

AGENDA

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, April 22, 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, April 22, 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

A. Mayoral Proclamation of April 2015 as Fair Housing Month

**B. Mayoral Proclamation of May 1, 2015 as Bob Blasi and Kaibab National Forest
Tusayan Ranger District Appreciation Day**

**C. Presentation from Pam Edwards with the National Park Service regarding the
shuttle bus service**

5. CONSENT AGENDA

Items on the consent agenda are routine in nature and will be acted on with one motion and one vote. Members of the council or staff may ask the mayor to remove any item from the consent agenda to be discussed and acted upon separately.

A. Minutes of the Town Council Municipal Code Workshop and Regular Meeting on 4/1/15

B. Accounts Payable Billings

6. WORK GROUP AND COMMITTEE REPORTS

A. Update on the Sports Complex Work Group

B. Update on the Planning and Zoning Commission

C. Update on Affordable Housing

7. ACTION ITEMS

A. Consideration, discussion, and possible approval of Resolution No. 2015-03 opposing the creation of the proposed Grand Canyon Watershed National Monument

B. Consideration, discussion, and possible ratification of the Tusayan Fire District's Wildland Fire Fuels Reduction Grant Application

C. Consideration, discussion, and possible approval of a proposal from Woodson Engineering for Professional Services for a Tusayan Initial Engineering Assessment and Hydrologic Analysis

D. Consideration, discussion, and possible approval for Town Attorneys (Sims Murray) to proceed with research and possible establishment of Tusayan Housing Authority

E. Consideration, discussion, and possible approval of IGA between the Town and the Tusayan Sanitary District regarding Utility Mapping

8. DISCUSSION ITEMS

A. Discussion of preliminary budget for 2015-16

B. Update on Phase 1 of land planning of Town's first parcel

C. Update on the status of STS' progress on planning broadband improvements in Tusayan

D. Discussion of possible snowplay areas in Tusayan

E. Discussion of status of Town Landscaping and Maintenance

9. TOWN MANAGER'S REPORT

10. FUTURE AGENDA ITEMS

11. COUNCIL MEMBERS' REPORTS

12. MAYOR'S REPORT

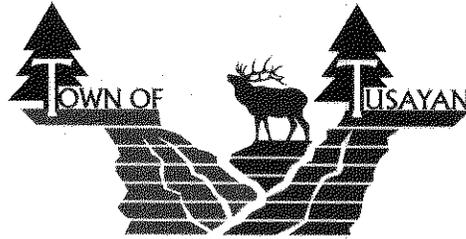
13. MOTION TO ADJOURN

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 April, 2015, at _____ pm in accordance with the statement filed by the Tusayan Town Council.

Signature of person posting the agenda

ITEM NO. 4A



Town of Tusayan – Office of the Mayor

Proclamation

WHEREAS, The National Fair Housing Law of 1986, as amended by the Fair Housing Amendments Act of 1988 prohibits discrimination in housing and declares it a national policy to provide within constitutional limits, for fair housing in the United States; and

WHEREAS, the principle of Fair Housing is not only national law and national policy but a fundamental human concept and entitlement for all Americans; and

WHEREAS, April has traditionally been designated as Fair Housing Month in the United States;

NOW, THEREFORE, I, GREG BRYAN, MAYOR OF THE TOWN OF TUSAYAN do hereby proclaim the month of:

April 2015 as Fair Housing Month

in Tusayan, Arizona and do hereby urge all citizens of this community to comply with the letter and spirit of the Fair Housing Law.

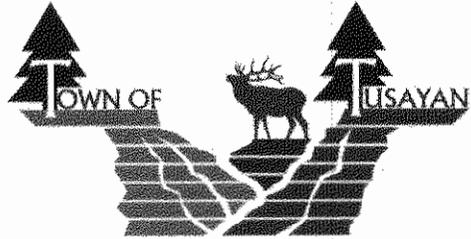
DATED this 22nd day of April, 2015

Mayor Greg Bryan

ATTEST:

Melissa M. Drake, Town Clerk

ITEM NO. 4B



Town of Tusayan – Office of the Mayor
Proclamation

WHEREAS, the Town of Tusayan is surrounded by the Kaibab National Forest Tusayan Ranger District and receives millions of visitors each year; and

WHEREAS, in calendar year 2014, for the first time in 50 years, there were zero human-caused fires in the Tusayan Ranger District; and

WHEREAS, the Tusayan Ranger District and specifically Fire Prevention Specialist Bob Blasi worked to achieve this goal through patrols, signage, awareness programs, and prescribed fire and thinning projects;

NOW, THEREFORE, I, GREG BRYAN, MAYOR OF THE TOWN OF TUSAYAN do hereby proclaim:

**May 1, 2015 as Bob Blasi and Kaibab National Forest
Tusayan Ranger District Appreciation Day**

in Tusayan, Arizona and do hereby urge all citizens of this community to congratulate Mr. Blasi and the Tusayan Ranger District staff and thank them for reducing Tusayan's threat of wildfire.

DATED this 22nd day of April, 2015

Mayor Greg Bryan

ATTEST:

Melissa M. Drake, Town Clerk

GRAND CANYON NEWS

Tuesday, March 24, 2015

Zero human caused fires in Tusayan Ranger District, first time in 50 years

Tusayan Ranger District achieves goal of zero human - caused fires in 2014

Williams-Grand Canyon News

Tuesday, March 24, 2015

TUSAYAN, Ariz. - In calendar year 2014, the Tusayan Ranger District of the Kaibab National Forest achieved a longtime goal of zero human-caused wildfires.

According to forest wildfire records, the last time the district had zero human fires was in 1965, exactly 50 years ago.

"Over the last three years, we have had a specific, written goal of reducing human-caused wildfires on the district to zero for the entire calendar year," said Quentin Johnson, fire management officer for the Tusayan Ranger District. "Given that the district receives millions of visitors each year because it is located immediately adjacent to Grand Canyon National Park, we knew this would be an incredible challenge."

The district's success in 2014 was due largely to focused fire prevention efforts beginning almost 15 years ago that have chipped away at the leading cause of human fires on the district - abandoned campfires.

Johnson added that while the district had been averaging about seven human-caused wildfires per year over the last 20 years, there were actually many summers during which 200 or more abandoned campfires had been found and extinguished by district fire personnel before they were declared wildfires.

Specifically, district fire prevention specialist Bob Blasi worked to gain compliance in dispersed camping areas and issued citations when necessary. With increased early-morning patrols, an extensive signing program, visits to local schools, Smokey Bear presence at local events, and a consistent prevention message for more than a decade, Blasi was able to reduce the number of abandoned



Fire Prevention Specialist Bob Blasi on the Tusayan Ranger District of the Kaibab National Forest. Photo/Kaibab National Forest Service

campfires and the overall number of human-caused wildfires.

"This goal seemed almost impossible," Blasi said. "Only one careless action by a single person can have a devastating outcome, as we see every year across this country somewhere in the wildlands of America. There were a couple years in the past decade when we only had two or three human-caused fires. It was then I realized that with a little extra effort focused on specific targets with increased fire prevention patrols, it might just be obtainable."

Besides traditional fire prevention techniques such as patrols and signing, the Tusayan Ranger District has also been a leader in putting fire back on the landscape as frequently and broadly as conditions have allowed.

Over the past 12 years, nearly 40 percent of the 327,250-acre Tusayan district has been treated with thinning and fire, which has contributed enormously to reducing human-caused wildfire.

"Because most of the popular camping areas have already been treated with fire at appropriate times of the year, these areas are less likely to catch on fire during the hottest, driest months," Johnson said. "To truly prevent wildfire, you have to use all of the fire prevention tools available in combination."

During the 2014 monsoon season alone, the Tusayan Ranger District managed more than 17,000 acres of fire across the landscape in order to improve forest health and reduce the likelihood of future high-severity fires resulting from sources such as abandoned campfires.

"Because of the support of fire managers, Kaibab National Forest leadership, the community and public, we have been able to go beyond just re-introducing fire into the ecosystem, to take it to the next level and demonstrate how when fire is managed responsibly, it becomes an integral part of obtaining desired forest health," Blasi said. "This is the proof in the pudding. The more fire treatments we are able to successfully implement, the better chance we have of reducing and ultimately eliminating unwanted human-caused fire in our part of the forest."

While focused fire prevention efforts have decreased the number of abandoned campfires in the Tusayan area, the challenge of eliminating all human-caused fires will continue. Each fire season brings a unique set of challenges including millions of new visitors to a popular tourist destination.

"If I were to designate one goal for the future, it would be that this record never last 50 years again," Blasi said. "Eliminating human-caused fires is attainable through education, prevention and good stewardship."



Fire prevention specialist Bob Blasi works to contain a small wildfire on the Tusayan Ranger District. Photo/Kaibab National Forest Service

Related Links:

ITEM NO. 5A

TUSAYAN TOWN COUNCIL MUNICIPAL CODE WORKSHOP

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

Wednesday, April 1, 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 5:07pm and the Pledge of Allegiance was recited.

2. ROLL CALL

Upon roll call, the following were present:

MAYOR GREG BRYAN

VICE MAYOR CRAIG SANDERSON – arrived at 5:11pm

COUNCILMEMBER BILL FITZGERALD

COUNCILMEMBER AL MONTOYA

COUNCILMEMBER JOHN RUETER - excused

Also present were:

Will Wright, Town Manager

Melissa Drake, Town Clerk

3. DISCUSSION OF DRAFT LANGUAGE FOR THE TUSAYAN MUNICIPAL CODE

Chapter 10 — Offenses

Clarinda Vail gave her opinion about the Chapter:

Page 2, Section 10.1.4.A., Noise, This section should match the Zoning Code and specify time of day and exclude noises like a child learning to play an instrument. Page 3, 10.2.2., What if there is no electricity at a lot?

Who is the building official?

Section 10.2.6.B.1., Proof of alcohol training? The state does not require this. Mayor Bryan stated that it is required by the town.

10.2.6.C., This should not just list beer but should include all alcohol

What is the definition of a peace officer? Maybe it should be changed to law enforcement officer throughout the document.

Manager Wright stated that the Town Attorney, Lt. Coffey, and Judge Krombeen have reviewed the chapter and he has included their input. He also stated that Lt. Coffey's general comments were that most of the Offenses listed were also offenses at the state level so could be seen as redundant. He also stated that it could give the law enforcement officer an option to charge someone with a lesser offense.

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, April 1, 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 6:02pm and the Pledge of Allegiance was recited.

2. ROLL CALL

MAYOR GREG BRYAN

VICE MAYOR CRAIG SANDERSON

COUNCILMEMBER BILL FITZGERALD

COUNCILMEMBER AL MONTOYA

COUNCILMEMBER JOHN RUETER – attended by phone starting at 6:07pm

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

None

5. CONSENT AGENDA

A. Minutes of the Town Council Retreat on 3/21/15, the Regular Meeting on 3/24/15, and the Joint Town Council and Planning & Zoning Commission Meeting on 3/24

B. Accounts Payable Billings

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

Councilmember Rueter joined the meeting by phone.

6. COMMITTEE REPORTS

A. Update on the Sports Complex Work Group

Manager Wright stated that there is no update but did present the complex map as requested by the Council.

B. Update from the Planning and Zoning Commission

The Joint meeting between the Council and the Commission was held on 3/24/15 and the next meeting will be on 4/28/15 to review the latest version of the Subdivision Regulations.

Mayor Bryan moved to Item 7.B. since a presenter for 7.A. was delayed and had not yet arrived.

7. ACTION ITEMS

B. Consideration, discussion, and possible approval of proposal from STS regarding broadband improvements in Tusayan

Manager Wright introduced a proposal from STS.

Councilmember Montoya made a motion to accept the letter of engagement with STS with a minimum cost of \$37,000 and a maximum of \$57,000 for defining options and costs for supplying broadband for residents and businesses in Town. Vice Mayor Sanderson seconded the motion.

Councilmember Fitzgerald requested information on how STS will get demographics for the demand of the citizens of the Town. Manager Wright stated that they would use data from the census and NACOG.

Mayor Bryan stated that this work by STS will also help identify grant monies for which the Town may be eligible.

The motion passed on unanimous vote.

C. Consideration, discussion, and possible approval of moving the April 15, 2015 meeting to April 22, 2015

Mayor Bryan stated that he will be in Washington D.C. during the week of April 15, 2015 on Town business and requested moving the meeting.

Councilmember Montoya made a motion to move the meeting. Vice Mayor Sanderson seconded the motion and it passed on unanimous vote.

8. DISCUSSION ITEMS

A. Discussion of preliminary budget for 2015-16

Manager Wright reviewed the latest draft of the preliminary budget (which was in the Agenda Packet) stating that he had made the changes requested by the Council in the retreat on 3/21/15.

The Council made the following changes:

- Increased the budget for a seasonal maintenance worker from \$6,000 to \$12,000
- May need to increase the budget for the Park Development if the monies for this year are not expended
- 14-4431, Drainage Planning, Mapping, and Trail Planning will be added

- Add an income line for \$150,000 for potential reimbursement for opening Grand Canyon National Park during the Federal Government shut down in 2013

B. Review of 2015 Goals developed in Retreat

Manager Wright reviewed the goals with the Council.

Mayor Bryan stated his opinion that the Council should measure most projects by the number one goal of developing affordable housing for the Town. Councilmember Rueter echoed Mayor Bryan's comments and requested that it be on every agenda on Item 6.C.

Mayor Bryan requested that the phrase "the overarching goal for the Town is to realize affordable housing" be added to the top of the goals list.

Mayor Bryan moved back to Item 7.A.

7.A. Consideration, discussion, and possible selection of a proposal for 20-Acre Site Planning at Kotzin Ranch

Matthew Ackerman with Catalyst Architecture presented a proposal to the Council for land planning on the Town's parcel at Kotzin Ranch as an alternative option to the proposal from LVA Inc.

The Council discussed the options and their desires to move forward with affordable housing as soon as possible.

Councilmember Rueter made a motion to accept the Catalyst Architecture Phase 1 proposal for \$4,000 plus reimbursables and travel expenses. Mayor Bryan seconded the motion and it passed on unanimous vote.

9. TOWN MANAGER'S REPORT

Manager Wright noted the following from his report which was in the packet:

- The holiday lights have been moved from the Sanitary District and are now covered by a shelter at the park
- CDBG easements are still in progress
- The Municipal Code is almost complete
- He contacted the International Dark Skies Association and is working toward making Tusayan a Dark Skies community
- He, Mayor Bryan, and Councilmember Rueter attended the meeting with the National Forest Service, WestLand Resources, and Stilo representatives regarding the scoping process and timing for the access application. Mayor Bryan stated that while the Town pays WestLand Resources, they work for the Forest Service and all information about and from the scoping process will come through the Forest Service.
- The County Community Development Department is still working on an IGA for building services for the Town.

ITEM NO. 7A

TOWN OF TUSAYAN, ARIZONA

RESOLUTION NO. 2015-03

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF TUSAYAN, OPPOSING THE CREATION OF THE PROPOSED GRAND CANYON WATERSHED NATIONAL MONUMENT

WHEREAS, Representatives of the State of Arizona have made a request to President Obama to declare certain lands to be the Grand Canyon Watershed National Monument pursuant to the President's authority under the Antiquities Act.

WHEREAS, the creation of a National Monument by Presidential Declaration does not allow for input from local communities that may be impacted by the creation of a National Monument, and no input has been requested from local communities prior to the submission of the letter requesting Monument Designation; and

WHEREAS, the creation of a National Monument without local input could result in negative impacts on the local uses of Federal lands such as: access for grazing, hunting, water development, and forest restoration, which would result in negative economic and public health impacts to the Town of Tusayan; and

WHEREAS, The National Park System currently has an approximately twelve billion dollar maintenance backlog, with the Grand Canyon National Park maintenance backlog estimated to be four hundred million dollars. The Federal Government should not take further obligations for public lands when the current obligations are not funded; and

WHEREAS, the residents of the Town of Tusayan have expressed opposition to the proposed Monument Designation due to the negative economic and recreational impacts.

