

To view City Council's
2015 Strategic Priorities
and

Individual Priorities,

please visit our website at

cityofpage.org/government/councilpriorities

or stop in at the City Clerk's Office in City Hall for a copy.

Thank you

**PAGE CITY COUNCIL
WORK SESSION MEETING MINUTES
JUNE 10, 2015**

A Work Session Meeting of the Page City Council was held at 5:30 p.m. on June 10, 2015, 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. Councilor Tennis was excused.

Mayor Diak called the meeting to order.

Staff members present: City Manager, J. Crystal Prentice; City Attorney, Joe Estes; Finance Director, Linda Watson; and City Clerk, Kim Larson.

Discussion by the City Council pertaining to the City of Page Investment Policy, current Local Government Investment Pool (LGIP) statement, and additional investment options

Finance Director Linda Watson presented the current City of Page Investment and Portfolio Policies, and the Local Government Investment Pool Statements.

Councilor Bryan asked why this was coming before Council.

Finance Director Linda Watson stated that she has wanted to bring this before City Council for some time, and because reviewing cash flow and investment options was part of the Council's Strategic Priorities.

Linda stated that the LGIP Funds are secure, that they are in Pool 7. (The Investment Portfolio Policies and Local Government Investment Pool Statements are attached).

City Manager Crystal Prentice stated that the Strategic Plan prompted Staff to look into investment options.

Councilor Warner asked what accounts the City was allowed to invest in, and who would manage the funds. He then asked if the funds for the bond could be placed in a long term account, since the funds would not be needed for at least five to six years.

Finance Director Linda Watson said that there are options available for the City to invest in. She stated that the LGIP is the most secure, that the City has been invested in an extra conservative account since 2002. She stated that she would need direction from the Council if they wanted the funds invested in another LGIP Pool or in other investments.

There was discussion regarding the different LGIP Pool investment accounts.

Linda stated that the amendments made to the Investment and Portfolio Policies are for

Page City Council Work Session Meeting-June 10, 2015

housekeeping purposes only, and that she would like to bring this before Council at a Council Meeting for approval.

There was discussion pertaining to where the City should invest funds, the use of local banks or checking the rates at all banks.

Councilor Warner discussed restricting funds that are set aside for the bond payment.

Linda Watson provided Council with information from Time Value Investments (TVI), who provides Public Funds Investment Education.

There was discussion pertaining to the percentage of funds the Council felt comfortable investing.

Linda Watson asked Council if they would like to invite investment brokers to a Council Meeting or Work Session to present investment options.

The Consensus from Council was to bring the amended Investment and Portfolio Policies to Council for approval, and invite investment brokers to a work session, brokers to appear at separate sessions, and provide direction to staff.

The meeting was adjourned at 6:06 p.m.

Kim L. Larson
City Clerk

William R. Diak
Mayor

City of Page, Arizona
Investment and Portfolio Policies

1.0 Policy:

It is the policy of the City of Page to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all applicable State and Local Statutes governing the investment of public funds.

2.0 Scope:

This investment policy applies to all financial assets and funds held by the City of Page. These funds are accounted for in the City of Page, Arizona, Comprehensive Annual Financial Report and include:

2.1 Funds:

- 2.1.1 General Funds
- 2.1.2 Special Revenue Funds
- 2.1.3 Capital Project Funds
- 2.1.4 Enterprises Funds
- 2.1.5 Trust and Agency Funds
- 2.1.6 Any new funds created by the City, unless specifically exempted.

3.0 Objectives:

The primary objective, in priority order, of the City of Page investment activities shall be:

- 3.1 -Safety Safety of principal is the foremost objective of the City of Page. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in the portfolio composition.
- 3.2 -Liquidity The City of Page investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonable anticipated.
- 3.3 -Yield The City of Page investment portfolio shall be designed with the objective of

attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's very strict risk constraints and the cash flow characteristics of the portfolio.

4.0 Delegation of Authority:

- 4.1 The Finance Director is designated as Investment Officer of the City and is responsible for investment decisions and activities, under the direction of the City Manager.
- 4.2 The Finance Director shall develop and maintain administrative procedures for the operation of the investment program, consistent with these policies. Procedures should include reference to safekeeping, wire transfer agreements, collateral/deposit agreements and banking service contracts.
- 4.3 The Assistant Finance Director and City Clerk are hereby designated Deputy Investment Officers.
- 4.4 No officer may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director and approved by the City Manager.
- 4.5 The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

5.0 Prudence:

- 5.1 The standard of prudence to be used by the Investment Officer shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio.
- 5.2 The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

6.0 Internal Controls:

All written administrative and internal controls will be reviewed annually with the independent auditor. The controls shall be designed to prevent loss of public funds due to

fraud, employee error, misrepresentation by third parties, unanticipated market changes or imprudent actions of employees of the City of Page.

7.0 Authorized and Suitable Investments:

The Investment Officer and his deputies may invest in:

- 7.1 Obligations of the United States Government, its agencies and instrumentalities;
- 7.2 Fully insured or collateralized certificates of deposit and other evidence of deposit at banks and savings and loan associations;
- 7.3 Money market funds whose portfolios consist of the foregoing; and
- 7.4 The State of Arizona's Local Government Investment Pool.

8.0 Authorized Financial Dealers and Institutions:

- 8.1 The City shall use local dealers and institutions which are authorized to provide investments services. Banks and savings and loans shall provide their most recent Consolidated Report of Condition ("call" report) at the request of the City.

9.0 Portfolio Diversification and Maturities:

- 9.1 It is the policy of the City to diversify its investment portfolio by using the State Pool and U.S. Treasury obligations.
- 9.2 The Investment Officer will insure that all investment maturities will be matched to cash flow requirements.
- 9.3 To Control risks of liquidity, all investments must mature within 18 months. U.S. Treasury investments will be purchased with the intent of various maturities that allows for monthly maturity of approximately 6 percent or greater each month.
- 9.4 The Investment Officer will insure that no more than 20 percent of the investment portfolio may be invested for a period greater than one year.

10.0 Safekeeping and Collateralization:

- 10.1 All security transactions; entered into by the City

shall be conducted on a delivery versus payment basis (DVP).

- 10.2 All securities shall be held by a third-party custodian designated by the investment officer. The third party custodian shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity, and other pertinent information.
- 10.3 Collateralization will be required on Certificates of Deposit.
- 10.4 In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102 percent of market value of principal and accrued interest.

11.0 Performance Evaluation:

- 11.1 The Investment Officer shall submit monthly reports to the City Manger and City Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program. See sample report exhibit "A".
- 11.2 The Investment Officer shall include a market price, on the monthly report, of all U.S. Treasury investments.

12.0 Investment Policy Adoption:

The City's investment policy shall be approved by the City Council. The policy shall be reviewed on an annual basis by the City Manger and any significant modifications thereto must be approved by the City Council.

City of Page, Arizona
Investment and Portfolio
Policies

1.0 Policy:

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3.1-Safety

Safety of principal is the foremost objective of the City of Page. Investments of the City shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in the portfolio composition.

3.2-Liquidity

The City of Page investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonable anticipated.

3.3-Yield

The City of Page investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the City's very strict risk constraints and the cash flow characteristics of the portfolio.

4.0 Delegation of Authority:

- 4.1 The Finance Director is designated as Investment Officer of the City and is responsible for investment decisions and activities, under the direction of the City Manager.
- 4.2 The Finance Director shall develop and maintain administrative procedures for the operation of the investment program, consistent with these policies. Procedures should include reference to safekeeping, wire transfer agreements, collateral/deposit agreements and banking service contracts.
- 4.3 The Assistant Finance Director and City Clerk are hereby designated Deputy Investment Officers.
- 4.4 No officer may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director and approved by the City Manager.
- 4.5 The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

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- 5.1 The standard of prudence to be used by the Investment Officer shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio.
- 5.2 The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

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- 9.1 It is the policy of the City to diversify its investment portfolio by using ~~the State Pool and U.S. Treasury obligations~~ allowable authorized and suitable investments.
- 9.2 The Investment Officer will insure that all investment maturities will be matched to cash flow requirements.
- 9.3 To Control risks of liquidity, all investments must mature within ~~18 months~~ 5 years. ~~U.S. Treasury investments will be purchased with the intent of various maturities that allows for monthly maturity of approximately 6 percent or greater each month.~~

- 9.4 ~~The Investment Officer will insure that no more than 20 percent of the investment portfolio may be invested for a period greater than one year.~~

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- 10.1 All security transactions; entered into by the City shall be conducted on a delivery versus payment basis (DVP).
- 10.2 All securities shall be held by a third-party custodian designated by the investment officer. The third party custodian shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity, and other pertinent information.
- 10.3 Collateralization will be required on Certificates of Deposit which are not FDIC insured.
- 10.4 In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102 percent of market value of principal and accrued interest.

11.0 Performance Evaluation:

- 11.1 The Investment Officer shall submit monthly reports to the City Manager and City Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program. ~~See sample report Exhibit "A".~~
- 11.2 The Investment Officer shall include a market price, on the monthly report, of all U.S. Treasury investments.

12.0 Investment Policy Adoption:

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LOCAL GOVERNMENT INVESTMENT POOL (LGIP) PERFORMANCE

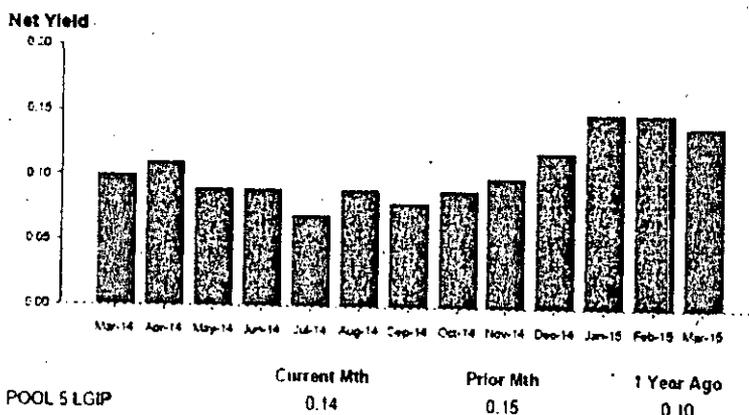
FY 2015 Performance Statistics

Any public entity in the state may participate in the LGIP program. It is structured to provide participants safety of principal, daily liquidity followed by investment income — in that order.

Monthly LGIP performance is reviewed by the Board of Investment. Detailed reports can be viewed [here](#).

