

AGENDA

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, June 25, 2014 at 5:00pm

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, June 25, 2014 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

A. Presentation from Shephard-Wesnitzer Inc. regarding qualifications for Town Engineering Services

B. Presentation from Woodson Engineering and Surveying Inc. regarding qualifications for Town Engineering Services

C. Update from Pam Edwards (National Park Service) on the bus shuttle service

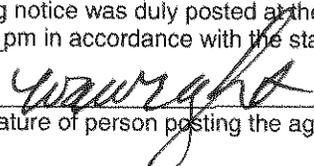
5. CONSENT AGENDA

Items on the consent agenda are routine in nature and will be acted on with one motion and one vote. 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 Regular Meeting on 6/4/14
- B. Accounts Payable Billings
- 6. COMMITTEE REPORTS
 - A. Update on the Community Park Committee
 - B. Update on the Planning and Zoning Commission
- 7. INTERVIEW OF JOHN SCHOPPMANN, APPLICANT FOR PLANNING AND ZONING COMMISSION
- 8. PUBLIC HEARING ON FINAL TOWN BUDGET FOR FY 2014-2015
- 9. ACTION ITEMS
 - A. Consideration, discussion, and possible approval of Final Town Budget for FY 2014-2015
 - B. Consideration, discussion, and possible appointment of Planning and Zoning Commissioners
 - C. Consideration, discussion, and possible approval of starting negotiations for Town Engineering Services
 - D. Consideration, discussion, and possible approval of payment to ADOT for water leak issue
- 10. DISCUSSION ITEMS
 - A. Update on landscaping along ADOT improvements
 - B. Update on crosswalk improvement status
 - C. Discussion of sidewalk artwork
- 11. TOWN MANAGER'S REPORT
- 12. FUTURE AGENDA ITEMS
- 13. COUNCIL MEMBERS' REPORTS
- 14. MAYOR'S REPORT
- 15. MOTION TO ADJOURN

CERTIFICATION OF POSTING OF NOTICE

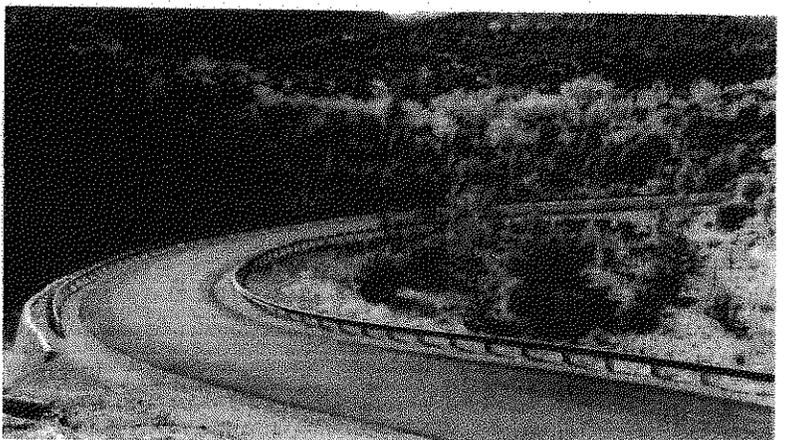
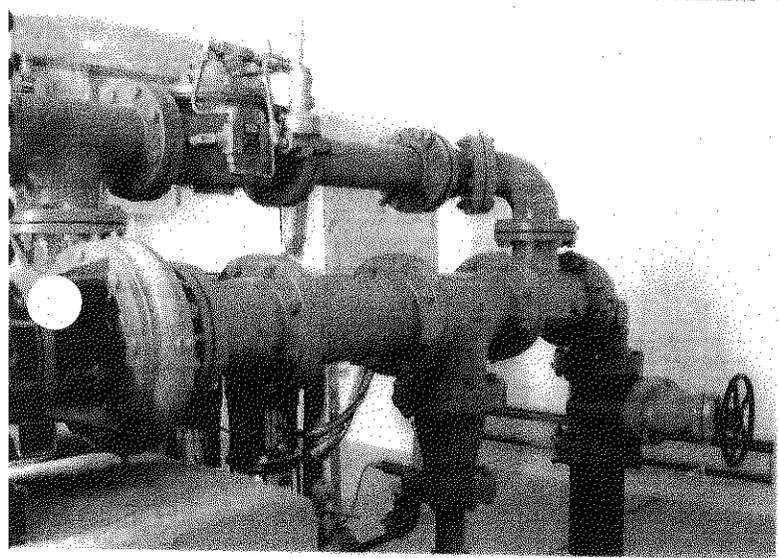
The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this 19th day of June, 2014, at 1:40 pm in accordance with the statement filed by the Tusayan Town Council.



Signature of person posting the agenda

ITEM NO. 4A & 9C

Request for Qualifications: Engineering Services



SWI # 14119

SWI

Shephard Wesnitzer, Inc.

110 West Dale Avenue

Flagstaff, AZ 86001

p 928.773.0354

f 928.282.2058

Town of Tusayan
 Will Wright, Town Manager
 PO Box 709
 Grand Canyon, AZ 86023

May 22, 2014
Strom: CJ

Dear Mr. Wright:

Shephard-Wesnitzer, Inc. (SWI), is pleased to present our Statement of Qualifications for Engineering Services in response to the Town of Tusayan's Request for Qualifications for Engineering Services. We are a full-service civil engineering and surveying firm with professionally registered and highly experienced employees in multiple offices around northern Arizona. We have enjoyed working on many engineering projects throughout Coconino County in the past and look forward to working within the Town of Tusayan. We will provide the Town with innovative, economical and sound project solutions to accommodate the unique and challenging terrain. SWI is known for listening to our clients and understanding their specific needs by working closely for a successful positive teaming relationship. We pride ourselves on our ability to be flexible and available to tackle all types and sizes of projects. This flexibility is illustrated by our many on-call contracts with counties, municipalities, and institutions around the state.

The depth of our staff allows us to ensure that each task is completed by a qualified engineer with expertise in the task's specific needs. In addition to our work in and around Coconino County, SWI's 24 year history includes work with various local municipalities, school districts, and commercial developers with a long list of repeat clients.

SWI's unique qualifications include:

- Significant experience with CDBG funded projects throughout northern Arizona
- Recent experience with CDBG funded projects for City of Williams, Town of Prescott Valley and City of Bullhead City
- Based locally with 5 offices in northern Arizona
- Leaders in the engineering and surveying profession in northern Arizona
- SWI holds several on-call contracts including Town Engineer for Town of Jerome and City Engineer for City of Williams
- Familiar with the engineering design and construction requirements in Coconino County

This SOQ provides examples of our recent experience which highlights our qualifications to provide:

- Roadway Design & Traffic Engineering
- Flood Control & Drainage Improvements
- Water and Wastewater Projects
- Site Planning & Grading
- Land Surveying
- Plan Review
- Construction Administration and Inspection

We appreciate the opportunity to submit this Statement of Qualifications and we look forward to the possibility to work with the Town of Tusayan. If you have any questions or require any additional information, please contact me at (928) 773-0354 or gcortes@swiaz.com.

Respectfully Submitted,
 Shephard-Wesnitzer, Inc.



Guillermo E. Cortes, Vice President

I. MANAGEMENT

FIRMS UNDERSTANDING OF DISCIPLINES

Shephard-Wesnitzer, Inc. (SWI) is a full-service civil engineering firm with 22 employees in five northern Arizona offices: Flagstaff, Sedona, Cottonwood, Prescott and Kingman. SWI is a proven leader in Coconino County and throughout the State of Arizona, having completed a variety of projects for both public and private entities during our 24 year history. We have extensive experience working in northern Arizona and Coconino County.

SWI has 24 years of experience performing Civil Engineering, Structural Engineering, and Land Surveying throughout northern Arizona for various public agencies. In addition to the project experience and on-call contracts we list in the upcoming section, SWI holds many on-call contracts with northern Arizona agencies including: Coconino County, Yavapai County, City of Flagstaff, City of Williams, Town of Clarkdale, Town of Dewey-Humboldt, Town of Jerome and City of Prescott. SWI also has on-call contracts with Northern Arizona University, Northern Arizona Intergovernmental Public Transit Authority (NAIPTA), and the U.S. Forest Service.

Our quality work has allowed us to develop long-standing relationships with County staff, as well as other local governments. We are confident that this local knowledge, along with our technical qualifications, will prove to be an asset to The Town of Tusayan.

SWI regularly performs all of the Town of Tusayan's requested Engineering scope. Our engineers have completed countless projects while staying 100% involved through all project stages including pre-design, design, bidding and construction phases.

SITE INVESTIGATION

In a project's preliminary phase, SWI's site investigation includes due diligence reporting that covers all angles of potential site development cost. One of the most important services a civil engineering firm can provide is to correctly perform and deliver a site investigation package that helps to identify site development costs and their associated timelines. We can provide The Town of Tusayan with an in-depth analysis of each new project's site so the Town has accurate information from which to make important development decisions from. SWI as it's own internal checklist of items required when performing a site investigation.

CONTRACT DOCUMENT DEVELOPMENT

As a Civil Engineering firm, SWI believes it is our responsibility to work together with the Town of Tusayan during the contract document development phase. We have developed contract documents in many other settings and know that our in-depth project understanding is essential for preparing a seamless preconstruction phase.

SWI will compile contract documents as required by the Town of Tusayan. Our engineers will develop detailed maps and / or plans as required that illustrate property boundaries, project details, points of concern and other elements as needed. Project schedules can be produced and edited during all project stages, including pre-design through construction. SWI can prepare designs throughout the project planning stages and into construction as required.

Our contract document development also includes the compilation of project specific specifications and reports that provide guidelines and parameters for the project to commence from, ensuring a quality project is delivered.

ESTIMATING

We take your budget very seriously and all projects and budgets are set up and maintained with Deltek Financial Management System software. Our cost-estimating database incorporates information from our own projects as well as information developed by public agencies. One method to ensure project construction completion within projected budget is through identification of a base bid scope of work that is well within the budget. SWI frequently includes bid additive alternates for additional construction tasks and always includes a built in contract allowance to accommodate unexpected field conditions, if they should arise.

ENGINEERING DESIGNS

SWI's engineering staff has expertise with the current industry standard design software including the HEC suite of flood modeling software (HEC-RAS, HEC-HMS, etc.), Bentley® drainage design products (Flowmaster®, CulvertMaster®, StormCAD®, and PondPack®), and AutoCAD Civil 3D 2014 including Coconino County's latest topographic surveys.

SWI's engineers maintain their expertise by regularly attending seminars and workshops for the latest design and modeling software tools, design and best management practices. We make use of this expertise by performing internal peer reviews of all studies and

reports to ensure accuracy prior to submitting the results to the Town of Tusayan. This policy helps maintain the high level of quality in SWI's design and plans by distributing new ideas, products and applications amongst our engineering staff.

PROJECT PHASING

Most projects that SWI is involved with require some degree of project phase development. Our work in both the public and private sectors require project analysis to provide project phasing. Projects can be phased to accommodate seasonal concerns, traffic patterns, budgets, adjacent projects and many more. SWI will gather information as needed from the Town of Tusayan to properly phase each project from the start through completion.

FUTURE INFRASTRUCTURE NEEDS

SWI has worked on numerous master plans for both private and public projects. The master plans have identified water, sewer, roadway and franchise utility needs. SWI recently completed a Public Works site analysis for the City of Flagstaff where full site development costs were evaluated on two alternate sites.

PUBLIC RELATIONS

SWI regularly participates in public meetings as a professional civil engineering firm. Our proposed Project Manager for this project, Guillermo Cortes PE., has been the point of contact on many past projects that have required a public presentation format. Working along side public officials, Mr. Cortes successfully pitched project ideas, alternatives, funding needs and options.

CDBG FUNDING

SWI has played an important role in securing CDBG funding for municipal projects throughout northern Arizona. Our most recent CDBG project was managed by the proposed project staff for this proposal. You will have the guarantee that our staff is not only familiar with the CDBG process, but is also successful in securing funding.

FIRMS APPROACH TO SERVICE DELIVERY

SWI follows a systematic project procedure for ensuring that our clients are thoroughly supported from the earliest planning stages through and beyond the warranty period, maintaining clear and open communication at all times.

Taking the time to collect the necessary information and weigh all options prior to presenting alternatives is important for sound engineering recommendations. An open discussion with Tusayan staff will typically lead to a consensus decision. Additionally, our "brutally honest" approach to project budgets and schedules will typically have a significant impact on the final recommended solutions. SWI understands the value of project coordination and will begin discussions with The Town of Tusayan right away. We have several opportunities for coordination built into our standard project approach.

PRE SCOPE REVIEW

Once you provide the general nature of the proposal, SWI staff members will evaluate the project, using specific knowledge of the project site, utility conditions and potential significant issues to identify area of possible scope creep. If any issues are found, SWI will meet with town staff to clarify the project goals and objectives prior to establishing the official scope of the project.

SCOPING

When the project basis has been confirmed, SWI will work with the Town of Tusayan to prepare a project scope. As part of this task, we will consult with the Town to identify potential staff availability and experience which can augment the work effort, resulting in cost efficiencies for the Town of Tusayan. Project scoping will include discussion of the Town's project budget constraints and identification of future elements that would impact the project at hand.

BUDGET REVIEW

SWI maintains a current understanding of the general cost for various types of infrastructure construction in the northern Arizona region. We are able to quickly establish a preliminary cost range to provide feedback regarding the proposed funding for the project. During the scoping review process, we are able to advise the Town of Tusayan whether there may be potential budget constraints or opportunities for increased scope.

PROJECT SCHEDULING

Project scheduling will be reviewed by SWI staff and Tusayan staff to incorporate the needs of the Town. Schedule review will include potential impacts from seasonal weather conditions, school schedules, public event schedules, Grand Canyon National Park visitor traffic and other factors which could impact the overall success of the project. If the project is required to be completed on an expedited schedule, the resource allocation process will be integrated with the scheduling.

PRELIMINARY DESIGN DEVELOPMENT

Based on the Town's needs, project complexity and magnitude, the preliminary design development may be segregated into several intermediate stages, such as 30% and 60% design completion thresholds. Quality control reviews by the project team are conducted during each submittal.

