

COUNCIL MEETING AGENDA

TUESDAY, APRIL 12, 2016

Members may attend in person or by telephone

Ed Foster, Mayor
Norm Simpson, Vice Mayor

Carol Kelley
Loretta Warner
Hal Davidson

Mark Orgeron
Gunny St. Germain

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

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

SPEAKING TO THE COUNCIL

If you are interested in speaking to the Council during Public Hearings, Communications from Citizens, or other designated agenda items, you must fill out a speaker card (located on the table inside the front entrance to the Council Chambers) and deliver it to the Town Clerk prior to the convening of the meeting. Each individual will be limited to three (3) minutes for their remarks.

All persons attending the Council meeting, whether speaking to the Council or not, are expected to observe the Council Rules, as well as the rules of politeness, propriety, decorum and good conduct. Any person interfering with the meeting in any way, or acting rudely or loudly, will be asked to leave.

CELL PHONES AND RECORDING DEVICES

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

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

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

	PRESENTATIONS; PROCLAMATIONS	
1.	PROCLAMATION – National Work Zone Awareness Week – “Don’t Be That Driver,” April 11-15, 2016.	
2.	PROCLAMATION – Pay It Forward Day April 28, 2016.	
	<p>CONSENT AGENDA</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>	
3.	<p>A. LEDGER OF ACCOUNTS PAID – Consider approval of check series 40028 – 40048 and 40059 - 40104, totaling \$270,853.37.</p> <p>B. COURT CLERK – Consider approval to hire a new Magistrate Court Clerk to fill the vacant budgeted position.</p> <p>C. LIBRARY CLERK – Consider approval to hire a new Library Clerk to fill the vacant budgeted position.</p> <p>D. RESERVE POLICE OFFICER – Consider approval to hire a new Reserve Police Officer to fill the vacant budgeted position.</p>	Discussion; possible action by MOTION; may be acted upon with single motion.
	<p>PUBLIC HEARING</p> <p><i>If no requests to speak have been submitted, Items will be heard at one Public Hearing. Items may be heard separately if requested by a member of the Council or if a request to speak has been submitted. Comments will be heard from those in support of or in opposition to an item. Hearings may be held prior to the estimated time indicated on the Agenda.</i></p> <p><i>In order to comment on a Public Hearing Item, you must fill out a public comment form, indicating the Item Number on which you wish to be heard. There is a 3 minute limit for each speaker.</i></p> <p><i>Once the hearing is closed, there will be no further public comment unless requested by a member of the Council. After the Public Hearing, the Council may act on all items not requiring additional staff, public or Council Member comment with a single vote.</i></p>	

4.	<p>TRANSIT GRANT FUNDING – PUBLIC HEARING – Public Hearing, review and consideration of approval to authorize the filing of grant applications 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.</p>	Hearing & discussion.
	<p>ADMINISTRATIVE ITEMS</p> <p><i>Administrative items are for Council discussion and action. It is at the discretion of the majority of the Council regarding public input requests on any Administrative Item. Persons wishing to speak on an Administrative Item should complete a Request to Speak Form and indicate the Item they wish to address. Council may or may not accept public comment.</i></p>	
5.	<p>MINUTES – Consider approval of the minutes of the Regular Town Council Meeting of March 22, 2016 and the Special Town Council Meeting of April 1, 2016.</p>	Discussion; possible action by MOTION.
6.	<p>REVISED PUBLIC TRANSIT IMPLEMENTATION PLAN - Presentation and review of revised Quartzsite Transit Camel Express General Public Dial-A-Ride and Intercity Service Operations and Implementation Business Plan.</p>	Discussion only.
7.	<p>TITLE VI NON-DISCRIMINATION PLAN – Review of 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.</p>	Discussion only.
8.	<p>ORDINANCE NO. 16-04 – CALCULATION OF MAJORITY OF VOTES CAST FOR MAYORAL AND COUNCILMEMBER ELECTIONS - Discussion and possible adoption of an ordinance amending the Town Code, Chapter 2, Mayor and Council, Article 2-3 Council Election, to include a subsection, Section 2-3-1 Primary Election, providing the method to be used to calculate the majority of votes cast at the Primary Election pursuant to Arizona Revised Statutes.</p>	Discussion; possible action by MOTION.

9.	PAY IT FORWARD DAY - Discussion regarding how the Town's citizens and staff can work together to help the community celebrate Pay It Forward Day with a positive ripple effect of giving. <i>Requested by Council Member Kelley</i>	Discussion only.
10.	CHIEF OF POLICE RECRUITMENT - Presentation of proposed recruitment process for Chief of Police by Town Manager Miller and Chief of Police Renfro.	Discussion only.
	COMMUNICATIONS	
11.	Reports from the MAYOR on current events.	
12.	Reports from the COUNCIL on current events.	
13.	Reports from the TOWN MANAGER to the Council.	
	ADJOURN	MOTION to adjourn.

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

COUNCIL MAY NOT ACT ON ITEMS NOT ON THE AGENDA

Certification of Posting

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

By: _____, Town Clerk's Office

QUARTZSITE PUBLIC LIBRARY
Statistical Report March, 2016

Total Number of Patrons

	5,027
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Adult Fiction	521
Adult Non Fiction	249
Paperbacks	781
Large Print	401
E-Books	2,382
Arizona Books	38
Foreign Language	6
ILL Sent to other Libraries	8
ILL Received from other Libraries	0
TOTAL ADULT BOOKS	4,386
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Young Adult Fiction	29
Young Adult Non-Fiction	2
Young Adult Paperback	2
Juvenile Fiction	21
Juvenile Non-Fiction	4
Kids Computer Use	43
After School Program	146
Graphic Novel	2
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MISCELLANEOUS	
Puzzles	28
DVD	1,115
VHS	93
CD Audio	111
Audio Cassettes	25
TOTAL CIRCULATION	5,979
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Computer Questions	289
Reference Questions	253
Information	262
Computer Use	910
Caregivers Use	8
Wireless Usage	589
New Patrons Registered	30
Meeting Room Use	41
Donations	496
Magazines	28
Volunteers	19 hrs
After School Program	195

Circulation Statistics By Item Report Class : 03/01/2016 to 03/31/2016

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	2	1	0	0	0
100 - 199	7	2	5	0	0
200 - 299	10	9	1	0	0
300 - 399	28	25	7	4	0
400 - 499	1	0	1	0	0
500 - 599	25	13	15	5	0
600 - 699	52	46	14	3	0
700 - 799	57	48	12	15	0
800 - 899	8	4	3	1	0
900 - 999	81	57	8	10	0
ADV	0	1	0	1	0
Aud	25	17	7	3	0
AZ	36	24	3	5	0
AZ NF	5	5	1	0	0
AZ R	0	0	0	0	0
BC	0	1	0	0	0
Biography	0	1	0	1	0
CD ROM	0	0	0	0	0
CD/AUD	111	120	29	20	0
Christian Fiction	107	92	15	16	0
DVD	1115	1029	91	81	0
Easy Book	6	10	3	1	0
eBook	0	0	0	0	0
Fiction	496	416	77	55	0
Fiction Large Print	303	263	37	20	0
Fiction Paperback	142	104	18	8	0
French	1	0	1	0	0
Graphic Novel	2	0	0	2	0
J Fiction	21	20	14	9	0
J Non-Fiction	4	3	0	0	0
J PBK	0	1	0	0	0
J Spanish	0	0	0	0	0
Jigsaw puzzle	28	22	2	1	0
L	0	0	0	0	0
Large Print Non-Fiction	2	2	0	2	0
Magazine	0	0	0	0	0
Mystery	260	245	35	19	0
Mystery Large Print	91	89	12	5	0
Mystery Paperback	54	58	11	6	0
Native American	2	0	2	1	0
PHA	2	0	0	0	0
Reference	0	0	0	2	0
Romance	0	0	0	0	0
Romance Paperback	70	56	12	7	0
Science Fiction	10	8	2	0	0
Science Fiction Paperback	30	22	8	2	0
Spanish	5	6	6	0	0
Undefined	14	12	7	4	0
VHS	93	94	3	11	0
Western	9	8	1	1	0
Western Large Print	121	93	14	10	0
Western Paperback	95	85	8	7	0
YA Fiction	29	23	5	4	0
YA Non-Fiction	2	1	0	0	0
YA Paperback	2	0	1	0	0
Total	3564	3136	491	342	0

Shop
One Copy/One User & Metered Access

Search ...

One Copy/One User & Metered Access
 Periodicals
 Title Author ISBN Everything

Cost Per Circ
 Simultaneous Use
 Self-Published

[Automate Carts \(OverDrive Insights\)](#)
[Purchase Content Credit](#)
[Switch to Curate](#)

- Insights
- Dashboard (Beta)
- Reports

Billie Fowler Southwest Valley Library Consortium (AZ)

Estimated content credit Library information

Estimated preorder total

Show/hide preorder titles

Contact information

Log out

Admin **CARTS** No pinned carts 9 NEWS 9 SUPPORT

+ Create cart CHECKOUT

VIEW CARTS FEATURED

Marketplace settings

Marketplace users

Library site admin

Weed Collection

Local content

MARC records

Library statistics

Website Standard and mobile

➔ Run new report

From 3/1/2016 through 3/31/2016

All unique users with checkouts: 574

Checkouts

Format	All checkouts
Audiobook	529
eBook	1,853
Total	2,382

Holds

Format	All holds
Audiobook	89
eBook	294
Total	383

➔ Run new report

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

MONTH: March 2016

ACCOUNT#	ACCOUNT DESCRIPTION	TOTAL
01-2211	BONDS PAYABLE	0
01-2212	MAGISTRATE PAYABLE	\$5,902.33
01-4410	MUNICIPAL FINES REVENUE	\$5,036.81
21-4420	LOCAL JCEF REVENUE	\$130.69
42-4044	COURT ENHANCEMENT	\$344.97
39-4027	LAW ENFORCEMENT REVENUE	\$384.46
01-4105	PUBLIC SAFETY RECOVERY FUND	\$113.80
TOTAL		\$11,913.06

Magistrate:

Preparer:



MAGISTRATE ACTIVITY REPORT

MONTH OF March 2016

	Prior Month	Current Month
Civil Traffic Action Filed	26	29
Criminal Traffic Action Filed	10	13
Misdemeanor Cases Filed	7	17
Initial Appearances Handled	19	24
Trials and Pre-Trials Held	20	44
Civil Traffic Closings	31	44
Criminal Traffic Closings	9	13
Misdemeanor Cases Closed	11	21
Warrants Issued	15	26
Warrants Closed	4	9
Harassment or Orders of Protection	1	0
Search Warrants	0	0
Revenue generated by Court	\$5,192.98	\$5,902.33
Total Collected	\$9,866.71	\$11,913.06

Pamela Shirley, Magistrate

Signature

Preparer:




TOWN OF QUARTZSITE
COMMON COUNCIL

PROCLAMATION

National Work Zone Awareness Week
"Don't Be That Driver"
April 11-15, 2016

WHEREAS, each year in the spring, a National Work Zone Awareness Week campaign is held at the start of construction season to encourage safe driving through highway work zones; and

WHEREAS, the week focuses national attention on motorist and worker safety; and mobility issues in work zones; and

WHEREAS, this year, National Work Zone Awareness Week is April 11th through April 15th; and the theme this year is "Don't Be THAT Driver!" and

WHEREAS, the theme reinforces the message that motorists should be constantly alert and prepared for dynamic changes in and around work zones; and

WHEREAS, National Work Zone Awareness Week is observed across the Country;

NOW, THEREFORE, BE IT RESOLVED that we, the Common Council of the Town of Quartzsite, La Paz County, Arizona, do hereby proclaim **APRIL 11 – 15, 2016** to be **NATIONAL WORK ZONE AWARENESS WEEK** in Quartzsite, Arizona, and encourage all our Town's road users to take to heart the key message to use extra caution and care in work zones.

Given under my hand in these free United States in the Town of Quartzsite, Arizona, on the 12th day of April, two thousand sixteen and to which I have caused the Seal of the Town of Quartzsite to be affixed and have made this proclamation public.

Ed Foster, Mayor

ATTEST:

Tina Abriani, Town Clerk

TOWN OF QUARTZSITE

COMMON COUNCIL

PROCLAMATION

PAY IT FORWARD DAY

APRIL 28, 2016

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

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

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

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

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

THEREFORE, BE IT RESOLVED that we, the Common Council, of the Town of Quartzsite, do hereby proclaim Thursday, April 28, 2016, as Pay it Forward Day, and urge all citizens to observe this day with activities and acts of kindness that demonstrate and celebrate selfless giving.

Ed Foster, Mayor

ATTEST:

Tina M. Abriani, Town Clerk

Given under my hand in these free United States in the Town of Quartzsite, Arizona, on the 12th day of April in the year Two Thousand Sixteen; and to which I have caused the Seal of the Town of Quartzsite to be affixed and have made this proclamation public.



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, April 12, 2016

Agenda Item: **LEDGER OF ACCOUNTS PAID** – Consider approval of check series 40028-40048 and 40059-40104 totaling \$270,853.37.

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 40028-40048 and 40059-40104.

Action Requested: **Motion to approve the Ledger of Accounts Paid; check series 40028-40048 and 40059-40104.**

**Quartzsite Town Council Meeting of
APRIL 12, 2016
Check Register/ Revenue/ Consent Agenda**

Horizon Community Bank - Begin Check #40028-40048 and 40059-40104.

