AGENDA

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03
Wednesday, May 29, 2013 at 6:00pm
TUSAYAN TOWN HALL BUILDING
845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town council will hold a meeting open to the public on Wednesday, May 29, 2013 at the Tusayan Town Hall Building. If authorized by a majority vote of the Tusayan Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

Persons with a disability may request a reasonable accommodation by contacting the Town Manager at (928) 638-9909 as soon as possible.

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you silence it at this time to minimize disruption of today's meeting.

TOWN COUNCIL REGULAR MEETING AGENDA

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

2. **ROLL CALL**

MAYOR GREG BRYAN
VICE MAYOR AL MONTOYA
COUNCILMEMBER BILL FITZGERALD
COUNCILMEMBER JOHN RUETER
COUNCILMEMBER CRAIG SANDERSON

- *One or two Council Members may attend by telephone*

3. **CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

Members of the public may address the Council on items not on the printed agenda. The Council may not discuss, consider or act upon any matter raised during public comment. Comments will be limited to three minutes per person.

Members of the audience who wish to speak to the Council on an item listed as Public Hearing should complete a Request to Speak Card and turn it into the Town Clerk. Speakers will be limited to three minutes each.

4. **CEREMONIAL AND/OR INFORMATIONAL MATTERS**

None

5. **CONSENT AGENDA**

ITEMS ON THE CONSENT AGENDA ARE ROUTINE IN NATURE AND WILL BE ACTED ON WITH ONE MOTION AND ONE VOTE. PUBLIC HEARING ITEMS ARE DESIGNATED WITH AN ASTERISK (*).

MEMBERS OF THE COUNCIL OR STAFF MAY ASK THE MAYOR TO REMOVE ANY ITEM FROM THE CONSENT AGENDA TO BE DISCUSSED AND ACTED UPON SEPARATELY.

A. **Minutes of the Town Council Special Meetings on 5/1/13 and 5/7/13 and Regular Meeting on 5/15/13**

B. **Accounts Payable Billings**

6. **COMMITTEE REPORTS**

7. **ACTION ITEMS**

   A. **Consideration, discussion, and possible adoption of Preliminary budget for Fiscal Year (FY) 2013-2014**

   B. **Consideration, discussion, and possible action authorizing the Town Manager to proceed with a Permit Fee Analysis**

8. **DISCUSSION ITEMS**

   A. **Update and discussion of National Forest Fire Restrictions**

9. **TOWN MANAGER'S REPORT**

10. **FUTURE AGENDA ITEMS**

11. **COUNCIL MEMBERS' REPORTS**

12. **MAYOR'S REPORT**

13. **MOTION TO ADJOURN**

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this _____ day of May, 2013, at _____pm in accordance with the statement filed by the Tusayan Town Council.

_____
Signature of person posting the agenda

ITEM NO. 5A

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03
Wednesday, May 1, 2013 at 2:30pm
TUSAYAN TOWN HALL BUILDING
845 Mustang Drive, Tusayan Arizona

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the meeting to order at 2:31pm and the Pledge of Allegiance was recited.

2. ROLL CALL

MAYOR GREG BRYAN
VICE MAYOR AL MONTOYA
COUNCILMEMBER BILL FITZGERALD
COUNCILMEMBER JOHN RUETER
COUNCILMEMBER CRAIG SANDERSON

3. INTERVIEW OF A CANDIDATE FOR THE POSITION OF TOWN MANAGER

Vice Mayor Montoya made a motion to take the Council into executive session at 2:32pm. The motion was seconded by Councilmember Rueter and it passed on unanimous vote.

The Council interviewed Town Manager candidate William Wright.

Vice Mayor Montoya made a motion to return the Council to open session at 5:25pm. The motion was seconded by Councilmember Sanderson and it passed on unanimous vote.

The Council will meet again on Tuesday, May 7, 2013 at 5:00pm to review the applicant and discuss process with the Town Attorney.

4. MOTION TO ADJOURN

Councilmember Rueter made a motion to adjourn the meeting at 5:27pm. Councilmember Fitzgerald seconded the motion and it passed on unanimous vote.

Greg Bryan, Mayor **Date**

ATTEST:

Melissa A. Malone, Town Clerk

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Melissa Malone, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on May 1, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 22nd day of May, 2013.

_____
Town Clerk

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Tuesday, May 7, 2013 at 5:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the meeting to order at 5:03pm and the Pledge of Allegiance was recited.

2. ROLL CALL

MAYOR GREG BRYAN
VICE MAYOR AL MONTOYA
COUNCILMEMBER BILL FITZGERALD
COUNCILMEMBER JOHN RUETER
COUNCILMEMBER CRAIG SANDERSON

Also present (via phone) was Bill Sims, Tusayan Town Attorney – beginning 5:35pm

3. DISCUSSION AND CONSIDERATION OF EMPLOYMENT OF PERSONS TO SERVE AS THE TOWN MANAGER AND CONSULTATION WITH THE TOWN ATTORNEY CONCERNING CONTRACT TERMS IN CONNECTION WITH SUCH POSSIBLE EMPLOYMENT

Councilmember Sanderson made a motion to take the Council into executive session at 5:04pm. The motion was seconded by Vice Mayor Montoya and it passed on unanimous vote.

The Council reviewed the interview with a Town Manager candidate held on May 1, 2013 and discussed possible employment. The Town Attorney joined the meeting at 5:35pm.

