

COUNCIL MEETING AGENDA

TUESDAY, MARCH 22, 2016

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	
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>	
ANNOUNCEMENTS	

	PRESENTATIONS; PROCLAMATIONS	
1.	PROCLAMATION – Mayors’ Day of Recognition for National Service is April 5, 2016.	
	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>	
2.	LEDGER OF ACCOUNTS PAID – Consider approval of check series 40001-40020 and 40022-40027 totaling \$21,065.15.	Discussion; possible action by MOTION; may be acted upon with single motion.
	PUBLIC HEARING <i>If no requests to speak have been submitted, Items will be heard at one Public Hearing. Items may be heard separately if requested by a member of the Council or if a request to speak has been submitted. Comments will be heard from those in support of or in opposition to an item. Hearings may be held prior to the estimated time indicated on the Agenda.</i> <i>In order to comment on a Public Hearing Item, you must fill out a public comment form, indicating the Item Number on which you wish to be heard. There is a 3 minute limit for each speaker.</i> <i>Once the hearing is closed, there will be no further public comment unless requested by a member of the Council. After the Public Hearing, the Council may act on all items not requiring additional staff, public or Council Member comment with a single vote.</i>	
3.	PUBLIC HEARING – Review and consideration for approval of the Quartzsite Transit Camel Express General Public Dial-A-Ride and Intercity Service Operations and Implementation Business Plan.	Hearing; discussion; possible action by 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>	
4.	MINUTES – Consider approval of the minutes of the Regular Council Meeting of March 8, 2016.	Discussion; possible action by MOTION.
5.	PUBLIC ENTITY PARTNERSHIP PROGRAM (P.E.P.P.) – Consider approval for the Town to join the Public Entity Partnership Program - designed by the Arizona Division of Occupational Safety and Health (ADOSH) - to provide a consultation program that assists in maintaining compliance with current standard workplace rules and regulations, in addition to offering free safety training.	Discussion; possible action by MOTION.
6.	EXECUTIVE SESSION - An executive session pursuant to A.R.S. § 38-431.03(A)(7) for discussions or consultations with designated representatives of the Town in order to consider its position and instruct its representatives regarding negotiations for the lease of real property located at 465 N. Plymouth Avenue, Quartzsite, AZ, to Colorado River Regional Crisis Services and/or Eve’s Place Domestic Violence Community Services.	
	RETURN TO OPEN SESSION	
7.	LEASE OF TOWN FACILITIES – Discussion and possible approval of a lease of a building located at 465 N. Plymouth Avenue, Quartzsite, AZ to Colorado River Regional Crisis Services and/or Eve’s Place Domestic Violence Community Services.	Discussion; possible action by MOTION.
	COMMUNICATIONS	
8.	Reports from the MAYOR on current events.	

9.	Reports from the COUNCIL on current events.	
10.	Reports from the TOWN MANAGER to the Council.	
	ADJOURN	MOTION to adjourn.

PERSONS WITH A DISABILITY MAY REQUEST A REASONABLE ACCOMMODATION BY CONTACTING THE TOWN CLERK'S OFFICE AT 928-927-4333. REQUESTS SHOULD BE MADE 24 HOURS IN ADVANCE PLEASE, OR AS EARLY AS POSSIBLE TO ALLOW TIME TO ARRANGE ACCOMMODATION.

COUNCIL MAY NOT ACT ON ITEMS NOT ON THE AGENDA

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 _____, 2016, 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

QUARTZSITE PUBLIC LIBRARY
Statistical Report February, 2016

Total Number of Patrons **6,303**

Adult Fiction	1,142
Adult Non Fiction	429
Paperbacks	377
Large Print	572
E-Books	2,177
Arizona Books	83
Foreign Language	11
ILL Sent to other Libraries	15
ILL Received from other Libraries	2
TOTAL ADULT BOOKS	4,808

Young Adult Fiction	33
Young Adult Non-Fiction	2
Young Adult Paperback	2
Juvenile Fiction	33
Juvenile Non-Fiction	5
Kids Computer Use	58
After School Program	146
Graphic Novel	1

MISCELLANEOUS

Puzzles	34
DVD	1,645
VHS	80
CD Audio	106
Audio Cassettes	26
TOTAL CIRCULATION	6,979

Computer Questions	404
Reference Questions	353
Information	348
Computer Use	1,087
Caregivers Use	16
Wireless Usage	1,067
New Patrons Registered	63
Meeting Room Use	25
Donations	173

Circulation Statistics By Item Report Class : 02/01/2016 to 02/29/2016

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	3	3	0	0	0
100 - 199	7	12	5	1	0
200 - 299	22	20	3	2	0
300 - 399	69	58	22	6	0
400 - 499	2	1	2	0	0
500 - 599	32	36	24	1	0
600 - 699	57	56	19	12	0
700 - 799	93	84	25	7	0
800 - 899	14	14	5	2	0
900 - 999	82	80	34	6	0
ADV	7	2	0	1	0
Aud	26	28	20	5	0
AZ	63	65	12	1	0
AZ NF	19	15	1	0	0
AZ R	1	0	0	0	0
BC	0	0	0	0	0
Biography	0	0	0	0	0
CD ROM	0	0	0	0	0
CD/AUD	106	101	32	9	0
Christian Fiction	138	117	36	3	0
DVD	1645	1561	122	84	0
Easy Book	17	11	8	1	0
eBook	0	0	0	0	0
Fiction	629	599	104	35	0
Fiction Large Print	343	349	39	16	0
Fiction Paperback	148	167	23	5	0
French	1	1	2	0	0
Graphic Novel	1	1	1	6	0
J Fiction	33	28	12	2	0
J Non-Fiction	5	4	3	2	0
J PBK	3	3	0	0	0
J Spanish	0	0	0	0	0
Jigsaw puzzle	34	38	8	5	0
L	3	1	0	0	0
Large Print Non-Fiction	8	5	0	5	0
Magazine	0	0	0	0	0
Mystery	309	274	46	14	0
Mystery Large Print	112	99	20	5	0
Mystery Paperback	71	54	17	0	0
Native American	4	6	0	0	0
PHA	2	3	0	0	0
Reference	0	0	0	0	0
Romance	0	0	0	0	0
Romance Paperback	102	90	27	5	0
Science Fiction	37	31	10	1	0
Science Fiction Paperback	38	35	10	2	0
Spanish	10	9	6	0	0
Undefined	19	18	8	0	0
VHS	80	84	10	8	0
Western	25	20	1	0	0
Western Large Print	117	127	17	2	0
Western Paperback	120	109	12		0

YA Fiction	33	27	12	2	0
YA Non-Fiction	2	3	0	0	0
YA Paperback	2	4	0	1	0
Total	4694	4453	758	259	0



Billie Fowler Southwest Valley Library Consortium (AZ)
 Estimated content credit Library information
 Estimated preorder total
 Show/hide preorder titles
 Contact information
 Log out

Shop
 One Copy/One User & Metered Access

Q One Copy/One User & Metered Access

Q Periodicals

Q Cost Per Circ

Q Simultaneous Use

Q Self-Published

Automate Carts (*OverDrive Insights*)

Purchase Content Credit

Switch to Curate

Search	Admin
<input checked="" type="radio"/> Title <input type="radio"/> Author <input type="radio"/> ISBN <input type="radio"/> Everything	Marketplace settings Marketplace users Library site admin Weed Collection Local content MARC records
Dashboard (Beta) Reports	

NEWS 11 CARS SUPPORT No pinned carts CHECKOUT

Create cart
 VIEW CARTS

Library statistics

Website Standard and mobile

Run new report

From 2/1/2016 through 2/29/2016

All unique users with checkouts: 520

Checkouts

Format	All checkouts
Audiobook	472
eBook	1,705
Total	2,177

Holds

Format	All holds
Audiobook	74
eBook	309
Total	383

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

MONTH: February 2016

ACCOUNT#	ACCOUNT DESCRIPTION	TOTAL
01-2211	BONDS PAYABLE	0
01-2212	MAGISTRATE PAYABLE	\$5,192.98
01-4410	MUNICIPAL FINES REVENUE	\$3,833.72
21-4420	LOCAL JCEF REVENUE	\$85.75
42-4044	COURT ENHANCEMENT	\$309.29
39-4027	LAW ENFORCEMENT REVENUE	\$313.45
01-4105	PUBLIC SAFETY RECOVERY FUND	\$131.52
TOTAL		\$9,866.71

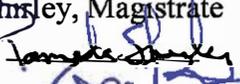
Magistrate: 
Preparer: 

MAGISTRATE ACTIVITY REPORT

MONTH OF February 2016

	Prior Month	Current Month
Civil Traffic Action Filed	20	26
Criminal Traffic Action Filed	12	10
Misdemeanor Cases Filed	11	7
Initial Appearances Handled	26	19
Trials and Pre-Trials Held	28	20
Civil Traffic Closings	29	31
Criminal Traffic Closings	13	9
Misdemeanor Cases Closed	19	11
Warrants Issued	6	15
Warrants Closed	10	4
Harassment or Orders of Protection	4	1
Search Warrants	0	0
Revenue generated by Court	\$5,361.32	\$5,192.98
Total Collected	\$11,477.79	\$9,866.71

Pamela Shisley, Magistrate

Signature 

Preparer: 

TOWN OF QUARTZSITE

**COMMON COUNCIL
PROCLAMATION**

**MAYORS' DAY OF RECOGNITION FOR NATIONAL SERVICE
APRIL 5, 2016**

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

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

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

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

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

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

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

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

WHEREAS, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, strengthen communities, and is joining with Mayors across the country to support the Mayors Day of Recognition for National Service on April 5, 2016.

THEREFORE, BE IT RESOLVED that I, Ed Foster, Mayor of the Town of Quartzsite, do hereby proclaim April 5, 2016, as **National Service Recognition Day**, and encourage residents to recognize the positive impact of national service in our Country and to thank those who serve and have served.

Given under my hand in these free United States in the Town of Quartzsite, Arizona, on the 22nd day of March in the year Two Thousand and Sixteen; and to which I have caused the Seal of the Town of Quartzsite to be affixed and have made this proclamation public.

Ed Foster, Mayor

ATTEST:

Tina M. Abriani, Town Clerk



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, March 22, 2016

Agenda Item: **LEDGER OF ACCOUNTS PAID** – Consider approval of check series 40001-40020 and 40022-40027 totaling \$21,065.15.

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 40001-40020 and 40022-40027.

Action Requested: Motion to approve the Ledger of Accounts Paid; check series 40001-40020 and 40022-40027.

**Quartzsite Town Council Meeting of
MARCH 22, 2016
Check Register/ Revenue/ Consent Agenda**

Horizon Community Bank - Begin Check #40001-40020 and 40022-40027.

Balances on all cash accounts as of March 17, 2016

Checking Account	\$	4,228,640.45
LGIP Account	\$	699,853.42
WIFA Debt Reserve Account	\$	81,519.13

Total Expensed Dollar Amount for Consent Agenda	\$	83,296.84
Total Payroll for Pay Period Ending 3/12/16	\$	62,231.69
YTD Total Revenue Dollar Amount for Consent Agenda	\$	1,524,272.68
YTD Total Sewer Cap Revenue as of 3/17/16	\$	0
YTD Total Sewer Sales Revenue as of 3/17/16	\$	751,519.63
YTD Total Water Cap Revenue as of 3/17/16	\$	1,200.00
YTD Total Water Sales Revenue as of 3/17/16	\$	771,553.05

Employee Earnings \$ 62,231.69

Employee Deduction

Soc Security	\$ 2,667.91
Medicare	\$ 876.68
Federal WH	\$ 4,378.47
State WH	\$ 1,425.67
Retirement	\$ 1,126.47
Retirement Loan	\$ 800.59
Police Retirement	\$ 2,110.63
Medical	\$ 1,647.48
Dental	\$ 272.74
Life/VOL Ins	\$ 117.86
Vision	\$ 195.74
AFLAC	\$ 1,222.07
Misc Deductions	\$ 518.83
Total:	\$ 17,361.14

Payroll Related Checks Series:

39990 to 39994

39995 to 40000

Non-Direct Deposit Employees: 5

Payees Description:

- Police Retirement
- 457 Plan
- Profit Sharing Plan
- Employee Deduction
- Employee Deduction
- Employee Deduction

Employee Net Pay \$ 44,870.55

Employee Count: 51

Regular Hours:	2494.70
Overtime Hours:	37.00
GOHS Grant OT:	0.00
Total Number of Hours:	<u>2531.70</u>

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

Report Criteria:

Report type: GL detail
Check Check Number = 39990-40027

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
40001						
03/17/16	40001	Altec Industries, Inc.	763.50	Annual Inspection for Boom Truck	03-220-5025	763.50
Total 40001:			763.50			
40002						
03/17/16	40002	Amazon	22.01	Office Fan - Admin	01-130-5022	22.01
03/17/16	40002	Amazon	101.90	2 Dog Crates - Police	01-140-5080	101.90
03/17/16	40002	Amazon	18.12	3 Hole Punch - Police	01-140-5022	18.12
03/17/16	40002	Amazon	35.00	Buff Cardstock - P&Z	01-160-5022	35.00
Total 40002:			177.03			
40003						
03/17/16	40003	APS	1,476.53	Electric Service	03-220-5049	1,476.53
Total 40003:			1,476.53			
40004						
03/17/16	40004	C & B Lock and Key	193.91	Rekeyed Locks - PW	03-220-5030	193.91
Total 40004:			193.91			
40005						
03/17/16	40005	C&D Disposal	107.02	4Yd Commercial Bin Fee - Parks	01-180-5035	107.02
Total 40005:			107.02			
40006						
03/17/16	40006	Chevron Usa	210.59	Fuel - Police	01-140-5024	210.59
03/17/16	40006	Chevron Usa	26.75	Fuel - Transit	01-230-5024	26.75
03/17/16	40006	Chevron Usa	53.22	Fuel - Administration	01-130-5024	53.22
Total 40006:			290.56			
40007						
03/17/16	40007	D And L Auto Parts	222.34	Veh Maint - Supplies/Part - PW	03-220-5025	222.34
03/17/16	40007	D And L Auto Parts	53.94	Veh Maint - Supplies/Part - Transit	01-230-5025	53.94
03/17/16	40007	D And L Auto Parts	118.64	Motor Oil - PW	03-220-5024	118.64
03/17/16	40007	D And L Auto Parts	11.11	Veh Maint - Supplies/Part - Admin	01-130-5025	11.11
03/17/16	40007	D And L Auto Parts	328.25	Veh Maint - Supplies/Part - Police	01-140-5025	328.25
Total 40007:			734.28			
40008						
03/17/16	40008	Diamond Brooks Bottled W	11.28	Bulk Water - Admin	01-130-5035	11.28
03/17/16	40008	Diamond Brooks Bottled W	11.28	Bulk Water - Police	01-140-5035	11.28
03/17/16	40008	Diamond Brooks Bottled W	11.27	Bulk Water - Magistrate	01-150-5035	11.27
03/17/16	40008	Diamond Brooks Bottled W	11.27	Bulk Water - Library	01-170-5035	11.27
03/17/16	40008	Diamond Brooks Bottled W	24.60	Bulk Water - PW	03-220-5035	24.60