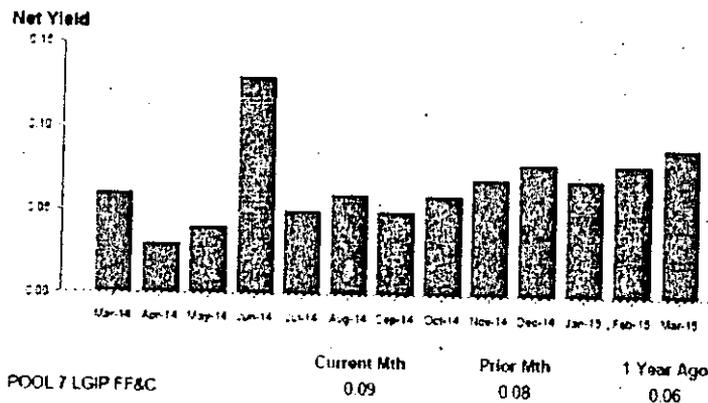
POOL 5

Pool 5 is a diversified short-term fund similar to a prime money market fund. As of March 31, 2015 this pool had \$1.07 billion in assets with a Net Asset Value of \$1.00. The fund continues to maintain the highest rating from S&P (AAA /S1+) with a Weighted Average Maturity of 40 days.



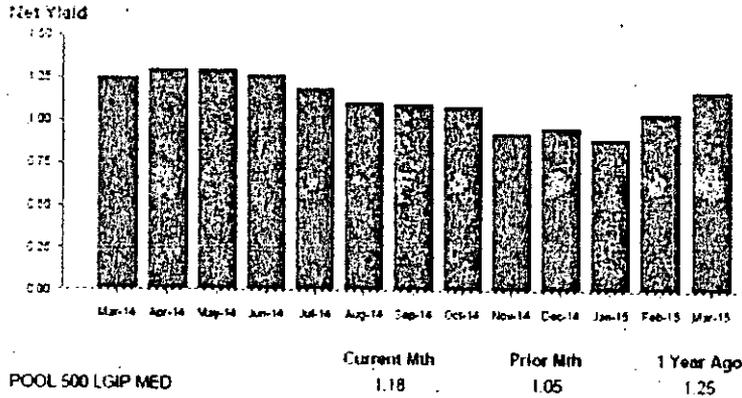
POOL 7

Pool 7 is a short-term fund that invests in only products backed by the full faith and credit of the United State Government. As of March 31, 2015 this pool had \$983 million in assets with a Net Asset Value of \$1.00. Because Pool 7 invests in securities backed by the U.S. Government, it has a AAA weighted average rating. Its Weighted Average Maturity is 47 days.



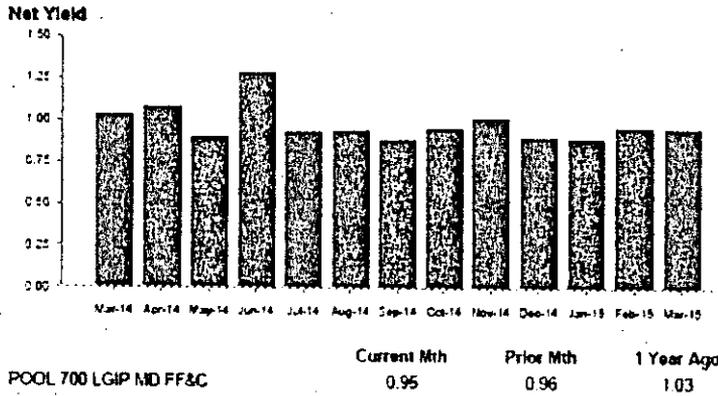
POOL 500

Pool 500 is a medium-term fund. As of March 31, 2015 this pool had \$266 million in assets and a Floating Net Asset Value of \$1.04. The weighted average rating of all the securities in this pool is AA-2 with an effective duration of 1.54 years.



POOL 700

Pool 700 is a full faith and credit medium-term fund. As of March 31, 2015 this pool had \$146.4 million in assets with a Floating Net Asset Value of \$1.01. Because Pool 700 invests in securities backed by the U.S. Government, it has a AAA weighted average rating. Its effective duration at the end of March was 1.73 years.



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Office of the State Treasurer
 1700 West Washington Street
 Phoenix, AZ 85007
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Arizona State Treasurer's Office Statement of Accounts for period of 04/01/2015 to 04/30/2015

		Portfolio Summary as of 04/30/2015		Current Month		Fiscal Year To Date	
Account Name:	CITY OF PAGE GENERAL	Beginning Value	\$7,006,494.77	Current Month	\$8,006,223.42		
Account Number:	92249	Contributions	\$550,552.10		\$9,656,561.51		
		Withdrawals	(\$263,682.63)		(\$10,373,378.49)		
		Gain/Loss	\$633.92		\$4,591.72		
		Ending Value	\$7,293,998.16		\$7,293,998.16		

Portfolio Details	Beginning Value	Contributions	(Withdrawals)	Gain/(Loss)	Ending Value	Allocation at Market Value
<u>ST OF AZ POOL 7 LGIP FF&C - 3184</u>						
Current Month	7,006,494.77	550,552.10	(263,682.63)	633.92	7,293,998.16	KH
Ending Units:	7,293,998.160	Ending Price:	1.000			100.00%

Totals	7,006,494.77	550,552.10	(263,682.63)	633.92	7,293,998.16	
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Statement of Transaction Detail for the Month Ending 4/30/2015
 CITY OF PAGE GENERAL



Date	Description	Amount	Beginning Units	Unit Value	Units	Ending Units
ST OF AZ POOL 7 LGIP FF&C - 3184						
04/01/2015	Contribution	\$11,789.82 VLT	7,006,494.770	\$1.000000	11,789.820	7,018,284.590
04/08/2015	Contribution	\$81,750.94 SALES TAX	7,018,284.590	\$1.000000	81,750.940	7,100,035.530
04/10/2015	Contribution	\$73,107.85 VRSF	7,100,035.530	\$1.000000	73,107.850	7,173,143.380
04/15/2015	Contribution	\$14,514.52 VLT	7,173,143.380	\$1.000000	14,514.520	7,187,657.900
04/16/2015	Contribution	\$102,818.48 SALES TAX	7,187,657.900	\$1.000000	102,818.480	7,290,476.380
04/16/2015	Contribution	\$56,399.41 #2 SALES TAX	290,476.380	\$1.000000	56,399.410	7,346,875.790
04/21/2015	Contribution	\$80,910.53 SALES TAX	7,346,875.790	\$1.000000	80,910.530	7,427,786.320
04/21/2015	Redemption	(\$263,682.63) ✓	7,427,786.320	\$1.000000	(263,682.630)	7,164,103.690
04/27/2015	Transfer In	\$41,648.76 Q2250	7,164,103.690	\$1.000000	41,648.760	7,205,752.450
04/29/2015	Contribution	\$87,611.79 SALES TAX	7,205,752.450	\$1.000000	87,611.790	7,293,364.240
04/30/2015	Dividend Income	\$633.92	7,293,364.240	N/A	N/A	7,293,998.160

Office of the State Treasurer
1700 West Washington Street
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Account Name: CITY OF PAGE GENERAL
Account Number: 92249

Your Account's Investment Performance (%)

Account Name	1 Month	QTD	3 Months	YTD	1 Year	3 Years	5 Years
ST OF AZ POOL 7 LGIP FF&C - 3184	0.11	0.11	0.09	0.07	0.07	0.08	0.08



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Arizona State Treasurer's Office Statement of Accounts for period of 04/01/2015 to 04/30/2015

Portfolio Summary as of 04/30/2015

	Current Month	Fiscal Year To Date
Beginning Value	\$1,000,047.58	\$0.00
Contributions	\$0.00	\$1,000,000.00
Withdrawals	\$0.00	\$0.00
Gain/Loss	\$88.52	\$136.10
Ending Value	\$1,000,136.10	\$1,000,136.10

Portfolio Details

	Beginning Value	Contributions	(Withdrawals)	Gain/(Loss)	Ending Value	Allocation at Market Value
ST OF AZ POOL 7 LGIP FF&C - 3184						
Current Month	1,000,047.58	0.00	0.00	88.52	1,000,136.10	100.00%
Ending Units:	1,000.136.100	Ending Price:	1.000			

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Totals	1,000,047.58	0.00	0.00	88.52	1,000,136.10	
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Statement of Transaction Detail for the Month Ending 4/30/2015
 CITY OF PAGE SERIES



Date	Description	Amount	Beginning Units	Unit Value	Units	Ending Units
04/30/2015	Dividend Income	\$88.52	1,000,047.580	N/A	N/A	1,000,136.100
						1

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1700 West Washington Street
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Account Name: CITY OF PAGE SERIES
Account Number: 93575



Your Account's Investment Performance (%)

Account Name	1 Month	QTD	3 Months	YTD	1 Year	3 Years	5 Years
ST OF AZ POOL 7 LGIP FF&C - 3184	0.11	0.11	0.09	0.07	0.07	0.08	0.08



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Arizona State Treasurer's Office Statement of Accounts for period of 04/01/2015 to 04/30/2015

		Portfolio Summary as of 04/30/2015		Fiscal Year To Date	
		Beginning Value	Current Month	Beginning Value	Current Month
Account Name: CITY OF PAGE HIGHWAY USER FUND		\$1,580,739.56	\$1,580,739.56	\$1,581,756.02	
Account Number: 92250		Contributions	\$60,124.13	\$611,628.91	
		Withdrawals	(\$41,648.76)	(\$595,001.34)	
		Gain/Loss	\$142.30	\$973.64	
		Ending Value	\$1,599,357.23	\$1,599,357.23	

Portfolio Details	Beginning Value	Contributions	(Withdrawals)	Gain/(Loss)	Ending Value	Allocation at Market Value
<u>ST OF AZ POOL 7 LGIP FF&C - 3184</u>						
Current Month	1,580,739.56	60,124.13	(41,648.76)	142.30	1,599,357.23	100.00%
Ending Units:	1,599,357.230	Ending Price:	1.000			

Totals	1,580,739.56	60,124.13	(41,648.76)	142.30	1,599,357.23	
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Statement of Transaction Detail for the Month Ending 4/30/2015
 CITY OF PAGE HIGHWAY USER FUND