Balances on all cash accounts as of April 8, 2016

Checking Account	\$	4,395,722.29
LGIP Account	\$	699,853.42
WIFA Debt Reserve Account	\$	83,882.00

Total Expensed Dollar Amount for Consent Agenda	\$	339,643.10
Total Payroll for Pay Period Ending 3/26/16	\$	68,789.73
YTD Total Revenue Dollar Amount for Consent Agenda	\$	1,930,454.82
YTD Total Sewer Cap Revenue as of 4/8/16	\$	0
YTD Total Sewer Sales Revenue as of 4/8/16	\$	946,489.83
YTD Total Water Cap Revenue as of 4/8/16	\$	4,200.00
YTD Total Water Sales Revenue as of 4/8/16	\$	979,764.99

Town of Quartzsite

Payroll Earnings, Benefits & Deductions

Pay Period Dates: 03/13/2016 to 03/26/2016

Employee Earnings \$ 68,789.73

Employee Deduction

Soc Security	\$ 2,601.75
Medicare	\$ 971.74
Federal WH	\$ 5,285.52
State WH	\$ 1,561.59
Retirement	\$ 1,139.85
Retirement Loan	\$ 800.59
Police Retirement	\$ 2,999.00
Medical	\$ 1,647.48
Dental	\$ 272.74
Life/VOL Ins	\$ 196.25
Vision	\$ 195.74
AFLAC	\$ 1,222.07
Misc Deductions	\$ 518.83
Total:	\$ 19,413.15

Payroll Related Checks Series:

40049 to 40053

40054 to 40058

Non-Direct Deposit Employees: 5

Payees Description:

Police Retirement

457 Plan

Profit Sharing Plan

Employee Deduction

Employee Deduction

Employee Net Pay \$ 49,376.58

Employee Count: 51

Regular Hours:	2523.25
Overtime Hours:	100.50
GOHS Grant OT:	134.00
Total Number of Hours:	<u>2757.75</u>

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

Report Criteria:

Report type: GL detail

Check.Check Number = 40028-40104

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
40028						
03/25/16	40028	Aetna Life Insurance Comp	3,397.14	Employee Payroll Deduction	01-000-2208	3,397.14
03/25/16	40028	Aetna Life Insurance Comp	265.94	Employee Medical - M&C	01-110-5018	265.94
03/25/16	40028	Aetna Life Insurance Comp	1,090.64	Employee Medical - ADMIN	01-130-5018	1,090.64
03/25/16	40028	Aetna Life Insurance Comp	5,390.88	Employee Medical - Police	01-140-5016	5,390.88
03/25/16	40028	Aetna Life Insurance Comp	2,184.72	Employee Medical - Magistrate	01-150-5016	2,184.72
03/25/16	40028	Aetna Life Insurance Comp	443.21	Employee Medical - Community Development	01-160-5016	443.21
03/25/16	40028	Aetna Life Insurance Comp	208.80	Employee Medical - Library	01-170-5016	208.80
03/25/16	40028	Aetna Life Insurance Comp	283.66	Employee Medical - Parks	01-180-5016	283.66
03/25/16	40028	Aetna Life Insurance Comp	311.29	Employee Medical - Rec	01-185-5016	311.29
03/25/16	40028	Aetna Life Insurance Comp	3,780.80	Employee Medical - PW	03-220-5016	3,780.80
03/25/16	40028	Aetna Life Insurance Comp	265.93	Employee Medical - Transit	01-230-5016	265.93
03/25/16	40028	Aetna Life Insurance Comp	141.83	Employee Medical - Cemetery	01-181-5016	141.83
03/25/16	40028	Aetna Life Insurance Comp	590.72	Employee Medical - WWTP	15-500-5016	590.72
03/25/16	40028	Aetna Life Insurance Comp	1,322.89	Employee Medical - Water	16-550-5016	1,322.89
Total 40028:			19,678.45			
40029						
03/25/16	40029	Growers Oil Company	88.08	Steel Sheet 1/2 cut - WW	15-500-5050	88.08
03/25/16	40029	Growers Oil Company	86.08	Mechanic Supplies - PW	03-220-5047	86.08
Total 40029:			172.16			
40030						
03/25/16	40030	Lori Brinkerhoff	28.00	Per Diem: DUI Assessment Trng	01-150-5043	28.00
Total 40030:			26.00			
40031						
03/25/16	40031	Metlife	2,273.96	Payroll Payables	01-000-2209	2,273.96
Total 40031:			2,273.96			
40032						
03/25/16	40032	Pam Shirley	54.00	Per Diem: Impaired Driving Assessment	01-150-5043	54.00
Total 40032:			54.00			
40033						
03/25/16	40033	Principal Financial Group	688.36	Employee Dental Insurance	01-000-2209	688.36
Total 40033:			688.36			
40034						
03/25/16	40034	Purchase Power	220.41	Postage Refill - Admin	01-130-5042	220.41
03/25/16	40034	Purchase Power	135.14	Postage Refill - P&Z	01-160-5042	135.14
03/25/16	40034	Purchase Power	172.97	Postage Refill - Police	01-140-5042	172.97
03/25/16	40034	Purchase Power	56.76	Postage Refill - Library	01-170-5042	56.76
03/25/16	40034	Purchase Power	29.72	Postage Refill - Court	01-150-5042	29.72
03/25/18	40034	Purchase Power	195.00	Postage Refill - WWTP	15-500-5042	195.00
03/25/16	40034	Purchase Power	195.00	Postage Refill - Water	16-550-5042	195.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 40034:			1,005.00			
40035						
03/25/16	40035	Tamco Financial Services	115.80	Phone Services (M&C)	01-110-5048	115.80
03/25/16	40035	Tamco Financial Services	592.66	Phone Services (Admin)	01-130-5048	592.66
03/25/16	40035	Tamco Financial Services	276.20	Phone Services (Court)	01-150-5048	276.20
03/25/16	40035	Tamco Financial Services	223.38	Phone Services (P&Z)	01-160-5048	223.38
03/25/16	40035	Tamco Financial Services	223.38	Phone Services (Library)	01-170-5048	223.38
03/25/16	40035	Tamco Financial Services	170.57	Phone Services (Rec)	01-185-5048	170.57
03/25/16	40035	Tamco Financial Services	223.38	Phone Services (PW)	03-220-5048	223.38
03/25/16	40035	Tamco Financial Services	170.58	Phone Services (WW)	15-500-5048	170.58
03/25/16	40035	Tamco Financial Services	168.82	Phone Services (Water)	16-550-5048	168.82
Total 40035:			2,164.57			
40036						
03/25/16	40036	Tschanavia Jones	500.00	Bond Refund - Case20080110	01-000-2211	500.00
Total 40036:			500.00			
40037						
03/25/16	40037	Vislon Service Plan	396.03	Employee Payroll Deduction - April 2016	01-000-2209	396.03
Total 40037:			396.03			
40038						
03/25/16	40038	Visa	221.48	Lodging - GFOAZ Conf - 02/17-20/19-K. Tunnell	01-130-5043	221.46
03/25/16	40038	Visa	50.00	Municipal Budget Trng - K. Tunnell	01-130-5043	50.00
03/25/16	40038	Visa	50.00	Municipal Budget Trng - S. Miller	01-130-5043	50.00
03/25/16	40038	Visa	50.00	Municipal Budget Trng - M. Hunt	01-130-5043	50.00
03/25/16	40038	Visa	50.00	Municipal Budget Trng - M. Castellanos	01-130-5043	50.00
03/25/16	40038	Visa	99.99	Waste Water Exam Review - E. Brinkerhoff	15-500-5043	99.99
03/25/16	40038	Visa	88.94	Universal Heavy Absorbent Pads - PW	03-220-5047	88.94
03/25/16	40038	Visa	79.21	12 x 20 White Tarp for Movie Night	01-165-5096	79.21
03/25/16	40038	Visa	99.00	Registration: County Code Enforcement-T. Hoogerwerf	01-160-5043	99.00
Total 40038:			788.60			
40039						
03/25/16	40039	Visa	827.13	ArcGIS License - Comm Develop	01-160-5051	827.13
03/25/16	40039	Visa	827.13	ArcGIS License - PW	03-220-5051	827.13
03/25/16	40039	Visa	827.13	ArcGIS License - Water	16-550-5051	827.13
03/25/16	40039	Visa	827.12	ArcGIS License - WWTP	16-550-5051	827.12
03/25/16	40039	Visa	250.00	Repair master lock switch - K-9 vehicle	01-140-5025	250.00
03/25/16	40039	Visa	66.44	Business License seals - P&Z	01-160-5022	66.44
03/25/16	40039	Visa	30.66	4 Lg Hand Sanitizers - WWTP	15-500-5022	30.66
Total 40039:			3,655.81			
40040						
03/25/16	40040	Ward Law Offices, PLLC	3,200.00	Prosecutorial Services	01-150-5073	3,200.00
Total 40040:			3,200.00			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
40041						
03/25/16	40041	Western States Petroleum,	973.70	Unleaded Fuel - Police	01-140-5024	973.70
03/25/16	40041	Western States Petroleum,	343.91	Unleaded Fuel - Transit	01-230-5024	343.91
03/25/16	40041	Western States Petroleum,	52.49	Unleaded Fuel - Admin	01-130-5024	52.49
03/25/16	40041	Western States Petroleum,	18.24	Unleaded Fuel - P&Z	01-160-5024	18.24
03/25/16	40041	Western States Petroleum,	287.53	Unleaded Fuel - WW	15-500-5024	287.53
03/25/16	40041	Western States Petroleum,	194.55	Unleaded Fuel - Water	16-550-5024	194.55
03/25/16	40041	Western States Petroleum,	424.76	Unleaded Fuel - PW	03-220-5024	424.76
03/25/16	40041	Western States Petroleum,	184.31	Unleaded Fuel - Park	01-180-5024	184.31
03/25/16	40041	Western States Petroleum,	20.80	Unleaded Fuel - Court	01-150-5024	20.60
Total 40041:			2,500.09			
40042						
03/25/16	40042	SimplexGrinnell	812.48	Annual Alarm Monitoring - WWTP	15-500-5035	812.48
03/25/16	40042	SimplexGrinnell	812.48	Annual Fire Alarm Monitoring - Police	01-140-5035	812.48
03/25/16	40042	SimplexGrinnell	812.48	Annual Fire Alarm Monitoring - Admin	01-130-5035	812.48
03/25/16	40042	SimplexGrinnell	812.48	Annual Fire Alarm Monitoring - PW	03-220-5035	812.48
03/25/16	40042	SimplexGrinnell	275.58	Extinguisher Maintenance - Admin	01-130-5030	275.58
Total 40042:			3,525.50			
40043						
03/25/16	40043	Verizon Wireless	61.38	Cell Phone Services - Transit	01-230-5048	61.38
03/25/16	40043	Verizon Wireless	59.66	Cell Phone Services - Admin	01-130-5048	59.66
03/25/16	40043	Verizon Wireless	92.07	Cell Phone Services - Park	01-180-5048	92.07
03/25/16	40043	Verizon Wireless	36.07	Cell Phone Services - Police	01-140-5048	36.07
03/25/16	40043	Verizon Wireless	30.69	Cell Phone Services - P & Z	01-160-5048	30.69
03/25/16	40043	Verizon Wireless	38.71	Cell Phone Services - PW	03-220-5048	38.71
03/25/16	40043	Verizon Wireless	38.71	Cell Phone Services - WWTP	15-500-5048	38.71
03/25/16	40043	Verizon Wireless	111.08	Cell Phone Services - Water	16-550-5048	111.08
Total 40043:			468.37			
40044						
03/28/16	40044	APS	205.64	Electric Service	01-130-5048	205.64
03/28/16	40044	APS	74.77	Electric Service	01-170-5048	74.77
03/28/16	40044	APS	37.38	Electric Service	01-150-5048	37.38
03/28/16	40044	APS	342.35	Electric Service	01-180-5048	342.35
03/28/16	40044	APS	709.09	Electric Service	03-220-5048	709.09
03/28/16	40044	APS	782.38	Electric Service	03-220-5049	782.38
03/28/16	40044	APS	4,211.65	Electric Service	15-500-5048	4,211.65
03/28/16	40044	APS	6,810.49	Electric Service	16-550-5048	6,810.49
03/28/16	40044	APS	276.07	Electric Service	01-185-5048	276.07
Total 40044:			13,449.82			
40045						
03/28/16	40045	Herbs Hardware, Inc.	39.12	Hardware/misc supplies - PW	03-220-5022	39.12
03/28/16	40045	Herbs Hardware, Inc.	279.05	Building Repair Supplies - PW	03-220-5030	279.05
03/28/16	40045	Herbs Hardware, Inc.	54.09	Mechanic Supplies - PW	03-220-5047	54.09
03/28/16	40045	Herbs Hardware, Inc.	10.03	Building Repair Supplies - Library	01-170-5030	10.03
03/28/16	40045	Herbs Hardware, Inc.	10.00	Building Repair Supplies - Court	01-150-5030	10.00
03/28/16	40045	Herbs Hardware, Inc.	10.00	Building Repair Supplies - P&Z	01-180-5030	10.00
03/26/16	40045	Herbs Hardware, Inc.	10.00	Building Repair Supplies - Water	16-550-5030	10.00
03/28/16	40045	Herbs Hardware, Inc.	10.00	Building Repair Supplies - WW	15-500-5030	10.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
03/28/16	40045	Herbs Hardware, Inc.	10.04	Building Repair Supplies - Admin	01-130-5030	10.04
03/28/16	40045	Herbs Hardware, Inc.	12.66	Building Repair Supplies - Police	01-140-5030	12.66
03/28/16	40045	Herbs Hardware, Inc.	11.25	Propane - Parks	01-180-5024	11.25
03/28/16	40045	Herbs Hardware, Inc.	125.32	Landscape Supplies - Parks	01-180-5086	125.32
03/28/16	40045	Herbs Hardware, Inc.	107.10	Building Repair Supplies - WW	15-500-5030	107.10
03/28/16	40045	Herbs Hardware, Inc.	2.64	Lab Supplies - WW	15-500-5052	2.64
03/28/16	40045	Herbs Hardware, Inc.	222.88	Plant Op Supplies - Water	16-550-5050	222.88
03/28/16	40045	Herbs Hardware, Inc.	22.24	Parts & Supplies - Water	15-500-5022	22.24
Total 40045:			936.42			
40046						
03/28/16	40046	Home Depot Credit Service	172.99	Ryobi Electric Power Wash - PW	03-220-5060	172.99
Total 40046:			172.99			
40047						
03/28/16	40047	Quill Corporation	49.79	Office Supplies - Court	01-150-5022	49.79
03/28/16	40047	Quill Corporation	274.53	Office Supplies - Police	01-140-5022	274.53
03/28/16	40047	Quill Corporation	72.12	Office Supplies - Admin	01-130-5022	72.12
03/28/16	40047	Quill Corporation	39.71	Office Supplies - Water	16-550-5022	39.71
03/28/16	40047	Quill Corporation	38.90	Office Supplies - WW	15-500-5022	38.90
03/28/16	40047	Quill Corporation	42.67	Office Supplies - P&Z	01-160-5022	42.67
03/28/16	40047	Quill Corporation	93.54	Office Supplies - PW	03-220-5022	93.54
03/28/16	40047	Quill Corporation	200.00	CREDIT - INVOICE # 205663	01-140-5022	200.00
03/28/16	40047	Quill Corporation	39.26	CREDIT INV #205663	01-130-5022	39.26
03/28/16	40047	Quill Corporation	28.32	Office Supplies - Admin	01-130-5022	28.32
03/28/16	40047	Quill Corporation	28.30	Office Supplies - WW	15-500-5022	28.30
03/28/16	40047	Quill Corporation	28.30	Office Supplies - Water	16-550-5022	28.30
03/28/16	40047	Quill Corporation	28.30	Office Supplies - P&Z	01-180-5022	28.30
03/28/16	40047	Quill Corporation	88.10	Office Supplies - PW	03-220-5060	88.10
03/28/16	40047	Quill Corporation	8.34	Office Supplies - PW	03-220-5022	8.34
03/28/16	40047	Quill Corporation	28.36	Office Supplies - Police	01-140-5022	28.36
03/28/16	40047	Quill Corporation	19.84	Office Supplies - Rec	01-185-5022	19.84
03/28/16	40047	Quill Corporation	34.02	Office Supplies - Court	01-150-5022	34.02
03/28/16	40047	Quill Corporation	12.32	Office Supplies - Court	01-150-5022	12.32
03/28/16	40047	Quill Corporation	70.31	Office Supplies - Police	01-140-5022	70.31
03/28/16	40047	Quill Corporation	121.05	Office Supplies - Admin	01-130-5022	121.05
03/28/16	40047	Quill Corporation	19.00	Office Supplies - WW	15-500-5022	19.00
03/28/16	40047	Quill Corporation	19.01	Office Supplies - Water	16-550-5022	19.01
03/28/16	40047	Quill Corporation	135.60	Office Supplies - P&Z	01-160-5022	135.60
03/28/16	40047	Quill Corporation	29.27	Keyboard - P&Z	01-160-5022	29.27
03/28/16	40047	Quill Corporation	71.49	Janitorial Supplies - PW	03-220-5034	71.49
03/28/16	40047	Quill Corporation	11.81	Office Supplies - Library	01-170-5022	11.81
Total 40047:			1,153.74			
40048						
03/28/16	40048	TDS Telecom	332.29	Phone Services	01-130-5048	332.29
03/28/16	40048	TDS Telecom	587.41	Phone Services	01-140-5048	587.41
03/28/16	40048	TDS Telecom	284.48	Phone Services	01-150-5048	284.48
03/28/16	40048	TDS Telecom	62.06	Phone Services	01-160-5048	62.06
03/28/16	40048	TDS Telecom	289.41	Phone Services	01-170-5048	289.41
03/28/16	40048	TDS Telecom	176.16	Phone Services	03-220-5048	176.16
03/28/16	40048	TDS Telecom	240.23	Phone Services	15-500-5048	240.23
03/28/16	40048	TDS Telecom	182.21	Phone Services	16-550-5048	182.21