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 40008:			69.70			
40009						
03/17/16	40009	Dr. Jeni McCutcheon, PSY.	400.00	Classic Post Offer Evaluation	01-140-5082	400.00
Total 40009:			400.00			
40010						
03/17/16	40010	Lowe's	419.00	Irrigation Supplies/Parts	01-180-5086	419.00
Total 40010:			419.00			
40011						
03/17/16	40011	Palo Verde Valley Times	64.17	2 Wk ad - Court Clerk	01-150-5035	64.17
Total 40011:			64.17			
40012						
03/17/16	40012	Purcell Tire Co	77.99	2 New Tires - PW	03-220-5025	77.99
Total 40012:			77.99			
40013						
03/17/16	40013	River Septic LLC	1,100.00	Consultant for WWTP	15-500-5032	1,100.00
Total 40013:			1,100.00			
40014						
03/17/16	40014	Road Runner Sanitary Sup	9.19	Janitorial Supplies - Admin	01-130-5034	9.19
03/17/16	40014	Road Runner Sanitary Sup	9.17	Janitorial Supplies - Court	01-150-5034	9.17
03/17/16	40014	Road Runner Sanitary Sup	9.17	Janitorial Supplies - P&Z	01-160-5034	9.17
03/17/16	40014	Road Runner Sanitary Sup	9.19	Janitorial Supplies - Library	01-170-5034	9.19
03/17/16	40014	Road Runner Sanitary Sup	9.17	Janitorial Supplies - WWTP	15-500-5034	9.17
03/17/16	40014	Road Runner Sanitary Sup	9.17	Janitorial Supplies - Water	16-550-5034	9.17
03/17/16	40014	Road Runner Sanitary Sup	21.00	Janitorial Supplies - Police	01-140-5034	21.00
Total 40014:			76.06			
40015						
03/17/16	40015	Rush Signs	216.00	4X4 Polymetal Address Sign - WWTP	15-500-5030	216.00
Total 40015:			216.00			
40016						
03/17/16	40016	Ryley Carlock & Applewhit	1,480.00	Special Council Svcs: Jan-Feb 2016	01-120-5072	1,480.00
Total 40016:			1,480.00			
40017						
03/17/16	40017	SimplexGrinnell	964.78	Alarm System Backup Phone Line Service	15-500-5030	964.78
Total 40017:			964.78			
40018						
03/17/16	40018	TerraForm Solar XVII, LLC	1,146.20	Solar Energy Charges - WWTP	15-500-5048	1,146.20

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 40018:			1,146.20			
40019						
03/17/16	40019	Usa Blue Book	111.57	Nitrate Test Kit - WWTP	15-500-5052	111.57
03/17/16	40019	Usa Blue Book	970.45	Buffer Pack & Ammonia Test Kit	15-500-5052	970.45
Total 40019:			1,082.02			
40020						
03/17/16	40020	Yuma Winnelson Co.	251.86	Fire Hydrant Repair - Water	16-550-5050	251.86
Total 40020:			251.86			
40022						
03/17/16	40022	Arizona State Treasurer	5,175.30	Fees Collected - February 2016	01-000-2212	5,175.30
Total 40022:			5,175.30			
40023						
03/17/16	40023	Community Transportation	155.00	Community Transportation Annual Membership	01-230-5051	155.00
Total 40023:			155.00			
40024						
03/17/16	40024	Gust Rosenfeld PLC	3,232.02	General Council Svcs February 2016	01-120-5071	3,232.02
03/17/16	40024	Gust Rosenfeld PLC	472.16	Special Council Svcs February 2016	01-120-5072	472.16
Total 40024:			3,704.18			
40025						
03/17/16	40025	Inland Builders Supply, Inc.	25.99	Big-Step Step Stool - WWTP	15-500-5060	25.99
03/17/16	40025	Inland Builders Supply, Inc.	13.99	Mini-Blinds - WWTP	15-500-5030	13.99
03/17/16	40025	Inland Builders Supply, Inc.	88.87	Paint Supplies - WWTP	15-500-5030	88.87
03/17/16	40025	Inland Builders Supply, Inc.	37.84	Parts for Fence Repair - Parks	01-180-5086	37.84
Total 40025:			166.69			
40026						
03/17/16	40026	Jack Pots Portables, Inc.	381.06	Porta Potties for Parks Dept	01-180-5035	381.06
Total 40026:			381.06			
40027						
03/17/16	40027	Quill Corporation	14.10	Office Supplies - Police	01-140-5022	14.10
03/17/16	40027	Quill Corporation	106.26	Office Supplies - Admin	01-130-5022	106.26
03/17/16	40027	Quill Corporation	12.55	Office Supplies - Water	16-550-5022	12.55
03/17/16	40027	Quill Corporation	12.54	Office Supplies - WWTP	15-500-5022	12.54
03/17/16	40027	Quill Corporation	114.67	Office Supplies - P&Z	01-160-5022	114.67
03/17/16	40027	Quill Corporation	79.60	Office Supplies - PW	03-220-5022	79.60
03/17/16	40027	Quill Corporation	2.71	Office Supplies - Court	01-150-5022	2.71
03/17/16	40027	Quill Corporation	12.54	Office Supplies - Library	01-180-5022	12.54
03/17/16	40027	Quill Corporation	5.59	Tax Forms - Admin	01-130-5022	5.59
03/17/16	40027	Quill Corporation	6.35	Office Supplies - Admin	01-130-5022	6.35
03/17/16	40027	Quill Corporation	6.35	Office Supplies - P&Z	01-160-5022	6.35
03/17/16	40027	Quill Corporation	6.35	Office Supplies - WW	15-500-5022	6.35

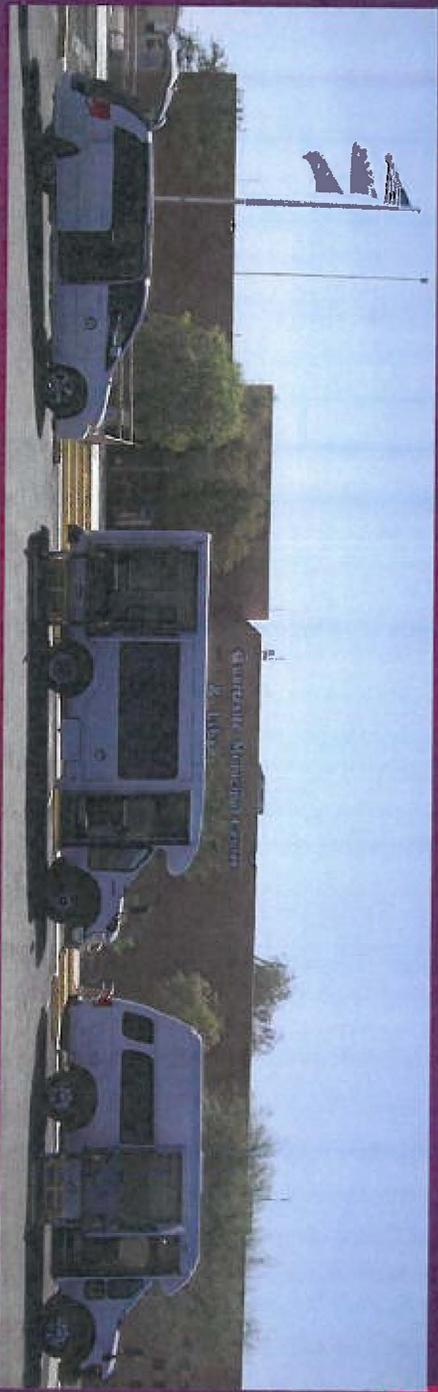
Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
03/17/16	40027	Quill Corporation	6.35	Office Supplies - Water	16-550-5022	8.35
03/17/16	40027	Quill Corporation	6.35	Office Supplies - Transit	01-230-5022	6.35
Total 40027:			392.31			
Grand Totals:			21,065.15			
Grand Totals:			21,065.15	21,065.15-		.00

Report Criteria:

Report type: GL detail

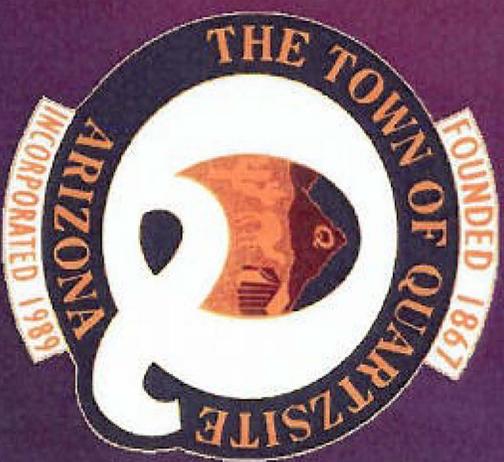
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Carnel Express

MARCH 17, 2016 - PRESENTATION TO HEALTH AND DEVELOPMENT SERVICES BOARD





Introduction

The Town of Quartzsite operates a curb to curb demand response human services transportation program that operates Monday through Friday. This program has been in operation since 1992 using a fleet of two cutaway buses and one minivan. The service as of April 2015 was rebranded from Quartzsite Transit Services to Camel Express.

The transit service is available to seniors (age 65 years old and older) and persons with disabilities and in some cases to the general public on a space available basis.

Fares are collected ranging from \$3.00 to \$15.00 depending on the destination served.

The Town seeks advisory input regarding Camel Express from the Health and Development Services Board, whom its members are appointed by City Council.



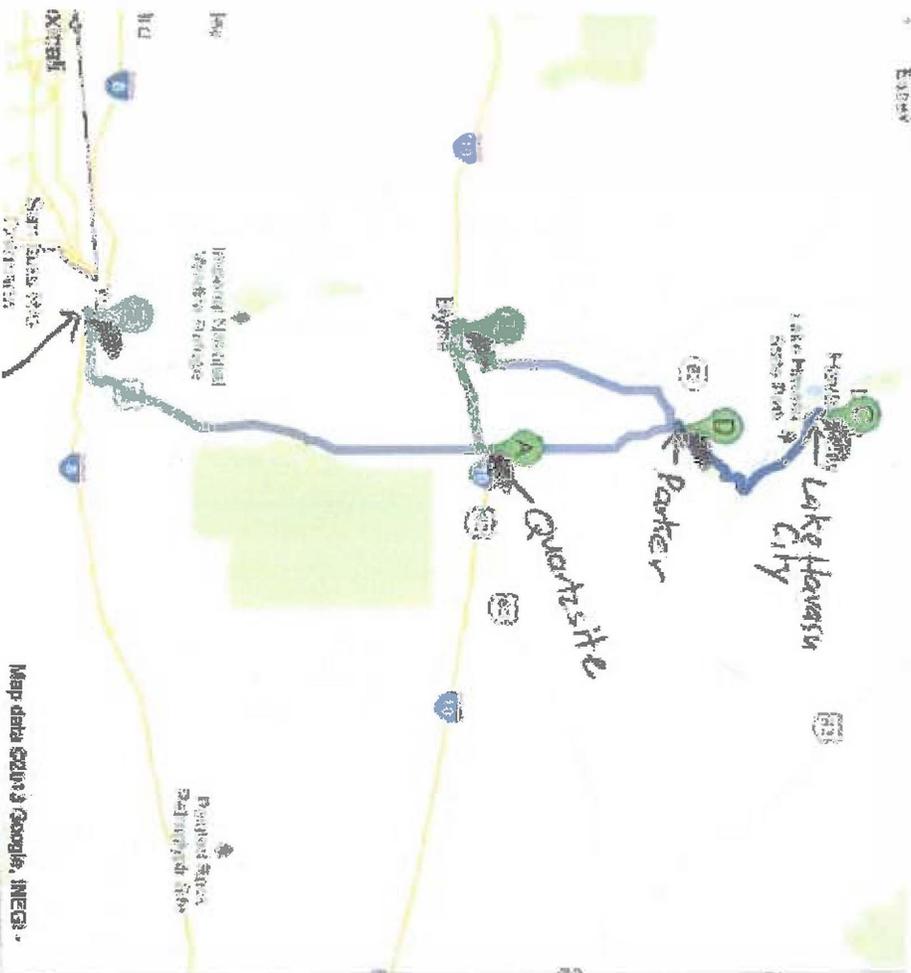
Service Summary

Camel Express operates between the hours of 8:20 a.m. and 4:00 p.m. Each day of the week, using up to two buses, a different destination is served which includes:

1. Locally within the Town of Quartzsite
2. Lake Havasu City/Parker
3. Yuma
4. Ehrenberg and Blythe, California

Passengers are required to call at least one day in advance to reserve a trip to ride Camel Express. When the bus reached capacity, the Town has a waiting list for those that may potential cancel their reservation.

Carmel Express Transit Service Area



Coordination

- ▶ Camel Express is very active in coordinating with surrounding transit operators. For instance, the Town works closely with Palo Verde Valley Transit Agency in regard to transfer of passengers and training of bus operators.
- ▶ In 2014, the Town coordinated with La Paz County Transit so that their services can be extended to Quartzsite on Wednesdays, A first for La Paz County Transit. In addition, WACOG Area Agency on Aging started purchasing tickets for seniors to use Camel Express services.
- ▶ Camel Express also meets up with Greyhound, Havasu Mobility and Yuma County Area Transit.



Current Budget in FY 2016

The Town covers the cost of providing Camel Express through the use of the General Fund, fare revenue collected and FTA Section 5310 funding in the amount of \$15,000. The current budget is approximately \$117,000, featuring three part time bus operators, a full time transit coordinator and a contracted transit planner.

In addition, WACOG has purchased tickets for seniors to ride within the Town to specific destinations such as medical appointments and to the senior lunch program. This program has been in place since 2014.

The Future Begins July 1, 2016

- ▶ The Town of Quartzsite is working with ADOT and WACOG to transition Camel Express from a senior/persons with disabilities transit program funded with FTA Section 5310 funds into a general public transit program with FTA Section 5311 funds. A Short Range Transit Plan and Transit Feasibility Study was completed in November 2015 with the following recommendations:
 - ▶ Expand local area Dial-a-Ride to include General Public on "space available" basis.
 - ▶ Implement limited-hour Saturday general public Dial-a-Ride service within Quartzsite on a 3- to 6-month trial basis.
 - ▶ Establish shared cost/inventory limited-stop service between Quartzsite and Parker.
 - ▶ Establish three times/week service to Blythe.
 - ▶ Establish service between Quartzsite and Lake Havasu City.
 - ▶ Establish service between Quartzsite and Yuma.
- ▶ Service would operate with two buses, 62 weekly hours, using four to five part time bus operators, Monday through Friday with possible Saturday service during the winter season.
- ▶ A new larger bus would be purchased, new branding will be applied on the buses, along with scheduling software to effectively schedule general public dial-a-ride trips.
- ▶ The Town will work effectively with PVVTA and YCIPTA to develop coordination agreements for the transfer of passengers and work with Greyhound to include Camel Express in the Greyhound Connect program.
- ▶ An aggressive marketing program through grassroots efforts, Transit Talks will be implemented.
- ▶ Conditional award has been presented to the Town pending completion of the implementation plan,

Questions & Comments?





