

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
SEPTEMBER 9, 2015**

A Work Session Meeting of the Page City Council was held at 5:30 p.m. on September 9, 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, David Tennis and Dennis Warner were present

Mayor Diak called the meeting to order.

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

Discussion by the City Council pertaining to the North Navajo Wall

On October 29, 2014 and January 7, 2015 meetings were held with the property owners and residents from the 900 block of Cathedral Avenue. The purpose of the meetings was to garner input from the property owners regarding the 34-year-old wall that was constructed by the City in 1978, that is now dilapidated and needs to be removed or replaced.

The wall was constructed near the sidewalk, rather than at the property line (the city-owned property extends 44' from the centerline of the street. In addition, the public utility easement extends approximately 16' from the property line).

Over time, many of adjacent property owners added fill and extended their backyard to the wall. The grade differences from the sidewalk to the backyards made accessing the utilities difficult.

The property owners who attended the meetings have indicated that they would prefer that a new precast concrete wall be built at the sidewalk, rather than the property line; and were agreeable to having the City deed the property (located between the sidewalk and property line) to the adjacent owner(s); and accept the wall as personal property. This change would require the utility easement to be extended to the new property line.

In July, the City sent out a Request for Proposal (RFP) for a Precast Concrete Wall. The scope of work consisted of the installation of approximately 540 linear feet of decorative precast concrete retaining wall of varying heights with a 6 foot high privacy wall on the retaining wall. Also included in the project was the demolition of the existing wall and placing fill material behind the new retaining wall. There was a mandatory site visit required to bid this project.

The City received four bids, which were opened on July 29, 2015. The lowest responsible bidder was Hatch Industries with a bid of \$119,528.00. The bid does not include a survey, legal, or recording costs. The FY 16 budget included \$100,000.00 in line item 40-485-9825 CIP, Community Development. It was recommended that the additional funding be transferred from 10-411-9600 Contingency line item. The Engineer's estimate of probable costs for a pre-cast concrete wall was \$98,825.

Staff made the following recommendations:

The City Attorney will draft a written agreement with each individual property owner, which includes the following:

The City will:

- Survey each property to determine a legal description and property boundaries in order to convey the property to the adjacent owner and to describe extension of the utility easement.
- Pay for the demolition of the City built wall.
- Pay for the cost and installation of the new pre-cast concrete wall.
- Convey the city-owned property to the adjacent owner by quitclaim deed.

The property owner will:

- Accept responsibility for the ownership of the new wall including all future maintenance/replacement costs and agree to maintain the wall as installed for the useful life of the improvement.
- Accept the conveyance of city-owned property.
- Agree to extend the public utility easement.
- Remove all personal property from the project area (ie. sheds, playground equipment, storage, etc.)
- If the property owner requires temporary fencing for personal use (ie. pet safety) the property owner will be required to reimburse the City for any costs associated with providing the fencing.

The agreements will also consider special circumstances such as utility access issues. As a part of the bid, the contractor was required to supply wall patterns and colors to the City for approval. The wall will be colored per our selection. Councilmember Warner has suggested a horizontal sandstone stack and "sandpaper stucco finish" in keeping with the Memorial Wall (see attachment for examples).

Staff requested direction from City Council on the following:

- Would you like this project to proceed?
- If so, do you agree with the staff recommendations listed above? If not, what changes would you like made?
- If we are unable to get 100% participation would you like to proceed?
- Do you have a design preference?

There was discussion.

The consensus of City Council was:

- ▶ To proceed with the North Navajo wall
- ▶ To proceed with staff recommendations, and set out that the wall belongs to the City of Page
- ▶ To proceed with the wall even if we are unable to get 100% participation
- ▶ The design preference was the sample referred to as the Jack Reed Residence, attached hereto and by this reference made a part of herein.

There was discussion regarding asking the one homeowner with the existing wall if the City can paint their wall to match the stucco on the new wall.

Discussion by the City Council pertaining to investment options

Fiscal stability was one of five priorities identified by the City Council at the Strategic Planning Retreat. Reviewing cash flow and investment options for potential additional interest earnings revenue was an important Council objective.

In June, the City Council adopted Resolution 1148-15: Amending the City of Page Investment Policy; bringing the policy into compliance with today's investment practices. The policy is attached.

City Council recently held two work sessions on July 22, 2015 and August 12, 2015. Aaron Bonck with TVI Investments and Michael Preble with Camargo Capital, presented portfolio investment options for the City of Page.

The City currently has three Local Government Investment Pool (LGIP) accounts that hold approximately \$11.1 million in funds. The General account has \$7.4 million; the Highway User Revenue Fund (HURF) has \$1.3 million; and the newly established Series 2011 Bond account has \$2.4 million.

Staff recommends investing at least \$2.5-3 million of funds, currently invested in the LGIP, in either the General account or Series 2011 Bond account. The Bond funds are not being utilized for any operating and are continuing to grow through the first bond call date in 2021. HURF can be invested, however staff recommends using these funds for infrastructure improvements. Maintaining an account balance between \$3-4 million in National Bank of Arizona checking account has reduced bank fees. No change is recommended for this account.

Staff was seeking direction from City Council on how to proceed with investing City funds:

- Resolution 1078-12 sets the reserve balance at \$3.5 million. Increasing the reserve balance has a direct effect on the available funds available to invest.

Staff asked Council if they wanted to maintain or increase the reserve balance.

- The City currently has three LGIP accounts that hold approximately \$11.1 million in funds. The General Account has \$7.4 million; the HURF has \$1.3 million; and the newly established Series 2011 Bond account has \$2.4 million.

Staff asked what level of funding held in LGIP were they comfortable in investing, and which accounts (General, HURF, Bond) would they like to invest.

- To reduce banking fees the City maintains a minimum of \$3 million in the National Bank of Arizona Checking Account. The fee savings are greater than the current interest earnings.

Staff asked Council if they were interested in maintaining this minimum balance.

- Council had the opportunity to consider investment options and they heard presentations from financial advisors, Aaron Bonck, TVI Investments and Michael Preble, Camargo Capital.

Staff asked Council if they had a preference between TVI Investments and Camargo Capital, or would they like staff to pursue additional investment companies for consideration.

City Manager Crystal Prentice presented the agenda item and reviewed the information referenced above. She stated that best practices dictates that Cities maintain reserves of at least 35-50% of the annual operating budget, and she stated that a percentage would be better than a set amount because it would change over time.

Councilor Warner stated that he would like to invest enough funds to sustain the bond debt for 2021.

City Manager Crystal Prentice stated that she would be comfortable with maintaining reserves at 50% of the operating budget.

There was discussion regarding setting the reserve.

Finance Director Linda Watson stated that in reference to the 3.5 million reserve, she would not use that money. She stated that other money would be used for investment purposes and not the reserve money.

Councilor Tennis stated that the investment accounts are not short term and the City should have long term projects to save for and invest the money for the projects.

Councilor Tappan referenced putting \$3.5 million in National Bank, to avoid the fees, and using that as a reserve.

There was discussion.

City Manager Crystal Prentice asked the City Council if they wanted to invest outside the LGIP the \$11 Million and what percentage they felt comfortable investing.

Councilor Warner asked what amount the City would need annually to handle the inflows and outflows. He stated that the City gets funded every month with sales tax revenue, but beyond that, what is a comfortable level to maintain and operate.

Finance Director Linda Watson stated that the funds in the National Bank Account were for operating the City.

City Manager Crystal Prentices stated about \$4 million. There is \$3-4 million in the checking account and \$11 million in the LGIP fund.

