

COUNCIL MEETING AGENDA

TUESDAY, MAY 27, 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	CALL TO ORDER OF REGULAR MEETING	
7:00 – 7:05	INVOCATION AND PLEDGE OF ALLEGIANCE <i>The invocation may be offered by a person of any religion, faith, belief or non-belief. Interested persons should contact the Clerk for further information.</i>	
7:05 – 7:06	ROLL CALL	
7:06 – 7:07	APPROVAL/AMENDMENT OF AGENDA	Discussion, possible action by MOTION.
	PRESENTATIONS; PROCLAMATIONS	

7:07 – 7:10	1.	PROCLAMATION – Seniors’ Month June 1–30, 2014	
7:10 – 7:15		CONSENT AGENDA <i>All items listed below are considered consent calendar items and may be approved by a single motion unless removed at the request of Council for further discussion/action. Other items on the agenda may be added to the consent calendar and approved under a single motion.</i>	
	2-a.	LEDGER OF ACCOUNTS PAID – Consider approval of check series 37356 - 37423, totaling \$164,915.55.	Discussion; possible action by MOTION; may be acted upon with single motion.
	2-b.	MINUTES – Consider approval of the minutes of the Regular Meeting of May 13, 2014.	Discussion; possible action by MOTION; may be acted upon with single motion.
		ADMINISTRATIVE ITEMS <i>Administrative items are for Council discussion and action. It is at the discretion of the majority of the Council regarding public input requests on any Administrative Item. Persons wishing to speak on an Administrative Item should complete a Request to Speak Form and indicate the Item they wish to address. Council may or may not accept public comment.</i>	
7:15 – 8:00	3.	TENTATIVE BUDGET – Discussion, Review, and Consideration of a Tentative Budget for Fiscal Year 2014-2015.	Discussion only.
8:00 – 8:30	4.	TOWN CODE, CHAPTER 15, ZONING – Discussion and possible adoption of an ordinance amending the Town Code, Chapter 15 <u>Zoning</u> , Article III <u>Rules of Construction and Definitions</u> , Section 2 <u>Definitions</u> ; Article IV <u>Establishment of Zoning Districts, Zoning Map and Interpretation of District Boundaries</u> , Section 1 <u>District Boundaries</u> ; Article X <u>Conditional Use Permit</u> , Section 2 <u>General Regulations</u>	Discussion; possible action by MOTION.

8:30 – 9:00	5.	TOWN CODE, CHAPTER 3 ADMINISTRATION – Review, discussion and direction regarding updates to the Town Code, Chapter 3 <u>Administration</u> to provide direction regarding appointments of town officers, vacancies, removals, job duties, the Personnel Advisory Committee and Town procurements.	Discussion only.
9:00 – 9:15	6.	LANDSCAPING AGREEMENTS – Discussion and possible direction to develop landscaping agreements with local businesses situated on right-of-ways on designated streets in the Town of Quartzsite.	Discussion only.
		COMMUNICATIONS	
9:15 - 9:20	7.	Announcements and Reports from the MAYOR on current events.	
9:20 - 9:25	8.	Announcements and Reports from the COUNCIL on current events.	
9:25 - 9:30	9.	Reports from the TOWN MANAGER to the Council.	
9:30 - 9:45		COMMUNICATIONS FROM CITIZENS <i>At this time, members of the public may comment on matters within the jurisdiction of the Town but not on the agenda. For the official record, individuals must state their name. There is a 3 minute limit for each speaker. The Council's response is limited to responding to criticism, asking staff to review a matter commented upon, or asking that a matter be put on a future agenda.</i>	
9:45		ADJOURN	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.

TOWN OF QUARTZSITE

COMMON COUNCIL

PROCLAMATION

SENIORS' MONTH

JUNE 1-30, 2014

WHEREAS Seniors' Month is an annual nation-wide celebration; and

WHEREAS seniors have contributed and continue to contribute immensely to the life and vibrancy of this community; and

WHEREAS seniors continue to serve as leaders, mentors, volunteers and important and active members of this community; and

WHEREAS their contributions past and present warrant appreciation and recognition and their stories deserve to be told; and

WHEREAS the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community; and

WHEREAS the knowledge and experience seniors pass on to us continues to benefit all;

THEREFORE, BE IT RESOLVED that we, the Common Council, of the Town of Quartzsite, do hereby proclaim June 1-30, 2014 Seniors' Month, and encourage all citizens to recognize and celebrate the accomplishments of our seniors.

Ed Foster, Mayor

ATTEST:

Tina M. Abriani, Town Clerk

Given under my hand in these free United States in the Town of Quartzsite, Arizona, on the 27th day of May in the year Two Thousand Fourteen; and to which I have caused the Seal of the Town of Quartzsite to be affixed and have made this proclamation public.



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, May 27, 2014

Agenda Item #2-a. Consider approval of check series 37356-37423, totaling \$164,915.55.

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 37356-37423.

Action Requested: Motion to approve the Ledger of Accounts Paid; Check series 37356-37423.

