

**PAGE CITY COUNCIL
REGULAR MEETING MINUTES
JANUARY 13, 2016**

A Regular Meeting of the Page City Council was held at 6:30 p.m. on January 13, 2016, in the Council Chambers at City Hall in Page, Arizona. Mayor Bill Diak presided. Vice Mayor John Kocjan, Councilors Mike Bryan, Scott Sadler, Levi Tappan, and Dennis Warner were present. There was a moment of meditation. City Attorney Joe Estes led the Pledge of Allegiance.

Mayor Diak called the meeting to order.

Staff members present: City Manager, J. Crystal Dyches; City Attorney, Joe Estes; IT Director, Mike Bergner; Police Chief, Frank Balkcom; Human Resource Administrator, Kay Eddlemon; Finance Director, Linda Watson; Community Development Director, Kim Johnson; Deputy City Clerk, Sue Kennedy; and City Clerk, Kim Larson.

PRIORITY LIST

Discussion and possible action by the City Council pertaining to the City Council Strategic Priorities

There was no discussion by the City Council.

Discussion and possible action by the City Council pertaining to the City Councilors individual priorities

There was no discussion by the City Council.

MINUTES

Regular City Council Meeting-December 16, 2015

Motion made by Vice Mayor Kocjan to approve the minutes. The motion was duly seconded and passed upon a vote.

CONSENT AGENDA

MINUTES

Board of Adjustment Meeting – October 26, 2015

Parks and Recreation Advisory Board Meeting – October 5, 2015

Parks and Recreation Advisory Board Special Meeting – October 27, 2015

Parks and Recreation Advisory Board Meeting – November 2, 2015

Parks and Recreation Advisory Board Meeting – December 10, 2015

Page Utility Enterprises Board Meeting – November 10, 2015

Community Development Advisory Board Meeting – November 17, 2015

Page Planning and Zoning Commission – December 1, 2015

INFORMATION

Resignation – James Hunt – Airport Board

City of Page Monthly Cash Allocation Variance Report

Motion made by Vice Mayor Kocjan to approve the consent agenda. The motion was

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duly seconded and passed upon a vote.

PUBLIC HEARINGS

Arizona Department of Revenue – Bingo License Application Cancer Outreach, Inc.

The City Clerk's Office received an Arizona Department of Revenue – Bingo License Application for Cancer Outreach, Inc. In accordance with A.R.S. Title 5, Chapter 4 this public hearing has been scheduled to hear comments in favor or opposing the issuance of a Bingo License.

Action on this item will be taken under the New Business portion of the agenda.

Motion made by Vice Mayor Kocjan to open the Public Hearing. The motion was duly seconded and passed upon a vote.

Proponents

None

Opponents

None

Motion made by Vice Mayor Kocjan to close the Public Hearing. The motion was duly seconded and passed upon a vote.

HEAR FROM THE CITIZENS

Steve Blevins, 237 Aero, stated that he had a couple of items he wanted to bring to the City Council's attention. He stated that he has been attending or watching the City Council Meetings and Work Sessions, and feels that sometimes the Work Sessions go off-subject to self-serving discussion. He reminded Council that they were elected by the people, for the people, and that they all have an Oath of Office. He said he gave the City Manager, Mayor and Council Members packets earlier in the day regarding codes and ordinances, and if you want people to take the codes and ordinances seriously, Council needs to take them seriously. He then accused the City of violating an ordinance and a code. Mr. Blevins also asked if Salt River Project (SRP) paid back the City, adding that Bryan Hill said that SRP would cut a check at the beginning of the new year.

Mayor Diak told Mr. Blevins that this was the same conversation that he has brought before City Council in the past, with the same points and information.

Mr. Blevins interrupted and stated that the Mayor was in violation of state law, and could not address him.

Mayor Diak stated that he could address him, that he was talking about something that had already been talked about, and was letting Mr. Blevin's know that Council

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understood his position, that Council disagrees, and did not want to take the rest of the audience's time to rehash it. If Mr. Blevin's had a complaint about that, which he did, and he filed the paperwork to take care of it, that the complaint would be answered in that manner. He stated that Council was not going to discuss those things again, over and over again with him. He asked if that was understood.

Mr. Blevins replied yes, but that he had never asked about the SRP check before.

Mayor Diak asked Mr. Blevins to sit down several times.

Mr. Blevins asked Mayor Diak why.

City Attorney Estes stated to Mr. Blevins that if he did not sit down as the Mayor requested, that he will ask the Police Chief to remove him from the room (Council Chambers).

Mr. Blevins continued talking as he walked to his seat, where he continued to talk.

Mayor Diak asked Police Chief Frank Balkcom to escort Mr. Blevins out.

Chief Balkcom escorted Mr. Blevins out of the Council Chambers.

Mayor Diak apologized to the audience and stated that if there was anyone else that wished to speak to Council that Council did want to hear from them.

No other citizens addressed the City Council.

UNFINISHED BUSINESS

Discussion and possible action by the City Council pertaining to a lease with Navajo Heritage Foundation, Inc. Lease Agreement – tabled December 16, 2015

At the December 16, 2015 Regular City Council Meeting, Council tabled the agenda item because the spokesperson for the Navajo Heritage Foundation, Inc. was not able to attend the meeting.

The lease agreement for the Navajo Village expired on December 31, 2015, and became month to month. During the February 11, 2015 City Council Meeting, Council directed staff to prepare a new lease agreement through the end of 2015. The new lease agreement continued the requirement that the use of the property was to promote Navajo culture and educational experiences and to promote tourism for the City, while addressing Council's concerns: hours of operation, promotion efforts, and insuring the property is open to the public and provides a benefit to the City. The new lease agreement requires the Navajo Heritage Foundation to coordinate the promotion and use of the property with the City of Page Tourism Board and City Tourism Department. The new lease agreement also provides for the ability to review Navajo Heritage

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Foundation's books and records as desired by City Council.

Motion made by Councilor Tappan to remove from the table the Navajo Heritage Foundation, Inc. Land Lease Agreement. The motion was duly seconded and passed upon a vote.

Mr. Olin Cummings, representative for the Navajo Heritage Foundation, Inc., was present to discuss the lease agreement.

Mayor Diak stated that the lease was on a month to month basis at that time. He stated that Council wanted to know if the lessee's were working on making the leased area a cultural event.

Mr. Cummings, stated that there are still not enough people coming to the venue, but that there was an increase of 23% in 2015 from 2014. He stated that there are additional bus companies that have shown an interest in making them part of their itinerary.

There was discussion.

Motion made by Vice Mayor Kocjan to authorize the City Manager to execute the Land Lease Agreement between the City of Page and the Navajo Heritage Foundation, Inc. The motion was duly seconded.

Councilor Sadler pointed out that the lease referred to the Tourism Board, which no longer exists.

City Attorney Joe Estes said the correct board language will be in the lease that is signed.

Discussion continued.

The motion passed upon a vote.

Discussion and possible action by the City Council pertaining to rezoning parcel no. 800-12-026W, 420 North Navajo Drive, from RM, Multi-Family Residential District to CBD, Central Business District-Ordinance 627-15-2nd reading

At the December 16, 2015 Regular City Council Meeting, Council passed Ordinance 627-15 to its second reading.

Stonefeather Enterprises, LLC, also know as Page Eye Center requested rezoning of its property located at 420 North Navajo Drive. Page Eye Center occupied the property and it was zoned RM, Multi-Family Residential District. The request was to rezone the property to CBD, Central Business District. A medical office is allowed only as a

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Conditional Use in the RM district, but as a Permitted Use in the CBD.

A Conditional Use Permit was issued for the current medical clinic use of property in 2014. Conditional Uses are subject to annual review and are required to pay an annual "renewal" fee. The applicant asked that the property be zoned CBD, which was the same district as the adjacent property to the east, also occupied by a medical office. The subject property was compliant with the terms of its Conditional Use Permit and all other zoning requirements.

At the December 1, 2015 Planning and Zoning Commission Meeting, the Commission held a public hearing on the proposed rezoning, and there were not comments by the public. The Commission voted to recommend rezoning parcel #800-12-026W, Page Eye Center (Stonefeather Enterprise, LLC), 420 North Navajo Drive from RM Multi-Family residential to CBD Central Business District (4-0).

Motion made by Councilor Sadler to introduce Ordinance 627-15 by title only for its second reading. The motion was duly seconded and passed upon a vote.

The City Clerk introduced Ordinance 627-15 by title only.

