

## AGENDA

### TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, February 18, 2015 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, February 18, 2015 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 CRAIG SANDERSON

COUNCILMEMBER BILL FITZGERALD

COUNCILMEMBER AL MONTOYA

COUNCILMEMBER JOHN RUETER

❖ *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

Update from Coconino County Sheriff's Office

#### 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 Special Meeting on 1/29/15 and the Workshop and Regular Meeting on 2/4/15

B. Accounts Payable Billings

**6. COMMITTEE REPORTS**

- A. Update on the Sports Complex Committee
- B. Update on the Planning and Zoning Commission

**7. ACTION ITEM**

- A. Consideration, discussion, and possible approval of the wording of Municipal Code Chapter 2 – Mayor and Council
- B. Consideration, discussion, and possible approval of the wording of Municipal Code Chapter 3 – Manner of Elections
- C. Consideration, discussion, and possible approval of moving the Town Council Meeting scheduled for June 17, 2015 to June 24, 2015

**8. DISCUSSION ITEMS**

- A. Discussion of restroom building for CDBG project at the Sports Complex
- B. Discussion of Council Retreat date and agenda topics
- C. Initial discussion of preliminary budget for 2015-16

**9. TOWN MANAGER'S REPORT**

**10. FUTURE AGENDA ITEMS**

**11. COUNCIL MEMBERS' REPORTS**

**12. MAYOR'S REPORT**

**13. MOTION TO ADJOURN**

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this \_\_\_\_\_ day of February, 2015, at \_\_\_\_\_ pm in accordance with the statement filed by the Tusayan Town Council.

\_\_\_\_\_  
Signature of person posting the agenda

ITEM NO. 5A

**TUSAYAN TOWN COUNCIL MUNICIPAL CODE WORKSHOP**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03  
Wednesday, February 4, 2015 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 5:04pm and the Pledge of Allegiance was recited.

**2. ROLL CALL**

Upon roll call, the following were present:

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

Also present were: Will Wright, Town Manager  
Melissa Malone, Town Clerk

**3. DISCUSSION OF INCORPORATING THE INITIATIVE REGARDING DIRECT ELECTION OF THE MAYOR (PASSED BY THE VOTERS ON NOVEMBER 4, 2014) INTO THE TOWN CODE**

The Council may wish to go into Executive Session pursuant to A.R.S. Section 38-431.03.A.3 & A.4 for discussion and consultation with the Town Attorney in order to receive legal advice and give direction concerning the process for integrating the language of the initiative into the Town Code.

Mayor Bryan stated that the discussion would proceed in open session unless a specific legal matter arises.

**4. DISCUSSION OF DRAFT LANGUAGE FOR THE TUSAYAN MUNICIPAL CODE**

**A. Chapter 2 — Mayor and Council**

**B. Chapter 3 — Manner of Elections**

The Council discussed the chapters at length and made the following change:  
2.3.5 Quorum – after “other business on the agenda” add “except to adjourn.”

Councilmember Fitzgerald stated for the record that the initiative calls for a special election and he is not in favor of the wording, "the next possible election," in the Code which is not exactly like the initiative language.

**5. MOTION TO ADJOURN**

Vice Mayor Sanderson made a motion to adjourn the meeting at 6:01pm. Councilmember Fitzgerald 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 February 4, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 5<sup>th</sup> day of February, 2015

\_\_\_\_\_  
Town Clerk

**TUSAYAN TOWN COUNCIL REGULAR MEETING**

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

Wednesday, February 4, 2015 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 CRAIG SANDERSON**  
**COUNCILMEMBER BILL FITZGERALD**  
**COUNCILMEMBER AL MONTOYA - excused**  
**COUNCILMEMBER JOHN RUETER - excused**

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**

**Presentation from Coconino County Community Development Department regarding Building and Planning Services**

Coconino County Community Development Building Official Doug Stawarski spoke to the Council about the changes in his department over the last year or so. He highlighted improvements in streamlining ordinances and processes, customer service, and performing to timeline goals.

**5. CONSENT AGENDA**

**A. Minutes of the Town Council Special Meeting and Regular Meeting on 1/21/15**

**B. Accounts Payable Billings**

Councilmember Fitzgerald made a motion to approve the Consent Agenda. Vice Mayor Sanderson seconded the motion and it passed on unanimous vote.

## **6. COMMITTEE REPORTS**

### **A. Update on the Sports Complex Committee**

None

### **B. Update on the Planning and Zoning Commission**

None

## **7. ACTION ITEM**

### **Consideration, discussion, and possible approval of funding Tusayan Fire District (TFD) with an additional \$75,000 for the remainder Fiscal Year 2014-2015**

Manager Wright stated that in additional meetings, the current financial need of TFD was confirmed and it is recommended that the TFD Board and the Town Council hold a joint work session on 2/18/15 at 5pm to discuss financial needs for the next fiscal year. Chrystal Schoppmann from the TFD answered questions from the Council.

Mayor Bryan made a motion to approve funding the TFD up to \$75,000 for the balance of fiscal year 2014-15 with a payment schedule of \$25,000 for February, \$25,000 for March, \$15,000 for April, and \$10,000 for May with the condition that the TFD provide an accounting of how the funds are applied for each month. Councilmember Fitzgerald seconded the motion and it passed on unanimous vote.

## **8. DISCUSSION ITEM**

### **A. Discussion of restroom building for CDBG project at the Sports Complex**

Manager Wright stated that there is information in the agenda packet on the less expensive Kodiak model which was requested by Council for comparison to the Montrose model. The Council discussed available options.

At the next meeting, Manager Wright will bring back the budgeted amounts for the project and specific recommendations for upgrades.

### **B. Discussion of status of land planning at Town Housing Parcel at Kotzin Ranch**

Manager Wright is working with Woodson Engineering and Mark Ready on proposals for land planning. Mayor Bryan stated that Mark Reddie with LVA, worked with the Town on the original plat of Kotzin Ranch.

### **C. Discussion of Council Retreat date and agenda topics**

Manager Wright stated that Councilmember Rueter suggested having the retreat in March instead of February. Councilmember Fitzgerald stated that he is not available on week days. Mayor Bryan suggested Saturday, March 21<sup>st</sup> and the present Council members concurred.

Possible agenda topics discussed were:

- Goals from last year and current status
- Budget and capital projects

Manager Wright will send the agenda from last year to the Council.

#### **D. Discussion of Fiscal Year 2015-2016 Budget Process**

Manager Wright discussed the calendar outlined in his memo which was included in the agenda packet.

### **9. TOWN MANAGER'S REPORT**

Manager Wright highlighted the following items from his report:

- Development and Subdivision Regulations have been reviewed by himself and the Town Attorney and changes have been conveyed to Woodson Engineering. He suggested that the Council may wish to have a joint meeting with the Planning and Zoning Commission to review the Regulations with the engineers.
- Working on scheduling a meeting with the Vails regarding easement for utilities for the Sports Complex. Councilmember Fitzgerald stated that the Vails have expressed concern that there has been little contact with them regarding this issue.
- Manager Wright will be meeting with the County on February 17<sup>th</sup> regarding the 5 year Hazard Mitigation Plan.
- Sidewalk extension and Crosswalk improvements: expect to have approval very soon from ADOT to proceed
- The Mayor stated that there is a conflict in logic from Engineers regarding the drainage issues which created confusion in the studies. The Coconino Wash may need to be studied. The Town Engineer will meet with the Forest Service and the County. A larger project may be warranted.
- Commnet has agreed to check on the broadband speeds at Town Hall and Canyon Horizon will work with the Town on streaming.
- TFD meeting: Councilmember Fitzgerald wanted to know why the meeting was not posted. Mayor Bryan stated that the joint work group was suggested at the 1/21/15 meeting and he chose to have a small work group (2 Councilmembers, 2 Board Members, and Manager Wright) to meet to bring back information to the Council. He stated that the smaller group allowed for faster results and that he appointed Vice Mayor Sanderson and Councilmember Montoya to the work group. Councilmember Fitzgerald stated that he wanted to be a part of the discussion and that he was unhappy that he was excluded. He stated that he spoke to the Town Attorney and told him that he will attend any meeting in the future that he wishes to attend, even if it puts the Town in jeopardy. Upon questioning by the Mayor, Councilmember Fitzgerald stated that he will notify the Clerk in advance so that a quorum notice can be posted. Mayor Bryan stated that it is the prerogative of the Mayor and the Town Manager to post meetings, not an individual councilmember. Councilmember Fitzgerald disagreed.

