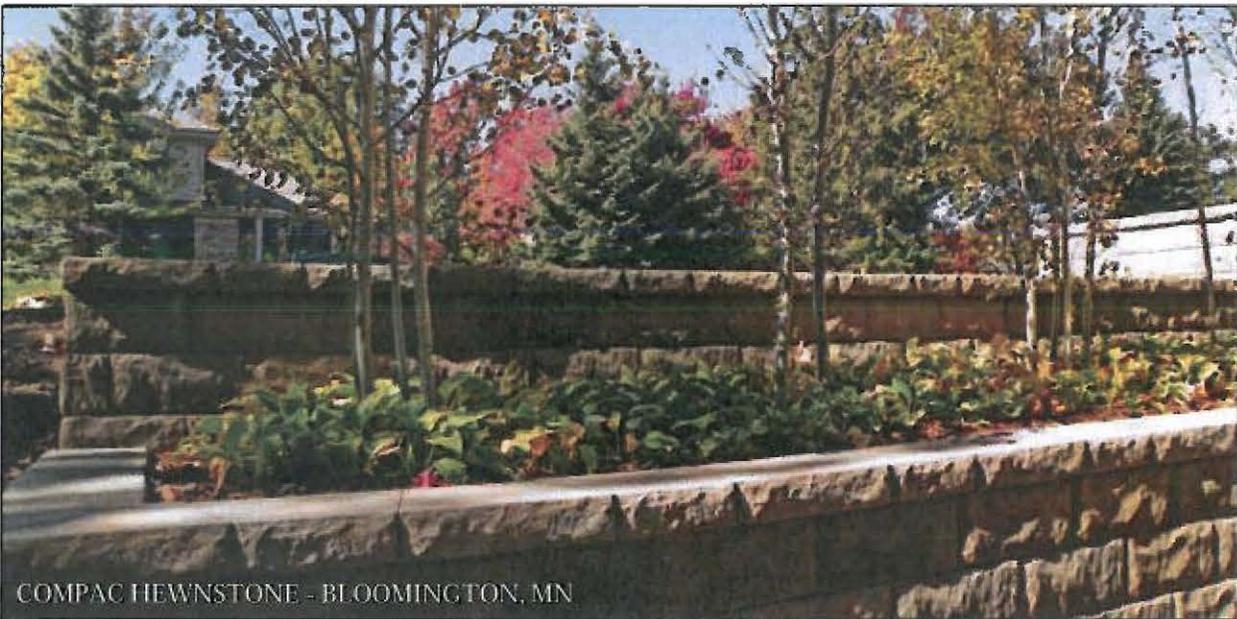
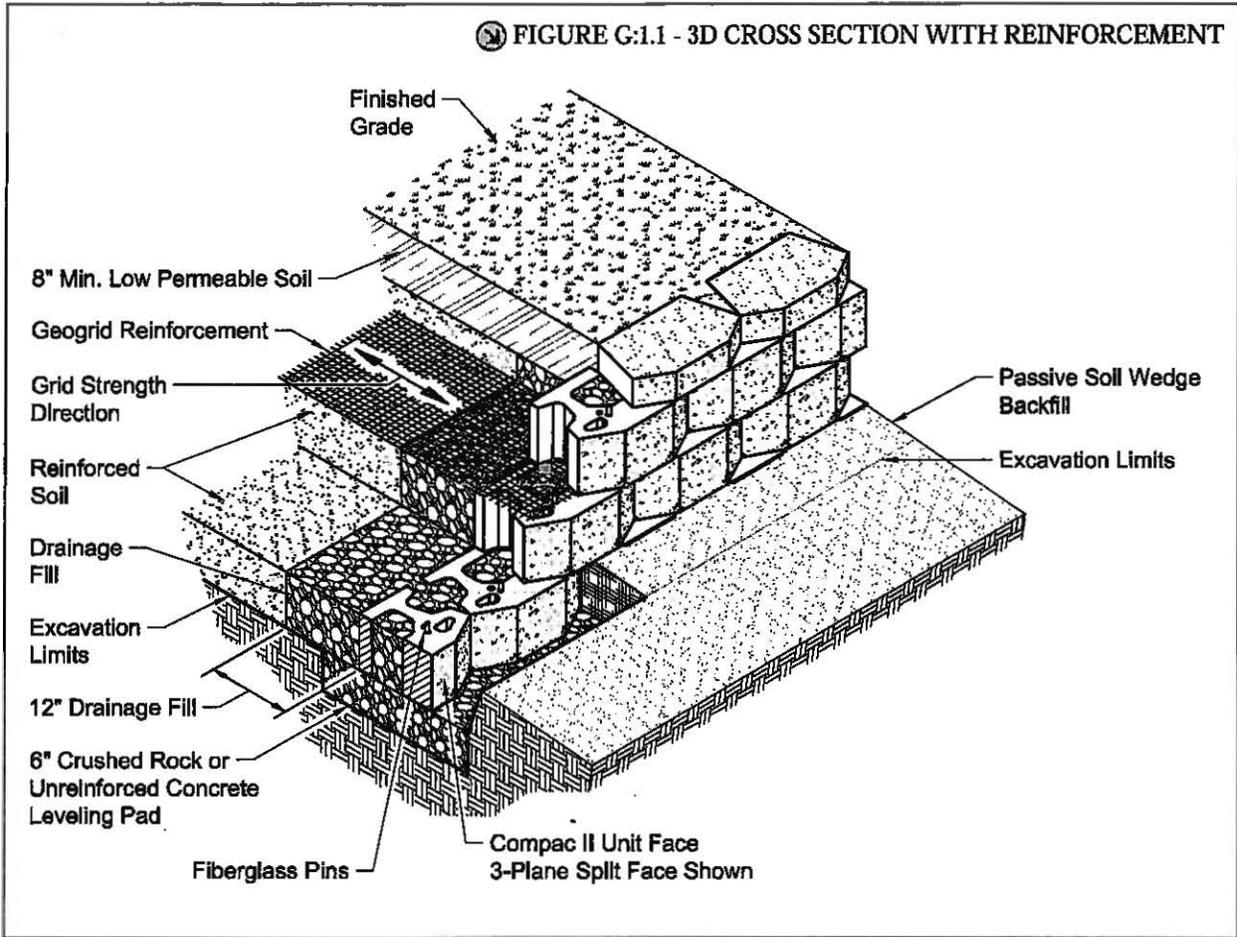
Proceed with placement of the unit drainage fill and the backfill in the reinforced zone. Specifications for the material to be used as backfill in the reinforced zone should be defined in the engineered plans. Place this material nearest to the units, moving progressively toward the staked end of the geogrid. This procedure will keep the geogrid under tension. Compact the reinforced fill material to 95% Standard Proctor Density (ASTM D698), or 92% Modified Proctor Density (ASTM D1557) or to the compaction requirements in the engineered plans. Install additional courses as described in step 7, until the next reinforcement elevation. Repeat Step 8 and Step 9 (see Figure G:1.1, page 18). Only hand operated compaction equipment shall be allowed within 3 feet of the back surface of the units. At the end of each day's operation, grade the backfill away from the wall and direct runoff away from the wall face.