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, PROVIDING FOR THE REZONING OF PARCEL NO. 800-12-026W CONSISTING OF APPROXIMATELY 20,473 SQUARE FEET OF LOT AREA, GENERALLY LOCATED SOUTH OF NORTH NAVAJO DRIVE AND EAST OF 4TH AVENUE FROM A ZONING DESIGNATION OF RM, MULTI-FAMILY RESIDENTIAL TO THE ZONING DESIGNATION OF CBD, CENTRAL BUSINESS DISTRICT.

Motion made by Councilor Warner to adopt Ordinance 627-15. The motion was duly seconded and passed upon a vote.

NEW BUSINESS

Discussion and possible action by the City Council pertaining to accepting fiscal year 2015 Annual Financial Report as presented by HintonBurdick, PLLC, the auditors in the Comprehensive Annual Financial Report (CAFR)

Each year the City of Page undergoes an annual audit of its financial statements and the accounting firm of HintonBurdick, PLLC completed the task.

The goal of the independent audit is to provide reasonable assurance that the financial statements are free of material misstatement.

The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures of the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditors have concluded that

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the City of Page's financial statement for fiscal year ending June 30, 2013, is fairly presented in conformity with Generally Accepted Accounting Principles (GAAP).

Mayor Diak introduced Finance Director Linda Watson.

Finance Director Linda Watson stated that Mike Spilker, partner with Hinton Burdick CPAs & Advisors was in attendance to present the FY 2015 Comprehensive Annual Financial Statement (CAFR).

Mike Spilker stated that the most significant changes are the financial reporting requirements for the pension plan, the Governmental Accounting Standards Board (GASB) requiring they be recognized as a liability on their new GASB Statement No. 68.

Mr. Spilker, gave a power point presentation for the Fiscal Year Ending June 30, 2015 Comprehensive Annual Financial Report (CAFR).

There was discussion.

Councilor Bryan thanked City Manager Crystal Dyches, Finance Director Linda Watson, and Staff for their involvement and betterment of the City's finances.

Motion made by Vice Mayor Kocjan to accept the Comprehensive Annual Financial Report for Fiscal Year 2015. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to Page Utility Enterprise Rates, Fees and Charges-Resolution 1153-16

At the December 15, 2015, Page Utility Board Meeting, the Board held an annual Rate Hearing and considered the rates pursuant to Ordinance 588-12, Section 2-8-6 of the Page City Code. The Board then voted unanimously to recommend continuing the rates and fees charged for utilities without change.

Motion made by Vice Mayor Kocjan to introduce Resolution 1153-16 by title only. The motion was duly seconded and passed upon a vote.

The City Clerk introduced Resolution 1153-16 by title only.

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, ADOPTING THE RECOMMENDATIONS OF THE PAGE UTILITIES BOARD TO CONTINUE THE RATE, FEES, AND CHARGES OF SERVICES RENDERED BY PAGE UTILITY ENTERPRISES WITHOUT CHANGE.

Motion made by Vice Mayor Kocjan to adopt Resolution 1153-16. The motion was duly seconded.

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Vice Mayor Kocjan stated that in February 2016, Council will be addressing the sewer rate study and that may impact the rates later on in the year.

There was discussion.

The motion passed upon a vote.

Discussion and possible action by the City Council pertaining to an Arizona Department of Revenue Bingo License Application for Cancer Outreach, Inc.

The City Clerk's Office received an Arizona Department of Revenue Bingo License Application for Cancer Outreach, Inc. As required by Arizona Revised Statutes, the Public Hearing was held during an earlier portion of this meeting.

The Arizona Department of Revenue • Bingo Section will be notified of the action taken and will make the final determination.

Motion made by Councilor Bryan to approve the Arizona Department of Revenue Application for Bingo License for Cancer Outreach, Inc. The motion was duly seconded.

There was discussion.

The motion passed upon a vote.

Discussion and possible action by the City Council pertaining to the re-appointment of Assistant City Magistrate Judges to serve a two-year term with the Page Municipal Magistrate Court

The Page Magistrate Court utilizes Assistant Magistrate Judges to meet the 24/7 obligations of the Court. Currently, Angelo Santana, Bambi Brownell, Kevin Anderson, Michele Muskat, and Lehman Jim Burrow are serving by prior appointment of the Mayor and Council. The current term for the Assistant Magistrates ends on January 22, 2016 and needs to be renewed for a two-year term.

Motion made by Mayor Diak to reappoint Angelo Santana, Bambi Brownell, Kevin Anderson, Michelle Muskat, and Lehman Jim Burrow as Assistant Magistrate Judges for a two-year term ending January 22, 2018. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to City Council acting as Board of Adjustment-Resolution 1154-16

At the December 16, 2015 City Council Work Session, Council desired to act as the Board of Adjustment for the City of Page, in part so that those affected by administrative zoning decisions could take their formal appeals to the elected legislative body of the City. The Planning and Zoning Ordinance (the "Zoning Code"), Section 2.2.2 provides

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for the City Council to act as the Board of Adjustment at their desire and the Council desired that such decision be made formally by resolution.

City Attorney Joe Estes presented the agenda item.

Motion made by Vice Mayor Kocjan to introduce Resolution 1154-16 by title only. The motion was duly seconded and passed upon a vote.

The City Clerk introduced Resolution 1154-16 by title only.

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, ESTABLISHING THE MAYOR AND COMMON COUNCIL AS THE ACTING BOARD OF ADJUSTMENT.

Motion made by Vice Mayor Kocjan to adopt Resolution 1154-16. The motion was duly seconded.

Councilor Sadler asked the City Attorney to explain why this was being presented.

City Attorney Joe Estes explained that the Board of Adjustment had not been a very active board and when a meeting was necessary, it was difficult to obtain a quorum. Also the Board of Adjustment is the final step in hearing appeals from zoning decisions, and the elected officials should be the Board of Adjustment, as allowed in the Zoning Code.

Mayor Diak stated that he had asked the City Clerk to poll the Clerks in Arizona to see how many cities/towns have City Council as their Board of Adjustments. The Clerk received 11 responses, 10 of which have a separate Board of Adjustment, and one where the City Council is the Board of Adjustment, with a note that the city was placing that item on their next agenda to form a separate Board of Adjustment.

There was discussion.

Community Development Director Kim Johnson was available to answer questions.

The motion passed four (4) to two (2) with Vice Mayor Kocjan, Councilors Tappan, Bryan, and Warner in favor and Mayor Diak and Councilor Sadler voting against.

Discussion and possible action by the City Council pertaining to the continuation of the Phinger Point Tower Lease Agreement

The Page Fire Department currently provides Fire and Medical services north on Highway 89 out to the Arizona state line and beyond. The repeater that is located on the Phinger Point Tower provides the Fire Department with radio coverage in this area. The system has shown to be a vital component in the Fire Department operations.

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There was discussion.

Captain Mike Wilkinson was present to answer questions and stated that the tower lease had a rate increase of 135%. Utah Land Trust had an increase, and the increase was passed on to its customers.

There was discussion.

Motion made by Councilor Warner to authorize the continuation of the Phinger Point Tower Lease Agreement for emergency fire and medical communications. The motion was duly seconded.

Discussion continued.

The motion passed upon a vote.

Discussion and possible action by the City Council pertaining to adopting 2016/2017 City Council Strategic Priorities-Resolution 1155-16

At the December 16, 2015 City Council Work Session, Council prioritized goals and objectives. The Strategic Plan communicates its priorities to City staff and the public. The City Council identified five (5) priority areas with 24 specific objectives.

There was discussion.

Motion made by Vice Mayor Kocjan to introduce Resolution 1155-16 by title only. The motion was duly seconded and passed upon a vote.

The City Clerk introduced Resolution 1155-16 by title only.

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, ADOPTING THE 2016/17 CITY COUNCIL PRIORITIES.

Motion made by Vice Mayor Kocjan to adopt Resolution 1155-16 adopting City Council priorities. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to the creation of a Page Police Department Police Explorer Program

Presentation to the City Council for approval of a Memorandum of Understanding (MOU) between the Page Police Department and Learning for Life, for the creation of a Page Police Department Explorer Program. The program "Exploring" offers real-world experiences. The Exploring Learning for Life career education program is for young men and women who are at least 14 (and have completed the eighth grade) or 15 years of age, but not yet 21 years old. The "Exploring" purpose is to provide experiences to

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help young people mature and become responsible and caring adults. The result is a program of activities that helps youth pursue their special interests, grow and develop.

Police Chief Balkcom, Police Officer David Van Nostrand, and Garry Godbehere introduced the agenda item.

There was discussion.

Motion made by Councilor Warner to accept the MOU between the Page Police Department and the Learning for Life Career Exploring Program for the creation of a Page Police Department, Police Explorer Program.

