

COUNCIL MEETING AGENDA

TUESDAY, APRIL 14, 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 – Mothers Against Drunk Driving PowerTalk 21 [®] Day, Monday, April 21, 2015.	
2.	PROCLAMATION – National Arbor Day, April 24, 2015.	
3.	PROCLAMATION – Pay It Forward Day, April 30, 2015.	
4.	PROCLAMATION – Law Day, May 1, 2015.	
5.	PROCLAMATION – Law Enforcement TORCH RUN for Special Olympics, May 6, 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>	
6.	LEDGER OF ACCOUNTS PAID – Consider approval of check series 38693 - 38777, totaling \$155,793.23.	Discussion; possible action by MOTION; may be acted upon with single motion.
	ADMINISTRATIVE ITEMS <i>Administrative items are for Council discussion and action. It is at the discretion of the majority of the Council regarding public input requests on any Administrative Item. Persons wishing to speak on an Administrative Item should complete a Request to Speak Form and indicate the Item they wish to address. Council may or may not accept public comment.</i>	
7.	MINUTES – Consider approval of the minutes of the Regular Meeting of March 24, 2015.	Discussion; possible action by MOTION.

8.	YOUTH COUNCIL – Discussion regarding the creation of a Town of Quartzsite Youth Council. <i>Agenda item requested by Council Member St. Germain.</i>	Discussion.
9.	TRANSIT REPORT – Discussion regarding Quartzsite Transit System ridership and alternatives to the current Transit System. <i>Agenda item requested by Council Member St. Germain.</i>	Discussion.
10.	PROCUREMENT ORDINANCE REVIEW – Discussion regarding the current Procurement Ordinance, Article 3-4 of the Town Code. <i>Agenda item requested by Council Member St. Germain.</i>	Discussion.
11.	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.	Discussion.
12.	AMENDMENT TO TITLE VI POLICY – Review and possible action to repeal Resolution No. 15-05, and adopt its revision Resolution No. 15-06, 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. ADOT’s Civil Rights Office has advised the Town that stronger language is needed to identify how the Town plans to engage underserved minorities.	Discussion; possible action by MOTION.
13.	BUDGET WORK SESSION – Discussion to schedule a work session to review preliminary budgets of the following departments: Police, Public Works, Water, Wastewater, and Park.	Discussion.
14.	EXECUTIVE SESSION <ul style="list-style-type: none"> • Executive Session pursuant to ARS Section 38-431.03(A)(4) for discussion or consultation with the Town Attorneys in order to consider the Town’s position and instruct its attorneys regarding the Town’s position regarding pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation in the case Wilcox v. Quartzsite, et al. 	

	<ul style="list-style-type: none"> • 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 pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation in the matters of <u>Douglas C. Gilford v. Town, et al.</u>, (U.S. District Court of Arizona, Case No. 13-CV-00468-SRB), <u>Jennifer Marie Jones v. Quartzsite</u> (U.S. District Court, Case No. CV2013-2170), <u>Jennifer Marie Jones & John Lavern Jones v. Quartzsite</u> (U.S. District Court Case No. CV2013-01770), <u>Derrick Johnson v. Quartzsite, et. al.</u> (U.S. District Court Case No. CV14-01875), <u>Jennifer Jones v. Parker, et al.</u> (U.S. District Court, Case No. CV14-01907), <u>Edward L. Foster v. Quartzsite</u>, (La Paz County Superior Court Case No. CV2013-00115). 	
	RETURN TO OPEN SESSION	
	COMMUNICATIONS	
15.	Reports from the MAYOR on current events.	
16.	Reports from the COUNCIL on current events.	
17.	Reports from the TOWN MANAGER to the Council.	
	ADJOURN	MOTION to adjourn.

Certification of Posting

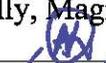
The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Quartzsite Town Hall, 465 N. Plymouth Ave, Quartzsite, AZ, U.S. Post Office, 80 W. Main Street, Quartzsite, AZ and The Senior Center, 40 Moon Mountain Ave, Quartzsite, AZ, on the _____ day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

MAGISTRATE ACTIVITY REPORT

MONTH OF FEBRUARY 2015

	Prior Month	Current Month
Civil Traffic Action Filed	18	16
Criminal Traffic Action Filed	8	6
Misdemeanor Cases Filed	16	2
Initial Appearances Handled	26	16
Trials and Pre-Trials Held	25	22
Civil Traffic Closings	36	27
Criminal Traffic Closings	12	5
Misdemeanor Cases Closed	12	10
Warrants Issued	5	5
Warrants Closed	9	11
Harassment or Orders of Protection	5	6
Revenue generated by Court	\$6,845.53	\$7,125.89
Total Collected	\$13,526.45	\$13,502.55

Amanda Lilly, Magistrate
Signature: 
Preparer: 

TOWN OF QUARTZSITE
MONTHLY FEE BOOK TOTALS
MAGISTRATE COURT

MONTH: FEBRUARY 2015

ACCOUNT #	ACCOUNT DESCRIPTION	TOTAL
01-2211	BONDS PAYABLE	
01-2212	MAGISTRATE PAYABLE	7,125.89
01-4410	MUNICIPAL FINES REVENUE	5,283.37
21-4420	LOCAL JCEF REVENUE	48.00
42-4044	COURT ENHANCEMENT	381.43
39-4027	LAW ENFORCEMENT REVENUE	541.51
01-4105	PUBLIC SAFETY RECOVERY	122.35
TOTAL		\$13,502.55

SIGNATURE  _____
 Prepared by: Wm. C. Cab

TOWN OF QUARTZSITE
MONTHLY FEE BOOK TOTALS
MAGISTRATE COURT

MONTH: MARCH 2015

ACCOUNT #	ACCOUNT DESCRIPTION	TOTAL
01-2211	BONDS PAYABLE	
01-2212	MAGISTRATE PAYABLE	7,502.33
01-4410	MUNICIPAL FINES REVENUE	6,489.41
21-4420	LOCAL JCEF REVENUE	95.19
42-4044	COURT ENHANCEMENT	408.76
39-4027	LAW ENFORCEMENT REVENUE	78.89
01-4105	PUBLIC SAFETY RECOVERY	140.00
TOTAL		\$14,714.58

SIGNATURE
 Prepared by:

(Signature)
Wm. Call

MAGISTRATE ACTIVITY REPORT

MONTH OF MARCH 2015

	Prior Month	Current Month
Civil Traffic Action Filed	16	16
Criminal Traffic Action Filed	6	8
Misdemeanor Cases Filed	2	11
Initial Appearances Handled	16	23
Trials and Pre-Trials Held	22	24
Civil Traffic Closings	27	25
Criminal Traffic Closings	5	9
Misdemeanor Cases Closed	10	15
Warrants Issued	5	4
Warrants Closed	11	5
Harassment or Orders of Protection	6	2
Revenue generated by Court	\$7,125.89	\$7,502.33
Total Collected	\$13,502.55	\$14,714.58

Amanda Lilly, Magistrate

Signature

Preparer:




QUARTZSITE PUBLIC LIBRARY
Statistical Report March, 2015

Total Number of Patrons

	4,607
<hr/>	
Adult Fiction	900
Adult Non Fiction	259
Paperbacks	440
Large Print	366
E-Books	5,375
Arizona Books	55
Foreign Language	2
ILL Sent to other Libraries	0
ILL. Received from other Libraries	1
TOTAL ADULT BOOKS	7,398

Young Adult Fiction	10
Young Adult Non-Fiction	2
Young Adult Paperback	3
Juvenile Fiction	22
Juvenile Non-Fiction	7
Kids Computer Use	1,036
Graphic Novel	1

MISCELLANEOUS

Puzzles	27
DVD	1,108
VHS	295
CD Audio	115
Audio Cassettes	37
TOTAL CIRCULATION	2,663

Computer Questions	388
Reference Questions	306
Information	289
Computer Use	656
Caregivers Use	21
Wireless Usage	572
New Patrons Registered	30
Meeting Room Use	54
Donations	358

**QUARTZSITE CHILDREN'S LIBRARY
STATISTICAL REPORT
MONTH OF MARCH, 2015**

<u>TOTAL NUMBER OF PATRONS</u>	1,132
Young Adult – Nonfiction	2
Young Adult – Fiction	10
Young Adult – Paperbacks	3
TOTAL YOUNG ADULT BOOKS	<u>15</u>
Children – Nonfiction	7
Children – Fiction	22
TOTAL CHILDREN BOOKS	44
Programs for Children 4 Children Participating 19	
TOTAL CIRCULATION	63
Computer Use	1,036
Computer Questions	502
Reference Questions A/C	215
Information & Referral	301
Donations	0
Volunteer Hours	0
New Patrons Registered	0

Circulation Statistics By Item Report Class : 03/02/2015 to 03/31/2015

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	3	2	0	0	0
100 - 199	6	5	4	0	0
200 - 299	5	3	0	0	0
300 - 399	46	40	5	7	0
400 - 499	1	1	0	0	0
500 - 599	38	35	5	3	0
600 - 699	43	33	9	2	0
700 - 799	76	57	7	7	0
800 - 899	11	17	4	0	0
900 - 999	74	66	16	5	0
ADV	8	8	2	0	0
Aud	39	37	5	1	0
AZ	46	40	14	0	0
AZ NF	10	15	2	1	0
AZ R	0	0	2	1	0
BC	0	0	0	0	0
Biography	0	0	0	0	0
CD ROM	0	0	0	0	0
CD/AUD	119	115	7	5	0
Christian Fiction	147	116	21	7	0
DVD	1199	1108	88	34	0
Easy Book	8	4	0	1	0
eBook	1	1	0	0	0
Fiction	616	519	78	32	0
Fiction Large Print	288	230	14	12	0
Fiction Paperback	150	127	29	6	0
French	0	0	6	0	0
Graphic Novel	2	1	0	1	0
J Fiction	21	22	1	5	0
J Non-Fiction	8	7	5	2	0
J PBK	1	1	1	0	0
J Spanish	1	1	0	0	0
Jigsaw puzzle	27	27	2	2	0
L	1	2	0	0	0
Large Print Non-Fiction	14	9	0	1	0
Magazine	0	0	0	0	0
Mystery	247	216	52	9	0
Mystery Large Print	56	45	5	3	0
Mystery Paperback	95	80	20	2	0
Native American	1	0	0	0	0
PHA	1	1	0	0	0
Reference	2	2	0	1	0
Romance	2	3	0	0	0
Romance Paperback	61	59	6	2	0
Science Fiction	26	23	4	7	0
	33	29	6	1	0

Science Fiction					
Paperback					
Spanish	8	2	10	1	0
Undefined	15	9	1	2	0
VHS	321	295	10	4	0
Western	32	23 ✓	7	0	0
Western Large Print	101	82	0	2	0
Western Paperback	193	145	22	9	0
YA Fiction	12	10	12	1	0
YA Non-Fiction	2	2	1	0	0
YA Paperback	2	3	1	0	0
Total	4219	3678	484	179	0



Hello again, Billie Fowler
 Show/Hide preorder titles
 Contact information
 Log out

Southwest Valley Library Consortium (AZ)
 Library information

Estimated content credit | Estimated preorder total

No pinned carts

Search...

Shop
 One Copy / One User & Metered Access

- One Copy/One User & Metered Access
- Periodicals
- Cost Per Circ
- Simultaneous Use
- Select Express
- Self-Published
- Purchase Content Credit
- Switch to Curate

REPORTS

VIEW CARTS

Create cart

CHECKOUT

Admin

VIEW CARTS

SUPPORT

Marketplace settings

Marketplace users

Library site admin

Local Content

MARC records

Library statistics

Website Standard and mobile

Run new report

Collection

From inception through 3/31/2015

One Copy/One User

Adv. = Advantage, across all Advantage accounts
 Cons. = Consortium

Format	Adv. titles	Cons. titles	Adv. standard copies	Adv. preorder copies	Cons. standard copies	Cons. preorder copies
Audiobook	1	821	1	0	830	0
eBook	15	4,481	15	0	4,545	0
Total	16	5,302	16	0	5,375	0

Metered Access (metered by time)

Format	Adv. titles	Cons. titles	Adv. standard copies	Adv. preorder copies	Cons. standard copies	Cons. preorder copies
Audiobook	0	6	0	0	6	0
eBook	0	422	0	0	539	0
Total	0	428	0	0	545	0

Metered Access (metered by checkouts)

Format	Adv. titles	Cons. titles	Adv. standard licenses purchased	Adv. preorder licenses purchased	Cons. standard licenses purchased	Cons. preorder licenses purchased
eBook	20	1,366	858	0	37,986	0
Total	20	1,366	858	0	37,986	0

User activity

From 3/1/2015 through 3/31/2015

Unique users with titles checked out: 514

Checkouts

Format	Count
Audiobook	321
eBook	1,679
Total	2,000

Holds

Format	Count
Audiobook	43
eBook	301
Total	344

Run new report

TOWN OF QUARTZSITE
COMMON COUNCIL
A PROCLAMATION
PowerTalk 21[®] Day
APRIL 21, 2015

WHEREAS, the Town of Quartzsite recognizes the importance of parents talking with their teens about alcohol in order to reduce the risks and dangers posed to teens and communities; and

WHEREAS, high school students who use alcohol or other substances are five times more likely to drop out of school or believe good grades are not important; and

WHEREAS, 27 percent of middle school students try alcohol before graduating from 8th grade, significantly increasing the risk that they will develop alcohol problems later in life; and

WHEREAS, teen alcohol use kills 4,700 people each year, more than all other illegal drugs combined; and

WHEREAS, the majority of kids say their parents are their primary influence when it comes to decisions about drinking alcohol; and

WHEREAS, PowerTalk 21[®] Day, started by Mothers Against Drunk Driving[®] (MADD) in 2011, is established on April 21, 2015, to encourage parents and caregivers to embrace their important role in influencing America's youth and their decisions about drinking alcohol; and

WHEREAS, in 2015, MADD will kick off "21 Days in Support of 21," beginning on April 1st and culminating on PowerTalk 21 on April 21st, as part of Power of Parents[®] program to create a sustained and prolonged conversation about underage drinking among middle school and high school students; and

WHEREAS, to equip parents to talk with their teens about alcohol, MADD Arizona during April 2015, will activate to give parents the tools to effectively talk to their children about alcohol to protect them; and

WHEREAS, we urge all citizens to join in the local and national efforts to raise awareness of the importance of parents and teens talking together about alcohol to reduce the risks and dangers posed to teens and communities.

