

AGENDA

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, August 13, 2014 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town Council will hold a meeting open to the public on Wednesday, August 13, 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. Update on fire activity from Bob Blasi and James Simino of Kaibab National Forest

B. Presentation from Pam Edward with Grand Canyon National Park regarding the shuttle buses

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 Workshop and Regular Meeting on 7/23/14

B. Accounts Payable Billings

6. COMMITTEE REPORTS

A. Update on the Sports Complex Committee

B. Update on the Planning and Zoning Commission

7. ACTION ITEMS

A. Consideration, discussion, and possible approval of a funding request from Tusayan Fire District for communication radios

B. Consideration, discussion, and possible determination of commercial lease tax start date

C. Consideration, discussion, and possible approval of FY14 Audit Engagement Letter

D. Consideration, discussion, and possible approval of a proposal for topographic or LIDAR mapping of the Town of Tusayan

8. DISCUSSION ITEMS

A. Update on crosswalk improvement status

B. Discussion of possible Tusayan Tourism Board

C. Update on Forest Service Access Application

9. TOWN MANAGER'S REPORT

10. FUTURE AGENDA ITEMS

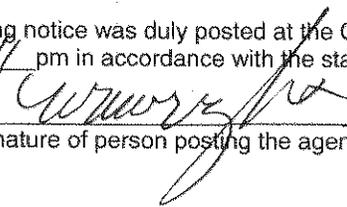
11. COUNCIL MEMBERS' REPORTS

12. MAYOR'S REPORT

13. MOTION TO ADJOURN

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this 9th day of August, 2014, at 3:41 pm in accordance with the statement filed by the Tusayan Town Council.



Signature of person posting the agenda

ITEM NO. 4A

NEWS RELEASE

Kaibab National Forest



www.fs.usda.gov/kaibab
www.twitter.com/KaibabNF



For Immediate Release

Contact: Jacqueline Banks, 928-635-8314

Aug. 5, 2014

Fire Activity Expected To Increase On Managed Fires Near Tusayan

TUSAYAN, Ariz. – As drier conditions return to northern Arizona, fire activity is expected to increase today on the two fires being managed for resource benefit on the Tusayan Ranger District of the Kaibab National Forest.

The McRae Fire, located a few miles south and southeast of Tusayan, is 5,074 acres in size and is expected to grow significantly over the next few days as drier conditions prevail. With warmer temperatures and southwest winds predicted, fire managers consider it the perfect time to conduct managed ignitions starting at the northwest corner of the fire area and moving south along State Highway 64. Smoke and fire will be visible from Tusayan and the highway today, but predicted winds should carry the smoke away from Grand Canyon Airport and other populated areas. Motorists are asked to use caution while driving on the highway between mile posts 230 and 234, as fire personnel and equipment will be present.

The Hammer Fire, which is located farther from Tusayan at about 10 miles east to southeast of the community, grew to 855 acres yesterday. With drier conditions in the forecast, fire managers expect the Hammer Fire to expand more rapidly, increasing the acres treated and the benefits to overall forest health. Today, crews will burn grass, brush and other forest fuels along forests roads 310 and 317 at the northwest corner of the planning area, a technique known as black lining. Black lining is used to create a safe burned area in front of the main fire to prevent any future issues with keeping the fire within defined boundaries. No smoke impacts are expected to communities.

The goal is to allow these fires to continue burning as they would naturally as long as they can be safely managed and confined to predetermined boundaries while also benefiting forest resources. Specifically, fire managers are seeking to improve overall forest health, reduce accumulations of forest debris, enhance wildlife habitat, and reduce the likelihood of future high-severity fires that could threaten communities and lives.

Additional information, photos and maps are available at the following locations:

- McRae Fire Inciweb: <http://inciweb.nwcg.gov/incident/3940/>
- Hammer Fire Inciweb: <http://inciweb.nwcg.gov/incident/4023/>
- Kaibab Fire Information Line: (928) 635-8311
- Text message: text 'follow kaibabnf' to 40404
- Kaibab Flickr Photostream: www.flickr.com/kaibabnationalforest

-USFS-

USDA is an equal opportunity provider, employer and lender. To file a complaint of discrimination, write to USDA, Office of the Assistant Secretary for Civil Rights, Office of Adjudication, 1400 Independence Ave., SW, Washington, DC 20250-9410, or call (866) 632-9992 (toll-free customer service), (800) 877-8339 (local or federal relay) or (866) 377-8642 (relay voice users).

ITEM NO. 5A

TUSAYAN TOWN COUNCIL MUNICIPAL CODE WORKSHOP

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

Wednesday, July 23, 2014 at 5:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the meeting to order at 5:20pm and the Pledge of Allegiance was recited.

2. ROLL CALL

Upon roll call, the following were present:

MAYOR GREG BRYAN

VICE MAYOR AL MONTOYA

COUNCILMEMBER BILL FITZGERALD

COUNCILMEMBER JOHN RUETER - excused

COUNCILMEMBER CRAIG SANDERSON – arrived at 5:25pm

Also present were:

Will Wright, Town Manager

Melissa Malone, Town Clerk

3. DISCUSSION OF DRAFT LANGUAGE FOR THE TUSAYAN MUNICIPAL CODE

Chapter 9 – Business Regulations

Manager Wright introduced a revised, less complicated version of the Chapter from the Camp Verde Municipal Code. He also spoke with the Coconino County Sheriff's Department and made changes based on that conversation.