Councilmember Sanderson made a motion to return the Council to open session at 6:23pm. The motion was seconded by Councilmember Fitzgerald and it passed on unanimous vote.

The Council directed the Mayor and the Town Attorney to negotiate an employment agreement with the applicant and bring it back to the Council for approval if successful.

4. MOTION TO ADJOURN

Councilmember Rueter made a motion to adjourn the meeting at 6:25pm. Vice Mayor Montoya seconded the motion and it passed on unanimous vote.

Greg Bryan, Mayor Date

ATTEST:

Melissa A. Malone, Town Clerk

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Melissa Malone, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on May 1, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 22nd day of May, 2013.

Town Clerk

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03
Wednesday, May 15, 2013 at 6:00pm
TUSAYAN TOWN HALL BUILDING
845 Mustang Drive, Tusayan Arizona

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the meeting to order at 6:04pm and the Pledge of Allegiance was recited.

2. ROLL CALL

MAYOR GREG BRYAN
VICE MAYOR AL MONTOYA
COUNCILMEMBER BILL FITZGERALD
COUNCILMEMBER JOHN RUETER
COUNCILMEMBER CRAIG SANDERSON – arrived at 6:05pm

Also present were: Tami Ryall, Interim Town Manager
Melissa Malone, Town Clerk

3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA

None

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

A. Mayor's Proclamation of May 18, 2013 as Trevor Hartigan Day in the Town of Tusayan

The Mayor discussed Trevor Hartigan's achievement and stated that he will present the proclamation to Trevor on May 18, 2013.

Councilmember Fitzgerald requested a process for Proclamations be defined and listed in the policies manual.

B. Presentation on Proposed Marketing Efforts by Tusayan Chamber of Commerce & Visitor's Bureau

Mike Halpin, Chamber Board Member, spoke on behalf of the Tusayan Chamber of Commerce & Visitor's Bureau (CVB). He listed proposed efforts of the CVB including a branding study, targeting visitors to Phoenix to add on to their trips, and targeting air travelers and air service providers.

5. CONSENT AGENDA

Councilmember Fitzgerald requested the Accounts Payable Billings be removed from the Consent Agenda.

A. Minutes of Town Council Meeting on 5/1/13

Vice Mayor Montoya made a motion to approve the Minutes. Councilmember Fitzgerald seconded the motion and it passed on unanimous vote.

B. Accounts Payable Billings

Councilmember Fitzgerald had a question regarding a payment which was answered to his satisfaction by Manager Ryall. Councilmember Fitzgerald made a motion to approve the Accounts Payable Billings. Councilmember Rueter seconded the motion and it passed on unanimous vote.

6. COMMITTEE REPORTS

None

7. ACTION ITEMS

A. Consideration, discussion, and possible approval of Temporary Liquor License for the Chamber of Commerce Fundraiser – 4th of July Celebration and Community Event

Mike Halpin, representing the Chamber of Commerce answered any questions the Council had regarding the event.

Councilmember Fitzgerald made a motion to approve the Temporary Liquor License Application. Councilmember Rueter seconded the motion and it passed on unanimous vote.

B. Consideration, discussion, and possible approval of the annual renewal of the Intergovernmental Agreement (IGA) with Williams Justice Court for Court Services

Manager Ryall introduced the IGA and a letter from Judge Robert Krombeen. Judge Krombeen spoke on behalf of the Williams Justice Court in favor of the IGA. He also answered questions for the Council.

Councilmember Sanderson made a motion to approve the IGA, noting that it was not an annual renewal but a renewal for a five-year period. Mayor Bryan seconded the motion and after additional discussion it passed on unanimous vote.

C. Consideration, discussion, and possible approval of Resolution No. 2013-06 approving participation of the Town of Tusayan in the National Flood Insurance Program

Manager Ryall explained that the Resolution and Ordinance (Item 7.D. to follow) are "boilerplate" requirements of the Federal Emergency Management Agency to officially keep status quo on flood management.

Councilmember Rueter made a motion to approve Resolution No. 2013-06. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

D. Consideration, discussion, and possible approval of Ordinance No. 2013-01 pertaining to the National Flood Insurance Program

Councilmember Rueter made a motion to approve Ordinance No. 2013-01. Vice Mayor Montoya seconded the motion and it passed on unanimous vote.

E. Consideration, discussion, and possible approval of Contingency Transfers and Budget Adjustments to reconcile Fiscal Year 2012/2013

Manager Ryall presented the Contingency Transfers and Budget Adjustments stating that this action will codify the decisions regarding this fiscal year made in Budget Workshops.

Councilmember Rueter made a motion to approve the Contingency Transfers and Budget Adjustments as presented. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

8. DISCUSSION ITEMS

A. Results of the General Plan Town Hall Workshop held on 3/25/13

Manager Ryall presented an overview of the results of the General Plan Town Hall which was held on March 25, 2013. She covered the following:

- Best descriptive words provided by the residents
- Desire by the residents to preserve the small town feel
- Desire to maintain the Tusayan identity while honoring the importance of the Grand Canyon
- How to Focus on Residents
- Desirable Features of a Trail System

9. TOWN MANAGER'S REPORT

Manager Ryall discussed the following:

- She handed out 3 potential graphic designs for the Town Marshall Car. The Council approved design number 2 which had "911" printed on the car.
- Fencing is almost complete at the Town Manager's house.
- A contract for audio-visual equipment should be complete next week.
- A Permitting Fee study contract by May 29th.
- Preliminary findings on the Drainage Study should be ready for the meeting on June 19th.
- Preliminary findings from NI Solutions should be ready for the meeting on May 29th.