NOW, THEREFORE, BE IT RESOLVED, BY THE MAYOR AND COUNCIL OF THE TOWN OF TUSAYAN, COCONINO COUNTY, ARIZONA, THAT THE TOWN OF TUSAYAN STRONGLY OPPOSES THE DESIGNATION OF A GRAND CANYON WATERSHED NATIONAL MONUMENT IN LANDS SURROUNDING THE GRAND CANYON NATIONAL PARK, WHICH LOCKS AWAY 1.7 MILLION ACRES OF LAND IN NORTHERN ARIZONA WITHOUT REGARD TO THE IMPACTS ON NEIGHBORING COMMUNITIES.

PASSED AND ADOPTED by the Mayor and Council of the Town of Tusayan, Arizona this 22nd day of April 2015.

Greg Bryan, Mayor

APPROVED AS TO FORM:

ATTEST:

William J. Sims, Town Attorney

Melissa M. Drake, Town Clerk

ITEM NO. 7B

**2015 Arizona Wildland Fire
Hazardous Fuels Project Application**

FOR OFFICIAL USE ONLY	
Grant Dollars Requested:	\$27,000
Proposed Matching Share:	\$3,000
Total Project:	\$30,000

Applicant Information		
1	Applicant / Organization:	Tusayan Fire District
	Organization Type:	Fire District
	DUNS#:	33670055
	Contact Person:	Robert Evans
	Address:	PO Box 3625
	City/Zip Code:	Grand Canyon, 86023
	Phone (Work/Cell):	928-638-3473
	Email:	tfdgc@msn.com
Fax:	928-638-2897	

Project Summary		
PROJECT NAME:	Grand Canyon School Hazardous Fuel Removal	
County:	Coconino	Congressional District: 1
Latitude (decimal degrees):	39.9756 N	Longitude (decimal degrees): 112.1292 W
Number of Communities directly affected by this project:		2
Community Names:	Tusayan/Grand Canyon Village	
Planned duration of this project? (check one):	<input type="checkbox"/> 1 Yr <input checked="" type="checkbox"/> 2 Yrs	
Is this a new project? (check one):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2	Land ownership of project area – private, state, tribal, etc (list all that apply). <i>Work on federal lands cannot be funded.</i> Grand Canyon School District	
	Number of acres to be treated: 70	Estimated cost per acre (including match): \$407
Number of residences affected: 150		
Is this project adjacent to a National Forest or BLM Lands? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes – please describe: Kaibab National Forest on the south and west sides		
Which of the communities affected by this project are on Arizona's Communities-At-Risk list? The communities of Tusayan and Grand Canyon Village are both listed as communities-at-risk from catastrophic wildland fire.		
Which of the communities affected by this project are currently FIREWISE USA recognized? Tusayan is currently working towards FIREWISE USA recognition, with two Tusayan Fire (TFD) personnel registered to attend Firewise Assessor training in Flagstaff, May 9 - 10, 2015		

Project Overview and Area Description

Provide a brief overview of the project and the project area(s). For each area include planned treatment acres. A map of the specific project location, treatment areas, and adjacent projects is strongly encouraged. 2500 characters max.

The Grand Canyon School District (GCSD) holds 80 acres on the south and west sides of the Town of Tusayan (Town). GCSD and the Town have partnered in the construction of a park/playground on-site including about five acres. Further build out of GCSD buildings on the property will occur as funding becomes available. This project will improve protection for school infrastructure and contribute to defensible space along the entire perimeter of the property.

Currently the Kaibab National Forest (KNF) is conducting the Flying J Hazardous Fuel Removal project to the south and west of the school site property. Tusayn Fire District (TFD) has been conducting a hazardous fuel removal project at Grand Canyon Airport, adjacent to the east side of the school site (see accompanying map). The Town would utilize TFD for thinning, piling and broadcast burning on this project.

3 The first priority will be thinning and burning along the APS power line and sub-station, located in the northern part of the school site. This provides electrical power to the Town and all of the South Rim of Grand Canyon National Park. The next priority will be to conduct thinning and burning along the northern perimeter of this project where it is adjacent to 38 private residences and a 34 unit apartment complex. Also at risk on the north end of this project is the Tusayan Sewer District waste water plant, a critical piece of Town's infrastructure. This plant treats all local water and provides reclaimed water to the area businesses for irrigation, toilets and other non-potable uses. This plant reclaims 80% of all water used during the busy tourist season. Interruption of plant operations would impact all local businesses.

Approximately 70 acres need treatment on this property since about 10 acres were previously treated by Coconino County crews and TFD in the fall of 2013 as part of the construction of the park. This project proposal will improve defensible space for school infrastructure and the southwest portions of Town.

This is one of the last critical areas for hazardous fuel reduction surrounding Town. Completed and on-going activities in the area include multiple KNF hazardous fuels projects such as Flying J to the west, Tusayan East and Tusayan South projects. TFD projects include GC Airport, Kotzin and Ten -X Ranch. Treatment on this 80 acre parcel will supplement hazardous fuels reduction on all four sides of the community.

Map of proposed project area attached? Yes No

Capacity

All information for the project must fit into the allotted character space provided below.

Briefly describe the applicant (and partner) capacity and expertise to complete this project as proposed. Describe who will be managing the project, doing the work, completing reports, etc. 1000 characters max.

4 The Tusayan Fire District will partner with the Grand Canyon School District and the Town of Tusayan to perform all the necessary thinning, piling, pile burning and broadcast burning, ultimately providing a more defensible perimeter around critical infrastructure.

TFD has conducted WFHF grant work since 2007, including the Kotzin project (160 acres), Ten-X Ranch project (198 acres) and the Grand Canyon Airport project (300 acres).

The Tusayan Fire District in partnership with GCSD and the Town of Tusayan will provide overall management of the project. TFD has the necessary expertise for thinning and burning operations as well as monitoring and reports and will assist the Town to ensure quarterly reports are completed and submitted on time.

Total Project Budget (by expense type)				
Budget Detail (Provide additional detail in Block #8)	Grant Share (\$ Amount Requested)	Match (contributor breakdown in block #6)		TOTAL
		Dollars	In-Kind	
Administrative Labor:	\$500	\$0	\$0	\$ 500
Project Labor:	\$25,500	\$2,500	\$500	\$28,500
Fringe Benefits:	\$0	\$0	\$0	\$ 0
Project Related Travel:	\$0	\$0	\$0	\$ 0
Non-capital Equipment:	\$0	\$0	\$0	\$ 0
Supplies:	\$1,000	\$0	\$0	\$1,000
Contractual:	\$0	\$0	\$0	\$ 0
Other:	\$0	\$0	\$0	\$ 0
TOTAL:	\$27,000	\$2,500	\$ 500	\$30,000

Match Breakdown (by Contributor)						
<small>(Applications will be disqualified if sufficient match is not identified; federal dollars DO NOT qualify) Please specify each match contributor and the dollar amount of each contribution. DO NOT show grant requested funds in this table.</small>						
Contributors: (Please specify)	Town of Tusayan					TOTAL
Dollars (Hard Match):	\$2,500	\$0	\$0	\$0	\$0	\$2,500
Volunteers & In-Kind (Soft Match):	\$500	\$0	\$0	\$0	\$0	\$ 500
TOTAL:	\$3,000	\$ 0	\$ 0	\$ 0	\$ 0	\$3,000

Project Collaboration	
<small>All information for the project must fit into the allotted character space provided below.</small>	
7	<p>Has this Project or Project Area been identified as a priority by an adjacent National Forest or the Bureau of Land Management? If this project complements a particular project on federal lands – please specify: <small>250 characters max</small> Tusayan is identified as a community-at-risk for catastrophic wildland fire. The project abuts the Kaibab National Forest Flying J project and the Tusayan Fire District Grand Canyon Airport project.</p> <p>If you are collaborating with an adjacent National Forest or the Bureau of Land Management (BLM), who is your primary contact: <small>50 characters max</small> James Simino, District Ranger, Kaibab NF</p> <p>Provide an overview of the collaboration with others in the planning of this project. Also specify the private, local, tribal, county, state, federal and/or non-governmental organizations that will contribute to or participate in the completion of this project. Describe briefly the contributions each partner will make (i.e. – donating time/equipment, funding, etc.) Letters of support are encouraged. <small>450 characters max</small> The Town of Tusayan, Grand Canyon School District, Tusayan Fire District, Kaibab National Forest and Tusayan Sanitary District have had on-going discussions about hazardous fuels treatments for the school site for several years. This project fits a critical part of the Tusayan Wild Fire Protection Plan (updated and revised 2013). The Town will provide the hard dollar match as listed and TFD will conduct thinning and burning.</p>

Scope of Work

All information for the project must fit into the allotted character space provided below.

Provide a brief scope of work which clearly describes how grant funds will be spent. (This should be more specific than the Project Overview.) Break out by task and tie into total project budget (Box 5). Include any additional information regarding special budget detail in this section. 4000 characters max

Administrative: The Town of Tusayan (Town) in cooperation with the Tusayan Fire District (TFD) will administer and manage the implementation of the project. Administrative costs include planning, time keeping, monitoring/mapping, and reports. Estimated cost: \$500.

Intensive thinning, piling and burning will be necessary in the northern portion adjacent to residential housing and near the APS powerline and substation. While this work may exceed \$800/ac, the majority of the school site has been previously treated and now requires only modest thinning and maintenance burning. Average cost per acre for the entire project is estimated at \$407/ac. Estimated labor cost for 70 acre treatment: \$28,500.

Supplies include but are not limited to: flagging, chainsaw supplies (fuel, bar oil, saw chain, files, misc. saw parts), and burn fuel (diesel, gasoline). Estimated costs: \$1,000.

8

Project Timeline

All information for the project must fit into the allotted character space provided below.

Provide a timeline for the entire project. Include milestones; begin/end dates, planned quarterly accomplishments, etc.

The project will begin upon grant award (expected January 2016).

Thinning and piling: January 2016 - June 2016.

Piling and pile burning: June 2016 - October 2016

Broadcast burning: August 2016 - April 2017

9

Community Wildfire Protection Plan

Is this Project within an approved CWPP which follows the Healthy Forest Restoration Act guidelines: Yes No In Development

If CWPP "In development" – please describe the status and expected completion date:

10

CWPP Name: Tusayan Community Wildfire Protection Plan

Is the project area identified as a priority within the CWPP: Yes No

If yes, please explain (attach brief/relevant CWPP maps or documentation that identifies this project):

The school site lies adjacent and directly southwest of the Town of Tusayan including businesses, residential housing and the water treatment plant. Prevailing southwest winds contribute to this portion of Town being the most at-risk for wildfire (see attached).

Project Longevity / Maintenance

Clearly explain how this project will remain effective over time without additional grant support.

11

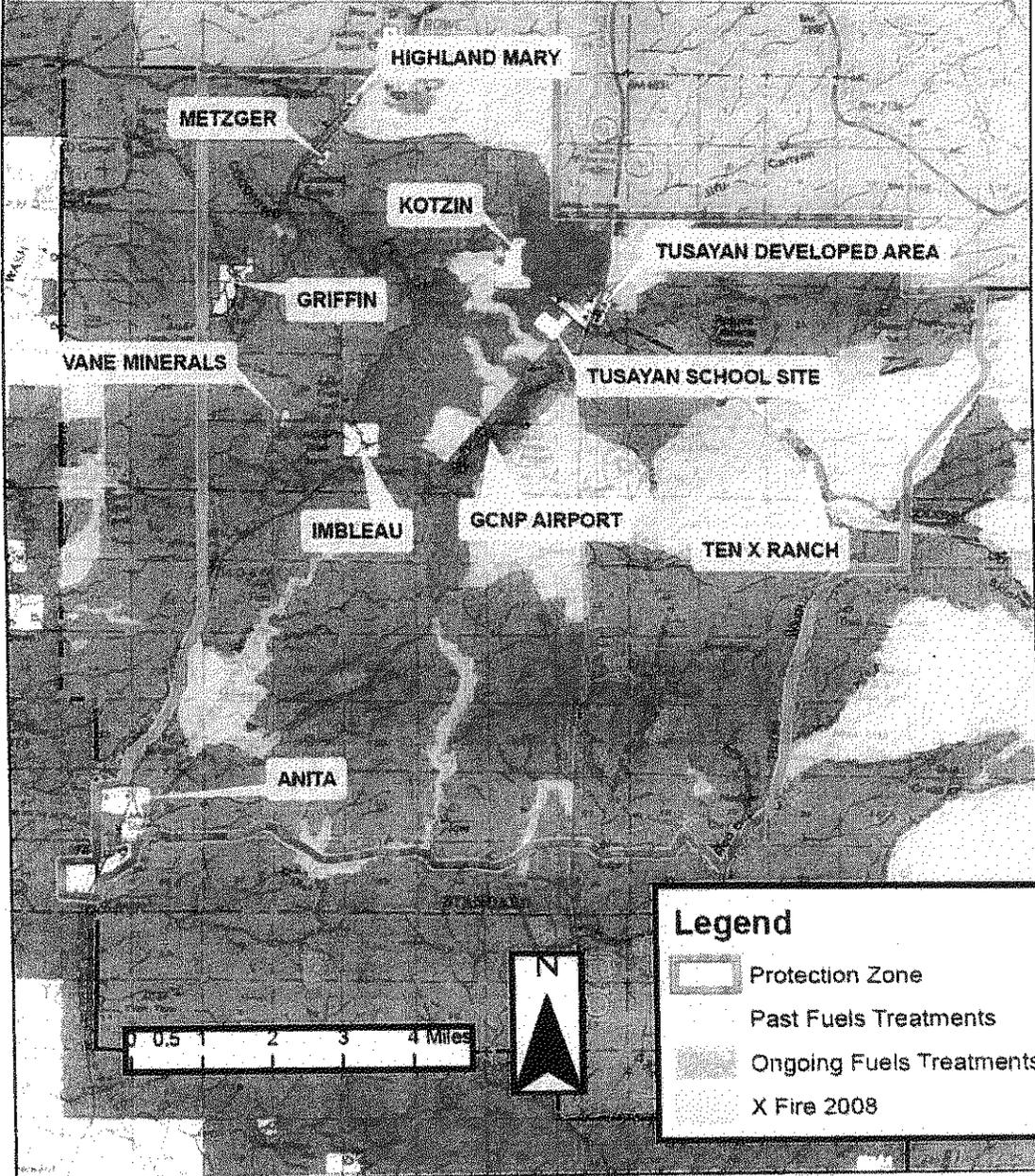
Completion of thinning and burning on this project will immediately reduce potential for undesirable wildfire spread onto school property and increase the defensibility of Town. Potential for fire spread from state and private lands onto national forest will also be lessened. Forest health will be improved and future treatment requirements will be minimal. Project benefits will be effective for a minimum of 15 years.