THEREFORE, WE, THE COMMON COUNCIL OF QUARTZSITE, do hereby proclaim Tuesday, April 21st to be **PowerTalk 21[®] Day**.

DATED this 14th day of April 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 14th day of April 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.



March 11, 2015

Ed Foster
Mayor of Quartzsite
PO Box 2812
Quartzsite, AZ 85346

Dear Mayor of Quartzsite,

Did you know that teen alcohol use kills 4,700 young people each year? More than marijuana, heroin, coke, and all illegal drugs combined! 4,700 young people also happens to just about equal the 2013 graduating classes from 8 of our 15 counties here in Arizona.⁶⁰

PowerTalk 21 – April 21st – is a national day for parents and families to start the conversation with the kids in their lives about alcohol and the dangers of underage drinking. By having these intentional conversations, parents are able to set expectations and consequences; all while continuing to talk about the dangers of alcohol and underage drinking.

Research tells us that parents are the #1 influence on their child's decisions about alcohol; unfortunately students in Arizona tell us that a majority of their parents have not talked to their kids about alcohol and the dangers of underage drinking.

Because this is such an important safety issue for our youth, I encourage you to join MADD in commemorating PowerTalk 21 – April 21st – as the day for parents and families to talk to kids about the dangers of underage drinking. I have included the proclamation language. If you prefer, please contact me and I will send you an electronic copy. You may reach me at 520-322-5253 or Beverly.mason@madd.org if you have any other questions.

Thank you for your efforts to keep our communities safe.

Sincerely,

A handwritten signature in black ink that reads "Beverly Mason Biggers".

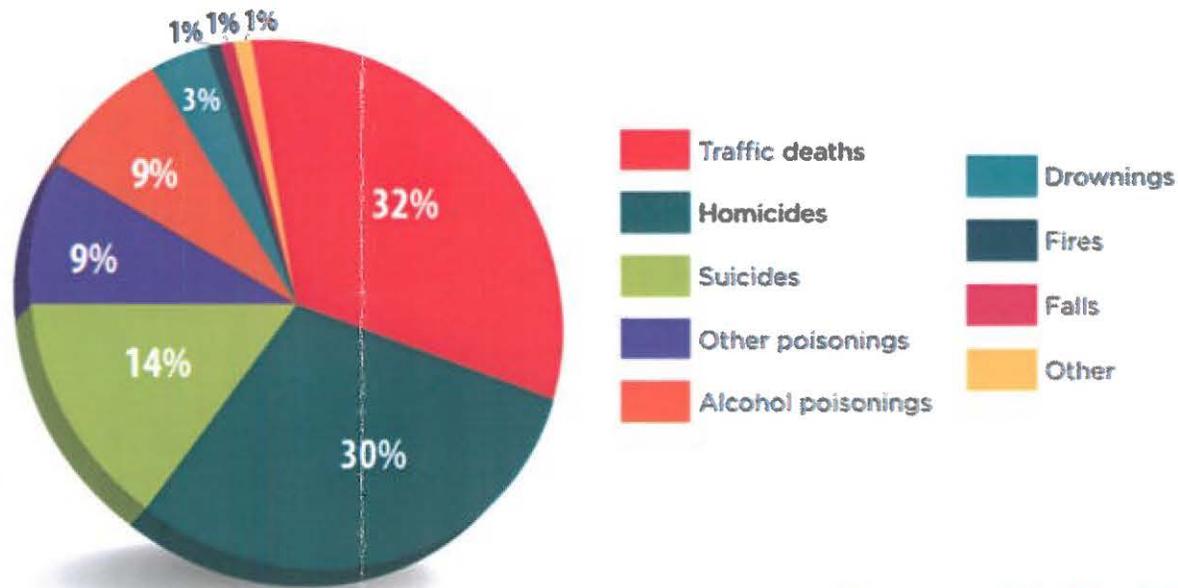
Beverly Mason Biggers
Program Manager, MADD Arizona

⁶⁰ Apache, Gila, Graham, Greenlee, La Paz, Santa Cruz, Mohave, and Cochise Counties

Taking Away the Keys...

... Doesn't Take Away the Risks

Underage Drinking Related Deaths



PowerTalk 21⁺

Estimates come from FBI, CDC and NHTSA data. Data is for deaths involving 15 to 20 year-old underage drinkers. Details at madd.org.

**POWER of
PARENTS**

madd[®]

TOWN OF QUARTZSITE

**COMMON COUNCIL
A PROCLAMATION**

**NATIONAL ARBOR DAY
APRIL 24, 2015**

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, the holiday, called National Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, National Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, we, the Common Council of the Town of Quartzsite, La Paz County, Arizona, take great pleasure in proclaiming **April 24, 2015** as **National Arbor Day** in the Town of Quartzsite, Arizona, and we urge all citizens to celebrate National Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, we urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

DATED this 14th day of April 2015.

Ed Foster, Mayor

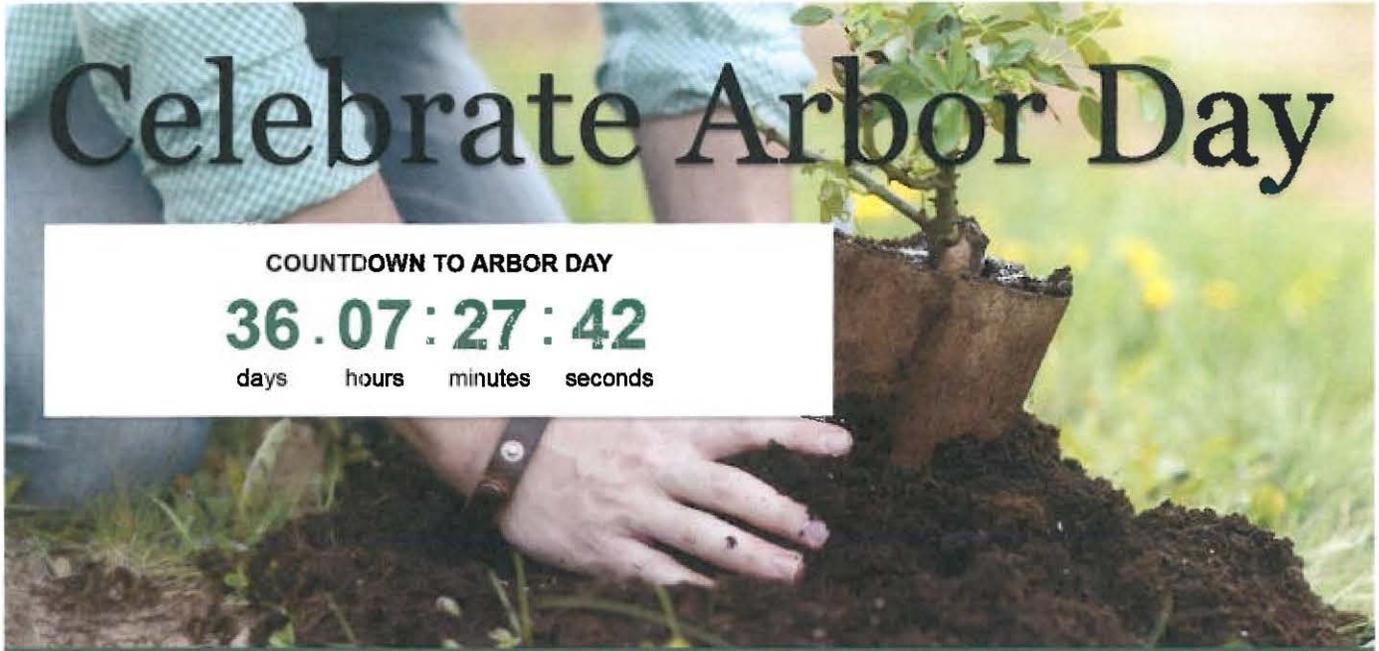
ATTEST:

Tina M. Abriani, Town Clerk

Given under my hand in these free United States in the Town of Quartzsite, Arizona, on the 14th day of April 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.



*we inspire people to plant,
nurture and celebrate trees*



National Arbor Day is April 24, 2015. So let's get together and celebrate the importance of trees! Below you will find a wealth of information—a guidebook to help you plan a successful event.



Arbor Day Dates

Learn when each state (and rest of the world) celebrates Arbor Day.



The History of Arbor Day

Read an illustrated account of how this holiday got its start.



Discover Ways to Celebrate

Make the most of Arbor Day in your family, school and community.



Find Celebration



Explore



Get Involved

TOWN OF QUARTZSITE

COMMON COUNCIL

PROCLAMATION

PAY IT FORWARD DAY

APRIL 30, 2015

WHEREAS, the aim of the Pay it Forward concept is to promote community spirit through intentional acts of kindness; and

WHEREAS, the Pay it Forward novel, written by Catherine Ryan Hyde in 2000, has inspired the creation of a movie, a non-profit foundation, and a movement that has been vital in inspiring millions of good deeds all over the world; and,

WHEREAS, Pay it Forward Day was created in 2007 in Australia to further the altruistic movement of goodwill; and

WHEREAS, Pay it Forward Day encourages people to do good deeds for others without asking for anything in return except for the recipients to pay it forward to others in need; and

WHEREAS, together we can make a difference by creating positive change in our community and world – one good deed at a time;

THEREFORE, BE IT RESOLVED that we, the Common Council, of the Town of Quartzsite, do hereby proclaim Thursday, April 30, 2015, as Pay it Forward Day, and urge all citizens to observe this day with activities and acts of kindness that demonstrate and celebrate selfless giving.

Ed Foster, Mayor

Given under my hand in these free United States in the Town of Quartzsite, Arizona, on the 14th day of April 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.

ATTEST:

Tina M. Abriani, Town Clerk



The founder of "Pay it Forward Day" Mr Blake Beattie, says "he is overwhelmed at the support. Of course we should be paying kindness forward every day, but many of us get so caught up in the busyness of life & lose sight of what is most important. Pay it Forward Day is a great reminder of the positive energy when we give to others."

So how big does each good deed need to be?

It can be as big or small as you would like to make it; from helping a stranger with their groceries to buying a meal for a homeless person or not charging a client for work. The aim is to simply put a smile on someone else's face and feel good about what you've done for someone else. After each good deed is performed recipients receive a Pay it Forward Day card. This card explains what the day is all about and has 24 boxes to be ticked off as the card travels forward to each recipient.

International Pay it Forward Day is back for another year, on the last Thursday in April. Inspired by the book and movie 'Pay it Forward', it involves people performing acts of kindness for others without expecting anything in return. Instead, recipients are asked to 'pay the kindness forward' to others in need, essentially creating a positive ripple effect of giving.

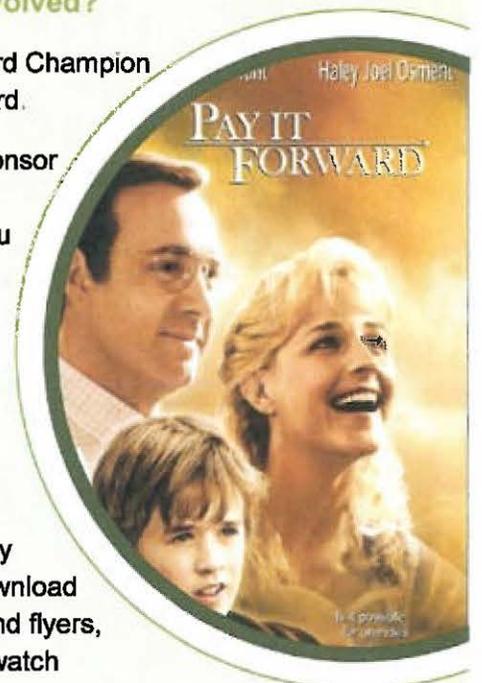
Pay it Forward Day has spread to over 70 countries inspiring over 5 million acts of kindness. There have been over 50 state and city proclamations for the day and 100's of schools and businesses are now involved. It is a global phenomenon which has featured on numerous radio stations, magazines, newspapers and on television networks including:



So how can you get involved?

- Become a Pay it Forward Champion and help spread the word.
- Become a company sponsor or school advocate and show the community you care about making a difference.
- Participate on the day and perform some wonderful random acts of kindness.

Visit the Pay it Forward Day website where you can download free pay it forward cards and flyers, read inspiring stories and watch inspiring videos.



www.payitforwardday.com

Ideas on Paying It Forward

You may be just one person in this world, but to one person, at one time, you are the world. Imagine if each individual looked for the opportunity to help others each day. Imagine the difference that would make.