**Camel Express
General Public Dial-A-Ride and Intercity Service
Operations and Implementation Business Plan**



**Presented by:
Town of Quartzsite
February 2016**

**Camel Express
General Public Dial-A-Ride and Intercity Service
Operations and Implementation Business Plan**

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**Section 1
Overview**

The Town of Quartzsite presently operates a service called Camel Express, a transportation program for seniors (age 60 and older) and for persons with disabilities using Federal funding provided by the Arizona Department of Transportation (ADOT) through the Federal Transit Administration (FTA) Section 5310 program. On a limited basis, the general public can ride.

With the receipt of FTA Section 5311 funding from ADOT, the Town will be able to transform its current transit service into a general public transit service, operating initially five days a week, with future expansion to include Saturday service during the winter season. The proposed services to be operated as part of the general public transit service is defined below:

Camel Express Service Summary – Effective July 1, 2016

Route Number/Name	Type of Route	Frequency Of Route	Peak Vehicle Requirement	Service Hours	Where Does Route Go?
Town General Public Dial-A-Ride	Demand Response	Passengers can call at least 30 minutes in advance up to 7 days in advance for a ride	1	8:30 a.m. to 5:30 p.m.	General public demand response service within the Town of Quartzsite limits. Twice a day, the vehicle will go out of service on Monday, Wednesday and Friday to make a one hour trip to/from Blythe and Ehrenberg for connections to <i>Desert Roadrunner</i> ,
Gold Route 10 Interstate 10/Blythe	Rural Flex Route	2 round trips – one trip in the a.m. and one trip in the p.m., Monday, Wednesday and Friday.	Same vehicle as Town General Public Dial-A-Ride	9:30 a.m. to 10:30 a.m. and 3:30 p.m. to 4:30 p.m.	Deviated fixed route service between Quartzsite, Ehrenberg River Lagoon Mini Mart (on request) and Blythe Greyhound and Blythe Kmart transfer point.
Blue Route 95S	Rural Flex Route	1 round trip, Thursday only.	1	8:30 a.m. to 10:30 a.m. and 2:30 p.m. to 4:30 p.m.	Deviated fixed route service between Quartzsite and Yuma with stops at Downtown Yuma Transit Center and Yuma Palms Regional Center. Service to Andrade, CA on request.
Orange Route 95N	Rural Flex Route	1 round trip, Tuesday only	1	8:30 a.m. to 10:30 a.m. and 2:30 p.m. to 4:30 p.m.	Deviated fixed route service between Quartzsite and Parker, Lake Havasu City upon request.
Special Services	Demand Response	One a month trip on either Monday, Wednesday or Friday	1	8:30 a.m. to 10:30 a.m. and 2:30 p.m. to 4:30 p.m.	Demand response service for special trips to Phoenix for visiting cultural type facilities, in coordination with the Quartzsite Health and Development Board.

Overall, Camel Express will operate using two vehicles at maximum peak (Tuesdays and Thursdays) and one vehicle on Monday, Wednesday and Fridays.

These routes and services do not operate on Saturdays, Sundays and major holidays observed by Town. These holidays are: New Year's Day, Dr. Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day.

The Town may pilot Saturday general public dial-a-ride service and two round trips to Blythe, CA during the winter season (December to February) based on available funding. This when the town's population exceeds 100,000 people and as a result, weekend transportation is a need. This determination would be made in FY 2016-2017 based on actual demand and ability to secure partnerships with main vendors and ability to sell advertisements to cover operational expenses associated with a seasonal service.

It is anticipated that the intercity routes to Yuma, Lake Havasu City, Parker, AZ and Blythe, CA would be a part of the Greyhound Connect service and be eligible for FTA Section 5311 (f) funding. The Town will work actively with Greyhound to see if the Town's limited frequency intercity service would be eligible to participate in Greyhound Connect and receive the in-kind match that Greyhound has to offer. ADOT would have to award FTA Section 5311 (f) funding to the Town in order for the Town to participate in this project.

The Town Common Council on Tuesday, January 12, 2016 authorized the Town staff to work towards the implementation of a general public transit service provided that such service does not exceed the Town's current General Fund contribution to public transit services based on the recommendations established in the Transit Feasibility Study.

Purpose and Need

The purpose of operating general public transit services in Quartzsite is to provide mobility for Quartzsite residents and visitors within the town limits and to intercity destinations when services are not available within the town. Particularly, town residents and visitors would access services one day a week to Yuma, Lake Havasu City or Parker, AZ (County Seat) and three days a week to Blythe, CA. These intercity connections would provide lifeline transportation since no other transportation opportunities exist between the Town and these cities and provide most needed access for quality of life opportunities that are not available in the Town.

Regional and local travel needs were identified in the Transit Feasibility Study. Regional travel needs include:

- Access to Arizona State and La Paz County agencies and services in Parker (MVD, courts, Health Department, Social Services, Social Security);

- Access to medical care in Parker, Lake Havasu City, Yuma, AZ and Blythe, CA (health specialists, doctors, dentists, La Paz County Regional Medical Center, Palo Verde Hospital); and
- Access to shopping, recreation and educational opportunities in Parker, Lake Havasu City, Yuma, AZ and Blythe, CA that are limited or non-existent in Quartzsite, AZ.
- Access to destinations that are not easily accessible via Greyhound or La Paz County Transit.

Two (2) studies were completed to assess the potential demand for improved transit service for the Town; La Paz County Transportation Planning Study (2010) and the Town of Quartzsite Transit Feasibility Study and Transit Feasibility Study (2015) and a recommendation was derived from these studies to provide a general public transit service within the town limits with some form of deviated fixed route service to intercity destinations. The Transit Feasibility Study yielded the following recommendations:

2. Expand local area Dial-a-Ride to include General Public on “space available” basis.

Among the most frequent requests identified from public feedback was for mobility services available to members of the general public, who currently are ineligible to use the Town’s demand- response services. One way to efficiently serve the general public who otherwise do not meet Dial-a-Ride eligibility requirements is to allow such persons to ride on a “space available” basis. Under this approach, seniors and persons with disabilities would receive priority on Dial-a-Ride trips, but empty seats could be filled with the general public. Such a system not only provides mobility options to the general public, but allows the Town to collect additional revenue at little additional expense utilizing seats that otherwise would have gone empty.

3. Implement limited-hour Saturday general public Dial-a-Ride service within Quartzsite on a 3- to 6-month trial basis.

Two service needs identified through the public involvement process were the absence of mobility options for the general public and a lack of Saturday service.

A demonstration project allowing the general public to utilize Dial-A-Ride service would provide evidence as to the benefits of such a service. We recommend scheduling such a demonstration project during a time period that overlaps both summer and winter months to determine demand within each season.

If implemented, weekend service should be limited so as to require only one driver and should be timed to provide trips during daytime hours versus evenings. An initial limit of three or six months should be set. Separate performance metrics would be established for the service, and regular (not less than monthly) review of performance would be completed to assess the viability of the demonstration project.

5. **Establish shared cost/inventory limited-stop service between Quartzsite and Parker.** Many members of the community are unhappy with both the frequency of service to inter-community destinations and the turnaround time at these destinations. The Town currently does not operate service to Parker, though La Paz County Transit has provided service to seniors and persons with disabilities since June 2014. La Paz County Transit is funded via grants by the La Paz County Department of Health.

We recommend the Town explore ways to provide at least one round trip on three weekdays. Once there, riders need time to accomplish their missions—to complete a doctor’s visit, for example—so the return trip must take place a few hours after the initial drop-off. We also recommend the Town explore the cost of providing two round trips on these days. Because this destination is just 35 miles one way, a driver could return to Parker after the initial drop-off before a vehicle is re-dispatched to retrieve passengers later. If there are two round trips, vehicles could also bring passengers from Blythe to Quartzsite (and then return to Quartzsite).

Potential funding partners for such a service include La Paz Regional Hospital, La Paz County Health Department, and Blue Water Resort & Casino. Currently the Casino operates a 28-passenger bus between Lake Havasu City and La Paz County Park in Parker.

6. **Establish three times/week service to Blythe.**

As discussed in the previous recommendation, there is a desire by residents for more frequent trips to inter-community destinations. Blythe is a popular destination for healthcare and shopping. Trips to Blythe are currently provided twice monthly. We recommend increasing the frequency to three times per week, including two weekdays and a Saturday. The distance is 23 miles one-way, which would allow for two one-way trips to Blythe in a service day, which would eliminate the practice of the Town paying for (non-revenue) layover time.

A potential partner in this venture is the Department of Veterans Affairs, which operates a Rural Health Clinic in Blythe. The clinic operates like a primary care office and treats veterans currently registered with the VA on an appointment basis. The clinic is open Monday to Friday from 8 a.m. to 4:30 p.m. Staff from the Riverside County Veterans Affairs take applications from veterans who wish to register with the VA on the first Wednesday of each month from 10 a.m. to 2 p.m. These applications are accepted on a first-come, first-served basis, so veterans queue to sign in when the doors to the clinic open at 8 a.m.

We also recommend that service to Blythe be coordinated with Palo Verde Valley Transit Agency. All PVVTA routes travel through the Blythe Kmart, so strategically arriving at just this one stop would enhance regional connectivity by allowing riders access to destinations throughout Palo Verde Valley.

7. Establish service between Quartzsite and Lake Havasu City.

As discussed in previous recommendations, there is a stated desire for more frequent trips to inter-community destinations. The Town could increase the frequency of this trip to weekly or more. The Town could also offer one round trip per service day, with time allotted between arrival in Lake Havasu City and return to Quartzsite to allow passengers time to complete their appointments. The distance for this service is 75 miles one way, meaning that a driver would have layover time in Lake Havasu City before making the return trip.

We recommend the Town Investigate a cost-sharing agreement with the Colorado River Indian Tribes, which already operates a shuttle between Lake Havasu City and Parker for its Blue Water Resort & Casino.

8. Establish service between Quartzsite and Yuma.

Yuma is another potential destination for which has been requested for more frequent service. The Town could increase the frequency of this trip to at least once weekly. The Town could offer one round trip per service day, with time allotted between arrival in Yuma and return to Quartzsite to allow passengers time to complete their appointments. Yuma is a popular destination due to its border crossing into Mexico. The trip is 83 miles one way, meaning that a driver would have layover time in Yuma before making the return trip.

This Business Plan takes into consideration the operation of a general public dial-a-ride/deviated fixed route transit system operating with 62 weekly bus operator hours as projected in the Town's Fiscal Year 2015-2016 transit budget.

In order to effectively meet the Town's present transit needs, there will be slight modifications to the recommendations from the Transit Feasibility Study as defined in the table below:

Original Recommendation	Proposed Recommendation
3. Implement limited-hour Saturday general public Dial-a-Ride service within Quartzsite on a 3- to 6-month trial basis.	Implement this service from December to March during the visitor season only.
5. Establish shared cost/inventory limited-stop service between Quartzsite and Parker.	Implement this service as part of the weekly service to Lake Havasu City. Coordinate so that La Paz County Transit can meet Camel Express at a central location in Parker.
7. Establish three times/week service to Blythe.	Implement this service as part of the general public dial-a-ride service in Quartzsite with an a.m. round trip and a p.m. round trip. When the vehicle travels to Blythe there would be no

	service in Quartzsite. Add a stop in Ehrenburg at River Lagoon Mini Mart
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Section 2

Roles and Responsibilities

Town of Quartzsite - Operating Authority and Oversight: The Town would operate these services directly with Town employees. The current transit program utilizes a transit coordinator funded at 75%, a contracted transit planner and four part time transit drivers. The maintenance of the transit vehicles is performed by the Town’s mechanic housed in the Public Works Department.

The Town will provide the legal operating authority for this transit service as well as umbrella operating insurance and necessary workers compensation. The Transit Coordinator will oversee the operations of the service with planning and grants management support from the contracted Transit Planner.

As required by the FTA Section 5311 Program, the Town has completed the necessary requirements to qualify for the funding including:

- Adoption of ADOT’s DBE Plan and once DBE contract expenses exceed \$250,000, the Town will report good faith efforts in DBE compliance in the ADOT database.
- Adoption of a Title VI Plan with details on LEP and deviated fixed route service standards.
- Creation of a Transit Advisory Committee, through the resources of the Health and Development Board, established by the Town Common Council in 1989.
- Adoption of a Town Drug and Alcohol Testing Policy.
- Adoption of a Town’s ADA Policy.
- Adoption of a Town’s EEO Policy.
- Adoption of a Town’s Preventative Maintenance Plan.
- Maintenance of a Transit Rolling Stock Fleet Report.

Arizona Department of Transportation – Funding: As applied by the Town through ADOT’s processes, ADOT would provide the Town with funding assistance for the Town to operate and maintain a general public transit system using FTA Section 5311 funding. Such funding may consist of administration, operating and capital assistance on an annual basis. Should the Town participate with Greyhound Connect, may also include Intercity (5311 (f)) funding as well. ADOT role in funding would also include oversight to ensure that the Town is operating its transit service in accordance with ADOT and FTA policies and procedures as defined in the State Management Plan, the grant agreement and circulars.

Western Arizona Council of Governments (WACOG) – Coordination: As a participant in WACOG coordinating activities, the Town will work with WACOG to ensure that Camel Express services are effective and eliminates any potential of

duplicative services provided by other participants. The Town will participate in annual updates of the region's Coordination Plan, update its five year transit funding planning, inventory its vehicles annually, participate in bi-monthly coordination meetings and any necessary ADOT and WACOG related trainings.

Other Funding Partners: The Town envisions forming partnerships with Greyhound Lines, Inc. La Paz Regional Medical Center, Arizona Western College, Western Arizona Council of Governments (WACOG) Area Agency on Aging and Blue Water Casino & Resort to seek additional funding opportunities to increase ridership on Camel Express. Such funding partnerships could come in the form of student/employee/facility fees, tribal transit grants and Older American Act funding to transport seniors.

Other Coordinating Partners: The Town envisions entering into intergovernmental agreements with Palo Verde Valley Transit Agency, Yuma County Intergovernmental Public Transportation Authority and City of Lake Havasu so that there is an opportunity to allow passengers to access their services for minimal or no cost.

Section 3 Overview of Operating Plan

Operating Plans

As explained in Section 1, Camel Express will consist of a general public dial-a-ride service within the Town limits and three deviated intercity fixed routes that would serve:

- Blythe, CA on Monday, Wednesday and Friday (Ehrenberg on request)
- Parker with an extension to Lake Havasu City on Tuesday
- Yuma on Thursday.

The service will be branded as Camel Express. A new logo will be developed and placed on the transit vehicles, on brochures and on the website prior to July 1, 2016.

Camel Express services will be coordinated with Yuma County Intergovernmental Public Transportation Authority (YCIPTA), Palo Verde Valley Transit Agency (PVVTA), City of Lake Havasu and La Paz County. In addition, Camel Express services may be coordinated with Greyhound Lines, Inc. pending participation in the Greyhound Connect program.

As a general public dial-a-ride service within the Town limits, there will be no bus stop signs installed for this service, since passengers would be able to call at least 30 minutes in advance for a ride, up to 7 days in advance.

