

# COUNCIL MEETING AGENDA

TUESDAY, AUGUST 9, 2016

Members may attend in person or by telephone

Ed Foster, Mayor  
Vice Mayor Davidson

Carol Kelley  
Loretta Warner  
Vacant

Mark Orgeron  
Gunny St. Germain

**Quartzsite Town Hall  
Council Chambers  
465 North Plymouth Avenue  
Quartzsite, Arizona**

**Regular Meeting  
7:00 p.m.**

*Members of the Quartzsite Common Council may attend either in person or by telephone conferencing.*

**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.*

**EXECUTIVE SESSION**

*An Executive Session may be called during the public meeting on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of receiving legal advice.*

**CELL PHONES AND RECORDING DEVICES**

*As a courtesy to others please turn off or silence all cell phones or pagers. Reporters or others with recording devices are requested to be staged at the back of the public seating area in order not to interfere with the meeting.*

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

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

	<p><b>CONSENT AGENDA</b></p> <p><i>All items listed below are considered consent calendar items and may be approved by a single motion unless removed at the request of Council for further discussion/action. Other items on the agenda may be added to the consent calendar and approved under a single motion.</i></p>	
1.	<p><b>LEDGER OF ACCOUNTS PAID</b> – Consider approval of check series 40514 - 40540 and 40552 - 40565 , totaling \$ 46,555.74.</p>	<p>Discussion; possible action by MOTION; may be acted upon with single motion.</p>
	<p><b>ADMINISTRATIVE ITEMS</b></p> <p><i>Administrative items are for Council discussion and action. It is at the discretion of the majority of the Council regarding public input requests on any Administrative Item. Persons wishing to speak on an Administrative Item should complete a Request to Speak Form and indicate the Item they wish to address. Council may or may not accept public comment.</i></p>	
2.	<p><b>MINUTES</b> – Consider approval of the minutes of the Town Council Regular Meeting of July 26, 2016 and the Special Meeting of July 26, 2016.</p>	<p>Discussion; possible action by MOTION.</p>
3.	<p><b>NEXT COUNCIL MEETING</b> – Consider approval to change the scheduling of the next regular Council Meeting to August 22, 2016 at 7:00 p.m., due to scheduling conflicts with Council training at the League of Arizona Cities and Towns.</p>	<p>Discussion; possible action by MOTION.</p>
4.	<p><b>COUNCIL VACANCY</b> – Discussion and possible action regarding appointment of a new councilmember to fill the vacant Council seat created by the resignation of a Council Member on June 1, 2016.</p>	<p>Discussion; possible action by MOTION.</p>
5.	<p><b>POLICE OFFICER POSITION</b> – Discussion and review of Miguel Castellanos being transferred from the position of Quartzsite Deputy Town Clerk to that of Quartzsite Police Officer. This is one of the two new officer positions included in the FY16-17 Final Budget.</p>	<p>Discussion and review.</p>

6.	<b>FUTURE AGENDA ITEMS</b> – Direction to staff regarding future agenda items.	Discussion.
	<b>COMMUNICATIONS</b>	
7.	Reports from the MAYOR on current events.	
8.	Reports from the COUNCIL on current events.	
9.	Reports from the TOWN MANAGER to the Council.	
	<b>ADJOURN</b>	<b>MOTION to adjourn.</b>

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

COUNCIL MAY NOT ACT ON ITEMS NOT ON THE AGENDA

**Certification of Posting**

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Quartzsite Town Hall, 465 N. Plymouth Ave, Quartzsite, AZ, U.S. Post Office, 80 W. Main Street, Quartzsite, AZ and The Senior Center, 40 Moon Mountain Ave, Quartzsite, AZ, on the \_\_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_ a.m./p.m. in accordance with the statement filed by the Town of Quartzsite with the Town Clerk, Town of Quartzsite.

By: \_\_\_\_\_, Town Clerk's Office

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

**MONTH: JUNE 2016**

<b>ACCOUNT#</b>	<b>ACCOUNT DESCRIPTION</b>	<b>TOTAL</b>
01-2211	BONDS PAYABLE	\$1,500.00
01-2212	MAGISTRATE PAYABLE	\$3,332.23
01-4410	MUNICIPAL FINES REVENUE	\$2,701.64
21-4420	LOCAL JCEF REVENUE	\$68.29
42-4044	COURT ENHANCEMENT	\$45.63
39-4027	LAW ENFORCEMENT REVENUE	\$39.90
01-4105	PUBLIC SAFETY RECOVERY FUND	\$20.41
<b>TOTAL</b>		<b>\$7,708.10</b>

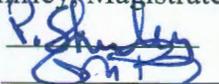
Magistrate:   
Preparer: 

## MAGISTRATE ACTIVITY REPORT

MONTH OF JUNE 2016

	Prior Month	Current Month
Civil Traffic Action Filed	6	28
Criminal Traffic Action Filed	6	11
Misdemeanor Cases Filed	30	12
Initial Appearances Handled	22	30
Trials and Pre-Trials Held	25	39
Civil Traffic Closings	13	16
Criminal Traffic Closings	8	1
Misdemeanor Cases Closed	19	9
Warrants Issued	13	13
Warrants Closed	9	18
Harassment or Orders of Protection	2	6
Search Warrants	0	0
<b>Revenue generated by Court</b>	<b>\$3,565.55</b>	<b>\$3,332.23</b>
<b>Total Collected</b>	<b>\$7,085.42</b>	<b>\$7,708.10</b>

Pamela Shirley, Magistrate

Signature: 

Preparer: 

**QUARTZSITE PUBLIC LIBRARY**  
**Statistical Report July, 2016**

**Total Number of Patrons**

	<b>2,152</b>
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<b>Adult Fiction</b>	319
<b>Adult Non Fiction</b>	101
<b>Paperbacks</b>	189
<b>Large Print</b>	96
<b>E-Books</b>	2,315
<b>Arizona Books</b>	8
<b>Foreign Language</b>	1
<b>ILL Sent to other Libraries</b>	11
<b>ILL Received from other Libraries</b>	0
<b>TOTAL ADULT BOOKS</b>	<b>2,869</b>
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<b>Young Adult Fiction</b>	8
<b>Young Adult Non-Fiction</b>	1
<b>Young Adult Paperback</b>	0
<b>Juvenile Fiction</b>	13
<b>Juvenile Non-Fiction</b>	1
<b>Juvenile Paperback</b>	0
<b>Graphic Novel</b>	0
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<b>MISCELLANEOUS</b>	
<b>Puzzles</b>	5
<b>DVD</b>	505
<b>VHS</b>	23
<b>CD Audio</b>	29
<b>Audio Cassettes</b>	3
<b>TOTAL CIRCULATION</b>	<b>3,457</b>
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<b>Computer Questions</b>	107
<b>Reference Questions</b>	115
<b>Information</b>	96
<b>Kids Computer Use</b>	30
<b>Computer Use</b>	448
<b>Caregivers Use</b>	24
<b>Wireless Usage</b>	202
<b>New Patrons Registered</b>	8
<b>Meeting Room Use</b>	17
<b>Donations</b>	26
<b>Magazines</b>	5
<b>Volunteers</b>	56 hrs.
<b>Summer Camp Program</b>	436



## Library statistics

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**Website** Standard and mobile