"If you can't feed a hundred people, then just feed one." Mother Teresa

Can for kindness – you can collect cans of non perishable foods and give to refuge or other organization who would benefit

Soap Saver – Getting a bunch of people who all travel for work and stay at lots of hotels to donate the free soap, shampoo and conditioner towards a group that would benefit

Book Giving – Collect books and distribute to needy groups (which might be in a poor country)

Charity Day – Sausage sizzle, selling chocolates etc. to raise money for a local charity in need

Hospital – many patients have to pay for the use of the television.....perhaps you can ask the company involved to offer discounted or free TV for patients on PIFD

Buying the train or bus ticket for the person behind you (+give them a card)

Donating some of your professional services to someone in need on the day – free hour consultation / etc....

Buy a stranger a cup of coffee and leave a Pay it Forward card for them

On a rainy day, buy a few umbrella's and give them to those who don't have one and are getting wet.

You could attach a Pay it Forward Card to the umbrella

Visit your local church and ask if there is any family that might need your help

You may consider becoming a Pay it Forward champion and promoting the day to your local community. That way, more people of all ages are inspired to pay the kindness forward

The possibilities are endless.

"Be the change you want to see in the world." Ghandi

TOWN OF QUARTZSITE

**COMMON COUNCIL
A PROCLAMATION**

**LAW DAY 2015
MAY 1, 2015**

WHEREAS, Law Day is an occasion of public acknowledgment of our Nation's and Arizona's heritage of justice, liberty and equality under the law; and

WHEREAS, Law Day has been annually proclaimed by the President of the United States since Dwight D. Eisenhower proclaimed the first Law Day on May 1, 1958; and

WHEREAS, the United States Congress in 1961 encoded the presidential practice into law, statutorily designating May 1 as Law Day; and

WHEREAS, the year 2015 marks the 800th anniversary of a milestone in legal history, the sealing of the Magna Carta at Runnymede, England, in 1215; and

WHEREAS, the Founders of our Nation drew upon the principles of the Magna Carta in drafting our cherished documents of liberty, including the Declaration of Independence, United States Constitution, and the Bill of Rights; and

WHEREAS, Magna Carta has become one of the world's most enduring symbols of liberty under law; and

WHEREAS, Magna Carta continues to be a source of inspiration in the international struggle to advance human rights; and

WHEREAS, promoting public understanding that the roots of our freedom are an important component in the civic education of the citizens of the United States and the State of Arizona; and

WHEREAS, the American Bar Association has identified the 2015 Law Day theme as "Magna Carta: Symbol of Freedom Under Law";

FURTHER, Law Day, May 1, 2015 will be commemorated in the Town of Quartzsite by the Magistrate Court's third annual Law Day event for local children.

NOW, THEREFORE, WE, THE COMMON COUNCIL OF QUARTZSITE, do hereby declare May 1, 2015 to be Law Day in the Town of Quartzsite.

Reference:

http://www.americanbar.org/content/dam/aba/images/public_education/LawDay2015/modelproclamation2015.docx-5k-2015-02-17

DATED this 14th day of April 2015.

Ed Foster, Mayor

ATTEST:

Tina M. Abriani, Town Clerk

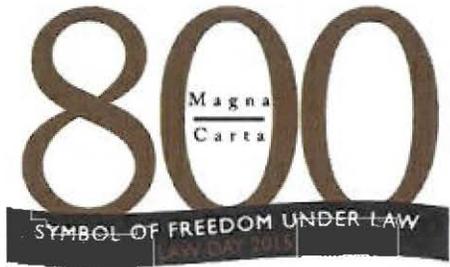
Given under my hand in these free United States in the Town of Quartzsite, Arizona, on the 14th day of April in the year Two Thousand Fifteen; and to which I have caused the Seal of the Town of Quartzsite to be affixed and have made this proclamation public.

Reference:

http://www.americanbar.org/content/dam/aba/images/public_education/LawDay2015/modelproclamation2015.docx-5k-2015-02-17

[Home](#) > [ABA Groups](#) > [Division for Public Education](#) > [Programs & Initiatives](#) > [Law Day 2015](#) > [About the 2015 Theme](#)

About the 2015 Theme



Magna Carta: Symbol of Freedom Under Law

Perhaps more than any other document in human history, Magna Carta has come to embody a simple but enduring truth: No one, no matter how powerful, is above the law.

In the eight centuries that have elapsed since Magna Carta was sealed in 1215, it has taken root as an international symbol of the rule of law and as an inspiration for many basic rights Americans hold dear today, including due process, habeas corpus, trial by jury, and the right to travel.

As we mark the 800th anniversary of Magna Carta, join us on Law Day, May 1, 2015, to commemorate this "Great Charter of Liberties," and rededicate ourselves to advancing the principle of rule of law here and abroad.

TOWN OF QUARTZSITE

**COMMON COUNCIL
A PROCLAMATION**

**Law Enforcement
TORCH RUN for Special Olympics
MAY 6, 2015**

WHEREAS, the mission of the Arizona Law Enforcement Torch Run is to raise funds and awareness for Special Olympics Arizona statewide; and

WHEREAS, law enforcement carries the Torch representing the Flame of Hope and to dedicate itself to helping Special Olympics Arizona throughout the state; and

WHEREAS, the Torch Run program began in 1981 in Wichita, Kansas; and

WHEREAS, the idea was developed in response to an urgent need to raise funds for and increase awareness of Special Olympics; and

WHEREAS, the idea gave local law enforcement opportunities to volunteer with Special Olympics in communities where the officers lived and worked; and

WHEREAS, the Quartzsite Police Department became truly actively involved in 2014 when the Torch was carried through the Town and contributions were made; and

WHEREAS, it is part of the Quartzsite Police Department's new motto of "Our Community, Our Commitment"; and

WHEREAS, the Quartzsite Police Department is asking the community to not only participate and contribute to such a worthy event, but to be aware of our local special needs children.

THEREFORE, WE, THE COMMON COUNCIL OF QUARTZSITE, do hereby proclaim Wednesday, May 6, 2015 to be **Law Enforcement TORCH RUN for Special Olympics**.

DATED this 14th day of April 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 14th day of April 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.



April 15, 2015

Arizona Law Enforcement Torch Run Mission Statement

The mission of the Arizona Law Enforcement Torch Run is to raise funds and awareness for Special Olympics Arizona statewide. We carry the Torch representing the Flame of Hope and dedicate ourselves to helping Special Olympics Arizona throughout the state.

History of Law Enforcement Torch Run

The Torch Run program began in 1981 when Wichita, Kansas Chief of Police Richard LaMunyon saw an urgent need to raise funds for and increase awareness of Special Olympics. The idea was simple: provide local law enforcement with opportunities to volunteer with Special Olympics in communities where the officers lived and worked.

The Law Enforcement Torch Run is a series of intra-state/intra-nation runs that take place in the spring and summer in the United States and around the world. Throughout the course of the Torch Run, participants collect contributions from individuals and businesses, asking to help raise support for incredible Special Olympics athletes. The Torch Run is much more than just a run; it is a year-round campaign to raise awareness and funds for Special Olympics Arizona. The Law Enforcement Torch Run puts on statewide events such as tip-a-cop, cop on top of donut shops, golf tournaments, polar plunges, and inmate fundraising—just to name a few!

The Quartzsite Police Department Participation

The Quartzsite Police Department has participated in the Special Olympics Law Enforcement Torch Runs in the past through La Paz County, but has not truly been actively involved until 2014 when the Torch was carried through the town and contributions were made. It is the Quartzsite Police Department's new motto of "Our Community, Our Commitment" that has driven the department to be actively involved in more community events. We ask that you see the faces and extraordinary efforts of these special needs people as they participate in the Special Olympics. It re-enforces our efforts to commit to our community by supporting and participating in such a worthy event as the Law Enforcement Special Olympics Torch Run.

The Quartzsite Police Department is asking the community to not only participate and contribute, but be aware of our local special needs children who participate in this program. The Quartzsite Police Department has and will continue raising money to help contribute to this special and important program year round. Last year the department and contributing sponsors contributed over \$800 within a few short weeks. Currently, the Quartzsite Police Department has Special Olympics wristbands (given to every donor) made to help raise some of the contributions for the Special Olympics. Quartzsite Police Department would like to give out special thanks to the businesses, individuals and especially to the VFW chapters from Quartzsite, Yuma and Salome for contributions and for providing breakfast last year.



On **May 06, 2015**, the Quartzsite Police Department and any person willing to participate in the event will meet at the Quartzsite Fire Department (70 E. Tyson) parking lot at 6:30 am where all participants will need to sign waivers to Walk, Run or Cycle. Participants can Walk, Run or Cycle the predetermined route. We will make arrangements for all participants to get back to their vehicles.

Our portion of the run with the Torch will begin at the Quartzsite Fire Department at approximately 7:00 am. The route starts at the Quartzsite Fire Department and goes South on Central Avenue, then East on Main Street. It will end at approximately 8:30 am at the Chevron Gas Station with an address of 41 Riggles Road. The participants will be escorted by police vehicles during the walk and run. The Torch will then be handed off to the Maricopa County Sheriff's Office so they can escort the torch towards the City of Phoenix where the Special Olympics will be held at the ASU-Sun Devil Stadium. There will be breakfast provided after the run. The location will be determined and announced soon.

If you would like to participate by walking, please contact the Quartzsite Police Department in advance so plans can be made for an extra escort to the ending location. If you would like to make any contributions towards the event, please contact **Tim Rider**, or **Hilario Tanakeyowma** of the Quartzsite Police Department at **(928) 927-4644**. All proceeds will go towards the Special Olympics Law Enforcement Torch Run.

Ernie Renfro
Interim Chief of Quartzsite Police Department
305 N. Plymouth Ave
Quartzsite, AZ. 85346
Office: 928-927-4644
Fax: 928-927-5252
erenfro@ci.quartzsite.az.us
cell: 602-405-6836



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, April 14, 2015

Agenda Item #6 Consider approval of check series 38693 - 38777, totaling \$155,793.23.

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 38693 - 38777.

Action Requested: Motion to approve the Ledger of Accounts Paid; check series 38693 - 38777.

Town of Quartzsite

Payroll Earnings, Benefits & Deductions

Pay Period Dates: 3/15/2015 to 3/28/2015

Employee Earnings \$ 65,045.88

Employee Deduction

Soc Security	\$ 2,972.09
Medicare	\$ 925.52
Federal WH	\$ 5,397.50
State WH	\$ 1,645.76
Retirement	\$ 1,287.91
Retirement Loan	\$ 750.69
Police Retirement	\$ 1,344.23
Medical	\$ 1,136.52
Dental	\$ 259.34
Life/VOL Ins	\$ 169.15
Vision	\$ 159.12
AFLAC	\$ 1,088.27
Misc Deductions	\$ 1,364.01
Total:	\$ 18,500.11

Employee Net Pay \$ 46,545.77

Employee Count: 53

Payroll Register Detail & Benefits Register Detail on file in Payroll Folder

**Quartzsite Town Council Meeting of
APRIL 14, 2015
Check Register/ Revenue/ Consent Agenda**

Horizon Community Bank- Begin Check #38693 - 38777

Balances on all cash accounts as of April 10, 2015

Checking Account	\$	3,176,333.08
LGIP Account	\$	697,357.27
WIFA Debt Reserve Account	\$	165,410.18

Total Expensed Dollar Amount for Consent Agenda	\$	220,839.11
Total Payroll for Pay Period Ending 3/28/15	\$	65,045.88
YTD Total Revenue Dollar Amount for Consent Agenda	\$	1,566,554.72
YTD Total Sewer Cap Revenue as of 3/20/15	\$	7,100.00
YTD Total Sewer Sales Revenue as of 3/20/15	\$	823,561.30
YTD Total Water Cap Revenue as of 3/20/15	\$	12,200.00
YTD Total Water Sales Revenue as of 3/20/15	\$	723,693.42

Report Criteria:

Report type: GL detail

Check.Check Number = 38693-38777

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
38693						
03/26/15	38693	ACC Business	51.54	Phone Services	01-110-5048	51.54
03/26/15	38693	ACC Business	247.11	Phone Services	01-130-5048	247.11
03/26/15	38693	ACC Business	116.79	Phone Services	01-150-5048	116.79
03/26/15	38693	ACC Business	95.07	Phone Services	01-160-5048	95.07
03/26/15	38693	ACC Business	73.51	Phone Services	01-185-5048	73.51
03/26/15	38693	ACC Business	95.07	Phone Services	03-220-5048	95.07
03/26/15	38693	ACC Business	73.43	Phone Services	15-500-5048	73.43
03/26/15	38693	ACC Business	73.43	Phone Services	16-550-5048	73.43
Total 38693:			825.95			
38694						
03/26/15	38694	APS	272.26	Electric Service	16-550-5048	272.26
Total 38694:			272.26			
38695						
03/26/15	38695	ClassicPlan Premium Fina	979.94	Liability Insurance - Rec	01-185-5046	979.94
03/26/15	38695	ClassicPlan Premium Fina	1,959.88	Liability Insurance - Admin	01-130-5046	1,959.88
03/26/15	38695	ClassicPlan Premium Fina	4,654.71	Liability Insurance - Police	01-140-5046	4,654.71
03/26/15	38695	ClassicPlan Premium Fina	734.95	Liability Insurance - Magistrate	01-150-5046	734.95
03/26/15	38695	ClassicPlan Premium Fina	734.95	Liability Insurance - Library	01-170-5046	734.95
03/26/15	38695	ClassicPlan Premium Fina	9,064.43	Liability Insurance - PW	03-220-5046	9,064.43
03/26/15	38695	ClassicPlan Premium Fina	1,224.92	Liability Insurance - Transit	01-230-5046	1,224.92
03/26/15	38695	ClassicPlan Premium Fina	2,939.82	Liability Insurance - WWTP	15-500-5046	2,939.82
03/26/15	38695	ClassicPlan Premium Fina	2,204.86	Liability Insurance - Water	16-550-5046	2,204.86
Total 38695:			24,498.46			
38696						
03/26/15	38696	Etherspeak Inc.	10.99	Phone Services - INV15114	01-110-5048	10.99
03/26/15	38696	Etherspeak Inc.	55.49	Phone Services - INV15114	01-130-5048	55.49
03/26/15	38696	Etherspeak Inc.	25.84	Phone Services - INV15114	01-150-5048	25.84
03/26/15	38696	Etherspeak Inc.	20.89	Phone Services - INV15114	01-160-5048	20.89
03/26/15	38696	Etherspeak Inc.	20.89	Phone Services - INV15114	01-170-5048	20.89
03/26/15	38696	Etherspeak Inc.	15.94	Phone Services - INV15114	01-185-5048	15.94
03/26/15	38696	Etherspeak Inc.	20.89	Phone Services - INV15114	03-220-5048	20.89
03/26/15	38696	Etherspeak Inc.	15.94	Phone Services - INV15114	15-500-5048	15.94
03/26/15	38696	Etherspeak Inc.	15.94	Phone Services - INV15114	16-550-5048	15.94
Total 38696:			202.81			
38697						
03/26/15	38697	Kansas State Bank	162.80	Principal Capital Lease	01-130-5058	162.80
03/26/15	38697	Kansas State Bank	41.38	Interest Capital Lease	01-130-5057	41.38
Total 38697:			204.18			
38698						
03/26/15	38698	Principal Financial Group	126.28	Payroll Payables	01-000-2209	126.28
03/26/15	38698	Principal Financial Group	6.44	Employee Dental Insur - M&C	01-110-5016	6.44