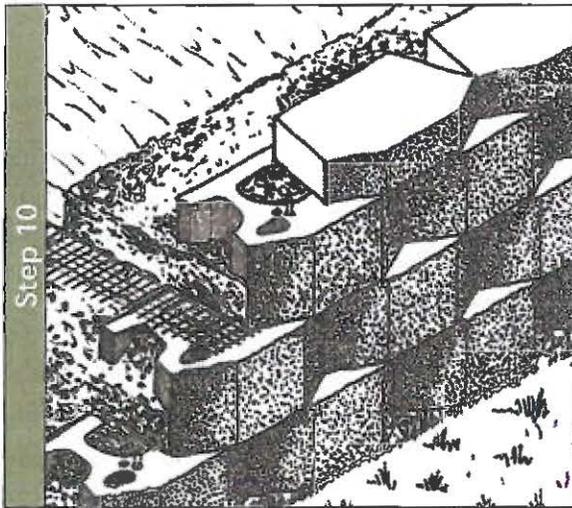
* For assistance in obtaining engineered drawings for your project, please contact your local Keystone representative.

Installation: Step-by-Step

FIGURE G:1.1 - 3D CROSS SECTION WITH REINFORCEMENT

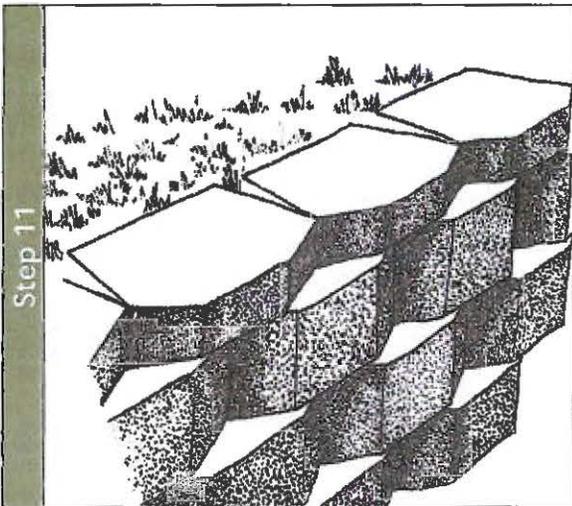


The information contained herein has been compiled by Keystone® Retaining Wall Systems, Inc. and to the best of our knowledge, accurately represents the Keystone product use in the applications which are illustrated. Final determination of the suitability for the use contemplated and its manner of use are the sole responsibility of the user. Structural design and analysis shall be performed by a qualified engineer.



10. Capping the Wall

Follow the same procedures described in Step 6 for proper placement and positioning of the cap units. Complete your wall with the appropriate Keystone capping units. These units are available in a variety of sizes and shapes, including 4 inch (100mm) and 8 inch (200mm) high units. Availability of these units will vary by region. For cap unit descriptions and placement variations see the section, "Wall Finishing", page 65 of this manual. Sweep the lower units clean and make sure they are dry. Use construction adhesive (Keystone KapSeal™) on the top surface of the last course before applying cap units (see Figure I:1).



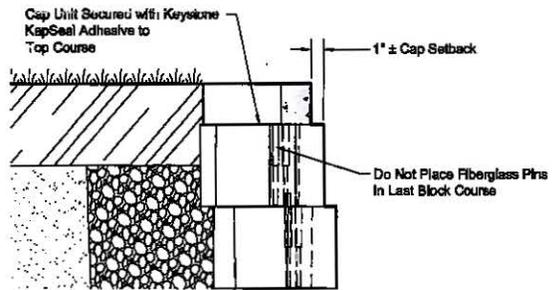
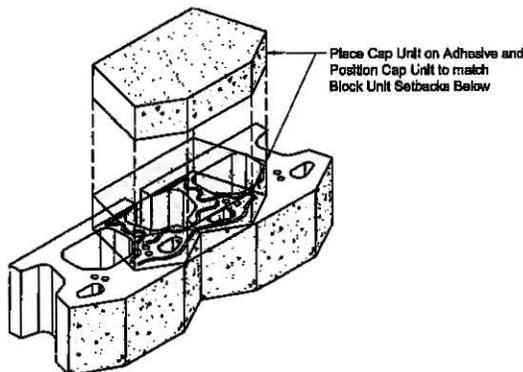
11. Finished Grade and Landscaping

The Keystone Retaining wall is now complete. Final grading, planting or other surface material can now be put into place. Typically an 8 inch thick layer of low permeable soil is installed as the final layer of material. This is to help prevent water infiltration to the retained or reinforced zone of the retaining wall. Remember that finished grade conditions affect the wall's performance. Such conditions should not be altered from the original design. Loading with slopes, parking lots and buildings should be maintained as designed. Any changes to the top of wall finished grade must be evaluated prior to wall completion (see Figures J:1-L:1 for typical cross section details).*

Note:

See Additional Construction Details "Planting Guidelines" for details on proper planting installations for a Keystone retaining wall. Also See Additional Construction Details for other types of top of wall treatment details.