BID AWARDS

Discussion and possible action by the City Council pertaining to an award of proposal for the City-wide Park Master Plan and a Park Master Plan for John C. Page Memorial Park

At the September 9, 2015 Regular City Council Meeting, Council authorized Staff and the Park and Recreation Advisory Board (PRAB) to solicit proposals for professional park master planning services to complete a City-wide Park Master Plan, including phasing. Subsequently, a Request for Proposals for a City-wide Park Master Plan and an individual Park Master Plan for the John C. Page Memorial Park was published and distributed in November.

A Subcommittee of the PRAB was formed to review the proposals. Six (6) proposals were received. The Subcommittee and Staff reviewed and scored the proposals. There was a clear division in budget, with three proposals in the \$61,000.00-\$74,000.00 range, one in the \$85,000.00 range and two in the \$96,000.00-\$100,000.00 range. The two top-scoring proposals were from Planet, with a budget of \$73,845.00, and Landmark Design, with a budget that ranged from \$61,085.00 to \$73,085.00 with survey options.

The top two firms were separated by less than 20 points. The top scorer, Planet, is based in Phoenix and the 2nd scorer, Landmark Designs, LLC, is based in Salt Lake City. Upon review and discussion, the Parks and Recreation Advisory Board was of the consensus that either firm would be a good fit, but there was a preference for the creativity and economic approach in the proposal by Planet. The Board also favored that Planet was based in Arizona, and had experience in the state.

At the January 2015 Parks and Recreation Advisory Board Meeting, the Board voted to recommend that the City Council authorize Staff to enter into a professional services agreement with Planet for Park Master Planning Services.

Kim Johnson Community Development Director presented the agenda item.

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There was lengthy discussion.

Motion made by Vice Mayor Kocjan to authorize Staff to enter into a professional services agreement with Planet, with a not to exceed budget of \$73,845.00 for a City-wide Park Master Plan, and a Park Master Plan for the John C. Page Memorial Park. The motion was duly seconded and passed upon a vote.

BUSINESS FROM THE MAYOR

None scheduled

BUSINESS FROM THE MANAGER

None scheduled

BUSINESS FROM THE CITY ATTORNEY

None scheduled

BUSINESS FROM THE COUNCIL

Discussion and possible action by the City Council pertaining to an appointment to the City Council to fill the vacancy created by the resignation of David Tennis

There is one vacancy on the City Council due to the resignation of David Tennis, effective December 31, 2015. Letters of interest were received from: David A. Pape, John R. Mayes, Larry D. Clark, Sr., Korey Seyler, and R.B. Ward.

In alphabetical order the candidates were asked and responded to the following questions:

- Mayor Diak asked - Why do you wish to fill the temporary vacancy on the Page City Council?
- Councilor Sadler asked - What is your one most important issue facing the City of Page?
- Councilor Bryan asked - Not all agree with Council actions and the direction Council is taking, what is your approach to people that do not agree with City Council?

Mayor Diak thanked all of the candidates for their interest in serving on the City Council.

Mayor Diak announced the results from the ballot vote as follows:

- John R. Mayes received two votes, one each from Vice Mayor Kocjan and Councilor Sadler
- David A. Pape received one vote from Councilor Bryan
- Korey Seyler received three votes, one each from Mayor Diak, Councilors Tappan and Warner

Councilor Tappan was excused at 8:35 p.m.

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Motion made by Mayor Diak to appoint Korey Seyler to fill the open seat on City Council with a term ending November 2016. The motion was duly seconded and passed upon a vote.

BOARDS & COMMISSIONS

Discussion by the City Council pertaining to reports by Board Liaisons

Vice Mayor Kocjan stated that Page Utility Enterprises was authorized by Salt River Project to invoice them for \$1.3 million, and the City will be in receipt of the check within a few days.

Discussion and possible action by the City Council pertaining to an appointment to the Library Advisory Board

There are three vacancies on the Library Advisory Board. An application requesting to be on the Board was received from Kai Scott.

Motion made by Mayor Diak to appoint Kai Scott to the Library Advisory Board with a term ending June 2018. The motion was duly seconded and passed upon a vote.

EXECUTIVE SESSION

Pursuant to ARS § 38-431.03 (A) (1) Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand that such discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with such notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether such discussion or consideration should occur at a public meeting.

City Attorney Applicants: Joshua Smith, Dave Erlichman, Gary Grynkewich, Michael Johnson, Colleen Auer

Motion made by Councilor Sadler to enter into executive session at 8:45 p.m. The motion was duly seconded.

Korey Seyler was invited to attend Executive Session.

The motion was passed upon a vote.

Mayor Diak reconvened the Regular City Council Meeting at 9:23 p.m.

DEPARTMENTS

None scheduled

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CLAIMS

None scheduled

ADJOURN

The meeting was adjourned at 9:24 p.m.

Kim L. Larson
City Clerk

William R. Diak
Mayor

**PAGE COMMUNITY CENTER BOARD
REGULAR MEETING MINUTES**

November 4, 2015

The regular meeting of the Page Community Center Board was held at the Page Community Center in Page, Arizona on Wednesday, November 4, 2015. Board members President Dele Fischer, Vice President Francine Hoover, Secretary Dawn Duggins, and Virginia Nicholas, were present.

Trina Kaltmaier was excused.

City Council Liaison, Levi Tappan was absent.

Staff present: Deanna Bigman, Receptionist (Director's representative)

Guests: Ron Hoover

President Fischer gave the invocation. Member Duggins led the Pledge of Allegiance.

President Fischer called the meeting to order at 5:30pm.

MINUTES

Community Center Board Regular Meeting minutes of September 8, 2015

A motion was made by Member Nicholas to approve the minutes. The motion was duly seconded and passed upon a vote.

HEAR FROM THE CITIZENS

None

UNFINISHED BUSINESS

Report on the status of the grant for the Double Doors

No word about the grant. Debbie Winlock was not in attendance at this meeting.

Discussion and possible action by the Board pertaining to future activities of/for the Center and/or seniors

A Halloween costume contest was held the day before Halloween. Three prizes were given out and everyone appeared to enjoy the fun.

Plans have been made for special dinners the week before Thanksgiving and the week before Christmas. The Bee Hive residents have been invited along with other special guests.

November 19th an Adult Coloring Class has been scheduled.

Member Duggins made a motion to hold a White Elephant Event at noon sometime close to Christmas. The motion was seconded and passed upon a vote.

It was reported that there will be a Dinner for all Volunteers who help out at the Center. The date has not yet been determined.

NEW BUSINESS

Discussion and possible action by the Board pertaining to reestablishing Bingo at the Community Center one hour a week.

The Director sent all the information needed to apply for a State License to hold Bingo at the Center. The information will be read and forwarded to the Board members so it can be voted on at the next meeting in January 2016.

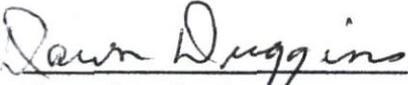
Discussion and possible action by the Board pertaining to receiving information from City Hall as to the Senior Donation Fund held by the City. The Board members would like an accounting of the Fund; how monies are spent and how is it now funded?

Mrs. Bigman will relay this request to Director, Debbie Winlock to address this item.

Next meeting date: Wednesday, January 6, 2015

ADJOURN: A motion was made by Member Duggins to adjourn the meeting at 5:55p.m. The motion was seconded and passed upon a vote.


Dele Fischer President


Dawn Duggins Secretary

MINUTES

City of Page Subdivision Committee

Date: December 1, 2015

Call to Order: 11:00 a.m.

Roll Call: Crystal Dyches, City Manager (Chairperson)
 Mayor, Bill Diak
 Community Development Director, Kim Johnson
 Planning and Zoning Director, Robin Crowther
 Public Works Supervisor, Clifford Linker
 Engineer, Matt Wood

New Business: 294 Sandhill Rd.

Approval of a Minor Subdivision: PAGE (BLOCK 275 LOT 3 ADD TRACTS R1 R2 AMENDED) CASE 7 MAP 52 Block: 275 Lot: 3H FKA CASE 7 MAP 52 Sixteenth: NE Quarter: NE Section: 01 Township: 40N Range: 08E Sixteenth: NW Quarter: NE Section: 01 Township: 40N Range: 08E.

There was discussion about the split of Lot 3H and the split of lot 3F1 into 3F2 & 3F3. On lot 3F, the dimensions and bearings need to be verified as the one that were submitted are different from ones we have on file.

