

**CHAPTER 15**  
**BOARDS, COMMISSIONS AND AUTHORITIES**

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**CHAPTER 15**  
**BOARDS, COMMISSIONS, AND AUTHORITIES**

**ARTICLE 15-1 GENERAL PROVISIONS**

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Section 15-1-1 Establishment

1. Authority to Establish. The City Council establishes or continues the following boards and commissions to advise the Council with respect to municipal functions and activities and to investigate subjects of interest to the City.
2. How Established. A board or commission may be established by a majority vote of the Council. An ordinance shall be adopted prescribing the purpose, duties, and composition of the board or commission.
3. Applicability. All boards and commissions established by the City Council shall be subject to the provisions of this Chapter, unless a specific requirement or condition is imposed by the City ordinance or State law.
4. Purposes and Duties Generally. All boards and commissions established by the Council shall be advisory to the Council and shall have the responsibility to:
  - a. Investigate matters within the scope of the particular board or commission or as specifically directed by the Council.
  - b. Advise the Council by communicating the viewpoint or advice of the board or commission.
  - c. At the direction of the Council, hold hearings, receive evidence, conduct investigations, and, on the basis of such hearings, evidence and investigations, make decisions and recommendations to the Council.

- d. Advisory Role. A board or commission established by the Council shall not assume the role of an administrative or legislative body, except as otherwise provided for in City Code or Ordinances.

Section 15-1-2 Cooperation of City Officials

- A. All City officials, Department Managers, employees and appointees shall cooperate with the commissions established by the Council and render all reasonable assistance as directed by the City Manager.
- B. Each board and commission shall hold its regular meetings at times established and approved by the City Manager. The City Manager shall be an ex-officio member of all boards and commissions.

Section 15-1-3 Membership

- A. Members. Any person wishing to serve on a City board or commission must meet the following requirements:
  - 1. Age 18 or older on the date of appointment to the boards and commission, or age of 14 or older for the Youth Advisory Commission.
  - 2. A citizen of the United States.
- B. City Council Liaison. Each advisory board or commission shall have a City Council Liaison.

Section 15-1-4 Ineligibility

- A. The following persons are ineligible to serve on a City board or commission:
  - 1. Anyone convicted of treason or a felon whose rights have not been restored.
  - 2. Anyone under guardianship.
  - 3. Anyone who is found by a court of law to be legally incompetent.
  - 4. Full-time City employees; or part-time employees where there is an incompatibility of office.

Section 15-1-5 Appointments and Terms of Membership

- A. Regular Members. Board and commission members shall be appointed at the first regular meeting of the Council in June of each year, by majority vote of the Council and shall serve terms of membership not to exceed three years per term. Each member is eligible to serve three consecutive three-year terms. Terms

expire on June 30. Re-appointment will take place at term expiration. New appointees shall assume office on July 1.

- B. Council Liaisons. Council Representatives shall be appointed at the first regular meeting of the Council in July of each year by the Mayor and shall serve a term of two years.
- C. Resignation and Removal. Members shall serve without compensation and may resign voluntarily by letter or e-mail to the City Clerk or be removed by majority vote of the Council or pursuant to subsections 15-1-6 E.
- D. Vacancies. Vacancies in membership shall be filled by majority vote of the Council for the balance of the unexpired term.
- E. Term of Appointment to Fill Vacancy. A person appointed to fill a vacancy shall be eligible to serve three full terms in addition to the balance of the unexpired term.
- F. Concurrent Membership. No person may serve concurrently on more than two boards or commissions.
- G. Staggered Terms. Terms of membership shall be staggered so that no more than one-half of the terms on a board or commission expire in any particular year.