Having intermediate design stages allows us to ensure that we are staying on task and meeting the Town's expectations. In addition, disagreements can be identified before there has been a significant expenditure of time.

Where constructability issues concerning typical design requirements are encountered, the designers may consult with local contractors prior to preparation of a design solution. Similarly, material substitution discussions typically occur during the preliminary design phase.

FINAL DESIGN DEVELOPMENT

Preparation of final design documents is initiated after all major questions and issues are substantially resolved during the preliminary design. Opinions of cost are updated and line item unit costs are verified with suppliers to incorporate and adjust for commodity price changes for items such as petroleum based materials.

BIDS AND CONSTRUCTION ADMINISTRATION

During the construction phase, SWI can act as a liaison between the Town and the Contractor to help coordinate the project and keep it running efficiently. Requests for information from the Contractor are carefully reviewed and handled by senior personnel who are familiar with the project and its requirements. We will inform the Town immediately of potential claims issues as well as alternative solutions provided to assist with field changes.

CONSTRUCTION INSPECTION

SWI can provide full or part time inspection if requested. Part-time inspections are performed to coincide with construction of critical project elements which are installed underground and are only available for review for a limited period. Inspections are also performed to respond to after-hours or emergency construction requirements.

Inspections are timed to occur at differing times of day and repeat visits on the same day may be performed where corrections are requested to confirm the adjustments. Where materials are rejected, they may be marked and their removal from the site documented.

Our vision is to be recognized regionally as a multi-disciplinary civil engineering firm grounded in excellence, innovation and commitment to all projects from concept to completion.

QUALITY CONTROL ABILITY

SWI tailors each design effort to the scope of the project. Frequent communication with the client is essential for meeting project objectives. The following procedure is an example of our model for maintaining Quality Control on a typical project:

1. Obtain a client's understanding of the project and assemble a draft Work Breakdown Structure based on this understanding.
2. Facilitate a Project Programming meeting to receive input from all affected project stakeholders or their designated representatives. Finalize the Work Breakdown Structure and Project Costs based on this meeting.
3. Collect Base Information for the project including field surveys, as-built plans for existing infrastructure, utility information, regulatory agency requirements checklists, etc. Visit the site to assess the fine details of the project. This field reconnaissance results in designs that meet the project's specific needs while utilizing natural features of the site with maximum efficiency and minimal disturbance of existing topography whenever possible.
4. If desired by the Town of Tusayan, SWI will assemble a Basis of Design Report (BODR) that details the standards and specifications that will govern the design and a clear description of SWI's exact scope of services required to achieve final construction of the proposed improvements.

SWI has performed a wide variety of projects across northern Arizona and beyond. This experience has taught us that projects are often complex with multiple issues that need to be addressed with multiple agencies. SWI has expertise with the various procedures and permit processes that are often typical components of BODR. Prior to moving forward, SWI will review the BODR with the Town and refine it if needed. Once written acceptance of the BODR is received, SWI will proceed with the project.

5. Assemble Concept Design drawings based on BODR scope. Review Concept Design drawings with client before moving forward.
6. Assemble 60% Design drawings, specifications, cost estimates, and Preliminary Design Reports based on

approved Concept Design. Review 60% submittal package with client before moving forward.

7. Assemble 90% Design drawings, specifications, cost estimate and Final Design Reports based on approved 60% submittal package. Review 90% drawings and specifications with client before submittal to regulatory agencies.
8. Assemble Final Design drawings, specifications, cost estimates based on 90% submittal package. Submit Final Documents to appropriate agencies to obtain the necessary approvals for construction.

Quality and constructability reviews will be conducted prior to each submittal review to review all work for technical adequacy, cost effectiveness, and project requirements. Careful attention is given to soundness of assumptions and correctness of design, plans and specifications.

Our team QA/QC Manager, Richard Aldridge, PE, focuses his reviews on identification of items that may cause problems and high cost areas, as well as on the clarity of the documents. Richard's experience as the City Engineer for the City of Williams and the designated plan reviewer for Yavapai County and Mohave County on-call contracts provides him with invaluable insight when it comes to VI's in-house QA/QC.

II. EXPERIENCE

FIRM EXPERIENCE AND CAPABILITY FOR WORK

SWI has worked on many projects throughout northern Arizona and Coconino County. We have worked under several different on-call service contracts for the following entities: City of Jerome, City of Prescott, City of Williams, City of Flagstaff, Lake Havasu City, Coconino County, Mohave County, Yavapai County, Northern Arizona University, Northern Arizona Intergovernmental Public Transit Authority (NAIPTA), and the US Forest Service. SWI also has the distinct experience of currently acting as the Town Engineer for the Town of Jerome and the City Engineer for the City of Williams. Prior to Coconino County bringing on a County Engineer, SWI also served as the Coconino County Engineer for several years.

Our experience as on-call engineers has allowed us to become part of the "team" within each of these agencies; with their interests becoming our top priority. SWI's success in on-calls can be directly attributed to our responsiveness, ability to work within budget and provide multiple areas of expertise.

The following information reflects the quality that goes into our designs:

1. Our clients continue to return for engineering and surveying services on new projects.
2. The completeness of our construction documents allows for minimal Agency review times with minimal comments.
3. We have developed strong relationships with all of our Clients and Agencies that we work with.

City of Bullhead City: Montana Wash

SWI was the prime engineer and surveyor for this project with the City of Bullhead City. This project is one of several projects SWI has completed in the Bullhead City - Ft. Mohave area of Mohave County. SWI provided topographic surveying for the project site including the existing conditions of Goldrush Road and detailed topography for Montana Wash and two adjacent tributary washes. Utilizing the topographic survey, SWI performed the design for the reconstruction of Goldrush Road from Ramar Road to Silver Creek Road. The design included re-grading of the road profile to eliminate three low water crossings and removing the roller coaster effect of the existing road profile. Two box culverts and a large diameter culvert were designed to achieve the new road profile. The design included widening the road section to create a safer section including curb, gutter and sidewalk to improve drainage conditions creating a safer high-volume connector road. SWI was also retained to prepare the US Army Corps of Engineers Jurisdictional Delineation and 404 Permit application. A portion of the project was funded with CDBG funds.

Client Name: City of Bullhead City
Contact Information: Bob Leuck, (928) 763-0128
Award Date: August 2011
Construction Cost: \$1,679,000
Status of Completion: Completed
Estimated Completion Date: August 2011

Coconino County On-Call

SWI has served on the Coconino County on-call since it's inception where SWI completed several roadway, drainage and improvement district projects. The last on-call selection process took place in 2011. To date, the primary task orders have been associated with mediation following the Schultz Fire and Flood of 2010. SWI participated in a week long voluntary summit immediately following the flood to help develop both short term and long term solutions to the flooding.

Town of Tusayan, Arizona

The Schultz Fire left scarred barren hillsides. When seasonal monsoon thunderstorms occurred, massive events of runoff water raged down the burned slopes towards the Timberline and Doney Park communities below. The runoff was a powerful mash of mud, ash, logs and boulders. Coconino County worked to save as many roads, utilities, and houses as possible by bringing in SWI to assist in developing design alternatives to alleviate the flooding in the low-lying Doney Park area. SWI sent a team of engineers and surveyors out to assess the flooding and gather data including topography, flow patterns, and existing drainage facilities. SWI then assembled a set of alternatives and conceptual plans for drainage improvements that would help drain the low-lying Doney Park area, particularly the Sunset Crater Estates subdivision which had experienced the worst flooding due to inadequate drainage conveyances.

SWI developed a set of alternatives that included improvements that could be made in the short-term, as well as measures that could be looked at in the long-term. SWI presented their ideas on the drainage alternatives to the County leaders and staff and then assisted the County in presenting the information to the public at several neighborhood meetings.

Client Name: Coconino County
 Contact Information: Lucinda Andreani, (928) 679-7166
 Award Date: 2011
 Construction Cost: In Progress (On-Call)
 Status of Completion: In Progress
 Estimated Completion Date: Ongoing (On-Call)

Jack's Canyon Road

The Jack's Canyon Road Reconstruction Project focused on reconstructing approximately 5,000lf of Jack's Canyon Road in the Village of Oak Creek, including widening, curb and gutter, storm drain and franchise utility coordination. SWI led the neighborhood meetings to understand and address the public's concerns and needs.

Prior to design, SWI completed an ADOT Standard Design Concept which helped shape the design of Jack's Canyon Road. The report also included a traffic analysis to forecast "build-out" traffic to identify number of needed lanes, sight distance analysis for deficiencies of existing vertical and horizontal curves, and the evaluation of a frontage road for several lots which previously had no access to Jack's Canyon Road. Significant drainage improvements were required including extension of an existing 72" diameter CMP culvert east of SR 179 and the

inclusion of storm drain through most of the project to alleviate local drainage issues. SWI also coordinated with the ADOT designers of SR 179 to design a 96" storm drain and project match points.

Client Name: Yavapai County Public Works
 Contact Information: Mike Willett, (928) 771-3183
 Award Date: May 2004
 Construction Cost: \$2.7 million
 Status of Completion: Complete
 Completion Date: February 2008

Fort Tuthill Water and Sewer Improvements

This was a joint project between the City of Flagstaff and Coconino County to extend water and sewer mains from the Fort Tuthill County Park to connect to future private developments on the south side of Flagstaff. The 1.5 mile extension of 16" waterline will ultimately provide a second connection to a City of Flagstaff well located in the County Park. It will also enhance the water system currently serving Coconino County Park facilities and the Luke Air Force Base Recreation Area at Fort Tuthill (LAFB). The 1.2 miles of 8" and 12" sewer mains will ultimately provide gravity sewer service to Coconino County Park facilities and the LAFB and allow decommissioning of septic systems. Design of the sewer also required analysis of flows from the County Park, LAFB, and undeveloped areas within the City of Flagstaff to size and locate potential points of future connection. SWI is currently scoping Phase II of the water and sewer extensions which include approximately 5,000lf of 16" water main and 12" and 18" sewer main.

Client Name: Coconino County
 Contact Information: Jeff Stein, (928) 679-8021
 Phase I Award Date: March 2009
 Phase II Award Date: June 2014
 Phase I Construction Cost: \$950,000
 Phase II Construction Cost: In Progress TBD
 Phase I Status of Completion: Completed
 Phase II Status of Completion: In Progress
 Phase I Completion Date: December 2009
 Phase II Estimated Completion Date: April 2015

Town of Prescott Valley Loos Drive Phase 1, 2, & 3

This CDBG-funded project was planned into four phases designed to enhance the Loos Drive roadway by providing infrastructure improvements on the north and south side of Loos Drive, extend the multi-use path along Mountain Valley Park, provide better management of vehicular and pedestrian traffic within the school zones and improve storm water management. The

scope of work included new asphalt, curbs, drainage structures and storm drain installation for the widening of Loos Drive in the Town of Prescott Valley from Jert Road to Ranger Road. Challenges included an accelerated schedule for completing the design, bidding and completing the new roadway construction prior to the opening of the adjacent Schools in January 2014. Additive alternates were also included in the bid documents to insure an award-able project due to the tight budget. SWI also provided assistance to the Town for CDBG grant funding compliance, topographic survey, bidding assistance, construction staking, inspections and construction administration tasks for project close out, as-built preparation and a record of survey. SWI has worked on Phases I – III and is currently submitting qualifications for Phase IV.

Client Name: Town of Prescott Valley
 Contact Information: Ryan Judy, (928) 759-3104
 Phase I Dates: 2/2012 - 9/2012
 Phase II & III Dates: 6/2013 – 4/2014
 Phase I Construction Cost: \$241,254
 Phase II & III Construction Cost: \$599,909
 Status of Completion: All Phases Complete

City of Prescott Zone 19 Reservoir & Booster Pump Station

The purpose of this project was to provide a new 1.0 MG water storage reservoir to replace 3 smaller existing tanks, 2,000lf of new 12" pipeline, and a new 1,200gpm pump station to meet the increased head and flow requirements for the City of Prescott. The work included topographic survey, design of the storage reservoir, site grading and drainage, new 12" diameter waterline, new pump station, removal and salvaged three existing steel storage tanks, decommissioning of two smaller pump stations and appurtenant improvements and coordinated change over of the systems. SWI managed a varied team of consultants for structural and electrical/controls design, environmental assessments, site clearances, architecture, public relations, SCADA controls, pump station architecture and landscape architecture.

Client Name: City of Prescott
 Contact Information: Ben Mohktari, (928) 777-1130
 Award Date: August 2012
 Construction Cost: \$4,300,000
 Status of Completion: Complete
 Estimated Completion Date: October 2013

PROPOSED PROJECT MANAGER

Guillermo E. Cortes, PE - SWI Vice President / Project Manager, Arizona PE #33983

Guillermo Cortes has been employed with SWI for 19 years and resides in Flagstaff, Arizona. Mr. Cortes holds a Bachelors of Science in Civil Engineering from Northern Arizona University. Guillermo's experience includes 14 years as a Project Principal for municipal, commercial, and residential projects across the State of Arizona. His background includes project management, engineering, planning, and designing for master planned residential and commercial subdivisions, transportation, commercial site designs, and municipal projects. His broad-based background in the private and public sectors has provided valuable perspective in developing solutions that satisfy our client's needs.

Guillermo manages SWI's Flagstaff, Arizona office and will be responsible for contract negotiation and administration, Civil Design and Survey. He has the authority to speak for the company and commit the resources required. Guillermo manages all Coconino County, Northern Arizona University, City of Flagstaff and NAIPTA on-call contracts.

Guillermo serves as SWI's lead transportation engineer. His career began at the Arizona Department of Transportation and has expanded to include roadway design and traffic engineering for residential, commercial, and municipal projects. Guillermo frequently runs public participation meetings for both private and public sector clients, including making presentations.

Guillermo was raised in Flagstaff, Arizona and has been a Principal of SWI since 2000. He is a leader in the community with an active role in multiple organizations including serving as the Chairman of the Board for the Greater Flagstaff Chamber of Commerce, and Board positions with both the Northern Arizona Builders Association and the NAU Lumberjack Athletic Association.

