

# CITY CODE

## CITY OF ST. JOHNS, ARIZONA

REVISION DATE: Dec. 11th, 2014



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## CHAPTER 1 GENERAL

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### ARTICLE 1-1 HOW CODE DESIGNATED AND CITED

The ordinances embraced in the following chapters and sections shall constitute and be designated "The Code of the City of St. Johns, Arizona," and may be so cited. Such code may also be cited as the "St. Johns City Code."

### ARTICLE 1-2 CONSTRUCTION OF ORDINANCES

The rules and the definitions set forth in this chapter shall be observed in the construction of this code and the ordinances of the city unless such construction would be inconsistent with either the manifest intent of the council or the context of this code or the ordinances of the city.

### ARTICLE 1-3 DEFINITIONS

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1-3-29	Time-Reasonable
1-3-30	Week
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### Section 1-3-1 General Rule Regarding Definitions

All words and phrases shall be construed and understood according to the common and approved usage of the language; but technical words and phrases and such others as may have acquired a peculiar and appropriate meaning in the law shall be construed and understood according to such peculiar and appropriate meaning.

### Section 1-3-2 Acts by Agents

When this code or an ordinance requires an act to be done which may by law as well be done by an agent as by the principal, such requirement shall be construed to include all such acts when done by an authorized agent.

### Section 1-3-3 City

Whenever the word "city" is used, it shall be construed to mean the City of St. Johns, Arizona.



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### Section 1-3-4 Code

The words "the code" or "this code" shall mean The Code of the City of St. Johns, Arizona," unless the context indicates otherwise.

### Section 1-3-5 Council

Whenever the word "council" is used, it shall be construed to mean the common council of the City of St. Johns, Arizona.

### Section 1-3-6 Day

A "day" Is the period of time between any midnight and the midnight following.

### Section 1-3-7 Daytime, Nighttime

"Daytime" is the period of time between sunrise and sunset. "Nighttime" is the period of time between sunset and sunrise and sunset.

### Section 1-3-8 Department, Board, Commission, Office, Officer or Employee

Whenever any "department, board, commission, office, officer or employee" is referred to, it shall mean a department, board, commission, office, officer or employee of the city unless the context clearly indicates otherwise.

### Section 1-3-9 Gender; Singular and Plural

Words of the masculine gender include the feminine; words in the singular number include the plural and words in the plural number include the singular.

### Section 1-3-10 In the City

The words "in the city" or "within the city" shall mean and include all territory over which the city now has, or shall hereafter acquire, jurisdiction for the exercise of its police powers or other regulatory powers.





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### Section 1-3-11 Intoxicating Liquor

The words "intoxicating liquor" shall include any spirits, wine, beer, ale or other liquid containing any volume of alcohol.

### Section 1-3-12 Joint Authority

All words purporting to give a joint authority to three or more city officers or other persons shall be construed as giving such authority to a majority of such officers or other persons unless it shall be otherwise expressly declared In the law giving the authority.

### Section 1-3-13 Month

The word "month" shall mean a calendar month.

### Section 1-3-14 Oath

"Oath" includes affirmation or declaration.

### Section 1-3-15 Or, And

"Or" may be read "and," and "and" may be read "or," if the sense requires it

### Section 1-3-16 Person

The word "person" shall extend and be applied to firms, corporations or voluntary associations, as well as to individuals, unless plainly inapplicable.

### Section 1-3-17 Personal Property

"Personal property" includes every species of property, except real property as defined in this article.



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### Section 1-3-18 Preceding, Following

The words "preceding" and "following" mean next before and next after, respectively.

### Section 1-3-19 Property

The word "property" shall include real and personal property.

### Section 1-3-20 Public Property

The words "public property" mean all real property, including but not limited to, parks, bail fields, fair grounds, other recreational facilities, streets, alleys, sidewalks, parking lots, other public ways, buildings and structures, the title to which is in the city, or over, under, through or upon which the city has an easement, and any grounds owned by or under the control of any public school district within the city.

### Section 1-3-21 Real Property

"Real property" shall include lands, tenements and hereditaments.

### Section 1-3-22 Shall, May

"Shall" is mandatory and "may" is permissive.

### Section 1-3-23 Shall Have Been

The words "shall have been" include past and future cases.

### Section 1-3-24 Signature or Subscription by Mark

"Signature" or "subscription" includes a mark when the signer cannot write, such signer's or subscriber's name being written near the mark by a witness who writes his own name near the signer's or subscriber's name; but a signature or subscription by mark can be acknowledged or can serve as a signature or subscription to a sworn statement only when two witnesses so sign their own names thereto.



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### Section 1-3-25 State

The words "the state" shall be construed to mean the State of Arizona.

### Section 1-3-26 Tenant or Occupant

The word "tenant" or "occupant" applied to a building or land shall include any person holding a written or an oral lease or who occupies the whole or part of such building or land, either alone or with others.

### Section 1-3-27 Tenses

The present tense includes the past and future tenses, and the future includes the present.

### Section 1-3-28 Time-Computation

The time within which an act is to be done as provided in this code or in any order issued pursuant to any ordinance, when expressed in days, shall be computed by excluding the first day and including the last, except that if the last day is a Saturday, Sunday or holiday it shall be excluded; and when such time is expressed in hours, the whole of Saturday, Sunday or a holiday, from midnight to midnight, shall be excluded.

### Section 1-3-29 Time-Reasonable

In all cases where any section of this code shall require any act to be done in a reasonable time or reasonable notice to be given, such reasonable time or notice shall be deemed to mean such time only as may be necessary for the prompt performance of such duty or compliance with such notice.

### Section 1-3-30 Week

A "week" consists of seven consecutive days.

### Section 1-3-31 Writing



## CHAPTER 1 GENERAL

"Writing" includes any form of recorded message capable of comprehension by ordinary visual means. Whenever any notice, report, statement or record is required or authorized by this code, it shall be made in writing in the English language unless it is expressly provided otherwise.

### Section 1-3-32 Year

The word "year" shall mean a calendar year, except where otherwise provided.

## ARTICLE 1-4 CONFLICTING PROVISIONS

- 1-4-1 Additional Rules of Construction
- 1-4-2 References to this Code
- 1-4-3 Conflicting Provisions-Different Chapters
- 1-4-4 Conflicting Provisions-Same Chapter

### Section 1-4-1 Additional Rules of Construction

In addition to the rules of construction specified in Articles 1-2 and 1-3, the rules set forth in this article shall be observed in the construction of this code.

### Section 1-4-2 References to this Code

All references to chapters, articles or sections are to the chapters, articles and sections of this code unless otherwise specified.

### Section 1-4-3 Conflicting Provisions-Different Chapters

If the provisions of different chapters of this code conflict with or contravene each other, the provisions of each chapter shall prevail as to all matters and questions growing out of the subject matter of such chapter.



## **CHAPTER 1 GENERAL**

### **Section 1-4-4 Conflicting Provisions-Same Chapter**

If conflicting provisions are found in different sections of the same chapter, the provisions of the section which is last in numerical order shall prevail unless such construction is inconsistent with the meaning of such chapter.

### **ARTICLE 1-5 SECTION HEADINGS**

Headings of the several sections of this code are intended as a convenience to indicate the contents of the section and do not constitute part of the law, except to the extent necessary for construction or interpretation of the section.

### **ARTICLE 1-6 EFFECT OF REPEAL**

When any ordinance repealing a former ordinance, clause or provision shall be itself repealed, such repeal shall not be construed to revive such former ordinance, clause or provision, unless it shall be expressly so provided. The repeal of an ordinance shall not affect any punishment or penalty incurred before the repeal took effect or any suit, prosecution or proceeding pending at the time of the repeal, for any offense committed under the ordinance repealed.

### **ARTICLE 1-7 SEVERABILITY OF PARTS OF CODE**

It is hereby declared to be the intention of the council that the sections, paragraphs, sentences, clauses and phrases of this code shall be severable, and, if any provision of this code is held unconstitutional for any reason by a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining provisions of the code.

### **ARTICLE 1-8 PENALTY**

Any person found guilty of violating any provision of this code, except as otherwise provided in this code, shall be guilty of a class 3 misdemeanor unless the offense or violation is otherwise specified therein, and upon conviction thereof shall be punished by a fine, imprisonment, community work service, or any combination thereof, or by such other additional punishment of such nature and in such amount as provided by the Arizona



## CHAPTER 1 GENERAL

Revised Statutes or other law, as may be amended from time to time. Unless otherwise specified, each day that a violation continues may be a separate offense punishable as above described.

### ARTICLE 1-9 REPEAL OF EXISTING ORDINANCES

1-9-1 Effective Date of Repeal

1-9-2 Ordinances Exempt from Repeal

#### Section 1-9-1 Effective Date of Repeal

All ordinances of the city except those specially exempted in this article, now in force and effect are hereby repealed effective at twelve o'clock noon on the fifteenth day of February, 1991, but all rights, duties and obligations created by said ordinances shall continue and exist in all respects as if this code had not been adopted and enacted.

#### Section 1-9-2 Ordinances Exempt from Repeal

The adoption and enactment of this code shall not be construed to repeal or in any way to modify or affect:

- A. Any special ordinance or ordinances regarding franchises, annexations, dedications or zoning.
- B. Any ordinance making an appropriation.
- C. Any ordinance affecting any bond issue or by which any bond issue may have been authorized.
- D. The running of the statute of limitations in force at the time this code becomes effective.
- E. The continued existence and operation of any department, agency, commission or office heretofore legally established or held.



## **CHAPTER 1 GENERAL**

- F. Any bond of any public officer.
- G. Any taxes, fees, assessments or other charges incurred or imposed.
- H. Any ordinances authorizing, ratifying, confirming, approving or accepting any compact or contract with any other municipality, the State of Arizona or any county or subdivision thereof, or with the United States or any agency or instrumentality thereof.

### **ARTICLE 1-10 EFFECTIVE DATE OF CODE**

Each and every section of this code as herein contained and hereby enacted shall take effect and be in force on and after twelve o'clock noon on the fifteenth day of February, 1991, except that where a later effective date is provided it shall prevail. All subsequently enacted ordinances shall take effect thirty days after adoption by the City Council or, if designated as an emergency measure, as of the effective date of the adoption of the Ordinance.



## CHAPTER 2 MAYOR AND COUNCIL

### ARTICLE 2-1 COUNCIL

2-1-1	Elected Officers
2-1-2	Corporate Powers
2-1-3	Duties of Office
2-1-4	Vacancies in Council
2-1-5	Compensation
2-1-6	Oath of Office
2-1-7	Bond
2-1-8	Financial Disclosure Statement

#### Section 2-1-1 Elected Officers<sup>1</sup>

The elected officers of the city shall be seven councilmembers, one of whom shall be designated as mayor in accordance with Section 2-2-1. The mayor and councilmembers shall constitute the common council and shall continue in office until assumption of duties of office by their duly qualified successors. The regular term of office shall be four years.

#### Section 2-1-2 Corporate Powers

The corporate powers of the city shall be vested in the council and shall be exercised only as directed or authorized by law. All powers of the council shall be exercised by ordinance, resolution, order or motion.

#### Section 2-1-3 Duties of Office<sup>2</sup>

Councilmembers shall assume the duties of their office at the regularly scheduled council meeting next following the general election at which, or effective as of the date on which, the councilmembers were elected.

#### Section 2-1-4 Vacancies In Council<sup>3</sup>

The council shall fill by appointment for the unexpired term any vacancy that may occur for whatever reason.

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<sup>1</sup> A.R.S. § 9-231 and §9301

<sup>2</sup> A.R.S. § 9-232

<sup>3</sup> A.R.S. § 9-231





## CHAPTER 2 MAYOR AND COUNCIL

### Section 2-1-5 Compensation

A. The compensation of elective officers of the city shall be fixed from time to time by resolution of the council. Attendance at the regular city council meetings, executive sessions and other sessions shall be prerequisite to the receipt of compensation from the city.

B. Each councilmember will be fully compensated unless his non-attendance at meetings, executive sessions and other sessions shall be found by the other councilmembers to be unreasonable. The withholding of compensation shall be commensurate to the unreasonable absences.

### Section 2-1-6 Oath of Office<sup>4</sup>

Immediately prior to assumption of the duties of office, each councilmember shall, in public, take and subscribe to the oath of office.

### Section 2-1-7 Bond<sup>5</sup>

Prior to taking office, every councilmember shall execute and file an official bond, enforceable against the principal and his sureties, conditioned on the due and faithful performance of his official duties, payable to the state and to and for the use and benefit of the city or any person who may be injured or aggrieved by the wrongful act or default of such officer in his official capacity. Bonds shall be in such sum as shall be provided by resolution and the premium for such bonds shall be paid by the city. Nothing in this section shall preclude the city from obtaining a blanket bond as allowed or required by state law.

### Section 2-1-8 Financial Disclosure Statement<sup>6</sup>

Each member of the council shall file a financial disclosure statement at such times, in such form and with such information as provided by resolution of the council and pursuant to state law.

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<sup>4</sup> A.R.S. § 9-302

<sup>5</sup> A.R.S. § 9-302

<sup>6</sup> A.R.S. § 9-545



## CHAPTER 2 MAYOR AND COUNCIL

### ARTICLE 2-2 MAYOR

- 2-2-1 Selection of Mayor
- 2-2-2 Vice Mayor
- 2-2-3 Acting Mayor
- 2-2-4 Powers and Duties of the Mayor
- 2-2-5 Failures to Sign Documents

#### Section 2-2-1 Selection of Mayor

The councilmembers shall, at the first regular meeting after a regular city general election of councilmembers, choose a mayor from among their number.

#### Section 2-2-2 Vice Mayor<sup>7</sup>

At the same meeting at which the mayor is selected, the council shall designate one of its members as vice mayor, who shall serve at the pleasure of the council. The vice mayor shall perform the duties of the mayor during his absence or disability.

#### Section 2-2-3 Acting Mayor

In the absence or disability of both the mayor and vice mayor, the council may designate another of its members to serve as acting mayor who shall have all the powers, duties and responsibilities of the mayor during such absence or disability.

#### Section 2-2-4 Powers and Duties of the Mayor

The powers and duties of the mayor shall include the following:

- A. He shall be the chief executive officer of the city.
- B. He shall be the chairman of the council and preside over its meetings. He may make and second motions and shall have a voice and vote in all its proceedings.
- C. He shall enforce the provisions of this code.

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<sup>7</sup> A.R.S. § 9-236



## CHAPTER 2 MAYOR AND COUNCIL

D. He shall execute and authenticate by his signature such instruments as the council or any statutes, ordinances or this code shall require.

E. He shall make such recommendations and suggestions to the council as he may consider proper.

F. He may, by proclamation, declare a local emergency to exist due to fire, conflagration, flood, earthquake, explosion, war, bombing or any other natural or man-made calamity or disaster or in the event of the threat or occurrence of riot, rout or affray or other acts of civil disobedience which endanger life or property within the city. After declaration of such emergency, the mayor shall govern by proclamation and impose all necessary regulations to preserve the peace and order of the city, including but not limited to:

1. Imposition of a curfew in all or any portion of the city.
2. Ordering the closing of any business.
3. Closing to public access any public building, street or other public place.
4. Calling upon regular or auxiliary law enforcement agencies and organizations within or without the political subdivision for assistance.

G. He shall perform such other duties required by state statute and this code as well as those duties required as chief executive officer of the city.

### Section 2-2-5 Failure to Sign Documents

If the mayor refuses or fails to sign any ordinance, resolution, contract, warrant, demand or other document or instrument requiring his signature for five days consecutively, a majority of the members of the council may, at any regular or special meeting, authorize the vice mayor or, in his absence, an acting mayor to sign such ordinance, resolution, contract, warrant, demand or other document or instrument which when so signed shall have the same force and effect as if signed by the mayor.



## CHAPTER 2 MAYOR AND COUNCIL

### ARTICLE 2-3 COUNCIL ELECTION

- 2-3-1 Primary Election
- 2-3-2 Non-Political Ballot
- 2-3-3 General Election Nomination
- 2-3-4 Election to Office
- 2-3-5 Candidate Financial Disclosure

#### Section 2-3-1 Primary Election<sup>8</sup>

Any candidate who shall receive at the primary election a majority of all the votes cast shall be declared to be elected to the office for which he is a candidate effective as of the date of the general election, and no further election shall be held as to said candidate; provided that if more candidates receive a majority than there are offices to be filled, those equal in number to the offices to be filled receiving the highest number of votes shall be declared elected.

#### Section 2-3-2 Non-Political Ballot<sup>9</sup>

Nothing on the ballot in any election shall be indicative of the support of the candidate.

#### Section 2-3-3 General Election Nomination<sup>10</sup>

If at any primary election held as above provided there be any office for which no candidate is elected, as to such office said election shall be considered to be a primary election for nomination of candidates for such office, and the second or general municipal election shall be held to vote for candidates to fill such office. Candidates to be placed on the ballot at such second or general municipal election shall be those not elected at such first election, shall be equal in number to twice the number to be elected to any given office or less than that number if there be less than that number named on the primary election ballot, and persons who receive the highest number of votes for the respective offices at such first election shall be the

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<sup>8</sup> A.R.S. § 9-821.01

<sup>9</sup> A.R.S. § 9-821.01

<sup>10</sup> A.R.S. § 9-821.01



## CHAPTER 2 MAYOR AND COUNCIL

only candidates at such second election, provided that if there be any person who, under the provisions of this article, would have been entitled to become a candidate for any office except for the fact that some other candidate received an equal number of votes therefor, all such persons receiving an equal number of votes shall likewise become candidates for such office.

### Section 2-3-4 Election to Office<sup>11</sup>

The candidates equal in number to the persons to be elected who receive the highest number of votes shall be declared elected.

### Section 2-3-5 Candidate Financial Disclosure<sup>12</sup>

Each candidate for the office of councilmember shall file a financial disclosure statement when such candidate files a nomination paper. The statement shall contain such information as required by resolution of the council and pursuant to state law.

## ARTICLE 2-4 COUNCIL PROCEDURE

- 2-4-1 Regular Meetings
- 2-4-2 Special Meetings
- 2-4-3 Meetings to Be Public
- 2-4-4 Quorum
- 2-4-5 Agenda
- 2-4-6 Order of Business
- 2-4-7 Committees and Commissions
- 2-4-8 Voting
- 2-4-9 Suspension of Rules

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<sup>11</sup> A.R.S. § 38-545

<sup>12</sup> A.R.S. § 9-233

<sup>13</sup> A.R.S. § 9-233



## CHAPTER 2 MAYOR AND COUNCIL

### Section 2-4-1 Regular Meetings<sup>14</sup>

The council shall hold regular meetings on the second Thursday of each month at six thirty (6:230) p.m., or such other date as designated by resolution of the council, provided that when the day fixed for any regular meeting of the council falls upon a day designated by law as a legal holiday, such meeting shall be held at the same hour on a day set by the council. All regular meetings of the council shall be held in the City Hall of St. Johns, Arizona, or other designated place.

### Section 2-4-2 Special Meetings

The mayor upon his own motion or the clerk upon the written request of two members may convene the council at any time by notifying the members of the date, hour and purpose of such special meeting, and by giving such additional notice as required by state law.

### Section 2-4-3 Meetings to Be Public<sup>15</sup>

All proceedings of the council shall be open to the public, except that upon approval by a majority vote of the council, the council may meet in a closed executive session pursuant to the provisions of state law.

### Section 2-4-4 Quorum

A majority of the councilmembers shall constitute a quorum for transacting business, but a lesser number may adjourn from time to time and compel the attendance of absent members.

### Section 2-4-5 Agenda<sup>16</sup>

Prior to each council meeting, or on or before a time fixed by the council for preparation and distribution of an agenda, whichever is earlier, the manager shall collect all written reports, communications, ordinances, resolutions, contracts and other documents to be

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<sup>14</sup> Title 38, Chapter 3, Article 3.1

<sup>15</sup> A.R.S. §9-821.01

<sup>16</sup> Modified by Ordinance 147, May 10, 2012.



## CHAPTER 2 MAYOR AND COUNCIL

submitted to the council, prepare an agenda according to the order of business and furnish each councilmember, the mayor and the attorney with a copy. The Mayor or two councilmembers shall have the authority to place items on the agenda.

### Section 2-4-6 Order of Business<sup>17</sup>

The business of the council shall be taken up for consideration and disposition in the following order:

- A. Call to Order. The mayor shall take the chair at the hour appointed for the meeting and shall call the council to order. In the absence of the mayor, the vice mayor shall call the council to order. In the absence of both the mayor and vice mayor, the clerk shall call the council to order and an acting mayor shall be selected to chair the meeting. Upon the arrival of the mayor or the vice mayor, the vice mayor or the acting mayor shall immediately relinquish the chair upon the conclusion of the business immediately before the council. The mayor shall preserve order and decorum, decide all questions of order and conduct the proceedings of the meetings in accordance with the parliamentary rules contained in Robert's Rules of Order.
- B. Roll Call. Before proceeding with the business of the council, the clerk or his deputy shall take the roll of the members, and the names of those members present shall be entered into the minutes. If a quorum is not present, the members present may adjourn pursuant to Section 2-4-4 of this code.
- C. Minutes. The clerk or his deputy shall read or present the minutes of the preceding council meeting, which shall be approved if correct. Any errors noted shall be corrected.
- D. Reports by Officers. City officials and committees shall present any reports required by the council.
- E. Unfinished Business. The council shall consider any business that has been previously considered and which is still unfinished.

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<sup>17</sup> A.R.S. § 38-545



## CHAPTER 2 MAYOR AND COUNCIL

- F. New Business. The council shall consider any business not heretofore considered, including the introduction of ordinances and resolutions.
- Q. Claims. The clerk shall present any claims against the city, which will then be approved or disapproved by the council.
- H. Miscellaneous Business. Prior to adjournment, the council shall, as it deems necessary, consider such business as is not specifically provided for herein.
- I. Petitions. Petitions, remonstrance's, communications, and comment or suggestions from citizens present, shall be heard by the council. All such remarks shall be addressed to the council as a whole, and not to any member thereof. Such remarks shall be limited to a time set by the council. No person other than the individual speaking shall enter into the discussion without the permission of the presiding officer. No question shall be asked a councilmember except through the presiding officer.
- J. Adjournment The council may, by a majority vote of those present, adjourn from time to time to a specific date and hour. A motion to adjourn shall always be in order.

### Section 2-4-7 Committees and Commissions

The council may create such boards, committees and commissions, standing or special, as it deems necessary. They shall consist of as many members and shall perform such duties as the council may require and shall exist at the pleasure of the council.

### Section 2-4-8 Voting

- A. The mayor shall vote as a member of the council.
- B. Upon the request of any member, the ayes and nays upon any question shall be taken and entered in the minutes.





## CHAPTER 2 MAYOR AND COUNCIL

### Section 2-4-9 Suspension of Rules

C. Any of the provisions of this article may be temporarily suspended in connection with any matter under consideration by a recorded vote of three-fourths of the members present, except that this section shall not be construed to permit any action that is contrary to state statutes.

## ARTICLE 2-5 ORDINANCES, RESOLUTIONS AND CONTRACTS<sup>18</sup>

- 2-5-1 Prior Approval
- 2-5-2 Introduction
- 2-5-3 Requirements for an Ordinance
- 2-5-4 Effective Date of Ordinances
- 2-5-5 Signatures Required
- 2-5-6 Publishing Required
- 2-5-7 Posting Required

### Section 2-5-1 Prior Approval

All ordinances, resolutions and contract documents shall, before presentation to the council, have been reviewed as to form by the attorney and shall, when there are substantive matters of administration involved, be referred to the person who is charged with the administration of the matters. Such person shall have an opportunity to present his objections, if any, prior to the passage of the ordinance, resolution or acceptance of the contract.

### Section 2-5-2 Introduction

Ordinances, resolutions and other matters or subjects requiring action by the council shall be introduced and sponsored by a member of the council, except that the attorney, the manager or the clerk may present ordinances, resolutions and other matters or subjects to the council, and any councilmember may assume sponsorship thereof by moving that such ordinance, resolution, matter or subject be adopted; otherwise, it shall not be considered.

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<sup>18</sup> A.R.S. § 9-234



## CHAPTER 2 MAYOR AND COUNCIL

### Section 2-5-3 Requirements for an Ordinance or Amendments Thereto

Each ordinance should have but one subject, the nature of which is clearly expressed in the title. Whenever possible, each ordinance shall be introduced as an amendment to this code or to an existing ordinance, and, in such case, the changes to the existing code or ordinance shall be clearly indicated by striking out the wording to be deleted in red and indicating the added wording in blue. The title of the sections to be amended shall be included in the ordinance.

Each ordinance shall be numbered consecutively using the date of passage of the ordinance by the City Council by designating the two digit number for the month, day and year of passage. For example an ordinance passed by the city Council on August 8<sup>th</sup>, 2014 should be designated Ordinance No. 080814. If more than one ordinance is passed on the same date, each ordinance should receive an individual two digit decimal number after the date in sequential fashion. For example, if three ordinances were passed on August 8<sup>th</sup> 2014 each should be designated as Ordinance No. 080814.01, 080814.02 and 080814.03.

### Section 2-5-4 Effective Date of Ordinances<sup>19</sup>

No ordinance, resolution or franchise shall become operative until thirty days after its passage by the council and approval by the mayor, except measures necessary for the immediate preservation of the peace, health or safety of the city; such emergency measure shall not become immediately operative unless it states in a separate section the reason why it is necessary that it should become immediately operative, and unless it is approved by the affirmative vote of three-fourths of all the members elected to the council, taken by ayes and nays.

### Section 2-5-5 Signatures Required

Every ordinance passed by the council shall, before it becomes effective, be signed by the mayor and attested by the clerk.

### Section 2-5-6 Publishing Required<sup>20</sup>

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<sup>19</sup> A.R.S. § 19-142 B, (as to emergency clause.)

<sup>20</sup> Title 9, Chapter 7, Article 2, A.R.S.



## CHAPTER 2 MAYOR AND COUNCIL

Only such orders, resolutions, motions, regulations or proceedings of the council shall be published as may be required by state statutes or expressly ordered by the council.

### Section 2-5-7 Posting Required<sup>21</sup>

Every ordinance imposing any penalty, fine, forfeiture or other punishment shall, after passage, be posted as required by state statutes.

### Section 2-5-8 Regular Updating of City Code

All ordinances passed by the City Council which affect or amend the City Code shall be forthwith posted to the City Code and the appropriate amendments or deletions made to the City Code and disseminated to the various departments of the city as necessary to maintain uniform enforcement and application of the City Code.

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<sup>21</sup> A.R.S. § 9-813

## CHAPTER 3 – ADMINISTRATION



## CHAPTER 3 – ADMINISTRATION

### ARTICLE 3-1 OFFICERS IN GENERAL

3-1-1 Officers

3-1-2 Additional Officers

3-1-3 Bond

3-1-4 Vacancies; Holding More Than One Office

3-1-5 Additional Powers and Duties

#### Section 3-1-1 Officers<sup>1</sup>

The regular appointed officers of the city shall be manager, clerk, chief of police, magistrate, attorney and engineer, who shall be appointed by the council and who shall serve at the pleasure of the council, with the exception of the magistrate who shall serve a term of two years.

#### Section 3-1-2 Additional Officers<sup>2</sup>

The council may appoint and remove from time to time such other officers as it may deem necessary and that are not provided for in this code or state statute.

#### Section 3-1-3 Bond<sup>2</sup>

The council may require each officer of the city to give bond for the due discharge of his duties in such sums and with such security as it may direct.

#### Section 3-1-4 Vacancies; Holding More Than One Office<sup>2</sup>

Any vacancy that shall occur in any city office shall be filled by appointment by the council, provided that one person may hold more than one office and that at the discretion of the council, the functions of a city official may be validly performed and discharged by a deputy

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<sup>1</sup> A.R.S. § 9-237 and 9-303

<sup>2</sup> A.R.S. § 9-239



## CHAPTER 3 – ADMINISTRATION

or another city official, or an otherwise qualified individual not holding office but employed at the pleasure of the council.

### Section 3-1-5 Additional Powers and Duties

In addition to any powers and duties prescribed in this code, each officer shall have such further powers, perform such further duties and hold such other office as may be provided by the council through ordinance, resolution or order.

### ARTICLE 3-2 OFFICERS

3-2-1	Manager
3-2-2	Clerk
3-2-3	Chief of Police
3-2-4	Engineer
3-2-5	Attorney
3-2-6	Magistrate

#### Section 3-2-1 Manager<sup>3</sup>

- A. The manager shall be appointed by the city council on the basis of his administrative and executive ability and qualifications and shall hold office at the pleasure of the city council.
- B. The manager shall receive such compensation as the city council shall fix from time to time.
- C. The manager shall furnish a corporate surety bond, to be approved by the city council in such sum as may be determined by the council, conditioned upon the faithful performance of the duties imposed upon the manager as herein prescribed. Any premium for such bond shall be a proper charge against the city.

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<sup>3</sup> A.R.S. § 9-303



## CHAPTER 3 – ADMINISTRATION

D. The council may remove the manager at any time by majority vote. If requested by the manager, the council shall grant a public hearing within thirty days following notice of removal. During the interim, the council may suspend the manager from duty but shall continue his salary for one month following the date of removal.

E. The manager shall have the following powers and duties:

1. The manager shall be the administrative head of the city government under the direction and control of the city council, except as otherwise provided herein. He shall be responsible to the council for the proper administration of all affairs of the city. In addition to his general powers as administrative head and not as a limitation thereof, he shall have the following additional powers and duties:

a. He shall see that the city budget is prepared annually and submit it to the council together with a message describing the important features contained therein. He shall also be responsible for its administration after adoption.

b. He shall prepare and submit to the council at the end of each fiscal year a complete report on the finances and administrative activities of the city during the preceding year.

c. He shall keep the city council advised of the financial condition and future needs of the city and make such recommendations as he may deem desirable.

d. He shall recommend to the council the compensation for each appointive office and position in the city service. He shall also authorize the payment of overtime pay for such employees as may work in excess of a normal work period. All rates of pay and periods of work shall be in conformance with wages and salaries enacted by the council.



## CHAPTER 3 – ADMINISTRATION

- e. He shall appoint and when necessary for the good of the city, suspend and remove all officers and employees of the city not appointed by the council. He may authorize the head of a department or office to appoint, suspend or remove subordinates in such office or department. All actions in appointing, suspending or removing officers and employees of the city are subject to review of the council.
- f. He shall recommend to the council from time to time the adoption of such measures which he may deem necessary or expedient for the health, safety or welfare of the community or for the improvement and safeguard of administrative services and functions.
- g. He shall consolidate or combine offices, positions, departments or units under his jurisdiction with the approval of the council. The manager may be the head of one or more departments.
- h. He shall attend all meetings of the council unless excused therefrom and take part in the discussion of all matters coming before the council. He shall be entitled to receive notice of all regular and special meetings of the council.
- i. He shall supervise and safeguard the purchase and use of all materials, supplies and equipment for which funds are provided in the budget in accordance with procedures set forth by order or resolution of the council. He may issue such rules governing purchase procedures within the administrative organization as the council shall approve.
- j. He shall see that all laws and ordinances are duly enforced.
- k. He shall investigate the affairs of the city and any department or division thereof, investigate all complaints in relation to matters concerning the administration of the city government and in regard to service maintained by the public utilities in the city, and see that all





## CHAPTER 3 – ADMINISTRATION

franchises, permits and privileges granted by the city are faithfully observed.

l. He shall perform such other duties as may be required by the council.

F. Orders and Directions. The council shall deal with the administrative services of the city only through the manager, except for the purpose of inquiry, and neither the council nor any members thereof shall give orders to any subordinates of the manager. It shall be the responsibility of the council and its members to aid and assist in an advisory capacity any department head, individually or collectively, on any phase of policy or public relations, such association not to conflict with the administrative duties of the manager.

G. Policy Making. The manager shall not exercise any legislative function whatsoever, nor shall he engage in policy making or institute programs which require official action by the council. The policy making power of the manager shall be implementative only. It is not intended by this section to grant any authority to, or impose any duty upon the manager which is vested in or imposed by general law or city ordinances on any other city commission, board, officer or employee except as herein specifically set forth.

H. Public Relations. In the discharge of his duties as manager, the person holding such position shall endeavor at all times to exercise the highest degree of tact, patience and courtesy in his contacts with the public and with all city boards, departments and employees and shall use his best efforts to establish and maintain a harmonious relationship between all personnel employed in the government of the city to the end that the highest possible standards of public service shall be continuously maintained.

### Section 3-2-2 Clerk/Finance Director<sup>4</sup>

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<sup>4</sup> A.R.S. § 9-237 and 9-238. Amended by City Ordinance No. 116, April 12, 2007.



## CHAPTER 3 – ADMINISTRATION

- A. **Clerk/Finance Director.** The City Clerk shall also serve as Finance Director for the City shall be responsible for administration and supervisory work in coordinating a number of services and functions of City administration. The Clerk shall work under the general supervision of the City Manager and exercise supervision over clerical support personnel and other staff as assigned. The essential duties and responsibilities of the Clerk/Financial Director shall be as stated in the City of St. Johns Classification and Compensation Plan.
- B. Records. The clerk/finance director shall keep a true and correct record of all business transacted by the council and any other records that either pertain to the business of the city or that the council directs. The clerk shall number, plainly label and file separately in a suitable cabinet all resolutions, ordinances, notices, deeds, surveys, leases, paid and unpaid vouchers, inventories, letters, orders and other documents of whatever nature.
- C. Public inspection of Records. The clerk/finance director shall keep convenient for public inspection all public records and public documents under his control, as provided by state statute.
- D. Minutes. The clerk/finance director shall prepare or cause to be prepared all minutes of council proceedings and ensure their correctness and accuracy.
- E. Ordinances. Resolutions. Budgets and Notices. The clerk/finance director shall process, record, file, publish and, if required by state statute, post all ordinances, resolutions, budgets and notices that may be passed by the council.
- F. Duties as Treasurer. The clerk/finance director shall hold the office of treasurer and receive and safely keep all monies that shall come to the city and pay out the same when authorized by the council, or manager as authorized by the council. He shall keep a separate record and account of each different fund provided by the council, apportion the monies received among the different funds as prescribed by the council, and keep a complete, set of books showing every money transaction of the city, the state of each fund, from what source the money in each fund was derived and for what purpose expended. He shall make monthly reports to



## CHAPTER 3 – ADMINISTRATION

the council of all receipts and disbursements and the balance in each fund. He shall 'countersign such warrants as required by the mayor and council and shall disburse monies of the city upon demands duly approved by the council.<sup>5</sup>

G. Election Official. The clerk/finance director shall be the city election official and perform those duties required by state statute.