Date	Description	Amount	Beginning Units	Unit Value	Units	Ending Units
ST OF AZ POOL 7 LGIP FF&C - 3184						
04/13/2015	Contribution	\$60,124.13 HMF	1,580,739.560	\$1.000000	60,124.130	1,640,863.690
04/27/2015	Transfer Out	(\$41,648.76) - 42241	1,640,863.690	\$1.000000	(41,648.760)	1,599,214.930
04/30/2015	Dividend Income	\$142.30	1,599,214.930	N/A	N/A	1,599,357.230



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Account Name: CITY OF PAGE HIGHWAY USER FUND
Account Number: 92250

Your Account's Investment Performance (%)

Account Name	1 Month	QTD	3 Months	YTD	1 Year	3 Years	5 Years
ST OF AZ POOL 7 LGIP FF&C - 3184	0.11	0.11	0.09	0.07	0.07	0.08	0.08

**PAGE CITY COUNCIL
REGULAR MEETING MINUTES
JUNE 10, 2015**

A Regular Meeting of the Page City Council was held at 6:30 p.m. on June 10, 2015, 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. Councilor David Tennis was excused. 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 Prentice; City Attorney, Joe Estes; IT Director, Mike Bergner; Page Utilities General Manager, Bryan Hill; Finance Director, Linda Watson; Community Development Director, Kim Johnson; Planning & Zoning Administrator, Robin Crowther; Human Resources Administrator, Kay Eddlemon; 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-May 27, 2015

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

CONSENT AGENDA

MINUTES

INFORMATION

City of Page Monthly Cash Allocation Variance Report

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

PUBLIC HEARINGS

None

HEAR FROM THE CITIZENS

Warren Whisler, Lake Powell Cruisers, stated that the car show in May was the best show to date, with 76 automobiles registered and 11 vendors. He thanked the Chamber Page Lake Powell for all of their help.

UNFINISHED BUSINESS

None scheduled

NEW BUSINESS

Discussion and possible action by the City Council pertaining to budget transfer from General Fund to Land Fund

In January 2013, the City Council adopted Resolution 1106-13 requiring the transfer of all land sale revenue to offset the 2011 Series Bond Debt.

In order to remain in compliance, a transfer in the amount of \$144,300.00 needs be made from the Land Fund to the Debt Service fund for Fiscal Year 2014-2015. The City had a budget amount of \$250,000.00 that was allowed to be transferred from the Land Fund to the Debt Service Fund. Due to the fact that the City received more revenue in land sales this year, the fund balance was higher by \$144,300.00. The Finance Department requested the City Council to authorize a budget transfer from the General Fund to the Land Fund in the amount of \$112,000.00 so that the full balance of land sale revenue that totals \$144,300.00 could be transferred to the Debt Service Fund, as required per Resolution 1106-13.

The various department funds shown below had unspent budget that was scheduled to assist in funding future capital projects for these individual departments:

Police Dept	(10.421.9901)	\$ 35,000.00
Fire Dept.	(10.427.9902)	\$ 35,000.00
Info Tech	(10.455.9901)	\$ 18,000.00
Central Garage	(10.448.9901)	\$ 15,000.00
General Services	(10.411.9903)	\$ <u>9,000.00</u>
		\$112,000.00

Due to the 10 year Capital Equipment & Improvements budget that was prepared, the budgeted amounts will not be transferred in the FY 2014-2015 budget year.

City Manager Crystal Prentice stated that according to Resolution 1106-13, all land sale revenue shall be used to offset the bond debt, and that additional revenue was received, therefore funds from the General Fund need to be transferred to the Debt Service Fund.

Motion made by Councilor Bryan to authorize staff to prepare a budget transfer from the General Fund to the Land Fund in the amount of \$112,000.00. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to an Intergovernmental Agreement (IGA) with the Arizona Department of Revenue (ADOR) for tax collection

Local Transaction Privilege Tax (TPT) Administration is governed by A.R.S. §42-6001. This statute was recently modified for the purpose of a tax simplification with the passage of House Bill 2111 in 2013 and House Bill 2389 in 2014. This statute now requires the Arizona

Page City Council Regular Meeting-June 10, 2015

Department of Revenue (ADOR) to administer the transaction privilege and use taxes imposed by all cities and towns and to enter into a new IGA with each city and town to reflect these changes, and clearly define the working relationship between ADOR and Arizona cities and towns. The City of Page has been a part of the Model City Tax Program since its inception. The effects of this recent modification will change the reporting structure on how information is submitted and received. Our current IGA will expire June 30, 2015.

Finance Director Linda Watson presented the agenda item. She stated that the ADOR has new rules that require all cities and towns to collect taxes through them. The local TPT that the City collects has always been collected through the ADOR, and that it is time to renew the IGA.

Motion made by Mayor Diak to approve the Intergovernmental Agreement (IGA) between the City of Page, Arizona, and the Arizona Department of Revenue regarding the uniform administration, licensing, collection, and auditing of transaction privilege tax, use tax, severance tax, jet fuel excise tax and use tax, and rental occupancy taxes imposed by the State or City of Page, Arizona. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to the Agreement for Services between the City of Page and The Chamber Page Lake Powell

At the December 3, 2014 City Council Work Session, the City Council directed staff to work with the Chamber of Commerce to establish an agreement for services for Council consideration. The City Council approved the agreement at the January 14, 2015 Council Meeting and the agreement will expire June 30, 2015. A new agreement was presented to City Council for approval, and \$15,000.00 for the Chamber Page Lake Powell was included in the FY 2015 Budget to contract for services.

City Manager Crystal Prentice presented the agenda item. She stated that the City and Chamber have worked together for many years. She clarified that the \$15,000.00 did not include the annual Membership Fee in the amount of \$2,145, which was also included in the budget.

Motion made by Councilor Warner to authorize the City Manager to enter into an agreement for services with the Chamber Page Lake Powell. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to a Minor General Plan Amendment-Resolution 1147-15

Larkspur Commons ("Larkspur") is requesting a Minor General Plan Amendment (GPA 15-04) and a Zoning Amendment (ZON 15-04) to their property located on the west side of North Navajo, just south of 13th Avenue (Parcel Numbers 801-13-003 W; 801-13-003Z). Parcel Number 801-13-003Z currently consists of three different zoning classifications for the same parcel (Planned Development, Service Commercial, Multifamily Residential) and Parcel 801-13-003W consists of two different zoning classifications for the same parcel (Planned Development and Multi-family Residential). Both parcels consist of approximately 9.29 acres.

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During the adoption of the General Plan there was an oversight that resulted in these two parcels being classified with multiple zoning classifications. Larkspur is seeking to re-zone both Parcels to Planned Development, which would permit all the zoning classifications that are currently located on the parcels. In addition to the re-zoning, a Minor General Plan Amendment is necessary for Parcel 801-13-001W to correct the oversights of the zoning classifications that occurred during the adoption of the General Plan. The adjacent properties are currently zoned Service Commercial, Multifamily Residential, Planned Development and Future Development. The properties across the street are zoned R-2 Residential.

Larkspur's anticipated use of the Parcels included a hotel adjacent to the commercial zone, with a buffer of apartments to the northwest, followed by single family residential lots along the west rim portion of the Parcels and contained in the Future Development Site Plan. Currently Larkspur could chose any of the various zoning classifications designated on the Parcels, which include the hotel, multi-family and single family uses proposed by Larkspur. However, staff recommended that Larkspur seek the zoning amendments and Minor General Plan Amendment as a housekeeping matter to avoid any confusion regarding the multiple zoning classifications of the Parcels.

The Planning and Zoning Commission held a public hearing on May 19, 2015, and the concerns raised by three residents included: loss of view of the cliffs as neighbors walk through the community, children walking to and from school, and additional traffic. A traffic study was provided by Larkspur showing that during peak periods and different times of the year that traffic would not be significantly impacted by the proposed uses and Larkspur remained open to suggestions and concerns from those in the community regarding this matter.

Councilor Warner recused himself and left the Dais.

Motion made by Councilor Tappan to introduce Resolution 1147-15 by title only. The motion was duly seconded and passed upon a vote.

The City Clerk introduced Resolution 1147-15 by title only.

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, APPROVING MINOR GENERAL PLAN AMENDMENT CASE NO. GPA 15-04 FOR PARCEL NO. 801-13-003W, GENERALLY LOCATED WEST OF NORTH NAVAJO DRIVE AND SOUTH OF 13TH AVENUE, CHANGING THE LAND USE DESIGNATION FROM DOWNTOWN BUSINESS TO HIGH DENSITY RESIDENTIAL.

City Attorney Joe Estes presented the minor plan amendment and zoning change. He referred to a colored map and stated that the two parcels have multiple zoning designations on the City's general plan map, and that this was overlooked when the general plan was adopted. Larkspur asked for zoning clarifications and to remove any issues with the land use for these parcels. Larkspur went to the Planning & Zoning Commission and requested this minor plan amendment along with zoning change. He stated that Larkspur was proposing a hotel operation, multi-family

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residential and single family residential for this area.

There was discussion.

John Olberg, Larkspur Representative, stated that Larkspur's intention was to proceed with a hotel. The hotel would be three stories, it would take four months to design and then proceed with construction.

Councilor Sadler asked where the hotel would sit, due to the terrain.

Mr. Olberg stated that the lobby for the hotel would be about four feet below the street level.

Motion made by Councilor Sadler to adopt Resolution 1147-15. The motion was duly seconded and passed 5 to 2 with Mayor Diak, Vice Mayor Kocjan, Councilors Sadler, Tappan, and Bryan voting in favor. Councilor Tennis was excused and Councilor Warner recused himself.

Discussion and possible action by the City Council pertaining to a Zoning Change Amendment-Ordinance-625-15

Larkspur Commons ("Larkspur") is requesting a Minor General Plan Amendment (GPA 15-04) and a Zoning Amendment (ZON 15-04) to their property located on the west side of North Navajo, just south of 13th Avenue (Parcel Numbers 801-13-003 W; 801-13-003Z). Parcel Number 801-13-003Z currently consists of three different zoning classifications for the same parcel (Planned Development, Service Commercial, Multi-family Residential) and Parcel 801-13-003W consists of two different zoning classifications for the same parcel (Planned Development and Multi-family Residential). Both parcels consist of approximately 9.29 acres.

During the adoption of the General Plan there was an oversight that resulted in these two parcels being classified with multiple zoning classifications. Larkspur is seeking to re-zone both Parcels to Planned Development, which would permit all the zoning classifications that are currently located on the parcels. In addition to the re-zoning, a Minor General Plan Amendment is necessary for Parcel 801-13-001W to correct the oversights of the zoning classifications that occurred during the adoption of the General Plan. The adjacent properties are currently zoned Service Commercial, Multifamily Residential, Planned Development and Future Development. The properties across the street are zoned R-2 Residential.

