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2015 Strategic Priorities
and

Individual Priorities,

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**PAGE CITY COUNCIL
WORK SESSION MEETING MINUTES
JULY 8, 2015**

A Work Session Meeting of the Page City Council was held at 5:30 p.m. on July 8, 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 (arrived at 5:35), David Tennis; and Dennis Warner were present.

Mayor Diak called the meeting to order.

Staff members present: City Manager, J. Crystal Prentice; City Attorney, Joe Estes; Community Development Director, Kim Johnson; Deputy City Clerk, Sue Kennedy; and City Clerk, Kim Larson.

Discussion by the City Council pertaining to code enforcement

City Manager Crystal Prentice stated that Kim Johnson, Community Development Director, would present the agenda item.

Mayor Diak introduced Kim Johnson, Community Development Director.

Kim Johnson referred to the memorandum that she prepared for the work session pertaining to Property Maintenance Code and Approach. She stated that there are items not referenced in the City of Page Chapter 9, Health Safety and Sanitation Code that are part of the International Property Maintenance Code-Chapter 3 that the City may want to consider. Ms. Johnson also discussed a Rental Registration Program that can be used as a tool.

Ms. Johnson discussed Code Enforcement and the approach. Ms. Johnson stated that she would like to hear from Council as to what type of approach they would prefer - proactive, reactive, or inactive. A proactive approach establishes a process for seeking out and correcting code violations, while a reactive approach establishes a complaint based system for identifying and correcting violations; and an inactive approach provides for code enforcement on a low priority basis, as time allows, based on work load and other higher priorities. She referenced that one of the priorities of the Strategic Plan is to review and update the property maintenance code and adopt a proactive approach to code enforcement.

City Manager Crystal Prentice stated that she has worked in many cities that were complaint base and the neighborhoods set the standards. If you consider proactive throughout the community, some people will say they do not have the money. She stated that in Mesa, they had a checkout department through code compliance, e.g. if a person did not own a lawn mower, they could check one out.

There was discussion pertaining to code compliance.

City Manager Crystal Prentice stated that a civil process can eventually turn to criminal, it depends on how City Council wants to set up the process.

There was discussion pertaining to the City complying with the code.

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Councilor Warner stated that Chapter 9 defines the rules and enforcement procedures. He stated that he advocates the proactive approach and feels that 90% will comply.

There was discussion pertaining to how to deal with hardship cases, if the City should step in, if there should be a grant program, or to have the City work with different groups for volunteers.

Councilor Tennis asked if there were any legal issues with selective enforcement.

City Attorney Joe Estes stated that it would not be selective enforcement if the City started with higher priorities first.

Discussion continued.

Shirley Manning, 841 Spruce, stated concerns regarding rental properties where the property owners live out of town.

There was discussion pertaining to timelines for the homeowners to make improvements.

Kim Johnson, Community Development Director, stated that the code has a good process, but that most people do not know there is a rule. She prefers to start the process with a phone call, as the main goal is to get the problem taken care of. With her experience she has found this approach to be an effective approach.

Ms. Johnson again mentioned the Rental Property Registration, where the rental property would be inspected to make certain the property complies with the guidelines.

Discussion continued pertaining to code enforcement and the hardship cases.

City Manager Crystal Prentice stated that the Code Enforcement employee will work in the Community Development Department vs. the Police Department.

There was further discussion.

The Consensus of City Council was to have Staff prepare a job description and actively pursue filling the Code Enforcement position, and prepare a plan on how to pursue a proactive approach to Code Enforcement and bring back to City Council at a work session.

The meeting was adjourned at 6:29 p.m.

Kim L. Larson
City Clerk

William R. Diak
Mayor



COMMUNITY DEVELOPMENT DEPARTMENT MEMORANDUM

MEETING DATE: July 8, 2015

TO: Mayor and City Council

FROM: Kimberly Johnson, Community Development Director *KJ*

SUBJECT: Property Maintenance Code and Approach

ATTACHMENTS: International Property Maintenance Code-Chapter 3

INTRODUCTION

The City Council's Strategic Priorities for 2015 include review and update of the property maintenance code and adoption of a proactive approach to code enforcement. The purpose of this memo is to summarize the provisions in the current Code of Ordinances, introduce the International Property Maintenance Code (IPMC), and discuss process and procedures related to a new code enforcement program.

CITY OF PAGE CURRENT CODE OF ORDINANCES

Chapter 9 of the Page Code of Ordinances addresses Health, Safety, and Sanitation; which are essentially the public nuisance and property maintenance regulations for the community. Public nuisances covered in this section of the code include the following:

- General Nuisance: Any condition deemed to be a nuisance or hazard to the public health, safety, or welfare, by statute or city ordinance.
- Storage of abandoned or junk vehicle. There are separate provisions for residential and commercial districts.
- Garbage, rubbish, litter or junk that is visible from beyond the property boundaries.
- Refrigerators/freezers (Chapters 9 and 10).
- Litter/trash/junk on public sidewalks or other public places (Chapters 9 and 10).
- Weeds/grass in excess of 8".
- Plants encroaching on right of way, alley, easement, or obstruct visibility at traffic control device or signal.
- Dead, dormant, sticker, injurious, or dry/flammable plant growth.
- Hazardous material, garbage, etc. that is offensive to sight or smell or impedes passage.
- Disagreeable or obnoxious odors.
- Occupation of building/structure unfit for human habitation.
- Stagnate, polluted, offensive swimming pool/pond/spa.
- Smoke, noxious fumes, soot, cinders.
- Graffiti (Chapters 9 and 10).
- Collapsed or fallen fence adjacent to public right of way.
- Items for sale displayed outdoors on any property.
- Parking of commercial vehicles (14,000 GVWR) in Residential Districts.
- Sign, billboard, awning in/over right-of-way (Chapters 9 and 10).
- Vacant/abandoned buildings-must be secured.
- Willful or negligent use of municipal water system.



Chapter 10, Offenses, of the Page Code of Ordinances addresses non-nuisance issues which are typically handled by law enforcement. Many relate to offenses within or over public right of way, but some overlap with or enhance language in Chapter 9, Health, Safety and Sanitation as noted in the previous section. Other issues addressed in this chapter include the following:

- Electric fences
- Noise
- Obstruction of views at intersection and crosswalks

The offences in this section will likely remain under the authority of law enforcement, but it will be important to ensure that related language in Chapter 9 and the IPMC are not in conflict with the language in this chapter. As such, any proposed code amendment may include amendments to this chapter as well.

Chapter 6 of the Page Code of Ordinances addresses Animal Control and is again under the authority of law enforcement. The property maintenance issues covered in this section relate to unsanitary conditions such as accumulations of animal waste and odors related to the keeping of animals.

The City's Planning and Zoning Ordinance primarily addresses land use and zoning standards, and provides guidance on the following issues:

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- Parking and parking lots, including prohibiting parking on vacant lots and maintaining weeds and pavement in good repair
 - Fences, walls, and hedges
 - Screening of outdoor storage
 - Obstructions in the sight triangle
 - Lighting
 - Signs

While the current code has a number of provisions relating to property maintenance, storage, trash and litter and the like, it is apparent that many of them are being unenforced or under enforced. Further, many of the provisions do not go far enough to provide staff with adequate tools to address specific issues. Upon preliminary review, staff has identified the following additional deficiencies in the existing code:

- Regulations related to parking of vehicles on the lawn, especially in the front yard;
- Regulations related to trash/recycling receptacles, including those in public areas at gas/convenience stores and fast food restaurants;
- Clear and specific landscape standards for all uses, including minimum requirements for ground cover and maintenance thereof on residential properties;
- Lighting standards

INTERNATIONAL PROPERTY MAINTENANCE CODE



The International Property Maintenance Code (IPMC) is a model code that establishes minimum maintenance requirements for **existing buildings and developed properties**. The Code is a product of the International Code Council, Inc. which formulates a broad range of regulatory codes for use by local government agencies. These Codes are universal codes intended to establish a standard and consistent set of regulations to be used throughout the nation. They provide for the regulation and safe use of existing structures in the interest of the social and economic welfare of the community.



Chapter 3, General Requirements is the section of greatest interest, as it gives authority over the structure, equipment, and exterior areas of the property, including the land. Communities typically use the regulations as a property maintenance code enforcement tool as well as for rental housing inspections related to a rental property registration and inspection program. The City could use this tool as a way to address complaints about issues not adequately addressed in current City Code such as:

- Broken windows/damaged screens
- Accessory structures
- Roofing, siding, masonry, and paint issues
- Decorative and accessory features such as decks, fences, landscaping and lawns, etc.

The Code offers standards on a number of enforcement issues including many of the nuisance issues currently addressed in City Code, and provides for considerable enforcement power. In many cases the IPMC language provides a better enforcement tool due to clarity and/or stricter regulation. Other areas covered by the Code include light and ventilation, fire, plumbing and heating, and electrical.

The Code can be adopted in its entirety or in part/s as desired by a local government to address specific needs within the community. Like the building code, the IPMC is adopted by reference into the City's Code of Ordinance, and any sections not desired by the City are listed as an exception in the authorizing ordinance. Sections can also be amended in the approving ordinance. This allows the local government to customize the code to its own needs and provide consistency with its existing ordinances as desired.



Many communities that adopt the code use it on a complaint basis or proactively for general property maintenance purposes and/or for rental housing registration enforcement. The code also provides additional tools for dealing with derelict buildings that may need to be torn down. An ordinance or policy that establishes the procedures and responsibilities for enforcement of the code may also be adopted.