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 40048:			2,154.25			
40059						
04/04/16	40059	ABM	124.67	Consultant Services-Community Development	01-160-5032	124.67
Total 40059:			124.67			
40060						
04/04/16	40060	AMEC Foster Wheeler Env	2,638.20	Hawk Beacons: Engineering for Crosswalks	03-220-5105	2,638.20
Total 40060:			2,638.20			
40061						
04/04/16	40061	Arizona Blue Stake, Inc.	23.64	Annual Assessment-La Paz County QTZUI06	03-220-5051	23.64
04/04/16	40061	Arizona Blue Stake, Inc.	23.63	Annual Assessment-La Paz County QTZUI06	15-500-5051	23.83
04/04/16	40061	Arizona Blue Stake, Inc.	23.83	Annual Assessment-La Paz County QTZUI06	16-550-5051	23.83
Total 40061:			70.90			
40062						
04/04/16	40062	Christy Conley	44.00	Per Diem: Transit Conference	01-230-5043	44.00
Total 40062:			44.00			
40063						
04/04/16	40063	Crexendo, inc.	6.14	Phone Service - Transit	01-230-5041	6.14
04/04/16	40063	Crexendo, Inc.	61.40	Phone Service - Admin	01-130-5048	61.40
04/04/16	40063	Crexendo, Inc.	67.52	Phone Service - Police	01-140-5048	67.52
04/04/16	40063	Crexendo, Inc.	24.55	Phone Service - Magistrate	01-150-5048	24.55
04/04/16	40063	Crexendo, Inc.	18.41	Phone Service - P&Z	01-160-5048	18.41
04/04/16	40063	Crexendo, Inc.	18.41	Phone Service - Library	01-170-5048	18.41
04/04/16	40063	Crexendo, Inc.	12.28	Phone Service - Rec	01-185-5048	12.28
04/04/16	40063	Crexendo, Inc.	18.41	Phone Service - PW	03-220-5048	18.41
04/04/16	40063	Crexendo, Inc.	6.14	Phone Service - WWTP	15-500-5048	6.14
04/04/16	40063	Crexendo, Inc.	18.41	Phone Service - Water	16-550-5048	18.41
Total 40063:			251.67			
40064						
04/04/16	40064	Cyle Johnson Electric	315.00	Labor - Check #2 Lift pump	15-500-5091	315.00
Total 40064:			315.00			
40065						
04/04/16	40065	Etherspeak Inc.	11.06	Phone Services	01-110-5048	11.06
04/04/16	40065	Etherspeak Inc.	55.83	Phone Services	01-130-5048	55.83
04/04/16	40065	Etherspeak Inc.	26.00	Phone Services	01-150-5048	26.00
04/04/16	40065	Etherspeak Inc.	21.02	Phone Services	01-160-5048	21.02
04/04/16	40065	Etherspeak Inc.	21.02	Phone Services	01-170-5048	21.02
04/04/16	40065	Etherspeak Inc.	16.04	Phone Services	01-185-5046	16.04
04/04/16	40065	Etherspeak Inc.	21.02	Phone Services	03-220-5048	21.02
04/04/16	40065	Etherspeak Inc.	16.04	Phone Services	15-500-5046	16.04
04/04/16	40065	Etherspeak Inc.	16.04	Phone Services	16-550-5048	16.04
04/04/16	40065	Etherspeak Inc.	11.06	Phone Services	01-110-5048	11.06
04/04/16	40065	Etherspeak Inc.	55.83	Phone Services	01-130-5048	55.83

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
04/04/16	40065	Etherspeak Inc.	26.00	Phone Services	01-150-5048	26.00
04/04/16	40065	Etherspeak Inc.	21.02	Phone Services	01-160-5048	21.02
04/04/16	40065	Etherspeak Inc.	21.02	Phone Services	01-170-5048	21.02
04/04/16	40065	Etherspeak Inc.	16.04	Phone Services	01-185-5048	16.04
04/04/16	40065	Etherspeak Inc.	21.02	Phone Services	03-220-5048	21.02
04/04/16	40065	Etherspeak Inc.	16.04	Phone Services	15-500-5048	16.04
04/04/16	40065	Etherspeak Inc.	16.04	Phone Services	16-550-5048	16.04
Total 40065:			408.14			
40066						
04/04/16	40066	Falth, Ledyard & Faith, PL	227.50	Special Prosecutor Svcs: February 2016	01-120-5072	227.50
Total 40066:			227.50			
40067						
04/04/16	40067	Foster Electric, Inc	504.90	Refurbish Lift Station Pump - WWTP	15-500-5040	504.90
Total 40067:			504.90			
40068						
04/04/16	40068	GovNet, Inc.	1,800.00	Internet Access - Library	01-170-5048	1,800.00
04/04/16	40068	GovNet, Inc.	300.00	Internet Access - AdmIn	01-130-5048	300.00
04/04/16	40068	GovNet, Inc.	300.00	Internet Access - Police	01-140-5048	300.00
04/04/16	40068	GovNet, Inc.	300.00	Internet Access - PW	03-220-5048	300.00
04/04/16	40068	GovNet, Inc.	150.00	Internet Access - WWTP	15-500-5046	150.00
04/04/16	40068	GovNet, Inc.	150.00	Internet Access - Water	16-550-5048	150.00
Total 40068:			3,000.00			
40069						
04/04/16	40069	Heinfeld, Meech & Co., P.	4,220.41	FY Management Svcs through Feb 2016	01-130-5031	4,220.41
Total 40069:			4,220.41			
40070						
04/04/16	40070	iWorQ Systems	1,500.00	Fleet Mgmt & PW Software - Hurf	03-220-5051	1,500.00
04/04/16	40070	iWorQ Systems	750.00	Fleet Mgmt & PW Software - WWTP	15-500-5051	750.00
04/04/16	40070	iWorQ Systems	750.00	Fleet Mgmt & PW Software - Water	16-550-5051	750.00
Total 40070:			3,000.00			
40071						
04/04/16	40071	Janet Collier	72.00	Per Diem: Transit Conference	01-230-5043	72.00
Total 40071:			72.00			
40072						
04/04/16	40072	Kansas State Bank	167.59	Principal Capital Lease	01-130-5058	167.59
04/04/16	40072	Kansas State Bank	36.59	Interest Capital Lease	01-130-5057	36.59
Total 40072:			204.18			
40073						
04/04/16	40073	Kent & Ryan PLC	150.00	Indigent Defense Attny Feb-Mar 2016	01-150-5074	150.00

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 40073:			150.00			
40074						
04/04/18	40074	La Paz County Treasurer	17.88	Fees Collected: January 2016	01-000-2212	17.88
Total 40074:			17.88			
40075						
04/04/16	40075	Litchfield Tactical, LLC	289.00	AZPOST Physical - C.K. Finch	01-140-5082	269.00
Total 40075:			289.00			
40076						
04/04/16	40076	Mineral Aggregate Recy. S	7,811.79	Pavement Preparation	03-220-5029	7,811.79
Total 40076:			7,811.79			
40077						
04/04/16	40077	Pioneer Landscaping Mate	82.84	Coco Brown 1/4" M Screened - WWTP	15-500-5030	82.84
Total 40077:			82.84			
40078						
04/04/18	40078	Pitney Bowes Inc	674.05	Quarterly Postage Meter Rental	01-130-5038	874.05
Total 40078:			674.05			
40079						
04/04/16	40079	Simplots Partners	60.53	Wet Spray for Weeds	03-220-5029	60.53
Total 40079:			60.53			
40080						
04/04/16	40080	Smart & Final	173.50	After School Snacks - Rec	01-185-5095	173.50
Total 40080:			173.50			
40081						
04/04/16	40081	Sonoran Integrations	85.00	Phone Tech Services - Court	01-150-5035	85.00
04/04/18	40081	Sonoran Integrations	85.00	Phone Tec Services - PW	03-220-5035	85.00
Total 40081:			170.00			
40082						
04/04/18	40082	Struck Wieneke & Love, PL	5,235.80	Summit Insurance Claim	01-120-5072	5,235.80
Total 40082:			5,235.80			
40083						
04/04/18	40083	Tamco Financial Services	115.80	Phone Services (M&C)	01-110-5048	115.80
04/04/18	40083	Tamco Financial Services	592.68	Phone Services (Admin)	01-130-5048	592.68
04/04/16	40083	Tamco Financial Services	276.20	Phone Services (Court)	01-150-5048	276.20
04/04/18	40083	Tamco Financial Services	223.38	Phone Services (P&Z)	01-160-5048	223.38
04/04/16	40083	Tamco Financial Services	223.38	Phone Services (Library)	01-170-5048	223.38
04/04/16	40083	Tamco Financial Services	170.57	Phone Services (Rec)	01-185-5048	170.57

