

# COUNCIL MEETING AGENDA

**TUESDAY, MAY 13, 2014**

Members may attend in person or by telephone

Ed Foster, Mayor  
Michael Jewitt, Vice Mayor

Carol Kelley  
Mark Orgeron  
Monica Timberlake

Norma Crooks  
Mary Scott

**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 need to be staged at the back of the public seating area.*

***The times listed for agenda items are estimated.  
Items may be discussed earlier or in a different sequence.***

Est. Time	AGENDA ITEM	COUNCIL ACTION
7:00	<b>CALL TO ORDER OF REGULAR MEETING</b>	
7:00 – 7:05	<b>INVOCATION AND PLEDGE OF ALLEGIANCE</b> <i>The invocation may be offered by a person of any religion, faith, belief or non-belief. Interested persons should contact the Clerk for further information.</i>	
7:05 – 7:06	<b>ROLL CALL</b>	
7:06 – 7:07	<b>APPROVAL/AMENDMENT OF AGENDA</b>	Discussion, possible action by MOTION.
7:07 – 7:10	<b>CONSENT AGENDA</b> <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>	

	1-a.	<b>LEDGER OF ACCOUNTS PAID</b> – Consider approval of check series 37269 - 37355, totaling \$192,077.22.	Discussion; possible action by MOTION; may be acted upon with single motion.
	1-b.	<b>MINUTES</b> – the Public Work Session of April 17, 2014, the Special Meeting of April 22, 2014, and the Special Meeting of April 29, 2014.	Discussion; possible action by MOTION; may be acted upon with single motion.
	1-c.	<b>TRUSTEE APPOINTMENT</b> – Appointment of trustees for the Quartzsite Employee Retirement Program.	Discussion; possible action by MOTION; may be acted upon with single motion.
	1-d.	<b>MUNICIPAL PROPERTY CORPORATION</b> – Consider the reappointment of Darrell Crooks, a member of the Municipal Property Corporation, whose current term expires June 1, 2014. The member’s new term will expire June 1, 2017.	Discussion; possible action by MOTION; may be acted upon with single motion.
	1-e.	<b>PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM BOARD APPOINTMENT</b> – Consider the appointment of Beverly Cunningham to the Public Safety Personnel Retirement System Board, with a term to expire March 2018.	Discussion; possible action by MOTION; may be acted upon with single motion.
	1-f.	<b>COOPERATIVE PURCHASE</b> – Consider approval of a cooperative purchase under Arizona State Contract No. ADSP013-038803 for a 2014 fully-equipped, marked law enforcement vehicle.	Discussion; possible action by MOTION; may be acted upon with single motion.
	1-g.	<b>INTERGOVERNMENTAL AGREEMENT</b> – Consider approval of an Intergovernmental Agreement (IGA) between La Paz County and the Town of Quartzsite for the Town of Quartzsite’s elections to be held August 26, 2014 and November 4, 2014.	Discussion; possible action by MOTION; may be acted upon with single motion.

		<p align="center"><b>ADMINISTRATIVE ITEMS</b></p> <p><i>Administrative items are for Council discussion and action. It is at the discretion of the majority of the Council regarding public input requests on any Administrative Item. Persons wishing to speak on an Administrative Item should complete a Request to Speak Form and indicate the Item they wish to address. Council may or may not accept public comment.</i></p>	
7:10 – 7:25	2.	<b>ANNUAL FINANCIAL STATEMENTS</b> – Consider acceptance of the Annual Financial Statements and Independent Auditors’ Report for Fiscal Year 2012-2013.	Discussion; possible action by MOTION.
7:25 – 7:35	3.	<b>DESIGNATED EMERGENCY SHELTER</b> – Discussion and possible direction to develop an agreement to utilize the Senior Center as a designated emergency shelter.	Discussion; possible action by MOTION.
7:35 – 7:45	4.	<b>LANDSCAPE AGREEMENTS</b> – Discussion and possible direction to develop landscaping agreements with local businesses situated on rights-of-ways on designated streets in the Town of Quartzsite.	Discussion; possible action by MOTION.
7:45 – 7:55	5.	<b>ADOPT-A-STREET</b> – Discussion and possible approval of policies and procedures for a Town of Quartzsite Adopt-a Street program.	Discussion; possible action by MOTION.
7:55 – 8:05	6.	<b>TOWN CODE, CHAPTER 15, ZONING</b> – Discussion and possible adoption of an ordinance amending the Town Code, Chapter 15, Zoning.	Discussion; possible action by MOTION.
8:05 – 8:35	7.	<b>TOWN CODE, CHAPTER 3, ADMINISTRATION</b> - Review, discussion and direction regarding updates to the Quartzsite Town Code, Chapter 3, Administration.	Discussion; possible action by MOTION.
8:35 – 8:55	8.	<b>BUDGET</b> – Continuing discussions on the Fiscal Year 2014-2015 Budget for the Town of Quartzsite.	Discussion; possible action by MOTION.

		<b>COMMUNICATIONS</b>	
8:55 – 9:00	9.	Announcements and Reports from the MAYOR on current events.	
9:00 – 9:05	10.	Announcements and Reports from the COUNCIL on current events.	
9:05 – 9:10	11.	Reports from the TOWN MANAGER to the Council.	
9:10 – 9:25		<b>COMMUNICATIONS FROM CITIZENS</b>  <i>At this time, members of the public may comment on matters within the jurisdiction of the Town but not on the agenda. For the official record, individuals must state their name. <b>There is a 3 minute limit for each speaker.</b> The Council's response is limited to responding to criticism, asking staff to review a matter commented upon, or asking that a matter be put on a future agenda.</i>	
9:25		<b>ADJOURN</b>	MOTION to adjourn.

**Certification of Posting**

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Quartzsite Town Hall, 465 N. Plymouth Ave, Quartzsite, AZ, U.S. Post Office, 80 W. Main Street, Quartzsite, AZ and The Senior Center, 40 Moon Mountain Ave, Quartzsite, AZ, on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, 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 April, 2014

<b>Total Number of Patrons</b>	<b>3,317</b>
<b>Adult Fiction</b>	<b>537</b>
<b>Adult Non Fiction</b>	<b>209</b>
<b>Paperbacks</b>	<b>301</b>
<b>Large Print</b>	<b>210</b>
<b>E-Books</b>	<b>1,815</b>
<b>Arizona Books</b>	<b>37</b>
<b>Foreign Language</b>	<b>0</b>
<b>ILL Sent to other Libraries</b>	<b>4</b>
<b>ILL. Received from other Libraries</b>	<b>2</b>
<b>TOTAL ADULT BOOKS</b>	<b>3,115</b>
<b>Young Adult Fiction</b>	<b>5</b>
<b>Young Adult Non-Fiction</b>	<b>0</b>
<b>Juvenile Fiction</b>	<b>39</b>
<b>Juvenile Non-Fiction</b>	<b>19</b>
<b>Kids Computer Use</b>	<b>105</b>
<b>Graphic Novel</b>	<b>1</b>
<b>MISCELLANEOUS</b>	
<b>Puzzles</b>	<b>2</b>
<b>DVD</b>	<b>810</b>
<b>VHS</b>	<b>164</b>
<b>CD Audio</b>	<b>60</b>
<b>Audio Cassettes</b>	<b>57</b>
<b>TOTAL CIRCULATION</b>	<b>1,093</b>
<b>Computer Questions</b>	<b>355</b>
<b>Reference Questions</b>	<b>329</b>
<b>Information</b>	<b>263</b>
<b>Computer Use</b>	<b>25</b>
<b>Caregivers Use</b>	<b>674</b>
<b>Wireless Usage</b>	<b>742</b>
<b>New Patrons Registered</b>	<b>17</b>
<b>Meeting Room Use</b>	<b>119</b>
<b>Donations</b>	<b>353</b>

## Circulation Statistics By Item Report Class : 04/01/2014 to 04/30/2014

Item Report Class	Checked In	Checked Out	Renewed	In-House Use	Booked
000 - 099	5	6	1	0	0
100 - 199	37	30	0	4	0
200 - 299	8	4	0	4	0
300 - 399	29	22	3	2	0
400 - 499	1	1	2	0	0
500 - 599	15	13	1	4	0
600 - 699	22	20	10	0	0
700 - 799	38	18	6	3	0
800 - 899	9	1	5	1	0
900 - 999	44	32	5	1	0
ADV	3	2	0	0	0
Aud	57	47	14	8	0
AZ	37	36	3	2	0
AZ NF	0	0	0	0	0
AZ R	0	0	0	0	0
BC	0	0	0	0	0
Biography	0	0	0	0	0
CD ROM	0	0	0	0	0
CD/AUD	60	59	10	2	0
Christian Fiction	66	57	10	4	0
DVD	810	750	55	40	0
Easy Book	19	17	6	2	0
eBook	0	0	0	0	0
Fiction	292	211	28	25	0
Fiction Large Print	163	126	7	8	0
Fiction Paperback	89	77	12	26	0
French	0	0	0	0	0
Graphic Novel	0	1	0	0	0
J Fiction	39	34	11	6	0
J Non-Fiction	16	19	3	0	0
J PBK	4	1	0	1	0
J Spanish	0	3	0	0	0
Jigsaw puzzle	2	0	0	1	0
L	4	3	1	1	0
Large Print Non-Fiction	9	4	1	0	0
Magazine	0	0	0	0	0
Mystery	147	97	16	12	0
Mystery Large Print	28	23	1	1	0
Mystery Paperback	53	38	3	17	0
Native American	1	1	0	0	0
PHA	0	0	0	0	0
Reference	0	0	0	0	0
Romance	0	0	0	0	0
Romance Paperback	48	35	0	5	0
Science Fiction	19	17	1	1	0
	16	9	0	2	0

Science Fiction					
Paperback					
Spanish	0	0	0	0	0
Undefined	14	8	1	1	0
VHS	164	139	6	25	0
Western	13	10	3	0	0
Western Large Print	38	23	1	1	0
Western Paperback	95	89	9	35	0
YA Fiction	5	5	3	0	0
YA Non-Fiction	0	0	0	0	0
YA Paperback	2	2	0	0	0
Total	2521	2090	238	245	0

## MONTHLY MAGISTRATE ACTIVITY REPORT

MONTH OF: APRIL 2014

	Prior Year	Current Year
Civil Traffic Action Filed	40	20
Criminal Traffic Action Filed	3	2
Misdemeanor Cases Filed	6	9
Initial Appearances Handled	11	8
Trials and Pre-Trials Held	16	13
Civil Traffic Closings	47	45
Criminal Traffic Closings	9	7
Misdemeanor Cases Closed	16	4
Warrants Issued	9	14
Warrants Closed	11	12
Harassment or Orders of Protection	1	2
Revenue Generated by Court	\$7,605.62	\$8,586.88
Total Collected	\$15,543.45	\$16,518.77

Comments:

Total collected does not include Bonds received per the Court

Filed as per Section 5-2-3:  
Subsection E

Preparer: *Lori Callan* *LORI Callan*

*A. Lilly*

Honorable Amanda Lilly, Magistrate

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

MONTH:     APRIL 2014                     

ACCOUNT #	ACCOUNT DESCRIPTION	TOTAL
01-2211	BONDS PAYABLE	
01-2212	MAGISTRATE PAYABLE	7,931.89
01-4410	MUNICIPAL FINES REVENUE	7,565.99
21-4420	LOCAL JCEF REVENUE	72.47
42-4044	COURT ENHANCEMENT	589.55
39-4027	LAW ENFORCEMENT REVENUE	208.87
01-4105	PUBLIC SAFETY RECOVERY	150.00
<b>TOTAL</b>		<b>\$16,518.77</b>

SIGNATURE                     *A. Kelly*                      
 Prepared by:                     *Lori Callan*                                         LORI CALLAN



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, May 13, 2014

**Agenda Item #1-a** Consider approval of check series 37269 - 37355, totaling \$192,077.22.

**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 37269 - 37355, totaling \$192,077.22.

**Action Requested:** Motion to approve the Ledger of Accounts Paid; Check series 37269-37355, totaling \$192,077.22.

**Quartzsite Town Council Meeting of  
MAY 13, 2014  
Check Register/ Revenue/ Consent Agenda**

**Horizon Community Bank- Begin Ck# 37269 - 37355**

**Balances on all cash accounts as of May 8, 2014**

<b>Checking Account</b>	<b>\$</b>	<b>2,315,473.39</b>
<b>LGIP Account</b>	<b>\$</b>	<b>694,081.65</b>
<b>WIFA Debt Reserve Account</b>	<b>\$</b>	<b>198,529.85</b>

<b>Total Expensed Dollar Amount for Consent Agenda</b>	<b>\$</b>	<b>338,945.09</b>
<b>Total Payroll for Pay Period Ending 04/12/14</b>	<b>\$</b>	<b>77,144.75</b>
<b>Total Payroll for Pay Period Ending 04/26/14</b>	<b>\$</b>	<b>69,723.12</b>
<b>YTD Total Revenue Dollar Amount for Consent Agenda</b>	<b>\$</b>	<b>1,342,953.34</b>
<b>YTD Total Sewer Cap Revenue as of 05/08/14</b>	<b>\$</b>	<b>3,252.72</b>
<b>YTD Total Sewer Sales Revenue as of 05/08/14</b>	<b>\$</b>	<b>760,126.61</b>
<b>YTD Total Water Cap Revenue as of 05/08/14</b>	<b>\$</b>	<b>5,358.94</b>
<b>YTD Total Water Sales Revenue as of 05/08/14</b>	<b>\$</b>	<b>574,215.07</b>

## Report Criteria:

Report type: GL detail

Check Check Number = 37269-37355

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>37269</b>						
04/23/14	37269	Amanda Lilly	123.43	Law Day May 1st	01-150-5022	123.43
Total 37269:			123.43			
<b>37270</b>						
04/23/14	37270	APS	25.87	Electric Service	03-220-5049	25.87
04/23/14	37270	APS	2,493.72	Electric Service	03-220-5049	2,493.72
04/23/14	37270	APS	112.83	Electric Service	03-220-5049	112.83
Total 37270:			2,632.42			
<b>37271</b>						
04/23/14	37271	Aquatic Consulting & Testi	3,050.00	AZPDES Chronic Survival & Growth Test	15-500-5039	3,050.00
Total 37271:			3,050.00			
<b>37272</b>						
04/23/14	37272	Australian Outback Plantati	100.00	Trees - Arbor Day	09-207-5022	100.00
Total 37272:			100.00			
<b>37273</b>						
04/23/14	37273	Bingham Equipment Comp	70.21	Parts for mini excavator #2215	03-220-5025	70.21
04/23/14	37273	Bingham Equipment Comp	51.76	Parts for Skid Steer Loader #2226	03-220-5025	51.76
04/23/14	37273	Bingham Equipment Comp	52.63	Shank Assembly	03-220-5025	52.63
Total 37273:			174.60			
<b>37274</b>						
04/23/14	37274	Connected Computer & Re	759.67	Tech Services: Admin	01-130-5035	759.67
04/23/14	37274	Connected Computer & Re	455.00	Tech Services: QPD	01-140-5035	455.00
Total 37274:			1,214.67			
<b>37275</b>						
04/23/14	37275	Doc United Imaging Llc	1,400.00	Professional Services For Up Grade Laser Fisch	01-130-5051	1,400.00
Total 37275:			1,400.00			
<b>37276</b>						
04/23/14	37276	Empire Southwest	993.62	Equip/Vehicle Repair #2204	03-220-5025	993.62
04/23/14	37276	Empire Southwest	989.41	Mechanic Supplies & Services	03-220-5047	989.41
Total 37276:			1,983.03			
<b>37277</b>						
04/23/14	37277	Herbs Hardware, Inc.	189.89	Small Tools: PW	03-220-5060	189.89
04/23/14	37277	Herbs Hardware, Inc.	5.48	Key: QPD	01-140-5022	5.48
04/23/14	37277	Herbs Hardware, Inc.	268.81	Other Supplies: Parks	01-180-5022	268.81
04/23/14	37277	Herbs Hardware, Inc.	418.49	Small Tools/Equip: VVW	15-500-5060	418.49
04/23/14	37277	Herbs Hardware, Inc.	612.93	Small Tools/Equip: Water	16-550-5060	612.93

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37277:			1,495.60			
<b>37278</b>						
04/23/14	37278	Home Depot Credit Service	1,607.03	Concession Stand Equipment & Supplies	36-113-5022	1,607.03
Total 37278:			1,607.03			
<b>37279</b>						
04/23/14	37279	Johnson Refrigeration, INC	669.00	Crane Service at WWTP	15-500-5091	669.00
Total 37279:			669.00			
<b>37280</b>						
04/23/14	37280	Legend Technical Services	348.90	Qtrly Monitoring Well #1	16-550-5039	348.90
04/23/14	37280	Legend Technical Services	209.70	Monthly APP/AZPDES	16-550-5039	209.70
Total 37280:			558.60			
<b>37281</b>						
04/23/14	37281	Milligan Lawless, P.C.	171.00	Special Council Services	01-120-5072	171.00
Total 37281:			171.00			
<b>37282</b>						
04/23/14	37282	Parker Auto & Marine	258.67	Paint Supplies for PW Vehicle #2233	03-220-5025	258.67
04/23/14	37282	Parker Auto & Marine	102.48	Welding Supplies	03-220-5029	102.48
Total 37282:			361.15			
<b>37283</b>						
04/23/14	37283	Parker Office Supply	107.88	3 name plates	01-140-5022	107.88
Total 37283:			107.88			
<b>37284</b>						
04/23/14	37284	Petty Cash	10.00	Candy for council	01-110-5022	10.00
04/23/14	37284	Petty Cash	50.07	Travel--Meeting in Phoenix	01-130-5043	50.07
04/23/14	37284	Petty Cash	5.51	Janitorial Supplies	01-130-5021	5.51
04/23/14	37284	Petty Cash	10.00	Per Diem: Seminar LHC - K. Tunnell	01-130-5043	10.00
04/23/14	37284	Petty Cash	10.00	Per Diem: Seminar LHC - T. Abriani	01-130-5043	10.00
04/23/14	37284	Petty Cash	58.62	Travel: CADRE Mtg	01-140-5043	58.62
04/23/14	37284	Petty Cash	14.73	Pastries for Police Chief Interviews	01-140-5022	14.73
04/23/14	37284	Petty Cash	10.50	Copies & Recordings	01-160-5022	10.50
04/23/14	37284	Petty Cash	36.00	Per Diem: Code Enforcement	01-160-5043	36.00
04/23/14	37284	Petty Cash	18.51	Easter Supplies	01-185-5022	18.51
04/23/14	37284	Petty Cash	17.34	Janitorial Supplies	03-220-5034	17.34
04/23/14	37284	Petty Cash	5.00	Water for Utility Mtg	15-500-5043	5.00
04/23/14	37284	Petty Cash	2.20	Lab supplies	15-500-5039	2.20
04/23/14	37284	Petty Cash	5.00	Water for Utility Mtg	16-550-5043	5.00
04/23/14	37284	Petty Cash	14.99	Battery for Camera QPD	01-140-5022	14.99
04/23/14	37284	Petty Cash	25.76	Memory Cards for QPD	01-140-5022	25.76
04/23/14	37284	Petty Cash	63.98	Supplies for QPD	01-140-5030	63.98
04/23/14	37284	Petty Cash	19.43	Office Supplies for QPD	01-140-5022	19.43
04/23/14	37284	Petty Cash	11.02	Over front counter	01-000-4101	11.02

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37284:			366.62			
<b>37285</b>						
04/23/14	37285	Purcell Tire Co	671.23	Tires: QPD	01-140-5025	671.23
04/23/14	37285	Purcell Tire Co	409.38	Tires: WW Dept	15-500-5025	409.38
04/23/14	37285	Purcell Tire Co	638.99	Tires: Transit	01-230-5025	638.99
Total 37285:			1,719.60			
<b>37286</b>						
04/23/14	37286	Quartzsite Cap & Embroide	39.64	Aprons with Logo	01-140-5053	39.64
Total 37286:			39.64			
<b>37287</b>						
04/23/14	37287	Quill Corporation	283.78	Office Supplies: Magistrate	01-150-5021	283.78
04/23/14	37287	Quill Corporation	150.39	Office Supplies: Admin	01-130-5021	150.39
04/23/14	37287	Quill Corporation	43.13	Office Supplies: PW	03-220-5021	43.13
04/23/14	37287	Quill Corporation	31.64	Office Supplies: Water	16-550-5021	31.64
04/23/14	37287	Quill Corporation	31.66	Office Supplies: WWTP	15-500-5021	31.66
04/23/14	37287	Quill Corporation	31.61	Office Supplies: Library	01-170-5021	31.61
Total 37287:			572.21			
<b>37288</b>						
04/23/14	37288	River City Newspapers	83.56	2 Wk Ad - Ordinance No. 14-02	01-130-5022	83.56
Total 37288:			83.56			
<b>37289</b>						
04/23/14	37289	Rons Auto Accessory Stor	150.00	Window tint/new truck	03-220-5061	150.00
Total 37289:			150.00			
<b>37290</b>						
04/23/14	37290	Sims Murray, LTD	58.50	Special Counsel Services	01-120-5072	58.50
Total 37290:			58.50			
<b>37291</b>						
04/23/14	37291	Tamco Capital Corp.	115.80	Phone System Rental Pmt	01-110-5061	115.80
04/23/14	37291	Tamco Capital Corp.	592.66	Phone System Rental Pmt	01-130-5061	592.66
04/23/14	37291	Tamco Capital Corp.	276.20	Phone System Rental Pmt	01-150-5061	276.20
04/23/14	37291	Tamco Capital Corp.	223.38	Phone System Rental Pmt	01-160-5061	223.38
04/23/14	37291	Tamco Capital Corp.	170.57	Phone System Rental Pmt	01-185-5061	170.57
04/23/14	37291	Tamco Capital Corp.	170.57	Phone System Rental Pmt	15-500-5061	170.57
04/23/14	37291	Tamco Capital Corp.	168.63	Phone System Rental Pmt	16-550-5061	168.63
04/23/14	37291	Tamco Capital Corp.	223.38	Phone System Rental Pmt	01-170-5061	223.38
04/23/14	37291	Tamco Capital Corp.	223.38	Phone System Rental Pmt	03-220-5061	223.38
Total 37291:			2,164.57			
<b>37292</b>						
04/23/14	37292	TDS Telecom	579.27	Phone Services	01-130-5048	579.27
04/23/14	37292	TDS Telecom	463.60	Phone Services	01-140-5048	463.60

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
04/23/14	37292	TDS Telecom	125.47	Phone Services	01-150-5048	125.47
04/23/14	37292	TDS Telecom	29.51	Phone Services	01-160-5048	29.51
04/23/14	37292	TDS Telecom	283.65	Phone Services	01-170-5048	283.65
04/23/14	37292	TDS Telecom	171.71	Phone Services	03-220-5048	171.71
04/23/14	37292	TDS Telecom	234.04	Phone Services	15-500-5048	234.04
04/23/14	37292	TDS Telecom	177.69	Phone Services	16-550-5048	177.69
Total 37292:			<u>2,064.94</u>			
<b>37293</b>						
04/23/14	37293	Visa	112.91	Hilton: AZBO Trng T. Hoogerwerf	01-160-5043	112.91
04/23/14	37293	Visa	297.97	Light bracket for PW	03-220-5047	297.97
Total 37293:			<u>410.88</u>			
<b>37294</b>						
04/23/14	37294	Yuma Winnelson Co.	702.25	System Maintenance	16-550-5050	702.25
Total 37294:			<u>702.25</u>			
<b>37295</b>						
04/24/14	37295	ClassicPlan Premium Fina	1,017.78	Liability Insurance	01-185-5046	1,017.78
04/24/14	37295	ClassicPlan Premium Fina	2,035.55	Liability Insurance	01-130-5046	2,035.55
04/24/14	37295	ClassicPlan Premium Fina	4,834.41	Liability Insurance	01-140-5046	4,834.41
04/24/14	37295	ClassicPlan Premium Fina	763.33	Liability Insurance	01-150-5046	763.33
04/24/14	37295	ClassicPlan Premium Fina	763.33	Liability Insurance	01-170-5046	763.33
04/24/14	37295	ClassicPlan Premium Fina	9,414.39	Liability Insurance	03-220-5046	9,414.39
04/24/14	37295	ClassicPlan Premium Fina	1,272.22	Liability Insurance	01-230-5046	1,272.22
04/24/14	37295	ClassicPlan Premium Fina	3,053.31	Liability Insurance	15-500-5046	3,053.31
04/24/14	37295	ClassicPlan Premium Fina	2,289.99	Liability Insurance	16-550-5046	2,289.99
Total 37295:			<u>25,444.31</u>			
<b>37296</b>						
04/24/14	37296	U.S. Bank Operations Ctr.	13,064.98	Excise tax revenue bond obligation	01-100-5007	13,064.98
Total 37296:			<u>13,064.98</u>			
<b>37297</b>						
04/24/14	37297	Pioneer Landscaping Mate	31.62	Landscaping rocks	03-220-5030	31.62
Total 37297:			<u>31.62</u>			
<b>37311</b>						
05/01/14	37311	ABM	852.96	Consultant Svcs for Community Development	01-160-5032	852.96
Total 37311:			<u>852.96</u>			
<b>37312</b>						
05/01/14	37312	ACC Business	32.10	Phone Services	01-110-5048	32.10
05/01/14	37312	ACC Business	153.89	Phone Services	01-130-5048	153.89
05/01/14	37312	ACC Business	72.73	Phone Services	01-150-5048	72.73
05/01/14	37312	ACC Business	59.21	Phone Services	01-160-5048	59.21
05/01/14	37312	ACC Business	45.78	Phone Services	01-185-5048	45.78
05/01/14	37312	ACC Business	59.21	Phone Services	03-220-5048	59.21
05/01/14	37312	ACC Business	45.73	Phone Services	15-500-5048	45.73

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
05/01/14	37312	ACC Business	45.73	Phone Services	16-550-5048	45.73
Total 37312:			514.38			
<b>37313</b>						
05/01/14	37313	APS	38.29	Electric Service	16-550-5048	38.29
05/01/14	37313	APS	6,178.59	Electric Service	16-550-5048	6,178.59
05/01/14	37313	APS	211.53	Electric Service	03-220-5048	211.53
05/01/14	37313	APS	715.19	Electric Service	01-140-5048	715.19
05/01/14	37313	APS	6,248.25	Electric Service	15-500-5048	6,248.25
05/01/14	37313	APS	50.72	Electric Service	03-220-5049	50.72
05/01/14	37313	APS	111.67	Electric Service	01-180-5048	111.67
05/01/14	37313	APS	113.95	Electric Service	01-180-5048	113.95
05/01/14	37313	APS	850.03	Electric Service	01-130-5048	850.03
05/01/14	37313	APS	309.10	Electric Service	01-170-5048	309.10
05/01/14	37313	APS	154.55	Electric Service	01-150-5048	154.55
05/01/14	37313	APS	231.83	Electric Service	01-185-5048	231.83
05/01/14	37313	APS	548.00	Electric Service	16-550-5048	548.00
05/01/14	37313	APS	32.63	Electric Service	03-220-5049	32.63
05/01/14	37313	APS	33.65	Electric Service	03-220-5049	33.65
05/01/14	37313	APS	35.59	Electric Service	03-220-5049	35.59
05/01/14	37313	APS	36.05	Electric Service	03-220-5049	36.05
05/01/14	37313	APS	69.77	Electric Service	03-220-5049	69.77
05/01/14	37313	APS	82.86	Electric Service	03-220-5049	82.86
05/01/14	37313	APS	143.86	Electric Service	03-220-5049	143.86
05/01/14	37313	APS	52.23	Electric Service	01-180-5048	52.23
05/01/14	37313	APS	381.39	Electric Service	01-185-5048	381.39
Total 37313:			16,629.73			
<b>37314</b>						
05/01/14	37314	Arizona Supreme Court	250.00	2014 AZ Judicial Conf Registration	01-150-5043	250.00
Total 37314:			250.00			
<b>37315</b>						
05/01/14	37315	Berry & Branch PLLC	1,650.80	Special Council Svcs - March 2014	01-120-5072	1,650.80
Total 37315:			1,650.80			
<b>37316</b>						
05/01/14	37316	Blue Cross& Blue Shield O	1,924.90	Employee Medical - Payroll Deduction	01-000-2208	1,924.90
05/01/14	37316	Blue Cross& Blue Shield O	376.86	Employee Medical	01-110-5016	376.86
05/01/14	37316	Blue Cross& Blue Shield O	1,321.13	Employee Medical	01-130-5016	1,321.13
05/01/14	37316	Blue Cross& Blue Shield O	4,511.22	Employee Medical	01-140-5016	4,511.22
05/01/14	37316	Blue Cross& Blue Shield O	1,547.00	Employee Medical	01-150-5016	1,547.00
05/01/14	37316	Blue Cross& Blue Shield O	418.73	Employee Medical	01-160-5016	418.73
05/01/14	37316	Blue Cross& Blue Shield O	979.37	Employee Medical	01-170-5016	979.37
05/01/14	37316	Blue Cross& Blue Shield O	502.48	Employee Medical	01-180-5016	502.48
05/01/14	37316	Blue Cross& Blue Shield O	418.73	Employee Medical	01-185-5016	418.73
05/01/14	37316	Blue Cross& Blue Shield O	3,232.30	Employee Medical	03-220-5016	3,232.30
05/01/14	37316	Blue Cross& Blue Shield O	209.37	Employee Medical	01-230-5016	209.37
05/01/14	37316	Blue Cross& Blue Shield O	272.17	Employee Medical	01-181-5016	272.17
05/01/14	37316	Blue Cross& Blue Shield O	1,689.91	Employee Medical	15-500-5016	1,689.91
05/01/14	37316	Blue Cross& Blue Shield O	2,108.66	Employee Medical	16-550-5016	2,108.66