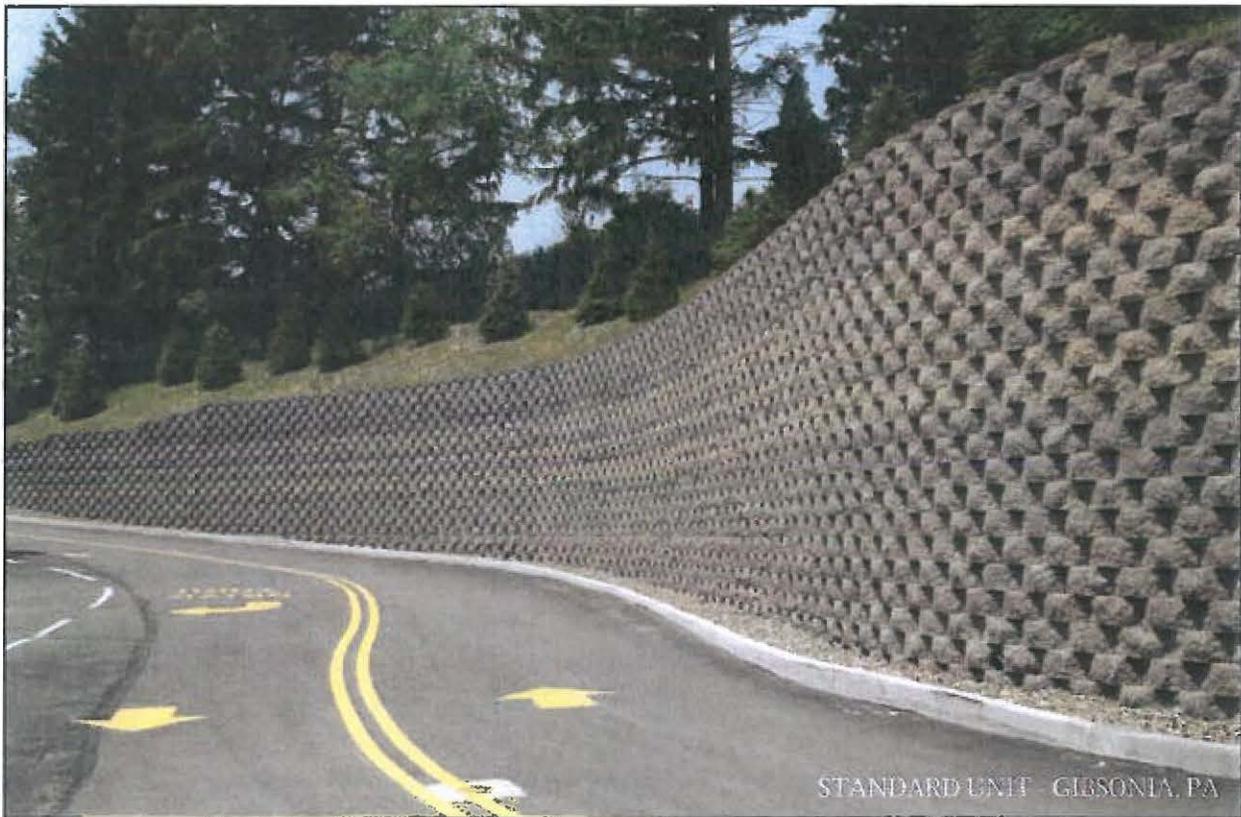
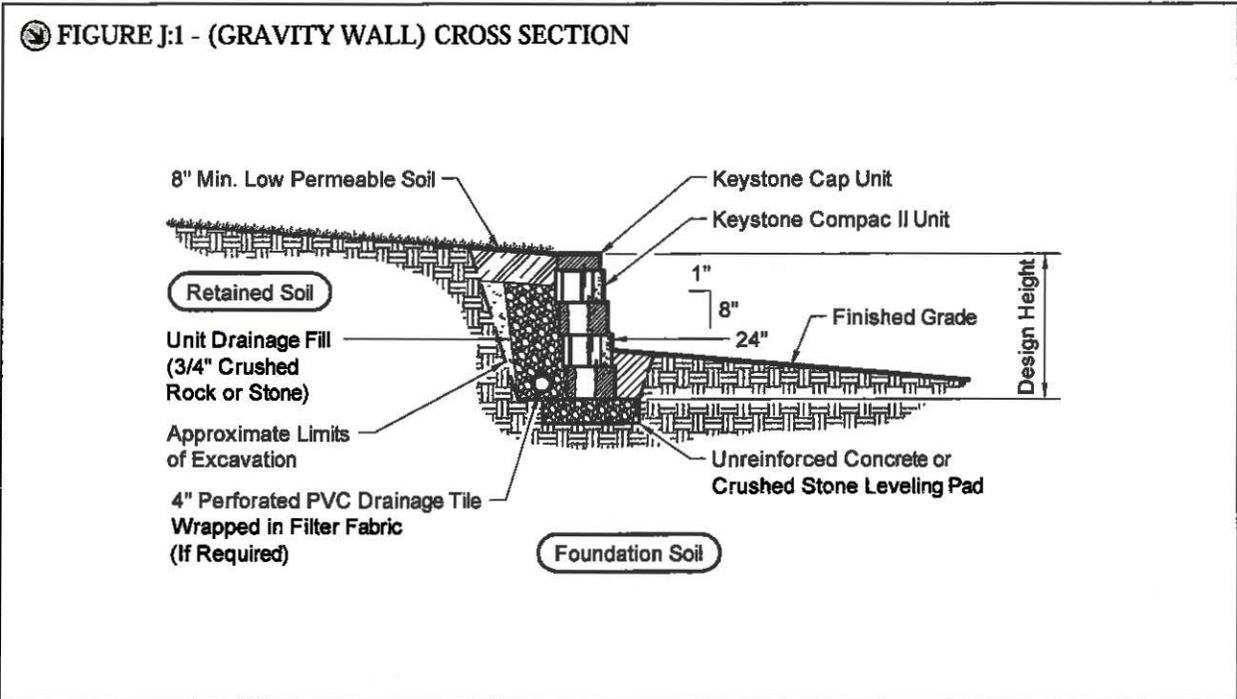
FIGURE I:1 - SECURE THE CAPS



Note:
Capping options vary by manufacturer

The information contained herein has been compiled by Keystone® Retaining Wall Systems, Inc. and to the best of our knowledge, accurately represents the Keystone product use in the applications which are illustrated. Final determination of the suitability for the use contemplated and its manner of use are the sole responsibility of the user. Structural design and analysis shall be performed by a qualified engineer.

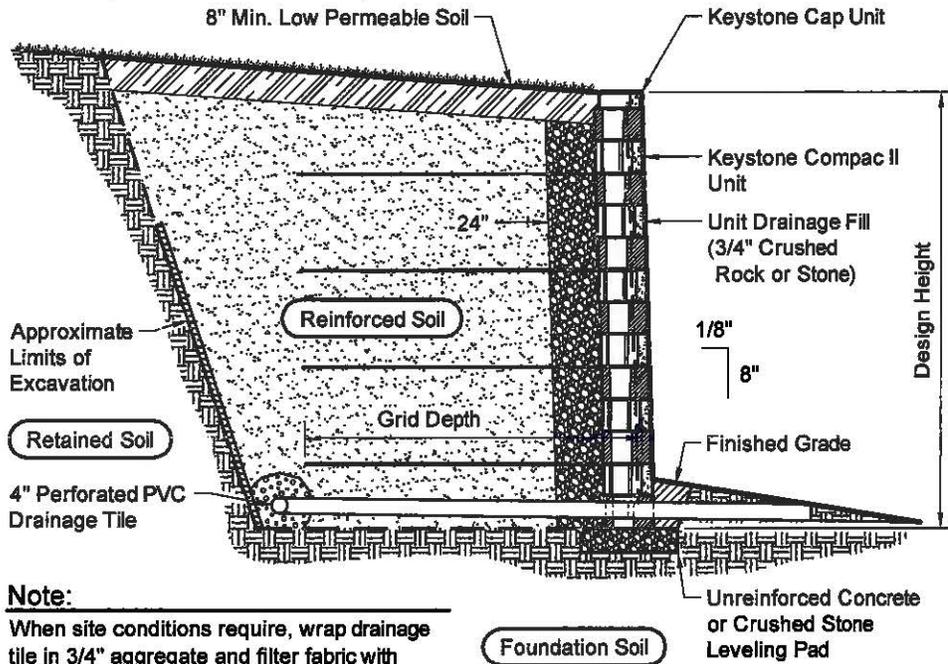
Completed Gravity Wall Section



The information contained herein has been compiled by Keystone® Retaining Wall Systems, Inc. and to the best of our knowledge, accurately represents the Keystone product use in the applications which are illustrated. Final determination of the suitability for the use contemplated and its manner of use are the sole responsibility of the user. Structural design and analysis shall be performed by a qualified engineer.