Permitted Attachments:

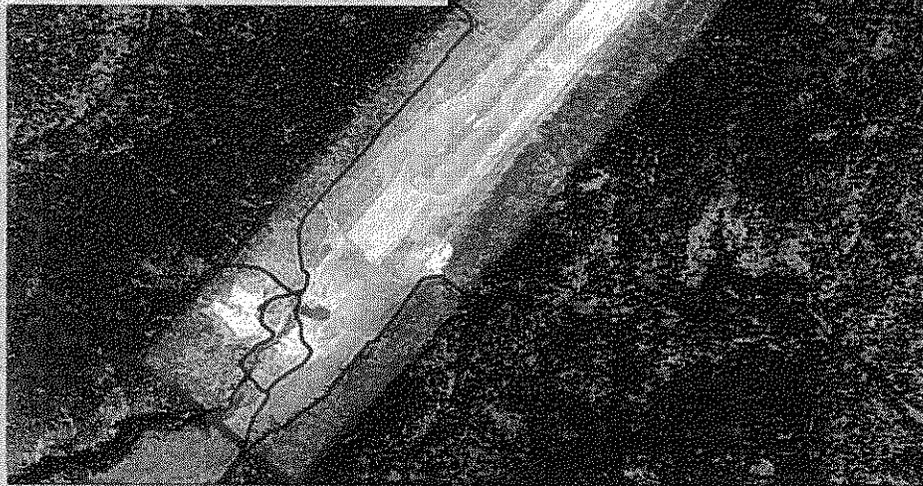
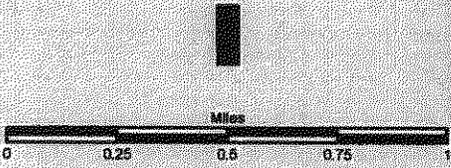
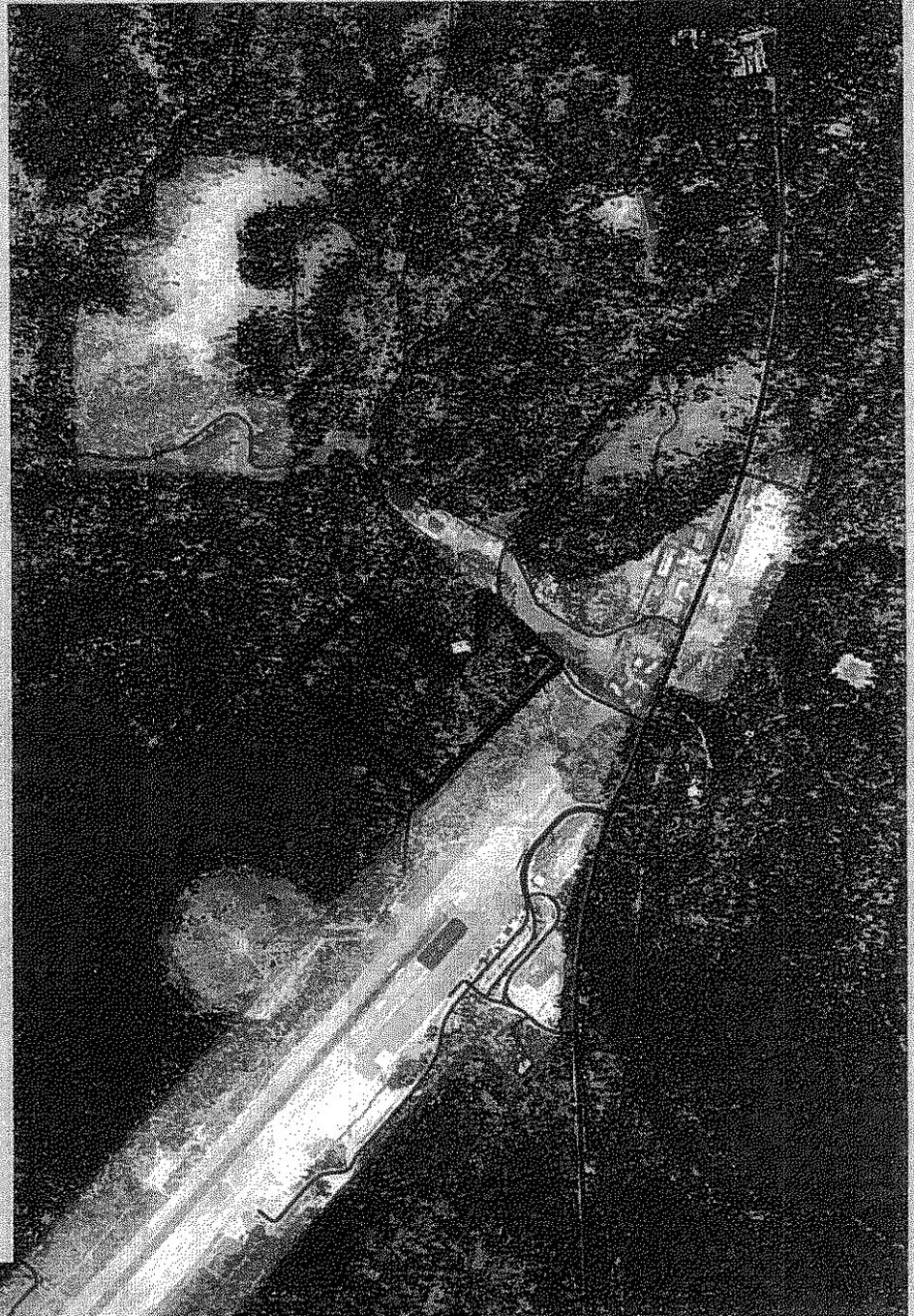
Check all that apply

- Project Maps (Maximum of 5 pages – 8 ½ x 11)
- CWPP Priority Documentation (Maximum of 5 pages 8 ½ x 11)
- Letters of Support (Maximum of 5)

ATTACHMENT A MAP TUSAYAN WILDFIRE PROTECTION PLAN



Tusayan Wildland Interface



LEGEND	
	ROADS
	PARCELS



**Coconino County
G.I.S. Department**

This data is for general planning purposes only.
No warranty of accuracy is given or implied.

1 February 2006



Site 7047
10/1/70

Tusayan Community Wildfire Protection Plan an At-Risk Community of the Kaibab National Forest in Coconino County

April 18, 2013

prepared by:

Tusayan Community Wildfire Protection Committee

P.O. Box 3625

Grand Canyon, AZ 86023

(928) 638-3473

e-mail: tfdgc@msn.com



Committee Members:

Robbie Evans, Tusayan Fire District, Chief

Lora Pitsinger, Tusayan Fire District, Assistant Chief/Administrator

Clarinda Vail, Red Feather, INC., Tusayan Representative

Josie Bustillos, Grand Canyon Chamber and Visitor's Bureau, Tusayan Representative

Cooperating Federal and State Agencies Representatives:

James Simino, Kaibab National Forest (KNF), Tusayan District Ranger

Quentin Johnson, (KNF) Tusayan Ranger District, Fire Management Officer

Bruce Banke, Arizona State Forestry Division, Assistant Fire Management Officer

Dan Pearson, Grand Canyon National Park, Fire Management Officer

Dave Mills, Tusayan Fire District Wildland Consultant

Final (Draft until approved by agencies)

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Document from the:

Tusayan Fire District Standard Operating Guidelines (TFDSOG)

Page: 1 of 7

**Tusayan All Hazard Plan
Revised Date: 04/13**

Fire Chief: Robbie Evans

Purpose: The purpose of this TFDSOG is in response to the need of pre-planning for a natural or manmade disaster that would precipitate an evacuation of the Tusayan area. Some events that may call for evacuations are: the threat of wildland fire, earthquakes, or hazardous materials incidents.

This plan is generic in nature, allowing flexibility depending on the nature or urgency of the emergency evacuation. This plan must also work in conjunction with the Grand Canyon National Parks emergency evacuation plan, along with Coconino County's Emergency Evacuation procedures.

Policy:

- a. It is the policy of Tusayan Fire District to provide for the safety and protection of the residents and visiting public to the Tusayan/ Grand Canyon area.
- b. If the need to evacuate Tusayan becomes apparent due to an emergency that would threaten the safety of the public and local residents. The Tusayan evacuation plan is intended to ensure a safe and efficient emergency operation. This policy needs to take into consideration the advisability of putting in excess of 12,000 vehicles, in the busy summer months, south bound on Hwy 64 if an evacuation is called for in the area. Alternatives, for safety of the public, include staying in place and alternative places in Tusayan.

Procedures:

- a. The decision and call for evacuation of Tusayan will be made in concurrence with Coconino County Sheriffs Office and Tusayan Fire District.
- b. The command structure will managed under the National Incident Command System (NIMS), this will provide a flexible command structure. And by using the Incident Command System a unified command is easily implemented and allows for two or more agencies to have primary incident responsibilities The Incident Commander will designate a Command post as soon as the evacuation declaration is made.
- c. Communications: Grand Canyon National Park Dispatch will serve as the primary incident communications center for Tusayan Fire District. The National Park Service Dispatch center has the capability to connect various communications center through radio/telephone patching.
- d. Information: A Public Information Officer will be designated and operate under the direction of the Incident Commander.

- e. Notification: Will be made to the various governmental and public service agencies as soon as possible upon the decision to evacuate. The GCNP Communication Center will have primary responsibility for conducting these notifications. Tusayan Fire and Coconino County Sheriffs Office will notify local businesses and residents.

Local Resources

- a. Town of Tusayan
- b. Grand Canyon National Park Service
- c. Coconino County Sheriff's Office
- d. U. S. Forest Service, Kaibab National Forest, Tusayan Ranger District
- e. Arizona Department of Public Safety
- f. Guardian Medical Transportation
- g. Arizona Department of Transportation, Williams Maintenance Yard
- h. Arizona Department of Game and Fish
- i. Grand Canyon National Park Airport

Immediate Resource Contacts

Coconino County Emergency Management, and the State of Arizona Department of Emergency Management. Both of these agencies can provide access to other resources, equipment and manpower, which includes mobilizing the Arizona National Guard. Either entity can make a disaster declaration and immediately begin providing assistance and resources. The State of Arizona will determine costs and request funding through the Federal Emergency Management Agency (FEMA).

Shelters

The American Red Cross can create disaster shelters. There are contracts with both the Williams School District and Flagstaff Unified School District along with the National Guard Armories. These facilities can be set up within evacuation travel times from the Tusayan area.

Red Cross Flagstaff Contact is 928-774-5494

Grand Canyon School Contact, though not a designated Red Cross Shelter, is 928-638-2461

Funding Resources

Both state and county funding channels are available through the Coconino County Sheriff's Office based on a Declaration of a State Emergency.

Tusayan Evacuation Procedures

- a. **Public Notification**
Public evacuation information will be broadcast as soon as possible on 102.5 (KUGO) with either telephone notification or personal contact with the area businesses and residents. The information provided will address the securing of residences, available egress routes out of Tusayan, Evacuation Collection Area's, and Safety Zones.
- b. **Evacuation of Residents and Overnight Visitors**

Evacuation of guests and residents will be conducted under the direction of Coconino County Sheriffs Department.

Bus Transportation

For any residents or visitors requiring bus transportation out of the area to an evacuation shelter. This will be accomplished by using local tour bus operations that are operated out of Grand Canyon Airport or inside Grand Canyon National Park. A local representative of the entity that owns the buses will respond to the Incident Command Post to act as liaison for the use of all buses during the evacuation phase.

Hotel Guests

All local hotels will be notified that evacuation procedures have been initiated and the need to begin evacuation of all guests. Either the General manager or the Front Desk Personnel will be contacted, and using the available on duty personnel at each hotel. They will contact and notify all guests of the order to evacuate. These personnel are to insure that the guests have received the notice and have evacuated or are in the process of evacuating will physically check each guestroom. After each room is cleared a pillowcase or towel shall be tied to the exterior door handle of the room to mark it as checked and cleared. After each hotel/area is checked and cleared, the personnel involved shall report to either the G.M or Front Desk Personnel, who will in turn notify the Incident Command Post of the progress and status of their evacuation efforts.

Any guests requiring transportation will be directed to report to the front desk associated with their hotel. Front Desk Personnel will then contact the ICP transportation manager to relay information regarding the numbers of guests needing transportation as well as any special needs.

A different team of personnel from each hotel will make a secondary check of each area following the initial check and evacuation.

Residential Areas

Coconino County Sheriff Department and National Park Service Ranger units, if available, will manage residential evacuation. This activity will be conducted under the direction of Operations Chief.

Teams of officers (CCSO, DPS, NPS Rangers, USFS Kaibab and Tusayan Fire District Personnel) will be assigned to residential areas to inform residents of the need to evacuate. Forcible removal is questionable unless there is immediate threat of injury occurring.

Residents shall turn on their front porch light and tie a pillowcase, towel or similar item to their front door handle to signify that they have evacuated their residence.

Due to the many seasonal employees that have no transportation, buses will be provided to assist in their transportation to evacuation collection areas.

Available buses will be dispatched to the different hotels and employee housing areas.

After each bus is filled the driver will report via radio to the transportation manager, and state the number of passengers and any need for additional assistance. The drivers will then proceed to the designated evacuation collection area.

After the initial evacuation, all residential areas will receive a second check to insure complete evacuation.

Safety Zones

The following areas have been designated as Urban/Wildland Interface Safety Zones in the Event that immediate evacuation egress from the Tusayan area is not possible during such an incident. Incident personnel shall be assigned to supervise each safety zone.

Safety Zones

Grand Canyon Airport - south ramp road, main terminal parking lot
Papillion Helicopter Terminal - Parking areas
Grand Canyon Helicopter Terminal – Parking areas

Traffic Control

All highway traffic control will fall under the jurisdiction of Department Of Public Safety and Coconino County Sheriff Department. And they will implement all procedures for traffic control.

Notification List- (Current April 18, 2013)

Arizona Department of Public Safety	928-773-3600
Arizona Department of Emergency Management	602-244-0504
Coconino County Sheriff Department	800-338-7888
Coconino County Emergency Management	800-338-7888
Arizona Department of Transportation	928-779-7547
GCNP NPS Dispatch	911 or 638-7805
Town of Tusayan	928-638-9909
Tusayan Ranger District U.S. Forest	928-638-2443
Williams Ranger District	928-635-2681
GCNP Airport	928-638-2446
KUGO Radio (102.5)	800-264-5449
American Red Cross Flagstaff	928-774-5494
American Red Cross National	800-842-7349
Arizona Public Service	928-638-2282
Hydro-Resources Water	928-310-4350
A Quality Water for Anasazi Water	928-606-0498
SGC Sanitary District	928-638-0906
Graves Butane	928-638-9295
Ferrell Gas	928-526-0466
Titan Gas	928-526-3147
Superior Gas	928-635-1314
Century Link	928-638-7854
Grand Canyon Chamber and Visitor's Bureau	928-638-2901

Contact For Buses:

Grand Canyon Airlines	928-638-2463
Grand Canyon School District	928-638-2461
Paul Revere	928-638-0951
Vision Air	928-638-3306
Xanterra Transportation	928-638-2631

Also, notify all area businesses.

Also, tell them to notice their employees in housing: (Current April 18, 2013)

Big E Steakhouse	928-638-0333
Camper Village	928-638-2887
Canyon Food Mart	928-638-2608
Canyon Plaza Inn & Suites	928-638-2673
DNPS Store & Housing	928-638-2854
Grand Canyon Airlines	928-638-2463
Grand Canyon Helicopters	928-638-2764
Grand Hotel	928-638-3333
Holiday Inn	928-638-3000
Imax Theater	928-638-4629
Maverick Helicopters	928-638-2622
McDonalds Restaurant	928-638-2208
Papillon Helicopters	928-638-9330
Pink Jeep Tours	928-282-5000
Plaza Bonita	928-638-8900
Red Feather Lodge	928-638-2414
Seven Mile Lodge	928-638-2291
Sophie's Mexican Kitchen	928-638-4654
Steak House	928-638-2780
Squire Inn	928-638-2681
Trading Post	928-638-2417
We Cook Pizza	928-638-2778
Wendy's	928-638-6484

Over the past several years, Coconino County, Grand Canyon National Park and Tusayan Fire District officials have embarked on an aggressive plan to build a corrected address database in accordance with the addressing ordinance. Proper addressing qualifies communities to take advantage of the Statewide Enhanced 911 system, meaning that, when a citizen calls 911, their location automatically displays in the dispatch center. Emergency services are able to accurately locate citizens in a timely manner, without having prior knowledge of a specific area. Though all of the Tusayan work has been done, some phone numbers still come up with incorrect addresses due to using old address or other reasons. The committee thought this fact was worth noting in this All Hazard Plan.



United States
Forest Service

Kaibab National Forest
Tusayan Ranger District

176 Lincoln Log Loop
PO Box 3088
Grand Canyon, AZ 86023
(928) 638-2443
Fax: (928) 638-1065

Date: April 3, 2015

Robert Evans
Chief
Tusayan Fire Department
PO Box 3625
Grand Canyon, AZ 86023

To Chief Evans:

We understand that you will soon be applying for an Arizona Wildland Fire Hazardous Fuels Grant to help implement a fuel reduction project on town property on the southwest side of Tusayan, Arizona. We consider this one of the key areas around the Town of Tusayan that needs vegetation treatments in order to ensure that the structures, improvements, and people of Tusayan are protected from a potential wildfire in the future.

The Kaibab National Forest has been implementing two separate thinning/prescribed fire projects on National Forest land in this area, and your proposed project on town property would mesh well with the current, ongoing, Forest Service projects in this area. We support your project proposal and feel this area is one of the highest priority areas to focus our energy and resources.

We will continue to work with you, the Tusayan Fire Department, the Town of Tusayan, and others to implement the ideas captured in the Tusayan Community Wildfire Protection Plan. If you have questions, or need assistance with this project, please contact me or Quentin Johnson of my staff.