### **10. FUTURE AGENDA ITEMS**

- 2/18/15 – 5pm workshop on TFD future funding
- 2/18/15 – Additional restroom model information
- 2/18/15 – Discussion of retreat
- 2/18/15 – move June 17 meeting to June 24



ITEM NO. 7A

## **CHAPTER 2 COUNCIL AND MAYOR**

### **Article 1 Council**

### **Article 2 Mayor**

### **Article 3 Council Procedures**

### **Article 4 Ordinances, Resolutions and Contracts**

#### **Article 1 Council**

##### **2.1.1 Elected Officers**

##### **2.1.2 Corporate Powers**

##### **2.1.3 Assumption of Office**

##### **2.1.4 Oath of Office**

##### **2.1.5 Vacancies in Council**

##### **Section 2.1.1 Elected Officers**

- a. The elected officers of the Town shall be five (5) Council members one of whom shall be elected as Mayor in accordance with article 2 of this chapter. The Mayor and Council members shall constitute the Town Council and shall continue in office until assumption of duties of office by their duly elected successors.
- b. The term of office of each Council member, other than the Mayor, shall be four years or until a successor is elected and sworn in except that a term may be shortened to two years for the initial term of a newly elected Council member in order to maintain the staggered terms required by Section 2.1.1.d below. Any Council member elected to a two year term to preserve the staggered terms of the Council shall have a four year term thereafter if reelected.
- c. The term of the office of Mayor shall be two years or until a successor is elected and sworn in.
- d. Council members other than the Mayor shall serve four-year staggered terms as provided by ARS § 9-232.02, as may be amended, with two (2) members in one class and two (2) in the other class.

##### **Section 2.1.2 Corporate Powers**

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

### **Section 2.1.3 Assumption of Office**

Members of the Council (including the Mayor) shall assume the duties of office at the first Council meeting following the canvass of the November general election at which the Council members and Mayor were elected. If (i) a Council candidate receives a majority of all votes cast (as determined by Section 3.2.1 of their Code) at a primary election, or (ii) a candidate for Mayor shall receive a majority of votes cast for the office of Mayor, such candidate shall be declared elected to the office, but effective as of the date of the general election, to be seated as set forth herein.

### **Section 2.1.4 Oath of Office**

Immediately before assumption of the duties of office, each Council member including the Mayor shall, in public, take and subscribe to the oath of office.

### **Section 2.1.5 Vacancies in Council**

- a. The office of any Council member (including the Mayor) is deemed vacant pursuant to ARS § 38-291, as may be amended.
- b. The Council shall fill by appointment for the unexpired term any vacancy on the Council (excluding the appointment of a person to fill a Council member vacancy created as a result of the Vice Mayor's assumption of the duties and responsibilities of the office of Mayor which is governed by Section 2.2.2a below, and excluding the appointment of a person to assume the duties and responsibilities of the office of Mayor which is governed by Section 2.2.2.b below) within 60 days, unless the vacancy occurs more than thirty days before the nomination petition deadline for the next election at which voters may elect a candidate to fill the vacant position. A person who has been elected to fill the remainder of an unexpired term of a vacant office may take the oath of office and begin the remainder of the term of office at any time after the canvass of the election. The vacancy shall not reduce any Council quorum requirements.

### **Section 2.1.6 Limitation on Filing for Election by Incumbent**

Except during the final year of the term being served, an incumbent Council member may not file for the office of Mayor unless the incumbent Council member formally resigns from elected office. The Vice Mayor's assumption of the duties and responsibilities of Mayor pursuant to Section 2.2.2a below, and the appointment of a Council member to serve as the Mayor pursuant to Section 2.2.2.b below, shall not require the Vice Mayor or the appointed Council member to resign his or her position as a Council member once an incumbent resigns from elected office, the office is declared vacant.

### **Section 2.1.7 Limitation on Running for Multiple Offices**

A person may not run for Town Council and the office of Mayor at the same time.

## **Article 2**

### **Mayor**

#### **2.2.1 Determination of Mayor and Vice Mayor**

#### **2.2.2 Vacancy in the Position of Mayor**

#### **2.2.3 Acting Mayor**

#### **2.2.4 Powers and Duties of the Mayor**

#### **2.2.5 Failure to Sign Documents**

#### **Section 2.2.1 Determination of Mayor and Vice Mayor**

Beginning with the first regular election for the Town Council after November 19, 2014, the Mayor of the Town of Tusayan shall be elected by the qualified electors of the Town. The Council shall designate one of its members as Vice Mayor, who shall serve at the pleasure of the Council. The Vice Mayor shall perform the duties of the Mayor during his or her absence or disability.

#### **Section 2.2.2 Vacancy in the Position of Mayor**

- a. Upon vacancy in the position of Mayor, the Vice Mayor shall assume the duties and responsibilities of the office of Mayor until the next possible election to the position of Mayor, the Vice Mayor shall convene a meeting of the Town Council in order to (i) call for the next possible election to fill the position of Mayor and (ii) fill the Council member vacancy created as a result of the Vice Mayor temporarily assuming the duties and responsibilities of the office of Mayor. The person appointed by Town Council to fill the Council member vacancy created as result of the Vice Mayor temporarily assuming the duties and responsibilities of the office of Mayor shall serve until a person is directly elected to fill the office of Mayor.
- b. The Town Council may by majority vote of the authorized members of the Town Council appoint a person from among its members to serve as the Mayor as any time that a person serving as Mayor has not been directly elected to serve as Mayor.
- c. Any person assuming the duties and responsibilities of the Mayor pursuant to Section 2.2.2.a or appointed to serve as Mayor pursuant to Section 2.2.2.b shall revert to his or her prior capacity as a Council member upon the direct election of a person to fill the position of Mayor if the term of such Council member has not expired at the time of the direct election of the Mayor.

#### **Section 2.2.3 Powers and Duties of the Mayor**

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

- A. He or she shall be the chief executive officer of the Town
- B. He or she shall be the chairman of the Council and preside over its meetings. He/she may make and second motions and shall have a voice and vote in all of its proceedings.
- C. He or she shall enforce the provisions of this code.
- D. He or she shall execute and authenticate by his or her signature such instruments as the Council, or any statutes, ordinances, or this code shall require.

- E. He or she shall make recommendations and suggestions to the Council as he or she may consider proper.
- F. He or she shall govern by proclamation in the event of the threat of or occurrence of acts of riot, rout, or affray sufficient to constitute a great danger to the Town and its residents.
  - 1. In such areas of the Town as shall be designated by the Mayor by proclamation under the conditions set forth in this section, and within the area within all or any part of the Town so designated in the proclamation, and all persons living or residing within such designated area shall go immediately to their homes, and remain there until the curfew is lifted by order of the Mayor, and all other persons not residing within the designated area shall immediately leave.
  - 2. During the imposition of any curfew as set forth in this section, all business establishments in the designated curfew area, having on their premises intoxicating beverages, shall be closed during the state of emergency and until the curfew is lifted.
- G. He or she shall perform such other duties required by state statutes and this code as well as those duties required as chief executive officer of the Town.

#### **Section 2.2.4 Failure to Sign Documents**

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

**Article 3**  
**Council Procedures**

**2.3.1 Regular Meetings**

**2.3.2 Special Meetings and Times and Places of Special Meetings**

**2.3.3 Posting of Notices**

**2.3.4 Meeting to be Public**

**2.3.5 Quorum**

**2.3.6 Preparation of Agenda**

**2.3.7 Order of Business**

**2.3.8 Management of Meetings**

**2.3.9 Voting**

**Section 2.3.1 Regular Meetings**

The Town Council will hold regular meetings at 6:00 p.m. on the first and third Wednesday of the month at the Town Hall for general business and public hearings as may be required by law, with work sessions to be held, as needed, before a regularly scheduled meeting, and the fourth Tuesday set aside for Planning & Zoning matters. If a regular meeting or work session is cancelled, such as near a holiday, notice of the cancellation shall be posted.