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
04/04/16	40083	Tamco Financial Services	223.38	Phone Services (PW)	03-220-5048	223.38
04/04/16	40083	Tamco Financial Services	170.58	Phone Services (WW)	15-500-5048	170.58
04/04/16	40083	Tamco Financial Services	168.82	Phone Services (Water)	16-550-5048	168.82
Total 40083:			2,164.57			
40084						
04/04/16	40084	TerraForm Solar XVIII, LLC	2,394.95	Solar Energy Charges	15-500-5048	2,394.95
Total 40084:			2,394.95			
40085						
04/04/16	40085	Travelers Insurance	2,022.54	Liability Insurance	01-185-5046	2,022.54
04/04/16	40085	Travelers Insurance	5,056.35	Liability Insurance	01-130-5046	5,056.35
04/04/16	40085	Travelers Insurance	9,807.07	Liability Insurance	01-140-5046	9,807.07
04/04/16	40085	Travelers Insurance	1,516.91	Liability Insurance	01-150-5046	1,516.91
04/04/16	40085	Travelers Insurance	1,516.91	Liability Insurance	01-170-5046	1,516.91
04/04/16	40085	Travelers Insurance	18,202.66	Liability Insurance	03-220-5046	18,202.66
04/04/16	40085	Travelers Insurance	2,528.18	Liability Insurance	01-230-5046	2,528.18
04/04/16	40085	Travelers Insurance	5,056.35	Liability Insurance	15-500-5046	5,056.35
04/04/16	40085	Travelers Insurance	5,056.33	Liability Insurance	16-550-5046	5,056.33
Total 40085:			50,563.50			
40086						
04/04/16	40086	Universal Police Supply Co	32.32	6 pk Lithium Batteries (2)	01-140-5022	32.32
Total 40086:			32.32			
40087						
04/04/16	40087	Usa Blue Book	126.22	Hand Tite Plug 8" - WW	15-500-5040	126.22
Total 40087:			126.22			
40088						
04/06/16	40088	A1 Janitorial Supply	569.06	Powdered Drain Sewer Opener	15-500-5091	569.06
Total 40088:			569.06			
40089						
04/06/16	40089	Arizona Magistrates Assoc.	216.24	Registration: Magistrate Trng - P. Shirley	01-150-5043	216.24
Total 40089:			216.24			
40090						
04/06/16	40090	Education Consortium Tec	621.02	Annual IT Support: FY 2015-16	01-110-5035	621.02
04/06/16	40090	Education Consortium Tec	6,219.45	Annual IT Support: FY 2015-16	01-130-5035	6,219.45
04/06/16	40090	Education Consortium Tec	6,841.46	Annual IT Support: FY 2015-16	01-140-5035	8,841.46
04/06/16	40090	Education Consortium Tec	2,487.80	Annual IT Support: FY 2015-18	01-150-5035	2,487.60
04/06/16	40090	Education Consortium Tec	1,865.85	Annual IT Support: FY 2015-16	01-160-5035	1,865.85
04/06/16	40090	Education Consortium Tec	1,865.85	Annual IT Support: FY 2015-16	01-170-5035	1,865.85
04/06/16	40090	Education Consortium Tec	1,243.90	Annual IT Support: FY 2015-16	01-185-5035	1,243.90
04/06/16	40090	Education Consortium Tec	1,865.85	Annual IT Support: FY 2015-16	03-220-5035	1,865.85
04/06/16	40090	Education Consortium Tec	1,244.40	Annual IT Support: FY 2015-16	15-500-5035	1,244.40
04/06/16	40090	Education Consortium Tec	1,244.40	Annual IT Support: FY 2015-16	16-550-5035	1,244.40
04/06/16	40090	Education Consortium Tec	.02	Annual IT Support - P&Z	01-160-5035	.02

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
04/06/16	40090	Education Consortium Tec	623.41	Switches for Internet Infrastructure	01-130-5061	623.41
04/06/16	40090	Education Consortium Tec	685.75	Switches for Internet Infrastructure	01-140-5061	685.75
04/06/16	40090	Education Consortium Tec	249.38	Switches for Internet Infrastructure	01-150-5061	249.38
04/06/16	40090	Education Consortium Tec	187.02	Switches for Internet Infrastructure	01-160-5061	187.02
04/06/16	40090	Education Consortium Tec	249.38	Switches for Internet Infrastructure	01-170-5061	249.38
04/06/16	40090	Education Consortium Tec	124.68	Switches for Internet Infrastructure	01-185-5061	124.68
04/06/16	40090	Education Consortium Tec	187.02	Switches for Internet Infrastructure	03-220-5081	187.02
04/06/16	40090	Education Consortium Tec	124.68	Switches for Internet Infrastructure	15-500-5061	124.68
04/06/16	40090	Education Consortium Tec	124.68	Switches for Internet Infrastructure	16-550-5061	124.68
Total 40090:			28,055.98			
40091						
04/06/16	40091	Kent & Ryan PLC	60.00	Indigent Defense Attorney - Inv# 231	01-150-5074	60.00
04/06/16	40091	Kent & Ryan PLC	150.00	Indigent Defense Attorney - Inv# 232	01-150-5074	150.00
Total 40091:			210.00			
40092						
04/08/16	40092	Law Office Of Fred H. Welc	7,355.00	Indigent Defense Attorney: 01/11-03/29/16	01-150-5074	7,355.00
Total 40092:			7,355.00			
40093						
04/06/16	40093	Miles Miller	189.63	Refund: Utility Bill Overpayment	99-000-1075	189.63
Total 40093:			189.63			
40094						
04/08/16	40094	Northern Safety Co.	63.60	Full harness buckle with D Ring - WWTP	15-500-5060	63.60
Total 40094:			63.60			
40095						
04/06/16	40095	Pam Shirley	100.00	Per Diem: New Judge Conf - Phoenix	01-150-5043	100.00
Total 40095:			100.00			
40096						
04/06/16	40096	Principal Financial Group	668.36	Payroll Payables	01-000-2209	668.36
Total 40096:			668.36			
40097						
04/06/16	40097	T & C Seal Coating, Inc.	87,766.74	Slurry Seal Streets	03-220-5029	87,766.74
Total 40097:			87,766.74			
40098						
04/06/16	40098	The Police & Sheriffs Press	49.98	Holoview Secure ID Cards	01-140-5019	49.98
Total 40098:			49.98			
40099						
04/06/16	40099	Yuma Nursery Supply	115.48	Irrigation Parts - Parks	01-180-5088	115.48

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 40099:			115.48			
40100						
04/06/16	40100	Fedex	30.32	Shipping Charges - Police Dept	01-140-5042	30.32
Total 40100:			30.32			
40101						
04/06/16	40101	Growers Oil Company	788.28	Oil for Water Plant pump	16-550-5050	788.28
Total 40101:			788.28			
40102						
04/06/16	40102	West Payment Center	203.40	West Law Info Charges	01-150-5051	203.40
Total 40102:			203.40			
40103						
04/06/16	40103	Employers Direct Health	7.14	Aggregate Employer Insurance	01-110-5016	7.14
04/06/16	40103	Employers Direct Health	20.90	Aggregate Employer Insurance	01-130-5016	20.90
04/06/16	40103	Employers Direct Health	97.48	Aggregate Employer Insurance	01-140-5016	97.48
04/06/16	40103	Employers Direct Health	30.91	Aggregate Employer Insurance	01-150-5016	30.91
04/06/16	40103	Employers Direct Health	11.89	Aggregate Employer Insurance	01-180-5016	11.89
04/06/18	40103	Employers Direct Health	11.89	Aggregate Employer Insurance	01-170-5016	11.89
04/06/18	40103	Employers Direct Health	7.61	Aggregate Employer Insurance	01-180-5016	7.61
04/06/16	40103	Employers Direct Health	7.61	Aggregate Employer Insurance	01-185-5016	7.61
04/06/16	40103	Employers Direct Health	89.90	Aggregate Employer Insurance	03-220-5016	69.90
04/06/16	40103	Employers Direct Health	7.13	Aggregate Employer Insurance	01-230-5016	7.13
04/06/16	40103	Employers Direct Health	3.80	Aggregate Employer Insurance	01-181-5016	3.80
04/06/16	40103	Employers Direct Health	20.93	Aggregate Employer Insurance	15-500-5016	20.93
04/06/16	40103	Employers Direct Health	26.15	Aggregate Employer Insurance	16-550-5016	26.15
Total 40103:			323.34			
40104						
04/06/16	40104	Road Runner Sanitary Sup	4.48	Janitorial Supplies - Admin	01-130-5034	4.48
04/06/16	40104	Road Runner Sanitary Sup	29.29	Janitorial Supplies - Police	01-140-5034	29.29
04/06/18	40104	Road Runner Sanitary Sup	4.48	Janitorial Supplies - Magistrate	01-150-5034	4.48
04/06/16	40104	Road Runner Sanitary Sup	4.48	Janitorial Supplies - P&Z	01-160-5034	4.48
04/06/16	40104	Road Runner Sanitary Sup	4.46	Janitorial Supplies - Library	01-170-5034	4.46
04/06/16	40104	Road Runner Sanitary Sup	4.46	Janitorial Supplies - WWTP	15-500-5034	4.46
04/06/16	40104	Road Runner Sanitary Sup	4.46	Janitorial Supplies - Water	16-550-5034	4.46
04/06/18	40104	Road Runner Sanitary Sup	16.28	Janitorial Supplies - Admin	01-130-5034	16.28
04/06/16	40104	Road Runner Sanitary Sup	16.28	Janitorial Supplies - Magistrate	01-150-5034	16.28
04/06/16	40104	Road Runner Sanitary Sup	16.27	Janitorial Supplies - P&Z	01-160-5034	16.27
04/06/16	40104	Road Runner Sanitary Sup	16.28	Janitorial Supplies - Library	01-170-5034	16.28
04/06/16	40104	Road Runner Sanitary Sup	16.28	Janitorial Supplies - WW	15-500-5034	16.28
04/06/16	40104	Road Runner Sanitary Sup	16.28	Janitorial Supplies - Water	16-550-5034	16.28
Total 40104:			153.72			
Grand Totals:			270,853.37			

Check # 40049-40058 are payroll checks



www.ci.quartzsite.az.us

Town of Quartzsite Municipal Court

465 N. Plymouth Ave.

P.O. Box 583

Quartzsite, AZ 85346

Phone: (928)927-7477/Fax: (928)927-4332

Memo

To: Town Council
From: Judge Shirley
cc: Town Manager
Date: 04/08/16
Re: Request for Clerk I

Dear Town Council Members,

The Quartzsite Municipal Court is in need of a full time clerk in our office, due to the unexpected leave of our last clerk. The court is once again down to one full time Chief clerk and the Magistrate. If the current clerk needs time off, a vacation, or is down ill, the court does not have the staff to cover. Also another clerk would help with the need for internal controls to have segregation of duties, and to have the necessary checks and balances of the court funds and daily bookkeeping duties.

The court was able to borrow a clerk (Juanita Castellanos) from Quartzsite Justice Court and she had filled out an application earlier when the court was interviewing applicants. Juanita wishes to apply for the position of a clerk at the Quartzsite Municipal Court, and this court would like to have her as a full time court clerk. She has been a tremendous help, and is fully trained in the operations and duties of the court, and the court's software program. Juanita is a great asset to the court and would be a highly valued employee.

Thank you and
Sincerely

Judge Shirley

TOWN OF QUARTZSITE POSITION DESCRIPTION

POSITION: Court Clerk

SUBCATEGORY:

DEPARTMENT: Magistrate Court

DIVISION: Clerk

SCALE RANGE: 1

REVISED: January 19, 2016

GENERAL PURPOSE:

Provides a wide variety of specialized duties in providing customer service and court related information directly to the public.

SUPERVISION RECEIVED:

Works under the supervision of the Chief Clerk.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs duties and responsibilities commensurate with assigned functional area within the Magistrate Court which may include, but are not limited to, any combination of the following tasks:

Assists in administering criminal proceedings, and docketing same.

Prepares correspondence and maintains records.

Assists in the coordination of court matters with defendants, witnesses, attorneys, police department and other levels of the criminal justice system, including scheduling.

Collects, posts and balances monetary transactions for all monies on fines, filling or record searches or monies posted as bonds and collection notices.

Prepares court dockets and maintains court files.

Checks with jail to see if any one was arrested over night in order to advise the magistrate of the need for an initial appearance.

Enters all citations and complaints issued by Quartzsite Police Department. Responsible for all paperwork and evidence relating to a case in the court. Responds to mailed inquiries that come into court as well as in person and telephone inquiries from the public, litigants, attorneys and officers concerning schedules, court functions, rules, notices or files. Notifies defendants of amount of fines due and alerts them to the possibility of suspension of their driving privileges in the State of Arizona if the fine is not paid in a timely manner. Processes suspensions with Motor Vehicle Department.

Performs case processing and special projects pertaining to case flow management as required.

Processes failures to pay, failures to comply, and failures to appear, arrest warrants.

Creates new case files. Retrieves files and documents as needed for the magistrate, attorneys, and defendants. Copies materials as needed.

Processes timely notices to defendants and attorneys of upcoming events in the court, such as hearings, arraignments, sentencing, and whatever is deemed necessary to process a case. Issues subpoenas when requested by attorneys.

Responds to requests from the judge, prosecutor, police department and other courts or entities for information.

PERIPHERAL DUTIES:

Coordinates with police department to assure updated information relevant to case processing.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

1. Graduation from a high school or GED equivalent with specialized course work in typing, computer and general office practices.
2. Two (2) years prior work experience in clerical, secretarial, paralegal or administrative work.
3. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

1. Knowledge of general office procedures.
2. Skill in the operation of the listed tools and equipment.
3. Ability to effectively communicate with the public, litigants, attorneys, and police officers. Ability to maintain effective working relations with other employees, departments, officials, and especially the public.
4. Ability to maintain accurate records, type and enter data accurately.

SPECIAL REQUIREMENTS:

Arizona driver license or the ability to obtain one.

TOOLS AND EQUIPMENT USED:

Personal computer system, including word processing and specialized court software. Typewriter, 10-key calculator, telephone, copy machine, fax machine, sound recording system.

PHYSICAL DEMANDS:

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or listen. The employee is occasionally required to walk, and reach with hands and arms.

The employee must occasionally lift, move and / or carry material weighing up to 25 pounds. Specific vision abilities required by this job include close vision with the ability to adjust focus.