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
03/26/15	38698	Principal Financial Group	27.22	Employee Dental Insur - Admin	01-130-5016	27.22
03/26/15	38698	Principal Financial Group	91.58	Employee Dental Insur - Police	01-140-5016	91.58
03/26/15	38698	Principal Financial Group	22.27	Employee Dental Insur - Magistrate	01-150-5016	22.27
03/26/15	38698	Principal Financial Group	12.38	Employee Dental Insur - P&Z	01-160-5016	12.38
03/26/15	38698	Principal Financial Group	21.42	Employee Dental Insur - Library	01-170-5016	21.42
03/26/15	38698	Principal Financial Group	11.88	Employee Dental Insur - Parks	01-180-5016	11.88
03/26/15	38698	Principal Financial Group	9.90	Employee Dental Insur - Rec	01-185-5016	9.90
03/26/15	38698	Principal Financial Group	7.43	Employee Dental Insur - Cemetery	01-181-5016	7.43
03/26/15	38698	Principal Financial Group	4.95	Employee Dental Insur - Transit	01-230-5016	4.95
03/26/15	38698	Principal Financial Group	56.92	Employee Dental Insur - PW	03-220-5016	56.92
03/26/15	38698	Principal Financial Group	36.63	Employee Dental Insur - WWTP	15-500-5016	36.63
03/26/15	38698	Principal Financial Group	46.53	Employee Dental Insur - Water	16-550-5016	46.53
Total 38698:			481.83			
38699						
03/26/15	38699	Purchase Power	78.99	Postage Refill	01-130-5042	78.99
03/26/15	38699	Purchase Power	79.00	Postage Refill	01-140-5042	79.00
03/26/15	38699	Purchase Power	79.00	Postage Refill	01-150-5042	79.00
03/26/15	38699	Purchase Power	79.00	Postage Refill	01-160-5042	79.00
03/26/15	38699	Purchase Power	79.00	Postage Refill	03-220-5042	79.00
03/26/15	38699	Purchase Power	78.99	Postage Refill	15-500-5042	78.99
03/26/15	38699	Purchase Power	78.99	Postage Refill	16-550-5042	78.99
Total 38699:			552.97			
38700						
03/26/15	38700	Quill Corporation	196.89	Office Supplies - Police	01-140-5022	196.89
03/26/15	38700	Quill Corporation	319.88	Office Supplies - Admin	01-130-5022	319.88
03/26/15	38700	Quill Corporation	28.54	Office Supplies - Water	16-550-5022	28.54
03/26/15	38700	Quill Corporation	28.52	Office Supplies - WW	16-550-5022	28.52
03/26/15	38700	Quill Corporation	28.32	Office Supplies - P&Z	01-160-5022	28.32
03/26/15	38700	Quill Corporation	6.11	Office Supplies - Transit	01-230-5022	6.11
03/26/15	38700	Quill Corporation	15.70	Office Supplies - Parks	01-180-5022	15.70
03/26/15	38700	Quill Corporation	125.62	Office Supplies - PW	03-220-5022	125.62
03/26/15	38700	Quill Corporation	51.22	Office Supplies - Court	01-150-5022	51.22
03/26/15	38700	Quill Corporation	27.32	Office Supplies - Library	01-170-5022	27.32
03/26/15	38700	Quill Corporation	10.41	Office Supplies - Court	01-150-5022	10.41
03/26/15	38700	Quill Corporation	10.41	Office Supplies - Parks	01-180-5022	10.41
03/26/15	38700	Quill Corporation	192.17	Office Supplies - Police	01-140-5022	192.17
03/26/15	38700	Quill Corporation	24.69	Office Supplies - Admin	01-130-5022	24.69
03/26/15	38700	Quill Corporation	20.96	Office Supplies - Water	16-550-5022	20.96
03/26/15	38700	Quill Corporation	20.97	Office Supplies - WW	15-500-5022	20.97
03/26/15	38700	Quill Corporation	20.96	Office Supplies - P&Z	01-160-5022	20.96
03/26/15	38700	Quill Corporation	17.09	Office Supplies - Transit	01-230-5022	17.09
03/26/15	38700	Quill Corporation	10.41	Office Supplies - PW	03-220-5022	10.41
03/26/15	38700	Quill Corporation	14.28	Office Supplies - Library	01-170-5022	14.28
Total 38700:			1,170.47			
38701						
03/26/15	38701	TABS	2,499.34	Employee Payroll Deduction	01-000-2208	2,499.34
03/26/15	38701	TABS	255.77	Employee Medical - M&C	01-110-5016	255.77
03/26/15	38701	TABS	1,210.07	Employee Medical - Admin	01-130-5016	1,210.07
03/26/15	38701	TABS	4,853.78	Employee Medical - Police	01-140-5016	4,853.78
03/26/15	38701	TABS	988.36	Employee Medical - Magistrate	01-150-5016	988.36

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
03/26/15	38701	TABS	491.86	Employee Medical - Community Development	01-160-5016	491.86
03/26/15	38701	TABS	696.69	Employee Medical - Library	01-170-5016	696.69
03/26/15	38701	TABS	472.19	Employee Medical - Parks	01-180-5016	472.19
03/26/15	38701	TABS	393.49	Employee Medical - Rec	01-185-5016	393.49
03/26/15	38701	TABS	2,547.04	Employee Medical - PW	03-220-5016	2,547.04
03/26/15	38701	TABS	196.75	Employee Medical - Transit	01-230-5016	196.75
03/26/15	38701	TABS	255.77	Employee Medical - Cemetery	01-181-5016	255.77
03/26/15	38701	TABS	1,545.93	Employee Medical - WWTP	15-500-5016	1,545.93
03/26/15	38701	TABS	1,939.43	Employee Medical - Water	16-550-5016	1,939.43
Total 38701:			18,346.47			
38702						
03/26/15	38702	Tamco Capital Corp.	115.80	Phone Services - M&C	01-110-5048	115.80
03/26/15	38702	Tamco Capital Corp.	592.66	Phone Services - Admin	01-130-5048	592.66
03/26/15	38702	Tamco Capital Corp.	276.20	Phone Services - Magistrate	01-150-5048	276.20
03/26/15	38702	Tamco Capital Corp.	223.38	Phone Services - P&Z	01-160-5048	223.38
03/26/15	38702	Tamco Capital Corp.	223.38	Phone Services - Library	01-170-5048	223.38
03/26/15	38702	Tamco Capital Corp.	170.57	Phone Services - Rec	01-185-5048	170.57
03/26/15	38702	Tamco Capital Corp.	223.38	Phone Services - PW	03-220-5048	223.38
03/26/15	38702	Tamco Capital Corp.	170.58	Phone Services - WWTP	15-500-5048	170.58
03/26/15	38702	Tamco Capital Corp.	168.62	Phone Services - Water	16-550-5048	168.62
Total 38702:			2,164.57			
38703						
03/26/15	38703	TDS Telecom	269.52	Telephone Service - Admin	01-130-5048	269.52
03/26/15	38703	TDS Telecom	542.90	Telephone Service - Police	01-140-5048	542.90
03/26/15	38703	TDS Telecom	198.72	Telephone Service - Magistrate	01-150-5048	198.72
03/26/15	38703	TDS Telecom	51.39	Telephone Service - P&Z	01-160-5048	51.39
03/26/15	38703	TDS Telecom	288.29	Telephone Service - Library	01-170-5048	288.29
03/26/15	38703	TDS Telecom	175.89	Telephone Service - PW	03-220-5048	175.89
03/26/15	38703	TDS Telecom	328.13	Telephone Service - WWTP	15-500-5048	328.13
03/26/15	38703	TDS Telecom	270.65	Telephone Service - Water	16-550-5048	270.65
Total 38703:			2,125.49			
38704						
03/26/15	38704	Visa	180.00	Annual Membership - T. Abriani	01-130-5051	180.00
03/26/15	38704	Visa	95.00	Additional Membership - M. Castellanos	01-130-5051	95.00
Total 38704:			275.00			
38705						
03/26/15	38705	Vision Service Plan	364.70	Employee Payroll Deduction - April 2015	01-000-2209	364.70
Total 38705:			364.70			
38719						
03/31/15	38719	APS	219.08	Electric Service	01-185-5048	219.08
03/31/15	38719	APS	803.29	Electric Service	01-130-5048	803.29
03/31/15	38719	APS	367.16	Electric Service	01-140-5048	367.16
03/31/15	38719	APS	292.11	Electric Service	01-170-5048	292.11
03/31/15	38719	APS	148.05	Electric Service	01-150-5048	148.05
03/31/15	38719	APS	254.14	Electric Service	01-180-5048	254.14
03/31/15	38719	APS	205.63	Electric Service	03-220-5048	205.63

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
03/31/15	38719	APS	370.23	Electric Service	03-220-5049	370.23
03/31/15	38719	APS	14,740.33	Electric Service	15-500-5048	14,740.33
03/31/15	38719	APS	6,506.49	Electric Service	16-550-5048	6,506.49
Total 38719:			23,904.51			
38720						
03/31/15	38720	Jean Zugg	4,072.00	Bond Refund for Defendant-Jerry Wilcox	01-000-2211	4,072.00
Total 38720:			4,072.00			
38721						
03/31/15	38721	Jesse J. Newton	100.00	Boot Allowance FY 14/15	03-220-5019	100.00
04/02/15	38721	Jesse J. Newton	100.00	Boot Allowance FY 14/15	V 03-220-5019	100.00
Total 38721:			.00			
38722						
03/31/15	38722	Mike Ewald	148.87	Mileage Reimbursement: Medical Testing -M. Ewald	01-140-5043	148.87
Total 38722:			148.87			
38723						
03/31/15	38723	Ruben, Villafana	180.00	Per Diem: k-9 Trng week 1 -03/29-04/03/15	01-140-5043	180.00
03/31/15	38723	Ruben, Villafana	180.00	Per Diem: k-9 Trng week 2 -04/05-04/10/15	01-140-5043	180.00
03/31/15	38723	Ruben, Villafana	180.00	Per Diem: k-9 Trng week 3 -04/12-04/17/15	01-140-5043	180.00
03/31/15	38723	Ruben, Villafana	180.00	Per Diem: k-9 Trng week 4 - 04/19-04/24/15	01-140-5043	180.00
03/31/15	38723	Ruben, Villafana	180.00	Per Diem: k-9 Trng week 5 - 04/26-05/01/15	01-140-5043	180.00
Total 38723:			900.00			
38724						
04/08/15	38724	ABM	58.89	Consultant Svcs - Community Development	01-160-5032	58.89
Total 38724:			58.89			
38725						
04/08/15	38725	Alexander Y. Benikov	1,665.00	Special Prosecutor - Case # CR20150014	01-150-5073	1,665.00
Total 38725:			1,665.00			
38726						
04/08/15	38726	Arizona Investigations &	637.50	Background & Polygraph - Chief Renfro	01-140-5035	637.50
04/08/15	38726	Arizona Investigations &	637.50	Background & Polygraph - M. Ewald	01-140-5035	637.50
04/08/15	38726	Arizona Investigations &	637.50	background & Polygraph - K. Weltha	01-140-5035	637.50
04/08/15	38726	Arizona Investigations &	673.50	Background & Polygraph - Officer Hein	01-140-5035	673.50
Total 38726:			2,586.00			
38727						
04/08/15	38727	Arizona State Treasurer	7,088.31	Fees Collected February 2015	01-000-2212	7,088.31
04/08/15	38727	Arizona State Treasurer	7,474.95	Fees Collected - March 2015	01-000-2212	7,474.95
Total 38727:			14,563.26			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
38728						
04/08/15	38728	Arizona Supreme Court	2,625.00	Semi-annual Maint.:Laser printers, scanner & computer	01-150-5038	2,625.00
Total 38728:			2,625.00			
38729						
04/08/15	38729	AZ Wastewater Industries,	56.41	Vehicle Maintenance - Parts	16-550-5025	56.41
04/08/15	38729	AZ Wastewater Industries,	56.42	Vehicle Maintenance - Parts	15-500-5025	56.42
04/08/15	38729	AZ Wastewater Industries,	724.04	Vehicle Maintenance - Parts	16-550-5025	724.04
04/08/15	38729	AZ Wastewater Industries,	724.04	Vehicle Maintenance - Parts	15-500-5025	724.04
Total 38729:			1,560.91			
38730						
04/08/15	38730	Brodart Co.	4,188.00	Adult Scvs for 1/2015 - 12/2015 - Library	01-170-5038	4,188.00
Total 38730:			4,188.00			
38731						
04/08/15	38731	Coastal Bend Lift Service,	1,450.00	Install new Bendpac 4 Post Lift	03-220-5030	1,450.00
04/08/15	38731	Coastal Bend Lift Service,	275.00	Annual Inspection-2 Post Forward Lift	03-220-5030	275.00
Total 38731:			1,725.00			
38732						
04/08/15	38732	D And L Auto Parts	56.39	Veh Maint - Supplies/Part - PW	03-220-5025	56.39
04/08/15	38732	D And L Auto Parts	29.70	Veh Maint - Supplies/Part - PW	03-220-5022	29.70
04/08/15	38732	D And L Auto Parts	47.23	Veh Maint - Supplies/Part - Police	01-140-5025	47.23
04/08/15	38732	D And L Auto Parts	8.51	Veh Maint - Supplies/Part - WW	15-500-5025	8.51
Total 38732:			141.83			
38733						
04/08/15	38733	Diamond Brooks Bottled W	10.25	Bulk Water - Admin	01-130-5035	10.25
04/08/15	38733	Diamond Brooks Bottled W	10.25	Bulk Water - Police	01-140-5035	10.25
04/08/15	38733	Diamond Brooks Bottled W	10.25	Bulk Water - Magistrate	01-150-5035	10.25
04/08/15	38733	Diamond Brooks Bottled W	10.25	Bulk Water - Library	01-170-5035	10.25
Total 38733:			41.00			
38734						
04/08/15	38734	Dr. Jeni McCutcheon, PSY.	400.00	Post Offer Evaluation - M. Ewald	01-140-5082	400.00
04/08/15	38734	Dr. Jeni McCutcheon, PSY.	400.00	Post Offer Evaluation - K. Weltha	01-140-5082	400.00
Total 38734:			800.00			
38735						
04/08/15	38735	Hach Company	367.47	Lab Supplies - WWTP	15-500-5039	367.47
Total 38735:			367.47			
38736						
04/08/15	38736	Herbs Hardware, Inc.	135.09	Maintenance & Repair Parts - PW	03-220-5022	135.09
04/08/15	38736	Herbs Hardware, Inc.	48.35	Maintenance & Repair Parts - Water	16-550-5060	48.35
04/08/15	38736	Herbs Hardware, Inc.	5.59	Maintenance & Repair Parts - Admin	01-130-5022	5.59
04/08/15	38736	Herbs Hardware, Inc.	51.64	Maintenance & Repair Parts - Parks	01-180-5022	51.64