Larkspur's anticipated use of the Parcels included a hotel adjacent to the commercial zone, with a buffer of apartments to the northwest, followed by single family residential lots along the west rim portion of the Parcels and contained in the Future Development Site Plan. Currently Larkspur could chose any of the various zoning classifications designated on the Parcels, which include the hotel, multi-family and single family uses proposed by Larkspur. However, staff recommended that Larkspur seek the zoning amendments and Minor General Plan Amendment as a housekeeping matter to avoid any confusion regarding the multiple zoning classifications of the Parcels.

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The Planning and Zoning Commission held a public hearing on May 19, 2015, and the concerns raised by three residents included: loss of view of the cliffs as neighbors walk through the community, children walking to and from school, and additional traffic. Attached hereto is a traffic study provided by Larkspur showing that during peak periods and different times of the year that traffic will not be significantly impacted by the proposed uses and Larkspur remains open to suggestions and concerns from those in the community regarding this matter.

Councilor Warner remained recused for this agenda item.

Motion made by Mayor Diak to introduce Ordinance 625-15 by title only. The motion was duly seconded and passed upon a vote.

The City Clerk introduced Ordinance 625-15 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 NOS. 801-13-003W AND 801-13-003Z CONSISTING OF APPROXIMATELY 9.29 COMBINED ACRES, GENERALLY LOCATED WEST OF NORTH NAVAJO DRIVE AND SOUTH OF 13TH AVENUE FROM MULTIPLE ZONING DESIGNATIONS OF PLANNED DEVELOPMENT, SERVICE COMMERCIAL AND MULTI-FAMILY RESIDENTIAL TO THE SINGLE ZONING DESIGNATION OF PLANNED DEVELOPMENT.

There was discussion.

Motion made by Councilor Sadler to pass Ordinance 625-15 to its second reading. The motion was duly seconded and passed 5 to 2 with Mayor Diak, Vice Mayor Kocjan, Councilors Sadler, Tappan, and Bryan voting in favor. Councilor Tennis was excused and Councilor Warner recused himself.

Councilor Warner returned to the Dais.

Discussion and possible action by the City Council pertaining to Employee Health Insurance benefit changes

The 2015 City Council Strategic Plan objective 2.4 reads "review employee insurance and fringe benefits for potential savings." Staff has completed the review and is recommending changes to the employee health care plan.

The City of Page contracts with the Rural Arizona Group Health Trust (RAGHT), an employee benefits consortium, to provide medical, prescription, dental, vision, and life insurance coverage.

CURRENT PLAN

Under the current plan, City and Page Utility Enterprise employees are offered two options: a single - *employee only* PPO (Preferred Provider Organization) and Family PPO. Under the single - *employee only* plan, employees are required to contribute \$100 per month (19.4%)

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towards the medical premium. Under the family plan (employee + family) employees are required to contribute \$200 per month (14.86%) towards the medical premium. Employee contribution rates have not changed in more than ten years.

RAGHT policy requires that employers pay for 90% of the single - *employee only* plan premium. We are not complying with this policy. Under the current plan, employees who select the single- *employee only* coverage, which is much less expensive, pay a higher percentage of their premiums costs than those choosing the more costly family plan (see Table 1, below).

TABLE 1: CURRENT PLAN

CITY - PPO	# of EMP	Med Premium	Dental	Vision	Total Prem	Emp Contr	City Contr	Monthly City Premium	Annual
Employee	27	\$516	\$27	\$5	\$547	\$100	\$447	\$12,065	\$144,782
Emp/Family	52	\$1,346	\$104	\$11	\$1,460	\$200	\$1,260	\$65,527	\$786,333
								\$77,593	\$931,116
PUE - PPO	# of EMP	Med Premium	Dental	Vision	Total Prem	Emp Contr	City Contr	Monthly City Premium	Annual
Employee	10	\$516	\$27	\$5	\$547	\$100	\$447	\$4,469	\$53,623
Emp/Family	23	\$1,346	\$104	\$11	\$1,460	\$200	\$1,260	\$28,983	\$347,801
								\$33,452	\$401,425
TOTAL									\$1,332,541

RECOMMENDATION 1

That beginning July 1, 2015 the City move from a two tier plan (single -*employee only* & family) to a four tier plan (employee; employee + child(ren); employee + spouse; and employee + family). In addition, change the employee only contribution rate to 10% (as mandated by RAGHT) and change the employee + plans (employee +child(ren); employee + spouse; and employee + family) contribution rate to 20% of the medical premium (see Table 2, below). This change would result in an expected annual savings of \$76,049. Employees will be selecting coverage during open enrollment this month.

TABLE 2: FOUR TIER PLAN WITH NEW EMPLOYEE CONTRIBUTION RATES

CITY PPO	# of EMP	Med Premium	Dental	Vision	Total Prem	Emp Contr	City Contr	Monthly City Premium	Annual
Employee	27	\$515.59	\$27.91	\$4.66	\$548.16	\$51.56	\$496.60	\$13,408.20	\$160,898.40
Emp/Spouse	13	\$1,092.31	\$72.28	\$7.68	\$1,172.27	\$218.40	\$953.87	\$12,400.31	\$148,803.72
Emp/Child(ren)	13	\$992.77	\$85.86	\$9.79	\$1,088.42	\$198.54	\$889.88	\$11,568.44	\$138,821.28
Emp/Family	26	\$1,525.38	\$134.24	\$12.12	\$1,671.74	\$305.00	\$1,366.74	\$35,535.24	\$426,422.88
								\$72,912.19	\$874,946.28

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PUE PPO	# of EMP	Med Premium	Dental	Vision	Total Prem	Emp Contr	City Contr	Monthly City Premium	Annual
Employee	10	\$515.59	\$27.91	\$4.66	\$548.16	\$51.56	\$496.60	\$4,966.00	\$59,592.00
Emp/Spouse	10	\$1,092.31	\$72.28	\$7.68	\$1,172.27	\$218.40	\$953.87	\$9,538.70	\$114,464.40
Emp/Child(ren)	1	\$992.77	\$85.86	\$9.79	\$1,088.42	\$198.54	\$889.88	\$889.88	\$10,678.56
Emp/Family	12	\$1,525.38	\$134.24	\$12.12	\$1,671.74	\$305.00	\$1,366.74	\$16,400.88	\$196,810.56
								\$31,795.46	\$381,545.52
								TOTAL	\$1,256,491.80

RECOMMENDATION 2

Beginning in January 1, 2016 the City offer employees an additional option of a High Deductible Health Care plan. The employee only coverage would have a \$2800 deductible; and the employee+ coverage plans would have a \$5,600 annual deductible. RAGHT requires the employer to contribute to a Healthcare Savings Account (HSA). The City/PUE would contribute a percentage of the annual deductible into an employee HSA. Employees would also eligible to contribute to the HSA. This annual savings would depend upon the number of participants along with the percentage of the annual deductible. Table 3 includes a 35% contribution rate (see below). Employees would consider this option during a special open enrollment in November.

TABLE 3: ADD HIGH DEDUCTIBLE PLAN OPTION

CITY HDHP	# of EMP	Med Premium	Dental	Vision	Total Prem	Emp Contr	City Contr	Monthly City Premium	Annual
Employee	27	\$409	\$28	\$5	\$441	\$41	\$400	\$10,813	\$129,753
Emp/Spouse	13	\$852	\$72	\$8	\$932	\$170	\$761	\$9,896	\$118,750
Emp/Child(ren)	13	\$784	\$86	\$10	\$880	\$157	\$723	\$9,402	\$112,826
Emp/Family	26	\$1,175	\$134	\$12	\$1,321	\$235	\$1,086	\$28,238	\$338,857
								\$58,349	\$700,185

PUE HDHP	# of EMP	Med Premium	Dental	Vision	Total Prem	Emp Contr	City Contr	Monthly City Premium	Annual
Employee	10	\$409	\$28	\$5	\$441	\$41	\$400	\$4,005	\$48,057
Emp/Spouse	10	\$852	\$72	\$8	\$932	\$170	\$761	\$7,612	\$91,346
Emp/Child(ren)	1	\$784	\$86	\$10	\$880	\$157	\$723	\$723	\$8,679
Emp/Family	12	\$1,175	\$134	\$12	\$1,321	\$235	\$1,086	\$13,033	\$156,396
								\$25,373	\$304,477

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Req HSA Contr	# of EMP	35% Contribution Rate	Total Prem	Emp Contr	City Contr	Monthly City Premium	Annual
Employee	27	\$82	\$82		\$82	\$2,205	\$26,458
Emp/Family	52	\$163	\$163		\$163	\$8,493	\$101,918
						\$10,698	\$128,376
						TOTAL	\$1,133,038

BUDGET IMPACT: Moving to a Four Tier Plan with new employee contribution rates would result in an expected annual savings of \$76,049.00 with current employee elections; adding a High Deductible Health Care plan could result in additional savings.

City Manager Crystal Prentice presented the agenda item.

There was discussion.

Human Resource Administrator Kay Eddlemon stated that RAGHT required vision and dental with the health insurance plan. The employee could opt out if they chose to.

There was discussion pertaining to being competitive and offering benefits that attract quality employees and being able to retain them.

Motion made by Councilor Tappan to direct staff to implement changes to the employee health care plan, which includes: Moving from two tier plan (single-employee only; family) to a four tier plan (employee; employee + children; employee + spouse; and employee + family); and changing the employee only coverage contribution rate to 10% and changing the employee + plans coverage contribution rate to 20% of the medical premium. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to an Amendment to the Professional Services Agreement for the Lake Powell National Golf Course

In June 2012, the City entered into a five year Professional Services Agreement for Management, Operation and Maintenance of the Lake Powell National Golf Course with ARAMARK Sports and Entertainment Services, LLC. The City and ARAMARK representatives met last spring to discuss the agreement.

1. Paragraph 1(c) of the Agreement is amended to read as follows: "ARAMARK shall be solely responsible for all regular maintenance of the golf course. ARAMARK shall negotiate, purchase, and pay all fuel, oil, supplies, equipment, replacement parts, labor, professional services, and insurance (as outlined in Appendix "A"), and other items as may be reasonably necessary to operate Lake Powell National Golf Course. The City agrees to be responsible for the

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reimbursement or replacement of grounds keeping equipment only, as approved by the City Council through the City's annual fiscal budgetary process, with the City's fiscal year beginning on July 1st of each year. Any requests for reimbursement or replacement for such grounds keeping equipment must be submitted to the City no less than 90 days prior to the commencement of the next fiscal year."