**Section 2.3.2 Special Meetings and Times and Places of Special Meetings**

- A. The Mayor, after public vote of the Council to schedule a special session within the jurisdiction of the Town, shall direct staff to schedule a special session of the Council, to begin at a time and place designated in the motion. In addition, the Mayor or Vice Mayor, if the Mayor is absent, and the Town Manager may jointly schedule a special session to be held at a time and in appropriate facilities within the Town limits when an urgent and/or unforeseen event or matter arises between regularly scheduled meetings after confirmation of the availability of a quorum. Special Meetings shall be posted in the same manner as regular meetings by the Town Clerk.
- B. Notices and agendas will be posted for the special sessions as required by law.
- C. Special sessions herein will not be scheduled away from Town Hall if the agenda involves public hearings likely to interest citizens of the Town in general rather than a particular neighborhood.

**Section 2.3.3 Posting of Notices**

- A. Notice of Council meetings and agendas shall be posted at Town Hall, the local general store, and on the Town's website. Other public notices, such as public meetings of Commissions, committees, or boards, bidding, holidays, auctions, and zoning matters, will be posted in the same manner. Locations for posting may be changed by Council resolution.
- B. All notices shall contain a statement of posting signed by the Town Clerk or a designated representative showing the date and time of posting.

- C. **Posting of Alternate Meeting Locations.** In addition to the locations and content specified by 2-3-3.a and 2.3.3.b (Posting of Legal Notices), the Town Manager or Mayor may request that a meeting or public hearing, which may attract a large audience, or need special presentation facilities, be scheduled for an alternate site suitable within the jurisdiction of the Town for public participation. If the Council votes to change the location for that meeting, notice of the location change shall be posted in the normal locations and the meeting may be called to order at the site without first being called to order at the Town Hall Council Chamber. This does not preclude the Council from relocating a meeting that is in progress to accommodate a crowd that exceeds maximum occupancy limits as established for Council Chambers.

#### **Section 2.3.4 Meeting to be Public**

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

#### **Section 2.3.5 Quorum**

No action shall be taken unless a quorum is present. Three or more Council members (the Mayor counting as a member) shall constitute a quorum for transacting business, but a lesser number may adjourn from time to time to request the attendance of absent members.

#### **Section 2.3.6 Preparation of Agenda**

- A. Prior to each Council meeting, or on or before a time fixed by the Council for preparation and distribution of an agenda the Clerk shall collect all written reports, communications, ordinances, resolutions, contracts and other documents to be submitted to the Council, prepare an agenda in consultation with the Manager, Mayor, and no more than one (1) member of the Council and furnish each Council member, the Mayor and the Attorney with a copy of the agenda and other necessary reports and materials together with a copy of the draft minutes of the last preceding Council meeting. From time to time, addenda and late additions to the agenda are required and may be authorized by the Manager and Mayor due to extenuating circumstances beyond the control of the person requesting the addendum or late addition.
- B. All Council members are authorized to place item(s) on the agenda. Agenda item requests are to be submitted in written form to the Clerk. If the number of scheduled agenda items prevents the scheduling of a requested agenda item, the Mayor (with the consent of the requesting Council member) may schedule the requested item to be heard at the next meeting of the Council.
- C. The Town may use a consent agenda to address routine matters coming before the Council.

### **Section 2.3.7 Order of Business**

The business of the Council shall be the following items, not necessarily in that order:

- A. Call to Order: The Mayor shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Council to order. In the absence of the Mayor, the Vice Mayor shall call the Council to order. In the absence of both the Mayor and Vice Mayor, the clerk shall call the Council to order and an acting Mayor shall be selected to chair the meeting. Upon the arrival of the Mayor or the Vice Mayor, the Vice Mayor or the acting Mayor shall immediately relinquish the chair upon the conclusion of the business immediately before the Council. The Mayor shall preserve order and decorum and decide all questions of order and conduct. Questions from the staff or public must be addressed to the chair.
- B. Pledge of Allegiance.
- C. Roll Call. Before proceeding with the business of the Council, the Mayor or designee shall record the roll of the members and the names of those present shall be entered in the minutes. If a quorum is not present, the members present may adjourn pursuant to Section 2-3-5 of this code.
- D. Call to the Public. The Council on items designated for public input may hear petitions, remonstrances, communications, comments or suggestions from citizens present. All such remarks shall be addressed to the Council as a whole, and not to any member thereof, or the staff. Such remarks may be limited to three (3) minutes. No person other than the individual speaking shall enter into the discussion without the permission of the presiding officer. There will also be a Call to the Public for items NOT on the agenda. Council may direct staff to follow up on the item with a report or placement on an upcoming agenda.
- E. Consent Agenda: (Routine business, meeting dates, disbursements, and resolutions). Unless a member of the Council requests a reading of the minutes of the Council meeting, the minutes of the preceding meeting shall be considered approved if correct, and errors rectified if any exist.
- F. Ordinances/Resolutions/Other Actions Requiring Council Approval. The Council shall consider any ordinances or resolutions or other actions requiring Council approval as may be listed on the agenda.
- G. Reports by Officers. Town officials and committees shall present any reports required by the Council.
- H. Information and Updates.
- I. Adjournment. The Council may, by a majority vote of those present, adjourn from time to time to a specific date and hour. A motion to adjourn shall always be in order and decided without debate.

### **Section 2.3.8 Management of Meetings**

- A. Where practicable, executive sessions will be held prior to the regular business meetings, as opposed to during or following a meeting.
- B. Meetings will conclude at 10:00 p.m. with planned recesses during the meetings.
- C. If an item is opened for public input, individual members of the public may address the item one time. Public input is limited to three (3) minutes.
- D. All routine, administrative-type items such as contract awards and approvals, proclamations, etc. may be placed on the Consent Agenda.
- E. Previously approved items, such as budgeted items do not require further Council action and will not be placed on an agenda.
- F. All presentations are limited to ten (10) minutes for the presentation and discussion period.

### **Section 2.3.9 Voting**

- A. The Mayor shall vote as a member of the Council.
- B. If requested by a Council member, the minutes shall show the ayes and nays of any question to be taken. Council members wishing to abstain for a conflict of interest may state such on the record prior to any discussion or vote on the item. Any other abstention must be declared at the time of the calling for a vote, or a silence will be recorded as an affirmative vote. The Mayor or chairman of the meeting will announce on the record whether the motion passed or failed.

## **Article 4**

### **Ordinances, Resolutions and Contracts**

#### **2.4.1 Prior Approval**

#### **2.4.2 Introduction**

#### **2.4.3 Reading of Proposed Ordinance**

#### **2.4.4 Requirements for an Ordinance**

#### **2.4.5 Effective Date of Ordinances**

### **Section 2.4.1 Prior Approval**

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

### **Section 2.4.2 Introduction**

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

### **Section 2.4.3 Reading of Proposed Ordinance**

Ordinances shall be read before adoption, but may be read by title only, if the Council is in possession of printed copies of said ordinance. A member of the Council may request that the ordinance under consideration be read in full.

### **Section 2.4.4 Requirement for an Ordinance**

Each ordinance shall have one subject **ONLY**, the nature of which is clearly expressed in the title. Whenever possible, each ordinance shall be introduced as an amendment to this code or to an existing ordinance and, in such case, the title of the sections to be amended shall be included in the ordinance.

#### **Section 2.4.5 Effective Date of Ordinances**

No ordinance, resolution, or franchise shall become operative until thirty days after its passage by the Council and execution by the Mayor, except measures permitted by law to be adopted as an emergency that are necessary for the immediate preservation of the peace, health or safety of the Town, but such an emergency measure shall not become immediately operative unless it states in a separate section the reason why it is necessary that it should become immediately operative, and unless it is approved by the affirmative vote of three-fourths of all the members elected to the Council, taken by ayes and nays.

In addition to the provisions of subsection A of this section, the clerk shall certify the minutes of any Council meeting at which an ordinance, resolution or franchise is passed. The thirty day period specified in subsection A shall be calculated from the date of passage by the Council, execution by the Mayor, and approval as to form by the Town Attorney, and a copy available to the public pursuant to ARS 19-142.C, as may be amended .

ITEM NO. 7B

## **CHAPTER 3 MANNER OF ELECTIONS**

### **Article 1 Election Procedures and Call of Elections**

#### **Article 2 Election Results**

#### **Article 3 Ballot Procedures**

#### **Article 4 Initiatives and Referendums**

### **Article 1**

#### **Election Procedures and Call of Elections**

##### **3.1.1 Election Procedures**

##### **3.1.2 Call of Election**

##### **Section 3.1.1 Election Procedures**

This article shall comply with and be automatically updated to current applicable Arizona Revised Statutes to include ARS §9-821.01 City and Town Elections, as may be amended.