CODE ENFORCEMENT PROGRAM AND APPROACH

In addition to review and adoption of existing and new codes, the City Council has asked that a Code Enforcement program be established and implemented. A new program with the intent of actively enforcing new and/or existing codes will require personnel to support and maintain that program. There are three primary approaches to code enforcement; proactive, reactive, and inactive. A proactive approach establishes a process for seeking out and correcting code violations, while a reactive approach establishes a complaint based system for identifying and correcting violations. An inactive approach provides for code enforcement on a low priority basis, as time allows, based on work load and other higher priorities. The system of code enforcement historically used in Page is the inactive approach.

A proactive program is more time, labor, and resource intense as it establishes a process for systematic inspection of all or targeted properties within the community to determine code violations and attain compliance. In these programs, the community can take one of several approaches including the following:

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- Dividing the community into sections and systematically inspecting all properties and enforcing the codes section by section, taking one section over a specific time period, such as one section per year or season;
 - Targeting specific property types/land uses and systematically inspecting all such properties and enforcing the codes;
 - Establishing a priority list of violation types and systematically inspecting all properties in the community and enforcing the applicable codes. This approach may need to involve dividing the



community into manageable sections each of which is handled over a specific time period, as in the first approach above.

There are a variety of ways a proactive program can be set up to address community needs while working within staffing confines.

A reactive program that is complaint based is less staff intense, but still demands a considerable amount of time and resources to be successful. In these programs, the community can take a few different approaches including the following:

- Respond to complaints as received and conduct inspection and enforcement action on the subject property only. Complaint based systems tend to generate additional informal complaints from the offending property owner. It is recommended that a procedure/position be established for addressing such complaints.
- Respond to complaints only, as received, and upon inspection of the offending property, also conduct a review of adjacent properties within a 360° view of that property for the same/similar issues.

REQUESTED COUNCIL DIRECTION

Staff would like to hear from the Council its primary concerns and issues as well as have a discussion of the code enforcement approach that would be best for the City of Page and its citizens.



CHAPTER 3

GENERAL REQUIREMENTS

SECTION 301 GENERAL

301.1 Scope. The provisions of this chapter shall govern the minimum conditions and the responsibilities of persons for maintenance of structures, equipment and *exterior property*.

301.2 Responsibility. The *owner* of the *premises* shall maintain the structures and *exterior property* in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy *premises* which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. *Occupants* of a *dwelling unit*, *rooming unit* or *housekeeping unit* are responsible for keeping in a clean, sanitary and safe condition that part of the *dwelling unit*, *rooming unit*, *housekeeping unit* or *premises* which they occupy and control.

301.3 Vacant structures and land. All vacant structures and *premises* thereof or vacant land shall be maintained in a clean, safe, secure and sanitary condition as provided herein so as not to cause a blighting problem or adversely affect the public health or safety.

SECTION 302 EXTERIOR PROPERTY AREAS

302.1 Sanitation. All *exterior property* and *premises* shall be maintained in a clean, safe and sanitary condition. The *occupant* shall keep that part of the *exterior property* which such *occupant* occupies or controls in a clean and sanitary condition.

302.2 Grading and drainage. All *premises* shall be graded and maintained to prevent the erosion of soil and to prevent the accumulation of stagnant water thereon, or within any structure located thereon.

Exception: *Approved* retention areas and reservoirs.

302.3 Sidewalks and driveways. All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, and maintained free from hazardous conditions.

302.4 Weeds. All *premises* and *exterior property* shall be maintained free from weeds or plant growth in excess of [JURISDICTION TO INSERT HEIGHT IN INCHES]. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the *owner* or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of viola-

tion, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the *owner* or agent responsible for the property.

302.5 Rodent harborage. All structures and *exterior property* shall be kept free from rodent harborage and *infestation*. Where rodents are found, they shall be promptly exterminated by *approved* processes which will not be injurious to human health. After pest elimination, proper precautions shall be taken to eliminate rodent harborage and prevent reinfestation.

302.6 Exhaust vents. Pipes, ducts, conductors, fans or blowers shall not discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting or adjacent public or private property or that of another *tenant*.

302.7 Accessory structures. All accessory structures, including *detached* garages, fences and walls, shall be maintained structurally sound and in good repair.

302.8 Motor vehicles. Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any *premises*, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an *approved* spray booth.

Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and *approved* for such purposes.

302.9 Defacement of property. No person shall willfully or wantonly damage, mutilate or deface any exterior surface of any structure or building on any private or public property by placing thereon any marking, carving or graffiti.

It shall be the responsibility of the *owner* to restore said surface to an *approved* state of maintenance and repair.

SECTION 303 SWIMMING POOLS, SPAS AND HOT TUBS

303.1 Swimming pools. Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

303.2 Enclosures. Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is a minimum of 54 inches (1372 mm) above the bottom of the gate,

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the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

Exception: Spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section.

SECTION 304 EXTERIOR STRUCTURE

304.1 General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

304.1.1 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The *anchorage* of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or water tight;
5. Structural members that have evidence of *deterioration* or that are not capable of safely supporting all nominal loads and load effects;
6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects;
7. Exterior walls that are not *anchored* to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects;
8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of *deterioration*, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects;
9. Flooring and flooring components with defects that affect serviceability or flooring components that show signs of *deterioration* or fatigue, are not properly *anchored* or are incapable of supporting all nominal loads and resisting all load effects;
10. Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;
11. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects;
12. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including *guards* and handrails, are not structurally sound, not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects; or
13. Chimneys, cooling towers, smokestacks and similar appurtenances not structurally sound or not properly *anchored*, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. When substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

304.2 Protective treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

[F] 304.3 Premises identification. Buildings shall have *approved* address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) in height with a minimum stroke width of 0.5 inch (12.7 mm).

304.4 Structural members. All structural members shall be maintained free from *deterioration*, and shall be capable of safely supporting the imposed dead and live loads.

304.5 Foundation walls. All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

304.6 Exterior walls. All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent *deterioration*.

304.7 Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or *deterioration* in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

304.8 Decorative features. All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

304.9 Overhang extensions. All overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly *anchored* so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.10 Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

304.11 Chimneys and towers. All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.12 Handrails and guards. Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

304.13 Window, skylight and door frames. Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

304.13.1 Glazing. All glazing materials shall be maintained free from cracks and holes.

304.13.2 Openable windows. Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

304.14 Insect screens. During the period from [DATE] to [DATE], every door, window and other outside opening required for *ventilation* of habitable rooms, food preparation

areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with *approved* tightly fitting screens of minimum 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other *approved* means, such as air curtains or insect repellent fans, are employed.

304.15 Doors. All exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

304.16 Basement hatchways. Every *basement* hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.

304.17 Guards for basement windows. Every *basement* window that is openable shall be supplied with rodent shields, storm windows or other *approved* protection against the entry of rodents.

304.18 Building security. Doors, windows or hatchways for *dwelling units*, room units or *housekeeping units* shall be provided with devices designed to provide security for the *occupants* and property within.

304.18.1 Doors. Doors providing access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a minimum lock throw of 1 inch (25 mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.

304.18.2 Windows. Operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface below that provide access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with a window sash locking device.

304.18.3 Basement hatchways. *Basement* hatchways that provide access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with devices that secure the units from unauthorized entry.

304.19 Gates. All exterior gates, gate assemblies, operator systems if provided, and hardware shall be maintained in good condition. Latches at all entrances shall tightly secure the gates.

SECTION 305 INTERIOR STRUCTURE

305.1 General. The interior of a structure and equipment therein shall be maintained in good repair, structurally sound

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and in a sanitary condition. *Occupants* shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every *owner* of a structure containing a *rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units* or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and *exterior property*.

305.1.1 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Structural members are incapable of supporting nominal loads and load effects;
5. Stairs, landings, balconies and all similar walking surfaces, including *guards* and handrails, are not structurally sound, not properly *anchored* or are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects;
6. Foundation systems that are not firmly supported by footings are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. When substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

305.2 Structural members. All structural members shall be maintained structurally sound, and be capable of supporting the imposed loads.

305.3 Interior surfaces. All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

305.4 Stairs and walking surfaces. Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

305.5 Handrails and guards. Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

305.6 Interior doors. Every interior door shall fit reasonably well within its frame and shall be capable of being opened

and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

SECTION 306 COMPONENT SERVICEABILITY

306.1 General. The components of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.

306.1.1 Unsafe conditions. Where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. Soils that have been subjected to any of the following conditions:
 - 1.1. Collapse of footing or foundation system;
 - 1.2. Damage to footing, foundation, concrete or other structural element due to soil expansion;
 - 1.3. Adverse effects to the design strength of footing, foundation, concrete or other structural element due to a chemical reaction from the soil;
 - 1.4. Inadequate soil as determined by a geotechnical investigation;
 - 1.5. Where the allowable bearing capacity of the soil is in doubt; or
 - 1.6. Adverse effects to the footing, foundation, concrete or other structural element due to the ground water table.
2. Concrete that has been subjected to any of the following conditions:
 - 2.1. *Deterioration*;
 - 2.2. *Ultimate deformation*;
 - 2.3. Fractures;
 - 2.4. Fissures;
 - 2.5. Spalling;
 - 2.6. Exposed reinforcement; or
 - 2.7. *Detached, dislodged or failing connections*.
3. Aluminum that has been subjected to any of the following conditions:
 - 3.1. *Deterioration*;
 - 3.2. Corrosion;
 - 3.3. Elastic deformation;
 - 3.4. *Ultimate deformation*;
 - 3.5. Stress or strain cracks;
 - 3.6. Joint fatigue; or
 - 3.7. *Detached, dislodged or failing connections*.

