

# COUNCIL MEETING AGENDA

**TUESDAY, APRIL 19, 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**

**Special Meeting  
1:00 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
	<b>CALL TO ORDER OF SPECIAL MEETING</b>	
	<b>INVOCATION AND PLEDGE OF ALLEGIANCE</b> <i>The invocation may be offered by a person of any religion, faith, belief or non-belief. Interested persons should contact the Clerk for further information.</i>	
	<b>ROLL CALL</b>	
	<b>CALL TO THE PUBLIC</b>	
	<b>ADMINISTRATIVE ITEMS</b> <i>Administrative items are for Council discussion and action. It is at the discretion of the majority of the Council regarding public input requests on any Administrative Item. Persons wishing to speak on an Administrative Item should complete a Request to Speak Form and indicate the Item they wish to address. Council may or may not accept public comment.</i>	
1.	<b>REVISED PUBLIC TRANSIT IMPLEMENTATION PLAN</b> Review and possible approval of the revised Quartzsite Transit Camel Express General Public Dial-A-Ride and Intercity Service Operations and Implementation Business Plan.	Discussion, possible action by MOTION.

2.	<b>TITLE VI NON-DISCRIMINATION PLAN</b> – Review and possible adoption, by resolution, of the updated Title VI Non-Discrimination Plan for the Quartzsite Transit Services. Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance, the individuals who are covered by these protections, the entities that must follow this law, and how Title VI is enforced.	Discussion, possible action by MOTION.
3.	<b>TRANSIT GRANT FUNDING</b> – Review and possible adoption of a resolution to authorize the filing of a grant application for FTA Section 5311 funding, committing the necessary local match for the project and stating the assurance of the Town of Quartzsite to complete the project upon receipt of the FTA Section 5311 funding.	Discussion, possible action by MOTION.
	<b>ADJOURN</b>	MOTION to adjourn.

**Certification of Posting**

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



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



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

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

**Table of Contents**

<b>Section 1</b>	<b>Overview Statement of Purpose and Need</b>
<b>Section 2</b>	<b>Roles and Responsibilities</b>
<b>Section 3</b>	<b>Overview of Operating Plan &amp; Funding</b>
<b>Section 4</b>	<b>Marketing and Outreach Plan</b>
<b>Section 5</b>	<b>Additional Details of Operating Plan</b>
<b>Exhibits</b>	<b>A. Schedules - Effective July 1, 2016 B. Rolling Stock Fleet Report C. Minutes from January 12, 2016 Town Council Meeting D. Draft FY 2017 &amp; 2018 Operating and Capital Budget E. Creative Bus Sales Bus Quote</b>

**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**

<b>Route Number/Name</b>	<b>Type of Route</b>	<b>Frequency Of Route</b>	<b>Peak Vehicle Requirement</b>	<b>Service Hours</b>	<b>Where Does Route Go?</b>
<b>Town General Public Dial-A-Ride</b>	Demand Response	Passengers can call at least 30 minutes in advance up to 7 days in advance for a ride	1	6:00 a.m. to 7:00 a.m. and 8:30 a.m. to 5:00 p.m. (school year August to May)  8:30 a.m. to 4:30 p.m. (May to August and school breaks)	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> .
<b>Gold Route 10 Interstate 10/Blythe</b>	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.
<b>Blue Route 95S</b>	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.
<b>Orange Route 95N</b>	Rural Flex Route	1 round trip, Tuesday only	1	8:30 a.m. to 10:30 a.m. and 2:30 p.m. to 3:30 p.m.	Deviated fixed route service between Quartzsite and Parker, Lake Havasu City upon request.

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. During this winter season, when the town's visitor population exceeds 100,000 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 large 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 (the recommendation numbers are based off the Transit Feasibility Study):

**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.

#### 4. Establish “school year” local circulator.

Though Quartzsite has a relatively small youth population, findings from the public involvement process indicate that there are extracurricular activities that could attract more students if only these students had transportation options. A local circulator could link community activity centers with Quartzsite Elementary and the Education Options High School. Though attendance at Education Options is low, currently school students must walk two miles across town to get there.

A school tripper route would operate on weekdays in the morning before school and in the afternoon after school. This route would operate only when school is in session.

#### 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 70 weekly bus operator hours as projected in the Town’s Fiscal Year 2016-2017 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 winter visitor season only.

<p>4. Establish "school year" local circulator.</p>	<p>Implement this service as part of the general public dial-a-ride service in Quartzsite and connect passengers with the school bus departing/arriving at McDonald's during the school year only.</p>
<p>5. Establish shared cost/inventory limited-stop service between Quartzsite and Parker.</p>	<p>Implement this service as part of the weekly service to Lake Havasu City with service to Lake Havasu City on request. Coordinate so that La Paz County Transit can meet Camel Express at a central location in Parker.</p>
<p>6. Establish three times/week service to Blythe.</p>	<p>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.</p>
<p>7. Establish service between Quartzsite and Lake Havasu City.</p>	<p>Operate this service as part of the route to Parker and extend to Lake Havasu City only upon advance request.</p>

## **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% (100% starting July 1, 2016), 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 Services 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 @ 3<sup>rd</sup> 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 the 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](http://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 75 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 54,784 revenue miles annually.

### **School Tripper Service**

In partnership with the Bicentennial Union High School District #76, Camel Express will operate its Town General Public Dial-A-Ride service from 6:00 a.m. to 7:00 a.m., between the months of August and May for the purposes of connecting passengers to the school bus that travels to Salome High School departing McDonald's on Main Street at 7:00 a.m.

With this implementation, the bus stop at the 76 gas station will be discontinued. Passengers would need to make their reservations for this service by 4:30 p.m., the prior weekday. This service would be open to the general public. In the afternoon, passengers would be able to meet Camel Express at McDonald's on Main Street at 4:53 p.m., Monday through Thursday and 3:00 p.m. on Fridays, during school days only.

**Fares – Effective July 1, 2016**

**All fares are one-way unless noted**

Description	Current Fare Structure (Round Trip)	Basic All passengers age 19 to 59 years old*	Discount Youth ages 5 to 18 years old, 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)
Local (Quartzsite) Monthly Pass	N/A	\$50.00	\$25.00
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.