##### **Section 3.1.2 Call of Election**

Although not required by statute, in order to inform the electors of the Town, the Town Clerk shall cause to be published a 'Call of Election' approximately 100 days prior to the election date in order to inform the public about the election and to alert candidates to filing dates. Nothing on the ballot shall be indicative of the source of the candidacy or the support of the candidate.

### **Article 2**

#### **Election Results**

##### **3.2.1 Primary Election Option**

##### **3.2.2 General Election**

##### **3.3.3 Declaration of Office**

##### **3.2.4 Candidates Receiving an Equal Number of Votes**

##### **3.2.5 Assuming Office**

##### **Section 3.2.1 Primary Election Option**

A candidate is declared elected to the Town Council in the Primary Election if that candidate receives a number of votes greater than the "majority of votes cast" as determined based on following formula

- a. add the total number of votes cast for all candidates for an office;
- b. divide the sum under subparagraph (s) by the number of seats to be filled at the election; and then
- c. divide the result of that calculation by two and rounding the number to the highest whole number.

If more candidates receive a "majority of votes cast", the candidates who receive the highest number of votes equal to the number of seats to be filled for the office shall be declared elected to that office.

### **Section 3.2.2 General Election**

If at the primary election no candidate receives the "majority of the votes cast" as determined pursuant to Section 3.2.1 or the number of seats to be filled for the office is more than the number of candidates who receive the "majority of the votes cast" of the candidates who did not receive a "majority of votes cast", the number of candidates who advance to the general election shall be equal in number to twice the number of seats to be filled for the office. The candidates at the general election shall be those candidates who received the highest number of votes for the office but the number of candidate shall not be more than twice the number of seats to be filled for the office. If more than one candidate received an equal number of votes and that number was sufficient to allow the candidate to be on the ballot then all candidates receiving the equal number of votes shall be candidates at the general election.

### **Section 3.2.3 Declaration of Office**

The candidates equal in number to the seats to be filled for the office who receive the highest number of votes at the general runoff election shall be declared elected to that office.

### **Section 3.2.4 Candidates Receiving Equal Number of Votes**

If two or more candidates receive an equal number of votes for the same office and a higher number than any other candidate, whether it is after a canvass or recount, the result shall be determined by lot in the presence of the candidates. The Town Clerk must give five (5) days' notice of the time and place of determining the election by lot to the candidates.

### **Section 3.2.5 Assuming Office**

Candidates receiving the necessary number of votes to be elected in the Primary Election will be sworn into office in the same manner and within the same time period as candidates elected during the General Election. If a General Election is unnecessary because all offices are filled at the Primary Election, candidates are not sworn in until after the date that the General Election would have been held.

## **Article 3 Ballot Procedures**

### **3.3.1 County Elections Agreement**

#### **Section 3.3.1 County Elections Agreement**

The Town shall enter into an intergovernmental agreement with Coconino County Elections Department and Recorder for conducting the election, for electronically scanning and matching the voter signatures and counting of the ballots.

## **Article 4**

### **Initiatives and Referendums**

#### **3.4.1 Power Reserved, Time of Election**

#### **3.4.2 Number of Signatures**

#### **3.4.3 Time of Filing**

#### **3.4.4 Sample Ballots and Publicity Pamphlets**

This article shall comply with and be automatically updated to current applicable Arizona Revised Statutes to include ARS §19-141 and any other relevant sections as they may apply. In the event applicable statutes are amended, this Article 4 shall be revised to comply therewith.

#### **Section 3.4.1 Power Reserved; Time of Election**

There is reserved to the qualified electors of the Town the power of the initiative and the referendum as prescribed by the State Constitution. Any initiative or referendum matter may be voted on at the next ensuing primary or general election, or at a special election called by the Mayor and Council for such purpose.

#### **Section 3.4.2 Number of Signatures**

The basis upon which the number of qualified electors of the Town required to file a referendum petition shall be as determined by state law.

#### **Section 3.4.3 Time of Filing**

- A. Initiative petitions shall be filed at least one hundred twenty (120) days prior to the election at which they are to be voted upon.
- B. Referendum petitions shall be filed within thirty (30) days of the adoption of the ordinance or resolution to be referred. If the Town Clerk is unable to provide petitioners with a copy of the ordinance or resolution at the time of the application for an official number or on the same business day of the application, the thirty-day period shall be calculated from the date such ordinance or resolution is available.

#### **Section 3.4.4 Sample Ballots and Publicity Pamphlets**

The following procedures relating to sample ballots and publicity pamphlets are hereby adopted for conducting elections at which an initiative or referendum is to be voted upon:

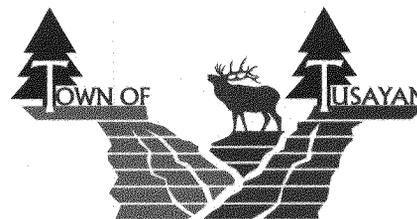
- A. A publicity pamphlet, containing the entire text of the official ballot shall be mailed by the Town Clerk to each household within the Town in which a registered voter resides, not less than ten (10) days prior to the election to which the sample ballot pertains.
- B. The pamphlet shall contain the proposition as it will appear on the ballot together with a summary of each proposition. Each summary shall be followed by any arguments supporting the proposition followed by any arguments opposing the proposition.
- C. Arguments supporting and opposing the propositions appearing on the ballot shall be filed with the Office of the Town Clerk not less than ninety (90) days prior to the election at which the propositions are to be voted upon. Arguments supporting or opposing propositions appearing on the ballot shall meet the following requirements:
  - 1. Arguments must relate to the propositions proposed by the initiative or referred by referendum which will appear on the ballot.

2. Arguments must identify the proposition to which they refer and indicate whether the argument is in support of or in opposition to the proposition.
3. Arguments may not exceed three hundred words in length.
4. Arguments must be signed by the person submitting them and notarized pursuant to ARS §19-124. Arguments submitted by organizations shall be signed on behalf of the organization by two (2) executive officers of the organization authorized to take such action, or if a political committee, by the Chairman or Treasurer. All persons signing documents shall indicate their residence or post office address and a telephone number.
5. No person or organization shall submit more than one argument for each proposition to be voted upon.
6. Each argument shall be accompanied by a deposit at the time of filing in an amount determined by the Town Clerk to offset proportional costs of printing. Any unused portion of the deposit will be returned to the filer. This requirement shall not be waived on any account. If the person filing an argument requests that the argument appear in connection with more than one proposition, a deposit shall be made for each placement requested.

ITEM NO. 8A

# TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park



DATE: February 10, 2015

TO: Members of the Tusayan Council

FROM: <sup>WW</sup> Will Wright, Manager

SUBJECT: Cost Analysis for the Restroom Improvements

This memo identifies the budget and cost estimates for the restroom facilities at the park/sports complex. Attached is the updated budget that the Council reviewed in September 2013, which shows a total cost of about \$265,000 for this project. The Town has received the following engineering cost estimates as well as costs for the Montrose and Kodiak restrooms from CXT.

Woodson Engineering provided a base cost of about \$98,600 and a cost of \$58,800 for extending the utilities to the Vail property for a total cost of \$157,400 (see attached). CXT gave us a base cost of \$127,900 for the Montrose and \$84,930 for the Kodiak restrooms. However, with the added options for each restroom unit the Montrose comes to \$176,398, while the Kodiak cost is \$120,848. I only include the Kodiak because it was being considered by the Council and due to the cost differential for comparison purposes. This would mean that the entire cost for extending the utilities to the Vail property and to install the Montrose restroom would be \$333,798 which would be about \$68,800 higher than budgeted. The same project with the Kodiak restroom would be an estimated cost of \$278,248 or about \$13,300 more than anticipated.

The extra costs from about \$13,300 to \$68,800 shown above would be in addition to the \$50,000 the Council had already allocated to this project. Depending on which way the Council decides to go will determine where these additional funds will be added to next fiscal year's budget. I hope this gives Council the necessary information to fully consider the options for the restroom facility at the school sports complex. Let me know if you need anything further as we work to move forward on this project.