2. Paragraph 5 of the Agreement is amended to read as follows: "This Agreement shall be made effective as of the 10th day of June, 2015 and expire, with no penalty, further obligation, or liability, other than those expressly stated herein, the 31st day of December 2020, unless terminated as provided for herein. This Amendment, together with the Agreement, shall automatically be extended under the same terms and conditions for two (2) five (5) year period unless ARAMARK gives the City written notice of its election not to extend the Agreement at any time prior to one (1) year before the expiration of this Agreement. If this Agreement expires or is terminated for any reason whatsoever, the City agrees to purchase, or cause a successor management company to purchase, the then-existing inventory, which is in saleable condition, at cost and the then existing golf carts at fair market value."

3. Paragraph 16(b) of the Agreement is amended to read as follows: "b. Termination For Convenience. Either party may terminate this Agreement at any time, without penalty to the other party, by giving written notice to the other party of such termination and specifying the effective date thereof, at least one (1) year before the effective date of such termination."

City Manager Crystal presented the agenda item.

Motion made by Councilor Bryan to amend the Professional Services Agreement for the Management, Operation and Maintenance of the Lake Powell National Golf Course. The motion was duly seconded and passed upon a vote.

BID AWARDS

Discussion and possible action by the City Council pertaining to the award of bid for the City of Page Occupational Health Services Contract

The City received one bid for Occupational Health Services from Encompass Health Services. The bid includes DOT, Non DOT 5 panel and Non DOT testing (rapid), MRO Consultation, Non DOT Approved Alcohol Testing, Random Selection Cost, Hepatitis A, B, B Antibody Testing, B Antigen, TB Skin Testing, Tetanus Shot, CDL, Police and Fire Physicals and Fluid Exposure Training/Orientation.

Councilor Sadler recused himself.

City Manager Crystal Prentice presented the agenda item.

Motion made by Vice Mayor Kocjan to award Occupational Health Services bid to Encompass Health Services. The motion was duly seconded and passed upon a vote.

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BUSINESS FROM THE MAYOR

None scheduled

BUSINESS FROM THE MANAGER

None scheduled

Mayor Diak moved the following agenda items to this portion of the agenda.

BUSINESS FROM THE COUNCIL

None scheduled

BOARDS & COMMISSIONS

Discussion by the City Council pertaining to reports by Board Liaisons

There was no discussion by the City Council.

DEPARTMENTS

None scheduled

CLAIMS

None scheduled

BUSINESS FROM THE CITY ATTORNEY

EXECUTIVE SESSION

The City Council may go into executive session for the purpose of discussion or consultation with the City Attorney to consider its position and instruct representatives regarding the pending claims and lawsuits filed against the City pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4): Airport lawsuit and attorney general complaint.

Motion made by Councilor Sadler to enter into Executive Session at 7:22 p.m.

Mayor Diak reconvened the Regular City Council Meeting at 7:45 p.m.

ADJOURN

The meeting was adjourned at 7:55 p.m.

Kim L. Larson
City Clerk

William R. Diak
Mayor

**PAGE UTILITY ENTERPRISES
REGULAR BOARD MEETING
April 14, 2015**

CALL TO ORDER: The regular meeting of the Page Utility Board was called to order at 5:30 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; Finance Director, Catherine Foley; and Executive Secretary, Donna Roberts.

Also present: City Attorney, Joe Estes.

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

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

**HEAR FROM THE
CITIZENS:** None.

UNFINISHED BUSINESS: Discussion/Possible Action – Budget: Bryan reviewed the four draft budgets. There was brief discussion.

Motion by S. Jones, seconded by Ferrando, to approve the budget as presented and forward to Council.

The motion carried unanimously.

Discussion/Possible Action – Water & Wastewater Rate Study: The Board reviewed and discussed the draft rate study. It was the consensus of the Board to forward the study, in conjunction with the budget, to Council.

NEW BUSINESS: Discussion/Possible Action – Fann Job Order Contract Renewal: The Job Order Contract with Fann Environmental expired on March 5, 2015. The original contract has the option to extend the contract for two years, one year at a time. It has been extended one year and this year will be the second and final year. Staff recommends extending the Job Order Contract for one more year for repairs and/or improvements to Wastewater & Water Treatments Plants/Systems.

The Board unanimously approved the extension of the Fann Job Order Contract for one more year with a motion by J. Jones and second by Ferrando.

REPORTS: General Manager's Report: Bryan reviewed the March report.

Financial Report: There was brief discussion on the February financials.

Committee Reports: None.

Chairman's Report: None.

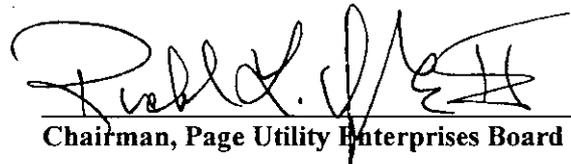
ANOUNCEMENTS:

The next meeting will be the Joint Budget Work Session with Council on May 13, 2015.

ADJOURNMENT:

With no further business, Chairman Yanke adjourned the meeting at 6:50 p.m.

APPROVED:


Chairman, Page Utility Enterprises Board

**PAGE UTILITY ENTERPRISES
REGULAR BOARD MEETING
May 13, 2015**

CALL TO ORDER:

The regular meeting of the Page Utility Board was called to order at 5:15 p.m. by Chairman Rick Yanke. The meeting was held in the Page City Hall Conference Room, 697 Vista Avenue, Page, Arizona.

ROLL CALL:

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

Staff present: General Manager, Bryan Hill; Finance Director, Catherine Foley; and Executive Secretary, Donna Roberts.

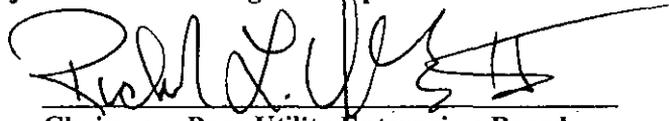
Discussion/Possible Action – Landscape Booster Station: Motion by S. Jones, seconded by J. Jones, to approve purchase of the Landscape Booster Station from Advanced Pump & Control Systems, LLC, in an amount of \$21,556.78.

The motion carried unanimously.

ADJOURNMENT:

Chairman Yanke adjourned the meeting at 5:18 p.m.

APPROVED:



Chairman, Page Utility Enterprises Board

**PAGE PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
May 19, 2015**

Regular Meeting of the Page Planning and Zoning Commission was held at 5:30 p.m. on May 19, 2015, in the Council Chambers at City Hall in Page, Arizona. Chair Leroy Wicklund presided. Vice Chair Bill Justice attended by phone, Pro-Tem, Larry Thowe and Commissioners Bubba Ketchersid, Rob Peterson, R. B. Ward were present. City Council Liaison, Scott Sadler was present.

Chair Leroy Wicklund called the meeting to order at 5:30 p.m.

Staff members present: Planning and Zoning Director, Robin Crowther.

MINUTES

Regular Planning and Zoning Commission Meeting-April 21, 2015

An error in the minutes was acknowledged and will be corrected.

Motion made by Commissioner R.B. Ward to approve the minutes as corrected.

The motion was duly seconded by Commissioner Rob Peterson and passed upon a vote.

COMMUNICATIONS

None.

HEAR FROM THE CITIZENS

None.

PUBLIC HEARING

1. ZON-15-04- ZONE CHANGE, GPA 15-04 GENERAL PLAN AMENDMENT

Requested by Owner, Larkspur Commons, The request is for a Zoning Amendment for a parcel that presently has 3 different zones on one parcel and 2 different zones on the other parcel. The zones are PD (Planned Development), SC (Service Commercial), and RM (Multi-family residential). The zoning change that is requested for both parcels is PD (Planned Development) which would permit any of the 3 uses the land is already zoned for but under one zone. The Minor General Plan Amendment is changing a downtown business parcel to HDR (High Density Residential).

Motion made by Commissioner Rob Peterson to open the public hearing. The motion was duly seconded by Commissioner R.B. Ward and passed upon a vote.

Citizens who voiced their concerns against different aspects of the public hearing were;
Tamara Straub, 20 12th Avenue
Celeste Tetzner, 13 13th Avenue
Phil Hibbs, 1125 N. Navajo

Planning and Zoning Regular Meeting-May 19, 2015

The Planning and Zoning Director, Robin Crowther explained that the rezone is to make the parcels all one zone that would still permit all of the present uses they are zoned for with the existing multiple zones. She also explained that the minor general plan amendment is to change one of the parcels from downtown business to high density residential which the adjacent parcel is already and has been for years. She said legal council was given for this situation. The owners could go ahead and build on the parcels as zoned but the recommendation was to rezone to clean up the zoning making it uniform to all uses presently permitted making the zoning map more clear. The objective is for consistency.

Motion made by Vice Chair Bill Justice to close the public hearing. The motion was duly seconded by Pro Tem Larry Thowe and passed upon a vote.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Discussion and possible action regarding GPA 15-04 Minor General Plan Amendment, Larkspur Commons.

Motion made by Pro Tem Larry Thowe to approve GPA 15-04 Minor General Plan Amendment. The motion was duly seconded by Commissioner R.B. Ward and passed upon a vote.

2. Discussion and possible action regarding ZON 15-04 Zoning Amendment, Larkspur Commons.

Motion made by Commissioner R.B. Ward to approve ZON 15-04 Zoning Amendment. The motion was duly seconded by Pro Tem Larry Thowe and passed upon a vote.

3. Discussion and possible action regarding a SPR 15-04 Site Plan Approval, Larkspur Commons.

Commissioners had questions about the hotels height, breakfast or restaurant, roof line, and traffic.

Homy Vazifdar, Canyon Point answered questions about the hotel.

John Olberg, Canyon Point answered questions about hotel and traffic study.

Planning and Zoning Director, Robin Crowther asked Chair Leroy Wicklund to read aloud the first 2 pages of the traffic study on the area in question.

Motion made by Pro Tem Larry Thowe to approve SPR 15-04 Site Plan Approval. The

Planning and Zoning Regular Meeting-May 19, 2015

motion was duly seconded by Commissioner R. B. Ward and passed upon a vote.