Councilor Warner stated that the City could invest the rest. He then stated that the City should reverse the strategy: establish what the minimums are that you are going to work with, and everything else pushes, by default, for investing.

There was further discussion.

The Consensus of City Council was to use TVI Investment for the City's investments and to invest in increments of \$250,000.00.

Finance Director Linda Watson stated that she was advised to invest in increments of \$247,000.00, so that when interest was added, the investment would never be greater than the FDIC insured amount.

Clarification was made that the funds being discussed were the City funds only, and did not include Page Utility Enterprises (PUE).

PUE General Manager Bryan Hill was present and he stated that PUE had invested money in the past and lost, therefore it was decided to keep the funds liquid. At this time one-half of the funds are invested with the LGIP and one-half of the funds are in the bank. Mr. Hill was asked when the last time this discussion was talked about, and Mr. Hill responded that it was in 2010.

There was further discussion pertaining to the City's investments.

Councilor Bryan asked how much money management Finance Director Linda Watson would be involved in.

Finance Director Linda Watson stated that she would like TVI Investments to make recommendations and she and the City Manager would make the decisions. TVI Investments will call when a bond is up and make recommendations.

The consensus of City Council was to maintain the City's operating funds of approximately \$4 million in National Bank and invest the remaining funds.

The meeting was adjourned at 6:19 p.m.

Kim Larson
City Clerk

William R. Diak
Mayor



Jack Reed Residence - 24760 South Ellsworth Road, Queen Creek Arizona

928-243-4362 Hatch Industries, Lic.#'s K-9 290336 & A-14 286271, PRECAST CONCRETE & ASPHALT PAVING, 14 E. Maverick Street, PO Box 1858, Taylor, AZ
15- Cort Kloke, NHL Funding 4221 W. McDowell Road 949-640-9350 -Check us out @ www.verti-crete.com

City of Page, Arizona
Investment Policy

- 1 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 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 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 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 City Clerk is hereby designated the Deputy Investment Officer.
 - 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 Prudence: 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.

5.1 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 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 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 Authorized Financial Dealers and Institutions: 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 Portfolio Diversification and Maturities:

9.1 It is the policy of the City to diversify its investment portfolio by using 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 5 years.

10 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 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 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.
- 11.2 The Investment Officer shall include a market price, on the monthly report, of all U.S. Treasury investments.
- 12 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 Manager and any significant modifications thereto must be approved by the City Council.

REGULAR MEETING MINUTES
SEPTEMBER 9, 2015

A Regular Meeting of the Page City Council was held at 6:30 p.m. on September 9, 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, David Tennis and Dennis Warner were present. There was a moment of meditation. Councilor Warner led the Pledge of Allegiance.

Mayor Diak called the meeting to order.

Staff members present: City Manager, J. Crystal Prentice; IT Director, Mike Bergner; Police Chief, Frank Balkcom; Page Utilities General Manager, Bryan Hill; 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

Work Session Meeting-August 26, 2015

Regular City Council Meeting-August 26, 2015

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

CONSENT AGENDA

MINUTES

Substance Abuse Task Force-July 15, 2015

Page Tourism Board-July 28, 2015

INFORMATION

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

No citizens addressed the City Council.

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UNFINISHED BUSINESS

None scheduled

NEW BUSINESS

Discussion and possible action by the City Council pertaining to an Arizona Department of Liquor Licenses and Control Application for extension of premises/patio permit for William Stephen Justice/Page Elks Lodge 2498

The City Clerk's Office received an Arizona Department of Liquor Licenses and Control Application for an Extension of Premises/Patio Permit from William Stephen Justice/Page Elks Lodge 2498.

The Arizona Department of Liquor Licenses and Control will be notified of the action taken and will make the final determination.

Mayor Diak introduced the agenda item.

Motion made by Councilor Warner to approve the Arizona Department of Liquor Licenses and Control Application for Extension of Premises/Patio Permit for William Stephen Justice/Page Elks Lodge 2498. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to rescheduling the Regular City Council Meetings of November and December, 2015

Due to the Thanksgiving Holiday and Christmas Holiday, the November and December Regular City Council Meetings need to be rescheduled.

Staff recommends that the November Regular City Council Meetings be rescheduled to the following: Wednesday, November 4th and Wednesday November 18th.

Staff Recommends that the December Regular City Council Meetings be rescheduled to the following: Wednesday, December 2nd and Wednesday, December 16th.

Pursuant to the Page City Code, Section 2-4-1, the rescheduled Regular City Council Meetings must not exceed more than seven (7) days before or after the date being advanced or delayed.

Mayor Diak introduced the agenda item.

Motion made by Vice Mayor Kocjan to reschedule the November and December 2015 Regular City Council Meetings to November 4th and November 18th and December 2nd and 16th. The motion was duly seconded and passed upon a vote.

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Discussion and possible action by the City Council pertaining to Staff preparing a Request for Proposals for a Park Master Plan

In April 2015, the Park and Recreation Advisory Board (PRAB) asked Staff to explore options for park facilities master planning. City Staff contacted Coconino County and was offered the services of Judy Weiss, Coconino County Parks and Recreation Director. At the July PRAB Meeting, Director Weiss made a Power Point presentation and facilitated discussion by the Board.

The purpose of a Park Master Plan is to develop a comprehensive vision for specific park areas in context with each specific location, natural resources, and vision of the community. This vision will be a framework for park, trail, and open space use and development over the next ten years. Citizen participation will be critical in formulating the plan.

At the August 31, 2015 PRAB Meeting, the Board voted to recommend that the City Council authorize staff to develop a Request for Proposals and solicit proposals to prepare a Park Master Plan with public participation element and phasing options for the City of Page.

City Manager Crystal Prentice presented the agenda item.

There was discussion.

Motion made by Councilor Bryan to authorize staff to develop a Request for Proposals and solicit proposals to prepare a Park Master Plan with public participation element and phasing options for the City of Page. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to Balloon Regatta Committee's request for City assistance

At the July 8, 2010 Regular City Council Meeting, the City became the fiscal agent for the Balloon Regatta Committee. At the February 25, 2014 Tourism Board Meeting, the Board approved a Memorandum of Understanding (MOU) with the Balloon Regatta Committee. According to the MOU, the Tourism Board agreed to assume contractual responsibilities on behalf of the Balloon Regatta Committee, provide event insurance, market the Balloon Regatta using Tourism Fund, and develop an incentive commission program for the committee member(s) who sell sponsorships for the event. At the May 13, 2015 Regular City Council Meeting, at the request of the Balloon Regatta Committee, City Council authorized the City Manager to issue a check to the Page-Lake Powell Balloon Regatta in the amount of \$35,990.67; severing the fiscal agent relationship and Memorandum of understanding.

The 13th annual Page Lake Powell Balloon Regatta is scheduled for Thursday, November 5th through Sunday, November 8th, 2015.

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Staff met with the Balloon Regatta Committee Chair Deedee Sadler to discuss a request for City assistance. The Committee asked the City for the following:

1. To permit the morning pilot briefings on the Lake Powell National Golf Course driving range. The briefings will be held at 7:15 a.m. each morning. In preliminary discussions, ARAMARK staff did not indicate any concerns.
2. To provide parking/traffic assistance on Friday, Saturday, and Sunday morning from 6:00 a.m. (with a higher focus on Saturday morning to keep traffic moving in and out on Clubhouse Drive.) In addition, police department will assist with traffic throughout the City as balloons are launched and land, and provide access for balloon crews onto the Page Airport for recovery when needed. *The Police Department will initiate an Incident Command and NIMS plan for this event, including a traffic plan.*
3. To provide access to the "Adkinson yard" to store and fill propane tanks.
4. To close and clear Lake Powell Boulevard for the glow event on Saturday evening, balloons will be getting into position at 5:00 p.m.
5. To provide liability insurance which includes an event rider for an aviation event and name the City of Page and the Page Lake Powell Balloon Regatta. USI Insurance Services will cover the event and committee, the City was waiting on a quote. Last year the cost was \$2,700.00.
6. Set up an incident command center near the glow event and vendor fair.
7. To permit recreational vehicles parking/camping on the City property parking lot located at the old Canyon Nine Clubhouse and Golf Course Maintenance on HWY 89.
8. To market and promote the event (see staff recommended marketing expenditures).