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37316:			19,512.83			
<b>37317</b>						
05/01/14	37317	Curtis, Goodwin, Sullivan,	9,903.73	General Council Svc Mar 2014	01-120-5071	9,903.73
05/01/14	37317	Curtis, Goodwin, Sullivan,	12,905.25	Special Council Svc Mar 2014	01-120-5072	12,905.25
05/01/14	37317	Curtis, Goodwin, Sullivan,	2,213.79	Special Council Svc Mar 2014	15-500-5032	2,213.79
05/01/14	37317	Curtis, Goodwin, Sullivan,	505.65	Special Council Svc Mar 2014	01-120-5072	505.65
Total 37317:			25,528.42			
<b>37318</b>						
05/01/14	37318	Greg Rubner	600.00	Bond Reimbursement	01-000-2211	600.00
Total 37318:			600.00			
<b>37319</b>						
05/01/14	37319	Heinfeld, Meech & Co., P.	4,385.90	FY14 Management SVC 3/31/14	01-130-5035	4,385.90
Total 37319:			4,385.90			
<b>37320</b>						
05/01/14	37320	Marielena Tunnell	70.00	Per Diem: Accounting Skills 101	01-130-5043	70.00
Total 37320:			70.00			
<b>37321</b>						
05/01/14	37321	Nikki Gaytan	285.00	Overpayment Refund/Tax Intercept	01-000-4410	285.00
Total 37321:			285.00			
<b>37322</b>						
05/01/14	37322	Pam Armstrong	355.00	Restitution Payment	01-000-2212	355.00
Total 37322:			355.00			
<b>37323</b>						
05/01/14	37323	Parker Office Supply	290.44	"Safekeeping/Found Property Receipt" form	01-140-5022	290.44
Total 37323:			290.44			
<b>37324</b>						
05/01/14	37324	Principal Financial Group	816.73	Payroll Payables	01-000-2209	816.73
05/01/14	37324	Principal Financial Group	39.66	Cobra Payables	01-000-2300	39.66
05/01/14	37324	Principal Financial Group	44.24	Employee Dental Insurance	01-110-5016	44.24
05/01/14	37324	Principal Financial Group	158.07	Employee Dental Insurance	01-130-5016	158.07
05/01/14	37324	Principal Financial Group	351.53	Employee Dental Insurance	01-140-5016	351.53
05/01/14	37324	Principal Financial Group	211.57	Employee Dental Insurance	01-150-5016	211.57
05/01/14	37324	Principal Financial Group	49.16	Employee Dental Insurance	01-160-5016	49.16
05/01/14	37324	Principal Financial Group	209.25	Employee Dental Insurance	01-170-5016	209.25
05/01/14	37324	Principal Financial Group	58.99	Employee Dental Insurance	01-180-5016	58.99
05/01/14	37324	Principal Financial Group	94.28	Employee Dental Insurance	01-185-5016	94.28
05/01/14	37324	Principal Financial Group	36.87	Employee Dental Insurance	01-181-5016	36.87
05/01/14	37324	Principal Financial Group	481.28	Employee Dental Insurance	01-230-5016	481.28
05/01/14	37324	Principal Financial Group	24.58	Employee Dental Insurance	03-220-5016	24.58
05/01/14	37324	Principal Financial Group	231.14	Employee Dental Insurance	15-500-5016	231.14

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
05/01/14	37324	Principal Financial Group	325.42	Employee Dental Insurance	16-550-5016	325.42
Total 37324:			3,132.77			
<b>37325</b>						
05/01/14	37325	REDW LLC	15,420.50	Sales Tax Audit Svc 2/15/14-4/17/14	01-130-5032	15,420.50
Total 37325:			15,420.50			
<b>37326</b>						
05/01/14	37326	Road Runner Sanitary Sup	12.33	Janitorial Supplies	01-130-5021	12.33
05/01/14	37326	Road Runner Sanitary Sup	12.33	Janitorial Supplies	01-150-5034	12.33
05/01/14	37326	Road Runner Sanitary Sup	12.32	Janitorial Supplies	01-160-5034	12.32
05/01/14	37326	Road Runner Sanitary Sup	12.32	Janitorial Supplies	15-500-5034	12.32
05/01/14	37326	Road Runner Sanitary Sup	12.32	Janitorial Supplies	16-550-5034	12.32
05/01/14	37326	Road Runner Sanitary Sup	12.33	Janitorial Supplies	01-170-5034	12.33
Total 37326:			73.95			
<b>37327</b>						
05/01/14	37327	Tina Abriani	70.00	Per Diem: Accounting Skills 101	01-130-5043	70.00
05/02/14	37327	Tina Abriani	70.00	Per Diem: Accounting Skills 101	V 01-130-5043	70.00
Total 37327:			.00			
<b>37328</b>						
05/01/14	37328	Vision Service Plan	322.94	Employee Payroll Deduction	01-000-2209	322.94
Total 37328:			322.94			
<b>37329</b>						
05/01/14	37329	West Payment Center	430.66	West Law Information Changes	01-150-5051	430.66
Total 37329:			430.66			
<b>37330</b>						
05/01/14	37330	Heinfeld, Meech & Co., P.	12,009.28	FY14 Management Svcs through 2/28/14	01-130-5035	12,009.28
Total 37330:			12,009.28			
<b>37331</b>						
05/08/14	37331	Christine Knutson	150.00	Refund: Headstone Deposit	01-000-4028	150.00
Total 37331:			150.00			
<b>37332</b>						
05/08/14	37332	D And L Auto Parts	125.03	Auto/Equipment Parts	03-220-5025	125.03
05/08/14	37332	D And L Auto Parts	509.59	Auto/Equipment Parts	03-220-5040	509.59
05/08/14	37332	D And L Auto Parts	146.47	Auto/Equipment Parts	03-220-5060	146.47
05/08/14	37332	D And L Auto Parts	74.11	Auto/Equipment Parts	01-140-5025	74.11
05/08/14	37332	D And L Auto Parts	23.42	Auto/Equipment Parts	01-180-5060	23.42
05/08/14	37332	D And L Auto Parts	18.14	Auto/Equipment Parts	16-550-5025	18.14
Total 37332:			748.54			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>37333</b>						
05/08/14	37333	DB Builders, Inc.	11,534.50	Bldg Deferred Maintenance -50% down	01-130-5061	11,534.50
Total 37333:			11,534.50			
<b>37334</b>						
05/08/14	37334	Diamond Brooks Bottled W	4.10	Bulk Water	01-130-5035	4.10
05/08/14	37334	Diamond Brooks Bottled W	4.10	Bulk Water	01-140-5022	4.10
05/08/14	37334	Diamond Brooks Bottled W	4.10	Bulk Water	01-150-5035	4.10
05/08/14	37334	Diamond Brooks Bottled W	4.10	Bulk Water	01-170-5035	4.10
05/08/14	37334	Diamond Brooks Bottled W	16.40	Bulk Water	03-220-5035	16.40
Total 37334:			32.80			
<b>37335</b>						
05/08/14	37335	Etherspeak Inc.	10.98	Phone Services	01-110-5048	10.98
05/08/14	37335	Etherspeak Inc.	55.34	Phone Services	01-130-5048	55.34
05/08/14	37335	Etherspeak Inc.	25.78	Phone Services	01-150-5048	25.78
05/08/14	37335	Etherspeak Inc.	20.83	Phone Services	01-160-5048	20.83
05/08/14	37335	Etherspeak Inc.	20.83	Phone Services	01-170-5048	20.83
05/08/14	37335	Etherspeak Inc.	15.90	Phone Services	01-185-5048	15.90
05/08/14	37335	Etherspeak Inc.	20.83	Phone Services	03-220-5048	20.83
05/08/14	37335	Etherspeak Inc.	15.90	Phone Services	15-500-5048	15.90
05/08/14	37335	Etherspeak Inc.	15.91	Phone Services	16-550-5048	15.91
Total 37335:			202.30			
<b>37336</b>						
05/08/14	37336	Hach Company	163.96	Lab Supplies for WWTP	15-500-5052	163.96
Total 37336:			163.96			
<b>37337</b>						
05/08/14	37337	Hill Brothers Chemical Co.	828.18	Chlorine & Dioxide For Water & WWTP	15-500-5050	828.18
05/08/14	37337	Hill Brothers Chemical Co.	828.18	Chlorine & Dioxide For Water & WWTP	16-550-5052	828.18
Total 37337:			1,656.36			
<b>37338</b>						
05/08/14	37338	Idexx Distribution, Inc.	660.50	WWTP Lab supplies	15-500-5052	660.50
05/08/14	37338	Idexx Distribution, Inc.	660.50	Lab Supplies - Water	16-550-5052	660.50
Total 37338:			1,321.00			
<b>37339</b>						
05/08/14	37339	Inland Builders Supply, Inc.	225.48	Paint Townhall rails	01-130-5030	225.48
05/08/14	37339	Inland Builders Supply, Inc.	63.40	Fencing supplies-cemetery	01-181-5062	63.40
05/08/14	37339	Inland Builders Supply, Inc.	39.65	Equipment Parts	01-180-5060	39.65
05/08/14	37339	Inland Builders Supply, Inc.	303.98	Trees - Arbor Day	09-207-5022	303.98
05/08/14	37339	Inland Builders Supply, Inc.	105.48	Trees for construction area	03-220-5103	105.48
Total 37339:			737.99			
<b>37340</b>						
05/08/14	37340	Jack Pots Portables, Inc.	381.12	Porta Potties for Parks Dept	01-180-5035	381.12

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37340:			381.12			
<b>37341</b>						
05/08/14	37341	Jesse, Newton	92.00	Per Diem: Hydraulics Training	03-220-5043	92.00
Total 37341:			92.00			
<b>37342</b>						
05/08/14	37342	Kansas State Bank	151.84	Konica Minolta Bizhub C654 Copier	01-130-5058	151.84
05/08/14	37342	Kansas State Bank	52.34	Konica Minolta Bizhub C654 Copier	01-130-5057	52.34
Total 37342:			204.18			
<b>37343</b>						
05/08/14	37343	La Paz County Landfill	181.62	P&Z: Town Clean Up	01-160-5035	181.62
05/08/14	37343	La Paz County Landfill	181.63	PW: Town Clean Up	03-220-5029	181.63
Total 37343:			363.25			
<b>37344</b>						
05/08/14	37344	Lusk Plumbing	234.00	Resealed - Sewer Seals	01-150-5035	234.00
Total 37344:			234.00			
<b>37345</b>						
05/08/14	37345	Mikes Contracting, Inc.	839.52	RIP RAP/Rocks to Yard (FOB)	03-220-5029	839.52
Total 37345:			839.52			
<b>37346</b>						
05/08/14	37346	Parker Auto & Marine	14.24	Tool	01-140-5040	14.24
Total 37346:			14.24			
<b>37347</b>						
05/08/14	37347	Parker Napa	178.17	Auto Parts & Other Supplies	03-220-5025	178.17
05/08/14	37347	Parker Napa	496.44	Auto Parts & Other Supplies	03-220-5060	496.44
05/08/14	37347	Parker Napa	322.36	Auto Parts & Other Supplies	01-130-5025	322.36
05/08/14	37347	Parker Napa	159.37	Auto Parts & Other Supplies	01-130-5022	159.37
05/08/14	37347	Parker Napa	217.46	Auto Parts & Other Supplies	01-140-5025	217.46
05/08/14	37347	Parker Napa	521.52	Auto Parts & Other Supplies	01-140-5025	521.52
Total 37347:			1,895.32			
<b>37348</b>						
05/08/14	37348	Purchase Power	71.43	Postage Refill	01-130-5042	71.43
05/08/14	37348	Purchase Power	71.43	Postage Refill	01-140-5042	71.43
05/08/14	37348	Purchase Power	71.43	Postage Refill	01-150-5042	71.43
05/08/14	37348	Purchase Power	71.42	Postage Refill	01-160-5042	71.42
05/08/14	37348	Purchase Power	71.43	Postage Refill	03-220-5042	71.43
05/08/14	37348	Purchase Power	71.43	Postage Refill	15-500-5042	71.43
05/08/14	37348	Purchase Power	71.43	Postage Refill	16-550-5042	71.43
Total 37348:			500.00			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>37349</b>						
05/08/14	37349	Quartzsite Cap & Embroide	165.14	25 work shirts embroidered for PW Dept	03-220-5019	165.14
05/08/14	37349	Quartzsite Cap & Embroide	19.83	3 work shirts embroidered - P&Z	01-160-5022	19.83
Total 37349:			<u>184.97</u>			
<b>37350</b>						
05/08/14	37350	River City Newspapers	22.42	AD for Utilities Billing Tech	15-500-5033	22.42
05/08/14	37350	River City Newspapers	22.42	AD for Utilities Billing Tech	16-550-5033	22.42
Total 37350:			<u>44.84</u>			
<b>37351</b>						
05/08/14	37351	Road Runner Sanitary Sup	3.99	Janitorial Supplies--Admin	01-130-5021	3.99
05/08/14	37351	Road Runner Sanitary Sup	3.99	Janitorial Supplies (Magistrate)	01-150-5034	3.99
05/08/14	37351	Road Runner Sanitary Sup	3.98	Janitorial Supplies (P & Z)	01-160-5034	3.98
05/08/14	37351	Road Runner Sanitary Sup	3.99	Janitorial Supplies (Library)	01-170-5034	3.99
05/08/14	37351	Road Runner Sanitary Sup	79.22	Janitorial Supplies (PW)	03-220-5029	79.22
05/08/14	37351	Road Runner Sanitary Sup	3.99	Janitorial Supplies (WWTP)	15-500-5034	3.99
05/08/14	37351	Road Runner Sanitary Sup	3.99	Janitorial Supplies (Water)	16-550-5034	3.99
05/08/14	37351	Road Runner Sanitary Sup	3.99	Janitorial Supplies (Rec/CDBG)	01-185-5034	3.99
05/08/14	37351	Road Runner Sanitary Sup	52.86	Janitorial Supplies (Park)	01-180-5034	52.86
Total 37351:			<u>160.00</u>			
<b>37352</b>						
05/08/14	37352	Sams Club Credit	103.23	Snacks for Rec	01-185-5095	103.23
05/08/14	37352	Sams Club Credit	16.91	Janitorial Supplies	01-185-5034	16.91
05/08/14	37352	Sams Club Credit	59.58	Sam's: Easter	01-185-5022	59.58
05/08/14	37352	Sams Club Credit	403.89	Walmart: Easter	01-185-5022	403.89
05/08/14	37352	Sams Club Credit	49.23-	CREDIT	01-130-5053	49.23-
Total 37352:			<u>534.38</u>			
<b>37353</b>						
05/08/14	37353	Sean Austin	800.00	Refund: Hydrant Meter Deposit	16-000-2241	800.00
Total 37353:			<u>800.00</u>			
<b>37354</b>						
05/08/14	37354	Verizon Wireless	30.55	928-916-9209	01-170-5048	30.55
Total 37354:			<u>30.55</u>			
<b>37355</b>						
05/08/14	37355	Yuma Winnelson Co.	4,005.03	System Maintenance for Water Dept	16-550-5050	4,005.03
Total 37355:			<u>4,005.03</u>			
Grand Totals:			<u>191,668.50</u>			
Grand Totals:			<u>192,077.22</u>	<u>192,077.22-</u>	<u>.00</u>	

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Report Criteria:

Report type: GL detail

Check.Check Number = 37269-37355

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## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, May 13, 2014

**Agenda Item #1-b** Consider approval of the minutes of the Public Work Session of April 17, 2014, the Special Meeting of April 22, 2014, and the Special Meeting of April 29, 2014.

**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 Public Work Session of April 17, 2014, the Special Meeting of April 22, 2014, and the Special Meeting of April 29, 2014.

**Action Requested:** Motion to approve the minutes of the Public Work Session of April 17, 2014, the Special Meeting of April 22, 2014, and the Special Meeting of April 29, 2014.

**MINUTES**  
**TOWN OF QUARTZSITE**  
**PUBLIC WORK SESSION**  
**TUESDAY, APRIL 17, 2014, 9:00 AM**

**MEETING BEGAN:** 9:00 a.m.

**COUNCIL MEMBERS PRESENT:** Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Orgeron, Council Member Scott and Council Member Timberlake

**STAFF PRESENT:** Laura Bruno, Town Manager; Jeff Sorensen, Water & Wastewater Rondus Bennett, Utility Accountant; Kevin Murphy, Town Engineer; and Tina Abriani, Town Clerk

**WORK SESSION:**

**SEWER RATES - Presentation and discussion regarding the sewer rates**

Discussion by Council Members, Town staff and citizens regarding sewer rates ensued. The highlights of the presentation follow:

Laura Bruno, the Town Manager, announced the amount the Town of Quartzsite owes the HURF, as of the most recent financial report. The amount owed has increased from 1.685 million to 2.082 million. Town Manager Bruno stated that this is a direct result of not having increased rates for the past couple of years and having implemented the volumetric rate for certain recipients of services.

- The five possible ways to generate revenue that were discussed at the last Public Work Session, on April 3, 2014, were reviewed.

*1. Charging homeowners for each RV sewer hook-up.*

Currently, the Town Code allows residences two RV sewer clean-out hooks and three for businesses, without being billed for each sewer clean-out hook. The Town may consider adopting an ordinance charging for each RV hook of any kind.

*2. Implementing a special assessment district for areas without access to sewer currently but that will have access in the future.*

This is not an option as it is illegal.

3. *Levying a sales tax on electric bills.*

This is something the Town has the ability to do. The Town currently levies a sales tax on water and sewer rates, but does not levy one on electric bills. Since the Town has a state mandated expenditure limit, the Town would have to explore its impact and may have to look into the Home Rule Option. The Town Council may choose to consider this.

4. *Putting a dump station at sewer plant.*

This is a possibility as it will generate revenue. It will need to be manned. The wastewater treatment plant would have to be expanded before the dump station could operate. The Town Council may choose to consider this.

5. *Using capacity fees as an offset to sewer bills.*

Capacity fees are one-time revenue and really cannot be used to fund ongoing expenditures. Capacity fees for current users are close to having been paid in full, for the most part. However, since capacity fees are for future development, the Town should consider increasing the amount being charged.

- Reports requested by the citizens at the last Public Work Session, on April 3, 2014, regarding sewer rates, were addressed.

1. *Cost to rehabilitate the wastewater treatment plant, without expansion.*

Kevin Murphy explained the rehabilitation of the sewer system is estimated to cost \$772,000.

2. *Number of RV sites, number of all user classes, number in each class and average usages.*

Town Manager Bruno handed out a report, listing accounts billed, types of properties, number of RV hooks per property type and what type of billing each property type has (water and/or sewer), to everyone in attendance.

Rondus Bennett, of the Utility Department, explained the significance of the numbers.

3. *Maximum effluent flows over the last five years, in and out of the plant.*

Town Manager Bruno handed out a report to everyone in attendance. The report covered the last five years of the effluent flow. It listed monthly highs and averages for the months of January and July of the last five years.

Jeff Sorensen, of the Utility Department, explained the significance of the numbers. The highest flows occurred due to rainstorms.

**MEETING ENDED:** 10:41 a.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Public Work Session of April 17, 2014.

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

DATED this 13<sup>th</sup> day of May 2014

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

On behalf of the Common Council

Approved:

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

**MINUTES**  
**TOWN OF QUARTZSITE**  
**SPECIAL MEETING OF THE COMMON COUNCIL**  
**TUESDAY, APRIL 22, 2014, 7:00 PM**

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

The Mayor called the meeting to order and announced the reason that the meeting is a special meeting rather than a regular meeting. The thirty days required, in order for the adopted ordinance changing the meeting times to take effect, have not yet transpired.

**INVOCATION:** Richard Thompson led the prayer.

**PLEDGE OF ALLEGIANCE:** Led by the Mayor

**ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Orgeron, Council Member Scott, Council Member Timberlake.

**STAFF PRESENT:** Laura Bruno, Town Manager; Susan Goodwin, Town Attorney; Tina Abriani, Town Clerk

**APPROVAL/AMENDMENT OF AGENDA:**

**Council Member Orgeron moved** to approve the agenda as presented and **Vice Mayor Jewitt seconded** the motion.

**Council Member Timberlake pulled** the minutes and checks 37210, 37219, 37220, 37245 and 37267.

**Vice Mayor Jewitt withdrew his second** to the motion made by Council Member Orgeron.

**Council Member Orgeron moved** to approve the agenda as amended and **Vice Mayor Jewitt seconded** the motion. The vote was unanimous. **Motion Passed.**

**PRESENTATIONS; PROCLAMATIONS:**

1. **PROCLAMATION – Mental Health Month, May 2014.**

The Mayor read the proclamation aloud.

**CONSENT AGENDA:**

2-a. **LEDGER OF ACCOUNTS PAID – Consider approval of check series 37208 - 37268, totaling \$128,517.02.**

Town Manager Bruno asked that check #37219 be removed from the warrant register as it was written, but held back, and needs to go before the Council for pre-approval.

**Council Member Orgeron moved** to approve the consent agenda as amended and **Vice Mayor Jewitt seconded** the motion. The vote was unanimous. **Motion Passed.**

Council Member Timberlake asked about check #37210 for backflow testing. She asked if staff can perform that service. Town Manager Bruno explained this was a special situation and staff are not certified as qualified backflow testers.

Council Member Timberlake asked about check #37220 and to whom this retirement check was issued. Town Manager Bruno stated the check was to Jim Schultz. Mr. Schultz went into the military and it was the Town's obligation to cover the retirement contributions while he was on military leave.

Council Member Timberlake asked about check #37245 to ABM Consultant Services. Town Manager Bruno stated this was for Community Development Services. The company provided the maps and drawings for the General Plan.

Council Member Timberlake asked about check #37267 to Quality Inn. She noted there were three different charges and one was four times as much as the other two. Town Manager Bruno said she would look into the matter.

Town Manager Bruno held back check #37219, which was written, but not mailed, as the Council must pre-approve it. It is for the purchase of a police vehicle, off of the State Bid List, paid by a grant from the Governor's Office of Highway Safety.

**Vice Mayor Jewitt moved** to approve the checks that were mentioned, with the exception of #37219, and **Council Member Timberlake seconded** the motion. **Motion Passed.**

**2-b. MINUTES – Consider approval of the minutes of the Regular Meeting of April 8, 2014.**

Council Member Timberlake asked why two items from the minutes of April 8, 2014, on page 4 and page 5, that were to be addressed at the next meeting (this meeting), are not on the current agenda. One item, requested by Council Member Kelley, was a list of revenue generating ideas and the feasibility of each of those ideas from the public work sessions regarding sewer rates. The other item, also requested by Council Member Kelley, was the preliminary water rate study.

Town Manager Bruno explained that the last public work session regarding sewer rates happened just a few days ago. She stated that staff needed to prepare the information for the Council. Regarding the water rates, she just received the preliminary water rates and is preparing a memo for the Council showing the historical water rate pattern. She will then seek the Council's direction regarding preparing for workshops and work sessions.

**Council Member Timberlake moved** to approve the minutes and **Vice Mayor Jewitt seconded** the motion. The vote was unanimous. **Motion Passed.**

## ADMINISTRATIVE ITEMS:

### **3. QUAIL TRAIL WELL REHABILITATION – Consider approval of a bid for the Quail Trail Well rehabilitation to Weber Water Resources, LLC.**

Town Manager Bruno invited Kevin Murphy, the Town Engineer, to the podium. The Quail Trail well failed and the Town did qualify for funding from the federal Community Development Block Grant.

The project was put out to bid twice. The first time it was out for bid, there was only one bidder and the bidder was not qualified. The bidder was not bondable and did not have a proper license. The second time the project was put out for bid, only one bid was received and that was from Weber Water Resources, LLC.

Mr. Murphy stated that Weber is a very qualified bidder and knows wells. He reviewed details of the project. The project consists of two phases. First is the rehabilitation of the well. Next is the replacing of the worn out duty pumps with vertical turbines with variable frequency drives (which will also help eliminate pressure fluctuations in the Town's water system).

Town Manager Bruno explained the monetary aspects of the project. The total project cost is \$313,974. Funding for this project is from a Federal CDBG grant and local water revenue funds. She also discussed HURF monies and new water rates.

Town Manager Bruno stated she will send out a memo regarding new water rates.

Town Manager Bruno stated that the Town has only one well and if the well goes down, the Town has two days worth of water.

**Vice Mayor Jewitt moved** to approve and award the bid for the Quail Trail rehabilitation project to Weber Water Resources, LLC., and authorize the Town Manager to execute the required documents. **The motion was seconded by Council Member Kelley.** The vote was six ayes. **Motion Passed.**

Council Member Scott stated she is only voting 'aye' because the Town has one well and if it goes down there are only two days of water and it would become an emergency. This made the vote unanimously in favor of passing the motion.

### **4. QUAIL TRAIL WELL PROJECT OVERSIGHT – Consider approval of a project proposal with Atkins Engineering for oversight, permitting and review services for the Quail Trail Well rehabilitation project.**

Mr. Murphy spoke regarding an overview of the oversight, permitting and reviewing of the project. The fee for this service is included as part of the CDBG grant and part from the Town funds.

Council Member Timberlake asked if the additional services listed are included in the proposal.

Mr. Murphy explained all the services listed as additional services will be negotiated above and beyond the scope of service in the proposal and are not required.

**Vice Mayor Jewitt moved** to approve the Quail Trail well project oversight bid, provided by Atkins Engineering, and to authorize the Town Manager to execute that agreement. **Council Member Kelley seconded** the motion. The vote was unanimous. **Motion Passed.**

**5. WATER SUPPLY EVALUATION – Consider approval of a project proposal with Atkins Engineering for a water supply evaluation and preliminary engineering project.**

Town Manager Bruno explained the Town has an allocation of Colorado River water, contingent upon development and implementation of a plan to make use of the water. The allocation had been set to expire if the water was not in use by 2012, but the Town was recently given a time extension to develop the supply. As a condition of that time extension, the Town must develop and submit a plan to acquire, transport, treat, and deliver the water to its customers to the U.S. Bureau of Reclamation. This plan is due to be submitted to the Bureau by the end of 2014. Annual progress reports are required thereafter.

In 2008, Arizona Department of Water Resources designated the Town as having a 100-year Adequate Water Supply. Earlier this year, the Department provided notice that the term of the designation was through December 31, 2012, and thus has expired. To re-establish its status as having an adequate water supply, a study must be conducted and a formal application filed.

Mr. Murphy spoke of the Colorado River allocation. He stated it is important, as it could secure a quality water source.

Mr. Murphy stated that the report for ADWR will determine the need for a third well.

Town Manager Bruno reviewed the scope of work and the proposed fee schedule. It was broken down into four parts. The work to be performed under this agreement includes: preliminary engineering – Colorado River water supply development; review of the quality of the existing groundwater supply and potential treatment processes to improve quality of the water delivered to the Town's customers; siting study – Well No. 3; and application for new designation of Adequate Water Supply from ADWR.

Mayor Foster spoke about the allocation of the river water; and asked if the Town can find a practical way to get it here. He stated that the Town would need a treatment plant and piping or pumping stations to get the water from the river or a canal to get it here.

Mr. Murphy said grants and private-public partnerships may offer alternative financing; and that the Mohave County Water Authority may help. It must be studied to find a way.

Council Member Scott said it is hard to get these allocations and asked if it is possible to sell part of the Town's allocation to pay for bringing that water here.

Mr. Murphy explained that it may be possible to sell the water; but, it is becoming more and more difficult.

Town Manager Bruno stated the Town might try to enter into a partnership with another arena and use a revenue sharing approach without necessarily selling its asset.

Mr. Murphy stated the Mohave Water Authority wants to help Quartzsite before it loses its allocation.

Mr. Murphy spoke regarding the Bureau of Reclamation. The Town must seek out possibilities to satisfy the bureau in order to keep the allocation. They will expect a study with a utilization plan.

Town Manager Bruno stated \$48,000 is required for the preliminary engineering to provide the Colorado River Water Utilization Plan. She advised \$9,800 is required for the potential of increasing the quality of the water treatment process for better quality water and a siting evaluation for a water production facility, a third well, costs \$8,000. She listed the fee of \$12,500 for the adequate water supply plan and application.

Mr. Murphy explained the 100-year application goes on record with the Arizona Department of Water Resources and states that the Town has an adequate water supply for the current residents and some level of future residents. This report will need to be updated every four years.

Council Member Scott said the Town cannot lose this allocation; it is an asset to the Town.

**Vice Mayor Jewitt moved to approve** the proposal from Atkins Engineering for a water supply evaluation and preliminary engineering project, and authorize the Town Manager to execute the agreement. **Council Member Crooks seconded** the motion. The vote was unanimous. **Motion Passed.**

**6. PLANNING & ZONING COMMISSION – Discussion and possible action to remove Mr. Murphy, as a commissioner from the Planning & Zoning Commission.**

The Mayor explained that he was asked to put this on the agenda by the Planning & Zoning Commission. The Mayor was told that Commissioner Murphy missed several meetings and came unprepared to some meetings.

Council Member Orgeron spoke of work sessions as not needing quorums. Council Member Orgeron stated that Commissioner Murphy missed a regular meeting and a special meeting. These absences occurred from September 6, 2013 to present.

Norm Simpson, Chairman of the Planning & Zoning Commission, spoke regarding the overall lack of attendance at the Planning & Zoning meetings during the updating of the general plan. Chairman Simpson explained he made the request for this to be on the Council's agenda because Mr. Murphy missed four meetings in a row during the updating of the general plan.

Town Manager Bruno explained that the Commissioners serve at the pleasure of the Council by ordinance and there is no specificity regarding attendance.

Council Member Crooks asked Mr. Simpson if he checked with Mr. Murphy to see if he might have been ill or out of town due to funerals or deaths in the family. She then asked if Mr. Simpson discussed this with his fellow Commissioners before bringing it to the Mayor.

Chairman Simpson said yes, he did discuss this matter with the Commissioners.