Guillermo's Professional References

James Duval, City of Flagstaff, (928) 213-2678
 Lucinda Andreani, Coconino County, (928) 679-7166

Guillermo has approximately 15 to 20% of his time currently available to commit to the Town of Tusayan. He is currently managing a 5,000ft water / sewer main extension for Coconino County, a water line extension for the City of Flagstaff, a 10-acre mixed use private development and the 225-acre Canyon del Rio rezone.

Relevant Project Experience

- Project Principal/Manager - Rio de Flag Utility Relocation
- Project Principal/Manager - NAU Pavement Preservation
- Project Principal/Manager - NAU Parking Structures
- Project Manager - Lakeside Drive (Bullhead City)

PROPOSED PROJECT STAFF

SWI's response time by our Project Principal or Project Staff is one hour for meeting with the Town of Tusayan staff and/or the contractor to resolve concerns, explain the design intent, or modify the design to with the intent to accommodate unforeseen site conditions. This project will be managed from SWI's Flagstaff office.

David Monihan, PE - Water / Wastewater Engineer Arizona PE #13494

Arizona Professional Sanitary Engineer #20346

David Monihan is a registered civil and sanitary engineer with over 39 years of experience in northern Arizona. He has been with SWI for 8 years, holds a Bachelors Degree in Civil Engineering and resides in Flagstaff, Arizona. David has extensive experience with regulatory agencies for water and wastewater systems first as an employee for ADEQ and then as a consulting engineer. David's focus is water and wastewater projects.

David will be responsible for any water or wastewater projects that arise under this contract.

David's Professional References

- Lewis Hume, Ash Fork Sanitary District, (928) 637-2774
- Tim Stotler, PE, Seligman Sanitary District c/o Yavapai County Public Works, (928) 777-7520

David is currently 25% available for projects. He is working on an assessment of 5 Navajo Housing Authority subdivisions which are in the process of developing 90% plans, along with supporting SWI project water / wastewater needs.

Relevant Project Experience

- Project Manager - City of Kingman Sewer Projects
- Project Engineer- Zone 19 Water Tank & Pump Station (City of Prescott)

Richard Aldridge, PE - Quality Control & CDBG Expert Arizona PE #20878

Richard Aldridge holds a Bachelors of Science in Civil Engineering, has been with SWI for 8 years and resides in Prescott, AZ. Richard has extensive engineering

experience that includes project management, planning, and design for public and private entities throughout northern Arizona. Richard's QA/QC experience includes construction plan reviews for code compliance and design competency, subdivision plat reviews for conformance with construction plans, construction inspections, agency certifications, evaluation of testing report submittals, and review of contractor material submittals for conformance with project specifications. He is SWI's lead for QA/QC, utilizing his 36+ years of experience as a design engineer in northern Arizona to assist with plan review including constructability review.

Richard has managed several CDBG projects throughout northern Arizona and assisted in the procurement of funding. Richard is well respected in this industry and is considered a "mentor" for many seasoned professionals.

Richard's responsibilities will include peer review of construction plans and technical specifications, using SWI's design review software, which allows for real time red-lines from remote locations.

Richard's Professional References

- Ben Mohktari, Project Manager, City of Prescott, (928) 777-1130
- Kimberly Moon, Capital Projects Coordinator, Town of Prescott Valley, (928) 759-3083
- Joe Duffy, Finance Director, Town of Chino Valley, (928) 636-2646 x 1211

Richard is currently 20% available for projects. He is currently finishing up the City of Prescott Fiscal 2013 Pavement Preservation Project and is managing the Town of Jerome Master Drainage Study. Richard is in the process of responding to the last Phase of Loos Drive RSPQ for the Town of Prescott Valley.

Relevant Project Experience

- City Engineer - City of Williams
- Plan Review - Yavapai County
- Plan Review - Mohave County

Aaron Borling, RLS - Survey Manager Arizona RLS #48756

Aaron holds a Bachelors Degree in Geology, has been with SWI for 9 years and resides in Flagstaff, Arizona. During his 13 years in the surveying profession, Aaron Borling has been engaged in a variety of projects, including ALTA/ACSM Land Title Surveys, Right-of-Way, private and public boundary, topographic, and high accuracy photogrammetric control surveys. Aaron has direct experience with ADOT's Right of Way division

on the transfer of land. Aaron manages all of SWI's survey projects. He has been involved in all Mohave County Survey on-call work to date, along with the USFS IDIQ Survey on-call and is committed to act as **Survey Manager for this contract.**

Aaron's Professional References

Paul Grams, Supervisory Hydrologist, U.S. Geological Survey, Grand Canyon Monitoring and Research Center (928) 556-7385

Jim Carpenter, RLS, County Surveyor, Coconino County Public Works (928) 679-8343

Ryan D. Hippenstiel, PLS, MGIS, Land Surveyor, US Forest Service, Kaibab, Prescott & Tonto National Forests (928) 443-8015

Aaron is currently 20% available for projects. He is working on a City of Williams survey for the US Forest Service along with supporting SWI's Flagstaff region projects.

Relevant Project Experience

- Survey Manager - Mohave County Survey On-Call
- Survey Manager - United States Geological Survey, Minute 319 Monitoring & Grand Canyon LIDAR
- Survey Manager - Tierra del Rio (Mohave County Flood Control)

Ken Shively, PE - Structural Engineer

Arizona PE #20488

Arizona SE #20396

Ken Shively holds a Bachelor of Science in Civil Engineering, has worked with SWI for 10 years and resides in Prescott, Arizona. Ken has worked on industrial, manufacturing, commercial and residential projects throughout his 37 year career. He has served in design offices as well as in field offices as Project Engineer, Field Inspector and Resident Site Structural Engineer. He has performed engineering and inspection on projects ranging from high-rise commercial facilities to individual residences. He has extensive experience designing concrete and masonry retaining walls and water retention walls for industrial, commercial and residential projects.

Ken will provide structural engineering services under this contract.

Ken's Professional References

Andy Sealover, Mountain Country Builders, (928) 214-0685

Kurt Knudson, University Center for Atmospheric Research, (303) 574-1130

Ken is currently 50% available for projects. He is working with the City of Sedona and ADOT to design a statue within the SR 179 Roundabout along with designs for several residential projects.

Relevant Project Experience

- Structural Engineer - Windsong Drainage Flood Wall (City of Prescott)
- Structural Engineer - ADOT Maintenance Yard Inspection
- Structural Engineer - NAU Parking Structure

Joe Link, PE - Drainage Engineer

Arizona PE #33999

Joe Link holds a Bachelors of Science in Civil Engineering, has been with SWI for 20 years and resides in Cottonwood, Arizona. Over the past 20 years, Joe Link's experience in civil engineering design and project management has been entirely within northern Arizona. Joe is one of SWI's lead Drainage Engineers, specializing in hydrology and hydraulics, culvert and channel design, drainage mitigation, and storm water pollution prevention plans.

Joe will utilize his expertise as needed, focusing on innovative and cost beneficial drainage solutions.

Joe's Professional References

Ted Smith, Coconino County Hydrologist, (928) 679-8300
Malcolm Alter, Stormwater Manager, City of Flagstaff, (928) 213-2470

Jon Ebers, Capital Projects Manager, Coconino County, (928) 679-8345

Joe is currently 15 to 20% available for projects. He is working on the Drainage Master Plan for the Town of Jerome and is providing the design for the Clay Avenue wash box culvert for the City of Flagstaff along with supporting SWI projects with drainage needs.

Relevant Project Experience

- Drainage Engineer - Grace Neal Parkway
- Project Manager - Pinewood Drainage Improvements (Coconino County)
- Drainage Engineer - Montana Wash (Bullhead City)
- Drainage Engineer - Harmony Windsong (Sedona)

PROJECT STAFFING

SWI maintains an experienced and comprehensive team in our Flagstaff office that will support the above listed project management team. Our resources, qualifications and local presence allow us to be responsive to the Town of Tusayan's needs.

As noted in the organizational chart below, Guillermo Cortes will manage this on-call contract and will be responsible for direct communication / coordination with the Town of Tusayan and for all project deliverables. He will be supported by the Key Personnel named as Proposed Project Staff and any additional Flagstaff office staff as required. Our team has the staff resources and commitment to complete projects for the Town of Tusayan in a professional and timely manner. Customer service is a top priority and with a local office located one hour from the Town, we are available on short notice.

III. REFERENCES

The following references can attest to the quality of work that SWI performs.

Mr. James Duval
 Capital Improvement Projects, Senior Project Manager
 City of Flagstaff
 (928) 679-7166
Project: Rio de Flag Utility Relocation
Tasks Performed: Water, Sewer, Reclaimed Water, Franchise Utility Coordination and Relocation, Roadway Design

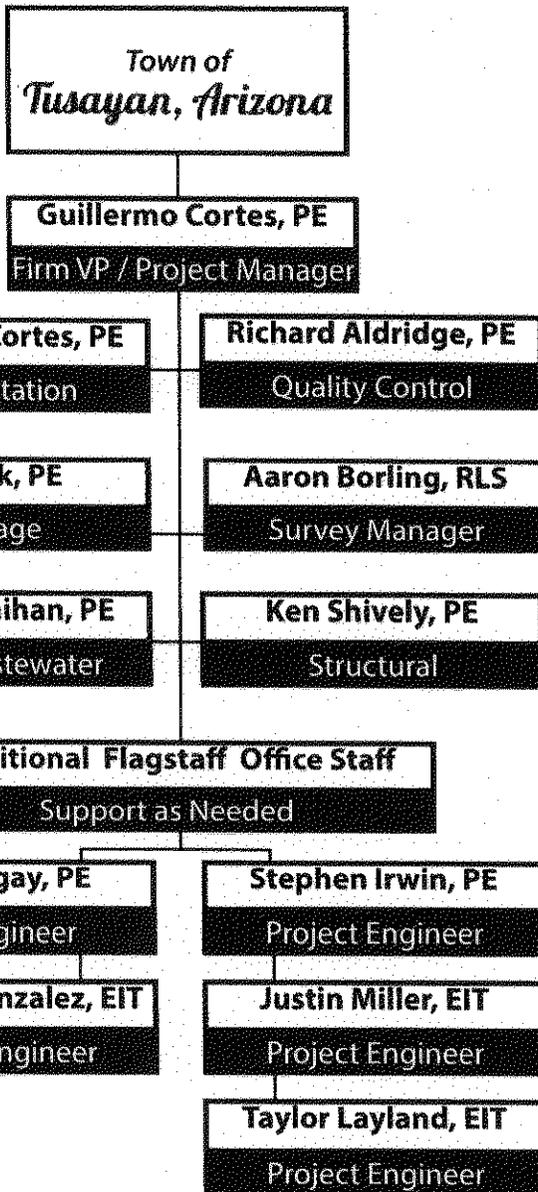
Mr. Bob Leuck
 Assistant Public Works Director
 City of Bullhead City
 (928) 763-0128
Project: Montana Wash Roadway Project
Tasks Performed: Drainage, 404 Permitting, Roadway Design

Mr. Mike Willet
 Assistant Public Works Director
 Yavapai County Public Works
 (928) 771-3183
Project: Jack's Canyon Road
Tasks Performed: Roadway Design, Storm Drain Analysis and Design, Public Relations, ADOT Coordination

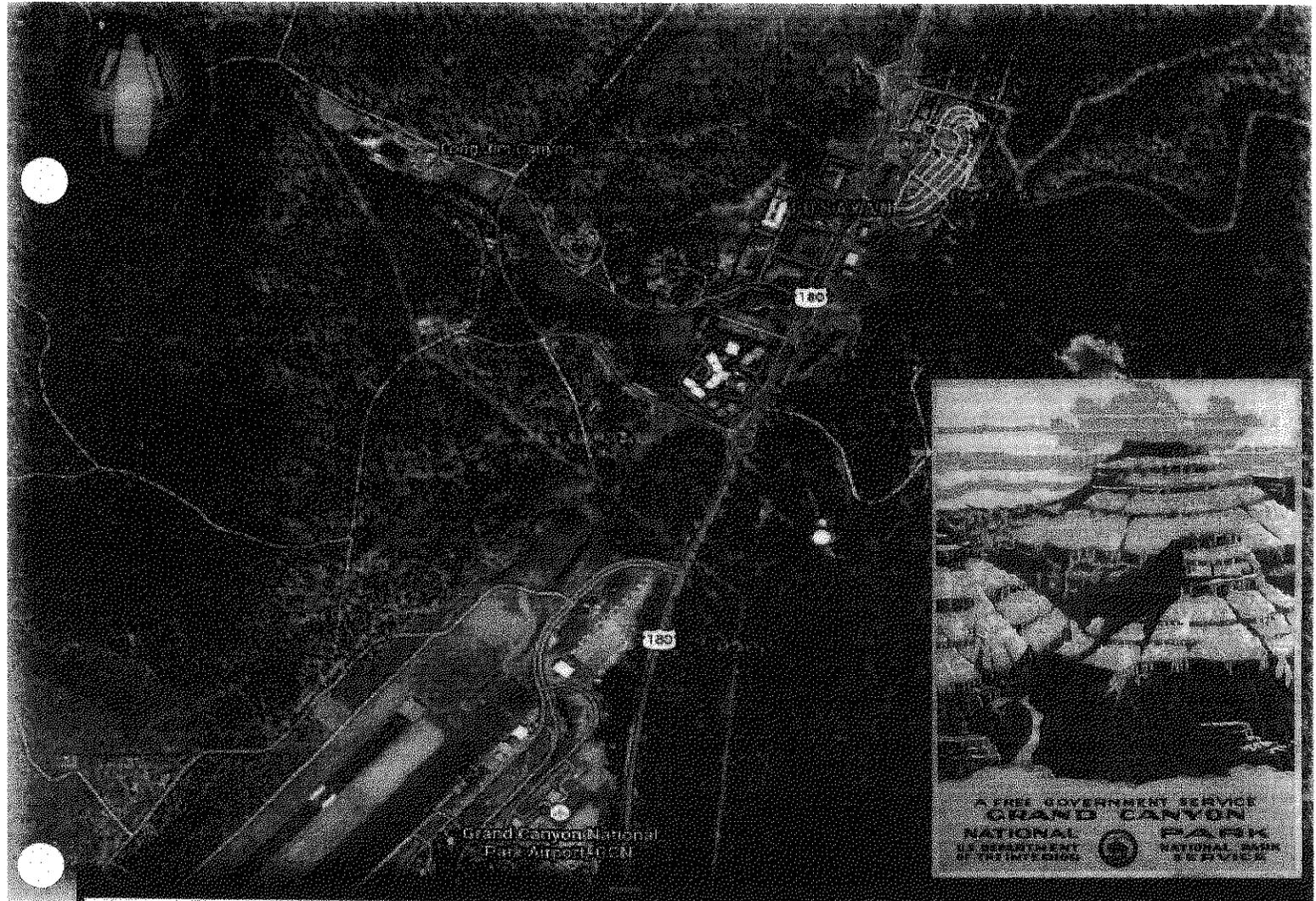
Mr. Ryan D. Hippenstiel, PLS, MGIS
 Land Surveyor, U.S. Forest Service
 Kaibab, Prescott, & Tonto National Forests
 Office (928) 443-8015 Cell (928) 460-0278
 rdhippenstiel@fs.fed.us
 344 South Cortez Street, Prescott, AZ 86303
Project: USFS IDIQ On-Call Surveying Services
Tasks Performed: Surveying, Mine Claims, Re-establishment of Forest Service Land Boundaries

Thank you for the opportunity to submit our Engineering Services qualifications to the Town of Tusayan. We are confident that we will provide exemplary services for the Town of Tusayan should we be selected for this on-call contract.