**Quartzsite Town Council Meeting of
MAY 27, 2014
Check Register/ Revenue/ Consent Agenda**

Horizon Community Bank- Begin Ck# 37356-37423

Balances on all cash accounts as of May 22, 2014

Checking Account	\$	2,514,069.11
LGIP Account	\$	694,081.65
WIFA Debt Reserve Account	\$	198,529.85

Total Expensed Dollar Amount for Consent Agenda	\$	234,638.67
Total Payroll for Pay Period Ending 04/26/2014	\$	69,723.12
YTD Total Revenue Dollar Amount for Consent Agenda	\$	1,342,968.27
YTD Total Sewer Cap Revenue as of 05/22/14	\$	3,252.72
YTD Total Sewer Sales Revenue as of 05/22/14	\$	760,126.61
YTD Total Water Cap Revenue as of 05/22/14	\$	5,371.44
YTD Total Water Sales Revenue as of 05/22/14	\$	579,588.94

Report Criteria:

Report type: GL detail

Check.Check Number = 37356-37423

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
37373						
05/15/14	37373	ABM	398.98	Consultant Svcs for Community Development	01-160-5032	398.98
05/15/14	37373	ABM	805.00	Consultant Svcs for Community Development	01-160-5032	805.00
Total 37373:			1,203.98			
37374						
05/15/14	37374	Arizona State Treasurer	7,931.89	Fees Collected in April 2014	01-000-2212	7,931.89
Total 37374:			7,931.89			
37375						
05/15/14	37375	Colby & Powell, PLC	11,000.00	Preparation of Audit Financial Statement	01-130-5032	11,000.00
Total 37375:			11,000.00			
37376						
05/15/14	37376	Dennis Patterson	25.00	Pest Control	15-500-5035	25.00
05/15/14	37376	Dennis Patterson	37.00	Pest Control	01-130-5035	37.00
05/15/14	37376	Dennis Patterson	33.00	Pest Control	03-220-5035	33.00
05/15/14	37376	Dennis Patterson	60.00	Pest Control	01-185-5053	60.00
05/15/14	37376	Dennis Patterson	30.00	Pest Control	01-140-5022	30.00
Total 37376:			185.00			
37377						
05/15/14	37377	Fred Pryor Seminars	39.80	Training Rewards Membership	01-130-5051	39.80
05/15/14	37377	Fred Pryor Seminars	39.80	Training Rewards Membership	01-160-5051	39.80
05/15/14	37377	Fred Pryor Seminars	39.80	Training Rewards Membership	03-220-5051	39.80
05/15/14	37377	Fred Pryor Seminars	39.80	Training Rewards Membership	15-500-5022	39.80
05/15/14	37377	Fred Pryor Seminars	39.80	Training Rewards Membership	16-550-5051	39.80
Total 37377:			199.00			
37378						
05/15/14	37378	Galls, An Aramark Compan	341.23	Uniform Allowance: F. Garcia	01-140-5019	341.23
Total 37378:			341.23			
37379						
05/15/14	37379	John Bradley	25.00	Behive Removal	01-150-5035	25.00
05/15/14	37379	John Bradley	25.00	Behive Removal	01-130-5035	25.00
05/15/14	37379	John Bradley	25.00	Behive Removal	01-170-5035	25.00
05/15/14	37379	John Bradley	25.00	Behive Removal	16-550-5035	25.00
05/15/14	37379	John Bradley	25.00	Behive Removal	15-500-5035	25.00
05/15/14	37379	John Bradley	25.00	Behive Removal	01-160-5035	25.00
Total 37379:			150.00			
37380						
05/15/14	37380	Kansas State Bank	151.84	Konica Minolta Bizhub C654 Copier	01-130-5058	151.84
05/15/14	37380	Kansas State Bank	52.34	Konica Minolta Bizhub C654 Copier	01-130-5057	52.34

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37380:			204.18			
37381						
05/15/14	37381	La Paz County Treasurer	30.86	Fees Collected in April 2014	01-000-2212	30.86
Total 37381:			30.86			
37382						
05/15/14	37382	River City Newspapers	18.28	Notice of Public Hearing - Legal #8395	01-160-5033	18.28
Total 37382:			18.28			
37383						
05/15/14	37383	Skylor Miller	3,371.58	Relocation Expenses: Town Manager - S. Miller	01-130-5035	3,371.58
Total 37383:			3,371.58			
37384						
05/15/14	37384	The Lighthouse	597.35	2 LED Spotlights for QPD	01-140-5025	597.35
Total 37384:			597.35			
37385						
05/15/14	37385	U.S. Bank Operations Ctr.	13,064.98	Excise tax revenue bond obligation	01-100-5007	13,064.98
Total 37385:			13,064.98			
37386						
05/15/14	37386	Verisight Inc.	199.63	Employee Retirement 457	01-150-5035	199.63
05/15/14	37386	Verisight Inc.	199.62	Employee Retirement 457	01-140-5035	199.62
05/15/14	37386	Verisight Inc.	47.08	Employee Retirement-401K	01-130-5035	47.08
05/15/14	37386	Verisight Inc.	47.08	Employee Retirement-401K	01-140-5035	47.08
05/15/14	37386	Verisight Inc.	47.08	Employee Retirement-401K	01-150-5035	47.08
05/15/14	37386	Verisight Inc.	47.08	Employee Retirement-401K	01-170-5035	47.08
05/15/14	37386	Verisight Inc.	73.69	Employee Retirement-401K	15-500-5035	73.69
05/15/14	37386	Verisight Inc.	73.69	Employee Retirement-401K	16-550-5035	73.69
05/15/14	37386	Verisight Inc.	73.64	Employee Retirement-401K	03-220-5035	73.64
Total 37386:			808.59			
37387						
05/15/14	37387	Verizon Wireless	46.81	Cell Phone Services	01-130-5048	46.81
05/15/14	37387	Verizon Wireless	30.55	Cell Phone Services	01-230-5048	30.55
05/15/14	37387	Verizon Wireless	30.55	Cell Phone Services	01-230-5048	30.55
05/15/14	37387	Verizon Wireless	30.55	Cell Phone Services	01-130-5048	30.55
05/15/14	37387	Verizon Wireless	35.93	Cell Phone Services	01-160-5048	35.93
05/15/14	37387	Verizon Wireless	30.55	Cell Phone Services	01-180-5048	30.55
05/15/14	37387	Verizon Wireless	30.55	Cell Phone Services	01-180-5048	30.55
05/15/14	37387	Verizon Wireless	46.81	Cell Phone Services	01-185-5048	46.81
05/15/14	37387	Verizon Wireless	40.03	Cell Phone Services	01-185-5048	40.03
05/15/14	37387	Verizon Wireless	34.86	Cell Phone Services	01-230-5048	34.86
05/15/14	37387	Verizon Wireless	40.75	Cell Phone Services	03-220-5048	40.75
05/15/14	37387	Verizon Wireless	43.46	Cell Phone Services	01-130-5048	43.46
05/15/14	37387	Verizon Wireless	30.55	Cell Phone Services	01-185-5048	30.55
05/15/14	37387	Verizon Wireless	30.55	Cell Phone Services	01-180-5048	30.55