H. Licenses. The clerk shall issue or cause to be issued all licenses that may be prescribed by state statute or this code.

I. Administrative Duties. The clerk shall perform those administrative responsibilities and duties that are conferred upon him by the council or manager in addition to those specified in this code.

### Section 3-2-3 Chief of Police<sup>6</sup>

The chief of police shall perform such duties as may be required of him by law and as the council or manager may deem necessary.

### Section 3-2-4 Engineer<sup>7</sup>

The engineer shall perform such duties as may be required of him by law and such other duties as the council or manager may deem necessary.

### Section 3-2-5 Attorney

The attorney shall act as the legal counselor and advisor of the council and other officials and, as such, shall give his opinion in writing when requested. He shall draft all deeds, contracts, conveyances, ordinances, resolutions and other legal instruments when required by the council. He shall return, within ten days, all ordinances and resolutions submitted to

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<sup>5</sup> Amended by Ordinance No. 12, Nov. 10<sup>th</sup>, 1994.

<sup>6</sup> A.R.S. § 9-238

<sup>7</sup> A.R.S. § 9-238



## CHAPTER 3 – ADMINISTRATION

him for consideration by the council, with his approval or disapproval as to form noted thereon, together with his reasons therefor. He shall prosecute and defend all suits, actions or causes where the city is a party, and shall report to the council, when required, the condition of any suit or action to which the city is a party. He shall be the public prosecutor of the city and shall prosecute public offenses in the magistrate court.

### Section 3-2-6 Magistrate<sup>8</sup>

The magistrate shall be the presiding officer of the magistrate's court and shall be selected by the council for a two-year term and shall perform those functions necessary to the maintenance of the magistrate's court as provided by state statute.

## ARTICLE 3-3 PERSONNEL SYSTEM

3-3-1 Creation and Scope

3-3-2 Conditions of Employment

3-3-3 Rules and Regulations

3-3-4 Political Contributions

### Section 3-3-1 Creation and Scope

There is hereby adopted a merit system for the employees of the city, the provisions of which shall apply to all employees of the city except elected officials, officers of the city appointed by the council, persons engaged under contract to supply expert, professional or technical services, temporary employees, volunteer fire fighters and volunteer personnel who receive no regular compensation from the city.

### Section 3-3-2 Conditions of Employment

Compliance with the requirements of this section is a requirement for full-time employment with the City of St. Johns. The appointment, promotion and tenure of every employee shall be conditioned on merit, fitness and the satisfactory performance of the

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<sup>8</sup> A.R.S. § 11-402



## CHAPTER 3 – ADMINISTRATION

duties and responsibilities assigned as well as with compliance with the provisions of this section. No employee or applicant for employment shall be discriminated against on the basis of race, color, religion, sex or political affiliation.

### Section 3-3-3 Age

An applicant for full-time employment must be at least eighteen (18) years of age, and must be able to perform the essential functions and duties of the position applied for, with or without reasonable accommodation.

### Section 3-3-4 Drug Testing

The City of St. Johns will comply with DOT drug testing guidelines and applicants successfully passing a pre-employment drug test.

### Section 3-3-5 Residency Requirement<sup>9</sup>

A. Except as set forth in subsection A(3) and B and C below, all full-time City employees shall be required to be a resident of the City within six (6) months from the end of their probationary period. The Mayor may grant an extension of six months to an employee so requesting due to unavailability of housing within the city residency limits.

1. **Time of Compliance.** Any full-time city employee who has not established residency within the city's residency limits within six (6) months from the end of their probationary period shall be deemed to have resigned effective as of the date of non-compliance with this section.

2. **Moving Outside City Residency Limits After Adoption of Residency Ordinance.** Any full-time employee moving outside of the city residency limits after the date of adoption of this ordinance shall be deemed to have resigned

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<sup>9</sup> Residency Requirement Added by Ord. No. 133 passed June 11, 2009.



## CHAPTER 3 – ADMINISTRATION

effective the day said employee started residency outside of the city residency limits.

3. **Grandfather Provision.** Any employee residing outside the city residency limits prior to the adoption of this ordinance with the permission of the City as of the date of adoption of this ordinance is deemed to be in compliance with this ordinance. Any employee who was residing outside the city residency limits as of the date of adoption of this ordinance and thereafter changes his or her residence shall be subject to the provisions of this ordinance. Any employee lawfully residing outside the city limits as of the date of adoption of this ordinance who thereafter moves his or her residence and who fails to establish residency within the city residency limits shall be deemed to have resigned effective as of the date of the change of residence to a location which is not within the city residency limits.

B. **Appointed Officials.** This residency policy shall apply to appointed officials of the City.

C. **Appointed Officers Under Contract.** This residency policy shall not apply to appointed officers who contract for services with the City and are not otherwise employees of the City.

D. **Definitions.**

1. **"Residency limits"** as used in this section 3-3-2 is defined as within the interior boundaries of the St. Johns City Limits.

E. **This Section 3-3-5 does not affect:**

1. Any statute that requires residency within the residency limits of any local governmental unit if the requirements applies to an employee who holds elective office.

2. Any provision of law that requires residency in this state.



## CHAPTER 3 – ADMINISTRATION

### Section 3-3-6 Rules and Regulations

The council may adopt by resolution rules, regulations and policies to give effect to this article, which may be modified or changed from time to time, but such rules and regulations shall follow the generally accepted principles of good personnel administration.

### Section 3-3-7 Political Contributions

No officer, official or employee of the city shall use any influence or pressure upon any employee to obtain any assessment or contribution of money or time, either direct or indirect, for any political campaign or personal gain.

## ARTICLE 4-1 POLICE DEPARTMENT<sup>1</sup>

- 4-1-1 Composition
- 4-1-2 Appointment of Officers
- 4-1-3 Compensation of Officers
- 4-1-4 Departmental Rules and Regulations
- 4-1-5 Duties of Police Department
- 4-1-6 Answering Calls Outside the City

### Section 4-1-1 Composition.

The police department for the city shall consist of a chief of police and as many police officers as may from time to time be deemed necessary by the council for the safety and good order of the city.

### Section 4-1-2 Appointment of Officers.

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<sup>1</sup> A.R.S. § 9-240 B (12)



## CHAPTER 4 POLICE, FIRE & EMS

The chief of police shall be appointed by the council and shall serve at the pleasure of the council. The chief of police, with the concurrence of the council, may appoint as many police officers as may from time to time be deemed necessary for the safety and good order of the city, provided such positions have been approved in the budget.

### Section 4-1-3 Compensation of Officers.

The chief of police and the police officers of the city shall be compensated as determined by the council and shall not receive any other compensation for services rendered while acting in their official capacity.

### Section 4-1-4 Departmental Rules and Regulations.

The police department shall be operated and managed in accordance with such departmental rules and regulations as may from time to time be adopted by the council.

### Section 4-1-5 Duties of Police Department.

It is the duty of the police department, under the direction of the chief of police, to:

- A. Enforce this code and the statutes of the State of Arizona within jurisdictional limits as conferred by law and to arrest and charge the violators thereof.
- B. Render such account of the police department, its duties and receipts as may be required by the council or manager, and keep records of the office open to inspection by the council at any time, except those records as may be exempted by state or federal law.
- C. Enforce the traffic regulations and laws of the state within the limits of the city.
- D. Direct traffic and insure the orderly flow thereof and investigate and make reports of accidents.





## CHAPTER 4 POLICE, FIRE & EMS

E. Perform such additional duties as may be required by the council or city manager.

F. Any peace officer or duly authorized agent of the city may stop and detain a person as is reasonably necessary to investigate an actual or suspected violation of any provision of this code, and to serve a copy of a complaint for any alleged civil or criminal violation of this code.

### Section 4-1-6 Answering Calls Outside the City.

The members of the police department of the city are duly authorized to answer calls for aid and assistance beyond the corporate limits of the city whenever the chief of police or his substitute in charge of the police department at the time, in his discretion shall deem it necessary to protect lives and property.

### ARTICLE 4-2 FIRE DEPARTMENT<sup>2</sup>

- 4-2-1 Composition
- 4-2-2 Departmental Rules and Regulations
- 4-2-3 Compensation
- 4-2-4 Appointment, Powers and Duties of Chief
- 4-2-5 Appointment and Duties of Fire Fighters
- 4-2-6 Entry Upon Adjacent Property
- 4-2-7 Providing Fire Protection Outside the City
- 4-2-8 Acknowledgment of Right of Way
- 4-2-9 Fire Alarms
- 4-2-10 Orders of Fire Chief
- 4-2-11 Outdoor Fire Regulations

### Section 4-2-1 Composition

The volunteer fire department for the city shall consist of a chief and as many fire fighters as may be deemed necessary from time to time by the council. The fire department shall be

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<sup>2</sup> A.R.S. § 9-240 B (7)



## CHAPTER 4 POLICE, FIRE & EMS

operated and managed in accordance with such departmental rules and regulations as may from time to time be adopted by the council.

### Section 4-2-2 Departmental Rules and Regulations

The fire department shall be operated and managed in accordance with such departmental rules and regulations as may from time to time be adopted by the council.

### Section 4-2-3 Compensation

The Fire chief and volunteer fire fighters may be compensated as determined by the council.

### Section 4-2-4 Appointment, Powers and Duties of Chief

The chief of the fire department shall be appointed by the council and shall serve at the pleasure of the council. It shall be the duty of the chief to:

- A. Be accountable to the manager and the council for the personnel, morale and general efficiency of the fire department
- B. Direct the operations of the fire department subject to the rules and regulations thereof.
- C. Be present at all fires, if possible, and plan and direct the extinguishment thereof. During the progress of a fire, the authority of the fire chief shall be absolute in all matters directly concerning the extinguishment of the fire and disposition of property endangered by it.
- D. Conduct suitable drills or instruction in the operation and handling of equipment, first aid and rescue work, salvage, a study of buildings in the city, water supplies, and all other matters generally considered essential to good fireman ship and safety of life and property from fire.



## CHAPTER 4 POLICE, FIRE & EMS

- E. Assist the proper authorities in suppressing arson by investigating or causing to be investigated the cause, origin and circumstances of all fires.
- F. Inspect buildings and premises and serve written notice upon the owner or occupant to abate, within a specified time, any and all fire hazards that may be found. For the purpose of conducting such inspection, the chief is hereby empowered to enter any and all buildings and premises within the city at any reasonable hour. Any person served with such written notice shall comply and notify the chief of his compliance within a reasonable time.
- G. Keep complete records of all fires, inspections, apparatus and equipment, personnel and other information about the work of the department open to council inspection and furnish to the council such information upon request.
- H. Make a complete annual report to the council at such time as may be specified by the council. Such report shall include the information specified in Section 4-2-4 (Q), together with comparative data for previous years and recommendations for improving the effectiveness of the department.
- I. Enforce or cause to be enforced all ordinances, laws and regulations of the city and state, insofar as they pertain to fire and safety.
- J. Demote, dismiss or expel any officer or member of the department for neglect or refusal to perform departmental duties, subject to the right of any members so demoted, dismissed or expelled to appeal to the council.

### Section 4-2-5 Appointment and Duties of Fire Fighters

Fire fighters shall be appointed at such time and in such manner as the council may deem necessary. Such appointees shall be able-bodied citizens whose business activities are normally near the confines of the city. The fire fighters shall be subject to supervision by the fire chief or the assistant fire chief and shall be subject to the rules and regulations of the fire department.



## CHAPTER 4 POLICE, FIRE & EMS

### Section 4-2-6 Entry Upon Adjacent Property

It is lawful for any fire fighter acting under the direction of the chief or another officer in command to enter upon the premises adjacent to or in the vicinity of any building or other property that is on fire for the purpose of extinguishing such fire, and no person shall hinder, resist or obstruct any fire fighter in the discharge of his duty as provided in this section.

### Section 4-2-7 Providing Fire Protection Outside the City

The council may enter into agreements or contracts to furnish fire protection outside the city or enter into mutual aid agreements, and the fire department is authorized to render fire fighting service pursuant to the terms of such agreements or contracts.

### Section 4-2-8 Acknowledgment of Right of Way

Each member of the department who drives a private motor vehicle shall be issued suitable insignia which may be attached to such motor vehicle. All motor equipment of the department shall have right of way over all other traffic when responding to an alarm. No unauthorized vehicle shall follow within five hundred feet of any apparatus belonging to the department. No person shall park any vehicle or otherwise cause any obstruction to be placed within a reasonable distance of the driveway entrance to any fire station or other place where fire apparatus is stored or on the side of a street opposite the entrance to any fire station or within fifteen feet of any fire hydrant. No person shall drive any vehicle over fire hose except upon specific orders from the chief or other officer in charge where the hose is used. No person shall be at any location at the site of a fire which would, in the opinion of the fire chief or the assistant fire chief, interfere with the control of the fire.

### Section 4-2-9 Fire Alarms

It is unlawful for any person knowingly to turn in or cause to be turned in a false alarm to the fire department.

### Section 4-2-10 Orders of Fire Chief



## CHAPTER 4 POLICE, FIRE & EMS

It is unlawful for any person to refuse to obey an order issued by the fire chief pursuant to his authority.

### Section 4-2-11 Outdoor Fire Restrictions<sup>3</sup>

**A. Definitions.** For the purposes of this section, the following terms shall have the following definitions.

1. Open Outdoor Fire means any combustible material(s) of any type that is not within a fully enclosed building, mobile home or other structure having four walls and a ceiling.
2. Campfire. Means any open outdoor fire that is used for cooking, personal warmth, lighting, ceremony or aesthetic purposes.
3. Gas Barbecue means a fixed or portable device where food is cooked outdoors on a metal frame over a fire fueled by a propane or gas source.
4. Bonfire/Campfire means an open outdoor fire for the purpose of burning rubbish, waste material or refuse.

### **B. Prohibition against Open Out-door Fires.**

1. **Prohibition.** By order of the St. Johns Fire Chief or by resolution of the St. Johns City Council, it shall be unlawful for any person to build, maintain, attend, ignite, or use an open outdoor fire, including a campfire or bonfire, in the incorporated areas of the City of St. Johns, except as provided in this Section.
2. **Exemptions.** The following open outdoor fires are exempt from the provisions of this ordinance.

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<sup>3</sup> Added by Ordinance No. 101, July 11<sup>th</sup>, 2002.



## CHAPTER 4 POLICE, FIRE & EMS

- a. Open outdoor fires used solely for the cooking of food on a gas barbecue.
- b. Open outdoor fires set or permitted by the Fire Chief in the performance of official duty for the purpose of weed abatement, the prevention of fire hazard or instruction in the methods of fighting fires.
- c. Open outdoor fires set or permitted by the Director of the Department of Agriculture or County Agriculture agents for the purpose of disease and pest prevention.
- d. Open outdoor fires set by or permitted by the Federal Government or any of its departments or agencies, or the State of Arizona or any of its departments, agencies, or political subdivisions, for the purpose of watershed rehabilitation or control through vegetative manipulation.
- e. Any campfire within a designated area at a developed recreational site maintained by an agency or department of the federal, state, or local government (unless further prohibited by the government entity having jurisdiction over the recreational she).
- f. Open outdoor fires authorized by a permit issued pursuant to A. R. S. §§49-501 *et. seq.*
- g. In addition to the exceptions set forth in paragraphs A through F, the St Johns City Council may, by resolution, exempt certain portions of the incorporated area of the City of St. Johns if the issuance of an order by the Forest Service as described in Section 2.1, or the adoption of a resolution by the City Council as described in described in Section 2,1, is deemed by the City Council not to require city-wide application of this ordinance. In such circumstances, the resolution of the City Council shall clearly specify the areas which are exempted.

### **C. Penalty/Enforcement.**



## CHAPTER 4 POLICE, FIRE & EMS

1. Each violation of this ordinance shall result in a civil penalty not to exceed \$100.00. Each day that a violation continues shall be deemed a separate offense. In addition to the foregoing fine, the reasonable response costs of the governmental entity or entities that respond to the prohibited fire may be assessed against the violators).
2. This ordinance may be enforced by an action in the Justice Court Precinct where the violation occurs.

### **D. Applicability.**

1. This ordinance applies within all incorporated areas of the City of St. Johns.



## CHAPTER 5 MAGISTRATE

### CHAPTER 5 MAGISTRATE <sup>1</sup>

#### ARTICLE 5-1 MAGISTRATE COURT ESTABLISHED, JURISDICTION

There is hereby established in the city a magistrate's court which shall have Jurisdiction of all violations of this code, and Jurisdiction concurrently with Justices of the peace of precincts in which the city is located of violation of laws of the state committed within the limits of the city.

#### ARTICLE 5-2 PRESIDING OFFICER

5-2-1 Magistrate

5-2-2 Powers and Duties of Magistrate

5-2-3 Hearing Officers

##### Section 5-2-1 Magistrate

The presiding officer of the magistrate's court shall be the magistrate, who shall be appointed by the council for a two-year term.

##### Section 5-2-2 Powers and Duties of Magistrate

The powers and duties of the magistrate shall include:

- A. The powers and duties set forth and conferred upon him under the provisions of the state constitution and statutes, this code and the ordinances and resolutions of the city.
- B. The keeping of a docket in which shall be entered each action and the proceedings of the court therein.
- C. The fixing and receiving of all bonds and bails and receiving all fines, penalties, fees and other monies as provided by law.

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<sup>1</sup> A.R.S. § 22-402, et. seq.





## CHAPTER 5 MAGISTRATE

- D. The payment of all fees, fines, penalties and other monies collected by the court to the treasurer.
- E. The submission of a monthly report to the council summarizing court activities for the month.
- F. The preparation of a schedule of traffic violations not involving the death of a person, listing a suggested bail for each violation.
- G. The designation of a deputy other than a law enforcement officer and a specific location at which the deputy shall, during hours when the court is not open, set the amount of bail in accordance with the foregoing schedule and collect such bail, or accept proper bail bonds in lieu thereof, for and on behalf of the court.
- H. The preparation of a schedule of civil traffic violations listing a specific deposit for each violation. The magistrate shall designate a person, a specific location and the hours which such person will be at the location to accept proper deposits for civil traffic violations for and on behalf of the court.

### Section 5-2-3 Hearing Officers

The city council may appoint one or more hearing officers to preside over civil traffic violation cases when the appointment of such hearing officers is deemed necessary to assure prompt disposition of civil traffic violation cases. Hearing officers may hear and dispose of civil traffic violation cases under supervision of the presiding officer of the St Johns Magistrate Court, which cases are appealable to the Superior Court pursuant to the Arizona Revised Statutes.

### Section 5-2-4 Fees to be Charged by the Magistrate Court<sup>2</sup>

The following fees are hereby established to be collected by the Magistrate Court.

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<sup>2</sup> Adopted by Ordinance No. 128, December 11<sup>th</sup>, 2008.



## CHAPTER 5 MAGISTRATE

**A. Jail Reimbursement Fee** - Any person who has been convicted of a misdemeanor criminal offense in the Magistrate Court and sentenced to a term of incarceration in the county jail, or any other detention facility authorized by law, may as a part of any fine imposed by the Magistrate Court in connection with the sentencing, be required to reimburse the City for all or any part of the actual expenses the City has or will incur to the county or other authorized detention authority by reason of the incarceration. The maximum amount ordered for reimbursement under this Section shall not exceed the number of days the misdemeanant is actually incarcerated in the county jail or detention facility, multiplied by the prevailing per diem rate, plus the booking fee, charged to the City at the time that the misdemeanant is incarcerated.

**B. Court Improvement Fee** - The Magistrate Court shall collect a court improvement fee which shall be applied by the Magistrate Court on all fines, sanctions, penalties and assessments imposed by the Magistrate Court. The improvement fee shall also apply to fees collected for court authorized diversion programs. "Court authorized diversion program," as used in this Section, means a program in which an individual charged with any civil, criminal, or petty offense is not prosecuted for the offense on successful completion of an authorized diversion program and it includes authorized defensive driving courses.

**C. Probation Service Fee** - Any person who has been convicted of a criminal misdemeanor, petty offense, or local code violation in the Magistrate Court and sentenced to a term of probation, may as part of any fine imposed by the Magistrate Court in connection with the sentencing be required to pay a user fee to the City to help defray the cost of probation services as provided by Magistrate Court. The minimum amount ordered for reimbursement on summary or supervised probation under this Section shall be established on a per month basis for each month or part thereof that the defendant is sentenced to probation.

**D. Warrant Fee** - The Magistrate Court shall collect a warrant fee for each warrant issued by the court. Any person who has a warrant issued by the court for failure to appear, failure to comply with a court order, or any other warrant from the bench shall be required to pay this fee to the City for the cost of issuing and servicing the warrant.



## CHAPTER 5 MAGISTRATE

**E. Suspension Fee** - The Magistrate Court shall collect a suspension fee for each suspension on a driver's license issued by the court. Any person who has had a suspension issued by the court for failure to pay a civil traffic fine or for any other reason shall be required to pay this fee to the City for the cost of issuing and servicing the suspension. This fee shall be applied to each suspension issued.

**F. Default Fee** - The Magistrate Court shall collect a default fee for each default judgment entered on a civil traffic violation because the person cited failed to respond to the citation or summons. Any person who has had a default judgment entered against them for failure to respond to a civil traffic citation shall be required to pay this fee to the City for the cost of issuing and servicing the default judgment. This fee shall be applied to each default issued.

**G. Time Payment Fee** - In addition to any other assessment authorized by law, the court shall collect a time payment fee on each person who pays a court ordered penalty, fine, or sanction on a time payment basis, including parking penalties, restitution and juvenile monetary assessments. A time payment basis shall be any penalty, fine, or sanction not paid in full on the date the court imposed the fine, penalty, or sanction.

**H. Reduction in Indigent Cases** - If a person has been found by the Magistrate Court to be indigent, the Court magistrate may reduce the amount of any fee set forth in this Section based upon the individual's ability to pay.

**I. Civil Collections** - In addition to any other remedies which may be allowed by law, the City Attorney is authorized to institute civil legal proceedings in any court of competent jurisdiction to recover any fee owing under this Section.

**J. Indigent Representation Reimbursement Fee.**<sup>3</sup> Any person who has been appointed counsel to be paid at city expense and who has been convicted of a misdemeanor criminal offense in the City Court, may as a part of any sentence

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<sup>3</sup> Adopted by Ordinance No. 131, January 8<sup>th</sup>, 2009.



## CHAPTER 5 MAGISTRATE

imposed by the City Court in connection therewith be required to reimburse the City for all or any part of the actual expenses of the City has or will incur for the costs of indigent legal representation. The maximum amount ordered for reimbursement under this section shall not exceed the actual amount paid by the city for legal services on behalf of the indigent person or the number of hours spent in representation multiplied by the prevailing per-hour rate the City is paying attorney's who contract with the city to represent indigent clients. The amount so ordered may be prorated over the term of probation, if probation is granted, or may be reduced to an order at the time of judgment.

**K. Indigent Administration Assessment Fee.** Any person who has been determined to be indigent and has been appointed counsel to be paid at city expense may be assessed a one time fee to help defray the costs of administering the indigent representation services. The fee assessed under this sub-section shall not exceed \$25.00. The fees collected pursuant to this sub-section shall be paid into the city general fund and used to defray the costs of appointed counsel.

### Section 5-2-5 Establishment of Funds and Allocation of Fees

**A. Magistrate Court Improvement Fund** - There is hereby established a Magistrate Court Improvement Fund, which shall be used exclusively to enhance the technological, operational, and security capabilities of the Magistrate Court. The Court Improvement Fund shall be established as a designated fund account with the City Treasurer. The Magistrate Court shall collect the court improvement fees as defined in this Section and deposit them in the Court Improvement Fund account. The City Treasurer shall invest the monies in the fund in the same manner as City funds. Interest earned on fund monies shall be deposited in the fund.

**B. Magistrate Court Collection Fund** - There is hereby established a Magistrate Court Collection Fund, which shall be used exclusively to enhance the technological, operational and security capabilities of the Magistrate Court, especially, but not exclusively in regards to collection programs. The Court Collection Fund shall be established as a designated fund account with the City Treasurer. The Magistrate Court shall collect warrant and suspension fees as defined in this Section and deposit them in the Court Collection Fund account. The



## CHAPTER 5 MAGISTRATE

City Treasurer shall invest the monies in the fund in the same manner as City funds. Interest earned on fund monies shall be deposited in the fund.

C. **Allocation of Fees** - All fees not designated to be deposited in a specific fund as defined in this Section are to be deposited in the City general fund account as reimbursement for costs of court operations.

### Section 5-2-6 Authority to Set Fee Amounts<sup>3</sup>

A. The amount to be charged by the Magistrate Court for all fees set forth in this section is to be recommended by the Presiding Magistrate of the Magistrate Court who will present the fees to the City Council in writing for approval.

B. If the City Council desires changes in the fee schedule submitted by the Presiding Magistrate, the Presiding Magistrate may resubmit a new fee schedule as often as deemed necessary. The most recent fee schedule will remain in effect until a new fee schedule is submitted by the Presiding Magistrate.

## ARTICLE 5-3 PROCEEDINGS OF COURT

### Section 5-3-1 Proceedings

A. The magistrate court proceedings shall be commenced by complaint under oath and in the name of the state setting forth the offense charged with and such particulars of time, place, person and property as to enable the defendant to understand distinctly the character of the offense complained of and to answer the complaint.

B. If the magistrate is satisfied that the offense complained of has been committed by the person charged, he shall issue a summons or a warrant of arrest. Before issuing a summons or warrant of arrest on a complaint, the magistrate may subpoena and examine witnesses as to the truth of the complaint.



## CHAPTER 5 MAGISTRATE

**Table A. Court Service Fees.**

The following fees are established and adopted for court services provided to litigants in Magistrate Court proceedings.<sup>4</sup>

	<b>DESCRIPTION</b>	<b>FEE</b>
A.	Jail Reimbursement Fee	\$57.00
B.	Court Improvement Fee	\$100.00 Order to show cause
C.	Probation Client Fee	\$10.00
D.	Warrant Fee	\$150.00
E.	Suspension Fee	Amount of fine plus time payment fee
F.	Default Fee	\$50.00
G.	Time Payment Fee	\$20.00
H.	Reduction in Indigent Cases	N/A
I.	Civil Traffic Collections	\$50.00
J.	Indigent Representation Reimbursement Fee	\$25.00 per hour
K.	Indigent Representation Administration Services Fee	\$10.00

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<sup>4</sup> Adopted by Ordinance No. 131, January, 8<sup>th</sup>, 2009.



## CHAPTER 6 - ANIMALS

### CHAPTER 6 ANIMALS

#### ARTICLE 6-1 ANIMALS IN GENERAL

6-1-1	Cruelty
6-1-2	Dangerous Animals
6-1-3	Disposal of Dangerous Animals
6-1-4	Noises and Odors
6-1-5	Strays
6-1-6	Housing
6-1-7	Impeding Animal Control Officer
6-1-8	Impound Fees
6-1-9	Authority to Enter Private Property

#### Section 6-1 -1 Cruelty

It is unlawful for any person to cruelly treat any animal in any way, including, but not limited to, beating, underfeeding, overloading or abandoning said animal.

#### Section 6-1-2 Dangerous Animals

It is unlawful to permit any dangerous or vicious animal of any kind to run at large within the city, and such animals shall be immediately impounded, killed or otherwise disposed of, at the discretion of the animal control officer. Exhibitions or parades of animals which are *ferae naturae* in the eyes of the law may be conducted only upon securing a permit from the chief of police or such person whom he may appoint. A dangerous or vicious animal is one which has a propensity to attack, to cause injury to or otherwise endanger the safety of human beings without provocation. If a dog has bitten a person without provocation or has bitten any person more than once, even if provoked, it is deemed dangerous and vicious. Hybrid wolf dogs *are illegal* and deemed to be dangerous per se.



## CHAPTER 6 - ANIMALS

### Section 6-1-3 Disposal of Dangerous Animals

Any police officer, animal control officer or other officer of the city is authorized to kill or otherwise dispose of any dangerous or vicious animal without notice to the owner and without any hearing.

### Section 6-1-4 Noises and Odors

It is unlawful to harbor or keep any animals that disturb the peace by unreasonable odors or by loud noises at any time of the day or night.

### Section 6-1-5 Strays

Any person who keeps or causes to be kept any horses, mules, cattle, burros, goats, sheep, swine or other livestock or poultry shall keep such livestock or poultry in a pen or similar enclosure to prevent their roaming at large within the corporate limits of the city. Any such livestock or poultry running at large may be impounded by any police officer, animal control officer or other officer of the city.

### Section 6-1-6 Housing

It is unlawful to cause or allow any stable or place where any animal is or may be kept to become unclean or unwholesome.

### Section 6-1-7 Impeding Animal Control Officer

No person shall in any manner intervene, impede, prevent, obstruct or intimidate, or attempt to intervene, impede, prevent, obstruct or intimidate an animal control officer or other city employee in the discharge of his duties in taking up or attempting to take up and impound any animal which it shall be his duty to impound under the provisions of this chapter, or to rescue or attempt to rescue any animal so taken up by an animal control officer or other city employee, or to release any animal so impounded, or to give any false information to any animal control officer or other city employee engaged in the enforcement of this chapter.





## CHAPTER 6 - ANIMALS

### Section 6-1-8 Impound Fees

The owner of any animal and every person having care, charge, custody or control of said animal shall pay to the city a fee, as shall be set from time to time by the city council, for the impoundment, attempted impoundment, housing, care, disposal, vaccination or other action taken with regard to said animal, all of which shall be designated as "impound fees".

### Section 6-1-9 Authority to Enter Private Property

Any police officer, animal control officer or other city employee shall be entitled to enter any private property while in pursuit of any dangerous animal or any animal at large.

## ARTICLE 6-2 DOGS

- 6-2-1 Definitions
- 6-2-2 Licenses and Tags Generally
- 6-2-3 Vaccination Required
- 6-2-4 Running at Large
- 6-2-5 Impoundment
- 6-2-6 Biting Dogs
- 6-2-7 Kennel Permits

### Section 6-2-1 Definitions

In this article unless the context otherwise requires:

- A. **"At large" means** not securely indoors or within securely enclosed and locked pen or dog run areas upon the premises of the person having care, charge, custody or control of such animal or within the yard of or within the immediate presence and control of the person having care, charge, custody or control of such animal. Such confinement or control must be adequate to prevent the dog from menacing, threatening, harassing, barking at, or otherwise presenting a nuisance or danger or threat to the public or to cause any damage to any person or property.



## CHAPTER 6 - ANIMALS

- B. **"Collar" means** a band, chain, harness or suitable device worn around the neck of a dog to which a license may be affixed.
- C. **"Designated officer of the city" means** any person designated by the city to enforce the provisions of this article.
- D. **"Dog" means** a member of the *canis familiaris* family.
- E. **"Owner" means** any person owning, keeping, possessing, harboring or maintaining a dog.
- F. **"Pound" means** any establishment authorized by the city for the confinement, maintenance, safekeeping and control of dogs that come into the custody of the designated officer of the city.
- G. **"Vaccination" means** anti-rabies vaccination using a type of vaccine approved by a licensed veterinarian.

### Section 6-2-2 Tags Generally

- A. Each dog four months of age or over that is kept, harbored or maintained within the boundaries of the city for at least thirty days of each calendar year is required to have an animal tag certifying that the animal is not a stray and has been vaccinated. The tag fee shall be as set by the city council by resolution and may be different for males, spayed females, un-spayed females and for various breeds.
- B. The tag shall be acquired when the dog is acquired and shall be paid to the city within ninety days of acquisition of the dog. A penalty in an amount established by resolution of the council shall be added to the tag fee in the event that application is made after the date on which the dog is required to be tagged. This penalty shall not be assessed against applicants who furnish adequate proof that the dog to be tagged has been in their possession in the city less than ninety days.



## CHAPTER 6 - ANIMALS

C. A guide dog belonging to a blind person or any nonprofit organization which is in the business of breeding, raising or training dogs that are to be used for guiding the blind shall, upon presentation of proper proof, be vaccinated and tagged pursuant to this article without payment of a fee.

D. Each dog tagged under the terms of this article shall receive a tag on which shall be inscribed the name of the city, and the number of the tag. The tag shall be attached to a collar which shall be worn by the dog at all times, except as otherwise provided in this article. Whenever a dog tag is lost, a duplicate tag shall be issued upon application by the owner and payment of a fee as established by resolution of the council.

E. It is unlawful for any person to counterfeit or attempt to counterfeit an official dog tag or remove such tag from any dog for the purpose of willful and malicious mischief or place a dog tag upon a dog unless the tag was issued to that dog.

F. Whenever the ownership of a dog has changed, the new owner must secure a transfer of the tag to such owner. A transfer fee as established by resolution of the council shall be charged to transfer any tag.

G. Dogs while being used for hunting or dogs while being exhibited at American Kennel Club approved shows or dogs while engaged in races approved by the Arizona Racing Commission and such dogs while being transported to and from such events need not wear a collar with a valid tag attached, provided that they are properly vaccinated and tagged.