From 7/1/2016 through 7/31/2016

All unique users with checkouts: 543

### Checkouts

Format	All checkouts
Audiobook	516
eBook	1,799
Total	2,315

### Holdings

Format
Audiobook
eBook
Total

Circulation Statistics By Item Report Class : 07/01/2016 to 07/31/2016

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	0	2	0	0	0
100 - 199	3	0	1	0	0
200 - 299	4	4	4	1	0
300 - 399	12	11	2	0	0
400 - 499	1	0	0	0	0
500 - 599	2	3	0	0	0
600 - 699	21	18	6	1	0
700 - 799	16	27	6	0	0
800 - 899	2	3	0	1	0
900 - 999	23	25	1	6	0
ADV	1	1	0	2	0
Aud	3	2	1	0	0
AZ	6	8	0	0	0
AZ NF	0	0	0	0	0
AZ R	0	0	0	0	0
BC	0	0	0	0	0
Biography	0	0	0	0	0
CD ROM	0	0	0	0	0
CD/AUD	29	27	1	11	0
Christian Fiction	27	28	8	1	0
DVD	505	500	45	31	0
Easy Book	3	3	0	1	0
eBook	0	0	0	0	0
Fiction	147	169	31	16	0
Fiction Large Print	65	53	7	4	0
Fiction Paperback	45	45	7	29	0
French	1	0	0	0	0
Graphic Novel	0	0	0	1	0
J Fiction	10	5	0	1	0
J Non-Fiction	1	1	0	1	0
J PBK	0	0	0	0	0
J Spanish	0	0	0	0	0
Jigsaw puzzle	4	5	0	0	0
L	0	0	0	0	0
Large Print Non-Fiction	0	0	0	0	0
Magazine	0	0	0	0	0
Mystery	96	85	17	63	0
Mystery Large Print	23	20	0	2	0
Mystery Paperback	16	26	9	6	0
Native American	1	0	0	0	0
PHA	0	0	0	0	0
Reference	0	0	0	0	0
Romance	0	0	0	0	0
Romance Paperback	19	29	16	10	0
Science Fiction	7	8	0	1	0
Science Fiction Paperback	22	21	1	1	0
Spanish	0	0	0	0	0
Undefined	4	4	0	1	0
VHS	21	23	1	1	0
Western	11	13	5	1	0
Western Large Print	8	7	0	0	0
Western Paperback	64	67	5	7	0
YA Fiction	8	8	1	2	0
YA Non-Fiction	1	1	0	0	0
YA Paperback	0	0	0	0	0
Total	1232	1252	175	202	0



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, August 9, 2016

**Agenda Item:** **LEDGER OF ACCOUNTS PAID** – Consider approval of check series 40514-40540 and 40552-40565 totaling \$46,555.74.

**Summary:** The Quartzsite Town Council Procedure Policy states that at least once each month the Council shall review a list of all the bills paid, and may ask for clarification at any time.

The Procedure Policy also states the Council should designate the check numbers being approved.

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

**Attachment:** Ledger of Accounts Paid: check series 40514-40540 and 40552-40565 totaling \$46,555.74.

**Action Requested:** **Motion to approve the Ledger of Accounts Paid; check series 40514-40540 and 40552-40565 totaling \$46,555.74.**

**Quartzsite Town Council Meeting of  
AUGUST 9, 2016  
Check Register/ Revenue/ Consent Agenda**

**Horizon Community Bank - Begin Check #40514-40540 and 40552-40565.**

**Balances on all cash accounts as of August 4, 2016**

Checking Account	\$	4,282,785.60
LGIP Account	\$	701,223.44
WIFA Debt Reserve Account	\$	2,311.49

Total Expensed Dollar Amount for Consent Agenda	\$	107,209.02
Total Payroll for Pay Period Ending 7/30/16	\$	60,653.28
YTD Total Revenue Dollar Amount for Consent Agenda	\$	177,333.86
YTD Total Sewer Cap Revenue as of 8/04/16	\$	0
YTD Total Sewer Sales Revenue as of 8/04/16	\$	86,245.32
YTD Total Water Cap Revenue as of 8/04/16	\$	0
YTD Total Water Sales Revenue as of 8/04/16	\$	91,088.54

<b>Employee Earnings</b>	<u>\$ 60,653.28</u>
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**Employee Deduction**

Soc Security	\$ 2,337.62
Medicare	\$ 858.36
Federal WH	\$ 4,287.61
State WH	\$ 1,452.40
Retirement	\$ 1,000.13
Retirement Loan	\$ 645.15
Police Retirement	\$ 2,591.29
Medical	\$ 1,352.29
Dental	\$ 249.23
Life/VOL Ins	\$ 49.83
Vision	\$ 176.32
AFLAC	\$ 1,119.41
Misc Deductions	\$ 673.18
<b>Total:</b>	<u>\$ 16,792.82</u>

**Payroll Related Checks Series:**

40541 - 40545

40546 -40551

Non-Direct Deposit Employees: 5

**Payees Description:**

Police Retirement

457 Plan

Profit Sharing Plan

Employee Deduction

Employee Deduction

Employee Deduction

<b>Employee Net Pay</b>	\$ 43,860.46
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Employee Count: 49

Regular Hours:	2517.50
Overtime Hours:	108.50
GOHS Grant OT:	4.00
<b>Total Number of Hours:</b>	<u>2630.00</u>

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

## Report Criteria:

Report type: GL detail

Check.Check Number = 40514-40565

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>40514</b>						
07/28/16	40514	ABM	7,706.49	Consultant Svcs - Community Development	01-160-5032	7,706.49
Total 40514:			7,706.49			
<b>40515</b>						
07/28/16	40515	Amazon	39.95	Samsung Black Toner - Admin	01-130-5022	39.95
07/28/16	40515	Amazon	17.99	2 metal basketball nets - Parks	01-180-5022	17.99
07/28/16	40515	Amazon	100.95	Framed Declaration of Independence	01-150-5022	100.95
07/28/16	40515	Amazon	100.94	Framed Bill of Rights	01-150-5022	100.94
07/28/16	40515	Amazon	100.94	Framed Constitution	01-150-5022	100.94
07/28/16	40515	Amazon	69.63	3 Dumbbell sets for Community Center	01-185-5022	69.63
07/28/16	40515	Amazon	15.32	Arizona Flag - Parks	01-180-5022	15.32
07/28/16	40515	Amazon	31.40	US Flag - Parks	01-180-5022	31.40
07/28/16	40515	Amazon	20.00	48 AA Batteries - Police	01-140-5022	20.00
07/28/16	40515	Amazon	20.00	48 AAA Batteries - Police	01-140-5022	20.00
07/28/16	40515	Amazon	16.00	Flex Ring Binders - Court	01-150-5022	16.00
07/28/16	40515	Amazon	94.65	5 work shirts - P&Z	01-160-5019	94.65
Total 40515:			627.77			
<b>40516</b>						
07/28/16	40516	Arizona Dept of Environme	500.00	Annual Fee for AZPDES-WWTP	15-500-5051	500.00
Total 40516:			500.00			
<b>40517</b>						
07/28/16	40517	BoardSync, Inc.	798.00	Agenda Mgmt Software - Final PMT	01-110-5035	798.00
Total 40517:			798.00			
<b>40518</b>						
07/28/16	40518	Crawford Investments, LLC	300.00	Rental for interim town manager	01-130-5038	300.00
07/28/16	40518	Crawford Investments, LLC	300.00	Rental for interim town manager	03-220-5038	300.00
07/28/16	40518	Crawford Investments, LLC	75.00	Rental for interim town manager	16-550-5038	75.00
07/28/16	40518	Crawford Investments, LLC	75.00	Rental for interim town manager	15-500-5038	75.00
Total 40518:			750.00			
<b>40519</b>						
07/28/16	40519	Davis Building Supply	6.50	Painting Supplies - Court	01-150-5030	6.50
Total 40519:			6.50			
<b>40520</b>						
07/28/16	40520	Empire Southwest	762.33	Equip/vehicle repair - Grader- PW	03-220-5040	762.33
07/28/16	40520	Empire Southwest	209.78	Equip/vehicle repair - Sweeper - PW	03-220-5040	209.78
07/28/16	40520	Empire Southwest	44.68	Equip/vehicle repair - Vac Truck - WW	15-500-5040	44.68
07/28/16	40520	Empire Southwest	472.33	Equip/vehicle repair - Grader- PW	03-220-5040	472.33
07/28/16	40520	Empire Southwest	56.89	Hydraulic Hose - Sweeper - PW	03-220-5040	56.89
07/28/16	40520	Empire Southwest	4,769.04	Equip/vehicle repair - Backhoe- PW	03-220-5040	4,769.04
07/28/16	40520	Empire Southwest	210.30	Equip/vehicle repair - Backhoe- PW	03-220-5040	210.30