#### Section 15-1-6 Organization and Bylaws

- A. Bylaws. Each board or commission shall adopt and be governed by such bylaws as shall be necessary and desirable for the conduct of its activities. Bylaws shall be subject to review and approval by the Council.
- B. Chairperson. Each board or commission annually shall elect from its members a chairperson and vice-chairperson to serve a term of one year. No person shall serve more than two consecutive one-year terms as chairperson of a particular board or commission.
- C. Meetings
  - 1. Regular Meetings. All board and commission meetings are open meetings subject to the Arizona Open Meeting Law and shall be held at a fixed time, on a fixed date and in a fixed place as shall be determined by the board or commission. The City Clerk shall give notice of all board and commission meetings as required for meetings of public bodies.
  - 2. Special Meetings. Special meetings may be held if necessary. All meetings shall comply with the Arizona open meeting laws and shall be open to the

public. The chairperson shall utilize Roberts Rules of Order to govern the conduct of the meetings insofar as practical.

3. Public Comment. All board and commission meetings shall include scheduled time for public comment.
4. Meetings Conducted According to Bylaws. All meetings shall be conducted according to the bylaws of the board or commission.

D. Meeting Minutes.

1. Official Record. Approved minutes of board or commission proceedings shall be public record; the City shall retain a copy of the official minutes of each board or commission meeting in accordance with applicable state laws.
2. Distributed to City Council. Official minutes of each board or commission meeting shall be distributed to the City Council.

E. Removal.

1. Any member of a board or commission established by the Council who fails to attend three consecutive regular meetings, or who fails to attend at least 75% of the scheduled meetings in any calendar year shall be deemed to have resigned as a member of the board or commission.
2. Extraordinary circumstances such as serious illness will be considered a waiver of these requirements.
3. Members may be removed, from any advisory board or commission, prior to the expiration of their term of office, by a majority vote of the City Council.

F. Vacancies. The successor to any member of a board or commission who has been removed pursuant to this section shall be appointed pursuant to section 15-1-5.

G. Quorum. A majority of the appointed members of the Advisory board or commission shall constitute a quorum for the transaction of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be necessary to transact business or carry any proposition.

H. Conflict of Interest. All members should be aware of the need to avoid any instance of conflict of interest and are governed by Arizona's conflict of interest laws.

- I. Procedure. The board or commission's final action on any proposal shall be in the form of a recommendation of approval or disapproval directed to the City Council, except as otherwise provided for in City Code or Ordinances.

#### Section 15-1-7 Remuneration

All appointed board and commission members shall serve without remuneration, but may be reimbursed for out-of-pocket expenses incurred in performance of their duties when the expenses have been authorized before they are incurred.

#### Section 15-1-8 Lobbying Efforts Consistent With City Policy

- A. Lobbying efforts by any advisory board or commission member on legislative or political matters should contact the City Manager to check for consistency with City policy. In the event a position is taken that differs from that of the City's policy, an advisory board or commission cannot represent that position publicly or before another body, for example, the State Legislature or the County Board of Supervisors.
- B. An advisory board or commission member is free to communicate positions to the City Council on matters pertaining to the body's purpose and function.
- C. A member of the advisory board or commission is not authorized to speak for the board or commission, unless the board has expressly authorized the member's communication.
- D. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the City, or as a member of an advisory board or commission.

### **ARTICLE 15-2 CITY ADVISORY BOARDS AND COMMISSIONS**

- 15-2-1 Airport Advisory Board
- 15-2-2 Community Center Enter Advisory Board
- 15-2-3 Library Advisory Board
- 15-2-4 Parks and Recreation Advisory Board
- 15-2-5 Planning & Zoning Commission
- 15-2-6 Public Safety Personnel Retirement System Board
- 15-2-7 Community Development Advisory Board
- 15-2-8 Youth Advisory Commission

#### Section 15-2-1 Airport Advisory Board

- A. Purpose. The Airport Advisory Board will act in an advisory and review capacity to the City Council regarding the operation and construction of the airport, and shall have the following responsibilities and duties:
1. To advise the Council in the establishment of the rules and regulations, consistent with state and federal aviation authority, as may be necessary or advisable for the operation and management of the municipal airport, the same to be confirmed by the Council before they are placed in effect;
  2. To advise the Council in the establishment of building sites and to approve and recommend all proposed construction on the airport property and to request repair or removal of structures not maintained in accordance with regulations as to construction or location; and
  3. To make other recommendations as may be necessary or advisable for the safe and efficient management, operation and maintenance of the municipal airport.
- B. Membership. The Airport Advisory Board will consist of seven members, appointed pursuant to section 15-1-5.