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
05/15/14	37387	Verizon Wireless	31.95	Cell Phone Services	16-550-5048	31.95
05/15/14	37387	Verizon Wireless	67.50	Cell Phone Services	15-500-5048	67.50
05/15/14	37387	Verizon Wireless	43.92	Cell Phone Services	16-550-5048	43.92
05/15/14	37387	Verizon Wireless	46.49	Cell Phone Services	16-550-5048	46.49
Total 37387:			692.36			
37388						
05/15/14	37388	Visa	79.98	Comfortinn: Trng T. Hoogerwerf	01-160-5043	79.98
05/15/14	37388	Visa	244.74	Marriott: ADOH-CDBG Trng K. Tunnell	01-130-5043	244.74
05/15/14	37388	Visa	244.74	Marriott: ADOH-CDBG Trng A. Daniel	01-130-5043	244.74
05/15/14	37388	Visa	319.50	Marriott: AZTA/ADOT Conf for J. Collier	01-230-5043	319.50
05/15/14	37388	Visa	58.85	Work Shirts for P & Z	01-160-5022	58.85
05/15/14	37388	Visa	180.00	Pearsonvue: Permit Tech Exam T. Hoogerwerf	01-160-5043	180.00
05/15/14	37388	Visa	112.26	Towne Place Suites: T. Hoogerwerf Permit Exam	01-160-5043	112.26
05/15/14	37388	Visa	221.81	Amazon: Officejet 8600 All-in-One	01-130-5021	221.81
05/15/14	37388	Visa	30.00	GFOAZ:Qtrly Trng 2014- K.Tunnell	01-130-5043	30.00
05/15/14	37388	Visa	218.92	Holiday Inn: Acctg Trng T. Abriani 5/8-5/9	01-130-5043	218.92
05/15/14	37388	Visa	218.92	Holiday Inn: Acctg Trng K. Tunnell 5/8-5/9	01-130-5043	218.92
05/15/14	37388	Visa	79.00	Excel Training - T. Abriani	01-130-5043	79.00
05/15/14	37388	Visa	79.00	Excel Training - J. Collier	01-130-5043	79.00
05/15/14	37388	Visa	430.70	Dollar Tree: Easter	01-185-5022	430.70
05/15/14	37388	Visa	365.15	Toys R Us: Easter	01-185-5022	365.15
05/15/14	37388	Visa	101.85	REC: Easter Party/Pizza	01-185-5095	101.85
05/15/14	37388	Visa	64.24	Special Olympics Supplies	01-140-5022	64.24
05/15/14	37388	Visa	1,070.00	Vehicle drawer assembly	03-220-5061	1,070.00
05/15/14	37388	Visa	51.99	Marking paint	16-550-5022	51.99
05/15/14	37388	Visa	156.00	Marking paint	03-220-5022	156.00
Total 37388:			4,327.65			
37389						
05/15/14	37389	Ward Law Offices, PLLC	3,200.00	Prosecutorial Services	01-150-5073	3,200.00
Total 37389:			3,200.00			
37390						
05/15/14	37390	Western States Petroleum,	2,331.67	Fuel - QPD	01-140-5024	2,331.67
05/15/14	37390	Western States Petroleum,	742.42	Fuel - Transit	01-230-5024	742.42
05/15/14	37390	Western States Petroleum,	23.06	Fuel - Admin	01-130-5024	23.06
05/15/14	37390	Western States Petroleum,	559.15	Fuel - WWTP Dept	15-500-5024	559.15
05/15/14	37390	Western States Petroleum,	1,064.40	Fuel - Water	16-550-5024	1,064.40
05/15/14	37390	Western States Petroleum,	1,268.22	Fuel - HURF	03-220-5024	1,268.22
05/15/14	37390	Western States Petroleum,	554.48	Fuel - Parks Dept	01-180-5024	554.48
Total 37390:			6,543.40			
37391						
05/15/14	37391	Xavier Frausto	171.89	Uniform Allowance FY13/14	01-140-5019	171.89
Total 37391:			171.89			
37393						
05/22/14	37393	AlSCO - Steiner Corp	51.86	Mat Cleaning Services for Town Hall	01-130-5035	51.86
05/22/14	37393	AlSCO - Steiner Corp	23.97	Mat Cleaning Services for Comm Ctr	01-185-5053	23.97
05/22/14	37393	AlSCO - Steiner Corp	290.14	Cleaning Services for PW Dept	03-220-5035	290.14