Operate a variety of standard office equipment including a computer terminal, telephone, calculator, copier and fax machine requiring continuous and repetitive arm, hand, and eye movement.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those that any employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed at a desk on a computer in a customer service environment in an average small magistrate court office.

SELECTION GUIDELINES:

Formal applications, rating of education and experience, oral interview and reference check. Job related test may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the duty from the position if the work is similar, related or a logical assignment to position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL: _____
Supervisor

APPROVAL: _____
Appointing Authority

DATE: _____



TOWN OF QUARTZSITE

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

(928) 927-4333 • (928) 927-4400

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

We are an equal opportunity employer

www.ci.quartzsite.az.us

April 6, 2016

Transportation Provider,

The Town of Quartzsite is notifying you that we are applying for Arizona Department of Transportation (ADOT) 5311 Rural Transit Grant Program funds. Matching funds will be provided by the Town of Quartzsite. Funding obtained will be utilized to implement a new general public transit service providing services within the Town of Quartzsite, and to Parker, Yuma, Lake Havasu City and Ehrenberg, AZ and Blythe, CA. These services are anticipated to begin in July 2016 under the name Quartzsite Camel Express.

The purpose of this letter is to advise you of our application and to insure that this proposal would not represent a duplication of your service. Private and public transit and paratransit operators may receive reimbursement funds through purchase of service agreements. Therefore, we solicit your involvement in our proposed service.

Please contact us within ten (10) working days if you believe that your organization can provide all or part of this service or if you have specific objections to the proposed project. Please fill out the 2nd page of this letter and return to the provided contact and address by any convenient means. Please send a copy of the completed page 2 to the Arizona Department of Transportation.

The Town of Quartzsite is appreciative of your assistance in this matter. Please let me know if you need any additional information or have any questions by calling (928) 927-4333 or email transit@ci.quartzsite.az.us

Sincerely,

Janet Collier, Transit Coordinator
Town of Quartzsite

John Andoh, Transit Planner
Town of Quartzsite



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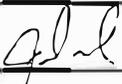
Yes, we support the Town of Quartzsite in their application for Section 5311 Rural Transit Grant Program funds for the implementation and operation of general public transit services within Quartzsite and to Lake Havasu City, Parker, Ehrenberg, and Yuma, AZ and Blythe, CA as they provide a needed, unduplicated service to the community in the WACOG Region.

No, we do not support the application of the Town of Quartzsite in their application for Section 5311 Rural Transit Grant Program funding.

Agency Name: Western Arizona Council of Governments - WACOG

Address: 208 N. 4th Street Kingman AZ 86401

Printed Name: Felicia Mondragon, Mobility Manager

Signature & Date:  4/6/16

Please mail, fax, or scan and e-mail your completed form to:

Janet Collier, Transit Coordinator
Town of Quartzite
PO BOX 2812
Quartzsite, AZ 85346
transit@ci.quartzsite.az.us (email)
(928) 927-4400 (fax)

Please mail a copy of your completed form to:
Arizona Department of Transportation
206 South 17th Avenue, Room 340B
Phoenix, Arizona 85007



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Sincerely,

Janet Collier, Transit Coordinator
Town of Quartzsite

John Andoh, Transit Planner
Town of Quartzsite



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✓

Yes, we support the Town of Quartzsite in their application for Section 5311 Rural Transit Grant Program funds for the implementation and operation of general public transit services within Quartzsite and to Lake Havasu City, Parker, Ehrenberg, and Yuma, AZ and Blythe, CA as they provide a needed, unduplicated service to the community in the WACOG Region.

No, we do not support the application of the Town of Quartzsite in their application for Section 5311 Rural Transit Grant Program funding.

Agency Name: LAKE HAVASU MPO
Address: 900 London Bridge Rd. Bldg E, Lake Havasu City, AZ
Printed Name: JEAN KNIGHT
Signature & Date: Jean Knight 4/6/16

Please mail, fax, or scan and e-mail your completed form to:

Janet Collier, Transit Coordinator
Town of Quartzite
PO BOX 2812
Quartzsite, AZ 85346
transit@ci.quartzsite.az.us (email)
(928) 927-4400 (fax)

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Arizona Department of Transportation
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Phoenix, Arizona 85007



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No, we do not support the application of the Town of Quartzsite in their application for Section 5311 Rural Transit Grant Program funding.

Agency Name: HAVASU MOBILITY

Address: 900 LONDON BRIDGE RD, LAKE HAVASU CITY
AZ, 86404

Printed Name: PATRICK CIPRES

Signature & Date:  P S 4-6-2016

Please mail, fax, or scan and e-mail your completed form to:

Janet Collier, Transit Coordinator
Town of Quartzite
PO BOX 2812
Quartzsite, AZ 85346
transit@ci.quartzsite.az.us (email)
(928) 927-4400 (fax)

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No, we do not support the application of the Town of Quartzsite in their application for Section 5311 Rural Transit Grant Program funding.

Agency Name: Monave County ARC
 Address: 2050 Airway Ave, Kingman AZ 86409
 Printed Name: DEANNA NELSON
 Signature & Date: Deanna Nelson 4/7/16

Please mail, fax, or scan and e-mail your completed form to:

Janet Collier, Transit Coordinator
 Town of Quartzite
 PO BOX 2812
 Quartzsite, AZ 85346
transit@ci.quartzsite.az.us (email)
 (928) 927-4400 (fax)

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 Arizona Department of Transportation
 206 South 17th Avenue, Room 340B
 Phoenix, Arizona 85007



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April 6, 2016

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The Town of Quartzsite is appreciative of your assistance in this matter. Please let me know if you need any additional information or have any questions by calling (928) 927-4333 or email transit@ci.quartzsite.az.us

Sincerely,

Janet Collier, Transit Coordinator
Town of Quartzsite

John Andoh, Transit Planner
Town of Quartzsite



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(928) 927-4333 • (928) 927-4400

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X

Yes, we support the Town of Quartzsite in their application for Section 5311 Rural Transit Grant Program funds for the implementation and operation of general public transit services within Quartzsite and to Lake Havasu City, Parker, Ehrenberg, and Yuma, AZ and Blythe, CA as they provide a needed, unduplicated service to the community in the WACOG Region.

No, we do not support the application of the Town of Quartzsite in their application for Section 5311 Rural Transit Grant Program funding.

Agency Name: Hualapai Tribe
Address: P.O. Box 179, Peach Springs
Printed Name: Julie Alpert
Signature & Date: Julie Alpert - 4/6/16

Please mail, fax, or scan and e-mail your completed form to:

Janet Collier, Transit Coordinator
Town of Quartzsite
PO BOX 2812
Quartzsite, AZ 85346
transit@ci.quartzsite.az.us (email)
(928) 927-4400 (fax)

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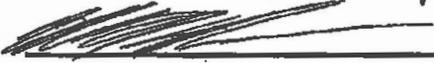
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A

Yes, we support the Town of Quartzsite in their application for Section 5311 Rural Transit Grant Program funds for the implementation and operation of general public transit services within Quartzsite and to Lake Havasu City, Parker, Ehrenberg, and Yuma, AZ and Blythe, CA as they provide a needed, unduplicated service to the community in the WACOG Region.

No, we do not support the application of the Town of Quartzsite in their application for Section 5311 Rural Transit Grant Program funding.

Agency Name: Bullhead Area Transit System
Address: 2355 Tronie Rd. Bullhead City, Az. 86412
Printed Name: Michael Delaso, Transit Operations Supervisor
Signature & Date:  4/8/16

Please mail, fax, or scan and e-mail your completed form to:

Janet Collier, Transit Coordinator
Town of Quartzsite
PO BOX 2812
Quartzsite, AZ 85346
transit@ci.quartzsite.az.us (email)
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Please mail a copy of your completed form to:
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206 South 17th Avenue, Room 340B
Phoenix, Arizona 85007



NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be held by The Quartzsite Town Council at the Quartzsite Town Hall, 465 N. Plymouth Avenue, Quartzsite, AZ 85346 on Tuesday April 12, 2016 at 7:00 pm for the purpose of considering a project for which financial assistance is being sought from the U.S. Department of Transportation. Grant funds will be used to fund program planning, operations and maintenance of a new 5311 general public transit service within the Town of Quartzsite to begin July 1, 2016

At the hearing, the Town of Quartzsite will be affording an opportunity for interested persons or agencies to be heard with respect to the social, economic, and environmental aspects of the project. Interested persons may submit oral or written evidence and recommendations with respect to said project.

Mail comments to Janet Collier, PO box 2812 Quartzsite, AZ 85346. For additional information contact Janet Collier at Town of Quartzsite, 465 N. Plymouth Avenue, Quartzsite, AZ 85346, email jcollier@quartzsiteaz.org or call 928-927-4333 or fax to 928-927-4400.



Skylor R Miller
Town Manager
Town of Quartzsite

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.

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 14th day of March, 2016, at 5:30 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

REGULAR COUNCIL MEETING

Tuesday, April 12, 2016

Agenda Item: **MINUTES** – Consider approval of the minutes of the Regular Town Council Meeting of March 22, 2016 and the Special Town Council Meeting of April 1, 2016.

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

Responsible Person: Tina Abriani, Town Clerk

Attachment: Minutes of the Regular Town Council Meeting of March 22, 2016 and the Special Town Council Meeting of April 1, 2016.

Action Requested: Motion to approve the minutes of the Regular Town Council Meeting of March 22, 2016 and the Special Town Council Meeting of April 1, 2016.

MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE COMMON COUNCIL
TUESDAY, MARCH 22, 2016, 7:00 PM

CALL TO ORDER: 7:00 p.m.

INVOCATION: Prayer given by Pastor Bruce Swart.

PLEDGE OF ALLEGIANCE: Led by Mayor Foster.

ROLL CALL:

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

Absent: Council Member Kelley and Council Member Davidson.

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

ANNOUNCEMENTS:

Mr. Carl Baldwin introduced himself. He said he resided at Q-Mountain Vista Mobile Home Park. Mr. Baldwin expressed his disappointment over what went on over the past weekend (he was referring to the Rock Fiesta). He said he did not know who was responsible for the loud event. He continued with his feeling that he had rights as a citizen of the United States and as a member of the Town for over twenty years.

Mr. Baldwin explained that the reason he was addressing the Council was that his wife was so shaken by the sounds coming from the event that she almost had a nervous breakdown. He said it was so bad with so much dust and loud ungodly music that he had to move his wife. He remarked that no one should have to put up with that. Lastly, he spoke of God's grace and identified himself as a peacemaker.

Shanana Rain BearCat reminded everyone that the Easter Egg Hunt would be held on Saturday, March 26, 2016 at 9:00 a.m.

Rain BearCat said she would have liked to have seen the Council Members at the Latino music festival, adding that she attended both days as media. She said the people at the festival were amazing, very cordial, polite, and respectful; and that she made new friends in the media.

Rain spoke of the great publicity the Rock Fiesta received and noted that many of the Town's businesses made money. She suggested that the Town welcome the visitors in a positive way next year.

Chief Renfro announced that he was at the Rock Fiesta and seconded the things Rain BearCat had said. He said it was a wonderful event, the people were very friendly, and that most arrests were of local people.

Jennifer Jones said she attended the Rock Fiesta and that the Mayor was there. She said she was surprised and impressed by the event.

She noted that the noise was aimed away from the Town, and said the only complaint she had was that the police presence was overwhelming, oppressive, unfriendly, and unwelcoming. She suggested there be a more friendly presence next year.

Starr BearCat shared some information with the Council and the audience. She said she attended the Rock Fiesta and saw the Mayor there. She suggested that the next time such an event would be held the Town should water the ground more often. She reported that the people at the event were very friendly and that many businesses did very well. She provided information regarding decibel levels recorded in various parts of the Town. She said the average sound in a home was about 40 decibels and that the people could hear the music in La Paz Valley and La Posa North and South.

CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS:

None.

PROCLAMATIONS:

1. **PROCLAMATION – Mayors’ Day of Recognition for National Service is April 5, 2016.**

The Mayor read the Mayors’ Day of Recognition for National Service Proclamation aloud for all to hear.

CONSENT AGENDA:

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

Council Member Orgeron moved to approve check series 40001-40020 and 40022-40027, and Vice Mayor Simpson seconded the motion. The vote was unanimous. Motion Passed.

PUBLIC HEARING:

3. **PUBLIC HEARING – Review and consideration for approval of the Quartzsite Transit Camel Express General Public Dial-A-Ride and Intercity Service Operations and Implementation Business Plan.**

Janet Collier, Transit Coordinator, reviewed what the Town currently offers in transit services and its operation.

The Mayor asked about the transit service on Saturdays as it was part of the presentation packet.

Janet explained that service on Saturdays was a proposed pilot program for the next season.

Town Manager Miller said the proposed pilot program would be part of the upcoming budget cycle for the next fiscal year.

Mrs. Collier presented information regarding the implementation plan for the new transit service that will begin in July 2016. She provided a summary of the services that will be offered; coordination with surrounding transit services; the safety program and training that will be in place; possible cooperation with Greyhound; and how the new transit system will save the Town money.

Mrs. Collier said that currently the Town covers the cost of providing transit services through the General Fund and collects fare revenue daily. She said the grant award for the current 5310 Program was \$15,000 annually. She noted the current transit budget runs at about \$106,000, rather than the \$117,000 that was listed in the presentation packet.

The Mayor asked if the new transit program might be able to help Quartzsite citizens get to Bouse because Rose Acres was looking to hire workers.

Town Manager Miller stated that Bouse was not identified in the transit study, nor was it in the implementation plan.

Janet told the Mayor that transportation to Bouse could be looked into.