If you have any questions, please contact SWI Vice President and proposed Project Manager Guillermo Cortes at (928) 774-0354 or gcortes@swiaz.com.



ITEM NO. 4B & 9C



**Statement of Qualifications
For Engineering Services
Town of Tusayan
May 22, 2014**

COPY

WOODSON
ENGINEERING & SURVEYING INC.
124 N. Elden St., Flagstaff, AZ 86001
928-774-4636 FAX 928-774-4646
www.woodsoneng.com



May 22, 2014

Selection Committee
Town of Tusayan
PO Box 709
Grand Canyon, AZ 86023

Re: 114681 - Town of Tusayan Engineering Services

Dear Selection Committee:

As one of northern Arizona's most trusted firms, Woodson Engineering and Surveying, Inc. is pleased to have this opportunity to submit our qualifications to provide professional civil engineering services to the Town of Tusayan. We will show within this Statement of Qualifications that we have a **strong understanding** of Tusayan area projects, have the **qualifications** as a firm and as individuals, and have the **expertise and capacity** to fulfill this contract. Most importantly we will show with this Response that we have the proven and demonstrated **past experience** with engineering contracts and similar projects so that Tusayan staff will be most satisfied in their decision to add Woodson Engineering and Surveying, Inc. to their engineering contract.

Woodson Engineering primarily serves Northern Arizona including Navajo, Mohave, Coconino, Yavapai, and Apache Counties and the municipalities within these Counties. We have worked on projects ranging from small civil engineering projects to the design and construction of large subdivisions and major transportation projects. We have done several projects in and around the Tusayan area. Woodson Engineering provides On-Call services for the Cities of Flagstaff, Williams, and Winslow (in addition to being City Engineer) as well as the Flagstaff Unified School District, Page Unified School District, and Northern Arizona University.

Our staff is very familiar with receiving a project and then being able to immediately prepare the scope, fees, and schedule to complete the project-specific goals within budget and on schedule. Service including Quality Control and Assurance is our keystone to providing high quality deliverables. Woodson Engineering will provide quality reviews of all deliverables prior to their submittal to the Town of Tusayan allowing projects to continue on schedule and minimizing the need for costly and time-consuming additional reviews.

Please do not hesitate to contact us with any questions or comments you may have on this Statement of Qualifications. We are confident that you will find that this response confirms our commitment to providing high quality, integrated, complete and valued civil engineering services to the Town of Tusayan. We look forward to working with you.

Sincerely,

WOODSON ENGINEERING

Rick Schuller, P.E.
Associate Principal
Engineering Manager

I. MANAGEMENT

a. Firms Understanding of Disciplines

Woodson Engineering fully comprehends the goals and objectives of this solicitation. We are experts in municipal engineering and we understand the full intent of the Town of Tusayan to procure an engineering consultant to provide the Town with a wide range of complete services in the fields of engineering, surveying and program management. The Town of Tusayan wishes to obtain the best representation possible at the best value for the entire range of typical civil engineering services they may need as the Town continues to develop its full potential. We at Woodson Engineering understand this and we act in this capacity for the City of Winslow. We have been doing this for Winslow for 18 years.

Woodson Engineering provides the following services on a daily basis in our role of municipal engineers for Northern Arizona:

- Preparing construction plans, specifications, and cost estimates for roadways, water, sewer, and storm drain project
- Performing all manner of land survey activities including:
 - Topographic and boundary surveys, including ALTA's.
 - Utilization of GIS and GPS technology.
 - Construction Surveys
 - Obtaining and clearing right-of-ways
- Coordinating and facilitating public meetings.
- Hydrology, hydraulics, drainage and floodplain studies
- Analysis and design of water, sewer and storm drain projects, roadway and traffic engineering projects and solid waste engineering.
- Providing Bid Phase and post-Bid Phase services.
- Performing consultation and research for long term feasibility studies, program management, program capital improvement projects, master plans, construction management and administration activities, asset management databases, and facility assessments.
- Woodson Engineering is well versed in facilitating all types of project delivery methods including standard Design/Bid/Build, Design/Build and Construction Manager at Risk methods.

We are experts in funding and grant management including:

- Community Development Block Grants (CDBG)
- FHWA and ADOT Projects with State and Federal Funding
- TIGER Grants
- EMS Funding for Emergency Projects
- ADOT Coordination Expertise

b. Firms Approach to Service Delivery

As discussed, municipal engineering is one of the main services that we provide. Woodson Engineering has the firm structure in-place to provide these services on an as-needed basis. We strive to be flexible and available, in other words to be "on-call" when our services may be needed. We do not provide municipal engineering services to any one municipality full time. We have several cities or towns that utilize us on an as-needed basis. We have the team structure

to make this work. We have enough depth at Woodson Engineering that we can cover various activities utilizing the strengths of our principals and department heads or individual project managers. Based on our experience, we understand the statement of services required even if some items are not explicitly mentioned. We have always been able to meet the needs of our municipal clients no matter what task is before us.

Service is top priority at Woodson Engineering. We provide the administrative staff to ensure that our communication is timely and effective including making sure we answer the phone when you call. Woodson Engineering holds internal weekly scheduling meetings that involve all Project Managers in order to schedule the resources necessary to meet firm commitments. These scheduling meetings have ensured adequate resources and helped Woodson Engineering maintain a flexibility few firms are able to attain. Our structure is arranged to provide a team leader selected depending on the activity. Our large engineering, surveying and administrative staff provides all the support this leader needs to effectively accomplish the task.

Our process for delivering projects has largely been driven by the firm's work with public agencies both from the private and public perspective. The typical **Project Delivery** steps described below reflect the experiences of Woodson Engineering in working with clients in delivering project construction documents within the public agency environments.

- **Project/Task Definition** - Defining the project/task to be completed is essential to assure that the proper resources are brought into play to accomplish the project/task. A project/task can be defined simply as an engineering design or could be complex in terms of stakeholder involvement and permitting processes required by other agencies.
- **Work Plan-Scoping, Budget, Schedule** - The next step will include the development of a more detailed scope of work (Work Plan with Project Milestones) including the design criteria that should be followed along with identification of stakeholders in the project.
- **Design and Design Review** - This part of the work plan will dictate what effort needs to go into the design of the project. During the prior scheduling effort, some of the milestones will include when design review is to be done by Woodson Engineering and Town staff.
- **Project Bid and Award Recommendation** - Our role during this phase of the work plan will include contacting contractors and vendors to encourage them to bid on the project and to represent the Town concerning technical questions that arise during this bid phase. Woodson Engineering can assist in review of the bids for any irregularities and recommend the award of the project contract to the lowest responsible bidder.
- **Post-Bid Services** - Post-bid services would include Woodson Engineering in the role of supplying information to the contractor regarding the design of the project. This includes providing redline changes and responding to RFI's.

No confining assumptions have been made in formulating our criteria response. Woodson Engineering is completely capable of executing any project which falls within our areas of expertise as described in this RSOQ. However, we also realize that we may, at times, require the use of subconsultants (e.g. electrical engineers or landscape architects) to complete some on-call projects. If these specialists are needed, Woodson Engineering will still take complete responsibility in managing these professionals and ensuring they are fulfilling their obligation for their portion of meeting the project goals.

c. **Quality Control Ability**

Woodson Engineering's Quality Control Process is a part of our Corporate QA/QC Plan. The Project Manager is responsible for ensuring that the process is followed. Our QA/QC Plan starts with **project management control** which includes the following key elements:

- Project Requirements are quantitatively defined and agreed to by all team members. Project requirements most important to client satisfaction are identified.
- Conformance with project requirements is continually reviewed by all project team members, and reviewed by all technical and professional staff members in regularly scheduled team meetings. Staffing at Woodson Engineering is intentionally duplicated as to general capabilities and credentials to provide both peer review of all work elements and replacement staffing should the need arise.
- Action to maintain project requirements conformance is initiated as soon as problems are identified. The highest priority is given to problems most likely to affect client satisfaction, but no known problem will be ignored.
- The project schedule is a critical component of any assignment and coming to agreement with the Town of Tusayan staff on what is a reasonable schedule is necessary for its successful completion. Maintaining this schedule is the responsibility of the project manager.
- Meeting the project budget is a function of both managing the expectations of the Town in regards to "wants" versus "needs" and providing timely input to stay on-track with the original intent. This includes cost and time reviews on a regular basis so that value engineering evaluation can be made and corrections implemented early.

Our QA/QC Plan then continues with **product quality assurance**. Woodson Engineering and Surveying has a quality control plan in-place to assure the Town they are receiving the best possible end products prepared by Woodson Engineering. This plan includes peer review of all items prepared by our firm. Project managers provide continuous quality assurance during the process and finally department manager review is provided of all end products produced.

II. **EXPERIENCE**

a. **Firm Experience and Capability for Work**

Woodson Engineering has a successful record with municipal engineering and on-call contracts. Woodson Engineering has extensive experience in working with municipalities on a wide range of projects. Municipal or on-call services are currently being provided for the City of Flagstaff, Coconino County, Flagstaff Unified School District, BNSF, City of Williams, Northern Arizona University, Page Unified School District and Peabody Coal. Woodson Engineering also works on a Contract basis as City Engineer for Winslow. In the past we have provided services to Doney Park Water Company, City of Sedona, City of Page, City of Holbrook, Grand Canyon National Park, and others. Currently Woodson Engineering is under contract with the State of Arizona Department of Administration (ADOA) in providing on-call engineering services for the various state, county, municipal, and other political subdivisions who contract with consulting engineers through ADOA.

We are providing below a record of our experience and capability to perform municipal engineering for the Town of Tusayan by show casing our relevant project experience.

City of Winslow Contract City Engineer and On-Call Engineer As the City's Contract Engineer, Woodson Engineering is responsible for a wide range of activities related to infrastructure work, including:

Downtown Renaissance Projects - Provided engineering design and consulting services for the renovation of old US Route 66, a total of nearly 4 miles. The road was turned over to the City from ADOT and plans were made for the enhancement of all aspects of the roadway including renovation of PCCP and AC pavement, new safety extensions and sidewalks, landscaping, street furniture and ADA ramps. Portions of the Renaissance Projects were federally funded. **Renaissance Phase II was awarded the APWA Arizona Project of the Year in Historical Renovation.**

Winslow Renaissance III Project Assessment, Design, and Construction Management

Project Description: Woodson Engineering provided the Project Assessment (PA) and Categorical Exclusion (CE) for the Winslow Renaissance III Transportation Enhancement (TE) Project. With using federal TE money, the environmental studies were required to move ahead with the design. Work under this task also included the 15% design drawings of the 3500 foot long, 200 foot wide, transportation corridor to provide curb, gutter, sidewalk, striping, landscaping and pedestrian crossing amenities.

Woodson Engineering provided the design of a new frontage road, curb, gutter, sidewalk, vehicle and pedestrian lighting, as well as landscape and irrigation on Old US Route 66 in West Winslow. A portion of this design was funded by the State Transportation Enhancement (TE) Program with federal funds used for construction. Total length of the project was approximately 3,500 linear feet. The design included preparing 30%, 60% 95% and 100% plans for review by ADOT and the State Historic Preservation Office.

Woodson Engineering also provided construction administration for Phase III of the Winslow Renaissance Project. Woodson was responsible for preparing Bid Documents, advertisements for bid and bid tabulation, maintaining records of weekly progress meetings, checking contractor pay applications, conducting employee interviews to meet federal requirements for FHWA grant funded work, monitoring wage rates to comply with Davis-Bacon requirements, checking and approving shop drawings, facilitating pre-final and final walkthroughs to develop punch lists for final work to be completed and final payment and providing reimbursement documents to ADOT for reimbursement to the City of Winslow.

Client Name and Contact Information: City of Winslow, Stephen J. Pauken, City Manager, stephen.pauken@ci.winslow.az.us 21 Williamson Avenue, Winslow, AZ 86047 (928) 289-2423. The work was predominately completed under the former City Manager, Jim Ferguson, cell# (602) 321-6224 **Award Date:** 2007 **Construction Costs:** \$3,000,000 **Status of Completion:** Phase III complete **Completion Date:** 2011

Winslow Physical Map Revision, 2012: Woodson Engineering, along with DuBroy Engineering, managed the 2012 Physical map revision floodplain delineation study that was initiated after determining that with the de-accreditation of the Little Colorado River Levee, east of the City, approximately 3,000 properties were placed in a FEMA Special Flood Hazard Area (SFHA) Zone A. The study involved coordination with the US Army Corps of Engineers (USACE) and Navajo County. The use of HEC-RAS and AutoCad were instrumental in developing the maps necessary to demonstrate to the stakeholders the analysis and impacts on

the community in delineating the floodplain. This project has involved a close working relationship with FEMA, USACE, Navajo County, and the City of Winslow. The technical challenges were solved through constant communication and data sharing.