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37393:			365.97			
37394						
05/22/14	37394	APS	25.87	Electric Service	03-220-5049	25.87
05/22/14	37394	APS	1,427.75	Electric Service	03-220-5049	1,427.75
05/22/14	37394	APS	1,065.97	Electric Service	03-220-5049	1,065.97
05/22/14	37394	APS	121.56	Electric Service	03-220-5049	121.56
Total 37394:			2,641.15			
37395						
05/22/14	37395	Arizona Interpreting Servic	180.00	American Sign Lang Interpreter	01-150-5053	180.00
Total 37395:			180.00			
37396						
05/22/14	37396	Atkins	7,039.60	TOQ On-call Engineering Svcs	15-500-5037	7,039.60
05/22/14	37396	Atkins	12,636.80	Water Dept - Engineering Svcs	16-550-5037	12,636.80
05/22/14	37396	Atkins	306.00	P&Z Professional Svcs	01-160-5037	306.00
05/22/14	37396	Atkins	12.90	Cemetary Engineering Services	01-181-5037	12.90
05/22/14	37396	Atkins	754.00	Public Works Project Construction	03-220-5105	754.00
05/22/14	37396	Atkins	4,921.66	Public Works Engineering Fees	03-220-5103	4,921.66
Total 37396:			25,670.96			
37397						
05/22/14	37397	Az Mun. Risk Retention Po	2,500.00	Claim No.: 13012613 - M. Roth	01-140-5095	2,500.00
05/22/14	37397	Az Mun. Risk Retention Po	2,500.00	Claim No.: 13013686 - M. Roth	01-140-5095	2,500.00
05/22/14	37397	Az Mun. Risk Retention Po	2,500.00	Claim No.: 13012915 - M. Roth	01-140-5095	2,500.00
Total 37397:			7,500.00			
37398						
05/22/14	37398	Bus. Forms & Acct. System	172.83	Printed Laser Utility Bill	15-500-5022	172.83
05/22/14	37398	Bus. Forms & Acct. System	75.00	Printed Laser Utility Bill	15-500-5033	75.00
05/22/14	37398	Bus. Forms & Acct. System	47.83	Printed Laser Utility Bill	16-550-5022	47.83
05/22/14	37398	Bus. Forms & Acct. System	200.00	Printed Laser Utility Bill	16-550-5033	200.00
Total 37398:			495.66			
37399						
05/22/14	37399	C&D Disposal	103.90	4Yd Commercial Bin Fee	01-180-5035	103.90
Total 37399:			103.90			
37400						
05/22/14	37400	Centerline Supply West	74.57	Bulk Water Loading Signs	03-220-5029	74.57
Total 37400:			74.57			
37401						
05/22/14	37401	Certified Containers, LLC	4,050.00	40' Storage Container- 8' sliding door	01-180-5061	4,050.00
Total 37401:			4,050.00			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
37402						
05/22/14	37402	Chevron Usa	84.60	Fuel QPD	01-140-5024	84.60
05/22/14	37402	Chevron Usa	69.58	Fuel Admin Surcharge	01-130-5024	69.58
05/22/14	37402	Chevron Usa	112.91	Fuel Planning & Zoning	01-160-5024	112.91
05/22/14	37402	Chevron Usa	51.46	Fuel - Rec	01-185-5024	51.46
Total 37402:			318.55			
37403						
05/22/14	37403	Connected Computer & Re	425.00	Computer Services - Admin	01-130-5048	425.00
05/22/14	37403	Connected Computer & Re	425.00	Phone Services - QPD	01-140-5048	425.00
05/22/14	37403	Connected Computer & Re	255.00	Computer Services - Library	01-170-5035	255.00
Total 37403:			1,105.00			
37404						
05/22/14	37404	Curtis, Goodwin, Sullivan,	3,807.01	General Council Svcs April 2014	01-120-5071	3,807.01
05/22/14	37404	Curtis, Goodwin, Sullivan,	245.00	Special Council Svcs April 2014	15-500-5032	245.00
05/22/14	37404	Curtis, Goodwin, Sullivan,	1,760.30	Special Council Svcs April 2014	01-120-5072	1,760.30
05/22/14	37404	Curtis, Goodwin, Sullivan,	1,435.00	Special Council Svcs April 2014	15-500-5032	1,435.00
05/22/14	37404	Curtis, Goodwin, Sullivan,	3,978.40	Special Council Svcs April 2014	01-120-5072	3,978.40
05/22/14	37404	Curtis, Goodwin, Sullivan,	35.00	Special Council Svcs April 2014	01-120-5072	35.00
Total 37404:			11,260.71			
37405						
05/22/14	37405	D. B. Builders, Inc.	11,534.50	Bldg Deferred Maintenance - last 50% for completeion	01-130-5061	11,534.50
Total 37405:			11,534.50			
37406						
05/22/14	37406	DCFS USA, LLC	385.58	Capital Lease Interest Pmt - Water Truck	03-220-5057	385.58
05/22/14	37406	DCFS USA, LLC	10,111.42	Capital Lease Principal - Water Truck	03-220-5058	10,111.42
Total 37406:			10,497.00			
37407						
05/22/14	37407	Ditch Witch	116.59	Vac Trailer: Water Pump Clutch	03-220-5025	116.59
05/22/14	37407	Ditch Witch	466.32	Vac Trailer: Water Pump Clutch	15-500-5040	466.32
Total 37407:			582.91			
37408						
05/22/14	37408	Employers Direct Health	8.56	Aggregate Employer Insurance	01-110-5016	8.56
05/22/14	37408	Employers Direct Health	26.14	Aggregate Employer Insurance	01-130-5016	26.14
05/22/14	37408	Employers Direct Health	87.97	Aggregate Employer Insurance	01-140-5016	87.97
05/22/14	37408	Employers Direct Health	30.91	Aggregate Employer Insurance	01-150-5016	30.91
05/22/14	37408	Employers Direct Health	9.51	Aggregate Employer Insurance	01-160-5016	9.51
05/22/14	37408	Employers Direct Health	21.40	Aggregate Employer Insurance	01-170-5016	21.40
05/22/14	37408	Employers Direct Health	11.41	Aggregate Employer Insurance	01-180-5016	11.41
05/22/14	37408	Employers Direct Health	9.51	Aggregate Employer Insurance	01-185-5016	9.51
05/22/14	37408	Employers Direct Health	65.14	Aggregate Employer Insurance	03-220-5016	65.14
05/22/14	37408	Employers Direct Health	4.76	Aggregate Employer Insurance	01-230-5016	4.76
05/22/14	37408	Employers Direct Health	6.18	Aggregate Employer Insurance	01-181-5016	6.18
05/22/14	37408	Employers Direct Health	25.68	Aggregate Employer Insurance	15-500-5016	25.68
05/22/14	37408	Employers Direct Health	35.19	Aggregate Employer Insurance	16-550-5016	35.19