4. Masonry that has been subjected to any of the following conditions:
 - 4.1. *Deterioration*;
 - 4.2. *Ultimate deformation*;
 - 4.3. Fractures in masonry or mortar joints;
 - 4.4. Fissures in masonry or mortar joints;
 - 4.5. Spalling;
 - 4.6. Exposed reinforcement; or
 - 4.7. *Detached*, dislodged or failing connections.
5. Steel that has been subjected to any of the following conditions:
 - 5.1. *Deterioration*;
 - 5.2. Elastic deformation;
 - 5.3. *Ultimate deformation*;
 - 5.4. Metal fatigue; or
 - 5.5. *Detached*, dislodged or failing connections.
6. Wood that has been subjected to any of the following conditions:
 - 6.1. *Ultimate deformation*;
 - 6.2. *Deterioration*;
 - 6.3. Damage from insects, rodents and other vermin;
 - 6.4. Fire damage beyond charring;
 - 6.5. Significant splits and checks;
 - 6.6. Horizontal shear cracks;
 - 6.7. Vertical shear cracks;
 - 6.8. Inadequate support;
 - 6.9. *Detached*, dislodged or failing connections; or
 - 6.10. Excessive cutting and notching.

Exceptions:

1. When substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

SECTION 307 HANDRAILS AND GUARDRAILS

307.1 General. Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have *guards*. Handrails shall not be less than 30 inches (762 mm) in height or more than 42 inches (1067 mm) in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. *Guards* shall not be less than 30 inches (762 mm) in height

above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Exception: *Guards* shall not be required where exempted by the adopted building code.

SECTION 308 RUBBISH AND GARBAGE

308.1 Accumulation of rubbish or garbage. All *exterior property* and *premises*, and the interior of every structure, shall be free from any accumulation of *rubbish* or garbage.

308.2 Disposal of rubbish. Every *occupant* of a structure shall dispose of all *rubbish* in a clean and sanitary manner by placing such *rubbish* in *approved* containers.

308.2.1 Rubbish storage facilities. The *owner* of every occupied *premises* shall supply *approved* covered containers for *rubbish*, and the *owner* of the *premises* shall be responsible for the removal of *rubbish*.

308.2.2 Refrigerators. Refrigerators and similar equipment not in operation shall not be discarded, abandoned or stored on *premises* without first removing the doors.

308.3 Disposal of garbage. Every *occupant* of a structure shall dispose of garbage in a clean and sanitary manner by placing such garbage in an *approved* garbage disposal facility or *approved* garbage containers.

308.3.1 Garbage facilities. The *owner* of every dwelling shall supply one of the following: an *approved* mechanical food waste grinder in each *dwelling unit*; an *approved* inclinator unit in the structure available to the *occupants* in each *dwelling unit*; or an *approved* leakproof, covered, outside garbage container.

308.3.2 Containers. The *operator* of every establishment producing garbage shall provide, and at all times cause to be utilized, *approved* leakproof containers provided with close-fitting covers for the storage of such materials until removed from the *premises* for disposal.

SECTION 309 PEST ELIMINATION

309.1 Infestation. All structures shall be kept free from insect and rodent *infestation*. All structures in which insects or rodents are found shall be promptly exterminated by *approved* processes that will not be injurious to human health. After pest elimination, proper precautions shall be taken to prevent reinfestation.

309.2 Owner. The *owner* of any structure shall be responsible for pest elimination within the structure prior to renting or leasing the structure.

309.3 Single occupant. The *occupant* of a one-family dwelling or of a single-tenant nonresidential structure shall be responsible for pest elimination on the *premises*.

309.4 Multiple occupancy. The *owner* of a structure containing two or more *dwelling units*, a multiple *occupancy*, a

GENERAL REQUIREMENTS

rooming house or a nonresidential structure shall be responsible for pest elimination in the public or shared areas of the structure and *exterior property*. If *infestation* is caused by failure of an *occupant* to prevent such *infestation* in the area occupied, the *occupant* and *owner* shall be responsible for pest elimination.

309.5 Occupant. The *occupant* of any structure shall be responsible for the continued rodent and pest-free condition of the structure.

Exception: Where the *infestations* are caused by defects in the structure, the *owner* shall be responsible for pest elimination.

**PAGE CITY COUNCIL
REGULAR MEETING MINUTES
JULY 8, 2015**

A Regular Meeting of the Page City Council was held at 6:30 p.m. on July, 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. City Clerk Kim Larson 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 Police Chief, Frank Balkcom; Page Police Lieutenant, Tim Lange; Deputy City Clerk, Sue Kennedy; and City Clerk, Kim Larson.

Mayor Diak started the meeting with a microphone check.

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-June 24, 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

Arizona Department of Liquor Licenses and Control Applications for an Agent Change and Acquisition of Control of a Series #10 (Beer & Wine Store) Liquor License for Wayne Jones/C.E. Hepworth, Inc. dba All American Fuel

Page City Council Regular Meeting-July 8, 2015

The City Clerk's Office received an Arizona Department of Liquor Licenses and Control Application for a Series #10 (Beer & Wine Store) Liquor License for Rollan Wayne Jones/C.E. Hepworth, Inc. dba All American Fuel. In accordance with A.R.S. 4-201 (b) this public hearing has been scheduled to hear comments in favor or opposing the issuance of this Agent Change and Acquisition of Control.

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

Opponents

None

Proponents

None

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

HEAR FROM THE CITIZENS

Larry Clark, 1608 Pueblo, spoke in favor of having all of the Boards and Commission meetings broadcast on Channel 4 to improve City transparency.

Yvonne Blake, 331 Birch, stated concerns regarding the weeds in the area of town with the bureau homes. She was concerned about the weeds growing in the open space behind the homes that once was an alleyway, and not purchased by the homeowner. Ms. Blake wanted to see who she could talk to regarding the weeds.

Mayor Diak told her that she was welcome to talk to the City Manager Crystal Prentice.

UNFINISHED BUSINESS

Discussion and possible action by the City Council pertaining to a new Chapter 15 of the Code of the City of Page entitled "Chapter 15 – Boards, Commissions and Authorities", Resolution 1142-15

In an effort to establish consistency between the City's Advisory Boards and Commissions, staff drafted a new Chapter in the City Code. The new language provides the same general provisions for each board and commission, including establishment, cooperation of City Officials, members, ineligibility, appointment and terms of members, remuneration and lobby efforts. The new chapter also references City Authorities.

Pursuant to ARS §9-802, a City may adopt a public record by Resolution as a means to reduce publication costs while ensuring that the public gets fair notice and opportunity to review its operative provisions. The Resolution is necessary to establish the new Chapter 15 as a public record, which will then be adopted by Ordinance 622-15, thus

Page City Council Regular Meeting-July 8, 2015

saving the City the cost of publishing the entirety of the new Chapter 15.

City Manager Crystal Prentice presented the agenda item.

Motion made by Councilor Sadler to introduce Resolution 1142-15 by title only. The motion was duly seconded and passed upon a vote.

The City Clerk introduced Resolution 1142-15 by title only.

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK AND ENTITLED "CHAPTER 15 – BOARDS, COMMISSIONS AND AUTHORITIES" OF THE CODE OF THE CITY OF PAGE, RELATING TO THE REPEAL OF CHAPTER 2, ARTICLES 6, 10, 11, 12, 13, 14, AND CHAPTER 14, ARTICLE 11 OF THE CODE OF THE CITY OF PAGE AND THE ADOPTING OF A NEW CHAPTER 15 OF THE CODE OF THE CITY OF PAGE PERTAINING TO ALL CITY BOARDS, COMMISSIONS AND AUTHORITIES.

Motion made by Councilor Warner to adopt Resolution 1142-15. The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to a new Chapter 15 of the Code of the City of Page entitled "Chapter 15 -- Boards, Commissions and Authorities", Ordinance 622-15-1st reading-tabled June 24, 2015

In an effort to establish consistency between the City's Advisory Boards and Commissions, staff drafted a new Chapter in the City Code. The new language provides the same general provisions for each board and commission, including establishment, cooperation of City Officials, members, ineligibility, appointment and terms of members, remuneration and lobby efforts. The new chapter also references City Authorities.

At the April 8, 2015 City Council Work Session, the City Council discussed proposed changes to the City Code and directed changes to the document and directed staff to seek input from the Advisory Boards and Commission members. The Advisory Boards and Commissions had the opportunity to review and provide input; suggested changes were minor and have been included in the Ordinance.

At the June 24, 2015 Regular City Council Meeting, the agenda item was tabled, to further consider changes to the Lake Powell National Golf Advisory Board, the Tourism Board and to include a Resolution to adopt a public record by Ordinance in the next agenda packet.

Motion made by Councilor Sadler to take from the table the motion relating to Ordinance 622-15 – tabled June 24, 2015. The motion was duly seconded and passed upon a

Page City Council Regular Meeting-July 8, 2015

vote.

Motion made by Councilor Tappan to introduce Ordinance 622-15 by title only. The motion was duly seconded and passed upon a vote.

The City Clerk introduced Ordinance 622-15 by title only.