Reference: City of Winslow, Stephen Pauken, City Manager, 928-289-1415. Work completed mainly under former City Manager Jim Ferguson, cell# (602) 321-6224.

Other City of Winslow Projects include:

- **Water distribution modeling** of the City's entire water system. The City currently has 2-1.5 million gallon tanks and 2-1 million gallon water tanks supplied by their well system on the southwest side. This information is used to plan future development efforts in the City as well as assisting the Winslow Fire Department in analyzing its fire hydrant requirements.
- Administration of the City's **CDBG** Projects. The City of Winslow receives approximately \$300,000 in Community Development Block Grant (**CDBG**) funds every third year, through a rotation with Navajo County and Holbrook. The Winslow City Council solicits input from the community as to how these funds should be expended. The majority of these funds are used to make sidewalk, curb, gutter, ADA ramp and street improvements in neighborhoods which qualify for these improvements.
- **Animal Care Facility** – Woodson Engineering is providing surveying services, civil site design, utility plan design and construction administration for the new City Animal Care Facility. We are working with a local Architect and city staff to program this facility, provide design documents, provide bidding services and construction administration thru close out.

Coconino County On-Call Flood Control District

Woodson Engineering is currently managing and designing the Copeland Regional Detention Basin project. This on-call project for the County Flood Control District involves the design of detention basins southwest of the intersection of Copeland Drive and US 89, north of Flagstaff. These detention basins are to protect US 89 from future overtopping and regulate the flows that initiate within the Schultz Fire burn area. The project involves extensive coordination with the Federal Highway Administration, ADOT, Coconino County, local residents, and other stakeholders in the area. We have recently submitted 60% level plans, specifications and cost estimates to FHWA, ADOT and the County for review. Woodson Engineering provided cost split negotiating services with FHWA for the County.

Client Name and Contact Information: Coconino County Public Works, Dustin Woodman, Engineering Manager, DWoodman@coconino.az.gov 5600 E. Commerce Ave. Flagstaff, AZ 86004-2935 (928) 679-8306. **Award Date:** 2012 **Construction Costs:** \$8,000,000

Status of Completion: Ongoing at this time **Completion Date:** Ongoing at this time

City of Flagstaff RFQ Work and On-Call Program

Woodson Engineering has provided engineering services for On-Call work with the City of Flagstaff for the last two cycles of their program. We are on the list for both Survey and Engineering. We also have been the successful proposer for various City Capital Improvement Projects recently. We have successfully worked with all departments and most of the staff during this time frame. We have conducted all aspects of these projects including survey,

planning, public involvement, design, and bidding and post design services. Examples of our RFQ or on-call work with the City are given below:

City of Flagstaff 2010 Bond Improvements Beaver Street & Leroux Street

As part of the South Beaver & South Leroux 2010 Bond Improvement Project located in the Southside neighborhood of Flagstaff, we were the prime engineers for this comprehensive street and utility replacement project. Design work consisted of street, curb and gutter and sidewalk improvements. Design work for utilities included complete sewer and water replacement including services and a sanitary sewer interceptor (27") replacement project. Specific engineering work consisted of analyzing local drainage and hydrologic and hydraulics conditions of the existing drainage systems in the area. Our work included topographic and location survey, field investigation of existing drainage infrastructure, an alternatives analysis and design and construction services. This project was delivered with a Construction-Manager-At-Risk method and construction was completed in 2013. This project is indicative of Woodson Engineering's working closely with the client to ensure that the analysis and design of the new facilities would not adversely impact existing facilities.

Client Name and Contact Information: City of Flagstaff, Randy Groth, Senior Project Manager, rgroth@flagstaffaz.gov 211 West Aspen Avenue, Flagstaff, AZ 86001 928-213-2683.

Award Date: 2011 **Construction Costs:** \$2,400,000 **Status of Completion:** Complete
Completion Date: 2014

City of Flagstaff Utilities Department Sanitary Manhole Condition Assessment

Woodson Engineering completed a Sanitary Manhole Condition Assessment for the Utilities Department for the purpose of providing budgetary numbers for the Citywide infrastructure replacement program. We provided inspection services on a select sampling of city manholes (approximately 300) and prepared an Assessment Report to document existing conditions encountered. The goal of this report was to:

- Present results of the visual inspection of the manholes in the system that were analyzed.
- Provide a ranking of the condition of those manholes assessed.
- Present alternative recommendations for repairing, or replacing, those manholes based on the conditions noted.
- Develop cost estimates for these repairs or replacements.
- Extrapolate the findings and costs from this analysis to the city's entire sewer system (approx. 7800 manholes) to develop future capital costs maintenance budgets.
- Prioritize the repair work based on the importance of the manhole and/or the severity of its deficiency.

b. Proposed Project Manager and Proposed Project Staff

We at Woodson Engineering put a lot of thought into this for the Town of Tusayan. Following our structure we have in-place for the City of Winslow, we propose to have our Project Manager be based on the task at hand and to have this person selected from the group below to always have the best choice for the select task. All of our project managers at Woodson Engineering are experienced in working on our municipal engineering and on-call projects. We feel that we can provide better, more flexible, more resilient services to the Town if we have a pool of talent to choose from within our Firm. This is a key advantage to having the depth of Woodson

Engineering work for you. We are comfortable proposing this arrangement because it works so well for our other municipal clients.

- Mark Woodson, Principal - provides City Engineering expertise.
- Jeff Swan, Senior Project Manager - provides ADOT and Federal and State Funding expertise along with acting as our Certified Floodplain Manager.
- Rick Schuller, Associate Principal, Senior Project Manager - provides extensive design and plan preparation expertise for all aspects of municipal infrastructure. Construction observation expertise is provided by Rick as well.
- Jim Folkers, Survey Manager - provides over 40 years experience with surveying in northern Arizona.

GOOD
E.T.

Woodson Engineering recognizes the necessity to maintain a consistent point of contact for the client. In Winslow, Mark Woodson is the point of contact as he acts as City Engineer. For the Town of Tusayan we propose that Mark Woodson or Rick Schuller be the continual first point of contact – either one will be available at all times. After a project manager is selected it is appropriate to make direct contact with that individual with respect to the project or task at hand. Providing a pool of project managers also ensures that personnel time commitments will not be a problem for the Town – we have personnel available. We are able to build in redundancy into our services this way. All projects are discussed by all project managers at our weekly PM Meeting to make this effective.

Woodson Engineering currently has a staff of 12 that consists of 2 professional engineers/land surveyors, 4 professional engineers, 2 professional land surveyors, 2 engineering technicians, and 2 office personnel. One of our staff is also a Certified Floodplain Manager. Our Associate Principal has been with the firm for 15 years and we have 5 employees that have been with the firm for over 7 years. The retention of our staff is a significant factor to our success in Northern and Central Arizona and this will be a benefit to the Town of Tusayan – to be able to count on our firm and staff to be there.

Brief resumes of our designated project managers are given below. All project managers listed would be available up to 10% utilization for the Town of Tusayan.

MARK W. WOODSON, PE, RLS - PRINCIPAL

Licenses:

Professional Civil Engineer, California, C-33707, 1981
Professional Engineer (Civil), Arizona, 14855, 1982
Land Surveyor, Arizona, 16630, 1984

Length of Time with firm: 20 years
Residency: State of Arizona

Education: MBA, University of Arizona, 1982; BSCE, University of Arizona, 1979

Mark has over 35 years' experience in civil engineering and land surveying. His professional experience includes all types of public works projects, private development engineering and municipal engineering services. Prior to forming Woodson Engineering, Mark served as the City Engineer of Flagstaff and Eagar, Arizona. As the Principal of Woodson Engineering, Mark is responsible for project oversight and quality control. Specific project assignments include project feasibility studies, master planning, program management and public body presentations for project approvals and entitlements.

Professional References: Jim Ferguson, Former City Manager, City of Winslow, (602) 321-6224
Jim Walker, Page Unified School District, (928) 608-4119

RICK SCHULLER, PE – ASSOCIATE PRINCIPAL

Licenses:

Professional Engineer(Civil), Minnesota, 24709, 1996

Professional Engineer (Civil), Arizona, 34537, 2000

Education: BSCE, University of Minnesota, 1989

Length of Time with firm: 15 years

Residency: State of Arizona

Rick has over 24 years' experience in civil engineering. Major responsibilities include management of engineering projects, client contact, proposals, contract negotiation, government approvals, presentations, design development and construction documents, including specifications. He often represents Woodson Engineering at agency hearings, government staff meetings, client project review meetings and public meetings. Rick's experience includes infrastructure design, storm water management plans, hydrologic investigations, construction cost estimates and construction management services.

Professional References: Ryan Roberts, City of Flagstaff, (928) 213-2410
Dustin Woodman, Coconino County, (928) 679-8306

JEFF SWAN, PE, RLS, CFM, SENIOR PROJECT MANAGER

Licenses:

Professional Engineer (Civil), Arizona, 10518

Registered Land Surveyor, Arizona, 17524

Certified Floodplain Manager through AFPM

Education: BSCE, California Polytechnic University
MPA, Northern Arizona University

Length of Time with firm: 8 years

Residency: State of Arizona

Jeff has over 41 years of civil and transportation engineering experience, including serving as ADOT Holbrook District Engineer. He has provided the leadership for and the management of major transportation and facility improvement programs including project design, construction and transportation operations. His areas of expertise include public policy development, intergovernmental relations, resource allocation, design review, workshop and work group facilitation, project management, data collection and analysis, contract administration, budget preparation, public/political representation, and state/tribal relations. Experience includes managing the construction and project development program for most of northern Arizona and as Holbrook District Engineer led the operations, construction, maintenance, and administrative programs for Northeast Arizona. As a Senior Project Manager for Woodson Engineering, Jeff is responsible for providing assistance and guidance for the project and program management services of the Flagstaff office

Professional References: Richard L. Powers, Jacobs Engineering, (602) 530-1661
George Wallace, ADOT, (928) 779-7580

JAMES A. FOLKERS, RLS – SURVEY MANAGER

Licenses:

Registered Land Surveyor, Arizona, R.L.S. 18215

Education: DeVry Institute of Technology
Northern Arizona University, BS

Length of Time with firm: 4 years

Residency: State of Arizona

Mr. Folkers has over 40 years of land surveying experience in Northern Arizona. He has extensive experience related to the fieldwork and preparation of final drawings of cadastral surveys, topographical surveys, and of final drawings and property descriptions of boundary surveys, parcel splits and easements. He has performed numerous ALTA/ACSM Land title surveys and prepared numerous FEMA Elevation Certificates. He is a property boundary specialist, and has served as an expert witness on a number of occasions. He served as the sole non-governmental surveyor in the United States to assist in preparing the examination for the U.S. Bureau of Land Management's Certified Federal Surveyor program.

Professional References: Tom McCauley, McCauley Construction, (928) 289-4557
Jessica Mullen, C & S Companies, (916) 364-1470

c. Proposed Project Staff

Additional support staff works with the above project managers to complete all tasks. We have a strong engineering and surveying technical staff that has been working on municipal projects for several years. All support staff would be available for up to 20% utilization for Tusayan. Two other support staff are available as needed in addition to Alicia.

ALICIA STOFFERS, PE - PROFESSIONAL ENGINEER

Licenses: Professional Engineer (Civil), Arizona #49953
Length of Time with firm: 12 years
Residency: State of Arizona

Education: BS Civil Engineering, Northern Arizona University

Alicia has been working for Woodson Engineering for 12 years, having graduated from Northern Arizona University in 2002, with a degree in civil engineering, and an emphasis in environmental engineering. Alicia has experience in civil engineering design and construction. Her experience includes designs for complex residential, commercial, hotels, industrial and public works projects. Major responsibilities include management of the designs, storm water studies and government approvals. She uses the civil design software Eagle Point, AutoCad, WaterCAD, Pondpak and MicroStation.

Professional References: Ryan Roberts, City of Flagstaff, (928) 213-2410
Christine Cameron, City of Flagstaff, (928) 213-2682

III. REFERENCES

WOODSON ENGINEERING REFERENCES	
Ryan Roberts, Engineering Manager City of Flagstaff 211 West Aspen Avenue Flagstaff, AZ 86001 (928) 213-2410 rroberts@flagstaffaz.gov Project: Sanitary Manhole Condition Assessment	Dustin Woodman, Engineering Manager Coconino County Public Works 5600 E. Commerce Ave. Flagstaff, AZ 86004-2935 (928) 679-8306 DWoodman@coconino.az.gov Project: Copeland Basin
Lucinda Andreani, Deputy Director Coconino County Public Works 5600 E. Commerce Ave. Flagstaff, AZ 86004-2935 (928) 679-7166 Landreani@coconino.az.gov Project: Copeland Basin	Stephen Pauken, City Manager City of Winslow 21 Williamson Avenue Winslow, AZ 86046 (928) 289-1415 Stephen.pauken@ci.winslow.az.us Project: Contract City Engineer
Randy Groth, RLA, Sr. Project Manager City of Flagstaff 211 West Aspen Avenue Flagstaff, AZ 86001 (928) 213-2683 rgroth@flagstaffaz.gov Project: 2010 Bond Beaver & Leroux	Norm Gobeil, General Manager Grand Canyon Valle Corp. 555 S. State Route 64 Williams, AZ 86046 (928) 635-5280 norm@valleairport.com Project: Grand Canyon Airport

IV. COST OF SERVICES Engineering Services: to be negotiated

ITEM NO. 5A

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, June 4, 2014 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 6:05pm and the Pledge of Allegiance was recited.

2. ROLL CALL

MAYOR GREG BRYAN

VICE MAYOR AL MONTOYA

COUNCILMEMBER BILL FITZGERALD

COUNCILMEMBER JOHN RUETER – via phone

COUNCILMEMBER CRAIG SANDERSON

Also present were:

Will Wright, Town Manager

Melissa M. Drake, Town Clerk

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

Julie Aldaz spoke about the landscaping in Town. She stated that the weeds all over Town are terrible and that 2 dead trees still have not been replaced. Whoever is responsible, the Town or ADOT, needs to care for the landscaping.