The recommended Balloon Regatta Marketing Schedule was stated as follows:

Outlet Month Frequency Cost

The Sunday-Las Vegas October 2x \$ 1,400.00

Gateway October 1x \$450.00

Radio/Kiosk \$1,200.00

Lake Powell Chronicle Tabloid (50% of \$2,900) November 5x \$1,450.00

Page High School-posters September \$100.00

Durango Herald, etc. October 1x \$270.00

AZ Statewide Ad Network October 2x \$2,950.00

Bryan Hill Fiesta Sponsorship August 1x \$1,750.00

TOTAL \$ 9,570.00

9. To permit tailgating on the Lake Powell National Golf Course driving range after the launch.

Ordinance 171 "Prohibiting the Possession of and Consumption of Spirituous liquors in City Parks or Recreation Area; Providing for Exceptions and Permits."

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The Ordinance does not allow for Spirituous liquor includes alcohol, brandy, whiskey, rum, tequila, mescal, gin, wine, porter, ale, beer, any malt liquor, malt beverage, absinthe or compound or mixture of any of them, or of any of them with any vegetable or other substance, alcohol bitters, bitters containing alcohol, and any liquid mixture or preparation, whether patented or otherwise, which produces intoxication, fruits preserved in ardent spirits, and beverages containing more than one-half of one per cent of alcohol by volume.

Section 3. Exceptions. Notwithstanding the provisions of Section 2 of this ordinance, the prohibitions contained herein shall not apply to the City property known as the Page Municipal Golf Course or Glen Canyon Golf and Country Club.

Section 4. Permits. The possession and consumption of a malt beverage by any person shall be permitted on any Parks-Recreation area if that person is in attendance at an activity for which a "use permit" has been secured from the city manager or his designee in accordance with the following:

A. Rules and Regulations. The city manager shall promulgate such rules and regulations as necessary to provide for the issuance, use, and revocation of "use permits".

B. Fees. The council shall establish fees for the issuance of "use permits" by resolution.

Use Permit. A "use permit" shall be issued upon completion of an application, payment of fees, and verification of the required application information.

C. Revocation. The manager or his designee shall revoke any such "use permit" upon any violation by the permittee of this ordinance, the rules and regulations promulgated hereunder, or any other statute or City Ordinance.

Ordinance 390 states a permit required by Ordinance 171 for the consumption of malt beverages shall be \$25.00.

Due to the short time frame, this request did not go before the Community Development Advisory Board.

City Manager Crystal Prentice also stated that the Balloon Regatta Chair Deedee Sadler requested the City to release the Trademarked name "Page Lake Powell Balloon Regatta."

City Council decided to address each item individually with a consensus.

Councilor Bryan stated concerns that this request had not gone before the Tourism Board, now the Community Development Advisory Board, to get their recommendation.

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City Manager Crystal Prentice explained that in May when the City Council agreed to sever the relationship at the request of the Balloon Regatta Committee, it also severed the Memorandum of Understanding.

There was discussion regarding the late date that the Balloon Regatta Committee submitted the request for the items needed from the City, and that due to the short notice there was not enough time to take the request before the Community Development Board.

City Manager Crystal Prentice stated that there may have been the expectation that things the City had done in the past would continue. She stated that the City would consider any requests that come in.

There was further discussion.

City Manager Crystal Prentice stated that the MOU provided things that the City agreed to do, which do not exist now that the relationship was severed.

Deedee Sadler, 1 18th Avenue, Balloon Regatta Committee Chair, stated that the Committee appreciated all of the marketing that the City/Tourism has done for the event, and that the Committee has never requested the City to market for them. The Committee has never put together the marketing, and they have only provided the information that went out. The Balloon Regatta Committee does not promote the event, and they do not make any money off of it. She stated that the Committee was 100% volunteer and the event was put on for the City for economic development during the slow time of the year. The Committee keeps enough money in the account to put on next year's event and to provide little trinkets and things for the pilots. If the City chose not to market the event, it would be up to the City. The City would be marketing the City of Page through the event, and the City is the only one making money, through tax revenue.

Discussion continued.

Mayor Diak presented the Committee's requested items by number for discussion and consensus.

1. Councilor Warner requested that there be a limit to the access on the turf to one vehicle per balloon unit.

Balloon Meister Bryan Hill stated that he will ask the pilots that intend to launch on the driving range to limit themselves to one vehicle on the range, and that the pilots that are not launching there to please park below and walk in.

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The consensus of the City Council was to approve #1.

2. Police Chief Frank Balcom advised that the Police Department was prepared to move forward with the plans as requested.

The consensus of the City Council was to approve #2.

3. The consensus of the City Council was to approve #3.
4. The consensus of the City Council was to approve #4.
5. There was discussion.

Deedee Sadler, Balloon Regatta Chair, stated that in previous years the Balloon Regatta Committee did provide liability insurance and she does not know when that stopped. She said that they do not have any way to recoup that cost, and all monies are put back into the event for items such as propane for the pilots. They do not have any way to be reimbursed and sponsorships are not what they used to be.

The consensus of the City Council was to approve #5.

6. The consensus of the City Council was to approve #6.
7. Clarification was made as to the location for recreational vehicles parking/camping, and the question was asked if the parking at the old golf course would be adequate.

Deedee Sadler, Balloon Regatta Chair, stated that the parking lot at the golf course was adequate, and the roadway to the golf course was adequate.

The consensus of the City Council was to approve #7.

8. Councilor Warner asked that the item be referred to the Community Development Advisory Board and then back to City Council.

Councilor Tennis asked that the item go before the Community Development Board and to give the City Manager authority to move forward.

There was lengthy discussion.

Deedee Sadler, Balloon Regatta Committee Chair, stated that the committee has never asked to have the event marketed, and the City has never asked the committee for information to market. She stated that the Chamber of Commerce

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spends a lot of money for the vendors, and if there is no marketing no one will come and spend money.

Councilor Sadler stated that the Balloon Regatta is a City event and that the Tourism Director has always marketed the event. The City was the fiduciary for the committee and only acted as a bank.

The consensus of the City Council was to have a motion for item #8. See below after #9.

9. There was discussion pertaining to the location of the tailgating and previous locations.

Balloon Meister Bryan Hill stated that the tailgate would be on the driving range, but they could move the activity. The tailgate started in 2003 at old Canyon 9 when the golf course was beautiful. He stated that the grounds have deteriorated and there are a lot of Goathead weeds. He also stated that he has noticed a trend that pilots have began dispersing around town to launch in the morning and they are not putting on a show. Ballooning is a social sport and they need a location to accommodate that.

Discussion continued.

The consensus of the City Council was to have the pilots launch on the driving range at the Lake Powell National Golf Course and tailgate on the bottom old Canyon 9 parking lot for item #9.

Mayor Diak made a motion to continue to market the Balloon Regatta. The motion was duly seconded.

There was discussion.

Mayor Diak rescinded the motion and Councilor Sadler rescinded the second.

Mayor Diak made a motion to send item #8 back to the Community Development Board for their recommendation as to marketing, within a time frame that would give Council an answer by next week. The motion was duly seconded.