H. The designated officer of the city shall apprehend and impound any dog found without a current valid tag.

### Section 6-2-3 Vaccination Required

A. Before a tag is issued for any dog, the owner must present a vaccination certificate signed by a veterinarian or other evidence of vaccination certified and



## CHAPTER 6 - ANIMALS

signed by the owner of the dog stating the owner's name and address and giving the dog's description, date of vaccination and type, manufacturer and serial number of the vaccine and date revaccination is due. A duplicate of each rabies vaccination certificate issued shall be transmitted to the police department on or before the tenth day of the month following the month during which the dog was vaccinated. No dog shall be issued a tag unless it is vaccinated in accordance with the provisions of this article and the regulations promulgated hereunder.

B. A dog vaccinated in any other place before entry into the city may be licensed in the city provided that at the time of licensing, the owner of such dog presents a vaccination certificate which complies with subsection A of this section.

C. If a dog is impounded and found to be unvaccinated, the city may cause such dog to be vaccinated at the cost of the owner, or it may release the dog to a person who claims it upon payment of all impound fees, which shall include vaccination. The person claiming the dog shall, within ten days of its release, have it vaccinated by a licensed veterinarian who shall issue a certificate of vaccination. If such person fails to have the dog vaccinated within ten days, he shall be guilty of a class three misdemeanor and said failure shall be grounds for re-impoundment of the dog.

### Section 6-2-4 Running at Large

A. No person owning, keeping, possessing, harboring or maintaining a dog shall allow such dog to be at large. A dog is not deemed to be at large:

1. If such dog is restrained by a leash, chain, rope or cord of not more than six feet in length and of sufficient strength to control the action of such dog and with a muzzle when necessary to prevent injury to any person or property.
2. While such dog is actively engaged in dog obedience training, accompanied by and under such control of his owner or trainer, provided that the person training such dog has in his possession a dog leash of not more than six feet in length and of sufficient strength to control such dog, and further, that such dog is



## CHAPTER 6 - ANIMALS

actually enrolled in or has completed a dog obedience school which has been approved by the designated officer of the city.

3. While such dog is being used for hunting purposes.
4. While such dog is being exhibited at an American Kennel Club approved show.
5. While such dog is engaged in races approved by the Arizona Racing Commission.
6. Cattle dogs while working cattle or being transported.
7. While such dog is within the confines of the property boundaries of the owner of the dog.
8. While such dog is in the immediate presence and control of its owner if such dog has been trained and is sufficiently obedient to the commands of the owner and the dog does not menace, threaten, harass, bark at, or otherwise present a nuisance or danger or threat to the public.

B. Any female dog in heat not securely confined in the owner's yard, pen or other enclosure shall be deemed to be at large.

C. Designated offices of the city shall apprehend and impound any dog that is at large or any dog that city officers have seen at large three or more times. Any dog that has been seen at large by city officers three or more times is deemed a nuisance and may be destroyed by the city. The city officer shall give an owner written notice each time he sees the dog at large.

### Section 6-2-5 Impoundment



## CHAPTER 6 - ANIMALS

- A. The designated officers of the city shall apprehend and impound any dog found without a current valid tag, or any dog at large or which has been seen at large three or more times.
- B. Each dog impounded shall be kept and maintained at the pound for a minimum of three days. At the expiration of the impoundment period, anyone may claim the dog, provided that such person pays all established pound fees and complies with the provisions of this article within seventy-two hours. If no person claims the dog, the designated officer of the city may dispose of the dog in accordance with state law.
- C. Any dog impounded because the dog is at large or has been seen at large three or more times as provided for in Section 6-2-4 may be destroyed by the city as a nuisance.
- D. Any dogs which are destroyed shall be done so in the manner provided in A.R.S.§ 11-1021.

### Section 6-2-6 Biting Dogs

- A. Whenever a dog bites any person, the incident shall be reported immediately to the city police department by any person having direct knowledge thereof.
- B. Any dog that bites any person shall be quarantined and impounded or, at the request of and at the expense of the owner, placed in a veterinary hospital for a period of not less than seven days. The owner of any dog that has bitten a person may voluntarily deliver the dog to the police department at the pound; otherwise there shall be an assessment as established by resolution of the council against the owner if the police department or designated officer of the city picks up the dog. If the dog is impounded in the pound for observation as a result of a dog bite incident, there shall be a charge for board as established by resolution of the council, and for other impoundment fees.



## CHAPTER 6 - ANIMALS

C. If it is determined that the dog is infected with rabies or other dangerous, contagious or infectious disease, it shall be the duty of the designated officers of the city to destroy such dog in accordance with state law. If at the end of the quarantine or impoundment, a veterinarian is convinced that the dog is free from such diseases and the owner claims the dog, the dog shall be released, unless the dog has been determined by an appropriate city officer to be dangerous or vicious pursuant to §§ 6-1 -2 and 6-1 -3. If the dog dies during the period of quarantine or impoundment, the dog shall be treated as required by state law.

### Section 6-2-7 Kennel Permits

Any person who has, owns or possesses three or more dogs, over one year of age, must have a kennel permit issued by the city and a kennel in which to keep the dogs which is an enclosed, controlled area inaccessible to other animals in which the person will keep, harbor or maintain three or more dogs, over one year of age, under controlled conditions. The kennel permit fee shall be set by City Council by resolution.



## CHAPTER 7 BUSINESS REGULATIONS

### CHAPTER 7 BUSINESS REGULATIONS

#### ARTICLE 7-1 TRANSIENT MERCHANTS

7-1-1	Definition
7-1-2	License Required
7-1-3	License Fee

##### Section 7-1-1 Definition

In this article unless the context otherwise requires: "transient merchant" means any person, firm, corporation or other business entity, whether its owner, agent, consignee or employee, whether or not a resident within the city limits, that engages in a temporary business selling or delivering goods, wares or services, or who conducts meetings open to the general public where franchises, distributorships, contracts or business opportunities are offered to participants. A transient merchant shall not include a person who sells his own property at a yard or garage sale, which property was not acquired for resale, barter or exchange, and who does not conduct such sales or act as a participant by furnishing goods for such sales more than twice during any calendar year.

##### Section 7-1-2 License Required

It is unlawful for any person or other entity or for any agent, servant or employee of any person or other entity to engage in, carry on or conduct the business of a transient merchant without first obtaining a license so to do.

##### Section 7-1-3 License Fee

The license fee for engaging in, carrying on or conducting business as a transient merchant shall be established by resolution of the council and shall be payable in advance for each quarter such business shall continue.





## CHAPTER 7 BUSINESS REGULATIONS

### ARTICLE 7-2 SALE OF CERTAIN DRUGS<sup>1</sup>

#### 7-2-1 Sale of Ephedrine

##### Section 7-2-1. Sale of Ephedrine or Pseudoephedrine.

- A. A person making a retail sale of a product containing ephedrine or pseudoephedrine shall comply with state and federal laws and requirements regulating the sale, display and record keeping requirements for the sale of ephedrine or pseudoephedrine products.
- B. Upon request, the seller of products containing ephedrine or pseudoephedrine shall report to the chief of police the information required to be obtained by federal or state law. The report shall not require any additional information than is required by federal and state law and shall be in writing or electronically sent in a manner specified by the chief of police.
- C. A violation of this section is a class 1 misdemeanor.

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<sup>1</sup> Added by Ordinance No. 130, *January 8, 2009*



## **CHAPTER 7A TRANSACTION PRIVILEGE TAX**

### **CHAPTER 7 TRANSACTION PRIVILEGE TAX**

#### **ARTICLE 7A-1 ADOPTION OF MODEL TAX CODE**

The model city tax code adopted by Ordinance No. 53<sup>1</sup> and amendments thereto are hereby adopted by reference. Three copies of the code are on file with the city clerk.

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<sup>1</sup> Adopted by Ordinance No. 53, May 12<sup>th</sup>, 1987 as amended and modified by Ordinance No.'s 58, 67, 70, 73, 79, 93, 96 and 100.



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

### CHAPTER 8 HEALTH, SAFETY AND SANITATION

#### ARTICLE 8-1 METHODS OF GARBAGE AND TRASH REMOVAL<sup>1</sup>

##### 8-1-1 Definitions

##### 8-1-2 Vehicles and Receptacles to be Spill-proof

##### 8-1-3 Spilled Refuse

##### 8-1-4 Dumping Refuse

##### 8-1-5 Hauling Refuse

#### Section 8-1-1 Definitions

In this chapter unless the context otherwise requires:

- A. "Garbage" means all putrescible wastes, except sewage and body wastes, including all organic wastes that have been prepared for, or intended to be used as, food or have resulted from the preparation of food, including all such substances from all public and private establishments and residences.
- B. "Refuse" means all garbage and trash.
- C. "Trash" means all non-putrescible wastes.

#### Section 8-1-2 Vehicles and Receptacles to be Spill-proof

It is unlawful for any person to haul or cause to be hauled on or along any public street in the city any garbage, unless such garbage is contained in strong, watertight vehicles or vehicles with watertight receptacles, constructed to prevent any such garbage from falling, leaking or spilling and any odor from escaping.

#### Section 8-1-3 Spilled Refuse

Any person hauling any refuse along the streets of the city shall immediately replace in the

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<sup>1</sup> A.R.S. §9-240 B (22) and §36-601



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

conveyance used for such hauling any refuse which may fall upon any street.

### Section 8-1-4 Dumping Refuse

It is unlawful for any person to place or cause to be placed any refuse upon any public or private property within the city, except in public dumping grounds designated by the council.

### Section 8-1-5 Hauling Refuse

It is unlawful for any person to haul or cause to be hauled any refuse on or along any public street, avenue or alley in the city, in violation of any of the provisions in this chapter.

## ARTICLE 8-2 REMOVAL OF LITTER<sup>2</sup>

8-2-1 Definitions

8-2-2 Litter on Property

8-2-3 Owner to Maintain Premises

8-2-4 Procedure to Compel Removal of Litter

8-2-5 Notice to Remove

8-2-6 Service of Notice

8-2-7 Appeal to Council

8-2-8 Removal by City

8-2-9 Lien for Removal

### Section 8-2-1 Definitions

In this article, unless the context otherwise requires:

- A. "Litter" means any filth, debris or weeds which constitute a hazard to public health and safety and shall include, without limitation, any deposit, accumulation, pile or heap of brush, grass, debris, weeds, cans, cloth, paper, wood, rubbish, ashes,

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<sup>2</sup> A.R.S. § 9-499



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

street cleanings or other unsightly and unsanitary matter of any kind whatsoever, any other matter defined as "refuse" in this article, and any growth of weeds to a height of over six inches.

B. "Private property" means any commercial or industrial premises or any dwelling, house, building or other structure, designed or used either wholly or in part for private residential purposes, whether inhabited or temporarily or continuously uninhabited or vacant, and shall include any yard, grounds, walk, driveway, porch, steps or vestibules belonging or appurtenant to said premises, dwelling, house, building or other structure.

C. "Public place" means any and all streets, sidewalks, boulevards, alleys or other public ways, and any and all public parks, squares, spaces, grounds and buildings.

### Section 8-2-2 Litter on Property

It is unlawful for any person to throw or deposit litter on any occupied or unoccupied private or public property within the city, whether owned by such person or not, except that the owner or person in control of private property may maintain authorized private receptacles for litter in such a manner that litter will be prevented from being carried or deposited by the elements upon any public place. In addition to any criminal penalty which may be imposed for violation of any provisions of this article, such person shall be liable for all costs which may be assessed pursuant to this article for the removal of said litter.

### Section 8-2-3 Owner to Maintain Premises

A. The owner or person in control of any private property shall at all times maintain the premises free of litter; provided that this section shall not prohibit the storage of litter in suitable containers.

B. It is unlawful for any person owning or controlling any private property fronting upon any public street or alley within the limits of the city to permit or allow in or upon that portion of the right-of-way of such street or alley bounded by



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

the property line thereof; and in the case of corner lines, that portion of said street or alley bounded by the property; side lines or end, and the right-of-way; any growth of weeds, brush, grass or other vegetable growth to a height of over six inches, except where necessary to prevent soil erosion; or to deposit thereon, or permit or allow thereon any deposit, accumulation, pile or heap of litter as defined in this article or other unsightly or unsanitary matter of any kind whatsoever.

C. Any person owning or controlling any private property fronting upon any public street or alley within the limits of the city may maintain or provide for landscaping in or upon that portion of the right-of-way of such street or alley bounded by the property as authorized by the Planning and Zoning Commission of the City.

### Section 8-2-4 Procedure to Compel Removal of Litter

The city manager shall enforce the provisions of this article by causing to be prosecuted violators of this article in the magistrate court pursuant to the provisions of this code or by compelling the removal of litter by the procedure outlined hereafter, or by both the prosecution and compelling removal; the exercise of either option shall not preclude the exercise of the other option, and both may be exercised simultaneously.

### Section 8-2-5 Notice to Remove

To compel the removal of litter through the provisions of this article, if a person owning or controlling any property fails, neglects or refuses to remove or properly dispose of litter located on property owned or controlled by such person or situated upon the street or alley as defined in subsection B of Section 8-2-3, he shall be given written notice by the clerk to remove all litter from such property within thirty days from the date the notice was received by him, and prior to the date of compliance on the notice. Such notice shall be received not less than thirty days before the date set thereon for compliance, and shall contain an estimate of the cost of removal by the city, a statement that unless the person owning or controlling such property complies therewith within thirty days from the date such written notice is received, that the city will, at the expense of the person owning or controlling said property, perform the necessary work at a cost not to exceed the estimate given in the notice, and that a surcharge for the cost of such removal by the city shall be



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

billed separately, shall constitute a lien on the property owned or controlled by the person, and if not paid within one month, shall be added to the bill for water and sewer services to be paid by the user of the property. The notice shall further advise that the person receiving the notice may appeal in writing to the council within thirty days from the date the notice is received by him and prior to the date of compliance.

### Section 8-2-6 Service of Notice

Notice shall be personally served on the owner or person controlling such property, by a police officer of the city in the manner provided in Rule 4(d) of the Arizona Rules of Civil Procedure, or mailed to the owner or person controlling such property at his last known address, or the address to which the tax bill for the property was last mailed, by certified or registered mail. If the owner does not reside on such property, a duplicate notice shall also be sent to him by certified or registered mail at his last known address. In the event that the post office address of the owner or user is unknown or if the owner or user cannot be reached by mail, the city manager may cause to be published such notice in the newspaper used by the city, for one publication, and such service shall be complete upon such publication and shall have the same effect and force as if personally served upon such owner or user.

### Section 8-2-7 Appeal to Council

Prior to the date set for compliance on the notice, the owner or person controlling such property may appeal in writing to the council from the demand of the manager. The council shall, at its next regular meeting after receiving the appeal, hear and determine the same, and the decision of the council shall be final. The council may either affirm or reverse the decision of the manager or modify the scope of the work as required in the notice.

### Section 8-2-8 Removal by City

When any such person to whom notice, as aforesaid, has been given, and on or before the date of compliance on the notice, or within such further time as may have been granted by the council on appeal, fails, neglects or refuses to move from such property any or all litter, the manager is authorized and directed to cause same to be removed and disposed of at the expense of the owner or person controlling such property. Upon completion of the work,



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

the manager shall prepare a verified statement of account of the actual cost of such removal or abatement, including ten percent for additional inspection and other incidental costs in connection therewith, the date the work was completed, and the street address and the legal description of the property on which said work was done, and shall serve a duplicate copy of such verified statement upon the person owning or controlling such property in the manner prescribed in Section 8-2-6. The owner or person controlling such property shall have thirty days from the date of service upon him to appeal in writing to the council from the amount of the assessment as contained in the verified statement. If an appeal is not filed with the manager within such thirty day period, the amount of the assessment shall become final and binding. If an appeal is taken, the council shall, at its next regular meeting, hear and determine the appeal and may affirm the amount of the assessment, modify the amount thereof, or determine that no assessment at all shall be made. The decision of the council shall be final and binding on all persons.

### Section 8-2-9 Lien for Removal

If no appeal is taken from the amount of the assessment, or if an appeal is taken and the council has affirmed or modified the amount of the assessment, the original assessment or the assessment as so modified shall be recorded in the office of the county recorder and, from the date of its recording, shall be a lien on said lot or tract of land until paid. Such lien shall be subject and inferior to the lien for general taxes and to all prior recorded mortgages and encumbrances of record. A sale of the property to satisfy a lien obtained under the provisions of this section shall be made upon judgment of foreclosure or order of sale. The city shall have the right to bring an action to enforce the lien in the superior court at any time after the recording of the assessment, but failure to enforce the lien by such action shall not affect its validity. The recorded assessment shall be prima facie evidence of the truth of all matters recited therein and of the regularity of all proceedings prior to the recording thereof. A prior assessment for the purposes provided in this section shall not be a bar to a subsequent assessment or assessments for such purposes, and any number of liens on the same lot or tract of land may be enforced in the same action.

### ARTICLE 8-3 ABATEMENT OF DANGEROUS BUILDINGS<sup>3</sup>

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<sup>3</sup> Adopted by Ordinance No. 66, 14th day of June, 1990.





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The Uniform Code for the Abatement of Dangerous Buildings, current edition, or as may be revised from time to time by the International Conference of Building Officials, is hereby adopted by reference.



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

### ARTICLE 8-4 STORAGE OF JUNK VEHICLES<sup>4</sup>

- 8-4-1 Definitions
- 8-4-2 Storage Declared a Nuisance
- 8-4-3 Prohibition
- 8-4-4 Permitted Storage
- 8-4-5 Violation
- 8-4-6 Removal by City

#### Section 8-4-1 Definitions

- A. "Junk motor vehicle" means any motor vehicle which is of a type subject to registration under Title 28 of the Arizona Revised Statutes but does not have lawfully affixed thereto unexpired license plates assigned to the vehicle by any state, and, in addition, which exhibits one or more of the following conditions: wrecked, partially or fully dismantled, abandoned, stripped, substantially damaged, inoperative, inoperable, unused, scrapped, discarded or unable to be safely operated.
  
- B. "Store" means parking, storing, leaving, locating, keeping, maintaining, depositing, allowing to remain or situating.

#### Section 8-4-2 Storage Declared a Nuisance

The storage of any junk motor vehicle on any property within the city in violation of this article is hereby declared dangerous to the public safety and a public nuisance. It is further declared that such storage interferes with the enjoyment of property, reduces the value of property, invites plundering, creates fire hazards, represents a hazard to the health and safety of minors, attracts rodents and insects and poses a serious danger to the public health, safety, comfort, convenience and welfare.

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<sup>4</sup> Adopted by City Ordinance No. 61, November 9, 1989, effective Jan. 1, 1990.



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

### Section 8-4-3 Prohibition

It is unlawful for any person, partnership, corporation, association, firm, company or organization of any kind owning or having possession or custody of any junk motor vehicle to store such vehicle or to permit such vehicle to be stored within the boundaries of the city, and it is unlawful for any person, partnership, corporation, association, firm, company or organization of any kind owning or occupying any property within the city to store any junk motor vehicle or to permit such vehicle to remain on said owned or occupied property, except as permitted by Section 8-4-4 of this article.

### Section 8-4-4 Permitted Storage

This article shall not apply to any junk motor vehicle stored within the boundaries of the city if said vehicle is on the premises of a business enterprise operated in a lawful manner and in accordance with the Zoning Ordinance of the City of St. Johns and licensed by the city, and the storage of said vehicle is a regular part of the operation of said business enterprise. Further, this article shall not apply to any junk motor vehicle stored on property within the boundaries of the city if said vehicle is stored in the rear yard of said property.

### Section 8-4-5 Violation

Violation of any part of this article is a class 3 misdemeanor, and each day any violation continues shall constitute a separate offense as to each junk motor vehicle stored in violation of this article. If a person stores more than one such vehicle in violation of this article, the storage of each vehicle shall constitute a separate offense.

### Section 8-4-6 Removal by City

The city is authorized to remove any junk motor vehicle pursuant to the provisions of Article 8-2 of this code and to create and enforce a lien upon the property of the owner of said junk motor vehicle or the property on which it is situated in accordance with the provisions of Article 8-2.



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

### ARTICLE 8-5 GREEN WASTE DISPOSAL AND DUMPING<sup>5</sup>

- 8-5-1 Purpose And Short Title
- 8-5-2 Application of Green Waste Dumping Ordinance
- 8-5-3 [Reserved]
- 8-5-4 Definitions
- 8-5-5 Disposal – In General
- 8-5-6 Illegal Dumping at Green Waste Facility
- 8-5-7 Enforcement and Civil Citations.
- 8-5-8 Penalties.
- 8-5-9 Procedures.
- 8-5-10 Other Violations
- 8-5-11 Disposal in Drainage System Prohibited

#### Section 8-5-1 Purpose And Short Title

The purpose of this title is to provide a safe and convenient site for the residents of the City of St. Johns to dispose of ordinary vegetative yard matter and to encourage and assist residents of the city to maintain and beautify their yards and properties. The Green Waste Facility is designed for the disposal of green waste, as defined in this article, only.

#### **Short Title.**

This chapter may be cited as the City of St. Johns Green Waste Dumping Ordinance.

#### Section 8-5-2 Application Of Green Waste Dumping Ordinance

Unless specific provisions provide for imposition of a criminal penalty, violation of this chapter shall constitute a civil violation. Nothing in this chapter is designed to restrict or alter the application of any state or federal criminal or civil ordinances, statutes or regulations which may also apply to situations covered by this chapter.

#### Section 8-5-3 Reserved

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<sup>5</sup> Adopted by City Council Ord. No. 137, passed December 10<sup>th</sup>, 2009.



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

### Section 8-5-4 Definitions

In this chapter, unless the context otherwise requires:

- A. **"Green waste disposal or dumping" means** the disposal of green waste materials as specifically defined in this article by methods approved in this article.
- B. **"Green Waste" means**, organic materials that arise from households and private yards and gardens including leaves, cut weeds, hedge and bush clippings, home garden vegetation and residues, compost, yard trimmings, shrubs, plants, cut grass, vegetative clippings, plant limbs and stumps, tree limbs and branches, wood chips and other organic materials. Green waste does not include plastic bags, cardboard boxes, tarps, sacks or other containers whether organic or inorganic used in transporting green waste to the green waste facility.
- C. **"Non-Green Waste Garbage" means**, any and all other garbage, waste or other materials not specifically listed in subsection 8-5-4B. All other materials are required to be disposed of or deposited in an approved sanitary landfill including but not limited to household waste, furniture, construction material, abandoned vehicles, barrels, containers, manure, farming waste materials, commercial organic waste; household trash, appliances, cardboard, plastic bags, tires, lumber, feed sacks, paper or any other type of garbage, waste or other material that is not specifically designated as "green waste" herein, whether its source be commercial or private.
- D. **"Dispose or disposal" means** to place, deposit or allow to be placed or deposited garbage or non-green waste materials on private or public property owned by a person other than the owner or possessor of the material being disposed of.
- E. **"Designated enforcement person" includes** the county sanitarian, any city, state or county law enforcement officer, or any specially designated employee of the city or a private landfill corporation which has been so empowered by the St. Johns City Manager.



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### Section 8-5-5 Disposal - In General

- A. No person shall dispose of any green waste at the City green waste disposal facility except as provided by this article.
- B. No person shall dispose of any green waste at the city green waste disposal facility except at such times and places as are authorized by the city.
- C. No person shall dispose of any non-green waste garbage or other objectionable waste, except at an approved sanitary landfill.
- D. Carcasses of large dead animals shall be buried or cremated, or disposed of at designated locations within a sanitary landfill, unless satisfactory arrangements have been made for disposal by rendering or other approved methods.
- E. Manure is not “green waste” as defined in this article and shall not be disposed of at the City of St. Johns green waste facility but shall be disposed of by sanitary landfill, composting, legal incineration or used as fertilizer in such a manner as not to create insect breeding or a nuisance.

### Section 8-5-6 Illegal Dumping At Green Waste Facility

- A. It shall be unlawful for any individual, partnership, business or corporation to engage in dumping or disposal of other than green waste as defined in this chapter at the green waste facility.
- B. Any designated law enforcement person may monitor and enforce this chapter against wildcat dumping or of disposal of non-green waste materials at the green waste facility in violation of this article or in contrary to the manner prescribed herein.
- C. It is not a defense to the charge of illegal dumping that the garbage or refuse disposed of, while admittedly belonging to the suspected person, was not dumped



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or deposited by that person. Evidence of ownership found in the illegally dumped material creates a presumption that the owner thereof wrongfully deposited the garbage or refuse where it was found.

### Section 8-5-7. Enforcement And Civil Citations

A. **Issuance of Complaint.** Any citizen may refer a complaint to the city police department for a violation or suspected violation of this article. Any city police officer or duly authorized agent of the city may stop and detain a person or persons as is reasonably necessary to investigate an actual or suspected violation of this article and to serve a copy of the complaint for any alleged civil violation of this chapter.

1. **Service.** A complaint issued pursuant to this Article may be served upon the party by the officer investigating the complaint, or by delivering a copy of the uniform complaint citation to the person charged with the violation or by any means authorized by the rules of civil procedure. At the discretion of the issuing authority, a complaint for a violation issued after an investigation in conjunction with a violation of this Article may be sent by certified mail, return receipt requested, delivered to addressee only to the address provided by the person charged with the violation.

2. **Sufficiency of Service.** Service of the complaint is complete on filing the receipt in the court having jurisdiction of the violation.

B. **Filing of Complaint.** The original complaint shall be filed in a court having jurisdiction of the violation within ten court days of the time the complaint was issued. A city police officer or duly authorized agent of any City enforcement agent may issue the complaint.

C. **Appearance at Court.** A person served with a civil complaint pursuant to this article shall:



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1. Appear at the time and place stated in the complaint, or may appear before the time, if so authorized by the court, or may pay the civil fine indicated on the directions contained in the complaint.
  2. Admit or deny the allegations of the complaint.
  3. Allegations not denied at the time of appearance are deemed admitted. A fee shall not be charged for the appearance.
    - a. **Allegations Admitted.** If the allegations are admitted, the court shall enter judgment for the city and shall impose a civil penalty. The person may admit the allegations with an explanation, and then the court shall enter judgment for the city and impose a civil penalty. In determining the civil penalty, the court shall consider the explanation submitted and any rehabilitative action taken prior to the hearing.
    - b. **Allegations Denied.** If the person denies the allegations of the complaint the court shall set the matter for a hearing. The hearing is informal and without a jury. At the hearing, the city is required to prove the violation charged by a preponderance of the evidence. Technical rules of evidence do not apply, except for statutory provisions relating to privileged communications. If the person elects to be represented by counsel the person shall notify the court at least ten days before the hearing date. Hearings shall be recorded. If the court finds in favor of the person, the court shall enter an order dismissing the allegation. If the court finds in favor of the city, the court shall enter judgment for the city and shall impose a civil penalty.
- D. **Failure to Appear.** If a resident of this city served with a complaint alleging a violation of this Article or if a nonresident served with a complaint fails to appear at or before the time directed to appear or at the time set for a hearing by the court, the allegations in the complaint are deemed admitted, and the court shall enter judgment for the city and impose a civil penalty.
- E. **Payment of Fines.** A person shall pay all civil penalties within thirty days from entry of judgment, except that if payment within thirty days will place an





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undue economic burden on a person, the court may extend the time for payment or may provide for installment payments. If the civil penalty is not paid or an installment payment is not made when due, the court may declare the entire civil penalty due.

F. **Reduction of Penalties.** Notwithstanding subsection A of Section 8-5-8, if a civil penalty is paid on entry of judgment, the court may reduce the civil penalty by up to twenty-five per cent of the penalty imposed.

### Section 8-5-8. Penalties

A. **Civil violations.** Upon a finding that a person is responsible for a civil violation of This article, the city magistrate or civil hearing officer shall impose a civil sanction of not less than \$100.00 nor more than \$500.00 for each violation.

B. **Habitual Offender - Criminal Offenses.** Violation of this article three times within a period of two years constitutes a criminal violation. Upon conviction of three or more civil violations of this article within a 24-month period, whether by admission, by payment of the fine, by default or by judgment after hearing, the court may impose a sentence of incarceration not to exceed six months in jail; or a fine not to exceed \$2,500.00, exclusive of penalty assessments prescribed by law; or both. The court shall order a person who has been convicted of violation of this division to pay a fine of not less than \$500.00 for each count upon which a conviction has been obtained. A judge shall not grant probation to or suspend any part of all of the imposition or execution of any sentence required by this subsection except on the condition that the person pays the mandatory minimum fines as proved in this paragraph.

### Section 8-5-9. Procedures

A. **In General.** The procedure of the issuance of a citation and notice to appear pursuant to this article may be as provided for city police officers in A.R.S. §13-3903, except the police officer or enforcement agent, in lieu of arrest, may issue a civil citation for any civil violation of this article. The issuance of civil citations pursuant to this article shall be subject to provisions of A.R.S. §13-3899.



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B. **Conduct of Hearings.** Every contested civil action or proceeding under this Article shall be subject to the jurisdiction of and presided over by the city magistrate and shall be conducted as provided for under the rules of procedure in civil traffic and civil boating violation cases.

C. **Failure to comply with court orders.** Failure to comply with the court's orders will be deemed to be contempt of court and the party found to be in contempt may be subject to incarceration or fines up to the maximum jurisdiction amount for municipal courts.

D. **Appeal.** Any judgment of the municipal court may be appealed pursuant to the procedures set forth in A.R.S. §22-261 et seq.

### Section 8-5-10 Other Violations

In addition to the provisions of this article, persons found in violation of this article may be prosecuted for criminal littering or polluting public property. This includes illegal dumping on all public Right-of-Ways in city limits.

### Section 8-5-11 Disposal In Drainage System Prohibited

No person shall throw or place any refuse, green waste, paper, trash, glass, wire, bottles, cans, concrete, earthen fill, garbage, containers, or litter or other debris in any ditch, wash, stream, river, or detention basin that regularly or periodically carries surface water runoff. Any persons who deposit any of the above shall remove it or shall cause it to be removed immediately.<sup>6</sup>

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<sup>6</sup> Adopted by the City Council of the city of St. Johns, December 10<sup>th</sup>, 2009.



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

### ARTICLE 8-6 UNREASONABLE OR EXCESSIVE NOISE<sup>7</sup>

#### Section 8-6-1. Excessive Noise<sup>8</sup>

**Declaration of policy.** It is hereby declared to be the policy of the City of St. Johns to prohibit unnecessary, excessive and offensive noises from all sources subject to its police power. At certain levels, noises are detrimental to the health, safety and welfare of the citizenry, and in the public interest, such noise shall be systematically proscribed.

#### Section 8-6-2. Unnecessary noise

**A. Unnecessary, excessive or offensive noise.** Notwithstanding any other provision of this article, and in addition thereto, it shall be unlawful for any person without justification to make or continue, or cause or permit to be made or continued, any unnecessary, excessive or offensive noise, which disturbs the peace or quiet of any neighborhood or which causes repeated and continuing discomfort or annoyance to any reasonable person of normal sensitiveness residing in the area.

**B. Factors.** The factors which will be considered in determining whether a violation of the provisions of this section exists will include, but not be limited to, the following:

1. The volume of noise;
2. The intensity of the noise;
3. Whether the nature of the noise is usual or unusual or whether noise suppression technology has been modified or removed from the source of the noise;

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<sup>7</sup> Adopted by City Ordinance No. 126, June 6<sup>th</sup>, 2008.

<sup>8</sup> State Law References: Offenses against public order, A.R.S. § 13-2901 et seq. City Code References: City of Gilbert, Arizona Ordinance No. 42-61 through 42-65, Ord. No. 1410, § I, 7-23-02).



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4. Whether the origin of the noise is natural or unnatural or consistent or inconsistent with the zoning ordinances and regulations of the area;
5. The volume and intensity of the background noise, if any;
6. The proximity of the noise to residential sleeping facilities;
7. The nature and zoning of the area within which the noise emanates;
8. The density of the inhabitation of the area within which the noise emanates.
9. The time of the day or night the noise occurs;
10. The duration of the noise;
11. Whether the noise is recurrent, intermittent or constant;
12. Whether the noise is produced by a commercial or noncommercial activity;
13. Whether it is a pure tone noise; Pure tone noise means any noise which is distinctly audible as a single pitch (frequency) or set of pitches as determined by the enforcement officer.
14. Whether it is an impulse noise. Impulse noise means a noise of short duration, usually less than one second, with an abrupt onset and rapid decay.

### Section 8-6-3. Exemptions.

- A. The following uses and activities shall be exempt from noise level regulations:
  1. Air-conditioning, pool and spa equipment when it is functioning in accord with manufacturer's specifications and is in proper operating condition.
  2. Lawn maintenance equipment when it is functioning in accord with manufacturer's specifications and with all mufflers and noise-reducing



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equipment in use and in proper operating condition;

3. Non-amplified noises resulting from the activities such as those planned for school, governmental, religious or community groups or duly authorized by such groups;
4. Noises from safety and warning devices such as safety signals, warning and alarm devices, emergency generators, storm warning sirens, emergency pressure relief valves or horns and the authorized testing of such equipment;
5. Noises resulting from any authorized emergency vehicle when responding to an emergency call or acting in time of emergency
6. Noises resulting from emergency work.
7. All noises coming from necessary services such as the normal operations of railroad trains and other necessary services and activities;
8. Noises of churches and church facilities such as bells or chimes;
9. Noises from organized sporting events such as bands, cheerleading, cheering, authorized fireworks and other noises relating to those events;
10. Noises created by the normal operation of airports or aircraft or the normal operation of airport facilities;
11. Public or utility owned or operated stationary mechanical equipment so long as such equipment is properly functioning pursuant to manufacturer's specifications;
12. Road and street noise generated from the normal operation of traffic except as regulated herein.
13. Noises resulting from special events, holidays and celebrations authorized by the City of St. Johns.