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
04/08/15	38736	Herbs Hardware, Inc.	198.65	Maintenance & Repair Parts - WW	15-500-5022	198.65
04/08/15	38736	Herbs Hardware, Inc.	236.42	Maintenance & Repair Parts - Water	16-550-5060	236.42
04/08/15	38736	Herbs Hardware, Inc.	48.37	Maintenance & Repair Parts - WW	15-500-5060	48.37
04/08/15	38736	Herbs Hardware, Inc.	124.93	Maintenance & Repair Parts - Water	16-550-5022	124.93
04/08/15	38736	Herbs Hardware, Inc.	54.92	Maintenance & Repair Parts - Police	01-140-5022	54.92
Total 38736:			903.96			
38737						
04/08/15	38737	Hilario Tanakeyowma	198.00	Per Diem: Forensic Interviews - 4/26 - 5/1/15	01-140-5043	198.00
Total 38737:			198.00			
38738						
04/08/15	38738	Holland Supply, Inc	4,975.00	Frigid Master Lowering Device	01-181-5061	4,975.00
04/08/15	38738	Holland Supply, Inc	1,985.95	Holland Mobile Stand	01-181-5061	1,985.95
04/08/15	38738	Holland Supply, Inc	184.95	Mobile Stand Drape	01-181-5061	184.95
04/08/15	38738	Holland Supply, Inc	405.00	Shipping	01-181-5061	405.00
Total 38738:			7,550.90			
38739						
04/08/15	38739	Inland Builders Supply, Inc.	114.75	Fencing hardware - Police	01-140-5030	114.75
Total 38739:			114.75			
38740						
04/08/15	38740	Jack Pots Portables, Inc.	508.08	Porta Potties for Parks Dept	01-180-5035	508.08
Total 38740:			508.08			
38741						
04/08/15	38741	Jesse, Newton	100.00	Boot Allowance 2015	03-220-5019	100.00
Total 38741:			100.00			
38742						
04/08/15	38742	Kowboy Korner	100.00	Boot Allowance for W. Shipley	03-220-5019	100.00
Total 38742:			100.00			
38743						
04/08/15	38743	La Paz County Sheriff's De	21.01	Fees Collected in for February 2015	01-000-2212	21.01
04/08/15	38743	La Paz County Sheriff's De	10.00	Fees Collected - March 2015	01-000-2212	10.00
Total 38743:			31.01			
38744						
04/08/15	38744	La Paz County Treasurer	16.57	Fees Collected February 2015	01-000-2212	16.57
04/08/15	38744	La Paz County Treasurer	17.38	Fees Collect - March 2015	01-000-2212	17.38
Total 38744:			33.95			
38745						
04/08/15	38745	Lawson Products, Inc.	168.09	Small Tools & Supplies	03-220-5060	168.09

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 38745:			168.09			
38746						
04/08/15	38746	Legend Technical Services	3,036.80	Laboratory Services - Sewer	15-500-5039	3,036.80
Total 38746:			3,036.80			
38747						
04/08/15	38747	Open Range Pest Control	25.00	Pest Control 04/02/15	15-500-5035	25.00
04/08/15	38747	Open Range Pest Control	37.00	Pest Control 04/02/15	01-130-5035	37.00
04/08/15	38747	Open Range Pest Control	33.00	Pest Control 04/02/15	03-220-5035	33.00
04/08/15	38747	Open Range Pest Control	30.00	Pest Control 04/02/15	01-140-5035	30.00
04/08/15	38747	Open Range Pest Control	60.00	Pest Control 04/02/15	01-185-5035	60.00
Total 38747:			185.00			
38748						
04/08/15	38748	Parker Motor Co.	30.25	Motor ASY - Ford F-150	01-140-5025	30.25
Total 38748:			30.25			
38749						
04/08/15	38749	Philip Devries	50.00	Refund: Overpayment for permit	01-000-4230	50.00
Total 38749:			50.00			
38750						
04/08/15	38750	Pioneer Landscaping Mate	174.82	Arizona Sunrise Rip Rap 1" - 3"	03-220-5029	174.82
Total 38750:			174.82			
38751						
04/08/15	38751	Quartzsite Cap & Embroide	17.60	Logos for shirt - H. Davidson	01-110-5022	17.60
Total 38751:			17.60			
38752						
04/08/15	38752	Ralph & Tammy Crystal	50.00	Refund: Overpayment for permit	01-000-4230	50.00
Total 38752:			50.00			
38753						
04/08/15	38753	River City Newspapers	150.11	2 Wk Ad for Police Lieutenant	01-140-5033	150.11
Total 38753:			150.11			
38754						
04/08/15	38754	Tracey Hess	54.00	Per Diem: Traffic Control Tech (Tucson)	03-220-5043	54.00
Total 38754:			54.00			
38755						
04/08/15	38755	Universal Police Supply Co	109.82	Uniform Allowance - M. Ewald	01-140-5019	109.82
04/08/15	38755	Universal Police Supply Co	331.27	Uniform Allowance - K. Weltha	01-140-5019	331.27
04/08/15	38755	Universal Police Supply Co	648.60	Quartzsite Police shoulder patches	01-140-5019	648.60

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
04/08/15	38755	Universal Police Supply Co	202.60-	Credit	01-140-5019	202.60-
Total 38755:			887.09			
38756						
04/08/15	38756	Ward Law Offices, PLLC	3,200.00	Prosecutorial Services	01-150-5073	3,200.00
Total 38756:			3,200.00			
38757						
04/08/15	38757	West Payment Center	452.19	West Law Information Charges - Last PMT	01-150-5051	452.19
Total 38757:			452.19			
38760						
04/09/15	38760	Gateway Community Colle	87.00	Water Op Cert Exam - O. Cruz	16-550-5051	87.00
Total 38760:			87.00			
38761						
04/09/15	38761	Grainger	134.13	Lamp Module (3) - Water	16-550-5091	134.13
04/09/15	38761	Grainger	134.14	Lamp Module (3) - WWTP	15-500-5091	134.14
Total 38761:			268.27			
38762						
04/09/15	38762	Hugh Bryant	162.00	Per Diem: ADEQ Operator Trng - 11/3-11/4/14	16-550-5043	162.00
Total 38762:			162.00			
38763						
04/09/15	38763	Janet Collier	90.00	Per Diem: ADOT Conference - J. Collier	01-230-5043	90.00
Total 38763:			90.00			
38764						
04/09/15	38764	Oscar Cruz	162.00	Per Diem: RWAA Trng & Cert- 04/13-04/17/15	16-550-5043	162.00
Total 38764:			162.00			
38765						
04/09/15	38765	Parker Office Supply	16.06	Nameplate - David Collier	01-130-5022	16.06
Total 38765:			16.06			
38766						
04/09/15	38766	Road Runner Sanitary Sup	20.62	Janitorial Supplies - Admin	01-130-5034	20.62
04/09/15	38766	Road Runner Sanitary Sup	24.22	Janitorial Supplies - Police	01-140-5034	24.22
04/09/15	38766	Road Runner Sanitary Sup	20.61	Janitorial Supplies - Magistrate	01-150-5034	20.61
04/09/15	38766	Road Runner Sanitary Sup	20.61	Janitorial Supplies - P&Z	01-160-5034	20.61
04/09/15	38766	Road Runner Sanitary Sup	20.61	Janitorial Supplies - Library	01-170-5034	20.61
04/09/15	38766	Road Runner Sanitary Sup	20.61	Janitorial Supplies - WWTP	15-500-5034	20.61
04/09/15	38766	Road Runner Sanitary Sup	20.61	Janitorial Supplies - Water	16-550-5034	20.61
04/09/15	38766	Road Runner Sanitary Sup	3.57	Janitorial Supplies - Transit	01-230-5034	3.57