He also compared with Showlow, Williams, and other communities.

The Council discussed the Chapter and made the following changes:

- Mayor mentioned typo in Section 9-1-11, third sentence should be "if the Clerk"
- Clarinda Vail spoke in favor of modifying 9.1-4.1, Certificate of Compliance and stated that in section 9-1-11, the Town Manager should verify, not the Clerk
- 9.1-4.1, "new business" needs to be defined. Manager Wright stated that a physical inspection would only be required if a building permit is required. The Council discussed this section at length. Business application should be modified to include questions regarding new business, renovation, building permit, etc.
- 9-2-1, include transient merchants like Schwann's and Snap-on
- 9-2-4, License, Clerk "may" instead of "shall", instead of "clean", change to background check, add requirement for references. Manager Wright will contact Town Attorney regarding liability for these 2 changes. What happens if there are issues in background?
- 9-2-5, fix typo with 1 superscript

- 9-2-10, check on Clerk revoking licenses.

4. MOTION TO ADJOURN

Vice Mayor Montoya made a motion to adjourn the meeting at 5:56pm. Mayor Bryan seconded the motion and it passed on unanimous vote.

ATTEST:

Greg Bryan, Mayor **Date**

Melissa A. Malone, Town Clerk

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Melissa A. Malone, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on July 23, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 24th day of July, 2014

TOWN CLERK

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, July 23, 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 (6:08pm & lost at 6:45pm)

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

None

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

A. Presentation from J2 Engineering on Town Flood Study

Jeff Holstmeister with J2 Engineering gave a presentation to the Council on drainage and flood issues within the Town of Tusayan. He summarized the flood study and report that J2 Engineering provided to the Town Council. He discussed possible improvements such as creating detention basins/stock tanks, increasing drainage pipe sizes in certain locations, diverting flow before it gets into Town, and creating additional drainage requirements on all new development.

5. CONSENT AGENDA

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

A. Minutes of the Town Regular Meeting on 6/25/14 and Special Meeting on 7/21/14

Vice Mayor Montoya made a motion to approve the Minutes. Councilmember Sanderson seconded the motion. The motion passed on unanimous vote.

B. Accounts Payable Billings

Councilmember Fitzgerald asked if payment to Willdan Engineering on the park development is the last they will do before turning over to Woodson Engineering. Manager Wright stated that it was for work on the SWPPP and would determine if any other work was outstanding.

Councilmember Fitzgerald made a motion to approve the Accounts Payable Billings. Councilmember Sanderson seconded the motion. The motion passed on unanimous vote.

6. COMMITTEE REPORTS

A. Update from the Community Park Committee

The new superintendent, Dr. Shonny Bria, sent the Council a letter informing them that the Grand Canyon School Board rescinded their decision on access to the Town Housing Parcel. Mayor Bryan stated that the Council will request a meeting with the School Board since we were not invited to discuss this at their meeting.

B. Update from the Planning and Zoning Commission

No update

7. INTERVIEW OF JOHN SCHOPPMANN, APPLICANT FOR PLANNING AND ZONING COMMISSION

Manager Wright introduced Mr. Schoppmann and he gave the Council an overview of his interest and qualifications for the Planning and Zoning Commission.

8. ACTION ITEMS

A. Consideration, discussion, and possible appointment of John Schoppmann as Planning and Zoning Commissioner

Mayor Bryan made a motion to appoint John Schoppmann to the Planning and Zoning Commission for a 2 year term. Vice Mayor Montoya seconded the motion and it passed on unanimous vote.

B. Consideration, discussion, and possible approval of Contract with Woodson Engineering for Town Engineering Services

Manager Wright gave a brief introduction of the contract. Mark Woodson stated that they reworked an existing contract with the City of Winslow to suit Tusayan.

Clarinda Vail stated that the draft contract does not preclude Woodson from taking on private work within the Town which could create a conflict of interest. Mayor Bryan stated that Paragraph 7, Item E addresses this issue.

The Council discussed the contract with Mr. Woodson.

Vice Mayor Montoya made a motion to approve the contract for Town Engineering Services with Woodson Engineering. Councilmember Sanderson seconded the motion it passed on unanimous vote.

C. Consideration, discussion, and possible approval of Proposal with Woodson Engineering for Engineering Services for Community Park

Manager Wright gave a brief overview of the Community Development Block Grant (CDBG) project and the proposal. He stated that the proposal is under the budgeted amount for this item. If identified alternate items are required, the amount could go over what is budgeted. Mr. Woodson stated that they intend to stay within the budget.

Rick Schuller, with Woodson Engineering spoke about the possible timeframe for the project and requirements for a survey to be provided by the Town. He stated that the bid package is scheduled to be complete by September 15, 2014 as long as the survey is available.

Councilmember Fitzgerald stated that the Town should pay for a LiDAR survey of the Town. Mr. Woodson stated that only an aerial topographic survey is required for this project. Woodson Engineering will provide quotes for a LiDAR survey and an aerial topographic survey.

Vice Mayor Montoya made a motion to approve the proposal for Engineering Services for the CDBG project at the Community Park with Woodson Engineering. Councilmember Fitzgerald seconded the motion and it passed on unanimous vote.