There was discussion.

The motion passed upon a vote.

City Manager Crystal Prentice stated that the Community Development Advisory Board will be having discussions pertaining to grants. During the FY 2015-2016 budget

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discussions, Council did not approve offering grants, so there is not a mechanism in place for people to apply for advertising dollars as there was before. There will be a joint work session scheduled with the Community Development Advisory Board. If Council would like staff to market, they need to know what events and a process will need to be put in place.

Discussion continued.

Ms. Prentice stated that there was one remaining request to release the Trademarked name "Page Lake Powell Balloon Regatta" in order for the Balloon Regatta Committee to obtain corporate status with the state and to continue marketing the City of Page with their event.

Mayor Diak stated that the trademarked name was a marketing tool and should be maintained by the City. The City has no control over any committee or that the committee will exist in the future.

There was lengthy discussion.

Balloon Regatta Committee Chair Deedee Sadler stated that when Vin Paitoon was the Tourism Director for the City of Page, she and Vin trade-named nine (9) names in every variation. The reason for this was to prevent outside entities from using the names or piggybacking on the event.

Deedee Sadler stated that they would like to use "Lake Powell Hot Air Balloon."

Mayor Diak asked City Council if they would like to see the names, disseminated by the Clerk, Council could then their favorite, and get back to the Clerk.

Discussion continued.

Councilor Tennis asked Ms. Sadler if she could use "Page Lake Powell Balloon Regatta Committee, Incorporated", with "Committee" added to the end.

Councilor Warner stated that Ms. Sadler gave good reasons why the trade names were done, and that the Tourism Board acted properly by protecting this event, the way it was marketed, and who was authorized to use the name. The City should have that protection going forward.

Ms. Sadler said that she would take it before her committee to see if they want to pick a different name. She said she would also send the existing names for Council to review.

Discussion and possible action by the City Council pertaining to broadcasting City Council Work Sessions and Advisory Board/Commission/Authorities Meetings

Page City Council Regular Meeting- September 9, 2015

At the June 24, 2015 Regular City Council Meeting Garret Edwards, General Manager of Cable One requested to have the City Council Work Sessions and Advisory Board/Commission/Authorities Meetings broadcasted on Channel 4 with Cable One. Previous to this request, the City Clerk's Office received a request from a citizen to have the City Council Work Sessions broadcasted.

The City Manager recommended asking for the Advisory Committee members input before making a final decision on broadcasting Advisory Committee Meetings; and added some discussion points for their consideration:

- Broadcasting the City Council Work Sessions and Advisory Board Meetings would increase transparency and communication among the residents in Page;
- City Council Work Sessions are the only time when staff and City Council can discuss information informally, broadcasting the meetings may inhibit open or the free flow of communication;
- Broadcasting Advisory Board meetings would require staff training and increase personnel costs;
- There could be costs associated with retaining electronic recordings;
- Advisory Boards would have to meet in the City Council Chambers, some of them like to meet onsite at the Library, Community Center, etc;
- She only received two requests to air the City Council Work Sessions and/or advisory committee meetings.
- All meetings are open to the public and meeting minutes are available; and
- Some Advisory Board Volunteers may be uncomfortable on camera.

Since then, each board had discussion on this subject at their meeting, and the comments are as follows:

Planning & Zoning Commission - "Presently I think our meetings are not long enough to be televised and they are already recorded for reference. Volunteers may not like to be televised."

Community Development Board – "I don't see any major issues, except the need for training on use of the system or staff with such knowledge in attendance."

Page Public Safety Personnel Retirement System Board – "I see no issue with this at all. The only board I am a part of is the Public Safety Personnel Retirement System Board. I believe that if this is something the public wants, in the interest of integrity and transparency, we should provide it."

Parks and Recreation Advisory Board – Voted 4-1 in favor of being televised.

Airport Board – "The Airport Board is fine since we already meet in the City Council Chambers."

Community Center Board/Library Board – "Our board arrives early to the library to take care of personal business (checking in/out). Working staff come into our meetings to give a brief update on their department happenings. We would not be able to continue this if meeting locations are to be changed. This has made a positive impact on my employees; I would hate to take this from them. The Community Center/Library Board

Page City Council Regular Meeting- September 9, 2015

like to see the ever evolving changes in the library/center. Often our boards will request more information, which is readily accessed at our locations.

I recommend that all Community Service Board Meetings continue to meet at their respective locations.”

Page Utility Enterprises (PUE) Board – Please share with members of Council that during the regularly scheduled PUE Board meeting conducted on July 21, 2015, the Board considered the Agenda Item “Discussion/Possible Action – Broadcast meetings”. The Board discussed at length and provided consensus feedback that the Board Recommends NOT Broadcasting PUE Board meetings from City Council Chambers. A few of the comments many comments expressed by PUE Board members include:

- PUE already conducts open Public Meetings, with posted and noticed agendas;
- Historically the Board Meetings are poorly attended with ample empty seating;
- The Utility has installed a new door to facilitate ease of public access directly into the PUE Board Room;
- Some Board Members commented that while they are comfortable conducting discussions with Citizens in the room, they are uncomfortable being on television;
- They anticipate scheduling conflicts with other Boards and Council for the use of Council Chambers; and
- PUE Board meetings are already compliant with open meeting laws.

The budget impact to broadcast the meetings was unknown. Broadcasting the meetings in City Hall would require having the IT Director or trained staff present at all of the meetings, and the City does not own the equipment necessary to broadcast the Board Meetings that are held at other locations.

City Manager Crystal Prentice presented the agenda item.

There was lengthy discussion.

Motion made by Councilor Bryan to not televise any of the meetings, other than what the City currently televises now. The motion was duly seconded.

There was discussion.

The motion passed 5-2 with Mayor Diak, Vice Mayor Kocjan, Councilors Bryan, Warner, and Tennis voting in favor, and Councilors Sadler and Tappan voting against.

Mayor Diak moved the following agenda item to Bid Awards.

Discussion and possible action by the City Council pertaining to the North Navajo Wall

BID AWARDS

Discussion and possible action by the City Council pertaining to the North Navajo Wall

On November 8, 1978, the City Council authorized staff to seek a variance to build a fence 8 feet tall at North Navajo Drive, and directed staff to build the fence "upon agreement with the property owners that they would build a retaining wall as required to protect the fence."

Thirty four years later, meetings were held with the property owners and residents from the 900 block of Cathedral Avenue. The purpose of the meetings was to garner input from the property owners regarding the wall that was constructed by the City in 1978 that is now dilapidated and needs to be removed or replaced.

The wall was constructed near the sidewalk, rather than at the property line (the city-owned property extends 44' from the centerline of the street. In addition, the public utility easement extends approximately 16' from the property line). Over time, many of adjacent property owners added fill and extended their backyard to the wall. The grade differences from the sidewalk to the backyards have made accessing the utilities difficult.

The property owners who attended the meetings have indicated that they would prefer that a new pre-cast concrete wall be built at the sidewalk, rather than the property line; and were agreeable to having the City deed the property (located between the sidewalk and property line) to the adjacent owner(s); and accept the wall as personal property. This change would require the utility easement to be extended to the new property line.

In July, the City sent out Request for Bid (RFB) for a Precast Concrete Wall. The scope of work consists of the installation of approximately 540 linear feet of decorative precast concrete retaining wall of varying heights with a six foot high privacy wall on the retaining wall. Also included in the project was the demolition of an existing wall and placing fill material behind the new retaining wall. There was a mandatory site visit required to bid this project.