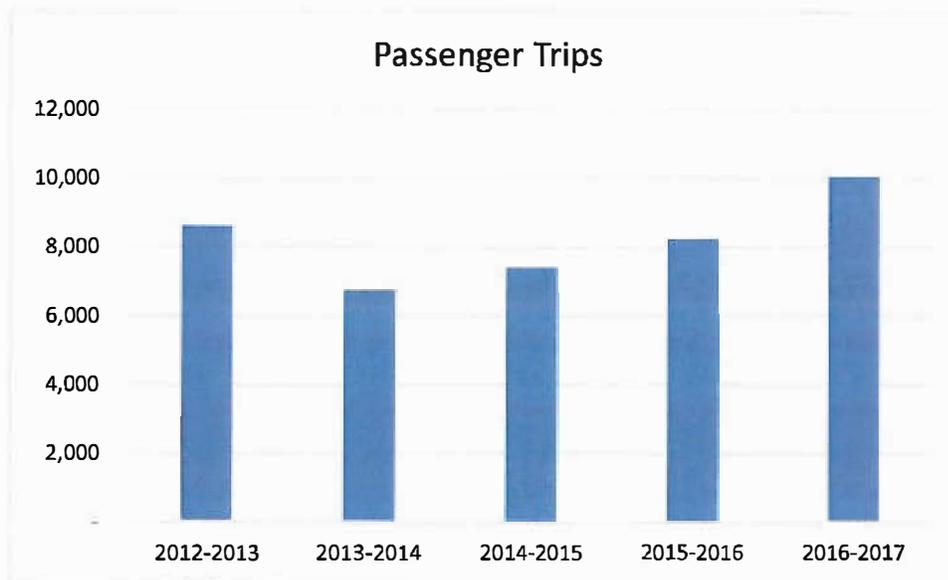
**Ridership Forecasts**

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 2014-2015, the previous Quartzsite Transit Services carried 7,375 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.

### Quartzsite Transit Services/Camel Express Ridership Trends



- Passenger trips is defined as one passenger whom boards a bus.
- FY 2015-2016 is a projection based off the year to date passenger trips of 2,936.
- FY 2016-2017 is a projection based off FY 2015-2016, plus additional general public passengers using Camel Express due to increased service availability.

In order to determine the estimated 10,000 passenger trips per year figure, staff reviewed the Transit Feasibility Study results from the community survey that took place in Autumn of 2015. The community survey was distributed to approximately 3,000 P.O box holders in both Quartzsite zip codes on August 24, 2015. The survey was promoted via a media release, two display advertisements in the *Desert Messenger*, the project webpage, and the Town's social media outlets. The survey was also available at Quartzsite Town Hall. Ultimately, the survey garnered 228 valid responses, providing a 95-percent confidence level and +/- 6.5 percent margin of error.

The primary trip destination as reported by the community survey is within the Town of Quartzsite, followed by Parker, Blythe and Yuma. The lowest demand was to Lake Havasu City.

The primary trip purpose as reported by the community survey is shopping and health care in the order of Quartzite, Parker, Blythe, Yuma and Lake Havasu City (in terms of most traveled to destination). All other trip purposes were low. 75% percent of the survey

respondents saw value in Camel Express operating both a local and intercity service to access basic quality of life opportunities. 54% saw the importance of having a local dial-a-ride service. 56% earn an income less than \$35,000 per year and are dependent on a local and intercity transit service.

**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 Section 5311 program, will be applied to the route and matched by the Town's General Fund.

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:

<b>Fund Type</b>	<b>Federal Match Ratio</b>	<b>Total Project Cost</b>	<b>Federal 5311 Award</b>	<b>Local Match</b>	<b>Project Title</b>
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
<b>Total</b>		<b>\$169,040.00</b>	<b>\$145,181.00</b>	<b>\$23,859.00</b>	

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

<b>Fund Type</b>	<b>Fed Match Ratio</b>	<b>Total Project Cost</b>	<b>Fed Award</b>	<b>Local Match</b>	<b>Project Title</b>
Administration	80%	\$15,312.50	\$12,250.00	\$3,062.50	Administration
Operating	58%	\$22,762.07	\$13,202.00	\$9,560.07	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
<b>Revised Total</b>		<b>\$145,864.57</b>	<b>\$121,633</b>	<b>\$24,231.57</b>	

**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 nine months, the Town will evaluate the transit services and make recommendations for implementation on July 1, 2017 based on data collection. 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](http://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](http://www.ci.quartzsite.az.us) and create a [www.camelexpress.org](http://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. Reservation hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding Town observed holidays. Requests for service for the following day at 6:00 a.m. or the same day after 4:30 p.m. must be made during reservations hours.

#### **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, Parker and Yuma, the vehicle will layover at a central location in those cities or towns 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 Section 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 Section 5311 program or reassign these vehicles to another Section 5310 recipient.

The Town has approval to purchase a larger Section 5311 vehicle, which will take approximately six to eight months using ADOT's existing procurement with Creative Bus Sales for delivery. As a result, the Town is requesting that ADOT continue to allow the Town to use the Section 5310 vehicles in Section 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 Section 5310 program. In the upcoming grant cycle (FY 2015-2016), the Town envisions applying for another Section 5311 funded vehicle, which could replace the cutaway bus that is Section 5310 funded and allow that vehicle to be reassigned to another Section 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 Section 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) during the weekday reservation hours.

## **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 would 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, AZ.