Council Member Orgeron asked if it was discussed openly at a meeting.

Chairman Simpson stated it was discussed when the Commission was trying to make a quorum.

Council Member Kelley asked if the Commission voted at a Planning & Zoning Meeting to have Mr. Murphy removed.

Chairman Simpson stated he does not recall.

Council Timberlake spoke regarding the situation and the need for volunteers,

Town Manager Bruno made a recommendation to have staff monitor this and report to the Council. She also stated that the Planning & Zoning Commission can list this as a recommendation on the agenda and then forward it to the Council.

Council Member Scott spoke regarding attendance. She stated the Commission should put Commissioner Murphy on the agenda, ask him why he missed the meetings and give him a chance to speak.

Chairman Simpson requested that the Town Manager put that item on the Planning & Zoning Commission agenda and Town Manager Bruno said it will be done.

**Council Member Crooks moved** to not remove Mr. Murphy from the Planning & Zoning Commission at this time and **Vice Mayor Jewitt seconded** the motion. The vote was unanimous. **Motion Passed.**

**7. TOWN COUNCIL STIPEND – Discussion and possible direction to staff regarding an ordinance to amend the Town Code, Section 2-1-5, Stipend for Mayor and Council Members.**

Council Member Orgeron stated changing the stipend to zero dollars for Council Members would add \$31,000 to the annual budget and make the Council more accountable to the tax payers.

Council Member Scott said there are members of the Council who need the money and volunteer for other things. She stated this item should not be discussed at this point. She stated it can be reviewed when Chapter 3 of the Town Code is addressed.

Council Member Orgeron stated his only motivation is that of looking to trim the budget.

Vice Mayor Jewitt stated most of the Council is on a fixed income, a pension and or social security.

Council Member Kelley said the stipend helps with gas to run around Town to help the Town.

**Council Member Orgeron moved** to direct staff to amend the Town Code, Section 2-1-5, Stipend for Mayor and Council, to be civic duty of zero dollars. **Council Member Crooks seconded** the motion.

**Roll Call Vote:** Motion failed (**summary:** Yes = 2, No = 5, Abstain = 0).

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

**No:** Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Scott, Council Member Timberlake.

Council Member Orgeron directed staff to cease paying him and stated he would like the money to go back to the general fund.

8. **EXECUTIVE SESSION - Executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct its Town Attorney regarding the Town's position in pending litigation or in settlement discussions conducted in order to resolve litigation for *Foster v. Town of Quartzsite, et al.*, La Paz County Superior Court, Case No. CV2013-00115.**

The Mayor recused himself from the executive session.

**ADJOURN TO EXECUTIVE SESSION – 8:17 p.m.**

**Council Member Orgeron moved** to adjourn to executive session and **Council Member Crooks seconded** the motion. The vote was unanimous. **Motion Passed.**

**RETURN TO OPEN SESSION - 8:33 p.m.**

**ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Orgeron, Council Member Scott, Council Member Timberlake.

9. **THE PEACE TRAIL – Discussion and possible action regarding a donation of funds to form a non-profit corporation for the Peace Trail**

The Mayor explained a group of citizens have been working with the BLM, counties, cities and towns, to create a six hundred mile OHV trail. They came to the last Council Meeting asking for a contribution to form a non-profit organization and take donations.

Council Member Scott asked if they had asked for a letter of support. The Mayor said yes.

Council Member Orgeron stated no other towns or counties have contributed funds to this.

Town Attorney Goodwin stated there is a constitutional provision called the Arizona Gift Clause. It prohibits cities, towns and public entities from donating public funds to private entities. She stated there are exceptions; a two-prong test is used to determine compliance with the clause, whether there is a public purpose and whether the community is receiving adequate benefit for the public money it has given.

Attorney Goodwin stated recreation is a public purpose in Arizona. This is the first prong. The second prong determines if there is sufficient benefit to be had from this. The Council should discuss the benefit and make the decision in their legislative capacity.

Council Member Orgeron stated no fee is required to establish a 401(c)(3) or a 501(c)(3) organization.

Council Member Crooks spoke to the Mayor of Kingman and she had heard nothing of this trail. Council Member Crooks suggested the Council hold off on this interesting proposition, until more information is received.

Town Manager Bruno, as an individual, stated that her husband and she will donate a hundred dollars to the cause and the Mayor matched the donation.

Council member Scott sees no reason not to provide a letter of support and she donated her next check of \$184 to the cause.

Town Attorney Goodwin recommended that anytime public money is given to private entities, an accountability contract should be used.

The Mayor directed staff to prepare a letter of support for signature. Council Member Scott suggested that the letter include an invitation to come and speak to the Council.

## **COMMUNICATIONS**

### **10. Announcements and Reports from the MAYOR on current events.**

The Mayor directed staff to set up a work session for Chapter 3 of the Town Code and correspondingly, the Policy and Procedures manual.

Council Member Timberlake asked Town Manager Bruno if she had a date as to when the matter will come before the Council.

Town Manager Bruno stated she and staff are trying to get everything scheduled in the most timely manner possible.

Council Member Scott directed staff to put on the next agenda when Chapter 3 of the Town Code will be ready for the Council's review.

**11. Announcements and Reports from the COUNCIL on current events.**

Council Member Kelley explained what Pay it Forward Day is about. Thursday, April 24, 2014 is Pay it Forward Day.

Council Member Timberlake stated that in addition to serving on the Town Council, she also serves on the Quartzsite Elementary School Board. The School Board had its first budget meeting last week and there the Board President requested that numbers be brought forward to see what it would save the School Board if Quartzsite Elementary were to close. She advised the community that the next budget meeting is scheduled for Monday, April 28, 2014 at 4:30 p.m. in Ehrenberg. The next School Board Meeting will be held on Tuesday, May 13, 2014 at 4:30 p.m. in Quartzsite. She stated everyone should attend.

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

Town Manager Bruno stated she has had several inquiries regarding projects going on around Town that appear to be well-drilling. She advised that this is a State, ADEQ, project. They are doing deep penetrations to check the Town's nitrite plume, to see if it is in remission, and checking for leaking contamination from fuel tanks. These checks are being performed in approximately five locations around Town.

Town Manager Bruno read a letter from the Quartzsite Police Department regarding an invitation to come out and support the Law Enforcement Torch Run for Special Olympics 2014 to begin April 30, 2014 beginning between 7 a.m. and 9 a.m. The event will go through the Town all the way to downtown Phoenix. Officers will escort the Special Olympic Torch. The participants are scheduled to arrive in downtown Phoenix at the Capitol on May 2, 2014.

Town Manager Bruno announced the Quartzsite Municipal Court will be holding its Law Day, May 1, 2014. There will be a mock registration and election, as well as other activities. Four local schools will participate. Everyone is encouraged to participate.

**COMMUNICATIONS FROM CITIZENS**

Carolyn Henshaw spoke regarding the possible closure of the Quartzsite Elementary School. One of the things that drew her and her family was the small, local school. She stated her child has significant special needs. She wants her children to be part of the community here.

Dr. Felton stated he has a doctorate in the physical sciences and taught at San Jose State for thirty years. He advised that septic system sewage does not go down, it percolates, it goes up, and the nitrate found in some of the plumes are possibly from old dynamite.

Jennifer Jones stated that if Members of the Council are considering attending the school board meeting the Town may want to issue a notice of possible quorum.

Audrey Berger, a resident, stated she was happy to have the meetings at night.

Starr BearCat, property owner, reported a Town employee without a badge or name tag checked for a backflow device without calling to say he was coming. She stated the Town needs to get people identification badges and to notify people when a Town employee is coming to their homes.

Shanana Rain GoldenBear stated she was at her home when the person came by from the Town. She said he wore no work shirt and no ID. She said she was also disturbed by the Mayor's settlement offer to the Town, which she obtained through a public records request. This was a letter, dated April 9, 2014, from Julie LaBenz, the Mayor's attorney. Shanana Rain read the settlement offer aloud.

**Vice Mayor Jewitt moved** to adjourn the meeting and **Council Member Crooks seconded** the motion.

**ADJOURNMENT:** 9:02 p.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of April 22, 2014, of the Town Council of Quartzsite, Arizona, held on April 22, 2014.

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

DATED this 13<sup>th</sup> day of May 2014

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Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

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Ed Foster, Mayor

**MINUTES**  
**TOWN OF QUARTZSITE**  
**SPECIAL MEETING OF THE COMMON COUNCIL**  
**TUESDAY, APRIL 29, 2014, 9:00AM**

**CALL TO ORDER:** 9:00 a.m.

**INVOCATION:** The Mayor called for a moment of silence for the people who lost their lives in the storms that went through the Midwest.

**PLEDGE OF ALLEGIANCE:** Led by Vice Mayor Jewitt.

**ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Orgeron, Council Member Scott, Council Member Timberlake.

**STAFF PRESENT:** Laura Bruno, Town Manager and Tina Abriani, Town Clerk

**APPROVAL/AMENDMENT OF AGENDA:** Vice Mayor Jewitt moved to approve the agenda as presented and Council Member Kelley seconded the motion. The vote was unanimous. **Motion Passed.**

**PUBLIC HEARING**

- 1. FEDERAL TRANSIT ADMINISTRATION-DISADVANTAGED BUSINESS ENTERPRISE (DBE) PLAN PUBLIC HEARING - Adopt the Arizona Department of Transportation Federal Transit Administration Disadvantaged Business Enterprise (DBE) Plan under guidelines of 49 CFR Part 26 and the regulations and directions of the U.S. Department of Transportation (DOT) for the Federal Transit Administration (FTA) Section 5311 program.**

Town Manager Bruno invited Transit Coordinator, Janet Collier and Transit Consultant, John Andoh, to the podium to give a presentation before the public hearing.

Mr. Andoh explained the Disadvantaged Business Enterprise (DBE) Plan.

Mrs. Collier explained the purpose of the Town's adoption of the DBE Plan.

Council Member Scott verified the Council's approval is required to implement a different kind of Town transit system.

Mrs. Collier replied that if the grant is awarded, there will be several stages and the Council, as well as the public, will be included in those stages.

Town Manager Bruno added that the Town is committing to an outreach effort to solicit broad participation.

Council Member Kelley asked if the Town has the staff required to comply and follow through with the plan. Yes, was the answer from Mr. Andoh and Mrs. Collier.

Council Member Crooks spoke regarding her familiarity with the DBE Plan and the necessity of the public hearing.

The Mayor asked Town Manager Bruno if, after the current public hearing, any further public hearings will be necessary.

Town Manager Bruno stated the Council is being asked to adopt these DBE standards for the Town so that as the Town moves forward, if the Town does have any contractual obligations, the Town will fulfill the requirements of this plan in terms of outreach and soliciting participation of these enterprises.

The Mayor closed the Public Hearing at 9:11 a.m.

**Council Member Crooks moved** that the Town of Quartzsite adopts the Arizona Department of Transportation Disadvantaged Business Enterprise Program to satisfy Federal Transit Administrative requirements. **Vice Mayor Jewitt seconded** the motion. The vote was unanimous. **Motion Passed.**

#### **ADMINISTRATIVE ITEMS:**

#### **2. BUDGET - Preliminary discussions on the Fiscal Year 2014-2015 Budget for the Town of Quartzsite.**

Town Manager Bruno gave a PowerPoint presentation of a preliminary overview of next year's budget. She invited the department managers, one at a time, to advise the Council with a quick review of accomplishments of the current year and objectives for the fiscal year 2014-2015. At the end of the presentation a list of capital requests, as prioritized by the Management Team, was presented.

Emmett Brinkerhoff, the Director of Public Works, reviewed the 2013-2014 objectives and their status.

Rebuild Quail Trail, still in process.

Rebuild Showplace Lane, the design is complete, rebuild will start June or July.

Construct the building for regulatory signs and barricades, bid documents are complete.

On-going pavement preservation was completed for this year.

F-350 service truck has been purchased.

Mr. Brinkerhoff reviewed the objectives of the 2014-2015 fiscal year.

HAWK, high intensity activated crosswalks, there will be two. One on the west end and one on the east end of Main Street.

Rebuild Scott Lane, pending sewer expansion.

Install concrete aprons along Kofa Road from Quail Trail down to Tyson and expand the walkway, hopefully, in fiscal year 2015-2016.

Continue on-going pavement preservation.

Staffing considerations are to make one position a working supervisor and add a part-time concrete finisher on an as needed basis, employed hourly by the Town, but with no benefits.

Capital Requests: design and construct the two HAWK crosswalks, \$220,000; design and rebuild Scott Lane, \$50,000; and concrete aprons along Kofa, \$20,000; all to be paid with HURF Funds.

Phase II for Quail Trail will be starting May 5, there will be a detour down to Las Palomas, then using the rear parking lot. This will be the last part before completing the paving portion.

Billie Fowler of Library Services reviewed the 2013-2014 objectives. She stated programs were developed to teach library skills to early learners; computer learning opportunities for children were increased; and the Library's organizational staffing structure was streamlined.

Billie Fowler reviewed the 2014-2015 objectives: strengthen the skills of the library staff to meet customer needs; expand learning opportunities for children; and stabilize access to library resources. There are no changes to the current staffing level and no capital requests.

Dana Andersen, the Park, Recreation and Cemetery Supervisor, reviewed the 2013-2014 objectives.

The first objective was to finish construction on the Snack Shack concession stand. At this point, materials have been purchased and the Town is in the process of obtaining quotes from contractors.

The second objective was the dog park and right now that is on hold.

The third objective was to repair and repaint shades, bleachers, benches and fences. More fencing repair is needed and will take place.

The irrigation on the baseball field has been completely rebuilt. Repairs were also made to the field's lights.

New irrigation systems were installed on Quail Trail.

Repairs were made and maintenance was performed on all of the new walking paths, on 95, Plymouth and Quail Trail.

Before the end of June 2014, the department intends to finish the water system on the RC track.

Mr. Andersen reviewed the 2014-2015 objectives: to automate the various irrigation systems; replace the plumbing and fixtures in the restroom at the dance slab; and on-going maintenance in the park. The department is not asking for any staffing changes.

Capital requests: a used lift truck with a bucket, \$10,000 and a waterreel sprinkler system (carryover from 2013-2014) \$8,750.

Yesenia Jackson of the Recreation Department listed the 2014-2015 objective: to work with AWC, Arizona Western College, to develop a once a week summer program for students to promote literacy, learning, healthy eating and other activities. This is in addition to the program already in place. There are no requested changes to the staffing level and no capital requests.

Dinice Ross of the Cemetery reviewed the 2013-2014 objectives. The cremation wall is complete and the property fence on the south property line is complete.

The 2014-2015 objectives for the Cemetery are: to enhance the Kofa Road/Elsie Lane entrance to include signage, solar lighting and landscaping; to install row markers with lot numbers that identify cemetery plots; accomplish needed repairs to the Hi Jolly Cemetery Monument; and continue pursuing the acquisition of BLM land for cemetery expansion. There are no requested changes to the current staffing level.

Capital requests: the Kofa Road/Elsie Lane entrance improvements, \$10,000 and a coffin lowering device, \$7,500.

Transit Coordinator, Janet Collier and John Andoh, Transit Consultant, reviewed the 2013-2014 objectives. One objective that was not met was to develop and implement a regular in-town transit system, contingent upon receiving a grant and monies to move forward with a public transportation system; the transit department was not successful in receiving that grant.

The 2013-2014 objective that was met was maintaining the out-of-town weekly and bi-weekly routes.

The goals and objectives of 2014-2015 are based on the grants applied for and awarded. If the 5311 grant is awarded, the transit department will use that to develop and implement a fixed route public transportation system that will be set-up to have a three-quarter mile deviation to assist the people who are severely disabled.

If awarded the AAA grant, applied for through WACOG, the transit department would like to implement local service five days a week and include transportation to the Senior Center so that everyone can take advantage of the hot lunch program.

If awarded the 5311 grant, the transit department would like to purchase scheduling software and cameras for the drivers.

Another goal is to continue to develop funding for the trolley for the next season. There are two ways to do that: continue to sell advertising and to roll the trolley into the 5311 program, which is a system designed for public transportation.

Town Manager Bruno explained that any of these grants will need to come before Council for discussion and decision as to move forward with it or not.

Mr. Andoh explained the local match contribution fund, will not exceed what it is today.

Sergeant Frausto of the Quartzsite Police Department reviewed the 2013-2014 objectives. They were to institute the new policies and procedures for the department; to continue the training for the officers; and to implement additional community programs.

Sergeant Frausto stated the objectives for 2014-2015: to institute the policies the department is still waiting for; to continue departmental and individual training; to provide adequate shift coverage to ensure public and officer safety; and to seek grants to augment the funding of law enforcement equipment such as new portable radios, new bullet-proof vests and new duty weapons for the officers.

The staffing considerations are to hire three officers and one sergeant to fill four current vacancies.

The capital requests for the Police Department are: purchasing and upgrading of body-worn video equipment, \$6,000 from forfeiture funds; replacement of two vehicles that are primary patrol units that include emergency equipment, \$74,000 from CADRE funds; and to purchase three video cameras from the CADRE funds.

Town Manager Bruno listed the Magistrate Court's 2013-2014 objectives: to strengthen the administration of justice; to maintain a professional workforce; to improve communications; and to improve the legal profession.

The Magistrate Court's 2014-2015 objectives are: to ensure equal access to justice; to develop policies to enhance the collections procedure; to continue to maintain a professional workforce; and to improve operational efficiencies.

For staffing considerations, it is proposed to eliminate one of the three current clerk positions; it is currently vacant. For the second position, the clerk will be going on military assignment for six months. During the clerk's time in the military, the position

will temporarily be filled with a half-time temporary clerk. When the clerk on military assignment returns, the position will return to that of a full-time clerk. There are no capital requests at this time.

Town Manager Bruno, for Community Development Services, reviewed the plans for the coming year. She stated the new Town Manager will give his thoughts for this department. In the meantime, the 2014-2015 objectives: to encourage smart growth through consistency; to work to seek objective professional advice that is consistent with the application of rules within the Town's region; and to provide for access to specialists on an on-call basis to ensure the Town follows proper processes and determinations.

There are no staffing level changes and no capital requests at this time.

Oscar Cruz spoke regarding water and wastewater services. The 2013-2014 objectives were: to stabilize and rehabilitate the Quail Trail Well, still an on-going project; to implement back flushing, which had to stop because the Quail Trail Well is not working; to complete the maintenance program for the hydrants, which was done; to perform the five year remove and replace for Kofa, that is still on track; and the wastewater expansion, which is still ongoing.

The 2014-2015 objectives are to complete the rehabilitation on the Quail Trail Well; reinstate the back flushing; to work on the preservation of the Kofa Well; to begin the wastewater expansion and to implement the direct pay program for Utility customers. The direct pay program will allow customers to be able to pay their bills on-line.

For future consideration, the department would like to install a telemetry reader on both wells; a possible sewer expansion for Q-Mountain; and a possible water expansion for Rainbow Acres.

There is no change in staffing.

The capital requests are: to remove and replace the Kofa Well; a new trash pump for the sewer; and replace portable water meter reading equipment.

Town Manager Bruno explained that the remove and replacement preservation is not actually a capital request.

Mr. Cruz explained what a trash pump is. It is used to transfer sewage from one basin to another. He advised that it is especially needed for monsoons.

Mr. Cruz explained the water reader equipment is basically a laptop computer with all the software for reading meters and has profiling abilities. The equipment being used now is failing and is only available from one source.

The Mayor stated that he had heard that there is an on-going problem with a considerable amount of water coming out of the wells that is not being sold through a

meter in the Town. The Mayor asked if there is a leakage problem in the Town's distribution system.

Mr. Cruz explained there have been ruptures. He went on to explain there is water loss and there are leaks. He stated there is also water that is not metered, as in flushing a hydrant. The water truck is not metered.

The Mayor asked for a report of the difference between the gallons pumped out of the well head versus those sold through the billing system.

Town Manager Bruno reviewed the 2013-2014 objectives for the Town Council, Administrative and Legal Services. One objective that has been met is to provide Town Clerk support to all advisory board and committee meetings. Another objective that has been met is initiating, with the attorneys, the beginnings of a systematic process of reviewing and updating the Town Codes, which will be focused on in the coming year. The Town has worked to increase customer service by increasing window access at the front office of the administrative building, back in the lobby area and automated licensing and receipting has been implemented for business licenses and permits.

The 2014-2015 objectives and goals are: to implement a systematic process of reviewing and updating the Town Codes; to update the personnel policies and procedures, as well as the employee salary schedules; to complete the financial operations guide; and to research the feasibility of installing an audio video recording system for Town Council meetings. There are no anticipated changes to the staffing levels at this time. There are no capital requests at this time.

The Town staff would like to work with the Council on increasing the focus on economic development and tourism.

The Mayor called for a fifteen minute recess at 10:26 a.m.

The Mayor reconvened the meeting at 10:37 a.m.

**ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Orgeron, Council Member Scott, Council Member Timberlake.

**3. WATER UTILITY RATES- Discussions on preliminary water utility rates.**

Town Manager Bruno discussed the preliminary set of numbers from the Town's analyst. Historical water rates were reviewed. Base rates, commodity rates and bulk water rates were reviewed.

Q-Mountain's separately contracted rate will end September 1, 2014 and the new rate will be the regular Town rates.

The commodity rates take a significant jump, which is not unusual around the state.

These numbers are preliminary and will be refined over the next few weeks.

Town Manager Bruno stated it is extremely important that rates be adjusted quickly. She advised that if the Town looks to have the new rates in place by September 1, 2014, the following should take place at the noted times:

- middle of May - the preliminary numbers on the website
- in May – informational meetings
- mail out notices to every utility customer
- in June - need to look at adopting a public notice of intent
- in July - a public hearing
- thirty day period after adoption of new rates
- new rates effective September 1, 2014

Town Manager Bruno advised that any significant delay will jeopardize the funding for the water fund. She stated she is available to discuss this. The analyst will be available for these work sessions

Each year, the Town will be required to review the rates and update the information and bring it back to Council if there are to be any changes.

Vice Mayor Jewitt asked about RV Parks that are deeded lots.

Town Manager Bruno explained deeded lots and co-ops will be treated as residential. RV Parks are commercial.

Town Manager Bruno has shared these preliminary rates with Q-Mountain.

Vice Mayor Jewitt has heard that Q-Mountain has a massive leakage problem.

Town Manager Bruno stated a comprehensive infrastructure overhaul to Q-Mountain's water system is required before the Town may be willing to take over Q-Mountain's water system.

#### **4. SEWER UTILITY RATES - Discussion on the suggestions referred from the work sessions on the sewer utility rates.**

Town Manager Bruno reviewed some of the suggestions that came forward from the work sessions on the sewer utility rates.

Possible sources of revenue:

1. Consider levying a sales tax on electricity, which is legitimate to do, and apply the proceeds to the Town's sewer utility system. The only downside is the highest bills are in the summertime and that is when rates go up.

Vice Mayor Jewitt commented regarding citizens without sewer.

Town Manager Bruno suggested the Town Council schedule a work session to discuss these options.

2. Placing a dump station at the Town's wastewater treatment plant facility.

Other towns are actually closing off their public dumps because they are finding private septic operators are dumping.

3. Increase capacity fees and use the proceeds for the daily operational expenses of the sewer plant.

These are one-time resources; they cannot fund on-going expenses.

Capacity fees are intended for future development. Town Manager Bruno advised the Council to look at restricting the use of capacity fees.

4. Charge home owners and businesses for some or all of the RV hooks on their properties.

There are a number of properties with no homes on them and all they have is an RV, there is a potential for a double charge for these.

Staff will endeavor to provide the following:

- Calculations of a reverse even-pay process by determining the payment of twelve months of sewer utility base rate billings over a shorter period of time. This will not apply to the commodity rates.
- Create a sample calculation of volume based rates.

Approximately eleven RV parks are still on wells, but they are on sewer. Consequently, there is no way to meter it. The analyst estimates that a volumetric approach for the RV parks would run about \$11.37 per 1,000 gallons for a volumetric sewer rate.

Council Member Scott asked if RV parks need a permit to cap.

Town Manger Bruno advised it does require a permit to cap and creates a permanent closure of that RV space and if they wish to uncap it, the Town would have to go to ADEQ and have it re-permitted.

Council Member Scott asked about the use of possibly increased business license fees to pay down HURF debt.

The Town can supplement the water and sewer fund with general fund monies. It is not illegal, but it is not a good business practice.

Council Member Scott asked about decreasing expenses and increasing revenues, and channeling them to fund the sewer to help for a least a couple of years.

Town Manager Bruno advised that decreasing expenses in the general fund would be difficult, as there is not much that is superfluous.

The Town is bumping up against its expenditure limitation. In the coming year, the amount the Town will be able to increase its expenditure limitation by is a little over 2%.

The Town may consider looking at the home rule option that requires an election.

Council Member Kelley advised that the home rule option was tried a few years back and failed.

Council Member Scott asked that staff set up a work session fairly soon.

Council Member Scott gave several ideas for reducing expenses. She suggested hiring a different attorney to attend meetings and having the police department staff cut down in the summertime.

Vice Mayor Jewitt asked if one week is enough time to come up with the numbers for the next meeting's agenda.

Town Manager Bruno will list each suggestion from the sewer utility rate work sessions and the requested numbers for the Council's review on a future agenda. Town Manager Bruno will strive to have it on the agenda of the next regular Council meeting.

Vice Mayor Jewitt moved to adjourn the meeting and Council Member Kelley seconded the motion.

**ADJOURNMENT:** 11:15 a.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of April 29, 2014, of the Town Council of Quartzsite, Arizona, held on April 29, 2014.

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

DATED this 13<sup>th</sup> day of May 2014

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Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

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Ed Foster, Mayor

DRAFT



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, May 13, 2014

**Agenda Item #1-c** Appointment of trustees for the Quartzsite Employee Retirement Program.

**Summary:** The Town has a voluntary retirement plan available for its employees. The plan requires there be a trustee.

The previous trustee, Beverly Cunningham, has retired. The proposed replacements are employees of the Town.

- Marielena Tunnell
- Amy Daniel

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

**Attachment:** Fidelity Retirement Plan Account Trustee(s) Change Request Form

**Action Requested:** Motion to approve Marielena Tunnell and Amy Daniel as trustees for the Quartzsite retirement program and remove Beverly Cunningham as trustee.



Account Number

Account Number input field with 10 masked digits



# Retirement Plan Account Trustee(s) Change Request

Use this form to add new or remove existing trustee(s) from a retirement plan account.

To help the government fight the funding of terrorism and money-laundering activities, Federal law requires Fidelity to verify your identity by obtaining your name, date of birth, address, and a government-issued identification number before opening your account. In certain circumstances, Fidelity may obtain and verify this information with respect to any person(s) authorized to effect transactions in an account. For certain entities, such as trusts, estates, corporations, partnerships, or other organizations, identifying documentation is also required. Your account may be restricted and/or closed if Fidelity cannot verify this information. Fidelity will not be responsible for any losses or damages (including, but not limited to, lost opportunities) resulting from any failure to provide this information, or from any restriction placed upon, or closing of, your account.

TPA/Recordkeeper  
VERISIGHT, INC. - 401K

G NUMBER

G NUMBER input field with 10 masked digits

## Trust Information - Account Level

Name of Trust/Plan Account <b>Quartzsite Profit Sharing Plan</b>		Taxpayer ID Number	
Plan Sponsor/Employer <b>Town of Quartzsite</b>			

## Address of Record

### PERMANENT ADDRESS OF ACCOUNT

Address (Cannot be a Post Office Box)  
**465 North Plymouth Avenue**

City <b>Quartzsite</b>	State/Province <b>AZ</b>	Zip/Postal Code <b>85346</b>
Country <b>United States</b>		

### MAILING ADDRESS OF ACCOUNT

Same as Permanent Address

Address  
**P.O. Box 2812**

City <b>Quartzsite</b>	State/Province <b>AZ</b>	Zip/Postal Code <b>85346</b>
Country <b>United States</b>		

## REMOVE TRUSTEE(S)

List name of Trustee(s) to be removed from the Plan Account. **NOTE: A Board Resolution or official corporate minutes acknowledging the removal the Trustee(s) must be included.**

Name of Trustee <b>Beverly Cunningham</b>
Name of Trustee

Name of Trustee



## ADD NEW TRUSTEE(S)

When adding a new trustee(s), a Board Resolution or official corporate minutes documenting the appointment(s) is required.

**AFFILIATIONS** Answer for both types of affiliations. Report any additional affiliations on a separate page

Name of Trustee Marielena Tunnell
--------------------------------------

### Securities Industry Affiliations

- Check this box if you are affiliated with, or employed by, a stock exchange or a member firm of an exchange or FINRA, a municipal securities dealer or Fidelity. If you checked the box, obtain and **attach the compliance officer's letter of approval ("407 letter")** and indicate your company's name and address below. Failure to include an approval letter may delay the processing of your request. We must tell your employer you have applied for this account.

Name of Company or Other Entity		
Address		City
State/Province	Zip/Postal Code	Country

### Public Company Affiliations

- Check this box if you are a control person or affiliate or an immediate family/household member of a control person or affiliate of a publicly traded company under SEC Rule 144 (this would include, but is not limited to, a director, 10% shareholder, policy-making officer, and members of the board of directors).

Name of Company	Trading Symbol

**AFFILIATIONS** Answer for both types of affiliations. Report any additional affiliations on a separate page

Name of Trustee Amy Daniel
-------------------------------

### Securities Industry Affiliations

- Check this box if you are affiliated with, or employed by, a stock exchange or a member firm of an exchange or FINRA, a municipal securities dealer or Fidelity. If you checked the box, obtain and **attach the compliance officer's letter of approval ("407 letter")** and indicate your company's name and address below. Failure to include an approval letter may delay the processing of your request. We must tell your employer you have applied for this account.