10. FUTURE AGENDA ITEMS

- Councilmember Fitzgerald requested a notice be placed at the General Store stating which meetings are cancelled in July.
- The Council added an Executive Session to discuss Town Manager position on 5/22/13 at 5pm.
- The Council requested a report on the status of the Community Park on 5/29/13 in Manager's report.

- Councilmember Fitzgerald requested a report on Stilo negotiations when an update is available.

11. COUNCIL MEMBERS' REPORTS

None

12. MAYOR'S REPORT

A. Update on status of the Wate Uranium Mine Application

Mayor Bryan gave a report on the Wate Uranium mine application, mentioning the letter he sent on behalf of the Council in opposition to the mine. The expectation is that the State of Arizona will issue the permit due to statutory requirements to raise revenue. The Navajo Nation will not allow ingress or egress across their property which would be required for the mine to function.

B. Other updates

- The League of Arizona Cities and Towns is continuing to work with the State of Arizona to simplify the Transaction Privilege Tax.
- The Mayor is working on adding Health Insurance and Arizona State Retirement to the benefits for Town employees

13. MOTION TO ADJOURN

Councilmember Rueter made a motion to adjourn the meeting at 7:15pm. Vice Mayor Montoya seconded the motion and it passed on unanimous vote.

Greg Bryan, Mayor **Date**

ATTEST:

Melissa A. Malone, Town Clerk

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Melissa Malone, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on May 15, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 23rd day of May, 2013.

Town Clerk

ITEM NO. 7A

TOWN OF TUSAYAN
2013-14 BUDGET AND FINANCIAL PLAN

Meetings

March 20	Preliminary Budget Discussion
April 17	Department Budget: Mayor & Council, Manager & Clerk, Legal Services, Court & Prosecutor, Public Safety, Parks & Recs
May 1	Department Budget: Street Fund, Planning & Studies, Development & Permits, Facilities & Grounds
May 14	Non-finalized budget items 5pm
May 29	Tentative Budget Adoption
July 24	Final Budget Adoption

Policy Decision Discussions (2013-14 Listing)

Town of Tusayan

TOWN OF TUSAYAN	2013-14	2014-15	2015-16	2016-17	2017-18
TOTAL BUDGET SUMMARY					
Revenue					
General Fund	$2,570,662	$2,602,529	$2,608,790	$2,640,050	$2,646,717
Streets Fund	$77,055	$76,000	$76,000	$76,000	$76,000
Water Enterprise Fund	$0	$0	$1,200,000	$1,200,000	$1,200,000
Trust & Agency Fund	$100,000	$100,000	$100,000	$100,000	$100,000
Grants	$215,000	$0	$0	$0	$0
Total Budget Revenue	**$2,962,717**	**$2,778,529**	**$3,984,790**	**$4,016,050**	**$4,022,717**
Expenses					
General Fund	$2,534,000	$2,463,000	$2,504,400	$2,125,327	$1,736,282
Streets Fund	$70,000	$70,000	$70,000	$70,000	$70,000
Water Enterprise Fund	$0	$0	$1,200,000	$1,200,000	$1,200,000
Trust & Agency Fund	$100,000	$100,000	$100,000	$100,000	$100,000
Grants	$215,000	$0	$0	$0	$0
Total Budget Expense	**$2,919,000**	**$2,633,000**	**$3,874,400**	**$3,495,327**	**$3,106,282**
Total Operating Balance (Deficit)	**$43,717**	**$145,529**	**$110,390**	**$520,723**	**$916,435**

GENERAL FUND	2013-14	2014-15	2015-16	2016-17	2017-18	
Beginning General Fund Balance	**$3,479,157**	**$3,515,819**	**$3,655,348**	**$3,759,738**	**$4,274,461**	
Less Operating Reserve	**$1,700,000**	**$1,700,000**	**$2,000,000**	**$2,000,000**	**$2,000,000**	
Available General Fund Balance	**$1,779,157**	**$1,815,819**	**$1,655,348**	**$1,759,738**	**$2,274,461**	
Revenue						
City Sales Tax	$2,300,000	$2,300,000	$2,300,000	$2,300,000	$2,300,000	
Business License	$100	$500	$100	$500	$100	
Develop Services Permit Fees	$50,000	$75,000	$75,000	$75,000	$75,000	
Fines	$0	$0	$0	$24,000	$24,000	
State Sales Tax	$48,215	$49,661	$51,151	$52,686	$54,266	
Urban Revenue Sharing (State In	$167,347	$172,367	$177,538	$182,865	$188,351	
Vehicle License Tax	$0	$0	$0	$0	$0	moved to Street Funds
Misc. Income	$0	$0	$0	$0	$0	
Interest Income	$5,000	$5,000	$5,000	$5,000	$5,000	
Total General Fund Revenue	**$2,570,662**	**$2,602,529**	**$2,608,790**	**$2,640,050**	**$2,646,717**	
Expenses						
Mayor & Council	$91,000	$95,000	$101,000	$101,000	$101,000	
Manager & Support	$412,000	$407,000	$407,000	$407,000	$407,000	
Legal Services	$144,000	$144,000	$144,000	$144,000	$144,000	
Court & Prosecutor	$27,000	$27,000	$71,500	$46,500	$71,500	
Planning & Studies	$145,000	$120,000	$100,000	$100,000	$100,000	
Development & Permits	$90,000	$90,000	$90,000	$90,000	$90,000	
Public Safety	$539,000	$499,000	$524,000	$519,000	$479,000	
Facilities & Grounds	$86,000	$81,000	$81,900	$82,827	$83,782	
Parks & Recreation	$90,000	$110,000	$70,000	$70,000	$70,000	
Capital Improvements	$660,000	$740,000	$765,000	$415,000	$40,000	
Contingency	$250,000	$150,000	$150,000	$150,000	$150,000	
Total General Fund Expenses	**$2,534,000**	**$2,463,000**	**$2,504,400**	**$2,125,327**	**$1,736,282**	
Annual Fund Balance Change	**$36,662**	**$139,529**	**$104,390**	**$514,723**	**$910,435**	
ENDING GENERAL FUND BALANCE	**$3,515,819**	**$3,655,348**	**$3,759,738**	**$4,274,461**	**$5,184,896**	