## **9. The Future**

Since the Transit Feasibility Study had several recommendations regarding the transition of the current Camel Express program to a Section 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 – *April 2016*
7. Finalize intergovernmental agreements with PVVTA, YCIPTA and Lake Havasu City – *April 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 Section 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](mailto:transit@ci.quartzsite.az.us) or Janet Collier at 928.927.4333 or via email to [jcollier@quartzsiteaz.org](mailto:jcollier@quartzsiteaz.org)

## Exhibits

Camel Express Schedule To Blythe						
Connections	Monday, Wednesday and Friday					Connections
Desert Roadrunner to Blythe	Leave Quartzsite	Arrive Ehrenberg	Arrive Blythe	Arrive Ehrenberg (571 Request)	Arrive Quartzsite	Desert Roadrunner from Blythe
<b>10:30 AM</b>	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	Leave Parker	Leave Lake Havasu City	Depart Lake Havasu City	Arrive Parker	Arrive Quartzsite
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 4:30pm	8:00 am to 3:45 pm	—	—	—	15.5	52	806	8:15 am to 4:50 pm 9:20 am to 4:50 pm	16.25
Wednesday	1 Bus - Quartzsite Local & Blythe	8:30am 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 & 1:40pm to 3:10 pm	8.5
Thursday	1 Bus - Quartzsite Local 1 Bus - Regional	8:30am to 4:30pm	8:30am to 4:30pm	—	—	—	16	52	832	8:15 am to 4:50 pm	17
Friday	1 Bus - Quartzsite Local & Blythe	8:30am 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
Monday-Friday	1 Bus - Quartzsite Local	6:00 am to 7:00 am				4:30 pm to 5:00 pm	1.5	180	270	5:45 am to 7:15 am 5:00 pm to 5:15 pm	2

Revenue	55.50	251.00	2,814.00
School Day Revenue	7.50	180.00	270.00
Platform	3.50	251.00	878.50
School Day Platform	2.50	180.00	90.00
	<b>69.00</b>		<b>4,052.50</b>

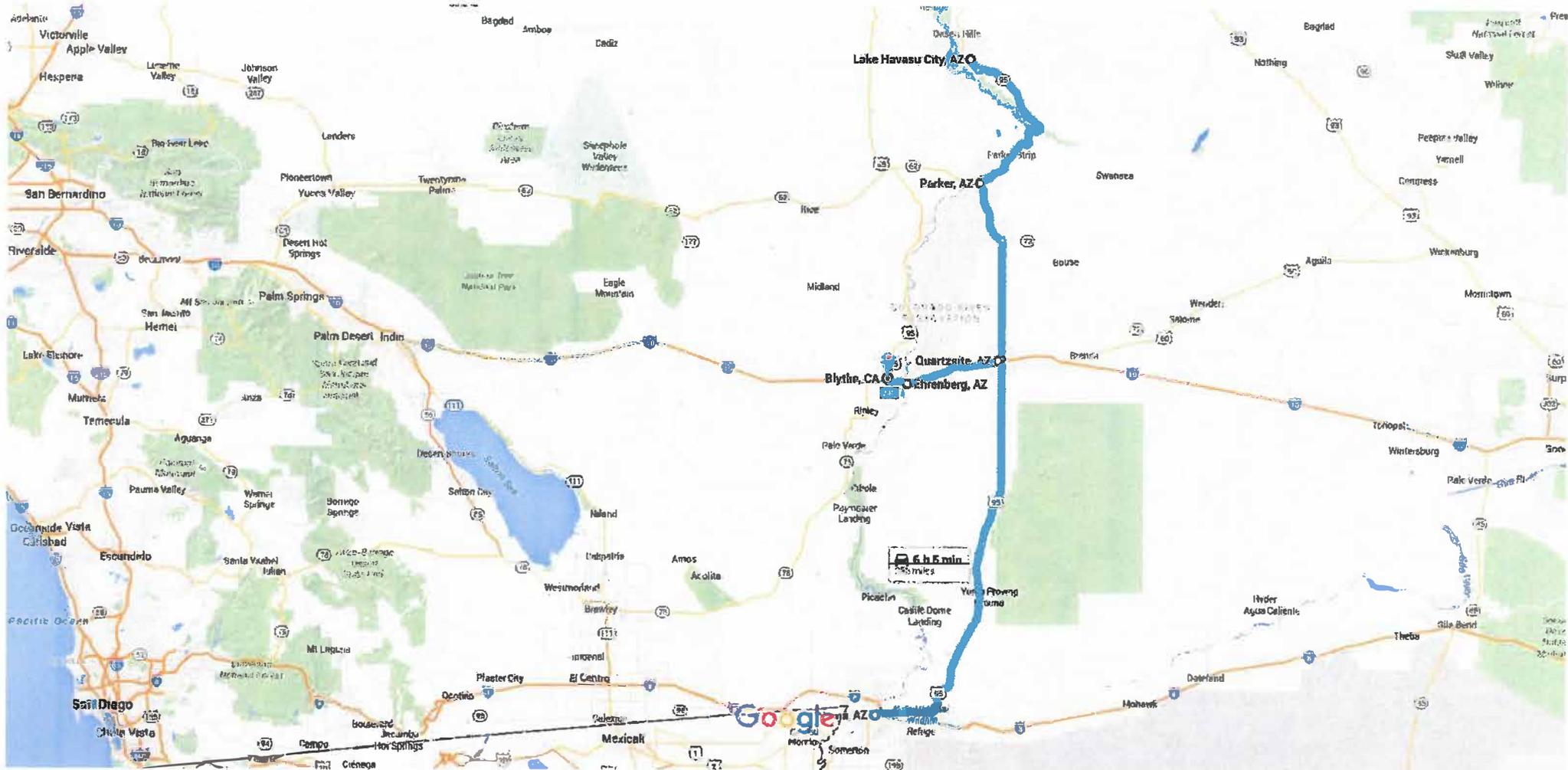
Camel Express Schedule To Yuma					
Connections	Thursday				Connections
YDAY to Various Destinations from Downtown Yuma Transit Center	Quartzsite	Arrive Yuma	Depart Yuma	Quartzsite	YCAT to Camel Express @ Downtown Yuma Transit Center
<b>10:30 AM</b>	8:30 AM	10:30 AM	2:30 PM	4:30 PM	2:25 PM

\*Bus to Algodones/Route 5 departs Downtown Yuma Transit Center @ 11:19a.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.**