The City received four bids, which were opened on July 29, 2015. The lowest responsible bidder was Hatch Industries with a bid of \$119,528.00.

City Manager Crystal Prentice presented the item. She stated that a Work Session regarding the North Navajo Wall had taken place prior to the Regular City Council Meeting. She stated that Staff recommends awarding the bid to Hatch Industries and reviewed what the bid included. There was still work to be done, agreements needed to be obtained from each of the property owners, and based on Councils direction, that will include conveying the property and right-of-way over to the owners and extending the utility easement to the new wall. Council has provided direction that the City will own and maintain the precast wall.

Page City Council Regular Meeting- September 9, 2015

Motion made by Councilor Warner to award the bid to Hatch Industries contingent upon the City obtaining written agreements with each individual property owner to include a conveyance of property and extension of the utility easement in accordance with Councils consensus provided at the work session. The motion was duly seconded.

The consensus of City Council provided at the Work Session:

- *To proceed with the North Navajo wall*
- *To proceed with staff recommendations, and set out that the wall belongs to the City of Page*
- *To proceed with the wall even if we are unable to get 100% participation*
- *The design preference was the sample referred to as the Jack Reed Residence, attached hereto and by this reference made a part of herein.*

The motion passed 6-1 with Mayor Diak, Vice Mayor Kocjan, Councilors Warner, Tennis, Bryan and Sadler voting in favor, and Councilor Tappan voting against.

BUSINESS FROM THE MAYOR

None scheduled

BUSINESS FROM THE MANAGER

None scheduled

BUSINESS FROM THE CITY ATTORNEY

None scheduled

The following agenda items were moved to this portion of the agenda.

BOARDS & COMMISSIONS

Discussion and possible action by the City Council pertaining to an appointment to the Page Community Development Advisory Board

There was one vacancy on the Page Community Development Advisory Board. The City received a Board Appointment Application from Korey Seyler.

Motion made by Mayor Diak to appoint Korey Seyler to the Page Community Development Advisory Board with a term ending June 2016. The motion was duly seconded and passed upon a vote.

DEPARTMENTS

None scheduled

CLAIMS

None scheduled

Page City Council Regular Meeting- September 9, 2015

**BUSINESS FROM THE COUNCIL
EXECUTIVE SESSION**

Pursuant to ARS § 38-431.03 (A)(3)(4) Council may vote to go into Executive Session for discussion or consultation with the City Attorney in order to consider its position and instruct its attorney regarding the Utility's position regarding contracts that are subject of negotiations for the purpose of exploring fiber connectivity with the Page Utility Enterprises office.

Councilor Tappan was excused at 8:19 p.m.

Motion made by Councilor Sadler to enter into Executive Session at 8:20 p.m.

Mayor Diak reconvened the Regular City Council Meeting at 9:06 p.m.

Discussion and possible action by the City Council pertaining to fiber connectivity with Page Utility Enterprises office.

There was no discussion by the City Council.

ADJOURN

The meeting was adjourned at 9:07 p.m.

Kim L. Larson
City Clerk

William R. Diak
Mayor

**PAGE COMMUNITY CENTER BOARD
REGULAR MEETING MINUTES**

July 1, 2015

The regular meeting of the Page Community Center Board was held at the Page Community Center in Page, Arizona on Wednesday, July 1, 2015. Board members Vice President Francine Hoover, Secretary Dawn Duggins, and Trina Kaltmaier were present.

President Dele Fischer was excused. Sharon Richardson and Levi Tappan were absent.

Staff present: None

Guests: Ron Hoover

Member Duggins gave the invocation. Member Kaltmaier led the Pledge of Allegiance.

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

MINUTES

Community Center Board Regular Meeting minutes of May 6, 2015

A motion was made by Member Kaltmaier 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 or whether the city employees came to measure for the doors. Debbie Winlock was not in attendance at this meeting.

Report on trips and activities since the last meeting

Eight people went on the scheduled trip around the loop through Marble Canyon, Fredonia, and Kanab in May. They all said they had a good time. They stopped in Kanab at Three Bears for ice cream on the way home.

No trip was planned for June.

Report on the statistics for the Center for the past year

Copies of the statistical report from July, 2014 through May, 2015 was handed out to members and discussed. Statistics for June, 2015 were not yet available. They will be emailed when the final numbers are finalized.

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

A senior trip to Bryce Canyon is scheduled for later in July; also a trip to Sunset Crater and the ruins nearby is scheduled for August.

NEW BUSINESS

None

Next meeting date: Wednesday, September 2, 2015

ADJOURN: A motion was made by Member Duggins to adjourn the meeting at 5:50p.m. The motion was seconded and passed upon a vote.



Dele Fischer President



Dawn Duggins Secretary

**PAGE UTILITY ENTERPRISES
REGULAR BOARD MEETING
August 11, 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, Ken Sichi, and Council Liaison/Vice Mayor John Kocjan. Shayne Jones was excused.

Staff present: General Manager, Bryan Hill; Todd Savage, Assistant General Manager; 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.

ELECTION OF OFFICERS: Motion by J. Jones, seconded by Ferrando, to retain the current slate of officers as follows:

Chairman:	Rick Yanke
Vice Chairman:	Jeff Jones
Secretary:	Ken Sichi
Treasurer:	Tony Ferrando
Parliamentarian:	Shayne Jones

The motion carried unanimously.

APPROVAL OF MINUTES: The July 21, 2015 regular meeting minutes were unanimously approved upon a motion by J. Jones and second by Ferrando.

**HEAR FROM THE
CITIZENS:** None.

At this time, Chairman Yanke rearranged the agenda to discuss item A of New Business next and then will be followed by the Reports.

NEW BUSINESS: Discussion/Possible Action – Bid #199 Annual Wire Bid: Motion by Ferrando, and second by Sichi to award Bid #199 to Codale Electric Supply for 1/0, 4/0 and 500 MCM primary distribution cable.

The motion carried with a unanimous vote.

REPORTS: General Manager's Reports: Bryan reviewed the July reports. He also reported on staff's concern for the Water Treatment Plant capacity due to the addition of the large hotels. Bryan distributed graphs of the water usage over the last few years and pointed out that if growth continues a large expansion of the water treatment plant will be necessary.

Financial Report: Catherine presented the June Financials.

Committee Reports: None.

Chairman's Report: None.

Motion by J. Jones, seconded by Sichi, to recess into executive session at 6:08 p.m. for both items as listed.

The motion carried unanimously. The audience was excused at this time.

EXECUTIVE SESSION: Pursuant to A.R.S. §38-431.03(A)(4), the Board may vote to go into executive session for discussion or consultation with the City Attorney in order to consider its position and instruct its attorney regarding the Utility's position regarding contracts that are the subject of negotiations for the purpose of exploring fiber connectivity with the Page Utility Enterprises offices.

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.

Reconvene: Chairman Yanke reconvened the meeting at 7:13 p.m.

UNFINISHED BUSINESS: Discussion/Possible Action – Fiber Connectivity with Page Utility Enterprises Offices: No discussion or action taken.

New Business Cont'd: Discussion/Possible Action – Utility Safety Practices: Motion by J. Jones to send the Notice of Agreement Breach to Cable One which informs of the safety violation; the imposition of a \$300 Safety Violation Fee; and a request for specific documents as listed.

The motion was seconded by Ferrando and carried with a unanimous vote.

ANOUNCEMENTS: The next meeting will be on September 8, 2015.

ADJOURNMENT: With no further business, Chairman Yanke adjourned the meeting at 7:16 p.m.

APPROVED:


Chairman, Page Utility Enterprises Board

10 September 2015

86040-0671

To the Page Mayor and Councilors

I resign the Board of Adjustment.