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
07/28/16	40520	Empire Southwest	136.76	Equip/vehicle repair - Caseloader- PW	03-220-5040	136.76
07/28/16	40520	Empire Southwest	647.22	Equip/vehicle repair - Caseloader- PW	03-220-5040	647.22
07/28/16	40520	Empire Southwest	278.59	CREDITS	03-220-5040	278.59
Total 40520:			7,030.74			
<b>40521</b>						
07/28/16	40521	Glenn Johnson Cooling &	475.60	Repaired A/C System - Police Dept	01-140-5030	475.60
Total 40521:			475.60			
<b>40522</b>						
07/28/16	40522	Halby's	16.20	Town Logo on Work shirt - O. Cruz	16-550-5019	16.20
Total 40522:			16.20			
<b>40523</b>						
07/28/16	40523	Interstate Wreck Rebuilders,	268.95	Impeller & pump gasket - Water Truck	03-220-5040	268.95
Total 40523:			268.95			
<b>40524</b>						
07/28/16	40524	John Andoh	416.66	Transit Assistance - May 2016	01-230-5036	416.66
07/28/16	40524	John Andoh	416.66	Transit Assistance - June 2016	01-230-5036	416.66
Total 40524:			833.32			
<b>40525</b>						
07/28/16	40525	Kansas State Bank	167.59	Principal Capital Lease	01-130-5058	167.59
07/28/16	40525	Kansas State Bank	36.59	Interest Capital Lease	01-130-5057	36.59
Total 40525:			204.18			
<b>40526</b>						
07/28/16	40526	Kent & Ryan PLC	180.00	Indigent Defense Attorney	01-150-5074	180.00
Total 40526:			180.00			
<b>40527</b>						
07/28/16	40527	Lawson Products, Inc.	561.73	Mechanic Supplies for shop - PW	03-220-5047	561.73
Total 40527:			561.73			
<b>40528</b>						
07/28/16	40528	Marielena Tunnell	56.00	Per Diem: GFOAz Trng 8/3-8/5/16	01-130-5043	56.00
Total 40528:			56.00			
<b>40529</b>						
07/28/16	40529	Miguel Castellanos	44.00	Per Diem: AMCA Conf 07/27 -07/28/16	01-130-5043	44.00
Total 40529:			44.00			
<b>40530</b>						
07/28/16	40530	Mindy Hunt	56.00	Per Diem: GFOAz Trng 8/3-8/5/16	01-130-5043	56.00
07/28/16	40530	Mindy Hunt	90.00	Per Diem: Human Resources Trng	01-130-5043	90.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
07/28/16	40530	Mindy Hunt	222.21	Reimburse hotel: Human Resources Trng	01-130-5043	222.21
Total 40530:			368.21			
<b>40531</b>						
07/28/16	40531	Purchase Power	115.23	Postage Refill & Supplies - Admin	01-130-5042	115.23
07/28/16	40531	Purchase Power	4.10	Postage Refill - P&Z	01-160-5042	4.10
07/28/16	40531	Purchase Power	22.77	Postage Refill - Police	01-140-5042	22.77
07/28/16	40531	Purchase Power	4.55	Postage Refill - Library	01-170-5042	4.55
07/28/16	40531	Purchase Power	21.40	Postage Refill - Magistrate	01-150-5042	21.40
07/28/16	40531	Purchase Power	191.74	Postage Refill - WWTP	15-500-5042	191.74
07/28/16	40531	Purchase Power	191.74	Postage Refill - Water	16-550-5042	191.74
07/28/16	40531	Purchase Power	1.14	Postage Refill - HURF	03-220-5042	1.14
Total 40531:			552.67			
<b>40532</b>						
07/28/16	40532	Quartzsite Business Cham	180.00	12 Quartzsite-opoly games for League Conf. Give aways	01-110-5044	180.00
Total 40532:			180.00			
<b>40533</b>						
07/28/16	40533	Sam's Club Credit	32.37	Annual Admin Fee	01-130-5035	32.37
Total 40533:			32.37			
<b>40534</b>						
07/28/16	40534	Tina Abriani	44.00	Per Diem: AMCA Conf 07/27 - 07/28/16	01-130-5043	44.00
Total 40534:			44.00			
<b>40535</b>						
07/28/16	40535	Titan Machinery	144.22	Element for case loader - PW	03-220-5040	144.22
Total 40535:			144.22			
<b>40536</b>						
07/28/16	40536	Tracey Hess	144.00	Per Diem: iWORQ Trng - Logan, UT	03-220-5043	144.00
Total 40536:			144.00			
<b>40537</b>						
07/28/16	40537	Turner Nunn	16.00	Overpayment Refund- Case TR2016-0006	01-000-4410	16.00
Total 40537:			16.00			
<b>40538</b>						
07/28/16	40538	United Rotary Brush Corpo	1,155.34	Combo Tube Broom for Sweeper - PW	03-220-5040	1,155.34
Total 40538:			1,155.34			
<b>40539</b>						
07/28/16	40539	Usa Blue Book	43.75	Lab Supplies - WWTP	15-500-5052	43.75
Total 40539:			43.75			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>40540</b>						
07/28/16	40540	Vision Service Plan	396.03	Employee Payroll Decution	01-000-2209	396.03
Total 40540:			396.03			
<b>40552</b>						
08/03/16	40552	ADOT	7,086.00	10% Local Match - Expansion Bus	53-104-5061	7,086.00
Total 40552:			7,086.00			
<b>40553</b>						
08/03/16	40553	Inland Builders Supply, Inc.	955.11	Caps and materials for cemetery	01-181-5061	955.11
Total 40553:			955.11			
<b>40554</b>						
08/03/16	40554	La Paz County Sheriffs De	7.63	Fees Collected for June 2016	01-000-2212	7.63
Total 40554:			7.63			
<b>40555</b>						
08/03/16	40555	La Paz County Treasurer	6.07	Fees Collected: June 2016	01-000-2212	6.07
Total 40555:			6.07			
<b>40556</b>						
08/03/16	40556	West Payment Center	203.40	West Law Information Changes	01-150-5051	203.40
08/03/16	40556	West Payment Center	203.40	West Law Information Charges	01-150-5051	203.40
Total 40556:			406.80			
<b>40557</b>						
08/03/16	40557	Arizona Nursery Assoc (AN	99.00	Registration: SHADE Conf - D. Andersen	01-180-5043	99.00
08/03/16	40557	Arizona Nursery Assoc (AN	99.00	Registration: SHADE Conf - T. Thomas	01-180-5043	99.00
Total 40557:			198.00			
<b>40558</b>						
08/03/16	40558	Caselle, Inc.	425.00	Registration: Caselle Conf. - M. Hunt	01-130-5043	425.00
08/03/16	40558	Caselle, Inc.	425.00	Registration: Caselle Conf. - K. Tunnell	01-130-5043	425.00
08/03/16	40558	Caselle, Inc.	212.50	Registration: Caselle Conf. - R. Bennett	15-500-5043	212.50
08/03/16	40558	Caselle, Inc.	212.50	Registration: Caselle Conf. - R. Bennett	16-550-5043	212.50
Total 40558:			1,275.00			
<b>40559</b>						
08/03/16	40559	Crawford Investments, LLC	300.00	Aug Rent for Interim Town Mgr	01-130-5032	300.00
08/03/16	40559	Crawford Investments, LLC	300.00	Aug Rent for Interim Town Mgr	03-220-5032	300.00
08/03/16	40559	Crawford Investments, LLC	75.00	Aug Rent for Interim Town Mgr	16-550-5032	75.00
08/03/16	40559	Crawford Investments, LLC	75.00	Aug Rent for Interim Town Mgr	15-500-5032	75.00
08/03/16	40559	Crawford Investments, LLC	90.52	Rental Electric & Water	01-130-5032	90.52
08/03/16	40559	Crawford Investments, LLC	90.52	Rental Electric & Water	03-220-5032	90.52
08/03/16	40559	Crawford Investments, LLC	22.64	Rental Electric & Water	16-550-5032	22.64
08/03/16	40559	Crawford Investments, LLC	22.63	Rental Electric & Water	15-500-5032	22.63