The deviated fixed routes to intercity destinations would have bus stops at the following locations:

- Blythe Kmart @ Desert Roadrunner bus stop
- Blythe Greyhound @ USA Convenience Station on Lovekin Blvd
- Ehrenberg River Lagoon Mini Mart on Ehrenberg - Posten Highway
- Yuma Palms Regional Center @ YCAT/Greyhound bus stop
- Downtown Yuma Transit Center on Gila Street @ 3rd Street @ YCAT bus stop
- Andrade Port of Entry (upon concurrence of the Quechan Indian Tribe) @ YCAT bus stop
- Blue Water Casino & Resort @ at bus turnout area on Casino property
- Parker Senior Center @ in front of the senior center
- Lake Havasu City Senior Center @ in front of the senior center
- Quartzsite Town Hall on Plymouth Avenue at bus shelter
- Quartzsite Greyhound @ Pilot Travel Center on Main Street

The bus stop placement are subject to concurrence by YCIPTA, PVVTA, Lake Havasu City and private property owners. Town staff shall work with the staff from these agencies regarding any service changes/development and to obtain approval to place a Camel Express bus stop sign in their area of jurisdiction.

The Town intends to enter into cooperative agreements with YCIPTA, City of Lake Havasu and PVVTA to transfer passengers between services.

Exhibit A includes the service area map, and draft schedules effective July 1, 2016.

Greyhound Connect

In order for the Town to participate in Greyhound Connect, ADOT would need to award FTA Section 5311 (f) funding to cover the Town's services to Blythe, CA, Yuma, Lake Havasu City, Ehrenberg and Parker, AZ. Per Greyhound, the likely connectivity would be at Blythe, CA agency and the "in-kind" miles match would be provided from that location. While Quartzsite has a Greyhound agency, the stop in Quartzsite is used when Blythe, CA agency is closed and when Camel Express is not operating, therefore there is no meaningful connection at this location.

The proposed connectivity to Greyhound in Blythe would be on Monday, Wednesday and Fridays initially, with the advancement to possibly six days a week during the winter season and if demand improves. The route to Blythe would have fixed stops identified as defined in Section above.

It is the intent to add Greyhound Connect decals on the transit vehicles, distribute Greyhound Connect flyers, add Greyhound Connect signs at the Camel Express bus stops and request inclusion of the schedules on www.greyhound.com/connect. The Town would also be a participant in the National Bus Traffic Association (NBTA) through sponsorship from Greyhound, advertise in the Russell Guide and Greyhound System Timetable. The transit vehicles used will have luggage racks to accommodate intercity travelers.

Service Hours

The service hours, days and routes and services are outlined in Section One – Overview above. Based on 62 bus operator hours each week, the Town is projected to operate 3,100 revenue service hours each year. This includes operating 252 days a year based on 52 days between Yuma and Quartzsite, AZ and Lake Havasu City and Quartzsite, AZ, 152 days between Blythe, CA and Quartzsite, AZ and 252 days within the Town limits.

Service Miles

The Town is projected to operate approximately 25 revenue miles within the Town limits, 92 revenue miles between Blythe, CA and Quartzsite, AZ, 166 revenue miles between Yuma and Quartzsite, AZ and 150 revenue miles between Lake Havasu City and Quartzsite, AZ, each operating day. Annualized, the Town would operate 37,084 revenue miles annually.

Fares – Effective July 1, 2016
All fares are one-way unless noted

Description	Current Fare Structure (Round Trip)	Basic All passengers age 5 to 59 years old*	Discount Seniors ages 60 years old and older, persons with disabilities and Medicare Card holders**
One Way with Town Limits	\$3.00	\$2.00	\$1.00
Each Additional Stop within Town Limits	N/A	25 cents	25 cents
One Way between Quartzsite/Lake Havasu City or Yuma	\$15.00	\$10.00	\$8.00
One Way between Lake Havasu City/ Parker or Quartzsite/Blythe	\$7.50 \$10.00-Blythe	\$5.00	\$3.00
Town Limits 10-Ride Pass	N/A	\$17.50 (based on \$1.75 per ride)	\$7.50 (based on 75 cents per ride)
Regional 10-Ride Pass	N/A	\$60.00 (based on \$6.00 per ride)	\$50.00 (based on \$5.00 per ride)
Monthly Pass (all routes/services)	N/A	\$150.00	\$100.00
Transfer from PVVTA & YCIPTA (Must show a Desert Roadrunner or YCAT transfer)	N/A	+\$5.00	+\$1.50
Transfer to PVVTA & YCIPTA (Must show a Camel Express transfer)	N/A	Free	Free

*Children under five can ride for free with a fare paying passenger age 16 years old or older, up to two children.

**Seniors that are Quartzsite residents participating in the AAA ticket program can ride all Camel Express routes/service

- Transfers available to board *Desert Roadrunner* and YCAT buses (pending their approval)
- Greyhound tickets accepted within limits of the ticket (pending their approval)

Bus passes would be sold at Quartzsite Town Hall, on the transit vehicles and at the Chamber of Commerce and Tourism office.

Ridership Forecasts

While the Transit Feasibility Study identified in Section One – Purpose and Need above did not provide any ridership forecasts, Based on historical data, Town staff projects that approximately 25 passengers would ride the Town’s general public dial-a-ride service, 10 passengers would ride the intercity service to Yuma, Parker, Ehrenberg, Lake Havasu City, AZ and Blythe CA each operating day, yielding approximately 10,000 passenger trips each year.

Based on data in regard to fiscal year 2013-2014, the previous Quartzsite Transit Services carried 8,600 passenger trips between its services within the Town limits, to Parker, Lake Havasu City, Yuma, Port of Andrade and Blythe.

In determining a forecast ridership number for the route, several factors should be considered. This includes reconciliation of passengers boarding current Camel Express

transit services, the use of the demographic information in the Transit Feasibility Study and data from public workshops held by the Town.

Fare Revenue Forecasts

Based on the projected ridership and historical data for Camel Express and to take a conservative approach, the fare revenue forecast of \$14,326 is projected. The Town, effective April 2015 has switched from a donation based structure to a fare based structure, thus requiring all passengers boarding Camel Express vehicles to pay a fare. This will help reduce the operating subsidy required by the General Fund by charging these fares.

Cost and Subsidy Projections

For the purposes of funding, the contributed FTA funding amount from the 5311 program, will be applied to the route and matched by the Town’s General Fund.

* FY 14 Capital	Preventative Maintenance	\$8,000 total
	Bus Stop Signs	\$1,200 Federal, \$300 local = \$1,500
	Graphics for Buses	\$12,800 Federal, \$32,000 local = \$16,000
	1 25 foot cutaway	\$52,000 Federal, \$13,000 local = \$65,000

ADOT awarded the Planning funds to complete the Transit Feasibility Study, which was completed in FY 2016 (November 2015).

The Town applied for the FFY 2015 year and the preliminary award is as follows:

Fund Type	Federal Match Ratio	Total Project Cost	Federal 5311 Award	Local Match	Project Title
Administration	80%	\$61,250.00	\$49,000.00	\$12,250.00	Administration
Capital	90%	\$1,500.00	\$1,350.00	\$150.00	Purchase Bus Stop Signs
Capital	90%	\$15,000.00	\$13,500.00	\$1,500.00	Purchase Bus Benches
Capital	80%	\$8,300.00	\$6,640.00	\$1,660.00	Preventative Maintenance
Capital	90%	\$66,990.00	\$60,291.00	\$6,699.00	Expansion : Bus < 30 FT
Capital	90%	\$16,000.00	\$14,400.00	\$1,600.00	Purchase Graphics for Buses
Total		\$260,088.28	\$197,989.00	\$62,099.28	

Same award with Administration & Operating prorated for 3 months (July, August, and September) assuming a July 1, 2016 start date:

Fund Type	Fed Match Ratio	Total Project Cost	Fed Award	Local Match	Project Title
Administration	80%	\$15,312.50	\$12,250.00	\$3,062.50	Administration
Operating	58%	\$22,762.07	\$13,202.00	\$10,925.79	Operating
Capital	90%	\$1,500.00	\$1,350.00	\$150.00	Purchase Bus Stop Signs
Capital	90%	\$15,000.00	\$13,500.00	\$1,500.00	Purchase Bus Benches
Capital	80%	\$8,300.00	\$6,640.00	\$1,660.00	Preventative Maintenance
Capital	90%	\$66,990.00	\$60,291.00	\$6,699.00	Expansion : Bus < 30 FT
Capital	90%	\$16,000.00	\$14,400.00	\$1,600.00	Purchase Graphics for Buses
Revised Total		\$145,864.57	\$121,633	\$25,597.29	

Performance Standards

It is critical for the Town to monitor the performance of its transit services. As a result, the Town will establish the following performance objectives to determine the success rate of the service. The demonstration year of the Section 5311 funded program would be FY 2017 with service starting on July 1, 2016. After six months, the Town will evaluate the transit services and make recommendations for implementation in July 1, 2017 based on data collection.

The importance to a successful transit service is monitoring the performance. The following performance measures are proposed to ensure that the transit system is meeting the expectations for success:

- Passengers per hour should be 3.0 or greater
- Subsidy per passenger should be \$10.00 or less
- Passengers trips per day should be 25 or greater
Cost per operating hour should be \$60.00 or less
- Farebox recovery ratio should be at least 10% (Revenue generated by passengers)

As necessary and required by the FTA, financial and non-financial data shall be collected and reported to the National Transit Database (NTD) through ADOT.

A re-evaluation of the routes and services offered shall take place in March 2017 to provide recommendations regarding the future of the routes and services to the Health and Development Services Board and the Town Council.

Fiscal Audits

On an annual basis, the Town's transit program, and the use of transit program funds will be audited by a third party auditor for reporting to ADOT. Should the Town exceed \$500,000 in the use of Federal funds, a single audit will be conducted.

Section 4

Marketing and Community Outreach Plan

Branding, Marketing and Community Outreach

Marketing to support this new service will be essential to its success. Consistent, coordinated marketing collateral and programs will be developed by Town. The Marketing Plan will include printed ads, flyers, rack cards, media, coordination with

employers and other advertising materials. The vehicles will be marketed and branded as Camel Express.

The marketing program outlined above will be targeted in Quartzsite and Blythe. Should technical assistance regarding marketing services from ADOT still be available, the Town will work with ADOT to have a new Rider's Guide developed. The marketing program is funded by the Town's transit administrative budget.

The Town will have the Rider's Guide distributed through its networks in Quartzsite, including on Camel Express vehicles. The Rider's Guide will include route maps, schedules, fares, information regarding how to use Camel Express services, Title VI statement and information regarding accessing other transit services. Information will also be posted online at www.ci.quartzsite.az.us.

Additional marketing considerations include the following:

- Prepare and distribute Rider's Guides and flyers on Camel Express throughout the Town.
- Make revision to www.ci.quartzsite.az.us and create a www.camelexpress.org through purchase of the domain address from GoDaddy.
- Advertisements in the Chamber of Commerce guide/map, local Town newsletters, visitor guides and newspapers.
- Create a new telephone number – (928) 927-CAML (2265), which will redirect calls from the Town Hall main telephone number.
- Advertise on social media, in the Desert Messenger, local posting boards and local radio stations.
- Make presentations to various community groups in Quartzsite to increase awareness of Camel Express.
- Hold "Friends of Transit" talking groups throughout Quartzsite on a monthly basis to talk about Camel Express.
- Participate in special events, senior lunch program, recreation programs and Library programs to promote Camel Express.
- Implement a travel training program to train current and potential riders on how to ride Camel Express.
- Place notices on the vehicles – such as Title VI, Rider Alerts, Fare Chart, Destination Sign on the window and Contact Information for Transit Coordinator.

Section 5

Additional Details of the Operating Plan

1. Dispatch

A dispatcher will be on duty to support all service hours to ensure excellent customer service. Contingency plans must be made to reasonably accommodate for service delays due to weather, traffic and vehicle failures. The Town's Transit Coordinator and a part time Bus Operator shall serve as the dispatcher.

The Dispatcher will communicate with Bus Operators with a cell phone. Under no circumstances should the Bus Operators use the communications system in such a manner as to endanger the lives of the passengers or in violation of any laws.

Dispatching initially will be done on a manual basis using a Microsoft Excel spreadsheet. The Town intends to purchase a low-cost computerized scheduling software that would be able to schedule dial-a-ride trips efficiently thus increasing passengers per hour carried. The Town will seek proposals from Simpli, Econoline and others that can provide this solution.

2. Registration for Service & Reservations

Passengers will need to register for service in order to make reservations to ride Camel Express. The registrant process is a simple form that tracks specific demographic information for reporting purposes to WACOG and to track reservations. As a general public demand response service, passengers would be able to make reservations as early as 30 minutes in advance up to seven (7) days in advance by calling the Camel Express reservation number.

3. Spare Ratio

The Town will operate at maximum, two peak vehicles. The current fleet is three, thus leaving a 33% spare ratio, when two vehicles are in operation. For the foreseeable future, the Town intends on having an operable fleet of three transit vehicles

4. Bus Operators

Bus Operators will be expected to be courteous, friendly and professional at all times.

Bus Operators will be educated in conversational Spanish to assist that the distribution of information is available to both languages.

Bus Operator uniforms will be required to be consistent with the branding/marketing of Camel Express services. Uniforms will be kept clean and ironed for a professional appearance at all times. A new uniform would be developed for the Bus Operators to promote the Camel Express image. This would consist of a polo shirt and slacks.

Bus Operator are prohibited from smoking in the vehicles. Smoking outside of the vehicles is also prohibited near the door of the vehicle or in the presence of passengers as defined by the Arizona Revised Statutes. Eating and drinking is prohibited in front of passengers or while driving.

Bus Operator breaks shall be established with dispatch according to Town policy. Bus Operator breaks are never allowed to disrupt customer service or routing. In the case of the services to Lake Havasu City and Yuma, the vehicle will layover at a central location in those cities so until the departure back to Quartzsite occurs.

Training will be given to all Bus Operators so that clear expectations are in place to ensure excellent customer service. Bus Operators are PASS trained and go through a

comprehensive training program as defined in the Town's Training Plan. In addition, Bus Operators are certified in CPR and First Aid & Safety.

Bus Operators will keep the inside of the vehicles neat and tidy, i.e. picking up trash and newspapers left behind.

Because the Town is using 5311 funding, all safety sensitive personnel, including Bus Operators, the Transit Coordinator and Town Mechanic will be in the Town's drug and alcohol testing pool administered by the Town's Police Department. In addition, the Town will submit an annual MIS report to ADOT.

5. Vehicles

Presently, the Town has three vehicles that are funded by FTA Section 5310 funding,

The vehicles will be kept clean on a daily basis by the Bus Operator. Mechanical and cosmetic repairs will be prompt and performed by the Town's Mechanic and in accordance with the Town's Preventative Maintenance Plan. Since at maximum, the Town has a peak vehicle fleet of two, there will always be one spare vehicle available to operate service.