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 38766:			151.46			
38767						
04/09/15	38767	Tamco Capital Corp.	115.80	Phone Services - M&C	01-110-5048	115.80
04/09/15	38767	Tamco Capital Corp.	592.66	Phone Services - Admin	01-130-5048	592.66
04/09/15	38767	Tamco Capital Corp.	276.20	Phone Services - Magistrate	01-150-5048	276.20
04/09/15	38767	Tamco Capital Corp.	223.38	Phone Services - P&Z	01-160-5048	223.38
04/09/15	38767	Tamco Capital Corp.	223.38	Phone Services - Library	01-170-5048	223.38
04/09/15	38767	Tamco Capital Corp.	170.57	Phone Services - Rec	01-185-5048	170.57
04/09/15	38767	Tamco Capital Corp.	223.38	Phone Services - PW	03-220-5048	223.38
04/09/15	38767	Tamco Capital Corp.	170.58	Phone Services - WWTP	15-500-5048	170.58
04/09/15	38767	Tamco Capital Corp.	168.62	Phone Services - Water	16-550-5048	168.62
Total 38767:			2,164.57			
38768						
04/09/15	38768	Tonya Hoogerwerf	112.00	Per Diem: AZBO Summer Institute 4/12 - 4/16	01-160-5043	112.00
Total 38768:			112.00			
38769						
04/09/15	38769	Usa Blue Book	26.97	Glass Fiber Filter - Water	16-550-5052	26.97
04/09/15	38769	Usa Blue Book	26.97	Glass Fiber Filter - WWTP	15-500-5052	26.97
04/09/15	38769	Usa Blue Book	17.61	Tools/Equipment - Water	16-550-5052	17.61
04/09/15	38769	Usa Blue Book	17.60	Tools/Equipment - WWTP	15-500-5052	17.60
Total 38769:			89.15			
38770						
04/09/15	38770	Verizon Wireless	61.14	Cell Phone Services - Transit	01-230-5048	61.14
04/09/15	38770	Verizon Wireless	120.86	Cell Phone Services - Admin	01-130-5048	120.86
04/09/15	38770	Verizon Wireless	93.11	Cell Phone Services - Park	01-180-5048	93.11
04/09/15	38770	Verizon Wireless	35.95	Cell Phone Services - Police	01-140-5048	35.95
04/09/15	38770	Verizon Wireless	117.39	Cell Phone Services - Rec	01-140-5048	117.39
04/09/15	38770	Verizon Wireless	44.71	Cell Phone Services - PW	03-220-5048	44.71
04/09/15	38770	Verizon Wireless	61.14	Cell Phone Services - WWTP	15-500-5048	61.14
04/09/15	38770	Verizon Wireless	145.92	Cell Phone Services - Water	16-550-5048	145.92
Total 38770:			680.22			
38771						
04/09/15	38771	Western States Petroleum,	1,554.41	Unleaded Fuel - Police	01-140-5024	1,554.41
04/09/15	38771	Western States Petroleum,	636.43	Unleaded Fuel -Transit	01-230-5024	636.43
04/09/15	38771	Western States Petroleum,	128.43	Unleaded Fuel -Admin	01-130-5024	128.43
04/09/15	38771	Western States Petroleum,	438.51	Unleaded Fuel - WW	15-500-5024	438.51
04/09/15	38771	Western States Petroleum,	228.44	Unleaded Fuel - Water Dept	18-550-5024	228.44
04/09/15	38771	Western States Petroleum,	643.62	Unleaded Fuel - PW	03-220-5024	643.62
04/09/15	38771	Western States Petroleum,	452.16	Unleaded Fuel - Park	01-180-5024	452.16
Total 38771:			4,080.00			
38773						
04/09/15	38773	Az Mun. Risk Retention Po	359.00	Workers Comp - M&C	01-110-5015	359.00
04/09/15	38773	Az Mun. Risk Retention Po	383.00	Workers Comp - Admin	01-130-5015	383.00
04/09/15	38773	Az Mun. Risk Retention Po	6,613.00	Workers Comp - Police	01-140-5015	6,613.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
04/09/15	38773	Az Mun. Risk Retention Po	114.00	Workers Comp - Magistrate	01-150-5015	114.00
04/09/15	38773	Az Mun. Risk Retention Po	44.00	Workers Comp - P&Z	01-160-5015	44.00
04/09/15	38773	Az Mun. Risk Retention Po	141.00	Workers Comp - Library	01-170-5015	141.00
04/09/15	38773	Az Mun. Risk Retention Po	478.00	Workers Comp - Park	01-180-5015	478.00
04/09/15	38773	Az Mun. Risk Retention Po	135.00	Workers Comp - Recreation	01-185-5015	135.00
04/09/15	38773	Az Mun. Risk Retention Po	6,196.00	Workers Comp - PW	03-220-5015	6,196.00
04/09/15	38773	Az Mun. Risk Retention Po	417.00	Workers Comp - Transit	01-230-5015	417.00
04/09/15	38773	Az Mun. Risk Retention Po	204.00	Workers Comp - Cemetery	01-181-5015	204.00
04/09/15	38773	Az Mun. Risk Retention Po	811.00	Workers Comp - WWTP	15-500-5015	811.00
04/09/15	38773	Az Mun. Risk Retention Po	1,497.00	Workers Comp - Water	16-550-5015	1,497.00
04/09/15	38773	Az Mun. Risk Retention Po	222.00	Workers Comp - Citizens on Patrol	01-140-5089	222.00
Total 38773:			17,614.00			
38774						
04/09/15	38774	Gateway Community Colle	87.00	Waste Water Op Cert Exam - H. Bryant	15-500-5051	87.00
Total 38774:			87.00			
38775						
04/09/15	38775	AlSCO - Steiner Corp	270.25	Uniform/Mat Cleaning Svcs - PW Dept	03-220-5035	270.25
04/09/15	38775	AlSCO - Steiner Corp	67.80	Mat Cleaning Services - Admin	01-130-5035	67.80
04/09/15	38775	AlSCO - Steiner Corp	60.66	Mat Cleaning Services - Community Ctr	01-185-5035	60.66
Total 38775:			398.71			
38776						
04/09/15	38776	Visa	67.11	2 Polo Shirts (to be reimbursed) - H. Davidson	01-110-5022	67.11
04/09/15	38776	Visa	33.13	1 Bx PocketFiles, Letter 5th cut - Admin	01-130-5022	33.13
04/09/15	38776	Visa	186.25	Law Day Supplies	01-150-5022	186.25
Total 38776:			286.49			
38777						
04/09/15	38777	Visa	40.00	AMCA 2015 Spring Trng-T. Abrlani	01-130-5043	40.00
04/09/15	38777	Visa	40.00	AMCA 2015 Spring Trng-M. Castellanos	01-130-5043	40.00
04/09/15	38777	Visa	400.00	Registration: AZBO Spring Institute - T. Hoogerwerf	01-160-5043	400.00
04/09/15	38777	Visa	35.00	CELA 2015 Membership - T. Hoogerwerf	01-160-5051	35.00
Total 38777:			515.00			
Grand Totals:			155,793.23			
Grand Totals:			156,398.43	156,398.43-		.00

Report Criteria:

Report type: GL detail

Check.Check Number = 38693-38777



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, April 14, 2015

Agenda Item #7 Consider approval of the minutes of the Town Council Regular Meeting of March 24, 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 Town Council Regular Meeting of March 24, 2015.

Action Requested: Motion to approve the minutes of the Town Council Regular Meeting of March 24, 2015.

MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE COMMON COUNCIL
TUESDAY, MARCH 24, 2015, 7:00 PM

CALL TO ORDER: 7:00 p.m.

INVOCATION: Prayer led by Pastor Bruce Swart.

PLEDGE OF ALLEGIANCE: Led by Council Member Kelley.

ROLL CALL:

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

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

CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS:

Michael Roth, resident, stated there will be a free aquaponics class that will teach attendees how to grow their own vegetables and raise their own fish year round. The method uses no chemicals; only fish waste is used to increase the quality of food and reduce the cost to cover it. He invited everyone to attend the free class. He said aquaponics yields more with less consumption. Dr. Paul Range, PhD., a thirty-year expert in aquaponics and part-time residents will teach the class here in Town. Interested people are to let Michael Roth know and request a flyer.

Monica Timberlake, resident of Quartzsite, spoke regarding a group called the Young Americans. They are a performing arts college in California. In the past, four students from Quartzsite attended a three-day Young Americans Workshop at Palo Verde College in Blythe. She said it is a phenomenal program and will be coming back to Blythe in April. She asked that the Council, or anyone from the community, become a sponsor for a student to be able to attend the workshop in April. The cost is \$59, per student, for all three days and for a T-shirt that is the student's costume and souvenir. On April 19, 2015, the final day of the workshop, there will be a public performance given by the participating children. Tickets for the performance will go on sale on April 19, 2015. The charge will be \$10 per ticket.

PROCLAMATIONS:

1. **PROCLAMATION** – Mayor's Day of Recognition for National Service April 7, 2015.

Vice Mayor Simpson read the Mayor's Day of Recognition for National Service April 7, 2015 Proclamation aloud for the audience.

2. PROCLAMATION – National Library Week April 12-18, 2015.

The Mayor read the National Library Week April 12-18, 2015 Proclamation aloud for the audience.

CONSENT AGENDA:

3. LEDGER OF ACCOUNTS PAID – Consider approval of check series 38646 - 38692, totaling \$60,529.42.

Council Member Davidson moved to approve the Consent Agenda as read and Vice Mayor Simpson seconded the motion. The vote was unanimous. Motion Passed.

PUBLIC HEARING:

4. 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.

Town Manager Miller stated the 5310 grant funding program is something that the Town has always applied for to supplement the transit budget. This year, limited funding is available for 5310 and the Town looks to expand services within the Town. The 5311 grant funding program is available and the Town has already begun the application process. Town Manager Miller advised that this agenda item is a continuation of that process.

The Mayor asked for a broad outline of the current and future Town transit system.

Janet Collier advised that the Town currently runs a small transit system called 5310. This is dedicated to senior citizens, aged 60 and over, and those with disabilities. The Town of Quartzsite has run this program since 1992.

The Town was awarded 5311 grant funding last year, in the amount of \$221,743. The local match required was \$71,936. Part of those funds will be used to hire a transit planner who will review the Town's services and its needs in order to give a recommendation to the Town regarding what a sustainable public transportation system would look like for Quartzsite. This year the Town is again applying for 5311 grant funding.

Mrs. Collier advised that as a result of the transit study, the Town may stay with the current 5310 program and find better ways to manage it; or the Town may run two separate programs, public transportation and a curb to curb service. Another option may be to run a combined program which would be called a deviated fixed route.

Mrs. Collier advised that because the study has not been completed, the Town has applied for both types of grant funding.

The Mayor asked Janet to explain the differences between the 5311 and 5310 funding.

Mrs. Collier stated 5310 funding is to be used strictly for people aged 60 and older and those that are disabled. She said this is a curb to curb service, similar to a dial a ride system. She said 5311 funds are to be used for public transportation with routes and stops.

Council Member Davidson asked Mrs. Collier for a current rough figure representing how many people use the transit system monthly.

Mrs. Collier replied that the Town has a current ridership of about 60 people.

The Mayor asked the public to step forward with questions as it is a public hearing.

Council Member Warner asked Mrs. Collier who the transit planner is.

Mrs. Collier advised that ADOT put out an RFP for a transit planner for Quartzsite. There have been two responses and one will be hired soon.

Council Member Davidson asked how much transit planners charge.

Mrs. Collier said they are paid \$90 - \$125 per hour. She explained that the transit planner's services are part of the grant which covers \$48,000 for that process. The Town of Quartzsite's required match money for the process is \$12,000.

The Mayor closed the public hearing.

Council Member Orgeron moved to adopt Resolution 15-04 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 Section 5310 and 5311 funding. **Council Member Kelley seconded** and the motion.

Vice Mayor Simpson called for discussion of the item. He stated it looks as though the Town is impacted by a 58% match that comes to \$47,850. He said the Town is also responsible for any increases, which is part of Resolution 15-04.

Vice Mayor Simpson asked how the Town can commit when the Council does not know what it has to work with monetarily. He said he thought it was premature and needed to occur after, or at least during, the budget process.

Town Manager Miller stated the Council already approved the funding for the transit planner. He explained this is part of the application process and the Town needs to plan and design this route so that the Town knows how to fund it and budget it.

Mrs. Collier said the grants are due April 10, 2015 & April 17, 2015 and in order to apply for them, the Town must have a resolution such as the one before the Council now. She said that last year the Town was awarded \$221,743 and the Town still has it, at ADOT, and as the Town goes through the different phases, ADOT gives the Town the money and the Town provides the match for each phase.

Mrs. Collier explained what the Town is doing now is writing a grant for the 2015-2016 season.

The Mayor asked if the Town is looking at an increase for transportation or trying to reallocate and shift funds within the Town's budget.

Town Manager Miller stated the 5310 grant covers about \$15,000 per year and the Town's transit budget is about \$110,000, which is what the Town is using for transit per year now.

Town Manager Miller explained the 5311 program is proposing to fund a much higher percentage of the total budget for that program. If the Town moves forward with the 5311, there will be less general fund money spent in transit and more of it will be coming from grant sources.

Vice Mayor Simpson asked what is the total impact the Town could be liable for on this and whether or not he was correct regarding the 58% and any cost increases.

Town Manager Miller said he doesn't have those numbers in front of him and the Town will not design a system it cannot fund; it will be within the budget.

Town Manager Miller said this secures revenue in the form of grant money.

Mrs. Collier stated this is the hearing to accept responsibility for the grants.

Mrs. Collier stated the 5311 funding allows the Town to use the funds to offset other costs such as the Town Transit Coordinator's pay, telephone costs, and electrical costs, which will assist the general fund. She explained that up to 58% of that money can be used for in-house operations, rather than just operations of the vehicles.

Vice Mayor Simpson asked if this is a totally subsidized transit system or if it generates revenue.

Town Manager Miller stated that right now there is a donation program where the fare for riding is technically optional, certainly encouraged, but the revenue received from riders is a small portion of the cost to run the transit system.

Mrs. Collier stated that approximately \$8,000 was collected from the riders last fiscal year, under the 5310 program.

Mrs. Collier said fares are supported and set by the Council. The transit planner will complete a study and make a recommendation to Council regarding new fares.

Vice Mayor Simpson said this resolution will lock the Town into matching funds either way.

Town Manager Miller stated that is right. Town Manager Miller asked if the Town is currently obligated to continue the transit services as they are. He stated the Town applies for the 5310 every year and that leaves the remainder of the funds to operate the transit system to be paid by the Town, which is 85% - 90% of the total dollar amount to keep the transit system going at the current level of service.

Town Manager Miller said if the maximum the Town has to contribute to 5311 is 58%; the Town will save quite a bit of money.

Town Manager Miller said the Town is spending a lot of general fund dollars for a needed service out in the community; but, it is definitely a service and not a traditional business model, it is not self-sustaining. He said the Town is looking for new and creative ways to not only expand that service but to make it more sustainable with the budget and this is why the Town needs to move forward with the applications for the grants.

Council Member St. Germain asked under what obligation the Town will be if the transit planner's study results show that the Town is fine with what it has.

Town Manager Miller stated, in that case, the Town will only get 5310 funds for curb to curb service and not receive 5311 funds for public transportation.

Council Member Orgeron's previously stated motion and Council Member Kelley's second to that motion was voted on. The vote was six aye votes and one nay vote. The nay vote was from Vice Mayor Simpson. **Motion Passed.**

ADMINISTRATIVE ITEMS:

5. **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.

Vice Mayor Simpson moved to approve the minutes as presented and **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

6. **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).

Town Manager Miller stated this was a \$10,000 capital improvement item from the current fiscal year's budget.

Dinice Ross of the Cemetery Department and Tom Thomas of the Park Department were at the podium to explain the project. Some of the details of the Cemetery Kofa Road entrance improvements were discussed including the materials and pricing. The wall will be twenty feet off the road, sixty feet long, 5.5 feet high and will be curved. There will be drainage on both sides of the wall. Lettering will be made using sheet metal. The project will take four to six weeks and will be beautiful, said Tom Thomas.

Mrs. Ross advised that the Cemetery Board approved the project for recommendation to the Council.

Town Manager Miller asked for some of the names of the vendors and final costs.