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37408:			342.36			
37409						
05/22/14	37409	Galeton	128.56	XL - Rough Rider Gloves for Parks	01-180-5022	128.56
Total 37409:			128.56			
37410						
05/22/14	37410	Government Finance Offic	50.00	Law Enforcement Trng: A. Ruvalcaba	01-140-5043	50.00
Total 37410:			50.00			
37411						
05/22/14	37411	Herbs Hardware, Inc.	475.02	Maintenance & Repair Parts	03-220-5060	475.02
05/22/14	37411	Herbs Hardware, Inc.	19.00	Maintenance & Repair Parts	01-130-5030	19.00
05/22/14	37411	Herbs Hardware, Inc.	55.68	Maintenance & Repair Parts	01-180-5040	55.68
05/22/14	37411	Herbs Hardware, Inc.	141.64	Maintenance & Repair Parts	01-180-5060	141.64
05/22/14	37411	Herbs Hardware, Inc.	5.98	Maintenance & Repair Parts	15-500-5022	5.98
05/22/14	37411	Herbs Hardware, Inc.	211.93	Maintenance & Repair Parts	15-500-5040	211.93
05/22/14	37411	Herbs Hardware, Inc.	152.96	Maintenance & Repair Parts	15-500-5060	152.96
05/22/14	37411	Herbs Hardware, Inc.	350.62	Maintenance & Repair Parts	16-550-5022	350.62
Total 37411:			1,412.83			
37412						
05/22/14	37412	La Paz County Landfill	603.25	SW-Sludge-WWTP	15-500-5050	603.25
Total 37412:			603.25			
37413						
05/22/14	37413	Mayflower Transit, LLC	4,966.22	Moving Van Expenses - S. Miller	01-130-5035	4,966.22
Total 37413:			4,966.22			
37414						
05/22/14	37414	Milligan Lawless, P.C.	140.00	Special Council Services	01-120-5072	140.00
Total 37414:			140.00			
37415						
05/22/14	37415	Mineral Aggregate Recy. S	3,517.08	Quail Tr Project AB	03-220-5105	3,517.08
05/22/14	37415	Mineral Aggregate Recy. S	2,419.13	Quail Trail Project AB	03-220-5105	2,419.13
05/22/14	37415	Mineral Aggregate Recy. S	5,832.39	Quail Tr Project AB	01-180-5061	5,832.39
Total 37415:			11,768.60			
37416						
05/22/14	37416	Parker Napa	265.59	Auto Parts/Supplies	03-220-5025	265.59
05/22/14	37416	Parker Napa	1,117.33	306 PC Tool Set-New Service Truck (2)	03-220-5060	1,117.33
05/22/14	37416	Parker Napa	38.23	Auto Parts/Supplies - Credit	01-140-5040	38.23
05/22/14	37416	Parker Napa	18.49	Mower Parts	01-180-5060	18.49
05/22/14	37416	Parker Napa	351.81	Mower Clutch	01-180-5060	351.81
05/22/14	37416	Parker Napa	56.12	Auto Parts/Supplies	01-230-5060	56.12