Mrs. Aldaz also gave her opinion on crosswalk safety improvements stating that all crosswalks should have lights, not just a few.

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

A. Update from the Williams Justice Court, Judge Robert Krombeen

Judge Krombeen spoke about a business skills training offering in Williams for the Chamber Members. An overwhelming response of 130 business people have gone through the training. A similar training will be offered to the Chamber of Commerce here in Tusayan.

They recently entered into an IGA with Coconino County for supervised probation for the City of Williams. (This may need to be addressed for the Town of Tusayan also.) The Court received an informal A- from the Supreme Court audit. Security has been improved in the Court.

Judge Krombeen also spoke about the future of the Court's services to the Town. He stated that they would be pleased to continue service as-is or there may be a possibility of providing some services in the Town. Currently all Tusayan cases are handled 1 morning per month.

B. Update from Coconino County Sheriff's Department, Lieutenant Jim Coffey

Lieutenant Coffey gave an overview of Sheriff's Department cases in Tusayan over the last 6 months and discussed the following:

- A new officer has been trained with a dog to find drugs and they have been made available to the Town as needed
- Officers have been directed to spend more patrol time in neighborhoods
- Officers try to encourage compliance instead of issuing citations for every stop
- The tabletop drill here was very helpful in preparing for a possible fire incident and the actual plane crash (no injuries) 2 weeks ago at Grand Canyon National Park Airport
- There is no tolerance for fires in the National Forest
- Working on hiring an officer specifically for Tusayan
- Jail work crew is available to the Town
- Staffing issues
- Town vehicle was down temporarily but should be around with greater visibility soon
- Half marathon was a good event but there should be a special process for preparing for this type of event

Mayor Bryan asked Lieutenant Coffey for his expertise on enforcing cell phone laws. Lieutenant Coffey stated that generally it is the behavior of distracted driving that is observed by law enforcement and there are already laws on the books which are enforceable.

C. Kaibab National Forest Stage II Fire Restrictions

Mayor Bryan and Manager Wright noted that Stage II fire restrictions have been implemented in the national Forest which therefore enacts the Town Ordinance for the same restrictions.

5. CONSENT AGENDA

Vice Mayor Montoya asked for clarification of a check to Valle Hardware and Feed. Manager Wright stated that supplies for the work on the shed at the park have been purchased there.

A. Minutes of the Town Regular Meeting on 5/21/14

B. Accounts Payable Billings

Vice Mayor Montoya made a motion to approve the Consent Agenda. Councilmember Sanderson seconded the motion. Mayor Bryan recused himself on an item of payment to himself. The motion passed on unanimous vote.

6. COMMITTEE REPORTS

A. Update from the Community Park Committee

Manager Wright stated that the Park Committee met last week with the School Board looking at a possible south access route to the Town Housing Parcel at

Kotzin Ranch. The majority of the group supported using the existing right-of-way of Long Jim Loop and then goes to the North of the School property

Former Mayor Pete Shearer (and School Board Member) stated that the School Attorney has stated that there may be issues with the use and should be further researched. Mr. Shearer plans to request that the School Board consider the Attorney's statement. Mr. Shearer stated that as a member of the Park Committee he is opposed to this option for the access.

The Mayor and the Council discussed the road easement concerns with Mr. Shearer.

Manager Wright stated that the performance bid for dirt work will come to the Council at the next meeting or in July.

B. Update from the Planning and Zoning Commission

Manager Wright stated that there have been no meetings since the last Council meeting. To date, 1 letter and 4 e-mails have been submitted from candidates/commissioners interested in serving on the Commission.

7. ACTION ITEMS

A. Consideration, discussion, and possible approval of co-sponsoring Resolutions for the Arizona League of Cities and Towns

Manager Wright gave an overview of the resolutions under consideration. Mayor Bryan stated that the Town of Tusayan and been requested to co-sponsor 3 resolutions: (1) restoring Heritage Park funds (2) developing a study committee to consider alternatives to HURF, and (3) state-wide ordinance regarding texting and cell phone usage while driving.

Mayor Bryan made a motion to have the Town co-sponsor all 3 resolutions and Councilmember Rueter seconded the motion. The Council discussed the resolutions. The motion passed on unanimous vote.

B. Consideration, discussion, and possible approval of Resolution No. 2014-06 opting out of Coconino County Ordinance 2014-03 regulating portable communication devices and texting while operating a motor vehicle

Manager Wright gave a brief introduction of the resolution. He stated that the Town Attorney has requested additional time to review this issue and possible liabilities and that the Council act on it at a later date. He also stated that the City of Flagstaff is working on an Ordinance but it is not yet available.

The Council discussed the issue and took no action.

C. Consideration, discussion, and possible approval of Intergovernmental Agreement (IGA) with Coconino County for Elections Services

Manager Wright gave a brief introduction of the IGA with the Coconino County Elections Department for the Home Rule election and Council seat elections.

Vice Mayor Montoya made a motion to approve the IGA and Councilmember Sanderson seconded the motion. Mayor Bryan asked for confirmation that the election will not be a "mail-in only" election and Manager Wright confirmed. The motion passed on unanimous vote.

D. Consideration, discussion, and possible approval of expenditure of \$2,000 to cover consultant costs for Grand Canyon Chamber and Visitors' Bureau (CVB) Town Hall Meeting regarding possible Town name change

Mayor Bryan stated that the president of the CVB has approached him requesting funds to cover the costs of consultants for the meeting to be held on June 11, 2014.

Vice Mayor Montoya made a motion to approve the costs of consultants for the Town Hall meeting. Councilmember Sanderson seconded the motion.

Councilmember Fitzgerald stated that he twice previously proposed spending Town funds on marketing the Town but the Mayor wanted to require the CVB to develop a plan before approving the money. Councilmember Fitzgerald stated that only the Mayor has been talking about changing the name of the Town. The CVB came through the Mayor requesting the money, not to the Council. He stated that rebranding was not part of previous discussions involving the CVB. He stated that he is not in favor of spending the money without a plan.

Mayor Bryan stated that "rebranding" is the term the marketing profession uses in reference to a name change. He stated that 2 years ago the Council approved \$8,000 for a branding study which never came to fruition. He stated that this CVB Town Hall meeting will bring in professional information regarding a possible name change and would start the process of developing a plan.

Former Mayor Pete Shearer stated that he was opposed to spending the money on this. He believes we should give the \$2,000 to ADOT for improving the landscaping & appearance instead.

John Thurston spoke in opposition of spending money on this Town Hall.

Councilmember Sanderson stated that he was not necessarily in favor of the name change at this point but he is in favor of spending the money on the consultants to get additional information on pros and cons for the better of the community.

Vice Mayor Montoya spoke in favor bringing in "fresh eyes" on the topic and he believes the issue of the landscaping should be on a future agenda.

Councilmember Fitzgerald stated that there should be a branding study first, not promote a name change. The CVB still has not come forward with a plan.

The motion passed on a vote of 4 to 1 with Councilmember Fitzgerald voting "No."

E. Consideration, discussion, and possible action on ADOT letter and invoice regarding water leak

Manager Wright gave a review of the history of the water leak issue and introduced a new memo from himself to the Council and a new letter from ADOT introducing new fees. He also stated that ADOT is trying to make unilateral changes to water fees to the Town Housing Units on 10 year leases.

Former Mayor Pete Shearer (member of the Sanitary District Board) stated that the Board waived 50% of the fees from the Sanitary District on this issue.

Mayor Bryan asked if there have been previous waivers issued. Mr. Shearer stated that there have been a few credits issued in the past when it could be proven that some of the water used did not enter the sanitary sewer.

Manager Wright stated that he disagreed with the characterization in the ADOT letter of the Sanitary District's decision that the Town should pay the remainder of its bill. He stated that the Sanitary District's statement was that ADOT should bear some responsibility since they were not reading the meters for several months. Mr. Shearer agreed with Manager Wright's recollection of the Sanitary District's opinion.

The Council further discussed the issue, continuing questions surrounding it, and possible actions.

The Council directed Manager Wright to proceed with requesting answers to the continuing questions and continue trying to negotiate with ADOT on the issue. Mayor Bryan stated that he would work with Manager Wright to that end. They will also involve the Town Attorney.

Councilmember Rueter stated that the water system keeps a constant pressure and water delivery to the storage tank would not affect it. He also suggested the Town Attorney look at the State Statute quoted by ADOT to determine if it also applies to the Town.

F. Consideration, discussion, and possible approval of Cost of Living Adjustment (COLA) and employee costs

Manager Wright re-introduced his memo concerning this matter. He asked the Council to consider a one-time 3% COLA for Town employees and review overall employee costs for the next fiscal year.

The Council discussed the possible COLA, how it was determined, etc. Mayor Bryan stated that there are several issues at hand: COLA, increases in salaries based on ASRS & negotiations during the hiring process with the clerk (and covering the Clerk's portion of the contribution to ASRS), changes in the job description for the maintenance worker, and a possible increase for the Manager after a performance review.

Mayor Bryan stated that the prior agreement with the Clerk needs to be honored even though it did not come to the Council before hiring. He also stated that the concern is that the COLA sets an expectation of an increase every year.

Manager Wright stated that in many municipalities, a COLA may be approved but not executed if there are not funds available.

The Council and Manager Wright discussed the issues at length.

Mayor Bryan made a motion to approve:

- a merit increase of 3% for the Clerk and the Maintenance Worker for FY 2014-2015 (as of July 1 2014)
- an additional increase for the Clerk equivalent to her portion of the required ASRS contribution (as of the date the Town joins ASRS)
- an increase to \$16/hour for the Maintenance Worker when he becomes the Manufactured Home Inspector for the Town
- a review for the Manager which may or may not result in a salary increase

Vice Mayor Montoya seconded the motion and it passed on unanimous vote.

The Council took a 5 minute break from 8:45pm to 8:50pm.

G. Consideration, discussion, and possible approval of Tentative FY2015 Budget

Manager Wright stated that no changes have been made to the budget since the last meeting and that the forms included in the packet will be published prior to the June 25th Public Hearing.

Vice Mayor Montoya made a motion to approve the tentative budget for Fiscal Year 2015. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

8. DISCUSSION ITEMS

A. Discussion of Local Government Investment Pool

Manager Wright stated that he attended a meeting with the Deputy Director of the State Treasury and learned about possible changes in investing by the Town. He also spoke with Mr. Tomlinson of Chase Bank about possible investments there. There is more research to be done.

B. Update on crosswalk improvement status

Manager Wright stated that we are getting pricing on the flag system and working on the encroachment application for ADOT.

Former Mayor Pete Shearer stated that there is much more foot traffic in town since the shuttle service has started up again and stated that this safety topic should have the highest priority.

The Council requested that Manager Wright complete the encroachment permit application in a way that ADOT considers both the flag system and the light system. They also noted the need for an opinion of the Town Attorney on liability related changes to the crosswalks. Manager Wright stated that the Attorney is considering it.

9. TOWN MANAGER'S REPORT

Manager Wright stated that applications for the bookkeeper position are due by June 9th. He also stated that his memo regarding the Engineering RFP and 2 proposals have been distributed to the Council.

He also stated that J2 Engineering has not yet provided the report that was promised at the end of May.

10. FUTURE AGENDA ITEMS

- June 25th - Woodson & Shephard-Wesnitzer presentations on Engineering Services
- June 25th - interview Mr. Schoppmann for the P&Z
- June 25th - update on landscaping
- June 25th - update on crosswalks
- When available - streaming audio
- Park plans for the summer

11. COUNCIL MEMBERS' REPORTS

Vice Mayor Montoya and Manager Wright attended the Arizona Corporation Commission hearing regarding the water case today. The date for a final decision has not been determined.

12. MAYOR'S REPORT

- The Mayor received a letter from the Arizona State Board of Geographic and Historic Names regarding the possible name change of the Town. They stated that they may have some jurisdiction over a name change. The Mayor informed them that state statute defines how a name change of a Town may occur.
- There are a couple of seats available to the Town at a Community Health Meeting on June 12th in Phoenix. The Intel Corporation has paid for the seats.
- There was a NACOG meeting today to begin the process of determining goals and a vision for economic development in the NACOG region.

13. MOTION TO ADJOURN

Vice Mayor Montoya made a motion to adjourn the meeting at 9:29pm. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

ATTEST:

Greg Bryan, Mayor

Date

Melissa M. Drake, Town Clerk

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Melissa M. Drake, 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 June 4, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 18th day of June, 2014

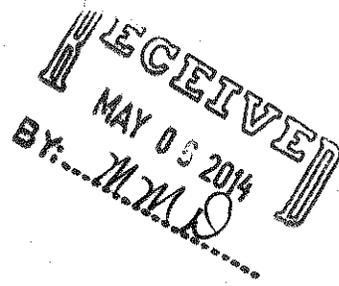
Town Clerk

ITEM NO. 7

May 06, 2014

Tusayan Planning and Zoning Committee

VIA EMAIL – tusayanclerk@gmail.com



RE: LETTER OF INTEREST FOR PLANNING AND ZONING COMMITTEE

Greetings –

Please accept this as my formal interest in the current board member opening for the Tusayan Planning and zoning Commission. Although fairly new to living in the Tusayan area, having moved here a year ago from Page, I am serious in my commitment to the Town of Tusayan.

As an interested member of our community, I would like to volunteer my time, skills, and talents to assist in planning the future of our great Town. I currently work for Papillion Airways and have extensive background in planning and developing various projects, both personal and professionally. These experiences have provided me the opportunity to better understand the challenges of managing our growth, improving our infrastructure, and further developing our business center.

Thank you for your consideration and I would be happy to answer any questions that you might have.