Completed Reinforced Wall Sections

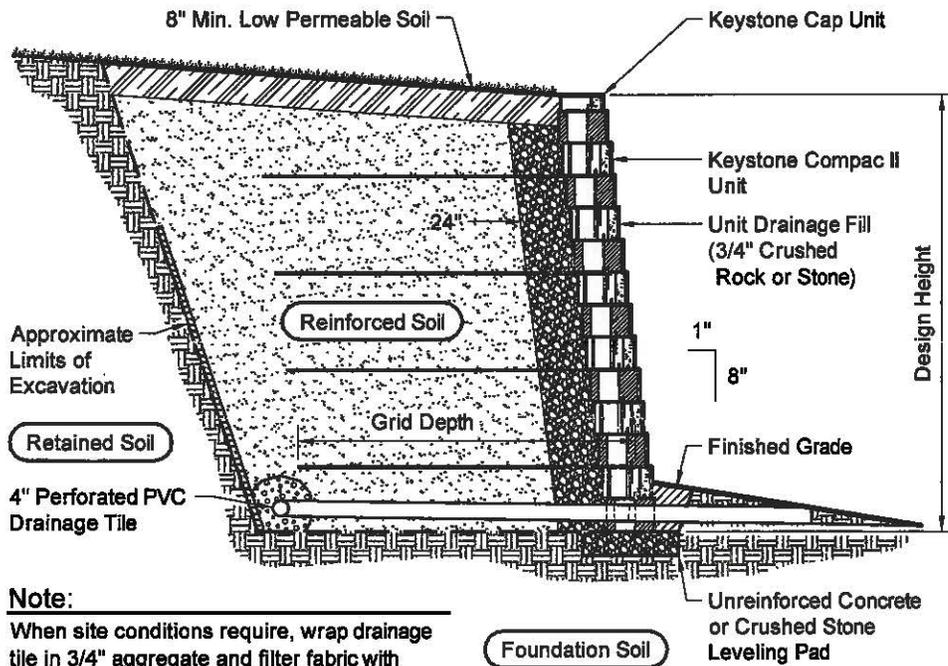
FIGURE K:1 - (REINFORCED WALL) NEAR VERTICAL SETBACK



Note:

When site conditions require, wrap drainage tile in 3/4" aggregate and filter fabric with drainage composite or aggregate back drain system, as directed by geotechnical engineer.

FIGURE L:1 - (REINFORCED WALL) 1" SETBACK



Note:

When site conditions require, wrap drainage tile in 3/4" aggregate and filter fabric with drainage composite or aggregate back drain system, as directed by geotechnical engineer.

The information contained herein has been compiled by Keystone® Retaining Wall Systems, Inc. and to the best of our knowledge, accurately represents the Keystone product use in the applications which are illustrated. Final determination of the suitability for the use contemplated and its manner of use are the sole responsibility of the user. Structural design and analysis shall be performed by a qualified engineer.

MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING
HI JOLLY CEMETERY BOARD
465 N. PLYMOUTH AVE.
MONDAY, NOVEMBER 3, 2014, 3:00 PM

CALL TO ORDER: 3:10 p.m.

Meeting called to order by Chairman Bruce Swart at 3:10 p.m.

ROLL CALL OF THE BOARD:

Chairman: Bruce Swart, present

Board Member: Eileen Lunsford, present

Board Member: Sandy Scott, present (arrived at 3:18 p.m.)

Board Member Carol "Lynn" Stimson

Vice Chairman: vacant

Board Member: Audrey Berger, present

Board Member: Terry Frausto, present

ABSENT:

Board Member: Art Larsen

ALSO PRESENT:

Cemetery Department, Dinice Ross: Town Clerk, Tina Abriani; Parks Department, Tom Thomas

Guest: Mayor Foster

APPROVAL OF MINUTES:

Terry Frausto made the motion to approve the minutes of the regular meeting held on October 6, 2014. Eileen Lunsford seconded the motion. All approved.

BUSINESS:

1. Discussion and possible action to recommend to the Town Council a Kofa entrance design.

a. Tom Thomas brought and explained two blocks that could be stacked up to 5 feet high safely. He recommended the bigger eighty pound block (Keystone block – 18"X12", 80lbs each). It comes in three colors- grey, tan and a Mexican brick red. It would take 360 blocks for a wall 60 feet long, 5 feet high.

b. There is a possibility of a short curl of blocks on the left side of the entrance to finish off the entrance. This would take about 40 to 50 blocks. Making it about 400 blocks for the entrance. 400 blocks 18"X12" is \$2,800.00.

c. 40 bags of eighty pound mortar would be needed at \$232.40.

d. For a cap on top, flagstone is recommended - 100 lbs. at \$200.00.

e. Solid sheet metal with the letters for the cemetery cut out is also recommended. Each letter would be 2' high. It would take two 4X8' sheets 1/8" thick at \$169.00 each = \$340.00.

f. Ten 10 foot lengths of 1/2" rebar at \$7.10 each = \$71.00. The purpose of the rebar is to bind the blocks together along with wire to tie them altogether.

The total for the materials would be \$3,654.40 from Davis Building Supply in Parker. They would not charge a delivery fee. There is sales tax on this.

- g. There would be a wage of \$663.40 for a 40 hr. week per employee. Tom said it would take a good 2 weeks for at 2 men to put this in.
- h. Adding the blocks to the base of two benches in front of the cremation wall was brought up. The need to find out about the entrance is a priority at this time.
- i. Tom brought a rough sketch of the entrance design. Terry Frausto liked the red color of the blocks in the design. Bruce Swart would like to see a lighter color block around the lettering. – Discussion followed.
- j. Terry Frausto made the motion to go with the larger block and two-tone as suggested, with the main wall as red and a lighter color around the lettering. The letters as recommended. Lynn Stimson seconded the motion. The vote was unanimous. This now needs to go to the Town Council for approval.

2. Discussion only regarding the Walk with the Past.

- a. Dinice Ross advised that the donations were down compared to last year's Walk. Donations were \$144.00. Attendance was also down. On the counter were 166. All agreed that adding another 50 for those that didn't pass the entrance table was acceptable.
- b. Terry Frausto said it was great with a really good turn-out.
- c. Dinice Ross read a thank you that will be put in the Desert Messenger. Personal letters will also be sent out.

3. Discussion only regarding Cremation Wall end cap memorial plaques.

- a. Dinice Ross said the company in Parker- "Things That Last Forever" phone number has been disconnected and out of service.
- b. Lynn Stimson brought up that Colorado River Stone & Granite may do plaques. She suggested Dinice call Dave.

4. Annual nomination and election of a Chairman.

Terry Frausto nominated Bruce Swart and Lynn Stimson seconded the motion. All approved, motion passed.