**Opinion of Probable Cost  
 Base Park**

Item No.	Description	Unit	Quantity	Price	Amount
1	MAINTENANCE AND PROTECTION OF TRAFFIC	L.SUM	1	\$1,500.00	\$1,500.00
2	MISCELLANEOUS GRADING	L.SUM	1	\$3,000.00	\$3,000.00
3	REMOVE EXISTING LOG CURBING	L.SUM	1	\$500.00	\$500.00
4	AGGREGATE BASE, CLASS 2	CU.YD.	72	\$40.00	\$2,880.00
5	PORTLAND CEMENT CONCRETE PAVEMENT (6")	SQ.YD.	150	\$50.00	\$7,500.00
6	CONCRETE SINGLE CURB (MAG 222)	L.FT.	147	\$12.00	\$1,764.00
7	CONCRETE SIDEWALK MAG SD 230	SQ.FT.	2540	\$13.00	\$33,020.00
8	8" VALVE W/10" TAPPING SLEEVE	EACH	1	\$4,500.00	\$4,500.00
9	8" PVC RECLAIMED WATER PIPE	L.FT.	210	\$85.00	\$17,850.00
10	1 1/2" RECLAIMED WATER LINE	L.FT.	40	\$22.00	\$880.00
11	1 1/2" RECLAIMED TAP AND METER	EACH	1	\$1,300.00	\$1,300.00
12	FIRE HYDRANT (SPECIAL) (MAG 360-1)	EACH	1	\$3,750.00	\$3,750.00
13	REMOVE AND REINSTALL SIGN	EACH	2	\$75.00	\$150.00
14	REMOVE AND REINSTALL PED LIGHT FIXTURE	EACH	1	\$100.00	\$100.00
15	DUAL COMPONENT PAVEMENT MARKING	L.SUM	1	\$500.00	\$500.00
16	MISCELLANEOUS WORK (COORDINATE WITH CXT PRECAST)	L.SUM	1	\$1,500.00	\$1,500.00
				<b>Subtotal</b>	<b>\$80,694.00</b>

20	EROSION CONTROL (1%)	L.SUM	1	\$806.94	\$806.94
21	FURNISH WATER SUPPLY (0.5%)	L.SUM	1	\$403.47	\$403.47
22	CONSTRUCTION SURVEYING AND LAYOUT (2%)	L.SUM	1	\$1,613.88	\$1,613.88
				<b>Subtotal</b>	<b>\$2,824.29</b>

23	MOBILIZATION (5%)	L.SUM	1	\$ 4,034.70	\$ 4,034.70
				<b>Subtotal fo Mobilization</b>	<b>\$ 4,034.70</b>

CONSTRUCTION CONTINGENCIES (5%)		L.SUM	1	\$4,034.70	\$4,034.70
CONSTRUCTION ADMINISTRATION (5%)		L.SUM	1	\$4,034.70	\$4,034.70

THIS ESTIMATE IS BASED ON THE PLANS FOR THE PROJECT DATED 11/18/2014.

THIS OPINION OF PROBABLE COST IS MADE ON THE BASIS OF OUR EXPERIENCE AND QUALIFICATIONS AND REPRESENTS OUR BEST JUDGEMENT. HOWEVER, SINCE SO MANY ASPECTS OF COSTS ARE BEYOND OUR CONTROL, WE CANNOT AND DO NOT GUARANTEE THAT COSTS WILL NOT VARY FROM THIS OPD.

**Total Project Cost** \$95,622.39

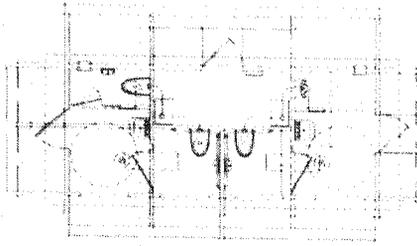
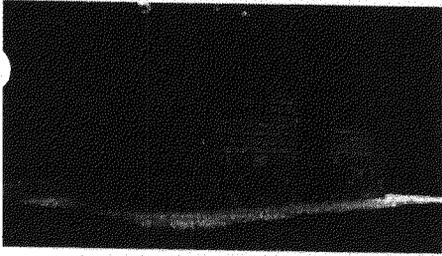
**ALTERNATE BID**

4	AGGREGATE BASE, CLASS 2	CU.YD.	32	\$40.00	\$1,280.00
5	PORTLAND CEMENT CONCRETE PAVEMENT (6")	SQ.YD.	190	\$50.00	\$9,500.00
6	CONCRETE SINGLE CURB (MAG 222)	L.FT.	166	\$12.00	\$1,992.00
				<b>Alternat Bid Subtotal</b>	<b>\$12,772.00</b>

# COST COMPARISONS

ALTERNATIVES	EXISTING CONDITIONS				WITH BALLFIELDS			
	SEWER 1	SEWER 2	WATER 1	WATER 2	SEWER 1	SEWER 2	WATER 1	WATER 2
PARK BASE	\$37,031.25	\$22,840.88	\$21,768.45	\$5,925.00	\$37,031.25	\$22,840.88	\$21,768.45	\$5,925.00
	\$95,622.39	\$95,622.39	\$95,622.39	\$95,622.39	\$95,622.39	\$95,622.39	\$95,622.39	\$95,622.39
CONSTRUCTION TOTAL	\$132,653.64	\$118,463.27	\$117,390.84	\$101,547.39	\$132,653.64	\$118,463.27	\$117,390.84	\$101,547.39
ANNUAL MAINTENANCE COSTS	\$500.00	\$1,050.00	\$0.00	\$800.00	\$500.00	\$1,500.00	\$0.00	\$1,450.00
FIVE YEAR COST	\$135,153.64	\$123,713.27	\$117,390.84	\$105,547.39	\$135,153.64	\$125,963.27	\$117,390.84	\$108,797.39
TEN YEAR COST	\$137,653.64	\$128,963.27	\$117,390.84	\$109,547.39	\$137,653.64	\$133,463.27	\$117,390.84	\$116,047.39

THE ANNUAL MAINTENANCE COSTS INCLUDE HAULING, FLUSHING, CLEANING AND WINTERIZING OF THE SYSTEMS.



Kodiak with chase restroom building. Standard features include simulated barnwood texture walls, simulated cedar shake textured roof, vitreous china fixtures, interior and exterior lights, off loaded and set up at site.

## Base Price

	Price per unit	Click to select	
Kodiak	\$ 60,000.00		60,000.00

## Added Cost Options:

Final Connection to Utilities	\$ 2,475.00	<input type="checkbox"/>	0.00
Optional Wall Texture -choose one <input type="checkbox"/> Split Face Block <input type="checkbox"/> Struck Trowel <input type="checkbox"/> Exposed Aggregate	\$ 2,000.00		0.00
Optional Roof Texture -choose one <input type="checkbox"/> Delta Rib <input type="checkbox"/> Exposed Aggregate	\$ 900.00		0.00
Two-Tone Color Scheme	\$ 300.00	<input type="checkbox"/>	0.00
Stainless Steel Plumbing Fixtures	\$ 3,650.00	<input checked="" type="checkbox"/>	0.00
Electric Hand Dryers	\$ 2,100.00	<input type="checkbox"/>	0.00
Electronic Flush Valves -Building without Urinals	\$ 1,900.00	<input type="checkbox"/>	0.00
Electronic Lavatory Faucets	\$ 950.00	<input type="checkbox"/>	0.00
Exterior Mounted ADA Drinking Fountain	\$ 2,700.00	<input type="checkbox"/>	0.00
30-gallon Electric Water Heater	\$ 750.00	<input checked="" type="checkbox"/>	0.00
Skylight in Restroom (each) Qty: 2	\$ 425.00	<input type="checkbox"/>	0.00
Marine Grade Skylight in Restroom (each) Qty: 2	\$ 1,400.00	<input type="checkbox"/>	0.00
Marine Package for Extra Corrosion Resistance	\$ 4,400.00	<input type="checkbox"/>	0.00
Tile Floor in Restroom <i>gou/ concrete epoxy</i>	\$ 3,200.00	<input checked="" type="checkbox"/>	0.00
Fiberglass Entry and Chase Doors and Frames	\$ 3,450.00	<input checked="" type="checkbox"/>	0.00
VandlShield XT	\$ 4,075.00	<input type="checkbox"/>	0.00
Timed Electric Lock System (does not include chase door) ?	\$ 3,115.00	<input type="checkbox"/>	0.00
Exterior Frostproof Hose Bib with Box	\$ 385.00	<input type="checkbox"/>	0.00
Paper Towel Dispenser	\$ 85.00	<input type="checkbox"/>	0.00
Toilet Seat Cover Dispenser	\$ 75.00	<input type="checkbox"/>	0.00
Sanitary Napkin Disposal	\$ 48.00	<input type="checkbox"/>	0.00
CXT Wastebasket	\$ 38.00	<input type="checkbox"/>	0.00
Paint Touch up Kit - Single Color	\$ 40.00	<input type="checkbox"/>	0.00
Paint Touch up Kit - Two Tone Color	\$ 50.00	<input type="checkbox"/>	0.00