Sincerely,

John Schoppmann
928-255-8143

TOWN OF TUSAYAN

Citizen Committee Application Form

DATE 5.1.14

Town Board or Committee
in which interested Planning & Zoning

Name John Schoppmann Phone (Home) _____

Phone (Work) _____ Phone (Cell) 928-255-8143

Address Box 3104 S. Long Opie Loop Canyon Pines #17

Email Address johnschoppmann@yahoo.com

Occupation/Employer Ass. Facilities Director Papillon

1. Please explain why you would like to serve on the board or committee: (If additional space is needed, please use the back of this form)

Please see Attached

2. What skills, specific experiences, training or interests which you have that you feel would be useful in the work of this Board or Committee

3. How much time would you be willing to commit to the work of the committee, including meetings?

Signature 

I hereby certify that the information contained on this application form is accurate.

Town of Tusayan, P O Box 709, Tusayan, AZ 86023 * phone: 928-638-9909
Email: tusayantownmanager@gmail.com

1. Please explain why you would like to serve on the board or committee:
 - I believe my background in planning and construction will be an asset to this committee and I have a sincere desire to better the Town of Tusayan and its future growth.

2. What skills, specific experiences, training or interests which you have that you feel would be useful in the work of this board or Committee:
 - I have extensive background in construction projects both on a personal and professional level. Such projects include:
 - Management and overseeing of \$80 million Marina during building Phase I and II of a IV Phase development plan – 2004 to 2009
 - Owned and operated my own commercial/residential construction, repair and remodel business 2009 – 2013
 - I have creative design, problem solving and analytical talents.
 - I have a keen instinct to quickly effect change and improvement – with key experience in visualizing, designing and executing business projects.
 - Strong leadership talents with a natural ability to establish consensus among cross-functional lines.

3. How much time would you be willing to commit to the work of the committee, including meetings:
 - I would be willing to commit any time that is needed for the board meetings, etc.

ITEM NO. 8 & 9A

TOWN OF TUSAYAN
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2015

FUND	ADOPTED BUDGETED EXPENDITURES/EXPENSES* 2014	ACTUAL EXPENDITURES/EXPENSES** 2014	FUND BALANCE/NET POSITION*** July 1, 2014**	PROPERTY TAX REVENUES 2015	ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 2015	OTHER FINANCING 2015		INTERFUND TRANSFERS 2015		TOTAL FINANCIAL RESOURCES AVAILABLE 2015	BUDGETED EXPENDITURES/EXPENSES 2015
						SOURCES <USES>	IN	<OUT>			
1. General Fund	2,534,000	\$ 1,019,886	\$	\$ 2,612,500	\$	\$	\$	\$	\$ 2,612,500	\$ 2,564,800	
2. Special Revenue Funds	385,000	906		278,800					278,800	325,000	
3. Debt Service Funds Available											
4. Less: Amounts for Future Debt Retirement											
5. Total Debt Service Funds											
6. Capital Projects Funds											
7. Permanent Funds											
8. Enterprise Funds Available				1,200,000					1,200,000	1,200,000	
9. Less: Amounts for Future Debt Retirement											
10. Total Enterprise Funds				1,200,000					1,200,000	1,200,000	
11. Internal Service Funds											
12. TOTAL ALL FUNDS	\$ 2,919,000	\$ 1,020,792	\$	\$ 4,091,300	\$	\$	\$	\$	\$ 4,091,300	\$ 4,089,800	

EXPENDITURE LIMITATION COMPARISON

	2014	2015
1. Budgeted expenditures/expenses	\$ 2,919,000	\$ 4,089,800
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	2,919,000	4,089,800
4. Less: estimated exclusions		
5. Amount subject to the expenditure limitation	\$ 2,919,000	\$ 4,089,800
6. EEC or voter-approved alternative expenditure limitation	\$	\$

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes Expenditure/Expense Adjustments Approved in current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts in this column represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

TOWN OF TUSAYAN
Revenues Other Than Property Taxes
Fiscal Year 2015

SOURCE OF REVENUES	ESTIMATED REVENUES 2014	ACTUAL REVENUES* 2014	ESTIMATED REVENUES 2015
GENERAL FUND			
Local taxes			
Town sales tax	\$ 2,300,000	\$ 1,870,903	\$ 2,300,000
Licenses and permits			
Business licenses	100	70	100
Permit fees	50,000	1,863	75,000
Intergovernmental			
State shared urban revenue	167,347	125,371	182,400
State shared sales tax	48,215	31,888	50,000
Interest on investments			
	5,000	3,310	5,000
Total General Fund	\$ 2,570,662	\$ 2,033,405	\$ 2,612,500

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

SPECIAL REVENUE FUNDS

Highway Urban Revenue Fund - HURF	\$ 54,525	\$ 33,200	\$ 55,000
Vehicle License Tax	22,530	15,415	23,800
Trust and Agency - Stilo Development	100,000		
Grant Fund - CDBG Project	215,000		200,000
	\$ 392,055	\$ 48,615	\$ 278,800
Total Special Revenue Funds	\$ 392,055	\$ 48,615	\$ 278,800

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

ENTERPRISE FUNDS

	\$	\$	\$ 1,200,000
Total Enterprise Funds	\$	\$	\$ 1,200,000

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

TOTAL ALL FUNDS \$ 2,962,717 \$ 2,082,020 \$ 4,091,300

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

TOWN OF TUSAYAN
Expenditures/Expenses by Fund
Fiscal Year 2015

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2014	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2014	ACTUAL EXPENDITURES/ EXPENSES* 2014	BUDGETED EXPENDITURES/ EXPENSES 2015
GENERAL FUND				
Mayor & Council	\$ 91,000	\$	\$ 35,939	\$ 96,000
Manager and Support	412,000		179,165	468,000
Legal Services	144,000		20,896	144,000
Court and Prosecutor	27,000		13,930	20,000
Planning & Studies	145,000		77,287	240,000
Development & Permits	90,000		34,924	90,000
Public Safety	539,000		255,754	505,000
Facilities & Grounds	86,000		128,899	83,500
Parks & Recreation	90,000	70,000	48,154	85,000
Capital Improvements	660,000	(70,000)	93,813	583,300
Contingency	250,000		131,125	250,000
Total General Fund	\$ 2,534,000	\$	\$ 1,019,886	\$ 2,564,800
SPECIAL REVENUE FUNDS				
Highway Urban Revenue Fund	\$ 70,000	\$	\$ 906	\$ 55,000
Vehicle License Tax				20,000
Trust and Agency Fund - Stilo	100,000			50,000
Grant Fund - CDBG	215,000			200,000
Total Special Revenue Funds	\$ 385,000	\$	\$ 906	\$ 325,000
ENTERPRISE FUNDS				
Water Enterprise Fund	\$	\$	\$	\$ 1,200,000
Total Enterprise Funds	\$	\$	\$	\$ 1,200,000
TOTAL ALL FUNDS	\$ 2,919,000	\$	\$ 1,020,792	\$ 4,089,800

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

TOWN OF TUSAYAN
Full-Time Employees and Personnel Compensation
Fiscal Year 2015

FUND	Full-Time Equivalent (FTE) 2015	Employee Salaries and Hourly Costs 2015	Retirement Costs 2015	Healthcare Costs 2015	Other Benefit Costs 2015	Total Estimated Personnel Compensation 2015
GENERAL FUND	3	\$ 189,602	\$ 21,994	\$ 17,350	\$ 4,800	\$ 233,746
TOTAL ALL FUNDS	3	\$ 189,602	\$ 21,994	\$ 17,350	\$ 4,800	\$ 233,746

ITEM NO. 9B

TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park

DATE: June 3, 2014

TO: Mayor and Members of the Town Council

FROM: Will Wright, Manager

SUBJECT: Tenure and terms for the members of the P&Z Commission

This memo reviews the terms for the members of the Tusayan Planning and Zoning Commission. The five members currently serving on the Commission were all put in for four year terms in June 2010 with Janet Roesner being appointed in April 2013 to complete the term. The terms of all five Commission members will conclude in July 2014. Staff recommends that the Council stagger the terms for the P&Z Commission with two serving four years or three members serving two year terms or visa versa to provide some continuity and consistency for those who serve on the Commission, as well as to the members of the community.

Staff surveyed the current members to determine ongoing interest in continuing to serve on the P&Z Commission receiving the following responses: 1) Chairperson Rob Gossard is interested in in serving only a two more years; 2) Vice-Chairperson Elizabeth Hearne would be willing serve either a two or four year term; 3) Sandra Angat is not interested in continuing to serve on this commission; 4) ClayAnn Cook would serve another two or four year term; and 5) Janet Roesner would like to serve a four year term.

The Council directed that staff advertise and solicit a letter of interest from anyone qualified to serve on this commission, which was done. Staff received a letter of interest from John Schoppmann and emails indicating ongoing interest from current members of the P&Z Commission, including: 1) Clayann Cook; 2) Elizabeth Hearne; 3) Janet Roesner; and 4) Rob Gossard, who's willing to serve for two more years. Let me know if you have any questions or need anything else in order to proceed with appointing community members to serve on the Tusayan Planning & Zoning Commission.

May 06, 2014

RECEIVED
MAY 05 2014
BY: M.M.O.

Tusayan Planning and Zoning Committee

VIA EMAIL – tusayanclerk@gmail.com

RE: LETTER OF INTEREST FOR PLANNING AND ZONING COMMITTEE

Greetings –

Please accept this as my formal interest in the current board member opening for the Tusayan Planning and zoning Commission. Although fairly new to living in the Tusayan area, having moved here a year ago from Page, I am serious in my commitment to the Town of Tusayan.

As an interested member of our community, I would like to volunteer my time, skills, and talents to assist in planning the future of our great Town. I currently work for Papillion Airways and have extensive background in planning and developing various projects, both personal and professionally. These experiences have provided me the opportunity to better understand the challenges of managing our growth, improving our infrastructure, and further developing our business center.

Thank you for your consideration and I would be happy to answer any questions that you might have.

Sincerely,

John Schoppmann
928-255-8143

TOWN OF TUSAYAN

Citizen Committee Application Form

DATE 5.1.14

Town Board or Committee
in which interested Planning & Zoning

Name John Schaffmann Phone (Home) _____

Phone (Work) _____ Phone (Cell) 928-255-8143

Address Box 3104, S. Long Qu Loop Campus Area #17

Email Address johnschaffmann@yahoo.com

Occupation/Employer Ass. Facilities Director Papillon

1. Please explain why you would like to serve on the board or committee: (If additional space is needed, please use the back of this form)

Please see Attached

2. What skills, specific experiences, training or interests which you have that you feel would be useful in the work of this Board or Committee

3. How much time would you be willing to commit to the work of the committee, including meetings?

Signature _____

I hereby certify that the information contained on this application form is accurate.

Town of Tusayan, P O Box 709, Tusayan, AZ 86023 * phone: 928-638-9909
Email: tusayantownmanager@gmail.com

1. Please explain why you would like to serve on the board or committee:
 - I believe my background in planning and construction will be an asset to this committee and I have a sincere desire to better the Town of Tusayan and its future growth.

2. What skills, specific experiences, training or interests which you have that you feel would be useful in the work of this board or Committee:
 - I have extensive background in construction projects both on a personal and professional level. Such projects include:
 - Management and overseeing of \$80 million Marina during building Phase I and II of a IV Phase development plan – 2004 to 2009
 - Owned and operated my own commercial/residential construction, repair and remodel business 2009 – 2013
 - I have creative design, problem solving and analytical talents.
 - I have a keen instinct to quickly effect change and improvement – with key experience in visualizing, designing and executing business projects.
 - Strong leadership talents with a natural ability to establish consensus among cross-functional lines.

3. How much time would you be willing to commit to the work of the committee, including meetings:
 - I would be willing to commit any time that is needed for the board meetings, etc.

May 7, 2014

RE: Letter of intent to re-apply for Planning & Zoning Commission

Dear Council Members,

Please let this letter serve as notice of my interest to serve a four year term on the Planning & Zoning Commission. It has been an honor and privilege to serve this past year, I have learned many new things and would like to continue to be a part of developing our community for the future.

Please do not hesitate to contact me with questions.

Respectfully,

Janet Rosener

RECEIVED
MAY 07 2014
BY: JRM

May 21, 2014

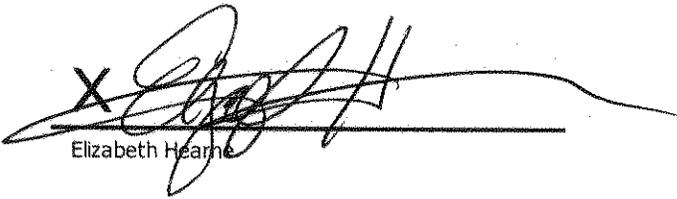
RE: Letter of intent to re-apply for Planning & Zoning Commission

Dear Council Members,

Please let this letter serve as notice of my interest to serve a four year term on the Planning & Zoning Commission. It has been an honor and privilege to serve this past couple of years. I have learned many new things and would like to continue to be a part of developing our Tusayan community for the future.

Please do not hesitate to contact me with questions.

Respectfully,

A handwritten signature in black ink, appearing to be 'Elizabeth Hearne', is written over a horizontal line. The signature is stylized and somewhat illegible. To the left of the signature, there is a small 'X' mark.

Elizabeth Hearne

----- Forwarded message -----

From: Janet Rosener <jrosener@ngvccanyon.com>
Date: Wed, May 7, 2014 at 1:57 PM
Subject: RE: P&Z Commission - Letter of intent - Janet Rosener
To: Will Wright <tusayantownmanager@gmail.com>
Cc: Tusayan Town clerk <tusayanclerk@gmail.com>

Will,

Please see attached.