STREETS FUND	2013-14	2014-15	2015-16	2016-17	2017-18
Beginning Fund Balance	**$88,090**	**$95,145**	**$101,145**	**$107,145**	**$113,145**
Revenue					
Highway Urban Revenue Fund	$54,525	$54,000	$54,000	$54,000	$54,000
Vehicle License Tax	$22,530	$22,000	$22,000	$22,000	$22,000
Total Street Fund Revenue	**$77,055**	**$76,000**	**$76,000**	**$76,000**	**$76,000**
Expenses					
Street Lights Capital	$0	$0	$0	$0	$0
Sidewalk Maintenance	$30,000	$30,000	$30,000	$30,000	$30,000
Landscape Maintenance	$20,000	$20,000	$20,000	$20,000	$20,000
Bus Stop Maintenance	$20,000	$20,000	$20,000	$20,000	$20,000
Total Street Fund Expenses	**$70,000**	**$70,000**	**$70,000**	**$70,000**	**$70,000**
Annual Fund Balance Change	**$7,055**	**$6,000**	**$6,000**	**$6,000**	**$6,000**
ENDING STREET FUND BALANCE	**$95,145**	**$101,145**	**$107,145**	**$113,145**	**$119,145**

WATER ENTERPRISE FUND	2013-14	2014-15	2015-16	2016-17	2017-18
Revenue					
User Charges	$0	$0	$1,200,000	$1,200,000	$1,200,000
Other	$0	$0	$0	$0	$0
Total Revenue	**$0**	**$0**	**$1,200,000**	**$1,200,000**	**$1,200,000**
Expenditures					
Operating Expenses	$0	$0	$1,200,000	$1,200,000	$1,200,000
Capital Improvements	$0	$0	$0	$0	$0
Total Expenses	**$0**	**$0**	**$1,200,000**	**$1,200,000**	**$1,200,000**
ENDING FUND BALANCE	**$0**	**$0**	**$0**	**$0**	**$0**

TRUST AND AGENCY ACCOUNTS	2013-14	2014-15	2015-16	2016-17	2017-18
Stilo Development Agency Acct					
Revenue	$100,000	$100,000	$100,000	$100,000	$100,000
Expense	$100,000	$100,000	$100,000	$100,000	$100,000
Balance	$0	$0	$0	$0	$0

GRANTS	2013-14	2014-15	2015-16	2016-17	2017-18
CDBG Project					
Revenue	$215,000	$0	$0	$0	$0
Expense	$215,000	$0	$0	$0	$0
Balance	$0	$0	$0	$0	$0

Budget Detail
Mayor and Council

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
11-4500	T&T: Mileage/Lodging/Meals	$12,000	$12,000	$12,000	$12,000	$12,000
11-4510	T&T: Registration Fees	$8,000	$8,000	$8,000	$8,000	$8,000
11-4310	Public Notices and Advertising	$20,000	$20,000	$20,000	$20,000	$20,000
11-4380	Office Supplies	$5,000	$5,000	$5,000	$5,000	$5,000
11-4390	Insurance	$12,000	$12,000	$12,000	$12,000	$12,000
11-4410	Licenses, Permits, Fees	$10,000	$8,000	$8,000	$8,000	$8,000
11-5150	Elections	$5,000	$5,000	$5,000	$5,000	$5,000
11-4430	Council Member Compensation	$9,000	$15,000	$21,000	$21,000	$21,000
11-4156	Technology Stipend & Equipment	$10,000	$10,000	$10,000	$10,000	$10,000
	Totals	**$91,000**	**$95,000**	**$101,000**	**$101,000**	**$101,000**

Cost Center Purpose: **To account for direct expenses related to Mayor and Council, and all other costs of operating the community not assigned to other cost centers.**

11-4500	T&T: Mileage/Lodging/Meals	Cost of attending training and conferences for Mayor and Council
11-4510	T&T: Registration Fees	Cost of registrations fees for attending training and conferences for Mayor and Council
11-4310	Public Notices and Advertising	Cost of legal notices and publications required by law except for planning and zoning
11-4380	Office Supplies	Cost of supplies and purchases to support Mayor and Council
11-4390	Insurance	Cost of general operating and liability insurance for the Town of Tusayan
11-4410	Licenses, Permits, Fees	Cost of dues for the Town of Tusayan (League of Cities, NW Mayors, etc.)
11-5150	Elections	Cost (publication, fees, etc.) for conducting elections for Tusayan
11-4430	Council Member Compensation	Allowance for Mayor and Council to receive compensation for serving as elected officials
11-4156	Technology Stipend & Equipment	Payment to Mayor and Council for computer, cell phone and technology costs incurred as an elected officials