Name of Company or Other Entity		
Address		City
State/Province	Zip/Postal Code	Country

### Public Company Affiliations

- Check this box if you are a control person or affiliate or an immediate family/household member of a control person or affiliate of a publicly traded company under SEC Rule 144 (this would include, but is not limited to, a director, 10% shareholder, policy-making officer, and members of the board of directors).

Name of Company	Trading Symbol

**AFFILIATIONS** Answer for both types of affiliations. Report any additional affiliations on a separate page

Name of Trustee
-----------------

### Securities Industry Affiliations

- Check this box if you are affiliated with, or employed by, a stock exchange or a member firm of an exchange or FINRA, a municipal securities dealer or Fidelity. If you checked the box, obtain and **attach the compliance officer's letter of approval ("407 letter")** and indicate your company's name and address below. Failure to include an approval letter may delay the processing of your request. We must tell your employer you have applied for this account.

Name of Company or Other Entity		
Address		City
State/Province	Zip/Postal Code	Country

### Public Company Affiliations

- Check this box if you are a control person or affiliate or an immediate family/household member of a control person or affiliate of a publicly traded company under SEC Rule 144 (this would include, but is not limited to, a director, 10% shareholder, policy-making officer, and members of the board of directors).

Name of Company	Trading Symbol



**AFFILIATIONS** Answer for both types of affiliations. Report any additional affiliations on a separate page

Name of Trustee

**Securities Industry Affiliations**

Check this box if you are affiliated with, or employed by, a stock exchange or a member firm of an exchange or FINRA, a municipal securities dealer or Fidelity. If you checked the box, obtain and **attach the compliance officer's letter of approval ("407 letter")** and indicate your company's name and address below. Failure to include an approval letter may delay the processing of your request. We must tell your employer you have applied for this account.

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Name of Company	Trading Symbol

**AFFILIATIONS** Answer for both types of affiliations. Report any additional affiliations on a separate page

Name of Trustee

**Securities Industry Affiliations**

Check this box if you are affiliated with, or employed by, a stock exchange or a member firm of an exchange or FINRA, a municipal securities dealer or Fidelity. If you checked the box, obtain and **attach the compliance officer's letter of approval ("407 letter")** and indicate your company's name and address below. Failure to include an approval letter may delay the processing of your request. We must tell your employer you have applied for this account.

Name of Company or Other Entity		
Address		City
State/Province	Zip/Postal Code	Country

**Public Company Affiliations**

Check this box if you are a control person or affiliate or an immediate family/household member of a control person or affiliate of a publicly traded company under SEC Rule 144 (this would include, but is not limited to, a director, 10% shareholder, policy-making officer, and members of the board of directors).

Name of Company	Trading Symbol

**Agreement Signatures**

Plan Sponsor and new Trustee(s) named on page 2-3 (if applicable) must read and sign. For each individual signing, your signature binds you to the terms of each applicable section.

**Plan Sponsor**

By signing below you certify that you

- Authorize Fidelity to remove trustee(s) indicated on page 1 and/or add any trustee(s) indicated on pages 2-3.
- You have authority under the applicable Plan document to authorize and direct Fidelity to make such changes.
- You agree to indemnify and hold harmless Fidelity and its affiliates and their respective officers, directors, employees and agents from and against any and all losses, claims or financial obligations that may arise from any act or omission on your part in connection with this Trustee Change Request form.

**New Trustee(s)**

By signing below you certify that:

- you have been provided with a copy of the either the Pension Benefit Plan Account Application and Agreement or the Retirement Plan Account Application and Agreement under which this Plan Account was established (the "Account Agreement") and you have read it.
- you accept the terms of that Application and Account Agreement, as they are today and as they may later be amended.
- You are at least 18 years of age and of full legal age in the state in which you reside.
- You agree to indemnify and hold harmless Fidelity and its affiliates and their respective officers, directors, employees and agents from and against any and all losses, claims or financial obligations that may arise from any act or omission on your part in connection with this Trustee(s) Change Request form.

<p><b>X</b> _____</p> <p>Signature of Plan Sponsor</p>	<p>____/____/____</p> <p>Date (MM/DD/YYYY)</p>	<p><b>Marielena Tunnell</b></p> <p>Print Name</p>
<p><b>X</b> _____</p> <p>Signature of New Trustee/Custodian</p>	<p>____/____/____</p> <p>Date (MM/DD/YYYY)</p>	<p><b>Amy Daniel</b></p> <p>Print Name</p>
<p><b>X</b> _____</p> <p>Signature of New Trustee/Custodian</p>	<p>____/____/____</p> <p>Date (MM/DD/YYYY)</p>	<p>_____</p> <p>Print Name</p>
<p><b>X</b> _____</p> <p>Signature of New Trustee/Custodian</p>	<p>____/____/____</p> <p>Date (MM/DD/YYYY)</p>	<p>_____</p> <p>Print Name</p>
<p><b>X</b> _____</p> <p>Signature of New Trustee/Custodian</p>	<p>____/____/____</p> <p>Date (MM/DD/YYYY)</p>	<p>_____</p> <p>Print Name</p>
<p><b>X</b> _____</p> <p>Signature of New Trustee/Custodian</p>	<p>____/____/____</p> <p>Date (MM/DD/YYYY)</p>	<p>_____</p> <p>Print Name</p>





## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, May 13, 2014

**Agenda Item #1-d** Consider the reappointment of Darrell Crooks, a member of the Municipal Property Corporation, whose current term expires June 1, 2014. The member's new term will expire June 1, 2017.

**Summary:** The Municipal Property Corporation is a statutorily-authorized body which operates as a non-profit corporation solely and exclusively in the interest of the Town of Quartzsite. The corporation is responsible for reviewing and approving secured and unsecured loans for the purpose of financing or refinancing the acquisition, construction, improvements or equipage of Town-owned projects.

The Board consists of three members. Member terms are for a period of three years, with the terms staggered such that the terms of no more than two members shall expire in any one year. Currently, there are no vacant seats.

**Responsible Person:** Tina Abriani, Town Clerk

**Attachment:**

1. Reappointment Request from Darrell Crooks.
2. Roster of Municipal Property Corporation Board of Directors.

**Action Requested:** **Motion to reappoint Board Member Darrell Crooks to the Municipal Property Corporation with a term to expire June 1, 2017.**



# TOWN OF QUARTZSITE

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

Phone (928) 927-4333 • Fax (928) 927-4400

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

We are an equal opportunity employer

[www.ci.quartzsite.az.us](http://www.ci.quartzsite.az.us)

TO: MAYOR AND COUNCIL

RE: EXPIRATION OF CITIZEN ADVISORY BOARD/COMMISSION TERM

FROM: DARRELL CROOKS

(Please print name)

On 06/01/14 my term expires on the MUNICIPAL PROPERTY CORP Board/Commission.

I am requesting reappointment for another term.

I do not wish to be reappointed to another term.

Sincerely,

Darrell Crooks

Signature

05-07-2014

Date

cc: Town clerk

**RECEIVED**  
MAY 07 2014  
TA  
TOWN OF QUARTZSITE

# MUNICIPAL PROPERTY CORPORATION

## BOARD OF DIRECTORS

SHANEEN BERGETTE	541-805-9496	P.O. Box 4591	<i>Term Expires June 1, 2016</i>
DARRELL CROOKS	928-927-6199	P.O. Box 4654	<i>Term Expires June 1, 2014</i>
RICHARD THOMPSON	360-490-5700	P.O. Box 4493	<i>Term Expires June 1, 2015</i>



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, May 13, 2014

**Agenda Item # 1-e** Consider the appointment of Beverly Cunningham to the Public Safety Personnel Retirement System Board, with a term to expire March 2018.

**Summary:** Pursuant to A.R.S. § 38-847, the Public Safety Personnel Retirement System Board serves to participate in the State of Arizona Public Safety Personnel Retirement System.

The Public Safety Personnel Retirement System Board consists of 5 members, including 2 citizen members. Citizen member terms are for a period of four years.

There are currently two vacant positions to be held by citizens. One citizen has applied:

- Beverly Cunningham.

**Responsible Person:** Tina Abriani, Town Clerk

**Attachment:** Volunteer Interest Statement from Beverly Cunningham.

**Action Requested:** Motion to appoint Beverly Cunningham to the Public Safety Personnel Retirement System Board, with a term to expire May 2018.



# TOWN OF QUARTZSITE

465 NORTH PLYMOUTH AVENUE • PO BOX 2812 • QUARTZSITE, AZ 85346  
PHONE: 928 927-4333 • FAX: 928 927-4400  
ARIZONA RELAY SERVICE (928) 927-3762 (TDD)  
WEB SITE: WWW.CI.QUARTZSITE.AZ.US

## VOLUNTEER INTEREST STATEMENT

Office use only: Date Received: 4/15/14  
Copies To: \_\_\_\_\_  
\_\_\_\_\_

**RECEIVED**

APR 15 2014  
TA  
TOWN OF QUARTZSITE

*The Town of Quartzsite encourages volunteers regardless of race, color, national origin, gender, age or disability.*

PLEASE TYPE OR PRINT CLEARLY

Date: 4/14/14

Name: Cunningham Beverly A  
(Last) (First) (MI)

Home Address: \_\_\_\_\_  
(PO Box)

Home Phone Number: \_\_\_\_\_

Are You a U.S. Citizen?  Yes  No  
Are you registered to vote in La Paz County?  Yes  No

Present (Optional)  
Employment: Town of Quartzsite 927-4333  
(Business Name) (Phone #)

P.O. Box 2812 Qtz, AZ 85346  
(Business Address)

Position: Finance Specialist & soon Retire

Type of Business: Municipality

Professional and/or Civic Activities: past chairperson

on Health & Development, Manager of La Muirage  
RV Park and property owner, Secretary in R Society

Education: Finance - Some college LDS church

I am interested in serving on: (Check all that apply)

- Municipal Library Board
- Personnel Board
- Planning & Zoning
- Airport Committee
- Health & Development
- Municipal Utility Administrative Committee
- Park & Recreation Board
- Centennial Board
- Board of Adjustment
- Municipal Property Corp.
- Cemetery Board

Other: PSPRS Board

Please describe why you would like to serve on the board, commission, etc.:

I feel it is important to be active in  
the community that you live and work

In what way do you feel you will be of benefit to the public by serving on this board, commission, etc.:

Have worked in Town Hall Finance for  
2 yrs and know a lot of procedures  
required for police retirement

Are you available for evening meetings?  Yes  No

Are you available for early morning meetings?  Yes  No

Are you available for lunch meetings?  Yes  No

Are there any days of the week you cannot make meetings?

Tues. morning 8-9

ALL boards, commissions, etc. are subject to disclosure of conflicts of interest.

For more information concerning the boards, commissions, etc. please contact the Quartzsite Town Hall. 927-4333

I hereby certify that the information contained herein is true and accurate to the best of my knowledge.

4/15/14  
(Date)

Beverly Cunningham  
(Applicant Signature)



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, May 13, 2015

**Agenda Item #1-f** Consider approval of a cooperative purchase under Arizona State Contract No. ADSP013-038803 for a 2014 fully-equipped, marked law enforcement vehicle.

**Summary:** The 2013-14 Amended Budget for the police department includes an approved capital expenditure of \$45,000 for the purchase of a grant-funded law enforcement vehicle.

The attached quotation from Midway Chevrolet provides for the purchase of a new vehicle under Arizona State Contract No. ADSP013-038803. The quoted price is for a 2014 Chevrolet Tahoe fully-equipped, marked law enforcement vehicle.

The total price quoted is \$44,356.43. The Town received a grant in the amount of \$45,000 from the Governor's Office of Highway Safety (GOHS) to support this purchase.

The Town's Cooperative Purchasing Code provides that purchases may be made without a formal bidding process whenever other governmental units have done so for the same item if a separate bidding process is not likely to result in a lower price for such items.

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

**Attachment:**

1. Quote from Midway Chevrolet
2. GOHS Grant information

**Action Requested:** **Motion to approve a cooperative purchase with Midway Chevrolet for a 2014 fully-equipped law enforcement vehicle, and authorize the Town Manager to execute the agreement.**





O R D E R

Creative Communications Sales  
 3332 E. Broadway Road  
 Phoenix AZ 85040

Telephone #: 602 955-8405

Bill To:  
 MIDWAY CHEVROLET  
 2323 W. BELL ROAD  
 PHOENIX AZ 85023

Ship To: Phone #: 602-866-0102  
 QUARTSITE POLICE DEPT.  
 305 PLYMOUTH AVE  
 QUARTSITE AZ 85346

Printed Order#/Dt Customer# Customer P.O. Terms SalesPerson  
 04/30/14 0010224623 12783 GB526 5% 15 DAYS / NETINSTALLED PSC

QUANTITY	U/M	ITEM/DESCRIPTION	DISC UNIT PRICE	AMOUNT
*** ORDER ACKNOWLEDGEMENT **				
		Order By GREG BALL		
		Contact Phone # 6027332251		
2	EA	EGHST1J GHOST GEN3 MINI WARNING LIGHT REAR DOOR SIDE FACING OR SUPER DUTY ADHESIVE MOUNT	80.000	160.00
4	EA	ELUC2SB10J SOUNDOFF UNIVERSAL UNDERCOVER LED INSERT (RED/BLUE) RUNNING BOARD LIGHTS	69.990	279.96
2	EA	ETSS100L 100L SERIES 100W SPEAKER W/ UNIV BAIL BRACKET	135.000	270.00
1	EA	ETSA482CSP NERGY, 400 SERIES MULTI-FUNCT. SIREN W/ KNOB CONTROL 10-16V 3 YEAR WARRANTY	287.500	287.50
1	EA	ETHIAH0-07+ PLUG IN HEADLIGHT AND TAILLIGHT FLASHER	53.750	53.75
2	EA	ENFSSS3J nFORCE SINGLE SURFACE MOUNT LIGHT, SAE CLASS 1, 10-16v, BLK SIDES OF PUSHBUMPER	80.000	160.00
1	EA	PXNFLB48RWTBW nFORCE 48" LIGHTBAR - PHX CONFIGURATION	1399.990	1,399.99
2	EA	EGHST1J GHOST GEN3 MINI WARNING LIGHT UNDER REAR SPOILER OR SUPER DUTY ADHESIVE MOUNT	80.000	160.00

(Continued on Page 2)

## O R D E R

Creative Communications Sales  
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Telephone #: 602 955-8405

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PHOENIX AZ 85023

Ship To: Phone #: 602-866-0102  
QUARTSITE POLICE DEPT.  
305 PLYMOUTH AVE  
QUARTSITE AZ 85346

Printed	Order#/Dt	Customer#	Customer P.O.	Terms	SalesPerson
04/30/14	0010224623 04/03/14	12783	GB526	5% 15 DAYS / NETINSTALLED	PSC

QUANTITY	U/M	ITEM/DESCRIPTION	DISC	UNIT PRICE	AMOUNT
*** ORDER ACKNOWLEDGEMENT **					
(Page 2)					
1	EA	425-6232		195.000	195.00
		CONSOLE: LAZY L (18"FP)			
1	EA	425-3704		31.250	31.25
		4" DUAL ABS CUP HOLDER			
1	EA	425-2968		30.000	30.00
		(3) 12V POWER OUTLETS IN 2"			
		FACEPLATE			
1	EA	425-6204		90.000	90.00
		28" NHD FLOOR PLATE W/ FRONT &			
		REAR MOUNTING FEET			
		FOR CHEVY TAHOE/YUKON			
1	EA	425-6411		70.000	70.00
		CONSOLE ACCESSORY - UNIVERSAL			
		ARM REST ADJUSTABLE			
1	EA	475-0764		950.000	950.00
		PARTITION, VP9, FULL WINDOW W/			
		SAFETY WIRE OPTION, BDRH			
		FOR '11+ TAHOE			
1	EA	475-0422		81.250	81.25
		EXTENSION PANEL, 2PC STEEL			
		HSEP, FOR TAHOE SPACE CREATOR			
		VEHICLE PARTITION			
1	EA	BK0534TAH07		250.000	250.00
		PB400 VS ALUM BUMPER FULL			
		07-13 TAHOE			
2	EA	ENFSSS3J		80.000	160.00
		nFORCE SINGLE SURFACE MOUNT			
		LIGHT, SAE CLASS 1, 10-16v, BLK			
		REAR GATE			
2	EA	ENFSGS3J		80.000	160.00
		nFORCE SINGLE DECK/GRILLE			
		MOUNT LIGHT, BLACK HOUSING			
		(Continued on Page 3)			

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Printed	Order#/Dt	Customer#	Customer P.O.	Terms	SalesPerson
04/30/14	0010224623	12783	GB526	5% 15 DAYS / NETINSTALLED	PSC
	04/03/14				

QUANTITY	U/M	ITEM/DESCRIPTION	DISC	UNIT PRICE	AMOUNT
*** ORDER ACKNOWLEDGEMENT **					
(Page 3)					
1	EA	FOWARD FACING ON PUSHBUMPER C-UNV-POW		333.990	333.99
1	EA	UNIVERSAL POWER SUPPLY PHOENIX SPEC		26.000	26.00
1	EA	MRCB150 150A RESET CIRCUIT BREAKER		41.250	41.25
1	EA	V23132A2001B200 V23132A2001B200 SUPER RELAY KIT, 130AMP 12VDC, RELAY 1PC #282080-1 2POS REC		65.000	65.00
32	Hrs	5201 POWER TAMER VS INSLs		65.000	2,080.00
1	HR	LABOR IN SHOP - INSTALL INSFSS		25.000	25.00
1	EA	INSTALLER SHOP SUPPLIES LARNMOKHFUD25		15.990	15.99
1	EA	25' RG58 CABLE W/ NMO MOUNT NO CONNECTOR (OR USE PART # 429700)		22.500	22.50
1	EA	LARNMO150450800 TRI-BAND 2.14DB ANT, NMO MOUNT 150-165/450-470/806-940MHZ		1243.750	1,243.75
1	EA	001-00026-00 DVM-250 PACKAGE, VIDEO EVENT DATA RECORDER IN A REAR- VIEW MIRROR		312.500	312.50
1	EA	475-0064 VERTICAL WINDOW ARMOR AND ABS DOOR PANELS - PACKAGE		899.990	899.99
1	EA	SS702T07 TAHOE REAR SEAT - POLY SCREEN (Continued on Page 4)			

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Printed	Order#/Dt	Customer#	Customer P.O.	Terms	SalesPerson
04/30/14	0010224623	12783 GB526		5% 15 DAYS / NETINSTALLED	
	04/03/14				PSC

QUANTITY	U/M	ITEM/DESCRIPTION	DISC	UNIT PRICE	AMOUNT
*** ORDER ACKNOWLEDGEMENT **					
(Page 4)					
1	EA	GREY A.B.S. W/ REAR CARGO BARRIER W/ SEAT MOUNT KIT 425-6403		0.000	.00
1	EA	4" FACEPLATE FOR SOUNDOFF ETSA100E ETSA300/380MF 425-6064		0.000	.00
1	EA	FACE PLATE, 3" FOR ASTRO SPECTRA (2.031" x 7.055" x 4.5") 425-6049		0.000	.00
2	EA	1" FACE PLATE, BLANK 425-6051		0.000	.00
		2" FACE PLATE, BLANK			
Order Subtotal					9,854.67
Tax #: 07-011679-A					
Order Total					9,854.67

Print Name \_\_\_\_\_

Order Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

(CIRCLE ONE:) SHIPPED DELIVERED PICKED-UP



VIEW 360°

## 2014 Tahoe 2WD PPV

The 2014 Tahoe 2WD PPV offers an outstanding combination of utility, efficiency, and performance, making it the perfect choice for your job's demanding needs. Built to be versatile, the Tahoe 2WD is ideal for a range of tasks such as hazmat, K-9, medical first responders, and tactical operations.

### SELECT STANDARD FEATURES

*Options based on PPV.*

#### Safety and Security

- Dual-stage frontal air bags\* with Passenger Sensing System;\* driver and front-passenger seat-mounted thorax side-impact air bags;\* outboard front and rear head curtain side-impact air bags\*
- Tire Pressure Monitoring System\*\*
- StabiliTrak stability control system
- PASS-Key III theft-deterrent system
- Daytime running lamps and automatic lamp control

#### Interior

- Front cloth bucket seats, 6-way power driver and passenger seat adjusters with manual reclining seat back, lumbar controls, and adjustable head restraints
- Rear vinyl seat (third-row seat not available)
- Dual-zone climate control with individual climate settings for driver and front passenger; includes auxiliary rear air conditioning and heat (rear operated from front control only)
- 140-mph certified speedometer and Driver Information Center
- Cruise control
- 3 12-volt auxiliary power outlets (two located in dash, one in rear cargo area)
- Remote Keyless Entry

### Sales Support



Locate a District Sales Manager

### Resources

**2014 Municipal Tahoe Guide**  
(PDF) 3 MB

**Tahoe Comparison Chart**  
(PDF) 7 MB

### Police Vehicle Safety Information

3rd Party Vehicle Test: Michigan State Police Vehicle Evaluations

3rd Party Vehicle Test: LA County Annual law enforcement Vehicle Test and Evaluation Program



### Powered by Biofuel

Find out which of our vehicles can run on E85 ethanol or B20 biodiesel.

- Compass, outside temperature
- Engine hour meter
- Tilt-adjustable steering column
- AM/FM with CD player and auxiliary input jack
- Heavy-duty vinyl flooring
- 100-amp ignition-controlled main power supply under dash and in rear cargo area
- Auxiliary ground studs in rear cargo area

#### Mechanical

- Full perimeter frame, rear-wheel drive
- Vortec 5.3L V8 with 320 hp and 335 lb-ft of torque, FlexFuel<sup>1</sup> capability, and Active Fuel Management
- Auxiliary transmission oil cooler
- External engine oil cooler
- 6-speed automatic transmission with overdrive
- Heavy-duty 4-wheel disc antilock brake system with power assist
- Heavy-duty police-rated suspension
- 160-amp alternator
- 660 cold-cranking-amp 80-amp-hour battery with rundown protection
- Full size matching spare tire with inactive tire pressure monitor
- Locking underbody spare tire

#### Exterior

- Assist steps
- P265/60R17 all-season tires with full-size spare tire
- 17" steel wheels with bolt-on center caps
- Skid Plate Package

#### SELECT OPTIONAL FEATURES

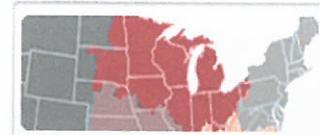
*Options are available on certain models only. See your Ordering Guide for details.*

- Dual 660 cold-cranking 80-amp-hour batteries
- Front cloth 40/20/40 bench seat
- Spot lamps, driver and passenger
- Remote Vehicle Starter System
- Bodyside moldings
- Content theft alarm disable
- Carpeting and floor mats
- Grille lamps and siren speaker wiring
- Horn/siren circuit wiring
- Inoperative inside rear door handles, locks and window switches
- Common fleet keyed alike
- Daytime running lamps with automatic lamp control delete
- Engine block heater
- Rear locking differential
- Autonet Mobile Wi-Fi<sup>2</sup> in-car router (dealer accessory)
- Wiring provision for headlamp and taillamp flasher
- Auxiliary speaker wiring for customer furnished speaker



#### Police and Special Service

Built to Protect and Serve. View all Police and Special Service Vehicles.



#### Government Sales

Get Support for Your Government Vehicle Needs.

- City Brake Package

1. E85 FlexFuel capability is not available in AZ, CA, CT, DE, MA, MD, ME, NJ, NY, OR, PA, RI, VT and WA. E85 is a combination of 85% ethanol and 15% gasoline. Go to [www.afdc.energy.gov/afdc/fuels](http://www.afdc.energy.gov/afdc/fuels) to see if there is an E85 fuel station near you.

2. Monthly rates apply. Visit [autonetmobile.com](http://autonetmobile.com) for details and coverage map.

\*Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.

\*\* Tire Pressure Monitoring System does not monitor spare tire.

Equipment from independent suppliers is not covered by the GM New-Vehicle Limited Warranty. GM is not responsible for the safety or quality of independent supplier alterations.



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, May 13, 2014

- Agenda Item #1-g** Consider approval of an Intergovernmental Agreement (IGA) between La Paz County and the Town of Quartzsite for the Town of Quartzsite's elections to be held August 26, 2014 and November 4, 2014.
- Summary:** Under the proposed Intergovernmental Agreement, the County will provide election services, in compliance with applicable federal and state laws. The election dates for the Town of Quartzsite will be August 26, 2014 and November 4, 2014.
- Responsible Person:** Skylor Miller, Town Manager
- Attachment:** Intergovernmental Agreement between La Paz County and Town of Quartzsite for the Town's 2014 elections.
- Action Requested:** Motion to approve an Intergovernmental Agreement with La Paz County for the Town of Quartzsite's 2014 elections.

THIS INTERGOVERNMENTAL AGREEMENT (this "Agreement") made and entered into by and between LA PAZ COUNTY, a political subdivision of the State of Arizona (hereinafter "COUNTY"), and the TOWN OF QUARTZSITE, an Arizona municipal corporation (hereinafter "TOWN") collectively the "Parties."

WITNESSETH

WHEREAS, TOWN is authorized by A.R.S. §9-101 et seq., A.R.S. Title 16 and the Town Code of the Town of Quartzsite to hold elections for Town offices and on Town questions; and

WHEREAS, TOWN has requested that COUNTY provide election services for Town elections for offices/questions; and

WHEREAS, COUNTY is authorized pursuant to A.R.S. § 11-251(3) and A.R.S. Title 16 to conduct elections; and

WHEREAS, COUNTY has personnel able to undertake and provide election services; and

WHEREAS, TOWN and COUNTY have determined that the use of the services of the La Paz County Elections Department to conduct Town elections for Town offices/questions is in the public interest, and COUNTY has agreed to provide such services.

WHEREAS, the Parties have authority to enter into this agreement pursuant to A.R.S. §11-952.

NOW, THEREFORE, BE IT AGREED BY THE PARTIES HERETO as follows:

1) **Services.** This Agreement pertains to TOWN elections to be held **August 26, 2014, and November 4, 2014.** Election services will be provided by COUNTY by workers fully capable, competent, and certified and licensed, as required under applicable law, to provide these services.

2) **Services to be performed by the County Elections Department.** COUNTY agrees to:

- A. Conduct the election in compliance with applicable federal and state law.
- B. Provide optical scan ballots to be used in each precinct which will allow qualified electors to vote for the TOWN offices / questions.
- C. Provide all machines, signs and related material necessary to conduct an election.
- D. Provide for polling locations in which to conduct elections.

E. Coordinate with the County Recorder to provide for the necessary Precinct Signature Rosters, Voter Lists, Mailing Labels, Early and Provisional Ballot services.

F. Provide copies of the precinct registers of qualified elector for precincts, identifying appropriate districts within the precincts. Said registers shall be prepared by the County Recorder from Voter Registration records of the County Recorder.

G. Cause the precinct election boards to utilize the copies of precinct registers, for the purpose of identifying the electors qualified to vote.

H. Prepare materials and recruit and instruct the Election Boards appointed by the Board of Supervisors.

I. Prepare and deliver to the County Recorder Early Ballots for use in said election; process and tabulate said ballots upon return from COUNTY Recorder.

J. Process all Provisional and Conditional Provisional Ballots and refer same to the County Recorder; tabulate Provisional and Conditional Provisional Ballots verified by the County Recorder.

K. Tally official results of the election, utilizing Optical Scan Tabulating equipment.

L. Provide a certified copy of the Official Election Returns to the TOWN.

M. Issue warrants to precinct workers and Special Boards pursuant to the pay scale of the County Elections Department.

N. Provide such other services as are legally required or appropriate for the proper conduct of a TOWN election as mutually agreed to by authorized representatives of the COUNTY and the TOWN.

3) **Services to be performed by the County Recorder.** The County Recorder agrees to:

A. Prepare signature rosters and precinct registers.

B. Prepare voter lists.

C. Prepare and issue Early Ballots to voters, in office, and by mail. Prepare Early Ballot lists. Transport Early Ballots to the Early Ballot Board.

D. Verify Provisional Ballots, and submit results to the Election Board.

E. Prepare materials for, recruit, and instruct Special Board(s) for voting housebound voters needing special assistance.

F. Verify nomination petition(s) in the event that it is lawfully challenged. The obligation arises only if the COUNTY is so directed by the Court.

4) **Obligations of TOWN.** The TOWN agrees to:

A. Provide COUNTY with a written request for the COUNTY to conduct the election(s) on behalf of the TOWN.

B. Provide COUNTY with offices/questions along with the terms of those offices to appear on the official ballot for the election.

C. Provide nominating petitions and related information to the prospective candidates for the TOWN offices to be filed for purposes of Primary and General Elections.

D. Provide a certified list of candidates to the COUNTY.

E. Be responsible for all required published and / or posted notices concerning TOWN election in both English and Spanish.

F. Pay to the COUNTY, on a reimbursable basis, all costs of personnel, election materials and supplies expended by the COUNTY pursuant to this Agreement.

G. Should the election(s) covered by this Agreement be challenged or questioned for any reason whatsoever, then in such event the TOWN shall be solely responsible for defending, legally or otherwise, said election(s).

5) **Term.** Said services shall be provided by COUNTY until such time as all matters connected with the said election(s) are concluded, legal or other challenges excepted. Notwithstanding the foregoing, either Party may terminate this Agreement during its original term or any extension thereof at any time upon giving thirty (30) days prior written notice to the other.

6) **Conflict of Interest.** This Agreement is subject to the provisions of ARIZ. REV. STAT. § 38-511. Either Party may cancel this Agreement without penalty or further obligations by either Party if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of a Party is, at any time while the Agreement or any extension of the Agreement is in effect, an employee of the other Party to the Agreement in any capacity or a consultant to the other Party of the Agreement with respect to the subject matter of the Agreement.

7) **Gratuities.** Either Party may, by written notice to the other Party, cancel this Agreement if it is found by a Party that gratuities, in the form of economic opportunity, future employment, entertainment, gifts or otherwise, were offered or given by the other

Party or any agent or representative of the Party to any officer, agent or employee of the Party for the purpose of securing this Agreement.