On lot 3H, some easements say P.U.E and some say utility, this needs to be uniform. They should also not say "proposed" but just easements. The temporary easement should not be shown on the plat.

It was recognized that lot 2 is not included in this plat but the electric utility would like an 8 foot written easement along Sandhill rd. for the existing utilities in that area. Further the electric utility has asked for verification of the location of the utility as it relates to the 8 foot easement in the southeast corner of 3H-2. We will need these clarifications before signing off on the plat.

The easement for sanitary sewer coming on to lot 3H-2 from the northwest corner has private utilities in it and is not to be dedicated as a public easement on the plat (does it really need to be shown as an easement as it is fully on the property that is using it).

A question was raised to the depth/design of the pond and how long water will sit in it.

Motion made by Matt Wood to approve the lot split of 3H into 3H1 & 3H2 with changes. The motion was duly seconded by Kim Johnson and passed upon a unanimous vote.

Approval of a Minor Subdivision: PAGE (BLOCK 275 LOT 3 ADD TRACTS R1 R2 AMENDED) CASE 7 MAP 52 Block: 275 Lot: 3F1 FKA CASE 7 MAP 52 Sixteenth: NW Quarter: NE Section: 01 Township: 40N Range: 08E Sixteenth: NE Quarter: NE Section: 01 Township: 40N Range: 08E Sixteenth: SW Quarter: SE Section: 36 Township: 41N Range: 08E

Motion made by Robin Crowther to approve lot split 3F with changes. The motion was duly seconded by Kim Johnson and passed upon a unanimous vote.

Minor subdivisions are in conformance with the City of Page General Plan and Subdivision Regulations.

Adjournment

City Manager, Crystal Dyches made a motion to adjourn the meeting at 11:45 a.m. The motion was duly seconded by Mayor, Bill Diak and passed upon a unanimous vote.


Chair, Crystal Dyches

**PAGE UTILITY ENTERPRISES
RATE HEARING
December 15, 2015**

CALL TO ORDER: The rate hearing was called to order at 5:30 p.m. by Chairman Rick Yanke. The hearing was held in the conference room of Page Utility Enterprises, 640 Haul Road, Page, Arizona.

ROLL CALL: Board members present: Chairman Yanke, Tony Ferrando, Jeff Jones, Shayne Jones, Ken Sichi and Vice Mayor John Kocjan.

Staff present: General Manager, Bryan Hill; Assistant General Manager, Todd Savage; Finance Director, Catherine Foley; and Engineer, Phil Faulk.

RATE HEARING: The Board reviewed the current rate schedules for electric, water and sewer. There were no interveners present.

ADJOURN: With no further discussion, Chairman Yanke adjourned the rate hearing at 5:37 p.m.

APPROVED:


Chairman, Page Utility Enterprises Board

**PAGE UTILITY ENTERPRISES
REGULAR BOARD MEETING
December 15, 2015**

CALL TO ORDER: The regular meeting of the Page Utility Board was called to order at 5:37 p.m. by Chairman Rick Yanke. The meeting was held in the Utility Conference Room, 640 Haul Road, Page, Arizona.

ROLL CALL: Board members present: Chairman Yanke, Tony Ferrando, Jeff Jones, Shayne Jones, Ken Sichi and Council Liaison/Vice Mayor John Kocjan.

Staff present: General Manager, Bryan Hill; Assistant General Manager, Todd Savage; Finance Director, Catherine Foley; and Engineer, Phil Faulk.

MOMENT OF SILENCE: The Board observed a moment of silence.

APPROVAL OF MINUTES: The November 10, 2015 regular meeting minutes were unanimously approved upon a motion by S. Jones and second by Ferrando.

**HEAR FROM THE
CITIZENS:** None.

UNFINISHED BUSINESS: Discussion/Possible Action – Change Order to Bid #198: There was discussion regarding extending the fiber from the Water Treatment Plant to the Corporate Boundary of the City to include SRP.

Motion by J. Jones, seconded by S. Jones, to approve the change order in the amount of \$62,282.34 to MP Nexlevel, LLC.

The motion carried with a unanimous vote.

Discussion/Possible Action – Utility Safety Practices: The Board discussed and authorized language for a letter of response to Cable One regarding Utility Safety Practices. This letter was prepared by Scott Rhodes of Jennings, Strouss & Salmon, PLC, and will be signed by Chairman Yanke.

Motion by J. Jones, seconded by Ferrando, to direct staff to send the letter to Cable One.

The motion carried with a unanimous vote.

NEW BUSINESS: Discussion/Possible Action – PUE Rates: Motion by J. Jones, seconded by Ferrando, to maintain the current rates and forward this recommendation to Council.

The motion carried with a unanimous vote.

REPORTS: General Manager's Reports: Bryan reviewed the November reports.

Financial Report: Catherine presented the September financials.

Committee Reports: None.

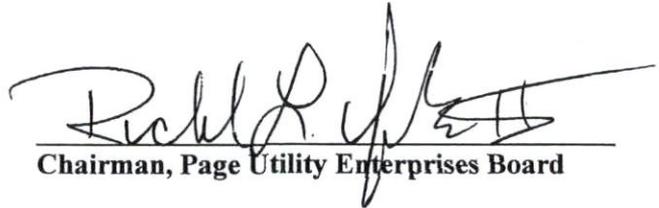
Chairman's Report: None.

EXECUTIVE SESSION: Pursuant to A.R.S. §38-431.03(A)(3), the Board may vote to go into executive session for the purpose of obtaining legal advice from the Attorney for the Board relating to Utility Safety Practices. Not Held.

ANOUNCEMENTS: The next Board meeting will be January 12, 2016.

ADJOURNMENT: With no further business, Chairman Yanke adjourned the meeting at 6:41 p.m.

APPROVED:


Chairman, Page Utility Enterprises Board

From: "Korey Seyler" <korey@coriverdiscovery.com>
Sent: Friday, January 15, 2016 2:28 PM
To: kjohnson@cityofpage.org
Subject: Korey Seyler's Resignation

Kim,

This will serve as my formal resignation from the community development advisory board. It was a pleasure serving with you and the other board members, and I am confident that the board will continue to move forward with well thought out efficiency.

Korey Seyler

General Manager of Personnel

130 6th Avenue PO Box 575

Page, AZ 86040

(928)645-9175 ext 209

(928)499-8459 cell

(928)645-9178 fax

1-888-522-6644

www.raftthecanyon.com



Request for City Council Action

Title:	Discussion and Possible Action as to Resolution 1156-16 – Western Area Power Administration’s Peak Reliability, Inc. Service Agreement		
Meeting Date:	January 27, 2016	Agenda Item Number:	
Agenda Section:	<input type="checkbox"/> Consent <input type="checkbox"/> Public Hearings <input type="checkbox"/> Old Business <input checked="" type="checkbox"/> New Business <input type="checkbox"/> Other	Action:	<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance
Originating Department:	PUE	Supporting Documents:	Resolution 1156-16 WAPA
Prepared By:	City Attorney	Presented By:	Bryan Hill
Reviewed By:	City Attorney	Approved By:	City Attorney
Proposed Action:	Adoption of Resolution 1156-16 for the Approval Western Area Power Administration’s Peak Reliability, Inc. Service Agreement		

BACKGROUND: The Western Area Power Administration, as a subsection of the Department of Energy, has implemented another department, Peak Reliability, Inc. (“Peak”), to administer and oversee reliability coordination functions for the Peak Reliability Coordinator Area. Peak is amending its assessment methodology to allocate the costs to Balancing Authorities and Transmission Operators instead of Load Serving Entities.

BUDGET IMPACT: Estimated at \$120 per year.

ALTERNATIVES CONSIDERED: N/A

ADVISORY BOARD RECOMMENDATION: N/A

STAFF RECOMMENDATION:

- I move to introduce Resolution 1156-16 by title only
- I move to adopt Resolution 1156-16

RESOLUTION NO. 1156-16

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, AUTHORIZING AND APPROVING THE AGREEMENT BETWEEN THE UNITED STATES DEPARTMENT OF ENERGY WESTERN AREA POWER ADMINISTRATION ROCKY MOUNTAIN REGION AND THE CITY OF PAGE FOR PAYMENT OF PEAK RELIABILITY, INC. CHARGES.