Budget Detail
Manager & Support

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
12-4500	T&T: Mileage/Lodging/Meals	$6,000	$6,000	$6,000	$6,000	$6,000
12-4510	T&T: Registration Fees	$4,000	$4,000	$4,000	$4,000	$4,000
12-4360	Marketing/Promotional Supplie	$100,000	$100,000	$100,000	$100,000	$100,000
12-4380	Office Supplies	$10,000	$10,000	$10,000	$10,000	$10,000
12-5400	Communications (TM Phone)	$5,000	$5,000	$5,000	$5,000	$5,000
12-5410	Internet/Web	$15,000	$10,000	$10,000	$10,000	$10,000
12-4444	Town Manager Compensation	$150,000	$150,000	$150,000	$150,000	$150,000
12-4445	Town Clerk Compensation	$60,000	$60,000	$60,000	$60,000	$60,000
12-4442	Finance & Accounting (Audit)	$40,000	$40,000	$40,000	$40,000	$40,000
12-4443	Part Time Staff	$12,000	$12,000	$12,000	$12,000	$12,000
12-5420	Consulting Services - Misc.	$10,000	$10,000	$10,000	$10,000	$10,000
	Totals	**$412,000**	**$407,000**	**$407,000**	**$407,000**	**$407,000**

	Cost Center Purpose:	**To account for the costs of the Town Manager, Town Clerk and finance and accounting costs and services for Tusayan**
12-4500	T&T: Mileage/Lodging/Meals	Cost of attending training for Manager, Clerk and finance personnel
12-4510	T&T: Registration Fees	Cost of registration fees for Manager, Clerk and finance personnel
12-4360	Marketing/Promotional Supplie	Cost of advertising to promote Tusayan as a destination
12-4380	Office Supplies	Cost of supplies for Manager, Clerk and finance personnel
12-5400	Communications (TM Phone)	Cost of cell phone for Manager, Clerk and finance personnel
12-5410	Internet/Web	Cost of establishing and maintaining a Tusayan website
12-4444	Town Manager Compensation	Cost of the Manager as an emloyee/contractor
12-4445	Town Clerk Compensation	Cost of the Clerk as an emloyee/contractor
12-4442	Finance & Accounting (Audit)	Cost of bookkeepeing services and annual audit
12-4443	Part Time Staff	Costsof the part time employees/contract services related to administration of Tusayan
12-5420	Consulting Services - Misc.	Cost of contract consultanting services

Budget Detail
Legal Services

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
13-4420	General Counsel	$84,000	$84,000	$84,000	$84,000	$84,000
13-4421	Special Counsel	$10,000	$10,000	$10,000	$10,000	$10,000
13-4432	Litigation Allowance	$50,000	$50,000	$50,000	$50,000	$50,000
	Totals	**$144,000**	**$144,000**	**$144,000**	**$144,000**	**$144,000**

	Cost Center Purpose:	**To account for General Counsel and litigation costs incurred by the Town of Tusayan**
13-4420	General Counsel	Cost of services of William Sims as contract general counsel
13-4421	Special Counsel	Cost of special counsel services as may be appointed by Mayor and Council for legal advice on a specialized issue outside of General Counsel services
13-4432	Litigation Allowance	Cost of contract legal services defending Town of Tusayan in litigation; or paying for litigation authorized by Cou

Budget Detail
Court & Prosecutor

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
15-4421	Contract Prosecutor/Defender	$27,000	$27,000	$27,000	$27,000	$27,000
	Judge contract	$0	$0	$0	$0	$25,000
	PT Clerk	$0	$0	$0	$15,000	$15,000
	Computer capital	$0	$0	$15,000	$0	$0
	Computer support	$0	$0	$2,500	$2,500	$2,500
	Office Supplies	$0	$0	$2,000	$2,000	$2,000
	Furnishing Fixtures	$0	$0	$25,000	$0	$0
	Total Expense	**$27,000**	**$27,000**	**$71,500**	**$46,500**	**$71,500**

	Cost Center Purpose:	**To account for the costs of Prosecution and Municipal Court activity incurred by Town of usayan**
15-4421	Contract Prosecutor/Defender	Cost of contract prosecutor/defender services for Town of Tusayan
	Judge Contract	Cost of contract services provided by a judge to serve the Municipal Court
	PT Clerk	Cost of contract services for a part-time Court Clerk
	Computer Capital	One time cost of purchasing computer hardware and software for the Court and Prosecutor functions
	Computer Support	Cost of the ongoing maintenance and operating costs of the court computer hardware and software for the Court and Prosecutor
	Office Supplies	Cost of supplies for the operation of the Court and Prosecutor
	Furnishing and Fixtures	One time cost of purchasing furniture and equipment for the Court and Prosecutor

Budget Detail
Planning & Studies

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
14-4411	Housing Needs Study	$20,000	$20,000	$0	$0	$0
14-4412	General Plan Update	$0	$0	$0	$0	$0
14-4413	General Engineering	$25,000	$25,000	$25,000	$25,000	$25,000
14-4414	Rewrite Zoning Code Project	$0	$0	$0	$0	$0
14-4415	Contract Planning Services	$75,000	$75,000	$75,000	$75,000	$75,000
14-7064	Parking Study	$25,000	$0	$0	$0	$0
	Total Expenses	**$145,000**	**$120,000**	**$100,000**	**$100,000**	**$100,000**