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 40559:			976.31			
<b>40560</b>						
08/03/16	40560	Cyle Johnson Electric	174.39	Electrical Repairs at Townhall	01-130-5030	174.39
08/03/16	40560	Cyle Johnson Electric	174.38	Electrical Repairs at Townhall	01-150-5030	174.38
08/03/16	40560	Cyle Johnson Electric	174.38	Electrical Repairs at Townhall	01-170-5030	174.38
08/03/16	40560	Cyle Johnson Electric	174.38	Electrical Repairs at Townhall	15-500-5030	174.38
08/03/16	40560	Cyle Johnson Electric	174.38	Electrical Repairs at Townhall	16-550-5030	174.38
08/03/16	40560	Cyle Johnson Electric	116.66	Electrical Repairs - Park Dance Slab	01-180-5035	116.66
08/03/16	40560	Cyle Johnson Electric	116.66	Electrical Repairs - Ball field	01-180-5035	116.66
Total 40560:			1,105.23			
<b>40561</b>						
08/03/16	40561	Diamond Brooks Bottled W	53.30	Bulk Water - Admin	01-130-5035	53.30
08/03/16	40561	Diamond Brooks Bottled W	53.30	Bulk Water - Police	01-140-5035	53.30
08/03/16	40561	Diamond Brooks Bottled W	53.30	Bulk Water - Magistrate	01-150-5035	53.30
08/03/16	40561	Diamond Brooks Bottled W	53.30	Bulk Water - Library	01-170-5035	53.30
08/03/16	40561	Diamond Brooks Bottled W	26.70	Bulk Water - PW	03-220-5035	26.70
08/03/16	40561	Diamond Brooks Bottled W	8.13	Bulk Water - Community Ctr	01-185-5035	8.13
Total 40561:			250.03			
<b>40562</b>						
08/03/16	40562	Fire Fighter's Police Officer	400.00	QPD Cancer Insurance - PSPRS	01-140-5035	400.00
Total 40562:			400.00			
<b>40563</b>						
08/03/16	40563	Interim Public Management	295.00	Interim Town Mgr - Wk 7/18/16	15-500-5032	295.00
08/03/16	40563	Interim Public Management	295.00	Interim Town Mgr - Wk 7/18/16	16-550-5032	295.00
08/03/16	40563	Interim Public Management	1,180.00	Interim Town Mgr - Wk 7/18/16	01-130-5032	1,180.00
08/03/16	40563	Interim Public Management	1,180.00	Interim Town Mgr - Wk 7/18/16	03-220-5032	1,180.00
08/03/16	40563	Interim Public Management	295.00	Interim Town Mgr - Wk 7/25/16	15-500-5032	295.00
08/03/16	40563	Interim Public Management	295.00	Interim Town Mgr - Wk 7/25/16	16-550-5032	295.00
08/03/16	40563	Interim Public Management	1,180.00	Interim Town Mgr - Wk 7/25/16	01-130-5032	1,180.00
08/03/16	40563	Interim Public Management	1,180.00	Interim Town Mgr - Wk 7/25/16	03-220-5032	1,180.00
Total 40563:			5,900.00			
<b>40564</b>						
08/03/16	40564	Mccarthy Integrated Syste	2,418.00	Chlorine leak detector - Kofa Well Site	16-550-5050	2,418.00
08/03/16	40564	Mccarthy Integrated Syste	2,418.00	Chlorine leak detector - Quail Well Site	16-550-5050	2,418.00
Total 40564:			4,836.00			
<b>40565</b>						
08/03/16	40565	The Police & Sheriffs Press	17.49	1 Secure ID Card - J. Beard	01-140-5019	17.49
Total 40565:			17.49			
Grand Totals:			46,555.74			



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, August 9, 2016

- Agenda Item:** **MINUTES** – Consider approval of the minutes of the Town Council Regular Meeting of July 26, 2016 and the Special Meeting of July 26, 2016.
- Summary:** The Town Clerk shall keep the minutes of all meetings of the Common Council. Upon approval by the Council, the Clerk shall enter the approved minutes in a book constituting the official record of the Council.
- Responsible Person:** Tina Abriani, Town Clerk
- Attachment:** Minutes of the Town Council Regular Meeting of July 26, 2016 and the Special Meeting of July 26, 2016.
- Action Requested:** **Motion to approve the Town Council Regular Meeting of July 26, 2016 and the Special Meeting of July 26, 2016.**

**MINUTES**  
**TOWN OF QUARTZSITE**  
**REGULAR MEETING OF THE COMMON COUNCIL**  
**TUESDAY, JULY 26, 2016, 7:00 PM**

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

Mayor Foster called the meeting to order at 7:00 p.m.

**INVOCATION:** Pastor Bruce Swart said a prayer.

**PLEDGE OF ALLEGIANCE:** Council Member Orgeron led the Pledge.

**ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Davidson, Council Member Kelley, Council Member Warner, Council Member Orgeron, and Council Member St. Germain attended by phone.

**STAFF PRESENT:** Jim Ferguson, Town Manager; Susan Goodwin, Town Attorney; Tina Abriani, Town Clerk

**ANNOUNCEMENTS:**

None

**CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS:**

None

**CONSENT AGENDA:**

1. **LEDGER OF ACCOUNTS PAID – Consider approval of check series 40456-40459 and 40471-40513 totaling \$171,493.12.**

**Council Member Orgeron moved** to approve check series 40456-40459 and 40471-40513 for \$171,493.12, and **Council Member Warner seconded** the motion. The vote was unanimous. **Motion Passed.**

**PUBLIC HEARING:**

2. **FINAL BUDGET FY 2016-2017 - Conduct Public Hearing regarding the Town of Quartzsite Final Budget for Fiscal Year 2016-2017.**

**Mayor Foster moved** to open the public hearing and **Council Member Orgeron seconded** the motion. The vote was unanimous. **Motion Passed.**

No one from the audience had any comment.