Two of the present vehicles used are cutaway buses that seat eight (8) and nine (9) passengers, have space for one (1) wheelchair and a lift in the rear or the front of the vehicle. One of the present vehicles is a minivan that seats six (6) passengers and is not accessible for those with mobility devices.

The vehicles were presently funded with FTA Section 5310 funding. Two of the vehicles are on lien with ADOT (the minivan and the cutaway). As defined in Circular 5010 1.D., ADOT must submit a Rolling Stock Fleet Report and request to FTA move the vehicles to the 5311 program or reassign these vehicles to another 5310 recipient.

The Town has approval to purchase a larger 5311 vehicle, which will take approximately six to eight months using ADOT's existing procurement with Creative Bus Sales. As a result, the Town is requesting that ADOT continue to allow the Town to use the 5310 vehicles in 5311 service pending the delivery of this vehicle. Once the new vehicle arrives, the Town would be willing to relinquish the minivan back to the 5310 program. In the upcoming grant cycle (FY 15/16), the Town envisions applying for another 5311 funded vehicle, which could replace the cutaway bus that is 5310 funded and allow that vehicle to be reassigned to another 5310 recipient sometime in FY 2016-2017.

Exhibit B, attached to this plan is the Rolling Stock Fleet Report for the Town's vehicles.

The proposed bus to be purchased with 5311 funding is a Starcraft Allstar vehicle on a Chevy chassis and is 22 feet long. The vehicle will seat 14 passengers with up to four (4) wheelchairs. The Town will request ADOT to purchase the vehicle and the Town will provide the local match of \$6,699.00. The quote for the bus is attached as Exhibit E. A picture of the bus is below.



The current Camel Express fleet is below:



Maintenance and parking of the transit vehicles will be at the Quartzsite Municipal Center, 465 N. Plymouth Avenue, Quartzsite, AZ 85346.

6. Customer Service

Customer service, marketing and safety are paramount to the success of Camel Express. On board passenger surveys will be used to help guide route improvements and to adjust marketing plans, as appropriate. Passengers are able to fill out passenger comment forms on the transit vehicles, call the Transit Coordinator or send an email to the Transit Coordinator. Contact information will be placed on the transit vehicles. Currently passengers can call (928) 927-4333.

7. Schedules

Schedules are defined in Exhibit A and are subject to change. Schedules have been developed to allow passengers at least four hours in an outlying city or town to complete their business before returning back to Quartzsite. General public dial-a-ride trips will operate on a reservation basis with passengers calling at least 30 minutes in advance up to one week (seven days).

8. Complementary ADA Paratransit Program

Camel Express is treated as a general public demand response service and is exempt from the ADA paratransit requirement since dial-a-ride services are treated as "general

public demand response services" under the 49 C.F.R. Part 37 of Federal Regulations. The general public dial-a-ride services will be able to take passengers to their destinations directly. In outlying cities and towns, passengers also have additional access to other transit providers that can also provide demand response/ADA paratransit type services. This is the case in Blythe, CA, Yuma, Parker and Lake Havasu City.

9. The Future

Since the Transit Feasibility Study had several recommendations regarding the transition of the current Camel Express program to a 5311 funded program, the Town will constantly monitor this new program for the next year to evaluate its effectiveness using the performance measures identified in Section 3. It is anticipated that with the implementation of this new program, that passenger trips carried should increase since there has been a demand for general public transportation during the winter season and to outlying cities and towns.

A comprehensive review of these routes would occur in March 2017. The recommendations derived from this review will be presented to the Health and Development Services Board for consideration to make modifications to increase the transit service effectiveness and reduce unproductive service. Since ADOT is going to a two-year grant cycle for 5311 funding, it is critical that the transit service is able to "live within its means".

10. Next Steps

The goal is to implement this new transit service on July 1, 2016, the start of the fiscal year. This means the following actions would need to take place:

1. Public Discussion – *Completed*
2. *Finalize Transit Feasibility Study – Completed on November 24, 2015*
3. Seek City Council Approval – *Completed on January 12, 2016 (Minutes attached as Exhibit C)*
4. Prepare Transit Implementation Plan – *February 2016*
5. Obtain ADOT approval – *March 2016*
6. Finalize the route, schedule and services to be provided – *March 2016*
7. Finalize intergovernmental agreements with PVVTA, YCIPTA and Lake Havasu City – *March 2016*
8. Apply for FTA Section 5311 funding for FY 2016-2017 and 2017-2018 – *March 2017*
9. Implement Greyhound Connect – *Spring/Summer 2016*
10. Present service proposals to the public – *March, April and May 2016*
11. Order transit bus with ADOT and Creative Bus Sales – *April 2016*
12. Design Camel Express logo – *May 2016*
13. Finalize FY 2017 Budget – *June 2016*
14. Print and distribution of materials, flyers, press releases and other marketing materials – *June 2016*

15. Order and Install bus stop signs, uniforms for Bus Operators and staff – *June 2016*
16. Implement service, including special ribbon cutting ceremony – *Friday, July 1, 2016 – Tentative*
17. Order scheduling software – *Fall 2017 pending ADOT grant approval*
18. Receive new 5311 funded bus and transfer Minivan to ADOT – *Fall 2017*
19. Monitor and report to the Health and Development Services Board and Town Council – *March 2017*

11. Contact Information

Additional questions regarding this proposal can be directed to John Andoh at 209.321.1334 or via email to transit@ci.quartzsite.az.us or Janet Collier at 928.927.4333 or via email to jcollier@quartzsiteaz.org

Exhibits

Exhibits

Camel Express Schedule To Blythe						
Connections	Monday, Wednesday and Friday					Connections
Depart Roundriver to Blythe	Leave Quartzsite	Arrive Blythe	Leave Blythe	Arrive Quartzsite (via Roundriver)	Leave Quartzsite	Depart Roundriver from Blythe
10:30 AM	10:00 AM	10:20 AM	10:30 AM	10:40 AM	11:00 AM	
	2:00 PM	2:20 PM	2:30 PM	2:40 PM	3:00 PM	2:30 PM

Camel Express Schedule To Lake Havasu City					
Tuesday					
Leave Quartzsite	Arrive Lake Havasu City	Leave Lake Havasu City	Arrive Quartzsite	Leave Quartzsite	Arrive Phoenix
8:30 AM	9:15 AM	10:15 AM	1:15 PM	2:15 PM	3:00 PM

Day	Service	Quartzsite	Out of Town	Quartzsite	Out of Town	Quartzsite	Total Hours Daily	Total Days	Total Rev Hours Annually	Shift	Total Plat Hours Annually
Monday	1 Bus - Quartzsite Local & Blythe	8:30 am to 10 am	10 am to 11 am	11 am to 1 pm	2 pm to 3 pm	3 pm to 4:30 pm	8	43	344	8:15 am to 4:45 pm	8.5
Tuesday	1 Bus - Quartzsite Local 1 Bus - Regional	8:30 am to 4:30 pm	8:30 am to 4:30 pm	---	---	---	16	52	832	8:15 am to 4:50 pm 9:20 am to 4:50 pm	17
Wednesday	1 Bus - Quartzsite Local & Blythe	8:30 am to 10 am	10 am to 11 am & 2 pm to 3 pm	11 am to 1 pm	2 pm to 3 pm	3 pm to 4:30 pm	8	52	416	8:15 am to 4:50 pm 9:40 am to 11:10 am &	8.5
Thursday	1 Bus - Quartzsite Local 1 Bus - Regional	8:30 am to 4:30 pm	8:30 am to 4:30 pm	---	---	---	16	52	832	8:15 am to 4:50 pm	17
Friday	1 Bus - Quartzsite Local & Blythe	8:30 am to 10 am	10 am to 11 am & 2 pm to 3 pm	11 am to 1 pm	2 pm to 3 pm	3 pm to 4:30 pm	8	52	416	8:15 am to 4:50 pm	8.5
						Revenue	56.00	251.00	2,840.00		
						Platform	3.50	251.00	878.50		
							59.50		3,718.50		

Camel Express Schedule To Yuma					
Connections	Thursday				Connections
Depart Roundriver from Downtown Yuma Transit Center	Quartzsite	Arrive Yuma	Depart Yuma	Quartzsite	Express @ Downtown Yuma Transit Center
10:30 AM	8:30 AM	10:30 AM	2:30 PM	4:30 PM	2:25 PM

*Bus to Algodones/Route 5 departs Downtown Yuma Transit Center @ 11:19 a.m. and arrives at 11:52 a.m. In order to get back to Quartzsite, passengers must be on the Route 5 that departs @ 1:52 p.m.

AM times are shown in lightface type. PM times are in boldface type. Schedules are subject to change without notice. Times are approximate and may vary depending on traffic conditions, weather and other conditions.

No transit service on Saturday, Sunday or New Years Day, Dr. Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day & Christmas Day. *Saturday service operates from December 1 to March 15.*

JATRAM Fleet Plan - Rolling Stock Status Report as of May 18, 2015

Vehicle Number	Vehicle Year	Vehicle Inventory Number	Mile/Miles or Vehicle Description	Date In Service	Funding Source	Original Federal Share	Out of Service	Federal Useful Life (Yr)	Actual Service (Yr)	Remaining % based on Years	Actual Mileage - 2/28/16	Minimum Useful Life Mileage	Remaining % based on miles	Total Federal Share	Remaining Federal Share based on years	Remaining Federal Share based on miles	Total Cost Per Vehicle	Local Share Cost	Local Share on Years	Local Share on Miles
C2285	2008	1FV5S58800A66047	Ford Supreme	4/30/2009	5310	80%		4	8.8	-2.0	85,065	100,000	14.85%	\$47,865.17	\$ (63,308.92)	\$ (7,111.60)	\$59,481.48	\$ (1,892.28)	\$ (8,277.40)	\$ (1,777.90)
C2287	2012	2F4R1G32803383725	Dodge Caravan	4/29/2012	5310	80%		4	2.9	0.2	29,242	100,000	10.79%	\$19,872.80	\$ (84,541.48)	\$ (4,132.35)	\$24,965.00	\$ (4,855.30)	\$ (248.69)	\$ (3,533.09)
C2282	2013	1FD3SE180080285	Ford Supreme	1/17/2013	5310	80%		4	2.2	1.8	54,185	100,000	65.84%	\$47,865.17	\$ (27,418.33)	\$ (31,327.70)	\$59,481.48	\$ (11,892.48)	\$ (9,253.33)	\$ (7,851.92)

**MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE COMMON COUNCIL
TUESDAY, JANUARY 12, 2016, 7:00 PM**

CALL TO ORDER: 7:00 p.m.

INVOCATION:

PLEDGE OF ALLEGIANCE: Led by Council Member Warner.

The Mayor announced that Council Member Kelley would not be able to attend the meeting due to illness.

ROLL CALL:

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

Absent: Council Member Kelley.

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

ANNOUNCEMENTS:

None

CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS:

David Taylor, a visitor to Quartzsite for many years, spoke of the things he said he noticed in Quartzsite that don't fit in with the rights that are guaranteed under the U.S. Constitution and the rights stated in the Declaration of Independence. He specifically spoke of the Town's citizens' rights to be fully represented by elected council members, and his perception that all the current Council, and past councils, cared about was money.

CONSENT AGENDA:

- 1. LEDGER OF ACCOUNTS PAID – Consider approval of check series 39703 - 39768, totaling \$140,778.36.**

DONATION – Acceptance of a \$500 donation from the Quartzsite Community Thrift Store to the Town Library.

Council Member Orgeron moved to approve the check series 39703 - 39768, totaling \$140,778.36 and Council Member Warner seconded the motion. The vote was five ayes and one nay from Council Member Davidson. Motion Passed.

The Mayor made a public acknowledgment of the \$500 donation from the Quartzsite Community Thrift Store to the Town Library. The Mayor said thank you, and Vice Mayor Simpson said, "Here, here." The other Council Members nodded their concurrence.

ADMINISTRATIVE ITEMS:

- 2. MINUTES – Consider approval of the minutes of the Town Council Work Session of December 22, 2015 and of the Town Council Regular Meeting of December 22, 2015.**

Council Member Orgeron moved to approve the minutes of the Town Council Work Session of December 22, 2015, and of the Town Council Regular Meeting of December 22, 2015. Vice Mayor Simpson seconded the motion. The vote was unanimous. Motion Passed.

- 3. DUMP TRUCK LEASE-PURCHASE – Review and possible approval to enter into a lease-purchase agreement with PACCAR Financial to acquire a budgeted new Kenworth heavy duty dump truck for Public Works in an amount not to exceed \$156,494.64.**

The Town Manager said this was the same request for a dump truck purchase that was brought to the Council at the last meeting. He said, at that meeting the Council had a question regarding what exactly the financing options and details were including the benefits of leasing it rather than purchasing it outright.

Town Manager Miller said the truck would be used for all of the field operations that were under the Public Works umbrella, and would be replacing two aging dump trucks that were built in the 1980s.

He said the benefit of the lease, which is through the State Purchasing Co-Op, is that it is a tax-exempt process. He said to purchase the truck outright the taxes would amount to nearly \$12,000. Town Manager Miller said many communities in the same situation initiate the lease agreement to receive the benefits of the tax-exempt process and the option to pay it off without penalty, to avoid the majority of the interest payments.

Town Manager Miller recommended moving forward with a lease purchase with a buyout in FY 16-17. He said that way the Town would only incur two interest payments totaling \$3,521, and the total amount of the fully equipped dump truck would be \$145,931.16.

Council Member Orgeron moved to authorize the Town Manager to exercise Option 1 (lease purchase with a buyout) for the dump truck purchase lease. Council Member St. Germain seconded the motion. The vote was unanimous. Motion Passed.

Town Attorney Goodwin advised the Council that the Town does not yet have the lease purchase financing document which is different from the purchase contract. She said it was recommended that lease purchase be approved subject to the Town Attorney's

review and approval of the lease purchase document. She said this would avoid having to bring the item back to the Council.

Council Member St. Germain withdrew his second to the motion made by Council Member Orgeron.

Council Member Orgeron withdrew his motion and moved to authorize the Town Manager to execute Option 1 (lease purchase with a buyout) subject to review and approval by the Town Attorney. Council Member St. Germain seconded the motion. The vote was unanimous. Motion Passed.

4. QUARTZSITE PUBLIC TRANSIT SYSTEM OPERATIONS – Discussion to determine the scope of services of the Town Transit System.

Town Manager Miller said the agenda item was a step, requested by the Arizona Department of Transportation (ADOT), in the process of transitioning to a public transit system that would be available to everyone. He said in order to secure the 5311 Program funding for a public transit system, ADOT is requesting an additional commitment from Council.

Janet Collier, Transit Coordinator, said she was seeking the Council's support to transition from the current Town Transit System, the 5310 Program funded system developed for elderly and disabled citizens, to a 5311 Program funded system which is open to the general public.

Mrs. Collier stated the differences and benefits for the Town were going to be in how it affected the Town Budget and the General Fund. She explained that under the current 5310 Program, the operating budget was \$106,000 and \$81,000 of that was supplied by the General Fund. She said that when the Town moved to the 5311 Program, the Transit budget would be considerably larger, but the impact to the General Fund would only be \$56,000.