	Cost Center Purpose:	**To account for studies to plan for facilities and services for the development and operation of Town of Tusayan**
14-4411	Housing Needs Study	Cost of contract services to review housing needs and development options for private ownership and rental of property within Tusayan
14-4412	General Plan Update	Cost of contract services to develop a General Plan for Tusayan as required by state law
14-4413	General Engineering	General engineering costs not associated with an application for zoning or building
14-4414	Rewrite Zoning Code Project	Cost of contract services to amend and develop building and zoning codes for Tusayan from the Coconino County standards
14-4415	Contract Planning Services	Cost of general planning services and costs not directly tied to an application for zoning or building
14-7064	Parking Study	Cost of conducting a Parking Study

Budget Detail
Development & Permits

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
16-4412	Building Permit Services	$50,000	$50,000	$50,000	$50,000	$50,000
16-4413	Plan Review	$25,000	$25,000	$25,000	$25,000	$25,000
16-4414	Advertising	$10,000	$10,000	$10,000	$10,000	$10,000
16-4415	Supplies & Printing	$5,000	$5,000	$5,000	$5,000	$5,000
	Total Expenses	**$90,000**	**$90,000**	**$90,000**	**$90,000**	**$90,000**

Cost Center Purpose: **To account for direct costs for processing applications for planning, zoning and building permits and any other project directly tied to development**

16-4412	Building Permit Services	Cost incurred by Wildan Engineering to process building permits
16-4413	Plan Review	Cost incurred to process planning & zoning permit applications
16-4414	Advertising	Cost directly related to public notice advertising for planning and zoning applications
16-4415	Supplies & Printing	Cost to support planning, zoning and permit activities in Town of Tusayan

Budget Detail
Public Safety

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
17-4431	Sheriff	$360,000	$360,000	$360,000	$360,000	$360,000
17-4432	Public Safety - Special Events	$10,000	$10,000	$10,000	$10,000	$10,000
17-4433	Law Enforcement Needs Study	$0	$0	$25,000	$20,000	$0
17-4434	Public Safety Enhancements	$60,000	$20,000	$20,000	$20,000	$0
17-4435	Fire District Subsidy	$109,000	$109,000	$109,000	$109,000	$109,000
	Totals	**$539,000**	**$499,000**	**$524,000**	**$519,000**	**$479,000**

	Cost Center Purpose:	**To account for the costs incurred to enforce laws within Town of Tusayan**
17-4431	Sheriff	Cost of contract services with Coconino County Sheriff for law enforcement within Town of Tusayan
17-4432	Public Safety - Special Events	Additional cost of special events requiring additional traffic control or law enforsement presence to support the activities
17-4433	Law Enforcement Needs Study	Cost of contract services to investigate the feasibility and most appropriate long term law enforcement option (contract, in house, etc.) to serve Town of Tusayan
17-4434	Public Safety Enhancements	Cost of Driver Feedback Signage, AIRS project
17-4435	Fire District Subsidy	Cost of supporting Town of Tusayan Fire Department

Budget Detail
Facilities & Grounds

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
18-6252	ADOT Ground Rental/GC Airlines	$30,000	$30,000	$30,900	$31,827	$32,782
18-5420	Utilities	$20,000	$20,000	$20,000	$20,000	$20,000
18-7020	Office Furniture/Equipment	$15,000	$10,000	$10,000	$10,000	$10,000
18-4490	Custodial & Supply	$15,000	$15,000	$15,000	$15,000	$15,000
18-4390	Insurance	$6,000	$6,000	$6,000	$6,000	$6,000
	Totals	**$86,000**	**$81,000**	**$81,900**	**$82,827**	**$83,782**

	Cost Center Purpose:	**To account for the direct costs of facilities owned by Town of Tusayan including Town Hall and Housing**
18-6252	ADOT Ground Rental	Cost of leasing the land for Town Hall and Housing grounds per rental agreement with ADOT
18-5420	Utilities	Cost of utilities associated with Town Hall and Housing facilities
18-7020	Office Furniture	Cost of furniture, fixtures and equipment purchased to be used in the Town Hall, Housing and other facilities
18-4490	Custodial & Supply	Cost of cleaning and custodial services & supplies for all Town Facilities, snow removal
18-4390	Insurance	Cost of insurance specific to Town Hall and Housing facilities (Property & Casualty)

Budget Detail
Parks & Recreation

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
19-7040	Vehicles	$25,000	$40,000	$0	$0	$0
19-7041	Vehicle Operation	$10,000	$15,000	$15,000	$15,000	$15,000
19-4700	Maintenance	$30,000	$30,000	$30,000	$30,000	$30,000
19-4701	Projects Planning	$25,000	$25,000	$25,000	$25,000	$25,000
	Total Parks & Rec	**$90,000**	**$110,000**	**$70,000**	**$70,000**	**$70,000**

Cost Center Purpose: **To account for the costs of planning, developing, constructing, operating and maintaining parks, open space and recreation facilities for Town ofTusayan**

19-7040	Vehicle	Cost of purchasing a multipurpose vehicle for maintaining town parks and property
19-7041	Vehicle Operation	Cost of ongoing maintenance, operations, fuel and insurance on a town vehicle
19-4700	Maintenance	Cost of maintenance and operating costs of all Town park and recreation programs and facilities
19-4701	Projects Planning	Cost of studies to determine costs, locations and needs for parks and recreation facilities