WHEREAS, the City of Page d/b/a Page Utility Enterprises ("PUE") contracts with the United States Department of Energy Western Area Power Administration ("WAPA") for necessary transmission services; and

WHEREAS, WAPA, by and through Peak Reliability, Inc. ("Peak"), performs reliability coordinator functions for the Peak Reliability Coordinator Area, in which PUE is a load servicing entity; and

WHEREAS, Peak is changing its assessment methodology for the services it provides to a dues assessment based on total net energy loads as provided for in Contract No. 15-RMR-2721.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, AS FOLLOWS:

That Page Utility Enterprises, by and through its manager, is hereby authorized to execute for and on behalf of the City of Page, the attached Contract No. 15-RMR-2721, which is incorporated herein by reference, with the Western Area Power Administration, which was duly presented to the Mayor and Common Council and which Contract No. 15-RMR-2721 is hereby approved.

PASSED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, ARIZONA this _____ day of _____, 2016, by the following vote:

Ayes	_____
Nays	_____
Abstentions	_____
Absent	_____

CITY OF PAGE

BY _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:



City Attorney

CONTRACT NO. 15-RMR-2721

BETWEEN

UNITED STATES

DEPARTMENT OF ENERGY

WESTERN AREA POWER ADMINISTRATION

ROCKY MOUNTAIN REGION

AND

CITY OF PAGE, ARIZONA

FOR

PAYMENT OF PEAK RELIABILITY, INC., CHARGES

CONTRACT NO. 15-RMR-2721

BETWEEN

UNITED STATES

DEPARTMENT OF ENERGY

WESTERN AREA POWER ADMINISTRATION

ROCKY MOUNTAIN REGION

AND

CITY OF PAGE, ARIZONA

FOR

PAYMENT OF PEAK RELIABILITY, INC., CHARGES

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CONTRACT NO. 15-RMR-2721

BETWEEN

UNITED STATES
DEPARTMENT OF ENERGY
WESTERN AREA POWER ADMINISTRATION
ROCKY MOUNTAIN REGION

AND

CITY OF PAGE, ARIZONA

FOR

PAYMENT OF PEAK RELIABILITY, INC., CHARGES

1. PREAMBLE: This Contract is made this ____ day of _____, 2015, pursuant to the Acts of Congress approved June 17, 1902 (32 Stat. 388) and August 4, 1977 (91 Stat. 565); and Acts amendatory or supplementary to the foregoing Acts between the UNITED STATES OF AMERICA, acting by and through the Administrator, Western Area Power Administration, Department of Energy, hereinafter called Western, represented by the officer executing this Contract or a duly appointed successor, and CITY OF PAGE, ARIZONA, a municipality organized and existing under and by virtue of the laws of the State of Arizona, hereinafter called Contractor or Page, its successors and assigns, each sometimes hereinafter individually called the Party and both collectively called the Parties.

2. EXPLANATORY RECITALS:

2.1 Peak Reliability, Inc., (Peak) performs reliability coordinator functions for the Peak Reliability Coordinator (RC) Area. Peak currently recovers its costs for performing reliability coordinator services by assessing charges to all Load Serving Entities in the Peak RC Area. Peak is in the process of amending its assessment methodology to allocate the costs to Balancing Authorities and Transmission Operators, instead of Load Serving Entities. Under the new assessment methodology, Peak will assess charges for non-Transmission Operator, Load Serving Entities to the Balancing Authority where such Load Serving Entities reside.

2.2 Western operates various Balancing Authorities within the Peak RC Area.

2.3 Contractor is a Load Serving Entity operating in Western's Balancing Authority Area. Peak currently assesses the Contractor for its proportional share of Peak's costs based on the Contractor's total net energy load over the total net energy load of the Peak RC Area. Going forward, Peak will begin assessing dues only to Balancing Authorities and Transmission Providers. Because Contractor is not Transmission Operator or Balancing Authority, Peak will begin assessing Western for reliability coordinator services for Contractor's total net energy load within Western's Balancing Authority Area. Contractor is a load serving entity inside of Western's Balancing Authority Area and will benefit from the reliability coordinator services provided by Peak. Therefore Contractor will compensate

Western for Contractor's proportional share of reliability coordinator services that are assessed to Western by Peak.

3. AGREEMENT: The Parties agree to the terms and conditions set forth herein.

4. TERM OF CONTRACT: Service under this Contract shall commence on the date in Section 1 above. Service under this Contract shall terminate December 31, 2024 or upon a one (1) year written notice provided by either Party to the other. Termination by the Contractor must be accompanied by proof that Contractor no longer has load within Western's Balancing Authority Area(s). Any financial obligation incurred prior to the termination of the Contract shall be preserved until satisfied.

5. PAYMENT: The Contractor shall pay Western for the Contractor's annual share of Peak, or any successor organization, assessments for dues, costs or charges based on Contractor's proportional share of load within the Western's Balancing Authority Area(s), as calculated in Exhibit A. Contractor's proportional share may include load of Contractor's members as defined in Exhibit A.

5.1 Western will invoice the Contractor annually for reliability coordinator services following Peak's annual assessment. Peak generally completes its assessment before November 1. Under certain circumstances, Peak may amend or adjust its annual assessment. If Peak makes an amendment or adjustment, Western will invoice the Contractor for such amendment or adjustment. Western will show the amount owed by the Contractor on each invoice.

5.2 The Contractor shall pay the full amount of each invoice by following the instructions on the invoice. The invoice will include a due date and payment instructions.

6. EXHIBITS: In as much as certain provisions of this Contract may change during the term of this Contract, they will be set forth in exhibits as formulated and modified from time to time as agreed upon by the Parties. The initial Exhibit A is attached hereto, made a part hereof, and shall be in full force and effect in accordance with its terms until superseded by a subsequent exhibit.

7. NOTICES: The designated person to receive notices is:

For Contractor	For Western
Name Bryan Hill	Name Darren Buck
Title General Manager	Title Vice President of Operations for CRSP, DSW and RMR
Address 640 Haul Road PO Box 1955 Page, AZ 86040-1955	Address 5555 East Crossroads Boulevard Loveland, CO 80538
Email bryan@pageutility.com	Email DBuck@wapa.gov
Phone (928) 645-2637	Phone (970) 461-7693

8. AUTHORITY TO EXECUTE: Each individual signing this Contract certifies that the Party represented has duly authorized such individual to execute this Contract that binds and obligates the Party.

9. GENERAL POWER CONTRACT PROVISIONS: Section 38-45 of the General Power Contract Provisions (GPCP), effective September 1, 2007, are attached hereto, and hereby made a part of this Agreement the same as if they had been expressly set forth herein; provided, that if the articles in the GPCP are in conflict with this Contract, the provisions of this Contract shall control.

The Parties have caused this Contract No. 15-RMR-2721 to be executed as of the date first written above.

WESTERN AREA POWER ADMINISTRATION

By: _____
Darren Buck

Title: Vice President of Operations
for CRSP, DSW and RMR

Address: Western Area Power Administration
5555 East Crossroads Boulevard
Loveland, CO 80538

CITY OF PAGE, ARIZONA

(SEAL)

Attest:

By: _____
Bryan Hill

Title: General Manager

By: _____

Address: 640 Haul Road
PO Box 1955
Page, AZ 86040-1955

Date: _____

Methodology for Calculating Contractor's Annual Share of Peak Charges

1. This Exhibit A shall be effective under and as a part of Contract No. 15-RMR-2721 (Contract) and shall remain in effect until superseded by another Exhibit A; provided this Exhibit A or any superseding Exhibit A shall terminate upon expiration of the Contract.

2. Methodology for Calculating Contractor's Annual Share of Peak Charges:
 - 2.1 Western shall invoice the Contractor based on of the total Peak's annual Final Funding Amount multiplied by a fraction of, (A) the numerator of which is the Contractor's Net Energy for Load, and (B) the denominator of which is the sum of the Net Energy for Loads of all Balancing Authority Funding Parties.

 - 2.2 Balancing Authority Funding Parties means the Balancing Authority parties who have executed the Peak's Reliability Coordinator Funding Agreement among Peak and Funding Parties.

 - 2.3 Final Funding Amount shall be the final funding amount determined by Peak as provided in Peak's Reliability Coordinator Funding Agreement among Peak and Funding Parties.

2.4 Net Energy for Load means net generation on or interconnected to an electric system plus energy received from others less energy delivered to others through interchange. It includes system losses, but excludes energy required for storage of energy at energy storage facilities.

3. Modification. This Exhibit A shall be reviewed at least every three (3) years and revised as necessary or as otherwise agreed upon by the Parties.



Request for City Council Action

Title:	Classification and Compensation Study		
Meeting Date:	January 27, 2016	Agenda Item Number:	
Agenda Section:	<input type="checkbox"/> Consent <input type="checkbox"/> Public Hearings <input type="checkbox"/> Old Business <input checked="" type="checkbox"/> New Business <input type="checkbox"/> Other	Action:	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance
Originating Department:	Administration	Supporting Documents:	
Prepared By:	City Manager	Presented By:	City Manager
Reviewed By:	City Manager	Approved By:	City Manager
Proposed Action:	Motion to authorize the City Manager to draft an RFP and solicit proposals for a comprehensive class and compensation study.		