Mrs. Collier highlighted the fact that the 5311 Program would produce over \$25,000 in savings to the General Fund. She reviewed how the vehicles would be purchased under the 5311 Program. It would entail a ninety-ten split with ADOT to pay 90 percent and the Town to pay 10 percent.

Vice Mayor Simpson asked if the dollar amounts provided from the 5311 Program Funding and the Budget were for the first year only.

Town Manager Miller responded that the Town must apply on an annual basis for the 5311 Program funding.

The Mayor said the Town is not committed to run a 5311 Program without that specific funding provided by ADOT.

Council Member Orgeron moved to further state for Resolution 15-04 (that was just for reference) that the Town outwardly and officially supports obtaining funding from 5311 Program. Council Member St. Germain seconded the motion. The vote was unanimous. Motion Passed.

5. BUDGETARY AUTHORIZATION TO APPOINT SPECIFIED POSITIONS – Discussion, consideration, and possible budgetary authorization for needed part-time temporary positions in Town offices.

- **Part-time Library Clerk – a budgeted position**
- **Temporary Part-time Administration Clerk – a budgeted position**
- **Emergency Part-time Magistrate Court Clerk – in coordination with Quartzsite Justice Court**

There was a discussion of the need to fill the three positions and their respective funding.

The Mayor said he would be remiss if he didn't make the public statement that the Town Manager is still under the guideline to make the year one in which there is no need to dip into borrowing from HURF.

Council Member St. Germain moved to authorize to appoint the following positions, a part-time library clerk, a temporary part-time administration clerk, and an emergency part-time Magistrate court clerk.

Vice Mayor Simpson seconded the motion. The vote was unanimous. Motion Passed.

6. BUSINESS LICENSE FEE CHANGE – Review and consideration of the adoption of an ordinance increasing the Town of Quartzsite Business License Annual Fee and providing that business licenses expire on July 31 of each year. (Town Code, Chapter 8, Article 8-2, Section 8-2-9, Fees).

The Mayor said the agenda item had already been discussed. He asked if anyone from the audience wished to make a public comment. No one from the public spoke.

Town Manager Miller said the agenda item was a continuation of a Council action taken in early November. He explained that the proposed ordinance was a modification to a resolution that was adopted without having been advertised for the legally required sixty days because a fee change was involved. He explained that he became aware of the requirement after the resolution was adopted.

Town Manager Miller said the legal requirement regarding giving notice had been met which allowed the Council to vote on the proposed ordinance. He said the proposed ordinance sets the Town's business license fee at \$75.00 and sets the expiration date of all business licenses on July 31st of every year. He explained the renewal process would

could all at once. He explained the benefits of the proposed expiration date and renewal process.

Town Manager Miller said anyone that had purchased a business license prior to July 31, 2016, would receive a prorated credit on their next year's business license.

There was a discussion regarding the reasons for the same business license renewal date for everyone, including the lack of staff to process them as they come in monthly.

Council Member Orgeron asked Town Manager Miller if there were any way for the Town to request to see if the businesses applying for renewal had paid taxes for the prior year before the license was renewed.

Town Manager Miller said he believed so. He said the Town would contact the Arizona Department of Revenue to verify that.

Town Manager Miller said the Town does require that any business that is subject to the Arizona Transaction Privilege Tax to provide an active and verified license number.

Town Attorney Goodwin said the tax requirement was already in the Town Code. She read from the Code: "No license shall be renewed until the licensee or permittee conforms to the provisions of the Town Code." Town Attorney Goodwin said that included the Tax Code. She said the Town Code could expressly say what Council Member Orgeron suggested.

Council Member Orgeron and the Mayor said the requirement should not be implied, but it should be expressly stated.

Town Attorney Goodwin said, for clarification, at the end of the second sentence in Chapter 8, Article 8-2, Section 8-2-9, Fees, Paragraph D, 'including payment of transaction privilege taxes, as required by Chapter 9.'

Council Member Orgeron moved that the Council adopt a new ordinance for the business license fee change, along with the expressed changes, including receipt of transaction privilege taxes, as required by Chapter 9, and the new renewal date. Council Member Davidson seconded the motion. The vote was unanimous. Motion Passed.

- 7. HEALTH AND DEVELOPMENT SERVICES BOARD – Review and possible amendment to the Town Code, Chapter 20, Health and Development Services Board related to the membership, terms of office and duties of the Health and Development Services Board; amending the procedures for submitting an application for public funds to provide services in the Town; and amending reporting requirements.**

Council Member Orgeron moved to open the agenda item to the public, and Vice Mayor Simpson seconded the motion. The vote was unanimous. Motion Passed.

The Town Manager reviewed the changes from the Council's last work session. He said the Council decided the Health and Development Services Board was to have seven members, serve as the Town Transit System's Transit Advisory Committee, TAC, and board members would recuse themselves when conflicts of interest arose.

Monica Timberlake, a member of the Health and Development Services Board, said the Board had repeatedly made requests of Town staff that were not fulfilled. She spoke of requested work sessions with the Town Council.

Shanana Rain BearCat said she attended the Town Council's last work session regarding the Health and Development Services Board. She said she was very disappointed that the public didn't have an opportunity to speak. She spoke of the lack of backup documentation to the meeting's agenda on the website. She said the public should have had a copy of the Council was reviewing.

The Mayor moved to close the public discussion and Council Member Warner seconded the motion. The vote was unanimous. **Motion Passed.**

Council Member St. Germain read Chapter 20, Health and Development Services Board, Article 20-1-2, Membership and Terms of Office, D., "A member of the Board who is a member of an agency or who represents an agency applying for public funds shall recuse himself from discussion and voting on that agency's application for public funds." He said he thought the Council had decided to have it be 'board members' of the agencies, not just 'members.'

Town Manager Miller thanked Council Member St. Germain and said it was supposed to say 'board members' (of applicant agencies).

Council Member Orgeron moved to approve the amended amendment (ordinance, as amended) to Town Code, Chapter 20, the Health and Development Services Board, related to membership, terms of office, and duties of the Health and Development Services Board. Council Member Davidson seconded the motion. The vote was unanimous. **Motion Passed.**

8. COMMUNITY OUTREACH FUNDING APPLICATIONS Review, consideration and possible action to approve applications for Community Outreach Funding as forwarded by the Health and Development Services Board for award of the 2016 Town Promotional Funds. Upon Council's decision, accountability contracts will be prepared for the selected organizations, in the amounts set by Council.

➤ **The five applicants:**

- **Proud Neighbors of Quartzsite**
- **Quartzsite Area Chamber of Commerce and Tourism**
- **Quartzsite Business Chamber of Commerce**
- **Quartzsite Historical Society**
- **Quartzsite Senior Citizens Center**

- **Letter of withdrawal of request for Community Outreach Assistance from Proud Neighbors of Quartzsite.**

The Mayor said the Proud Neighbors withdrew their application.

The Mayor recommended the Council approve the same amounts to the same organizations this year as last year.

Council Member Warner asked why the Mayor's recommendation did not include the Quartzsite Area Chamber of Commerce and Tourism.

Council Member Orgeron asked if the Town received anything stating the Quartzsite Area Chamber of Commerce and Tourism had 501(c)(6) status. Council Member Orgeron said that when they applied they did not have 501(c)(6) status.

Town Manager Miller said they have 501(c)(6) status now.

The Mayor said the other organizations are more dependent upon the public funding for their existence.

Council Member Warner moved to award the Quartzsite Business Chamber of Commerce, the Quartzsite Historical Society, and the Quartzsite Senior Center \$2,000 each for their community outreach funding. Council Member Davidson seconded the motion.

Town Manager Miller recommended that "upon the successful completion of an accountability contract," be added to the motion.

Council Member Warner and Council Member Davidson accepted the amendment.

The vote was unanimous. **Motion Passed.**

9. **THE UNITED STATES POSTAL SERVICE LAND LEASE – Discussion and possible action to approve the CBRE, Inc. Brokerage Services contract to extend the lease of the Town property located at 309 N. Plymouth Ave., thereby initiating draft lease documents for the Council's review. The lessee is the United States Postal Service (USPS).**

Town Manager Miller said the agenda item referenced the annex and that he was working with CB Richard Ellis to finalize the contract. He stated there had been some recommended changes to the existing proposed contract by the Town Attorney.

Town Manager Miller requested that the Council authorize the Town Manager to execute a contract pending approval of the recommended changes by the Town Attorney and concurrent with the Town Attorney.

Council Member St. Germain asked if the lease amount increased from that which they were paying.

Town Manager Miller answered that it was the same amount as that which they had been paying.

Council Member St. Germain moved to direct the Town Manager Miller to work out the land lease with CBRE in conjunction with the attorney's recommendations. Council Member Davidson seconded the motion. The vote was unanimous. Motion Passed.

Town Attorney Goodwin clarified the motion by saying that they authorized the Town Manager to execute the lease, which is part of the CBRE responsibilities subject to the review and approval of the Town Attorney.

Council Member St. Germain moved to approve with the changes made by the Town Attorney, and Council Member Davidson seconded the motion. The vote was unanimous. Motion Passed.

10. VOLUNTEERS FOR TOWN BOARDS – Discussion, review and possible appointments of two volunteers to two Town boards.

Health and Development Services Board

- One Vacancy
- One Volunteer – David Collier

Hi Jolly Cemetery Board

- One Vacancy
- One Volunteer – Dee Sheehan

Council Member St. Germain moved to approve David Collier for the Health and Development Services Board, and Council Member Orgeron seconded the motion. The vote was unanimous. Motion Passed.

Council Member St. Germain moved to accept Dee Sheehan as the volunteer for the opening on the Hi Jolly Cemetery Board, and Vice Mayor Simpson seconded the motion. The vote was unanimous. Motion Passed.

11. TOWN ATTORNEY CONTRACT - Review and possible approval of an assignment of the Contract for Legal Services with Curtis, Goodwin, Sullivan, Udall & Schwab, P.L.C. to Gust Rosenfeld, P.L.C.

The Mayor announced that Ms. Goodwin had joined a new firm.

Town Attorney Goodwin said she and her legal team joined the new firm as of January 1, 2016. She said they loved working with Quartzsite and would like to continue to work for the Town.

Council Member Orgeron moved to approve the assignment of the contract for legal services with Curtis, Goodwin, Sullivan, Udall & Schwab, P.L.C. to Gust Rosenfeld, P.L.C., and Council Member St. Germain seconded the motion. The vote was unanimous. Motion Passed.

12. EXECUTIVE SESSION - An executive session pursuant to ARS Section 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 settlement discussions in order to avoid or resolve litigation related to legal fees incurred by former Police Chief Jeff Gilbert.

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

ADJOURN TO EXECUTIVE SESSION: 7:52 p.m.

RETURN TO OPEN SESSION: 8:09 p.m.

ROLL CALL:

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

Absent: Council Member Kelley.

COMMUNICATIONS:

Reports from the MAYOR on current events.

The Mayor reported that the next day he would be attending PC Day at the State Legislature talking to legislators about legislation. He said one of the things that will try to get on to the agenda was to re-pass and put the Lands Act back before the Governor. The Mayor said that last year the Legislature passed the Lands Act that took federal lands and gave control back to the State; but, the Governor vetoed it. The Mayor spoke of the need for those lands to generate money for the Town instead of for the federal government.

Reports from the COUNCIL on current events.

Council Member St. Germain announced that on Thursday, January 14, 2016, the La Paz County Veterans Court would hear its first case. He said the defendant was from Quartzsite. Council Member St. Germain said he would stand, as a mentor, with the defendant in court, and report, at the next Council meeting, how the Veterans Court worked out.

Reports from the TOWN MANAGER to the Council.

Town Manager Miller spoke of the inordinate number of suicides in Quartzsite, and looking to see how Cenpatico, ACTS, Town staff, and the Town Council can help to combat the rise in the suicide rate in Quartzsite.

Town Manager Miller announced that Radio Science Day, provided by Quartzsite in Motion and the Town's local Quartzfest organizers, will be held Wednesday, January 13, 2016, at the Community Center. He said it was estimated that over 300 students would attend the event which would include a wide variety of radio science topics. Town Manager Miller said he hoped to see everyone there.

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

ADJOURNMENT: 8:14 p.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of January 12, 2016, of the Town Council of Quartzsite, Arizona, held on January 12, 2016.

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

DATED this 26th day of January 2016



Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:



Ed Foster, Mayor

TOWN OF QUARTZSITE DRAFT BUDGET FY 2016-2017

Account Title				5310	5311	5311			
	2012-13 Adopted Budget	2013-14 Amended Budget	2014-15 Adopted Budget	2015-16 Adopted Budget	2015-16 Adopted Budget	2016-17 Draft Budget	A=Administration @ 80/20	D=Operations @ 58/42	O=Capital @ 90/10
Transit Services									
5000 Salaries & Wages	58,045	33,088	47,044	45,086	73,277	80,432	A	25,938	O 54,495
5001 Overtime				0			A	0	O 0
5002 Retirement - FICA	4,440	2,529	3,599	3,450	3,747	4,294	A	1,984	O 2,310
5003 Retirement - 401(k)	3,358	1,447	2,074	1,142	1,142	1,556	A	1,556	O 0
5004 Workers Compensation	2,545	1,433	2,282	2,065	4,213	4,256	A	87	O 4,168
5005 Health Insurance	11,064	6,052	5,040	4,824	4,824	4,824	A	4,824	O 0
5008 State Unemployment	873	966	1,415	1,741	3,154	3,156	A	315	O 2,841
	80,945	45,815	61,454	59,818	96,957	99,518		34,704	63,814
5006 Uniform Expense	200								
5007 Office Supplies									
5008 Other Supplies			1,100	0	0	0			
5009 Janitorial Supplies	150		325	300	500	900	O		
5010 Gas & Oil	12,500	16,000	13,000	15,000	22,000	22,000	O		
5011 Postage		50	50	50	200	200	A		
5012 Book Supplies									
5013 Miscellaneous	100			1,000	13,525	13,525	O		
5018 Small Tools/Equipment	100	150	325	150	300	300	O		
5020 OSP - Outside Service Provider			5,175	5,175	5,000	5,000	A		
5022 OSP - Other Professional		5,800			500	500	A		
5024 Travel & Lodging	250	800	2,100	1,100	2,000	2,000	A		
5025 Training & Workshops				1,000	2,000	2,000	A		
5026 Dues & Memberships	500	500	525	525	525	525	A		
5027 Permits/Licenses									
5028 Property & Liability Insurance	7,900	15,754	15,750	15,750	19,000	19,000	A		
5029 Electric			1,600	100	100	100	A		
5030 Phone & Internet	700	1,000		1,000	1,000	1,000	A		
5031 Water & Sewer				900	900	500	A		
5032 Vehicle Repairs & Maintenance	4,000	1,700	5,000	5,000	8,300	8,300	C		
5033 Equipment Repair & Maintenance									
5034 Building Repair & Maintenance									
5035 Leases & Rentals									
5036 Grant Match	6,682								
5037 Printing & Advertising	50	2,300	1,100	750	3,100	3,100	A		
5038 Drug & Alcohol Screening	100		150	150	500	500	A		
5039 Other Services	150	15,000	175	200	0	0			
5040 Buildings & Improvements									
5041 Furniture & Fixtures									
5042 Capital Outlay					99,490	99,490			
5043 Capital Lease									
Total Transit Services	114,327	104,369	107,829	106,068	268,699	259,560			