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, REPEALING CHAPTER 2, ARTICLES 6, 10, 11, 12, 13, 14 AND CHAPTER 14, ARTICLE 11 OF THE CODE OF THE CITY OF PAGE AND ADOPTING "CHAPTER 15 – BOARDS, COMMISSIONS AND AUTHORITIES" BY REFERENCE AS CHAPTER 15 OF THE CODE OF THE CITY OF PAGE AND PROVIDING FOR SEVERABILITY AND THE EFFECTIVE DATE THEREOF.

Councilor Tennis stated concerns regarding the term limits, as some of the boards have had the same members for years.

Councilor Sadler confirmed that the terms would become effective when the ordinance became effective.

There was discussion.

Motion made by Vice Mayor Kocjan to pass Ordinance 622-15 to its second reading. The motion was duly seconded.

Councilor Tappan made clarification that section 15-1-5 E should read three full terms and not two full terms.

The motion passed upon a vote.

NEW BUSINESS

Discussion and possible action by the City Council pertaining to a request for an Agent Change and Acquisition of Control of a Series #10 (Beer & Wine Store)

The City Clerk's Office received an Arizona Department of Liquor Licenses and Control Application for an Agent Change and Acquisition of Control of a Series #10 (Beer & Wine Store) Liquor License for Wayne Jones/C.E. Hepworth, Inc. dba All American Fuel. As required by Arizona Revised Statutes, the Public Hearing was held during an earlier portion of this meeting.

Motion made by Mayor Diak to approve the Arizona Department of Liquor Licenses and Control Application for an Agent Change and Acquisition of Control of a Series #10 (Beer & Wine Store) Liquor License for Wayne Jones/C.E. Hepworth, Inc. dba All American Fuel. The motion was duly seconded and passed upon a vote.

Page City Council Regular Meeting-July 8, 2015

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

At the June 24, 2015 Regular City Council Meeting a citizen spoke during the Hear from the Citizens portion of the meeting and requested to have the City Council Work Sessions and Advisory Board/Commission/Authorities Meetings broadcast 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.

<u>Meetings held at City Hall</u>	<u>Meetings held at other locations</u>
City Council Meetings and Work Sessions	Page Utility Enterprises Board – PUE Building
Planning and Zoning Commission	Library Advisory Board – Library
Community Development and Tourism Advisory Tourism Board	Community Center Advisory Board – Community Center
Page Airport Board	Substance Abuse Task Force – Page Library
Lake Powell National Golf Course Advisory Board	
Parks and Recreation Advisory Board	
Board of Adjustment	
Page Public Safety Personnel Retirement System Board	
Youth Advisory Commission	

City Manager Crystal Prentice stated that Garret Edwards asked for all of the meetings to be broadcast. She then referenced the locations where all of the board meetings are held.

Mayor Diak stated that he had asked the City Clerk to check with other cities/towns as follows:

1 – Does your City/Town broadcast all of the Boards and Commission Meetings.

7 - Yes, 12 - No, and 9 only Planning and Zoning.

2. Does your City/Town broadcast City Council Work Sessions?

7 - Yes, 13 - No, and 2 Budget Work Sessions only.

3. If the meetings are not held in the Council Chambers, are they held in rooms with equipment installed for broadcasting, or do you have mobile equipment?

Mayor Diak did not give the results for this question.

Page City Council Regular Meeting-July 8, 2015

4. Who runs the equipment for broadcasting?

For seven cities the cable providers manage broadcasting the meetings, some of the cities use a service, and one city is looking to contract with a service. The remainder have their IT Department manage the broadcast.

Mayor Diak stated concerns regarding the broadcasting of all of the meetings for the board members, who are volunteers in the community.

Councilor Sadler questioned if there was a retention schedule for the recordings.

Vice Mayor Kocjan stated that the cities/towns that broadcast all of the meetings are not in our league. He then asked Staff to check with the board members.

There was discussion pertaining to mobile equipment and the expense, having all of the boards meet at City Hall, and the conflict that some boards meet on the same date and time as City Council Meetings.

There was lengthy discussion.

Garret Edwards, Cable One General Manager, stated that he has been in Page working for Cable One for over five years, and when he first started the technology was not in place to broadcast the City Council Meetings. He stated that Cable One installed the fiber between City Hall and Cable One, at their expense. Mr. Edwards stated that the meetings could be archived to be viewed at different times, set up by the City. He said that he has received quite a few requests to have the meetings broadcast.

Mayor Diak asked if he had viewer ratings for the City Council Meetings.

Mr. Edwards stated that he does not, and that he cannot get the exact number of viewers for Channel 4.

Councilor Sadler asked if the meetings were broadcast at a different time, who would determine when to broadcast.

Mr. Edwards said it would be up to the City. He then stated that Prescott and Show Low broadcast the school football games and the games could be broadcast at different times.

Lengthy discussion continued.

Larry Clark, 1608 Pueblo, made reference to the boards and authorities. He stated that the Page Utility Enterprises (PUE) Board is an authority board and he would advocate that the PUE Board Meetings be broadcast.

Page City Council Regular Meeting-July 8, 2015

Discussion continued.

Motion made by Vice Mayor Kocjan to have Staff get input from the boards and figure out a way to poll the citizens, put a question on the electric bill. The motion was duly seconded to direct Staff to follow-up with the Boards and to also seek more public input information.

Council Sadler stated that he would like to make certain we had a legal question answered regarding the retention requirements, if the meetings are recorded versus just broadcast.

The motion was duly seconded and passed upon a vote.

Discussion and possible action by the City Council pertaining to a Mutual Aid Agreement with the Arizona Child Abduction Response Team

The primary goal of the Arizona Child Abduction Response Team (CART) is to provide a pool of specialized investigators, which are available to focus dedicated and intensive investigative, preventative, and general law enforcement efforts primarily with regard to cases involving abducted children. CART agencies may request and render law enforcement assistance from other CART agencies in dealing with serious violations of law including, but not limited to, the investigation, arrest and prosecution of those involved in criminal child kidnapping, abduction, false imprisonment and similar or related violations (utilizing state and federal law and prosecutions, as appropriate), the rescue of the abducted child or children and the seizure and forfeiture of assets of those engaged in child abduction or otherwise supporting such activity (utilizing state and federal forfeiture options, as appropriate).

Additionally, the location of each Party's jurisdiction in relation to each other makes it advantageous to enter this particular agreement in order to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to continuing, multi-jurisdictional criminal activity such as that described above.

Chief Balkcom introduced the agenda item. He stated this agreement would allow the City to bring in resources in case something like this happened in our City

There was discussion.

Motion made by Councilor Tappan to accept the Mutual Aid Agreement between the Arizona child Abduction Response Team and the Page Police Department. The motion was duly seconded and passed upon a vote.

Councilor Tappan thanked Chief Balkcom for the police support during the 4th of July Parade.

Page City Council Regular Meeting-July 8, 2015

BID AWARD

None scheduled

BUSINESS FROM THE MAYOR

None scheduled

BUSINESS FROM THE MANAGER

None scheduled

BUSINESS FROM THE CITY ATTORNEY

None scheduled

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

ADJOURN

The meeting was adjourned at 7:37 p.m.

Kim L. Larson
City Clerk

William R. Diak
Mayor

**SUBSTANCE ABUSE TASK FORCE
REGULAR MEETING MINUTES
FEBRUARY 18, 2015**

A Regular Meeting of the Substance Abuse Task Force was held at 5:15 p.m. on February 18, 2015, in the Page Public Library Conference Room in Page, Arizona. Chair Ron Macdonald presided. Vice Chair Cherie Zube' and Secretary, Bunny Cochran were present. Member(s) Regina Santelli and Ivan Cendese were excused. Council Liaison John Mayes was excused.

Chair Macdonald called the meeting to order at 5:15 p.m.

Staff members present: Police Chief Frank Balkcom, Police Lieutenant Tim Lange, and Page City Attorney Joe Estes

HEAR FROM CITIZENS

No citizens addressed the Substance Abuse Task Force

MINUTES

Regular Substance Abuse Task Force Meeting – January 21, 2015

Motion made by Member Zube' to approve the minutes. The motion was duly seconded by Member Cochran and passed upon vote.

UNFINISHED BUSINESS

1. Update on obtaining dual purpose dogs for the Page Police Department

Chief Balkcom stated that the research had been done to purchase a dual purpose dog as cost effective as possible. They received verification that Ray Varner has valid credentials as a trainer and is a certified specialist for law enforcement canine training.

Lieutenant Lange presented two proposals from two companies providing canine training and one proposal from Ray Varner. The proposals were for \$8,500.00 and \$13,000.00 and \$6,000.00. The proposal for \$8,500.00 did not include drug training or a guarantee. The proposal for \$6,000.00 from Ray Varner included Mr. Varner coming to Page to do the training and customary guarantees.

Chief Balkcom spoke to the board on the work done to keep the purchase as cost effective as possible and verification of former Captain Ray Varner's valid credentials as a trainer and certification specialist for law enforcement canine training. Lieutenant Lange then presented other proposals from 2 other companies providing canines and training. Their proposals were \$8,500.00 and \$13,000.00 respectively. The \$8,500.00 dog did not include drug training or a guarantee. The proposal for \$6,000.00 from Ray Varner was then introduced. Ray will come to Page and do the training, as well as provide the other customary guarantees.

There was discussion with City Attorney, Joe Estes, on how to accommodate payment.

Member Zube' made a motion to use Substance Abuse Task Force funding to purchase and maintain a dual purpose dog with training from Ray Varner. Included in the motion; Chief Balkcom would look at the department's canine needs in six months to see if another canine unit was needed. The motion was duly seconded by Member Cochran and passed upon a vote.