Sincerely,

JAMES SIMINO
District Ranger

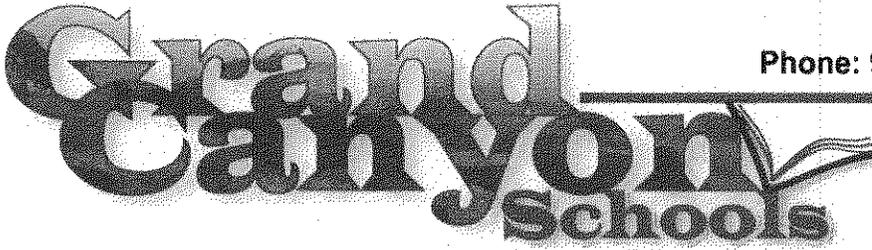


Grand Canyon Unified School District # 4

Box 519 - 100 Boulder Street

Grand Canyon, AZ 86023

Phone: 928-638-2461 • Fax: 928-638-2045



April 6, 2015

To Whom It May Concern:

As Superintendent of Grand Canyon Unified School District I am writing this letter in support of the Tusayan Fire Department. The Fire Department has applied for the 2015 Wild Land Fire Hazardous Fuel grant in which the funds received will be used to thin the Grand Canyon Unified School District's property located south of Tusayan, Arizona.

This position is not taken on my own accord but with the individual counsel with Board Members for a clear understanding of the need.

It is with sincere desire and hope that you will consider and select the Tusayan Fire Department to receive this grant. They do all in their power to serve our community, to help and assist. This grant would not only help them to continue their service but will provide much needed assistance to the Grand Canyon Unified School District and the community.

Sincerely,

A handwritten signature in cursive script that reads "Shonny Bria".

Shonny Bria Ph.D.

Superintendent

Equal Opportunity Employer/Program-Under titles VI & VII of the Civil Rights Act of 1964 (Title VI & VII), and the American with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity, because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact the UI Tax office at (602) 771-6806; TTY/TTD Services: 7-1-1.

www.grandcanyonschool.org

TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park



April 8, 2015

Arizona Wildland Fire Hazardous Grant Program Award Committee
Arizona State Forestry Division
1110 West Washington, Suite 100
Phoenix, AZ 85007

Dear Committee Members:

I am writing this letter of support for the application by the Tusayan Fire District for the 2015 Arizona Wildland Fire Hazardous Fuels Grant program. The Tusayan Town Council supports the ongoing efforts by the Tusayan Fire District to further reduce the hazardous fuels risk in and around our community. This fuels treatment project will allow for urban interface protection at the new Grand Canyon School site of which a portion is being developed by the town into a park that will serve the residents of this region.

This project will allow fuels treatments to ensure that the structures, improvements and the people of Tusayan are protected from a potential wildfire. This project also ties in with the Kaibab National Forest's Flying J project as well as the Fire District's Grand Canyon Airport project, which combined greatly reduce the community's risk for a wildfire. As I'm sure you're aware, this is a high priority area to implement a fuels reduction program.

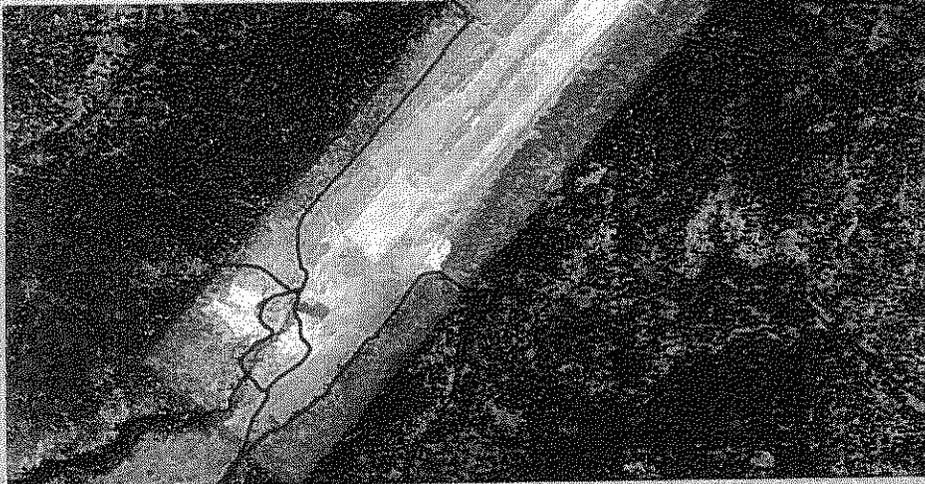
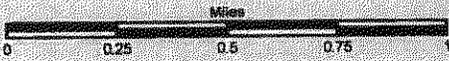
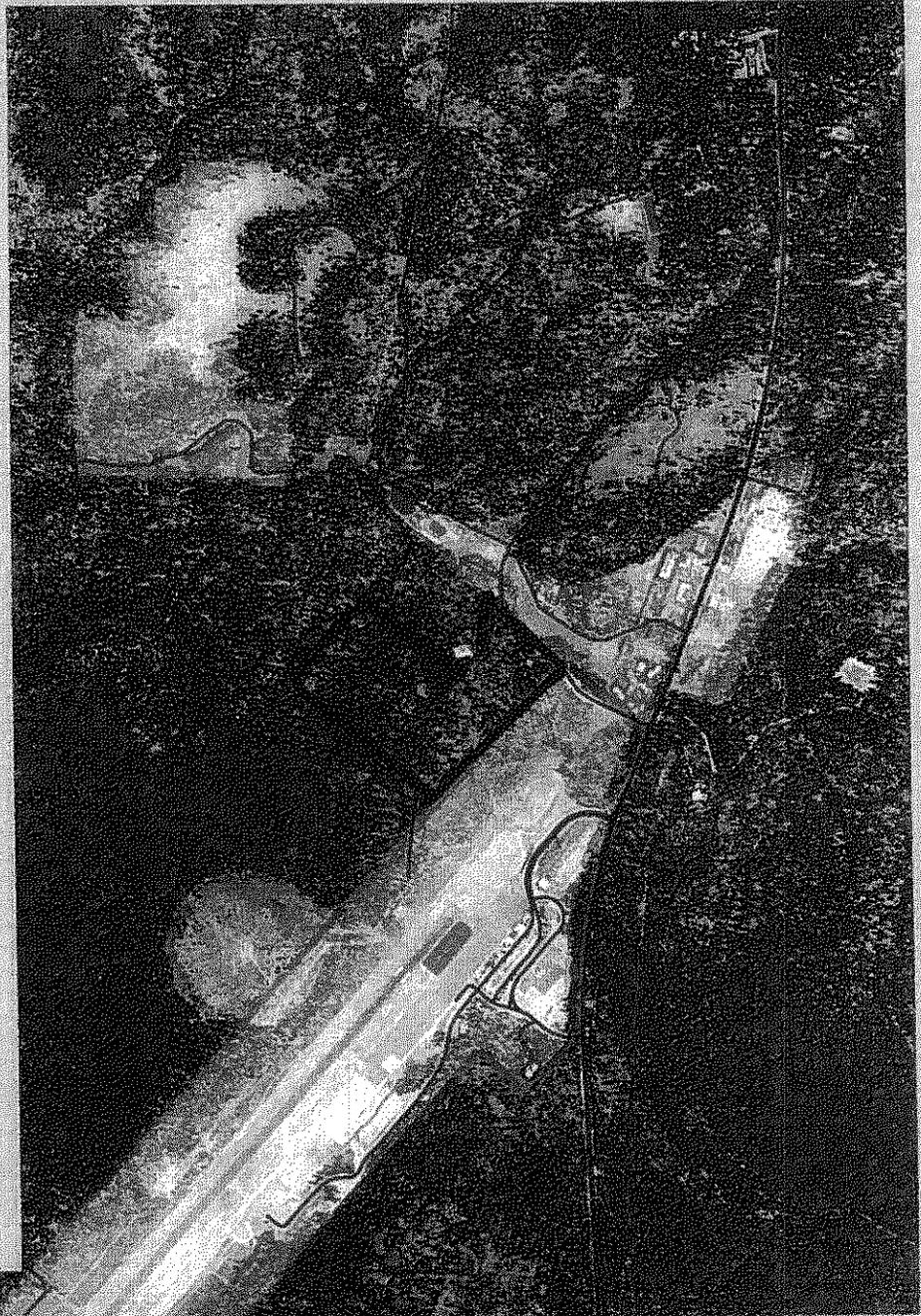
The Town has pledged to assist the Tusayan Fire District with contributing funds and in-kind contributions to ensure the success of this project. We respectfully request the committee's favorable consideration for this grant application that will improve the protection of our community from a wildfire disaster.

Sincerely,

A handwritten signature in cursive script that reads "Wright".

Will Wright, Manager
Town of Tusayan

Tusayan Wildland Interface



LEGEND	
	ROADS
	PARCELS



**Coconino County
G.I.S. Department**

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No warranty of accuracy is given or implied.

1 February 2006

ITEM NO. 7C

WOODSON

ENGINEERING & SURVEYING, INC.

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

March 26, 2015

Mr. Will Wright, Town Manager
Town of Tusayan
PO Box 709,
845 Mustang Drive
Tusayan, AZ 86023

**Re: 114675/51- Tusayan Initial Engineering Assessment and Hydrologic Analysis-
Proposal for Professional Services**

Dear Will,

Thank you for the opportunity to propose to work with the Town of Tusayan on this important project. Pursuant to our meeting with Coconino County Flood Control District, following is our proposal to perform Watershed Research and Hydrologic Analysis. The intent of this study is to determine the characteristics of the different drainage flows that impact the Town and also to establish a flow rate for the unstudied Flood Zone A and other Town watersheds. This is the first of several steps as outlined in the Coconino County's (County) Draft Initial Engineering Assessment (IEA) guidelines which are attached for your information. The study will also summarize the findings from previous studies performed by various consultants.

Scope of Services

The focal point of the study will be Coconino Wash (will be referred as Wash hereafter) that traverses through the Town of Tusayan (will be referred as Town hereafter) generally from east to west across State Highway 64. The other major watersheds adjacent to the Wash will be included in the study as well since the flows from the washes impact properties that have not been mapped in the past.

The Wash watercourse is designated as Special Flood Hazard Area (SFHA) Zone A on the FIRM Panels 3325G and 3300G. Multiple properties on both sides of the highway are impacted by this Floodplain designation. Historically, the flood impacts to individual properties have been determined by the individual owners as required to support development of those properties. To date there has been no comprehensive or detailed study of any of the watercourses through the entire area. As a result, development within the Floodplain has had an adverse affect on some portions of the reach, and structures on some properties may not be properly elevated above the 100-year Base Flood Elevation (BFE). There are several tributaries to the Wash within the community which may also pose substantial flood hazards.

The main intent of this hydrologic study is to establish a flow rate for the currently delineated Flood Zone A, and other watersheds, which can be eventually used for a Hydraulic analysis and floodplain delineation, which are the next steps in the County's draft IEA process. After that flood control infrastructure installation and subsequent map revisions would be the final stage.

This agreement will include the tasks as outlined below:

Tasks and Fees:	Task 1 – Scope, Coordination, Meetings, Admin	\$24,150
	Task 2 - Drainage Basin Description	\$ 2,400
	Task 3 - Research and Determination	\$ 4,000
	Task 4 - Hydrologic Analysis	\$ 9,900
	Task 5 – Partial IEA and Hydrologic Report	\$ 5,000
	Reimbursable Expenses (Allowance)	\$ 4,100
	 Total Not-to-Exceed (NTE)	 \$49,550

Task 1: Scope Development with the Town and the County, Coordination and Meetings:

This task will include coordination and meetings with the County, including the initial meetings with the Town; and ADWR and FEMA meetings that will be required to develop the scope of the work, perform the hydrologic analysis and to present the results to gain approval. The following is an anticipated list of the meetings:

- Town meetings (2), Team meetings
- Initial County meeting
- County Flow Model Selection meeting
- Meeting to present results to the County, 2nd County meeting to gain approval
- Meeting to present results to ADWR, 2nd meeting to gain approval
- Meeting to present results to FEMA, 2nd meeting to discuss, 3rd meeting to gain approval

Task 2: Drainage Basins Description:

Our work will reference all drainage/planning studies previously done, drainage reports, drainage basin characteristics, investigation of existing drainage facilities and significant irrigation facilities. Woodson Engineering will collect previous drainage studies; obtain as built of existing drainage infrastructure from the Town and ADOT. A field check will be performed to confirm the sizes and location of culverts under State Highway 64.

Task 3: Research and Determination of Cause and Responsibility:

Per the draft IEA, the following items should be researched and provided as a part of the assessment:

- Elevation certificates
- Flood insurance claims
- Damage assessment reports
- Drainage complaints
- Historic flooding survey letter

The historic flooding survey letter will be used to give Tusayan residents the opportunity to file known flooding issues with the County and Town for the study. The County is to provide the letter template to Town. Woodson will obtain mailing addresses, send the letters and process the return letters.

Upon research, a brief discussion of the reason for preparing IEA will be provided to include historic flooding, drainage/flooding complaints, excessive maintenance costs, etc to the Town and the County.

Task 4: Hydrologic Analysis:

The hydrology for the Wash, and other watersheds that enter the Town has been studied multiple times by different engineering firms. However no conclusion has been made on the actual runoff. In order to establish base runoff rates, Woodson Engineering will perform a hydrologic analysis and submit it to Coconino County for review and approval. Also the hydrologic analysis would include all the tributary drainage areas that contribute flow to the Wash within Town limits up to the Sanitary District's waste water treatment plant.

Since the existing flood zone in the Town is designated as Zone A which does not have the flows established, the hydrologic analysis will also establish a flow rate for Zone A which will be eventually used to perform hydraulic analysis for map revisions. The flows could be also provided to private developments within the Town and minimal review would be needed for referenced offsite flows.

The research, backup information and hydrologic analysis will be performed per the draft guidelines of Initial Engineering Analysis (IEA) obtained from Coconino County and Arizona Department of Water Resources (ADWR) State Standards for Hydrologic Modeling guidelines. As mentioned in the IEA, the County will be contacted to get advice on preferred software for the hydrologic analysis.

The drainage area that contributes flow to the Coconino Wash within Town limits is over 50 square miles and other watersheds is approximately 20 square miles. The overall topographic map for the Town does not cover the entire contributing drainage areas. USGS Quadrangle maps will be utilized to delineate the drainage areas and to perform time of concentration calculations for the drainage areas that are not covered under overall topography of the Town.

Task 5: Partial Initial Engineering Assessment Report and Hydrologic Report:

A partial IEA report will be prepared to document the findings and analysis from the above mentioned Tasks. Due to the range of the flows determined by previous studies, we believe that approval from ADWR and FEMA is very crucial before the design of flood control facilities and before the hydraulic analysis for establishing BFEs can be completed. The guidelines are still in working progress and this proposal includes the IEA tasks thru the Hydrologic Analysis. For this reason, this would be a partial IEA report. Though the IEA guidelines are still in draft form with no County work beginning until July, getting started on the project will give a head start towards additional IEA funding from the County and can also place the Town in a better position to obtain funding from the County for infrastructure improvements.

A Hydrologic Report will be prepared narrating the methodologies used for runoff calculations and will provide the supporting documentation for hydrologic analysis. The report will include drainage area maps and runoff calculations. Since the flow discharged by Coconino Wash, and the other watersheds has been studied multiple times by various consultants, a summary of the flow rates and findings from previous studies will be included in the report.

Deliverables:

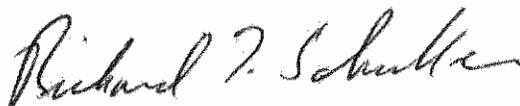
Partial Initial Engineering Assessment with Hydrologic Report will be submitted to Coconino County for review/approval. We will work with the County to gain their approval of the hydrologic analysis. The Hydrologic report will then be submitted to ADWR and Federal Emergency Management Agency (FEMA) for review and approval of the hydrology.

Reimbursable Expenses include Report printing costs, mileage, postage, etc.

We are excited to have been presented this opportunity and will look forward to the possibility of working on this very important study with the Town. Thank you again for the opportunity and feel free to contact us if you have any questions or need any additional information.