#### Section 15-2-2 Community Center Advisory Board

- A. Purpose. The Community Center Advisory Board will act in an advisory and review capacity to the City Council regarding the operation, programming and fundraising activities of the community center.
- B. Membership. The Community Center Advisory Board will consist of five members, appointed pursuant to section 15-1-5.

#### Section 15-2-3 Library Advisory Board

- A. Purpose. Library Advisory Board will act in an advisory and review capacity to the City Council regarding the operation and programming of the Page Public Library.
- B. Membership. The Library Advisory Board will consist of seven members, appointed pursuant to section 15-1-5.

#### Section 15-2-4 Parks and Recreation Advisory Board

- A. Purpose. The Parks and Recreation Advisory Board will act in an advisory and review capacity to the City Council regarding the operation, maintenance, improvement and activities of the parks and recreation facilities, and shall have the following responsibilities and duties:

1. To advise the Council in the establishment of the rules and regulations, consistent with state authority, as may be necessary or advisable for the operation and management of the park system, including playgrounds, recreational facilities, playing and sports fields, trails and programs for the City of Page, the same to be confirmed by the Council before they are placed in effect;
  2. To advise the Council in the establishment of recreational facilities and recommend all proposed construction on park property and to request repair or removal of structures not maintained in accordance with regulations as to construction or location;
  3. To make other recommendations as may be necessary or advisable for the safe and efficient management, operation and maintenance of the City's parks, playgrounds, recreational facilities, playing and sports fields, trails and programs; and
  4. To promote public parks, trails, recreation programs and sporting or other recreational events for City of Page.
- B. Donation Fund. The Advisory Board may solicit and receive donations, legacies, bequests, or devises for the establishment, maintenance or improvement of recreational facilities, trails and activities. Funds received by the Advisory Board, with a statement in substantially the following form, shall be maintained by the City of Page in accordance with State and City Ordinances:
- “I hereby donate/give the sum of \$\_\_\_\_\_ to be deposited into the donation fund with the City of Page on behalf of Parks and Recreation. I further direct that said funds be used for establishment, maintenance, or improvements of recreational facilities or activities only.”
- Such funds shall be deposited with the City to the credit of the City Recreation Fund and may be withdrawn in the manner provided for the payment of money appropriated for the acquisition, improvement, operation and maintenance of playgrounds and other recreational facilities and activities.
- C. Membership. The Parks and Recreation Board will consist of seven members, appointed pursuant to section 15-1-5.

#### Section 15-2-5 Planning & Zoning Commission

- A. Purpose. Planning & Zoning Commission will assist in the preparation of a General Plan; assist in the preparation of development controls; review development proposals, proposed changes to ordinances and changes in development policies; hold public hearings and meetings; assist in preparation of

a capital improvements program; make recommendations on proposed boundary changes; and make recommendations on a uniform schedule of fees for service.

- B. Fees. The Planning and Zoning Commission shall be authorized to establish a uniform schedule of fees for service, with all receipts to be paid to the general fund of the City. Such fee schedule shall become effective upon approval by the Council.
- C. Membership. The Planning & Zoning Commission will consist of seven members, appointed pursuant to section 15-1-5.

#### Section 15-2-6 Public Safety Personnel Retirement System Board

The City established a Public Safety Personnel Retirement System Board composed of five members pursuant to Arizona Statute § 38-847. The Board shall have the responsibilities and duties as set forth in A.R.S. § 38-847, as it may be amended from time to time.

#### Section 15-2-7 Community Development Advisory Board

- A. Purpose. The Community Development Advisory Board will act in an advisory and review capacity to the City Council regarding the economic development, tourism, beautification, enhancement and development of public land within our community; including master planning, budgeting, event and activity planning, marketing strategies and coordination.
- B. Membership. The Community Development Advisory Board will consist of seven members, appointed pursuant to section 15-1-5.