8) **Applicable Law; Venue.** In the performance of this Agreement, both Parties to the Agreement shall abide by and conform to any and all laws of the United States, the State of Arizona, including, but not limited to, federal and state executive orders providing for equal employment and procurement opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to this Agreement. This Agreement shall be governed by the laws of the State of Arizona and a suit pertaining to this Agreement may be brought only in courts in Maricopa County, Arizona.

9) **Indemnification.**

A. Each Party (each, an "Indemnitor") agrees, to the extent permitted by law including the budget law, to indemnify, defend and hold harmless the other Party (each, an "Indemnatee") for, from and against any and all losses, claims, damages, liabilities, costs and expenses (including, but not limited to, reasonable attorneys' fees, court costs and the costs of appellate proceedings) to which any Indemnatee may become subject, under any theory of liability whatsoever ("Claims"), insofar as such Claims (or actions in respect thereof) relate to, arise out of, or are caused by or based upon the negligent acts, intentional misconduct, errors, mistakes or omissions, in connection with the work or services of the Indemnitor, its officers, employees, agents, or any tier of subcontractor in the performance of this Agreement.

B. Notwithstanding anything to the contrary herein contained, to the extent permitted by law including the budget law, the TOWN further agrees to indemnify, to defend and to hold harmless COUNTY, its officers, employees and agents from any and all actions, causes of action, claims, demands, costs, expenses and attorneys fees related to any and all damage or loss to any of the electronic ballot tallying equipment or other COUNTY property which may occur due to the fault or negligence of any person other than the COUNTY or its employees. The value of the electronic ballot tallying system is hereby agreed to be the current market value of similar equipment.

10) **Insurance.**

10.1 **General Insurance Requirements.** The Parties mutually agree to provide for their respective financial responsibilities relating to liability arising out of this Agreement through either the purchase of insurance or the provision of a self-funded insurance program.

10.2 **Workers' Compensation Insurance.** All Parties to the Agreement agree that they are not joint employers for the purpose of workers' compensation coverage. To the extent that employees of one Party performs duties on behalf of another Party under this Agreement, such employee shall be deemed to be an "employee" of both public agencies while performing such duty pursuant to this Agreement solely for the purposes of ARIZ. REV. STAT. § 23-1022 and the Arizona Workers' Compensation laws. The

primary employer shall be solely liable for any workers' compensation benefits which may accrue. Each Party shall post a notice pursuant to the provisions of ARIZ. REV. STAT. § 23-1022 in substantially the following form:

All employees are hereby further notified that they may be required to work under the jurisdiction or control of or within the jurisdictional boundaries of another public agency pursuant to an intergovernmental agreement or contract, and under such circumstances they are deemed by the laws of Arizona to be employees of both public agencies for the purposes of workers' compensation.

11) **Amendment.** This Agreement may be modified only by a written amendment signed by the Parties.

12) **Provisions Required by Law.** Each and every provision of law and any clause required by law to be in the Agreement will be read and enforced as though it were included herein and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either Party, the Agreement will promptly be physically amended to make such insertion or correction.

13) **Severability.** The provisions of this Agreement are severable to the extent that any provision or application held to be invalid by a Court of competent jurisdiction shall not affect any other provision or application of the Agreement which may remain in effect without the invalid provision or application.

14) **Assignment.** None of the Parties may assign or delegate any of its rights hereunder.

15) **Waiver.** Failure of any Party to exercise any right or option arising out a breach of this Agreement shall not be deemed a waiver of any right or option with respect to any subsequent or different breach, or the continuance of any existing breach.

16) **Counterparts.** This Agreement may be executed in any number of counterparts, all such counterparts shall be deemed to constitute one and the same instrument, and each of said counterparts shall be deemed original hereof.

17) **Notices and Requests.** Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (A) delivered to the Party at the address set forth below, (B) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below, (C) given to a recognized and reputable overnight delivery service, to the address set forth below or (D) delivered by facsimile transmission to the number set forth below:

A. Town of Quartzsite:

Notice to: Town of Quartzsite  
465 N. Plymouth Avenue  
P.O. Box 2812  
Quartzsite, AZ 85346  
Facsimile: (928) 927-4400  
Attn: Clerk

With copy to: Curtis, Goodwin, Sullivan, Udall & Schwab, PLC  
501 E. Thomas Rd.  
Phoenix, AZ 85012  
Facsimile: (602) 393-1703  
Attn: Susan Goodwin, Esq.

B. La Paz County:

Notice to: La Paz County Elections Director  
1108 Joshua Avenue  
Parker, AZ 85344  
Facsimile: (928) 669-9709

La Paz County Recorder  
1112 Joshua Avenue, Suite 201  
Parker, AZ 85344  
Facsimile: (928) 669-5638

With copy to: La Paz County Board of Supervisors  
1108 Joshua Avenue  
Parker, AZ 85344  
Facsimile: (928) 669-9709  
Attn: Clerk

or at such other address, and to the attention of such other person or officer, as any Party may designate in writing by notice duly given pursuant to this subsection. Notices shall be deemed received (A) when delivered to the Party, (B) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage, (C) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day, or (D) when received by facsimile transmission during the normal business hours of the recipient. If a copy of a notice is also given to a Party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a Party shall mean and refer to the date on which the Party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

18) **Appropriation.** TOWN represents that it will appropriate sufficient funds in its FY 2014-2015 budget to discharge the funding obligation imposed by this Agreement.

19) **E-verify, Records and Audits.** To the extent applicable under ARIZ. REV. STAT. § 41-4401, the Parties and their respective subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under ARIZ. REV. STAT. § 23-214(A). The Parties' or a subcontractor's breach of the above-mentioned warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by either Party under the terms of this Agreement. The Parties each retain the legal right to randomly inspect the papers and records of the other Party and the other Parties' subcontractors who work under this Agreement to ensure that the other Party and its subcontractors are complying with the above-mentioned warranty. The Parties warrant to keep their respective papers and records open for random inspection during normal business hours by the other Parties. The Parties and their respective subcontractors shall cooperate with the other Parties' random inspections including granting the inspecting Party entry rights onto their respective properties to perform the random inspections and waiving their respective rights to keep such papers and records confidential.

20) **Miscellaneous.**

20.1 **Arbitration.** Pursuant to Section 12-1518 of the Arizona Revised Statutes, the Parties acknowledge and agree that they will be required to make use of mandatory arbitration of any legal action that is filed in the Arizona Superior Court concerning a controversy arising out of this Agreement if required by Section 12-133 of the Arizona Revised Statutes.

20.2 **Authority.** Each Party represents and warrants to the other that it has full power and authority to enter into and perform this Agreement, and that the person(s) signing this Agreement on behalf of each Party has(have) been properly authorized and empowered to do so.

20.3 **Entire Agreement.** This Agreement sets forth the entire agreement between the Parties hereto in connection with the subject matter hereof and supersedes all previous understandings, communications, arrangements and discussions, whether oral or written, with respect to the subject matter hereof.

20.4 **Headings.** The division of this Agreement into paragraphs and the use of headings are for convenience of reference only and shall not modify or affect the interpretation or construction of this Agreement or any of its provisions.

20.5 **Incorporation of recitals and attachments.** The recitals set forth at the beginning of this Agreement and the attachments hereto are hereby incorporated into Agreement.

20.6 **Non-Discrimination.** The Parties agree to comply with all provisions and requirements of Arizona Executive Order 2009-09 including flow down of all provisions and requirements to any subcontractors. Executive Order 2009-09 supersedes Executive Order 99-4 and amends Executive Order 75-5 and is hereby incorporated into this Agreement as if set forth

in full herein. During the performance of this Agreement, the Parties shall not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

20.7 **Relationship of Parties.** This Agreement shall not be construed in such a manner as to establish a partnership, joint venture, express or implied agency or employer-employee relationship between the Parties and/or the employees of any Party. No Party shall be liable for any debts, accounts, obligations or other liabilities whatsoever of any other, including (without limitation) the other Party's obligation to withhold Social Security and income taxes for itself or any of its employees.

20.8 **Responsibility.** Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and for any accidents or injuries to persons or property arising out of acts of omissions by its officers, agents or employees acting in the course or scope of their employment while performing duties undertaken pursuant to this Agreement.

20.9 **Rights/Obligations of Parties Only.** The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third Party beneficiary or other person, agency or organization. Nothing expressed herein shall affect the legal liability of any Party to this Agreement by imposing any standard of care different from the standard of care imposed by law.

20.10. **Survival of terms.** Those provisions of this Agreement that, by their nature, are intended to survive any expiration or termination of this Agreement shall so survive.

/ / /

/ / /

/ / /

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates set forth below.

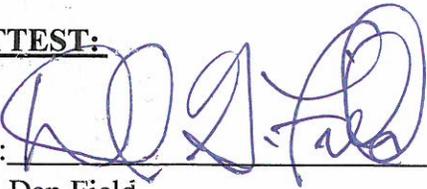
**"COUNTY"**

LA PAZ COUNTY, a political subdivision of the State of Arizona

By:   
D.L. Wilson  
Its: Chairman

Date: 4/21/2014

**ATTEST:**

By:   
Dan Field  
Its: Clerk

**COUNTY RECORDER:**

By:   
Shelly Baker  
Its: Recorder, La Paz County

**"TOWN"**

TOWN OF QUARTZSITE, an Arizona municipal corporation

By: \_\_\_\_\_  
Ed Foster  
Its: Mayor

Date: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_  
Tina Abriani  
Its: Clerk

In accordance with the requirements of A.R.S. § 11-952, the undersigned attorneys acknowledge that (i) they have reviewed the above Agreement on behalf of their respective clients and that (ii) as to their respective clients only, each attorney has determined that this Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona.

**County Attorney**

By:   
R. Glenn Buckelew  
Deputy La Paz County Attorney

**Attorney for the Town**

By: \_\_\_\_\_  
Susan Goodwin  
Town Attorney

Date: 4/21/14

Date: \_\_\_\_\_



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, May 13, 2014

**Agenda Item #2** Consider acceptance of the Annual Financial Statements and Independent Auditors' Report for Fiscal Year 2012-2013.

**Summary:** As a governmental municipality within the State of Arizona, the Town is required to undergo an annual audit of its financial statements. These audits, performed by certified public accountants, must be conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

The independent auditors are required to obtain reasonable assurance about whether the financial statements are free of material misstatement; and evaluating the overall financial statement presentation.

It is the independent auditors' opinion that the Town's financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information.

**Responsible Persons:** Skylor Miller, Town Manager  
Scott Graff, CPA, Colby & Powell, PLC

**Attachment:** 1) Annual Financial Statements and Independent Auditors' Report, June 30, 2013.  
2) Annual Expenditure Limitation Report, June 30, 2013.

**Action Requested:** **Motion to accept the Annual Financial Statements and Independent Auditors' Report for Fiscal Year 2012-2013.**

**TOWN OF QUARTZSITE, ARIZONA**

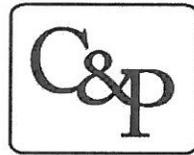
Annual Financial Statements  
and  
Independent Auditors' Report  
June 30, 2013



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COLBY &  
POWELL, PLC

CERTIFIED PUBLIC ACCOUNTANTS

1535 W. Harvard Avenue, Suite 101 · Gilbert, Arizona 85233

Tel: (480) 635-3200 · Fax: (480) 635-3201

## INDEPENDENT AUDITORS' REPORT

To the Town Council  
Town of Quartzsite, Arizona

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Quartzsite, Arizona, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the Town of Quartzsite, Arizona, as of June 30, 2013, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

The Town of Quartzsite, Arizona has not presented the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on pages 34 to 37 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated April 8, 2014, on our consideration of the Town of Quartzsite, Arizona's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on

compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Quartzsite, Arizona's internal control over financial reporting and compliance.

**Other Reporting Required by Arizona Revised Statutes**

In connection with our audit, we noted that over time, the Town had loaned \$2,082,262 of highway user revenue fund monies to other Town funds. The loan proceeds were expended in the other funds for various purposes which were not related to highways and streets. We do not consider such a loan in compliance with Arizona Revised Statutes Title 28, Chapter 18, Article 2 and any other dedicated state transportation revenues received by the Town solely for the authorized transportation purposes. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance.

A handwritten signature in cursive script that reads "Colby & Powell".

April 8, 2014



**TOWN OF QUARTZSITE, ARIZONA**  
**Statement of Net Position**  
**June 30, 2013**

	Primary Government		
	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 3,243,085	\$ -	\$ 3,243,085
Restricted cash	297,754	104,079	401,833
Receivables - net	17,939	152,388	170,327
Due from other governments	167,030	-	167,030
Prepaid expenses	43,304	11,245	54,549
Inventory	-	9,975	9,975
Interfund balances	4,037,885	(4,037,885)	-
Deferred charges	34,557	-	34,557
Capital assets, not being depreciated	115,974	671,024	786,998
Capital assets, being depreciated, net	<u>9,680,902</u>	<u>13,378,302</u>	<u>23,059,204</u>
<b>Total assets</b>	<u>17,638,430</u>	<u>10,289,128</u>	<u>27,927,558</u>
<b>LIABILITIES</b>			
Accounts payable	112,315	16,459	128,774
Accrued expenses	63,944	15,820	79,764
Accrued interest	26,650	129,986	156,636
Claims and settlements payable	320,000	-	320,000
Refundable deposits	-	1,600	1,600
Noncurrent liabilities			
Due within 1 year	229,488	1,133,225	1,362,713
Due in more than 1 year	<u>777,666</u>	<u>7,593,037</u>	<u>8,370,703</u>
<b>Total liabilities</b>	<u>1,530,063</u>	<u>8,890,127</u>	<u>10,420,190</u>
<b>NET POSITION</b>			
Invested in capital assets, net of related debt	9,175,120	5,342,523	14,517,643
Restricted for:			
General government	4,891	-	4,891
Public safety	41,415	-	41,415
Highways and streets	5,382,839	-	5,382,839
Culture and recreation	8,742	-	8,742
Unrestricted (deficit)	<u>1,495,360</u>	<u>(3,943,522)</u>	<u>(2,448,162)</u>
<b>Total net position</b>	<u>\$ 16,108,367</u>	<u>\$ 1,399,001</u>	<u>\$ 17,507,368</u>

*See accompanying notes to financial statements*

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**TOWN OF QUARTZSITE, ARIZONA**  
**Statement of Activities**  
**Year Ended June 30, 2013**

	Program Revenue			Net (Expenses) Revenue and Changes in Net Position		
	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Primary Government	
					Business-type Activities	Total
<b>Primary government:</b>						
Governmental activities						
General government	\$ 1,379,693	\$ 46,504	\$ -	\$ (1,207,057)	-	\$ (1,207,057)
Public safety	1,764,309	59,287	-	(1,555,202)	-	(1,555,202)
Public works and streets	1,292,964	1,155,974	36,903	(97,637)	-	(97,637)
Culture and recreation	350,725	6,773	243,558	(98,353)	-	(98,353)
Debt service - interest	60,847	-	-	(60,847)	-	(60,847)
<b>Total governmental activities</b>	<b>4,848,538</b>	<b>1,268,538</b>	<b>280,461</b>	<b>(3,019,096)</b>	<b>-</b>	<b>(3,019,096)</b>
Business-type activities						
Water	975,576	-	1,750	-	(231,764)	(231,764)
Sewer	754,609	-	2,900	-	23,033	23,033
<b>Total business-type activities</b>	<b>1,730,185</b>	<b>-</b>	<b>4,650</b>	<b>-</b>	<b>(208,731)</b>	<b>(208,731)</b>
<b>Total primary government</b>	<b>\$ 6,578,723</b>	<b>\$ 1,268,538</b>	<b>\$ 285,111</b>	<b>(3,019,096)</b>	<b>(208,731)</b>	<b>(3,227,827)</b>
<b>General revenue:</b>						
Taxes:						
Sales				1,311,282	-	1,311,282
Franchise				78,347	-	78,347
State revenue sharing				375,598	-	375,598
Auto lieu tax revenue sharing				289,167	-	289,167
State sales tax revenue sharing				300,120	-	300,120
Miscellaneous				58,665	-	58,665
Lease income				13,820	-	13,820
Gain on sale of assets				21,877	-	21,877
Interest income				13,569	-	13,569
Total general revenue				2,462,445	-	2,462,445
<b>Transfers</b>						
Change in net position				131,390	(131,390)	-
Net position, beginning of year, as restated				(425,261)	(340,121)	(765,382)
Net position, end of year				16,533,628	1,739,122	18,272,750
				\$ 16,108,367	\$ 1,399,001	\$ 17,507,368

*See accompanying notes to financial statements*

**TOWN OF QUARTZSITE, ARIZONA**  
**Balance Sheet**  
**Governmental Funds**  
**June 30, 2013**

	General Fund	HURF Fund	Grants Fund	Total Governmental Funds
<b>ASSETS</b>				
Cash and cash equivalents	\$ -	\$ 3,185,137	\$ 57,948	\$ 3,243,085
Restricted cash	297,754	-	-	297,754
Accounts receivable - net	17,939	-	-	17,939
Due from other governments	60,189	106,841	-	167,030
Prepaid expenses	23,491	19,813	-	43,304
Due from other funds	1,955,623	2,082,262	-	4,037,885
	<b>Total assets</b>	<b>\$ 5,394,053</b>	<b>\$ 57,948</b>	<b>\$ 7,806,997</b>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>Liabilities</b>				
Accounts payable	\$ 105,338	\$ 5,524	\$ 1,453	\$ 112,315
Accrued expenses	56,807	5,690	1,447	63,944
	<b>Total liabilities</b>	<b>11,214</b>	<b>2,900</b>	<b>176,259</b>
<b>Fund balances</b>				
Restricted for:				
General government	-	-	4,891	4,891
Public safety	-	-	41,415	41,415
Highways and streets	-	5,382,839	-	5,382,839
Culture and recreation	-	-	8,742	8,742
Unassigned	2,192,851	-	-	2,192,851
	<b>Total fund balances</b>	<b>5,382,839</b>	<b>55,048</b>	<b>7,630,738</b>
	<b>Total liabilities and fund balances</b>	<b>\$ 5,394,053</b>	<b>\$ 57,948</b>	<b>\$ 7,806,997</b>

*See accompanying notes to financial statements*

**TOWN OF QUARTZSITE, ARIZONA**  
**Reconciliation of the Balance Sheet to the Statement of Net Position**  
**Governmental Funds**  
**June 30, 2013**

Fund balances--total governmental funds	\$ 7,630,738
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in governmental activities are not financial resources and therefore, are not reported in the funds.	9,796,876
Other long-term assets are not available to pay for current-period expenditures and, therefore, are deferred in the funds.	34,557
Some liabilities, including bonds payable and claims payable, are not due and payable in the current period and therefore, are not reported in the funds.	<u>(1,353,804)</u>
<b>Net position of governmental activities</b>	<b><u><u>\$ 16,108,367</u></u></b>

*See accompanying notes to financial statements*

**TOWN OF QUARTZSITE, ARIZONA**  
**Statement of Revenue, Expenditures, and Changes in Fund Balance**  
**Governmental Funds**  
**Year Ended June 30, 2013**

	General Fund	HURF Fund	Grants Fund	Total Governmental Fund
<b>Revenues</b>				
Intergovernmental	\$ 964,884	\$ 1,153,056	\$ 380,297	\$ 2,498,237
Taxes	1,311,282	-	-	1,311,282
Fines	141,163	-	3,300	144,463
Licenses and permits	125,336	2,450	-	127,786
Other revenue	76,753	2,916	-	79,669
Franchise fees	78,347	-	-	78,347
Charges for services	16,657	-	-	16,657
Interest	13,569	-	-	13,569
<b>Total revenues</b>	<u>2,727,991</u>	<u>1,158,422</u>	<u>383,597</u>	<u>4,270,010</u>
<b>Expenditures</b>				
Current				
General government	1,298,661	-	22,992	1,321,653
Public safety	1,345,020	-	63,525	1,408,545
Highways and streets	-	691,672	-	691,672
Culture and recreation	318,428	-	5,132	323,560
Capital outlay	52,841	172,760	280,461	506,062
Debt service				
Principal	103,273	38,419	-	141,692
Interest	56,969	3,569	-	60,538
<b>Total expenditures</b>	<u>3,175,192</u>	<u>906,420</u>	<u>372,110</u>	<u>4,453,722</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(447,201)</u>	<u>252,002</u>	<u>11,487</u>	<u>(183,712)</u>
<b>Other financing sources (uses)</b>				
Sale of capital assets	7,026	14,851	-	21,877
Transfers	(43,573)	169,528	5,435	131,390
<b>Total other financing sources (uses)</b>	<u>(36,547)</u>	<u>184,379</u>	<u>5,435</u>	<u>153,267</u>
<b>Net change in fund balances</b>	(483,748)	436,381	16,922	(30,445)
Fund balances, beginning of year	<u>2,676,599</u>	<u>4,946,458</u>	<u>38,126</u>	<u>7,661,183</u>
<b>Fund balances, end of year</b>	<u><u>\$ 2,192,851</u></u>	<u><u>\$ 5,382,839</u></u>	<u><u>\$ 55,048</u></u>	<u><u>\$ 7,630,738</u></u>

*See accompanying notes to financial statements*

**TOWN OF QUARTZSITE, ARIZONA**  
**Reconciliation of the Statement of Revenue, Expenditures,**  
**and Changes in Fund Balances to the Statement of Activities**  
**Governmental Funds**  
**Year Ended June 30, 2013**

Net change in fund balances--total governmental funds \$ (30,445)

Amounts reported for governmental activities in the  
Statement of Activities are different because:

Governmental funds report capital outlays as expenditures.

However, in the Statement of Activities the cost of  
those assets is allocated over their estimated useful  
lives and reported as depreciation expense.

Capital outlay-type expenditures	506,062	
Depreciation expense	<u>(763,161)</u>	(257,099)

Long-term liabilities and deferred outflows of resources are not due  
and payable in the current period and accordingly are not  
reported as fund liabilities. Repayment of debt principal  
is an expenditure in the governmental funds, but the  
repayment reduces long-term liabilities in the Statement  
of Net Position.

Increase in claims payable	(320,000)	
Decrease in compensated absences	45,836	
Decrease in accrued interest	2,731	
Debt repayments	<u>141,692</u>	(129,741)

Governmental funds report the effect of issuance  
costs when debt is first issued, whereas these  
amounts are deferred and amortized in the statement  
of activities.

(7,976)

**Change in net position of governmental activities \$ (425,261)**

*See accompanying notes to financial statements*

**TOWN OF QUARTZSITE, ARIZONA**  
**Statement of Net Position**  
**Proprietary Funds**  
**June 30, 2013**

	Business-type Activities--Enterprise Funds		
	Water Fund	Sewer Fund	Total
<b>ASSETS</b>			
Current assets			
Restricted cash	\$ 104,079	\$ -	\$ 104,079
Accounts receivable - net	68,913	83,475	152,388
Prepaid expenses	4,819	6,426	11,245
Inventory	7,439	2,536	9,975
<b>Total current assets</b>	<u>185,250</u>	<u>92,437</u>	<u>277,687</u>
Noncurrent assets			
Capital assets, net of accumulated depreciation, where applicable:			
Land	14,047	19,500	33,547
Construction in progress	-	637,477	637,477
Equipment, net	67,653	127,699	195,352
Systems, net	8,811,140	4,365,286	13,176,426
Vehicles, net	6,524	-	6,524
<b>Total noncurrent assets</b>	<u>8,899,364</u>	<u>5,149,962</u>	<u>14,049,326</u>
<b>Total assets</b>	<u>9,084,614</u>	<u>5,242,399</u>	<u>14,327,013</u>
<b>LIABILITIES</b>			
Current liabilities			
Accounts payable	1,509	14,950	16,459
Accrued expenses	13,409	2,411	15,820
Accrued interest	75,593	54,393	129,986
Compensated absences	12,968	6,491	19,459
Refundable deposits	1,600	-	1,600
Notes payable, current portion	158,770	954,996	1,113,766
<b>Total current liabilities</b>	<u>263,849</u>	<u>1,033,241</u>	<u>1,297,090</u>
Noncurrent liabilities			
Due to other funds	1,948,122	2,089,763	4,037,885
Notes payable, net of current portion	4,920,918	2,672,119	7,593,037
<b>Total noncurrent liabilities</b>	<u>6,869,040</u>	<u>4,761,882</u>	<u>11,630,922</u>
<b>Total liabilities</b>	<u>7,132,889</u>	<u>5,795,123</u>	<u>12,928,012</u>
Net position			
Invested in capital assets, net of related debt	3,819,676	1,522,847	5,342,523
Unrestricted (deficit)	(1,867,951)	(2,075,571)	(3,943,522)
<b>Total net position</b>	<u>\$ 1,951,725</u>	<u>\$ (552,724)</u>	<u>\$ 1,399,001</u>

*See accompanying notes to financial statements*

**TOWN OF QUARTZSITE, ARIZONA**  
**Statement of Revenue, Expenses, and Changes in Fund Net Position**  
**Proprietary Funds**  
**Year Ended June 30, 2013**

	Business-type Activities--Enterprise Funds		
	Water Fund	Sewer Fund	Total
<b>Operating revenues</b>			
Water charges (net of bad debts of \$12,013)	\$ 742,062	\$ -	\$ 742,062
Sewer charges (net of bad debts of \$3,591)	-	766,756	766,756
Rental revenue	-	7,986	7,986
<b>Total operating revenues</b>	<u>742,062</u>	<u>774,742</u>	<u>1,516,804</u>
<b>Operating expenses</b>			
Personnel	268,662	176,363	445,025
Insurance	16,082	22,698	38,780
Professional services	12,166	86,980	99,146
Utilities	92,828	63,837	156,665
Repairs and maintenance	34,671	21,573	56,244
Materials and supplies	17,864	34,048	51,912
Other	20,453	15,376	35,829
Depreciation	305,524	206,510	512,034
<b>Total operating expenses</b>	<u>768,250</u>	<u>627,385</u>	<u>1,395,635</u>
<b>Operating income (loss)</b>	<u>(26,188)</u>	<u>147,357</u>	<u>121,169</u>
<b>Nonoperating revenues (expenses)</b>			
Meter and cap fees	1,750	2,900	4,650
Interest expense	(207,326)	(127,224)	(334,550)
<b>Total nonoperating revenues (expenses)</b>	<u>(205,576)</u>	<u>(124,324)</u>	<u>(329,900)</u>
<b>Income (loss) before transfers</b>	(231,764)	23,033	(208,731)
Transfers	(131,390)	-	(131,390)
<b>Increase (decrease) in net position</b>	(363,154)	23,033	(340,121)
Total net position, beginning of year	<u>2,314,879</u>	<u>(575,757)</u>	<u>1,739,122</u>
<b>Total net position, end of year</b>	<u>\$ 1,951,725</u>	<u>\$ (552,724)</u>	<u>\$ 1,399,001</u>

*See accompanying notes to financial statements*

**TOWN OF QUARTZSITE, ARIZONA**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**Year Ended June 30, 2013**

	Business-type Activities--Enterprise Funds		
	Water Fund	Sewer Fund	Total
<b>Cash flows from operating activities:</b>			
Receipts from customers	\$ 745,883	\$ 797,738	\$ 1,543,621
Payments to suppliers and providers of goods and services	(308,966)	(296,871)	(605,837)
Payments to employees	(202,280)	(134,327)	(336,607)
<b>Net cash provided (used) by operating activities</b>	<u>234,637</u>	<u>366,540</u>	<u>601,177</u>
<b>Cash flows from noncapital financing activities:</b>			
Transfers (to) from other funds	(131,390)	-	(131,390)
Loans (to) from other funds	107,194	(236,861)	(129,667)
<b>Net cash provided (used) by noncapital financing activities</b>	<u>(24,196)</u>	<u>(236,861)</u>	<u>(261,057)</u>
<b>Cash flows from capital and related financing activities:</b>			
Receipts from meter and cap fees	33,366	20,751	54,117
Purchase of capital assets	(54,017)	(87,173)	(141,190)
Interest paid	(208,144)	(127,818)	(335,962)
Principal payments on notes payable	(153,205)	(61,384)	(214,589)
<b>Net cash provided (used) by capital and related financing activities</b>	<u>(382,000)</u>	<u>(255,624)</u>	<u>(637,624)</u>
<b>Net increase (decrease) in cash and cash equivalents</b>	(171,559)	(125,945)	(297,504)
Cash and cash equivalents, beginning of year	<u>275,638</u>	<u>125,945</u>	<u>397,258</u>
<b>Cash and cash equivalents, end of year</b>	<u>\$ 104,079</u>	<u>\$ -</u>	<u>\$ 104,079</u>

*See accompanying notes to financial statements*

**TOWN OF QUARTZSITE, ARIZONA**  
**Statement of Cash Flows**  
**Proprietary Funds**  
**Year Ended June 30, 2013**  
*(Continued)*

	Business-type Activities--Enterprise Funds		
	Water Fund	Sewer Fund	Total
<b>Reconciliation of operating income (loss) to net cash provided (used) by operating activities:</b>			
Operating income (loss)	\$ (26,188)	\$ 147,357	\$ 121,169
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation	305,524	206,510	512,034
Bad debts	12,013	3,591	15,604
(Increase) decrease:			
Accounts receivable	10,660	26,314	36,974
Prepaid expenses	(4,499)	(6,126)	(10,625)
Increase (decrease):			
Accounts payable	(48,256)	(1,696)	(49,952)
Accrued expenses	1,050	(322)	728
Compensated absences payable	3,185	(2,179)	1,006
Refundable deposits	(3,568)	(2,455)	(6,023)
Deferred revenue	(15,284)	(4,454)	(19,738)
<b>Net cash provided (used) by operating activities</b>	<b>\$ 234,637</b>	<b>\$ 366,540</b>	<b>\$ 601,177</b>

**NONCASH CAPITAL FINANCING ACTIVITIES:** Loan premiums in the Water and Sewer Funds were amortized to interest expense at \$819 and \$594, respectively.