Sincerely,

WOODSON ENGINEERING AND SURVEYING

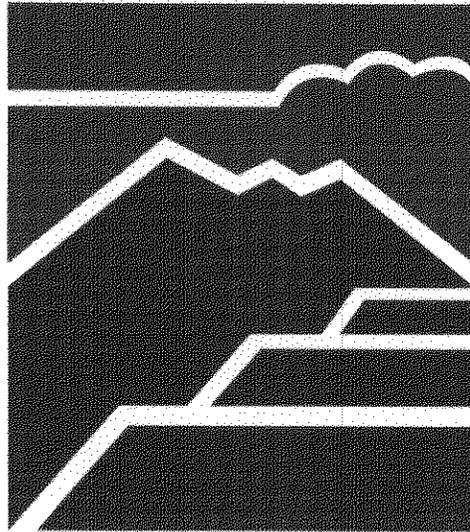


Rick Schuller, PE
Engineering Department Manager

C: Mark Woodson, P.E, RLS

Attachments: Coconino County's Draft Initial Engineering Assessment (IEA) guidelines

**COCONINO COUNTY
INITIAL ENGINEERING ASSESSMENT
GUIDELINES**



COCONINO
COUNTY ARIZONA

**Coconino County
Public Works Department
5600 East Commerce Avenue
Flagstaff, Arizona 86001**

DRAFT REV 02/16/15

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LIST OF EQUATIONS

DEFINITIONS

Emergency Services: Organizations that respond to and deal with emergencies when they occur, especially those that provide police, ambulance, and firefighting services.

Hazardous Material Storage: Scott to provide.

Non-Structural Costs: Other costs associated with the construction of capital improvements such as engineering, land acquisition, early warning system software, flood hazard mapping, environmental permitting, etc.

Structural Costs: Costs associated with the construction of capital improvement structures such as culverts, bridges, storm drain, channels, detention facilities, early warning system structural installation, etc.

ABBREVIATIONS

ADOT:	Arizona Department of Transportation
CIP:	Capital Improvement Project
FEMA:	Federal Emergency Management Agency
FIRM:	Flood Insurance Rate Map
FIS:	Flood Insurance Study
IEA:	Initial Engineering Assessment

CHAPTER 1: INTRODUCTION

1.1 PURPOSE

This guideline has been developed to assist in the production of a standardized Initial Engineering Assessment Report for Coconino County, Arizona. The IEA report will provide information to the County in order to assist in prioritizing capital improvement projects. Needs more.

1.2 APPLICABILITY

The policies, design criteria, and procedures presented in this guideline are applicable to the creation of the IEA report and should not be used as a substitute for the policies, design criteria, and procedures presented in the Coconino County Drainage Design Criteria Manual. Needs more.

1.3 USE OF THIS GUIDELINE

The policies, design criteria, and procedures presented in this guideline are to be utilized in the preparation of IEA reports...

CHAPTER 2: IEA REPORT PREPARATION

2.1 IEA REPORT REQUIREMENTS

The IEA Report shall be typed on 8 ½" by 11" paper and properly bound. The report shall be in accordance with the following outline and address all of the requirements listed. Each section of the outline is detailed in this chapter.

- 2.1.1 GENERAL LOCATION
- 2.1.2 DRAINAGE BASIN DESCRIPTION
- 2.1.3 RESEARCH
- 2.1.4 DETERMINATION OF CAUSE AND RESPONSIBILITY
- 2.1.5 EXISTING CONDITIONS ANALYSIS
- 2.1.6 CONCEPTUAL ALTERNATIVES ANALYSIS
- 2.1.7 ALTERNATIVE EVALUATION ASSESSMENT
- 2.1.8 SELECTION OF RECOMMENDED ALTERNATIVE(S)
- 2.1.9 SUMMARY

2.1.1 GENERAL LOCATION

This section shall include the following:

- 1) Location description
 - a. Provide the Township, Range, and Section numbers
 - b. Describe the location of the project area by listing City, County, State Highway or Local streets, major drainageways and/or significant land features that are near the area
 - c. Assessor Parcel Number(s) of the properties in the project area
- 2) Location figure
 - a. Provide a figure showing the major roadways, major drainageways, significant land features, etc. and clearly indicate the limits of the project area

2.1.2 DRAINAGE BASIN DESCRIPTION

This section shall describe the following:

- 1) Reference to all drainage planning studies such as:
 - a. Flood Hazard Delineation Reports
 - b. Drainage Reports
 - c. Flood Insurance Rate Maps (FIRMs)
 - d. Other applicable studies
- 2) Drainage basin characteristics
 - a. Area in acres or square miles
 - b. Historic drainage patterns
 - c. Current drainage patterns
 - d. Soils classification
 - e. Existing land use
 - f. Proposed land use
 - g. Ground cover
- 3) Existing drainage facilities in the project area such as, but not limited to:
 - a. Channels

- b. Culverts
 - c. Bridges
 - d. Roadway Drainage
 - e. Storm Drain
 - f. Detention Pond
- 4) Significant irrigation facilities

2.1.3 RESEARCH

The IEA shall contain historic flooding information for the area being studied. The consultant should research and provide the following items, at a minimum:

- 1) Elevation certificates
- 2) Flood insurance claims
- 3) Damage assessment reports
- 4) Drainage complaints
- 5) Historic flooding survey letter

The consultant can start obtaining this information by visiting the Coconino County Community Development department. The contact information is:

2500 N. Fort Valley Rd
Building 1
Flagstaff, AZ 86001
928-679-8850
<http://www.coconino.az.gov/index.aspx?nid=136>

Elevation certificates and flood insurance claims are generally available from the Community Development office. Elevation certificates will be available for viewing and downloading online in the near future (tentatively June of 2015).

Damage assessment reports and drainage complaint information is less common, but should be investigated through the Community Development office. If no data is available, document the findings in this section of the IEA.

The historic flooding survey letter will be used to give residents the opportunity to file known flooding issues with the county for each IEA. The consultant will be responsible for obtaining mailing addresses, sending letters, and receiving/filing the returned letters. The County will provide the consultant with the letter template.

The consultant will work with the county to file the research information with the County. TBD might be the filing methodology. Also TBD might be damage assessment reports and drainage complaints if obtained for this Fort Valley IEA.

2.1.4 DETERMINATION OF CAUSE AND RESPONSIBILITY

Provide a brief discussion of the reason for preparing the IEA. This discussion may include: historic flooding, drainage/flooding complaints, excessive maintenance costs, etc.

2.1.5 EXISTING CONDITIONS ANALYSIS

The main purpose of the existing conditions analysis is to determine peak flow rates, delineate the floodplain, and create hazard maps. The results of this analysis will serve to establish the baseline for assessing the flood hazard risk to structures, property and population. The data developed in this analysis will also be used to identify and define mitigation alternatives and their effectiveness.

All hydrologic and hydraulic analyses and design shall substantially conform to the procedures, policies, and methodology summarized in the latest version of the Coconino County Drainage Design Criteria (Drainage Manual) and these guidelines. Variations from the Drainage Manual or these guidelines shall require prior approval by Coconino County staff and shall be clearly noted in the IEA Report.

2.1.5.1 HYDROLOGY

This section provides an overview of the types of hydrologic analysis that may be required as part of the IEA process. Coconino County will specifically state the required hydrologic method for each IEA in the scope of work for that project.

All hydrologic analyses shall include the 2-, 10-, 25-, 50-, and 100-year storm events. Storm durations will generally be dictated by watershed size as specified in the Drainage Manual.

FEMA FIS DATA

When available and appropriate, peak discharge data from FEMA FIS studies should be used. As long as the FIS provides at least two storm events (e.g. – 10- and 100-year discharges), missing recurrence interval peak discharges can be estimated by plotting the known FIS discharges versus probability on a log-log graph and either interpolating or extrapolating the missing recurrence intervals.

If full hydrographs are required, then the original hydrology models used to develop the FIS discharges should be obtained from either Coconino County or FEMA.

NEW HYDROLOGY

In areas where FEMA has not prepared an FIS for the project area, new hydrology shall be developed using either HEC-1, HMS, or if required, a two-dimensional model such as FLO-2D. The IEA Report shall document the development of all modeling elements. Specific guidance for the development of IEA hydrology includes:

- Precipitation – Unless otherwise specified, precipitation depths shall be estimated from the National Oceanic and Atmospheric Administration (NOAA) 14 Atlas. The rainfall for all 24-hour storm events shall be distributed using the Natural Resource Conservation Service (NRCS) Type II storm distribution. Other storm durations shall be distributed using the Frequency Storm Method in HMS (USACE, 2010b).
- Rainfall Loss – Rainfall losses shall be modeled using NRCS Curve Number (CN) methodology per the Drainage Manual.
- Unit Hydrograph – Unit hydrographs within HEC-1 and HEC-HMS will be modeled using the NRCS dimensionless unit hydrograph.
- Guidelines for preparing and evaluating the results of two-dimensional models are provided in Section 2.1.5.3.

2.1.5.2 HYDRAULIC MODELING

This section provides an overview of the types of hydraulic analysis that may be required to develop the flood inundation limits as part of the IEA process. Coconino County will specifically state the required hydraulic method(s) for each IEA in the scope of work for that project.

All hydraulic analyses shall evaluate the 2-, 10-, 25-, 50-, and 100-year storm events.

FEMA FIS DATA

When available and appropriate, hydraulic data from FEMA FIS studies should be used. Hydraulics for missing recurrence intervals can be generated using the Effective FIS model. HEC-2 or other models should be converted to the latest version HEC-RAS. The Consultant shall check with Coconino County and/or FEMA to obtain the current effective FIS models.

NEW HYDRAULIC MODELING

In the absence of existing hydraulic modeling, new hydraulic analyses shall be performed to identify and delineate the flood inundation hydraulics for study area. The type of model to be used will depend largely on the type of terrain and flooding characteristics anticipated in the area. Typical riverine areas with one-dimensional conveyance characteristics can be modeled using either simple normal depth techniques or the USACE's HEC-RAS program. Guidelines for preparing and evaluating the results of two-dimensional models are provided in Section 2.1.5.3

- **Normal Depth Analyses** – Simplified normal depth analyses using Manning's Equation may be used for small, short reaches of conveyance that have a consistent cross-sectional geometry and slope, and where the effects of backwater or special hydraulic considerations are not a factor in the identification of the flood inundation limits.
- **HEC-RAS Modeling** – detailed, one-dimensional backwater modeling can be performed using the latest version of the USACE's HEC-RAS program (USACE, 2010a). HEC-RAS will generally be used to model the flood inundation characteristics for watercourses that have gradually varied conveyance geometries and slopes, as well as overbank floodplains and hydraulic structures such as culverts, bridges and inline structures.

Documentation of the hydraulic modeling parameters within the IEA Report shall at a minimum include:

- Parameter Descriptions (Roughness and Loss Coefficients)
- Cross Section Discussion (Spacing, Location, Orientation, etc.)
- Special Hydraulic Considerations (culverts, bridges, levees, inline structures, hydraulic jumps, etc.)

2.1.5.3 TWO-DIMENSIONAL MODELING

This section of the IEA Report will be used to document the development of two-dimensional (2D) modeling shall be considered for areas that clearly have tributary, unconfined, and/or non-linear flow conditions that are otherwise difficult or impossible to accurately model using one dimensional tools like HEC-RAS. Example models may include FLO-2D, XP-2D, MIKE-Flood, etc. Typically, these models handle both the hydrologic and hydraulic processes in one package and produce grid-based results that can readily be rasterized for graphical depiction of flood risks and inundation areas.

The development of 2D modeling parameters and input data shall be thoroughly documented in the IEA Report and shall generally address the following components:

- **Grid Development** – the report shall document the development of the modeling domain and selected grid size. Typical grid sizes will range between 20 to 50 feet on a side. The grid size should be chosen to provide adequate definition of the flood surface and also maintain a functional model size and computational efficiency. The modeling domain should at a minimum provide adequate modeling boundaries to completely cover the area of interest and included a sufficient buffer that precludes any boundary effects on the critical modeling area. Models can also be developed to cover the whole watershed or just the floodplain area with externally provided inflow hydrology.
- **Grid Elevations and Roughness**
- **Grid Area and Width Reductions**
- **Rainfall and Loss Parameters**
- **Inflow and Outflow Nodes**
- **Hydraulic Structures, Channels, Levees, Storm Drains, etc.**
- **Numerical Controls and Tolerances**

2.1.5.4 FLOODPLAIN DELINEATION

IN PROGRESS

Andrew's Notes:

If FEMA has prepared an FIS for the project area:

The floodplain shall be as indicated on the FIRM. Unshaded Zone X not included. Overlay with imagery/shapefiles to determine location of occupied structures (It appears that all areas with existing FIS are being restudied using FLO-2D and new mapping... might not need this section anymore)

If FEMA has **not** prepared an FIS for the project area:

The floodplain shall be determined for the 10 & 100-year event

Hydraulics:

FLO-2D (>0.2' depth). Rainfall is not captured in 0.2'... just runoff

HEC-RAS

Normal depth Multiple 1-D cross sections

Floodplain:

Detailed mapping

Occupied Structures in the floodplain

Overlay with imagery/shapefiles to determine location of occupied structures existing conditions summary

Show the table that Chris was discussing w/ number of occupied structures. Peak discharges.

2.1.5.5 HAZARD MAP

Provide hazard map information using guidelines from FLO-2D manual. This should describe how to create the maps using FLO-2D and HEC-RAS. 20' grid maximum for the resolution.

2.1.6 CONCEPTUAL ALTERNATIVES ANALYSIS

Placeholder text. Need to determine 2.1.7 first.

2.1.7 ALTERNATIVE EVALUATION ASSESSMENT

Placeholder text. Need to discuss and finalize.

Option 1: Develop a scheme with some metrics to perform what might be thought of as more of a traditional benefit-cost assessment. Metrics could include: project cost, O&M cost, population exposure, flood inundation area, buildings flooded, ancillary benefits, etc. Metric values would be determined for each alternative, ranked from high to low, and multiplied by a factor in order to determine a weighted point value, which would indicate the recommended alternative.

Option 2: For each alternative, develop the numbers for the Prioritization Scoring Guide and use that as the primary tool for analyzing the cost and benefits.

Option 3: A more qualitative analysis. See FCD matrix handout for an example.

2.1.8 SELECTION OF RECOMMENDED ALTERNATIVE(S)

Placeholder text. Need to determine 2.1.7 first.

2.1.9 SUMMARY

The summary section will provide specific information, extracted from the main body of the IEA report, which Coconino County will use to prioritize their Capital Improvement Projects (CIPs). The following sections outlined in this summary section directly correlate to the Coconino County Initial Engineering Assessment Prioritization Scoring Guide.

2.1.9.1 LEVEL OF MITIGATION

This section shall provide a summary of the level of mitigation for which the recommended alternative was analyzed/evaluated.

Table 1 Example Level of Mitigation Summary Table

Level of Mitigation Summary	
Storm Frequency (year)	Storm Duration (hrs)

2.1.9.2 TOTAL PROJECT COST

This section shall provide a summary of the estimated structural cost, non-structural cost, and total cost (structural + non-structural) for the recommended alternative. Table 2 shows an example summary table that shall be included in this section of the IEA report.

Table 2 Example Total Project Cost Summary Table

Total Project Cost Summary Table	
Estimated Structural Cost	
Estimated Non-Structural Cost	
Estimated Total Cost	

2.1.9.3 AREA/POPULATION MITIGATED

This section shall provide a summary of the land use and number of parcels that are inundated by the 100-year floodplain. The "score" column is calculated by multiplying the number of parcels by the predetermined factor. Table 3 shows the summary table that shall be included in this section of the IEA report.

Table 3 Example Area/Population Mitigated Summary Table

Area/Population Mitigated Summary Table			
Land Use	Number of Parcels	Factor	Score
Residential ¹ (Developed)		2.0	
Residential (Undeveloped)		0.5	
Commercial ² (Developed)		2.0	
Commercial (Undeveloped)		0.5	
Industrial ³ (Developed)		2.0	
Industrial (Undeveloped)		0.5	
Emergency Services		100.0	
School		100.0	
Hazardous Material Storage		100.0	
Total:			

¹ Includes: General (G), Agricultural Residential (AR), Rural Residential (RR), Residential Single Family (RS) and Multiple Family Residential (RM) zones.