Map data ©2016 Google, INEGI 10 mi



via US-95 S  
6 h 5 min without traffic

6 h 5 min  
335 miles

Camel Express Rolling Stock Status Report as of February 29, 2016

Vehicle Number	Vehicle Year	Vehicle Inventory Number	Make/Model or Vehicle Description	Date in Service	Grant	Funding Source	Original Federal Share	Out of Service	Federal Useful Life (yr)	Actual Service (yr) 2/29/16	Remaining Years	Remaining % based on Years	Actual Mileage - 2/29/16	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
Q2305	2009	1FDEE35S69DA66047	Ford Supreme	4/30/2009		5310	80%		4	6.8	-2.8	-70.00%	85,055	100,000	14.95%	\$47,585.17	\$ (33,309.62)	\$ 7,111.60	\$59,481.46	\$ 11,896.29	\$ 6,327.43	\$ 1,777.90
Q2307	2012	2C4RDGC6R353723	Dodge Caravan	4/30/2012		5310	80%		4	3.8	0.2	5.00%	29,242	100,000	70.76%	\$19,872.80	\$ 998.64	\$ 14,132.35	\$24,968.00	\$ 4,993.20	\$ 249.68	\$ 3,533.08
Q2302	2013	1FDDS3ELS0DB0253	Ford Supreme	11/13/2013		5310	80%		4	2.2	1.8	45.00%	34,165	100,000	65.84%	\$47,585.17	\$ 21,413.33	\$ 31,327.70	\$59,481.46	\$ 11,896.29	\$ 5,353.33	\$ 7,831.92

**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 31<sup>st</sup> 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 26<sup>th</sup> 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	2012-13 Adopted Budget	2013-14 Amended Budget	2014-15 Adopted Budget	5310	5311	5311	A=Administration @ 80/20 O=Operations @ 58/42 C=Capital @ 90/10	Salaries and Benefits Split						
				2015-16 Adopted Budget	2016-17 Draft Budget	2017-18 Draft Budget		FY 17	FY 18					
<b>Transit Services</b>														
5011 Salaries & Wages	58,045	33,088	47,044	45,096	67,246	69,600	A	25,938	O	41,308	A	26,845	O	42,755
5011 Overtime				0			A	0	O	0	A	0	O	0
5012 Retirement - FICA	4,440	2,529	3,599	3,450	5,144	5,324	A	1,984	O	3,160	A	2,054	O	3,271
5017 Retirement - 401(K)	3,358	1,447	2,074	1,142	1,556	1,611	A	1,556	O	0	A	1,611	O	0
5015 Workers Compensation	2,545	1,433	2,282	2,065	3,259	3,373	A	87	O	3,172	A	80	O	3,283
5016 Health Insurance	11,684	6,052	5,040	4,824	4,824	4,993	A	4,824	O	0	A	4,993	O	0
5019 State Unemployment	873	966	1,415	1,741	2,545	2,634	A	315	O	2,230	A	326	O	2,308
	80,845	45,515	68,454	58,319	84,575	87,535		34,700		49,871		55,919		51,616
5019 Uniform Expense	200													
5021 Office Supplies														
5022 Other Supplies			1,100	0	0	0								
5036 Janitorial Supplies	150		325	300	500	518	O							
5024 Gas & Oil	12,500	16,000	13,000	15,000	22,000	22,770	O							
5042 Postage		50	50	50	200	207	A							
5045 Book Supplies														
5053 Miscellaneous	100			1,000	13,525	13,998	O							
5060 Small Tools/Equipment	100	150	325	250	300	311	O							
	13,050	16,200	14,800	16,500	36,525	37,803								
9036 OSP - Outside Service Provider			5,175	5,175	5,000	5,000	A							
5032 OSP - Other Professional		5,600			500	500	A							
	0	5,600	5,175	5,175	5,500	5,500								
5043 Travel & Lodging	210	800	2,100	1,100	2,000	2,000	A							
5043 Training & Workshops				1,000	2,000	2,000	A							
	250	800	2,300	2,100	4,000	4,000								
5081 Dues & Memberships	500	500	525	525	525	525	A							
5051 Permits/Licenses														
5046 Property & Liability Insurance	1,900	15,754	15,750	15,750	19,000	19,665	A							
	7,300	15,754	15,750	15,750	19,000	19,665								
5048 Electric			1,600		100	104	A							
5041 Phone & Internet	700	1,000		1,000	1,000	1,035	A							
Water & Sewer				500	500	518	A							
	700	1,000	1,600	1,600	1,600	1,656								
5025 Vehicle Repairs & Maintenance	4,000	1,700	5,000	5,000	8,300	8,591	C							
5040 Equipment Repair & Maintenance														
5030 Building Repair & Maintenance	4,000	3,700	5,000	5,000	7,300	8,591								
5038 Leases & Rentals														
5056 Grant Match	5,682													
5082 Printing & Advertising	50	2,300	1,100	750	3,100	3,209	A							
5084 Drug & Alcohol Screening	100		350	150	500	518	A							
5035 Other Services	150	15,000	175	200	0	0								
	6,982	17,300	1,425	1,100	4,600	3,728								
5056 Buildings & Improvements														
5070 Furniture & Fixtures														
5061 Capital Outlay														
5057	8,748				100,991	66,991								
<b>Total Transit Services</b>	<b>114,327</b>	<b>104,369</b>	<b>107,829</b>	<b>106,068</b>	<b>270,617</b>	<b>235,999</b>								

Cities/Towns	Miles		Drivers Hours		
	Daily	Annual	Daily	Weekly	Annually
Blythe (M/W/F)	82	14,352	2.00	6.00	304
Town (M/W/F)	75	11,700	7.00	21.00	1,084
Town (M-F)	25	4,500	1.50	10.00	380
Yuma	186	8,832	8.00	8.00	418
LHC	150	7,800	8.00	7.75	403
Town (T/Th)	75	7,800	8.00	18.00	900
<b>Totals</b>		<b>\$4,784</b>		<b>70.75</b>	<b>3,447</b>

With four bus operators, one works 15 hours a week, one works 20 hours a week and two work 18 hours a week.  
 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