BACKGROUND: As a part of their 2016/17 City Council Priorities, the City Council has identified “development of a recruitment and retention plan” has a high priority. Part of the recruitment and retention plan will include recommendations for a compensation system plan that is internally fair and externally competitive.

The scope of services would include a classification, compensation, competency components. The final deliverable would be a report that includes the following:

- A. Executive Summary that describes the processes and methodology used to analyze employment, salary and benefit data in order to conduct this compensation study.
- B. Document findings and recommendations related to job descriptions, existing job titles and position classifications:
 1. Confirm that the duties listed reflect the City’s current needs. Provide insight regarding reporting relationships and span of control based on individual department operations and responsibilities.
 2. Confirm that job titles and classifications are consistent with the work performed by the incumbent employees.
 3. Update all job descriptions to include the critical skills and competencies required for each position. Confirm that all job descriptions are in compliance with state and federal mandates.
 4. Where applicable, reclassify positions and provide an updated classification schedule that identifies exempt and non-exempt titles for all City departments.
 5. Identify obsolete job titles.
 6. For each position deemed obsolete, recommend new titles and provide corresponding job descriptions.
- C. Provide a salary comparison table that compares City of Page salaries, for all positions, to other municipalities of similar size, population, budget, employee workforce and governance.
 1. Provide a summary describing how Page salaries compare to other municipalities.
 2. In cases where comparable positions do not exist in other municipalities, compare Page position to similar positions in other industries.
 3. Based on salary survey results, draft a compensation schedule that includes recommendations to update the City’s current pay schedule.
 4. Provide a separate listing of positions where salaries are significantly lower than the market. Propose a strategy to phase in salary changes needed to help mitigate employee retention concerns.

BUDGET IMPACT: In order to conduct the citywide classification and compensation in the most expedient manner possible, staff recommends a one-time expenditure of approximately \$65,000-85,000 for a full classification and total compensation study. Funding of \$222,261 was included in the budget under Human Resources/Risk Management 10-441-2830.

STAFF RECOMMENDATION: Motion to authorize the City Manager to draft an RFP and solicit proposals for a comprehensive class and compensation study.



Request for City Council Action

Title:	Central Garage/Public Works Relocation Site Plan		
Meeting Date:	January 27, 2016	Agenda Item Number:	
Agenda Section:	<input type="checkbox"/> Consent <input type="checkbox"/> Public Hearings <input type="checkbox"/> Old Business <input checked="" type="checkbox"/> New Business <input type="checkbox"/> Other	Action:	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance
Originating Department:	Administration	Supporting Documents:	Conceptual Site Review
Prepared By:	City Manager	Presented By:	City Manager
Reviewed By:	City Manager	Approved By:	City Manager
Proposed Action:	Motion to authorize the City Manager to enter into a contract with Rosenberg and Associates for a conceptual site and building floor plan for relocating the central garage and public works facility to city-owned property, known as Doland Field.		

BACKGROUND: The City's Central Garage is located at 714 N. Navajo Drive. The City Council had identified the relocation of the Central Garage as a high priority in the 2016/17 Strategic Priorities Plan. Last autumn, I contacted Rosenberg and Associates about completing a Feasibility Study for the relocation of the Central Garage and Public Works Facility. The first phase, which included conducting a needs assessment, equipment assessment, and limited site analysis for a proposed new Public Works Facility has been completed (see attached). The plan considered two sites. Site 1: Bureau of Reclamation property (located at 800 block of Bureau Street) and Site 2: Aqua Avenue property (known as Doland Field, located in the 800 block of Aqua Avenue).

Both sites were reviewed by the consultants, and based on the site review and analysis of the project needs, both properties appear to be adequate in size to service the proposed site uses. The next phase is completing a conceptual site and building floor plan. The estimated cost is \$10,250 for Site 1 and \$14,150 for Site 2.

Staff has met Jason Tucker, Glen Canyon Dam facility manager with the Bureau of Reclamation. Purchasing property from the Bureau of Reclamation is a complex and lengthy process. Due to the time, complexity and uncertainty of acquiring the Bureau property, staff is recommending moving forward with a conceptual site and building floor plan for relocating the central garage and public works facility to city-owned property, Site 2.

BUDGET IMPACT:

TASK DESCRIPTION	BUREAU SITE COST		AQUA SITE COST	
Create a conceptual base map utilizing existing available property boundary information and known utility information.	Engineering:	\$800	Engineering:	\$600
Generate "bubble" areas of the proposed building and site uses based on the square footage required, and work with the city staff to determine a preferred arrangement. Prepare a colored conceptual floor plan and site layout to show building footprint and site layout including, parking, access, and landscape areas.	Engineering:	\$3,800	Engineering:	\$4,800
	Architectural:	\$9,210	Architectural:	\$13,110
Prepare a conceptual cost estimate and a proposed schedule for construction.	Engineering:	\$800	Engineering:	\$800
	Architectural:	\$1,040	Architectural:	\$1,040
TOTAL	Engineering:	\$5,400	Engineering:	\$6,200
	Architectural:	\$10,250	Architectural:	\$14,150

STAFF RECOMMENDATION: Motion to authorize the City Manager to enter into a contract with Rosenberg and Associates for a conceptual site and building floor plan for relocating the central garage and public works facility to city-owned property, known as Doland Field.

November 13, 2015

City of Page

c/o Crystal Dyches, City Manager
PO Box 1180, 697 Vista Avenue
Page, Arizona 86040

**Subject: Needs Assessment, Equipment Assessment, and Limited Site Analysis
Proposed New Public Works Facility
Page, Arizona, Project No. 9128-15**

Michael Robinson of Rosenberg Associates (engineer), and Kim Campbell of Campbell and Associates Architects (architect) have performed a cursory review of potential building sites for the City of Page Public Works Department. The following paragraphs summarize our review.

The engineer and the architect met with Crystal Dyches, City of Page Manager, and Cliff Linker, City of Page Public Works Director, on October 1, 2015 to visit the two sites under consideration. Prior to the visit, a comprehensive list of existing site features including site area, building areas and uses, equipment inventory, furniture inventory, and proposed future new facility needs was prepared by the public works department. This list helped the engineer and the architect gain an understanding of daily operations, equipment and personnel needs, anticipated department growth, and current facility deficiencies. After the engineer and the architect reviewed the list again following the site visit, it was felt that the level of detail provided in the list – combined with the information gathered during the site visit – was sufficient to determine that both of the sites under consideration should be adequate to service a new facility.

Desired Site Features

Following is a summary of site features desired in the new facility site and grounds:

Site Visitor and Employee Parking: Adequate spaces are needed for visitor and employee parking. Visitor parking would be located near the public entrance to the building and reception areas. Employee parking could be in the same area, or could be located in the rear or near a separate entrance. It is assumed that a minimum of 20 parking spaces for visitors and at least one parking space for each employee who uses the facility as an office or home base for work in the field will be required. An additional amount of parking spaces may also be needed based on minimum parking requirements for building size.

Outdoor Equipment Parking: Space is needed to accommodate all public works equipment stored outdoors including equipment that is currently being parked at other city properties.

Covered Equipment Parking: Covered parking or garage bays are desired to house vehicles and equipment requiring security or protection from the weather.

Outside Material Stockpile/Storage: Space is needed to accommodate temporary stockpile of road and park repair or maintenance materials such as road base, etc.

Site Landscaping: Site landscaping will be located along the public road frontage, in the visitor parking lot, and around the building.