Mrs. Ross stated John, of Pioneer Landscaping Material in Gilbert, AZ, quoted \$750, plus a mining tax – approximately 35\$, for the gravel. She said the blocks cost \$2,736.32, the sheet metal cost is \$310.73, and the mortar for the capping is \$428.73. Mrs. Ross said the total is \$4260.78, which is less than the \$10,000 that was budgeted for this project.

Town Manager Miller verified there are four separate vendors supplying material for the project.

Mrs. Ross said that was correct, there are four separate vendors.

Council Member Orgeron moved to authorize the purchase of materials for the construction of the Cemetery's Kofa Road entrance improvements and Council Member Kelley seconded the motion. The vote was unanimous. Motion Passed.

7. **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.

Town Manager Miller said this will apply to the Transit Department only.

Council Member Orgeron moved to adopt Resolution 15-05 Title VI Implementation Plan for the Quartzsite Transit Services to satisfy Federal Transit Administration requirements and Council Member Kelley seconded the motion. The vote was unanimous. Motion Passed.

8. **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.

The Mayor read the final results into the record. There were 348 yes votes and 50 no votes. The franchise therefore passed.

Council Member Orgeron moved to adopt Resolution 15-03 Declaring and Adopting the Results of the APS Franchise Question Special Election held on March 10, 2015 and **Council Member St. Germain seconded**. The vote was unanimous. **Motion Passed**.

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.

The Mayor asked to table this agenda item. He noted the list of the Town's vendors is extensive.

Town Manager Miller said the list is a list of vendors the Town has used in the last two years. Some items on the list are individuals that have been reimbursed. Town Manager Miller asked the Council to review the list and he will schedule some time to answer questions. At an upcoming meeting, after the questions and answers, Town Manager Miller stated he will put together a proposed list for approval by the Council.

The Mayor said the Council may approve the list, with questions, at the next meeting.

Town Manager Miller said he could schedule individual meetings with the Council Members and bring in the finance staff to look at the list.

Town Manager Miller said Council Member Warner asked for information regarding the frequency with which the Town uses the vendors on the list. He said that is information that he would like to provide to Council before the issue of implementing an established list for approval is decided.

Vice Mayor Simpson stated there was no mention of what kind of service was provided.

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

Town Manager Miller said the Town currently staffs the community center with one full-time Recreation Specialist and a part-time Recreation Assistant and those hours flex throughout the year. The two major programs the Recreation Department provides for the youth are a six week summer youth program that had extended hours with meals involved, a day camp style of a program for socialization, and an after-school recreation program provided during the school year.

The hours of the part-time staff member are higher during the summer to provide additional coverage for the summer program and are reduced through the rest of the year.

Town Manager Miller said he is looking to see how Council wants to proceed.

Town Manager Miller said he wants to keep the community center open for at least twelve hours a day. He wants to attempt initially to utilize a volunteer corps to expand services and hours of operation.

The Mayor and Council Member Orgeron asked about insurance for volunteers.

Council Member Orgeron suggested that the Town try to enter into a partnership with the school district and the high school to get coverage and or aid in funding for the after-school program.

Council Member St. Germain asked if the Town will be able to staff the summer program this summer.

Town Manager Miller said yes.

There was discussion of the age requirement for volunteers and insurance concerns. Town Manager Miller said he will check with the Town's insurance and check into Town provided background checks. Labor laws will be checked with the insurance company as well.

The Mayor directed staff to create a list of volunteers.

Fees for the use of the community center were discussed as well as whether or not the fees cover the costs of electricity and maintenance.

The Mayor directed Town Manager Miller to keep the summer program going, to look at volunteers, to look at how the facility can be kept open more hours, and to come back to Council with a volunteer staff and an explanation of how the operation will be run.

Town Manager Miller asked for clarification of what the Council's direction is regarding the fees for the community center.

Council Member St. Germain said that if a non-profit is doing something open to the public, there should be no fee. He said if it is not a non-profit event, they should have to pay a fee, regardless of whether or not it is open to the public.

Town Manager Miller clarified that no fee will be required for an event held by a non-profit organization that is open to the public.

Town Manager Miller said he will put together a proposed fee schedule and indicated it would be for review and revision by the Council with possible additional line items.

Council Member Warner stated she would like to know what an average daily utility rate is for the community center so that the fees can help offset some of that cost.

COMMUNICATIONS:

Reports from the MAYOR on current events.

The Mayor spoke regarding trails and open lands. He advised that he had a couple of discussions with the Gem and Mineral Club and with the Peace Trail group. He said one of the things that came out of the discussions is that certain people within those groups have really good relationships with BLM. He said he will go to Lake Havasu City tomorrow and he will stop by the BLM office to say howdy and see if he can set up a luncheon engagement with the director. He is trying to pursue the problem of trail closings out in the desert.

Reports from the COUNCIL on current events.

Council Member Warner advised that she had a meeting with a commercial business property owner. Council Member Warner said the owner wanted to know if the Council would be willing to listen to a presentation from him and potentially other people at an ad hoc committee to help promote the Town. Council Member Warner said she would set it up after the Mayor said to absolutely invite the owner to speak.

Vice Mayor Simpson said the Southwestern Round-up Art Show that was formerly held at the Mountain Quail clubhouse has outgrown the clubhouse after five years, so the event will be held at the QIA. There will be fine arts and hopefully some crafts in the show as well. He advised that when an individual pays for his or her purchases, the fee and sales taxes are paid at the same time. He welcomed the Council Members to be part of the event.

Council Member Kelley thanked the Vice Mayor for his past work and his help with the Food Bank.

Council Member Kelley spoke about the Philly Cheese Extravaganza, a Food Bank fundraiser. She announced it was successful and will be held again in November and next March.

Council Member St. Germain spoke about the All Fools Rally that will be held on April 4, 2015. There will be a 20-25 mile ATV, dune buggy and bicycle run. The rally registration starts at 8:00 a.m. It takes off at 11:00 a.m. from Gunny's Military Museum and ends up at the VFW. All day there will be goings on at the VFW. There will be a live band. Breakfast starts at 8:30 a.m. with biscuits and gravy, lunch will be hamburgers and hot dogs and supper will be a pulled pork sandwich with all the fixings. He encouraged everyone to attend especially at 3:00 p.m. when the QIA will present a true American

hero with a track chair. The hero lost his leg while serving his country in Afghanistan. The presentation will be held at the new VFW building, the old Palo Verde Café. The address of Gunny's Military Museum is 735 W. Ocotillo Lane, which does not exist in current GPS listings.

Reports from the TOWN MANAGER to the Council.

Town Manager Miller stated the Town has posted notices of vacancies on the Town's volunteer boards. The Town is encouraging members of the community to stop by Town Hall and fill out an Interest Statement and become part of the public process and join the Town on one of its boards.

Town Manager Miller advised there is a vacancy in the Library. He stated he and staff have evaluated the need and believe that in order to maintain proper staffing; the position will have to be filled on a part-time basis. He advised that the Town will be advertising for that position shortly.

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

ADJOURNMENT: 8:25 p.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of March 24, 2015, of the Town Council of Quartzsite, Arizona, held on March 24, 2015.

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

DATED this 14th day of April 2015

Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, April 14, 2015

Agenda Item #8 Discussion regarding the creation of a Town of Quartzsite Youth Council.

Summary: Council Member St. Germain requested this agenda item to explore the possibility of having a Town of Quartzsite Youth Council added to the list of Town boards, committees and commissions. This is an opportunity for high school youth to learn about local government and to participate in various events and meetings. Youth will have a forum for sharing ideas and actively participate in local government.

Responsible Person: Skylor Miller, Town Manager

Attachment:

- Letter from Rhiyanna Timberlake, Quartzsite resident
- Scottsdale Mayor's Youth Council Information Sheet
- Wickenburg Youth Commission Information Sheet
- Tolleson Teen Council Information Sheet

Action Requested: Discussion of a Town of Quartzsite Youth Council.

Dear Mayor and Council,

A coalition is a group that forms for a specific purpose or cause.

I am asking the council to put in place a youth coalition that promotes healthy, safe, substance free activities. Some of the activities we could plan might be movie nights, games at the park, & dances. These would be relatively low cost activities that give us a safe, structured place to be. Some of the different ways we could give back to the community are food drives, volunteer work, tutoring the younger kids and helping promote red ribbon week .This would also allow youth to learn leadership skills. Although the town offers opportunities for younger kids there's not much for anyone over twelve. Unfortunately this leads to boredom and boredom can lead to trouble. A youth coalition would be a great way for the youth to have a positive impact in Quartzsite. In addition it would allow youth to see how local government works while being part of the process.

Most of the activities we would plan would be low cost or no cost and we can do fundraisers to help offset some cost. However, being part of the town as opposed to just a group of kids would allow us the opportunity for possible grant funding at some point. It would also give us a collective voice to present council with the challenges facing the youth and to be able to work together to find solutions.

In closing I am asking the council to take action by forming a youth coalition that operates similarly to other boards and commissions with regularly scheduled meeting and town support.

Respectfully,

Rhiyanna Timberlake

Quartzsite Resident

For additional information please visit the following links:

<https://www.youtube.com/watch?v=ZImx-0aTvDE>

<https://www.facebook.com/CoolidgeYouthCoalition?fref=ts>

<https://www.facebook.com/pages/Santa-Cruz-County-Drug-Free-Community-Coalition/678863365511591?fref=ts>



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Mayor's Youth Council

HISTORY AND PURPOSE

The Scottsdale Mayor's Youth Council has been in existence since the late 1980's. The City of Scottsdale's Youth and Family Services staff is responsible for providing direction for the group.

The purpose of the Scottsdale Mayor's Youth Council (SMYC) is to provide Scottsdale high school youth the opportunity to:

- Learn about how local government works and how services are provided
- Tour various city facilities and meet with key city staff and city officials
- Participate in various meetings and/or events as they arise
- Share their ideas about local government and local issues with the Mayor, Mayor's staff and City Council members

COMMITMENT OF YOUTH COUNCIL MEMBERS

All Mayors' Youth Council members will be required to participate in the following:

- Applicants must be willing to attend and participate in all scheduled meetings.
- Applicants must be willing to attend other meetings or events as opportunities arise.
- Applicants must play an active role in the planning and implementation of Youth Council events.

REQUIREMENTS FOR MEMBERSHIP

- Applicants must attend a high school in the City of Scottsdale or be a Scottsdale resident currently attending High School.
- Applicants must be a Sophomore, Junior or Senior during the program year which follows the school calendar year.
- Applicants must have a willingness to learn and to participate in meetings.
- Applicants must have own transportation to and from meetings.

[2014 Youth Town Hall Report](#)

YOUTH COUNCIL LINKS

[A VOICE FOR YOUTH SURVEY](#)

[TEEN EMPLOYMENT PROGRAM](#)

[YOUTH TOWN HALL
REGISTRATION](#)

**Get Involved – Join the
Wickenburg Youth
Commission**



The Youth Commission learns about local government, serves to represent the diverse youth of the Town in sharing ideas for youth programs/projects, and discusses issues and concerns related to youth in the community.

**Town of Wickenburg
Mission Statement**

The mission of the Town of Wickenburg is to provide excellent customer service and a clean, safe and vibrant Western community for the benefit of all residents, businesses and visitors.

**155 N. Tegner Street
Suite A
Wickenburg, Az 85390
Phone: 928.684.5451**

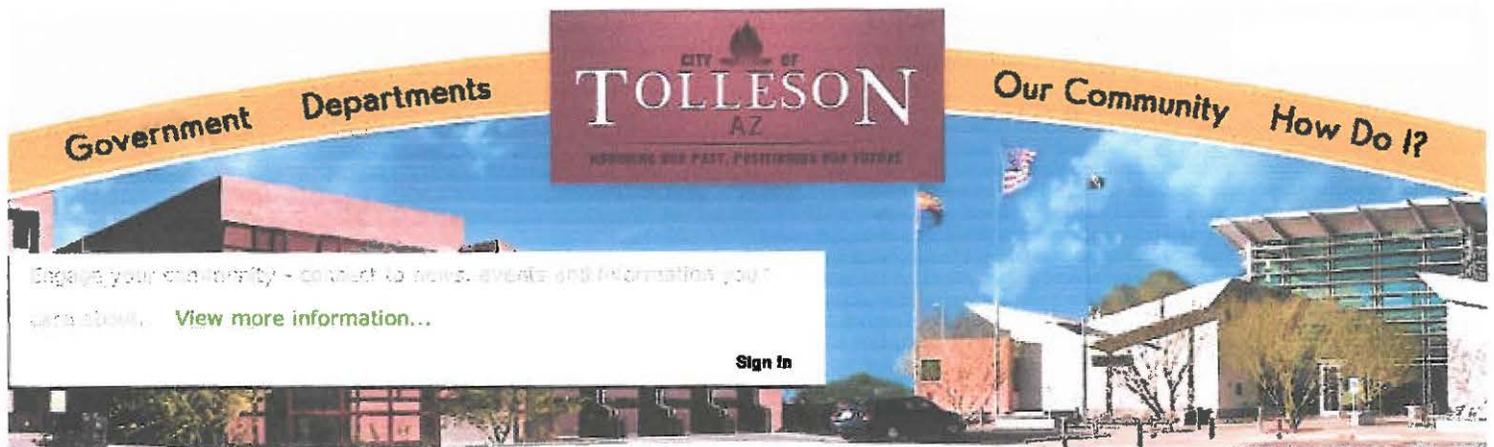


Youth Commission



**Join the Youth
Commission**

Your Voice Matters



- Community Pool
- Event Photo Gallery
- Parks
- Special Events
- Youth Classes & Programs
- Tolleson Teen Council
- Vendor Opportunities

You are here: [Home](#) > [Departments](#) > [Parks and Recreation](#) > [Tolleson Teen Council](#)

Tolleson Teen Council

Mission

"The Tolleson Teen Council will utilize its ability to motivate and foster leadership among our youth population to create excitement and provide opportunities that will ensure the betterment of our community."