NEW BUSINESS

1. Funding applications from Desert View Students Against Destructive Decisions (SADD), Page Middle School SADD and Page Dance Ensemble for travel expenses to the Fredonia, AZ school district to be part of a Fredonia School District prevention presentation

In discussion it was revealed that Page Middle School, due to AIMS testing, will not be able to take part in the Fredonia presentation. Dance Ensemble has not made a decision. Todd Glasenapp of Desert View SADD attended the board meeting.

A motion was made by Member Zube' and duly seconded by Chair Macdonald to approve \$320.00 for travel expenses for Desert View SADD to travel to Fredonia. The motion was passed upon vote.

2. Present and future impact of Federal Government's decision that marijuana can be grown and used on tribal lands

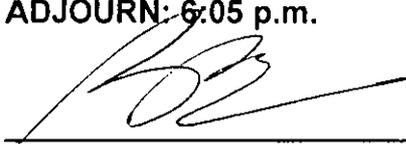
It was reported that marijuana use is up and bolder in nature at the middle school. Page High School sees a drop in use. There is no change among juvenile probationers. Marijuana use is steady for both juvenile and adult probation populations. It was reported that alcohol continues to be the major drug of choice among adults with marijuana, prescription opioids, meth and heroin in use in that order. There were no reports of positive heroin testing in November and December of 2014.

Steve Gaethje reported that the Exodus Program that specializes in rehabilitation from heroin is being used in the jails. Medical treatment is being considered for a component in the City's Drug Court Program. The judicial system is becoming more geared to treatment for drug use than incarceration.

3. Marketing illegal drugs in Page

There was discussion concerning how some drug users are paying for their drugs through bartering. Lieutenant Lange confirmed that this behavior is tied to burglaries for items with which to barter. It was suggested that high school students may be being approached by organized dealers to sell drugs in Page. It was also suggested that SATF Members might speak with Judge McCullough to keep juvenile probationers on campus during lunch.

ADJOURN: 6:05 p.m.



Bunny Cochran
Secretary



Ron Macdonald
Chair

**SUBSTANCE ABUSE TASK FORCE
REGULAR MEETING MINUTES
March 18, 2015**

A Regular Meeting of the Substance Abuse Task Force was held at 5:15 p.m. on March 18, 2015, in the Page Public Library Conference Room in Page, Arizona. Chair Ron Macdonald presided. Vice Chair Cherie Zube', Secretary Bunny Cochran and Member Regina Santelli were present. Treasurer Ivan Cendese was excused. Liaison to City Council John Mayes was also in attendance.

Chair Macdonald called the meeting to order at 5:22 p.m.

HEAR FROM THE CITIZENS

No citizens addressed the Substance Abuse Task Force.

MINUTES

Regular Substance Abuse Task Force Meeting- February 18, 2015

Motion made by Member Zube' to approve the minutes. The motion was duly seconded by Member Cochran and passed upon a vote.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Budget for fiscal year 2016

After discussion of possible funding needs for fiscal year 2016 a motion was made by Chair Macdonald to budget \$25,000.00 for fiscal 2016. This motion was seconded by member Zube' and passed upon vote. A suggestion that the task force look into grant funding was also discussed with no action taken.

2. 2016 Logic Model

With the exclusion of Fredonia and Littlefield as areas of focus, there was a consensus that the 2016 Logic Model demonstrated a good model for task force efforts fo6 fiscal 2016

3. Prescription medication Take Back Boxes placed at local pharmacies to receive unused and expired prescription medications, as a community effort

Though the idea was felt to be sound, more information is needed as to a distributor of Take Back boxes and the cost as well as buy-in from local pharmacies. Member Cochran will do research and bring information back to the board at a future date.

4. Contribution to Arizonans for Responsible Drug Policy: Grass Roots committee formed by Arizona citizens to stop the legaization of marijuana

Chair Macdonald did not think it was allowable to contribute Task Force dollars to a political action committee, but said he would consult with City Attorney Joe Estes to make sure.

ADJOURN: The meeting was adjourned at 6:25 p.m.


Chair Ron Macdonald


Secretary Bunny Cochran

**SUBSTANCE ABUSE TASK FORCE
REGULAR MEETING MINUTES
APRIL 15, 2015**

A Regular Meeting of the Substance Abuse Task Force was held at 5:15 p.m. on April 15, 2015, in the Page Public Library Conference Room in Page, Arizona. Chair Ron Macdonald presided. Vice Chair Cherie Zube', Secretary Bunny Cochran, Members Regina Santelli and Ivan Cendese were present. Liaison to City Council, John Mayes was not present.

Chair Macdonald called the meeting to order at 5:19 p.m.

HEAR FROM THE CITIZENS

No citizens addressed the Substance Abuse Task Force.

MINUTES

Regular Substance Abuse Task Force Meeting - March 18, 2015

Motion made by Member Zube' to approve the minutes. The motion was duly seconded by Member Cochran and passed upon a vote.

UNFINISHED BUSINESS

None

NEW BUSINESS

Discussion and possible action by the Substance Abuse Task Force pertaining to:

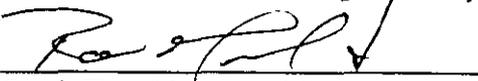
1. Legal parameters for Task Force to contribute to programs, events, projects, political action committees and other forms of prevention efforts – City Attorney Joe Estes

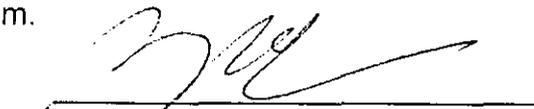
City Attorney Joe Estes explained the Arizona Constitution's gift clause to the task force to inform that the task force may contribute funds if funds are to be used for a public purpose and are not grossly disproportionate to what is received in return.

2. The creation of a social media website for the Page Substance Abuse Task Force – City Attorney Joe Estes

City Attorney Joe Estes explained the necessity of maintaining any original information placed on social media sites as required by state retention laws. He also stated that the City of Page is currently restructuring its social media policy. This new policy, once approved by City Council, would be available to the task force. The SATF consensus was to wait to review this new policy before proceeding with any decision concerning a social media site.

ADJOURN: The meeting was adjourned at 6:10 p.m.


Chair Ron Macdonald


Secretary Bunny Cochran

**SUBSTANCE ABUSE TASK FORCE
REGULAR MEETING MINUTES
MAY 20, 2015**

A Regular Meeting of the Substance Abuse Task Force was held at 5:25 p.m. on May 20, 2015, in the Page Public Library Conference Room in Page, Arizona. Chair Ron Macdonald presided. Vice Chair Cherie Zube', Secretary Bunny Cochran, Members Regina Santelli were present and Ivan Cendese was present by phone. Liaison to City Council, John Mayes was not present.

Chair Macdonald called the meeting to order at 5:25 p.m.

HEAR FROM THE CITIZENS

No citizens addressed the Substance Abuse Task Force.

MINUTES

Regular Substance Abuse Task Force Meeting – April 15, 2015

Motion was made by member Zube' to approve the minutes and duly seconded by member Santelli. Minutes were approved upon vote.

UNFINISHED BUSINESS

Discussion and possible action by the Substance Abuse Task Force pertaining to:

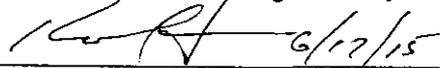
1. Canine unit/dual purpose dog for the Page Police dept.
There was no discussion
2. PACE mission statement: possible revision – Cherie Zube'
This item will be revisited in September to give members the chance to review the present mission statement as well as the history of board activities

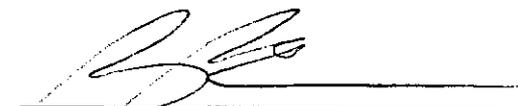
NEW BUSINESS

Discussion and possible action by the Substance Abuse Task Force pertaining to:

1. Funding for youth summer program to promote prevention through building positive decision making skills – Sonny Bryant
After discussion in which Chair Macdonald suggested that the amount of the grant be increased to \$800, a motion was made by member Zube' to approve the grant for \$800 and duly seconded by member Santelli. It was passed upon a quorum vote with yeas from members Zube', Santelli and Cendese. Chair Macdonald and member Cochran recused themselves from the vote.
2. Funding for travel expenses for members attending the Health Choice Integrated Care Leadership Retreat in Flagstaff sponsored by Northern Arizona Regional Behavioral Health Authority – Cherie Zube' and Bunny Cochran
After discussion a motion was made by member Zube' to approve an amount not to exceed \$600 for travel expenses for task force members to attend the conference.
3. Advise Council to create and adopt a city tax on the sale of alcohol to accrue monies to be used for prevention of, interventions and rehabilitation from substance addictions – Ron Macdonald
Tabled. Chair Macdonald will seek counsel from City Attorney, Joe Estes.

ADJOURN: The meeting was adjourned at 6:28 p.m.


Chair Ron Macdonald


Secretary Bunny Cochran

**AIRPORT ADVISORY BOARD
REGULAR MEETING MINUTES
MAY 11, 2015**

A Regular Meeting of the Airport Advisory Board was held at 5:30 p.m. on May 11, 2015, in the Page City Council Chambers, Page, Arizona. Chair Deedee Sadler, Vice-Chair Dave Simmons, Members, Ronald Macdonald, James Hunt, Leroy Wicklund, Chris Large and City Council Liaison, Dugan Warner were present.

Staff Members present: Airport Director, Rick Olson.

Chair Deedee Sadler called the meeting to order.