Town Manager Miller said that in addition to the presentation packet, a recommendation from the advisory board Health & Development Services was to add a service to the implementation plan. They recommended that the Town's new transit service pick up children that attend Salome High School at their homes and transport them to the McDonald's in Quartzsite for pick-up by a school bus from Salome High School. The recommendation included a to-be-identified location in Quartzsite where the Salome High School bus could drop the schoolchildren off for the Quartzsite bus to pick them up to take them home.

There was more discussion on possible specifics of the recommended added service.

The Mayor said he wanted to do more study on the matter of the transportation of high school children, and he remarked that the school should share the cost.

There was a discussion regarding costs and responsibilities involved with that type of transportation.

The Mayor said a study of the matter should be undertaken. He said the study should include possible cost sharing. He stated he was in favor of providing the service to the community with more information and cost sharing.

Vice Mayor Simpson started a discussion regarding the days and hours involved with the transportation of the schoolchildren.

There was a review of necessary future purchases, including a marketing program, a new computer, a new bus and scheduling software. The marketing program includes the Friends of Transit meeting held every second Thursday of every month. Mrs. Collier shared information about the first meeting of the Friends of Transit held on March 10, 2016, at the Senior Center. She said ten people from the public and all the drivers attended.

The Mayor called for public comment.

Dan Heaton said he noticed that the ridership of the current transit service was only paying 10% of the cost. He suggested the riders should contribute more. He asked if the cost of the future purchases was included in the \$117,000 transit budget – Mrs. Collier pointed out that the true figure was closer to \$106,000. Town Manager Miller replied that the future purchases would be an addition.

The Mayor explained the government grantors wanted Quartzsite to expand its services. He said this would cause the Town's transit costs to go down.

Mr. Heaton expressed his concern that the funding from the governmental agencies might be reduced in the future.

Town Manager Miller the Town's obligation only runs for the grant time. He said if the Town loses the funding services would be scaled back to meet budgetary constraints.

Monica Timberlake introduced herself as the Chairperson of the Health and Development Services Board and spoke of the long time spent trying to get transportation service for the schoolchildren.

Town Manager Miller said the Town would have to complete a cost-benefit analysis to see how that impacts the overall budget for the new transit service.

Council Member Orgeron said he would like to know from the parents if they would be willing to support the transportation of the schoolchildren. He said the Council needs to know how much cost Salome High School would be willing to share to support the service.

Town Manager Miller said he would want a full bus in the morning. He said he would not want to run this for one or two families.

Mayor Foster said the Town and the Council do need the study.

Mrs. Collier said there were fifteen students that attend Salome High School.

Chief Renfro said he was once behind the bus that stopped at McDonalds. He said there is a safety concern due to the amount traffic and how busy that spot in Town is.

The Mayor closed the public hearing.

Vice Mayor Simpson said he had a problem with one of the documents in the presentation packet. He said he read that the new transit program involved five-year transit funding.

Town Manager Miller said the Town already does that. He explained it was part of the Western Arizona Council of Governments, WACOG process. He said the Town does project out five years but is not obligated or locked into it before it goes before the Council for review and approval. He further explained that the projection serves as a guideline of short and long-term goals.

Vice Mayor Simpson said the ridership forecast showed that the Town is planning to yield approximately 10,000 passenger trips each year. He asked upon what history that figure was based that is anywhere near realistic.

Mrs. Collier said that figure was based on information from other towns with similar populations, and the number of people that the Town would be moving to different places as the Town expands the transit services.

Council Member Warner expressed her concern that the scheduling software would not be purchased until the fall of 2017. She asked how the scheduling would be handled in the meantime. She also asked why the Town would need the software in 2017 if it did not require it now.

Mrs. Collier responded that the Town does need it need now, but that she was required to choose her priorities and goals for a two-year cycle. She said her priority was another vehicle.

Vice Mayor Simpson asked if the new transit service was used with the schoolchildren, would it be used for the Summer Youth Program as well, because it would be a benefit for those children, too.

Town Manager Miller spoke about supervision of younger students on the bus. He stated that if those children would be using the bus, a safe plan would need to be devised.

The Mayor stated for the record that he wanted it to be known that he sat in on one ADOT transportation and coordination meeting with Janet Collier and Town Manager Miller. He elaborated with his feeling shock over the complexity of what goes on behind the scenes

of the Town's transit system. He said he wanted to give Janet Collier many kudos for what she does to keep the transit system running.

Council Member Warner asked how the drivers get from K-Mart, which is on one end of Blythe, to their doctor appointments that are on the other end of Blythe. She said she had the same question regarding Parker.

Mrs. Collier explained how the system currently works. She said the driver takes each rider to his or her first destination, and when each person is done at that first destination, he or she will call Town Hall to say he or she is ready to be picked up by the driver and take he or she to his or her second destination. With the new public transit system, the Town bus will take the passengers to other transport vehicles from the towns they visit, and the Quartzsite bus will pick up the passengers at the end of the day at the drop off location and take them back to their homes.

The Mayor closed the public hearing.

ADMINISTRATIVE ITEMS:

4. MINUTES – Consider approval of the minutes of the Regular Council Meeting of March 8, 2016.

Council Member Orgeron moved to approve the minutes of the Regular Meeting of March 8, 2016, and Council Member Warner seconded the motion. The vote was unanimous. Motion Passed.

Town Manager Miller asked that the Council return to the previous item to approve it in order to allow the ADOT grant application process to continue.

The Mayor said he thought there was going to be a study performed regarding transportation of schoolchildren before it would be approved.

Town Manager Miller said the study could be done, but the Town still needs the implementation plan to be approved before it can move forward with the grant application. Town Manager Miller said the transportation of the schoolchildren was independent of the implementation plan.

The Mayor moved to go back to Item 3 on the Agenda, and Council Member Warner seconded the motion. The vote was unanimous. Motion Passed.

Vice Mayor Simpson said some of the calculations in the implementation plan had mathematical errors that required correction.

Dan Heaton expressed his concern that the Council would have to decide immediately to approve the plan rather than have their questions answered first.

Town Manager Miller asked Mrs. Collier how long the Council had to approve the implementation plan.

Mrs. Collier responded that ADOT was looking for support from the Council. She said there was not a time frame other than it would be nice so that the vehicle could be ordered.

Town Manager Miller suggested the errors be corrected, and the plan be brought back to the Council at the next regular meeting for approval by the Council.

The Mayor said Town staff should meet with the Vice Mayor to review his findings and to give the Council more time to review all the information.

The Mayor moved to table the matter until the Council received the paperwork and had their questions answered. **Vice Mayor Simpson** seconded the motion. The vote was unanimous. **Motion Passed.**

The Mayor recapped by saying the Council would be receiving a revised copy and a little better explanation.

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

Mr. Miller provided an overview of the program the Town has the opportunity to join. He pointed out that the program will make recommendations to improve workplace safety; provide free training to Town employees; and possibly help in the reduction of the Town's premiums for Workers' Compensation.

The Mayor said he wanted it on the record that he had dealings with OSHA over the years, and that he had concerns about working with them. He said he was in favor of improving the safety of the Town's employees. The Mayor said he recognized that the decision was the Town Manager's to make. He said he was willing to allow Mr. Miller to make the decision.

Town Manager Miller stressed the fact that there was an enforcement branch and a consultation side to Arizona's OSHA. He said PEPP represented only the consultation side. He said that if the Town works with the consultation side and issues are found, the program would work with the Town to remediate the situation, and that it would not be reported to enforcement.

Vice Mayor Simpson said he always worked with OSHA so that he would be less likely to have a problem down the road.

Council Member Orgeron moved to approve joining the Public Entity Partnership Program with ADOSH, and **Vice Mayor Simpson** seconded the motion. The vote was unanimous. **Motion Passed.**

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

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: 8:32 p.m.

RETURN TO OPEN SESSION: 8:46 p.m.

The Mayor called the meeting back to order.

ROLL CALL:

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

Absent: Council Member Kelley and Council Member Davidson.

- 7. LEASE OF TOWN FACILITIES – Discussion and possible approval of a lease of a building located at 465 N. Plymouth Avenue, Quartzsite, AZ to Colorado River Regional Crisis Services and/or Eve's Place Domestic Violence Community Services.**

Council Member Orgeron moved to direct the Town Manager to finalize the contract with the Town Attorneys for the approval of a lease of the building located at 465 North Plymouth Avenue to the Colorado River Regional Crisis Services and/or Eve's Place Domestic Violence Community Services, and to execute such lease. **Council Member Warner** seconded the motion. The vote was unanimous. **Motion Passed.**

COMMUNICATIONS:

Reports from the MAYOR on current events.

The Mayor reported about the event that was held over the past weekend. He suggested that the Town have the water truck out next time to water the roads to lessen the dust. He said the community would need to do a better job of optimizing on the opportunities from such an event.

Reports from the COUNCIL on current events.

Vice Mayor Simpson announced that the Safe Routes to School modification to Moon Mountain Avenue from Main Street to Quail Trail would include putting in sidewalks and new pavement. He said the modification was scheduled to begin April 4, 2016, and it would be a forty-five-day project. He said it would create a problem for his business that is located there.

Vice Mayor Simpson also announced that the Mountain Quail Cafe would be closed April 5, 2016, through May 12, 2016 because the roads would be torn up and it would help to reduce traffic on Moon Mountain Avenue during the construction.

Reports from the TOWN MANAGER to the Council.

Town Manager Miller said the La Paz County Fair took place March 10, 2016, through March 13, 2016. He thanked the Council Members and the members of the public that took a turn operating the Quartzsite booth.

Town Manager said the Rock Fiesta was a success and a learning experience.

ADJOURNMENT: 8:59 p.m.

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

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of March 22, 2016, of the Town Council of Quartzsite, Arizona, held on March 22, 2016.

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

DATED this 12th day of April 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
FRIDAY, APRIL 1, 2016, 10:00 AM

CALL TO ORDER: 10:00 a.m.

Mayor Ed Foster called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE:

Mayor Ed Foster led the Pledge of Allegiance.

ROLL CALL:

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

STAFF PRESENT: Skylor Miller, Town Manager; Miguel Castellanos, Deputy Town Clerk

ADMINISTRATIVE ITEMS:

1. EXECUTIVE SESSION – An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of employment, salary and/or resignation of Police Chief Hiram Renfro.

ADJOURN TO EXECUTIVE SESSION: 10:02 a.m.

RETURN TO OPEN SESSION: 10:27 a.m.

ROLL CALL:

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

2. Consideration and Possible Approval of contract for H. Ernest Renfro as Chief of Police.

Council Member Mark Orgeron motioned to accept Chief Ernie Renfro's resignation and **Council Member Hal Davidson seconded** the motion. Mayor Ed Foster asked for a roll call vote.

Vote: Motion passed (summary: Yes = 6, No = 1, Abstain = 0).

Yes: Council Member Davidson, Council Member Orgeron, Council Member Warner, Council Member Kelley, Mayor Foster, Vice Mayor Simpson.

No: Council Member St. Germain.

Mayor Ed Foster directed staff to negotiate with Chief Renfro for possible extension on final work day in order to find a replacement Chief of Police.

Chief Ernie Renfro thanked the Town Manager, the Council and everybody he had worked with. He also said he would work hard to find someone that could continue with the work he had done.

3. Discussion and direction to Town Manager to begin a recruitment process for the position of Chief of Police.

Skylor Miller, Town Manager, explained the time frame and what would be needed for the recruitment process for hiring a new Chief of Police.

ADJOURNMENT: 10:39 a.m.

Council Member Loretta Warner motioned to adjourn the meeting at 10:39 a.m. and **Vice Mayor Norm Simpson seconded** the motion. **The motion passed** unanimously.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of April 1, 2016, of the Town Council of Quartzsite, Arizona, held on April 1, 2016.

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

DATED this 12th day of April 2016

Miguel Castellanos, Deputy Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor



**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**

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**Section 1
Overview**

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

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

Camel Express Service Summary – Effective July 1, 2016

Route Number/Name	Type of Route	Frequency Of Route	Peak Vehicle Requirement	Service Hours	Where Does Route Go?
Town General Public Dial-A-Ride	Demand Response	Passengers can call at least 30 minutes in advance up to 7 days in advance for a ride	1	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> .
Gold Route 10 Interstate 10/Blythe	Rural Flex Route	2 round trips – one trip in the a.m. and one trip in the p.m., Monday, Wednesday and Friday.	Same vehicle as Town General Public Dial-A-Ride	9:30 a.m. to 10:30 a.m. and 3:30 p.m. to 4:30 p.m.	Deviated fixed route service between Quartzsite, Ehrenberg River Lagoon Mini Mart (on request) and Blythe Greyhound and Blythe Kmart transfer point.
Blue Route 95S	Rural Flex Route	1 round trip, Thursday only.	1	8:30 a.m. to 10:30 a.m. and 2:30 p.m. to 4:30 p.m.	Deviated fixed route service between Quartzsite and Yuma with stops at Downtown Yuma Transit Center and Yuma Palms Regional Center. Service to Andrade, CA on request.
Orange Route 95N	Rural Flex Route	1 round trip, Tuesday only	1	8:30 a.m. to 10:30 a.m. and 2:30 p.m. to 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 @ 3rd Street @ YCAT bus stop
- Andrade Port of Entry (upon concurrence of the Quechan Indian Tribe) @ YCAT bus stop
- Blue Water Casino & Resort @ at bus turnout area on Casino property
- Parker Senior Center @ in front of the senior center
- Lake Havasu City Senior Center @ in front of the senior center
- Quartzsite Town Hall on Plymouth Avenue at bus shelter
- Quartzsite Greyhound @ Pilot Travel Center on Main Street

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

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

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

Greyhound Connect

In order for the Town to participate in Greyhound Connect, ADOT would need to award FTA Section 5311 (f) funding to cover the Town's services to Blythe, CA, Yuma, Lake Havasu City, Ehrenberg and Parker, AZ. Per Greyhound, the likely connectivity would be at Blythe, CA agency and the "in-kind" miles match would be provided from that location. While Quartzsite has a Greyhound agency, the stop in Quartzsite is used when 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. 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.