Budget Detail
Capital Improvement Projects

ACCT #	CIP #		2013-14	2014-15	2015-16	2016-17	2017-18
20-4701	0001	Park Development	$225,000	$125,000	$150,000	$150,000	$0
20-4416	0002	Fiber Optic Implementation	$150,000	$150,000	$150,000	$0	$0
20-7056	0003	Town Hall Parking Improvements/Sidewalks	$0	$0	$0	$0	$0
20-7055	0004	Tusayan Employee Housing Project	$150,000	$150,000	$200,000	$0	$0
20-7058	0006	Tusayan Affordable Housing Project (40 acre dedication)	$50,000	$200,000	$250,000	$250,000	$0
20-7059	0007	Natural Gas Extension	$0	$100,000	$0	$0	$0
20-7060	0008	Drainage Study/ Model Update	$0	$0	$0	$0	$0
20-7061	0009	Bus Stop Art Program/ Public Art "Set-Aside"	$55,000	$15,000	$15,000	$15,000	$0
20-7062	0010	Trail System & Improvements	$30,000	$0	$0	$0	$0
20-7063	0011	Utility Undegrounding Study	$0	$0	$0	$0	$40,000
Total Capital Improvement Projects			**$660,000**	**$740,000**	**$765,000**	**$415,000**	**$40,000**

		Cost Center Purpose:	**To account for capital projects**
20-4701	0001	Park Development	Partnering with the Grand Canyon School District, build a community park in multiple phases that will include ball fields, play equipment (tot lot), restrooms, a group ramada, and other amenities. A masterplan for the park has been prepared and prioritization of phases is on-going.
20-4416	0002	Fiber Optic Implementation	Develop a comprehensive strategy to improve internet service within Tusayan
20-7056	0003	Town Hall Parking Improvements/Sidewalks	Construct improvements to the parking lot around Town Hall facilities.
20-7055	0004	Tusayan Employee Housing Project	Design and install housing units and associated utilities for Town employees
20-7058	0006	Tusayan Affordable Housing Project (40 acre dedication)	Develop 40 acres of land to be dedicated to the Town for provision of affordable housing for Tusayan residents
20-7059	0007	Natural Gas Extension	In partnership with Grand Canyon National Park, design and construct a natural gas line extension to service Tusayan residents
20-7060	0008	Drainage Study/ Model Update	Conduct a drainage analysis of the Town of Tusayan to supplement previous flood analysis prepared by the National Forest Service
20-7061	0009	Bus Stop Art Program/ Public Art "Set-Aside"	Develop and implement a public art program at bus stops operated by Grand Canyon National Park
20-7062	0010	Trail System & Improvements	Develop and improve access and connections to existing trails around Town of Tusayan
20-7063	0011	Utility Undegrounding Study	Identify potential areas for undergrounding of overhead utilities to improve community aesthetics

Budget Detail
Contingency

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
21-1000	Contingency	$250,000	$150,000	$150,000	$150,000	$150,000
	Total Contingency	**$250,000**	**$150,000**	**$150,000**	**$150,000**	**$150,000**

Cost Center Purpose: **To account for the unexepcted costs that may occur during the year**

21-1000 Contingency To account for the unexepcted costs that may occur during the year

NOTE: One time $100,000 increase in Contingency in FY14 is due to anticipating changes in permit and inspection fees expenses after Fee Analysis study is completed.

Budget Detail
Streets Fund

ACCT #		2013-14	2014-15	2015-16	2016-17	2017-18
Revenue						
2-3140	Highway Urban Revenue Fund	$54,525	$54,000	$54,000	$54,000	$54,000
2-3150	Vehicle License Tax	$22,530	$22,000	$22,000	$22,000	$22,000
Total Revenue		**$77,055**	**$76,000**	**$76,000**	**$76,000**	**$76,000**
Expenses						
	Street Lights Capital	$0	$0	$0	$0	$0
2-4484	Sidewalk Maintenance	$30,000	$30,000	$30,000	$30,000	$30,000
2-4485	Landscape Maintenance	$20,000	$20,000	$20,000	$20,000	$20,000
2-4486	Bus Stop Maintenance	$20,000	$20,000	$20,000	$20,000	$20,000
Total Expenses		**$70,000**	**$70,000**	**$70,000**	**$70,000**	**$70,000**
Operating Balance		**$7,055**	**$6,000**	**$6,000**	**$6,000**	**$6,000**

Cost Center Purpose:	**To account for expenses related to maintaining and developing streets and sidewalks**
2-4484 Sidewalk Maintenance	Cost of maintaining sidewalks
2-4485 Landscape Maintenance	Cost of landscape maitenance along highway 64, including irrigation
2-4486 Bus Stop Maintenance	Cost of maintaining bus stops

ITEM NO. 7B

Walker Consulting

Over 35 year's municipal experience

May 20, 2013

Tami Ryall, Interim Town Manager
Town of Tusayan, Arizona
845 Mustang Dr.
Tusayan, AZ 86023

Dear Tami,

Thank you for the opportunity to provide a proposal to the Town of Tusayan (Town) for a review of the existing building/planning fees, conduct a new fee study, and provide recommendations for updated fees and fee structure. In this proposal, I am providing a team approach between Pat Walker Consulting LLC and the consulting division of Heinfeld, Meech & Co. P.C. This is because we recognize the Town's need for an experienced governmental services team that will be timely and efficient. I believe this proposal demonstrates our team's professional qualifications, governmental expertise, and most importantly, our commitment to exceptional client services.