5. Nomination and election of a Vice Chairman.

This action was postponed until the next meeting. Lynn Stimson so moved. Eileen Lunsford seconded. All was in favor, motion passed.

6. Discussion with the Mayor regarding possible reorganization of the Hi Jolly Cemetery Board as a non-Town committee.

- a. The Mayor stated the pros of being a non-Town committee.
 - 1. Rules do not apply for Record keeping- now record keeping is regulated.
 - 2. Appointments are not approved by Council.
 - 3. You can do because it doesn't have to be on an agenda to do it.

4. Takes the rules off the table as a way to restrict the board.
 5. As a community committee you could discuss all you want. when you want.
 6. Permission wouldn't be required on many things.
- b. Terry Frausto questioned the Cemetery's Donation monies and record-keeping. A 501c-3 was brought up.
- c. Much discussion followed.

REPORTS AND POSSIBLE DISCUSSION:

1. Report of the status of the Donation Budget.

The Donation Budget has a Grand Total of \$1,469.09.

2. Items for December's Agenda.

- a. Bruce Swart asked that resolution 06-08 be put on the next agenda for discussion. Also any other material regarding the Cemetery board that Town Staff/Tina comes up with in regard to its duties and functions.
- b. Why not put a "Call to the Public" on the Agenda.
- c. Bruce Swart would like a recap of what Tom Thomas provided to the Board regarding costs of the proposed wall – in writing from Tom Thomas.

ADJOURNMENT: 4:15 p.m.

Lynn Stimson moved to adjourn and Terry Frausto seconded the motion. Meeting adjourned at 4:15 p.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Meeting of November 3, 2014, of the Hi Jolly Cemetery Board of the Town of Quartzsite, Arizona, held on November 3, 2014.

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

DATED this 9th day of December 2014.



Dinice Ross, Cemetery Department.
On behalf of the Board



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, March 24, 2015

Agenda Item #7 Review and possible action to adopt Resolution 15-05, Title VI Implementation Plan for the Quartzsite Transit Services. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance, the individuals who are covered by these protections, the entities that must follow this law, and how Title VI is enforced.

Summary: The Federal Transit Administration (FTA) Office of Civil Rights is proposing revisions to its Title VI and proposed Environmental Justice circular. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving federal funds.

FTA's Office of Civil Rights has updated its Circulars relating to Title VI of the Civil Rights Act of 1964 and Environmental Justice and the State of Arizona Department of Transportation (ADOT), as the FTA grantee and the City as a sub-recipient is required to adopt a Title VI program to comply with these circulars. The purpose of Title VI is to prohibit discrimination on the basis of race, color, or national origin in programs and activities receiving federal funds. The intent of Environmental Justice is to ensure that all people have equal access to transit services/infrastructure and high levels of environmental protection regardless of their race, color, national origin or income. These circulars provide project evaluation guidance for transit agencies when they are considering changes in services and building new infrastructure.

As a result, ADOT does require all its sub-recipients to submit the following to the FTA Office of Civil Rights:

- Title VI Notice to Public, Complaint Procedure, and Complaint Form
- Limited English Proficiency (LEP) Plan and a Public Participation Plan
- A list of investigations, lawsuits, and complaints
- Information regarding the location of fixed route facilities
- Table depicting racial composition of membership of non-elected bodies
- Adoption of service standards and policies for fixed route services

After the Town Council adopts the Town of Quartzsite Title VI Complaint Procedures, Public Participation Plan, Fixed Route Transit Service Standards and Limited English Proficiency Plan, all staff will be trained on the topic and the operations contractors will be informed of the policies. The policies will also be available the public to review at the Quartzsite Town Hall, online at www.ci.quartzsite.az.us and on buses.

The Transit Coordinator has been designated as the Title VI Coordinator. In that capacity, she is responsible for implementing all aspects of the Title VI program. Implementation of the Title VI program is accorded the same priority as compliance with all other legal obligations incurred by ADOT in its financial assistance agreements with the U.S. Department of Transportation.

Responsible Persons: Janet Collier, Transit Coordinator
John Andoh, Transit Consultant

Attachment: Title VI Implementation Plan
Resolution No. 15-05

Action Requested: Motion to adopt Resolution 15-05, Title VI Implementation Plan for the Quartzsite Transit Services to satisfy Federal Transit Administration requirements.

Town of Quartzsite – Quartzsite Transit Services

Title VI Implementation Plan



Adopted _____

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Title VI Policy Statement

The Town of Quartzsite Transit policy assures full compliance with Title VI of the Civil Rights act of 1964, the Restoration Act of 1987, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and related statutes and regulations in all programs and activities. Title VI states that “no person shall on the grounds of race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any Quartzsite Transit sponsored program or activity. There is no distinction between the sources of funding.

Quartzsite Transit also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. Furthermore, Quartzsite Transit will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When Quartzsite Transit distributes Federal-aid funds to another entity/person, Quartzsite Transit will ensure all subrecipients fully comply with Quartzsite Transit Title VI Nondiscrimination Program requirements. The Town Manager has delegated the authority to Janet Collier, Transit Coordinator, Title VI Program Coordinator, to oversee and implement FTA Title VI requirements.

Approved by Skylor R Miller
Town Manager
Town of Quartzsite

Date

Title VI Notice to the Public

Notifying the Public of Rights Under Title VI Quartzsite Transit

Quartzsite Transit operates its programs and services without regard to race, color, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with, Quartzsite Transit.

For more information on the, Quartzsite Transit's civil rights program, and the procedures to file a complaint, contact Janet Collier at 928-927-4333, (TTY 711 through the Arizona Relay Service); email townhall@ci.quartzsite.az.us; or visit our administrative office at 465 N Plymouth Ave, Quartzsite, AZ 85346. For more information, visit www.ci.quartzsite.az.us.

A complainant may file a complaint directly with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: **ADOT**: ATTN: Title VI Program Manager 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: ATTN: Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590.

If information is needed in another language, contact. 928-927-4333. Para información en Español llame: 928-927-4333.

The above notice is posted in the following locations: The Town of Quartzsite website, public areas of the Transit Office at Quartzsite Town Hall, in the transit riders' guide and on all transit vehicles.

This notice is posted online at www.ci.quartzsite.az.us.

Title VI Notice to the Public - Spanish

Aviso al Público Sobre los Derechos Bajo el Título VI Quartzsite Transit

Quartzsite Transit (*y sus subcontratistas, si cualquiera*) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964, Sección 504 de la Ley de Rehabilitación de 1973 y La Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA). El nivel y la calidad de servicios de transporte serán provehidos sin consideración a su raza, color, o país de origen.

Para obtener más información sobre la Quartzsite Transit's programa de derechos civiles, y los procedimientos para presentar una queja, contacte Janet Collier, 928-927-4333 (TTY 711); o visite nuestra oficina administrativa en 465 N. Plymouth Avenue, Quartzsite, AZ 85346. Para obtener más información, visite www.ci.quartzsite.az.us.