² Includes: Commercial Neighborhood (CN), Commercial General (CG) and Commercial Heavy (CH) zones.

³ Includes: Industrial Park (MP), Light Industrial (M-1) and Heavy Industrial (M-2) zones.

2.1.9.4 COORDINATION WITH OTHER PROJECTS

This section shall provide a summary of the number of additional projects that are involved with, dependent on, or in the immediate vicinity of this project. This could include projects such as: other flood control, roadway, mapping, etc. Table 4 shows an example summary table that shall be included in this section of the IEA report.

Table 4 Example Project Coordination Summary Table

Project Coordination Summary Table	
Project Name	Type of Project

Total Number of Projects:

2.1.9.5 HAZARD LEVEL

This section shall provide a summary of the number of structures in the High, Medium, and Low hazard areas for the 100-year storm event. The structures to be counted in this summary should be structures that are larger than 200 square feet or have special occupancy/storage conditions. The high, medium, and low hazard areas are those identified by the hazard map explained in SECTION XX. Table 5 shows an example summary table that shall be included in this section of the IEA report.

Table 5 Example Hazard Level Summary Table

Hazard Level Summary Table			
	Low Hazard Area	Medium Hazard Area	High Hazard Area
Number of Structures			

2.1.9.6 ANCILLARY BENEFITS

This section shall provide a discussion of the ancillary benefits (if any) associated with the recommended alternative. These benefits may include, but are not limited to:

- Water quality benefits
 - Storm water management through basins or wetlands prior to discharge into receiving waters
- Vegetation and wildlife habitat benefits
 - Existing wildlife corridor maintained, enhanced or new areas created through the provision of dedicated drainage/open spaces
- Environmental benefits
 - Protection of environmentally sensitive areas
- Multi-use benefits
 - Ground water enhancement, trails, bike paths, recreation opportunities, and open space uses
- Aesthetic benefits
 - Preservation or enhancement of the natural character of the landscapes of Coconino County
- Quality of life benefits
 - Preservation or enhancement of cultural or historic resources

2.1.9.7 OPERATION AND MAINTENANCE COST / SAVINGS

This section shall provide a summary and discussion of the County’s annual existing operation and maintenance costs and the operation and maintenance costs anticipated to occur with the implementation of the recommended alternative. Table 6 shows an example summary table that shall be included in this section of the IEA report.

Table 6 Example Operation and Maintenance Cost / Savings Table

Operation and Maintenance Cost / Savings		
Type of O & M Cost	Existing Annual O & M Cost	Proposed Annual O & M Cost
Roads		
Drainage Structures		
Channels		
Total:		

CHAPTER 3: REFERENCES

Coconino County, 2001, Coconino County Drainage Design Criteria, revised 2010.

USACE, 2010a, HEC-RAS, River Analysis System, Hydraulic Reference Manual, CPD-69, version 4.1.

USACE, 2010b, Hydrologic Modeling System HEC-HMS, User's Manual, CPD-74A, version 3.5.

ITEM NO. 7D

SIMS ■ MURRAY

2020 North Central Avenue
Suite 670
Phoenix, Arizona 85004
P: 602-772-5500 F: 602-772-5509

David H. Benton
Direct Line: 602-772-5504
dbenton@simsmurray.com

TO: Bill Sims
FROM: David H. Benton
DATE: March 20, 2015
RE: Creation of the Housing Authority of the Town of Tusayan

Bill, if you recall, back in 2010/2011 timeframe, the *Phoenix New Times* did an exposé about the Housing Authority of Maricopa County (HAMC), uncovering the bad behavior of its Executive Director who ignored obvious and open conflicts of interest, made unauthorized and inappropriate expenditures, procured goods and services from family members, and conducted other acts that threatened the ongoing viability of the HAMC. The Maricopa County Board of supervisors (BOS) was forced to act.

The BOS decided to “take over” the HAMC and straighten it out. Back then, I was Managing Counsel for the civil side of the Office of General Litigation, and was asked to help with the effort to clean up the HAMC. I drafted the resolution documents and bylaws that created the now existing HAMC, and also drafted the intergovernmental agreements that were used to improve the administrative and operational protocols at the new HAMC. I was asked to draft documents that appointed the BOS as Board Commissioners of the HAMC. The new HAMC, via the IGA, adopted the financial processes and procedures of the County; purchasing protocols; human resource and personnel procedures; finance procedures; and procurement procedures.

In addition, I spearheaded the entire process. I advised the BOS/Commissioners, assisted HAMC and County staff, drafted documents, and guided the members during all the public hearings. In addition, we created an advisory board for the BOS/Commissions, made up of local housing experts and stakeholders, who made recommendations and assisted the board on a variety of topics and projects. The advisory board proved to be a valuable tool for the BOS/Commissioners.

Although the BOS successfully created and improved the HAMC, the *New Times* articles prompted a federal Department of Housing and Urban Development (HUD) audit of HAMC. Local housing authorities are a central clearing house for federal assistance grant money, which typically can be millions of dollars, even for small authorities. So the HUD audit at HAMC didn't come as a surprise. The audit resulted in, if I recall correctly, almost \$80,000 in fines and penalties - which, of course, cannot be paid out of grant money, and must be paid from local administrative costs. I assisted in some of the research and strategies to negotiate the final settlement agreement of those fines and penalties.

March 20, 2015

Page 2

Once the new HAMC was established, I was assigned as counsel on all aspects, including contract review, open meetings, and program advice on a day-to-day basis. The new HAMC has become very successful, and ended up taking over the voucher and Section 8 programming for Peoria. I also advised HAMC on taking over those local programs.

Just before I left Maricopa County, I negotiated an energy performance contract for HAMC that included almost 600 units over 2 properties. There is federal authority for low income housing projects to be upgraded with new, energy saving technology, such as insulation, efficient HAVC, and programmable thermostats. The cost of construction is paid out of the energy savings. The contract, once it was approved by HUD, would lead to energy-saving improvements, better living conditions for residents, and a potential revenue source for HAMC.

Tusayan Housing Authority

The transition of HAMC described above was for an already existing housing authority. But it graphically illustrates what can go wrong when a housing authority is not properly operated. There is media scrutiny, federal audits, and heavy fines. Creating a new housing authority is a somewhat similar process, but the advantage is we can install safeguards and checks, and balances to prevent, or at least, warn of the circumstances that occurred at the former HAMC.

You asked what it will take to create a housing authority for the Town of Tusayan. To create the Housing Authority of the Town of Tusayan (HATT), the Town Council must declare, by resolution, that the conditions for low income residents in the Town necessitate the expenditure of public funds, and that the expenditure would be in the public interest. A.R.S. § 36-1402.

A Council resolution must describe, at a minimum, the availability of affordable housing for low-income residents in the Town, the condition of that housing (e.g., is it adequate, affordable, etc.), and how those conditions impact the community. I don't think each and every condition raised in statute must exist in the Town; but whatever those conditions are, they should be adequately described, and the Council declare it is necessary to expend public funds to address those conditions. A sample resolution is attached using the statutory language (and citations, which can be removed of course), but I think any language that conveys the message is acceptable.

The resolution will appoint the Town Council members as HATT Commissioners. A.R.S. § 36-1404(B). Once the resolution is approved, the first order of business of HATT Commissioners would be to draft and adopt bylaws. Statute establishes the authority of all housing authorities, so at a minimum, the bylaws should reflect the authorities provided in state law. In addition, the bylaws establish how the HATT would operate and conduct business. This includes governance among the Commissioners (Chairperson, Secretary, Treasurer, etc.); HATT staff appointments (i.e., executive director); meetings; voting; committee appointments;

expenditure authorities; and administrative and operational protocols (e.g., budget, finance, procurement, etc.).

Once established, HATT is essentially a low-income housing developer: land acquisition, construction, renovations, and rehabilitation projects. More importantly, HATT is considered a “local public housing agency” by the federal Department of Housing and Urban Development (HUD), thus being eligible for grant funding for administrative costs, acquisitions, build outs, renovations, and public housing assistance programming (e.g., vouchers or Section 8 rental assistance).



Will Wright <tusayantownmanager@gmail.com>

Housing Authority

1 message

Bill Sims <wjsims@sims-murray.com>
To: Will Wright <tusayantownmanager@gmail.com>
Cc: David Benton <DBenton@sims-murray.com>

Fri, Mar 20, 2015 at 11:16 AM

Will:

Here is a memo describing how we could help with the Town's interest in creating a Housing Authority. Both David and I have represented the Maricopa County Housing Authority.

The attached memo from David describes quite well some difficult lessons the County learned concerning the risks of having the authority governed by persons other than the Board of Supervisors. David helped the County reassert Board of Supervisor control. The memo also lays out the steps that the Town would need to take to create an authority!

We would charge the Town the same hourly rate that we charge now: \$200/hr. It is impossible to predict a budget without know the scope of work.

William J. Sims III

Sims Murray, Ltd.

2020 N. Central Avenue, Suite 670

Phoenix AZ 85004

Direct: 602-772-5501

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wjsims@sims-murray.com

The information contained in this email may be confidential and subject to a legal privilege. If you are not the intended recipient, please do not read, use or disseminate any information contained herein. Please immediately notify the sender if you have received this email in error.



Town of Tusayan Housing Authority.pdf
76K

ITEM NO. 7E

**INTERGOVERNMENTAL AGREEMENT BETWEEN
TUSAYAN SANITARY DISTRICT AND TOWN OF TUSAYAN
REGARDING UTILITY MAPPING**

This Agreement made this ____ day of _____, 2015, between Tusayan Sanitary District, a political subdivision of the State of Arizona ("District"), and the Town of Tusayan, a political subdivision of the State of Arizona ("Town"). The Town and the District are collectively referred to as Parties.

Recitals

- A. The Town is conducting a study to map utility infrastructure within and around the Town of Tusayan, Arizona.
- B. The Town has requested that the District provide data relating to the District's provision of wastewater and reclaimed water service.
- C. The Parties believe utility maps will benefit public health, safety and welfare.
- D. The statutes governing intergovernmental agreements apply here because both parties are political subdivisions of the State of Arizona.
- E. This Agreement is within the authority of both Parties.

Agreement

Wherefore, in consideration of the recital and the mutual covenants, terms and conditions in this Agreement, the Parties agree as follows:

1. Upon written request by the Town, within five business days, the District will provide all information relating to the location and use of wastewater and reclaimed water infrastructure owned or controlled by the District. Nothing herein shall require the District to create documents, but data stored electronically shall be printed and provided to the Town in a reasonable manner.
2. If the District reasonably requests more time to satisfy the data request, the District shall notify the Town in writing and provide a reasonable date by when the data will be provided.
3. The District shall not require the Town to pay a fee for the document production unless the volume of data exceeds 250 pages. If the Town makes such a data request, the Town will pay the District's normal fees for document production under a public records request.

4. In consideration for the District providing such information, the Town will provide the District final utility maps within 10 days of completion. Upon written request, the Town will provide draft maps to the District provided the District has a rational basis for the request.
5. This Agreement shall terminate two years from its effective date unless extended by mutual written agreement.
6. This Agreement is subject to A.R. S. § 38-511.
7. The Parties shall comply with all applicable federal, state and local laws, rules, regulations, standards and executive orders, without limitation to those designated within this Agreement.
8. Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement. This Agreement shall not create any right to any person or entity as a third party beneficiary.
9. All notices, demands, instructions, approvals or other communications required or permitted to be given hereunder shall be in writing, which includes email, to the authorized representative designated by the Party. The mailing and email addresses for the initial representatives are set forth below.

To District:

To Town:

Robert Petzoldt
Tusayan Sanitary District
PO Box 3055
Tusayan, AZ 86023

Upon written notice to the other Party, a Party can change the representative without amending this Agreement.

(Signature Pages follow)

Tusayan Sanitary District

Town of Tusayan

Chairman

Mayor

Attest:

Attest:

Approved as to form:

Approved as to form:

ITEM NO. 8A

REVENUES	FY2014-15	Actual Jul-Dec '14	FY2015-16
General Fund			
1-3110 · Urban Revenue Sharing	\$ 182,400	\$ 75,660	\$180,600
1-3120 · City Sales Tax	\$2,300,000	\$ 1,670,938	\$3,000,000
1-3130 · State Sales Tax	\$50,000	\$ 15,924	\$53,307
1-3200 · Business Licenses	\$100	\$ 350	\$350
1-3210 · Permit Fees	\$75,000	\$ 1,968	\$25,000
1-3600 · Miscellaneous Income	\$0	\$ -	\$150,000
1-3610 · Interest Income	\$5,000	\$ 1,190	\$10,000
Total General Fund	\$2,612,500	\$ 1,766,030	\$3,419,257
Street Fund			
2-3140 · HURF	\$ 55,000	\$ 14,973	\$59,765
2-3150 · Vehicle License Tax	\$23,800	\$ 7,996	\$24,985
Total Street Fund	\$78,800	\$ 22,969	\$83,565
Other			
3- Water Enterprise Fund	\$1,200,000	\$ -	\$1,200,000
4-3650 · Receipts-StiloGroup Development	\$0	\$ 3,865	\$500,000
5-3650 · Receipts - Grant	\$200,000	\$ 11,250	\$925,000
Total Income	\$4,091,300	\$ 1,804,114	\$6,126,844
Expenditures	\$ 4,050,800		\$6,127,822
11 · Mayor & Council			
11-4156 · Technology Stipend	\$6,000	\$ 416	\$5,000
11-4160 · Travel & Training	\$ 20,000	\$ 1,601	\$18,000
11-4260 · Employee & Volunteer Program	\$ 5,000	\$ -	\$2,500
11-4310 · Public Notices and Advertising	\$ 12,500	\$ 2,457	\$10,000
11-4380 · Office Supplies	\$ 5,000	\$ 1,713	\$5,000
11-4390 · Insurance	\$ 10,000	\$ 9,252	\$25,000
11-4410 · Licenses, Permits, Fees	\$ 12,500	\$ 9,764	\$20,000
11-4430 · Council Member Compensation	\$ 15,000	\$ 4,800	\$19,200
11-5150 · Elections	\$ 10,000	\$ 4,869	\$3,500
Total 11 · Mayor & Council	\$ 87,000	\$ 34,871	\$108,200
12 · Manager & Support			
12-4160 · Travel & Training - Other	\$ 14,000	\$ 4,665	\$16,000
12-4165 Public Relations & Events	\$ 5,000	\$ -	\$5,000
12-4360 Marketing/Promotional	\$ 100,000	\$ 4,793	\$100,000
12-4380 · Office Supplies	\$ 4,000	\$ 1,242	\$5,000
12-4380 · Office Supplies - Other	\$ -	\$ -	\$12,000
12-4430 · Employees	\$ 210,000	\$ 89,461	\$210,000
12-4431 · Contract Services - Other	\$ -	\$ -	\$0
12-4443 Part-time/Seasonal Employees	\$ -	\$ -	\$6,000
12-4450 · ASRS Initiation Fee	\$ 50,000	\$ 28,075	\$0
12-5010 · Audit	\$ 10,000	\$ 11,779	\$12,000
12-5011 · Bookkeeping Services	\$ 20,000		\$20,000
12-5400 · Telephone	\$ 5,000	\$ 544	\$4,000
12-5410 · Internet/Web	\$ 9,000	\$ 227	\$20,000
12-5420 · Consulting Services - Misc.	\$ 5,000	\$ 474	\$5,000
Total 12 · Manager & Support	\$ 432,000	\$ 141,258	\$415,000
13 · Legal Services			
13-4310 Advertising	\$ -	\$ -	\$ -
13-4420 General Counsel	\$ 84,000	\$ 10,154	\$85,000
13-4421 · Special Counsel	\$ 10,000	\$ -	\$10,000
13-4431 · Contract Services	\$ 50,000	\$ -	\$140,000
Total 13 · Legal Services	\$ 144,000	\$ 10,154	\$235,000