Total Cost of Selected Accessories from Accessories Price List: **37,848** \$ 0.00

Estimated One-Way Transportation Costs to Site (quote): \$ 20,000.00

Custom Options: Stamped plans \$3000 \$ 3,000.00

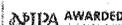
**Estimated monthly payment on 5 year lease \$ 1,668.30**

Total Cost per Unit Placed at Job Site: **120,848** \$ 83,000.00  
(excludes all taxes)

This price quote is good for 60 days from date below, and is accurate and complete.

CXT Sales Representative

Date



Contract #022113-CXT

I accept this quote. Please process this order.

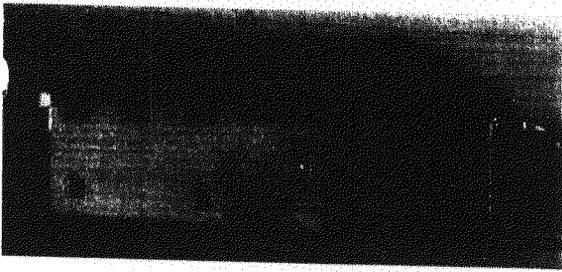
NJPA Member Number

Company Name

Customer

Date

# MONTROSE W/SCREEN



Montrose with chase restroom building. Standard features include simulated barnwood texture walls, simulated cedar shake textured roof, vitreous china fixtures, interior and exterior lights, off loaded and set up at site.

## Base Price

	Price per unit	Click to select	
Montrose w/Screen	\$ 85,000.00		85,000.00
<b>Added Cost Options:</b>			
Final Connection to Utilities	\$ 4,000.00	<input type="checkbox"/>	0.00
Optional Wall Texture -choose one	\$ 2,000.00	<input type="checkbox"/> Split Face Block <input type="checkbox"/> Struck Trowel <input type="checkbox"/> Exposed Aggregate	0.00
Optional Roof Texture -choose one	\$ 900.00	<input type="checkbox"/> Delta Rib <input type="checkbox"/> Exposed Aggregate	0.00
"Front Porch" Style Privacy Screen	\$ 1,500.00	<input type="checkbox"/>	0.00
Two-Tone Color Scheme	\$ 350.00	<input type="checkbox"/>	0.00
Stainless Steel Plumbing Fixtures	\$ 3,650.00	<input type="checkbox"/>	0.00
Electric Hand Dryers	\$ 2,100.00	<input type="checkbox"/>	0.00
Electronic Flush Valves -Building without Urinals	\$ 1,900.00	<input type="checkbox"/>	0.00
Electronic Lavatory Faucets	\$ 950.00	<input type="checkbox"/>	0.00
Exterior Mounted ADA Drinking Fountain	\$ 2,700.00	<input type="checkbox"/>	0.00
30-gallon Electric Water Heater	\$ 750.00	<input type="checkbox"/>	0.00
Skylight in Restroom (each)	Qty: 4 \$ 425.00	<input type="checkbox"/>	0.00
Marine Grade Skylight in Restroom (each)	Qty: 4 \$ 1,400.00	<input type="checkbox"/>	0.00
Marine Package for Extra Corrosion Resistance	\$ 6,000.00	<input type="checkbox"/>	0.00
Tile Floor in Restroom	\$ 5,750.00	<input type="checkbox"/>	0.00
Fiberglass Entry and Chase Doors and Frames	\$ 3,450.00	<input type="checkbox"/>	0.00
VandlShield XT	\$ 7,500.00	<input type="checkbox"/>	0.00
Timed Electric Lock System (does not include chase door)	\$ 3,115.00	<input type="checkbox"/>	0.00
Exterior Frostproof Hose Bib with Box	\$ 385.00	<input type="checkbox"/>	0.00
Paper Towel Dispenser	\$ 85.00	<input type="checkbox"/>	0.00
Toilet Seat Cover Dispenser	\$ 75.00	<input type="checkbox"/>	0.00
Sanitary Napkin Disposal	\$ 48.00	<input type="checkbox"/>	0.00
CXT Wastebasket	\$ 38.00	<input type="checkbox"/>	0.00
Paint Touch up Kit - Single Color	\$ 40.00	<input type="checkbox"/>	0.00
Paint Touch up Kit - Two Tone Color	\$ 50.00	<input type="checkbox"/>	0.00

Total Cost of Selected Accessories from Accessories Price List: \$ **48,498** 0.00

Estimated One-Way Transportation Costs to Site (quote): \$ 39,900.00

Custom Options: stamped plans, \$3,000 \$ 3,000.00

**Estimated monthly payment on 5 year lease \$ 2,570.79**

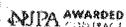
Total Cost per Unit Placed at Job Site: \$ 127,900.00  
(excludes all taxes)

**176,398**

This price quote is good for 60 days from date below, and is accurate and complete.

CXT Sales Representative

Date



Contract #022113-CXT

I accept this quote. Please process this order.

NJPA Member Number

Company Name

Customer

Date

# TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park

---

DATE: September 25, 2013  
TO: Mayor and Councilmembers  
FROM: Will Wright, Town Manager  
SUBJECT: Revised Activities and Budget for CDBG Project

This memo is to review recent changes to the CDBG project that were discussed at the last Council meeting (9/18/13). After further research regarding these changes, staff felt it advisable to allow the Council to discuss how the proposed changes will affect the budget for this project. The major changes proposed for this CDBG project, include: 1) reduce the number of smaller restrooms (3) to only one larger full service facility for the park; and 2) connect this restroom facility to all the utilities of reclaimed water, water, sewer and electrical. Though the project always needed reclaimed water and water for a water fountain, staff could not find any budget showing how these utilities would be extended to serve this restroom facility.

Form 3 shows the larger budgeted items of \$30,000 for NACOG to administer and perform the Environmental Review (ERR) for this project then construction costs totaling \$235,727 consisting of \$18,000 for Engineering and Design as well as \$217,727 for Construction Contract Work. The following conceptual CDBG budget is shown with the new proposed budget figures.

CDBG Budget

ACTIVITY	PREVIOUS BUDGET	PROPOSED BUDGET
Restroom building(s)	\$142,000 (3 units)	\$ 85,000 (1 unit)
Building pad, stub outs		\$ 10,000
Lighting & electrical	\$ 20,000	\$ 20,000
Utility extensions		\$130,000
Water fountain	\$ 5,000	\$ 5,000
ADA sidewalks, parking	\$ 40,000	\$ 20,000
Architect/engineering	\$ 18,000	\$ 18,000
Contingency	\$ 10,000	
Total costs	\$235,000	\$265,000

The proposed budget provides for utility extensions for a single full service restroom facility that will have two (2) stalls and a sink for both men/women bathrooms and a water fountain. It will require the town contribute about \$50,000 to complete this project, based on these budget estimates, but will provide a full service restroom facility for those using the sport court, tot lot and future athletic fields as well as those who just want to enjoy the outdoors.