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### Section 8-6-4. Specially regulated noise sources.

- A. **Unreasonable noise created by power generators.** It is unlawful to operate any power generating equipment in such a manner that a reasonable person of normal sensitiveness residing in the area is caused continuing discomfort or annoyance.
- B. **Unreasonable noise created by vehicle radios, sound systems; loudspeakers; or sound amplifiers.** It is unlawful to play, operate or use any vehicle radios, sound system or music playing device, loudspeaker or sound amplifier, radio or other sound equipment with a loudspeaker or sound amplifier or any instrument of any kind or character which emits loud music and/or amplified noises including but not limited to those sources attached to, in or upon any vehicle in a manner which disturbs the peace and quiet of a neighborhood, place or person.
- C. **Unreasonable noise created by motor vehicles.**
1. **Unreasonable noises caused by vehicle repair.** It shall be unlawful for any person within or adjacent to any residential area of the town to repair, rebuild or test any motor vehicle between the hours of 10:00 p.m. of one day and 5:00 a.m. of the next day or in such a manner that a reasonable person of normal sensitiveness residing in the area is caused continued discomfort or annoyance.
  2. **Unreasonable noises caused by motor vehicle exhaust.** It is unlawful for any person to operate a motor vehicle which shall not at all times be equipped with a muffler upon the exhaust thereof in good working order and in constant operation to prevent excessive, irritating, un-muffled or unusual noise, and it is unlawful for any person operating any motor vehicle to use a cutout, bypass or similar muffler elimination appliance.
  3. **Unreasonable noises created by braking devices.** It shall be unlawful for the driver of any vehicle to use or operate or cause to be used or operated within the city any compression release or other engine braking device designed to aid



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in the braking or deceleration of any vehicle which results in noise in excess of that which would otherwise be produced from such vehicle without such braking device or that is in violation of Section 9-1-5. The provisions of this article do not apply to public safety vehicles.

4. **Unreasonable noises created by vehicle operation.** No person shall operate either a motor vehicle or combination of vehicles at any time or under any condition of grade, load, acceleration or deceleration in such a manner that a reasonable person of normal sensitiveness residing in the area is or reasonably would be caused discomfort or annoyance.

D. **Unreasonable noises created by barking dogs.** It is unlawful to keep or harbor any dog which, by frequent, habitual or continued barking, yelping, howling, growling, charging, menacing or other offensive conduct or noise, shall cause repeated and continuing annoyance or inconvenience to a neighbor residing in the area or to people passing to and from upon the public streets or sidewalks.

E. **Unreasonable noises around schools, churches and hospitals.** It shall be unlawful for any person to create any noise on any street, sidewalk or public place adjacent to any school, institution of learning or church while the same is in use or adjacent to any hospital or health related care facility, which noise unreasonably interferes with the workings of such institution or which disturbs or unduly annoys patients in the hospital or other health related care facility; provided that conspicuous signs are displayed in such streets, sidewalk or public place indicating the presence of a school, church or hospital.

### Section 8-6-5. Enforcement and civil citations.

#### **Authority to detain persons and to serve complaint.**

A. Any city police officer or duly authorized agent of the city may stop and detain a person or persons as is reasonably necessary to investigate an actual or suspected violation of this article and to serve a copy of the complaint for any alleged violation of this chapter.



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B. Any city police officer or duly authorized agent of the city may issue a civil citation to the dog owner or person acting for the owner when a dog belonging to the owner or within the owners possession or control is in violation or suspected violation of this chapter.

C. A complaint issued pursuant to this Article may be served upon the party by the officer investigating the complaint, or by delivering a copy of the uniform complaint citation to the person charged with the violation as in civil traffic cases or by any means authorized by the rules of procedure in civil traffic and civil boating violation cases. At the discretion of the issuing authority, a complaint for a violation issued after an investigation in conjunction with a violation of this Article may be sent by certified mail, return receipt requested, delivered to addressee only to the address provided by the person charged with the violation. Service of the complaint is complete on filing the receipt in the court having jurisdiction of the violation.

D. The original complaint shall be filed in a court having jurisdiction of the violation within ten court days of the time the complaint was issued. A city police officer or duly authorized agent of any City enforcement agent may issue the complaint.

E. A person served with a civil complaint pursuant to this article shall:

1. **Appear** at the time and place stated in the complaint, or may appear before the time, if so authorized by the court, or may pay the civil fine indicated on the directions contained in the complaint.
2. **Admit or deny** the allegations of the complaint. Allegations not denied at the time of appearance are deemed admitted. A fee shall not be charged for the appearance.

F. **If the allegations are admitted**, the court shall enter judgment for the city and shall impose a civil penalty. The person may admit the allegations with an explanation, and then the court shall enter judgment for the city and impose a civil penalty. In determining the civil penalty, the court shall consider the explanation submitted and any rehabilitative action taken prior to the hearing.





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G. **If the person denies the allegations** of the complaint the court shall set the matter for a hearing. The hearing is informal and without a jury. At the hearing, the city is required to prove the violation charged by a preponderance of the evidence. Technical rules of evidence do not apply, except for statutory provisions relating to privileged communications. If the person elects to be represented by counsel the person shall notify the court at least ten days before the hearing date. Hearings shall be recorded. If the court finds in favor of the person, the court shall enter an order dismissing the allegation. If the court finds in favor of the city, the court shall enter judgment for the city and shall impose a civil penalty.

H. If a person is served with a complaint alleging a violation of this Article and fails to appear at or before the time directed to appear or at the time set for a hearing by the court; the allegations in the complaint are deemed admitted, and the court shall enter judgment for this state, impose a civil penalty.

I. A person shall pay all civil penalties within thirty days from entry of judgment, except that if payment within thirty days will place an undue economic burden on a person, the court may extend the time for payment or may provide for installment payments. If the civil penalty is not paid or an installment payment is not made when due, the court may declare the entire civil penalty due.

J. Notwithstanding subsection A of this section, if a civil penalty is paid on entry of judgment, the court may reduce the civil penalty by up to five percent of the penalty imposed.

### Section 8-6-6. Penalties.

A. **Civil violations.** Upon a finding that a person is responsible for a civil violation of this article, the city magistrate or civil hearing officer shall impose a civil sanction of not less than \$100.00 or more than \$500.00 for each violation.

B. **Habitual Offender - Criminal Offenses.**



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1. A person who has been convicted of three or more civil violations of this article within a 24-month period, whether by admission, by payment of the fine, by default or by judgment after hearing, is guilty of a class 1 misdemeanor. Upon conviction therefore, the court may impose a sentence of incarceration not to exceed six months in jail; or a fine not to exceed \$2,500.00, exclusive of penalty assessments prescribed by law; or both. The court shall order a person who has been convicted of violation of this division to pay a fine of not less than \$500.00 for each count upon which a conviction has been obtained. For purposes of calculating the 24-month period under this paragraph, the dates of the commission of the offenses are the determining factor.
  
2. A judge shall not grant probation to or suspend any part of all of the imposition or execution of any sentence required by this subsection except on the condition that the person pays the mandatory minimum fines as proved in this paragraph.

### Section 8-6-7. Procedures.

- A. The procedure of the issuance of a citation and notice to appear pursuant to this article shall be as provided for by the rules of procedure in civil traffic and civil boating violation cases.
  
- B. Every contested action or proceeding under this Article shall be subject to the jurisdiction of and presided over by the city magistrate and shall be conducted as provided for under the rules of procedure in civil traffic and civil boating violation cases.

## ARTICLE 8-7 MEDICAL MARIJUANA<sup>9</sup>

### Section 8-7-1. Adoption by Reference

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<sup>9</sup> Adopted by Resolution No. 478 passed March 10, 2011, as codified in the City of St. Johns Zoning Code.



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The Arizona Medical Marijuana Act as adopted by Resolution No. 478 and amendments thereto are hereby adopted by reference. Three copies of the code are on file with the city clerk.

### ARTICLE 8-8 CEMETARY REGULATIONS<sup>10</sup>

#### Section 8-8-1 Purpose

These Rules and Regulations are designed for the protection of interment rights as a group. This enforcement will help protect St. Johns Cemetery and preserve its beauty. These Rules and Regulations are hereby adopted as the Rules and Regulations of the City of St. Johns and all owners of interment rights, visitors and contractors performing work within the St. Johns Cemetery shall be subject to said Rules and Regulations, amendments or alterations as shall be adopted by the City of St. Johns from time to time.

#### Section 8-8-2 Definitions

- A. The term "**CASKET**" means a commercially made container or equivalent, constructed of wood, board, or metal, in which a body is buried.
- B. The term "**CITY**" means the City of St. Johns and its successors and assigns.
- C. The term "**CONTRACTOR**" shall mean any person, firm or corporation or anyone engaged in placing, erecting or repairing any memorial, or performing any work in the St. Johns Cemetery, other than an employee of the City.
- D. The term "**INTERMENT**" shall mean entombment or burial of the remains of a deceased person.
- E. The term "**MEMORIAL**" shall mean any marker or structure upon or in any lot or niche, placed thereupon or therein or partially therein for the purpose of identification or in memory of the interred.

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<sup>10</sup> Adopted Ordinance No. 117 passed May 10, 2007



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

- F. The term "**OFFICERS**" shall mean the Cemetery Board of the City of St. Johns and their successors and assigns.
- G. The term "**OWNER**" shall mean the legal possessor of used or unused rights of interment.
- H. The term "**ST. JOHNS CEMETERY**" shall mean the area set aside, dedicated and platted for the interment of the human dead.
- I. The term "**PERPETUAL CARE**" shall mean that all lots for which interment rights are sold or transferred shall have "perpetual" care as herein defined, free of further cost to the purchaser after payment of the original purchase price.

### Section 8-8-3 Supervision Of Cemetery

- A. The City reserves the right to compel all persons coming into the St. Johns Cemetery to obey all rules and regulations adopted by the City by resolution.
- B. The City shall take reasonable precaution to protect owners and the property rights of owners within St. Johns Cemetery from loss or damage but distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, particularly in movement of headstones and collars set prior to interments, and especially from damage caused by the elements, an act of God, common enemy, thieves, vandals, malicious mischief makers, explosions, unavoidable accidents, invasion, insurrections, riots or order of any military or civil authority whether the damage be direct or collateral, other than as herein provided.
- C. The City reserves the right to correct any errors that could be made by either making interments or in the transfer or conveyance and substituting in lieu thereof other interment rights of equal and similar location as far as possible.
- D. Automobiles shall obey the speed limits posted and stay on the designated roadways.



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

E. The right to enlarge, reduce, re-plat or change boundaries or grading of the St. Johns Cemetery or of a section or sections from time to time, including the right to modify or change the locations of, or any part thereof, or remove or re-grade roads, drives and walks is hereby expressly reserved.

F. The right to lay, maintain and operate, or alter or change pipe lines or gutters for sprinkling systems, drainage, lakes and other similar items is also expressly reserved, as well as the right to use St. Johns Cemetery property, not sold to individual owners, for City purposes, including the interring, preparing for interment, or for anything necessary, incidental or convenient thereto. The City reserves to itself and to those lawfully entitled thereto, a perpetual right of ingress and egress over lots for the purpose of passage to and from lots.

### Section 8-8-4 Sale And Purchase Of Interment Rights

A. The sale or transfer of any interment right by any owner or purchaser shall not be binding upon the City unless the same shall first be duly approved in writing or by the properly authorized officer or other designated agent of the City, and then such interment right must be re-conveyed to the City; the City shall thereupon issue a conveyance to the new owner. The same rule shall apply in all cases of assignment or purchase of contracts for interment rights. This procedure is required in order that the City may at all times have a complete and accurate record of all owners.

B. Any and all transfers of any interment right, whether the same be by conveyance or assignment of purchase contract, are subject to all rules and regulations of the St. Johns Cemetery which are now in full force and effect or which hereafter may be enacted. The City may refuse to consent to a transfer or to an assignment as long as there is any indebtedness due the City from the owner so recorded in the records of the City office.

C. The subdivision of interment rights is not allowed without the consent of the City and no one shall be buried in any lot not having an interest therein, except by written consent of the City and of all parties interested in such lot.



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

D. All interment rights are sold subject to receipt of payment of the amount posted for burial in the office of the City Hall. In cases of interment, full payment shall be received for interment rights and opening and closing of the gravesite. If hardship is declared, the City Manager is given the power to grant such waiver as deemed necessary to the rule upon the purchaser furnishing the City with information pertaining to insurance company and/or lawyer.

For purchase of pre-need lot(s) there shall be a payment schedule as outlined below:

There will be a 10% down payment of total cost and a monthly payment amount that will insure paying off the charges in a maximum of 18 months, such as the following example:

<u>Type</u>	<u>Price</u>	<u>10% Down</u>	<u>Balance</u>
1 Burial Plot	\$300.00	\$30.00	\$270.00
1 Cremation Plot	\$100.00	\$10.00	\$90.00 (1/3 price of burial plot)

If pre-need interment right is used prior to being paid in full, then the balance will be paid in full at time of need. If, at any time, payments are not up to date, the City has the right to cancel any and all reservations and refund monies paid in, less a 10% penalty fee.

Collections of balances owing will be referred immediately to the Finance Department for issuance of a Bill of Collection. The bill of collection will be issued monthly showing current balance until paid in full. If, at any time, payments become delinquent, there will be issuance of a "Second Notice" with the penalty noted that the City has a right to cancel the reservation and retain 10% penalty fee. If there is no response to the second notice, an issuance of a "Third Notice" will take place with ten (10) day response period or cancellation proceedings will commence. The City Manager is allowed power to grant a time extension if extenuating circumstances are proven. In case of non-payment of charges for used interment rights, collection will be referred to the office of the City Attorney.



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

E. Interment rights can be purchased at City Hall only with the written approval of the City Clerk or such other agent as the Officers shall direct and are subject to the Rules and Regulations of St. Johns Cemetery now or here- after adopted for the governing of St. Johns and for the purpose of interment only. This provision applies to all sales, whether made directly by the City or made by owners.

F. No interment rights or contracts for the purchase of interment rights can be sold, assigned, transferred, pledged, or hypothecated without the written approval of the City or such agent as the Officers may designate.

G. All agreements for the purchase of St. Johns Cemetery interment rights must be on forms approved and signed by the City. All terms and conditions for the purchase of interment rights must be recited in the purchase contract; verbal agreements or representations will not be recognized. All said agreements must provide for payment as posted in the City office for the area of the lot.

H. The City may exchange interment rights when desired by owners. When such an exchange is made, the original conveyance must be surrendered by proper assignment, or by re-conveyance, if considered necessary, before any change is effected.

I. Each owner is vested with the ownership of his or her interment right for the sole purpose of interment of human dead remains. Under the regulations of the St. Johns Cemetery, the interment rights cannot be conveyed without the consent of the City, nor any use, division or improvements of them be made which the City prohibits, or may deem improper. The owner of interment rights may dispose of same by will, subject to the foregoing conditions. If the owner dies intestate, the interment rights will descend to his or her heirs according to the laws of descent of the State of Arizona then in force and effect.

J. No conditional or partial transfer of interment rights and no sale of an undivided interest, except to a person or persons who are already part owners, will be recorded, as the City cannot be responsible for the carrying out of the intent of the Grantor.



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

K. The general care of the entire St. Johns Cemetery grounds and lots is assumed by the City through the operation of a Perpetual Care Fund or other monies that may be available. Perpetual care is that general care and maintenance necessitated by the natural growth, ordinary wear, and natural elements, and will be provided at reasonable intervals within the budget limits of the cemetery. It includes upkeep of buildings, walks and roadways, and removal of dead flowers or other items considered distracting from the overall appearance of the grounds by City personnel. It shall also include the care of trees, shrubs and flowers planted by City personnel. Perpetual care does not include maintenance of monuments, markers, collars, flower vases or other items furnished by the owners or maintenance of vegetation on individual plots. Personal landscaping should be viewed as temporary. All plants become the property of the City and may be removed as the City deems necessary as beautification plans proceed. Cost of straightening of monuments and markers or other special services to the owners will be established on a time and material cost basis with a pre-paid deposit of 50% of the estimated costs.

L. No permanent fences, curbing, or grave caps are permitted. Any temporary fences or structures other than headstones may be removed by the City as beautification plans proceed.

M. If any memorial or structure in the St. Johns Cemetery is offensive, vulgar or inappropriate the officers of the St. Johns Cemetery have the right and it shall be their duty, to enter upon such lot and remove, change or correct the object or objects found to be offensive or improper. If any memorial, or structure which has been determined to be in non-compliance or offensive is removed by the Officers of the St. Johns Cemetery, the owner shall be notified at their last known address to claim said memorial which shall be retained for ninety (90) days and then disposed of.

N. If any tree, shrub or plant standing upon any lot, by reason of its roots, branches, or otherwise, be or become detrimental to adjacent lots or avenues, or if for any other reason its removal be deemed necessary, the Officers of the St. Johns Cemetery shall have the right, and it shall be their duty, to remove such tree, shrub





## CHAPTER 8 HEALTH, SAFETY AND SANITATION

or plant, or any part thereof, or otherwise correct the conditions existing as in their judgment seems best.

O. Interment rights shall be used for no other purpose than the burial of the human remains. Any personal items to be interred with the deceased must be placed within the casket prior to entering the cemetery grounds. Caskets are to remain closed after entering the cemetery grounds.

### Section 8-8-5 Funeral Regulations

A. Funerals. After entering the gates, funerals shall be subject to the direction of the authorized employees of the City.

B. Arrangements for an interment must be completed by 12:00 noon of the day prior to the scheduled interment; except for a Saturday interment, in which case, to guarantee availability of City employees, all arrangements must be completed by 12:00 noon Thursday. City recognized holidays and Sunday interments will not be permitted. "Arrangements" includes choice of interment site by family members, payment in full of all fees, completion of necessary forms and authorizations. Exceptions to this rule will be made only in cases of death from infectious disease or when so authorized by the Officers or City.

C. Sites for interment may be located by the family or representatives of the family within an area designated by the City.

D. The burial of two bodies in one grave will not be permitted except where one occupies a horizontal space less than three feet in length. No grave space may contain more than three urns of cremated remains.

E. The placement of a headstone in the plot shall be located by a designated City employee. This keeps the headstones in order and regulates the setting of monuments (headstones) for ease of maintenance and for uniformity. Each headstone shall be placed on a cement foundation which shall be at ground level and shall extend a minimum of four inches (4") to a maximum of eight inches (8") beyond



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

the headstone or monument. Also, the headstone and foundation can not encroach onto neighboring sites other than within family plots.

- E. Urns will be buried in plots 24" x 24" x 24". Monuments for urn plots will be a maximum of 12" x 16" and will be placed flat and flush with the ground.
- F. All standard grave sites will be five (5) feet by ten (10) feet.
- G. All standard size graves will be required to have a fiberglass liner or vault. This does not include urn burials.
- H. When pre-requested at City Hall, one [or more] designated person[s] may be allowed to witness the covering of the gravesite. Under normal conditions, the closing of the grave will take place only after all persons attending the funeral have left the cemetery.
- I. The minimum acceptable container for burial of the remains of a deceased person shall be a casket as defined in Section 2.A. This does not apply to urn burials.

### Section 8-8-6 General Regulations

- A. Consumption of intoxicating liquors within St. Johns Cemetery is strictly forbidden.
- B. The City is not responsible for the loss or damage to anything placed on graves or lots.
- C. No person shall be permitted to enter or leave the St. Johns Cemetery except by the public entrance.
- D. Management reserves the right to remove any and/or all decorations when deemed necessary for proper maintenance of the cemetery. Flowers associated with funerals may be removed 10 days after the interment service. The City reserves the right to remove decorations at any time which, in the judgment of the employees, are determined unsightly or weathered.



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

- E. No person will be permitted to use profane or boisterous language or in any way disturb the quiet and good order of St. Johns Cemetery
- F. All persons are strictly forbidden to break or injure any tree or shrub; or mar any landmark, marker or memorial; or in any way deface the grounds of the St. Johns Cemetery.
- G. All persons are reminded that St. Johns Cemetery is sacredly devoted to interment and that the provisions and penalties of the law, as provided by statute, will be strictly enforced in all cases of wanton injury, disturbance and disregard of the rules.
- H. All persons are urged to inform the City of any breach of proper decorum that may come to their notice.
- I. No person or persons, other than an employee of the City, shall be permitted to bring or carry firearms within the St. Johns Cemetery except a Military or Police Guard of Honor, and then only during a Military or Police service; or as approved in advance by the Officers.
- J. The City may, at any time or times upon recommendation of officers, adopt new rules and regulations, or amend, alter and/or repeal any rule, regulation and/or article, section, paragraph and/or sentence in these Rules and Regulations with public notice published one time in a local newspaper and the City hereby expressly reserves this right
- K. Special cases may arise in which the literal enforcement of a rule may impose unnecessary hardship. The City, therefore, reserves the right, without notice, to make exceptions, suspensions, or modifications in any of the Rules and Regulations when, in its judgment, the same appear advisable; and such temporary exceptions, suspensions or modifications shall in no way be construed as affecting the general application of such.



## CHAPTER 8 HEALTH, SAFETY AND SANITATION

Standard Burial Plot Interment Rights	\$300.00
Open/Close of burial plots (Weekday)	\$100.00
Open/Close of burial plots (Weekend)	\$150.00
Cremation Burial Plot Interment Rights	\$100.00
Open/Close Cremation plots (Weekday)	\$50.00
Open/Close Cremation plots (Weekends)	\$75.00



## CHAPTER 9 OFFENSES

### CHAPTER 9 OFFENSES

#### ARTICLE 9-1 OFFENSES

- 9-1-1 Possession or Consumption of intoxicating Liquor
- 9-1-2 Sale or Dispensing of Intoxicating Liquor
- 9-1-3 Curfew
- 9-1-4 Glass Beverage Containers
- 9-1-5 Engine Breaks
- 9-1-6 Storage of Junk Vehicles

##### Section 9-1-1 Possession or Consumption of Intoxicating Liquor

It Is unlawful for any person to consume any intoxicating liquor or to possess any open container which contains an intoxicating liquor in or upon any public property, unless, prior to any such consumption or possession, said person shall have received a written permit for the same from the chief of police.

##### Section 9-1-2 Sale or Dispensing of Intoxicating Liquor

It is unlawful for any person or entity to sell or to dispense for any fee or as part of any commercial activity, any intoxicating liquor in or upon any public property, unless, prior to any such sale or dispensing, said person shall have received a written permit for the same from the chief of police, after approval by the council and any further approval as may be required by the Arizona Department of Liquor Licenses and Control.

##### Section 9-1-3 Curfew<sup>1</sup>

- A. It is unlawful for any juvenile under the age of eighteen (18) years to be, remain or loiter in, about or upon any place in the City away from the dwelling house or usual place of abode of said juvenile, on Sunday, Monday, Tuesday, Wednesday and Thursday nights between the hours of 11:00 o'clock p.m. and 5:00 o'clock a.m. of the following day; and on Friday and Saturday nights between the hours of 12:00 p.m. and 5:00 a.m. of the following day.

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<sup>1</sup> Adopted by Ordinance No. 77, September, 8<sup>th</sup>, 1994.



## CHAPTER 9 OFFENSES

B. It is unlawful for a parent, guardian, or other person having the care, custody or supervision of a juvenile to permit such juvenile to be, remain or loiter in, about or upon any place in the City away from the dwelling house or usual place of abode of said juvenile in violation of Section A.

C. It is unlawful for any parent, guardian or other person having the care, custody or supervision of a juvenile to fail or refuse to take such juvenile into custody after demand is made pursuant to subsection F below.

D. The curfew set forth above does not apply to any legally emancipated minor, whether the emancipation be through marriage, military service or other legally sufficient grounds; to any minor who is accompanied by his parent, guardian or other person to any minor, who might otherwise be in violation of the terms of this section, when any of the following applies:

1. His presence is reasonably required in the pursuit of a lawful occupation, business or profession in which he is then engaged, with the permission of a parent, guardian or other person having his legal care and custody; or
2. He is on an emergency errand, medical or otherwise; or
3. He is going directly to or from a place or function sponsored by or related to a school, church or civic organization. These functions shall include, but are not limited to, classes, services, meetings, dances, dramatic or musical performances, sporting events, or other social events sponsored by a school, religious or civic organization, with the permission of his parent, guardian or other person having his legal care and custody.

E. It shall not constitute a defense to this section that any parent, guardian or other adult having the care, custody or supervision of a juvenile did not have actual knowledge of the presence of such juvenile in, about or upon any place in the City away from the dwelling house or usual abode of the juvenile, if said parent, guardian or other person having the care, custody or supervision of such juvenile, in exercise



## CHAPTER 9 OFFENSES

of reasonable care and diligence, should have known of the aforementioned unlawful act or acts of such juvenile.

F. In addition to any other powers that he may have, any law enforcement officer who arrests a juvenile for violating any of the provisions of subsection A is also empowered to demand of said juvenile's parent, guardian or other person having his care, custody or supervision, that such parent, guardian or other person take custody of such juvenile. If the parent, guardian or other person fails to take custody of the juvenile, the law enforcement officer shall then be authorized to take the juvenile to the dwelling house or usual place of abode of the juvenile.

G. Each violation of the provisions of subsections A, B and C above shall constitute a separate offense.

H. Any violation of the terms of this section shall be a Class 1 Misdemeanor.

### Section 9-1-4 Glass Beverage Containers

It is unlawful for any person to possess any open glass beverage container in or upon any public property or to deposit any glass beverage container in or upon any public property.

### Section 9-1-5 Engine Brakes<sup>2</sup>

It is unlawful to operate a motor vehicle on any street or highway within the city limits with the assistance of an engine brake (commonly referred to as a "Jake Brake") or similar device.

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<sup>2</sup> Adopted by City Ordinance No. 95, October 14, 1999.



## CHAPTER 10 SUBDIVISIONS

### CHAPTER 10 SUBDIVISIONS<sup>1</sup>

Article 10-1	Compliance Required
Article 10-2	Definitions
Article 10-3	Procedure For Obtaining Approval Of A Subdivision
Article 10-4	Planning Development And Improvement Requirements
Article 10-5	Platting Requirements - Final Plats
Article 10-6	Guarantee Of Performance
Article 10-7	General Requirements
Article 10-8	Subdivision Of Land Within Three Miles Of The City

#### Limits

Article 10-9	Penalty
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### ARTICLE 10-1 COMPLIANCE REQUIRED

- A. No person shall subdivide any tract of land which is located wholly or in part within the city nor shall any person sell, exchange or offer for sale or purchase, or offer to purchase any parcel of land which is any part of a subdivision of a larger tract of land within the above described territory, nor shall any person offer for recording any deed conveying such a parcel of land or any interest therein unless he shall first have or cause to have made a plat thereof, which plat must be approved by the city council and recorded in the office of the recorder of the County of Apache before such sale or exchange or purchase is effected. The approval of the final plat shall be obtained by complying with all of the requirements of this chapter.
- B. Land lying within three miles of the corporate limits of the city is subject to the provisions of Article 10-8 of this chapter and to the subdivision ordinance of the County of Apache, Arizona.

### ARTICLE 10-2 DEFINITIONS

In this chapter unless the context otherwise requires:





## CHAPTER 10 SUBDIVISIONS

- A. "Arterial street" means a street, existing or proposed, which serves or is intended to serve as a major traffic way and is designated as a major street on the comprehensive plan.
- B. "City planner - Planning and Zoning Administrator" means an Individual who has been appointed by the city council to work with the planning and zoning commission as its administrative officer.
- C. "Collector street" means a street, existing or proposed, which is supplementary to an arterial street and serves, or is intended to serve, between neighborhoods or areas within the city.
- D. "Easement" means the quantity of land set aside or over which a liberty, privilege or advantage in land without profit, existing distinct from the ownership of the land, is granted to the public or some particular person or part of the public.
- E. "Engineering drawings" means drawings showing typical cross-sections of streets and the details of location and size of sidewalks, curbs and gutters, storm sewers, water and sewer mains and other improvements to be installed within the subdivision.
- F. "Final plat" means a map or chart of the land-division which has been prepared in accordance with the provisions of this chapter and which has been accurately surveyed and such survey marked on the ground, so that streets, alleys, blocks, lots and other divisions thereof are identified.
- G. "Intervening property" means property located between the existing service facility and the territory within the subdivision.
- H. "Large scale development" means a tract of land which is planned and developed as a single entity wherein the requirements applying to all buildings and improvements are modified to conform to the approved plan and wherein the streets, driveways, parks and other common properties lying within the development are maintained by the owners of the lots.



## CHAPTER 10 SUBDIVISIONS

- I. "Metes and bounds" means the description of a lot or parcel of land by courses and distances.
- J. "Minor street" means a street, existing or proposed, which is supplementary to a collector street and of limited continuity which serves, or is intended to serve, the local needs of a neighborhood.
- K. "Off-site facilities" means facilities designed or located so as to serve other property outside of the boundaries of the subdivision, usually lying between the development and existing facilities.
- L. "On-site facilities" means facilities installed within, or on the perimeter of, the subdivision.
- M. "Over-size facilities" means facilities with added capacity designed to serve other property in addition to the land within the boundaries of the subdivision or development site.
- N. "Planning and zoning commission" means the duly appointed planning and zoning commission of the City of St. Johns, Arizona.
- O. "Preliminary plan" means a map or chart of a proposed land-division prepared in accordance with the provisions of this chapter.
- P. "Subdivided" means any person or legal entity laying out or making a land-division for the purpose of sale, offering for sale or selling for himself or others a subdivision or any part thereof.
- Q. "Subdivision" (or subdivided lands) means improved or unimproved land or lands divided for the purpose of financing, sale or lease, whether immediate or future, into four or more lots, tracts or parcels of land, or, if a new street is involved, any such property which is divided into two or more lots, tracts or parcels of land, or,



## CHAPTER 10 SUBDIVISIONS

any such property, the boundaries of which have been fixed by a recorded plat, which is divided into more than two parts. "Subdivision" also includes any condominium, cooperative, community apartment, townhouse or similar project containing four or more parcels, in which an undivided interest in the land is coupled with the right of exclusive occupancy of any unit located thereon, but plats of such projects need not show the buildings or the manner in which the buildings or airspace above the property shown on the plat are to be divided. "Subdivision" does not include the following:

1. The sale or exchange of parcels of land to or between adjoining property owners if such sale or exchange does not create additional lots.
  2. The partitioning of land in accordance with other statutes regulating the partitioning of land held in common ownership.
  3. The leasing of apartments, offices, stores or similar space within a building or trailer park, or mineral, oil or gas leases.
- R. "Vicinity plan" means a map or chart showing the relationship of streets and lands within a proposed subdivision to streets and lands in the surrounding area.

### ARTICLE 10-3 PROCEDURE FOR OBTAINING APPROVAL OF A SUBDIVISION

- |         |   |
|---------|---|
| 10-3-1  | Outline of Procedure  |
| 10-3-2  | Notification of City Manager of Proposed Development - Preapplication |
| 10-3-3  | Preparation of Vicinity Plan  |
| 10-3-4  | Planning and Zoning Commission Approval of Vicinity Plan              |
| 10-3-5  | Preparation of Preliminary Plan and Engineering Drawings              |
| 10-3-6  | Planning and Zoning Commission Approval of Preliminary Plan           |
| 10-3-7  | Final Plat Preparation and Presentation; Filing Fee                   |
| 10-3-8  | Planning and Zoning Commission Approval of Final Plat                 |
| 10-3-9  | Assurance of Performance  |
| 10-3-10 | City Council Approval of Final Plat                                   |



## CHAPTER 10 SUBDIVISIONS

### 10-3-11 Recording of Plat

#### Section 10-3-1 Outline of Procedure

The following steps or procedures must be followed in order to obtain approval of a subdivision:

- Step 1. Subdivider notifies city manager. City manager furnishes subdivider with platting requirements affecting the land to be subdivided.
- Step 2. Subdivider prepares vicinity plan and submits the same to the planning and zoning commission (three copies). Subdivider may also prepare and submit preliminary plan and engineering drawings with vicinity plan (6 copies).
- Step 3. Planning and zoning commission approves, disapproves or requires modification of vicinity plan. City planner advises planning and zoning commission.
- Step 4. Subdivider prepares preliminary plan and engineering drawings, if it has not already done so, and submits to planning and zoning commission (6 copies).
- Step 5. Planning and zoning commission submits copies of plan to city engineer and utility companies, then approves, disapproves or approves plan with modifications. City planner and city engineer and utility companies advise planning and zoning commission.
- Step 6. Subdivider prepares and submits final plat to planning and zoning commission. (One tracing, one permanently reproducible copy and three prints).
- Step 7. Planning and zoning commission approves, disapproves or approves final plat with modifications. City planner and city engineer advise planning and zoning commission.
- Step 8. Subdivider posts bond with city manager guaranteeing required improvements.



## CHAPTER 10 SUBDIVISIONS

- Step 9. Subdivider submits final plat to city council for approval.
- Step 10. City manager records plat in office of county recorder upon approval by city council.

### Section 10-3-2 Step 1. Notification of City Manager of Proposed Development Pre-application

A. Any person wishing to subdivide land within the city shall notify the city manager of such Intention. The city manager shall furnish information pertaining to the city's plan of streets, parks, drainage and zoning, and the extent of improvements which the subdivider will be required to construct along with other requirements affecting the land to be subdivided.

B. Note: Upon the appointment of a city planner, the said city planner shall be the authorized representative designated to furnish the information to subdivides.

### Section 10-3-3 Step 2. Preparation of Vicinity Plan

After the subdivider has discussed its proposed development with the city manager or with the city planner, if one has been appointed, it shall then prepare a vicinity plan at a scale of not smaller than one inch to five hundred feet and shall submit three copies of the same to the city planning and zoning commission, accompanied by a written application on a form furnished by the city manager or planner.