#### Section 15-2-8 Youth Advisory Commission

- A. Purpose. The Youth Advisory Board shall represent the youth in Page, responsibilities include: assist and advise the Parks and Recreation Board on issues concerning youth in Page; present recommended improvements to the City Council of public projects and programs relating to youth; assist in planning and youth/ recreation activities and events.
- B. Membership. The Youth Advisory Board will consist of seven members, appointed pursuant to section 15-1-5. The members shall represent a cross section on ninth through twelfth grade students. All members must be actively enrolled in public or private high school in Page (including charter and home schools).

### **ARTICLE 15-3 CITY AUTHORITIES**

#### 15-3-1 Substance Abuse Task Force

Section 15-3-1 Substance Abuse Task Force

A. Establishment and Meetings

The City of Page Substance Abuse Task Force is hereby established to foster the health and well being of the Citizens of the City of Page, Arizona by coordinating efforts to establish and strengthen programs to reduce and prevent substance abuse in the community.

The Task Force shall endeavor to meet regularly at least once per month to conduct business; convening a minimum of at least nine (9) meetings per year. The date, time, and place of the public meetings shall be determined by the Task Force. Special meetings may be held if necessary. The City Clerk shall give notice of all Task Force meetings as required for meetings of public bodies

B. The chairperson shall utilize Robert's Rules of Order to govern the conduct of the meetings insofar as practical. A majority of the voting members of the Task Force shall constitute a quorum. The affirmative vote of a majority of the voting members present at a meeting shall be required for passage of any matter before the Task Force. The minutes of the meetings shall reflect the "ayes" and "nays" cast on a particular measure and shall reflect the vote of each member present. A member may abstain from voting only upon a declaration of a conflict of interest, in which case the member shall not vote on the issue presented. The Substance Abuse Task Force shall comply with the open meeting and public records laws of the State of Arizona.

C. Membership and Selection. The Substance Abuse Task Force shall consist of five (5) voting members, all of whom shall be appointed by Council. The term of office of each member shall be four (4) years, except that the term of a person appointed to fill a vacancy shall be for the unexpired term. Two (2) of the five (5) members shall be appointed to an initial term of two (2) years in order to stagger the terms of the Task Force members. A Council Member appointed by the Mayor may serve as Chair and Council Liaison with no voting privilege.

D. Chairperson. The Substance Abuse Task Force shall elect from its members a chairperson and vice-chairperson to serve a term of one year. No person shall serve more than two consecutive one-year terms as chairperson of a particular board or commission. Vacancies in any office shall be filled by election for the unexpired term.

- E. Member Attendance at Meetings, Compensation, and Reimbursement. Unexcused failure of any member of the Substance Abuse Task Force to attend three (3) consecutive meetings, or seventy-five percent (75%) of the meetings of the Task Force in one year, shall be considered cause for removal from the Task Force. Removal shall occur by majority action of the Council. The Substance Abuse Task Force chairperson shall have authority to excuse absences; provided, however, that any Task Force member may request members to vote on the question of whether one or more absences should be excused.

Substance Abuse Task Force members shall not receive compensation for their services but shall be reimbursed for actual and necessary traveling and incidental expenses, when the expenses have been authorized by the Task Force before they are incurred. Expenses shall be approved and audited by the Task Force and paid in the same manner as other expenses.

- F. Coordination with Volunteers. The Substance Abuse Task Force shall coordinate with a variety of sources in the community such as businesses, community based health care providers, neighborhood associations, parents, schools, youth, civic and faith-based organizations, and non-profit entities to create a pool of volunteers to assist the Task Force with the implementation of the Task Force's stated purpose and agenda.

- G. Powers and Duties. The Substance Abuse Task Force shall:

1. Gather and evaluate information concerning existing and potential alcohol or drug issues in the community that affect the health and wellbeing of citizens.
2. Gather information concerning existing programs designed to effectuate community alcohol and drug abuse prevention in the community and using this information, create prevention programs based on the needs of the community.
3. Coordinate with other agencies, both public and private, in the assessment, development, and implementation of programs for alcohol and drug abuse education or prevention.
4. Utilize information gathered, set goals, perform tasks and disseminates information and make recommendations to the Mayor and City Council, the public, and law enforcement agencies operating within the City.
5. Submit a monthly report, which may be in the form of minutes of meetings or any other report the Task Force deems necessary, to the Mayor and City Council, of the activities, funding and other possible discussions or actions.