El puede presentar una queja directamente con Arizona Department of Transportation (ADOT) o Federal Transit Administration (FTA) mediante la presentación de una queja directamente con las oficinas correspondientes de Civil Rights. **ADOT:** ATTN Title VI Program Manager 206 S. 17th Ave MD 155A Phoenix AZ, 85007. **FTA:** ATTN Title VI Program Coordinator, East Building, 5th Floor –TCR 1200 New Jersey Ave., SE Washington DC 20590.

El aviso anterior se ha escrito en los siguientes lugares: La Ciudad del Web site Quartzsite, las zonas comunes de la Oficina de Tránsito en Quartzsite Ayuntamiento, en la guía de los usuarios del transporte público 'y en todos los vehículos de transporte.

Este aviso se publica en línea en www.ci.quartzsite.az.us.

Title VI Complaint Procedures

These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) as they relate to any program or activity that is administered by Quartzsite Transit including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, national origin, or disability may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted Quartzsite Transit will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the Quartzsite Transit or submitted to the State or Federal authority for guidance.

- (7) Quartzsite Transit will notify the ADOT Civil Rights Office of ALL Title VI complaints within 72 hours via telephone at 602-712-8946; email at civilrightsoffice@azdot.gov.
- (8) Quartzsite Transit has 60 business days to investigate a complaint against a subrecipient. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 14 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 14 business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (9) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has 14 days after the date of the letter or the LOF to do so with ADOT.
- (10) A complainant dissatisfied with Quartzsite Transit's decision may file a complaint with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) offices of Civil Rights: **ADOT**: ATTN Title VI Program Manager 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007, **FTA**: Attention Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590.
- (11) A copy of these procedures can be found online at: www.ci.quartzsite.az.us.
- (12) Quartzsite Transit will investigate Title VI complaints against its subrecipients; all other Title VI complaints filed against Quartzsite Transit will be investigated by the Arizona Department of Transportation.
- (13) For Title VI complaints filed against Quartzsite Transit: Within 72 hours of receipt, Quartzsite Transit will notify ADOT of the Title VI complaint being filed. The complaint will then be logged identifying its basis of discrimination, the status, and the next steps. ADOT then will assume jurisdiction and follow the ADOT's complaint procedures for investigating the complaint.
- (14) For Title VI complaints filed against Quartzsite Transit's subrecipients (i.e., consultants, vendors, and contractors) Quartzsite Transit will assume jurisdiction and will investigate and adjudicate the case.

- (15) Quartzsite Transit has chosen to have ADOT investigate the complaints. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has **14** business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 14 business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (16) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur. If the complainant wishes to appeal the decision, she/he has 14 days after the date of the letter or the LOF to do so.
- (17) A complainant dissatisfied with Quartzsite Transit's decision may file a complaint with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) offices of Civil Rights: **ADOT**: ATTN Title VI Program Manager 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007, **FTA**: Attention Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590.
- (18) A copy of these procedures can be found online at: www.ci.quartzsite.az.us.

Title VI Complaint Form

Section I:		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to Section III.</i>		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section III:		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
<input type="checkbox"/> Disability		
Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		

Section VI:		
Have you previously filed a Title VI complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide any reference information regarding your previous complaint.

Section V:

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes No

If yes, check all that apply:

- Federal Agency: _____
- Federal Court: _____ State Agency: _____
- State Court : _____ Local Agency: _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____

Title: _____

Agency: _____

Address: _____

Telephone: _____

Section VI:

Name of agency complaint is against: _____

Name of person complaint is against: _____

Title: _____

Location: _____

Telephone Number (if available): _____

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:
Quartzsite Transit Title VI Coordinator
465 N. Plymouth Avenue / PO BOX 2812 for mail
Quartzsite, AZ 85346
928-927-4333
928-927-4400/fax
townhall@ci.quartzsite.az.us

A copy of this form can be found online at www.ci.quartzsite.az.us

Title VI Investigations, Complaints, and Lawsuits

This form will be submitted annually. If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

Description/Name	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin or disability)	Status	Action(s) Taken (Final findings?)
Investigations				
1)				
2)				
Lawsuits				
1)				
2)				
Complaints				
1)				
2)				

X The Town of Quartzsite has not had any Title VI complaints, investigations, or lawsuits in 2014/2015.

***Quartzsite Transit
Services
Public Participation
Plan***



The Town recognizes the importance and necessity of the public participation process. The following groups govern the activities of the Town: The Town Council sets the overall policy for the transit system, with a total of seven (7) council members. The Town Council meets the 2nd and 4th Tuesday of each month at 7:00 p.m. at Quartzsite Town Hall. All meetings are open to the public. The Town's Health and Development Board oversees the transit operations and makes recommendations to the council. They meet monthly and their meetings are open to the public.

Quartzsite Transit is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys. As an agency receiving federal financial assistance, Quartzsite Transit made the following community outreach efforts:

- Posted and advertised all public meetings, hearings inviting the public to attend through announcements in the local newspaper, the web site, monthly transit calendars
- Two page surveys were distributed to garnish public input
- Transit calendars and brochures are available on the transit vehicles, web site, at Town Hall and throughout the community
- Coordinating with regional transit providers
- Flyers advertising the partnership with WACOG AAA posted at demographic appropriate locations for our ridership both locally and regionally.
- Developed and distributed a rider's guide to our ridership.
- In the upcoming year Quartzsite Transit will make the following community outreach efforts:
- As a member of the WACOG Coordinated Council, neighboring transit agencies and programs share their services to help move riders throughout the region and identify services needs and gaps.
- Meetings involving transit with the community
- Meeting notices are posted throughout the Town of Quartzsite at official Public Notice Posting Locations through the Town limits
- Workshops, special meetings and regular meetings are posted on the town website. Meetings with transit agenda items are also on the transit website located at <http://ci.quartzsite.az.us/index.php/2013-01-08-06-19-36/public-transit2>.
- The Town's transit operating calendar is updated and published monthly identifying new programs, schedule changes and meetings for the month. These calendars are available on transit vehicles, at Quartzsite Town Hall, the Town's website and throughout the community
- Public Service announcements are announced through the local Radio station which helps keep the Town's listening audience informed. All transit changes are also published in the local newspaper.
- Flyers identifying partnerships with transit programs will be posted at demographic appropriate locations for our ridership, both locally and regionally. Our transit schedules are available on transit vehicles, throughout the community, the Town's web site and at Quartzsite Town Hall.
- As the Town works through its expansion plan to a general public transit program using FTA Section 5311 funds, the Town will hold a series of community meetings.

Public Meetings:

- (1) Public meetings are scheduled to increase the opportunity for attendance by stakeholders and the general public. This may require scheduling meetings during non-traditional business hours, holding more than one meeting at different times of the day or on different days, and checking other community activities to avoid conflicts.
- (2) When a public meeting or public hearing is focused on a planning study or program related to a specific geographic area or jurisdiction within the region, the meeting or hearing is held within that geographic area or jurisdiction.
- (3) Public meetings are held in locations accessible to people with disabilities and are located near a transit route when possible.