Desired Building Features

Following is a summary of site features desired in the new facility building(s):

Office: The building should accommodate separate working spaces or offices for the following city departments:

- Public Works
- Park Maintenance
- Cemetery
- Engineering
- Fire Department Station

Shared Uses: The building should also feature the following common/shared spaces:

- Reception area
- 1 Larger Conference Room
- 1 Smaller Conference Room
- Loading Dock
- Break Room
- Laundry Facility
- Ice Room
- Restrooms
- Site fuel facilities

Special Work and Storage Spaces: Separate buildings, or rooms within the building are desired to be dedicated for the following work and/or storage needs:

- Vehicle repair/ maintenance shop
- Vehicle and equipment washing bay
- Sign shop
- Electric shop
- Carpentry shop
- Welding shop
- Locksmith
- Wood supply room
- Tool room
- Lawn and garden supplies and equipment storage
- Power tool storage
- Street striping paint storage
- Fireworks storage
- Traffic signal supplies storage
- Small equipment storage
- Herbicides and other hazardous materials storage

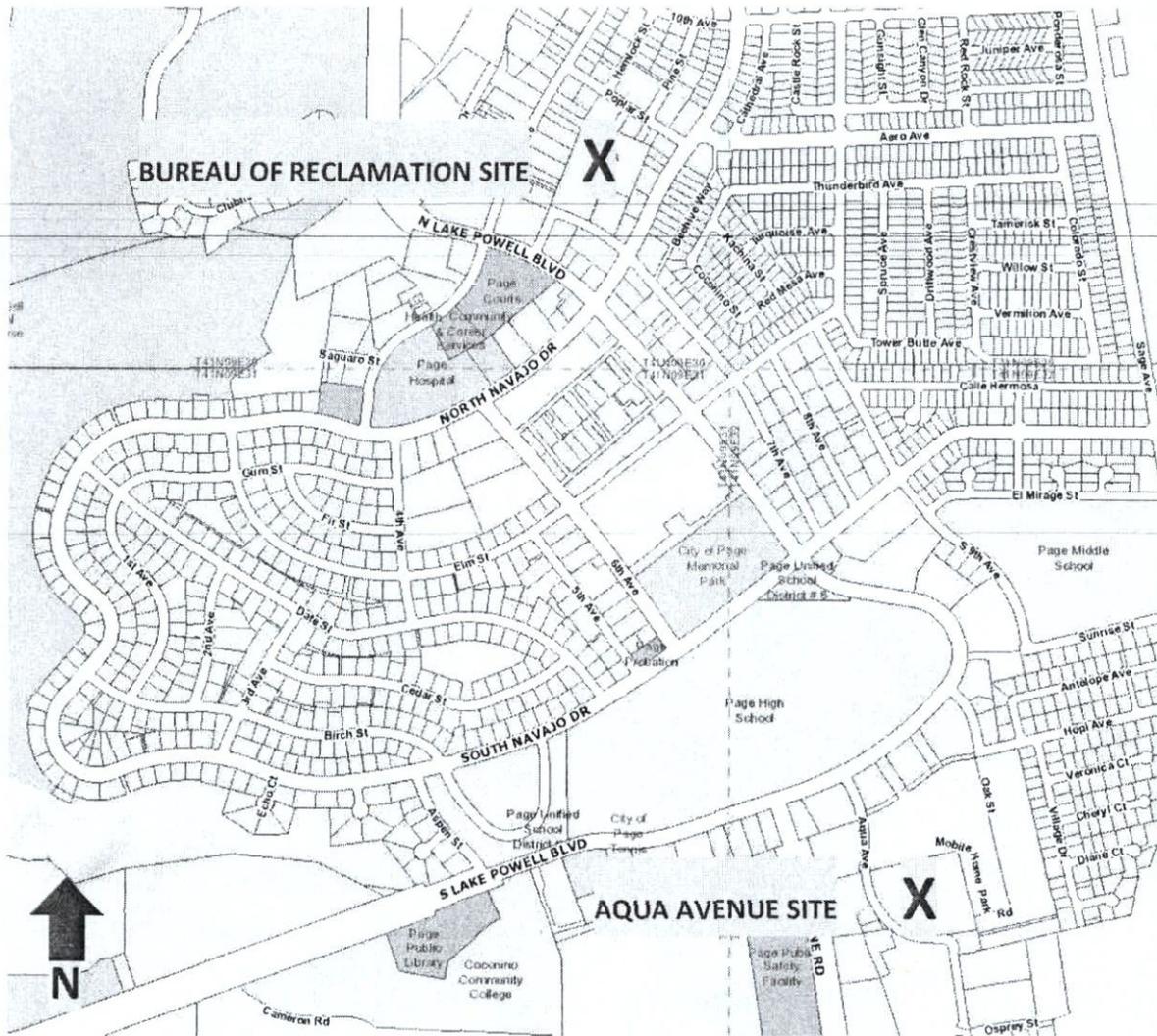


Figure 1: Partial map of Page, Arizona, showing the location of the two sites being evaluated.

Proposed Site Locations

The two sites are currently being considered by the City of Page are as follows:

Site 1: Bureau of Reclamation property

Site 2: Aqua Avenue property

The location of each site is shown in Figure 1, above. Both sites were reviewed by the consultants on October 1. Based on the site review and analysis of the project needs, both properties appear to be adequate in size to service the proposed site uses.

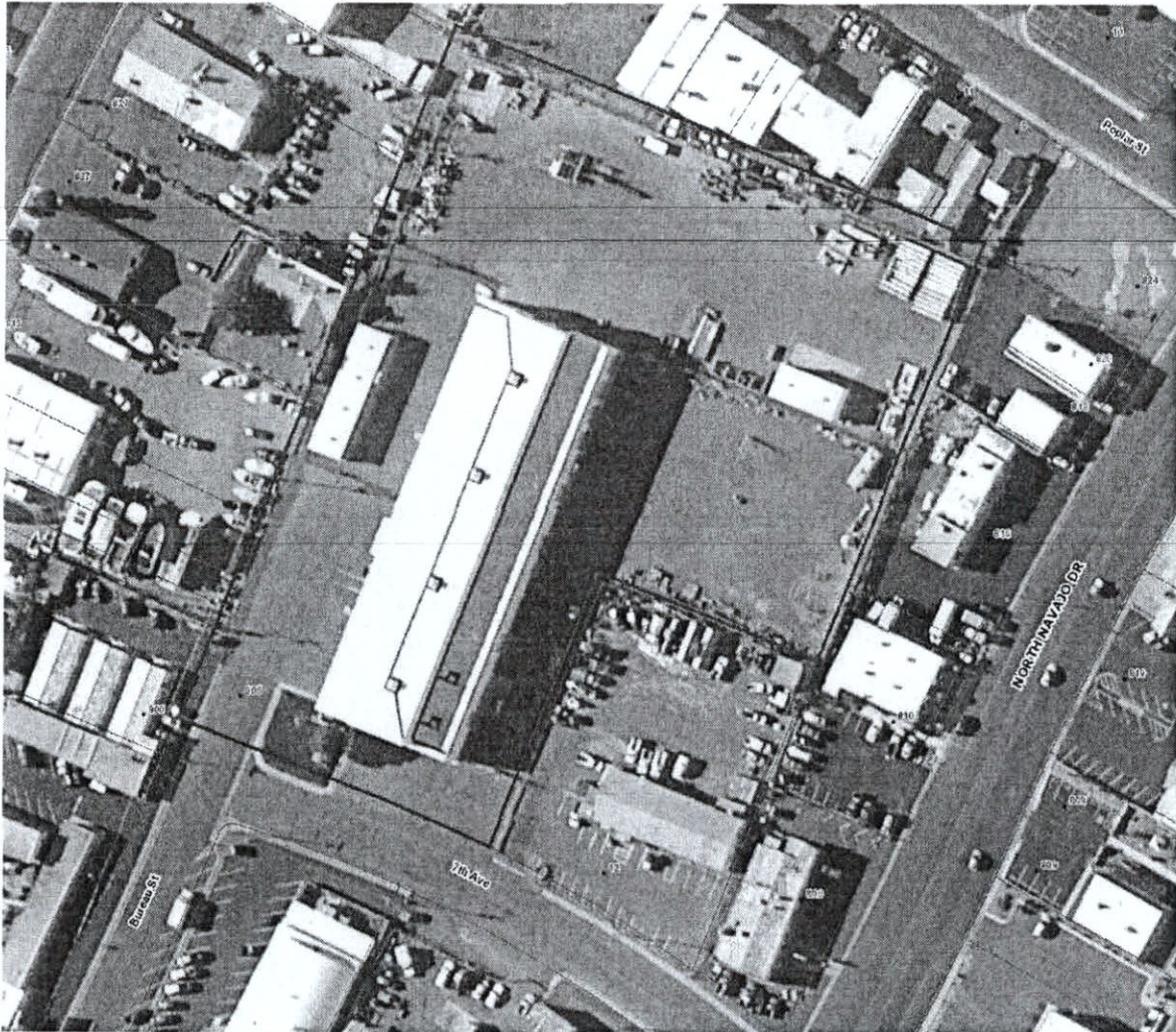


Figure 2: Aerial view of Bureau of Reclamation site with the property boundary outlined in red.