6. Investigate sources of funding and submit grant proposals.
7. Gather quarterly or yearly statistics from the Police, Fire, Hospital Emergency Room, on the numbers of Substance Abuse arrests, transports to hospital, treatment, and admits.
8. Comply with the City's Procurement Policy. Funding of projects over \$10,000.00 shall be approved by Council.

#### H. Substance Abuse Fund

1. There is established a substance abuse fund consisting of monies collected pursuant to Section 15-3-1 H.
2. The City of Page Substance Abuse Task Force shall, as necessary, allocate monies received into the Fund to itself and local organizations for the purpose of education, creating prevention or treatment projects and programs, or enhancing existing projects and programs designed to prevent or treat substance abuse. The Task Force may adopt rules for said allocation.
3. The process of allocating funds to itself each year shall include submitting a budget to the City Manager on a date determined by the City Manager for the following fiscal year. The Task Force budget will dictate how the substance abuse funds may be spent for the following fiscal year.

#### I. Assessments; Fund Deposits

1. In addition to any other penalty assessment provided by law, there shall be levied a penalty assessment in an amount of ten percent (10%) on every fine, penalty and forfeiture imposed and collected by the Page Municipal Court for criminal offenses and any civil sanction imposed and collected for:
  - a. A civil traffic violation and fine, penalty or forfeiture for a violation of Title 4, ARS, Alcoholic Beverage; Title 13, Chapter 34, ARS, Drug Offenses;
  - b. Title 13, Chapter 34.1, ARS, Imitation Substance or Drug Offenses;
  - c. Title 28, Chapter 6, Article 5, ARS, Driving While Intoxicated (excluding reckless driving) and Ordinance No. 171, City of Page, offenses. If multiple offenses are involved, the penalty assessment shall be based upon the total civil sanction, fine, bail or bond for all offenses.

2. If a fine or civil sanction is suspended in whole or in part, the penalty assessment shall be reduced in proportion to the suspension.
3. If any deposit of bail or bond or deposit for an alleged traffic violation is to be made for a violation, the Municipal Court shall require a sufficient amount to include the assessment prescribed in this section for forfeited bail or bond or deposit. If bail or bond or deposit is forfeited, the amount of such assessment shall be transmitted by the clerk of the Court to the City Treasurer pursuant to subsection E. If bail or bond or deposit is returned, the assessment made pursuant to the article shall also be returned.
4. The Magistrate may waive all or any part of the penalty assessment the payment of which would work a hardship on the person convicted or adjudicated or on his immediate family.
5. After a determination by the Court of the amount due, the clerk of the Court shall transmit, on the last day of each month, the assessments collected pursuant to subsections A and B and an itemized statement of the fines, civil sanctions and assessments collected pursuant to Section 15-3-1 subsections H, 1 and 2 to the City Treasurer.

#### Section 15-3-2 Page Utility Enterprises Board

In 1986, voters authorized the acquisition of the electric utility from Arizona Public Service (APS), a large Investor Owned Utility. In 2012, the City Council voted unanimously to merge the Water and Sewer Utilities with the Electric Utility to form Page Utility Enterprises (PUE). The Page Utility Enterprises Board shall have the responsibilities and duties as set forth in Article 2-8 in the City Code of Ordinances.

#### Section 15-3-3 Board of Adjustment

The City established a Board of Adjustment, pursuant to Arizona Statute section 9-462.06. The Board of Adjustment shall have the responsibilities and duties as set forth in section 2 of the Planning and Zoning Ordinance.

Cross-reference:

Page Utility Enterprises Board City Code of Ordinances Article 2-8.  
Board of Adjustment, Planning and Zoning Ordinance Section 2.