Quartzsite Transit submits to the Arizona Department of Transportation annually an application for funding. Part of the annual application is a public notice, which includes a 30-day public comment period.

Limited English Proficiency Plan

***Quartzsite Transit Services
Limited English Proficiency
Plan***



Quartzsite Transit has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to Quartzsite Transit services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining Quartzsite Transit's extent of obligation to provide LEP services, Quartzsite Transit undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in the Quartzsite Transit service area who maybe served or are likely to encounter Quartzsite Transit program, activities, or services;
- 2) The frequency with which LEP individuals come in contact with Quartzsite Transit services;
- 3) The nature and importance of the program, activities or services provided by the Quartzsite Transit to the LEP population; and
- 4) The resources available to Quartzsite Transit and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

A statement in Spanish will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested.

- The Town staff uses a number of public outreach techniques to assist LEP individuals
- The Town's bilingual staff is available to answer questions and assist with scheduling rides with dispatch
- The Town's transit schedules, monthly transit calendar and rider's guide are available in Spanish at Quartzsite Town Hall, on Town's website, and Transit Vehicles. Transit schedules and monthly calendars are available in bulletin boards throughout the community.
- Additional written information may be requested with a 48 hour turnaround timeframe
- A translator can be provided for community outreach meetings. If a transit item is on the Town Council meeting agenda and translation is requested, it can be provide with a 48 hour notice
- The meeting announcement in the local newspaper will be in English and Spanish.

Safe Harbor Provision

Quartzsite Transit complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Title VI Notice
- (2) Complaint Procedures
- (3) Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group. Vital Documents include the following:

- (1) Notices of free language assistance for persons with LEP
- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials
- (4) Bus Schedules
- (5) Route Changes
- (6) Public Hearings**

Non-elected Committees Membership Table

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American
Health and Development Board	6				

Members of the Health and Development Board

Chairperson: Sally Ford

Vice Chairman: Elmer London

Board Member: Sue MacCracken

Board Member: Suellen Pennington

Board Member: Rita Wilson

Board Member: Monica Timberlake

Board Member: vacant

When the Town posts a public notice requesting interested parties come to Quartzsite Town Hall and fill out a Volunteer Interest Statement, these public notices are translated in Spanish as well and posted on the Town's website and bulletin board boxes located throughout the Town. All Town Board and Committee Members are appointed by the Town Council.

Monitoring for Subrecipient Title VI Compliance

X Quartzsite Transit does NOT monitor subrecipients for Title VI compliance.

The Town has no subrecipients at this time.

Title VI Equity Analysis

Quartzsite Transit has no current or anticipated plans to develop new transit facilities covered by these requirements. No facilities covered by these requirements were developed since 1992.

Fixed Route Transit Provider Analysis

For future fixed route services to be developed by the Town.

1) Vehicle Load for Each Mode

The Town system-wide goal is to have an average maximum load factor for local service not to exceed 1.25, as measured by a ratio of total passengers to seats on board the vehicles. This equates to a maximum of approximately 5 standees on a 21' vehicle.

The Town ensure passengers are not left behind due to overcrowding or overloads. Overcrowding is particularly monitored on routes monthly. In the future, the Town will provide bus service using 21 foot buses to minimize overcrowding and ensure passengers wait no longer than 60 minutes for the next bus during peak periods. Dial-a-ride service will use smaller vehicles, however, when the fixed route larger vehicle is out of service, the town may use vehicles smaller than 21 feet to ensure continuous service delivery.

Buses in Town fleet currently used have seating capacities of:

Length	Make	Model	Seats
21 ft.	TBD	TBD	16
19 ft.	Ford	Supreme	9
16 ft.	Dodge	Caravan	6 (no W/C)

2) Vehicle Headway for Each Mode

The Town system-wide goal is to provide service every 60 minutes during the peak and off-peak times as demand warrants. Services in rural areas of the Town will be deployed as demand warrants. The vehicle headway standard is designed to ensure that passengers have equitable wait times for transit vehicles. Vehicle headways are measured as the amount of time between the departure of two subsequent buses along the same route or service corridor. The peak period is defined as Monday through Friday between 8:00 a.m. and 9:00 a.m. and 12:00 p.m. to 3:00 p.m.

3) On Time Performance for Each Mode

To ensure reliable services, the Town aims to have a 90% on-time performance target at major stops and transfer hubs and an 80% on-time performance target at minor timepoint stops for fixed route operations. In addition, the Town standard is less than 1% of fixed-route trips missed or removed from the daily schedule.

4) Service Availability for Each Mode

Town goal is to provide transit service to major origins and activity centers within Quartzsite. This goal includes providing transit within ¼ mile of 70% of all Quartzsite residents by census block, 70% of major employers and other large trip generators, and 70% of large multifamily housing developments as well as ensuring that 70% of elementary and high schools are within ½ mile and ¼ mile, respectively, of transit service.

Effective qualitative practices to fulfill the Service Policy requirements include developing written policies covering each of the following service indicators:

1) Transit Amenities for Each Mode

Town goal is to provide transit service to major origins and activity centers within Quartzsite. This goal includes providing transit within ¼ mile of 70% of all Quartzsite residents by census block, 70% of major employers and other large trip generators, and 70% of large multifamily housing developments as well as ensuring that 70% of elementary and high schools are within ½ mile and ¼ mile, respectively, of transit service.

2) Vehicle Assignments for Each Mode

The vehicle assignment policy is designed to provide the framework for the distribution of buses in an equitable fashion throughout the system. Vehicles used in transit service will be ADA accessible when needed and accommodate at least two wheelchairs. Vehicle size and capacity will be assigned based on demand and passenger load factors.

Board Approval for the Title VI Program

RESOLUTION NO. 15-05

A RESOLUTION OF THE COMMON COUNCIL OF THE TOWN OF QUARTZSITE ADOPTING THE TOWN OF QUARTZSITE TITLE VI COMPLAINT PROCEDURES, LIMITED ENGLISH PROFICIENCY PLAN, PUBLIC PARTICIPATION PLAN AND FIXED ROUTE TRANSIT SERVICES STANDARDS

WHEREAS, the Town of Quartzsite is a recipient of Federal Transit Administration (FTA) revenues through the State of Arizona and is required to meet federal regulatory requirements for the Title VI, established by 49 C.F.R. part 21.7; and

WHEREAS, the FTA and the Arizona Department of Transportation (ADOT) requested that the Town of Quartzsite provide a Town of Quartzsite Title VI Complaint Procedures, Public Participation Plan, Fixed Route Transit Service Standards and Limited English Proficiency Plan that ensures that no person or group of persons on the basis of race, color, or national origin is subjected to discrimination in the level and quality of transportation services and benefits and that steps are taken to ensure that persons with limited English proficiency are provided these rights; and

WHEREAS, The Town developed an updated Title VI Complaint Procedures and Limited English Proficiency Plan based on best practices that meet FTA guidelines.