<b>Operations Expenditure Source</b>					
General Fund	85,629	81,968	48,328	50,066	30%
Fares	7,200	7,000	8,000	8,000	5%
FTA Grant (Including RTAP)	15,000	17,100	107,297	110,929	66%
<b>Operational Total</b>	<b>107,829</b>	<b>106,068</b>	<b>163,625</b>	<b>168,994</b>	
<b>Capital Expenditure Source</b>					
General Fund	12,000		10,699	6,699	10%
FTA Grant 2014	48,000				
FTA Grant 2016/2017			90,222	60,232	90%
<b>Capital Total</b>	<b>60,000</b>		<b>106,991</b>	<b>66,991</b>	
<b>Total Expenditures</b>	<b>114,327</b>	<b>104,369</b>	<b>106,068</b>	<b>235,999</b>	
<b>TOTAL GENERAL FUND</b>	<b>97,629</b>	<b>81,968</b>	<b>59,027</b>	<b>56,765</b>	

FY 17			
Categories	Total	Federal	Local
Admin	\$ 69,129.46	\$ 55,303.57	\$ 13,825.89
Operations	\$ 78,195.63	\$ 45,353.47	\$ 32,842.17
Maint	\$ 8,300.00	\$ 6,640.00	\$ 1,660.00
<b>Totals</b>	<b>\$155,625.09</b>	<b>\$107,297.03</b>	<b>\$48,328.06</b>

FY 18			
Categories	Total	Federal	Local
Admin	\$ 71,191.11	\$ 56,952.89	\$ 14,238.22
Operations	\$ 81,212.48	\$ 47,103.24	\$ 34,109.24
Maint	\$ 8,590.50	\$ 6,872.40	\$ 1,718.10
<b>Totals</b>	<b>\$160,994.09</b>	<b>\$110,928.53</b>	<b>\$50,065.56</b>

2/2/2016



Creative Bus Sales

# ADOT CONTRACT

**Contract # ADOT14-068368**

Preparer: Marcus Hoffman

**BASE MODEL**

<b>Starcraft Allstar 22' 8-4 W/C</b>	<b>Unit Price</b>
	\$58,295.00

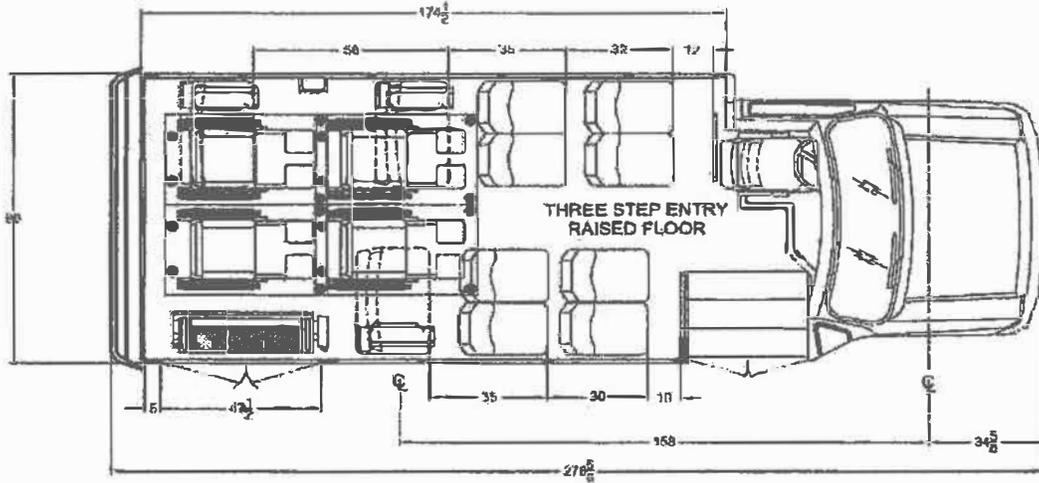
Dual Rear Wheel, 22 ft Cutaway Van with Wheelchair Lift - 96 Wide, 14 Passenger - as specified.

**Additional Options:** \$9,395.75

Vehicle Length	Lift Position	Wheelchair positions	Number of Passenger Seating	
22'	Rear	4	8	
				<b>Subtotal:</b> \$67,690.75
				<b>Quantity:</b> 1
				<b>Total:</b> \$67,690.75

<b>Proposal For:</b>	Town of Quartzsite		
<b>Contact:</b>	Janet Collier		
<b>Delivery Address:</b>	465 N. Plymouth Ave	Quartzsite, AZ	85346
<b>Office:</b>	928-927-4333	<b>Mobile:</b>	
<b>Email:</b>	<a href="mailto:townhall@ci.quartzsite.az.us">townhall@ci.quartzsite.az.us</a>		

**Floorplan**



## ADOT Contract Included Features

**BASE MODEL**
**Unit Price**

**Starcraft Allstar 22' 8-4 W/C**  
 Dual Rear Wheel, 22 ft Cutaway Van with Wheelchair Lift - 96 Wide, 14 Passenger - as specified.