4. Discussion and possible action regarding renewal of a VHR Conditional Use Permit (CUP 14-4.3) Kissed by the Sun.

Motion made by Commissioner R.B. Ward to approve renewal of VHR CUP 14-4.3. The motion was duly seconded by Pro Tem Larry Thowe and passed upon a vote.

5. Discussion and possible action regarding renewal of a VHR Conditional Use Permit (CUP 14-2.26) EKEJ LLC.

Motion made by Pro Tem Larry Thowe to approve renewal of VHR CUP 14-2.26. The motion was duly seconded by Commissioner R.B. Ward and passed upon a vote.

6. Discussion and possible action regarding an Outdoor Vending Conditional Use Permit (CUP 15-5.12) Lake Powell Fun LLC.

There was discussion.

Laura Tennis answered questions about the structure and location.

Motion made by Commissioner R.B. Ward to approve Outdoor Vending CUP 15-5.12. The motion was duly seconded by Commissioner Rob Peterson and passed upon a vote.

7. Discussion and possible action regarding an Outdoor Vending Conditional Use Permit (CUP 15-5.11) Cactus Jacks Desert Ice LLC.

The location was specified as Chief Tsosie's from whom they have a letter permitting them to vend on his property.

Motion made by Commissioner Rob Peterson to approve Outdoor Vending CUP 15-5.11. The motion was duly seconded by Pro Tem Larry Thowe and passed upon a vote.

8. Discussion and possible action regarding a Vacation Home Rental Conditional Use Permit (CUP 15-3.31) Price Properties LLC.

There was discussion about amount of bedrooms and parking.

Motion made by Commissioner R.B. Ward to approve CUP 15-3.31. The motion was duly seconded by Pro Tem Larry Thowe and passed upon a vote.

9. Discussion and possible action regarding a Vacation Home Rental Conditional Use

Planning and Zoning Regular Meeting-May 19, 2015

Permit (CUP 15-4.13) DJB Rental.

There was discussion about amount of bedrooms and parking.

Motion made by Pro Tem Larry Thowe to approve CUP 15-4.13. The motion was duly seconded by Commissioner R.B. Ward and passed upon a vote.

10. Discussion and possible action regarding a Vacation Home Rental Conditional Use Permit (CUP 15-5.13) Canyon Cottage.

There was discussion about amount of bedrooms and parking.

Motion made by Pro Tem Larry Thowe to approve CUP 15-5.13. The motion was duly seconded by Commissioner R.B. Ward and passed upon a vote.

11. Discussion and possible action regarding a Vacation Home Rental Conditional Use Permit (CUP 15-5.14) Ligon VHR.

There was discussion about amount of bedrooms and parking.

Motion made by Commissioner R.B. Ward to approve CUP 15-5.14. The motion was duly seconded by Pro Tem Larry Thowe and passed upon a vote.

12. Discussion and possible action about Ordinance 644-14 a new chapter in the City Code, CHAPTER 15 - BOARDS, COMMISSIONS AND AUTHORITIES.

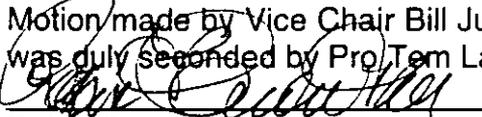
This item was added to the Agenda at the request of the City Manager to receive input from the P&Z Commission.

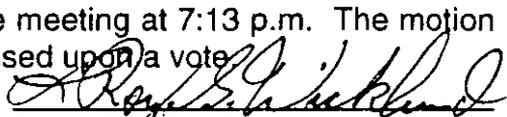
Commissioner Bill Justice stated that we already have a system where the Council chooses the members of the Boards and it has worked for years. If there were term limits it would be difficult to fill positions in a small town. He stated that nothing needs rewritten with responsibilities and definitions remaining the same. The Commission members all agreed.

Robin Crowther encouraged the Commission to email their suggestions to the City Manager.

ADJOURN

Motion made by Vice Chair Bill Justice to adjourn the meeting at 7:13 p.m. The motion was duly seconded by Pro Tem Larry Thowe and passed upon a vote.


Robin Crowther
Planning and Zoning Director


Leroy Wicklund
Chair



Request for City Council Action

Title:	Zoning Change Amendment		
Meeting Date:	June 24, 2015	Agenda Item Number:	
Agenda Section:	<input type="checkbox"/> Consent <input type="checkbox"/> Public Hearings <input checked="" type="checkbox"/> Old Business <input type="checkbox"/> New Business <input type="checkbox"/> Other	Action:	<input type="checkbox"/> Motion <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance
Originating Department:	Planning and Zoning	Supporting Documents:	Ordinance 625-15 Resolution 1147-15 with backup material
Prepared By:	City Attorney	Presented By:	City Attorney
Reviewed By:	City Attorney	Approved By:	Kim Johnson
Proposed Action:	Adoption of Ordinance 625-15 regarding zoning changes in conformance with Minor General Plan Amendment GPA 15-04		

BACKGROUND:

At the Regular Meeting on June 10, 2015, City Council approved the first reading of Ordinance 625-15, a request from Larkspur Commons (“Larkspur”) amending the zoning on their property located on the west side of North Navajo, just south of 13th Avenue (Parcel Numbers 801-13-003W; 801-13-003Z). Parcel Number 801-13-003 Z currently consists of three different zoning classifications for the same parcel (Planned Development, Service Commercial, Multifamily Residential) and Parcel 801-13-003 W consists of two different zoning classifications for the same parcel (Planned Development and Multifamily Residential). Both Parcels consist of approximately 9.29 acres. Larkspur is seeking to rezone both Parcels to Planned Development, which would permit all the zoning classifications that are currently located on the parcels. In addition to the rezoning, on June 10, 2015, a Minor General Plan Amendment was approved by Council for Parcel 801-13-001W to correct the oversights of the zoning classifications that occurred during the adoption of the City’s General Plan.

BUDGET IMPACT: N/A

ALTERNATIVES CONSIDERED: N/A

ADVISORY BOARD RECOMMENDATION: The Planning and Zoning Commission voted unanimously to recommend approval of Zoning Case No. 15-04 to rezone the two Parcels to a single zoning designation of Planned Development.

STAFF RECOMMENDATION:

I move to introduce Ordinance 625-15 by title only for its second reading.
 I move to adopt Ordinance 625-15.

ORDINANCE NO. 625-15

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, PROVIDING FOR THE REZONING OF PARCEL NOS. 801-13-003W AND 801-13-003Z CONSISTING OF APPROXIMATELY 9.29 COMBINED ACRES, GENERALLY LOCATED WEST OF NORTH NAVAJO DRIVE AND SOUTH OF 13TH AVENUE FROM MULTIPLE ZONING DESIGNATIONS OF PLANNED DEVELOPMENT, SERVICE COMMERCIAL AND MULTI-FAMILY RESIDENTIAL TO THE SINGLE ZONING DESIGNATION OF PLANNED DEVELOPMENT.

WHEREAS, the City of Page Planning and Zoning Commission held a public hearing on Zoning Case No. ZON 15-04 on May 19, 2015, for the purposes of considering the rezoning of Parcel Nos. 801-13-003W and 801-13-003Z, generally located on the west side of North Navajo Drive just south of 13th Avenue and consisting of approximately 9.29 combined acres, from multiple zoning designations of Planned Development, Service Commercial and Multi-Family Residential to a single zoning designation of Planned Development; and

WHEREAS, due and proper notice of such public hearing before the City of Page Planning and Zoning Commission was given in the time, form, substance and manner provided by law; and

WHEREAS, the City of Page Planning and Zoning Commission has unanimously recommended the adoption of Zoning Case No. ZON 15-04 as aforesaid; and

WHEREAS, the Mayor and Common Council desire to accept the recommendation of the City of Page Planning and Zoning Commission and rezone Parcel Nos. 801-13-003W and 801-13-003Z from multiple zoning designations of Planned Development, Service Commercial and Multi-Family Residential to a single zoning designation of Planned Development.

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, as follows:

The two parcels of land consisting of approximately 9.29 combined acres, identified as Parcel Nos. 801-13-003W and 801-13-003Z, generally located on the west side of North Navajo Drive just south of 13th Avenue, with the following legal descriptions:

Parcel No. 801-13-003W

LOT 4, BLOCK 90, of the TOWNSITE OF PAGE, according to the plat of record in the office of the County Recorder of Coconino County, Arizona recorded in Case 8, Map 10

Parcel No. 801-13-003Z

LOT 5, BLOCK 90, of the TOWNSITE OF PAGE, according to the plat of record in the office of the County Recorder of Coconino County, Arizona recorded in Case 9, Map 15

Are hereby rezoned from multiple zoning designations of Planned Development, Service Commercial and Multi-Family Residential to a single zoning designation of Planned Development as provided in the City of Page Zoning Ordinance.

PASSED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA this _____ day of _____, 2015, by the following vote:

Ayes _____
Nays _____
Abstentions _____
Absent _____

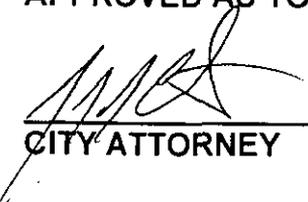
CITY OF PAGE

By _____
Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

RESOLUTION NO. 1147-15

AN RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, APPROVING MINOR GENERAL PLAN AMENDMENT CASE NO. GPA 15-04 FOR PARCEL NO. 801-13-003W, GENERALLY LOCATED WEST OF NORTH NAVAJO DRIVE AND SOUTH OF 13TH AVENUE, CHANGING THE LAND USE DESIGNATION FROM DOWNTOWN BUSINESS TO HIGH DENSITY RESIDENTIAL.

WHEREAS, on May 19, 2015, the City of Page Planning and Zoning Commission unanimously recommended that the Mayor and Common Council approve Minor General Plan Amendment Case No. GPA 15-04 to provide for consistency concerning the designated land use for Parcel No. 801-13-003W with that of adjoin parcels located west of North Navajo Drive and South of 13th Avenue; and

WHEREAS, the proposed amendment changes the land use designation of approximately 3.76 acres of property from Downtown Business to High Density Residential.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, as follows:

Minor General Plan Amendment Case No. GPA 15-04 amending the land use designation of Parcel No. 801-13-003W from Downtown Business to High Density Residential is approved and the City of Page General Plan 2006-2026 shall be updated accordingly.