**Mayor Foster moved** to close the public hearing and **Council Member Orgeron seconded** the motion. The vote was unanimous. **Motion Passed.**

**ADMINISTRATIVE ITEMS:**

- 3. MINUTES – Consider approval of the minutes of the Special Town Council Meeting of July 5, 2016, and the Regular Meeting of July 12, 2016.**

**Council Member Orgeron moved** to approve the minutes of the Special Town Council Meeting of July 5, 2016, and the Regular Meeting of July 12, 2016, and **Council Member Warner seconded** the motion. The vote was unanimous. **Motion Passed.**

- 4. AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT (IGA) WITH ARIZONA DEPARTMENT OF REVENUE FOR SALES TAX COLLECTIONS – Review and consider approval of a modified IGA with the Arizona Department of Revenue for the administration, collection, audit, and licensing of transactions privilege taxes, use taxes, severance taxes, jet fuel excise and use taxes and rental occupancy taxes imposed by the State and the Town.**

Interim Town Manager Ferguson provided an overview of the modification. He noted that the State had proposed some changes in its processes, but it essentially did not increase any cost to the Town. He said the State collects sales taxes for the Town.

He explained one reason for the change was to help guide cities and towns in their roles in the process, and that most of the changes act to clarify procedures and rules, and virtually all are administrative.

**Council Member Orgeron moved** to approve the modified IGA with the Arizona Department of Revenue for taxes imposed by the State and the Town, and **Vice Mayor Davidson seconded** the motion. The vote was unanimous. **Motion Passed.**

- 5. SPECIAL EVENTS ORDINANCE – Review and discussion of a draft ordinance to amend Town Code Chapter 22 regarding regulation of Special Events in the Town.**

The Mayor noted this item was for discussion only.

Interim Town Manager Ferguson explained most communities that have any kind of special events require some kind of an ordinance to clarify the process that the special events coordinators and others involved need to follow. He said the proposed ordinance would help do that.

Town Attorney Goodwin said the purpose of the draft ordinance was to provide a process for the issue of special event permits and to list necessary information. She explained

that the ordinance is in draft form that is to be used as a basis from which to discuss the issues and make changes to improve it. She noted that the draft ordinance does require that an applicant provide applicable security measures; plans and other information; and adhere to noise level restrictions. She said the requirements are all intended to deal with some of the possible negative impacts of a special event.

The Mayor asked if insurance was part of the ordinance.

The Town Attorney said that the subject of insurance was not part of the ordinance, but that it was an excellent catch and should be added to the ordinance.

There was a discussion regarding types of insurance, and the types that should be required in the ordinance.

Town Attorney Goodwin said she would work with the Interim Town Manager, Jim Ferguson, to implement the changes, after Interim Town Manager Ferguson had an opportunity to have the insurance added to the Town's policy through the carrier.

There was a discussion of appropriate sales tax rates, collections, and reporting, and checking Arizona Transaction Privilege Tax numbers. The Town possibly opting to add an amusement tax to its tax code was discussed also.

The Mayor said staff was so directed.

**6. TOWN PROSECUTOR REPORT – Discussion of possible direction from Council to staff to request a report from the Town Prosecutor regarding caseload and their outcomes.**

The Mayor said the people of the Town as well as the Council, need to know, in a report from the Town Prosecutor, how many cases he processes, how much the services cost the Town, and the status of each case. The request is an effort to determine if the Prosecutor is performing the job he was hired to do, and if he is charging appropriate fees. The Council said they would look to the report to see if the Town Prosecutor is doing that for which he is charging the Town. The Mayor said, upon receiving the reports, the Council would make determinations.

The Mayor said the Council was remiss in not asking for regular case status reports from the Magistrate Court before now.

**7. INTERIM TOWN MANAGER AS BANK SIGNER – Discussion and possible action to approve Interim Town Manager Jim Ferguson as the Primary Staff Designee for purposes of signing bank drafts and checks on behalf of the Town, per Resolution 13-08.**

**Council Member Orgeron moved** to approve the Interim Town Manager, Mr. Jim Ferguson, as the Primary Staff Designee for the purpose of signing bank drafts, and **Vice Mayor Davidson seconded** the motion. The vote was unanimous. **Motion Passed.**

**8. EXECUTIVE SESSION - An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of possible appointment to the Common Council:**

- **Applicant Shanana Rain Golden-Bear.**
- **Applicant Steve Schue.**
- **Applicant Patricia Workman.**

The Mayor asked Town Attorney Goodwin if the Council could give each of the three candidates a chance to introduce themselves in the open meeting before the executive session.

Town Attorney Goodwin said it could be done.

The Mayor said the candidates would be called in alphabetical order. He said each candidate would be permitted to speak for two minutes to let the people know why he or she wishes to represent them.

Shanana Rain Golden-Bear announced that she was there for a job interview. She said she had asked to answer any questions in public. She stated she hoped the Council would base their decision upon the qualifications of the candidates. She noted her attendance at many meetings; years of experience on boards and at open meeting law trainings; and her understanding of conflicts of interest. She further shared that she attends almost every community event, and is a tourist advocate. She said her twenty years of experience in marketing would help bring a positive light to the Council and to the Town of Quartzsite.

Applicant Steve Schue next approached the lectern. He said he appreciated the opportunity to speak to the Council and that he appreciates the Council Members. He spoke of his application and reviewed his experience. His experience included twenty years of accounting, management as a controller, ten years of industrial manufacturing and purchasing, and fourteen years in real estate sales and marketing. He spoke of his involvement in the community. He said he is the President of the Rotary and that he is trying to give back to the community. He noted he is also on the Board of Tourism and trying to bring more people to Quartzsite. Mr. Schue said he would like to unite strengths, resources, and bring everyone together, particularly communication wise.

Ms. Patricia Workman said she was on the Town Council in the past and served fourteen months. She explained that she had to step down because of a kidney problem. She said she was doing well now.

The Mayor called for a motion to adjourn to Executive Session.

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

**ADJOURNMENT TO EXECUTIVE SESSION: 7:32 p.m.**

**RETURN TO OPEN SESSION: 8:37 p.m.**

The Mayor called the Regular Meeting back to order at 8:37 p.m.

**ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Davidson, Council Member Kelley, Council Member Warner, Council Member Orgeron, and Council Member St. Germain attended by phone.

**9. APPOINTMENT TO COUNCIL – Consider appointment of a Council Member to the Quartzsite Common Council to fill a vacancy created by the resignation of Mr. Norman Simpson (whose term expires in 2018) until the next regularly scheduled election – Fall 2018.**

The Mayor explained why there would not be an election to fill the vacant Council seat. He said that the Arizona State Statutes set time limits, and the timing of Mr. Simpson's resignation was such that there was no time to have it be part of the election process. Because it could not be placed on the ballot, under A.R.S., it falls upon the Council to fill the position.

The Mayor said all the applicants were excellent and that it falls upon the Council to decide which applicant would work best with the other Council Members and help the Town of Quartzsite move forward.

Council Member Orgeron said Shanana Rain Golden-Bear presents with a lot of different ideas and creativity, which is what the Council needs sometimes. He said he and the Council want to look in different directions for alternate answers and ways. Council Member Orgeron said Shanana Rain Golden-Bear would be a true asset to the Council and the Town.

Council Member Warner spoke about Steve Schue as being very community-minded, having a good sense of humor and good ideas. She said she thought he would work well with everyone on the Council and would be an asset to the team because he has a good team attitude.