D. Consideration, discussion, and possible approval of Proposal from Willdan Engineering or Woodson Engineering to Create Subdivision Regulations

Manager Wright introduced both proposals and stated that there was an e-mail in the packet from Willdan Engineering describing their firm's experience in this area.

Mark Woodson gave an overview of his firm's experience in creating subdivision Regulations.

Clarinda Vail stated that Mr. Woodson just answered this question but asked the Council if Willdan Engineering has experience drafting Subdivision Regulations and with which entities. Mayor Bryan stated that they do have this information.

The Council discussed the proposals and asked Manager Wright if he had a recommendation. He stated that he believed both firms are highly capable.

Vice Mayor Montoya made a motion to approve the proposal from Woodson Engineering for creating Subdivision Regulations. Councilmember Fitzgerald seconded the motion it passed on unanimous vote.

E. Consideration, discussion, and possible approval of Proposal from Willdan Engineering to Update Zoning Code to incorporate General Plan

Manager Wright reviewed the proposal and the need for the update to the Zoning Code.

Councilmember Sanderson stated that Lawrence Tomasello should be the planner assigned to the project since he worked on the General Plan. He also stated that payment should be based on hourly billing.

Councilmember Sanderson made a motion to approve the proposal from Willdan Engineering for updating the Zoning Code to incorporate the General Plan with billing on an hourly basis and not to exceed a total \$19,500. Vice Mayor Montoya seconded the motion and it passed on unanimous vote.

F. Consideration, discussion, and possible approval of Contract with Willdan for Town Planning and Building Services

Manager Wright introduced the agreement and discussed developing a new fee schedule determined by the Town and Willdan for permitting and inspections so he recommended removing Exhibit B-1, Schedules C & D from the contract. After new schedules are developed, they will be brought back to the Council for approval in August or early September.

Vice Mayor Montoya made a motion to approve the contract with Willdan Engineering for Town Planning and Building Services excluding Exhibit B-1, Schedules C & D. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

G. Consideration, discussion, and possible approval of Intergovernmental Agreement (IGA) with Coconino County for Town Animal Control Services

Manager Wright gave a brief overview of the IGA and stated that it has been reviewed and edited by the Town Attorney.

Councilmember Fitzgerald made a motion to approve the IGA with Coconino County for Animal Control Services. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

9. DISCUSSION ITEMS

A. Update on landscaping along ADOT improvements

Manager Wright gave an update on the walk-through with ADOT. They discussed all the line breaks due to bus shelter construction, communication problems, weeds, relief valve for sprinkler system. The Town now has full control of the landscaping and bus shelters.

Mayor Bryan stated that he and Manager Wright met on Monday with Steve Monroe with ADOT and expressed dissatisfaction with the sprinkler system and turnover process. Mayor Bryan asked Manager Wright to write a letter to Mr. Monroe to recap their meeting, request the parts list he promised, and ask why a relief valve hadn't been installed.

Mayor Bryan also requested Manager Wright to bring back a cost estimate for a fairly large fir tree to be placed in the north round-about for future Town use as a Christmas tree.

The Council and Manager Wright discussed additional work which is needed to continue weeding and pick up trash.

B. Update on crosswalk improvement status

Manager Wright stated that encroachment applications have been filed with ADOT and they have stated that the flag system is not allowed. The lighted system may be allowed but 4 signs would be required at each crosswalk.

Mayor Bryan suggested contacting Audra Merrick at ADOT to discuss the issue.

He requested Manager Wright determine costs for lighting 5 crosswalks and timelines, and determine if the lights are 2-sided.

The Council discussed the options.

C. Update on Commercial Lease Tax

Manager Wright gave an overview of a letter which will be sent out to businesses on July 24, 2014 as a follow-up to and clarification of a previous letter.

Mayor Bryan asked Manager Wright to check with the Town Attorney to see if it is legal to postpone collection of the tax until January 2015. Manager Wright stated that the Arizona Department of Revenue representative stated that the Council may choose to implement this tax at any time of their choice.

Mayor Bryan stated that the letter should go to land owners so we should get the parcel information from the County.

D. Initiative I-2014-01

Manager Wright stated that this item is on the agenda just to inform the Council of the initiative and the fact that it will be on the November ballot, not to discuss pros and cons.

Town Clerk Melissa Drake stated that the initiative seeks to have a directly elected mayor, limit the term to 2 years, and require a Council member resign his/her seat to run for mayor unless in the last year of his/her term. The Council has the option of adopting the proposed ordinance as is, referring the initiative to the voters, or not acting on it at all. If the Council does not act on it, it still goes to the voters.

She stated that if the Council adopts the proposed ordinance as is and there is opposition to it, it could be referred to the voters by petition.

The Council discussed timing and clarifications of the process. They did not request that the initiative/proposed ordinance be placed on a future agenda for action.

Clerk Drake stated that the next step is to solicit Pro and Con Arguments. The deadline is August 6th, 2014 and the solicitation will be published in the newspaper.

Vice Mayor Montoya left the meeting at 9:11pm.

10. TOWN MANAGER'S REPORT

Manager Wright highlighted a communication from Karen McCoy with GovNet requesting information.