Site 1 – Bureau of Reclamation Property

The Bureau of Reclamation property is located in the central part of the city on the intersection of Bureau Street and 7th Avenue, just one block north of the City of Page administrative offices, and adjacent to the existing Public Works headquarters, as seen in Figure 2, above. The 4.4-acre site is currently owned by the US Bureau of Reclamation.

The site is fully improved, currently being serviced by all city utilities. The main building is large encompassing approximately 36,000 square feet. The building is estimated to be approximately 50 years old, but appeared to be structurally sound and in good condition. The building and site layout site could be remodeled to accommodate all of the desired uses. The size of the existing building could also provide additional space for parking of vehicles and equipment that would otherwise be left in the yard.

A covered parking on the west side of the property is approximately 2,600 square feet, and appears to be able to accommodate at least 8 large vehicles.



Figure 3: Aerial view of Aqua Avenue site with the property boundary outlined in red.

Site 2 – Aqua Avenue Property

The Aqua Avenue property is located on Aqua Avenue, east of Coppermine Road and south of South Lake Powell Boulevard. The 4.5-acre site is owned by the City of Page and is currently being used for some material and equipment storage.

No structures exist on the property, but the City of Page desires to locate a water tank there. The site is large enough that all site features and desired uses could still be accommodated along with a water tank of the same size footprint as the larger tank on the city property on the south side of Aqua Avenue.

All city utilities are located adjacent to the parcel, mostly in Aqua Avenue.

Architectural and Site Design Going Forward

Completing the design phase going forward will involve the following work:

Phase 2 – Conceptual Site and Floor Plans: The engineer and the architect will prepare a conceptual site plan and building floor plan as follows:

TASK DESCRIPTION	BUREAU SITE COST		AQUA SITE COST	
Create a conceptual base map utilizing existing available property boundary information and known utility information.	Engineering:	\$800	Engineering:	\$600
Generate “bubble” areas of the proposed building and site uses based on the square footage required, and work with the city staff to determine a preferred arrangement. Prepare a colored conceptual floor plan and site layout to show building footprint and site layout including, parking, access, and landscape areas.	Engineering: Architectural:	\$3,800 \$9,210	Engineering: Architectural:	\$4,800 \$13,110
Prepare a conceptual cost estimate and a proposed schedule for construction.	Engineering: Architectural:	\$800 \$1,040	Engineering: Architectural:	\$800 \$1,040
TOTAL	Engineering: Architectural:	\$5,400 \$10,250	Engineering: Architectural:	\$6,200 \$14,150

It is anticipated that the City of Page will make a final site selection after the above conceptual site and floor plan work is completed. The costs shown assume both sites would be designed at the same time. If the City of Page desires to select one of the above sites now, then the cost to do one site only will increase, but will result in an overall cost savings.

Phase 3 – Preliminary Site and Floor Plans: Following site selection, preliminary site and floor plans will be prepared to include the following design tasks. The cost for these tasks will determined following completion of the conceptual site and floor plans.

TASK DESCRIPTION
Perform a detailed field survey of the property site boundary, topographic features, and adjacent roadway features, and create a final base map for the project.
Perform a site geotechnical investigation.
Perform a Phase 1 Environmental Site Assessment (ESA) (if required)
Prepare detailed site layout, grading and drainage, storm water protection, and utility plans. prepare a colored version of the project site plan for public presentation.
Prepare the detailed floor plans with furniture and equipment and exterior elevations. Provide narratives of proposed mechanical, electrical, plumbing and fire protection systems. Analyze options for structural systems including pre-engineered structure and conventional steel framing and provide narratives for each option
Provide a detailed construction cost estimate and work with the city staff to develop a total project cost. Total project costs will include all hard and soft costs including but not limited to the construction cost estimate, furniture costs, equipment costs, architectural and engineering fees, project management fees, permitting, legal costs and contingencies. Propose a reasonable schedule for design, bidding and construction which would start following the Page City Council approval.
Prepare a presentation packet for the Page City Council and to be available for public distribution. Attend public meetings to introduce the project to the community and address questions..

Phase 4 – Finalizing Construction Plans: Following city council approval, final construction plans would be prepared for project bid. Cost for final design, bidding support, construction engineering, and construction contract administration services will be included in the above cost estimate and schedule.

Closing

We appreciate the opportunity to work with you on this project. Please contact me if you have any questions or additional concerns.

Sincerely,



Michael S. Robinson, S.E.
Project Engineer



Request for City Council Action

Title:	Request authority to research the purchase one 2016 Chevy Tahoe 4WD with Police Equipment and Police Package.		
	January 27,2016	Agenda Item Number:	
Agenda Section:	<input type="checkbox"/> Consent <input type="checkbox"/> Public Hearings <input type="checkbox"/> Old Business <input checked="" type="checkbox"/> New Business <input type="checkbox"/> Other	Action:	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance
Originating Department:	Page Police Department	Supporting Documents:	
Prepared By:	Chief of Police, F.Balkcom	Presented By:	Chief F. Balkcom Sr
Reviewed By:		Approved By:	
Proposed Action:	Request authority to research the purchase one 2016 Chevy Tahoe 4WD with Police Equipment and Police Package.		

BACKGROUND:

The Page Police has budgeted for the purchase of a Police car for this fiscal year. Request authority to research the purchase of one 2016 Chevy Tahoe 4WD with Police Equipment and Police Package.

BUDGET IMPACT:

The Purchase price is \$50,437.54.

ALTERNATIVES CONSIDERED:

N/A

ADVISORY BOARD RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

I move to authorize Chief Balkcom to research the purchase of one 2016 Chevy Tahoe 4WD with Police Equipment and Police Package.



Request for City Council Action

Title:	Discussion and Possible Action as to Resolution 1157-16 - Car Rental Enterprise Airport Lease Agreement		
Meeting Date:	January 27, 2016	Agenda Item Number:	
Agenda Section:	<input type="checkbox"/> Consent <input type="checkbox"/> Public Hearings <input type="checkbox"/> Old Business <input checked="" type="checkbox"/> New Business <input type="checkbox"/> Other	Action:	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance
Originating Department:	City Attorney	Supporting Documents:	Resolution 1157-16 and Car Rental Lease Agreement
Prepared By:	City Attorney	Presented By:	City Attorney
Reviewed By:	City Attorney	Approved By:	City Attorney
Proposed Action:	Approval of Car Rental Enterprise Airport Lease Agreement		

BACKGROUND: Lake Powell Car Rental Companies, LLC, an Avis System licensee (“LPCRC”), currently leases counter space and non-exclusive parking spaces for the operation of a car rental business at the Page Municipal Airport, which lease agreement expires on February 1, 2016. The lease was put out for sealed bid and LPCRC was the only company that responded to the request for bids. LPCRC’s bid continues to provide for a 10% of gross revenue as the calculation for the maximum amount of rental payment but provides for a reduced amount of a guaranteed minimum of \$18,000 per year (the prior lease agreement provided for a guaranteed minimum of \$22,000 per year). There were no other bids submitted for the rental space.

BUDGET IMPACT: \$18,000 plus per year.

ALTERNATIVES CONSIDERED: N/A

ADVISORY BOARD RECOMMENDATION: N/A

STAFF RECOMMENDATION:

- I move to introduce Resolution 1157-16 by title only
- I move to adopt Resolution 1157-16

RESOLUTION NO. 1157-16

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, APPROVING THE LEASE OF CERTAIN REAL PROPERTY OWNED BY THE CITY OF PAGE, PURSUANT TO A SEALED BID FROM LAKE POWELL CAR RENTAL COMPANIES, LLC AND THE TERMS OF THE LEASE AGREEMENT; AND AUTHORIZING THE MAYOR TO EXECUTE SAID LEASE AGREEMENT.

WHEREAS, Section 3-5-5, Code of the City of Page, provides that the City of Page may lease public lands or buildings pursuant to sealed bids; and

WHEREAS, Lake Powell Car Rental Companies, LLC has submitted a proposal for the lease of certain real property owned by the City of Page, with the terms and conditions set forth in the "Car Rental Enterprise Airport Lease Agreement."

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, AS FOLLOWS:

Section 1. Approval of Lease Agreement

That the Mayor and Common Council of the City of Page hereby approve the "Car Rental Enterprise Airport Lease Agreement," which is attached hereto and shall be incorporated herein by reference.

Section 2. That the Mayor is authorized to execute the "Car Rental Enterprise Airport Lease Agreement" and any other documents that may be necessary to consummate said Agreement.

PASSED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, ARIZONA this _____ day of _____, 2016, by the following vote:

Ayes _____
Nays _____
Abstentions _____
Absent _____

CITY OF PAGE

BY _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:



City Attorney