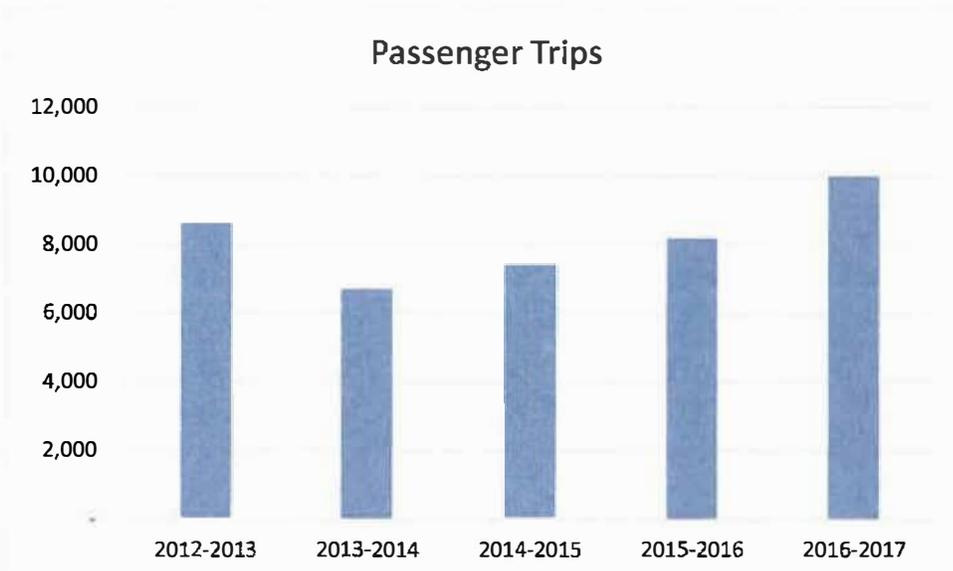
Ridership Forecasts

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:

Fund Type	Federal Match Ratio	Total Project Cost	Federal 5311 Award	Local Match	Project Title
Administration	80%	\$61,250.00	\$49,000.00	\$12,250.00	Administration
Capital	90%	\$1,500.00	\$1,350.00	\$150.00	Purchase Bus Stop Signs
Capital	90%	\$15,000.00	\$13,500.00	\$1,500.00	Purchase Bus Benches
Capital	80%	\$8,300.00	\$6,640.00	\$1,660.00	Preventative Maintenance
Capital	90%	\$66,990.00	\$60,291.00	\$6,699.00	Expansion : Bus < 30 FT
Capital	90%	\$16,000.00	\$14,400.00	\$1,600.00	Purchase Graphics for Buses
Total		\$169,040.00	\$145,181.00	\$23,859.00	

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

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

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.

Additional marketing considerations include the following:

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

Section 5

Additional Details of the Operating Plan

1. Dispatch

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

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

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

2. Registration for Service & Reservations

Passengers will need to register for service in order to make reservations to ride Camel Express. The registrant process is a simple form that tracks specific demographic information for reporting purposes to WACOG and to track reservations. As a general public demand response service, passengers would be able to make reservations as early as 30 minutes in advance up to seven (7) days in advance by calling the Camel Express reservation number. 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 or Janet Collier at 928.927.4333 or via email to 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 (En-Request)	Arrive Quartzsite	Desert Roadrunner from Blythe
10:30 AM	10:00 AM	10:20 AM	10:30 AM	10:40 AM	11:00 AM	
	2:00 PM	2:20 PM	2:30 PM	2:40 PM	3:00 PM	2:30 PM

Camel Express Schedule To Lake Havasu City					
Tuesday					
Leave Quartzsite	Arrive Parker	Arrive 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 4:30 pm	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	8:30 am to 10 am	10 am to 11 am & 2 pm to 3 pm	11 am to 1 pm	2 pm to 3 pm	3 pm to 4:30 pm	8	52	416	8:15 am to 4:50 pm 9:40 am to 11:10 am & 1:40 pm to 3:10 pm	8.5
Thursday	1 Bus - Quartzsite Local 1 Bus - Regional	8:30 am to 4:30 pm	8:30 am to 4:30 pm	---	---	---	16	52	832	8:15 am to 4:50 pm	17
Friday	1 Bus - Quartzsite Local & Blythe	8:30 am to 10 am	10 am to 11 am & 2 pm to 3 pm	11 am to 1 pm	2 pm to 3 pm	3 pm to 4:30 pm	8	52	416	8:15 am to 4:50 pm	8.5
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

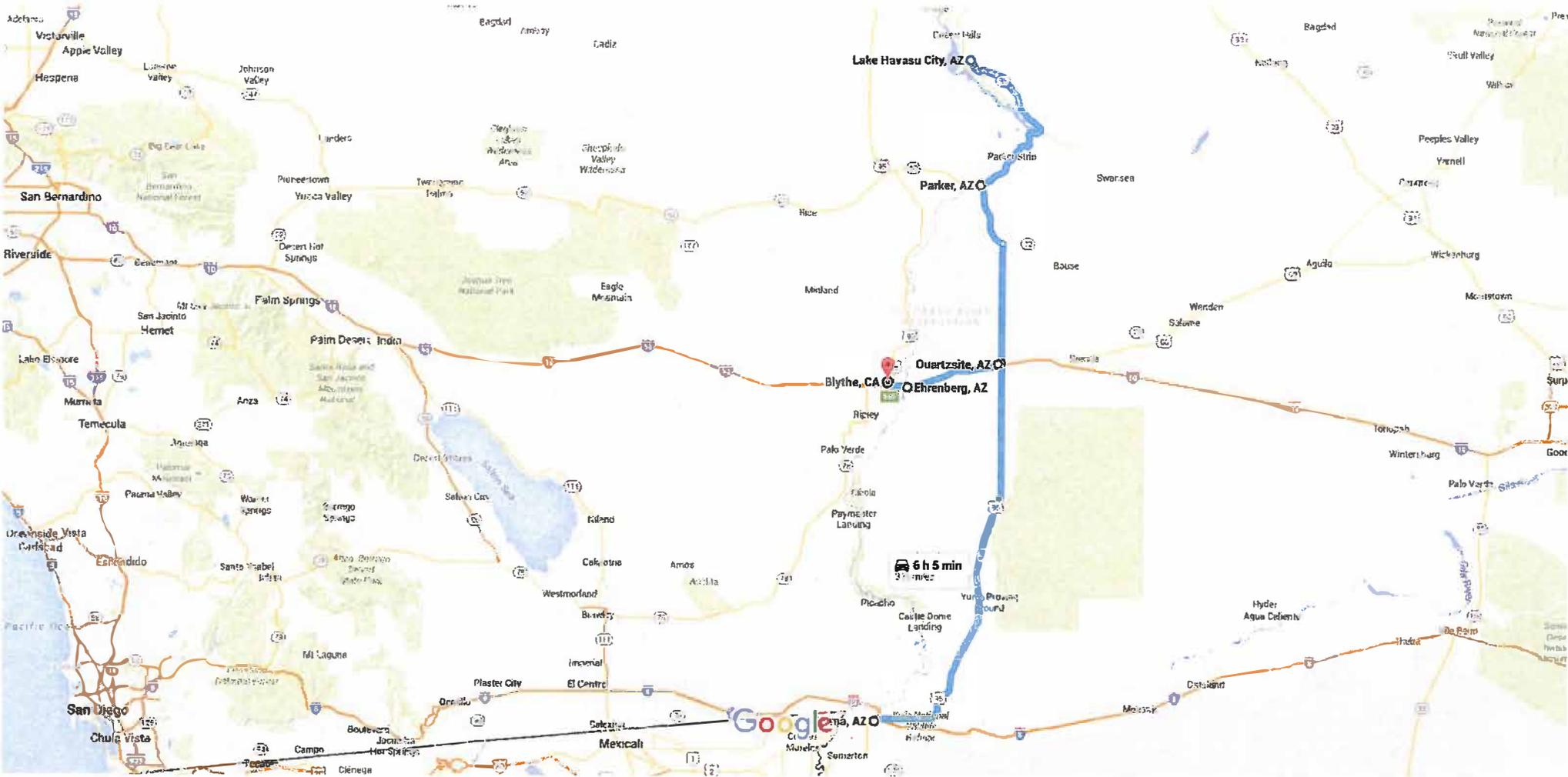
Revenue	55.50	251.00	2,814.00
School Day Revenue	7.50	180.00	270.00
Platform	3.50	251.00	878.50
School Day Platform	2.50	180.00	90.00
	69.00		4,052.50

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

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

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

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



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	1FDEE35S89DAB6047	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	\$ 11,898.29	\$ (8,327.40)	\$ 1,777.90
Q2307	2012	2C4RDGCG8CR353723	Dodge Caravan	4/30/2012		5310	80%		4	3.8	0.2	5.00%	29,242	100,000	70.76%	\$19,972.80	\$ 998.64	\$ 14,132.36	\$24,968.00	\$ 4,983.20	\$ 249.66	\$ 3,533.08
Q2302	2013	1FDDS3EL5DB00298	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	\$ 11,898.29	\$ 5,398.33	\$ 7,891.82

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

CALL TO ORDER: 7:00 p.m.

INVOCATION:

PLEDGE OF ALLEGIANCE: Led by Council Member Warner.

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

ROLL CALL:

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

Absent: Council Member Kelley.

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

ANNOUNCEMENTS:

None

CALL TO THE PUBLIC AND COMMUNICATIONS FROM CITIZENS:

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

CONSENT AGENDA:

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

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

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

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

ADMINISTRATIVE ITEMS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

➤ **The five applicants:**

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

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

The Mayor said the Proud Neighbors withdrew their application.

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

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

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

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

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

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

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

Council Member Warner and Council Member Davidson accepted the amendment.

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

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

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

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

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

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

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

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

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

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

Health and Development Services Board

- One Vacancy
- One Volunteer – David Collier

Hi Jolly Cemetery Board

- One Vacancy
- One Volunteer – Dee Sheehan

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

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

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

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

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

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

- 12. EXECUTIVE SESSION - An executive session pursuant to ARS Section 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position regarding settlement discussions in order to avoid or resolve litigation related to legal fees incurred by former Police Chief Jeff Gilbert.**

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

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

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

ROLL CALL:

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

Absent: Council Member Kelley.

COMMUNICATIONS:

Reports from the MAYOR on current events.

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

Reports from the COUNCIL on current events.

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

Reports from the TOWN MANAGER to the Council.

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

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

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

ADJOURNMENT: 8:14 p.m.

CERTIFICATION:

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

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

DATED this 26th day of January 2016


Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:


Ed Foster, Mayor

TOWN OF QUARTZSITE DRAFT BUDGET FY 2016-2017

Account Title	2012-13 Adopted Budget	2013-14 Amended Budget	2014-15 Adopted Budget	5310	5311	5311	A-Administration @ 90/20 O-Operations @ 58/42 C-Capital @ 90/10
				2015-16 Adopted Budget	2016-17 Draft Budget	2017-18 Draft Budget	
Transit Services							
5011 Salaries & Wages	58,045	33,088	47,044	45,096	67,246	69,600	
5011 Overtime				0			
5032 Retirement - FICA	4,440	2,529	3,599	3,450	5,144	5,324	
5037 Retirement - 401(k)	3,358	1,447	2,074	1,342	1,556	1,611	
5015 Workers Compensation	2,545	1,433	2,282	2,065	3,259	3,373	
5016 Health Insurance	11,684	6,052	5,040	4,824	4,824	4,993	
5018 State Unemployment	873	966	1,415	1,741	2,545	2,634	
	80,945	45,515	61,454	58,312	84,575	87,535	
5019 Uniform Expense	200						
5021 Office Supplies			1,100	0	0	0	
5022 Other Supplies			325	300	500	518	
5034 Janitorial Supplies	150						
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	150	300	311	O
	13,050	16,200	14,800	16,500	36,525	37,803	
5036 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	250	800	2,100	1,100	2,000	2,000	A
5043 Training & Workshops				1,000	2,000	2,000	A
	250	800	2,100	2,100	4,000	4,000	
5051 Dues & Memberships	500	500	525	525	525	525	A
5051 Permits/Licenses							
	500	500	525	525	525	525	
5046 Property & Liability Insurance	7,900	15,754	15,750	15,750	19,000	19,665	A
	7,900	15,754	15,750	15,750	19,000	19,665	
5048 Electric			1,600	100	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	1,658	
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	1,700	5,000	5,000	8,300	8,591	
5038 Leases & Rentals							
5056 Grant Match	6,682						
5033 Printing & Advertising	50	2,300	1,100	750	3,100	3,209	A
5084 Drug & Alcohol Screening	100		150	150	500	518	A
5035 Other Services	150	15,000	175	200	0	0	O
	6,982	17,300	1,425	1,100	3,600	3,726	
5066 Buildings & Improvements							
5070 Furniture & Fixtures							
5061 Capital Outlay					106,991	66,991	
5057	8,748						
Total Transit Services	114,327	104,369	107,829	106,068	270,617	235,993	

		Salaries and Benefits Split					
		FY 17			FY 18		
	A	25,938	41,309	A	26,845	O	42,755
	A	0	0	D	0	O	0
	A	1,984	3,160	A	2,054	O	3,271
	A	1,556	0	A	1,611	O	0
	A	87	3,172	A	90	O	3,283
	A	4,824	0	A	4,989	O	0
	A	315	2,230	A	326	O	2,308
		34,704	49,871		35,919		51,616