11. FUTURE AGENDA ITEMS

- Discussion of possible Town Tourism Board
- Next steps on storm water issues, aerial survey costs, and costs of detention basins
- Update on the Forest Service access road
- Action item on crosswalk safety solution
- Action item on commercial lease tax start date
- Coconino County Board of Supervisors/Council joint meeting 9/30
- Cancel 10/1 meeting

12. COUNCIL MEMBERS' REPORTS

None

13. MAYOR'S REPORT

- The Mayor met with CenturyLink, the National Park Service, and the national park concessionaires to meet the new CenturyLink government affairs representative. He was surprised to hear that the consensus of the group was that CenturyLink was not cooperative or sympathetic to local concerns. The representative stated that federal funding of \$100,000 is available for rural communities with minimal broadband service.
- Met with the Southwestern Regional Forester to discuss the status of the access application.
- Senate Bills by Senator Flake are being heard by a Senate subcommittee. These bills, together, would require the Federal Government to allow a local entity to fund the reopening of National Parks, Monuments, etc., would require repayment to the local entities when a government shutdown is over, and would require the repayment of local entities for 2013 closure.
- The Arizona Tourism Conference honored Mayor Bryan with the Arizona Tourism Champion of the Year. It was a surprise as he did not even know that he had been nominated.

14. MOTION TO ADJOURN

Mayor Bryan made a motion to adjourn the meeting at 9:27pm. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

Greg Bryan, Mayor

Date

ATTEST:

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 July 23, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 7th day of August, 2014

Town Clerk

ITEM NO. 7A



Tusayan Town clerk <tusayanclerk@gmail.com>

Fwd: Grant

1 message

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

Wed, Aug 6, 2014 at 1:01 PM

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

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

From: **Robert Evans** <nayasut27@yahoo.com>
Date: Thu, Jul 31, 2014 at 4:40 PM
Subject: Grant
To: "tusayantownmanager@gmail.com" <tusayantownmanager@gmail.com>

Will, the grant is a 50/50 match, with both the state and us having to spend \$3700.00 each. It's more expensive than I had planned? Still a smoking deal I think will talk to you tomorrow about it, we have to purchase and have the grant finished by September 30, 2014

Sent from my iPhone



Will Wright <tusayantownmanager@gmail.com>

Grant funding,

1 message

TUSAYAN FIRE DEPT Owner <tfdgc@msn.com>

Thu, Jul 31, 2014 at 1:27 PM

To: "tusayantownmanager@gmail.com" <tusayantownmanager@gmail.com>

Will,

There is some available grant money's from the state through the VFA grant. This grant I believe is a 90/10 split, with TFD paying 10% with the Town reimbursing us for the 10% match. As you know we have pretty tight budget right now and can't afford even a 10% match. Like I said on the phone I am not sure how much grant money is left out there? But we (TFD) are first on the list.

They would give TFD and the Town the ability to talk to each on a large incident.

If the money is available I was thinking 10 or more radios.

These would be narrow band digital capable, they would allow for scanning and monitoring radio traffic. It would allow for emergency communication in the event of a large wildfire or any multi-jurisdictional event.

I thought that if we got 10 radios TFD could have 7 or 8 for everyday operations and the town could keep 2 or 3 for emergency communications cache.

The radio's I am looking at are Kenwood TK 5220, digital/narrow band when I last purchased them in 2013 I think the cost was around \$667.00 that included charger cradle.

I also think we need to purchase programing software, as the agency frequency's seem to change monthly. Put me on the agenda and I will do a presentation.

Thanks
Robbie



PO Box 3625
Grand Canyon, AZ 86023
928-638-3473 - Phone
928-638-2897 - Fax

Tusayan Fire Department

Greetings,

Tusayan Fire District (TFD), like most of the Fire Departments/Districts across the nation, has experienced a growth in the demand for emergency medical services and a significant decrease in funding for providing these services. One of TFD's major sources of funding currently comes from the tax monies received by the "real property" tax base paid within our District. Your business currently falls out of our District for this tax base and/or does not pay any "real property" taxes in the State of Arizona.

Please see Arizona Revised Statute 48-814. Property located outside of fire district territory; reimbursement to fire district for cost of fire and emergency medical services

A. A fire district may provide or assist in providing emergency fire or emergency medical services outside of its own district boundaries if those services are otherwise unavailable and if those services are provided at the request of any law enforcement agency, fire district, fire department or private person, and may receive reimbursement for the costs of providing the emergency services. A fire district may provide ambulance transportation service outside of its own district boundaries only when authorized to do so pursuant to title 36, chapter 21.1, and article 2. **The person receiving the services, or on whose behalf the services are provided, is liable to the fire district for the costs and these costs constitute a debt of that person and may be collected by the fire district.**

B. For the purposes of this section, the costs of providing emergency fire or medical services are those costs set forth in resolutions adopted by the fire district that establish fee schedules for emergency response, standby charges, fees for fire cause determination or any other fees that may be required or appropriate to provide emergency fire and medical services outside of its boundaries.

While faced with decreased funding, run volume increases and a reduction in volunteer EMS support, Tusayan Fire District, after careful care and consideration, has decided to start implementing such fees. All charges will be billed directly to the business on whose behalf the services are provided and charges are based on a one-hour minimum. Attached you will find TFD's resolution #2007-02 establishing said fee schedules with amendments.

All invoices not paid within the 30 day period of the billing date will be considered delinquent and TFD will treat delinquent accounts within the parameters of the Arizona Statue stated above. The Tusayan Fire District takes great pride in protecting and serving our community, as well as our visitors, and we appreciate your cooperation in regards to this matter.