Vice Mayor Davidson spoke of Ms. Workman's experience on the Council, and said he thought she had done a good job as a member of the Council.

The Mayor said he would entertain a nomination for appointment to the Council. He said that if the nomination received a second, the Council would vote on the nomination by roll call vote.

**Council Member Warner nominated** Steve Schue as a Member of the Town Council, and **Council Member St. Germain seconded** the motion.

**Roll Call Vote: Motion Failed (summary: Yes = 3, No = 3, Abstain = 0).**

**Yes:** Council Member Warner, Council Member Orgeron, Council Member St. Germain.

**No:** Mayor Foster, Vice Mayor Davidson, Council Member Kelley.

**Council Member Orgeron nominated** Shanana Rain Golden-Bear, and **Council Member Kelley seconded** the motion.

**Roll Call Vote: Motion Failed (summary: Yes = 2, No = 4, Abstain = 0).**

**Yes:** Council Member Kelley, Council Member Orgeron.

**No:** Mayor Foster, Vice Mayor Davidson, Council Member Warner, Council Member St. Germain.

**Vice Mayor Davidson nominated** Pat Workman, and **Council Member Orgeron seconded** the motion.

**Roll Call Vote: Motion Failed (summary: Yes = 2, No = 4, Abstain = 0).**

**Yes:** Mayor Foster, Vice Mayor Davidson.

**No:** Council Member Kelley, Council Member Warner, Council Member Orgeron, Council Member St. Germain.

#### **10. FUTURE AGENDA ITEMS – Direction to staff regarding future agenda items.**

The Mayor directed staff to have the matter of changing the date of the second regular Council Meeting in August on the next agenda. He said the Council may want to move the meeting from Tuesday, August 23, 2016, to Monday, August 22, 2016, so that Council Members could attend the League of Arizona Cities and Towns Annual Convention.

#### **COMMUNICATIONS:**

##### **Reports from the MAYOR on current events.**

The Mayor said that there would be a meeting concerning the Town's Colorado River water rights at the convention. He said that a Member of the Municipal Utility Administrative Committee facilitated an introduction of the Town to a representative of CAP, Central Arizona Project, who expressed an interest in purchasing or leasing the Town's Colorado River water rights.

The Mayor said CAP proposed to finance a new well over near the Kofa well in exchange for leasing the Town's water rights. He said there was a question as to how long the lease would need to be to make it feasible because the cost estimate to create the well was 1.5 million dollars.

The Mayor said the CAP representative called to arrange a meeting at the convention because CAP is eager to discuss the project. Mayor Foster said the deal is not ready to

place before the Council for regular approval. He said the citizens of the Town should know that it is being considered. The Town Attorney will meet with the Mayor and the representative from CAP at the convention site in the hotel. CAP has had committee meetings and the next step is to discuss a proposal, and possibly negotiate a final proposal that would go to the Council for approval.

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

None.

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

Interim Town Manager Ferguson spoke of the process to get the new Chief on-board. Mr. Ferguson explained the process is taking place without any snags, but there is a lengthy review process that includes an extensive background check, which has not yet been completed.

Interim Town Manager Ferguson noted the other item the Council has had in process is the hiring of the next Town Manager. He explained that there are four candidates in the second review phase of the process. More information is needed about these four individuals, and they were asked to provide it by Friday, July 29, 2016, and so far, only one has been received.

A special meeting was set for Wednesday, August 3, 2016, at 1:30 p.m. to continue to the next step in the hiring process for a Town Manager.

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

**ADJOURNMENT:** 8:51 p.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of July 26, 2016, of the Town Council of Quartzsite, Arizona, held on July 26, 2016.

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

DATED this 9<sup>th</sup> day of August 2016

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

On behalf of the Common Council

Approved:

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

**MINUTES**  
**TOWN OF QUARTZSITE**  
**SPECIAL MEETING OF THE COMMON COUNCIL**  
**TUESDAY, JULY 26, 2016, 8:30 PM**

**CALL TO ORDER:** 8:58 p.m.

Mayor Foster called the meeting to order at 8:58 p.m.

**INVOCATION:** Given by Pastor Bruce Swart.

**PLEDGE OF ALLEGIANCE:** Led by Council Member Warner.

**ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Davidson, Council Member Kelley, Council Member Warner, Council Member Orgeron, and Council Member St. Germain attended by phone.

**STAFF PRESENT:** Jim Ferguson, Interim Town Manager; Susan Goodwin, Town Attorney; Tina Abriani, Town Clerk

**CALL TO THE PUBLIC:**

None.

**ADMINISTRATIVE ITEMS:**

1. **ADOPT FINAL BUDGET FOR FY 2016-2017 – Discussion and possible action to approve resolution to adopt the Final Budget for Fiscal Year 2016-2017.**

Vice Mayor Davidson said he would have like to have seen even deeper cuts made, but what could be done was done for now.

Council Member Orgeron said it would give the Council and staff something to work on.

**Council Member Orgeron moved to adopt Resolution 16-07, adopting the Final Budget for Fiscal Year 2016-2017, and Council Member Warner seconded the motion. The vote was unanimous. Motion Passed.**

Interim Town Manager Ferguson said the Council and the staff did a commendable job in his estimation based on twenty-five years of experience. He said the staff were still learning, and that he and the staff always look for ways to improve.

The Mayor noted that the Council's guiding principle was to run the Town with the resources it has, without exceeding the Town's income. The Mayor said that he and the Council knew that the Town's Finance Department follows the principle very well.

The Mayor announced there was no plan to go beyond the selection of a Council Member after the three candidates the Town had interviewed in the meeting earlier in the evening. He said it was a given that unless the Council could find four votes to bring someone onto the Council, all the Council could do would be to repeat the process or wait until November when there is a new Council.

**ADJOURNMENT:**

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

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of July 26, 2016, of the Town Council of Quartzsite, Arizona, held on July 26, 2016.

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

DATED this 9<sup>th</sup> day of August 2016

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Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

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Ed Foster, Mayor



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, August 9, 2016

**Agenda Item:** **POLICE OFFICER POSITION** – Discussion and review of Miguel Castellanos being transferred from the position of Quartzsite Deputy Town Clerk to that of Quartzsite Police Officer. This is one of the two new officer positions included in the FY16-17 Final Budget.

**Summary:** On July 26, 2016, the Quartzsite Town Council adopted the Final Budget for Fiscal Year 2016-2017. The budget authorized two additional police officer positions.

Miguel Castellanos, Deputy Town Clerk, has been accepted into the Western Arizona Law Enforcement Training Academy.

Mr. Castellanos is seeking to graduate from the Academy and serve as a Quartzsite Police Officer.

**Responsible Person:** Jim Ferguson, Interim Town Manager

**Attachment:** Western Arizona Law Enforcement Training Academy informational packet for recruits.

**Action Requested:** Discussion and review.



## WESTERN ARIZONA LAW ENFORCEMENT TRAINING ACADEMY NOTES FOR AGENCY TRAINING STAFF

Thank you for choosing Western Arizona Law Enforcement Training Academy (WALETA) for your police recruit training needs. This packet has been compiled for you and your recruits' review so that necessary measures for preparedness can be fulfilled before the start of training. Class #19 is scheduled to begin with Orientation at the WALETA premises on Sunday, **August 7, 2016 at 12:00 noon.**

Cost: In most cases, there is no direct cost to WALETA users. Your agency is responsible only for the salary arrangements you have made with your recruit. Refer to AZPOST Rule R-13-4-117.