*See accompanying notes to financial statements*

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

***NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

The accounting policies of the Town of Quartzsite, Arizona, conform to generally accepted accounting principles applicable to governmental units adopted by the Governmental Accounting Standards Board (GASB). A summary of the Town's significant accounting policies are as follows:

**A. Reporting Entity**

The Town is a general purpose local government that is governed by a separately elected Town Council. The accompanying financial statements present the activities of the Town (the primary government) and its component units.

Component units are legally separate entities for which the Town is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the Town's operations. Therefore, data from these units is combined with data of the primary government. Discretely presented component units, on the other hand, are reported in a separate column in the combined financial statements to emphasize they are legally separate from the Town. Each blended component unit discussed below has a June 30 year-end. The Town has no discretely presented component units.

**The Town of Quartzsite Municipal Property Corporation** is an Arizona nonprofit corporation incorporated under the laws of the State of Arizona. The principal objective of the Corporation is to assist the Town of Quartzsite, Arizona, in acquiring, constructing, financing, operating, improving or modifying public facilities for the benefit of all Town of Quartzsite, Arizona, residents. The Corporation's board of directors consists of three members appointed by the Quartzsite Town Council.

Separate financial statements of the blended component unit are not prepared.

**B. Basis of Presentation**

The basic financial statements include both government-wide statements and fund financial statements. The government-wide statements focus on the Town as a whole, while the fund financial statements focus on major funds. Each presentation provides valuable information that can be analyzed and compared between years and between governments to enhance the usefulness of the information.

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

***NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued***

Government-wide statements—provide information about the primary government (the Town). The statements include a statement of Net Position and a statement of activities. These statements report the financial activities of the overall government. They also distinguish between the governmental and business-type activities of the Town. Governmental activities generally are financed through taxes and intergovernmental revenues. Business-type activities are financed in whole or in part by fees charged to external parties.

A statement of activities presents a comparison between direct expenses and program revenues for each function of the Town’s governmental activities and segment of its business-type activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. The Town does not allocate indirect expenses to programs or functions. Program revenues include:

- charges to customers or applicants for goods, services, or privileges provided,
- operating grants and contributions, and
- capital grants and contributions.

Revenues that are not classified as program revenues, including internally dedicated resources and all taxes, are reported as general revenues.

Generally, the effect of interfund activity has been eliminated from the government-wide financial statements to minimize the double counting of internal activities. However, charges for interfund services provided and used are not eliminated if the prices approximate their external exchange values.

Fund financial statements—provide information about the Town’s funds, including blended component units. Separate statements are presented for the governmental and proprietary fund categories. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as non major funds.

Proprietary fund operating revenues, such as charges for services, result from transactions associated with the fund’s principal activity in which each party receives and gives up essentially equal values. Non-operating revenues, such as subsidies and investment earnings, result from transactions in which the parties do not exchange equal values. Revenues generated by ancillary activities are also reported as non-operating revenues.

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

***NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued***

The Town reports the following major governmental funds:

The ***General Fund*** is the Town’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The ***HURF Fund*** accounts for specific revenue received from the State of Arizona Highway User Revenue Fund which is legally restricted to expenditures for specified purposes.

The ***Grants Fund*** accounts for specific revenue sources that are restricted to expenditures for specified purposes as defined by the grantor.

The Town reports the following major enterprise funds:

The ***Water Fund*** and ***Sewer Fund*** account for operations that are financed and operated in a manner similar to private business enterprises, in which the intent of the Town Council is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or for which the Town Council has decided that periodic determination of revenue earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

**C. Basis of Accounting**

The government-wide and proprietary fund financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Grants and donations are recognized as revenue as soon as all eligibility requirements the provider imposed have been met.

Governmental funds in the fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The Town considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they are due and payable. General capital asset acquisitions are reported as expenditures in governmental funds. Issuances of general long-term debt and acquisitions under capital lease agreements are reported as other financing sources.

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

***NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued***

**D. Cash and Investments**

For purposes of its statement of cash flows, the Town considers only those highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

Nonparticipating interest-earning investment contracts are stated at cost. Money market investments and participating interest-earning investment contracts with a remaining maturity of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value.

**E. Allowance for Uncollectible Accounts**

Allowances for uncollectible accounts receivable in the proprietary funds are estimated by the Town. The amount recorded as uncollectible at June 30, 2013, for the Water and Sewer Funds was \$31,728 and \$50,817, respectively.

**F. Inventories**

Inventories of the business type activities are recorded at cost using the first-in, first-out basis of accounting.

**G. Capital Assets**

Capital assets are reported at actual cost. Donated assets are reported at estimated fair value at the time received.

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

***NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued***

Capitalization thresholds (the dollar values above which asset acquisitions are added to the capital asset accounts), depreciation methods, and estimated useful lives of capital assets reported in the government-wide statements and proprietary funds are as follows:

	<u>Capitalization Threshold</u>	<u>Depreciation Method</u>	<u>Estimated Useful Life</u>
Land	\$ 5,000	n/a	n/a
Construction in progress	5,000	n/a	n/a
Vehicles	5,000	Straight-line	5-10
Furniture and fixtures	5,000	Straight-line	5-15
Equipment	5,000	Straight-line	5-15
Land Improvements	5,000	Straight-line	15-20
Buildings	5,000	Straight-line	25-50
Utility systems	5,000	Straight-line	25-50
Infrastructure	5,000	Straight-line	25-50

**H. Investment Income**

Investment income is composed of interest, dividends, and net changes in the fair value of applicable investments.

**I. Compensated Absences**

Compensated absences consist of vacation leave earned by employees based on services already rendered. Employees may accumulate up to 320 hours of vacation depending on years of service. Upon termination of employment, all unused vacation benefits are paid to employees. Accordingly, vacation benefits are accrued as a liability in the financial statements.

Employees may accumulate an unlimited amount of sick leave hours. Because sick leave benefits do not vest with employees, a liability for sick leave benefits is not accrued in the financial statements.

**J. Subsequent Events**

Management has evaluated subsequent events through the date of issuance of the financial statements, and has determined that there are no significant subsequent events requiring disclosure.

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

***NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued***

**K. Fund Balance Reporting**

The Governmental Accounting Standards Board (GASB) Statement No. 54 requires fund balances to be properly reported within one of the fund balance categories listed below:

1. Nonspendable fund balance includes amounts that cannot be spent because they are either not in spendable form or legally or contractually required to be maintained intact such as fund balance associated with inventories, prepaids, long-term loans and notes receivable (unless the proceeds are restricted, committed, or assigned),
2. Restricted fund balance includes amounts that can be spent only for the specific purposes stipulated by constitution provisions or enabling legislation, or external resource providers,
3. Committed fund balance includes amounts that can be used only for the specific purposes determined by a formal action of the Town Council,
4. Assigned fund balances are intended to be used by the Town for specific purposes but do not meet the criteria to be classified as restricted or committed, and
5. Unassigned fund balance is the residual classification for the Town's governmental funds and includes all spendable amounts not contained in other classifications.

The Town's policy for committed fund balances is through formal Town resolutions passed through the elected Town council. The process of rescinding a committed fund balance requires the same process.

The Town's policy for assigned fund balances is through motions passed by the elected Town council. Assigned fund balances do not require a formal resolution.

When expenditures incur for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, the Town's policy is to apply the expenditure first to restricted, and then to unrestricted in the following order of committed, assigned, and then unassigned.

**L. Impact of Recently Issued Accounting Principles**

In December 2010, the GASB issued Statement 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. GASB 62 incorporates into the GASB's authoritative literature certain accounting and financial reporting guidance that is included in the following pronouncements issued on or before November 30, 1989, which does not conflict with or contradict GASB pronouncements: Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Research Bulletins of the American Institute of Certified Public Accountants'(AICPA) Committee on Accounting Procedure. This statement is

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

***NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued***

effective for periods beginning after December 15, 2011. The adoption of GASB 62 does not have any impact on the Town's financial statements.

In June 2011, the GASB issued Statement 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. GASB 63 provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. The statement of Net Position is renamed the statement of net position and includes four components: assets, deferred outflows of resources, liabilities, and deferred inflows of resources. The provisions of this Statement are effective for financial statements for periods beginning after December 15, 2011.

***NOTE 2 – DEPOSITS AND INVESTMENTS***

Arizona Revised Statutes (A.R.S.) authorize the Town to invest public monies in the State Treasurer's investment pool; U.S. Treasury obligations; specified state and local government bonds; and interest-earning investments such as savings accounts, certificates of deposit, and repurchase agreements in eligible depositories. The statutes require collateral for demand deposits, certificates of deposit, and repurchase agreements at 101 percent of all deposits not covered by federal depository insurance.

*Deposits*—At June 30, 2013, the carrying amount of the Town's total pooled cash in bank was \$2,842,202, and the bank balance was \$3,015,435. The bank balance is covered by federal depository insurance and collateral held by the pledging financial institution's trust department or agent in the Town's name.

*Investments*—At June 30, 2013, the investments consisted of the following:

Investment	Rating Organization	Credit Rating	Reported Amount	Fair Value
Arizona LGIP Pool 5	S&P	AAA	\$ 694,082	\$ 694,082

The State Board of Investment provides oversight for the State Treasurer's pools, and the Local Government Investment Pool Advisory Committee provides consultation and advice to the Treasurer. The fair value of a participant's position in the pool approximates the value of that participant's pool shares. Those shares are not identified with specific investments and are not subject to custodial credit risk. All other investments were insured or registered in the Town's name, or were held by the Town or its agent in the Town's name.

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

**NOTE 2 – DEPOSITS AND INVESTMENTS – Continued**

*Restricted cash* – Restricted cash consisted of cash held by trustee for debt service and for certain property and equipment improvements and expenditures. Total restricted cash at June 30, 2013 totaled \$401,833.

**NOTE 3 – CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2013, were as follows:

	Balance July 1, 2012	Increases	Decreases	Balance June 30, 2013
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 115,974	-	-	\$ 115,974
Construction in progress	703,147	-	(703,147)	-
<b>Total capital assets not       being depreciated</b>	<b>819,121</b>	<b>-</b>	<b>(703,147)</b>	<b>115,974</b>
Capital assets being depreciated:				
Buildings	897,287	358,612	-	1,255,899
Land improvements	245,617	-	-	245,617
Furniture and fixtures	450,132	-	-	450,132
Equipment	1,466,131	-	-	1,466,131
Vehicles	934,233	50,622	-	984,855
Street lights	55,471	-	-	55,471
Streets and curbs	10,438,938	799,975	-	11,238,913
<b>Total</b>	<b>14,487,809</b>	<b>1,209,209</b>	<b>-</b>	<b>15,697,018</b>
Less accumulated depreciation for:				
Buildings	(326,512)	(31,540)	-	(358,052)
Land improvements	(108,437)	(12,281)	-	(120,718)
Furniture and fixtures	(450,132)	-	-	(450,132)
Equipment	(1,130,561)	(106,070)	-	(1,236,631)
Vehicles	(724,077)	(70,351)	-	(794,428)
Street lights	(21,728)	(2,773)	-	(24,501)
Streets and curbs	(2,491,508)	(540,146)	-	(3,031,654)
<b>Total</b>	<b>(5,252,955)</b>	<b>(763,161)</b>	<b>-</b>	<b>(6,016,116)</b>
<b>Total capital assets being depreciated, net</b>	<b>9,234,854</b>	<b>446,048</b>	<b>-</b>	<b>9,680,902</b>
Governmental activities capital assets, net	<b>\$ 10,053,975</b>	<b>\$ 446,048</b>	<b>\$ (703,147)</b>	<b>\$ 9,796,876</b>

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

**NOTE 3 – CAPITAL ASSETS – Continued**

	Balance July 1, 2012	Increases	Decreases	Balance June 30, 2013
Business-type activities:				
Capital assets not being depreciated:				
Land	\$ 33,547	\$ -	\$ -	\$ 33,547
Construction in progress	1,198,748	87,174	(648,445)	637,477
<b>Total capital assets not       being depreciated</b>	<u>1,232,295</u>	<u>87,174</u>	<u>(648,445)</u>	<u>671,024</u>
Capital assets being depreciated:				
Utility systems	17,673,529	695,559	-	18,369,088
Equipment	749,720	6,902	-	756,622
Vehicles	57,356	-	-	57,356
<b>Total</b>	<u>18,480,605</u>	<u>702,461</u>	<u>-</u>	<u>19,183,066</u>
Less accumulated depreciation for:				
Utility systems	(4,716,301)	(476,361)	-	(5,192,662)
Equipment	(529,710)	(31,560)	-	(561,270)
Vehicles	(46,719)	(4,113)	-	(50,832)
<b>Total</b>	<u>(5,292,730)</u>	<u>(512,034)</u>	<u>-</u>	<u>(5,804,764)</u>
<b>Total capital assets being depreciated, net</b>	<u>13,187,875</u>	<u>190,427</u>	<u>-</u>	<u>13,378,302</u>
Business-type activities capital assets, net	<u>\$ 14,420,170</u>	<u>\$ 277,601</u>	<u>\$ (648,445)</u>	<u>\$ 14,049,326</u>

Depreciation expense was charged to functions as follows:

Governmental activities:	
General government	\$ 53,531
Public safety	73,684
Highways and streets	604,821
Culture and recreation	31,125
Total governmental activities depreciation expense	<u>\$ 763,161</u>
Business-type activities:	
Water	\$ 305,524
Sewer	206,510
Total business-type activities depreciation expense	<u>\$ 512,034</u>

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

***NOTE 4 – DUE FROM OTHER GOVERNMENTS***

Amounts due from other governments consisted of the following:

	Due from State of Arizona
City sales tax	\$ 23,396
State sales tax	26,204
Vehicle license tax	10,589
Highway user shared revenue	106,841
	\$ 167,030

***NOTE 5 – LONG-TERM LIABILITIES***

The following schedule details the Town’s long-term liability and obligation activity for the year ended June 30, 2013.

	Balance July 1, 2012	Additions	Reductions	Balance June 30, 2013	Due within 1 year
Governmental activities:					
Compensated absences	\$ 133,480	\$ -	\$ (45,836)	\$ 87,644	\$ 87,644
Capital leases payable	117,482	-	(46,692)	70,790	39,884
Bonds payable - net	940,680	3,040	(95,000)	848,720	101,960
Governmental activities long-term liabilities	\$ 1,515,917	\$ 3,040	\$ (187,528)	\$ 1,007,154	\$ 229,488
Business-type activities:					
Compensated absences	\$ 18,453	\$ 1,006	\$ -	\$ 19,459	\$ 19,459
Notes payable	8,922,805	-	(216,002)	8,706,803	1,113,766
Business-type activities long-term liabilities	\$ 8,663,100	\$ 1,006	\$ (216,002)	\$ 8,726,262	\$ 1,133,225

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

**NOTE 5 – LONG-TERM LIABILITIES – Continued**

**Bonds payable**—The Town’s bonded debt consists of a 2004 revenue bond issuance of \$1,520,000. The revenue bond requires repayments of principal and interest payments due annually on July 1<sup>st</sup> of each year with the final payment due July 1, 2019. Bonds outstanding at June 30, 2013, were as follows:

Description	Original Amount	Maturity Ranges	Interest Rates	Outstanding Principal
Revenue bonds	\$ 1,520,000	2004 -2019	5.0% - 6.25%	\$ 870,000
		Amortized bond discount		(21,280)
		Revenue bonds-net		<u>848,720</u>

**Notes payable**—The Town’s notes payable consisted of the following:

	Business-type Activities		Total
	Water Fund	Sewer Fund	
Note payable to Greater Arizona Development Authority (GADA) requiring repayments of an interest only payment on February 1st of each year beginning February 1, 2007 and principal and interest payments due annually on August 1 of each year with final payment due August 1, 2036. Interest rates follow a GADA bond issue rate that varies between 4% and 5%. Note payable is net of an amortized note premium of \$50,450.	\$ 3,728,245	\$ 2,736,311	\$ 6,464,556
Note payable to Water Infrastructure Finance Authority of Arizona in monthly installments of \$8,636 including interest at 2.45%, final payment due June 2031.	1,351,443	-	1,351,443
Note payable to Water Infrastructure Finance Authority of Arizona with interest at 0.427% and due January 1st and July 1st of each year beginning January 1, 2011. The entire loan principal will be paid on the final payment period of July 1, 2013.	-	890,804	890,804
	<u>\$ 5,079,688</u>	<u>\$ 3,627,115</u>	<u>\$ 8,706,803</u>

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

**NOTE 5 – LONG-TERM LIABILITIES – Continued**

The following schedule details debt service requirements to maturity for the Town’s bonds and notes payable at June 30, 2013.

Year Ending June 30	<u>Governmental Activities</u>		<u>Business-type Activities</u>	
	<u>Revenue Bonds Payable</u>		<u>Notes Payable</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2014	\$ 101,960	\$ 47,263	\$ 1,113,766	\$ 327,969
2015	106,960	40,938	229,729	319,721
2016	111,960	33,750	241,539	310,492
2017	121,960	25,938	248,396	300,898
2018	126,960	17,813	260,296	291,335
2019-23	278,920	9,063	1,456,697	1,283,083
2024-28	-	-	1,801,822	936,708
2029-33	-	-	1,737,962	552,162
2034-38	-	-	1,616,596	139,276
Total	<u>\$ 848,720</u>	<u>\$ 174,765</u>	<u>\$ 8,706,803</u>	<u>\$ 4,461,644</u>

**Capital leases**—The Town has acquired equipment under long-term lease agreements classified as capital leases because it provides for a bargain purchase option or a transfer of ownership by the end of the lease term. The assets acquired through capital leases are as follows:

	<u>Governmental Activities</u>
Equipment	\$ 119,706
Less: accumulated depreciation	<u>(11,971)</u>
Carrying value	<u>\$ 107,735</u>

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

***NOTE 5 – LONG-TERM LIABILITIES – Continued***

The following schedule details debt service requirements to maturity for the Town’s capital leases payable at June 30, 2013.

Year Ending June 30	Governmental Activities
2014	\$ 41,988
2015	31,491
Total minimum lease payments	73,479
Less amount representing interest	(2,689)
Present value of net minimum lease payments	\$ 70,790

***NOTE 6 – RISK MANAGEMENT, SETTLEMENTS, AND PENDING LITIGATION***

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town carries commercial insurance for all such risks of loss, including workers’ compensation and employees’ health and accident insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

Settled Claims

Having weighed the costs associated with multiple appeals against the overall chance of success, decisions were made by the Town and its insurance carrier to settle various claims. The largest of the settlements relates to an August 2011 complaint filed against the Town in relation to the termination of employees of the Town’s police department. Although the Town’s insurance carrier has covered most of the settlement, the Town’s portion of the settlement totals \$302,500 which has been accrued as claims payable at June 30, 2013. The Town has at the advice of its insurance carrier settled various other claims resulting in the Town’s accruing additional insurance deductible costs of \$7,500 as claims payable.

Pending Litigation

The Town is subject to a number of lawsuits, investigations, and other claims. The Town has recorded a liability for lawsuits, investigations, and other claims where the possibility of an unfavorable outcome is probable and whereas the amount of loss is reasonably estimable. The liability for the Town’s deductible for such lawsuits and claims totaled \$10,000. The total claims payable liability for settled and pending litigation as of June 30, 2013 totaled \$320,000.

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

***NOTE 7 – RETIREMENT PLANS***

Agent Plan Description – The Town contributes to the plan described below. Benefits are established by state statute and generally provide retirement, death, long-term disability, survivor, and health insurance premium benefits. The retirement benefits are generally paid at a percentage, based on years of service, of the retirees' average compensation. Long-term disability benefits vary by circumstance, but generally pay a percentage of the employee's monthly compensation. Health insurance premium benefits are generally paid as a flat dollar amount per month towards the retiree's health care insurance premiums, in amounts based on whether the benefit is for the retiree or for the retiree and dependents.

The *Public Safety Personnel Retirement System* (PSPRS) administers agent multiple-employer defined benefit pension and health insurance premium plans that cover public safety personnel who are regularly assigned hazardous duty as employees of the State of Arizona or one of its political subdivisions. The PSPRS, acting as a common investment and administrative agent, is governed by a five-member board, known as The Fund Manager, and the participating local boards according to the provisions of A.R.S. Title 38, Chapter 5, Article 4. The PSPRS issues a publicly available financial report that includes financial statements and required supplementary information. This report may be obtained by writing to the Public Safety Personnel Retirement System, 3010 East Camelback Road, Suite 200, Phoenix, Arizona 85016-4416, or by calling (602) 255-5575.

Funding Policy – The Arizona State Legislature establishes and may amend active plan members' and the Town's contribution rates for PSPRS.

For the year ended June 30, 2013, active PSPRS members were required by statute to contribute 9.55 percent of the members' annual covered payroll, and the Town was required to contribute at the actuarially determined rate of 14.25 percent, of which 1.47 percent was the health insurance premium portion.

The contribution requirements for the year ended June 30, 2013, were established by the June 30, 2013 actuarial valuations, and those actuarial valuations were based on the following actuarial methods and assumptions.

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events in the future. Amounts determined regarding the funded status of the plans and the annual required contributions are subject to continual revision as actual results are compared to past expectations and new estimates are made. The required schedule of funding status presented below provides multiyear trend information that shows whether the actuarial value of the plans' assets are increasing or decreasing over time relative to the actuarial accrued liability for benefits.

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

**NOTE 7 – RETIREMENT PLANS – Continued**

Projections of benefits are based on 1) the plans as understood by the Town of Quartzsite, Arizona and plan members and include the types of benefits in force at the valuation date, and 2) the pattern of sharing benefit costs between the Town and plan members to that point. Actuarial calculations reflect a long-term perspective and employ methods and assumptions that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets. The significant actuarial methods and assumptions used to establish the fiscal year 2013 contribution requirements are as follows:

Actuarial valuation date	June 30, 2013
Actuarial cost method	Entry Age Normal
Amortization method	Level percent-of-pay closed
Remaining amortization period	23 years for underfunded actuarial liability, 20 years for overfunded
Asset valuation method	7-year smoothed market
Actuarial assumptions:	
Investment rate of return	7.85%
Projected salary increases	4.50% - 8.50%
Payroll growth	4.50%

Trend Information – Annual pension cost information for the current and two preceding years follows for each of the agent plans.

Plan	Year Ended June 30	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
<b>PSPRS</b>				
Pension	2013	\$ 82,560	100 %	\$ -
	2012	71,436	100	-
	2011	72,429	100	-
Health Insurance	2013	\$ 12,545	100 %	\$ -
	2012	12,190	100	-
	2011	11,075	100	-

Schedules of Funded Status and Funding Progress – Following are the schedule of funded status and funding progress for PSPRS as of the most recent valuation date, June 30, 2013, and the previous two fiscal years. The fiscal year 2013 actuarial methods and assumptions used for the schedules are not significantly different than the fiscal year 2012 actuarial methods and assumptions as described on page above.

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

**NOTE 7 – RETIREMENT PLANS – Continued**

**Pension**

Actuarial Valuation Date	Actuarial Value of Plan Assets (a)	Actuarial Accrued Liability (b)	Funding (Liability) Excess (b-a)	Funded Ratio (a/b)	Annual Covered Payroll (c)	Unfunded Liability as Percentage of Covered Payroll ([a-b]/c)
6/30/2013	\$ 2,908,065	\$ 2,454,270	\$ (453,795)	118.5 %	\$ 582,504	0.0 %
6/30/2012	2,821,166	2,275,505	(545,661)	124.0	568,865	0.0
6/30/2011	2,423,533	2,055,898	(367,635)	117.9	774,050	0.0

**Health Insurance**

Actuarial Valuation Date	Actuarial Value of Plan Assets (a)	Actuarial Accrued Liability (b)	Funding (Liability) Excess (b-a)	Funded Ratio (a/b)	Annual Covered Payroll (c)	Unfunded Liability as Percentage of Covered Payroll ([a-b]/c)
6/30/2013	\$ -	\$ 79,420	\$ 79,420	0.0 %	\$ 582,504	13.6 %
6/30/2012	-	90,552	90,552	0.0	568,865	15.9
6/30/2011	-	109,049	109,049	0.0	774,050	14.1

*Defined contribution plan* – The Town maintains a defined contribution plan. Employees are eligible to participate after one year of service and may elect to contribute up to the lesser of 100% of their earnings or \$17,500. The Town will match up to 6% of the earnings. Pension expense amounted to \$142,778 for the year ended June 30, 2013.

**NOTE 8 – INTERFUND BALANCES AND ACTIVITY**

Interfund receivables and payables for the year ended June 30, 2013, were as follows:

Payable to	Payable from		Total
	Water Fund	Sewer Fund	
General Fund	\$ 1,948,122	\$ 7,501	\$ 1,955,623
HURF/LTAF Fund	-	2,082,262	2,082,262
	<u>\$ 1,948,122</u>	<u>\$ 2,089,763</u>	<u>\$ 4,037,885</u>

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Financial Statements**  
**June 30, 2013**

***NOTE 8 – INTERFUND BALANCES AND ACTIVITY – Continued***

The interfund receivables and payables were necessary in order to fund the ongoing activities of the Water and Sewer Funds. The balances owed from the Water and Sewer Funds is not expected to be repaid within one year.

***NOTE 9 – RESTATEMENT OF BEGINNING NET ASSETS***

A bond principal payment totaling \$95,000 and \$29,381 of accrued interest related to the bond was recognized incorrectly in a prior period. The effect of the change results in a decrease to net position of the Governmental Activities of \$124,381.

**REQUIRED SUPPLEMENTARY INFORMATION**

**TOWN OF QUARTZSITE, ARIZONA**  
**Required Supplementary Information**  
**Budgetary Comparison Schedule**  
**General Fund**  
**Year Ended June 30, 2013**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
<b>Revenues</b>				
Intergovernmental	\$ 986,551	\$ 986,551	\$ 964,884	\$ (21,667)
Taxes	1,280,000	1,280,000	1,311,282	31,282
Fines	167,900	128,900	141,163	12,263
Licenses and permits	201,700	145,175	125,336	(19,839)
Other revenue	171,800	171,800	76,753	(95,047)
Franchise fees	50,000	53,000	78,347	25,347
Charges for services	14,320	14,320	16,657	2,337
Interest	5,025	5,025	13,569	8,544
<b>Total revenues</b>	<u>2,877,296</u>	<u>2,784,771</u>	<u>2,727,991</u>	<u>(56,780)</u>
<b>Expenditures</b>				
Current				
General government	1,122,406	1,383,509	1,298,661	84,848
Public safety	1,395,993	1,381,111	1,345,020	36,091
Culture and recreation	389,023	361,265	318,428	42,837
Capital outlay	-	-	52,841	(52,841)
Debt service				
Principal	-	-	103,273	(103,273)
Interest	-	-	56,969	(56,969)
<b>Total expenditures</b>	<u>2,907,422</u>	<u>3,125,885</u>	<u>3,175,192</u>	<u>(49,307)</u>
Excess (deficiency) of revenues over expenditures	<u>(30,126)</u>	<u>(341,114)</u>	<u>(447,201)</u>	<u>(106,087)</u>
<b>Other financing sources (uses)</b>				
Sale of capital assets	-	-	7,026	7,026
Transfers	(72,905)	(108,327)	(43,573)	64,754
<b>Total other financing sources (uses)</b>	<u>(72,905)</u>	<u>(108,327)</u>	<u>(36,547)</u>	<u>71,780</u>
<b>Net changes in fund balances</b>	(103,031)	(449,441)	(483,748)	(34,307)
Fund balances, beginning of year	<u>2,676,599</u>	<u>2,676,599</u>	<u>2,676,599</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u><u>\$ 2,573,568</u></u>	<u><u>\$ 2,227,158</u></u>	<u><u>\$ 2,192,851</u></u>	<u><u>\$ (34,307)</u></u>

*See accompanying notes to budgetary comparison schedule.*

**TOWN OF QUARTZSITE, ARIZONA**  
**Required Supplementary Information**  
**Budgetary Comparison Schedule**  
**HURF/LTAF Fund**  
**Year Ended June 30, 2013**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
<b>Revenues</b>				
Intergovernmental	\$ 1,172,463	\$ 1,172,463	\$ 1,153,056	\$ (19,407)
Licenses and permits	3,000	3,000	2,450	(550)
Other revenue	2,000	5,000	2,916	(2,084)
<b>Total revenues</b>	<u>1,177,463</u>	<u>1,180,463</u>	<u>1,158,422</u>	<u>(22,041)</u>
<b>Expenditures</b>				
Current				
Highways and streets	1,357,463	1,302,638	691,672	610,966
Capital outlay	172,760	172,760	172,760	-
Debt service				
Principal	38,419	38,419	38,419	-
Interest	3,569	3,569	3,569	-
<b>Total expenditures</b>	<u>1,572,211</u>	<u>1,517,386</u>	<u>906,420</u>	<u>610,966</u>
Excess (deficiency) of revenues over expenditures	<u>(394,748)</u>	<u>(336,923)</u>	<u>252,002</u>	<u>588,925</u>
<b>Other financing sources (uses)</b>				
Sale of capital assets	15,000	15,000	14,851	(149)
Transfers	212,905	248,327	169,528	(78,799)
<b>Total other financing sources (uses)</b>	<u>227,905</u>	<u>263,327</u>	<u>184,379</u>	<u>(78,948)</u>
<b>Net changes in fund balances</b>	(166,843)	(73,596)	436,381	509,977
Fund balances, beginning of year	<u>4,946,458</u>	<u>4,946,458</u>	<u>4,946,458</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ 4,779,615</u>	<u>\$ 4,872,862</u>	<u>\$ 5,382,839</u>	<u>\$ 509,977</u>

*See accompanying notes to budgetary comparison schedule.*

**TOWN OF QUARTZSITE, ARIZONA**  
**Required Supplementary Information**  
**Budgetary Comparison Schedule**  
**Grants Fund**  
**Year Ended June 30, 2013**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
<b>Revenues</b>				
Intergovernmental	\$ 2,770,403	\$ 2,440,403	\$ 380,297	\$ (2,060,106)
Fines	-	-	3,300	3,300
<b>Total revenues</b>	<u>2,770,403</u>	<u>2,440,403</u>	<u>383,597</u>	<u>(2,056,806)</u>
<b>Expenditures</b>				
Current				
General government	252,652	102,652	22,992	79,660
Public safety	400,243	220,243	63,525	156,718
Culture and recreation	24,175	24,175	5,132	19,043
Capital outlay	2,110,522	2,110,522	280,461	1,830,061
<b>Total expenditures</b>	<u>2,787,592</u>	<u>2,457,592</u>	<u>372,110</u>	<u>2,085,482</u>
Excess (deficiency) of revenues over expenditures	<u>(17,189)</u>	<u>(17,189)</u>	<u>11,487</u>	<u>28,676</u>
<b>Other financing sources (uses)</b>				
Transfers	-	-	5,435	5,435
<b>Net changes in fund balances</b>	(17,189)	(17,189)	16,922	34,111
Fund balances, beginning of year	<u>38,126</u>	<u>38,126</u>	<u>38,126</u>	<u>-</u>
<b>Fund balances, end of year</b>	<u>\$ 20,937</u>	<u>\$ 20,937</u>	<u>\$ 55,048</u>	<u>\$ 34,111</u>

*See accompanying notes to budgetary comparison schedule.*

**TOWN OF QUARTZSITE, ARIZONA**  
**Required Supplementary Information**  
**Notes to Budgetary Comparison Schedules**  
**June 30, 2013**

***NOTE 1 – BUDGETING AND BUDGETARY CONTROL***

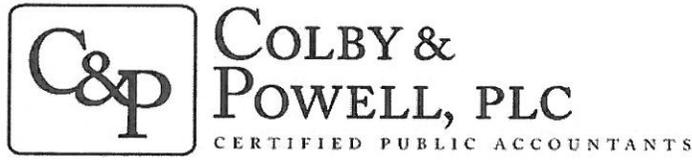
Arizona Revised Statutes (A.R.S.) require the Town to prepare and adopt a balanced budget annually for each governmental fund. The Town Council must approve such operating budgets on or before the third Monday in July to allow sufficient time for the legal announcements and hearings required for the adoption of the property tax levy on the third Monday in August. A.R.S. prohibit expenditures or liabilities in excess of the amounts budgeted.