ITEM NO. 8C

	Actual: Jul - Dec 14	Annual Budget FY15	% Expensed	Proposed Annual Budget FY16
<b>Revenues</b>				
<b>General Fund</b>				
1-3110 - Urban Revenue Sharing	\$75,660	\$182,400	41%	\$175,000
1-3120 - City Sales Tax	\$1,670,938	\$2,300,000	73%	\$2,500,000
1-3130 - State Sales Tax	\$15,924	\$50,000	32%	\$33,000
1-3200 - Business Licenses	\$350	\$100	350%	\$350
1-3210 - Permit Fees	\$1,968	\$75,000	3%	\$10,000
1-3600 - Miscellaneous Income	\$0	\$0	0%	\$0
1-3610 - Interest Income	\$1,190	\$5,000	24%	\$10,000
<b>Total General Fund</b>	<b>\$1,766,030</b>	<b>\$2,612,500</b>	<b>522%</b>	<b>\$2,728,350</b>
<b>Street Fund</b>				
2-3140 - HURF	\$14,973	\$55,000	27%	\$30,000
2-3150 - Vehicle License Tax	\$7,996	\$23,800	34%	\$16,000
<b>Total Street Fund</b>	<b>\$22,969</b>	<b>\$78,800</b>	<b>61%</b>	<b>\$46,000</b>
<b>Water Enterprise Fund</b>				
User Charges	\$0	\$1,200,000	0%	
<b>Total Water Enterprise Fund</b>	<b>\$0</b>	<b>\$1,200,000</b>	<b>0%</b>	
<b>Trust &amp; Agency Fund</b>				
4-3650 - Receipts - Stilo Group Development	\$3,865	\$0	\$0	
<b>Total Trust &amp; Agency Fund</b>	<b>\$3,865</b>	<b>\$0</b>	<b>\$0</b>	
<b>Grants</b>				
5-3650 - Receipts - Grant - CDBG Project	\$11,250	\$200,000	6%	\$175,000
<b>Total Grants</b>	<b>\$11,250</b>	<b>\$200,000</b>	<b>6%</b>	<b>\$175,000</b>
<b>Total Revenues</b>	<b>\$1,804,114</b>	<b>\$4,091,300</b>	<b>44%</b>	<b>\$2,949,350</b>

## Expenditures

<b>11 - Mayor &amp; Council</b>				
11-4156 - Technology Stipend	\$416	\$6,000	7%	\$5,000
11-4160 - Travel & Training	\$1,601	\$20,000	8%	\$15,000
11-4260 - Employee & Volunteer Program	\$0	\$5,000	0%	\$2,500
11-4310 - Public Notices and Advertising	\$2,457	\$12,500	20%	\$10,000
11-4380 - Office Supplies	\$1,713	\$5,000	34%	\$5,000
11-4390 - Insurance	\$9,252	\$10,000	93%	\$18,500
11-4410 - Licenses, Permits, Fees	\$9,764	\$12,500	78%	\$20,000
11-4430 - Council Member Compensation	\$4,800	\$15,000	32%	\$15,000
11-5150 - Elections	\$4,869	\$1,000	487%	\$3,000
<b>Total 11 - Mayor &amp; Council</b>	<b>\$34,871</b>	<b>\$87,000</b>	<b>40%</b>	<b>\$94,000</b>
<b>12 - Manager &amp; Support</b>				
12-4160 - Travel & Training	\$4,665	\$14,000	33%	\$15,000
12-4165 - Public Relations & Events	\$0	\$5,000	0%	\$5,000
12-4360 - Marketing/Promotional Supplies	\$4,793	\$100,000	5%	\$75,000
12-4380 - Office Supplies	\$1,242	\$4,000	31%	\$5,000
				\$12,000
12-4430 - Employees	\$89,461	\$210,000	43%	\$216,000
<b>12-4431 - Contract Services</b>				
12-4442 - Finance & Accounting	\$11,779	\$30,000	39%	\$30,000
12-4443 - Part Time Staff	\$0	\$0	0%	
12-4444 - Town Manager	\$0	\$0	0%	
12-5420 - Consulting Services - Misc.	\$474	\$5,000	9%	\$5,000
12-4431 - Contract Services - Other	\$0	\$0	0%	
<b>Total 12-4431 - Contract Services</b>	<b>\$12,253</b>	<b>\$35,000</b>	<b>35%</b>	<b>\$32,000</b>
12-4450 ASRS Start Up Fee	\$28,075	\$50,000	56%	
12-5400 - Telephone	\$544	\$5,000	11%	\$4,000

12-5410 · Internet/Web	\$227	\$9,000	3%	\$6,000
<b>Total 12 · Manager &amp; Support</b>	<b>\$141,258</b>	<b>\$432,000</b>	<b>33%</b>	<b>\$405,000</b>
<b>13 · Legal Services</b>				
13-4431 · Contract Services				
13-4420 · General Counsel	\$10,154	\$84,000	12%	\$75,000
13-4421 · Special Counsel	\$0	\$10,000	0%	\$10,000
<b>Total 13-4431 · Contract Services</b>	<b>\$10,154</b>	<b>\$94,000</b>	<b>11%</b>	<b>\$50,000</b>
13-4432 · Litigation Allowance	\$0	\$50,000	0%	\$40,000
<b>Total 13 · Legal Services</b>	<b>\$10,154</b>	<b>\$144,000</b>	<b>7%</b>	<b>\$175,000</b>
<b>14 · Planning &amp; Studies</b>				
14-4411 · Housing Needs Study	\$0	\$40,000	0%	\$40,000
14-4412 · General Plan Update	\$0	\$0	0%	\$0
14-4413 · General Engineering	\$68,849	\$25,000	275%	\$75,000
14-4414 · Re-Write Zoning Code Proje	\$19,675	\$20,000	98%	\$20,000
14-4416 · Subdivision Regulations	\$6,044	\$35,000	17%	\$35,000
14-7064 · Parking Study	\$0	\$20,000	0%	\$10,000
14-7070 Planning&Design for Town Pa	\$0	\$40,000	0%	\$40,000
14-4415 · Contract Planning Services	\$10,228	\$60,000	17%	\$60,000
<b>Total 14 · Planning &amp; Studies</b>	<b>\$104,797</b>	<b>\$240,000</b>	<b>44%</b>	<b>\$225,000</b>
<b>15 · Court &amp; Prosecutor</b>				
15-4421 · Contract Prosecutor/Defenc	\$8,807	\$20,000	44%	\$20,000
<b>Total 15 · Court &amp; Prosecutor</b>	<b>\$8,807</b>	<b>\$20,000</b>	<b>44%</b>	<b>\$20,000</b>
<b>16 · Development &amp; Permits</b>				
16-4414 · Advertising	\$0	\$7,500	0%	\$7,500
16-4415 · Supplies & Printing	\$0	\$2,500	0%	\$5,000
16-4431 · Contract Services				
16-4412 · Building Permit Services	\$0	\$50,000	0%	\$50,000
16-4413 · Plan Review	\$0	\$25,000	0%	\$25,000
16-4417 · Fee Analysis	\$0	\$5,000	0%	2500
<b>Total 16-4431 · Contract Services</b>	<b>\$0</b>	<b>\$80,000</b>	<b>0%</b>	<b>\$75,000</b>
<b>Total 16 · Development &amp; Permits</b>	<b>\$0</b>	<b>\$90,000</b>	<b>0%</b>	<b>\$165,000</b>
<b>17 · Public Safety</b>				
17-4431 · Sheriff	\$113,648	\$360,000	32%	\$350,000
17-4432 · Public Safety - Special Events	\$0	\$10,000	0%	\$5,000
17-4433 · Law Enforcement Needs Study	\$0	\$0	0%	\$5,000
17-4434 Public Safety Enhancements	\$0	\$25,000	0%	\$10,000
17-4436 Animal Control - County Health	\$2,000	\$10,000	0%	\$10,000
17-4435 · Fire District Subsidy	\$29,029	\$100,000	29%	\$350,000
<b>Total 17 · Public Safety</b>	<b>\$144,677</b>	<b>\$505,000</b>	<b>29%</b>	<b>\$720,000</b>
<b>18 · Facilities &amp; Grounds</b>				
18-4390 · Insurance	\$0	\$6,000	0%	\$5,000
18-4490 · Custodial & Supplies	\$336	\$10,000	3%	\$7,500
18-4700 Maintenance Facilities	\$242	\$10,000	0%	\$8,600
18-5420 · Utilities	\$5,075	\$20,000	25%	\$15,000
18-6250 · Rent Expense	\$14,183	\$30,000	47%	\$27,500
18-7020 .Office Furniture	\$0	\$3,750	0%	\$3,000
18-7030 Equipment	\$1,246	\$3,750	33%	12500
<b>Total 18 · Facilities &amp; Grounds</b>	<b>\$21,083</b>	<b>\$83,500</b>	<b>25%</b>	<b>\$82,600</b>
<b>19 · Parks &amp; Recreation</b>				
19-4700 · Maintenance	\$23,822	\$36,000	66%	\$40,000
19-4702 .Project Planning	\$0	\$25,000	0%	\$20,000
19-7040 · Vehicles	\$4,728	\$20,000	24%	\$15,000
19-7041 · Vehicle Operation	\$2,931	\$10,000	29%	\$10,000
<b>Total 19 · Parks &amp; Recreation</b>	<b>\$31,482</b>	<b>\$91,000</b>	<b>35%</b>	<b>\$85,000</b>
<b>2 · Street Fund</b>				
2-4484 · Maintenance - Sidewalk	\$46	\$45,000	0%	\$5,000
2-44 86 Maint - Bus Stop/Crosswalk	\$0	\$10,000	0%	\$10,000
2-4485 · Maintenance - Landscape	\$1,470	\$20,000	7%	\$50,000
<b>Total 2 · Street Fund</b>	<b>\$1,516</b>	<b>\$75,000</b>	<b>2%</b>	<b>\$65,000</b>
<b>20 · Capital Improvement Projects</b>				
20-4701 Park Development	\$838	\$150,000	1%	\$125,000
20-4416 Fiber Optic Improvements	\$0	\$80,000	0%	\$75,000
20-7056 Town Hall Parking Improvements	\$11,793	\$20,000	59%	\$5,000