**\$58,295.00**

**Model: 2014 Starcraft Allstar 22'**

**Capacity: 14 Passengers or 8 w/ 4 Wheelchair**

<b>(1) Bus Interior</b>	1 1/4" Vertical Left Hand Entry Assist Grab Rail 3/4" Marine Grade Plywood Floor Altro Mele Flooring 6801 Graphite Black Ceiling Grab Rails- Yellow Powder Coated (2) Drivers Modesty Panel: Grey Padded Vinyl Covered w/ Yellow Powdercoat Dual Entry Grab Rails- Yellow Powder Coated Front Mud Flaps Interior Driver's Map Light Interior Step well Entry Door Light Metal Locking Fuel Door Spare Tire Carrier Switch Panel Within Driver's Reach Yellow Step Nosing	<b>(5) Electrical</b>	Armored Marker Lights Circuit Breakers in Lieu of Fuses Deluxe AM/FM/CD w/ 4 Speaker System Door Activated Interior Lights Ground Plane for 2-Way Radio Independent Amber/Red Brake Turn Lights L.E.D. Exterior Lights L.E.D. Interior Lights Laminated Wiring Schematic LED Center Mount Brake Light LED Mid Ship Marker/Turn Lights Pre-Wire for Farebox: 20 amp Rear Door w/ 1 Window & Slide Latch Lock Stainless Steel Battery Box, Slide Out Tray Surface Mounted LED Entry Door Exterior Light
<b>(2) Bus Exterior</b>	Aerodynamic Fiberglass Front Cap Aluminum Exterior Sidewalls & Rear Wall with One-Piece Seamless Roof Aluminum Skirts Decal: Heater Shut Off Decal: Tire Pressure Decal: Wheelchair Symbol (4) Drip Rail Over Side Windows Exterior Rosco Remote Heated Mirrors FRP: Ceiling, Rear wall, Sidewalls Manual Operated Passenger Entry Door with Windows Rear Mud Flaps Rubber Splash Apron on Rear Wheels Seat Track On Floor and Sidewall SMI Energy Absorbing Rear Bumper Steel Cage Construction in Side & Rear Walls, Roof, Cab and Floor Steel Wheel wells	<b>(6) Doors / Windows</b>	Extra Keys for Rear Door & Wheelchair Doors Steel Rear Bumper Upper T-Slider Windows with Climate Control Tint
<b>(3) Chassis Options</b>	2014 Ford E-350 158"WB 12,500 GVWR 8.8L V-10 Alignment: Full Caster& Camber Kit Brakes - ABS, Disc Front and Rear Covered Flooring: Floor to Seat Track Driver Dash A/C, Heat and Defrost Dual Batteries w/ OEM 225 amp ALT Heavy Duty Radiator Insulated Roof, Sidewalls and Rear Wall Stainless Steel Entry Steps Tires - LT225/75R16 Transmission - 5 Speed Automatic with Overdrive Transmission Cooler	<b>(8) Seating / Passengers</b>	Anti-Vandal Yellow & Black Grab Handles Seat Backs Arm Rest Aisle Seats Only US/Arm Freedman Mid-High Seating w/ Level 1 Newport Vinyl Shield Sport Drivers Seat OEM Mech Base Standard Non-Retractable Seatbelts
<b>(4) AC &amp; Heater Options</b>	A/C ACC Climate Control 68K btu 2 Fan Skirt Cond w/ TM-16 Comp Heater: 45k btu Pro-Aire 3 speed fan	<b>(11) Paratrane1</b>	Braun Vista Wheelchair Lift Decal: Priority Seating Sign (2) Intermotive Gateway 505 Interlock Q'Straint 8301 Slide'N'Click Restraint System (4) Q'Straint Belt Storage Pouch (4) Q'Straint Seat Belt Cutter Q'Straint Tri-Wheeler Kits (4)
		<b>(12) Safety</b>	16 Unit First Aid Kit 5 lbs Fire Extinguisher Back Up Alarm 107 dba Body Fluid Kit Decal: Emergency Exit w/ Door Handle Operation Double Wheelchair Doors- Rear Emergency Exit Triangles Interior Convex Mirror 8"x9" Interior Handles on Rear & Wheelchair Doors- Red Rear Door and Egress Window Alarm w/ Light in Drivers Area Red Light Over Emergency Exits Roof Hatch Transpec Dual Purpose Safety Vent
		<b>(13) Seating / Driver</b>	Driver Seat Cover Level 5 Shield Sport Drivers Seat on OEM Mechanical Base

## Additional Options

<i>ADOT Requested</i>		-		
	Title & Registration	1	75.00	\$ 75.00
	Delivery (Price per Mile)	135	168.75	\$ 1.25
	Graphics Package	1	1,000.00	\$ 1,000.00
	Chassis Change- Chevrolet Gas 6.0L w/ 240 amp AC Delco	1	500.00	\$ 500.00
<i>Bus Interior</i>		-		
	Fuel Tank Access Plate	1	35.00	\$ 35.00
<i>Bus Exterior</i>		-		
<i>Chassis Options</i>		-		
	Mor-Ryde Rubber Rear Suspension	1	1,000.00	\$ 1,000.00
<i>A/C &amp; Heater Options</i>		-		
	ACC Roof Mount Condensor Upgrade	1	1,200.00	\$ 1,200.00
	ACC Electronic A/C Controller	1	400.00	\$ 400.00
<i>Fareboxes</i>		-		
	Diamond SV w/ 2 Vaults	1	1,900.00	\$ 1,900.00
<i>Electrical</i>		-		
	P/A System Added to Radio	1	160.00	\$ 160.00
<i>Doors/Windows</i>		-		
	32" Electrical Passenger Door	1	-	\$ -
<i>Luggage</i>		-		
	Drivers Storage in Overhead Cab	1	105.00	\$ 105.00
	Overhead Petoria Luggage- One Side (Road Side)	1	325.00	\$ 325.00
<i>Paratransit</i>		-		
<i>Safety</i>		-		
	Standee Line- White or Yellow	1	20.00	\$ 20.00
	Add Plexiglass Upper Modesty Panel	1	100.00	\$ 100.00
<i>Seating/Driver</i>		-		
	Recaro LXS Drivers Seat	1	1,775.00	\$ 1,775.00
<i>Seating/Passenger</i>		-		
	Seat Belts- Retractable	8	296.00	\$ 37.00
	Seat Belts- USSR Double	3	336.00	\$ 112.00
<i>Camera Systems</i>		-		
<i>Dispatch/Communication Systems</i>		-		
			<b>Total</b>	<b>\$ 9,395.75</b>

**RESOLUTION NO. 16-02**

**A RESOLUTION OF THE COMMON COUNCIL OF THE TOWN OF QUARTZSITE REPEALING RESOLUTION NO. 15-06, THE REVISED TOWN OF QUARTZSITE TRANSIT SERVICES TITLE VI IMPLEMENTATION PLAN, AND HEREBY ADOPTING THE TITLE VI NON-DISCRIMINATION PLAN FOR THE QUARTZSITE TRANSIT SERVICES.**

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

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

**WHEREAS**, The Town developed an updated Title VI Non-Discrimination Plan for the Quartzsite Transit Services based on best practices that meet FTA guidelines.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Common Council of the Town of Quartzsite hereby adopts the Title VI Non-Discrimination Plan for the Quartzsite Transit Services conditional upon ADOT approval.