### Section 10-3-4 Step 3. Planning and Zoning Commission Approval of Vicinity Plan

The planning and zoning commission shall review and shall approve or disapprove the layout of the subdivision or approve it subject to modifications.



## CHAPTER 10 SUBDIVISIONS

### Section 10-3-5 Step 4. Preparation of Preliminary Plan and Engineering Drawings

- A. Upon approval of the vicinity plan by the planning and zoning commission, the subdivider shall prepare a preliminary plan of the subdivision and shall submit three copies of the plan to the planning and zoning commission, and one copy each to the electric and telephone utility companies and to the city engineer. The subdivider shall also submit a like number of engineering drawings showing:
1. Typical cross-sections of streets
  2. Designs and locations of curbs, gutters, sidewalks
  3. Location and size of both "on-site" and "off-site" water and sewer mains
  4. Any other information or material required by the planning and zoning commission.
- B. Note: Where a subdivider owns or controls more land than it wishes to develop immediately, the planning and zoning commission may require that a preliminary plan of the whole area be submitted, in which case the subdivider shall indicate on the preliminary plan the portion to be developed immediately and the portion to be held for future development. Whenever final approval has been obtained on any part of an approved preliminary plan, approval of the remaining part of said preliminary plan shall remain in effect for a period of one year and may be extended for another year by submitting the plan to the planning and zoning commission and obtaining approval from such commission.

### Section 10-3-6 Step 5. Planning and Zoning Comm. Approval of Prelim. Plan

- A. The planning and zoning commission shall obtain recommendations from the city planner and city engineer with respect to the plan, from the utility companies with respect to easements for utilities, and from the health officer with respect to water



## CHAPTER 10 SUBDIVISIONS

supply and sewage disposal in the event that the subdivision is not to be served by a public water supply and a public sewage disposal system.

- B. The planning and zoning commission shall then review and approve, disapprove or approve the plan with modifications and shall report their action to the city council. Approval or denial of the plan shall be based upon compliance or non-compliance with the city's comprehensive plan and zoning ordinance, and with the standards and conditions of approval as set forth herein, and as may be modified or extended by the city council or the planning and zoning commission.
- C. Action of the planning and zoning commission shall be written on the face of three copies of the plan, two of which shall be retained in the files of the city manager and one of which shall be returned to the subdivider.
- D. Approval of the preliminary plan by the planning and zoning commission constitutes authorization for the subdivider to proceed with the preparation of the final plat. If the preliminary plan is disapproved, the planning and zoning commission shall express its reasons therefor to the subdivider on the face of the copy of the plan which is returned to the subdivider. The city council shall have the power to overrule the planning and zoning commission's approval or disapproval provided it first expresses its reasons for so doing to the planning and zoning commission and gives the planning and zoning commission at least thirty days to respond.
- E. The preliminary plan, along with the engineering drawings, may be presented to the planning and zoning commission at the same time as the vicinity plan.

### Section 10-3-7 Step 6. Final Plat Preparation and Presentation; Filing Fee

- A. After the preliminary plan has been approved, the subdivider shall then, prepare and submit one tracing, one permanently reproducible copy and three prints of the final plat of the subdivision to the planning and zoning commission. A written application for approval of the final plat on forms furnished by the planning and zoning commission shall also be submitted with the final plat.



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- B. The permanently reproducible copy shall be filed in the office of the city manager.
- C. In the case of subdivisions located within the city, a checking fee shall be charged in accordance with a schedule to be adopted from time to time by the council and shall be submitted to the planning and zoning commission along with the final plat.
- D. All field measurements shall close within 0.05 feet in 100 feet

### Section 10-3-8 Step 7. Planning and Zoning Commission Approval of Final Plat

- A. The planning and zoning commission shall obtain the recommendation of the city planner, if one has been appointed, and the city engineer with respect to the final plat and shall review, approve, disapprove or approve the plat with modifications. Recommendations from the health officer shall also be obtained whenever all or part of the subdivision will not be served by a public water and sewer system. Approval of the final plat shall be based upon compliance with the approved preliminary plan, and with all other standards and conditions which the city has adopted with respect to subdivisions.
- B. Minutes of the planning and zoning commission shall show the action taken. If approved, the chairman or his authorized representative shall sign the plat and shall indicate the date of approval. The original tracing of the final plat shall then be returned to the subdivider.

### Section 10-3-9 Step 8. Assurance of Performance

The subdivider shall then post a bond or other assurance with the city manager in an amount which is at least equal to the cost of constructing all required improvements plus ten percent as determined by the city engineer. The purpose of the bond shall be to guarantee that the improvements will be installed and paid for without cost to the city within two years from the date of approval.





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### Section 10-3-10 Step 9. City Council Approval of Final Plat

The final plat shall then be submitted to the city council for its approval or disapproval or approval with modifications.

### Section 10-3-11 Step 10. Recording of Plat

Upon approval of the final plat by the city council, the city manager shall submit the final plat tracing bearing all required signatures and approvals to the Apache County Recorder. No lot shall be sold within such subdivision until the plat has been so approved and recorded. Approval of the final plat by the planning and zoning commission shall not be deemed as the acceptance of the dedication of any street, public way or ground by the city. Such dedication shall occur only upon approval by the city council and the recording of the approved plat. In the event that the subdivision lies in the unincorporated area of the county, but within three miles of the corporate boundaries of the city, the final plat must be endorsed by the Board of Supervisors of Apache County.

## ARTICLE 10-4 PLANNING, DEVELOPMENT AND IMPROVEMENT REQUIREMENTS

- 10-4-1 Vicinity Plan and Preliminary Plan
- 10-4-2 Streets and Alleys
- 10-4-3 Blocks
- 10-4-4 Lots
- 10-4-5 Design Specifications
- 10-4-6 Improvement Requirements
- 10-4-7 Costs and Charges in Connection with the of Subdivisions
- 10-4-8 Environmental Impact Statement

### Section 10-4-1 Vicinity Plan and Preliminary Plan

- A. Vicinity Plan. The purpose of the vicinity plan is to show how the streets and utilities within the subdivision will be coordinated with streets and utilities in the surrounding area. The vicinity plan shall show a simple sketch of the proposed layout of streets, lots



## CHAPTER 10 SUBDIVISIONS

and other features, in relation to the existing and planned streets within at least one-fourth mile of the subdivision. The plan may be pencil sketch or may be made directly on an aerial photograph. The plan shall be prepared at a scale of not smaller than one inch to five hundred feet.

- B. Preliminary Plan. The preliminary plan shall be drawn to a scale of one inch to one hundred feet and shall show:
1. The proposed name of the subdivision.
  2. The location of the subdivision as forming a part of a larger tract or parcel where the plan submitted covers only a part of the subdivided tract.
  3. The names and addresses of the subdivides the engineer or surveyor of the subdivision and the owners of the land immediately adjoining the land to be subdivided.
  4. Information sufficient to locate accurately the property shown on the plan, with reference to survey markers or monuments.
  5. Contour map at one foot intervals, when required by the planning and zoning commission.
  6. The boundary lines of the tract to be subdivided.
  7. The location, width and other dimensions of all existing or platted streets and other important features such as water courses, exceptional topography and buildings within the tract and within two hundred feet of the tract to be subdivided.
  8. Existing sanitary facilities, sewers, storm drains, water supply mains and bridges within the tract or within two hundred feet thereof. The location, width and other dimensions of proposed streets, alleys, easements, parks and other open



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spaces with proper labeling of spaces to be dedicated to the public.

9. North Point, scale and date.
10. Engineering drawings, including typical cross-sections, plans or written statements regarding the width and type of proposed road surfacing, sanitary facilities, sewers, drainage facilities and other proposed improvements, such as sidewalks, curbs and gutters, parks and fire hydrants.
11. An indication of the intended use of each lot in the subdivision.
12. Copies of protective covenants or other documents limiting the use of the land or lots within the subdivision.

### Section 10-4-2 Streets and Alleys

#### A. Streets.

Arterial and collector streets shall conform to the widths as shown in the comprehensive plan adopted by the city council. Wherever there is any doubt regarding the required width of any street or highway, the following dimensions shall apply:

1. Minor street dedications shall have a minimum width of sixty feet or other city requirement, whichever is greater.
2. Collector street dedications shall have a minimum width of sixty feet or other city requirement, whichever is greater.
3. Arterial street dedications shall have a minimum width of eighty feet or other city requirement, whichever is greater.
4. State and federal highways shall have widths as required by the appropriate agency.



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5. Minimum width of roadway wherever curb and gutters are installed (face to face of curb) shall be as follows:
    - a. For minor or local streets - forty feet or other city requirement, whichever is greater.
    - b. For collector streets - forty feet or other city requirement, whichever is greater.
    - c. For arterial streets - sixty feet or other city requirement, whichever is greater.
- B. **Alleys.**
1. Alleys may be provided in residential areas and shall be provided in business areas, except that the commission may waive this requirement where other definite and assured provision is made for service access such as off-street loading, unloading and parking consistent with and adequate for the uses proposed.
  2. The width of alleys shall be 20 feet or more.
  3. Alley intersections and sharp changes in alignment shall be avoided.
- C. **Cul-de-Sacs.** Cul-de-sacs (dead-end streets) shall be used only where unusual drainage or land ownership configurations exist which make other designs undesirable. Each cul-de-sac shall have a minimum dedicated width of fifty feet and must be terminated by a turn-around which has a dedicated diameter of not less than one hundred feet. Surface water must drain away from the turn-around, except that where surface water cannot be drained along the street away from the turn-around due to the grade, necessary catch basins and drainage easements shall be provided.



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- D. Easements. Where alleys are not provided, easements of not less than eight feet on each side of all rear lot lines and side lines will be required where necessary for poles, wire, conduits, storm or sanitary facilities, sewers, gas and water mains and other public utilities. Easements of greater width may be required along property lines where necessary for surface over-flow or for the extension of main sewers or similar utilities.
- E. Reverse Curves. Reverse curves shall have a tangent of at least one hundred feet, unless in the opinion of the planning and zoning commission such is not necessary.
- F. Street Intersection. Streets shall intersect each other as nearly as possible at right angles. Minor streets shall approach the arterial or collector streets at an angle of not less than eighty degrees. Off-sets in street alignment between ten feet and one hundred twenty feet shall be prohibited.
- G. Street Grades. Minimum street grade of 0.5% will be required, except that the planning and zoning commission shall have the power to require a steeper grade when in the opinion of the city engineer the best development of the land is thereby secured.
- J. Street Curves. Where the street lines within a block deflect from each other at any one point more than ten degrees, there shall be a connecting curve. The radius of the curve for the inner street line shall be not less than three hundred fifty feet for arterial streets, two hundred fifty feet for collector streets and one hundred feet for minor streets.
- I. Curbs. Curbs at all intersections shall be rounded with curves having a minimum radius of twenty-five feet. Property lines at street intersections shall be rounded with a curve where necessary.
- J. Street Names. New street names shall not duplicate those already existing and shall be approved by the planning and zoning commission and the council. A street, obviously a continuation of another already in existence, shall bear the same name.



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- K. Street Dedications. All streets shall be dedicated for public use, except in an approved large scale development where a property owners association has been established which will maintain the streets in a manner comparable to streets that are maintained by the city. The dedication of half streets in any subdivision is prohibited, except on the borders of subdivisions.
- L. Relation to Adjoining Street System. The arrangement of streets in new subdivisions shall make provision for the continuation of the existing streets in adjoining areas (or their proper protection where adjoining land is not subdivided) at the same or greater width (but in no case less than the required minimum width) unless variations are deemed necessary by the planning and zoning commission. Where the planning and zoning commission determines that it is desirable to provide for street access to adjoining property in order to provide an orderly development of a street system, proposed streets shall be extended by dedication to the boundary of such property.

### Section 10-4-3 Blocks

- A. Length. The maximum length of blocks shall be thirteen hundred feet and the minimum length of blocks shall be four hundred feet. In blocks over eight hundred feet in length, the sub-divider may be required to dedicate a passageway or alley through the block at approximately the center of the block. Such passageway or alley shall not be less than twenty feet in width.
- B. Width. The width of blocks shall be sufficient to allow two tiers of lots.
- C. Use. Blocks intended for business and industrial use shall be designed especially for such purposes with adequate space set aside for off-street parking and delivery facilities, and for loading and unloading.

### Section 10-4-4 Lots

- A. Building Sites. The lot arrangement, design and shape shall be such that lots will provide a compact body of land for buildings and be properly related to topography



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and conform to requirements set forth herein. Lots shall not contain peculiarly shaped elongations solely to provide necessary square footage which would be unusable for normal purposes.

- B. Lot Sizes. All lots shown on the final plat must conform to the minimum requirements of the zoning ordinance (for the zone in which the subdivision is located), unless an amendment in the zoning ordinance or map has been obtained prior to approval of the final plat.
- C. Lots Must Abut on Public Streets. Each lot shall abut on an approved street or on an existing publicly dedicated street which is more than twenty-six feet wide, except when approved by the planning and zoning commission as a large scale development. Interior lots having frontage on two streets shall be prohibited, except where topographic conditions make such design desirable.
- D. Corner Lots. Corner lots shall have dimensions sufficient for the maintenance of required building set-back lines on both streets, with sufficient area to comply with area requirements of the zone in which the subdivision is located.
- E. Angle of Lots. Side lines of lots shall be approximately at right angles or radial to the street line, except where conditions make it advisable to have side lot lines deflect at sharper angles.
- F. Parts of Lots. All remnants of lots below minimum size, left over after subdividing a larger tract, must be attached to adjacent lots, rather than be allowed to remain as unusable parcels.
- Q. Divided Lots. Where the land covered by a subdivision includes two or more parcels in separate ownership and the lot arrangement is such that a property ownership line divides one or more lots, the land in each lot so divided shall be transferred by deed to single ownership before approval of the final plat, and such transfer recorded in the county recorder's office before being certified to the planning and zoning commission by the subdivides



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### Section 10-4-5 Design Specifications

#### A. **Design Standards and Specifications for Roadway Construction**

##### 1. Definitions.

a. "Arterial Streets" shall mean streets that serve as the principal network of traffic flow throughout the urban area. They provide direct service to the principal traffic generators—the central business district, major employment centers, goods distribution and transfer centers, transportation terminals, etc.—and interconnect all portions of the urban area. They also provide connections to and extensions of rural arterial or rural collector highways, such provision including both internal penetration routes and circumferential or bypass routes, as applicable.

b. "Collector Streets" shall mean streets that collect traffic from the local streets and channel it into the arterial system, naturally performing the reciprocal function (distributing arterial traffic to local streets as well). Collectors are spaced at reasonably regular intervals to fulfill this function and also to provide necessary cross--connections between arterials. Collectors also provide direct service to neighborhood traffic generators not served by arterial streets.

c. "Minor Streets" shall mean streets whose principal purpose is to provide access to property located along their immediate length. Such property may be of residential, commercial or other use. The localized nature of the traffic, and not the specific land use, is the criterion.

#### B. Administration.





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The City Clerk or authorized representative, as designated by the City Council, is charged with the duties of administrating all roadway design standards and construction specifications.

- C. Specifications for the design of street sub-base, base, hard-surfacing, curb and gutters, sidewalks and the treatment of drainage courses shall comply with standards and specifications as adopted by the city council. Any specification or requirement of the city for the design or construction of any portion of the subdivision or any improvement thereto, which specification or requirement is greater than that set forth In this chapter, shall be binding upon the subdlvider.

### Section 10-4-6 Improvement Requirements

The city council shall not approve a final plat until the subdlvider provides a bond or other assurance satisfactory to the council that improvements will be installed. The purpose of the bond or other assurance Is to insure construction of the required improvements within two years from date of approval of the subdivision without cost to the city. Said required improvements shall include:

- A. The grading, graveling, hard-surfacing and installation of culverts in compliance with standards and specifications as adopted by the city.
- B. The installation of water lines, fire hydrants, water meters, sewer and gas lines in compliance with standards and specifications as adopted by the city.
- C. Underground electric and telephone lines, where feasible and where required by the city.
- D. The installation of survey monuments in accordance with standards and specifications as adopted by the city.



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### Section 10-4-7 Costs and Charges In Connection with the Development of Subdivisions

Cost of Improvements which are required under the provisions of this chapter, as well as the cost of other improvements which the subdivider may install, shall be the sole responsibility of the subdivider, except in circumstances In which the city agrees to share any expenses.

### Section 10-4-8 Environmental Impact Statement

A statement shall be prepared by a registered professional engineer or other qualified person and submitted to the planning and zoning commission indicating or describing the measures that will be taken with respect to each of the following services:

- A. Control of erosion within the subdivided area.
- B. Provision for potable water for the occupants of the subdivision.
- C. Provision for the proper disposal of solid and liquid wastes that will likely come from the occupants of the subdivision when it is fully developed.
- D. Prevention of fire and control of dust.
- E. Prevention of the accumulation of noxious weeds or debris.
- F. Preservation of the existing vegetation or the establishment of new vegetation.

### ARTICLE 10-5 PLATTING REQUIREMENTS - FINAL PLATS

- A. A final plat shall be prepared for all subdivisions. The plat shall consist of a sheet of approved tracing linen or Mylar having outside or trim line dimensions of twenty-four by twenty-six inches or as otherwise approved by the council. The border line of the plat shall be drawn in heavy lines, leaving a margin of at least one and one-half inches



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on the left-hand side of the sheet for binding and at least one-half inch on the other three sides of the sheet. The plat shall be so drawn that the top of the sheet either faces North or West, whichever accommodates the drawings better. All lines, dimensions and markings shall be made on the tracing linen with approved waterproof black "India Drawing Ink" or equivalent. The actual map shall be made on a scale of one inch to one hundred feet unless approved otherwise by the planning and zoning commission. Details and the workmanship on finished drawings shall be neat, clean cut and readable.

- B. The subdivider shall also furnish the planning and zoning commission with one permanently reproducible copy and three prints of the final plat when submitting the tracing.
- C. The final drawings or plats shall contain the following information:
  - 1. Subdivision name and the general location of the subdivision. A north point and scale on the drawing and the date.
  - 2. Accurately drawn boundaries, showing the proper bearings and dimensions of all boundary lines of the subdivision, properly tied to public survey monuments. Said lines should be slightly heavier than street and lot lines.
  - 3. The names, width, length, bearings and curve data on center lines of proposed public streets, alleys or easements; also the boundaries, bearings and dimensions of all portions within the subdivision, as intended to be dedicated to the use of the public; the lines, dimensions, bearings and numbers of all lots, blocks and parks reserved for any reason within the subdivision. All lots and blocks are to be numbered consecutively under a definite system. All proposed streets shall be named or numbered in accordance and in conformity with the street naming and numbering system of the city.
  - 4. The location of all required monuments.
  - 5. The description and locations of all monuments set and established by the



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county or the United States government that are adjacent or near the proposed subdivision.

6. The standard forms approved by the planning and zoning commission lettered for the following:
  - a. Description of land to be included in subdivision.
  - b. Registered professional engineer's or land surveyor's "Certificate of Survey".
  - c. Owner's dedication.
  - d. Notary public's acknowledgment.
  - e. Planning and zoning commission's certificate of approval.
  - f. The city council's certificate of acceptance attested by the city manager.

### ARTICLE 10-6 GUARANTEE OF PERFORMANCE

- 10-6-1 Type and Amount of Guarantee
- 10-6-2 Duration
- 10-6-3 Default
- 10-6-4 Final Inspection and Release

#### Section 10-6-1 Type and Amount of Guarantee

The type of guarantee shall be in the form of a performance bond, or other assurance equal to the cost of the required improvements, plus ten percent as determined by the city engineer. The subdivider shall furnish an estimate of the cost of constructing the required improvements. Said estimate shall be prepared by an engineer registered to practice in the State of Arizona and approved by the city engineer.



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### Section 10-6-2 Duration

- A. The duration of the performance bond or other assurance shall be as agreed by developer and city council. In no event shall completion of performance exceed more than two years from the date of approval of the final plat of the subdivision by the city council.
- B. An extension of time may be granted by the city council upon application by the subdivider, provided such application is submitted at least sixty days prior to the expiration of the bond or other assurance and provided the issuer of the bond or other assurance is willing to extend the time of the assurance.

### Section 10-6-3 Default

In the event that the subdivider defaults or fails or neglects to satisfactorily install the required improvements within the time specified from the date of approval of the final plat by the city council, the city council may declare the bond or other assurance forfeited and the city may install the required improvements or cause the required improvements to be installed, using the proceeds of the collection of the bond or other assurance to defray the expense thereof. The subdivider shall be responsible for any additional costs incurred by the city in the actions set forth above.

### Section 10-6-4 Final Inspection and Release

The subdivider shall be responsible for the quality of all materials and workmanship. One year after the completion of the work, the city manager or authorized representative shall make a preliminary inspection of the improvements and shall submit a report to the city council, setting forth the condition of such facilities. If all liens are paid, and other conditions thereof are found to be satisfactory, the city council shall release the bond. If the condition of materials or workmanship shows unusual depreciation or does not comply with the city standards, the city council may declare the subdivider in default.



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### ARTICLE 10-7 GENERAL REQUIREMENTS

- 10-7-1 School Sites; Other Public Places
- 10-7-2 Construction and Maintenance of Private Roads and Driveways
- 10-7-3 Work to be Done by Engineer or Surveyor
- 10-7-4 Continuity of Dead-End Streets Protected

#### Section 10-7-1 School Sites; Other Public Places

In subdividing property, consideration shall be given to sites for schools, parks, playgrounds and other areas for public use, as shown on the city's comprehensive plan. Any provision for such open spaces shall be indicated on the preliminary plan in order that it may be determined in what manner such areas will be dedicated to, or acquired by, the appropriate agency.

#### Section 10-7-2 Construction and Maintenance of Private Roads and Driveways

- A. The city shall not have any responsibility to open, grade, pave or perform any maintenance work on any private or undedicated streets or alleys, nor shall it have any responsibility for laying utility lines in any street which has not been accepted by the city council as a public street or alley, or which has not received approval of the city council as part of a final plat of a subdivision.
- B. The city shall not accept or maintain streets or other public ways unless said streets have been constructed in accordance with standards and specifications which have been adopted by the city council.

#### Section 10-7-3 Work to be Done by Engineer or Surveyor

All engineering work and surveying of property must be done by or under the direction of a registered professional engineer and land surveyor, respectively, registered in the State of Arizona



## CHAPTER 10 SUBDIVISIONS

### Section 10-7-4 Continuity of Dead-End Streets Protected

Whenever a proposed subdivision has a street which terminates against private property of an individual, other than the subdivides a strip of land at least one foot wide across the entire end of the subdivider's proposed street and on the subdivider's property must be platted as a lot, and said lot shall be deeded to the city as a lot in the proposed subdivision for future street purposes.

### ARTICLE 10-8 SUBDIVISION OF LAND WITHIN THREE MILES OF THE CITY LIMITS

- 10-8-1 Written Notice of Intent to Subdivide
- 10-8-2 Submission of Preliminary Plan
- 10-8-3 Projection of Streets and Alleys: Costs
- 10-8-4 Written Report by City
- 10-8-5 Duty of Subdivides Map
- 10-8-6 Additional Contents of Map
- 10-8-7 Filing of Map or Plat
- 10-8-8 Hearing by the Board of Supervisors
- 10-8-9 Appearance by City
- 10-8-10 Approval by the Board of Supervisors
- 10-8-11 Amendments to Plat
- 10-8-12 Non-acceptance by Owner; Projection Expenses
- 10-8-13 Subdivision Name
- 10-8-14 Limitation of Name of Subdivision
- 10-8-15 Title to Property Reserved to Public Use
- 10-8-16 Conveyance by Reference to Plat; Restriction

### Section 10-8-1 Written Notice of Intent to Subdivide

When the owner of land, the whole or part of which lies in the unincorporated area within three miles of the corporate limits of the city, desires to subdivide such land, it shall file an



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application with the city planning and zoning commission on forms furnished by the commission.

### Section 10-8-2 Submission of Preliminary Plan

In addition to the written notice, the subdivider shall submit to the planning and zoning commission a preliminary plan of the land showing the manner in which it desires to subdivide the land.

### Section 10-8-3 Projection of Streets and Alleys: Costs

The city may, if it desires that the streets or alleys of the tract conform with the projected streets or aileys of the city, project the lines of such streets and alleys to the nearest outer boundary lines of the subdivision and thereon mark the same. The city shall supply the subdivider with the courses of the lines.

### Section 10-8-4 Written Report by City

The city may submit a written report to the subdivider, recommending changes in the submitted plan of the location or dimension of streets, alleys, parks, easements for rights-of-way or property intended to be devoted to the use of the public. One copy of such report shall be furnished to the Board of Supervisors of Apache County.

### Section 10-8-5 Duty of Subdivider; Map

The subdivider, when furnished with a written report or the projection of street and alley lines or both, shall cause the land to be subdivided into lots, blocks, streets, alleys, parks and parkways so as to reasonably conform to the report and projected lines and the courses thereof, and shall prepare in duplicate an accurate map or plat thereof on cloth, drawn and attested to by a civil engineer from his survey of the ground. The engineer shall, in making the surveys, leave sufficient permanent monuments so that another surveyor or engineer may retrace his work. The nature and location of the monuments shall **be** plainly shown on the map.





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### Section 10-8-8 Additional Contents of Map

The final plat shall particularly set forth and describe:

- A. Parcels of ground within the tract or subdivision to be used for public purposes or offered for dedication for public uses and their dimension, boundaries and courses.
- B. Evidence that the proposed use of land and size of lots conforms to the provisions of the zone in which the land is located.
- C. Either by number or letter, lots intended for sale or reserved for private use, and their dimensions, boundaries and courses.
- D. The location of the subdivision and lots therein with reference to adjacent subdivisions, the maps and plats of which have been previously recorded, or if none, then with reference to corners of a United States survey, or if on land un-surveyed by the United States, then to some prominent artificial monument established for such purpose.

### Section 10-8-7 Filing of Map or Plat

One copy of the map or plat shall be filed with the city manager and the other copy filed with the Board of Supervisors of Apache County, together with an application for the approval of the map or plat.

### Section 10-8-8 Hearing by the Board of Supervisors

Pursuant to statutes, the board of supervisors may set the application for hearing as provided in A.R.S. § 9-475.

### Section 10-8-9 Appearance by City

Representatives of the city may appear at the hearing and show cause why the application should not be granted.



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### Section 10-8-10 Approval by the Board of Supervisors

Pursuant to statutes, if it appears to the board of supervisors that the plan or map reasonably conforms to legal requirements and to the provisions of the comprehensive plan, it may approve and endorse the approval upon the map or plat and transmit it to the county recorder for filing.

### Section 10-8-11 Amendments to Plat

If, at the hearing, it is determined by the board of supervisors that corrections, additions or amendments in any respect must be made to the map or plat, then the map or plat shall be prepared by the subdivider in accordance with the amendments, corrections or additions, and the consent of the subdivider and the board of supervisors may be endorsed thereon and filed with the county recorder.

### Section 10-8-12 Non-acceptance by Owner; Projection Expenses

If the subdivider declines to accept the amendments, additions or corrections, it shall pay to the city the actual engineering expenses incurred in the preparation of the projections.

### Section 10-8-13 Subdivision Name

A name, title or designation of the subdivision shall be placed on the plat and acknowledgment thereof shall be made by the subdivider.

### Section 10-8-14 Limitation of Name of Subdivision

No title, name or designation shall be given that is the same as that of a subdivision in the city.

### Section 10-8-15 Title to Property Reserved to Public Use

Upon the filing of the plat or map, the fee of all streets, alleys, parks and other parcels of ground reserved therein to the use of the public shall vest in the public.



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### Section 10-8-16 Conveyance by Reference to Plat; Restriction

No property shall be sold or described in a conveyance or other instrument by reference to any map or plat of a subdivision comprehended within the provisions of Title 9, Chapter 4, Article 7, Arizona Revised Statutes unless the map or plat has been prepared and filed under the provisions of said article.

### ARTICLE 10-9 PENALTY

- A. It is unlawful for any person, firm or corporation to transfer or sell any lot or land in a subdivision within the corporate limits of the city, as defined in this chapter, which subdivision has not been approved by the city council as provided herein and recorded in the office of the Apache County Recorder.
- B. The description of such lot or parcel of land by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties as are provided for violation of this code, or from the remedies provided.
- C. The city may enjoin such transfer or sale or agreement by action for injunction brought in any court of equity jurisdiction or may recover any penalty by civil action in any court of competent jurisdiction.



## **CHAPTER 11 WATER AND SEWER**

### **CHAPTER 11 WATER AND SEWER**

#### **ARTICLE 11-1 ADMINISTRATION OF WATER AND SEWER**

11-1-1 Management of Water and Sewer Systems

11-1-2 Receipts and Deposits

##### **Section 11-1-1 Management of Water and Sewer Systems**

The council may from time to time by ordinance or resolution, as may be appropriate, establish, amend and delete regulations to govern the city water and sewer systems. The city manager shall make such other rules as may be necessary to properly administer and enforce this chapter.

##### **Section 11-1-2 Receipts and Deposits**

The manager shall keep a correct account of all receipts, make out all bills for water and sewer service and materials furnished to consumers, collect the same, and deposit the proceeds so collected to the credit of the city, and in accordance with the direction of the council.

#### **ARTICLE 11-2 APPLICATION FOR SERVICE**

11-2-1 Application for Water and Sewer Service

11-2-2 Grounds for Rejection of Application

11-2-3 Violation of Application Provisions

##### **Section 11-2-1 Application for Water and Sewer Service**

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Application for the use of water and sewer service shall be made in person, at the city hall, to the manager by the owner or agent of the property to be benefited, designating the location of the property and stating the purpose for which the water and sewer may be required.



## **CHAPTER 11 WATER AND SEWER**

### **Section 11-2-2 Grounds for Rejection of Application**

The city may reject any application for water service for any good and sufficient reason including the following: service not available under a standard rate; service which involves excessive service expense; service which may affect the supply to other consumers; service when the applicant is delinquent in payment of bills incurred for service previously supplied at any location; violation by the applicant or proposed user of any provision of Chapters 8, 10 or 11 of this code or of the city's zoning code; nonconformance of the property to which service applied for would be supplied, with any provision of this code or of the city's zoning code.

### **Section 11-2-3 Violation of Application Provisions**

For violation of any of the provisions relating to application for or provision of service, the city shall, at the expiration of fifteen days after mailing written notice to the last known address of the consumer and providing an opportunity for a hearing, at its option, remove the meter and discontinue service. Where the meter is thereafter reinstalled, the consumer shall first pay to the city a reinstallation charge which shall be set by resolution of the council.

## **ARTICLE 11-3 DEPOSIT**

- 11 -3-1       Deposit Required
- 11-3-2       Payment Responsibility

### **Section 11-3-1 Deposit Required**

A deposit as established by resolution of the council or, at the option of the manager a deposit equal to not less than twice the estimated amount of the probable monthly bill shall be charged for service before such service commences to applicants who rent or lease and occupy the premises for which such service shall be provided. Deposits shall be non-interest bearing and shall be refunded to the consumer upon discontinuance of service and payment of charges, provided that charges may be deducted from said security deposit before the refund is made.



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### Section 11-3-2 Payment Responsibility

When a deposit is made, the individual in whose name such deposit is made shall be responsible for payment of all bills incurred in connection with the service furnished. The owner of the premises to which services are provided and any other person who has control of said premises shall also be responsible for payment of all bills incurred in connection with the services furnished.

### ARTICLE 11-4 DISCONTINUANCE OF SERVICE

11-4-1 Notice Required

11-4-2 Discontinuance Under Certain Conditions

#### Section 11-4-1 Notice Required

Any person who desires to discontinue the use of water service shall file written notice with the manager at least three working days in advance of intended termination of service. Responsibility for services extends to the time of departure or to the time specified for departure, whichever occurs last.

#### Section 11-4-2 Discontinuance Under Certain Conditions

The city may discontinue services under any of the following conditions:

- A. To prevent fraud or abuse.
- B. Upon violation or disregard of any city rule pertaining to services.
- C. To facilitate emergency repairs.
- D. When there is an insufficient supply caused by factors outside the control of the city.
- E. To secure or comply with any legal process.
- F. Upon the proper direction of public authorities.
- Q. Upon any local emergency requiring emergency measures.



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- H. Upon tampering with meter by the consumer.
- I. Upon nonpayment of any bill as provided in Section 11-5-4.
- J. Upon failure of any user to give the city sufficient access to the user's property or to protect city's property or equipment connected with the provision of service.
- K. Upon violation by any user of any provision of Chapters 8, 10 or 11 of this code or of the city's zoning code.
- L. Nonconformance of the property to which services are supplied, with any provision of this code or of the city's zoning code.

### ARTICLE 11-5 RATES AND BILLS

- 11-5-1 Water Rates
- 11-5-2 Sewer Rates
- 11-5-3 Minimum Rate
- 11-5-4 Water and Sewer Bills
- 11-5-5 Incorrect Bill
- 11-5-6 Turn Off and Turn On

#### Section 11-5-1 Water Rates

All water sold by the city shall be sold at monthly rates to be determined by the city council by resolution and shall provide for a minimum charge both inside and outside the corporate limits and a charge per thousand gallons above the minimum charge.

#### Section 11-5-2 Sewer Rates

All sewer service shall be billed at monthly rates to be determined by the city council by resolution and may provide for different rates, depending upon the type of connection.

#### Section 11-5-3 Minimum Rate



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Service for a time period less than a month shall be charged at the minimum monthly rate, plus additional charge for any usage above the minimum charge usage.

### Section 11-5-4 Water and Sewer Bills

A. Water meters shall be read by a date to be set by the city council, and a separate bill shall be rendered for each meter and mailed on a date to be set by the council. All bills shall include sewer charges, when applicable, and such other charges for other city services as may be authorized by the council. Bills shall become delinquent on a date to be set by the council.