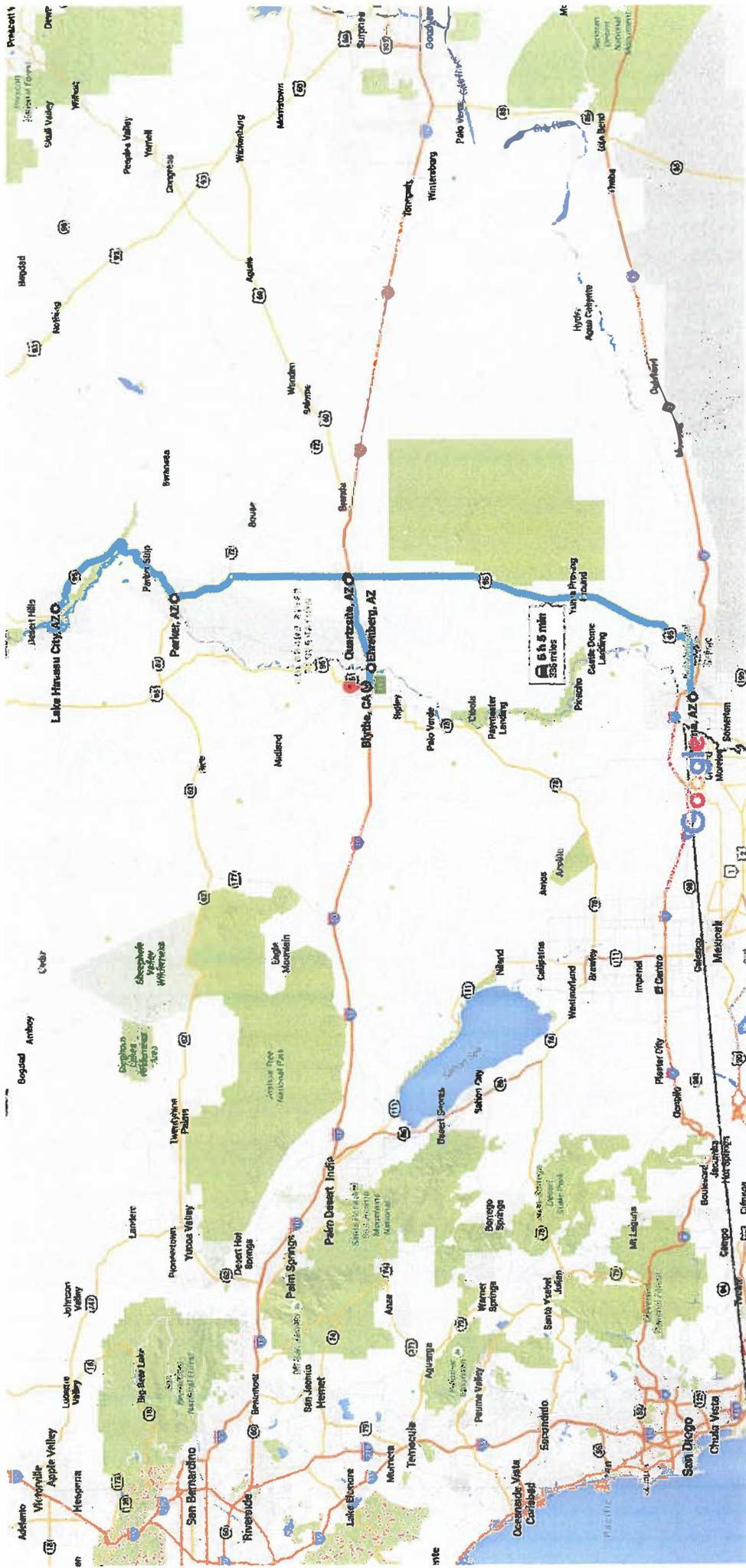
Cities	Miles		Drivers Hours		
	Daily	Annual	Daily	Weekly	Annually
Blythe (M/W/F)	82	14,352	2	6	304
Town (M/W/F)	25	3,900	7	21	1,084
Yuma	168	8,632	8	8	416
LHC	150	7,800	8	8	416
Town (T/Th)	25	2,800	9	18	900
Totals		37,284		81	3,100

Each bus operator can work 15 hours a week, with four bus operators.
 One bus operator can work Tuesday and Thursday to Yuma and LHC.
 One bus operator can work Town service Thursday and Friday all day.
 One bus operator can work Mon, Tues, Wed in the Town for 4 am hours each day.
 One bus operator can work Mon, Tues, Wed in the Town for 4 pm hours each day.

Expenditure Source Summary

Operations Expenditure Source						
General Fund		85,629	81,968	46,674	54,184	31%
Fares		7,200	7,000	8,000	8,000	5%
FTA Grant (including RTAP)		15,000	17,100	114,733	115,384	65%
Operational Total						
Capital Expenditure Source						
General Fund		12,000	-	9,049	8,199	10%
FTA Grant 2014		48,000	-	-	-	
FTA Grant 2015		-	-	89,542	73,792	90%
Capital Total				98,591	81,991	
Total Expenditures						
TOTAL GENERAL FUND			97,629	81,968	56,623	62,383

Categories	Total	Federal	Local
Admin	\$ 69,129.46	\$ 55,303.57	\$ 13,825.89
Operations	\$ 92,138.88	\$ 53,440.55	\$ 38,698.33
Maint	\$ 8,300.00	\$ 6,640.00	\$ 1,660.00
Totals	\$ 169,568.34	\$ 115,384.12	\$ 54,184.22



Map data ©2016 Google, INEGI 10 mi



via US-95 S

6 h 5 min without traffic

6 h 5 min

335 miles



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, March 22, 2016

Agenda Item: **MINUTES** – Consider approval of the minutes of the Regular Town Council Meeting of March 8, 2016.

Summary: The Town Clerk shall keep the minutes of all meetings of the Common Council. Upon approval by the Council, the Clerk shall enter the approved minutes in a book constituting the official record of the Council.

Responsible Person: Tina Abriani, Town Clerk

Attachment: Minutes of the Regular Town Council Meeting of March 8, 2016.

Action Requested: **Motion to approve the minutes of the Regular Town Council Meeting of March 8, 2016.**

MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE COMMON COUNCIL
TUESDAY, MARCH 8, 2016, 7:00 PM

CALL TO ORDER: 7:02 p.m.

PLEDGE OF ALLEGIANCE: Led by Pastor Bruce Swart.

ROLL CALL:

Present: Mayor Foster, Vice Mayor Simpson, Council Member Warner, Council Member Orgeron, Council Member Davidson, and Council Member St. Germain – via speakerphone.

Absent: Council Member Kelley.

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

ANNOUNCEMENTS:

None

CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS:

Chief Ernie Renfro announced the Rock Fiesta in Quartzsite would take place March 17th, 18th, and 19th. He said there was a unique plan in place that would include DPS to help with law enforcement and security. There will also be a large contingency of security officers from the event working on the inside.

Richard Trusty said he wanted to remind everyone that there would be a Philly Cheese Steak sandwich event at Tyson on Thursday night (March 10, 2016) from 3:00 p.m. to 6:00 p.m. to raise funds for the Friends of the Quartzsite Food Bank. He added that on Sunday, the Celia's Garden Barbeque in the Park would be held at the Town Park.

PROCLAMATIONS:

1. **PROCLAMATION – March 2016 is National Nutrition Month.**

The National Nutrition Month March 2016 Proclamation was read aloud by Mayor Foster.

PRESENTATIONS:

2. **PRESENTATION – Eve's Place Domestic Violence Community Services in conjunction with the Colorado River Regional Crisis Services is a non-profit organization serving the needs of the public in Quartzsite and surrounding areas.**

Laura Horsley, Executive Director of Eve's Place, introduced herself and addressed the Council. She said that Eve's Place was working in conjunction with the Colorado River Regional Crises Services in La Paz County. She said Eve's Place personnel would be dedicating their time, in their service, to enhance shelter services in the Parker area. Ms. Horsley said that Eve's Place had mobile advocates that go out to provide services and outreach programs to victims of domestic violence and sexual assault in the surrounding areas of Parker. She said their goal was to provide transportation services into Parker for people to access shelters in addition to providing support groups in the local community along with one-on-one support.

The Mayor said there was a problem with elder abuse in the Town, and he asked Ms. Horsley if Eve's Place considered elder abuse considered domestic violence.

Ms. Horsley said, "Yes Sir, it is." She explained that any victim of any crime that is part of their service area, they could try to help.

CONSENT AGENDA:

- 3. LEDGER OF ACCOUNTS PAID – Consider approval of check series 39941 – 39951 and 39960 – 39989, totaling \$72,668.35.**

Council Member Warner asked what a probiotics scrubber was.

Town Manager Miller said it was something for the Wastewater Treatment Plant that helps the good bugs to live to clean up waste.

Council Member Orgeron moved to approve check series 39941 – 39951 and 39960 – 39989, totaling \$72,668.35. Vice Mayor Simpson seconded the motion. The vote was unanimous. Motion Passed.

ADMINISTRATIVE ITEMS:

- 4. MINUTES – Consider approval of the minutes of the Town Council Regular Meeting of February 23, 2016.**

Council Member Orgeron moved to approve the minutes of the Town Council Regular Meeting of February 23, 2016, and Council Member Warner seconded the motion. The vote was all in favor. Motion passed.

- 5. PUBLIC ENTITY PARTNERSHIP PROGRAM (P.E.P.P.) – Consider approval for the Town to join the Public Entity Partnership Program - designed by the Arizona Division of Occupational Safety and Health (ADOSH) - to provide a consultation program that assists in maintaining compliance with current standard workplace rules and regulations, in addition to offering free safety training.**

Town Manager Miller said he had asked that the matter be tabled because he had not yet received the documentation regarding the program.

Council Member Orgeron moved to table Item 5, and Council Member Warner seconded the motion. The vote was unanimous. Motion Passed.

- 6. EXECUTIVE SESSION - An executive session pursuant to A.R.S. § 38-431.03(A)(7) for discussions or consultations with designated representatives of the Town in order to consider its position and instruct its representatives regarding negotiations for the lease of real property located at 465 N. Plymouth Avenue, Quartzsite, AZ, to Colorado River Regional Crisis Services and/or Eve's Place Domestic Violence Community Services.**

The Mayor said the property to be discussed was the former Children's Library just next to the Town Hall building.

Council Member Orgeron moved to adjourn to Executive Session, and Vice Mayor Simpson seconded the motion. The vote was unanimous. Motion Passed.

ADJOURN TO EXECUTIVE SESSION: 7:14 p.m.

RETURN TO OPEN SESSION: 7:32 p.m.

ROLL CALL:

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

Absent: Council Member Kelley.

- 7. LEASE OF TOWN FACILITIES – Discussion of possible direction to staff regarding a lease of Town facilities to Colorado River Regional Crisis Services and/or Eve's Place Domestic Violence Community Services.**

The Mayor announced that the Council was in favor of leasing the building to Eve's Place. He stated they had asked the Town Attorney to negotiate lease terms and bring the terms to the Council for possible approval.

COMMUNICATIONS:

- 8. Reports from the MAYOR on current events.**

The Mayor said that he attended a meeting of the Arizona Corporation Commission in Yuma one day in the past week. He explained that he attended it because two homeowner associations, Q-Mountain Estates located within the boundaries of Quartzsite, and Rainbow Acres, outside of the boundaries of Quartzsite are having water problems, and cannot afford to fix them. The Mayor told everyone that he asked the Arizona Corporation Commission to try to find a way to help the two communities.

The Mayor said that he and the Town Manager met with the manager of the local McDonald's and asked for their cooperation and help to clean up some of the homeless and derelicts that hang around the McDonald's. The Mayor said he, the Chief and McDonald's would be working together to solve that problem.

9. Reports from the COUNCIL on current events.

Vice Mayor Simpson reported that the Southwest Round-Up Art Show donated \$1,000 to the Friends of the Quartzsite Food Bank.

10. Reports from the TOWN MANAGER to the Council.

Town Manager Miller read a BLM Press Release aloud. It was about the release of an environmental assessment for the La Posa Travel Management Plan. He read that the plan provides access while ensuring the health and viability of the public lands for current and future generations. He continued by reading that public availability of the environmental assessment was the beginning of the final phase of the planning process which that would provide an opportunity for administrative review and the filing of an appeal by any person who believes they may be adversely affected by the decision.

He said it could be found online at blm.gov and that it would be put on the Town's website the next day.

Town Manager Miller said he and Mayor Foster attended a meeting at the QIA regarding the Arizona Peace Trail. He said it was a consortium of numerous off-road and ATV organizations at the meeting to promote La Paz County as an ATV OHV vehicle destination.

Town Manager Miller spoke about the Town's booth at the La Paz County Fair to take place March 10th through March 13th. He asked that any persons interested in staffing the Town's booth contact the Town Clerk.

Town Manager Miller announced that the new phone system would finally be connected. He advised everyone that the Town Hall phones would most likely not be operational on Wednesday, March 9, 2016, and that the phones should be down for only the one day. He suggested everyone that would try to call the Police Department during that day should use 911 or county dispatch.

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

ADJOURNMENT: 7:45 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 8, 2016, of the Town Council of Quartzsite, Arizona, held on March 8, 2016.

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

DATED this 22nd day of March 2016

Tina M. Abriani, Town Clerk

On behalf of the Common Council

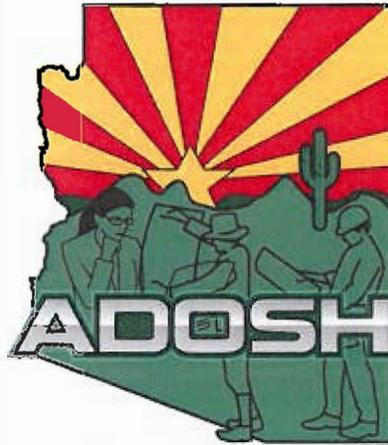
Approved:

Ed Foster, Mayor

DRAFT

THE ARIZONA DIVISION OF OCCUPATIONAL SAFETY AND HEALTH

Public Entities Partnership Program



Protection of life, health, safety and
welfare of Arizona's most valuable assets.

Mission: "Protection of life, health, safety and welfare of Arizona's most valuable assets."

Vision: "ADOSH's vision is to be a leader in occupational safety and health by making Arizona's workplaces as safe and healthy as possible."

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- III. Purpose/Scope**
- IV. Goals/Strategies**
- V. Safety and Health Management System**
- VI. Worker Involvement**
- VII. Performance Measures**
- VIII. Annual Evaluation**
- IX. ADOSH Verification**
- X. Incentives**
- XI. Management Commitment & Operation**
- XII. Worker and Employer Rights**
- XIII. Termination of Agreement**
- XIV. Signature Page**

I. Introduction:

The purpose of this public entity partnership agreement between the **Town of Quartzsite** and the Arizona Division of Occupational Safety and Health (ADOSH) is to further ADOSH's vision and mission statements by implementing safety measures and educating workers to ensure their health and safety. This purpose is essential to success of this agreement.