MINUTES

Regular Airport Board Meeting-April 13, 2015

One correction was made by Chair Sadler changing under old business the Compass Rose item died for a lack of a motion. A motion was made to approve the minutes with the correction and passed upon a unanimous vote.

HEAR FROM THE CITIZENS

None present

CITY COUNCIL ACTIONS

None scheduled

UNFINISHED BUSINESS

None Scheduled

NEW BUSINESS

Discussion and possible action by the Board pertaining to Ordinance 644-14 entitled Boards, Commissions and Authorities

There was discussion by the Board regarding the proposed Chapter 15 – Boards, Commissions and Authorities. The Board would like one line removed from Section 15-1-5 regarding consecutive terms since there are several members who have served more than two terms.

A motion was made to recommend to the City Council the removal of the sentence and passed upon a unanimous vote. There was consensus with the Board to keep seven members and a motion was made by Member Large and seconded by Chair Sadler to change "shall" to "may in Section 15-1-6(A). The motion passed upon a unanimous vote.

Discussion and possible action by the Board pertaining to the Arizona Airport Association Spring Conference

Airport Director Rick Olson attended the recent spring conference in Lake Havasu on behalf of the City of Page. Rick gave an overview of the conference including the future of funding from the Federal Aviation Administration and Arizona Department of Transportation for airport projects and airport sustainability if the funds were to stop.

BID AWARDS

None scheduled

AIRPORT ACTIVITIES COMMITTEE

None scheduled

FBO MANAGERS REPORT

None scheduled

AIRPORT DIRECTORS REPORT

None scheduled

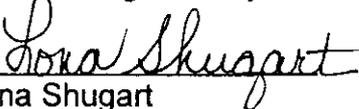
BOARD MEMBERS REPORT

Discussion and possible action by the Board pertaining to the Page/Lake Powell Air Affaire

Member Wicklund would like to bring back the Air Affaire as a separate committee and not part of the Airport Activities Committee.

ADJOURN

The meeting was adjourned at 6:26 p.m.



Lona Shugart
Airport Manager



Deedee Sadler
Chair

**PAGE COMMUNITY CENTER BOARD
REGULAR MEETING MINUTES**

May 6, 2015

The regular meeting of the Page Community Center Board was held at the Page Community Center in Page, Arizona on Wednesday, May 6, 2015. Board members President Dele Fischer, Vice President Francine Hoover, Secretary Dawn Duggins, Trina Kaltmaier, and City Council Liaison Levi Tappan were present.

Sharon Richardson was absent

Staff present: Crystal Prentice, City Manager
Debbie Winlock, Director

Guests: None

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

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

MINUTES

Regular Community Center Board Meeting minutes of March 4, 2015

A motion was made by Member Hoover 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

Director Winlock said grants were waiting for approval. She is looking for more and one that is cost sharing. Also, she said city employees were scheduled to come evaluate the building for the remodel. Cost is estimated to be around \$50,000.

Report on trips and activities since the last meeting

Eleven people went on the scheduled trip to Best Friends Sanctuary in Kanab. They all said they had a good time. They stopped in Kanab at Three Bears for ice cream on the way home.

The "Bonnet Parade" was held during the lunch hour the Friday before Easter. Eight ladies participated. There was a prize for the prettiest hat and the funniest hat.

In April sixteen people went to Zion National Park for the day, with a stop at Three Bears in Kanab for ice cream on the way home. Everyone had a good time. Some people explored the town of Springville, while others took the shuttle into the park and had lunch at the Lodge.

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

A senior trip is scheduled for May 23, 2015, around the Loop – From Page to Lee’s Ferry, Marble Canyon, Jacob’s Lake, Fredonia, Kanab, and back to Page.

NEW BUSINESS

Discussion and possible input by the Board pertaining to the proposed changes to City Code – Ordinance 644-14 City Boards

City Manager Prentice stated her reasons for the changes. There were no questions from the Board at this time. She said if or when anyone had questions or suggestions, they could contact her directly before the June 2015 City Council Meeting

Discussion and possible action by the Board pertaining to request funds from the Senior Donation Fund held by the City for the purchase of small disposable dessert plates to be placed on the dessert cart

Motion was made by Member Duggins to request the City to purchase small disposable dessert plates for the Center. Funds are to be deducted from the Senior Donation Fund held by the City. Motion was seconded by Member Kaltmaier. After much discussion, the motion was approved. City Manager Prentice stated she would see if that could happen.

Discussion and possible action by the Board pertaining to a change in the Community Center Rules that all backpacks are to be left by the receptionist’s desk

Motion was made by Member Duggins to request a change in the Community Center Rules that all backpacks are to be left by the receptionist’s desk. Member Hoover seconded the motion. After discussion, the motion was approved upon a vote. Director Winlock mentioned that it was disapproved for the library since they did not have the manpower for someone to stay by the backpacks. There could be a liability to the City if something was missing from the backpacks.

Next meeting date: Wednesday, July 1, 2015

ADJOURN: A motion was made by Member Duggins to adjourn the meeting at 6:05p.m.
The motion was seconded and passed upon a vote.

Francine Hoover - VP
Dele Fischer President

Dawn Duggins
Dawn Duggins Secretary

**PAGE PLANNING AND ZONING COMMISSION
REGULAR MEETING MINUTES
June 16, 2015**

A Regular Meeting of the Page Planning and Zoning Commission was held at 5:30 p.m. on June 16, 2015, in the Council Chambers at City Hall in Page, Arizona. Chair Leroy Wicklund presided. Vice Chair Bill Justice, Pro-Tem, Larry Thowe and Commissioners Bill Justice, R. B. Ward were present. Commissioner Rob Peterson was excused. 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, City Attorney, Joe Estes and Community Development Director, Kim Johnson.

MINUTES

Regular Planning and Zoning Commission Meeting-May 19, 2015

Motion made by Vice Chair Bill Justice to approve the minutes. The motion was duly seconded by Commissioner R.B. Ward and passed upon a vote.

COMMUNICATIONS

None.

HEAR FROM THE CITIZENS

None.

PUBLIC HEARING

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

1. Discussion and possible action regarding a VHR Conditional Use Permit (CUP 15-5.28A) Vacation Time Properties/Jacob Burton.

City Attorney, Joe Estes informed the Commission about a complaint concerning Jacob Burton that is not associated with this property. Presently it is allegations that he is investigating.

Motion made by Vice Chair Bill Justice to approve VHR CUP 15-5.28A. The motion was duly seconded by Commissioner R.B. Ward and passed upon a vote.

2. Discussion and possible action regarding a VHR Conditional Use Permit (CUP 15-5.28B) Vacation Time Properties/Jacob Burton.

Motion made by Commissioner R.B. Ward to approve VHR CUP 15-5.28B. The

Planning and Zoning Regular Meeting~June 16, 2015

motion was duly seconded by Vice Chair Bill Justice and passed upon a vote.

3. Discussion and possible action regarding a VHR Conditional Use Permit (CUP 15-5.28C) Vacation Time Properties/Jacob Burton.

Motion made by Pro Tem Larry Thowe to approve VHR CUP 15-5.28C. The motion was duly seconded by Commissioner R.B. Ward and passed upon a vote.

4. Discussion and possible action regarding a VHR Conditional Use Permit (CUP 15-5.28D) Vacation Time Properties/Jacob Burton.

Motion made by Commissioner R.B. Ward to approve VHR CUP 15-5.28D. The motion was duly seconded by Pro Tem Larry Thowe and passed upon a vote.

ADJOURN

Motion made by Commissioner R.B. Ward to adjourn the meeting at 5:42 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

5-8-15

City Clerk of Page

I, Sharon Sparks-Richardson need
to resign from Community Center Board
due to medical issues, as of today

Sharon Sparks-Richardson

RECEIVED
CITY CLERK'S OFFICE
CITY OF PAGE
15 JUL -8 PM 3:47



Request for City Council Action

Title:	ORDINANCE NO. 622-15: AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, REPEALING CHAPTER 2, ARTICLES 6, 10, 11, 12, 13, 14 AND CHAPTER 14, ARTICLE 11 OF THE CODE OF THE CITY OF PAGE AND ADOPTING "CHAPTER 15 - BOARDS, COMMISSIONS AND AUTHORITIES"		
Meeting Date:	July 22, 2015	Agenda Item Number:	
Agenda Section:	<input type="checkbox"/> Consent <input type="checkbox"/> Public Hearings <input checked="" type="checkbox"/> Unfinished 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:	Administration	Supporting Documents:	Ordinance 622-15
Prepared By:	City Manager	Presented By:	City Manager
Reviewed By:	City Manager/City Attorney	Approved By:	City Manager
Proposed Action:	I move to introduce Ordinance 622-15 by title only. I move to approve Ordinance 622-15.		

BACKGROUND: In an effort to establish consistency between Advisory Boards and Commissions, staff drafted a new Chapter in the City Code. The new language provides the same general provisions for each board and commission, including establishment, cooperation of City Officials, members, ineligibility, appointment and terms of members, remuneration and lobby efforts. The new chapter also references City Authorities.

At the April 8, 2015, City Council Work Session, the City Council discussed proposed changes to the City Code and directed changes to the document and directed staff to seek input from the Advisory Boards and Commission members. The Advisory Boards and Commissions had the opportunity to review and provide input. Changes include the creation of a Youth Advisory Committee, elimination of the Golf Course Advisory Committee, broadening the scope of responsibilities and changing the name of the Tourism Advisory Board to the Community Development Advisory Board, and adding two additional members to the Parks and Recreation Advisory Board.