B. If any amount due to the City under this section or any other section of the code is delinquent for more than thirty days, a delinquency notice shall be sent to the address on the City records. If the customer is delinquent for more than sixty days an additional delinquency notice will be sent, and if a payment is not made within thirty days following the mailing of the second delinquency notice all service may be immediately disconnected and the customer's account closed. Discontinued service may be reconnected only after payment of all amounts due to the City under any provision of this code including any amounts accruing since the latest billing from the City, and including reconnection charges, any legal fees incurred, a new deposit fee and any other charges and expenses incurred by the City in connection with any action on said account. Any existing deposit on the account would be applied to any balance due on the account. If any amount of the deposit remains, it will be refunded to the account holder after all of the aforesaid deductions. If there is any remaining balance due to the City, that amount would be referred for collection. All parties listed on an account shall be jointly and severally liable for any payment due under this section. Furthermore interest on any unpaid balance which is overdue by more than thirty days shall carry interest from the date the balance was due at the rate of 10% per annum until paid in full.

C. Prior to terminating service for nonpayment of amounts due, the city will give written notice to the consumer and provide an opportunity for a hearing for such consumer with a city officer as designated by the council.





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D. The city may charge the consumer for any applicable transaction privilege taxes in addition to the regular water and sewer rates.



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### Section 11-5-5 Incorrect Bill

Any consumer may present a claim to the city if he believes that he may have received an incorrect bill. Such claim shall be presented in person at the city hall before such bill becomes delinquent, provided that the consumer may make a claim following payment of his bill and his payment shall not prejudice his claim. Such claim shall not exempt the consumer from delinquency penalties if he fails to pay his bill on time.

### Section 11-5-6 Turn On and Turn Off

The council shall by resolution set a charge for each turn on and each turn off of service.

### Section 11-5-7 Commencement and Application of Charges

The city shall commence service charges for a consumer when the water meter is installed and the water or sewer connection is made, regardless of whether or not water or sewer service is used.

## ARTICLE 11-6 METERS

- 11-6-1 General Provisions
- 11-6-2 Installation Fee
- 11 -6-3 Meter Readings
- 11-6-4 Meter Tests

### Section 11-6-1 General Provisions

- A. All water sold by the city shall be metered by meters which shall be owned and kept in repair by the city.
- B. The city may install a water meter on the property line or on the consumer's property in such location as deemed necessary and which is conveniently accessible by a meter reader.



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C. Pipes and equipment for water and sewer service belonging to the consumer shall be so arranged as to permit the placing of a single water meter and a single sewer connection for that property convenient to the city. If the pipes and equipment belonging to the consumer are not arranged to permit such placement of a meter and sewer connection, and additional meters or connections are required, each such additional meter shall be considered as an additional account and shall be so billed.

D. When two or more meters are installed on the same premises for different consumers, they shall be closely grouped and each meter shall be clearly marked as to the consumer to whom it belongs.

### Section 11-6-2 Installation Fee

The fee for a water meter installation shall be set by resolution of the council and may provide for different rates for different size meters.

### Section 11-6-3 Meter Readings

A. If a water meter fails to operate or for any reason a reading cannot be taken, a bill will be made by the city in an amount based on the average monthly billing of the previous three months.

B. Any consumer may request and have the city perform a special reading of his water meter. If the special reading indicates that the regular meter reading was incorrect, an adjustment shall be made for the current billing period.

### Section 11-6-4 Meter Tests

Any consumer may, upon written application, have his meter tested for accuracy by the city. If the meter registers a deviation from accuracy greater than three percent, an adjustment shall be made in the water service charges for a total period not longer than the then current period and the monthly period immediately preceding. All inaccurate and defective meters shall be replaced by the city immediately when detected.



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### ARTICLE 11-7 ADMINISTRATION OF SEWER SYSTEM

11-7-1 Purpose; Scope

11-7-2 Liquid Waste Disposal Policy

11-7-3 Superseding Previous Regulations

11-7-4 Definitions

#### Section 11-7-1 Purpose; Scope

A. The purpose of this article and Articles 11-8, 11-9, 11-10 and 11-11 are to provide for the maximum possible beneficial public use of the city's sewer facilities through regulation of sewer construction, sewer use and industrial wastewater discharges, to provide for equitable distribution of the city's costs and to provide procedures for complying with requirements placed upon the city by other regulatory agencies.

B. This article and Articles 11-8, 11-9, 11-10 and 11-11 shall be interpreted in accordance with the definitions set forth herein and shall apply to the direct or indirect discharge of all liquid-carried wastes to facilities of the city. It provides, among other things, for regulation of sewer construction, the quantity and quality of discharged wastes, the degree of waste pretreatment required, the setting of waste discharge fees to provide for equitable distribution of costs, the approval of plans for sewer construction, the issuance of permits and the establishment of penalties for violation of this article and Articles 11-8, 11-9, 11-10 and 11-11.

#### Section 11-7-2 Liquid Waste Disposal Policy

Generally, liquid wastes originating within the city will be removed by the city's sewerage system, provided the wastes will not:

- A. Damage structures;
- B. Create nuisance such as odors;
- C. Menace public health;



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- D. Impose unreasonable collection, treatment or disposal costs on the city;
- E. Interfere with wastewater treatment processes;
- F. Exceed quality requirements set by regulatory government agencies; or
- Q. Detrimentially affect the local environment.

### Section 11-7-3 Superseding Previous Regulations

This article and Articles 11-8, 11-9, 11-10 and 11-11 shall supersede all previous regulations and policies of the city which are inconsistent with this article and Articles 11-8, 11-9, 11-10 and 11-11, but shall not supersede any that are consistent herewith or that place more stringent restrictions upon use of the sewer system or more stringent requirements upon customers of the system.

### Section 11-7-4 Definitions

In this article and Articles 11-8, 11-9, 11-10 and 11-11 unless the context otherwise requires:

- A. "BOD" or "biochemical oxygen demand" means the measure of decomposable organic material in domestic or industrial wastewaters as represented by the oxygen utilized over a period of five days at 20°C and as determined by the appropriate procedure in "Standard Methods".
- B. "Chlorine demand" means the difference between the amount of chlorine added to a wastewater sample and the amount remaining at the end of a thirty minute period as determined by the procedures given in "Standard Methods".
- C. "COD" or "chemical oxygen demand" means the measure of chemically decomposable material in domestic or industrial wastewater as represented by the oxygen utilized as determined by the appropriate procedure described in "Standard Methods".



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D. "Discharger" means any person who discharges or causes a discharge to a public sewer. "Dissolved solids" or "dissolved matter" means the solid matter in solution in the wastewater and shall be obtained by evaporation of a sample from which all suspended matter has been removed by filtration as determined by the procedures in "Standard Methods".

E. "Dissolved solids" or "dissolved mater" means the solid matter in solution in the wastewater and shall be obtained by evaporation of a sample from which all suspended matter has been removed by filtration as determined by the procedures in "Standard Methods".

F. "Domestic wastewater" means the water-carried wastes produced from non-commercial or non-industrial activities and which result from normal human living processes.

G. "Effluent" means the liquid outflow of any facility designed to treat, convey or retain wastewater.

H. "Gravity separation interceptor" means any facility designed, constructed and operated for the purpose of removing and retaining dangerous, deleterious or prohibited constituents from wastewater by differential gravity separation before discharge to the public sewer.

I. "House connection sewer" means the sewer connecting the building sewer or building waste drainage system to the public sewer for the purpose of conveying domestic wastewater.

J. "Industrial connection sewer" means the sewer connecting the building sewer or building waste drainage system to the public sewer for the purpose of conveying industrial wastewater.

K. "Industrial wastewater" means all water-carried wastes and wastewater of the community, excluding domestic wastewater and uncontaminated water, including all wastewater from any producing, manufacturing, processing,



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institutional, commercial, agricultural or other operation where the wastewater discharged includes significant quantities of wastes of non-human origin.

L. "Inspector" means a person authorized by the city to inspect wastewater generation, conveyance, processing and disposal facilities.

M. "Lateral sewer", "collecting sewer" or "main line sewer" mean the public sewer used to collect wastewater from house connection and industrial connection sewers and transport it to trunk sewers.

N. "Peak flow rate" means the average rate at which wastewater is discharged to a public sewer during the highest thirty minute flow period in the preceding twelve months.

O. "Public sewer" means any sewer dedicated to public use and whose use is controlled by the city.

P. "Sewage" means wastewater.

Q. "Sewerage system" means a network of wastewater collection, conveyance, treatment and disposal facilities interconnected by sewers and owned by the city.

R. "Solid wastes" means the non-liquid carried wastes normally considered to be suitable for disposal with refuse at sanitary landfill refuse disposal sites. S. "Standard Methods" means the current edition of Standard Methods for the Examination of Water and Wastewater, as published by the American Public Health Association.

S. "Suspended solids" or "suspended matter" means the insoluble solid matter suspended in wastewater that is separable by laboratory filtration in accordance with the procedure described in "Standard Methods".



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T. "Trunk sewer" means a sewer constructed, maintained and operated by the city that conveys wastewater to treatment facilities and into which lateral and collecting sewers discharge.

U. "Uncontaminated water" means any wasted water of the community not contaminated or polluted with wastewater and which is suitable or could readily be made suitable for discharge to the municipal storm water drainage system.

V. "User" means discharger.

W. "Wastewater" means the water-carried wastes of the community derived from human or industrial sources, including domestic wastewater and industrial wastewater. Rainwater, groundwater or drainage of uncontaminated water is not wastewater.

### ARTICLE 11-8 GENERAL PROVISIONS

8-1	11-	Administration and Enforcement
8-2	11-	Notice
8-3	11-	Inspections
8-4	11-	Approval of Plans, Issuance of Permits and Certification of Final Inspection
8-5	11 -	Fees and Charges
8-6	11-	Use of Revenues

#### Section 11-8-1 Administration and Enforcement

The city manager shall administer, implement and enforce this article and Articles 11-7, 11-9, 11-10 and 11-11.

#### Section 11-8-2 Notice





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A. The city manager shall notify any person found to be in violation of this article and Articles 11-7, 11-9, 11-10 and 11-11 before he takes any action to implement the penalty clause, Section 1-8 of this code, and shall take no such action until the elapse of ten days from the date notice is given.

B. Unless otherwise provided herein, any notice required to be given by the city manager under this article and Articles 11-7, 11-9, 11-10 and 11-11 shall be in writing and served in person or by mail. If served by mail, the notice shall be sent to the last address known to the city manager. Where the address is unknown, service may be made upon the owner of record of the property involved or by publication one time in the newspaper used by the city. C. Notice shall be deemed to have been given at the time of deposit, postage prepaid, in a facility regularly serviced by the United States Postal Service or the date of publication.

### Section 11-8-3 Inspections

A. Adequate identification shall be provided by the city for all inspectors and other authorized personnel, and these persons shall identify themselves when entering any property for inspection purposes.

B. Inspection of every facility that is involved directly or indirectly with the discharge of wastewater to the city's sewerage systems may be made by the city manager, as he deems necessary.

C. Access shall be given at all reasonable times to inspect the facilities. No person shall interfere with, delay, resist or refuse entrance to an authorized inspector attempting to inspect any wastewater generation, conveyance or treatment facility connected directly or indirectly to the city's sewerage system.

### Section 11-8-4 Approval of Plans, Issuance of Permits and Certification of Final Inspection



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A. The city manager will approve plans for sewerage construction, issue a permit for industrial wastewater discharge or any other permit under this article and Articles 11-7, 11-9, 11-10 and 11-11, only if it appears to the city manager that the sewerage construction, sewer connection, industrial wastewater discharge or other procedure conforms to the requirements of this article and Articles 11-7, 11-9, 11-10 and 11-11.

B. All required fees and charges shall be paid before approval of plans or issuance of a permit.

C. The approval of plans or the issuance of a permit shall not relieve the discharger of any duty imposed upon him pursuant to this article and Articles 11-7, 11-9, 11-10 and 11-11.

### **Section 11-8-5 Fees and Charges**

All fees and charges payable under the provisions of this article and Articles 11-7, 11-9 and 11-10 shall be paid to the city. An equitable system of user charges shall be established by the city council by resolution to defray the costs of operation, maintenance and replacement of the sewerage system. All industrial users shall be required to pay charges sufficient to pay that portion of the cost of treatment allocable to the treatment of wastes from such users.

### **Section 11-8-6 Use of Revenues**

Revenues derived under the provisions of this article and Articles 11-7, 11-9 and 11-10 shall be used first for the acquisition, construction, reconstruction, maintenance and operation of sanitation or sewerage facilities, to repay principal and interest on bonds issued for the construction or reconstruction of such sanitation or sewerage facilities, and to repay federal or state loans or advances made to the city for construction or reconstruction of sewerage facilities.

## **ARTICLE 11-9 SEWERAGE CONSTRUCTION AND SEWER USE**



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11-9-1	Approval of Plans for Sewerage Construction
11-9-2	Permit for Sewer Six Inches or Smaller in Diameter Connecting Directly to a Trunk Sewer
11-9-3	Inspection of Construction
11-9-4	Plan Approvals and Permits Not Transferable
11-9-5	Discharge of Rainwater or Uncontaminated Water Prohibited
11-9-6	Industrial Wastewater Discharges Prohibited
11-9-7	Improper Use of Connected Sewers
11-9-8	Excessive Sewer Maintenance Expense

### Section 11-9-1 Approval of Plans for Sewerage Construction

A. No person, other than employees of the city, persons contracting to do work for the city or maintenance workers of the city, shall construct or cause to be constructed, or alter or cause to be altered, any public sewer, lateral sewer, house connection or industrial connection sewer over six inches in diameter, sewage pumping plant, pollution control plant or other sewerage facility within the city where existing or proposed wastewater flows will discharge directly or indirectly to facilities of the city, without first obtaining approval of sewerage construction plans from the city manager.

B. The applicant shall submit to the city manager for approval, construction plans and such specifications and other details as required to describe fully the proposed sewerage facility. The plans shall have been prepared under the supervision of and shall be signed by an engineer of suitable training registered in the State of Arizona.

C. Plans for sewerage construction shall not be approved by the city manager for any facility which will convey industrial wastewater, unless the discharger has first obtained a permit for industrial wastewater discharge.

D. Plans for sewerage construction shall meet all design requirements of the city and shall also meet all design requirements as established from time to time by the city manager.



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- E. Inspection of all sewerage construction under this section shall be made by personnel of the city, in the manner described in Section 11-9-3.
- F. An approval of plans for sewerage construction shall expire one year after date of approval, unless construction has been initiated.

### Section 11-9-2 Permit for Sewer Six Inches or Smaller In Diameter Connecting Directly to a Trunk Sewer

- A. Any person desiring to connect a sewer six inches or smaller in diameter directly to a trunk sewer of the city shall make written application to the city. The applicant shall furnish such information as required by the city manager to substantiate that the proposed work or use will comply with the provisions of this article and Articles 11-7, 11-8, 11-10 and 11-11.
- B. A trunk sewer connection permit will not be issued for any sewer which will convey industrial wastewaters, unless the discharger has first obtained a permit for industrial wastewater discharge.
- C. Direct attachment of a sewer six inches or smaller in diameter to a trunk sewer will be permitted only if the city manager determines that a suitable local sewer is not available, that adequate trunk sewer capacity exists, that the connection will function properly and that the connection will not adversely affect existing or anticipated facilities or operations of the city.
- D. Sewers six inches or smaller in diameter to be attached directly to a trunk sewer shall be constructed in a manner and at the location specified by the city. Inspection of the connections to a trunk sewer shall be made by personnel of the city, in the manner described in Section 11-9-3.
- E. A trunk sewer connection permit shall expire one hundred twenty days after issuance.

### Section 11-9-3 Inspection of Construction



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A. All sewers to be attached directly to a trunk sewer shall be inspected by personnel of the city during construction. At least forty-eight hours prior to cutting into a city sewer, the city shall be notified. In making a connection to a trunk sewer, no physical alteration of the city's facilities shall commence until an inspector is present.

B. No wastewater shall be discharged into any sewerage facility tributary to the city's facility prior to obtaining inspection and approval of sewerage construction by the city.

### Section 11-9-4 Plan Approvals and Permits Not Transferable

Approval of plans for sewerage construction and trunk sewer connection permits are not transferable from one person to another person, or from one location to another location.

### Section 11-9-5 Discharge of Rainwater or Uncontaminated Water Prohibited

No person shall discharge or cause to be discharged any rainwater, storm water, groundwater, street drainage, subsurface drainage, yard drainage, water from yard fountains, ponds or lawn sprays or any other such water into any sewerage facility which directly or indirectly discharges to facilities owned by the city.

### Section 11-9-6 Industrial Wastewater Discharges Prohibited

No industrial wastewaters shall be discharged to a trunk sewer or to a sewer discharging directly or indirectly to a trunk sewer until a permit for industrial wastewater discharge has been approved by the city.

### Section 11-9-7 Improper Use of Connected Sewers

A. The city hereby reserves the right to inspect any existing lateral or collecting sewers that discharge wastewater directly or indirectly to trunk sewers. If it is found



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that such lateral or collecting sewers are improperly used or improperly maintained, thereby causing discharge of septic wastewater, excessive groundwater, debris or any other

objectionable substance to the city's sewers, or causing any other objectionable circumstance, the city manager will give notice of the unsatisfactory condition to the offending discharger and shall direct that the condition be corrected.

B. In case of non-compliance with the city's directive, the city may disconnect the offending sewer from the city's sewerage system.

### Section 11-9-8 Excessive Sewer Maintenance Expense

A. No person shall discharge or cause to be discharged to a trunk sewer, either directly or indirectly, any waste that creates a stoppage, plugging, breakage, any reduction in sewer capacity or any other damage to sewers or sewerage facilities of the city. Any excessive sewer or sewerage maintenance expenses, or any other expenses attributable thereto, will be charged to the offending discharger by the city.

B. Any refusal to pay excessive maintenance expenses duly authorized by the city manager shall constitute a violation of this article and Articles 11-7, 11-8, 11-10 and 11-11.

## ARTICLE 11-10 INDUSTRIAL WASTEWATERS

11-10-1	Permit for Industrial Wastewater Discharge
11-10-2	Procedure for Obtaining Permit for Industrial Wastewater Discharge
11-10-3	Change of Industrial Wastewater Permit Restrictions
11-10-4	Suspension of Permit for Industrial Wastewater Discharge
11-10-5	Revocation of Permit for Industrial Wastewater Discharge
11-10-6	Prohibited Waste Discharges
11-10-7	Hospital Wastes
11-10-8	Availability of City Facilities
11-10-9	Industrial Wastewater Treatment Surcharge



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11-10-10	Establishment of Unit Charge Rates for industrial Wastewater Treatment Surcharge 1
1-10-11	Annual Treatability Charge and Charges for Unusual Industrial Wastewaters
11-10-12	Pretreatment of Industrial Wastewaters
11-10-13	Control Manhole and Separation of Domestic and Industrial Wastewaters
11-10-14	Industrial Wastewater Sampling, Analysis and Flow Measurements
11-10-15	Discrepancies Between Actual and Reported Industrial Wastewater Discharge Quantities
11-10-16	Industry Classifications
11-10-17	Damage Caused by Prohibited Wastewater Discharge
11-10-18	Trucker's Discharge Permit
11-10-19	Trade Secrets

### Section 11-10-1 Permit for Industrial Wastewater Discharge

A. No person shall discharge or cause to be discharged any industrial wastewaters directly or indirectly to sewerage facilities owned by the city without first obtaining a permit for industrial wastewater discharge.

B. The permit for industrial wastewater discharge may require pretreatment of Industrial wastewaters before discharge, restriction of peak flow discharges, discharge of certain wastewaters only to specified sewers of the city, relocation of point of discharge, prohibition of discharge of certain wastewater components, restriction of discharge to certain hours of the day, payment of additional charges to defray increased costs of the city created by the wastewater discharge and such other conditions as may be required to effectuate the purpose of this article and Articles 11-7, 11-8, 11-9 and 11-11.

C. All pretreatment shall be approved by the city before being used, and Environmental Protection Agency and Arizona Department of Environmental Quality pretreatment standards which have been or may be established in the future shall be compiled with for specific industrial classes, where they are more stringent.

D. No city permit for industrial wastewater discharge is transferable without the prior written consent of the city manager.



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E. No person shall discharge industrial wastewaters in excess of the quantity or quality limitations set by the permit for industrial wastewater discharge. Any person desiring to discharge wastewaters or use facilities which are not in conformance with the industrial wastewater permit should apply to the city for an amended permit.

### Section 11-10-2 Procedure for Obtaining Permit for Industrial Wastewater Discharge

A. Applicants for a permit for industrial wastewater discharge shall complete an application form available at the office of the city manager. The city may require additional information on the characteristics of the wastewater discharge beyond that required on the application form.

B. Upon receipt of all required information, the application shall be processed and, upon approval, be signed by the city manager and one copy returned to the applicant. When properly signed, the application form shall constitute a valid permit for industrial wastewater discharge.

C. The application shall be approved if the applicant has complied with all applicable requirements of this article and Articles 11-7, 11-8, 11-9 and 11-11 and furnished to the city all requested information and if the city manager determines that there is adequate capacity in the city's facilities to convey, treat and dispose of the wastewaters.

### Section 11-10-3 Change of Industrial Wastewater Permit Restrictions

The city may change the restrictions or conditions of a permit for industrial wastewater discharge from time to time as circumstances may require. Except in cases of emergency, the duty shall allow an industrial discharger a reasonable period of time to comply with any changes in the industrial wastewater permit required by the city.

### Section 11-10-4 Suspension of Permit of Industrial Wastewater Discharge





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- A. The duty manager may suspend a permit for industrial wastewater discharge for a reasonable period when such suspension is necessary in order to stop a discharge which presents an imminent hazard to the public health, safety or welfare, to the local environment or to the city's sewerage system.
- B. Any discharger notified of suspension of his industrial wastewater permit shall immediately cease and desist the discharge of all industrial wastewater to the sewerage system. In the event of a failure of the discharger to comply voluntarily with the suspension order, the city manager shall take such steps as are reasonably necessary to insure compliance. Violation of this section shall be a class one misdemeanor, and each day of violation shall constitute a separate offense.
- C. Any suspended discharger may file with the city manager a request for hearing in which event the city council shall meet within fourteen days of the receipt by the city manager of such request. The city council shall hold a hearing on the suspension and shall either affirm or revoke the action of the city manager. Reasonable notice of the hearing shall be given to the suspended discharger in the manner provided for in Section 11-8-2.
- D. The duty manager shall reinstate the industrial wastewater permit upon proof of satisfactory compliance with all discharge requirements of the city.

### Section 11-10-5 Revocation of Permit for Industrial Wastewater Discharge

- A. The city council may revoke a permit for industrial wastewater discharge upon a finding that the discharger has violated any provision of this article or Articles 11-7, 11-8, 11-9 and 11-11. No revocation shall be ordered until a hearing on the question has been held by the city council. Notice of the hearing shall be given to the discharger in accordance with Section 11-8-2 at least fifteen days prior to the date of hearing.
- B. Any discharger whose industrial wastewater permit has been revoked shall immediately stop all discharge of any liquid carried wastes covered by the permit to any public sewer that is tributary to a sewer or sewerage system of the city. The city



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manager may disconnect or permanently block from such public sewer the industrial connection sewer of any discharger whose permit has been revoked if such action is necessary to insure compliance with the order of revocation. Violation of this section shall be a class one misdemeanor, and each day of violation shall constitute a separate offense.

C. Before any further discharge of industrial wastewater may be made by the discharger, he must apply for a new permit for industrial wastewater discharge, pay all charges that would be required upon initial application together with all delinquent fees, charges and penalties and such other sums as the discharger may owe to the city. Costs incurred by the city in revoking the permit and disconnecting the industrial connection sewer shall be paid for by the discharger before issuance of a new permit for industrial wastewater discharge.

### Section 11-10-6 Prohibited Waste Discharges

A. In most cases, the concentration or amount of any particular constituent which will be judged to be excessive or unreasonable cannot be foreseen but will depend on the results of technical determinations and the actions of regulatory agencies. The list of constituents which may be regulated provides specific limits only where they are now reasonably well established. The other constituents in the list are presented with the objective of enumerating the types of wastes which will be regulated from time to time.

B. Except as provided in Section 11-10-7, no person shall discharge or cause to be discharged to a public sewer, which directly or indirectly connects to the city's sewerage systems, the following wastes:

1. Any gasoline, benzene, naphtha, solvent, fuel oil or any liquid, solid or gas that would cause or tend to cause flammable or explosive conditions to result in the sewerage system.



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2. Any waste containing toxic or poisonous solids, liquids or gases in such quantities that, alone or in combination with other waste substances, may create a hazard for humans, animals or the local environment, interfere detrimentally with wastewater treatment processes, cause a public nuisance, or cause any hazardous condition to occur in the sewerage system.
3. Any waste having a pH lower than 6.0 or having any corrosive or detrimental characteristic that may cause injury to wastewater treatment or maintenance personnel or may cause damage to structures, equipment or other physical facilities of the sewerage system.
4. Any solids or viscous substances of such size or in such quantity that they may cause obstruction to flow in the sewer or be detrimental to proper wastewater treatment plant operations. These objectionable substances include, but are not limited to: asphalt, dead animals, offal, ashes, sand, mud, straw, industrial process shavings, metal, glass, rags, feathers, tar, plastics, wood, whole blood, paunch manure, bones, hair and fleshings, entrails, paper dishes, paper cups, milk containers or other similar paper products either whole or ground.
5. Any rainwater, storm water, groundwater, street drainage, subsurface drainage, roof drainage, yard drainage, water from yard fountains, ponds or lawn sprays or any other such water.
6. Any water added for the purpose of diluting wastes which would otherwise exceed applicable maximum concentration limitations.
7. Any non-biodegradable cutting oils, commonly called soluble oil, which form persistent water emulsions.
8. Any excessive concentrations of non-biodegradable oil, petroleum oil or refined petroleum products.



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9. Any dispersed biodegradable oils and fats, such as lard, tallow or vegetable oil in excessive concentrations that would tend to cause an adverse effect on the sewerage system.
10. Any waste with an excessively high concentration of cyanide.
11. Any unreasonably large amounts of un-dissolved or dissolved solids.
12. Any wastes with excessively high BOD, COD or decomposable organic content.
13. Any strongly odorous waste or waste tending to create odors.
14. Any wastes containing over 0.1 milligram/liter of dissolved sulfides.
15. Any wastes with a pH high enough to cause alkaline incrustations on sewer walls.
16. Any substance promoting or causing the promotion of toxic gases.
17. Any waste having a temperature of 120°F or higher.
18. Any wastes requiring an excessive quantity of chlorine or other chemical compound used for disinfection purposes.
19. Any excessive amounts of chlorinated hydrocarbon or organic phosphorus type compounds.
20. Any excessive amounts of deionized water, steam condensate or distilled water.
21. Any waste containing substances that may precipitate, solidify or become viscous at temperatures between 50°F and 100°F.



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22. Any waste producing excessive discoloration of wastewater or treatment plant effluent
  23. Any garbage or waste that is not ground sufficiently to pass through a 3/8 inch screen.
  24. Any wastes containing excessive quantities of iron, boron, chromium, phenols, plastic resins, copper, nickel, zinc, lead, mercury, cadmium, selenium, arsenic or any other objectionable materials toxic to humans, animals, the local environment or to biological or other wastewater treatment processes.
  25. Any blown-down or bleed water from cooling towers or other evaporative coolers exceeding one-third of the makeup water.
  26. Any single pass cooling water.
  27. Any excessive quantities of radioactive material wastes.
  28. Recognizable portions of the human anatomy.
- C. No person shall discharge or cause to be discharged to any public sewer which directly or indirectly connects to the city's sewerage system any wastes, if, in the opinion of the city manager, such wastes may have an adverse or harmful effect on sewers, maintenance personnel, wastewater treatment plant personnel or equipment, treatment plant effluent quality, public or private property, or may otherwise endanger the public, the local environment or create a public nuisance. The city manager, in determining the acceptability of specific wastes, shall consider the nature of the waste and the adequacy and nature of the collection, treatment and disposal system available to accept the waste.
- D. The city manager may from time to time prepare a list of the maximum permissible quantities or concentrations of certain constituents in industrial



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wastewater flows and otherwise issue detailed directions for meeting the requirements of this section.

### Section 11-10-7 Hospital Wastes

A. Hospitals, clinics, offices of medical doctors and convalescent homes may discharge, through a city approved grinder installation with inlet size and design features suitable for its intended use and so constructed that all particles pass through a maximum 3/8 inch opening, wastes of the following categories:

1. Wet organic kitchen wastes from food preparation and disposal but excluding all paper and plastic items.

2. Infectious wastes, defined as:

- a. Laboratory and surgical operating room wastes except as excluded in subsection B, paragraph 2 of this section.

- b. Wastes from outpatient areas and emergency rooms similar to those included in subsection A of this section.

- c. Equipment, instruments, utensils and other materials of a disposable nature that may harbor or transmit pathogenic organisms and that are used in the rooms of patients having a suspected or diagnosed communicable disease which by the nature of the disease is not required to be isolated by public health agencies.

B. Hospitals, clinics, offices of medical doctors and convalescent homes shall not discharge to the sewer by any means:

1. Solid wastes generated in the rooms of patients who are isolated because of a suspected or diagnosed communicable disease.



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2. Recognizable portions of the human anatomy.
  3. Wastes excluded by other provisions of this article and Articles 11-7, 11-8, 11-9 and 11-11 except as specifically permitted in subsection A of this section.
  4. All solid wastes not included in subsection A of this section.
- C. Nothing in this section shall be construed to limit the authority of the health officer of Apache County to define wastes as being infectious and, with the concurrence of the city manager, to prohibit their discharge to the sewer.

### Section 11-10-8 Availability of City Facilities

If sewerage capacity is not available, the city may require the industrial wastewater discharger to restrict his discharge until sufficient capacity can be made available. When requested, the city will advise persons desiring to locate new facilities as to the areas where industrial wastewater of their proposed quantity and quality can be received by available sewerage facilities. The city may refuse service to persons locating facilities in areas where their proposed quantity or quality of industrial wastewater is unacceptable in the available treatment facility.

### Section 11-10-9 Industrial Wastewater Treatment Surcharge

A. An industrial wastewater treatment surcharge shall be paid to the city annually, following the fiscal year in which charges accrue, by those industrial wastewater dischargers whose contribution of flow, chemical oxygen demand, suspended solids or peak flow create costs in excess of the value of any ad valorem taxes assessed by and paid to the city. The treatment surcharge shall be based on the appropriate city sewerage system's total maintenance, operation and capital expenditures for providing industrial wastewater collection, treatment and disposal services as described in Section 11-10-10.

B. The annual industrial wastewater treatment surcharge shall be computed by the following formula:



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$$\text{Surcharge} = a(V) + b(\text{COD}) + c(\text{SS}) + dM(P) - \text{TAX}$$

Where:

Surcharge = Net annual industrial wastewater treatment surcharge in dollars. No refund will be made if a negative number results.

V = Total annual volume of flow, in million of gallons.

COD = Total annual discharge of chemical oxygen demand, in thousands of pounds.

SS = Total annual discharge of suspended solids, in thousands of pounds

P = Peak discharge rate over a thirty minute period, occurring between the hours of 8:00 am. and 10:00 p.m. and determined by averaging a maximum of ten substantiated peak flow rate measurements of the accrual year in gallons per minute. Values of "P" less than ten gallons per minute shall be considered equal to zero.

A = Average discharge rate, determined by dividing "V" by the total annual hours of operation or working time for the industrial discharger, converted to gallons per minute. (See M)

a, b, c & d = Unit charge rates adopted annually by the city based upon the projected annual total costs for wastewater collection, treatment and disposal, in dollars per unit, as described in Section 11-10-10.

M = a multiplying factor accounting for increased city costs due to high ratios of industrial discharger peak to average flow rates (P/A). Factor  $M$  is  $2.5 \log (P/A)$ .





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TAX = The annual ad valorem taxes assessed by and paid to the city during the accrual year on the land or property utilized for the generation of industrial wastewater in dollars. For the purpose of establishing this amount, only the land and property owned or hired by the discharger and which is contiguous to the source of the industrial discharge shall be considered. If requested to do so by the city manager, the industrial wastewater discharger shall submit a verified copy of the annual tax bill to substantiate the amount of the tax.

C. The quantities for yearly total flows, COD, suspended solids and peak flow rates used in the above formula may be established by engineering estimation, short term sampling, analysis and flow measurement extrapolated to a yearly total, or by extensive sampling, analysis and flow measurement, all as approved by the city manager. The city manager shall set the minimum requirements for sampling, analysis and flow measurement by the discharger necessary to establish quantities to be used in the above formula.

D. The city may require industrial dischargers to discharge during certain times of the day or night. If the industrial discharger elects or is required by the city to discharge the peak rates of industrial flow during the nighttime hours between 10:00 p.m. and 8:00 am., the flow discharge shall be made approximately uniform during these ten nighttime hours. Certain industrial dischargers may be prohibited from discharging peak flows during the nighttime hours if these flows would adversely affect city operations.

### Section 11-10-10 Establishment of Unit Charge Rates for Industrial Wastewater Treatment Surcharge

A. Unit charge rates "a", "b", "c" and "d" in the industrial wastewater treatment surcharge shall be established annually for the sewerage system by the procedure described herein and shall be adopted by the city.