Note: 1908.7(a)(3) – *The identity of employers requesting onsite consultation, as well as the file of the consultant's visit, shall not be provided to ADOSH for use in any compliance activity, except as provided for in 1908.6(f)(1) (failure to eliminate imminent danger,), 1908.6(f)(4) (failure to eliminate serious hazards,) paragraph (b)(1) of this section (inspection deferral) and paragraph (b)(4) of this section (recognition and exemption program).*

II. Identification of Partners:

In the past three years, the ADOSH Assistant Director/Consultation Program has been working closely with the Public Entity sector in developing training for high hazard operations as well as conducting visits to identify hazards where employees may be at risk. As a state plan state ADOSH oversees public entities where Federal OSHA does not; therefore, partnerships may be afforded to public entities like any other private employer within Arizona in an effort to reduce injury and illnesses in the workplace.

In addition to compliance inspections conducted in the past, a review of the training data by the Assistant Director/Consultation Program Manager revealed that public entity employees comprised of over 45% of all class attendees when compared to other industry attendees. Therefore the Public Entity Partnership Program or P.E.P.P., was decided upon with a group of local inter-agency

stakeholders during a quarterly meeting where ADOSH is an invited guest of the members.

This Agreement was developed jointly between ADOSH and the ***Town of Quartzsite***. The common objective and goal of the agreement is to provide a safe and healthful work environment for employees through visits and training by ADOSH. Primarily we are working together in order to identify ways to strengthen safety and health programs within the organization, thus providing for an increased awareness, with regards to common safety and health hazards in the workplace.

By focusing efforts and utilizing the skills from both the ADOSH and the ***Town of Quartzsite*** safety and health professionals it is believed that through this agreement that there will be a significant decrease in unsafe work habits, hazards and serious injuries. It will also help the ***Town of Quartzite*** achieve the lowest injury and illness rates possible for the listed departments below.

This Agreement represents is a voluntary agreement and affords an alternative to some of the traditional ADOSH enforcement activities. This program is consistent with ADOSH's long-range efforts to develop a business/labor/government partnership approach to occupational safety, allows for better use of ADOSH resources, and encourages more participation in the safety process by employers and employees.

III. Purpose/Scope

This three year agreement covers the following high hazard areas within the Public Entity:

- Police
- Park and Recreation

- Public Works
- Water and Sewer
- Facilities
- Streets/Roadway

ADOSH conducted a meeting with the Town Manager Mr. Skylor Miller. During the meeting, strategies were developed on how ADOSH would be able to help the City's employees and leadership team recognize common hazards in their respective departments. These strategies are set forth in section four (IV) of this Agreement. By utilizing OSHA's Injury and Illness Prevention Program (I2P2) and OSHA's 1989 Safety and Health Program Management Guidelines (FRN 54:3904-3916), universal interventions can substantially reduce the number and severity of workplace injuries and possibly reduce the associated financial burdens on Arizona workplaces.

The most successful injury and illness prevention programs are based on a common set of key elements. These include: management leadership, worker protection, hazard identification, hazard prevention and control, education and training, and program evaluation and improvement. ADOSH expects the ***Town of Quartzsite*** to implement them in any workflow process as needed.

To gauge the effectiveness of the partnership, the Town Manager understands the safety and health consultants will use the OSHA Form 33 during the scheduled onsite visit. That form is an excellent gap analysis tool that determines how well the safety and health management system (SHMS) is working based on the scores assessed by the safety and health consultants. As a starting point, ADOSH representatives requested the ***Town of Quartzsite's*** OSHA 300 Log(s) for the last three years for each department. Due to the size and limited injury/illnesses on the logs it was determined during the meeting that Public Entity representatives would submit OSHA 300 for the last five years.

Although a lagging indicator, the five year history represents a better starting point to measure with the ending rates after the three year agreement is fulfilled.

- According to the United States Bureau of Labor Statistics most current posting, **2012**, the Total Case Rate (TCR) and Days Away Restricted Time (DART) rate for this industry and/or department is **7.5** and **3.4**. With the exception of police and fire department rates, Public Administration was not broken down into separate departments therefore all departments will use the numbers provided above.
 - **Police Department** rates: TCR ?? DART ??
 - **Water and Sewer Department** rates: TCR ?? DART ??
 - **??% below BLS TCR Rate and ??% above DART**
 - **Facilities Maintenance Department** rates: TCR ?? DART ??
 - **??% above BLS TCR Rate and ??% above DART**
 - **Streets/Roadway Department** rates: TCR ?? DART ??
 - **??% below BLS TCR Rate and ??% above DART**
 - **Police Department** rates: TCR ?? DART ??
 - **??% above BLS TCR Rate and ??% above DART**
 - **Parks & Recreation Department** rates: TCR ?? DART ??
 - **??% above BLS TCR Rate and ??% above DART**

IV. Goals/Strategies

Public Entities oversee many operations that deal with all aspects of the 29 C.F.R. 1910 General Industry Standards and the 29 C.F.R. 1926 Standards. This Agreement will focus on the high hazard areas within the departments listed above. The Public Entity representatives may identify and request that additional departments be included in the consultation visits based on their high hazard processes if needed.

This Partnership will focus on the following goals, strategy, and measures:

Goal	Strategy	Measures/Outcomes
1. Reduce Injury/Illnesses & Dart Rates by 15%	Develop a written First Aid/Near Miss policy	<ul style="list-style-type: none"> i. Hold initial meeting with Department Managers and Employees to gain commitment. ii. Number of training courses/people trained in process iii. Create and implement an awareness survey on program in each department
2. Implement two Best Practices for each department over the course of the three year agreement	Develop a Best Practice Policy for public entity	<ul style="list-style-type: none"> i. Number of training courses/people trained in process ii. Attend two ADOSH/Arizona Governmental Safety Association meetings for Best Practice Forum
3. Increase worker involvement with hazard identification and training	Develop an incentive program for employees to participate in the routine inspection process and feedback on hazard observed in the workplace	<ul style="list-style-type: none"> i. Number of training courses/people trained in process ii. Create and implement a survey to gauge employee involvement in the safety and health management system iii. Explore awards that are not a disincentive to program
4. Enhance communication between management and workers	Determine, monthly, when management can meet formal/informal to talk about safety and health in the workplace	<ul style="list-style-type: none"> i. Hold initial meeting with Department Managers and Employees to gain commitment ii. Develop schedule when meeting(s) will take place iii. Create and implement a survey to gauge effectiveness of meetings between two groups
5. Attend ADOSH webinar based training	Develop outreach material advertising ADOSH selected training for department	<ul style="list-style-type: none"> i. Number of training courses/people trained in process ii. Conduct inspection of the department to determine training was effective by reduction of hazards found initial to current inspection

V. Safety and Health Management System

Through other ADOSH exemplary programs like the Voluntary Protection Program and the Safety and Health Achievement Recognition Program, data has shown that worker involvement is an essential component of any effective SHMS. The Public Entity must commit to worker involvement in its SHMS. The basic structure of the partners' SHMS should be patterned after OSHA Safety and Health Program Management Guidelines, FRN 54:3904-3916, January 26, 1989; and/or OSHA's Injury Illness Prevention Program (I2P2).

VI. Worker Involvement.

During any consultant's visits, the degree and quality of worker involvement will be assessed. Worker involvement should also be considered during the periodic workplace self-evaluations that are integral to an effective SHMS. To ensure the quality of involvement by employees, appropriate safety and health training may be necessary prior to involving workers in the process so that they may properly identify hazards in the workplace. Worker involvement may include, but is not limited to:

- Conducting worksite inspections, safety and health audits, job hazard analyses, and other types of hazard identification.
- Developing and using a system for reporting hazards.
- Developing and revising the worksite's safety and health rules and safe work practices.
- Participating on workplace teams charged with identifying root causes of accidents, incidents, or breakdowns.
- Implementing controls to eliminate or reduce hazard exposure.
- Assisting in job hazard analysis.
- Making presentations at safety and health meetings.
- Participating on safety and health committees, joint labor-management committees, and other advisory or specific-purpose committees, if otherwise lawful and appropriate.
- Delivering safety and health training to current and newly-hired workers.
- Participating in safety and health program reviews.

VII. Performance Measures

Performance measures are outlined in the section IV of this agreement. If the ADOSH Assistant Director/Consultation Program Manager and Consultation and Education Training Supervisor determines the goals have been met by Public Entity, the two partners may chose, but not obligated, to implement additional goals. Any additional goals shall be specified in writing and signed as an appendix to the original signed Agreement.

VIII. Annual Evaluation

An annual partnership activities and evaluation report will be used by the ADOSH Assistant Director/Consultation Program Manager and/or the Consultation and Education Training Supervisor and the Town Manager. After signing the Agreement, the Public Entity and ADOSH representatives shall agree upon a time and date when the annual evaluations will take place. The initial annual evaluation shall not be more than a month beyond the initial signing date or 30 days after.

An ADOSH developed annual partnership activities report will be used to gauge the effectiveness of the program. The evaluation will consist of program development, lost work injury/illness rates comparison to industry average, training, employee and management involvement as well as any implemented best practices that go above and beyond the OSHA standards.

IX. ADOSH Verification

ADOSH consultants will verify that the Public Entity and individual departments identified above are upholding their responsibilities under the agreement through quarterly consultation visits, scheduled and attended training, and any SHMS's implemented since the signing of the Agreement.

X. Incentives

ADOSH Non-enforcement Incentives:

In accordance with this partnership agreement, ADOSH agrees to provide the following:

- 1) Outreach, technical assistance, and training.
- 2) Seminar, workshops, and other speaking events.
- 3) Availability of informational materials such as safety and health brochures, pamphlets, and electronic tools.
- 4) Assist the employer in developing and implanting a more robust safety and health management system through quarterly visits by a safety and health consultant where an OSHA Form 33 will be utilized.
- 5) Provide webinar based training to the Public Entity department employees in an effort to increase hazard awareness.
 - a. Topics include:
 - i. OSHA Form 33
 - ii. Workplace Violence and Active Shooter
 - iii. Machine Guarding & Lockout/Tagout
 - iv. Contractor Safety and Program Development
- 6) Provide the Public Entity with best practices examples that have been implemented at current Safety and Health Achievement Recognition Program participants and Voluntary Protection Program participant's sites where injury/illnesses have been reduced.

ADOSH Enforcement Incentives:

- 7) As per the Field Operations Manual (FOM) adopted by ADOSH and dated 5/1/2010, Chapter 2, section IV "Programmed Inspections, sub-section H 1,2, and 7(a), (b), and (c) will be observed.
- 8) ADOSH Incentives and Programmed Inspections: Within the context of this Agreement, the term "*programmed inspection*" refers to traditional enforcement inspections as described in the FOM and in the SST Directive, i.e., inspection of workplaces that are selected according to national and local state scheduling plans for safety and for health or

special emphasis programs. The Public Entity is not exempt from routine programmed inspections by its participation in this Agreement. Only active VPP and SHARP sites are eligible for this incentive.

- 9) In the case of an “*unprogrammed inspection*”, the employer will be subject to normal ADOSH Compliance inspection procedures without regard to this Agreement. In the event of a complaint, the terms in that the complaint will be reviewed to determine the level of severity and potential risk to employees by the ADOSH Director, Compliance Section Supervisor, and Assistant Director/Consultation Program Manager. If deemed non-serious in nature, in other words not posing any immediate serious threat to employee safety and health the complaint may be conducted via Phone and Fax ADOSH compliance procedures in accordance with the Field Operation Manual.
- 10) Support the Public Entity in its efforts to increase safety and health awareness amongst their industry setting. Knowledge sharing on current violations and statistics, relevant interpretations, proposed standards and similar information.

XI. Management and Operation

Management within the ***Town of Quartzsite*** will ensure the following is accomplished:

- Ensure ADOSH and the Public Entity accomplish the goals and activities set forth in section four (IV) to the partnership’s success as well as fulfill the agreed-upon responsibilities.
- Provide various avenues for management to meet with employees and discuss the SHMS within the various departments.
- Ensure resources are available to correct hazards and implement best practices.
- Hold all employees accountable for violating safety or health policies, including management themselves.

- Ensure Department Supervisors and employees conduct routine safety and health inspections.
- Review first aid/near-miss accident reports to ensure closure and mass communication with all the public entity's workforce.
- Prepare and schedule time to meet with ADOSH Consultants when onsite for the opening, walk around inspection, and closing conference.
- Prepare and schedule time to meet with the ADOSH Assistant Director/Consultation Program Manager and/or Consultation and Education Training Supervisor during annual review of the partnership.

XII. Worker and Employer Rights

As an integral part of an effective safety and health program employees' rights which are guaranteed under the OSH Act and regulations (such as, but not limited to, the right to file a safety and health complaint, and the right to information collected pursuant to ADOSH / OSHA requirements (e.g. the OSHA-300 log and medical exposure records) will not be infringed.. The Public Entity shall ensure routine employee involvement in the day-to-day implementation of worksite safety and health programs, including employee participation in employer self-audits, site inspections, job hazard analyses, safety and health program reviews, and mishap investigations.

In the event of an ADOSH compliance inspection, the ***Town of Quartzsite*** retains all rights guaranteed under the OSH Act, including the right to appeal or contest violations issued by ADOSH.

XIII. Termination of Agreement

As a result of an ADOSH Pre-settlement Hearing Conference between ADOSH Director Bill Warren, ICA Attorney Afshan Piemani, and Town Manager Skylor Miller, it was agreed that the ***Town of Quartzsite*** would enter the partnership agreement for three years.

The partnership agreement will be terminated if the **Town of Quartzsite** does not comply with sections four (IV) through Eleven (XI) herein, or under additional circumstances:

- 1) A fatality occurs resulting, in whole or in part, from non-compliance with the OSHA standards;
- 2) The employer exhibits a pattern of non-compliance with the OSHA standards, i.e., a continued pattern of serious hazards identified during compliance or consultation visits;
- 3) The employer fails to correct hazards identified during compliance inspections or consultation visits.

This Agreement is valid for three years from the date signed. At the end of the three year period a decision by the Assistant Director/Consultation Program Manager and/or the Consultation and Education Training Supervisor will be made regarding the Town's progress in accomplishing goals and visits that are agreed upon.

In addition the **Town of Quartzsite** will be asked to provide a summary of the P.E.P.P. process, effect on injury and illness rates, employee awareness and safety & health management within the Town. By working together ADOSH and the Town will have worked toward reducing injury and illness rates to the point where it would not be targeted due to excessive rates.

XIV. Signatures

IN WITNESS WHEREOF, the parties thereto have entered into this Agreement on this _____ day of _____, 2016.

Town of Quartzsite

**Arizona Division of
Occupational Safety and
Health**

By: _____

By: _____
Jessie Atencio

Name: _____
Public Entity Administrator
Director

Name: _____
Assistant

Date: _____

Date: _____

ATTEST:

APPROVED AS TO FORM

Public Entity Clerk

Public Entity Attorney

Date