NOW, THEREFORE, BE IT RESOLVED THAT the Common Council of the Town of Quartzsite hereby adopts the Town of Quartzsite Title VI Complaint Procedures, Public Participation Plan, Fixed Route Transit Service Standards and Limited English Proficiency Plan conditional upon ADOT approval.

BE IT FURTHER RESOLVED that the Transit Coordinator or designee shall be able to file and Title VI Complaint Procedures, Public Participation Plan, Fixed Route Transit Service Standards and Limited English Proficiency Plan to ADOT.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Quartzsite, Arizona this 24th day of March 2015.

ATTEST:

Ed Foster, Mayor

Tina Abriani, Town Clerk

APPROVED AS TO FORM:

Curtis, Goodwin, Sullivan, Udall &
Schwab, PLC
Town Attorneys, by:



TOWN OF QUARTZSITE

SPECIAL COUNCIL MEETING

Tuesday, March 24, 2015

Agenda Item #8 Canvass of votes of the March 10, 2015 Special Election and possible adoption of Resolution No. 15-03 Declaring and Adopting the Results of the APS Franchise Question Special Election Held on March 10, 2015.

Summary: On March 10, 2015 the APS Franchise Question Special Election.

Canvass documentation, including the final unofficial voting results were provided by the La Paz County Elections Department on March 16, 2015.

Responsible Person: Tina Abriani, Town Clerk

Attachment: • Resolution No. 15-03
• La Paz County's Final Unofficial Results for the Town of Quartzsite from the March 10, 2015 APS Franchise Question Special Election.

Action Requested: **Motion to adopt Resolution No. 15-03 Declaring and Adopting the Results of the APS Franchise Question Special Election held on March 10, 2015.**

TOWN OF QUARTZSITE

RESOLUTION NO. 15-03

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF QUARTZSITE, LA PAZ COUNTY, DECLARING AND ADOPTING THE RESULTS OF THE APS FRANCHISE QUESTION SPECIAL ELECTION HELD ON MARCH 10, 2015.

WHEREAS, the Town of Quartzsite, La Paz County, Arizona did hold a special election on the 10th day of March 2015 for the purpose of submitting to the qualified electors of the Town of Quartzsite the question as to whether or not a franchise shall be granted to Arizona Public Service Company and;

WHEREAS, the election returns have been presented to and have been canvassed by the Town Council;

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the Town of Quartzsite, La Paz County, Arizona as follows:

SECTION 1. That the total number of ballots cast at said general election, as shown by the poll lists, was **398**.

SECTION 2. That the votes cast responding to the question of the Arizona Public Service franchise were as follows:

Final Results: Yes 348 and No 50

SECTION 3. That it is hereby found, determined and declared of record, that a franchise has hereby been granted to the Arizona Public Service Company.

SECTION 4. This resolution shall be in full force and effect immediately upon its adoption.

PASSED, ADOPTED AND APPROVED by the Town of Quartzsite, La Paz County, Arizona, Common Council on this **24th** day of **March** 2015.

ATTEST:

Tina Abriani, Town Clerk

Ed Foster, Mayor

APPROVED AS TO FORM:

Curtis, Goodwin, Sullivan,
Udall & Schwab, P.L.C. Town Attorneys
By:

**CANVASS OF VOTE
Town of Quartzsite
Special Election
March 10, 2015**

Number of Registered Voters:	1373
Number of Ballots Cast:	398
Percentage of Turnout (%):	28.98%

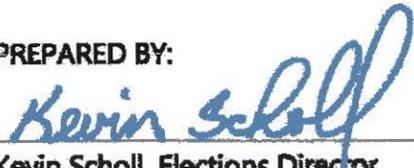
Of Ballots Cast (Registered Voters):	
1) All Mail Ballots	398

Issues: One (1) yes/no question: APS Franchise Agreement

APS Franchise Agreement

YES	348
NO	50

PREPARED BY:



Kevin Scholl, Elections Director
La Paz County Elections Department

**Election Summary Report
SPECIAL ELECTION
MARCH 10, 2015
COUNTY OF LA PAZ**

Date:03/10/15
Time:19:24:45
Page:1 of 1

**Summary For Jurisdiction Wide, All Counters, All Races
TOWN OF QUARTZSITE FINAL UNOFFICIAL RESULTS**

Registered Voters 1373 - Cards Cast 398 28.99%

Num. Report Precinct 11 - Num. Reporting 11 100.00%

Electric Franchise	
	Total
Number of Precincts	2
Precincts Reporting	2 100.0 %
Times Counted	398/1373 29.0 %
Total Votes	398
YBS	348 87.44%
NO	50 12.56%

Election Summary Report
SPECIAL ELECTION
MARCH 10, 2015
COUNTY OF LA PAZ

Date:03/10/15
Time:19:25:01
Page:1 of 1

Summary For 058 QUARTZSITE 2, All Counters, All Races
TOWN OF QUARTZSITE FINAL UNOFFICIAL RESULTS

Registered Voters 1090 - Cards Cast 312 28.62%

Num. Report Precinct 1 - Num. Reporting 1 100.00%

Electric Franchise	
	Total
Number of Precincts	1
Precincts Reporting	1 100.0 %
Times Counted	312/1090 28.6 %
Total Votes	312
YES	269 86.22%
NO	43 13.78%

Election Summary Report
SPECIAL ELECTION
MARCH 10, 2015
COUNTY OF LA PAZ

Date:03/10/15
Time:19:25:04
Page:1 of 1

Summary For 064 QUARTZSITE 3, All Counters, All Races
TOWN OF QUARTZSITE FINAL UNOFFICIAL RESULTS

Registered Voters 283 - Cards Cast 86 30.39%

Num. Report Precinct 1 - Num. Reporting 1 100.00%

Electric Franchise	
	Total
Number of Precincts	1
Precincts Reporting	1 100.0 %
Times Counted	86/283 30.4 %
Total Votes	86
YES	79 91.86%
NO	7 8.14%

TOWN OF QUARTZSITE SPECIAL ELECTION
March 10, 2015
AUDIT REPORT (ALL MAIL ELECTION)

1) Columns C thru F = B

2) Columns G minus H = I

A	B	C	D	E	F	G	H	I
PCT	BALLOTS ISSUED TO RECORDER	USED BALLOTS		BALLOTS NOT RETURNED TO RECORDER	UNUSED BALLOTS RETURNED TO ELECTIONS DEPARTMENT	BALLOTS GIVEN TO COUNTING BOARD	BALLOTS REJECTED (INSUFFICIENT) or Empty Env.	TOTAL COUNTED BALLOTS
		REC'D BACK FROM VOTERS	REJECTED BY RECORDER or SPOILED					OS
58	1245	312	144	638	151	317	5	312
64	395	86	34	162	112*	89	3	86
TOTAL	1640	398	178	800	263	406	8	398

* One ballot packet had a count of 49 ballots instead of 50


 Kevin Scholl, Elections Director
 La Paz County Elections Department