B. Appropriate unit charge rate parameters for flow, chemical oxygen demand and suspended solids - respectively designated "a" (in dollars per million gallons),



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"b" (in dollars per one thousand pounds of COD) and "c" (in dollars per one thousand pounds of suspended solids) - shall be determined by the following method:

1. The total capital outlay for construction of sewerage facilities including debt principal and interest over the next five fiscal years less anticipated grant funds shall be estimated and distributed among the three parameters in accordance with the city manager's determination of the percentage of the total existing capital facilities of the sewerage system predominantly related to each parameter.
  2. The total operation and maintenance costs of the system shall be estimated for the next five fiscal years and distributed among the three parameters in accordance with the city manager's determination as to which charges are predominantly related to each parameter.
  3. The sum of the capital costs and operation and maintenance costs determined for each parameter in paragraphs 1 and 2 of this subsection shall be divided by the projected five year total volume of wastewater and weight of COD and suspended solids to be treated by the sewerage system in order to obtain the unit charge "a", "b" and "c" for the system.
- C. The unit charge rate related to peak flow rate and designated "d" (in dollars per gallon per minute of peak flow) shall be determined by the following method:
1. The total non-depreciated value of the historic capital investment in the system shall be divided by the total peak hydraulic capacity of all treatment facilities in the system to determine a unit cost per million gallons per day of peak flow capacity.
  2. The unit cost determined in paragraph 1 of this subsection shall be amortized over thirty years at six percent interest and converted to a gallon per minute basis to obtain the unit charge rate "d".



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An annual treatability charge to be set by the city manager or the council, or any charge per unit of offending constituent as established by the city manager, shall be paid by those industrial dischargers having wastes of such a character as to impose unusual operation and maintenance or capital costs upon the city which are unrelated to total flow volume, chemical oxygen demand, suspended solids or peak flow rates. Such charges shall be reasonably calculated to defray costs attributable to such wastes.

### Section 11-10-12 Pretreatment of Industrial Wastewaters

A. An industrial wastewater pretreatment system or device may be required by the city manager to treat industrial flows prior to discharge to the sewer when it is necessary to restrict or prevent the discharge to the sewer of certain waste constituents, to distribute more equally over a longer time period any peak discharges or industrial wastewaters or to accomplish any pretreatment result required by the city manager. All pretreatment systems or devices shall be approved by the city manager, but such approval shall not absolve the industrial discharger of the responsibility of meeting any industrial effluent limitation required by the city. In special cases, the city manager may require construction of sewer lines by the discharger to convey certain industrial wastes to a specific trunk sewer. All pretreatment systems judged by the city manager to require engineering design shall have plans prepared and signed by an engineer of suitable discipline licensed in the State of Arizona.

B. Normally a gravity separation interceptor, equalizing tank, neutralization chamber and control manhole will be required respectively to remove prohibited settleable and floatable solids, to equalize wastewater streams varying greatly in quantity or quality, to neutralize low or high pH flows and to facilitate inspection, flow measurement and sampling. Floor drains from commercial or manufacturing buildings, warehouses or multi-use structures shall not discharge directly to the sewer, but shall first discharge to a gravity separation interceptor.

### Section 11-10-13 Control Manhole and Separation of Domestic and Industrial Wastewaters



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A. All domestic or sanitary wastewaters from rest rooms, showers, drinking fountains, etc., shall be kept separate from all industrial wastewaters until the industrial wastewaters have passed through any required pretreatment system or device.

B. A control manhole of a design approved by the city manager shall be furnished and installed by certain designated industrial wastewater dischargers to facilitate inspection, sampling and flow measurements by personnel of the city. This control manhole shall be located off the industrial premise, or, if placed within the plant fence, a special locked gate adjacent to the manhole and at a location approved by the city shall be provided, with keys to the gate lock given to the city. Unrestricted access to this control manhole shall be available to authorized personnel of the city at all times. The control manhole may be used as a junction manhole for domestic sewage and industrial wastes provided the junction occurs downstream of the sampling or flow measuring point.

### Section 11-10-14 Industrial Wastewater Sampling, Analysis and Flow Measurements

A. Periodic measurements of flow rates, flow volumes, COD and suspended solids for use in determining the annual industrial wastewater treatment surcharge and such measurements of other constituents believed necessary by the city manager shall be made by all industrial wastewater dischargers, unless specifically relieved of such obligation by the city manager. All sampling, analyses and flow measurements of industrial wastewaters shall be performed by a state certified independent laboratory, by a laboratory of an industrial discharger approved by the city manager or by personnel of the city. If performed by city personnel, an appropriate charge shall be paid by the discharger requesting the tests. Prior to submittal to the city of data developed in the laboratory of an industrial discharger, the results shall be verified by a responsible administrative official of the industrial discharger under the penalty of perjury.

B. All wastewater analyses shall be conducted in accordance with the appropriate procedure contained in "Standard Methods." If no appropriate procedure is contained therein, the standard procedure of the industry or a



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procedure judged satisfactory by the city manager shall be used to measure wastewater constituents. Any independent laboratory or discharger performing tests shall furnish any required test data or information on the test methods of equipment used, if requested to do so by the city manager.

C. All dischargers making periodic measurements shall furnish and install at the control manhole or other appropriate location a calibrated flume weir, flow meter or similar device approved by the city manager and suitable to measure the industrial wastewater flow rate and total volume. A flow indicating, recording and totalizing register may be required by the city manager. In lieu of wastewater flow measurement, the city manager may accept records of water usage and adjust the flow volumes by suitable factors to determine peak and average flow rates for the specific industrial wastewater discharge.

D. The sampling, analysis and flow measurement procedures, equipment and results shall be subject at any time to inspection by the city. Sampling and flow measurement facilities shall be such as to provide safe access to authorized personnel.

E. Those industrial wastewater dischargers required by the city manager to make periodic measurements of industrial wastewater flows and constituents shall annually make the minimum number of such measurements required. The minimum requirement for such periodic measurements shall be at least one twenty-four hour period, properly refrigerated, composited according to measured flow rates during the twenty-four hours and analyzed for the specified wastewater constituents. Dischargers required to sample on only a few days per year shall sample during the periods of highest wastewater flow and wastewater constituent discharges. Industrial plants with large fluctuations in quantity or quality of wastewater may be required to provide continuous sampling and analyses for every working day. When required by the city manager, dischargers shall install and maintain in proper order automatic flow-proportional sampling equipment and/or automatic analysis and recording equipment.



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F. Measurements to verify the quantities of waste flows and waste constituents reported by industrial dischargers may be conducted on a random basis by personnel of the city.

### Section 11-10-15 Discrepancies Between Actual and Reported Industrial Wastewater Discharge Quantities

A. Should measurements or other investigations reveal that the industrial discharger is discharging a flow rate, or a quantity of flow, chemical oxygen demand or suspended solids significantly in excess of that stated on the industrial wastewater permit or in excess of the quantities reported to the city by the discharger and upon which the industrial wastewater treatment surcharge is based, the discharger shall apply for an amended industrial wastewater permit and shall be assessed for all delinquent charges together with penalty and interest. Before these charges shall be assessed, at least two additional twenty-four hour samples and flow measurements shall be obtained by the city with all costs of sampling and analyses to be paid by the discharger.

B. For the purpose of establishing the correct treatment surcharge, the data obtained in these samplings along with any other relevant information obtained by the city or presented by the discharger shall be used by the city manager in determining the quantity parameters for use in the surcharge formula. An industrial discharger found in violation shall, in the absence of other evidence, be presumed to have been discharging at the determined parameter values over the preceding three years or subsequent to the previous city verification of quantity parameters, whichever period is shorter.

### Section 11-10-16 Industry Classifications

The city manager may classify dischargers by industrial categories and establish an industrial wastewater treatment surcharge based upon average flow quality and flow quantity for the industrial category adjusted by some commonly recognized parameter selected by the city manager that establishes the relative size of the industrial discharger being charged.



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### Section 11-10-17 Damage Caused by Prohibited Wastewater Discharge

Any industrial wastewater discharger who discharges or causes the discharge of prohibited wastewaters which cause damage to city facilities, detrimental effects on treatment processes or any other damages resulting in cost to the city shall be liable to the city for all damages occasioned thereby.

### Section 11-10-18 Trucker's Discharge Permit

A. All persons owning vacuum or "cesspool" pump trucks or other liquid waste transport trucks and desiring to discharge septic tank, seepage pit, interceptor or cesspool contents, industrial liquid wastes or other liquid wastes to sewerage facilities of the city or to facilities that discharge directly or indirectly to such sewerage facilities shall first have a valid trucker's discharge permit. All applicants for a trucker's discharge permit shall complete the application form, pay the appropriate fee, receive a copy of the city's regulations governing discharge to sewers of liquid wastes from trucks and shall agree, in writing, to abide by these regulations.

B. Discharge of septic tank, seepage pit, interceptor or cesspool contents or other wastes containing no industrial wastes may be made by trucks holding a city permit at any of the city's designated public dumping manholes. Truck transported industrial wastes shall be discharged only at the locations specified by the city manager for the specific waste. The city may require payment for treatment and disposal costs or may refuse permission to discharge certain prohibited wastes.

C. The trucker's discharge permit shall be valid for one year from date of issuance.

D. Any person negligently or willfully violating the city's requirements for liquid waste discharges from trucks shall be in violation of this article and Articles 11-7, 11-8, 11-9 and 11-11 and may have his permit revoked by the city manager.

### Section 11-10-19 Trade Secrets



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In respect to trade secrets, it is determined that the public interest served by not making said records public clearly outweighs the public interest served by the disclosure of said records. Accordingly, any trade secrets acquired by the city in the course of implementation or enforcement of this article and Articles 11-7, 11-8, 11-9 and 11-11 shall not be made public except to that extent necessary to enforce this article and Articles 11-7, 11-8, 11-9 and 11-11.

### ARTICLE 11-11 CONSUMER RESPONSIBILITIES

11-11-1	Consumer Water and Sewer Facilities
11-11-2	Consumer Negligence
11-11-3	Right-of-Way
11-11-4	Installation of Lines
11-11-5	Protection of City Property
11-11-6	Prohibited Uses
11-11-7	Water Restrictions
11-11-8	Waste of Water
11-11-9	Inspections
11-11-10	Charges as Liens

#### Section 11-11-1 Consumer Water and Sewer Facilities

The consumer shall have complete responsibility for the installation and maintenance of adequate water and sewer facilities on the customer's premises, and the city shall not in any way be responsible for the installation, maintenance, inspection or damage of such facilities or damage caused by any defect in such facilities on the consumer's premises. Such facilities shall be maintained by the consumer in full compliance with any and all such rules and regulations of the city in addition to applicable state statutes.

#### Section 11-11-2 Consumer Negligence

Any damage to the city water and sewer system or injury to city employees or other city property caused by the negligence of any consumer or other person shall be borne by said consumer or other person, and the cost of such shall be immediately paid to the city. The





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cost of such damage may be added to a consumer's bill, and if the charge for the same is not paid when the remaining portion of the bill is due, service may be discontinued.

### Section 11-11-3 Right-of-Way

Each consumer shall provide to the city such easement and right-of-way as is necessary to provide water and sewer service to that consumer. Use by any person or entity of the water or sewer system shall constitute the granting and acknowledgement of an easement by said user in favor of the city over, under and across all such user's property as is necessary to install and maintain facilities of the water or sewer system.

### Section 11-11-4 Installation of Lines

The city may refuse to provide service unless the lines or piping are installed on the premises so as to prevent cross-connections or backflow.

### Section 11-11-5 Protection of City Property

The consumer shall guarantee proper protection for city property placed on his premises and shall permit access to it only to authorized representatives of the city.

### Section 11-11-6 Prohibited Uses

- A. No occupant or owner of any building into which water is introduced will be allowed to supply water to other persons or families or for use on any other property. The city reserves the right to shut off the supply for abuses of water privileges.
- B. Any water service for commercial use shall not be included in a residential service account; each account shall have a separate meter and connection.

### Section 11-11-7 Water Restrictions



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In case of water shortage or scarcity, the council may by resolution place any restrictions which it deems necessary upon the use of water for irrigation, sprinkling or other purposes.

### Section 11-11-8 Waste of Water

Consumers shall prevent unnecessary waste of water and keep all water outlets closed when not in actual use. All water outlets, including those used in conjunction with hydrants, urinals, water closets, bathtubs and other fixtures, must not be left running for any purpose other than the use for which they were intended. In addition to the penalty provided herein for code violations, the water supply may be turned off where any such waste occurs.

### Section 11-11-9 Inspections

Whenever In the judgment of the council or the city manager it is deemed necessary, either may provide for the inspection of the premises or buildings of any water or sewer consumer for the purpose of examining the condition of all pipes, motors, meters and fixtures, or the manner in which such facilities are used.

### Section 11-11-10 Charges as Lien

Each charge or fee levied by or pursuant to this code is a lien upon the real property of the users to or for whom such services are supplied. Such lien shall attach immediately upon the providing of the service pursuant to this code. If such charge or fee is not paid within thirty days after it shall become due and payable, the city may issue a notice and claim of lien setting forth the name of the user owing such charge or fee, the amount owed, the penalty accrued, if any, the period for which due and stating that the city claims a lien therefor and a description of the property liened. At such time as such lien is filed, the cost of preparing, processing and releasing such lien shall be added to all charges then due.

## ARTICLE 11-12 LIABILITY

### 11-12-1 Interruption of Service



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### 11-12-2 Liability Limited

#### Section 11-12-1 Interruption of Service

The city shall notify the consumer in advance of any anticipated interruption of service when such advance notice is possible. The city shall not be responsible for any interruption of water and sewer service caused by forces beyond its control.

#### Section 11-12-2 Liability Limited

No liability shall attach to the city for any injury or damages that may result from turning on or shutting off the water in any main, service connection or pipe, or the restriction of use or discontinuance of any water or sewer service, or any failure of the water supply, regardless of any notice or lack of notice thereof. The city shall not be held liable, in any respect, for the condition, defects, failure or use of any pipe, connection, fixture or appurtenance, not belonging to the city, on any premises, or for loss or damage resulting therefrom.

### ARTICLE 11-13 REGULATIONS PART OF CONTRACT

All regulations contained in this chapter shall be considered a part of the contract of every person taking water and sewer service from the city, and every person taking water and sewer service shall be considered as having expressly consented to be bound thereby. Consumers outside the city limits shall, upon application for water and sewer service, be required to sign a statement agreeing to the regulations set forth in this chapter. The city shall have no obligation to provide service to any person or entity outside the city limits.

#### Section 11-13-1 Deposit required.

A deposit in an amount and as established by resolution or motion of the Council or, at the option of the manager, a deposit equal to not less than twice the estimated amount of the probable monthly bill shall be charged for services before such service commences to any applicant for water services who rents, or owns, or leases, or occupies the premises for which such service shall be provided. Deposits shall be non-interest bearing and shall be refunded to the owner, renter, lessee or occupier upon discontinuance of service and



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payment of all charges due, provided the charges may be deducted from said security deposit before the refund is made. If a property owner has made the deposit and all monthly utility payments have been made on time for one year since the deposit, the deposit will be credited to their account balance.

### ARTICLE 11-14 CONTROL OF BACKFLOW AND CROSS-CONNECTIONS<sup>1</sup>

11-14-1	Purpose
11-14-2	Responsibility
11-14-3	Definitions
11-14-4	Designation of Water System
11-14-5	Requirements

#### Section 11-14-1 Purpose

The purpose of this Article is:

- A. To protect the public potable water supply of the City from the possibility of contamination or pollution by isolating within the customer's internal distribution system(s) or the consumer's private water system(s) such contaminants or pollutants which could backflow into the public water systems; and,
- B. To promote the elimination or control of existing cross-connections, actual or potential, between the consumer's in-plant potable water system(s) and non-potable water system(s), plumbing fixtures and industrial piping systems; and
- C. To provide for the maintenance of continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of all potable water systems.

#### Section 11-14-2 Responsibility

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<sup>1</sup> Adopted by Ordinance No. 76, effective April 14<sup>th</sup>, 1994.



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The Water Department Superintendent shall be responsible for the protection of the public potable water distribution system from contamination or pollution due to the backflow of contaminants or pollutants through the water service connection. If, in the judgment of said Water Department Superintendent, an approved backflow prevention assembly is required at the customer's water service connection or within the customer's private water system for the safety of the water system, the Water Department Superintendent or his designated agent shall give notice in writing to said customer to install such an approved backflow prevention assembly(s) at specific location(s) on his premises. The consumer shall immediately install such approved assembly(s) at the consumer's own expense; failure, refusal or inability on the part of the customer to install, have tested and maintain, said assembly(s) shall constitute a ground for discontinuing water service to the premises until such requirements have been satisfactorily met.

### Section 11-14-3 Definitions

In this Article, unless the context otherwise requires:

- A. **Water Department Superintendent.** The Water Department Superintendent in charge of the water department of the City, is invested with the authority and responsibility for the implementation of an effective cross-connection control program and for the enforcement of the provisions of this Ordinance.
  
- B. **Approved.** Accepted by the Water Department Superintendent as meeting an applicable specification stated or cited in this ordinance, or as suitable for the proposed use.
  
- C. **Auxiliary Water Supply.** Any water supply on or available to the premises other than the purveyor's approved public water supply will be considered as an auxiliary water supply. These auxiliary waters may include water from another purveyor's public potable water supply or any natural source(s) such as well, spring, river, stream, harbor, etc., or "used waters" or "industrial fluids." These waters may be contaminated or polluted or they may be objectionable and constitute an unacceptable water source over which the water purveyor does not have sanitary control.



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- D. **Backflow.** The reversal of the normal flow of water caused by either back-pressure or back-siphonage.
- E. **Backpressure.** The flow of water or other liquids, mixtures or substances into the distribution pipes of a potable water supply from any source other than its intended source caused by the reduction of pressure in the potable water supply system.
- F. **Back-siphonage.** The flow of water or other liquids, mixtures or substances into the distribution pipes of a potable water supply from any source other than its intended source caused by the reduction of pressure in the potable water supply system.
- G. **Backflow Preventer.** An assembly or means designed to prevent backflow:
1. **Air-Gap.** The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing, fixture, or other device and the flood level rim of said vessel. An approved air-gap shall be at least double the diameter of the supply pipe, measured vertically, above the overflow rim of the vessel; and in no case less than one inch.
  2. **Reduced Pressure Principle Assembly.** An assembly of two independently acting approved check valves together with a hydraulically operating, mechanically independent differential pressure relief valve located between the check valves and at the same time below the first check valve. The unit shall include properly located resilient seated test cocks and resilient seated shut-off valves at each end of the assembly. The entire assembly shall meet the design and performance specifications as determined by a laboratory and a field evaluation program resulting in an approval by a recognized and Water Department approved testing agency for backflow prevention assemblies. The assembly shall operate to maintain the pressure in the zone between the two check valves at an acceptable level less than the



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pressure on the public water supply side of the assembly. At cessation of a normal flow the pressure between the two check valves shall be less than the pressure on the public water supply side of the assembly. In case of leakage of either of the check valves the differential relief valve shall operate to maintain the reduced pressure in the zone between the check valves by discharging to the atmosphere. When the inlet pressure is two pounds per square inch or less, the relief valve shall open to the atmosphere. To be approved these assemblies must be readily accessible for in-line testing and maintenance and be installed in a location where no part of the assembly will be submerged.

3. **Double Check Valve Assembly.** An assembly of two independently operating approved check valves with resilient seated shut-off valves on each end of the check valves, plus properly located resilient seated test cocks for the testing of each check valve. The entire assembly shall meet the design and performance specifications as determined by a laboratory and field evaluation program resulting in an approval by recognized and Water Department approved testing agency for backflow prevention assemblies. To be approved these assemblies must be readily accessible for in-line testing and maintenance. **Contamination.** An impairment of the quality of the potable water by sewage, industrial fluids or waste liquids, compounds or other materials to a degree which creates an actual or potential hazard to the public health through poisoning or through the spread of disease.

H. **Contamination.** An impairment of the quality of the potable water by sewage, industrial fluids or waste liquids, compounds or other materials to a degree which creates an actual or potential hazard to the public health through poisoning or through the spread of disease.

I. **Cross-Connection.** Any physical connection or arrangement of piping or fixtures between two otherwise separate piping systems one of which contains potable water and the other non-potable water or industrial fluids of questionable safety, through which, or because of which, backflow may occur into the potable water system. This includes any temporary connections, such as swing connections,



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removable sections, four way plug valves, spools, dummy section of pipe, swivel or change-over devices or sliding multiport tube.

J. **Cross-Connections - Controlled.** A connection between a potable water system and a non-potable water system with an approved backflow prevention assembly properly installed and maintained so that it will continuously afford the protection commensurate with the degree of hazard.

K. **Cross-Connection Control by Containment.** The installation of an approved backflow prevention assembly at the water service connection to any customer's premises where it is physically and economically infeasible to find and permanently eliminate or control all actual or potential cross-connections within the customer's water system; or, it shall mean the installation of an approved backflow prevention assembly on the service line leading to and supplying a portion of a customer's water system where there are actual or potential cross-connections which cannot be effectively eliminated or controlled at the point of cross-connection.

L. **Hazard, Degree of.** The term is derived from an evaluation of the potential risk to public health and the adverse effect of the hazard upon the potable water system:

1. **Hazard - Health.** Any condition, device, or practice in the water supply system and its operation which could create, or in the judgment of the Water Department Superintendent, may create a danger to the health and well-being of the water consumer.

2. **Hazard - Plumbing.** A plumbing type cross-connection in a consumer's potable water system that has not been properly protected by an approved air-gap or approved backflow prevention assembly.

3. **Hazard - Pollutational.** An actual or potential threat to the physical properties of the water system or to the potability of the public or the consumer's potable water system or which would constitute a nuisance or be aesthetically





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objectionable or could cause damage to the system or its appurtenances, but would not be dangerous to health.

4. **Hazard - System.** An actual or potential threat of severe damage to the physical properties of the public potable water system or the consumer's potable water system or of a pollution or contamination which would have a protracted effect upon the quality of the potable water in the system.

M. **Industrial Fluids System.** Any system containing a fluid or solution which may be chemically, biologically or otherwise contaminated or polluted in a form or concentration such as would constitute a health, system, pollutional or plumbing hazard if introduced into an approved water supply. This may include, but not be limited to: polluted or contaminated waters; all types of process waters and "used waters" originating from the public potable water system which may have deteriorated in sanitary quality; chemicals in fluid form; plating acids and alkalines, circulating cooling waters connected to an open cooling tower and/or cooling towers that are chemically or biologically treated or stabilized with toxic substances; contaminated natural waters such as from wells, springs, streams, rivers, bays, harbors, seas, irrigation canals, or systems, etc., oils, gases, glycerine, paraffins, caustic and acid solutions and other liquid and gaseous fluids used in industrial or other purposes or for fire-fighting purposes.

N. **Pollution.** The presence of any foreign substance (organic, inorganic, or biological) in water which tends to degrade its quality so as to constitute a hazard or to impair the usefulness or quality of the water to a degree which does not create an actual hazard to the public health but which does adversely and unreasonably affect such waters for domestic use.

O. **Water - Potable.** Any water which, according to recognized standards, is safe for human consumption.

P. **Water - Non-potable.** Water which is not safe for human consumption or which is of questionable potability.



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Q. **Water - Service Connection.** The terminal end of a service connection from the public potable water system; i.e., where the water purveyor loses jurisdiction and sanitary control over the water at its point of delivery to the customer's water system. If a meter is installed at the end of the service connection, the service connection shall mean the downstream end of the meter. There should be no unprotected takeoffs from the service line ahead of any meter or any backflow prevention assembly located at the point of delivery to the customer's water system. Service connection shall also include water service connection from a fire hydrant and all other temporary or emergency water service connections from the public potable water system.

R. **Water - Used.** Any water supplied by a water purveyor from a public potable water system to a consumer's water system after it has passed through the point of delivery and is no longer under sanitary control of the water purveyor.

### Section 11-14-4 Designation of Water System

A. The water system shall be considered as made up of two parts: The Utility System and the Customer System.

B. The utility system shall consist of the source facilities and the distribution system, and shall include all those facilities of the water system under the complete control of the utility, up to the point where the customer's system begins.

C. The source shall include all components of the facilities utilized in the production, treatment, storage, and delivery of water to the distribution system.

D. The distribution system shall include the network of conduits used for the delivery of water from the source to the customer's system.

E. The customer's system shall include those parts of the facilities beyond the termination of the utility distribution system which are utilized in conveying utility-delivered domestic water to points of use.



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### Section 11-14-5 Requirements

A. No water service connection to any premises shall be installed or maintained by the water purveyor unless the water supply is protected as required by state laws and regulations and this Article. Service of water to any premises shall be discontinued by the Water Purveyor if a backflow prevention assembly required by this Article is not installed, tested and maintained, or if it is found that a backflow prevention assembly has been removed or by-passed, or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected.

B. The customer's system shall be open for inspection at all reasonable times to authorized representatives of the Water Department to determine whether cross-connections or other structural or sanitary hazards, including violations of these regulations, exist. When such a condition becomes known, the Water Department Superintendent shall deny or immediately discontinue service to the premises by providing a physical break in the service line until the customer has corrected the condition(s) in conformance with the state and city statutes and regulations relating to plumbing and water supplies and the regulations adopted pursuant thereto.

C. An approved backflow prevention assembly shall also be installed on each service line to a customer's water system at or near the property line or immediately inside the building being served; but, in all cases, before the first branch line leading off the service line wherever the following conditions exist:

1. In the case of premises having an auxiliary water supply which is not or may not be of safe bacteriological or chemical quality and which is not acceptable as an additional source by the Water Department Superintendent, the public water system shall be protected against backflow from the premises by installing an approved backflow prevention assembly in the service line appropriate to the degree of hazard.

2. In the case of premises on which any industrial fluids or any other objectionable substance is handled in such a fashion as to create an actual or



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potential hazard to the public water system, the public system shall be protected against backflow from the premises by installing an approved backflow prevention assembly in the service line appropriate to the degree of hazard. This shall include the handling of process waters and waters originating from the utility system which have been subject to deterioration in quality.

3. In the case of premises having internal cross-connection that cannot be permanently corrected or controlled, or intricate plumbing and piping arrangements, or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross-connections exist, the public water system shall be protected against backflow from the premises by installing an approved backflow prevention assembly in the service line.

D. The type of protective assembly required under subsections C 1, 2, and 3 shall depend upon the degree of hazard which exists as follows:

1. In the case of any premises where there is an auxiliary water supply as stated in subsection C. 1 of this section and it is not subject to any of the following rules, the public water system shall be protected by an approved air-gap separation or an approved reduced pressure principle backflow prevention assembly.

2. In the case of any premises where there is water or substance that would be objectionable but not hazardous to health, if introduced into the public water system, the public water system shall be protected by an approved double check valve assembly.

3. In the case of any premises where there is any material dangerous to health which is handled in such a fashion as to create an actual or potential hazard to the public water system, the public water system shall be protected by an approved air-gap separation or an approved reduced pressure principle backflow prevention assembly. Examples of premises where these conditions



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will exist include sewage treatment plants, sewage pumping stations, chemical manufacturing plants, hospitals, mortuaries and plating plants.

4. In the case of any premises where there are uncontrolled cross-connections, either actual or potential, the public water system shall be protected by an approved air-gap separation or an approved reduced pressure principle backflow prevention assembly at the service connection.

5. In the case of any premises, where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete in-plant cross-connection survey, the public water system shall be protected against backflow from the premises by either an approved air-gap separation or an approved reduced pressure principle backflow prevention assembly on each service to the premises.

E. Any backflow prevention assembly required herein shall be a model and size approved by the Water Department Superintendent. The term "approved backflow prevention assembly" shall mean an assembly that has been manufactured in full conformance with the standards established by the American Water Works Association entitled:

- \*AWWA C506-84 Standards for Reduced Pressure Principle and Double Check Valve Backflow Prevention Devices

and have met completely the laboratory and field performance specifications of the Foundation for Cross-Connection Control and Hydraulic Research of the University of Southern California established by

- Specifications of Backflow Prevention Assemblies -Section 10 of the most current issue of the MANUAL OF CROSS-CONNECTION CONTROL.

Said AWWA and FCCC&HR standards and specifications have been adopted by the Water Department Superintendent. Final approval shall be evidenced by a



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"Certificate of Approval" issued by an approved testing laboratory certifying full compliance with the said AWWA standard and FCCC&HR specifications.

- The following testing laboratory has been qualified by the Water Department Superintendent to test and certify backflow preventers: Foundation for Cross-Connection Control and Hydraulic Research University of Southern California University Park Los Angeles, California 90089

Testing laboratories other than the laboratory listed above will be added to an approved list as they are qualified by the Water Department Superintendent. Backflow preventers which may be subjected to backpressure or back-siphonage that have been fully tested and have been granted a Certificate of Approval by said qualified laboratory and are listed on the laboratory's current list of "Approved Backflow Prevention Assemblies" may be used without further test or qualification.

F. It shall be the duty of the customer-user at any premises where backflow prevention assemblies are installed to have certified inspections and operational tests made upon installation and at least once per year. In those instances where the Water Department Superintendent deems the hazard to be great enough, he may require certified inspections at more frequent intervals. These inspections and tests shall be at the expense of the water user and shall be performed by the assembly manufacturer's representative, Water Department personnel or by a certified tester approved by the Water Department Superintendent. It shall be the duty of the Water Department Superintendent to see that these tests are made in a timely manner. The customer-user shall notify the Water Department Superintendent in advance when the tests are to be undertaken so that an official representative may witness the tests if so desired. These assemblies shall be repaired, overhauled or replaced at the expense of the customer-user whenever said assemblies are found to be defective. Records of such tests, repairs and overhaul shall be kept and made available to the Water Department Superintendent.

G. All presently installed backflow prevention assemblies which do not meet the requirements of this section but were approved devices for the purposes



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described herein at the time of installation and which have been properly maintained, shall, except for the inspection and maintenance requirements under subsection F, be excluded from the requirements of these rules so long as the Water Department Superintendent is assured that they will satisfactorily protect the utility system. Whenever the existing device is moved from the present location or requires more than minimum maintenance or when the Water Department Superintendent finds that use or maintenance of the device constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention assembly meeting the requirements of this section.



## CHAPTER 12 FLOOD DAMAGE CONTROL

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#### ARTICLE 12-1 PURPOSE

12-1-1 Findings of Fact

12-1-2 Statement of Purpose

12-1-3 Methods of Reducing Flood Losses

##### Section 12-1-1 Findings of Fact

- A. The flood hazard areas of the City of St. Johns are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.
- B. These flood losses are caused by the cumulative effect of obstructions in areas of special flood hazards which increase flood heights and velocities and, when inadequately anchored, damage uses in other areas. Uses that are inadequately flood proofed, elevated or otherwise protected from flood damage also contribute to the flood loss.

##### Section 12-1-2 Statement of Purpose

It is the purpose of this chapter to promote the public health, safety and general welfare, and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- A. Protect human life and health.
- B. Minimize expenditure of public money for costly flood control projects.





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- C. Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public.
- D. Minimize prolonged business interruptions.
- E. Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in areas of special flood hazard.
- F. Help maintain a stable tax base by providing for the second use and development of areas of special flood hazard so as to minimize future flood blight areas.
- G. Insure that potential buyers are notified that property is in an area of special flood hazard.
- H. Insure that those who occupy the areas of special flood hazard assume responsibility for their actions.
- I. Maintain eligibility for state disaster relief.

### Section 12-1-3 Methods of Reducing Flood Losses

In order to accomplish its purposes, this chapter includes methods and provisions for:

- A. Restricting or prohibiting uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities.
- B. Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction.
- C. Controlling the alteration of natural floodplains, stream channels and natural



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protective barriers, which help accommodate or channel flood waters.

- D. Controlling filling, grading, dredging and other development which may increase flood damage.
- E. Preventing or. regulating the construction of flood barriers which will unnaturally divert flood waters or which may increase flood hazards in other areas.

### ARTICLE 12-2 DEFINITIONS

In this chapter, unless the context otherwise requires:

- A. "Appeal" means a request for a review of the floodplain administrator's interpretation of any provision of this chapter or a request for a variance.
- B. "Area of shallow flooding" means a designated AO Zone on the Flood Insurance Rate Map (FIRM). The base flood depths range from one to three feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and velocity flow may be evident.
- C. "Base flood" means the flood having a one percent chance of being equaled or exceeded in any given year.
- D. "Breakaway wall" means a wall that is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building supporting foundation system.
- E. "Critical feature" means an integral and readily identifiable part of a flood protection system without which the flood protection provided by the entire system would be compromised.
- F. "Development" means any man-made change to improved or



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unimproved real estate including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations located within the area of special flood hazard.

- G. "Financial assistance" means any form of loan, grant, guaranty, insurance, payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect federal assistance, other than general or special revenue sharing or formula grants made to states.
- H. "Flood" or "flooding" means a general and temporary condition of partial or complete inundation of normally dry land areas from:
1. The overflow of flood waters.
  2. The unusual and rapid accumulation or runoff of surface waters from any source, or
  3. The collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding as defined in this definition.
- I. "Flood Boundary Floodway Map" means the official map on which the Federal Insurance Administration has delineated both the areas of flood hazard and the floodway.
- J. "Flood Insurance Rate Map" (FIRM) means the official map on which the Federal Insurance Administration has delineated both the areas of special flood hazard and the risk premium zones applicable to the community.



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- K. "Flood Insurance Study" means the official report provided by the Federal Insurance Administration that includes flood profiles, the FIRM, the Flood Boundary Floodway Map and the water surface elevation of the base flood.
- L. "Floodplain or flood-prone are all means any land area susceptible to being inundated by water from any source (see definition of "flooding").
- M. "Floodplain administrator means the clerk of the City of St. Johns who is hereby authorized by the floodplain board to administer the provisions of this chapter.
- N. "Floodplain board" means the mayor and common council of the City of St. Johns at such times as they are engaged in the enforcement of this chapter.
- O. "Floodplain management" means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works and floodplain management regulations.
- P. "Floodplain management regulations" means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The term describes such state or local regulations in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.
- Q. "Flood proofing" means any combination of structural and nonstructural additions, changes or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.
- R. "Flood protection system" means those physical structural works for which funds have been authorized, appropriated and expended and which have been constructed specifically to modify flooding in order to reduce the extent



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of the area within a community subject to a "special flood hazard" and the extent of the depths of associated flooding. Such a system typically includes dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.