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

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Quartzsite, Arizona this 19th day of April 2016.

**ATTEST:**

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

\_\_\_\_\_  
Tina Abriani, Town Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Susan D. Goodwin, Town Attorney

---

# ***Town of Quartzsite – Camel Express***

## ***Title VI Implementation Plan***

---



**Adopted April , 2016**

Last Updated: March 2016

# Contents

---

Table of Contents.....	2
Executive Summary.....	3
Title VI Policy Statement .....	5
Title VI Notice to the Public.....	6
Title VI Notice to the Public - Spanish .....	7
Discrimination Complaint Procedures.....	8
Discrimination Complaint Form .....	10
Discrimination Investigations, Complaints, and Lawsuits .....	11
Public Participation Plan.....	13
Limited English Proficiency Plan.....	16
Non-elected Committees Membership Table .....	19
Monitoring for Subrecipient Title VI Compliance.....	20
Title VI Equity Analysis.....	21
Fixed Route Transit Provider Analysis .....	22
Board Approval for the Title VI Program .....	24
Organizational Chart.....	24

# Executive Summary

The Town of Quartzsite is located in rural La Paz County, 18 miles east of the Arizona, California border at the Interstate 10 and Highway 95 Corridor. The Town presently operates a 5310 service called Camel Express. This curb to curb demand response service has served elderly and disabled passengers since 1992, providing local and regional transportation. Camel Express routes include north to Parker, Lake Havasu, south to Yuma and Blythe California to the West. With the receipt of 5311 funding coming July 1, 2016 The Town of Quartzsite is transitioning Camel Express to a general public transit service. We will continue to operate a curb to curb demand response service, locally Monday–Friday and expand our regional trips to weekly, connecting with Greyhound and surrounding regional providers. The Transit Department is made up of a Transit Coordinator/dispatcher and three part time drivers. The expansion will allow for a fourth part time driver. Currently our program has three vehicles two are ADA compliant. As we complete the transition the 5310 vehicle assets will be reassigned to 5310 programs in need. The town will receive 5311 vehicles through grant application, retaining a lien released vehicle as our pack up. As a small community, Camel Express plays a vital role in supporting; community activities, sustainability, regional connectivity and aging in place.

## What type of program fund(s) did you apply for?

- 5310
- 5311
- Other \_\_\_\_\_

## Type of Funding Requests? (Select all that apply)

- Vehicle Funds
- Operating Funds
- Other (please explain) \_Admin funds\_\_\_\_\_



# Title VI Policy Statement

---

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

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

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

---

Approved by Skylor R Miller  
Town Manager  
Town of Quartzsite

---

Date

# Title VI Notice to the Public

---

## Notifying the Public of Rights Under Title VI Camel Express

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

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

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

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

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

This notice is posted online at [www.ci.quartzsite.az.us](http://www.ci.quartzsite.az.us).

## Title VI Notice to the Public - Spanish

---

### Aviso al Público Sobre los Derechos Bajo el Título VI Camel Express

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

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

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

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

Este aviso se publica en línea en [www.ci.quartzsite.az.us](http://www.ci.quartzsite.az.us).

# Discrimination Complaint Procedures

---

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

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, national origin, or disability may file a Discrimination complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The ADA/Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted Camel Express will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the Camel Express or submitted to the State or Federal authority for guidance.
- (7) For discrimination complaints filed against the Camel Express within **72 hours or 3 (three)** calendar days of receipt, the Camel Express will notify ADOT of the discrimination complaints

being filed. The complaint will then be logged identifying its basis of discrimination, the status and the next steps. ADOT will then assume jurisdiction and follow the ADOT's complaint procedures for investigating the complaint.

- (8) For Discrimination complaints filed against Camel Express subrecipients (ie, consultants, vendors and contractors) Camel Express will assume jurisdiction, will investigate and adjudicate the case.
- (9) The Camel Express has 60 days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 14 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 14 business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (10) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI or ADA violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.
- (11) A copy of either the closure letter or LOF must also be submitted to ADOT within 72 hours of that decision. Letters may be submitted by hardcopy or email.
- (12) A complainant dissatisfied with Camel Express's decision may file a complaint with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) offices of Civil Rights: **ADOT:** ATTN ADA/Title VI Program Coordinator 206 S. 17<sup>TH</sup> Ave MD 155A RM: 183 Phoenix AZ, 85007, **FTA:** Attention Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590.
- (13) A copy of these procedures can be found online at: [www.ci.quartzsite.az.us](http://www.ci.quartzsite.az.us).

If information is needed in another language, contact 928-927-4333. Para informacion en Espanol llame Camel Express 928-927-4333.

# Discrimination Complaint Form

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



# Discrimination Investigations, Complaints, and Lawsuits

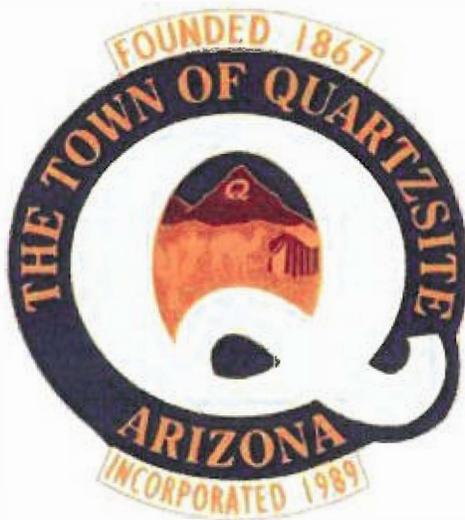
This form will be submitted annually. If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

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

The Camel Express has a potential Title VI complaint, investigations, or lawsuits in 2016. The complaint was filed by email and has not been followed up by the complainant I met with the complainant and explained the next steps required for the complaint to move forward.