STAFF RECOMMENDATION:

I move to introduce Ordinance 622-15 by title only.
 I move to approve Ordinance 622-15.

ORDINANCE NO. 622-15

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, REPEALING CHAPTER 2, ARTICLES 6, 10, 11, 12, 13, 14 AND CHAPTER 14, ARTICLE 11 OF THE CODE OF THE CITY OF PAGE AND ADOPTING "CHAPTER 15 - BOARDS, COMMISSIONS AND AUTHORITIES" BY REFERENCE AS CHAPTER 15 OF THE CODE OF THE CITY OF PAGE AND PROVIDING FOR SEVERABILITY AND THE EFFECTIVE DATE THEREOF.

WHEREAS, that certain document known as "Chapter 15 – Boards, Commissions and Authorities" was adopted as a public record by Resolution No. 1142-15, on June 24, 2015;

WHEREAS, the Mayor and Common Council, after consultation with staff, believe that amending the Code of the City of Page by repealing Chapter 2, Articles 6, 10, 11, 12, 13, 14 and Chapter 14, Article 11 and adopting a new Chapter 15 would be in the best interest of the City of Page and would simplify the City Code and establish consistency throughout the City's Boards, Commissions and Authorities; and

WHEREAS, A.R.S. §9-802 allows a City to adopt a public record by Ordinance as a means to reduce publication costs while ensuring that the public gets fair notice and opportunity to review its operative provisions;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, AS FOLLOWS:

Section 1: That Chapter 2, Articles 6, 10, 11, 12, 13, 14 and Chapter 14, Article 11 of the Code of the City of Page, are hereby repealed in their entirety.

Section 2: Pursuant to Arizona Revised Statutes Section 9-802, that certain document known as "CHAPTER 15 – BOARDS, COMMISSIONS AND AUTHORITIES", Chapter 15 of the Code of the City of Page, three copies of which are on file in the office of the City Clerk of the City of Page, Arizona, which document was made a public record by Resolution No. 1142-15 of the City of

Page, Arizona, is hereby referred to, adopted and made a part hereof as if fully set out in this Ordinance.

Section 3: "Chapter 15 – Boards, Commissions and Authorities", which was made a public record by Resolution No. 1142-15 of the City of Page, Arizona, is hereby inserted in the Code of the City of Page as Chapter 15.

Section 4: If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 5: All ordinances or parts of ordinances adopted by the City of Page in conflict with the provisions of this Ordinance are hereby repealed, effective as of the day this Ordinance is effective.

Section 6: This Ordinance shall become effective thirty (30) days from the date of adoption by the Mayor and Common Council for the City of Page.

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 _____

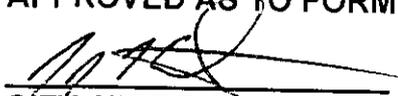
CITY OF PAGE

By _____
Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM:



CITY ATTORNEY

CHAPTER 15 - BOARDS, COMMISSIONS AND AUTHORITIES

ARTICLE 15-1 GENERAL PROVISIONS

- Section 15-1-1 Boards and Commissions; Establishment, Appointments and Authority
- Section 15-1-2 Cooperation of City Officials
- Section 15-1-3 Membership
- Section 15-1-4 Ineligibility
- Section 15-1-5 Appointments and Terms of Membership
- Section 15-1-6 Organization and Bylaws
- Section 15-1-7 Remuneration
- Section 15-1-8 Lobbying Efforts Consistent with City Policy

ARTICLE 15-2 CITY ADVISORY BOARDS AND COMMISSIONS

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

ARTICLE 15-3 CITY AUTHORITIES

- Section 15-3-1 Substance Abuse Task Force
- Section 15-3-2 Page Utility Enterprises
- Section 15-3-3 Board of Adjustment

ARTICLE 15-1 GENERAL PROVISIONS

Section 15-1-1 BOARDS AND COMMISSIONS; ESTABLISHMENT, APPOINTMENTS AND AUTHORITY

A. ESTABLISHMENT

1. Authority to Establish. The City Council establishes or continues the following boards and commissions to advise the Council with respect to municipal functions and activities and to investigate subjects of interest to the City.
2. How Established. A board or commission may be established by a majority vote of the Council. An ordinance shall be adopted prescribing the purpose, duties, and composition of the board or commission.

3. **Applicability.** All boards and commissions established by the City Council shall be subject to the provisions of this Chapter, unless a specific requirement or condition is imposed by the City ordinance or State law.
4. **Purposes and Duties Generally.** All boards and commissions established by the Council shall be advisory to the Council and shall have the responsibility to:
 - a. Investigate matters within the scope of the particular board or commission or as specifically directed by the Council.
 - b. Advise the Council by communicating the viewpoint or advice of the board or commission.
 - c. At the direction of the Council, hold hearings, receive evidence, conduct investigations, and, on the basis of such hearings, evidence and investigations, make decisions and recommendations to the Council.
 - d. **Advisory Role.** A board or commission established by the Council shall not assume the role of an administrative or legislative body, except as otherwise provided for in City Code or Ordinances.

Section 15-1-2 COOPERATION OF CITY OFFICIALS

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

Section 15-1-3 MEMBERSHIP

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

- B. City Council Liaison.** Each advisory board or commission shall have a City Council Liaison.

Section 15-1-4 INELIGIBILITY

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

Section 15-1-5 APPOINTMENTS AND TERMS OF MEMBERSHIP

- A. Regular Members.** Board and commission members shall be appointed at the first regular meeting of the Council in June of each year, by majority vote of the Council and shall serve terms of membership not to exceed three years per term. Each member is eligible to serve three consecutive three-year terms. Terms expire on June 30. Re-appointment will take place at term expiration. New appointees shall assume office on July 1.
- B. Council Liaisons.** Council Representatives shall be appointed at the first regular meeting of the Council in July of each year by the Mayor and shall serve a term of two years.
- C. Resignation and Removal.** Members shall serve without compensation and may resign voluntarily by letter or e-mail to the City Clerk or be removed by majority vote of the Council or pursuant to subsections 15-1-6 E.
- D. Vacancies.** Vacancies in membership shall be filled by majority vote of the Council for the balance of the unexpired term.
- E. Term of Appointment to Fill Vacancy.** A person appointed to fill a vacancy shall be eligible to serve three full terms in addition to the balance of the unexpired term.
- F. Concurrent Membership.** No person may serve concurrently on more than two boards or commissions.

- G. Staggered Terms.** Terms of membership shall be staggered so that no more than one-half of the terms on a board or commission expire in any particular year.

Section 15-1-6 ORGANIZATION AND BYLAWS

- A. Bylaws.** Each board or commission shall adopt and be governed by such bylaws as shall be necessary and desirable for the conduct of its activities. Bylaws shall be subject to review and approval by the Council.

- B. Chairperson.** Each board or commission annually shall elect from its members a chairperson and vice-chairperson to serve a term of one year. No person shall serve more than two consecutive one-year terms as chairperson of a particular board or commission.

C. Meetings

- 1. Regular Meetings.** All board and commission meetings are open meetings subject to the Arizona Open Meeting Law and shall be held at a fixed time, on a fixed date and in a fixed place as shall be determined by the board or commission. The City Clerk shall give notice of all board and commission meetings as required for meetings of public bodies.
- 2. Special Meetings.** Special meetings may be held if necessary. All meetings shall comply with the Arizona open meeting laws and shall be open to the public. The chairperson shall utilize Roberts Rules of Order to govern the conduct of the meetings insofar as practical.
- 3. Public Comment.** All board and commission meetings shall include scheduled time for public comment.
- 4. Meetings Conducted According to Bylaws.** All meetings shall be conducted according to the bylaws of the board or commission.

D. Meeting Minutes.

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

E. Removal.

1. Any member of a board or commission established by the Council who fails to attend three consecutive regular meetings, or who fails to attend at least 75% of the scheduled meetings in any calendar year shall be deemed to have resigned as a member of the board or commission.
 2. Extraordinary circumstances such as serious illness will be considered a waiver of these requirements.
 3. Members may be removed, from any advisory board or commission, prior to the expiration of their term of office, by a majority vote of the City Council.
- F. Vacancies. The successor to any member of a board or commission who has been removed pursuant to this section shall be appointed pursuant to section 15-1-5.
- G. Quorum. A majority of the appointed members of the Advisory board or commission shall constitute a quorum for the transaction of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be necessary to transact business or carry any proposition.
- H. Conflict of Interest. All members should be aware of the need to avoid any instance of conflict of interest and are governed by Arizona's conflict of interest laws.
- I. Procedure. The board or commission's final action on any proposal shall be in the form of a recommendation of approval or disapproval directed to the City Council, except as otherwise provided for in City Code or Ordinances.

Section 15-1-7 REMUNERATION

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

Section 15-1-8 LOBBYING EFFORTS CONSISTENT WITH CITY POLICY

- A. Lobbying efforts by any advisory board or commission member on legislative or political matters should contact the City Manager to check for consistency with City policy. In the event a position is taken that differs from that of the City's policy, an advisory board or commission cannot represent that position publicly or before another body, for example, the State Legislature or the County Board of Supervisors.

- B. An advisory board or commission member is free to communicate positions to the City Council on matters pertaining to the body's purpose and function.
- C. A member of the advisory board or commission is not authorized to speak for the board or commission, unless the board has expressly authorized the member's communication.
- D. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the City, or as a member of an advisory board or commission.