14 - Planning & Studies				
14-4411 - Housing Needs Study	\$	40,000	\$	\$40,000
14-4412 - General Plan Update	\$	-	\$	\$0
14-4413 - General Engineering	\$	25,000		\$60,000
14-4414 - Re-Write Zoning Code Project	\$	20,000	\$ 19,675	\$0
14-4415 - Contract Planning Services	\$	60,000	\$ 10,228	\$60,000
14-4416 - Subdivision Regulations	\$	35,000	\$ 6,044	\$0
14-4431 - Contract Services				\$75,000
14-7064 - Parking Study	\$	20,000		\$10,000
14-7070 Planning&Design for Town Parcel	\$	40,000	\$ -	\$40,000
Total 14 - Planning & Studies	\$	240,000		\$285,000
15 - Court & Prosecutor				
15-4421 - Contract Prosecutor/Defender	\$	20,000	\$ 8,807	\$20,000
15-4431 - Contract Services				
Total 15 - Court & Prosecutor	\$	20,000	\$ 8,807	\$20,000
16 - Development & Permits				
16-4412 - Building Permit Services	\$	50,000		\$50,000
16-4413 - Plan Review	\$	25,000		\$25,000
16-4414 - Advertising	\$	7,500		\$7,500
16-4415 - Supplies & Printing	\$	2,500		\$5,000
16-4416 - Fiber Optic Implementation	\$	-		\$0
16-441 - Drainage Study/Model Update	\$	-		\$0
16-441 - Bus Stop Art Program/Public Art	\$	-		\$0
16-441 - Trail System & Improvements	\$	-		\$0
16-4431 - Contract Services	\$	-		\$2,500
Total 16-4431 - Contract Services	\$	90,000		\$90,000
17 - Public Safety				
17-4431 - Sheriff	\$	360,000	\$ 113,648	\$350,000
17-4432 - Public Safety - Special Events	\$	10,000	\$ -	\$10,000
17-4433 - Law Enforcement Needs Study	\$	-	\$ -	\$0
17-4434 Public Safety Enhancements	\$	25,000	\$ -	\$10,000
17-4435 Fire District Subsidy	\$	100,000	\$ 29,029	\$300,000
17-4436 Animal Control - County Health	\$	10,000	\$ -	\$12,000
17-4437 Miscellaneous (Grant Match, etc.)				\$3,000
Total 17 - Public Safety	\$	505,000	\$ 144,677	\$685,000
18 - Facilities & Grounds				
18-4390 - Insurance	\$	6,000	\$ -	\$0
18-4490 - Custodial & Supplies	\$	10,000	\$ 336	\$7,500
18-4700 Maintenance Facilities	\$	10,000	\$ 242	\$10,000
18-5420 - Utilities	\$	20,000	\$ 5,075	\$18,000
18-6250 - Rent Expense	\$	30,000	\$ 14,183	\$27,500
18-7020 - Office Furniture	\$	3,750	\$ -	\$3,000
18-7030 - Equipment	\$	3,750	\$ 1,246	\$12,500
18-7055 - Tusayan Employee Housing Project				
18-7056 - Town Hall Parking Improvements				
Total 18 - Facilities & Grounds	\$	83,500	\$ 21,083	\$85,000

19 - Parks & Recreation				
19-4430 - Employees		\$	-	\$50,500
19-4443 Part-time/Seasonal Employees		\$	-	\$12,000
19-4700 - Maintenance	\$ 36,000	\$	23,822	\$40,000
19-4701 - Park Development Old				
19-4702 - Project Planning	\$ 25,000	\$	-	\$40,000
19-7040 Vehicles/Equipment	\$ 20,000	\$	4,728	\$0
19-7041 - Vehicle Operation	\$ 10,000	\$	2,931	\$10,000
Total 19 - Parks & Recreation	\$ 91,000	\$	31,482	\$152,500
20 - Capital Improvement Projects				
20-4416 Fiber Optic Improvements	\$ 80,000	\$	-	\$500,000
20-4701 - Park Development	\$ 150,000	\$	838	\$250,000
20-7055 Tusayan Employee Housing Project	\$ -			\$0
20-7056 Town Hall Parking Improvements	\$ 20,000	\$	11,793	\$5,000
20-7058 Tusayan Affordable Housing	\$ 50,000			\$100,000
20-7059 Natural Gas Extension	\$ 60,000			\$0
20-7060 Drainage Improvements	\$ 115,000			\$100,000
20-7061 Bus Stop/Crosswalk	\$ 40,000			\$25,000
20-7062 Trail System Improvements	\$ 38,300			\$50,000
20-7063 Utility Undergrounding Study	\$ 30,000			\$0
Total 20 - Capital Improvement Projects	\$ 583,300	\$	12,631	\$1,030,000
21 - Contingency				
Total 21 - Contingency	\$ 250,000	\$	51,116	\$300,000
21-1000 - Contingency	\$ 250,000	\$	51,116	\$300,000
2 - Street Fund				
2-4484 - Maintenance - Sidewalk	\$ 45,000	\$	46	\$20,000
2-4485 - Maintenance - Landscape	\$ 20,000	\$	1,470	\$40,000
2-4486 Maint - Bus Stop/Crosswalk	\$ 10,000			\$22,500
Total 2 - Street Fund	\$ 75,000	\$	1,516	\$82,500
3-1001 Water Enterprise Fund	\$ 1,200,000	\$	-	\$1,200,000
Other				
4-4650 - Disbursements-StiloGroup Devel.	\$ 50,000	\$	4,120	\$550,000
5-4650 - Disbursements - Grant	\$ 200,000	\$	-	\$925,000
5100 - Bank Service Charges				
5145 - Miscellaneous Expense				
6340 - Interest Expense				
Total Expense	\$ 4,050,800	\$	566,518	\$ 6,061,700
Net Income	\$ 40,500			\$65,144

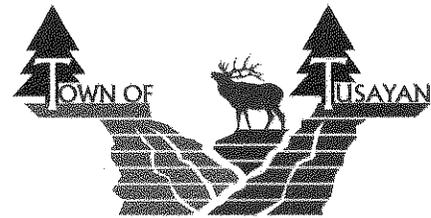
Cost Center Purpose		Description
Mayor and Council		Direct expenses related to Mayor & Council, & all other costs of operating the community not assigned to other cost centers
11-4156	Technology Stipend & Equipment	Payment to Mayor and Council for computer, cell phone and technology costs incurred as an elected official
11-4160	Travel & Training	Costs to travel and register for meetings & town business
11-4260	Employee & Volunteer Program	To recognize volunteers and employees for good work
11-4310	Public Notices and Advertising	Costs of legal notices and publications required by law except for planning and zoning
11-4380	Office Supplies	Costs of supplies and purchases to support the Mayor and Council
11-4390	Insurance	Costs of general operating and liability insurance for the Town of Tusayan
11-4410	Licenses, Permits, Fees	Costs of dues for the Town of Tusayan (League of Cities, NW Mayors, etc.)
11-4430	Council Member Compensation	Allowance for Mayor and Council to receive compensation for serving as elected officials
11-5150	Elections	Costs (publication, fees, etc.) for conducting elections for Tusayan
Manager & Support		The costs of the Town Manager, Town Clerk and finance and accounting costs and services for Tusayan
12-4160	Travel & Training	Costs to travel and register for meetings & town business
12-4165	Public Relations & Events	Costs of promotion and funding special events
12-4360	Marketing/Promotional Supplies	Cost of advertising to promote Tusayan as a destination
12-4380	Office Supplies	Costs of supplies for Manager, Clerk and finance activities
12-4430	Employees	Costs of employee salaries and benefits
12-4431	Contract Services - Other	Costs to contract for miscellaneous services
12-4450	ASRS Initiation Fee	One time expense to join ASRS
12-5010	Audit	Cost of annual audit
12-5011	Bookkeeping Services	Cost of bookkeeping services
12-5400	Telephone	Cost of phone services for Town Hall
12-5410	Internet/Web	Cost of establishing and maintaining a Tusayan website
12-5420	Consulting Services - Misc.	Costs of contract consulting services
Legal Services		General Counsel and litigation costs incurred by the Town
13-4310	Advertising Notice	There should be no costs, unless there is court ordered publication of litigation or defense actions
13-4420	General Counsel	Cost of services of William Sims as contract general counsel
13-4421	Special Counsel	Cost of special counsel services as may be appointed by the Mayor and Council for legal advice on a specialized issue outside of General Counsel services
13-4431	Contract Services	Costs to contract for miscellaneous legal services
13-4432	Litigation Allowance	Cost of contract legal services defending Tusayan in litigation; or paying for litigation authorized by Council
Planning & Studies		Studies to plan for facilities and services for the development and operation of Town of Tusayan
14-4411	Housing Needs Study	Cost of contract services to review housing needs and development options for private ownership and rental of property within Tusayan
14-4412	General Plan Update	Cost of contract services to develop a General Plan for Tusayan as required by state law
14-4413	General Engineering	General engineering costs not associated with an application for zoning or building
14-4414	Rewrite Zoning Code Project	Cost of contract services to amend and develop building and zoning codes for Tusayan from the Coconino County standards
14-4415	Contract Planning Services	Cost of general planning services and costs not directly tied to an application for zoning or building
14-4416	Subdivision Regulations	Cost of contract services to develop Subdivision Regulations for Tusayan
14-4431	Contract Services	Costs to contract for miscellaneous planning & studies
14-7064	Parking Study	Cost of conducting a Parking Study and applicable regulations
14-7070	Planning & Design for Town Parcel	Planning & Design for Town Parcel

Court & Prosecutor		The costs of Prosecution and Municipal Court activity incurred by Town
15-4421	Contract Prosecutor/Defender	Cost of contracted prosecution services for Tusayan
15-4431	Contract Services	Costs to contract for miscellaneous legal services
Development and Permits		The direct costs for processing applications for planning, zoning and building permits and any other project directly tied to development
16-4412	Building Permit Services	Costs incurred by Wildan Engineering to process building permits
16-4413	Plan Review	Contract costs incurred to process zoning and planning permit applications
16-4414	Advertising	Costs directly related to public notice advertising for planning and zoning applications
16-4415	Supplies & Printing	Costs to support planning, zoning and permit activities in Tusayan
16-4431	Contract Services	Costs to contract for miscellaneous services
Public Safety		The costs incurred to enforce laws within Tusayan
17-4431	Sheriff	Cost of contract services with Coconino County Sheriff for law enforcement within Tusayan
17-4432	Public Safety - Special Events	Additional costs of special events requiring additional traffic control or law enforcement presence to support the activities
17-4433	Law Enforcement Needs Study	Cost of contract services to investigate the feasibility and most appropriate long term law enforcement option (contract, in house, etc.) to serve Tusayan
17-4434	Public Safety Enhancements	Cost of Driver Feedback Signage, AIRS project
17-4435	Fire District Subsidy	Cost of supporting Town of Tusayan Fire Department
17-4436	Animal Control - County Health	Cost of contract services with Coconino County Health Department for animal control services
17-4437	Miscellaneous (Grant Match)	Costs for matching funds for grant(s)
Facilities & Grounds		The direct costs of Town owned facilities including Town Hall and Housing
18-4390	Insurance	All insurance costs specific to Town Hall and Housing facilities (property & Casualty)
18-4490	Custodial & Supply	Cost of cleaning and custodial services for all Town Facilities
18-4700	Maintenance Facilities	Costs of maintaining facilities and grounds
18-5420	Utilities	All utility costs associated with Town Hall and Housing facilities
18-6250	Rent Expense	Rental agreement costs with ADOT for Town Hall and Housing ground rental agreements
18-7020	Office Furniture	Cost of furniture & fixtures to be used in the Town Hall
18-7030	Equipment	Costs for any equipment or tools needed for facilities and grounds
18-7055	Tusayan Employee Housing Project	Costs for any improvements to employee housing
18-7056	Town Hall Parking Improvements	Cost of improving parking for Town Hall
Parks & Recreation		The costs of planning, developing, constructing, operating and maintaining parks, open space & recreation facilities
19-4430	Employees	Personnel costs for maintenance worker
19-4443	Part-time/Seasonal Employees	Personnel costs for part-time/seasonal maintenance worker(s)
19-4700	Maintenance	Cost of maintenance and operating costs of all Town park and recreation programs and facilities
19-4701	Park Development old	Town share of the costs of developing the identified parks, open space and recreation facilities
19-4702	Project Planning	Cost of studies to determine costs, locations and needs for parks and recreation facilities
19-7040	Vehicle/Equipment	Cost of additions to vehicle/equipment for maintaining town parks and property
19-7041	Vehicle/Equipment Operation	Cost of ongoing maintenance, operations, fuel and insurance on town vehicles

Capital Improvement Projects		The costs of planning, developing, constructing, operating and maintaining parks, open space
20-4416	Fiber Optic Implementation	Develop a comprehensive strategy to improve internet service within Tusayan
20-4701	Park Development	Partnering with the Grand Canyon School District, build a community park in multiple phases that will include ball fields, play equipment (tot lot), restrooms, a group ramada, and other amenities. A masterplan for the park has been prepared and prioritization of phases is on-going.
20-7055	Tusayan Employee Housing Project	Design and install housing units and associated utilities for Town employees
20-7056	Town Hall Parking Improvements/Sidewalks	Construct improvements to the parking lot around Town Hall facilities.
20-7058	Tusayan Affordable Housing Project (40 acre dedication)	Develop 40 acres of land to be dedicated to the Town for provision of affordable housing for Tusayan residents
20-7059	Natural Gas Extension	In partnership with Grand Canyon National Park, design and construct a natural gas line extension to service Tusayan residents
20-7060	Drainage Improvements	Conduct a drainage analysis of the Town of Tusayan to supplement previous flood analysis prepared by the National Forest Service
20-7061	Bus Stop/Crosswalk	Costs for improvements to crosswalksand/or bus stops
20-7062	Trail System & Improvements	Develop and improve access and connections to existing trails around Town of Tusayan
20-7063	Utility Undergrounding Study	Identify potential areas for undergrounding of overhead utilities to improve community aesthetics
Contingency		The unexepcted costs that may occur during the year
21-1000	Contingency	To account for the unexepcted costs that may occur during the year
Street Fund		The costs of various street fund related expenses
2-4484	Sidewalk Maintenance	Cost of maintaining sidewalks
2-4485	Landscape Maintenance	Cost of maintaining landscapes along highway 64, including irrigation
2-4486	Bus Stop/Crosswalk Maintenance	Cost of maintaining bus stops
Other Funds		
3-1001	Water Enterprise Fund	Costs associated with acquisition and operation of water company
4-4650	Disbursements - Stilo Group Devel	Costs associated with any improvements to Town's 20 acres and Stilo developments
5-4650	Disbursements - Grant	Costs associated with CDBG grant and/or other possible grants like broadband improvements

TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park



DATE: April 20, 2015
TO: Mayor and Members of the Tusayan Council
FROM: Will Wright, Manager *WWR*
SUBJECT: Cost-of-Living Adjustment (COLA) and Employee Costs

This memo is to provide Council with information to consider a Cost of Living Adjustment (COLA) for town employees. Further, it reviews employee costs for five (5) positions, including: three full time jobs 1) town manager; 2) town clerk; 3) maintenance worker; and 4) one seasonal maintenance worker; along with 5) a part-time bookkeeper on contract with the town. Additionally, the town has an attorney and engineer on contract for those services for the town.

I met with the northern Arizona Managers last week and learned that Coconino County is providing a 2.5% COLA for their employees. Several national forecasts show a 3% increase for 2015 (see attached). Additionally, ADOT Airport management is discussing adding water costs for the manager and clerk residences, which costs are estimated to be 1.1% of these current salaries. For these reasons, I would ask the Council to consider a 3.5% increase for the town clerk and maintenance worker positions, as well as for the manager as shown in the table below. Further, the town pays \$8.05 an hour for our seasonal/part time worker who I think does a good job. I would propose this rate be raised to \$8.50 an hour since this is the second year for this person to work for the town

TOWN OF TUSAYAN
FY2015-16 BUDGET
FOR EMPLOYEE COSTS

POSITION	CURRENT SALARY	3.5% COLA FOR FY2015-16	PROPOSED SALARY W/COLA FY2016
Manager	\$99,750	\$3,491	\$103,241
Clerk	\$57,474	\$2,012	\$59,486
Maintenance Worker	\$30,160	\$1,201	\$35,521*
Total	\$187,384	\$6,704	\$198,248

*This salary/wage data includes Tim's projected cost increase to \$16.50 an hour with MH inspection duties.