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 37416:			1,771.11			
37417						
05/22/14	37417	Parker Oil Products	522.59	Diesel - Parks	01-180-5024	522.59
05/22/14	37417	Parker Oil Products	5,599.16	Diesel - Public Works	03-220-5024	5,599.16
05/22/14	37417	Parker Oil Products	447.93	Diesel - WWTP	15-500-5024	447.93
05/22/14	37417	Parker Oil Products	895.87	Diesel - Water Dept	16-550-5024	895.87
Total 37417:			7,465.55			
37418						
05/22/14	37418	Poster Compliance Center	79.00	AZ 1-Year Compliance Posters & Protection Plan	01-130-5051	79.00
05/22/14	37418	Poster Compliance Center	79.00	AZ 1-Year Compliance Posters & Protection Plan	01-140-5051	79.00
05/22/14	37418	Poster Compliance Center	79.00	AZ 1-Year Compliance Posters & Protection Plan	03-220-5051	79.00
05/22/14	37418	Poster Compliance Center	79.00	AZ 1-Year Compliance Posters & Protection Plan	15-500-5022	79.00
05/22/14	37418	Poster Compliance Center	79.00	AZ 1-Year Compliance Posters & Protection Plan	16-550-5051	79.00
Total 37418:			395.00			
37419						
05/22/14	37419	Special Olympics Arizona	400.00	Law Enforcement Torch Run: Shirts	01-140-5022	400.00
Total 37419:			400.00			
37420						
05/22/14	37420	Tamco Capital Corp.	115.80	Phone System Rental Pmt	01-110-5061	115.80
05/22/14	37420	Tamco Capital Corp.	592.66	Phone System Rental Pmt	01-130-5061	592.66
05/22/14	37420	Tamco Capital Corp.	276.20	Phone System Rental Pmt	01-150-5061	276.20
05/22/14	37420	Tamco Capital Corp.	223.38	Phone System Rental Pmt	01-160-5061	223.38
05/22/14	37420	Tamco Capital Corp.	170.57	Phone System Rental Pmt	01-185-5061	170.57
05/22/14	37420	Tamco Capital Corp.	223.38	Phone System Rental Pmt	03-220-5061	223.38
05/22/14	37420	Tamco Capital Corp.	170.57	Phone System Rental Pmt	15-500-5061	170.57
05/22/14	37420	Tamco Capital Corp.	168.63	Phone System Rental Pmt	16-550-5061	168.63
05/22/14	37420	Tamco Capital Corp.	223.38	Phone System Rental Pmt	01-170-5061	223.38
Total 37420:			2,164.57			
37421						
05/22/14	37421	TDS Telecom	198.37	Telephone Service	16-550-5048	198.37
05/22/14	37421	TDS Telecom	324.86	Phone Services	01-130-5048	324.86
05/22/14	37421	TDS Telecom	237.05	Phone Services	01-150-5048	237.05
05/22/14	37421	TDS Telecom	171.84	Phone Services	03-220-5048	171.84
05/22/14	37421	TDS Telecom	213.48	Phone Services	15-500-5048	213.48
05/22/14	37421	TDS Telecom	575.19	Phone Services	01-140-5048	575.19
05/22/14	37421	TDS Telecom	60.75	Phone Services	01-160-5048	60.75
05/22/14	37421	TDS Telecom	283.65	Phone Services	01-170-5048	283.65
Total 37421:			2,065.19			
37422						
05/22/14	37422	Visa	122.93	Twin Palms Hotel-Grant Writing - A. Daniel	01-130-5043	122.93
05/22/14	37422	Visa	167.63	Mesh Multi-function office chair	01-130-5022	167.63
Total 37422:			290.56			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
37423						
05/22/14	37423	West Payment Center	452.19	West Law Information Charges	01-150-5022	452.19
Total 37423:			452.19			
Grand Totals:			164,839.09			
Grand Totals:			164,915.55	164,915.55-	.00	

Report Criteria:

Report type: GL detail

Check.Check Number = 37356-37423



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, May 27, 2014

Agenda Item #2-b. Consider approval of the minutes of the Regular Meeting of May 13, 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 Regular Meeting of May 13, 2014.

Action Requested: Motion to approve the minutes of the Regular Meeting of May 13, 2014.

MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE COMMON COUNCIL
TUESDAY, MAY 13, 2014, 7:00 P.M.

CALL TO ORDER: 7:00 p.m.

The Mayor introduced Sam Medrano, Republican Candidate for State Representative, District 5.

INVOCATION: A prayer was said by Pastor Bruce.

PLEDGE OF ALLEGIANCE: Led by Mayor Foster.

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: Skylor Miller, Town Manager; Patricia Ronan, Town Attorney; Laura Bruno, Retiring Town Manager; and Tina Abriani, Town Clerk

APPROVAL/AMENDMENT OF AGENDA:

The Mayor had Item #1-f removed from the Consent Agenda for discussion.

The Mayor stated that it had been suggested that the Council remove Items #4, #6, and #7. The Mayor explained the reason for the removals is that there needs to be a work session regarding these matters prior to bringing them before the Council.

Council Member Timberlake moved to remove Item #6 and Item #7 to do them in a work session when the Council has more time for discussion and pull Item #1 and Item #4 from the agenda. **Council Member Scott seconded** the motion.

Council Member Orgeron asked why the Council would want to pull Item #4.

Mayor Foster responded that the items will need to be discussed in a work session prior to being brought to Council for a vote.

Attorney Ronan advised that Item #7 has the sole purpose of discussion among Council with recommendations from staff so that Council may direct staff in the next step.

The Mayor explained the main problem he has with Item #7 is that he requested the Town Code and the Policies and Procedures Manual be brought forth together to resolve the conflicts.

Council Member Scott stated that she remembers there was to be a date and time set for a work session.

The motion to approve the agenda as amended was brought up by the Mayor for a vote. The vote was six ayes and one nay by Council Member Orgeron. **Motion Passed.**

CONSENT AGENDA:

- 1-a. **LEDGER OF ACCOUNTS PAID – Consider approval of check series 37269 - 37355, totaling \$192,077.22.**
- 1-b. **MINUTES – the Public Work Session of April 17, 2014, the Special Meeting of April 22, 2014, and the Special Meeting of April 29, 2014.**
- 1-c. **TRUSTEE APPOINTMENT – Appointment of trustees for the Quartzsite Employee Retirement Program.**
- 1-d. **MUNICIPAL PROPERTY CORPORATION – 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.**
- 1-e. **PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM BOARD APPOINTMENT – Consider the appointment of Beverly Cunningham to the Public Safety Personnel Retirement System Board, with a term to expire March 2018.**
- 1-f. **COOPERATIVE PURCHASE – Consider approval of a cooperative purchase under Arizona State Contract No. ADSP013-038803 for a 2014 fully-equipped, marked law enforcement vehicle.**
- 1-g. **INTERGOVERNMENTAL AGREEMENT – 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.**

Council Member Orgeron moved to accept the Consent Agenda as amended and Council Member Crooks seconded the motion. The vote was unanimous. Motion Passed.