- S. "Flood-related erosion" means the collapse or subsidence of land along the shore of a lake or other body of water as a result of undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which results in flooding.
- T. "Floodway" means the channel of a river or other water course and the adjacent land areas necessary in order to discharge the one hundred-year flood without cumulatively increasing the water surface elevation.
- U. "Functionally dependent use" means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities.
- V. "Highest adjacent grade" means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.
- W. "Levee" means a man-made structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control or divert the flow of water so as to provide protection from temporary flooding.
- X. "Levee system" means a flood protection system which consists of a levee and associated structures, such as closure and drainage devices, which are



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constructed and operated in accordance with sound engineering practices.

- Y. "Lowest floor" means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided, that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this chapter.
- Z. "Manufactured home" means a structure, transportable in one or more sections, which is built on a permanent chassis and designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes, the term "manufactured home" also includes park trailers, travel trailers and other similar vehicles placed on a site for greater than 180 consecutive days.
- AA. "Manufactured home park or subdivision" means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for sale or rent.
- BB. "Mean sea level" means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's Flood Insurance Rate map are referenced.
- CC. "New construction" means, for floodplain management purposes, structures for which the "start of construction" commenced on or after July 1, 1983.
- DD. "Person" means any individual or his agent, firm, partnership, association, corporation or agent of the aforementioned groups or the state or any agency or political subdivision thereof.
- EE. "program" means the National Flood Insurance Program authorized by 42 U.S.C. 4001-4128.



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- FF. "Program deficiency" means a defect in a community's floodplain management regulations or administrative procedures that impairs effective implementation of those floodplain management regulations or of the NFIP standards.
- GG. "Regulatory flood elevation" means an elevation one foot above the base flood elevation.
- HH. "Remedy a violation means to bring the structure or other development into compliance with state or local floodplain management regulations or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of this chapter or otherwise deterring future similar violations, or reducing federal financial exposure with regard to the structure or other development.
- II. "Riverine" means relating to, formed by or resembling a river (including tributaries), stream, brook, etc.
- JJ. "Special flood hazard area" means an area having special flood or flood-related erosion hazards, and shown on an FHBM or FIRM as Zone A, AO, A1-30, AE, A99 or AH.
- KK. "Start of construction" means substantial improvement, and mean the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include



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the installation on the property of accessory

- LL. "Structure" means a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.
- MM. "Substantial improvement" means any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds fifty percent of the market value of the structure either:
1. Before the improvement or repair is started, or
  2. If the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition "substantial improvement is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.

The term does not however, including either:

1. Any project for improvement of a structure to comply with existing state or local health, sanitary or safety code specifications which are solely necessary to assure safe living conditions, or
  2. Any alteration of a structure listed on the National Register of Historic Places or a State Inventory of Historic Places.
- NN. "Variance"<sup>ll</sup> means a grant of relief from the requirements of this chapter which permits construction in a manner that would otherwise be prohibited by this chapter.
- OO. "Violation" means the failure of structure or other development to be fully compliant with the community's floodplain management regulations. A





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structure or other development without the elevation certificate, other certifications or other evidence of compliance required in this chapter is presumed to be in violation until such time as that documentation is provided.

### ARTICLE 12-3 GENERAL PROVISIONS

- 12-3-1 Application of Chapter
- 12-3-2 Establishment of Special Flood Hazard Areas
- 12-3-3 Compliance
- 12-3-4 Abrogation and Greater Restrictions
- 12-3-5 Interpretation
- 12-3-6 Warning and Disclaimer of Liability
- 12-3-7 Statutory Exemptions
- 12-3-8 Declaration of Public Nuisance
- 12-3-9 Abatement of Violations
- 12-3-10 Unlawful Acts

#### Section 12-3-1 Application of Chapter

This chapter shall apply to all areas of special flood hazards within the corporate limits of the City of St. Johns.

#### Section 12-3-2 Establishment of Special Flood Hazard Areas

The areas of special flood hazard identified by the Federal Insurance Administration in a scientific and engineering report entitled "The Flood Insurance Study," dated to be effective June 16, 1993, with an accompanying Flood Insurance Rate Map is hereby adopted by reference and declared to be a part of this chapter. The Flood Insurance Study is on file at the office of the city clerk, City Hall, St. Johns. The Flood Insurance Study is the minimum area of applicability of this chapter and may be supplemented by studies for other areas which allow implementation of this chapter and which are recommended to the floodplain board by the floodplain administrator.



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### Section 12-3-3 Compliance

No structure of land shall be constructed, located, extended, converted or altered without full compliance with the terms of this chapter and other applicable regulations.

### Section 12-3-4 Abrogation and Greater Restrictions

This chapter is not intended to repeal, abrogate or impair any existing easements, covenants or deed restrictions. However, where this chapter and other provisions of this code, ordinance, easement, covenant or deed restriction conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

### Section 12-3-5 Interpretation

In the interpretation and application of this chapter, all provisions shall be:

- A. Considered as minimum requirements;
- B. Liberally construed in favor of the governing body; and,
- C. Deemed neither to limit nor repeal any other powers granted under state statutes.

### Section 12-3-6 Warning and Disclaimer of Liability

The degree of flood protection required by this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by man-made or natural causes. This chapter does not imply that land outside the areas of special flood hazard or uses permitted within such areas will be free from flooding or flood damages. This chapter shall not create liability on the part of the City of St. Johns, any officer or employee thereof or the Federal Insurance Administration for



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any flood damages that result from reliance on this chapter or any administrative decision lawfully made thereunder.

### Section 12-3-7 Statutory Exemptions

- A. In accordance with Section 48-3609, A.R.S., nothing in this chapter shall:
1. Affect existing uses of property or the right to continuation of the use under conditions which exist on June 16, 1993.
  2. Affect repair or alteration of property for the purposes for which such property was used on July 1, 1983; providing such repair or alteration does not exceed 50 percent of the value of the property prior to the repair or alteration: and provided the repair or alteration does not decrease the carrying capacity of the watercourse.
  3. Affect or apply to facilities constructed or installed pursuant to a certificate of environmental compatibility issued under the authority of Title 40, Chapter 2, Article 6.2, Arizona Revised Statutes.
- B. In accordance with Section 48-3613, A.R.S., written authorization shall not be required, nor shall the floodplain board prohibit:
1. The construction of bridges, culverts, dikes and other structures necessary to the construction of public highways, roads and streets intersecting a watercourse.
  2. The construction of storage dams for watering livestock or wildlife, structures on banks of a creek, stream, river, wash, arroyo or other watercourse to prevent erosion of or damage to adjoining land, or dams for the conservation of flood waters as permitted by Title 48, Chapter 21, Arizona Revised Statutes.
  3. Construction of tailing dams and waste disposal areas for use in



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connection with mining and metallurgical operations. This paragraph does not exempt those sand and gravel operations which will divert, retard or obstruct the flow of waters in any watercourse.

4. Any flood control district, or other political subdivision, from exercising powers granted to it under Title 45, Chapter 10, Arizona Revised Statutes.
- C. Before any construction authorized by subsection B of this section may begin, the responsible person must submit plans for the construction to the floodplain board for review and comment.
- D. These exemptions do not preclude any person from liability if that person's actions increase flood hazards to any other person or property.

### Section 12-3-8 Declaration of Public Nuisance

Every new structure, building, fill, excavation or development located or maintained within any area of special flood hazard after August 8, 1973, in violation of this chapter is a public nuisance per se

### Section 12-3-9 Abatement of Violations

Within 30 days of discovery of a violation of this chapter, the floodplain administrator shall submit a report to the floodplain board which shall include all information available to the floodplain administrator which is pertinent to said violation. Within 30 days of receipt of this report, the floodplain board shall either:

- A. Take any necessary action to effect the abatement of such violation; or
- B. Issue a variance to this chapter in accordance with the provisions of Article 12-6:  
or
- C. Order the owner of the property upon which the violation exists to provide



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whatever additional information may be required for their determination. Such information must be provided to the floodplain administrator within 30 days of such order, and he shall submit an amended report to the floodplain board within 20 days. At their next regularly scheduled public meeting, the floodplain board shall either order the abatement of said violation or they shall grant a variance in accordance with the provisions of Article 12-6.

- D. Submit to the administrator of the Federal Insurance Administration a declaration for denial of insurance, stating that the property is in violation of a cited state or local law, regulation or ordinance, pursuant to section "1316 of the National Flood Insurance Act of 1968 as amended.

### Section 12-3-10 Unlawful Acts

It is unlawful for any person to divert, retard or obstruct the flow of waters in any watercourse whenever it creates a hazard to life or property without securing the written authorization of the floodplain board.

## ARTICLE 12-4 ADMINISTRATION

12-4-1 Establishment of Development Permit

12-4-2 Duties and Responsibilities of the Floodplain Administrator

### Section 12-4-1 Establishment of Development Permit

- A. A development permit shall be obtained before construction or development begins within any area of special flood hazard established in Section 12-3-2. Application for a development permit shall be made on forms furnished by the floodplain administrator and may include, but not be limited to: plans in duplicate drawn to scale showing the nature, location, dimensions and elevation of the area in question: existing or proposed structures, fill, storage of materials and drainage facilities: and the location of the foregoing.
- B. Specifically, the following information is required:



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1. Proposed elevation in relation to mean sea level of the lowest floor (including basement) of all structures: in Zone AO, elevation of existing grade and proposed elevation of lowest floor of all structures.
2. Proposed elevation in relation to mean sea level to which any structure will be floodproofed.
3. Certification by a registered professional engineer or architect that the floodproofing methods for any nonresidential structure meet the floodproofing criteria in Section 12-5-1(C)(3).
4. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.

### Section 12-4-2 Duties and Responsibilities of the Floodplain Administrator

Duties of the floodplain administrator shall include, but not be limited to:

- A. **Permit Review.** Review all development permits to determine that:
  1. The permit requirements of this chapter have been satisfied.
  2. All other required state and federal permits have been obtained.
  3. The site *is* reasonably safe from flooding.
  4. The proposed development does not adversely affect the carrying capacity of the floodway. For purposes of this chapter, "adversely affects" means that the cumulative effect of the proposed development when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood more than one foot at any point.
- B. **Use of Other Base Flood Data**



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When base flood elevation data has not been provided in accordance with Section 12-3-2, Establishment of Special Flood Hazard Areas, the floodplain administrator shall obtain, review and reasonably utilize any base flood elevation data available from a federal, state or other source, in order to administer Article 12-5. Any such information shall be submitted to the floodplain board for adoption.

C. **Information to be Obtained and Maintained.** Obtain and maintain for public inspection and make available as needed for flood insurance policies:

1. The certified elevation required in Section 12-5-1(C)(1).
2. The certification required in Section 12-5-1(C)(2).
3. The floodplain certification required in Section 12-51(C)(3).
4. The certified elevation required in Section 12-5-4(B).

D. **Alteration of Watercourses.** Whenever a watercourse is to be altered or relocated:

1. Notify adjacent communities and the Arizona Department of Water Resources prior to any alteration or relocation of a water course, and submit evidence of such notification to the Federal Insurance Administration.
2. Require that the flood carrying capacity of the altered or relocated portion of said watercourse is maintained.

E. **Delineation of Floodplains Affected**

Within one hundred and twenty days after completion of construction of any flood control protective works which changes the rate of flow during the flood or the configuration of the floodplain upstream or downstream from or adjacent to the project, the person or agency responsible for installation of the project shall provide to the governing bodies of all jurisdictions affected by the project a new delineation of all floodplains affected by the project. The new delineation shall be done according to



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the criteria adopted by the director of water resources.

### **F. Written Notice of Development Plan**

Advise the flood control district of the county and any adjunct jurisdiction having responsibility for floodplain management in writing and providing a copy of the development plan for all applications for floodplain use permits or variances to develop land in a floodplain or floodway within one mile of the corporate limits of the City of St. Johns. Also, advise the Flood Control District of Apache County, in writing and provide a copy of any development plan of any major development proposed within a floodplain or floodway which could affect floodplains, floodways or watercourses within the district's area of jurisdiction. Written notice and a copy of the plan of development shall be sent to the district no later than three working days after having been received by the district.

### **G. Interpretation of FIRM Boundaries**

Make interpretations where needed, as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in Article 12-6.

### **H. Actions on Violations**

Take actions on violations of this chapter as required in Section 12-3-9.

## ARTICLE 12-5 PROVISIONS FOR FLOOD HAZARD REDUCTION

12-5-1 Standards of Construction

12-5-2 Standards for Storage of Materials and Equipment

12-5-3 Standards for Utilities

12-5-4 Standards for Subdivisions

12-5-5 Standards for Manufactured Homes





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### 12-5-6 Floodways

#### Section 12-5-1 Standards of Construction

In all areas of special flood hazards the following standards are required:

#### A. Anchoring

1. All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure.
2. All manufactured homes shall meet the anchoring standards of Section 12-5-5(B).

#### B. Construction Materials and Methods

1. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
2. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

#### C. Elevation and Floodproofing

1. New construction and substantial improvement of any structure shall have the lowest floor, including basement, elevated to or above the regulatory flood elevation. Nonresidential structures may meet the standards in paragraph 3 of this subsection. Upon the completion of the structure, the elevation of the lowest floor including basement shall be certified by a registered professional engineer or surveyor and provided to the floodplain administrator.
2. New construction and substantial improvement of any structure in Zone AO shall have the lowest floor, including basement, higher than the highest adjacent grade, at least one foot higher than the depth number on the FIRM, or at least two feet if no depth number is specified. Nonresidential structures may meet the standards



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in paragraph 3 of this subsection. Upon the completion of the structure, a registered professional engineer shall certify to the floodplain administrator that the elevation of the structure meets this standard.

3. Nonresidential construction shall either be elevated in conformance with paragraphs 1 and 2 of this subsection or together with attendant utility and sanitary facilities:
  - a. Be floodproofed so that below the regulatory flood level the structure is watertight with walls substantially impermeable to the passage of water:
  - b. Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy: and
  - c. Be certified by a registered professional engineer or architect that the standards of this subsection are satisfied. Such certifications shall be provided to the floodplain administrator.
  
4. For all new construction and substantial improvements, require that fully enclosed areas below the lowest floor that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect to meet or exceed the following minimum criteria:
  - a. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided.
  - b. The bottom of all openings shall be no higher than one foot above grade.
  - c. Openings may be equipped with screens, louvers, valves or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.



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5. Manufactured homes shall meet the above standards and also the standards in Section 12-5-5.

### Section 12-5-2 Standards for Storage of Materials and Equipment

- A. The storage or processing of materials that are in time of flooding buoyant, flammable, explosive, or could be injurious to human, animal or plant life are prohibited.
- B. Storage of other material or equipment may be allowed if not subject to major damage by floods and if firmly anchored to prevent flotation or if readily removable from the area within the time available after flood warning.

### Section 12-5-3 Standards for Utilities

- A. All new and replacement water supply and sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from systems into flood waters.
- B. On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.
- C. Waste disposal systems shall not be installed wholly or partially in a floodway.

### Section 12-5-4 Standards for Subdivisions

- A. All preliminary subdivision proposals shall identify the flood hazard area and the elevation of the base flood.
- B. All final subdivision plans will provide the elevation of proposed structures and pads. If the site is filled above the base flood, the final pad elevation shall be certified by a registered professional engineer or surveyor and provided to the floodplain administrator.



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- C. All subdivision proposals shall be consistent with the need to minimize flood damage. All subdivision proposals shall have public utility and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage. All subdivisions shall provide adequate drainage to reduce exposure to flood hazards.

### Section 12-5-5 Standards for Manufactured Homes

All new and replacement manufactured homes and additions to manufactured homes shall:

- A. Be elevated so that the bottom of the structural frame or the lowest point of any attached appliances, whichever is lower, is at the regulatory flood elevation: and
- B. Be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement.

### Section 12-5-6 Floodways

Located within areas of special flood hazard established in Section 12-5-3 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters which carry debris, potential projectiles and erosion potential, the following provisions apply:

Prohibit encroachments, including fill, new construction, substantial improvements and other development unless certification by a registered professional engineer or architect is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.

All new construction and substantial improvements shall comply with all other applicable flood hazard reduction provisions of Article 12-5.

## ARTICLE 12-6 VARIANCE PROCEDURE

12-6-1 Appeal Board

12-6-2 Conditions for Variances



## CHAPTER 12 FLOOD DAMAGE CONTROL

### Section 12-6-1 Appeal Board

- A. The floodplain board shall hear and decide appeals and requests for variances from the requirements of this chapter.
- B. The floodplain board shall hear and decide appeals when it is alleged there is an error in any requirement, decision or determination made by the floodplain administrator in the enforcement or administration of this chapter.
- C. In passing upon such applications, the floodplain board shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter and:
  - 1. The danger that materials may be swept onto other lands to the injury of others:
  - 2. The danger to life and property due to flooding or erosion damage:
  - 3. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
  - 4. The importance of the services provided by the proposed facility to the community:
  - 5. The necessity to the facility of a waterfront location where applicable;
  - 6. The availability of alternative locations for the proposed use which are not Subject flooding or erosion damage;
  - 7. The compatibility of the proposed use with existing and anticipated development;
  - 8. The relationship of the proposed use to the comprehensive plan and flood



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plain management program for that area;

9. The safety of access to the property in times of flood for ordinary and emergency vehicles;
  10. The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters expected at the site; and
  11. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water system, and streets and bridges.
- D. Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing paragraphs 1-11 of subsection C of this section have been fully considered. As the lot size increases beyond one half acre, the technical justification required for issuing the variance increases.
- E. Upon consideration of the factors of subsection C of this section and the purposes of this chapter, the floodplain board may attach such conditions to the granting of variances as it deems necessary to further the purposes of this chapter.
- F. The floodplain administrator shall maintain the records of all appeal actions and report any variances to the Federal Insurance Administration upon request.

### Section 12-6-2 Conditions for Variances

- A. Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in the remainder of this section.
- B. Variances shall not be issued within any designated floodway if any increase in flood



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levels during the base flood discharge would result.

- C. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- D. Variances shall only be issued upon:
  - 1. A showing of good and sufficient cause;
  - 2. A determination that failure to grant the variance would result in exceptional hardship to the applicant; and,
  - 3. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- E. Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest flood elevation below the regulatory flood elevation and the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation. Such notice will also state that the land upon which the variance is granted shall be ineligible for exchange of state land pursuant to the flood relocation and land exchange program provided by Title 26, Chapter 2, Article 2, A.R.S. A copy of the notice shall be recorded by the floodplain board in the office of the Apache County Recorder and shall be recorded in a manner so that it appears in the chain of title of the affected parcel of land.

Table 1. Active Ordinances

Ord. No.	Active Ordinances	Date	Codified at:	Pg.
17	Civil Defense	10/19/63		
50	Roadway Construction standards	11/12/85		
51	Advertising tax exemption	12/9/86		
61	<a href="#">Storage and Removal of Junk Vehicles</a>	1/1/90	Art. 8-4	
66	Dangerous Building Abatement	6/14/90	Art. 8-3	
68	City Code Establishment	2/14/91		
74	<a href="#">Adopting Chap. 12 Flood Damage Prevention</a>	5/3/93	Chap. 12	
76	<a href="#">Required backflow prevention</a>	4/4/94	Art. 11-14	
77	<a href="#">Amending 9-1-3 minor curfew</a>	9/8/94	§ 9-1-3	
78	Amending 3-2-2 E, City Treasurer	11/19/94	§ 3-2-2E	
89	Natural Gas Franchise	9/25/97		
95	<a href="#">Prohibiting use of engine brakes</a>	10/14/99	§ 9-1-5	
99	Moratorium on pre-1976 mobile homes	11/8/01		
101	Open burning permit process	7/11/02		
103	Establishing a bed tax	5/13/14		
105	Allowing fireworks displays	9/8/05		
106	Establishing a utility board	9/8/05		
107	Adopting a Zoning Code	10/13/05		
108	Authorizing flood management	11/10/05		
110	<a href="#">Amending Art 6-1 Animals Control</a>	6/12/06	Art. 6-1	
112	Housing Overlay	11/2/06	Zoning Code	
113	Amending Zoning Ord. & Map	11/2/06	Zoning Code	
115	Water & Sewer Deposits	4/12/07		
116	<a href="#">Position/duties of City Clerk/Finance Director</a>	4/12/07	§ 3-2-2	
117	<a href="#">Cemetery Rules &amp; Regulations</a>	5/10/07	Art. 8-8	
118	National Flood Insurance Program;	8/9/07		
119	<a href="#">Design Specifications</a>		§ 10-4-5	
120	2003 Building Code adoption	9/5/07		
121	Beneficiaries of waterline project	1/1/08		
122	Reserved			
123	Reserved			
124	Adopting 2008 Amendments to TPT Code	4/10/08	Chap. 7A.	
125	<del>Repealed</del>			
126	<a href="#">Excessive Noise Restrictions</a>	6/12/08	Art. 8-6	
127	Valuation Data Adoption	8/14/08		
128	<a href="#">Municipal Court Schedule of fees</a>	11/13/08	§ 5-2-4, 5	
129	Reserved			
Res.478	<a href="#">Medical Marijuana</a>	3/10/11	Art. 8-7	
130	<a href="#">Ephedrine/Pseudoephedrine Sale Reporting</a>	1/8/09	§ 7-2-1	
131	<a href="#">Establishing Indigent Fees;</a>	1/8/09	§ 5-2-4, 5	
133	<a href="#">Employee Residency Requirement</a>	6/9/09	§ 3-3-5	33
134	Amending City Procedures and Policy Manual	6/5/09		
135	2009 Amendments to Privilege License Tax	9/10/09		
136	Fiscal Policy & Procedure for Professional Services	8/27/09		
137	<a href="#">Green Waste Disposal and Dumping</a>	12/10/09	Art. 8-5	74



Table 2. Ordinances Repealed

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Ord.No.	Ordinances Repealed	Superseded by:	Date of Repeal
8	Publication	State Law	
15	Traffic Control Devices	State Law	
18	Vehicle Parking or standing	State Law	
28	Sewer Construction	State Law	
47	City Magistrate	City Code	
48	Public Property	City Code	
55	Sewer billing	State Law	
56	Police Department	City Code	
61	Junk Vehicles	City Code	
63	Liquor on City property	City Code	
71	Zoning	Ord. 107	
72	Zoning	Ord. 107	
74	Flood Management	Ord. 108	
75	Zoning	Ord. 107	
80	Cable TV Franchise	Ord. 92	
81	Animal Control	Ord. 110	
82	Animal Control	Ord. 110	
83	Zoning	Ord. 107	
85	Natural Gas Franchise	Ord. 89	
86	Zoning	Ord. 107	
87	Animal Control	Ord. 110	
88	Zoning	Ord. 107	
90	Zoning	Ord. 107	
91	Zoning	Ord. 107	
92	Cable TV Franchise	Expired	
94	Zoning	Ord. 107	
97	Zoning	Ord. 107	
98	Zoning	Ord. 107	
104	Zoning	Ord. 107	
109	Adopting Bid Codes	Ord. 120	
125	Water Use Restrictions		6/12/08

### Table 3. Ordinances Amending City Code

Ammending	Amending City Code	Amended by:	Date
Ord. No. 67	Adopting 1990 Amendments to Tax Code	Ord. 69	
Ord. No. 68	Designation of penalties, allowing civil, 2, 3 misd.	Ord. No. 110614.1	11/6/14
Ord. No. 69	Adopting 1991 Amendments to Tax Code	Ord. 70	
Ord. No. 70	Adopting 1991 Amendments to Tax Code	Ord. 73	
Ord. No. 73	Adopting 1993 Amendments to Tax Code	Ord. 79	
Ord. No. 79	Adopting 1994 Amendments to Tax Code	Ord. 84	
Ord. No. 84	Adopting 1995 Amendments to Tax Code	Ord. 93	
Ord. No. 93	Adopting 1998 Amendments to Tax Code	Ord. 96	
Ord. No. 96	Adopting 1999 Amendments to Tax Code	Ord. 100	
Ord. No. 100	Adopting 2001 Amendments to Tax Code	Ord. 102	
Ord. No. 102	Adopting 2003 Amendments to Tax Code	Ord. 111	
Ord. No. 111	Adopting 2006 Amendments to Tax Code	Ord. 114	
Ord. No. 114	Adopting 2007 Amendments to Tax Code	Ord. 124	4/10/08
Ord. No. 124	Adopting 2008 Amendments to Tax Code		
Article 1-10	Clarifying Effective Date of Ordinances	Ord. No. 110614.2	
Section 2-5-3	Ordinance Req., numbering, method	Ord. No. 110614.3	11/6/14
Section 2-5-8	Method of updating City Code	Ord. No. 110614.4	11/6/14
Section 6-2-1	Restricting Definition of Dog at Large	Ord. No. 110614.5	
Section 6-2-2	Dog Tag fee, eliminating yearly dog license fee	Ord. No. 110614.6	11/6/14
Section 6-2-3	Allowing self-certification of vaccination of dogs	Ord. No. 110614.7	11/6/14
Section 6-2-5	Impoundment of "untagged" dogs	Ord. No. 110614.8	
Section 6-2-4	Adding except. to Dogs Running at Large	Ord. No. 110614.9	11/6/14
Section 8-6-2	Unnecessary Noise, Expanding def. of B3 factors	Ord. No. 110614.10	
Section 8-6-4	Unnecessary Noise, Vehicle Sound Systems	Ord. No. 110614.11	
Section 8-6-6	Noise, clarifying habitual offender	Ord. No. 110614.12	11/6/14
Article 8-7	Adopting Medical Marijuana Ord. by reference	Ord. No. 110614.13	
Appendix A	Adding Rules of Procedure for City Council	Ord. No. 110614.14	11/6/14



## **Appendix A Rules of Procedure for City Council**

### **APPENDIX A Rules Of Procedure For City Council**

#### **Rule 1. General rules**

- A. Record of Minutes.** The council shall determine its own rules, order of business, and conduct of public meetings, and shall provide for keeping a journal of minutes of its proceedings. The Record of Minutes shall be a public record.
  
- B. Written rules.** The Council shall determine its order of business and procedure: the rules, order of business and procedure of the council shall be in writing and be available to all interested citizens.

#### **Rule 2. Conflict of interest**

The provisions of title 38, article 8, §38-501 to §38-511 inclusive, Arizona revised statutes, are incorporated herein by reference.

#### **Rule 3. Council meetings**

The council shall meet regularly at least once in every month at such times and places as the council may prescribe by resolution. Special meetings may be held on the call of the mayor or of four or more members. All meetings shall be public. Executive sessions may be held for the purposes allowed by law. Pre-sessions or briefing sessions are permissible to brief councilmen on the items included on the agenda. All public meetings and proceedings shall conform to the requirements of title 38, article 3.1, §§ 38-431,38,431.09, inclusive, Arizona revised statutes.

#### **Rule 4. The council agenda**

- A. Staff procedure.** All reports, communications, ordinances, resolutions, contracts, documents or other matters to be submitted to the council shall be delivered to the city clerk.
  
- B. Manger and Mayor.** The city manager and mayor shall review the agenda and background information material on the second day preceding the council meeting

## Appendix A Rules of Procedure for City Council

(Tuesday, if the meeting is on Thursday). The mayor may delete or add items to the agenda at his discretion.

- C. Following the agenda review, the agenda with the addition, deletions or other corrections, shall be returned to the city manager who shall prepare the agenda in its final form.
- D. Copies of the agenda and background material shall be disseminated to the mayor, city council and city staff by the city clerk.
- E. The agenda shall be made public in advance of the meeting by posting on the regular public bulletin board at city hall. Such action shall be taken concurrently with the furnishing of the agenda to individual members of the city council.

### Rule 5. Order of business

- A. The agenda's order of business shall be:
  - 1. Call to order
  - 2. Pledge of allegiance/invocation
  - 3. Minutes/approval of council meeting minutes
  - 4. Call to the public
  - 5. Regular council business:
    - a. Miscellaneous
    - b. Award of bids
    - c. Ordinances for introduction
    - d. Ordinances for adoption
    - e. Resolutions
    - f. Miscellaneous department reports
    - g. Other business for council action or information
  - 6. City manager/department update
  - 7. Sign demands
  - 8. Adjournment

### Rule 6. Presiding officer

The mayor, or in his absence, the vice-mayor, shall take the chair at the hour appointed for the council to meet and shall call the members to order. The presiding officer shall

## Appendix A Rules of Procedure for City Council

serve as council parliamentarian. The clerk shall enter in the minutes of the meeting the names of the members present.

### Rule 7. Temporary chairman

In case of the absence of the mayor and the vice-mayor, the city clerk shall call the council to order. If a quorum is found to be present, the council shall proceed to elect, by a majority vote of those present, a chairman of the meeting.

### Rule 8. Decorum and order

The presiding officer shall preserve decorum and decide all questions of order, subject to appeal to council.

1. During council meetings, council members shall preserve order and decorum and shall not delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or the rules of the council. Every councilman desiring to speak shall address the chair, and upon recognition by the presiding officer, shall confine himself to the questions under debate and shall avoid all indecorous language.
2. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the council, or while attending the council meeting, shall be removed from the room if the sergeant-at-arms is so directed by the presiding officer.
3. A councilman, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer or unless a point of order is raised by another councilman. If a councilman is called to order while he is speaking, he shall cease speaking immediately until the question of order is determined. If ruled to be in order, he shall be permitted to proceed. If ruled to be not in order, he shall remain silent or shall alter his remarks so as to comply with the rules of the council. Councilmen shall confine their questions to the particular issues before the council.

## Appendix A Rules of Procedure for City Council

4. If the presiding officer fails to act, any member may move to require him to enforce the rules and the affirmative vote of the majority of the council shall require the presiding officer to act.
5. The presiding officer shall have the authority to preserve decorum in meetings as far as the audience, staff members and city employees are concerned. The city manager shall also be responsible for the orderly conduct and decorum of all city employees under his direction and control. Any remarks shall be addressed to the chair and to any or all members of the council. No staff member, other than the staff member having the floor, shall enter into any discussion either directly or indirectly without permission of the presiding officer.
6. Citizens attending council meetings shall also observe the same rules of the propriety, decorum and good conduct applicable to members of the council. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstration shall not be permitted by the presiding officer, who shall direct the sergeant-at-arms to remove such offenders from the room. Should the presiding officer fail to act, any member of the council may move to require him to enforce the rules, and the affirmative vote of the majority of the council shall require the presiding officer to act any member of the public desiring to address the council shall be recognized by the chair, shall state his name and address in an audible tone for the record, and shall limit his remarks to the questions under discussion. Any remarks shall be addressed to the chair and to any or all members of the council.

### Rule 9. Right of appeal

Any member may appeal to the council from a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state his reason for the same, and the presiding officer may briefly explain his ruling but there shall be no debate on the appeal and no other member shall participate in the discussion. The presiding officer shall then put the question, "shall the decision of the chair be sustained?" if a majority of the members present vote "aye," the ruling of the chair is sustained, otherwise it is overruled.

### Rule 10. Limitation of debate

## Appendix A Rules of Procedure for City Council

No member of the council or public shall be allowed to speak more than once upon any one subject, until all councilmen have had an opportunity to speak, nor for a longer time than five minutes, without the leave of the presiding officer. Citizen groups shall be represented in presentation to the council by one of its members.

### Rule 11. Roll call vote by lot

The roll shall be taken for yeas and nays upon any questions before council. It shall be out of order for members to explain their vote during the roll call. There shall be no additional debate or speaking on the subject after the vote is taken. All roll call votes shall be taken by lot.

### Rule 12. Motions to be stated by chair – withdrawal

When a motion is made and seconded, it shall be so stated by the chair before debate commences. A motion may not be withdrawn by the mover without the consent of the member seconding it.

### Rule 13. Motion to adjourn. When not in order. Not debatable

A motion to adjourn shall be in order at any time, except as follows:

1. When repeated without intervening business or discussion
2. When made as an interruption of a member while speaking
3. When the previous questions has been ordered, and
4. While a vote is being taken. A motion to adjourn is debatable only as to the time to which the meeting is adjourned.

### Rule 14. Division of question

If the question contains two or more divisible propositions, the presiding officer may, and upon request of a member shall, divide the same.

### Rule 15. Amend an amendment

## Appendix A Rules of Procedure for City Council

A motion to amend an amendment shall be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a difference matter shall not be in order.

### Rule 16. Reconsideration

After the decision on any question, any member who voted with the prevailing side may move for a reconsideration of any action at the same or the next succeeding meeting. A motion to reconsider shall require a 2/3 vote of all council members, whether present or not, not disqualified from voting by a conflict of interest, but in no event by less than four affirmative votes.

### Rule 17. Rescinding of action

Any member who voted with the prevailing side may move to rescind any action. A motion to rescind shall require a 3/4 vote of all council members, whether present or not, not disqualified from voting by a conflict of interest, but in no event by less than four affirmative votes.

### Rule 18. Suspend the rules

These rules may be suspended with previous notice by a 2/3 vote of all councilmen whether present or not, a motion to suspend these rules without previous notice shall require unanimous consent

### Rule 19. Amending the rules

These rules may be amended with a previous notice by a 2/3 vote of all councilmen whether present or not a motion to amend these rules without previous notice shall require unanimous consent.

### Rule 20. What other rules shall govern

The rules of parliamentary practice, compromised in Robert's rules of order, latest edition, shall govern the council in all cases to which they are applicable, provided they are not in conflict with these rules or with the charter of the City of St. Johns