**REQUIRED FORMS:** The Academy requires a completed, signed, original POST Form "AA" (Academy Application) **INCLUDING** the original agency representative signature at least two weeks prior to the class start date (This process should be completed utilizing the ASSC site which is completed electronically). The Academy does not desire or require any other forms; please forward all other AZPOST forms (such as A-1's or Personal History Statements) directly to AZPOST.

### **MOHAVE COMMUNITY COLLEGE:**

Prior to arriving at WALETA the recruit is required to complete the online admissions application for the Mohave Community College. Here is the link to the MCC admissions application:

<https://jics.mohave.edu/ICS/Admissions Apply Online/Application for Admission.jnz>

The recruit will need to include an email address and be sure to click submit (they will know the application was submitted, because they will see a confirmation page after doing so). It will take MCC Staff 24 hours to process all applications, so the sooner this is done the better.

Once you have completed the online admissions application, please check your email for an invitation to [box.com](http://box.com), as well as a welcome email from MCC. [Box.com](http://box.com) is the new secure site that MCC utilizes for students to upload documentation for Residency and Citizenship confirmation. If a student has any questions/issues with the online application, they may contact MCC Connect at [866-664-2832](tel:866-664-2832), they have extended office hours, including weekends.

During the week 1 scheduled placement testing, required by MCC, students should come prepared with a photo ID, and if you have not already completed the [box.com](http://box.com) submission by test day, you may bring in your documents to be submitted at MCC.

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**HOUSING AND FOOD:** If room is available, all Recruits will be housed at the Academy regardless if they reside locally. If room is limited, Recruits from agencies outside the Lake Havasu City area (30 mile radius) are given preference for on-site Academy housing. Recruits are currently housed upon the WALETA premises, 1801 Hwy 95 South, Lake Havasu City, Arizona. Recruits are provided breakfast and lunch during training days. **Dinner is the recruit's responsibility.** Please advise the WALETA Staff of housing needs at the time class reservations are made for your recruit. Recruits are personally responsible for all housing charges incurred beyond what is already provided. WALETA does not cover pay-per-view bills, laundry charges, etc. Transportation to/from the Academy is not provided.

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**PHYSICAL CONDITIONING:** The Academy includes a rigorous physical conditioning program. Recruits who are out of shape or overweight are at greater risk of injury and have a significantly higher failure and recycle rate. Please review the "Academy Physical Fitness Program Overview" included within the recruit packet, and urge your recruit to maintain a strenuous fitness program prior to arrival at WALETA. **\*\*ATTENTION\*\*** Recruits must purchase a minimum of two (2) pairs of physical conditioning shorts, two (2) WALETA logo physical training tee shirts, and one (1) WALETA logo ball cap prior to participating in physical training at the academy. All items will be purchased from the Academy quartermaster. These items will be purchased by the recruit on the first day of the Academy for **\$65.00.**

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**AMMUNITION:** Each agency sending recruits to WALETA may be required to provide all practice and training ammunition for their respective recruits (1500 rounds of pistol ammo & 25 rounds of buckshot). The Academy **will reimburse/replace** each participating agency's ammunition as the appropriate caliber and quantity can be acquired (currently we have training ammo in stock). Upon graduating, the Academy issues the recruits their duty ammunition. Please make arrangements to issue your recruit the necessary quantity of duty ammunition that they will carry upon graduating, and have your recruit present the ammunition to the Academy Armory the week prior to graduation.

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**FIREARMS:** Those recruits from agencies outside the Lake Havasu City area should be issued a duty weapon in good working condition. The weapons will be inspected and stored within the Academy Armory during the period associated with firearms training. **NOTE: NO WEAPONS ARE PERMITTED ANYWHERE UPON THE ACADEMY PREMISES.** The Academy Staff will secure the weapons within the Armory upon check-in.

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**AGENCY VEHICLES:** Some agencies will assign cars to recruits for their use while in the Lake Havasu City area. We recommend that only unmarked vehicles be used for this purpose. Agencies which issue marked police vehicles to recruits (i.e., any vehicles with decals or equipment identifying it as law enforcement related) are asked to conceal such equipment or signage with light bar covers and magnetic placards which clearly indicate the vehicle is "not in service." This is requested for the safety of the recruits as they travel to and from the Academy and to discourage involvement in any off-duty incidents. **Keep in mind that your recruit will need a pursuit vehicle for use during Drivers Training in Week 11 (October 17-20, 2016).**

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**UPDATES ON RECRUIT PROGRESS/VISITATION:** You may call or access the Academy's website ([www.waleta.org](http://www.waleta.org)) for updates on your recruit at any time. WALETA staff encourages agency involvement and makes every effort to inform agencies of special situations or difficulties a recruit may experience. WALETA is open to agency visits at any time. No advanced notice is needed, although since recruits may at times be off-site for training, you may wish to contact staff to avoid scheduling conflicts. Visitors are asked to check-in at the Staff offices prior to making recruit contact. Meeting arrangements can be made via the Academy's main phone line (928) 854-9273.

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**AGENCY PARTICIPATION:** If you are interested in providing instructors for classes or providing actors for Field Problems, contact the Class Supervisor. Class schedules are planned weeks prior to the beginning of each Academy class, but the Class Supervisor maintains lists of instructors for future schedules. Additionally, the Academy constantly requires Recruit Training Officers (RTO's) for each class. RTO's should serve for a minimum of two classes due to the learning curve required. Please contact Lt. Troy Stirling at (928) 680-5420 if you can provide an RTO. Lodging may be provided for RTO's from outside the Lake Havasu City area.

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**REQUIRED BOOKS:** In 2015 WALETA added two classes to the curriculum; *Blue Courage* and *Emotional Survival for Law Enforcement*. We are requesting agencies to furnish their recruits with the associated books for these classes **by the beginning of week 19 (Dec. 12<sup>th</sup>)**. The books are: *The Nobility of Policing* by Michael Nila and *Emotional Survival for Law Enforcement* by Kevin M. Gilmartin, Ph.D.



## WALETA RECRUIT INFORMATION

Please provide this section to your recruits. We recommend maintaining a photocopy for your reference.

**LOCATION AND TIME:** Training for Class #19 will be held at the Western Arizona Law Enforcement Training Academy, located on the grounds of the Arizona State Parks Water Safety Center at 1801 Highway 95 South, Lake Havasu City, Arizona. Recruits should arrive at the Academy no later than 12:00 noon on Sunday, August 7, 2016.

**LODGING:** If room is available, **all Recruits will be housed at the Academy** regardless if they reside locally. If room is limited then Recruits from agencies outside the Lake Havasu City area will be housed upon the WALETA Academy grounds. Small refrigerators and microwaves are provided. Recruits are personally responsible for all housing charges incurred beyond what is already provided. WALETA does not cover pay-per-view bills, laundry charges, etc. Transportation to/from the Academy is not provided. Recruits will not be required to vacate their rooms during weekends and holidays. Sheets and towels are provided weekly. A 10:00 pm curfew is enforced Sunday through Thursday nights.

**DINING:** Recruits are provided breakfast and lunch meals during training days. Dinner is the recruit's responsibility. Information will be provided at orientation regarding meals. Recruits will not be provided meals until the first day of instruction. Several restaurants are within a short travel distance of the Academy. A small break room is available within the WALETA facility.