Expenditures may not legally exceed appropriations at the department level. In certain instances, transfers of appropriations between departments or from the contingency account to a department may be made upon the Town Councils' approval. The Town has exceeded appropriations in the General Fund for the year ended June 30, 2013.

***NOTE 2 – BUDGETARY BASIS OF ACCOUNTING***

Except for not budgeting for debt service expenditures of the Town of Quartzsite Municipal Property Corporation (a blended component unit), the Town's budget is prepared on a basis consistent with generally accepted accounting principles.

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1535 W. Harvard Avenue, Suite 101 · Gilbert, Arizona 85233

Tel: (480) 635-3200 · Fax: (480) 635-3201

**INDEPENDENT AUDITORS' REPORT ON INTERNAL  
CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH *GOVERNMENT AUDITING STANDARDS***

To the Town Council  
Town of Quartzsite, Arizona

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, and each major fund of Town of Quartzsite, Arizona, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town of Quartzsite, Arizona's basic financial statements and have issued our report thereon dated April 8, 2014.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town of Quartzsite, Arizona's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Quartzsite, Arizona's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Quartzsite, Arizona's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we

consider to be material weaknesses. We consider the deficiencies with reference numbers **11-02** and **12-03** described in the accompanying schedule of findings and responses to be material weaknesses.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Quartzsite, Arizona's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and responses as item **11-03** and **12-04**.

### **Town of Quartzsite, Arizona's Response to Findings**

The Town of Quartzsite, Arizona's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. The Town of Quartzsite, Arizona's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



April 8, 2014

**TOWN OF QUARTZSITE, ARIZONA**  
**Schedule of Findings and Responses**  
**June 30, 2013**

**Financial Statement Findings**

***Item: 11-02***

*Subject:* Accounting policies and procedures manual

*Criteria/Specific Requirements:* Written policies and procedures may prevent or reduce misunderstandings and errors that can result in inaccurate accounting records.

*Condition:* The Town does not maintain a written accounting policies and procedures manual.

*Cause and Effect:* Over the years, the Town has incorporated policies and procedures in maintaining internal controls and effective procedures over the accounting processes. However, current internal controls and procedures have not been documented in formal written procedures. The lack of written procedures may result in inefficiencies through common usage and during times of employee turnover.

*Recommendation:* We recommend that policies and procedures be in writing, to avoid the acceptance of weak procedures established through common usage and to assist in maintaining procedures at times of employee turnover.

*Management's Response:* Management agrees with the audit finding and has already completed a draft version of a written policies and procedures manual which is expected to be adopted in the current fiscal year.

***Item: 11-03***

*Subject:* Highway User Revenue Fund (HURF) spending

*Criteria/Specific Requirements:* Article IX, § 14 of the Arizona Constitution specifies that the use of HURF monies is restricted to "highway and street purposes."

*Condition:* As of June 30, 2013, the Town had borrowed \$2,082,262 of HURF revenue to fund operations of the Town's other funds.

*Cause and Effect:* The Town pools cash resources from all areas of unrestricted and restricted sources to pay for the Town's operating and debt service expenditures. Although restricted monies are pooled with unrestricted monies, restricted monies are accounted for through the restriction of fund balances. Due to cash shortages in the Town's unrestricted funds, cash resources from restricted HURF monies have been borrowed. The loan of HURF monies constitutes "spending" which is not allowable under the Arizona Revised Statutes.

*Recommendation:* Management should implement a formal plan to pay back the HURF Fund.

**TOWN OF QUARTZSITE, ARIZONA**  
**Schedule of Findings and Responses**  
**June 30, 2013**

***Item: 11-03 - Continued***

*Management's Response:* The operations and capital improvement of the Town's enterprise systems are intended to be paid from charges to customers that directly benefit from such services. The Town's enterprise fund operations and capital improvements have been supported partially by charges to customers and grants; however cash shortages have required the Town use unrestricted governmental funds to the extent available and lastly restricted funds such as HURF. The Town has increased rates for sewer service to enterprise funds, and is working on a projected rate increase for water service.

***Item: 12-03***

*Subject:* Accounting for cap fees receivables in the proprietary funds

*Criteria/Specific Requirements:* Cap fee receivables records should be reconciled to the general ledger on a routine basis.

*Condition:* The accounting department had not kept a record of the total receivable for cap fees. No reconciliation of the cap fee was made to the general ledger account balance.

*Cause and Effect:* Due to a change in accounting software for cap fees receivables in the proprietary funds, no record of total cap receivable was available from the new accounting software. The accounting department had not been reconciling the cap fee balance to the general ledger causing the balance of the cap receivable and revenue to be misstated.

*Recommendation:* We suggest management improve the accounting over cap fee by reconciling the cap fee receivable general ledger account to subsidiary ledgers on a routine basis.

*Management's Response:* Management agrees with this finding and has implemented a reconciliation process that will reconcile the cap fee receivables to the general ledger on a quarterly basis.

***Item: 12-04***

*Subject:* Control of Expenditures

*Criteria/Specific Requirements:* Arizona State law stipulates that no expenditure may be made for a purpose not authorized in the annual budget.

*Condition:* The General Fund expenditures exceeded Town budget for expenditures.

*Cause and Effect:* Inadequate monitoring of budgeting requirements during year allowed the Town to exceed its budget appropriations.

**TOWN OF QUARTZSITE, ARIZONA**  
**Schedule of Findings and Responses**  
**June 30, 2013**

*Item: 12-04 - Continued*

*Recommendation:* Management should monitor actual expenses to budget on a routine basis.

*Management's Response:* Historically the Town has not included debt service payments in its annual budget. Beginning with the fiscal year ending 2014, the Town's annual budget reflects all anticipated debt service payments.



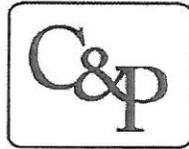
**TOWN OF QUARTZSITE, ARIZONA**

**Annual Expenditure Limitation Report**

June 30, 2013

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COLBY &  
POWELL, PLC

CERTIFIED PUBLIC ACCOUNTANTS

1535 W. Harvard Avenue, Suite 101 · Gilbert, Arizona 85233

Tel: (480) 635-3200 · Fax: (480) 635-3201

## INDEPENDENT ACCOUNTANTS' REPORT

The Auditor General of the State of Arizona and  
the Honorable Mayor and Town Council of the  
Town of Quartzsite, Arizona

We have examined the accompanying Annual Expenditure Limitation Report of Town of Quartzsite, Arizona for the year ended June 30, 2013. This report is the responsibility of the Town's management. Our responsibility is to express an opinion on this report based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the amounts and disclosures in the report and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the Annual Expenditure Limitation Report of Town of Quartzsite, Arizona referred to above presents, in all material respects, the information prescribed by the uniform expenditure reporting system as described in Note 1.

A handwritten signature in cursive script that reads 'Colby &amp; Powell'.

April 8, 2014

**TOWN OF QUARTZSITE, ARIZONA**  
**Annual Expenditure Limitation Report - Part I**  
**Year Ended June 30, 2013**

1. Economic Estimates Commission expenditure limitation	\$ 4,824,056	
2. Voter-approved alternative expenditure limitation	<u>          -</u>	
3. Enter applicable amount from Line 1 or Line 2		\$ 4,824,056
4. Amount subject to the expenditure limitation (total amount from Part II, Line C)	4,824,056	
5. Board-authorized expenditures necessitated by a disaster declared by the Governor (Art. IX, Sec. 20[2][a], Arizona Constitution)	-	
6. Board-authorized expenditures necessitated by a disaster not declared by the Governor (Art. IX, Sec. 20[2][b], Arizona Constitution)	-	
7. Prior-year voter-approved expenditures to exceed the expenditure limitation for the reporting fiscal year (Art. IX, Sec. 20[2][c], Arizona Constitution)	<u>          -</u>	
8. Subtotal	4,824,056	
9. Board-authorized excess expenditures for the previous fiscal year not declared by the Governor and not approved by the voters (Article IX, Sec.20[2][b], Arizona Constitution)	<u>          -</u>	
10. Total adjusted amount subject to the expenditure limitation		<u>          4,824,056</u>
11. Amount under (in excess of) the expenditure limitation (if excess expenditures are reported, provide an explanation)		<u>          \$          -</u>

I hereby certify, to the best of my knowledge and belief, that the information contained in this report is accurate and in accordance with the requirements of the uniform expenditure reporting system.

Signature of Chief Fiscal Officer: 

Name and Title: Laura A. Bruno, TOWN MANAGER

Telephone No.: 928-927-4333 Date: 4/22/14

*See accompanying notes.*

**TOWN OF QUARTZSITE, ARIZONA**  
**Annual Expenditure Limitation Report - Part II**  
**Year Ended June 30, 2013**

Description	Governmental Funds	Enterprise Funds	Total
A. Amounts reported on the Reconciliation, Line D	\$4,453,722	\$ 1,575,343	\$ 6,029,065
B. Less exclusions claimed:			
1. Bond proceeds	-	-	-
Debt service requirements on bonded indebtedness	153,763	-	153,763
Proceeds from other long-term obligations	-	-	-
Debt service requirements on other long-term obligations	107,539	550,551	658,090
2. Dividends, interest and gains on the sale or redemption of investment securities	13,487	-	13,487
3. Trustee or custodian	-	-	-
4. Grants and aid from the federal government	284,899	-	284,899
5. Grants, aid, contributions or gifts from a private agency, organization, or individual except amounts received in lieu of taxes	38,368	-	38,368
6. Amounts received from the State of Arizona	4,279	-	4,279
7. Quasi-external interfund transactions	-	-	-
8. Amounts accumulated for the purchase of land, and the purchase or construction of buildings or improvements	-	-	-
9. Highway user revenue in excess of those received in fiscal year 1979-1980	-	-	-
10. Contracts with other political subdivisions	52,123	-	52,123
11. Refunds, reimbursements and other recoveries	-	-	-
12. Voter-approved exclusions not identified above (attach resolution)	-	-	-
13. Prior years carryforward	-	-	-
14. Total exclusions claimed	<u>654,458</u>	<u>550,551</u>	<u>1,205,009</u>
C. Amount subject to expenditure limitation	<u>\$3,799,264</u>	<u>\$ 1,024,792</u>	<u>\$ 4,824,056</u>

*See accompanying notes.*

**TOWN OF QUARTZSITE, ARIZONA**  
**Annual Expenditure Limitation Report - Reconciliation**  
**Year Ended June 30, 2013**

Description	Governmental Funds	Enterprise Funds	Total
A. Total expenditures/expenses/deductions and applicable other financing uses, special items, and extraordinary items reported within the fund financial statements	\$ 4,453,722	\$ 1,730,185	\$ 6,183,907
B. Subtractions:			
1. Items not requiring the use of working capital:			
Depreciation and amortization	-	512,034	512,034
Loss on disposal of capital assets	-	-	-
Bad debt expense	-	-	-
Claims incurred but not reported	-	-	-
Landfill closure costs	-	-	-
2. Expenditures of separate legal entities established under Arizona Revised Statutes	-	-	-
3. Present value of net minimum capital lease and installment purchase contract payments recorded as expenditures at inception of the agreements	-	-	-
4. Charges to other funds in excess of Internal Service Fund expenses	-	-	-
5. Involuntary court judgments	-	-	-
6. Total subtractions	-	512,034	512,034
C. Additions:			
1. Principal payments on long-term debt	-	216,002	216,002
2. Acquisition of capital assets	-	141,190	141,190
3. Claims paid in the current year but reported as expenses incurred but not reported in previous year	-	-	-
4. Landfill closure and postclosure care costs recorded as expended in previous years	-	-	-
5. Total additions	-	357,192	357,192
D. Amounts reported on Part II, Line A	\$ 4,453,722	\$ 1,575,343	\$ 6,029,065

*See accompanying notes.*

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Annual Expenditure Limitation Report**  
**Year Ended June 30, 2013**

***NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

The Annual Expenditure Limitation Report (AELR) is presented on the basis of accounting prescribed by the *Uniform Expenditure Reporting System (UERS)*, as required by Arizona Revised Statutes §41-1279.07. The AELR excludes expenditures, expenses, or deductions of certain revenues specified in the Arizona Constitution, Article IX, §20 from the total expenditures, expenses, or deductions reported in the fund financial statements.

In accordance with the UERS requirements, a note to the AELR is presented below for any exclusion claimed on Part II and each subtraction or addition in the Reconciliation that cannot be traced directly to an amount reported in the fund financial statements. All references to financial statement amounts in the following notes refer to the Statement of Revenues, Expenditures, and Changes in Fund balances for the Governmental Funds; Statement of Revenues, Expenses, and Changes in Fund Net Position for the Proprietary Funds; Statement of Cash Flows for the Proprietary Funds; and the Statement of Changes in Fiduciary Net Position for the Fiduciary Funds.

***NOTE 2 – DEBT SERVICE REQUIREMENTS***

The exclusion claimed for debt service requirements on bond indebtedness in the Governmental Funds and other long-term obligations in the Governmental Funds and the Enterprise Funds consist of principal retirement and interest expense.

***NOTE 3 – DIVIDENDS INTEREST AND GAINS ON THE SALE OR REDEMPTION OF INVESTMENT SECURITIES***

The exclusion claimed for dividends, interest, and gains on the sale or redemption of investment securities totaled \$13,487. Current year interest of \$82 has been carried forward to future years. The total carryforward available for future years totaled \$65,462 at June 30, 2013.

***NOTE 4 – CONTRIBUTIONS FROM PRIVATE ORGANIZATION, OR INDIVIDUAL***

The exclusion claimed for contributions from private organizations or individuals consisted of parks and recreation donations, transit van donations, and various grant contributions totaling \$38,368.

**TOWN OF QUARTZSITE, ARIZONA**  
**Notes to Annual Expenditure Limitation Report**  
**Year Ended June 30, 2013**

***NOTE 5 – INTERGOVERNMENTAL***

The following schedule presents revenues from which exclusions have been claimed for federal grants and aid, amounts received from the State of Arizona, amounts received from political subdivisions, and highway user revenues in the Governmental Funds.

Grants and aid from the federal government	\$ 284,899
Amounts received from the State of Arizona	4,279
Amounts received from political subdivisions (La Paz County)	52,123
Other revenues (non-excludable)	1,045,868
Amount carried forward (HURF)	<u>1,111,068</u>
Total intergovernmental revenues as reported in the in the fund financial statements	<u><u>\$ 2,498,237</u></u>



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, May 13, 2014

**Agenda Item #3** Discussion and possible direction to develop an agreement to utilize the Senior Center as a designated emergency shelter.

**Summary:** The Public Works Department proposes to develop, and enter into, an agreement with representatives of the Senior Center to provide a designated emergency shelter for residents of the Town.

The Public Works Director will lead a discussion on the proposal.

**Responsible Persons:** Emmett Brinkerhoff, Public Works Director

**Attachment:** Minutes from April 23, 2014 meeting between Town of Quartzsite and Senior Center representatives

**Action Requested:** **Motion to direct staff to develop an agreement to utilize the Senior Center as a designated emergency shelter.**

**MINUTES**  
**of**  
**TOWN OF QUARTZSITE**  
**meets**  
**The SENIOR CENTER's Secretary, Audrey Berger**  
**at**  
**465 PLYMOUTH AVENUE**  
**on**  
**WEDNESDAY, APRIL 23, 2014 at 11:00 AM**

**MEETING BEGAN:** 11:00 a.m.

**SENIOR CENTER SECRETARY:** Audrey Berger

**STAFF PRESENT:** Emmett Brinkerhoff, Public Works Director; Tracy Hess, Public Works; and Tina Abriani, Town Clerk

**DISCUSSION:**

**Written agreement for the Town of Quartzsite to utilize the Senior Center as an emergency shelter.**

Mr. Brinkerhoff spoke of the first discussion between the Town and the Senior Center regarding using the Senior Center as an emergency shelter.

He stated that Public Works had an electrician go to the Senior Center because one of the Town's points of agreement was that the Town would try to connect the rear air conditioning unit to the generator. Mr. Brinkerhoff stated this connection would not work because the generator is two-phase and the air conditioner is three-phase; the phases must be the same.

Mrs. Hess asked Mrs. Berger if there was anything else that needed to be added to the agreement, as far as the Senior Center was concerned.

Mr. Brinkerhoff discussed the possibility of the Town setting up, in the new budget, an emergency fund. This would be used to reimburse the Senior Center for any emergency provisions provided. Examples discussed were food and water.

Mrs. Berger volunteered to find out what constitutes an emergency or disaster, especially as regards assistance and or services provided by the Red Cross.

Mr. Brinkerhoff stated that as part of the agreement, the Town will provide the fuel for the generator and do the maintenance on the generator, such as oil changes.

Mrs. Berger asked if the first maintenance to the generator would be done immediately. Mrs. Hess responded, as soon as the agreement is made and is approved by the Council.

Mrs. Berger asked who would perform the maintenance. Mr. Brinkerhoff replied that Public Works would do the maintenance services. He stated the mechanic will check the specifications for the maintenance to ensure compliance.

Mr. Brinkerhoff explained that Public Works and the Town will get all the items, that is what the Town will do as part of the agreement, together with those of the Senior Center and give them to the Town Manager. The Town attorneys will then write up a legal agreement for signatures.

Once the agreement is in place, the Senior Center will be declared an emergency shelter for the Town of Quartzsite and will be publicized as such.

**MEETING ENDED:** 11:18 a.m.



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, May 13, 2014

**Agenda Item #4** Discussion and possible direction to develop landscaping agreements with local businesses situated on rights-of-ways on designated streets in the Town of Quartzsite.

**Summary:** The Public Works Department proposes to enter into agreements with local businesses to provide a landscape program to enhance the rights-of-ways on designated streets within the Town, with local businesses maintain their frontage area once the enhancements are completed. The program would involve business owners having a business frontage along one of the designated streets.

The Public Works Director will lead a discussion on the proposed program. Funding for landscaping enhancements will come from the Town's Highway User Revenue Fund (HURF).

**Responsible Persons:** Emmett Brinkerhoff, Public Works Director

**Attachment:** Proposed agreement to participate in the landscape program

**Action Requested:** **Motion to direct staff to develop landscaping agreements with local businesses situated on designated streets in the Town of Quartzsite.**

## LANDSCAPING AGREEMENT

This Landscaping Agreement is made and entered into this \_ day of \_\_\_\_\_, 20 \_\_, by and between the Town of Quartzsite, an Arizona municipal corporation (“Quartzsite”) and \_\_\_\_\_ (“Business Owner”).

### RECITALS:

A. Quartzsite believes that enhancing its rights-of-way on designated streets in Quartzsite will facilitate economic development in the Town, to the benefit of its businesses and residents; and

B. Business Owner has a business located at \_\_\_\_\_ (“Business”) with frontage along one of the designated streets and desires to participate in Quartzsite’s program to enhance the right-of-way.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. **Quartzsite Responsibilities.** Quartzsite agrees:
  - 1.1 To landscape the non-traveled portion of the right-of-way in front of the Business Owner's property, which area is depicted on Exhibit A and referred to as the “Landscape Area”.
  - 1.2 Submit a simple design to Business Owner for approval before construction and installation of the landscaping to be installed in the Landscape Area. Upon approval by the Business Owner, the design shall be referred to as the “Landscape Plan” and shall be attached as Exhibit B.
  - 1.3 Not construct or allow any landscaping that includes the name or address of Business Owner or any other advertising for the Business.
  - 1.4 Maintain the traveled portion of the right-of-way in compliance with codes adopted by Quartzsite.
2. **Business Owner Responsibilities.** Business Owner agrees:
  - 2.1 To promptly review the Landscape Plan submitted by Quartzsite. If Business Owner does not approve the Landscape Plan within twenty (20) days of submittal, this Agreement shall automatically terminate.
  - 2.2 After construction/installation of the landscaping by Quartzsite, to maintain the landscaping in accordance with the Landscape Plan and free and clear of all weeds and debris.
  - 2.3 To pay the costs incurred by Quartzsite for maintaining the landscaping in

accordance with the Landscape Plan and free and clear of all weeds and debris in the event Quartzsite performs such maintenance, after receipt of thirty days written notice from Quartzsite that the Landscape Area is not being maintained.

2.3 To keep the sidewalk that is located in the Landscape Area free and clear of debris.

2.4 To provide a copy of this Agreement to purchasers of Business.

3. Term and Termination. The term of this Agreement shall be \_\_\_ years.

4. Recordation. This Agreement shall be recorded to provide notice to all purchasers of the Business of the requirements of this Agreement. This Agreement shall be binding upon the successors and assigns of Business Owner.

5. Notices. All notices and demands which may be, or are required to be, given by either party shall be in writing and hand delivered or sent by United States Certified or Registered Mail, postage prepaid, addressed to the parties as set forth below:

Quartzsite:                      TownManager  
    Town of Quartzsite  
    465 N. Plymouth Ave.  
    Quartzsite, Arizona 85346

Business Owner:

6. Governing Law. This Agreement shall be governed by and construed or enforced in accordance with the laws of the State of Arizona.

7. Conflict of Interest. This Agreement may be terminated pursuant to ARS Section 38-511.

TOWN OF QUARTZSITE,

BUSINESS OWNER

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

ACKNOWLEDGMENT

STATE OF ARIZONA        )  
  ) ss.  
County of La Paz         )

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, who acknowledged himself/herself to be \_\_\_\_\_, and that as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

ACKNOWLEDGMENT

STATE OF ARIZONA        )  
  ) ss.  
County of La Paz         )

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, who acknowledged himself/herself to be \_\_\_\_\_, and that as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

EXHIBIT A  
Depiction of Landscape Area

EXHIBIT B  
Landscape Plan



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, May 13, 2014

**Agenda Item #5** Discussion and possible approval of policies and procedures for a Town of Quartzsite Adopt-a-Street Program.

**Summary:** In past years, the Town has informally offered an adopt-a-street program to the public.

The Public Works Department has researched and developed a proposed, formal set of policies and procedures for a Town of Quartzsite Adopt-a-Street Program. The proposed program identifies a list of available, safe locations; includes safety requirements; provides a list of program contacts; includes individual waiver forms (under review); and contains a sign-in activity report. These policies and procedures have been drawn from other municipalities in Arizona offering similar programs.

The Public Works Director will lead a discussion on the proposed Adopt-a-Street Program.

**Responsible Persons:** Emmett Brinkerhoff, Public Works Director

**Attachment:** Proposed Town of Quartzsite Adopt-a-Street Program Policies and Procedures

**Action Requested:** **Motion to approve policies and procedures for the Town of Quartzsite Adopt-a-Street Program.**



**ADOPT-A-STREET**  
**KEEPING QUARTZSITE**  
**CLEAN**

**TOWN OF QUARTZSITE  
ADOPT-A-STREET PROGRAM  
POLICIES AND PROCEDURES**

**I. Policy**

1. The Town has a direct interest in reducing litter on our street frontages. This can be accomplished by litter clean up and by encouraging the general public to dispose of litter properly. The Town's Adopt-A-Street program assists in both ways.
2. The program encourages organizations to pick up litter and pull/cut weeds on a specific length of roadway frontage. Appropriate signs calling attention to the litter control effort and crediting the volunteer or sponsor organization for its work are furnished and installed by the Town.

**II. Eligibility**

1. Individuals, private corporations and non-profit organizations may participate. The organizations or group of individuals will be allowed to pick up litter on designated sections of roadway frontage subject to the rules and conditions specified in Section III.
2. Non-profit organizations affiliated with for-profit organizations, as well as for profit organizations, are also welcome in this program.

**III. Rules and Conditions**

1. The length of the street frontage should be a minimum of 2,400 feet and should not exceed 5,500 feet. Only street frontages designated by the Town will serve as acceptable clean up areas. See **Appendix A** for the designated areas and locations. Safety of Adopt-A-Street workers is a prime consideration.
2. No permits will be granted when site conditions are unsuitable for your group's age level.
3. No individuals younger than 18 years of age may participate or be permitted in the right-of-way for any reason. The group shall provide adequate supervision (i.e., at least one adult, 21 years of age or older for every ten members under the age of 21 years.)
4. The Town will furnish, install and maintain the signs. The Town reserves the right to edit the wording of the sign and has the final approval of the sign. If the sign has to be replaced due to vandalism, the organization may be required to pay for its replacement. Allow approximately one month for sign placement/replacement.
5. The Town will supply litter bags and remove and dispose of the filled bags.
6. The Town will provide safety vest which are to be worn by all Adopt-A-Street workers when working on the street frontage. Vests belonging to the Town need to be returned to the Town's Public Works Department within 5 days after each use.
7. Participating volunteer organizations will appoint an Adopt-A- Street coordinator from its membership to oversee and coordinate pickup events. No individual less the 18 years of age shall be allowed to participate or to remain in the right-of-way assigned to the applicant.

8. The Adopt-A-Street coordinator and all supervisors must complete a safety course given by a Town of Quartzsite Public Works Department representative on-site before the first litter pickup work. The Adopt-A-Street coordinator must provide the safety course to all new Adopt-A-Street workers before each subsequent litter pickup event. All Adopt-A-Street workers should be encouraged to attend the safety course provided by the Town of Quartzsite.
9. The Adopt-A-Street coordinator and supervisor must read and comply with the safety requirements provided by the Town of Quartzsite Public Works Department. All Adopt-A-Street workers should be encouraged to read the safety requirements and follow the directions of the appointed supervisor.
10. All Adopt-A-Street workers will be instructed in safety precautions by their Adopt-A-Street supervisor prior to each litter pickup.
11. All Adopt-A-Street workers will at all times adhere to the safety requirements listed in **Appendix B**.
12. The participating organization will be required to pick up street frontage litter and pull/cut weeds a minimum of two times a year to keep its area relatively clean based on the evaluation by the Town.
13. Participating organizations must coordinate their pick up schedules with the Town to prevent conflicts over the use of the street frontage and proposed construction work. Two week notice prior to a scheduled pick up event is required. Please contact the Town of Quartzsite Adopt-A-Street program contact person to coordinate the pickup event schedule. See **Appendix C** for the Town's Adopt-A-Street program list of contacts.
14. A liability insurance certificate will not be required when the litter removal work is performed by volunteers.
15. Each participant is required to sign an individual waiver (**Appendix D**) prior to each pick up event and the sign-in form waiver (**Appendix E**) on-site before work commences on the roadway frontage.
16. The agreement between the organization and the Town shall be effective for two years and is renewable if the organization has maintained its segment of the roadway frontage.
17. The Town of Quartzsite may impose additional conditions as needed.

#### **IV. Procedures**

1. Interested organizations shall contact the Town of Quartzsite Adopt-A-Street program contact person. See **Appendix C** for the Town of Quartzsite Adopt-A-Street program list of contacts.
2. Town of Quartzsite Adopt-A-Street program contact person will explain and discuss the Town's Adopt-A-Street program with a responsible representative of the interested organization, emphasizing the program involves significant physical work that must be done safely on a reasonable frequency for at least two years.
3. An agreement must be completed by the volunteer organization and approved by the Town. See **Appendix F**.