ARTICLE 15-2 CITY ADVISORY BOARDS AND COMMISSIONS

Section 15-2-1 AIRPORT ADVISORY BOARD

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

Section 15-2-2 COMMUNITY CENTER ADVISORY BOARD

- A. Purpose. The Community Center Advisory Board will act in an advisory and review capacity to the City Council regarding the operation, programming and fundraising activities of the community center.

- B. Membership.** The Community Center Advisory Board will consist of five members, appointed pursuant to section 15-1-5.

Section 15-2-3 LIBRARY ADVISORY BOARD

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

Section 15-2-4 PARKS AND RECREATION ADVISORY BOARD

- A. Purpose.** The Parks and Recreation Advisory Board will act in an advisory and review capacity to the City Council regarding the operation, maintenance, improvement and activities of the parks and recreation facilities, and shall have the following responsibilities and duties:
- 1.** To advise the Council in the establishment of the rules and regulations, consistent with state authority, as may be necessary or advisable for the operation and management of the park system, including playgrounds, recreational facilities, playing and sports fields, trails and programs for the City of Page, the same to be confirmed by the Council before they are placed in effect;
 - 2.** To advise the Council in the establishment of recreational facilities and recommend all proposed construction on park property and to request repair or removal of structures not maintained in accordance with regulations as to construction or location;
 - 3.** To make other recommendations as may be necessary or advisable for the safe and efficient management, operation and maintenance of the City's parks, playgrounds, recreational facilities, playing and sports fields, trails and programs; and
 - 4.** To promote public parks, trails, recreation programs and sporting or other recreational events for City of Page.
- B. Donation Fund.** The Advisory Board may solicit and receive donations, legacies, bequests, or devises for the establishment, maintenance or improvement of recreational facilities, trails and activities. Funds received by the Advisory Board, with a statement in substantially the following form, shall be maintained by the City of Page in accordance with State and City Ordinances:

"I hereby donate/give the sum of \$ _____ to be deposited into the donation fund with the City of Page on behalf of Parks and Recreation. I further direct that said funds be used for establishment, maintenance, or improvements of recreational facilities or activities only."

Such funds shall be deposited with the City to the credit of the City Recreation Fund and may be withdrawn in the manner provided for the payment of money appropriated for the acquisition, improvement, operation and maintenance of playgrounds and other recreational facilities and activities.

- C. Membership. The Parks and Recreation Board will consist of seven members, appointed pursuant to section 15-1-5.

Section 15-2-5 PLANNING & ZONING COMMISSION

- A. Purpose. Planning & Zoning Commission will assist in the preparation of a General Plan; assist in the preparation of development controls; review development proposals, proposed changes to ordinances and changes in development policies; hold public hearings and meetings; assist in preparation of a capital improvements program; make recommendations on proposed boundary changes; and make recommendations on a uniform schedule of fees for service.
- B. Fees. The Planning and Zoning Commission shall be authorized to establish a uniform schedule of fees for service, with all receipts to be paid to the general fund of the City. Such fee schedule shall become effective upon approval by the Council.
- C. Membership. The Planning & Zoning Commission will consist of seven members, appointed pursuant to section 15-1-5.

Section 15-2-6 PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM BOARD

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

Section 15-2-7 Community Development Advisory Board

- A. Purpose. The Community Development Advisory Board will act in an advisory and review capacity to the City Council regarding the economic development, tourism, beautification, enhancement and development of

public land within our community; including master planning, budgeting, event and activity planning, marketing strategies and coordination.

- B. **Membership.** The Community Development Advisory Board will consist of seven members, appointed pursuant to section 15-1-5.

Section 15-2-8 YOUTH ADVISORY COMMISSION

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

ARTICLE 15-3 CITY AUTHORITIES

Section 15-3-1 SUBSTANCE ABUSE TASK FORCE

- A. **Establishment and Meetings**

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

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

- B. The chairperson shall utilize Robert's Rules of Order to govern the conduct of the meetings insofar as practical. A majority of the voting members of the Task Force shall constitute a quorum. The affirmative vote of a majority of the voting members present at a meeting shall be required for passage of any matter before the Task Force. The minutes of the meetings shall reflect the "ayes" and "nays" cast on a particular measure and shall

reflect the vote of each member present. A member may abstain from voting only upon a declaration of a conflict of interest, in which case the member shall not vote on the issue presented. The Substance Abuse Task Force shall comply with the open meeting and public records laws of the State of Arizona.

- C. **Membership and Selection.** The Substance Abuse Task Force shall consist of five (5) voting members, all of whom shall be appointed by Council. The term of office of each member shall be four (4) years, except that the term of a person appointed to fill a vacancy shall be for the unexpired term. Two (2) of the five (5) members shall be appointed to an initial term of two (2) years in order to stagger the terms of the Task Force members. A Council Member appointed by the Mayor may serve as Chair and Council Liaison with no voting privilege.
- D. **Chairperson.** The Substance Abuse Task Force shall elect from its members a chairperson and vice-chairperson to serve a term of one year. No person shall serve more than two consecutive one-year terms as chairperson of a particular board or commission. Vacancies in any office shall be filled by election for the unexpired term.
- E. **Member Attendance at Meetings, Compensation, and Reimbursement.** Unexcused failure of any member of the Substance Abuse Task Force to attend three (3) consecutive meetings, or seventy-five percent (75%) of the meetings of the Task Force in one year, shall be considered cause for removal from the Task Force. Removal shall occur by majority action of the Council. The Substance Abuse Task Force chairperson shall have authority to excuse absences; provided, however, that any Task Force member may request members to vote on the question of whether one or more absences should be excused.

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

- F. **Coordination with Volunteers.** The Substance Abuse Task Force shall coordinate with a variety of sources in the community such as businesses, community based health care providers, neighborhood associations, parents, schools, youth, civic and faith-based organizations, and non-profit

entities to create a pool of volunteers to assist the Task Force with the implementation of the Task Force's stated purpose and agenda.

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

1. Gather and evaluate information concerning existing and potential alcohol or drug issues in the community that affect the health and wellbeing of citizens.
2. Gather information concerning existing programs designed to effectuate community alcohol and drug abuse prevention in the community and using this information, create prevention programs based on the needs of the community.
3. Coordinate with other agencies, both public and private, in the assessment, development, and implementation of programs for alcohol and drug abuse education or prevention.
4. Utilize information gathered, set goals, perform tasks and disseminates information and make recommendations to the Mayor and City Council, the public, and law enforcement agencies operating within the City.
5. Submit a monthly report, which may be in the form of minutes of meetings or any other report the Task Force deems necessary, to the Mayor and City Council, of the activities, funding and other possible discussions or actions.
6. Investigate sources of funding and submit grant proposals.
7. Gather quarterly or yearly statistics from the Police, Fire, Hospital Emergency Room, on the numbers of Substance Abuse arrests, transports to hospital, treatment, and admits.
8. Comply with the City's Procurement Policy. Funding of projects over \$10,000.00 shall be approved by Council.

H. Substance Abuse Fund

1. There is established a substance abuse fund consisting of monies collected pursuant to Section 15-3-1 H.
2. The City of Page Substance Abuse Task Force shall, as necessary, allocate monies received into the Fund to itself and local organizations for the purpose of education, creating prevention or

treatment projects and programs, or enhancing existing projects and programs designed to prevent or treat substance abuse. The Task Force may adopt rules for said allocation.

3. The process of allocating funds to itself each year shall include submitting a budget to the City Manager on a date determined by the City Manager for the following fiscal year. The Task Force budget will dictate how the substance abuse funds may be spent for the following fiscal year.

I. Assessments; Fund Deposits

1. In addition to any other penalty assessment provided by law, there shall be levied a penalty assessment in an amount of ten percent (10%) on every fine, penalty and forfeiture imposed and collected by the Page Municipal Court for criminal offenses and any civil sanction imposed and collected for:
 - a. A civil traffic violation and fine, penalty or forfeiture for a violation of Title 4, ARS, Alcoholic Beverage; Title 13, Chapter 34, ARS, Drug Offenses;
 - b. Title 13, Chapter 34.1, ARS, Imitation Substance or Drug Offenses;
 - c. Title 28, Chapter 6, Article 5, ARS, Driving While Intoxicated (excluding reckless driving) and Ordinance No. 171, City of Page, offenses. If multiple offenses are involved, the penalty assessment shall be based upon the total civil sanction, fine, bail or bond for all offenses.
2. If a fine or civil sanction is suspended in whole or in part, the penalty assessment shall be reduced in proportion to the suspension.
3. If any deposit of bail or bond or deposit for an alleged traffic violation is to be made for a violation, the Municipal Court shall require a sufficient amount to include the assessment prescribed in this section for forfeited bail or bond or deposit. If bail or bond or deposit is forfeited, the amount of such assessment shall be transmitted by the clerk of the Court to the City Treasurer pursuant to subsection E. If bail or bond or

deposit is returned, the assessment made pursuant to the article shall also be returned.

4. The Magistrate may waive all or any part of the penalty assessment the payment of which would work a hardship on the person convicted or adjudicated or on his immediate family.
5. After a determination by the Court of the amount due, the clerk of the Court shall transmit, on the last day of each month, the assessments collected pursuant to subsections A and B and an itemized statement of the fines, civil sanctions and assessments collected pursuant to Section 15-3-1 subsections H, 1 and 2 to the City Treasurer.

Section 15-3-2 PAGE UTILITY ENTERPRISES BOARD

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

Section 15-3-3 BOARD OF ADJUSTMENT

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

Cross-reference:

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