PASSED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA this _____ day of _____, 2015, by the following vote:

Ayes _____
Nays _____
Abstentions _____
Absent _____

CITY OF PAGE

By _____
Mayor

Resolution No. 1147-15
Page 2

ATTEST:

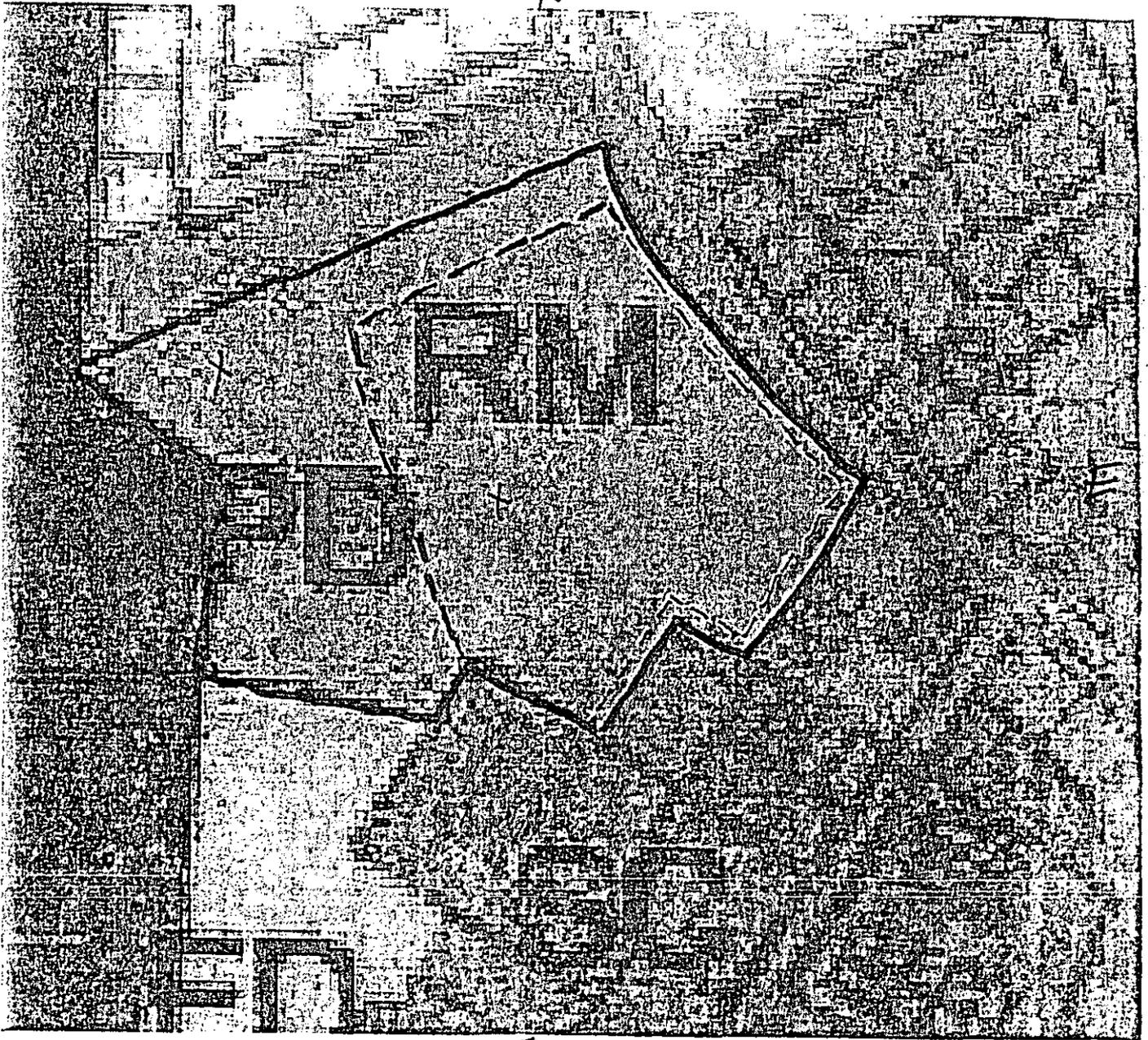
CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

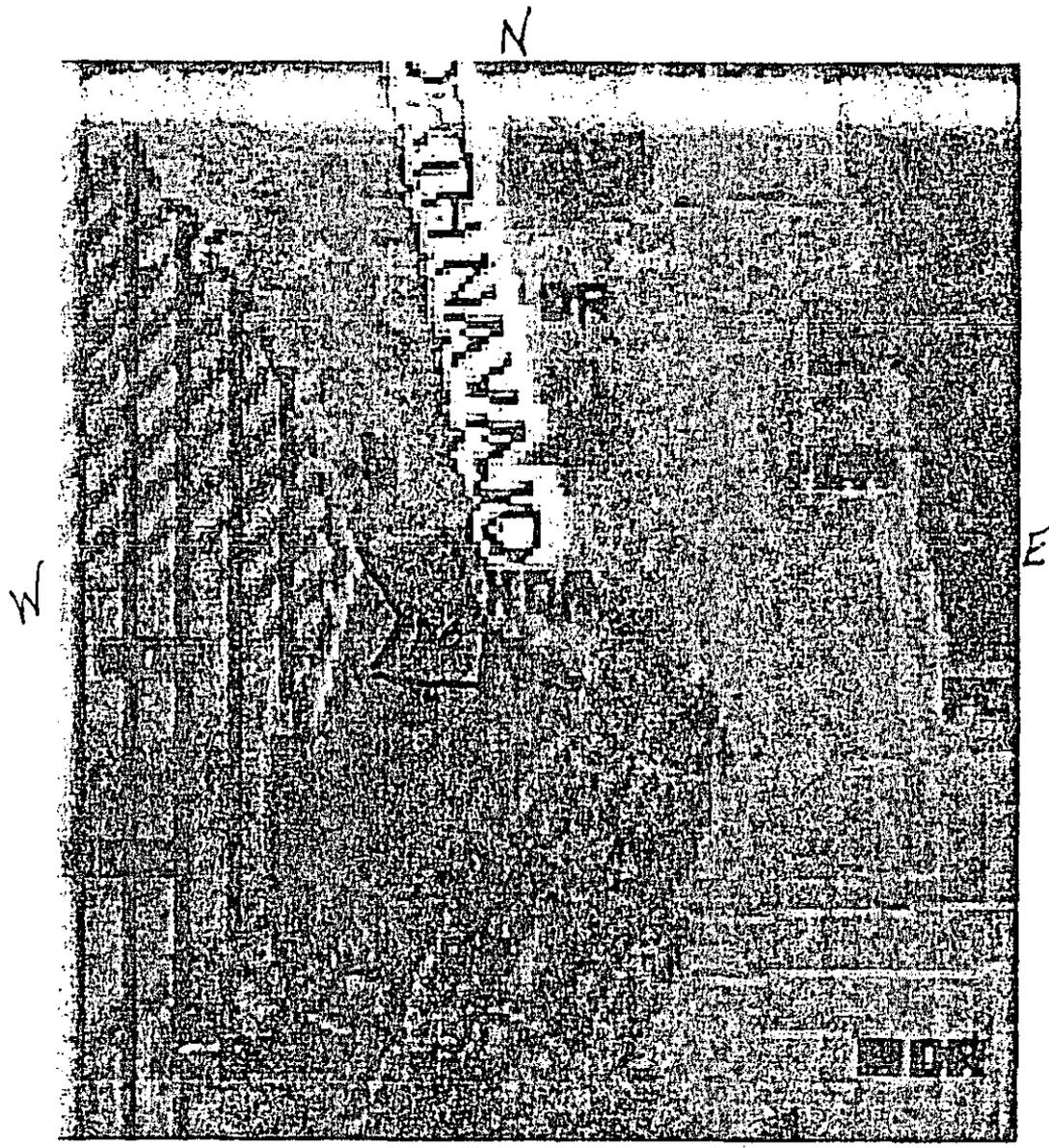
Rezone both parcels to PD



N

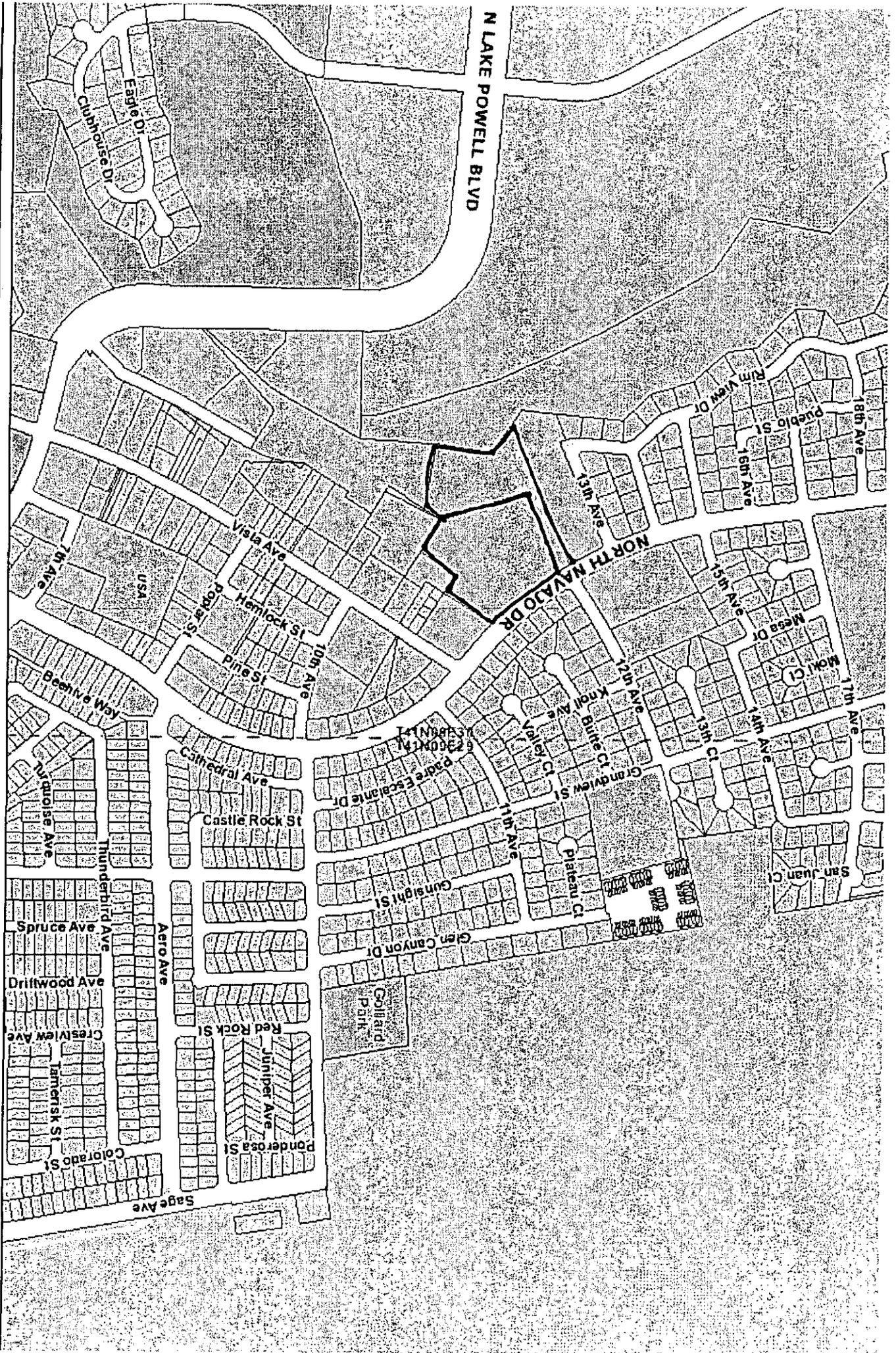
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S