This engagement will take a team approach of combining the experience and expertise of two firms; Pat Walker Consulting LLC and Heinfeld, Meech & Co. P.C. This partnership will bring a combination of expertise that will address all the areas of this engagement with vast amounts of experience.

Pat Walker Consulting, LLC (PW Consulting) is an Arizona based firm with over 36 years "hands on" experience in municipal finance, management, and planning services and has worked with municipalities throughout the United States. The key to a successful project is listening to the needs of each community, creating a variety of problem resolutions, and collaborating with the client to bring a solid solution. PW Consulting uses this approach for each project and specializes in preparing impact and user fee studies, budget preparation, and strategic financial planning.

Heinfeld, Meech & Co., P.C. is the industry leader for governmental services in the State of Arizona, currently providing consulting and audit services to over 200 governmental entities. The firm is a member of the American Institute of Certified Public Accountants (AICPA) Governmental Audit Quality Center, which is committed to the highest standards of quality in governmental audits.

2404 W. Harrison St.
Chandler, AZ 85224
(480) 694-7179
www.pwalkerconsulting@aol.com

Walker Consulting

Scope of Work

The scope of work for this engagement is understood to be as follows:

- Conduct an analysis the services provided by Willdan & Associates to the Town and identify how fees are calculated and the basis for the fee calculation
- Perform a building-related fee study
- Create alternative building/planning permit/related fee structure
- Present results to the Town's management and the Town Council

We will utilize proven, objective methodologies to calculate the full actual cost of services and offer our experience to advise the Town regarding the development of reasonable potential fees. This information can be used by the Town's officials to make a more informed decision and set fees based on the Town's fiscal and policy goals and objectives. Our analysis will focus on the actual cost of services, as the Town currently provides them. Our approach is to estimate the actual labor and material costs associated with providing a unit of service to a single user. Costs will be estimated based upon interviews with Town staff and contractor providing the service regarding the time typically spent on tasks and a review of available records.

The following outlines our work plan:

- Conduct meeting with Interim Town Manager to discuss the objectives and needs related to the preparation of the building related fee study and analysis, and any issues that Town staff may be aware of related to the fees.
- Conduct interview with Town employees/consultants associated with providing building related services.
    - Identify the services for which fees are charged
    - Identify the staff involved in providing each service
    - Identify any service level improvements to be incorporated in the fees, such as technology upgrades
    - Identify current practices for deferral and/or forgiveness of fees and/or substitution of public services/facilities in lieu of fees for privately funded and Town projects with public benefit
- Interview Town and consulting staff providing fee services to gain an understanding of the practices and operations specific to the Town and relevant information for the calculation of the fees
    - Identify all activities that can be incorporated in the fee calculations, such as the cost of pre-application and post-application meetings, etc.

- Based on the determination of information available, obtain necessary budgetary and historical financial data, as well as other relevant statistical data for calculation purposes such as number of fee transactions
- Determine the full cost of service of fees and the current cost recovery level
    - Calculate the productive hourly rate for each position
    - Estimate the average time necessary for each position to perform the tasks associated with the fee service
    - Calculate the direct cost of the staff or consultant time for each fee
    - Distribute indirect and overhead costs to each fee
    - Allocate any supporting activities to each fee
    - Calculate revenue impacts
    - Perform an analysis of current subsidy levels
    - Perform an analysis of any impact of laws, statutes, rules and regulations on the calculated fees
- Work with Town staff to develop recommended fee changes
    - Identify fees which the Town may wish to offer at less than 100 percent cost recovery
    - Provide any recommended changes to practices for deferral and/or forgiveness of fees and/or substitution of public services/facilities in lieu of fees for privately funded and Town projects with public benefit
    - Provide a comparison to structure of amount of fees of two similar size communities and Coconino County
- Prepare draft report including:
    - Identification of each fee service, including the current service level and service level changes
    - The full cost of each service, including direct, indirect and overhead costs
    - Current fees and cost recovery levels
    - Recommended fees, cost recovery levels, and percentage increase or decrease over current fees
    - Revenue impacts
    - Recommendations regarding potential fee policy issues, strategy, and implementation
- Review draft results and findings and recommendations with Town staff
- Consult with Town staff to defend the comprehensive fee study as a result of audits or other challenges, as needed

As part of the study process, typical information requests include the following:

- Budget and other cost data
- Staffing/contract structure
- Current fee and service structures, organization, and descriptions
- Direct and indirect work hours

Walker Consulting

- Time estimates to complete work tasks
- Fee volumes and current fee levels
- Review of draft results and other documentation
- Information and characterizations of existing relevant issues and policies

Deliverables

Our team will provide the following deliverables:

- Model for cost allocation of building/planning related fees
- Presentation of draft fee model to the Town's management group
- Presentation of final recommendations to the Town Council
- Electronic copy of final building fee study report
- Electronic copies of all supporting schedules and documentation

Fees

To complete the scope of services described above is a not to exceed project cost of $35,000 which includes travel expenses.

Conclusion

This letter describes the entire agreement relating to the consulting services described above. Any material amendments or modifications of this agreement that may require additional hours above the hours outlined in this letter, or any additional meetings or presentations to the Board if needed, require approval in writing, signed by both parties, before any additional hours to this agreement is performed.

If this letter correctly describes our engagement, please sign below and I will consider this my "notice to proceed."

Sincerely,

Patricia Walker, Principal Owner
Pat Walker Consulting LLC

Tami Ryall, Interim Town Manager
Town of Tusayan, Arizona

Date