Sincerely,

Robert Evans
Fire Chief of Tusayan Fire District

**DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN
AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY AND THE ENVIRONMENT.**

RESOLUTION

RESOLUTION #2007-02

A RESOLUTION AUTHORIZING THE REIMBURSEMENT FOR EXPENSES OF FIRE AND EMERGENCY MEDICAL SERVICES TO NON-RESIDENTS, NON-TAXPAYERS AND OUT OF DISTRICT CALLS, AND ESTABLISHING PERMIT AND FEE SCHEDULE.

WHEREAS ARS 48-814. Specifically states than an owner of land in an unincorporated area which is located outside the territory of a fire district shall reimburse a fire district which provides service to extinguish a fire on the owner's property for a reasonable charge by the district for the cost of such service if the fire presented a fire hazard to any adjacent property of value within the limits of the territory of the fire district of if such service is provided on request of either the property owner or a law enforcement authority.

WHEREAS ARS 48-805B.14. Specifically states the District may adopt resolutions establishing fee schedules for district services provided to nonresident and non-taxpayers of the district such as emergency fire and emergency medical services, plan reviews, standby charges, fire cause determinations, users' fees, facilities benefit assessments or any other fee schedule that may be required.

NOW THEREFORE, the Tusayan Fire District resolves as follows:

1. That the Fire Board of the Tusayan fire District hereby adopts, approves and authorizes the reimbursement/fee schedule for Fire and EMS Services Attached to this resolution and made a part hereof.

And amended on March 14, 2013 to include Tusayan Fire District permit and fee schedule, meeting IFC 2003 requirements.

And amended on July 10th, 2014 to make additional changes to TFD permit and fee schedule.

That this Resolution is passed, adopted and approved by the Tusayan Fire District on February 15, 2007 with appropriate board members present and voting, and amended on March 14, 2014 with appropriate board members present and voting, and again amended on

July 10th with the following Members being present and voting.

Chairperson Ann Serna Ann Serna

Clerk John Vail _____

Board Member Louie Serna Louie Serna

Board Member Andrew Aldaz _____

Board Member Becky Shearer Becky Shearer

**TUSAYAN FIRE DISTRICT
FEE SCHEDULE
FIRE AND EMS SERVICES**

1. Reimbursement Schedule:
 - a. Attack - \$750.00 per hour + cost of supplies
 - b. Engine 5 - \$750.00 per hour + cost of supplies
 - c. Engine 51 - \$750.00 per hour + cost of supplies
 - d. Rescue 5 - \$750.00 per hour + cost of supplies
 - e. Ladder 51 - \$750.00 per hour + cost of supplies

2. All apparatus and equipment will be manned and operated in accordance with established Standard Operating Guidelines for the Tusayan Fire District.

3. All charges for apparatus will be for a one-hour minimum time.

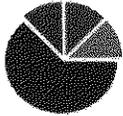
4. All billing information will be obtained on scene from patient or insurance card for all Motor Vehicle Accidents (MVA). If patient is unable to give insurance information and there is no insurance card, a DR# will be obtained from the Sheriff or DPS.

5. A Fire/EMS report will be completed as well and a billing statement with as much information as possible. If there is no insurance information, the patient will be billed directly for the MVA.

6. An invoice will be made out and mailed to the insurance company or directly to the patient. If services were provided on behalf of a business's request all reports and invoices will be mailed directly to the business on whose behalf the services were provided.

7. If the amount owed is not paid within a 30-day period from the date of billing, a second notice will be sent stipulating "Second Notice" – without further payment and/or contact, the account will be turned over to collections.

ITEM NO. 7C



HINTONBURDICK

CPAS & ADVISORS

MEMBERS:

CHAD B. ATKINSON, CPA
KRIS J. BRAUNBERGER, CPA
DEAN R. BURDICK, CPA
ROBERT S. COX, CPA
TODD B. FELTNER, CPA
K. MARK FROST, CPA

KENNETH A. HINTON, CPA
MORRIS J. PEACOCK, CPA
PHILLIP S. PEINE, CPA
MICHAEL K. SPILKER, CPA
KEVIN L. STEPHENS, CPA
MARK E. TICHENOR, CPA

July 28, 2014

Honorable Mayor and Town Council
Town of Tusayan
8905 N. Koch Field Road
Flagstaff, AZ 86004

We are pleased to confirm our understanding of the services we are to provide the Town of Tusayan for the year ended June 30, 2014. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Tusayan as of and for the year ended June 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Tusayan's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Tusayan's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules

Our responsibility for other information included in documents containing the entity's audited financial statements and auditor's report, if applicable, does not extend beyond the financial information identified in the report. We have no responsibility for determining whether such other information contained in these documents is properly stated.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Town of Tusayan and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Town of Tusayan's financial statements. Our report will be addressed to the members of the governing Board of the Town of Tusayan. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add

emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town of Tusayan is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we may assist with preparation of your financial statements, depreciation schedules, and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements, depreciation schedules, and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, depreciation schedules, and related notes and that you have reviewed and approved the financial statements, depreciation schedules, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Arizona Expenditure Limitation Report

As part of our engagement, we will also examine the Annual Expenditure Limitation Report (AELR) of the Town of Tusayan for the year ended June 30, 2014. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include tests of your records and other procedures we consider necessary to enable us to express an opinion as to whether your AELR presents, in all material respects, the information prescribed by the Uniform Expenditure Reporting System as described in Note 1 to your financial statements. If, for any reason, we are unable to complete the examination, we will not issue a report as a result of this engagement.

Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, fraud, or other illegal acts, that may exist. However, we will inform you of any material errors or fraud that comes to our attention. We will also inform you of any other violations of laws or regulations that come to our attention, unless clearly inconsequential.

We understand that you will provide us with the basic information required for our examination and that you are responsible for the accuracy and completeness of that information. We may advise you about appropriate criteria or assist in the development of the subject matter, but the responsibility for the subject matter remains with you.

You are responsible for the presentation of your AELR in accordance with the Arizona Uniform Expenditure Reporting System; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for assuming all management responsibilities.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on

internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Tusayan's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all schedules we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Town of Tusayan; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of HintonBurdick, PLLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of HintonBurdick, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven (7) years after the report release date or for any additional period requested. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately October 2014 and to issue our reports no later than December 31, 2014. Michael K. Spilker, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$8,150.

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If at any time during this engagement any extraordinary matters come to our attention or the requirements of the engagement change, and an extension of our services beyond the normal scope appears to be necessary, we will immediately discuss the matter with you and obtain your verbal or written instructions to proceed before incurring further costs.

If required, fees for additional accounting, consultation and any other non-audit services will be billed separately and will be dependent on the level of service provided. If our fees for these services will be significantly more than in prior years, we will discuss the situation with you before we proceed.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. Interim billings may be submitted as work progresses and expenses are incurred. In the event any statement or invoice rendered by us to you is not paid within thirty (30) days of the date of the invoice, a late charge shall be accrued on the unpaid balance at the rate of 1.5 percent per month until paid. If billings are not paid within thirty (30) days of the invoice date, at our election, we may stop all work until your account is brought current or we may withdraw from this engagement. You acknowledge and agree that we are not required to continue work in the event of your failure to pay on a timely basis for services rendered as required by this engagement letter. You further acknowledge and agree that in the event we stop work or withdraw from this engagement we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

Our liability as auditors shall be limited to the period covered by our audit and shall not extend to periods for which we are not engaged as auditors.

It is our policy to keep work papers related to this engagement for seven (7) years. Upon the expiration of the seven (7) year period, you agree that we shall be free to destroy our work papers. When records are returned to you, it is your responsibility to retain and protect your records for possible future uses, including potential examination by governmental or regulatory agencies.

In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If the dispute cannot be settled through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to other legal remedies. If the parties are unable to resolve the dispute through mediation within sixty (60) days from the date notice is first given, then they may proceed to resolve the matter by arbitration. Such arbitration shall be binding and final. Any dispute over fees will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. In agreeing to arbitration both parties acknowledge that, in the event of a dispute each party is giving up the right to have the dispute decided in a court of law before a judge or jury and instead are accepting the use of arbitration for resolution. Costs of any mediation proceeding shall be shared equally by all parties. The prevailing party in the arbitration shall be entitled to an award of reasonable attorney's fees and costs incurred in connection with the application of the dispute in an amount to be determined by the arbitrator.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2014 peer review letter accompanies this letter.

We appreciate the opportunity to be of service to the Town of Tusayan and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Michael K. Spilker, CPA
HintonBurdick, PLLC

RESPONSE:

This letter correctly sets forth the understanding of the Town of Tusayan.

Signature: _____

Title: _____

Evans & Poulsen P.A.

Certified Public Accountants

Members of the American Institute of CPAs
and the Idaho Society of CPAs
Edward G. Evans, CPA
Jeffrey D. Poulsen, CPA

System Review Report

June 18, 2014

To the Owners of
Hinton Burdick CPA's & Advisors
and the Peer Review Committee of the Nevada Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Hinton Burdick CPA's & Advisors (the firm) in effect for the year ended March 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Hinton Burdick CPA's & Advisors in effect for the year ended March 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Hinton Burdick CPA's & Advisors has received a peer review rating of *pass*.

Evans & Poulsen

Evans & Poulsen, P.A.

ITEM NO. 7D

WOODSON

ENGINEERING & SURVEYING, INC.

124 N. Elden St., Flagstaff, AZ 86001-5262
(928) 774-4636 • Fax (928) 774-4646

August 6, 2014

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

Re: 114675.11 Proposal for Topographic or LiDAR mapping of the Town of Tusayan

Dear Will:

As requested, we have worked with Kenney Aerial Mapping to put together a proposal for several mapping options which are outlined below. We have included options for both Airborne LiDAR and more traditional Aerial Topographic mapping. For the purposes of studies and design work that we might do for the Town in the future for basic infrastructure, the best tool would be to have the Aerial Topographic mapping (though future projects may require some additional ground survey for design). The costs shown below include the fees to Kenney for the aerial mapping along with our costs to set up ground control for the flights and to provide the finished mapping. All of these proposals include a color aerial photo of the area mapped.

The mapping for the town would extend 200' beyond the limits of the private inholding that is the center of town, plus the park and school area to the southwest. (see Task 1 for LiDAR and Task 2 for Topo mapping). We have also put together a proposal for mapping the 1,000' strip to the east of Highway 64 to capture the features of the watersheds in those areas (see Task 3 for Topo mapping). If Tasks 2 and 3 are chosen to be done at the same time, there would be a reduction in the overall costs. Boundaries for these areas are shown on the attached aerial photo.