S

Downtown Business to High Density Residential
DB HDR



Coconino Parcel Map

June 3, 2016

THIS MAP WAS GENERATED BY THE COCONINO COUNTY WEB MAP APPLICATION. IT IS FOR GENERAL PURPOSES ONLY. NO WARRANTY OF ACCURACY IS GIVEN OR IMPLIED.





COCONINO COUNTY ARIZONA



Coconino Parcel Map

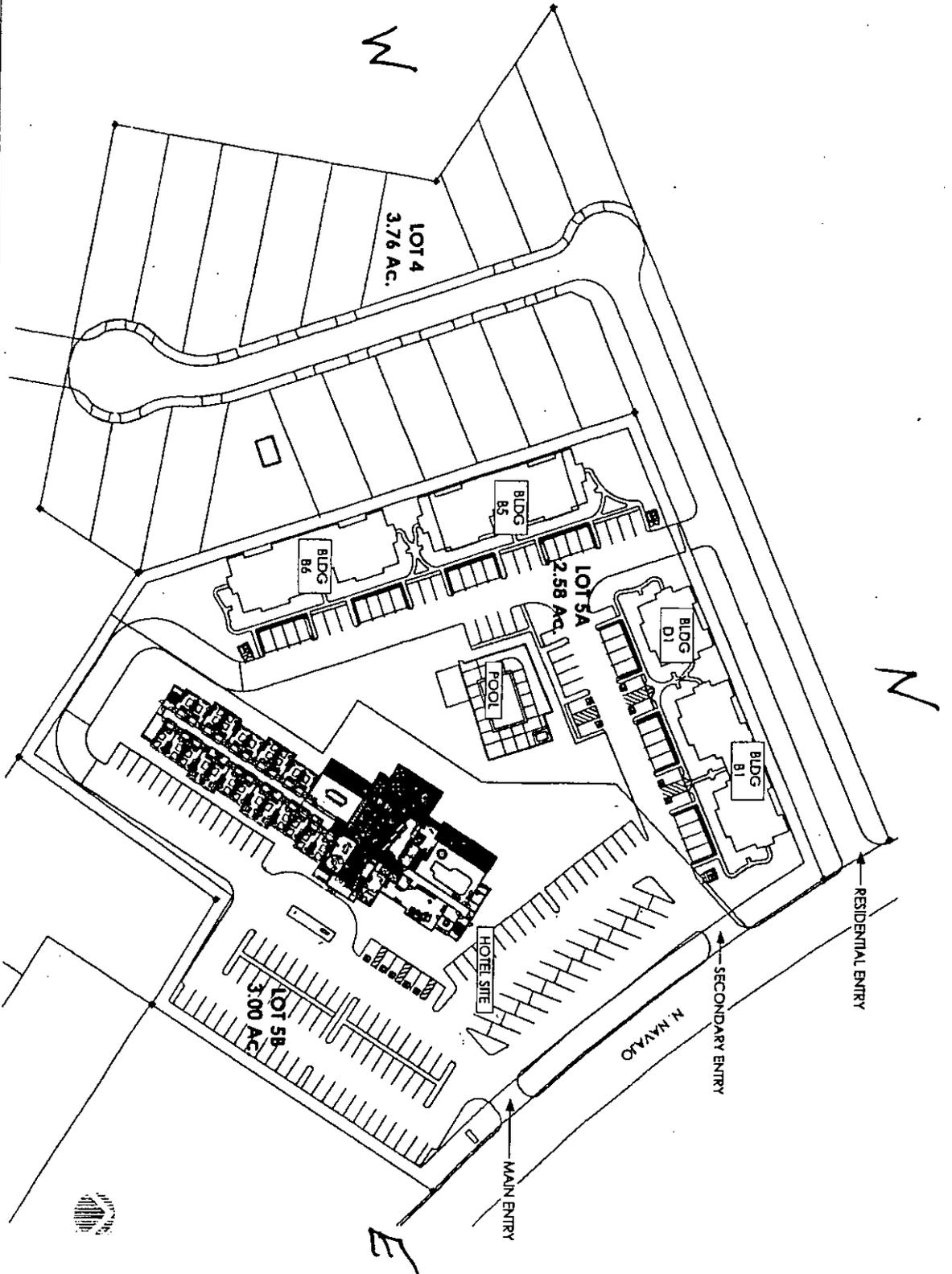
June 3, 2015

THIS MAP WAS GENERATED BY THE COCONINO COUNTY WEB MAP APPLICATION. IT IS FOR GENERAL PURPOSES ONLY. NO WARRANTY OF ACCURACY IS GIVEN OR IMPLIED.



PAGE HOTEL
PAGE, ARIZONA

S



SCALE: 1"=80'-0"
ON 11X17 SHEET

**FUTURE
DEVELOPMENT
SITE PLAN**
DATE: 16 JAN, 2015



CLIENT
Larkspur
Development
101 Larkspur Landing Circle
Suite 301
Larkspur, CA 94939

PROJECT ADDRESS
N. Navajo Drive
Page, AZ



March 30, 2015

John R. Olberg
Canyon Equity LLC
101 Larkspur Landing Circle, Ste. 310
Larkspur, CA 94939

RE: Page Arizona Proposed Hotel Traffic Impact Analysis

Dear Mr. Olberg,

A hotel is currently proposed at approximately 1112 North Navajo Drive in Page, Arizona. An analysis has been conducted to help determine the traffic impact at two existing intersections that would result from the proposed hotel. The two intersections analyzed include 12th Avenue and Navajo Drive, and Lake Powell Boulevard and Navajo Drive. Currently, 12th Ave. and Navajo Dr. is a three way intersection, the proposed Hotel is expected to access Navajo Drive around the area of this intersection. For the purpose of modeling, this intersection was treated as having four legs. Lake Powell Blvd. and Navajo Dr. is an existing intersection that was analyzed because it is anticipated that the majority of the hotel demand would travel through this intersection in Town.

Traffic counts were conducted at each intersection during three periods, AM + School Drop Off, School Pick Up, and PM. Counts were conducted over two hours during those periods. Once the results were analyzed, only the peak hour during those two hours was selected to be the "peak" period for analysis. These counts were provided by Canyon Equity.

Three factors have been used to determine the overall impact on these two intersections from the proposed hotel: Level of Service, Delay, and Intersection Capacity Utilization. Level of service (LOS) is the sum of time required to serve all movements at saturation given a reference cycle length and then dividing that by the reference cycle. To receive a LOS of A, this ratio would need to be less than or equal to 0.55. LOS B has a ratio between 0.55 and 0.64. The higher the ratio the lower the LOS. The delay represents the average delay a motorist experiences in a given intersection or leg of that intersection. The intersection capacity utilization represents a comparison between the current volume to the intersection's ultimate capacity. Below is a table showing the two intersections with these factors before and after the proposed improvements. Also included in these tables are the results for a particular leg from each intersection that represents the worst case approach.

12th Avenue and Navajo Drive

	AM Peak Period		School Peak Period		PM Peak Period	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Average Level of Service (LOS)	A	A	A	A	A	A
Average Delay (seconds)	0.70	1.60	1.00	1.20	0.90	2.20
Intersection Capacity Utilization	27.50%	46.30%	23.30%	28.30%	18.30%	28.40%
Worst Case Approach Leg	West Bound		West Bound		West Bound	
Worst Case Approach LOS	B	C	B	B	B	B
Worst Case Approach Delay	12.6	15.0	11.5	12.2	10.0	11.1

1.10 sec

2.6 seconds

Lake Powell Boulevard and Navajo Drive

	AM Peak Period		School Peak Period		PM Peak Period	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Level of Service	A	A	A	A	A	A
Delay (seconds)	8.60	8.60	8.30	8.30	8.10	8.20
Intersection Capacity Utilization	38.80%	39.40%	40.20%	40.30%	36.10%	37.50%
Worst Case Approach Leg	SE Bound Left		SE Bound Left		SE Bound Left	
Worst Case Approach LOS	A	B	A	A	A	A
Worst Case Approach Delay	9.7	10.4	8.3	8.3	9.1	9.7

SE = South-East

From these tables one can infer that the level of service remains essentially the same for each intersection during the peak periods studied. The delay and intersection capacity utilization at Lake Powell Blvd and Navajo Drive remain relatively unchanged. There was a slight change in delay and intersection capacity utilization occurring at 12th Ave. and Navajo Drive. The worst case approaches show that only one peak period at each of the intersections have a decrease in LOS for a single leg.

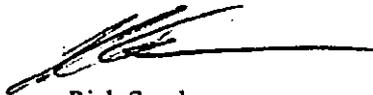
The full results of the analysis have been enclosed with this letter. These enclosures include the following for each intersection: an exhibit showing traffic counts for each peak period (existing and proposed) with the intersections level of service, a report from the modeling software showing the individual lanes, volumes, and timings (existing and proposed, and a report from the modeling software showing the HCM signalized intersection capacity analysis (existing and proposed).

If you have any further questions regarding the results of the analysis please don't hesitate to call.

Sincerely,


 Dustyn W. Shaffer, P.E.
 Service Center Manager




 Rick Snyder
 Project Manager

enclosure(s)