These salary/wage costs do not include benefit costs for health insurance, retirement and the manager's car allowance. The budget for these benefits for all three employees is an estimated cost of \$60,300 with \$32,500 for health, \$23,000 for retirement and \$4,800 for manager car allowance. Let me know if you have any questions regarding this request and memo. Thanks, Will

2015 pay raises expected to be 3% next year

Gary Strauss, USA TODAY 6:15 p.m. EDT September 8, 2014



(Photo: J. Scott Applewhite, AP)

How much of a pay raise are you expecting next year?

U.S. employers are planning to give pay raises averaging 3% next year, about par with the 2.9% average raise in 2014 and 2013, according to a survey of nearly 1,100 U.S. companies out Monday by compensation consultant Towers Watson.

Inflation is currently running at about 2.1%.

"Your average employee is barely keeping ahead of inflation," says Towers Watson managing director Laury Sejen. "It's a little bit disappointing."

Top performers who received the highest performance ratings got 4.5% raises this year, while average-rated workers got a 2.6% boost.

A broader international Towers Watson study found that companies are falling short of pay and incentive programs and are not differentiating pay for top performers as much as they have been in recent years. And among more than 32,000 employees who participated in the survey, just 50% believe they were as fairly compensated as their peers, and just 40% see clear links between pay and performance.

"Employees believe that employers are falling short in how pay decisions are made, and that there is much need for improvement," Sejen says.

As the labor market heats up, soft salary increases could spur more turnover.

"Base pay is the No. 1 reason why employees join a company or choose to leave," Sejen says. "So there's value in companies making the effort to improve base pay."

The median annual salary among the nation's 106.6 million workers is now about \$40,560, according to the Bureau of Labor Statistics.

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1. SALARY INCREASE PROJECTIONS

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Virtually across the board, salary increase projections for 2015 are holding steady at 3.0% for a fifth consecutive year. This appears to be "the new normal." It appears that salaries will continue on this slow, modest trajectory for at least another year.

Although the economy is growing again, salary increase budgets are not rebounding due to a lack of upward pressure. Unemployment has decreased slowly from historic levels following the recession. This marks an improvement but many experts agree that the decrease isn't due to people returning to work but to long-term unemployed dropping out of the labor market and baby boomer retirements. There remains a relatively large labor pool available for work. And modest inflation of about 2% annually also fails to put pressure on salary increases.

Paying for Performance through Merit Increase Differentiation

Employers are allocating a greater proportion of their merit increase budgets toward high-performing employees. With a median salary increase budget of 3.0%, middle performers earn an average increase of about 2.7%; the highest performers earn an average of 4.1%, about 50% more than middle performers; and the lowest performers may see no increase at all. With modest salary increase budgets and increasing pressure to attract and retain the best talent, rewarding top performers should be more important than watering everyone's increase down so that everyone can get something.

	Median Salary Increases for All Employees									
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015 Proj.
GEOGRAPHY										
United States	3.7%	3.8%	3.9%	2.0%	2.6%	3.0%	3.0%	3.0%	3.0%	3.0%
Eastern US (incl. DC, MD, PA)	3.7%	3.8%	3.9%	2.1%	2.7%	3.0%	3.0%	3.0%	3.0%	3.0%
Southeastern US (including VA)	3.7%	3.8%	3.9%	2.1%	2.8%	3.0%	3.0%	3.0%	3.0%	3.0%
Baltimore, MD	3.7%	3.8%	3.9%	1.9%	2.5%	3.0%	3.0%	3.0%	3.0%	3.0%
Washington DC	4.0%	4.1%	4.1%	2.2%	2.7%	3.0%	3.0%	3.0%	3.0%	3.0%
Ft. Lauderdale, FL								3.0%	3.0%	3.0%
San Diego, CA									3.0%	3.0%
INDUSTRY										
Continuing Care Retirement	3.6%	3.9%	4.0%	2.5%	2.0%	2.5%	2.9%	3.0%	2.8%	2.8%
Education	3.5%	3.5%	3.6%	1.9%	2.0%	2.5%	2.6%	2.6%	2.5%	2.6%
Finance/Banking	3.7%	3.8%	3.9%	2.5%	2.7%	3.0%	3.0%	3.0%	3.0%	3.0%
Health Care	3.8%	3.8%	4.0%	2.8%	2.5%	2.5%	2.6%	3.0%	2.5%	2.8%
Information Technology	3.7%	3.9%	3.9%	1.9%	2.8%	3.0%	3.0%	3.0%	3.0%	3.0%
Insurance	3.8%	3.8%	3.8%	2.4%	2.7%	3.0%	3.0%	3.0%	3.0%	3.0%
Manufacturing	3.6%	3.7%	3.8%	1.8%	2.7%	2.9%	3.0%	3.0%	3.0%	3.0%
Nonprofit	3.9%	3.9%	3.9%	2.3%	2.8%	2.9%	3.0%	3.0%	3.0%	3.0%
Public Sector	3.5%	4.1%	3.9%	2.4%	0.0%	0.3%	2.3%	2.6%	2.6%	2.8%

Key Statistics for HR Professionals-Salary Increase Projections

Retail	3.6%	3.6%	3.6%	1.9%	2.7%	2.8%	2.9%	2.9%	3.0%	3.0%
Service	3.8%	4.1%	4.1%	2.3%	2.8%	2.8%	3.0%	3.0%	2.9%	3.0%
Transportation	3.6%	3.6%	4.2%	1.4%	2.5%	3.0%	3.0%	3.0%	3.0%	3.0%
Utilities	3.6%	3.8%	4.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

Using the Salary Increase Projections

Consider these factors in determining your organization's salary increase budget:

- Salary increases expected at other organizations, especially in your industry
- Your relative market position, whether it is strong or needs improvement
- How your organization's salary (or merit) increase matrix operates
- Your organization's strategic business plan for the coming year(s)
- Budgetary capability

[[Up](#)] [[1.Salaries](#)] [[2.Structure](#)] [[3.ECI](#)] [[4.Inflation](#)]

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ITEM NO. 9

MANAGER'S REPORT
April 22, 2015

1. ADMINISTRATION: Staff received responses to Council questions regarding the IBC 2012 amendments by Coconino County Community Development Department. The director continues to work on an IGA for the County to provide the building services for the town.
2. ADOT – Staff was informed that TAPCO shipped the blinker signs for the two crosswalks, which should arrive shortly. Staff continues to make landscape improvements along Highway 64 with tree, shrub replacement.
3. BROADBAND – Canyon Horizon continues to test the program to start streaming Council meetings, which is scheduled to begin in May 2015. STS representative Bill Bolin is working with Vic of TeamFishel and to provide program information to staff for follow up.
4. CDBG – Rick of Woodson continues to work with the Vails, the water and sanitary districts as well as attorneys on the maintenance agreements to tie into utilities for the restroom facility at park.
5. DEVELOPMENT/P&Z MEETING – Woodson is amending the initial draft of the Subdivision and Development Code to provide for the P&Z Commission meeting on April 28th. The Willdan representative completed the final draft of the Zoning Code, which will be coming for Commission and Council consideration soon.
6. DRAINAGE – Woodson presented a drainage improvements proposal for Council consideration at their April 22nd meeting. The will allow Woodson to work with County flood control representative on incorporating town improvements into the County's program. Woodson's plan is to provide FEMA data/reports to re-designate floodplain areas through town.
7. 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. In addition to Chapter 10 - Offenses, the County would like the town to adopt the 2012 IBC with the exceptions they recently described to the Council in order to better serve the town with their building services program.
8. PUBLIC OUTREACH – Pam Edwards of the NPS will present information on the Shuttle Service at the April 22nd meeting.
9. SPORTS COMPLEX – 1) Woodson is preparing a bid to have a contractor perform the dirt work for the sports fields; 2) staff also continues to work on parking areas at the park and to remove logs from restroom site.
10. STILO – The Town's access application with the Forest Service is now open for public comment. The website is <http://www.fs.usda.gov/detail/kaibab/home/?cid=stelprd3828404> to review and comment on this application. Several public meetings will be held on May 18 in Williams, May 19 in Tusayan and May 20 in Flagstaff with locations and times (evening hours) are to follow when determined by the Forest Service officials.
11. TRAINING AND MEETINGS: 1) Attended the Hazard Mitigation meeting on April 14th to finalize town's section/participation in the Five Year Update; 2) Attended the northern Arizona Manager's meeting on Friday, April 17th; 3) April 23rd Fair Housing Training in Flagstaff for CDBG requirements.

TOWN OF TUSAYAN HOLDINGS					
FDIC Cert:	Description	Maturity Date	Yield	Qty/Time of Investment	Value
33681	Bank of Baroda	7/23/2015	0.40	1/Six month	\$249,000
57833	Beal Bank USA	8/12/2015	0.40	1/Six month	\$249,000
26876	Safra National Bank	12/16/2015	0.40	Nine month	\$249,000
18203	United Bank	12/21/2015	0.40	Nine month	\$249,000
29950	Santander Bank	1/28/2016	0.50	1/One Year	\$248,000
30387	First Bank Puerto Rico	9/30/2016	0.60	1 1/2/Eighteen Month	\$249,000
34519	Merrick Bank	10/12/2016	0.55	1 1/2/Eighteen Month	\$249,000
34775	Everbank FL	1/30/2017	0.80	1/Two Year	\$248,000
34733	Cardinal Bank	1/30/2017	0.80	1/Two year	\$249,000
5649	Discover Bank	1/30/2017	0.90	1/Two Year	\$248,000
16004	First Niagra Bank	3/27/2017	0.85	1/Two Year	\$248,000
33124	Goldman Sachs	1/29/2018	1.35	1/Three Year	\$248,000
57803	Ally Bank	1/29/2018	1.25	1/Three Year	\$248,000
27471	American Express Centurion	1/30/2018	1.30	1/Three Year	\$248,000
4/7/2015	Grand Total				\$3,479,000

TOWN OF TUSAYAN
STRATEGIC PLAN WITH GOALS FOR CY2015

PRIMARY GOAL: The Council stated that an overarching goal is for affordable housing to become available for the people in order to build a community and that this issue is to be an ongoing discussion item at their Council meetings.

The attached organization chart provides an overview of service areas to assist in guiding the development of goals and projects for CY2015 as well as the status update of last year's goals and projects.

1. Council and Town Services
 - a. Continue to work on Municipal Codes for the Town, which all 12 chapters have been reviewed at least once by Council with Chapter 13 - Development and Subdivision Regulations to be reviewed on March 24, 2015. Further, an updated Zoning Code will be brought to Council for review/approval in the spring/summer of 2015. An ordinance adopting the comprehensive Municipal Code for the town will be brought to Council to complete this task sometime soon.
 - b. Develop ability to stream Council meetings to the public.
 - c. Work with Stilo and the Forest Service to access Kotzin Ranch and Town's parcel to develop public housing for the community
 - d. Work with staff and consultants to develop an approach/framework to facilitate meeting public housing goals
 - e. Work with CVB and businesses to develop Branding and/or Marketing Study
2. Administration
 - a. Update office equipment (i.e. computers, copy machine, etc.) to maintain productivity
 - b. Maintain records and website to comply with laws and administrative requirements
3. Community Development
 - a. Work with businesses to develop a parking study
 - b. Develop a plan to beautify downtown Tusayan
 - c. Work with ADOT to improve crosswalk safety
4. Financial – administer the accounts payable and payroll functions
 - a. Establish an investment strategy to maximize returns on public funds
5. Parks and Recreation
 - a. Complete CDBG project of installing a full-service restroom facility
 - b. Work with engineers to make improvements to the baseball field
 - c. Continue improving the parking and maintenance storage area for the park
 - d. Develop site and strategy for a snow/winter play area at or near park
 - e. Establish a plan to develop/improve trails system in Tusayan
6. Planning & Zoning and Building Services
 - a. Draft and approve Development and Subdivision regulations
 - b. Update Zoning regulations to reconcile with General Plan
 - c. Enter into IGA with State Office of Manufactured Housing to perform MH inspections in-house
7. Public Safety
 - a. Maintain terms of agreement with County Sheriff's Office
 - b. Develop an approach to assist the Tusayan Fire District in maintaining those services
8. Public Works
 - a. Maintain sidewalks and landscaping along Main Street
 - b. Improve crosswalk safety on Main Street

To: Newton, Jesse
Subject: FW: Kate Christelman

Hi Jesse. Will you please answer the questions below and send them to me via email? Thanks very much.

Jason "Jay" Christelman
Community Development Director
2500 N. Fort Valley Road, Bldg 1
Flagstaff, Arizona 86001
Phone: 928-679-8850
jchristelman@coconino.az.gov

From: Will Wright [mailto:tusayantownmanager@gmail.com]
Sent: Wednesday, April 01, 2015 8:53 AM
To: Christelman, Jason
Subject: Re: Kate Christelman

Jay: Thanks for this info and here's the questions Council had on the County's amendments to the IBC 2012. 1) Why didn't the County adopt the National Fire Code? I did review Part V with adoption of chapters 23,31, 57 and 61, but they had general question?; 2) Item 6 - 908.7.2 why not allow combination carbon monoxide alarms and smoke detectors? Also see Part II item 6 - 315.5; 3) item 10.B it states Ground Snow Load fifty seven (60) pounds per square foot, why does it spell out fifty seven then have (60) in parenthesis and which weight is correct?; FYI, Tusayan will omit all references to other areas besides the town for these standards for roof construction; and 4) Part VI: Road Standards some question about road being constructed prior to initiation of combustible material on building site? Also, much of these standards wouldn't apply to Tusayan. thanks for your help, will

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

On Tue, Mar 31, 2015 at 4:52 PM, Christelman, Jason <jchristelman@coconino.az.gov> wrote:

Hi Will. It's good to hear from you. I've pasted the link to the dark skies group below. I haven't forgotten about our pending IGA but I haven't made it very far with the draft either; I'll continue working on it. Please feel free to send me a list of questions regarding our amendments to the 2012



Will Wright <tusayantownmanager@gmail.com>

FW: Kate Christelman

1 message

Christelman, Jason <jchristelman@coconino.az.gov>
To: Will Wright <tusayantownmanager@gmail.com>

Fri, Apr 3, 2015 at 2:06 PM

Good afternoon Will,

Please read below the answers to the questions regarding our code adoptions asked by your Council. Once we have an IGA in place, it would be prudent to amend the codes specific for Tusayan to address some of the concerns. Please let me know if you have any additional questions. Have a great weekend.

Jason "Jay" Christelman

Community Development Director

2500 N. Fort Valley Road, Bldg 1

Flagstaff, Arizona 86001

Phone: 928-679-8850

jchristelman@coconino.az.gov

Question 1,

It is normal practice to allow Fire districts and Incorporated jurisdictions within Coconino County to adopt the 2012 IRC Fire Code. Coconino County Building Division uses the 2012 IFC when it is specified to do so within the 2012 International Residential, Building, Fuel Gas, Plumbing, Mechanical Codes.

These Chapters 23, 31, 57, and 61 out of the 2012 IFC have been adopted as Amendments to the 2012 International Building. So when a project like a repair

garage is being proposed then the Building division use Chapter 23 Motor Fuel-Dispensing and Repair Garage for additional fire requirements.

Question 2,

In the 2014-07 ordinance carbon monoxide alarms shall be placed within 24” of the finish floor. As per the manufacture’s specifications for installation of smoke alarms, the smoke alarm shall be installed at higher levels on the wall or on the ceiling.

2012 IRC Section R315 and 2012 IBC Section 908 is where the code for Carbon Monoxide Alarms is referenced. By amending these code section by adding these new sections R315.5 and 908.7.2 that state “: Combination carbon monoxide alarms and smoke detectors are prohibited. Carbon monoxide alarm shall be installed within 24” of the finish floor.

Question 3,

The “fifty seven” was left their by mistake, in 2013 we started the process to adopt the 2012 I-code under pervious Building Official, this was a 56 page document. When the new Building Official Doug Stawarski came onboard the process was basically restarted going in a new direction and the fifty seven was missed. With new research it was established that the 60 PSF ground snow load was accurate.

Question 4,

The road standards would not apply to Incorporated Jurisdictions.

I hope this helps Sir.

Jesse D. Newton

Coconino County Plans Examiner

Phone #: 928-679-8859

E-mail: Jnewton@coconino.az.gov

From: Christelman, Jason

Sent: Wednesday, April 01, 2015 9:16 AM