4. Each participant will submit a signed individual waiver (**Appendix D**) prior to each pickup event.
5. Volunteer organization will appoint its Adopt-A-Street coordinator.
6. Town personnel will arrange for the fabrication and installation of the signs.
7. Volunteer organization will call the Town of Quartzsite Adopt-A-Street program contact person to schedule litter pickup dates at least two weeks before the proposed pick up date.
8. Adopt-A-Street coordinator will call the Town of Quartzsite Public Works Department to request issuance of safety vest and litter bags no later than 48 hours before each scheduled pick up date.
9. Town personnel will arrange for litter pick up dated and for pick up of filled litter bags.
10. Town of Quartzsite Public Work Department representative will provide a safety course for the Adopt-A-Street coordinator and supervisors on-site before the first litter pickup work.
11. Each participant will sign the sign-in form waiver on-site before starting the litter pickup work. Adopt-A-Street coordinator will complete and return to the Town of Quartzsite Adopt-A-Street program contact person the Sign-in and Activity Reporting Form within 3 business days following the litter pickup event. See **Appendix E**.
12. Adopt-A-Street coordinator will return the safety vests belonging to the Town of Quartzsite Public Work Department within 5 day following the litter pickup event.

**TOWN OF QUARTZSITE SDOPT-A-STREET PROGRAM**

**LIST OF LOCATIONS**

LOCATIONS	ADOPTED BY	LENGTH IN FEET
1. Kofa: from Tyson to Quail Trail		5,200
2. Kofa: from Quail Trail to Main Street		4,400
3. East Kuehn: from 95 to Riggles Ave.		5,000
4. Moon Mountain Ave.: from Main Street to Quail Trail		3,700
5. Moon Mountain Ave.: from Quail Trail to Tyson Street		5,500
6. Plymouth Ave.: from Main Street to Quail Trail		2,800
7. Plymouth Ave.: from Quail Trail to Tyson Street		5,250
8. Quail Trail: from Riggles to Plymouth Ave.		2,600
9. Quail Trail: from Kofa to Washington Street		2,850
10. Riggles Ave.: from Main Street to Quail Trail		2,400
11. Tyson Street: from Plymouth to 95		2,400
12. Tyson Street: from 95 to Kofa Ave		5,200

**TOWN OF QUARTZSITE  
ADOPT-A-STREET PROGRAM  
SAFETY REQUIREMENTS**

The following safety guidelines must be followed when participating in litter removal activities along the Town's street frontages. Each volunteer should be provided with a copy of this briefing prior to arrival at the work site. Our combined efforts to keep the Town of Quartzsite beautiful are going a long way toward improving the appearance of our roadways.

- All participants in the litter pickup program must receive a copy of the Safety Requirements prior to reporting to the work site.
- Participants should assemble in an area away from the designated work site and carpool to reduce the number of cars at the litter pick up site.
- Vehicles must be parked in appropriate parking areas.
- Safety vests must be worn by all participants at all times during the litter pickup event.
- Supervisors shall be assigned to groups. Participants below the age of 18 are not permitted at the work sites. Supervisors should be assigned before departing to the work site.
- Litter pick up should be performed only in daylight hours and during good weather conditions.
- Work as a group facing oncoming traffic at all times.
- Do not cross the roadway unnecessarily; cross only at designated locations. Designated crossing locations should be determined by the supervisor prior to starting work.
- Remain with the group to which you are assigned. Do not pick up litter in the **median** or on any traveled portion of the roadway. Litter should be picked up only on the right-of-way from the back of the curb to the right-of-way line. Home-made signs should be removed from all poles, utility cabinets, street furniture, etc., along with any graffiti where practical.
- Do not pick up hazardous materials, such as car batteries, animal carcasses, hypodermic needles and syringes, or any other object that appears questionable. Report hazards to the City contact person.
- Know what you are picking up. Discarded chemical containers may sometimes be hazardous.
- Do not pick up litter during hours other than those agreed upon with your City representatives.
- Do not distract motorists with horseplay or abrupt erratic movements. Horseplay of any kind is strictly forbidden. The roadways are potentially very dangerous.
- Anyone under the influence of alcohol or narcotics must be asked to leave the work site.
- Keep away from any roadway construction or maintenance projects. Cleaning of construction areas will be handled by the City. Stay out of utility installations, culverts, and drainage structures.

- Do not try to pick up heavy objects. Use correct lifting techniques, keeping your back straight as possible. Keep the object you are trying to lift close to your body and let your legs and arms do the work.
- Use caution when you encounter the following: cactus, animals, steep slopes, sharp rocks, insects, barbed wire, traffic, and other unusual circumstances.
- Be sure at least one person is experienced in administering first aid, including CPR.
- Assure that first aid kits are available and that transportation is available to the nearest medical facility.
- Assure that appropriate beverages are available and are in sufficient quantity to meet your group's needs. Alcoholic beverages are prohibited.
- Wear appropriate attire (comfortable clothes, gloves, hats, boots or hard soled shoes). Participants should not wear shorts, tank tops or sandals.

**Town of Quartzsite  
Adopt-A-Street Program  
List of Contacts**

Name	Title	Contact Information
Emmett Brinkerhoff	Public Works Director	Office Location: 580 E. Quail Trail, Quartzsite, AZ 85346 Phone: 928-927-4561 Email: <a href="mailto:pwdirector@ci.quartzsite.az.us">pwdirector@ci.quartzsite.az.us</a>
Tracey Hess	Public Works Administrative Assistant	Office Location: 580 E. Quail Trail, Quartzsite, AZ 85346 Phone: 928-927-4561 Email: <a href="mailto:publicworks@ci.quartzsite.az.us">publicworks@ci.quartzsite.az.us</a>

Attach Appendix D





## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday May 13, 2014

**Agenda Item #6** Discussion and possible adoption of an ordinance amending the Town Code, Chapter 15, Zoning.

**Summary:** The proposed ordinance will make minor amendments to the following Articles of Chapter 15 of the Town Code as follows:

- Article III Rules of Construction and Definitions, Section 2 Definitions, to add a definition of "Density".
- Article IV Establishment of Zoning Districts, Zoning Map and Interpretation of District Boundaries, Section 1 District Boundaries, Paragraphs 1 through 7.
- Article X Conditional Use Permit, Section 2 General Regulations, to eliminate minimum land and lot area requirements in the RA5 – Rural Area Five, SR43 – Suburban Residential, SR – Suburban Ranch, MHS – Mobile Home Subdivision, R1 – Low Density Residential, R2-M-R – Medium Density Residential, and High Density Residential Districts.
- Article X Conditional Use Permit, Section 2 General Regulations, related to conditional use permits.

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

**Attachment:** Proposed Ordinance regarding amending the Town Code, Chapter 15, Zoning.

**Action Requested:** Motion to adopt an ordinance amending the Town Code, Chapter 15, Zoning.

ORDINANCE NO. 14-03

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF QUARTZSITE, ARIZONA, AMENDING THE CODE OF QUARTZSITE, ARIZONA, CHAPTER 15 ZONING, ARTICLE III RULES OF CONSTRUCTION AND DEFINITIONS, SECTION 2 DEFINITIONS TO ADD A DEFINITION OF “DENSITY”; AMENDING ARTICLE IV ESTABLISHMENT OF ZONING DISTRICTS, ZONING MAP AND INTERPRETATION OF DISTRICT BOUNDARIES, SECTION 1 DISTRICT BOUNDARIES, PARAGRAPHS 1 THROUGH 7; AMENDING ARTICLE X CONDITIONAL USE PERMIT, SECTION 2 GENERAL REGULATIONS, TO ELIMINATE MINIMUM LAND AND LOT AREA REQUIREMENTS IN THE RA5 – RURAL AREA FIVE, SR43 – SUBURBAN RESIDENTIAL, SR – SUBURBAN RANCH, MHS – MOBILE HOME SUBDIVISION, R1 – LOW DENSITY RESIDENTIAL, R2-M-R – MEDIUM DENSITY RESIDENTIAL, AND HIGH DENSITY RESIDENTIAL DISTRICTS; AMENDING ARTICLE X CONDITIONAL USE PERMIT, SECTION 2 GENERAL REGULATIONS RELATED TO CONDITIONAL USE PERMITS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR SEVERABILITY.

BE IT ORDAINED by the Mayor and Common Council of the Town of Quartzsite, Arizona, as follows:

The Code of Quartzsite, Arizona, Chapter 15 Zoning, Article III Rules of Construction and Definitions, Section 2 Definitions is hereby amended by adding the definition of “density” to read as follows (additions in ALL CAPS):

\* \* \*

PARAGRAPH 28 DENSITY: SHALL BE BASED UPON LOT AREA AND SHALL BE DETERMINED BY DIVIDING THE AREA OF A PARCEL, EXCLUSIVE OF STREETS, ALLEYS AND SIMILAR RIGHT-OF-WAY, BY THE REQUIRED LOT AREA PER DWELLING UNIT.

\* \* \*

Renumber paragraphs to conform.

The Code of Quartzsite, Arizona, Chapter 15 Zoning, Article IV Establishment of Zoning Districts, Zoning Map and Interpretation of District Boundaries, Section 1 District

Boundaries, Paragraphs 1 through 7 are hereby amended to read as follows (deletions in ~~strikeout~~):

Paragraph 1 RA5 – Rural Area Five (~~Minimum Land Area of Five (5) Acres per Dwelling Unit~~)

A. This district is intended for very low-density residential development and limited agricultural usage. This district is further intended to constitute a “holding” district to retain land in less intensive use until the time is appropriate for more intensive development so as to prevent scattered development and the premature and costly extension of utility mains and services, and to regulate development of the Town so that it occurs in stages according to market need and progresses contiguously out ward from the developed urban area. Regulations are designed to preserve the open space characteristic of the district and to insure the compatibility of limited agricultural uses with residential uses. Access to a public roadway will be required but not public water or sewer or other utilities or services.

~~B. — Each lot shall be a minimum land area of five acres per dwelling unit.~~

Paragraph 2 SR43 – Suburban Residential ~~One Acre (Minimum Land Area of One (1) Acre per Dwelling Unit)~~

A. This district is intended to promote and preserve residential development limited to conventional framed homes, site-built single – family homes and limited agriculture uses. Access to a public roadway and public water or sewer will be required unless otherwise approved by the Town. Other utilities or services are not required. Regulations are designed to stabilize and protect the single-family residential character of the district, to promote and encourage creation of a favorable environment for family life, and to prohibit all incompatible activities. Land use is composed primarily of individual homes, together with required recreational, religious and educational facilities as the basic elements of a balanced neighborhood. Certain essential and complementary uses are permitted under conditions and standards, which assure their compatibility with the character of the district.

~~B. — Each lot shall have a minimum land area of one (1) acre per dwelling unit.~~

Paragraph 3 SR – Suburban Ranch (~~Minimum Land Area of One Third (1/3) Acre per Dwelling Unit~~)

A. This district is intended for low density residential development consisting of all types of residential dwelling units including permanent, temporary, conventional, mobile, modular, manufactured, recreational vehicle, campers and tents and limited agricultural and equestrian usage. Access to a public roadway, public water or sewer, and other utilities or services will be required. Regulations

are designed to preserve the safety and open space characteristic of the district and to insure the compatibility of limited agricultural uses with residential uses. Regulations are designed to stabilize and protect the residential character of the district, to promote and encourage creation of a favorable environment for family life, and to prohibit all incompatible activities. Land use is also composed of recreation, religious and educational facilities as the basic elements of a balanced neighborhood. Certain essential and complementary uses are permitted under conditions and standards which assure their compatibility with the character of the district.

~~B. — Each lot shall have a minimum land area of one third (1/3) an acre per dwelling unit.~~

~~Paragraph 4 MHS – Mobile Home Subdivision (Minimum Land Area of 2,400 Square Feet Lot Area Per Manufactured Home, Park Model or Recreational Vehicle. A Minimum of 4,500 Square Feet Lot Area Per Site-Built Dwelling Unit)~~

~~A. — This district is intended to promote and preserve residential development consisting of one (1) single-family residence per parcel; the single family residence shall be limited to a recreational vehicle, manufactured home, and park model or site-built home. Regulations are designed to stabilize and protect the single-family residential character of the district, to promote and encourage creation of a favorable environment for family life, and to prohibit all incompatible activities. Land use is composed primarily of individual homes, together with required recreational, religious and educational facilities as the basic elements of a balanced neighborhood. Certain essential and complementary uses are permitted under conditions and standards which assure their compatibility with the character of the district. Access to a public roadway will be required and public water and public sewer and other appropriate utilities will be required.~~

~~B. — Each lot shall have a minimum land area of 2,400 Square Feet Lot Area per Manufactured Home, Park Model or Recreational Vehicle or a minimum of 4,500 square feet lot area per site-built dwelling unit.~~

~~Paragraph 5 R1 – Low Density Residential (Minimum 6,000 Square Feet Lot Area Per Dwelling Unit).~~

~~A. — This district is intended to promote and preserve residential development consisting of conventional single-family dwelling units. Regulations are designed to stabilize and protect the single-family residential character of the district, to promote and encourage creation of a favorable environment for family life, and to prohibit all incompatible activities. Land use is composed primarily of individual homes, together with required recreational, religious and educational facilities as the basic elements of a balanced neighborhood. Certain essential and complementary uses are permitted under conditions and standards which assure~~

their compatibility with the character of the district. Access to a public roadway will be required and public water and public sewer and other appropriate utilities will be required.

~~B. — Each lot shall have a minimum of 6,000 square feet lot area per dwelling unit.~~

Paragraph 6 R2-M-R – Medium Density Residential (~~Minimum Under Roof Area Per Dwelling Unit of 3,000 Square Feet On A Minimum Lot Area Of 6,000 Square Feet~~).

~~A.~~ This district is intended for low to medium density residential development consisting of all types of residential dwelling units including permanent, temporary, conventional, mobile, modular, manufactured, park models and recreational vehicles. Access to a public roadway will be required and public water and public sewer and other appropriate utilities will be required. Regulations are designed to preserve the safety and open space characteristic of the district. Regulations are designed to stabilize and protect the residential character of the district, to promote and encourage creation of a favorable environment for family life, and to prohibit all incompatible activities. Land use is also composed of recreation, religious and educational facilities as the basic elements of a balanced neighborhood. Certain essential and complementary uses are permitted under conditions and standards which assure their compatibility with the character of the district.

~~B. — Each lot shall have a minimum under roof area per dwelling unit of 3,000 square feet on a minimum lot area of 6,000 square feet.~~

Paragraph 7 High Density Residential (~~Minimum Under Roof Area Per Dwelling Unit Of 2,000 Square Feet On A Minimum Lot Area Of 8,000 Square Feet~~).

~~A.~~ This district is intended to promote and preserve residential development consisting of conventional single family, two-family and multi-family dwelling units. Regulations are designed to stabilize and protect the residential character of the district, to promote and encourage creation of a favorable environment for family life, and to prohibit all incompatible activities. Land use is also composed of recreation, religious and educational facilities as the basic element of a balanced neighborhood. Certain essential and complementary uses are permitted under conditions and standards which assure their compatibility with the character of the district. Access to a public roadway will be required and public water and public sewer and other appropriate utilities will be required.

~~B. — Each lot shall have a minimum under roof area per dwelling unit of 2,000 square feet on a minimum lot area of 8,000 square feet.~~

The Code of Quartzsite, Arizona, Chapter 15 Zoning, Article VI Density Schedule and Additional Requirements, Section 1 Density Schedule is hereby amended by changing "Land" to "Lot" in the first column, sixteenth line.

The Code of Quartzsite, Arizona, Chapter 15 Zoning, Article X Conditional Use Permit, Section 2 General Regulations is amended by amending Paragraph 2 to read as follows (additions in ALL CAPS; deletions in ~~strikeout~~):

~~Paragraph 2 Every Conditional Use issued shall be personal to the permittee and applicable only to the specific use and to the specific property for which it is issued SHALL RUN WITH THE LAND. However, upon issuance of an Occupancy Permit for the conditional use, signify that all zoning and site development requirements imposed have been satisfied; the Conditional Use shall run with the land. The maintenance of special conditions imposed as well as compliance with other provisions of the Ordinance, shall be the responsibility of the property owner. IT SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER TO COMPLY WITH THE SPECIAL CONDITIONS IMPOSED ON THE CONDITIONAL USE; A WELL AS TO COMPLY WITH ALL APPLICABLE PROVISIONS OF THE TOWN CODE, AS LONG AS THE USE EXISTS.~~

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 \_\_\_\_\_, 2014, by the following vote:

AYES: \_\_\_\_\_  
NAYES: \_\_\_\_\_ ABSENT: \_\_\_\_\_  
EXCUSED: \_\_\_\_\_ ABSTAINED: \_\_\_\_\_

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2014.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Curtis, Goodwin, Sullivan, Udall & Schwab, P.L.C.  
Town Attorneys  
By: Susan D. Goodwin



## TOWN OF QUARTZSITE

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### REGULAR COUNCIL MEETING

Tuesday, May 13, 2014

#### **Agenda Item #7**

Review, discussion and direction regarding updates to the Quartzsite Town Code, Chapter 3, Administration

#### **Summary:**

Quartzsite Town Code, Chapter 3, Administration, contains conflicting provisions. Council requested the Town Attorneys conduct a review of the various provisions, identify options, and provide recommendations for discussion and consideration.

#### **Responsible Persons:**

Curtis, Goodwin, Sullivan, Udall & Schwab, Town Attorneys  
Skylor Miller, Town Manager

#### **Attachment:**

Review and comments of Chapter 3, Administration

#### **Action Requested:**

**Motion to direct staff to make [identified] updates or changes to Town Code Chapter 3, Administration.**

# CHAPTER 3 ADMINISTRATION

## ARTICLE 3-1 OFFICERS IN GENERAL

### Section 3-1-1 Officers

There are hereby created the offices of town manager, *town clerk*, *police chief*, *town engineer*, *town attorney* and town magistrate who shall be appointed by the Council and who shall serve, with the exception of the magistrate, at the pleasure of the Council. The magistrate shall be appointed for a term of office as provided in Section 5-2-1.

#### CURRENT/OFFICERS:

Town Manager  
Town Clerk  
Police Chief  
Town Engineer  
Town Attorney  
Town Magistrate

#### OPTION/OFFICERS:

ADD – Building Inspector

#### CURRENT/APPOINTMENT:

##### Town Clerk:

Section 3-1-1: Council appoints  
Section 3-2-2: Town Manager appoints  
Section 3-1-4: Council fills vacancies

Options: Council appoints  
Town Manager appoints  
Town Manager appoints with concurrence of Council

Recommendation: Town Manager appoints, because of the role of the Town Clerk in elections. Generally, the role of the Town Clerk is administrative anyway.

##### Police Chief:

Section 3-1-1: Council appoints  
Section 4-1-2: Town Manager appoints with concurrence of Council  
Section 3-1-4: Council fills vacancies

Options: Council appoints  
Town Manager appoints

Town Manager appoints with concurrence of Council

Recommendation: Town Manager appoints with concurrence of Council. The Police Chief should be independent from the Council in the enforcement of laws, which argues for Town Manager appointment. Nevertheless, the Police Chief is the most visible Town officer, and a requirement for Council concurrence is the middle ground between Council appointment and Town Manager appointment.

Town Engineer:

Section 3-1-1: Town Manager appoints

Section 3-2-4: Council appoints

Section 3-1-4: Council fills vacancies

Options: Council appoints

Town Manager appoints

Town Manager appoints under contract terms approved by Council

Recommendation: Town Manager appoints under contract terms approved by Council. This is usually a technical position.

Town Attorney

Section 3-1-1: Council appoints

Section 3-2-5: Town Manager appoints under contract terms approved by Council

Section 3-1-4: Council fills vacancies

Options: Council appoints

Town Manager appoints under contract terms approved by Council

Recommendation: Council appoints, because the Town Attorney ultimately represents the Town acting through the Council.

**Section 3-1-4 Vacancies; Holding More Than One Office**

*Any vacancy that shall occur in any town office shall be filled by appointment by the Council, provided that one person may hold more than one office and that, at the discretion of the Council, the functions of a town official may be validly performed and discharged by a deputy or another town official, or an otherwise qualified individual not holding office but employed at the pleasure of the Council.*

Recommendation: Delete this section because it is not needed. Council may fill a vacancy in a position to which it appoints the officer. Council concurrence is required if the original appointment required concurrence.

**ARTICLE 3-2 OFFICERS**

**Section 3-2-1 Town Manager**

\* \* \* \*

- D. Removal Procedure. The town manager may be removed by a majority vote of the Council. If requested, the Council shall grant him a public hearing within thirty days following notice of removal. During the interim, the Council may suspend the manager from duty, but shall continue his salary and, if the removal becomes final, shall pay his salary for one month following the removal date.

Recommendations: Revise to

Provide that Town Manager may be removed by a majority vote OF THE MEMBERS of the Council. This means that removal requires not just a majority of a quorum, but a majority of all the members of the Council.

Delete hearing requirement. It is not necessary to hold a public hearing on the termination of an at-will employee and it serves to create unintended liabilities. The Council is free to discuss the Town Manager's performance in executive session with him if it wants without the necessity of a formal public hearing.

Provide that severance pay, if any, shall be as provided in a contract. This gives the Council more flexibility in negotiating the contract.

- E. Powers and Duties. The town manager shall be the administrative head of the government of the town under the direction and control of the Council except as otherwise provided by the Council. He shall be responsible to the Council for the proper administration of all affairs of the town. In addition to his general powers as administrative head and not as a limitation thereon, it shall be his duty and he shall have the powers set forth in the following paragraphs.
1. Appoint and, when necessary for the good of the service, suspend or remove all officers and employees of the town not appointed by the Council. He may authorize the head of a department or office to appoint, suspend or remove subordinates in such department or office.

Recommendation: Add a new sentence to provide that all appointments and removals shall be based on merit and upon the qualifications and disqualifications of such officer or employee without regard to any political belief or affiliation. This would be good personnel practice.

\* \* \*

6. Recommend to the *governing body* from time to time adoption of such measures as he may deem necessary or expedient for the health, safety or welfare of the community or for the improvement of administrative services.

Recommendation: Change "governing body" to "council" for consistency.

\* \* \*

Recommendation: If it is decided that the Council appoints the Police Chief, add new paragraph 12 to provide that the Town Manager shall supervise the work of the police chief and provide for a written evaluation on an annual basis to be provided to the council for consideration.

### **Section 3-2-5      Town Attorney**

- A. The Town Attorney shall be appointed by the *Town Manager under contract terms approved by Council*. The Town Attorney shall act as the legal counselor and advisor of the Council and other town officials and, as such, shall give his opinion in writing when requested by the Town Manager. The Town Attorney [shall] review and assist in the drafting of all deeds, contracts, conveyances, ordinances, resolutions and other legal instruments when required by the Town Manager. The Town Attorney shall approve or disapprove as to form, in writing, all drafts of contracts and all official or other bonds before final approval or acceptance thereof by the Council. The Town Attorney shall return within the time allotted by the Town Manager all ordinances and resolutions submitted for consideration by the Town Manager, with approval or disapproval as to form noted thereon, together with the reasons therefore. *The Town Attorney shall prosecute and defend all suits, actions or causes where the town is a party to the extent of the Town Attorney's ability and in accordance with the Town Attorney's independent professional legal judgment and in compliance with the Arizona Supreme Court's Rule of Professional Responsibility shall report to the Council, when required, the condition of any suit or action to which the town is a party.* The Town Attorney shall prosecute all criminal charges in the Quartzsite Magistrate Court which are supported by probable cause within the parameters of the Arizona Supreme Court's Rules of Professional Responsibility and

prevailing standards of prosecution. The Town Attorney shall prosecute all civil, petty and civil traffic offenses in the Quartzsite Magistrate Court which are supported by probable cause within the parameters of Professional responsibility and prevailing standards of prosecution if the defendant in such matters is represented by counsel. The Town Attorney shall attend all Council meetings to advise the Council on legal issues and serve as Town Parliamentarian.

Recommendation: See prior comments regarding appointment. In addition, add a provision recognizing that that Town Attorney does not handle matters being defended by counsel appointed by the Town's insurance carrier. Add a provision related to the Town Prosecutor, who prosecutes cases in the Magistrate Court.

### **POSSIBLE NEW SECTION 3-2-7 TOWN BUILDING INSPECTOR**

Recommendation: If it is decided that the building inspector be an officer appointed by the manager, subject to the approval of the Council, add new Section 3-2-7 to provide that the building inspector shall enforce the technical codes of the town and shall perform such duties as may be required of him by law and such other duties as the council may deem necessary.

### **Section 3-3-2 Conditions of Employment**

The appointment, promotion and tenure of every employee shall be conditioned solely on merit *and fitness* and the satisfactory performance of the duties and responsibilities assigned. No employee or applicant for employment shall be discriminated against on the basis of race, color, religion, sex, age or political affiliation.

Recommendation: Change "fitness" to "qualifications" because the term "fitness" could be misconstrued to mean physical condition of the employee, creating a potential issue with respect to disabled qualified applicants.

### **Section 3-3-5 Personnel **ADVISORY**Board**

Recommendation: Add "Advisory" because the Board is referred to as the "Personnel Advisory Board" in the Town's Personnel Policy.

#### **A. Terms**

There is hereby created a personnel board, which shall consist of three (3) members from the citizens of the town, appointed by the Mayor and Council, setting terms of three (3) years, so staggered that only two (2) board member

terms expire in the same year. This board shall be required to meet *a minimum of once each year at a date and time to be determined by the members of the board. Special Meetings may be called as needed by the chairman.* The members of the board shall elect a chairman from their membership to conduct the meetings. The members of the personnel board shall serve at the pleasure of the Mayor and Council.

**Recommendation:** Add a provision for two alternates to be appointed. This will avoid problems with getting a quorum.

**B. Duties**

The board shall meet as needed to conduct hearings on qualified employee grievances and make recommendations to the Town Manager or his/her designee as the Personnel Officer. In the event that the board does not have full membership, *the Hearing Officer for the Town of Quartzsite, Arizona, or in his absence the Hearing Officer for La Paz County, Arizona* shall conduct the hearing on qualified employee grievances and make recommendations to the Town Manager and his/her designee as the Personnel Officer.

**Recommendation:** Add a provision authorizing hearings in executive session.

**ARTICLE 3-4 PROCUREMENT**

**Section 3-4-1 General**

The Town Manager is the procurement agent for the town. *Procurement of property or services whether by purchases or by contract for services called Category 1, Category 2, Category 3, and Category 4, which shall be further defined by Resolution of the Common Council.*

**Recommendation:** Revise Article 3-4 to eliminate the reference to Categories 1, 2, 3, and 4, which are defined in a separate resolution. The use of "categories" is confusing and most codes set forth the bidding thresholds in the text of the code, not a separate document.

**Section 3-4-2 Procedure**

- A. *Any Category 1 procurement may be made by the procurement agent or his or her proxy without further formality.*
- B. *Any Category 2 procurement made by the procurement agent or his or her proxy shall require the solicitation of at least three oral bids for the item or service and the procurement made from the lowest responsible bidder.*

- C. *Any Category 3 procurement made by the procurement agent or his or her proxy shall require the solicitation of at least three oral bids for the item or service and the procurement made from the lowest responsible bidder.*
- D. *Category 4 procurement.*

*Recommendation: Revise to eliminate the references to the categories and include the authorizations for purchase and bidding thresholds in the text. Also, the thresholds are very low and Council may want to consider increasing them.*

*Current thresholds:*

*\$2,000 or less: Procurement agent purchases  
\$2,001-\$4,000 Three oral bids  
\$4,001-\$8,000 Three written bids  
Over \$8,000 Sealed bids.*

*We looked at a few other comparable communities:*

*Wickenburg: \$0-\$5,000 No bids; \$5,000-\$10,000 Telephone quotes; \$10,000-\$25,000 Written quotes; \$25,000-\$50,000 Sealed bids and Town Manager selects; over \$50,000 sealed bids and Council selects.*

*Chino Valley: \$2500-\$10,000 Oral bids; \$10,000-\$20,000 Three written bids; over \$20,000 Sealed bids.*

*Globe: Less than \$2,500 Three quotes (oral or written); \$2,500-\$25,000 Written quotes; Over \$25,000 Sealed bids.*

*Recommendation: Also consider including exemptions from the bidding requirements for construction contracts governed by Arizona Revised Statutes Title 34 (which preempts the Town Code), and intergovernmental agreements. Other exemptions are scattered throughout the Procurement Code and we recommend putting them all in one section.*

## **ARTICLE 3-5 OFFICE OF ZONING ADMINISTRATOR**

*Recommendation: It is not clear why the Office of Zoning Administrator is not mentioned in Section 3-1-1 or why this is a separate article, when it should be included in Article 3-2 with the other officers of the Town. These provisions should be moved to new Section 3-2-7.*

Recommendation: Consider changing the title to "Zoning Hearing Officer", since ARS Section 9-462.08 provides for the appointment of a Zoning Hearing Officer (not Zoning Administrator) to hold hearings on applications.

**Section 3-5-2 Appointment of Administrator**

The zoning administrator shall be *appointed by the Council* and may be the town manager, town clerk or any other individual appointed by the Council, which the Council finds to be qualified to hold said position.

Section 3-5-2 Council appoints

Options: Council appoints

Town Manager appoints

Town Manager appoints with concurrence of Council

Recommendation: None. To the discretion of Council.

**Section 3-5-2 Appointment of Administrator**

It shall also be the duty of the zoning administrator to make recommendations to the planning and zoning commission as to *zoning changes* that are necessary in the town, and, upon the filing of an application with the zoning commission for a change of zoning, the zoning administrator shall hold a hearing after giving the same notice that it requires for a regular planning and zoning commission meeting prior to making said recommendations. After holding a public hearing, the zoning administrator shall make his recommendations, in writing, citing the facts upon which he relies in making his decisions and shall submit his recommendations to the planning and zoning commission prior to the planning and zoning commission holding any hearings which deal with the rezoning of any parcel of property within the town.

Recommendation: This section needs to be updated. Duties need to be clarified with respect to public hearings.

Recommendation: Change the title of this section, since it deals with duties, not appointment.