I resign the Library Board.

I resign the Planning and Zoning Board.

Thank you for continuing to work and
contribute to our social security

Larry Howe

CITY OF PAGE
MONTHLY CASH ALLOCATION COMPARISON

		<u>Jun-15</u>	<u>Jul-15</u>
01-1110200	LGIP - GENERAL SAVINGS ACCT	7,503,263.69	8,304,532.17
01-1110300	CASH A/P CHECKING (COMBINED)	3,873,016.95	3,391,540.83
01-1110400	CASH P/R CHECKING (COMBINED)	266,504.04	142,628.15
01-1170000	ACCTS REC'V CASH CLEARING ACCT	0.00	0.00
01-1175000	UTILITY CASH CLEARING ACCT	0.00	0.00
15-1120300	LGIP - HURF SAVINGS ACCT	1,654,797.75	1,319,904.74
20-1520600	LGIP - SERIES 2011 BOND RESRV	1,000,276.04	1,000,352.44
32-1120400	JCEF SAVINGS ACCOUNT	58,628.72	58,802.00
72-1120700	FIRE PENSION SAVINGS	17,657.85	20,468.90
72-1121100	FIRE PENSION-INVESTMENT ACCT	468,965.27	471,614.63
		<u>14,843,110.31</u>	<u>14,709,843.86</u>

<u>FUND</u>		<u>Jun-15</u>	<u>Jul-15</u>
10	ALLOCATION TO GENERAL FUND	8,609,379.62	9,087,364.48
15	ALLOCATION TO HIGHWAY USER FUND	2,365,797.34	1,613,868.86
16	ALLOCATION TO SUBSTANCE ABUSE FUND	37,956.07	38,239.47
20	ALLOCATION TO DEBT SERVICE FUND	1,185,167.50	1,299,990.35
25	ALLOCATION TO MISCELLANEOUS GRANTS	16,189.43	48,070.87
30	ALLOCATION TO LIBRARY MISCELLANEOUS GRANTS	0.00	0.00
32	ALLOCATION TO JCEF FUND	58,628.72	59,177.96
36	ALLOCATION TO DONATION FUND	61,641.87	61,783.25
40	ALLOCATION TO CAPITAL PROJECTS FUND	274,316.22	200,370.70
41	ALLOCATION TO BALLOON REGATTA FUND	0.00	0.00
42	ALLOCATION TO TOURISM & PROMOTION FUND	479,843.83	456,379.97
46	ALLOCATION TO AIRPORT FUND	985,621.99	924,377.06
47	ALLOCATION TO AIRPORT EVENTS FUND	2,886.96	2,886.96
48	ALLOCATION TO LAND FUND	0.00	152,958.00
50	ALLOCATION TO PAGE UTILITY ENTERPRISES	0.00	-4,402.89
51	ALLOCATION TO WATER FUND	0.00	-1,602.46
52	ALLOCATION TO SEWER FUND	0.00	-2,438.95
57	ALLOCATION TO CEMETERY FUND	279,278.90	281,552.96
72	ALLOCATION TO FIRE PENSION FUND	486,401.86	491,267.27
		<u>14,843,110.31</u>	<u>14,709,843.86</u>

PROCLAMATION
Domestic Violence Awareness Month
PEACE

Patience-Empathy-Acceptance-Caring-Equality

WHEREAS, each year, 3 to 4 million women (1 every 15 seconds) are beaten by their husbands or partners; and

WHEREAS, domestic violence is the number one cause of injury to women between the ages of 15 and 44 - more than auto accidents, muggings and rape combined; and

WHEREAS, family violence costs five to ten billion dollars per year in health care, lost wages, criminal litigation and incarceration of batterers and juveniles who commit crimes as a result of the abusive and violent behavior they learn in their homes; and

WHEREAS, The City of Page contributes to these statistics with an average of six domestic violence calls to the Page Police Department per day and an average of seven family violence protection orders and eight injunctions against harassment issued by the Page City Magistrate Court each month; and

WHEREAS, we recognize that there is no excuse for abuse and that it is only through awareness of this problem and a non-judgmental support of the victims that we may stop the violence.

NOW THEREFORE, the Mayor and the City Council of the City of Page do hereby proclaim the month of October, 2015, as Domestic Violence Awareness Month and encourage City of Page residents to take this opportunity to find out what we can each do to help stop the cycle of abuse in our community.

Issued this 23rd day of September, 2015

William R. Diak, Mayor

ATTEST:

Kim L. Larson, City Clerk



Request for City Council Action

Title:	Adopting Community Development Advisory Board By-laws		
Meeting Date:	September 23, 2015	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:	Community Development	Supporting Documents:	Bylaws
Prepared By:	Kim Johnson, Community Development Director	Presented By:	Community Development Director
Reviewed By:		Approved By:	
Proposed Action:	Motion to Adopt Community Development Advisory Board Bylaws		

BACKGROUND:

Chapter 15 of the Page Code of Ordinances changed the name and scope of the former Tourism Board, thereby establishing the Community Development Advisory Board and providing for the operations thereof. One of the procedural requirements of the Code is that each board adopt bylaws to govern the conduct of its activities. There are no current bylaws in place for the Tourism Board, so staff has drafted bylaws for the new Community Development Advisory Board.

The bylaws were brought to the Community Development Advisory Board for consideration at their August meeting. These bylaws are based on a template created for other boards and customized for the Community Development Advisory Board. The bylaws address the purpose of the Board, meetings and meeting conduct, officers, and general operational items.

BUDGET IMPACT:

None

ALTERNATIVES CONSIDERED:

N/A

ADVISORY BOARD RECOMMENDATION:

The Community Development Advisory Board voted to recommend that its Bylaws be adopted as recommended by staff.

STAFF RECOMMENDATION:

I move to adopt Bylaws for the Community Development Advisory Board as recommended.

COMMUNITY DEVELOPMENT ADVISORY BOARD BYLAWS

SECTION 1: GENERAL

- 1.1 **Establishment:** The Community Development Advisory Board is established by Section 15-2-5 of the Municipal Code.
- 1.2 **Purpose:** The Community Development Advisory Board will act in an advisory and review capacity to the City Council regarding the economic development, tourism, beautification, enhancement and development of public land within our community; including master planning, budgeting, event and activity planning, marketing strategies and coordination.

The Board shall review and make recommendations related to a broad range of community development activities as requested by the City Council. The Board shall be custodians of the City of Page General Plan as it pertains to the purpose of the Board by making recommendations to the City Council related to implementation of the goals and objectives of the Plan. The Board shall review and make recommendations related to General Plan amendments as requested by the City Council. The Board shall be custodians of the Tourism Strategic Five-Year Marketing Plan by making recommendations to the City Council related to the plan and implementation thereof.

SECTION 2: MEETINGS

- 2.1 **Parliamentary Procedure:** Meetings of the Board shall be governed by Robert's Rules of Order.
- 2.2 **Regular Meetings:** The regular meeting shall be held the fourth Tuesday of each month at the hour of 5:30 p.m. at city hall.
- 2.3 **Special Meetings:** Special meetings may be called by the Chairperson or in his absence the Vice Chairperson. In addition, any three members of the Board may make written request to the chairperson for a special meeting and in the event such meeting is not called, such members may call such special meeting. No special meeting may be set beyond the next regular meeting.
- 2.4 **Annual Meeting:** The annual meeting of the Community Development Advisory Board shall be the first regular meeting in July.
- 2.5 **Notice of Meetings:** Notice of all meetings will be posted at least 24 hours in advance and, whenever possible, notices and agenda will be provided to Board members at least four days in advance.
- 2.6 **Place of Meeting:** The place of meeting shall be City Hall unless otherwise stated in the meeting notice.