The Mayor called for Item #1-f to be removed for discussion. The Mayor asked if the grant is for the total amount of purchase and if the identified vehicle is the same vehicle for which the Officer got the grant.

Town Manager Miller responded in the affirmative.

Vice Mayor Jewitt moved to approve Item #1-f and Council Member Kelley seconded the motion. The vote was unanimous. Motion Passed.

Council Member Timberlake gave kudos to those Officers that worked on the grant.

ADMINISTRATIVE ITEMS:

2. ANNUAL FINANCIAL STATEMENTS – Consider acceptance of the Annual Financial Statements and Independent Auditors’ Report for Fiscal Year 2012-2013.

Town Manager Miller announced that Scott Graph from Colby and Powell was present to give the Auditor’s Report.

Scott Graph from Colby & Powell, PLC introduced himself. He stated he is a partner with the firm of independent auditors and he is the lead auditor for the Town of Quartzsite. He made it clear that everything he would be discussing refers to the fiscal year ending June 30, 2013.

Mr. Graph reviewed the opinion pages. He explained the responsibilities of the auditor and management. He stated no material errors or fraud or immaterial frauds were found during this audit.

Mr. Graph listed the Audit Findings (areas in need of improvement):

- A current, as well as previous, finding is that a written accounting policies and procedures manual does not exist.
- Highway User Revenue Funds spending: currently, the Town has a balance still owed to the HURF fund.
- Accounting of certain types of receivables, CAP receivables: currently, the Town is following procedures to reconcile the receivable balances on a quarterly basis.

- A State statute stipulates that there is no expenditure to be made for a purpose that is not authorized in the annual budget. In Fiscal Year 2013, the general fund had expended more than the budget by \$49,000.

Vice Mayor Jewitt moved to accept the Annual Financial Statement as presented. **Council Member Crooks seconded** the motion. The vote was all in favor. **Motion Passed.**

3. DESIGNATED EMERGENCY SHELTER – Discussion and possible direction to develop an agreement to utilize the Senior Center as a designated emergency shelter.

Emmett Brinkerhoff, Director of Public Works, spoke regarding meetings he has had with the Senior Center. The Town and the Senior Center are seeking an agreement to have the Senior Center serve as the Town's designated emergency shelter. Within that agreement, the Town will be responsible for fueling and servicing the generator.

The Mayor asked about the cost to the Town.

Mr. Brinkerhoff explained the cost depends on how many emergencies occur because the generator only runs during an emergency. He stated typically there is not even one emergency each year. He will get data on how much it will cost.

Mr. Brinkerhoff advised the Red Cross would classify the shelter as a cooling station, not an emergency shelter because there are no showers.

Laura Bruno stated the Town and Senior Center can decide on a name for the cooling station/shelter at the time of negotiations. She stated the Town is looking to putting a line item of approximately \$5,000 into the budget for emergency needs. She also advised that the generator needs to be exercised monthly to be sure it operates properly.

The Council discussed the age of the generator, what to call the cooling station/shelter and possible Town transit system assistance in emergencies.

Attorney Ronan stated the attorneys that create the agreement for signatures will not allow violations of any codes or laws to be in the agreement.

Vice Mayor Jewitt moved to direct staff to negotiate an agreement as discussed with the Senior Center management. **Council Member Kelly seconded** the motion. The vote was unanimous. **Motion Passed.**

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

Item #4 was removed from the agenda.

- 5. ADOPT-A-STREET – Discussion and possible approval of policies and procedures for a Town of Quartzsite Adopt-a Street Program.**

Emmett Brinkerhoff stated the Town does currently have an adopt-a-street Program; but, no policies or guidelines are in place.

The Mayor asked, if the Town Council approves the policies and procedures, will it affect the streets that have already been adopted?

Emmett replied that the people with adopted streets will have first preference at adopting a street under the new policies. He advised the signs will be big with the Town Logo and a removable name plate.

Council Member Kelley asked about replacing signs, should the need arise, for a non-profit entity. Emmett stated that was a matter with which the Town will work.

Council Member Crooks moved to approve policies and procedures for the Town of Quartzsite's Adopt-a-Street Program. **Council Member Kelley** seconded the motion. The vote was unanimous. **Motion Passed.**

- 6. TOWN CODE, CHAPTER 15, ZONING – Discussion and possible adoption of an ordinance amending the Town Code, Chapter 15, Zoning.**

Item #6 was removed from the agenda.

- 7. TOWN CODE, CHAPTER 3, ADMINISTRATION - Review, discussion and direction regarding updates to the Quartzsite Town Code, Chapter 3, Administration.**

Item #7 was removed from the agenda.

- 8. BUDGET – Continuing discussions on the Fiscal Year 2014-2015 Budget for the Town of Quartzsite.**

Laura Bruno reviewed the guidelines under which the Town will be working as the comprehensive budget is brought to the Council.