Cities/Towns	Miles		Drivers Hours		
	Daily	Annual	Daily	Weekly	Annually
Blaine (M/W/F)	92	14,352	2.00	8.00	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	188	8,832	8.00	8.00	418
LHC	150	7,800	8.00	7.75	403
Town (T/Th)	75	7,800	9.00	18.00	900
Totals		54,784		70.75	3,447

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

Expenditure Source	2015-16	2016-17	2017-18	2018-19	
Operations Expenditure Source					
General Fund	85,629	81,968	48,328	50,066	30%
Fares	7,300	7,000	8,000	8,000	5%
FTA Grant (including RTAP)	15,000	17,100	107,297	110,929	66%
Operational Total	107,929	106,068	163,625	169,994	
Capital Expenditure Source					
General Fund	12,000		10,659	6,039	10%
FTA Grant 2014	48,000				
FTA Grant 2016/2017			36,292	50,282	90%
Capital Total	60,000		46,951	56,321	
Total Expenditures	167,929	106,068	210,576	226,315	
TOTAL GENERAL FUND	97,629	81,968	59,027	56,765	

FY 17			
Categories	Total	Federal	Local
Admin	\$ 69,129.46	\$ 53,303.57	\$ 13,825.89
Operations	\$ 78,195.63	\$ 45,353.47	\$ 32,842.17
Maint	\$ 8,300.00	\$ 6,640.00	\$ 1,660.00
Totals	\$155,625.09	\$107,297.03	\$48,328.06

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
Totals	\$160,994.09	\$110,928.53	\$50,065.56

2/2/2016



Creative Bus Sales

ADOT CONTRACT

Contract # ADOT14-068368

Preparer: Marcus Hoffman

BASE MODEL

Unit Price

Starcraft Allstar 22' 8-4 W/C	\$58,295.00
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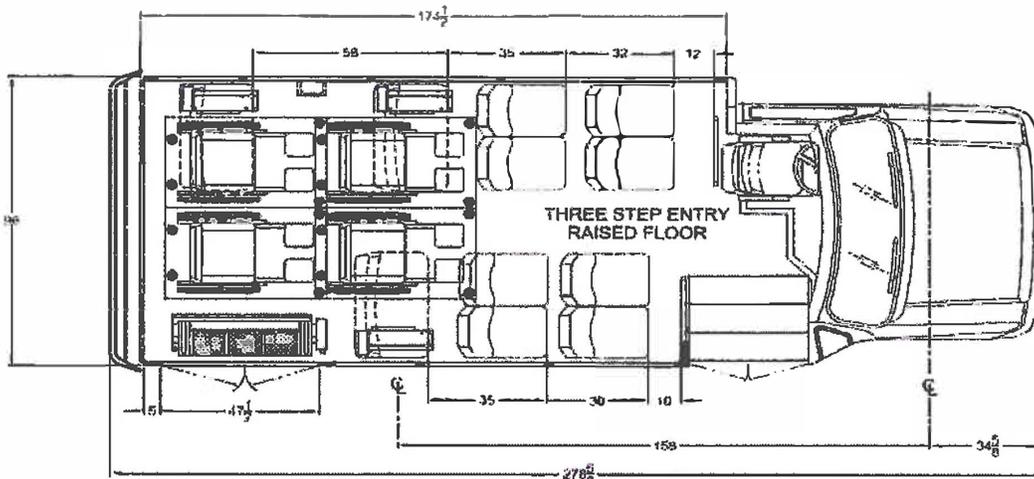
Dual Rear Wheel, 22 ft Cutaway Van with Wheelchair Lift - 96 Wide, 14 Passenger - as specified.

Additional Options: \$9,395.75

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

Proposal For:	Town of Quartzsite		
Contact:	Janet Collier		
Delivery Address:	465 N. Plymouth Ave	Quartzsite, AZ	85346
Office:	928-927-4333	Mobile:	
Email:	townhall@ci.quartzsite.az.us		

Floorplan



ADOT Contract Included Features

BASE MODEL		Unit Price
Starcraft Allstar 22' 8-4 W/C <i>Dual Rear Wheel, 22 ft Cutaway Van with Wheelchair Lift - 96 Wide, 14 Passenger - as specified.</i>		\$58,295.00
Model: 2014 Starcraft Allstar 22'		Capacity: 14 Passengers or 8 w/ 4 Wheelchair
(1) Bus Interior	1 1/4" Vertical Left Hand Entry Assist Grab Rail 3/4" Marine Grade Plywood Floor Altro Meta 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	(5) Electrical
(2) Bus Exterior	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	(6) Doors / Windows
(3) Chassis Options	2014 Ford E-350 158"WB 12,500 GVWR 6.8L V-10 Alignment: Full Caster & Camber Kit Brakes - ABS, Disc Front and Rear Coved 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	(8) Seating / Passengers
(4) AC & Heater Options	A/C ACC Climate Control 68K btu 2 Fan Skirt Cond w/ TM-16 Comp Heater: 45k btu Pro-Aire 3 speed fan	(11) Paratransit
		(12) Safety
		(13) Seating / Driver

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 & Heater Options</i>		-		
	ACC Roof Mount Condensor Upgrade	1	1,200.00	\$ 1,200.00
	ACC Ectronic 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 Uppder 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>		-		

Total \$ 9,395.75

Town of Quartzsite – Camel Express

Title VI Implementation Plan



Adopted April , 2016

Last Updated: March 2016

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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 or visit our administrative office at 465 N Plymouth Ave, Quartzsite, AZ 85346. For more information, visit www.ci.quartzsite.az.us.

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

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

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

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

Title VI Notice to the Public - Spanish

Aviso al Público Sobre los Derechos Bajo el Título VI 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.

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.

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. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007, **FTA:** Attention Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590.
- (13) A copy of these procedures can be found online at: 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

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

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

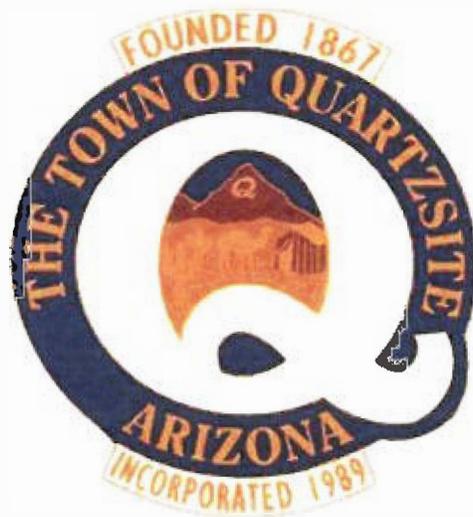
Discrimination Investigations, Complaints, and Lawsuits

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?)
Investigations				
1)				
2)				
Lawsuits				
1)				
2)				
Complaints				
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 2nd and 4th Tuesday of each month at 7:00 p.m. at Quartzsite Town Hall. All meetings are open to the public. The Town's Health and Development Board oversees the transit operations and makes recommendations to the council. They meet monthly and their meetings are open to the public.

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 I so that these bodies for 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



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, April 12, 2016

Agenda Item: **CALCULATION OF MAJORITY OF VOTES CAST FOR MAYORAL AND COUNCILMEMBER ELECTIONS** - Discussion and possible adoption of an ordinance amending the Town Code, Chapter 2, Mayor and Council, Article 2-3 Council Election, to include a subsection, Section 2-3-1 Primary Election, providing the method to be used to calculate the majority of votes cast at the Primary Election pursuant to Arizona Revised Statutes.

Summary: The Arizona State Legislature amended the municipal election statutes regarding the election of mayors and city/town councilmembers at a primary election in March 2015. The amendments to A.R.S. § 9-812.01 include a new method to calculate the majority of votes cast for use in determining whether a candidate for the office of mayor or councilmember is elected to that office at the primary election.

Determination of the majority of votes cast will follow this formula:

1. Calculating the total number of actual votes cast for all candidates for an office whose names were lawfully on the ballot for that office.
2. Dividing the sum reached above by the number of seats to be filled for that office.
3. Dividing the number reached pursuant to paragraph 2 by two and rounding that number to the highest whole number.

Responsible

Person: Skylor Miller, Town Manager

Attachment: Ordinance No. 16-04

Action Requested: **Motion to adopt an ordinance amending the Town Code, Chapter 2, Mayor and Council, Article 2-3 Council Election, to include a subsection, Section 2-3-1 Primary Election.**

ORDINANCE NO. 16-04

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF QUARTZSITE, ARIZONA, AMENDING THE CODE OF QUARTZSITE, ARIZONA, CHAPTER 2 MAYOR AND COUNCIL, ARTICLE 2-3 COUNCIL ELECTION, BY AMENDING SECTION 2-3-1 PRIMARY ELECTION RELATED TO CALCULATING THE MAJORITY OF VOTES CAST; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY.

WHEREAS, in 2015, the Arizona legislature amended Arizona Revised Statutes Section 9-821.01 regarding the method to be used to calculate the majority of votes cast; and

WHEREAS, the Code of Quartzsite does not currently provide a method of calculating the majority of votes cast and the Town Council desires to clarify that State law shall determine the method of calculation,

NOW THEREFORE, BE IT ORDAINED by the Common Council of the Town of Quartzsite, Arizona, as follows:

Section I. In General.

The Code of the Town of Quartzsite, Arizona, Chapter 2 Mayor and Council, Article 2-3 Council Election is hereby amended by amending Section 2-3-1 Primary Election to read as follows (additions in ALL CAPS; deletions in ~~strikeout~~):

Section 2-3-1 Primary Election

Any candidate who ~~shall~~ receives at the primary election a majority of all the votes cast AT THAT ELECTION FOR THAT OFFICE shall be declared to ~~be~~ elected to the office for which ~~he~~ THAT PERSON is a candidate, effective as of the date of the general election, and no further election shall be held as to said candidate; provided that if more candidates receive a majority OF VOTES CAST than there are ~~offices~~ SEATS to be filled FOR THAT OFFICE then those CANDIDATES WHO RECEIVE ~~equal in number to the offices to be filled~~ receiving the highest number of votes EQUAL TO THE NUMBER OF SEATS TO BE FILLED FOR THE OFFICE shall be declared elected TO THAT OFFICE. THE MAJORITY OF VOTES CAST SHALL BE DETERMINED PURSUANT TO ARIZONA STATE LAW.

Section II. Providing for Repeal of Conflicting Ordinances.

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference, are hereby repealed.

Section III. Providing for Severability.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of the Code adopted herein by reference, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED by the Common Council of the Town of Quartzsite, Arizona, this _____ day of _____, 2016, by the following vote:

AYES: _____
NAYES: _____ ABSENT: _____
EXCUSED: _____ ABSTAINED: _____

APPROVED this _____ day of _____, 2016.

Ed Foster, Mayor

ATTEST:

Tina Abriani, Town Clerk

APPROVED AS TO FORM:

Susan D. Goodwin, Town Attorney

I, TINA ABRIANI, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. _____ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF QUARTZSITE ON THE _____ DAY OF _____, 20____, WAS POSTED IN THREE PLACES ON THE _____ DAY OF _____, 20____.

Tina Abriani, Town Clerk



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

So how big does each good deed need to be?

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

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

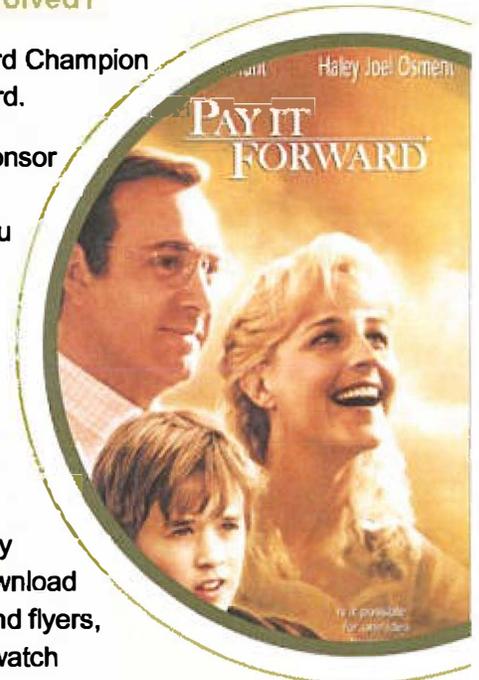
Pay it Forward Day has spread to over 70 countries inspiring over 5 million acts of kindness. There have been over 50 state and city proclamations for the day and 100's of schools and businesses are now involved. It is a global phenomenon which has featured on numerous radio stations, magazines, newspapers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



So how can you get involved?

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

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



www.payitforwardday.com

Contact us

Share your Story

Free Downloads

- Pay It Forward Flyer
PDF or Word
- Pay It Forward Card
Home or Pro
- Schools Kits
PDF
- School Card
High School Card
Primary School Card

Social

Follow us on [Facebook](#)
and/or [Twitter!](#)



The Ripple Effect Continues!

045

Days left to
'Pay It Forward' day.

Thursday, April 28, 2016

Watch the [Pay it Forward Day Trailer](#)

In 2015, people from **75 countries** participated in Pay it Forward Day with individuals working on proclamations in **42 states & 48 cities**.

For this year's international Pay it Forward Day (PIFD) we are aiming to inspire over **10 million acts of kindness around the world**. *Imagine the difference that would make!*

WHAT CAN YOU DO?

- Pay for someone's cup of coffee
- Get the next person's food, toll, petrol, etc.
- Help someone out in need
- Be creative!!! Click [here](#) for more ideas.
- While Pay it Forward Day focuses on marketing the concept of selfless giving for just one day a