2.7 **Order of Business:** The business of the Council shall be taken up for consideration and disposition in the following order.

1. Call to Order
2. Roll Call
3. Hear from Citizens
4. Minutes
5. Reports/Presentations
7. Unfinished business
8. New business
9. Adjournment

2.8 **Voting:** A majority of the appointed members of the Board shall constitute a quorum for the transaction of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be necessary to transact business or carry any proposition. A member may abstain from voting only upon declaration of a conflict of interest, in which case such member shall take no part in the deliberations on the matter in question. The minutes of the meetings shall reflect the "ayes" and "nays" cast on a particular measure, as well as declarations of abstention.

2.9 **Meeting Conduct:** Board Members are expected to treat each other, staff, citizens, and other visitors with respect and civility. Appropriate conduct includes following the bylaws of the Board. The Chairperson, after soliciting input from the Board, shall notify the City Council if a Board member engages in behavior considered to be inappropriate and may recommend to City Council that the member be removed from the Board.

Members of the public and other visitors are expected to treat each other, members of the Board, and staff with respect and civility; and to follow the instructions of the Chairperson. Inappropriate conduct by a citizen, as determined by the Chairperson, may result in a citizen being asked to leave a meeting or, if necessary, being removed from the meeting.

2.10 **Official Records:** Official records shall include these bylaws, meeting minutes, meeting agendas and packets, and all findings, applications, maps, photos, exhibits, correspondence, decisions, and other official actions or other items filed with or issued by the Board. All official records of the Board shall be kept and maintained by the Community Development Department or City Clerk as required by records retentions standards.

Minutes shall be kept for all meetings of the Board and shall reflect the "ayes" and "nays" cast on a particular measure, and shall indicate abstentions. A member's declaration of a conflict of interest and related election to not participate in the discussion or vote on an agenda item shall be recorded in the minutes. The Board will review and approve minutes of the previous meeting at the regular meeting.

The official records of the Board shall be public records open to public inspection during normal City Hall hours, except as otherwise provided by law.

SECTION 3: MEMBERSHIP

- 3.1 **Appointment:** The Community Development Advisory Board shall be composed of seven members. The members of the Board shall be appointed by majority vote of the Council. Terms expire on June 30. Re-appointment will take place at term expiration. New appointees shall assume office on July 1.
- 3.2 **Term of Appointment:** Appointments shall be for a period of three years. Each member is eligible to serve three consecutive three-year terms.
- 3.3 **Termination:** The term of all members shall extend until their successors are appointed. Member that fail to attend or who fails to attend at least 75% of the scheduled meetings in any calendar year shall be deemed to have resigned as a member of the Board.
- 3.4 **Compensation:** All members shall serve without pay. Members of the Board may be reimbursed for out-of-pocket expenses incurred in performance of their duties when the expenses have been authorized before they are incurred.

SECTION 4: OFFICERS

- 4.1 **Election of Officers:** At the annual meeting, the Board shall elect a chairperson and vice chairperson, from among its own members, who shall serve for one year or until their successors are elected and qualified. An individual shall not serve more than two (2) consecutive terms as chairperson.
- 4.2 **Special Election:** Vacancies in chairperson and vice chairperson shall be filled for the unexpired term by a new election, a notice of such election being given in the notice of the meeting.
- 4.3 **Chairperson:** The chairperson shall preside at all meetings and exercise all the usual rights, duties, and prerogatives of the head of any similar commission or board. The chairperson shall have the power to take evidence.
- 4.4 **Vice-Chairperson:** The vice-chairperson shall perform the duties of the chairperson in the absence or disability of the chairperson. In the absence of both the chairperson and vice-chairperson, the Board shall elect a chairperson pro tempore who shall perform the duties of the chairperson.

SECTION 5: BOARD COMMUNICATIONS

- 5.1 **Written Communications:** All written communications from the Board shall be approved by majority vote of the Board. All communications on behalf of the Board shall be sent through City Staff. The Chairperson is authorized to sign on behalf of the Board. In the absence of the Chairperson, the Vice

Chairperson or City Manager/Staff liaison shall be authorized to sign on behalf of the Board.

5.2 **Communications in General:** Board members shall not send communications in any form to the entire board, or engage in group conversations or group correspondence of any type outside of a regular or scheduled meeting upon proper notice thereof.

5.3 **Board Spokesperson:** The Staff liaison shall be the designated spokesperson for the Board. Requests for information on the activities of the Board shall be forwarded to the Staff Liaison who will communicate such requests to the Chairperson if deemed necessary. All information provided shall be provided through the Staff liaison. The Board spokesperson shall make all official presentations on behalf of the Board to the City Council. The Chairperson may be asked to speak on behalf of the Board from time to time. If the Chairperson is not available to speak on behalf of the Board, the Vice Chairperson, or other member as designated by the Chairperson shall speak on behalf of the Board.

Board members shall not publicly misrepresent a position the Board has taken or identify themselves as spokesperson for the Board when they are only speaking as an individual. Upon such occurrence, the conduct of the Board member will be reviewed by the Chairperson and/or the City Council as deemed necessary.

SECTION 6: Dismissal

6.1 **Dismissal:** Actions by Board members that are contrary to these bylaws and/or Chapter 15 of the Municipal Code may be grounds for removal of the member from the Board.

SECTION 7: AMENDMENTS

7.1 **Amendments:** The Board may recommend amendments to these by-laws at any regular meeting of the Board by a majority vote of the members present, provided notice shall have been given in the notice of the meeting. All amendments shall be subject to approval of the City Council.

SECTION 8: EFFECTIVE DATE

8.1 **Effective Date:** These by-laws shall become effective immediately upon approval of the Council.



Request for City Council Action

Title:	Adopting Park and Recreation Advisory Board By-laws		
Meeting Date:	September 23, 2015	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:	Community Development	Supporting Documents:	Bylaws
Prepared By:	Kim Johnson, Community Development Director	Presented By:	Community Development Director
Reviewed By:		Approved By:	
Proposed Action:	Motion to Adopt Park and Recreation Advisory Board Bylaws		

BACKGROUND:

Chapter 15 of the Page Code of Ordinances establishes the Park and Recreation Advisory Board and provides for the operations thereof. One of the procedural requirements of the Code is that each board adopt bylaws to govern the conduct of its activities. Since this Park and Recreation Advisory Board is new, there are no bylaws in place.

Staff drafted bylaws for the Park and Recreation Advisory Board's consideration at their August meeting. These bylaws are based on a template created for other boards and customized for the Park and Recreation Advisory Board. The bylaws address the purpose of the Board, meetings and meeting conduct, officers, and general operational items.

BUDGET IMPACT:

None

ALTERNATIVES CONSIDERED:

N/A

ADVISORY BOARD RECOMMENDATION:

The Park and Recreation Advisory Board voted to recommend that its Bylaws be adopted as recommended by staff.

STAFF RECOMMENDATION:

I move to adopt Bylaws for the Park and Recreation Advisory Board as recommended.