The work involved for each of the options is as follows:

SCOPE OF SERVICES

Task 1 - Airborne LiDAR mapping of Tusayan Townsite

Woodson Engineering & Surveying, Inc. will contract with an aerial mapping firm to perform aerial LiDAR mapping of the town of Tusayan. We will set aerial targets as required, determine their horizontal and vertical locations, and provide them to the mapping firm. They will obtain LiDAR point cloud data with a density of approximately 4.5 points per square meter. This data will be supplemented with digitized breaklines using conventional photogrammetric techniques to depict curb and gutter and other planimetric features that cannot be resolved with LiDAR to produce contours at 1' intervals. We will perform field verification to ensure the accuracy of this data both horizontally and vertically. The mapping will be based on NAVD88 vertical datum. We will provide hard copy prints, digital files in AutoCAD format, and a color digital orthophotograph.

Our fee for Task 1 will be \$39,400.00.

Task 2 – Aerial mapping of Tusayan Townsite

Woodson Engineering & Surveying, Inc. will contract with an aerial mapping firm to perform photogrammetric mapping of the town of Tusayan. We will set aerial targets as required, determine their horizontal and vertical locations, and provide them to the mapping firm. They will utilize conventional photogrammetric techniques to determine spot elevations, planimetric features, etc. to produce contours at 1' intervals. We will perform field verification to ensure the accuracy of this data both horizontally and vertically. The mapping will be based on NAVD88 vertical datum. We will provide hard copy prints, digital files in AutoCAD format, and a color digital orthophotograph.

Our fee for Task 2 will be \$22,300.00.

Task 3 – Aerial mapping of ±1,000' wide strip east of Highway 64 in Tusayan

Woodson Engineering & Surveying, Inc. will contract with an aerial mapping firm to perform photogrammetric mapping of this strip. We will set aerial targets as required, determine their horizontal and vertical locations, and provide them to the mapping firm. They will utilize conventional photogrammetric techniques to determine spot elevations, planimetric features, etc. to produce contours at 2' intervals. We will perform field verification to ensure the accuracy of this data both horizontally and vertically. The mapping will be based on NAVD88 vertical datum. We will provide hard copy prints, digital files in AutoCAD format, and a color digital orthophotograph.

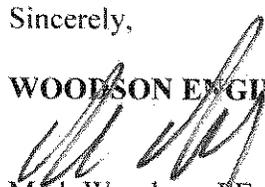
Our fee for Task 3 will be \$ 19,750.00.

If any of the options are acceptable, then let us know and we can get started as soon as possible.

Please contact me if you have any questions or need additional information. Thank you for allowing us to propose on this work. We look forward to working with you.