20-7058 Tusayan Affordable Housing	\$0	\$50,000	0%	\$50,000
20-7059 Natuaral Gas Extension	\$0	\$60,000	0%	\$25,000
20-7061 Bus Stop/Crosswalk	\$0	\$40,000	0%	\$18,000
20-7062 Trail System Improvements	\$0	\$38,300	0%	\$40,000
20-7063 Utility Undergrounding Study	\$0	\$30,000	0%	\$25,000
20-7060 Drainage Improvements	\$0	\$115,000	0%	\$80,000
20-7055 Tusayan Employee Housing	\$0	\$0		\$1,000
<b>Total 20 · Capital Improvement Projects</b>	<b>\$12,631</b>	<b>\$583,300</b>	<b>2%</b>	<b>\$444,000</b>
<b>21 · Contingency</b>				
21-1000 · Contingency	\$51,116	\$250,000	20%	\$200,000
<b>Total 21 · Contingency</b>	<b>\$51,116</b>	<b>\$250,000</b>	<b>20%</b>	<b>\$200,000</b>
<b>Other</b>				
4-4650 · Disbursements-StiloGroup Devel.	\$4,120	\$50,000	8%	\$50,000
5-4650 · Disbursments - Grant	\$0	\$200,000	0%	\$2,000,000
5100 · Bank Service Charges	\$8	\$0	0%	
5145 · Miscellaneous Expense	\$0	\$0	0%	
6340 · Interest Expense	\$0	\$0	0%	
	<b>\$4,128</b>	<b>\$250,000</b>	<b>2%</b>	<b>\$250,000</b>
<b>Total Expense</b>	<b>\$566,518</b>	<b>\$2,850,800</b>	<b>20%</b>	<b>\$2,930,600</b>
<b>REVENUES OVER EXPENDITURES</b>	<b>\$1,237,595</b>	<b>\$1,240,500</b>		<b>\$18,750</b>

ITEM NO. 9

## MANAGER'S REPORT

February 18, 2015

1. ADMINISTRATION: Coconino County Community Development Department Director is proceeding with drafting an IGA to provide the building services for the town.
2. ADOT – Town has submitted encroachment permits for sidewalk extension and received info from 4MConcrete which is being passed onto ADOT for permit request. The town also submitted TAPCO info for blinker signs that ADOT requested for them to consider this encroachment permit. The town has responded to several follow up requests on these permit applications and continues to be hopeful that they'll be issued soon. Both contractors are ready to proceed with this purchase/work so we can be ready for the upcoming tourism season. Town will renew contact with the three service organizations and the chamber about producing signs (2' x 4' sign) for highway display.
3. BROADBAND – Commnet has installed equipment for 5 megs of internet services and is currently following up on issues with the service. Canyon Horizon has come to the town hall and is reviewing the audio/visual system to work with us on streaming Council meetings.
4. CDBG – Woodson has put easement/maintenance agreements together for the Vails to consider as the town moves forward to use their lines to service the park. Vail's were gone last week but meeting should occur soon.
5. COUNCIL FOLLOWUP: Staff continues to follow up with CXT on questions for restroom options.
6. DEVELOPMENT/P&Z MEETING – Staff met with Woodson on initial draft of Subdivision/Development Regulations for the town and staff, including the town attorney, has reviewed for Woodson to incorporate these comments. Willdan has also submitted a final draft of the Zoning Code that is being reviewed by staff as well as the town attorney.
7. DRAINAGE – J2 Engineering coordinating with Woodson on best way to proceed with applications to put in drainage basin improvements on Forest Service land located to the northeast of the community. Staff has had discussions with Woodson about working to obtain re-designation of FEMA floodplain areas in town.
8. MUNICIPAL CODE – Council continues to work through various chapters of the Code per schedule they adopted and the attorney is involved in this process to ensure it is legal.
9. PUBLIC OUTREACH – A) A working group met with Fire District representatives and recommended a work session be held at 5 pm on February 18<sup>th</sup> to discuss future funding alternatives with the Council; B) Representatives at the Sheriff's Office have been invited to provide a status update of their service.
10. SPORTS COMPLEX – Council reviewed engineering detail from Woodson and has decided to tie into the Vail utility lines and is currently reviewing restroom options from CXT.
11. STILO – The Town and FS representatives have signed the Cost Recovery Agreement. The town received the first billing from the FS and sent that check to them to initiate the scoping process for access Kotzin and town parcel. The FS is waiting for check deposit in order to initiate this process.
12. UPCOMING TRAINING AND MEETINGS: 1) the Manager has been working on the Update to the Five Year Hazard Mitigation Plan to include Tusayan and will be meet again on February 17<sup>th</sup> in Flagstaff . The Census is offering training in Prescott on February 20<sup>th</sup> on Using Census Data for Institutional Research, Grants writing and Community Analysis that I plan to attend (see notice in packet).

**COCONINO COMMUNITY COLLEGE INSTITUTIONAL RESEARCH  
&  
YAVAPAI COLLEGE INSTITUTIONAL EFFECTIVENESS AND RESEARCH**

**IN PARTNERSHIP WITH**

**U.S. CENSUS BUREAU**

**Invite You to Attend**

**Using Census Data for Institutional Research, Grant writing  
and Community Analysis**

8:30 am to 12N  
Friday, February 20, 2015  
Yavapai College  
Building 19, Room 208  
1100 East Sheldon St., Prescott, AZ

This hands-on training immerses participants in Census Bureau data, the most relied-on source for detailed, up-to-date socio-economic statistics covering every community in AZ.

Who should attend? The lab is for college faculty, researchers, Institutional Research, grant writers and professional staff that use census data for budget analysis, needs assessment, developing policy, grant writing and planning. This is for any Northern AZ data user who needs to understand the changing demographics of their community or service area.

In a live computer lab setting, participants will navigate the U.S. Census Bureau website, census.gov's data tools, interactive maps and quick searches. This will increase the participant's ability to find population numbers, make race/ethnicity comparisons and locate social/economic characteristics i.e., educational attainment, income, occupation, poverty for the communities they serve.

*Registration is required. Computers will be provided and are limited to the first 24 registrants. Please register by emailing Michael.merica@coconino.edu. Any questions, please email Michael Michael.merica@coconino.edu.*





Will Wright <tusayantownmanager@gmail.com>

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**League Conference: Request for Topics**

1 message

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**Matt Lore** <mlore@azleague.org>  
To: Matt Lore <mlore@azleague.org>

Wed, Feb 11, 2015 at 11:40 AM



The 2015 League Annual Conference will be held in **Tucson at the JW Marriott Starr Pass Resort, August 18-21.**

Hotel and registration information will be sent out to all cities and towns in May.

To help us plan for this year's conference, please send us your ideas and suggestions on possible conference workshop topics and speakers to [mlore@azleague.org](mailto:mlore@azleague.org).

If you have any questions, please contact League staff at 602-258-5786.

Thank you.