**DRESS CODE:** Recruits will wear business attire for at least the first four (4) weeks of the Academy. This attire will consist of the following: A white button-down long-sleeved dress shirt with a left breast pocket; white crew neck tee shirt to be worn beneath the dress shirt (v-neck or tank-top tee shirts are prohibited), black dress slacks with crease, belt loops and no cuffs (Dockers or similar type pants are prohibited), black dress belt either of leather or synthetic leather with metal buckle (cloth material is prohibited), a black necktie for **ALL** recruits (clip-on ties are prohibited), and black leather agency-approved uniform footwear with laces, capable of being polished. Corfram is not authorized. Although laundry facilities are available on-site in the area of the Academy, housed recruits should arrive with enough clothing to last through an entire week. **HOUSED RECRUITS** may dress informally when not attending the Academy. However, they must remember they represent the Academy and their agency during off-duty time. Articles of clothing that are offensive, suggestive, or profane in nature are unacceptable and will not be worn. No clothing depicting Academy or agency insignia may be worn off-campus unless during the course of training.

**EQUIPMENT:** Refer to the attached equipment checklist for necessary personal items, equipment and physical conditioning gear. Recruits should ensure a copy of the equipment checklist is on file with their training units to assist agencies with providing equipment in the necessary time frame.

**PHYSICAL CONDITIONING:** Refer to the attached "Academy Physical Fitness Program Overview" for information. Recruits are urged to engage in a strenuous fitness program **prior** to arrival at the Academy. **\*\*ATTENTION\*\*** Recruits must purchase a minimum of two (2) pairs of physical conditioning shorts, two (2) WALETA logo physical training tee shirts, and one (1) WALETA logo ball cap prior to participating in physical training at the academy. These items will be purchased by the recruit at the Academy for **\$65.00**. **These items will be purchased on the first day of the Academy from the Academy quartermaster.**

**CONTACT PERSON:** Class Supervisor Eric Lamacki at the Academy at (928) 854-9273 or Lt. Troy Stirling at (928)680-5420 with any questions about the class.



## Western Arizona Law Enforcement Training Academy Weekly Equipment Checklist For Recruits

The following is a list of equipment and supplies recruits will need while attending the Western Arizona Law Enforcement Training Academy. The equipment and supplies needed are divided into separate lists for each of the training weeks of the academy. The recruits need the equipment listed for each week on the first work day of that week. While the lists are intended to be comprehensive, they are not exhaustive. These lists may be revised as to the dates the equipment is required, as well as what equipment is required. If there are any questions, please call (928) 854-9273.

**Class Supervisor: Sergeant Eric Lamacki**

**Class: #19**

### Week 1

#### 1. Business attire

- White button-down long-sleeved dress shirt with a left breast pocket. No buttons on collars.
- White crew neck tee shirt to be worn beneath the dress shirt (v-neck or tank-top tee shirts are prohibited).
- Black dress slacks with crease, belt loops and no cuffs (Dockers or similar type pants are prohibited). No 100% cotton-type pants.
- Black dress belt either of leather or synthetic leather with metal buckle (cloth material is prohibited).
- Black leather agency- approved uniform footwear with laces, capable of being polished. (Corfram is not authorized).
- Black necktie for **ALL** recruits (no clip-on ties or tie pins/clips).
- Conservative watch

#### 2. Physical conditioning attire

- WALETA logo tee shirts purchased from Academy.
- Physical training shorts purchased from Academy.
- Navy blue WALETA logo ball cap purchased from the Academy.
- Short/white running socks, no crew socks
- Quality running shoes adequate for trail running.
- Support running bra for female recruits (white in color).
- Male recruits must wear appropriate undergarments. Athletic cup or supporters are optional. No boxer shorts or boxer briefs during physical conditioning.

#### 3. Defensive tactics attire

- Battle Dress Uniform (BDU) pants (blue, black or tan based on agency uniform color). Recruits from same agency will have the same color & style.
- Under belt
- Navy blue WALETA logo ball cap
- Mouthpiece for boxing.

#### 4. Toiletries

- Personal toiletry articles
- Materials for shining boots, duty gear and brass

**Week 1: (continued)**

## 5. Class supplies

- Calculator, dictionary, correction fluid or tape, 8 1/2" X 11" college-lined loose leaf paper (no frayed edges), #2 pencils, medium non-erasable black ball point pens, and highlighter.

## 6. Department specific supplies

- ✓ • One shoulder patch per agency for class memorial shadow box.
- Industrial injury paperwork (minimum of two per recruit).
- ✓ • Photocopies of a traffic citation, warning and Victim Rights form.
- ✓ • Field Interrogation (FI) cards.
- ✓ • Department Policies and/or General Orders (for essays on numerous policy related issues).

**Week 2:**

## 1. Duty gear

- Gun belt and under belt
- Attachments which include: holster, magazine pouch, handcuff case, OC spray case, and keepers

## \* 2. Current Edition Arizona Traffic and Criminal Law Manual

**Week 3:**

## 1. Handcuffs with key

## 2. Flashlight, belt accessory

## 3. OC Spray

## 4. Uniform, appropriate department mandated nametag, agency specific undershirt.

- Short or long sleeve shirt and pants as designated by the Class Supervisor. (Do not purchase uniforms until advised by staff.)

**Week 5:**

## 1. Traffic vest and whistle

## 2. Traffic accident template (Northwestern University or IPTM)

**Week 6:**

## 1. Baton and baton holder

## 2. Riot and/or traffic control helmet

**Week 11:**

## 1. CPR mask

## 2. Sidearm, three magazines, and range ammunition; Shotgun with Sling

## 3. Agency pursuit vehicle

**Week 12:**

## 1. Taser with holster

## 2. Minimum of five (5) Taser training cartridges

**Week 17:**

## 1. Department badge (and flat badge, if applicable)

## 2. Commission card

## 3. Duty Ammunition



Please provide this information to your prospective police recruits:

## ACADEMY PHYSICAL FITNESS PROGRAM

The Western Arizona Law Enforcement Training Academy recruit physical conditioning program is both challenging and strenuous. Recruits are expected to come to the Academy in good physical condition and prepared to fully participate in a complete fitness program.

Over the basic training period, recruits will be lifting weights, performing calisthenics and bodyweight exercises, running on various surfaces, and participating in sprint drills. It is essential that a recruit come to the Academy prepared for this type of physical activity. The Academy is not the place to "start" a fitness program. Those individuals who arrive with physical limitations or in poor personal physical condition will find themselves in the tenuous position of being behind the class. This could prove detrimental to their completion of the required curriculum, adds undue stress, limits their participation, and could prove to be physically harmful.

Each run varies in distance and pace. Runs are between 2 and 4.5 miles in length and are run at a pace of 10 minutes per mile or less. There is a final run of about 7 miles. An average recruit class will run approximately 150 miles per class schedule.

In addition to the aerobic conditioning, the recruits are involved in a flexibility program and strength training. The strength training is heavily influenced by calisthenics, which includes a number of push-ups, sit-ups, pull-ups and dips. Several times throughout this training period, the recruits are also scheduled in the weight room where they undergo exhausting circuit weight training.

The dynamics of this physical conditioning program are such that recruits must be at peak performance to safely and successfully participate.

Please forward this information to your prospective recruits. It is our desire at the Western Arizona Law Enforcement Training Academy that each and every recruit is fully prepared and given every opportunity to succeed.

**ATTENTION:** Recruits must purchase a minimum of two (2) pair of physical conditioning shorts, two (2) WALETA logo physical training tee shirts and one (1) WALETA logo ball cap from the Academy quartermaster prior to participating in physical training at the Academy. These items will be distributed during Orientation.

1801 Highway 95 South, Lake Havasu City, Arizona 86406  
(928) 854-9273