PARK AND RECREATION ADVISORY BOARD BYLAWS

SECTION 1: GENERAL

- 1.1 **Establishment:** The Park and Recreation Advisory Board is established by Section 15-2-4 of the Municipal Code.
- 1.2 **Purpose:** The Parks and Recreation Advisory Board will act in an advisory and review capacity to the City Council regarding the operation, maintenance, improvement and activities of the parks and recreation facilities and the Lake Powell National Golf Course, and shall have the following responsibilities and duties:
1. To advise the Council in the establishment of the rules and regulations, consistent with state authority, as may be necessary or advisable for the operation and management of the park system, including playgrounds, recreational facilities, playing and sports fields, trails and programs for the City of Page, the same to be confirmed by the Council before they are placed in effect;
 2. To advise the Council in the establishment of recreational facilities and recommend all proposed construction on park property and to request repair or removal of structures not maintained in accordance with regulations as to construction or location;
 3. To make other recommendations as may be necessary or advisable for the safe and efficient management, operation and maintenance of the City's parks, playgrounds, recreational facilities, Lake Powell National Golf Course, playing and sports fields, trails and programs; and
 4. To promote public parks, trails, recreation programs and sporting or other recreational events for City of Page.
- 1.3 **Donation Fund:** The Advisory Board may solicit and receive donations, legacies, bequests, or devises for the establishment, maintenance or improvement of recreational facilities, trails and activities. Funds received by the Advisory Board shall be maintained by the City of Page in accordance with State and City Ordinances. Such funds shall be deposited with the City to the credit of the City Recreation Fund and may be withdrawn in the manner provided for the payment of money appropriated for the acquisition, improvement, operation and maintenance of playgrounds and other recreational facilities and activities.

SECTION 2: MEETINGS

- 2.1 **Parliamentary Procedure:** Meetings of the Board shall be governed by Robert's Rules of Order.

- 2.2 **Regular Meetings:** The regular meeting shall be held the first Monday of each month at the hour of 5:30 p.m. at city hall.
- 2.3 **Special Meetings:** Special meetings may be called by the Chairperson or in his absence the Vice Chairperson. In addition, any three members of the Board may make written request to the chairperson for a special meeting and in the event such meeting is not called, such members may call such special meeting. No special meeting may be set beyond the next regular meeting.
- 2.4 **Notice of Meetings:** Notice of all meetings will be posted at least 24 hours in advance and, whenever possible, notices and agenda will be provided to Board members at least four days in advance.
- 2.5 **Place of Meeting:** The place of meeting shall be City Hall unless otherwise stated in the meeting notice.
- 2.6 **Order of Business:** The business of the Council shall be taken up for consideration and disposition in the following order.
1. Call to Order
 2. Roll Call
 3. Hear from Citizens
 4. Minutes
 5. Reports/Presentations
 7. Unfinished business
 8. New business
 9. Adjournment
- 2.7 **Voting:** A majority of the appointed members of the Board shall constitute a quorum for the transaction of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be necessary to transact business or carry any proposition. A member may abstain from voting only upon declaration of a conflict of interest, in which case such member shall take no part in the deliberations on the matter in question. The minutes of the meetings shall reflect the "ayes" and "nays" cast on a particular measure, as well as declarations of abstention.
- 2.8 **Meeting Conduct:** Board Members are expected to treat each other, staff, citizens, and other visitors with respect and civility. Appropriate conduct includes following the bylaws of the Board. The Chairperson, after soliciting input from the Board, shall notify the City Council if a Board member engages in behavior considered to be inappropriate and may recommend to City Council that the member be removed from the Board.

Members of the public and other visitors are expected to treat each other, members of the Board, and staff with respect and civility; and to follow the

instructions of the Chairperson. Inappropriate conduct by a citizen, as determined by the Chairperson, may result in a citizen being asked to leave a meeting or, if necessary, being removed from the meeting.

- 2.9 **Official Records:** Official records shall include these bylaws, meeting minutes, meeting agendas and packets, and all findings, applications, maps, photos, exhibits, correspondence, decisions, and other official actions or other items filed with or issued by the Board. All official records of the Board shall be kept and maintained by the Community Development Department or City Clerk as required by records retentions standards.

Minutes shall be kept for all meetings of the Board and shall reflect the "ayes" and "nays" cast on a particular measure, and shall indicate abstentions. A member's declaration of a conflict of interest and related election to not participate in the discussion or vote on an agenda item shall be recorded in the minutes. The Board will review and approve minutes of the previous meeting at the regular meeting.

The official records of the Board shall be public records open to public inspection during normal City Hall hours, except as otherwise provided by law.

SECTION 3: MEMBERSHIP

- 3.1 **Appointment:** The Park and Recreation Advisory Board shall be composed of seven members. The members of the Board shall be appointed by majority vote of the Council. Terms expire on June 30. Re-appointment will take place at term expiration. New appointees shall assume office on July 1.
- 3.2 **Term of Appointment:** Appointments shall be for a period of three years. Each member is eligible to serve three consecutive three-year terms.
- 3.3 **Termination:** The term of all members shall extend until their successors are appointed. Member that fail to attend or who fails to attend at least 75% of the scheduled meetings in any calendar year shall be deemed to have resigned as a member of the Board.
- 3.4 **Compensation:** All members shall serve without pay. Members of the Board may be reimbursed for out-of-pocket expenses incurred in performance of their duties when the expenses have been authorized before they are incurred.

SECTION 4: OFFICERS

- 4.1 **Election of Officers:** The Board shall annually elect from its members a Chairperson and vice-chairperson to serve a term of one year. An individual shall not serve more than two (2) consecutive terms as chairperson.

- 4.2 **Special Election:** Vacancies in chairperson and vice chairperson shall be filled for the unexpired term by a new election, a notice of such election being given in the notice of the meeting.
- 4.3 **Chairperson:** The chairperson shall preside at all meetings and exercise all the usual rights, duties, and prerogatives of the head of any similar commission or board. The chairperson shall have the power to take evidence.
- 4.4 **Vice-Chairperson:** The vice-chairperson shall perform the duties of the chairperson in the absence or disability of the chairperson. In the absence of both the chairperson and vice-chairperson, the Board shall elect a chairperson pro tempore who shall perform the duties of the chairperson.

SECTION 5: BOARD COMMUNICATIONS

- 5.1 **Written Communications:** All written communications from the Board shall be approved by majority vote of the Board. All communications on behalf of the Board shall be sent through City Staff. The Chairperson is authorized to sign on behalf of the Board. In the absence of the Chairperson, the Vice Chairperson or City Manager/Staff liaison shall be authorized to sign on behalf of the Board.
- 5.2 **Communications in General:** Board members shall not send communications in any form to the entire board, or engage in group conversations or group correspondence of any type outside of a regular or scheduled meeting upon proper notice thereof.
- 5.3 **Board Spokesperson:** The Staff liaison shall be the designated spokesperson for the Board. Requests for information on the activities of the Board shall be forwarded to the Staff Liaison who will communicate such requests to the Chairperson if deemed necessary. All information provided shall be provided through the Staff liaison. The Board spokesperson shall make all official presentations on behalf of the Board to the City Council. The Chairperson may be asked to speak on behalf of the Board from time to time. If the Chairperson is not available to speak on behalf of the Board, the Vice Chairperson, or other member as designated by the Chairperson shall speak on behalf of the Board.

Board members shall not publicly misrepresent a position the Board has taken or identify themselves as spokesperson for the Board when they are only speaking as an individual. Upon such occurrence, the conduct of the Board member will be reviewed by the Chairperson and/or the City Council as deemed necessary.

SECTION 6: Dismissal

- 6.1 **Dismissal:** Actions by Board members that are contrary to these bylaws and/or Chapter 15 of the Municipal Code may be grounds for removal of the member from the Board.

SECTION 7: AMENDMENTS

- 7.1 **Amendments:** The Board may recommend amendments to these by-laws at any regular meeting of the Board by a majority vote of the members present, provided notice shall have been given in the notice of the meeting. All amendments shall be subject to approval of the City Council.

SECTION 8: EFFECTIVE DATE

- 8.1 **Effective Date:** These by-laws shall become effective immediately upon approval of the Council.