The goals of the Teen Council are to provide teens with meaningful roles in city government, connect them with caring adults and allow them to contribute to the progress of our City. This is achieved by:

- actively participating in government like activities (i.e. teen council meetings, elections, etc.) and interfacing with government staff (elected officials, advisory boards, etc.)
- serving as a communication links between Tolleson's youth and City Staff and City Council
- addressing problems affecting their peers and creating positive solutions
- making meaningful contributions city-wide through volunteer efforts and service projects

If you are interested in becoming a member of the Tolleson Teen Council please call Randy Babchuk at 623-936-2705 or email at rbabchuk@tollesonaz.org



Section 3-3-4 Political Contributions

No officer, official or employee of the Town shall use any influence or pressure upon any employee to obtain any assessment or contribution of money or time, either direct or indirect, for any political campaign or personal gain.

Section 3-3-5 Personnel Advisory Board (Ord. 11-03)(Ord. 14-04)

A. Terms

There is hereby created a personnel board, which shall consist of three (3) regular members and two (2) alternate members from the citizens of the Town. Regular members and alternates shall be appointed by the Mayor and Council. The terms of regular members shall be three (3) years, so staggered that only two (2) board member terms expire in the same year. The terms of the alternate members shall be one (1) year. Alternate members shall be called by the chairman as needed to assure a quorum is present. This board shall be required to meet a minimum of once each year at a date and time to be determined by the members of the board. Special Meetings may be called as needed by the chairman. The regular members of the board shall elect a chairman from their membership to conduct the meetings. The members of the personnel board shall serve at the pleasure of the Mayor and Council.

B. Duties

The board shall meet as needed to conduct hearings on qualified employee grievances and make recommendations to the Town Manager or his/her designee as the Personnel Officer. The board may meet in executive session in accordance with the Arizona Open Meeting Law.

The board shall review changes to the Town of Quartzsite Personnel Policy and make recommendations to the Mayor and Council as needed.

ARTICLE 3-4 PROCUREMENT (Ord. 89-04) (Ord. 93-06) (Res. 89-07) (Ord. 11-15)(Ord. 14-04)

- 3-4-1 General
- 3-4-2 Procedure
- 3-4-3 Award by Council
- 3-4-4 Bidding
- 3-4-5 Determination of Lowest Possible Bidder
- 3-4-6 Performance Bond
- 3-4-7 Forms
- 3-4-8 Change Orders
- 3-4-9 Unauthorized Purchases

Section 3-4-1 General

The Town Manager is the procurement agent for the Town. No purchase of goods or contract for services of any kind or description, payment for which is to be made from funds of the Town, shall be made by the procurement agent, or any officer, employee or agent of the Town, except in the manner set forth in this article, and unless said purchase is in accordance with the adopted Town Budget.

Section 3-4-2 Procedure

- A. **\$2,000 or Less.** Whenever any contemplated purchase of goods or contract for services is for the sum of \$2,000 or less, the procurement agent may purchase the item as needed without further formality.
- B. **\$2,001 to \$4,000 Inclusive.** Whenever any contemplated purchase of goods or contract for services is for the sum of at least \$2,001 but not more than \$4,000, the procurement agent shall solicit at least three oral bids for the item or service. The procurement agent may then award the purchase or contract of service to the lowest responsible bidder who submits a responsive bid.
- C. **\$4,001 to \$8,000 Inclusive.** Whenever any contemplated purchase of goods or contract for services is for the sum of at least \$4,001 but not more than \$8,000, the procurement agent shall solicit at least three written bids for the item or service on bid forms and award the purchase or contract of services to the lowest responsible bidder.
- D. **\$8,000 and Over.** Whenever any contemplated purchase of goods or contract for service is for the sum of \$8,000 or more, the procurement agent shall cause to be published in two issues of a newspaper of general circulation in the Town, notice inviting bids, which notice shall be published at least five days prior to the date set for the receipt of the bids. The notice herein required shall include a general description of the articles to be purchased or services to be performed and the time and place for opening bids. In addition, the purchasing agent shall post a notice inviting bids in the Town Hall and may also mail to all responsible prospective suppliers a copy of the notice inserted in the newspaper.
- E. **Exceptions:** The following procurements are exempt from the bidding requirements of this article to the extent set forth below.
 - 1. **Construction Contract.** Construction projects are exempt from these bidding requirements and shall comply with Title 34, Arizona Revised Statutes; however, if public competitive bidding is not required pursuant to A.R.S. § 34-201(C) and (D), then the requirements of this section shall apply.
 - 2. **Cooperative Purchasing.** Cooperative purchases are exempt from these bidding requirements whenever other governmental units have bid the same item or service if, in the opinion of the procurement agent, a

separate bidding process is not likely to result in a lower price for such items or services. Purchases from the state bid list are cooperative purchases.

3. **Sole Source Providers.** Purchases from sole source providers are exempt from these bidding requirements if the procurement agent make a written determination that competition is not available and there is only one known source for the goods or services.
 4. **Professional Services.** Contracts for professional services are exempt from these bidding requirements. Contracts for professional services of engineers, architects, landscape architects, assayers, geologists and land surveyors may be required to comply with the procedures set forth in A.R.S. § 34-102(C), A.R.S. §34-103(C) and (D) or Title 34, Chapter 6, Arizona Revised Statutes.
 5. **Intergovernmental Agreements.** Intergovernmental agreements are exempt from these bidding requirements.
 6. **Emergency Purchases.** The procurement agent may procure and contract for supplies and services without compliance with the procedures set forth in this section when there has been a determination that an emergency purchase is necessary. The procurement agent shall be responsible for determining the validity of all emergency purchase requests. A complete written explanation shall be provided to the Council as soon as reasonably practical after the emergency purchase.
 7. **Used Equipment.** Purchases of used equipment and non-durable purchases such as fuel and oil are not subject to the bidding procedures applicable to other purchases on the recommendation of the procurement agent and approval of the Council.
- F. Nothing in subsection E shall preclude the Town from soliciting bids for proposals for the procurement listed in subsection E if the purchasing agent or Council deems it to be in the best interest of the Town to do so.
- G. Proposed purchases of multiple items shall not be segregated for the purpose of avoiding the requirements of this section.

Section 3-4-3 Award by Council

No contract of \$8,000 or more shall be let except by the Council. Whenever any contemplated purchase or commodities or contract for services is for the sum of \$8,000 or more, the purchasing agent shall present the bids to the Council for approval, and advise the Council of the advantages or disadvantages of the contract and bid.

Section 3-4-4 Bidding

- A. The procurement agent and all parties contracting with the Town shall follow the procedure set forth in this section in relation to all bids required under Section 3-4-2. All notices and solicitation of bids shall state the time and place for opening.
- B. All bids shall be submitted sealed to the procurement agent and shall be identified as bids on the envelope.
- C. All bids shall be opened in public at the time and place stated in the public notice.
- D. A tabulation of all bids received shall be posted in the Town Hall for public inspection.
- E. The procurement agent or the Common Council, as appropriate, shall have the authority to reject any and all bids and parts of all bids and re-advertise or re-solicit bids.

Section 3-4-5 Determination of Lowest Responsible Bidder

Unless the Common Council or procurement agent exercises the right of rejection, the purchase or contract shall be made from and with the lowest responsible bidder for the entire purchase or contract or for any part thereof. In determining the lowest responsible bidder, the Common Council and/or the procurement agent shall consider:

- A. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- B. Whether the bidder can perform the contract or provide the services promptly or within the specified time, without delay or interference.
- C. The quality of performance of previous contracts.
- D. The previous and existing compliance by the bidder with procurement requirements and laws and ordinances of the Town.
- E. The financial resources and ability of the bidder to perform the contract.
- F. The quality, availability and adaptability of the supplies or services.

Section 3-4-6 Performance Bond

The procurement agent shall have the authority to require a performance bond, in cash or otherwise, for such amount as he may deem sufficient to secure the execution of the contract for the best interest of the Town.

Section 3-4-7 Forms

The procurement agent shall prescribe and maintain such forms as he shall find necessary for the operation of the provisions of this article.

Section 3-4-8 Change Orders

- A. Change orders, including change orders for construction projects, that do not increase the contract amount may be approved and executed by the procurement agent.
- B. Change orders, including change orders for construction projects, that increase the contract amount may be approved and executed by the procurement agent if the total of all change orders for the contract does not exceed the lesser of ten percent of the original contract amount or \$8,000.

Section 3-4-9 Unauthorized Purchases

No Town employee shall order the purchase of supplies or services or make contracts on behalf of the Town other than through the procedures set forth in this article and the Town shall not be bound hereby; provided that exceptions may be made for emergency travel.

ARTICLE 3-5 OFFICE OF ZONING ADMINISTRATOR (Ord.14-04)

- 3-5-1 Established
- 3-5-2 Appointment of Zoning Administrator
- 3-5-3 Duties of Zoning Administrator
- 3-5-4 Fees
- 3-5-5 Appeals

Section 3-5-1 Established

The office of zoning administrator of the Town of Quartzsite is hereby established.

Section 3-5-2 Appointment of Zoning Administrator

The Zoning Administrator shall be appointed by the Town Manager with the concurrence of the Council. The Zoning Administrator may be the Town Manager, Town Clerk or any other individual appointed by the Council, which the Council finds to be qualified to hold said position.

Section 3-5-3 Duties of Zoning Administrator

It shall also be the duty of the Zoning Administrator to make recommendations to the Planning and Zoning Commission as to zoning changes that are necessary in the Town, and, upon the filing of an application with the zoning commission for a change of zoning, the Zoning Administrator shall make his recommendations, in writing, regarding the



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, April 14, 2015

Agenda Item #12 Review and possible action to repeal Resolution No. 15-05, adopt its revision Resolution No. 15-06, 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. ADOT's Civil Rights Office has advised the Town that stronger language is needed to identify how the Town plans to engage underserved minorities. The new proposed language (pg. 18-19) has been approved by ADOT.

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: Skylor Miller, Town Manager
Janet Collier, Transit Coordinator

Attachment: Amended Title VI Implementation Plan
Resolution No. 15-06

Action Requested: Motion to repeal Resolution No. 15-05 and adopt its revision, Resolution No. 15-06, Title VI Implementation Plan for the Quartzsite Transit Services to satisfy Federal Transit Administration requirements.

RESOLUTION NO. 15-06

A RESOLUTION OF THE COMMON COUNCIL OF THE TOWN OF QUARTZSITE REPEALING RESOLUTION NO. 15-05 (ADOPTING THE TOWN OF QUARTZSITE TITLE VI COMPLAINT PROCEDURES, LIMITED ENGLISH PROFICIENCY PLAN, PUBLIC PARTICIPATION PLAN AND FIXED ROUTE TRANSIT SERVICES STANDARDS) AND HEREBY ADOPTING THE REVISED TOWN OF QUARTZSITE TRANSIT SERVICES TITLE VI IMPLEMENTATION PLAN.

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 by the Mayor and Common Council of the Town of Quartzsite, Arizona, that Resolution 15-05 is hereby repealed and that the Mayor and Common Council hereby adopt the revised Town of Quartzsite Transit Services Title VI Implementation Plan.

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 14th day of April 2015.

ATTEST:

Ed Foster, Mayor

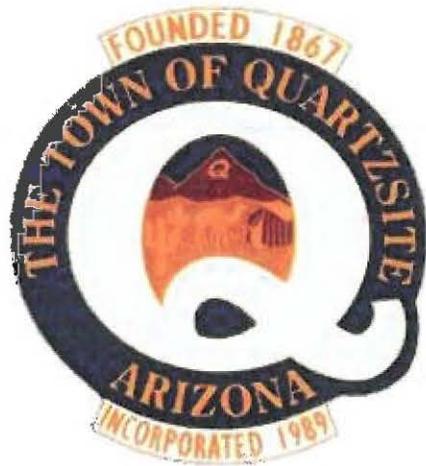
Tina Abriani, Town Clerk

APPROVED AS TO FORM:

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

Town of Quartzsite – 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

Outreach Efforts to Encourage Participation

The Town values the ethnic and cultural diversity of the public it serves in Quartzsite. Accordingly, the Town actively seeks and encourages the participation of underrepresented groups on its non-elected committees when filling a vacancy.

The Town makes concerted effort to provide the opportunity for qualified individuals from underrepresented ethnic groups to join its advisory committees so that these bodies accurately represent the ethnic, gender and geographic diversity of the town.

The Town utilizes a number of strategies to promote meaningful participation by underrepresented groups, including targeted outreach. Methods may include, but are not limited to, one or more of the following.

- Paid and free notices in the local media, especially those ethnically/culturally-based for the target group we are trying to reach. This effort includes print, electronic and social media.
- Translating notices into the native language of the targeted group
- Posting the vacancy on the Town's website.
- Making presentations at existing meetings of civic, cultural or human services organizations frequented by the underrepresented group.

- Outreach to civic, cultural or human services organizations known to serve the targeted group informing them of the opportunity and need and enlisting their help.
- Including the vacancy and underrepresentation on flyers posted on the buses.
- Placing informational signs on Town bulletin boards and other facilities.
- Sending emails on the vacancy and underrepresentation to past attendees of the Town's public meetings and forums.

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:


Tina Abriani, Town Clerk


Ed Foster, Mayor

APPROVED AS TO FORM:


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