Thank you for sending the reminder,

janet

From: Will Wright [mailto:tusayantownmanager@gmail.com]
Sent: Tuesday, May 06, 2014 4:47 PM
To: Robert Gossard; Elizabeth Hearne; Rosener, Janet; ClayAnn Cook; Angat, Sandra
Subject: P&Z Commission

To All: The Council decided in a recent Council meeting (April 23rd) that they would request letters of interest from all those who'd like to serve on the P&Z Commission. Staff clarified with them that this included those who are currently serving which they indicated they thought it would be good for anyone interested to submit a letter of interest. You may have seen the notice in the newspaper as well as on posters around town that the town is accepting these letters of interest until May 21st. Please, take a minute to put a letter together and mail it to the Town of Tusayan at P.O. Box 709, Grand Canyon, AZ 86023 or email it to me at tusayantownmanager@gmail.com or to Melissa at tusayanclerk@gmail.com or you may hand deliver it to 845 Mustang Drive at the Tusayan Town Hall. Thank you for your service and I hope you all will take advantage of this opportunity to serve the community as a member of the P&Z Commission.
Regards, will

Will Wright, Manager

Town of Tusayan

928-637-4297 cell

928-638-9909 office

ClayAnn@bigesteakhouse.com <ClayAnn@bigesteakhouse.com>

Fri, May 23, 2014 at 8:23 PM

To: Will Wright <tusayantownmanager@gmail.com>

I am sorry Will that I missed this. I am interested in continuing on the Commission. I will get a letter over the next few days. Clay

Will Wright <tusayantownmanager@gmail.com>

Tue, May 20, 2014 at 11:09 AM

To: Robert Gossard <rgtusayan@gmail.com>, Elizabeth Hearne <bvmcoronation@hotmail.com>, "Cook, Clayann" <clayann@bigesteakhouse.com>

To All: Please take a few minutes to express your ongoing interest in serving on the P&Z Commission as we need your help. thanks, will

Will Wright, Manager
Town of Tusayan
928-637-4297 cell
928-638-9909 office

[Quoted text hidden]

 **Letter of intent - Planning & Zoning 2014.docx**
12K

Will Wright <tusayantownmanager@gmail.com>

Tue, May 20, 2014 at 11:12 AM

To: Beth Hearne <bethhearne8@gmail.com>

Will Wright, Manager
Town of Tusayan
928-637-4297 cell
928-638-9909 office

[Quoted text hidden]

 **Letter of intent - Planning & Zoning 2014.docx**
12K

Rob Gossard <rgtusayan@gmail.com>

Mon, Jun 2, 2014 at 5:21 PM

To: Will Wright <tusayantownmanager@gmail.com>

I will be interested in a two year term

Sent from my iPhone

[Quoted text hidden]

<Letter of intent - Planning & Zoning 2014.docx>

Will Wright <tusayantownmanager@gmail.com>

Tue, Jun 3, 2014 at 11:27 AM

To: Tusayan Town clerk <tusayanclerk@gmail.com>

Melissa: Here's Rob's email expressing interest to serve two more years on Commission. I think you have everyone's email now as well as John Schoppmann's letter. thanks for your help. I'm attaching my memo on this matter.

Will Wright, Manager
Town of Tusayan
928-637-4297 cell
928-638-9909 office

ITEM NO. 10A

TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park

June 16, 2014

Mr. Steve Monroe, Senior Resident Engineer
ADOT - Flagstaff District Office
1801 South Milton Road
Flagstaff, AZ 86001

Dear Mr. Monroe:

Let me preface my comments and concerns about the Highway 64 improvements, by saying how much the Council and community appreciate the order and beauty these improvements made to the Town of Tusayan. The improvements to the highway through town truly changed the character and attitude of, not only the residents of the town, but positively affect the millions of visitors who travel through and enjoy our community each year on their trip to experience the Grand Canyon for which we are all greatly appreciative.

This letter will attempt to chronologically outline what has gone on with this project in order to show our concerns with how it has been handled and what is now being expected of the town by ADOT for this project.

- A walk-thru of the Highway 64 improvements occurred on July 24, 2013;
- This inspection found a number of plants/trees had died and needed replanting so ADOT indicated that this work would be scheduled with some training given at that time on the operation and maintenance of the sprinkler system then would give the town this system;
- Town staff contacted ADOT on September 18, 2013 to determine when the above work and training was to occur and expressed concern over the lateness of the season with the survivability of any replanting to occur;
- October 29th ADOT staff performed a surprise walk-thru and informed the town they were now responsible for these improvements, even though no replanting had occurred;
- Town officials expressed concern as the replanting had not occurred and the sprinkler system had not been winterized nor had any training been given regarding this system;
- ADOT and Landtech officials met with town staff on November 13th to winterize system and gave staff some training, handing over a key for the control panel, an as-built, etc.;
- Landtech then emailed the town on November 14th an as-built of this system as well as information on the control panel and valves. Further, a warranty letter dated August 6, 2012 was sent giving a 365 day plant establishment period, along with a guarantee for irrigation system;
- Town officials again expressed concern about taking over these improvements before the project is complete in a piecemeal fashion and were told by ADOT that they had not yet given the town these improvements and indicated this would probably occur after the replanting sometime in the spring of 2014.

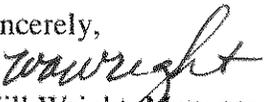
This brings us up to date with town staff again initiating contact with ADOT on May 13, 2014 via email to express concern about weeds and to let them know the water had not yet been turned on for the plants and trees. Further, we asked about the schedule for replanting the dead plants/trees so we could know when to plan to take on the maintenance duties of these improvements. Landtech arrived on June 10, 2014 to start the replanting, which they finished on the 12th. They assisted town staff in getting the water turned on, but several leaks were discovered in the system. It was determined that the ADOT contractor who built the bus shelters had caused several of these leaks, which town and Landtech workers repaired. Town staff observed at this time that the depth of the water line was only about a foot deep, which does not meet code requirements for being below the frost line. Additionally, town staff asked Landtech about taking care of the weeds. Their representatives indicated that was the town's responsibility, which, as shown, was not what was communicated last fall by ADOT to the town.

I believe the emails between ADOT and the town show that town officials have consistently attempted to understand the town's responsibilities regarding these improvements for which they take great pride in how they have beautified the community. Had ADOT given the town the responsibility for the landscaping then they would have started much earlier taking care of the weeds. However, this was not what ADOT indicated and the town expressed concern about doing any work on these improvements before they were formally turned over to the town for operation and maintenance responsibilities. The concern was how any of this work could be construed to potentially negate any warranty on the work performed for these improvements.

Town officials would respectfully request ADOT clarify what continues to be confusing regarding when the town is responsible for these improvements. Further, it only seems fair and the right thing to do by ADOT and/or its contractor to bring these improvements up to an acceptable condition before releasing them to the town for maintenance purposes. Additionally, staff would ask for an explanation about the depth of the water lines and why building code standards for exterior water lines were apparently not adhered to with this installation, as this will be an ongoing maintenance matter for the town to address. Staff would also remind ADOT officials that a concern was pointed out during last year's walk-thru about there not being a relief valve for the sprinkler system, which greatly hinders anyone's ability to winterize this system. Perhaps, ADOT could clarify their position on these items and what they would propose to do to address these issues/deficiencies?

Finally regarding the recently completed bus shelters, town officials were asked about a number of changes to improve these facilities since they will be taking them over for maintenance purposes. For example, a change in the concrete pattern and color was suggested by the contractor, the support beams for the metal roof were to be enclosed, as well as solar lighting was going to be used in the shelters, which the town agreed to in an ADOT meeting. Although the town agreed to these changes, for whatever reason, the roof support beams were not enclosed nor was solar lighting installed in these shelters. We would again appreciate some explanation on these changes and what we can do to improve the communications with ADOT on projects affecting our community.

Sincerely,


Will Wright, Manager
Town of Tusayan

ITEM NO. 10C

6/19/14

Memo To : Will Wright
Town Manager

From: Greg Bryan
Mayor

Re: Sidewalk Artwork

Over the last year or so we have begun talking about continuing to improve the landscaping and sidewalk area with some "Street Art". We have never really had any kind of in depth discussion about what we would like to see and any budgeting for it. I would ask that we put this item on our next Council Agenda and have some further discussions about what the Council would like to see, the level of interest and any measure of funding we might want to designate for it in the coming years.

Recently I was in Santa Fe, New Mexico and was impressed with various outdoor artwork I saw and how they might fit into our community and make a positive impression on our visitors and residents. After talking with one art dealer he sent me some photos of pieces to give us a point of reference in our discussions. I will bring some prints to share of his pieces to the Council meeting. Areas of concern I saw would be fragility of the piece for vandalism and long term maintenance. I'm not sure anything with water would be appropriate due to our mineral content and the winds. We would want to determine if we had any sense of a theme, i.e. western, activity, nature, etc. or maybe just stone work and the sizes – life size, larger, miniature. We could consider a long term plan and whether we wanted to get a landscape designer involved to create it.

My intent is simply to stimulate conversation and see if this is something the Council would like to see happen in our Town.

ITEM NO. 11

Manager's Report
June 25, 2014

- I. ADMINISTRATION:
 - a) Cristina Cartin was hired to replace Irina and is currently being trained to be the town's bookkeeper;
 - b) Staff continues to explore requirements to participate in the Local Government Investment Pool (LGIP);
 - c) Staff is proposing to hire a seasonal laborer at \$8/hour to perform maintenance work in order, among other things, to construct the sidewalks around the town hall and assist with other projects in town.
- II. ADOT – Staff submitted encroachment permits for both the flags and flashing lights crosswalk improvements; the steps in front of the trading post; the sign for the service organizations and gateway community for the Arizona Trail and will be submitting it for the sidewalk extension to connect to FS 302 road, which will have to go out to bid. Attached is a letter sent to ADOT with concerns regarding the landscaping and bus shelter projects, fyi. Currently, staff is trying to work with anyone to get landscaping in order for the July 4th celebration. Let me know if any of you have ideas of people or groups wishing to raise money through performing this work.
- III. AIRS – Staff needs to follow up with Chief Evans in understanding the technical viability of the AIRS program in Tusayan, which will improve emergency communications in this area.
- IV. BROADBAND – Town representatives continue to work GovNET and ADOT officials to sort out any issues that have arisen in getting a tower on ADOT property at the airport. ADOT is taking GovNET's request to their board at the end of June so we should hear something back by the July meeting on progress for this improvement.
- V. BUDGET – Council is scheduled to adopt the final budget for FY2014-15 on June 25, 2014.
- VI. CDBG – Council will select an engineer after presentations by SWI and Woodson at their June 25th meeting, which will allow us to move forward with park improvements.
- VII. COMMUNITY PARK – Willdan put together a performance bid for the dirt work, which staff will put the design and build proposal together for the work on the sports fields.
- VIII. COUNCIL FOLLOWUP:
 - a) Coconino County Health Department indicated they'd get the town an IGA for animal control services, which was budgeted for in the upcoming fiscal year;
- IX. DEVELOPMENT/P&Z MEETING – The town received a letter of interest from John Schoppmann and four emails from current commission members expressing ongoing interest in serving on the P&Z Commission. This matter will be brought to the Council for their appointment of the five community members at their June 25th meeting.

- X. DRAINAGE – J2 Engineering sent their comprehensive drainage report (161 pages) on June 4th and I've sent it out to members of the Council. Jeff of J2 said he'd be available for the July 23rd meeting to present this report to the town.
- XI. ELECTIONS – The Home Rule election is scheduled at the Primary date of August 26, 2014 and there were no arguments for or against this matter before the deadline. We are working with Bill Doyle and Coconino County to put together necessary informational pamphlet for this election. Three members of the Council are up for re-election this year and have officially filed all the necessary documents, along with Becky Wirth.
- XII. MUNICIPAL CODE – Staff continues to work through the process of putting municipal code information together for the Council to review, including putting all the codes approved to date into a binder for the members of the Council. This has proven more difficult than anticipated since some of the adopted codes were not put into final approved format.
- XIII. PUBLIC OUTREACH – Pam Edwards of the GCNP is planning to come to the Council on June 25, 2014 to speak on the shuttle service, which began on May 15, 2014. Mike Williams, Kaibab Forest Superintendent indicated he'd like to come meet with the Council in the near future, but indicated he's very busy and will have to see how it goes with all of these activities.
- XIV. STILO – The Amendment to the Pre-Annexation Development Agreement (PADA) with Stilo was passed by the Council in their January 22, 2014 meeting and the final execution of agreements, deeds, et cetera was completed with the town having the deed to its first twenty (20) acres at Kotzin Ranch. Town and Stilo officials met with Forest Service representatives regarding the process to apply to obtain access and the placement of utilities to Kotzin through the Forest Service land on April 9th then again on June 5, 2014 and signed the FS application. The FS has thirty days in which to review and formally accept this application.

TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park

June 18, 2014

Business Owners and Operators
Tusayan, AZ 86023

Dear Business Owner/Operator:

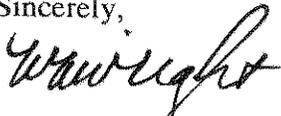
This letter requests your interim assistance with maintaining the highway landscaping in town. As you're aware, the town has seen a dramatic improvement on Highway 64 with upgrades of turning lanes along with medians, sidewalks, crosswalks and the landscaping as well as the shuttle bus stops recently installed on the main thoroughfare through our community. I think we can all agree that the town has realized a great enhancement to its visual aesthetics and come a long way to becoming a pedestrian friendly community with these improvements.

However, there has been confusion with ADOT on the transfer of these responsibilities to the town for maintenance of these improvements. This has resulted in a lot of weeds coming up this spring that now need to be removed in order to restore the landscaping to the beautiful condition desired by the community. This letter is to enlist the assistance of those businesses along the highway in helping eradicate the weeds in front of your business so that town staff can begin to maintain these landscaped areas in an acceptable and professional manner.

In addition to the immediate assistance of your business, the town is looking for any group or person(s) interested in earning a little additional money this summer in performing this seasonal work to assist with bringing this landscaping to an acceptable condition, which will be easier to maintain going forward. This is particularly important with the July 4th celebration just around the corner and with so many visitors coming to and through the town. So please contact the town if you're aware of anyone who would be willing to help out with this work at this time.

The town is assuming an important responsibility with the maintenance duties for these improvements and would ask that each of you be vigilant as you're out and about. Don't hesitate to contact the town with anything you see needing our attention from landscaping, to cleaning, to repair of any of these improvements. It is our desire to keep Tusayan a beautiful and safe place for our residents and visitors alike. You are a vital part of our community and the town needs your assistance, if we hope to realize our mutual goals and desires for the Town of Tusayan.

Sincerely,



Will Wright, Manager
Town of Tusayan