Sincerely,

WOODSON ENGINEERING

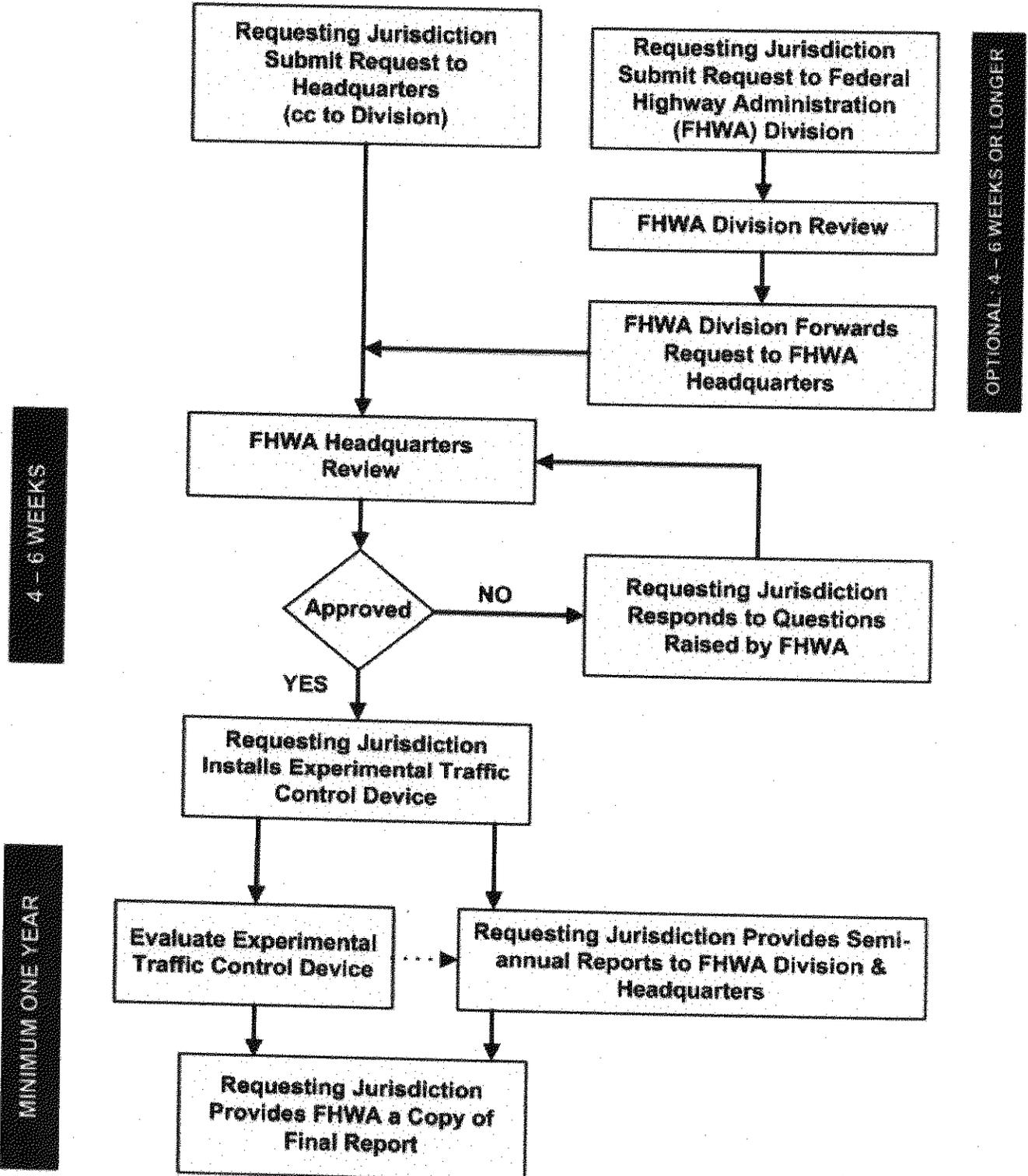

Mark Woodson, PE, LS
President

C: Rick Schuller, PE, Engineering Manager
Jim Folkers, LS, Survey Manager



ITEM NO. 8A

OBTAINING EXPERIMENTATION APPROVAL FOR NEW TRAFFIC CONTROL DEVICES



ITEM NO. 9

MANAGER'S REPORT

August 13, 2014

- I. ADMINISTRATION:
 - a) Tim passed the Office of Manufactured Housing Installation test and I've email Debra Blake about getting an IGA put into place so that the town can begin performing this public service;
 - b) Nick Liebl was hired to assist Tim with maintenance duties. He will be useful when Tim starts on bigger projects such as sidewalks at town hall, park improvements, etc.
- II. ADOT – ADOT approved the town's ROW encroachment permit to replace the sign on which the service organization signs as well as the gateway community sign for the Arizona Trail can be installed. Staff is working to acquire the materials for this installation. Further, staff continues to work on the ROW permits for the crosswalk safety improvements and for the sidewalk extension to connect to FS 302 road, which construction project will have to go out to bid.
- III. BROADBAND – Apparently, GovNET has not been responsive to ADOT requests regarding their efforts to place a tower at the airport and doesn't appear to be moving forward at this point. Councilmember Rueter is working to see if anything can be done on the water tanks but this must also receive Kaibab National Forest authorization.
- IV. CDBG – Council approved Woodson Engineering to perform the engineering to install the utilities and restroom structure at the park, which will be done in mid-September.
- V. COMMUNITY PARK – Woodson is putting a design and build bid together for the grading and dirt work for the baseball and soccer fields. Staff re-submitted the D'backs grant for a baseball field at the park.
- VI. COUNCIL FOLLOWUP:
 - a) Coconino County Health Department staff is taking the IGA that Council recently approved to the Board for their approval probably sometime in September; and
 - b) The Town will host a joint meeting with the Coconino Board of Supervisors in Tusayan on Tuesday, September 30th at the Tusayan Town Hall.
- VII. DEVELOPMENT/P&Z MEETING –Woodson was hired to draft the Subdivision Regulations for the town.
- VIII. DRAINAGE – J2 Engineering presented the findings of their report at the July 23rd Council meeting and will put together a plan for moving forward with drainage improvement projects.
- IX. ELECTIONS – The Home Rule election is scheduled at the Primary date of August 26, 2014 and there were no arguments for or against this ballot measure. Bill Doyle and Coconino County elections staff, Sid Davis, 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. An initiative was received to have the mayor elected directly by the people with other conditions that will be on the ballot in the General Election on November 4, 2014.
- X. MUNICIPAL CODE – Staff continues to work through the process of putting municipal code information together for review, including putting all the codes approved to date into a binder for Council.
- XI. PUBLIC OUTREACH – Pam Edwards of the GCNP is planning to come to the Council on August 13, 2014 to speak on the shuttle service, which began service on May 15, 2014.
- XII. STILO – The Town received the deed to twenty (20) acres at Kotzin Ranch on March 11, 2014. The Town submitted the FS application to access Kotzin Ranch across FS land on July 8, 2014, which is now being processed by the Forest Service.

928-637-4297 cell
928-638-9909 office

[Quoted text hidden]

Michele Briggs <MicheleB@azasrs.gov>
To: Will Wright <tusayantownmanager@gmail.com>

Thu, Aug 7, 2014 at 11:02 AM

Good news, I just received a response back from Social Security and your modification has been cleared by the Office of General Council. This means, your modification will now be forwarded to the Baltimore office for approval and is the last part of the approval stage. As soon as I receive the signed hardcopy back, I will contact you.

Thank you.

From: Will Wright [mailto:tusayantownmanager@gmail.com]
Sent: Wednesday, August 06, 2014 12:58 PM
To: Michele Briggs
Subject: Re: Town of Tusayan / ASRS application

[Quoted text hidden]

Will Wright <tusayantownmanager@gmail.com>
To: Michele Briggs <MicheleB@azasrs.gov>

Thu, Aug 7, 2014 at 2:56 PM

Michele: thank you so much for all of your help, will

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

[Quoted text hidden]

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

Thu, Aug 7, 2014 at 2:57 PM

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

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