# *Camel Express Services Public Participation Plan*

---



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

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

- Posts and advertises all public meetings, hearings inviting the public to attend through announcements in the local newspaper, the web site, monthly transit calendars
- surveys are distributed to garnish public input on an ongoing basis
- Transit calendars and brochures are available on the transit vehicles, web site, at Town Hall and throughout the community
- Coordinating with regional transit providers
- Flyers advertising the partnership with WACOG AAA posted at demographic appropriate locations for our ridership both locally and regionally.
- Updating Camel Express rider's guide to reflect program expansion
- In the upcoming year Camel Express will make the following community outreach efforts:
- As a member of the WACOG Coordinated Council, neighboring transit agencies and programs share their services to help move riders throughout the region and identify services needs and gaps.
- Meetings involving transit with the community Transit Talk is the second Thursday of each month at 12:00 location is announced monthly
- Meeting notices are posted throughout the Town of Quartzsite at official Public Notice Posting Locations through the Town limits
- Workshops, special meetings and regular meetings are posted on the town website. Meetings with transit agenda items are also on the transit website located at <http://ci.quartzsite.az.us/index.php/2013-01-08-06-19-36/public-transit2>.
- The Town's transit operating calendar is updated and published monthly identifying new programs, schedule changes and meetings for the month. These calendars are available on transit vehicles, at Quartzsite Town Hall, the Town's website and throughout the community
- Public Service announcements are announced through the local Radio station which helps keep the Town's listening audience informed. All transit changes are also published in the local newspaper.
- Flyers identifying partnerships with transit programs will be posted at demographic appropriate locations for our ridership, both locally and regionally. Our transit schedules are available on transit vehicles, throughout the community, the Town's web site and at Quartzsite Town Hall.
- As the Town works through its expansion plan to a general public transit program using FTA Section 5311 funds, the Town will hold a series of community meetings.

**Public Meetings:**

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

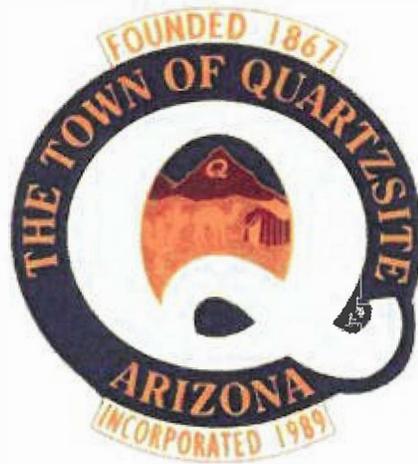
**Camel Express submits to the Arizona Department of Transportation annually an application for funding. Part of the annual application is a public notice, which includes a 30-day public comment period.**

## Limited English Proficiency Plan

---

# *Camel Express Services Limited English Proficiency Plan*

---



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

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

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

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

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

### **Safe Harbor Provision**

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

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

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

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

# Non-elected Committees Membership Table

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

Body	Caucasian	Latino	African American	Asian American	Native American
Health and Development Services Board	7				1

## Members of the Health and Development Services Board

Chairperson: Monica Timberlake

Vice Chairman: David Collier

Board Member: Sue MacCracken

Board Member: Suellen Pennington

Board Member: Rita Wilson

Board Member: Elmer London

Board Member: Hank Ayers

## Outreach Efforts to Encourage Participation

The Town values the ethic and cultural diversity of the public it serves in Quartzsite.

Accordingly, the Town actively seeks and encourages the participation of underrepresented groups on its non-elected committees when filling a vacancy.

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

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

- Paid and free notices in the local media, especially those ethically/culturally-based for the targeted group we are trying to reach. This effort includes print, electronic and social media.
- Translating notices into the native language of the targeted group.
- Posting the vacancy on the Town's website.
- Making presentations at existing meetings of civic, cultural or human service organizations frequented by the underrepresented group.
- Outreach to civic, cultural or human services organizations known to serve the targeted group informing them of the opportunity and need and enlisting their help.
- Including the vacancy and underrepresentation on flyers posted on the buses
- Placing informational signs on Town bulletin boards, and other facilities.

- Sending emails on the vacancy and underrepresentation to past attendees of the Town's public meetings and forums.

X Camel Express does not select the members of any transit-related committees, planning boards or advisory councils.

## Monitoring for Subrecipient Title VI Compliance

---

X Camel Express does NOT monitor subrecipients for Title VI compliance.

The Town has no subrecipients at this time.

## Title VI Training

The Transit Coordinator Janet Collier is also the Title VI Program Manager for Camel Express Services. Camel Express has a comprehensive VI plan made up of current VI requirements, including a Public Participation Plan and Limited English Proficiency Plan. The Camel Express TVI plan can be found in the Training Policies and Procedures Handbook. Camel Express employees are trained on VI non discrimination laws and regulations.

### Trainings

2/24/14 – 2/27/14 5311 Rural Transit Workshop Phoenix

12/9/14 5311 Rural Transit Work Shop TitleVI plan review 2:15pm – 4:15pm

12/9/14 5311 Rural Transit Work Shop Civil Rights Wrap up 4:15pm – 5:00pm

1/20/15 5310 Program Guidance and Compliance Workshop 1:00pm Title VI requirements

2/29/16 5311 Transit Grant Workshop Title VI updates

# Title VI Equity Analysis

---

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

# Fixed Route Transit Provider Analysis

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

## 1) Vehicle Load for Each Mode

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

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

Buses in Town fleet currently used have seating capacities of:

	Make	Model	Seats
21 ft.	TBD	TBD	14
19 ft.	Ford	Supreme	9
16 ft.	Dodge	Caravan	6 (no W/C)

## 2) Vehicle Headway for Each Mode

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

## 3) On Time Performance for Each Mode

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

#### **4) Service Availability for Each Mode for routes to be developed in the extended future**

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

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

##### **1) Transit Amenities for Each Mode**

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

##### **2) Vehicle Assignments for Each Mode**

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

# **Board Approval for the Title VI Program**

---

**RESOLUTION NO. 16-03**

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

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

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

**WHEREAS**, the Town of Quartzsite is an eligible project sponsor for FTA Section 5311 funding; and

**WHEREAS**, the Town of Quartzsite wishes to submit a grant application to ADOT for FTA Section 5311 funding.

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

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

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

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

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

---

Ed Foster, Mayor

**ATTEST:**

---

Tina Abriani, Town Clerk

**APPROVED AS TO FORM:**

---

Susan D. Goodwin, Town Attorney