Laura Bruno reviewed the sources of revenue. She stated the Town's main source of revenue is local sales tax. Revenues are also received from the State for Vehicle License Fees, State Sales Tax and also State Income Tax. The Town is seeing a boost in its Highway User Revenue Fund.

Laura Bruno explained the expenditure limitation will be declining for the upcoming year. This is due to a combination of factors, one being the fact that the inflation level is flat. Unless there is a population growth of any significance, there will be no increase in our expenditure limitation.

Laura Bruno reviewed the sources of revenue for the Town and projections for the 2014-2015 fiscal year.

Next month, the expenditure portion of the budget, by department, will be brought to the Council. Later, there will be public notices posted and public hearings held. The current goal is to have a tentative budget adopted at the last Council meeting in June.

COMMUNICATIONS:

9. Announcements and Reports from the MAYOR on current events.

None

10. Announcements and Reports from the COUNCIL on current events.

Council Member Kelley introduced Skylor Miller, the new Town of Quartzsite Town Manager of the Town of Quartzsite.

Council Member Kelley stated everyone needs to be aware of something happening in the Town. Mr. Oldham has chosen to foreclose on the Isaiah Project. Council Member Kelley advised that if the Town loses Isaiah Project, the panhandling will return to Quartzsite.

Council Member Timberlake stated the Council is very excited to have Mr. Miller at the meeting.

Council Member Timberlake advised that at the last budget meeting of the Quartzsite School Board, which took place in Ehrenberg, the Board decided it was not fiscally wise to close the Quartzsite Elementary School Board.

Council Member Crooks acknowledged the fabulous job that Laura Bruno has done as the Town Manager. Council Member Crooks stated it has not been an easy thing and she thanked Laura for all that she did for the Town. Vice Mayor Jewitt seconded the motion.

11. Reports from the TOWN MANAGER to the Council.

The Mayor invited the new Town Manager, Skylor Miller, to stand up and introduce himself.

Town Manager Miller advised that Judy Clark, the Bank Manager of Horizon Community Bank, was at the meeting to facilitate the signing of the necessary documents by those Council Members that are designated as authorized signers on the Town's bank accounts.

Town Manager Miller thanked the Mayor and Council for choosing him to be the next Town Manager. He stated it was an honor and a privilege to be there and that he looks forward to serving the Town.

Town Manager Miller thanked Laura Bruno for her counsel during his first week. He noted that she shared a wealth of knowledge. He stated he appreciates the advice she has given and the welcome he received from the staff.

Town Manager Miller said he and his family are very eager to be involved with Quartzsite on a number of levels and are truly looking forward to making Quartzsite their home. He gave thanks to everyone that welcomed them.

COMMUNICATIONS FROM CITIZENS

Mike Hobby, the Pastor of the Isaiah Project, stated there is a state law that states no matter how a tax is levied against a property, it must be paid; once paid, it can then be protested. Pastor Hobby advised that the tax levied on the property was so heavy they could not pay it. He stated there are pledges coming in from all over; from as far as northern Canada and New York State, and if they do all they say they will do, it should be enough to pay the tax.

Marilyn McFate thanked the Council and others that are working on designating an area to take people to in an emergency.

Audrey Berger spoke regarding transients on the corner of Moon Mountain and Cowell, prior to the Isaiah Project. She wants to keep that population moving in the right direction.

Terry Frausto asked the Mayor a question. She asked him why he has told people that he is not allowed in Town Hall. She stated she made a public records request and no records were found regarding that matter. She stated she wants a response in writing.

Town Manager Miller advised that the entirety of the Council must be addressed when the public is commenting.

Sam Medrano, a candidate for Legislative District 5, House of Representatives, stated he attended the Town Council Meeting to meet people and noted the Town of Quartzsite is dealing with some of the same issues as he is in Bullhead City and finds a lot in common with Quartzsite. He shared a similar situation regarding establishing a cooling station in Bullhead City. He has been on the City Council of Bullhead City for eleven years.

ADJOURNMENT: 7:59 p.m.

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

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of May 13, 2014, of the Town Council of Quartzsite, Arizona, held on May 13, 2014.

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

DATED this 27th day of May 2014

Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, May 27, 2014

Agenda Item #3 Presentation and discussion of a Tentative Budget for Fiscal Year 2014-2015, and proposed Expenditure Limitation for the same year.

Summary: The Council held a preliminary budget presentation and discussion on April 29, 2014, regarding the Town's proposed budget for Fiscal Year 2014-2015.

The Town's Budget Calendar for Fiscal Year 2014-2015 provides for the following actions; some actions are and required by State law while others are not.

1. June 3: Budget Workshop at special Council Meeting
2. June 10: Adoption of the Tentative Budget (required by State law).
3. Publish the Tentative Budget with the Notice of Public Hearings twice in a newspaper of general circulation (required by State law).
4. June 24: Hold a Public Hearing on the Proposed Budget (required by State law). Adoption/Revision of Final Budget
5. August 13: Adoption of the Final Budget for Fiscal Year 2014-2015, if needed (required by State law).

Responsible Person: Skylor Miller, Town Manager

Action Requested: Discussion of the Tentative Budget for Fiscal Year 2014-2015, and proposed Expenditure Limitation for the same year.



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, May 27, 2014

- Agenda Item #4** 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.~~

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

REGULAR COUNCIL MEETING

Tuesday, May 27, 2014

- Agenda Item #5** 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.



TOWN OF QUARTZSITE

REGULAR COUNCIL MEETING

Tuesday, May 27, 2014

Agenda Item #6 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