

AGENDA

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, November 18, 2015 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town Council will hold a meeting open to the public on Wednesday, November 18, 2015 at the Tusayan Town Hall Building. If authorized by a majority vote of the Tusayan Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

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

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

TOWN COUNCIL REGULAR MEETING AGENDA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL *One or two Council Members may attend by telephone*

MAYOR GREG BRYAN

COUNCILMEMBER AL MONTOYA

VICE MAYOR CRAIG SANDERSON

COUNCILMEMBER JOHN RUETER

COUNCILMEMBER JOHN SCHOPPMANN

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

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

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

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

None

5. CONSENT AGENDA

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

A. Minutes of the Town Council Regular Meeting and Joint Meeting with the Planning and Zoning Commission on 11/4/15 and the Special Meeting on 11/5/15

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. PUBLIC HEARING ON LIQUOR LICENSE APPLICATION FOR YIPPEE EI O STEAKHOUSE

8. ACTION ITEMS

- A. Consideration, discussion, and possible approval of liquor license application for Yippee Ei O Steakhouse**
- B. Consideration, discussion, and possible approval of Resolution No. 2015-09 regarding the intent of the Town of Tusayan to become a Dark Skies Community**
- C. Consideration, discussion and possible approval of proposal for acceptance of a feasibility study for broadband fiber delivery to the Town of Tusayan**
- D. Consideration, discussion, and possible approval of a Town Fiscal Policy**
- E. Consideration, discussion, and possible approval of 2016 Meeting Calendar**
- F. Consideration, discussion, and possible approval of the Town of Tusayan Housing Authority concept, a related nonprofit corporation, and related issues concerning the Kotzin Ranch Development**

The Town Council may decide to go into executive session pursuant to A.R.S. § 38-431.03.A.3 and A.4 for legal advice from, and to consult with, the Town Attorney concerning the possible creation of the Tusayan Housing Authority, or the use of a Tusayan Housing Department, the creation of a related nonprofit corporation, and related issues concerning the Kotzin Ranch Development.

9. DISCUSSION ITEMS

- A. Discussion of the Tusayan Drainage Improvement Project and the Coconino County Flood District**
- B. Discussion of possible snow play area in Tusayan**
- C. Discussion of the easement required to run fiber optic cable from Apex to the Town of Tusayan**
- D. Planning discussion on the January 2016 Town Council Retreat**

10. TOWN MANAGER'S REPORT

11. FUTURE AGENDA ITEMS

12. COUNCIL MEMBERS' REPORTS

13. MAYOR'S REPORT

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

Signature of person posting the agenda

ITEM NO. 5A

**TUSAYAN TOWN COUNCIL AND
PLANNING & ZONING COMMISSION JOINT WORKSHOP
PURSUANT TO A.R.S. 38-431.02 & 38-431.03
WEDNESDAY, November 4, 2015 @ 5:00 pm
TUSAYAN TOWN HALL
845 Mustang Drive, Tusayan, Arizona**

SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the Workshop 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 5:30pm
COUNCILMEMBER AL MONTOYA - excused
COUNCILMEMBER JOHN RUETER – arrived at 5:23pm
COUNCILMEMBER JOHN SCHOPPMANN**

**VICE CHAIR ROBERT GOSSARD
COMMISSIONER CLAYANN COOK
COMMISSIONER BETH HEARNE
COMMISSIONER JANET ROSENER**

Also present were:

Eric Duthie, Town Manager
Lawrence Tomasello, Town Planner
Melissa M. Drake, Town Clerk

3. DISCUSSION OF THE REVISED TUSAYAN ZONING CODE

Town Planner, Lawrence Tomasello, and Mayor Bryan discussed the needs which led to revision of the Zoning Code with the Council and Commission. Mr. Tomasello covered some of the specific changes he made to simplify the Code, including the elimination of a hearing officer. He also explained that this is a first draft which will require further refinement, public hearings, and approvals by the Commission and the Council.

The Council and Commission discussed issues of the proposed and old code with Mr. Tomasello and Manager Duthie.

Clarinda Vail requested that this process be very slow and cover the Code section by section. She also requested meetings with stakeholders and stated that her land use attorney has stated that some sections are not allowable under Arizona state law.

Mayor Bryan stated that this is a first draft and is just a starting point for the new Code.

The group had a general discussion regarding enforcement, Conditional Use Permits, and Temporary Use Permits.

4. MOTION TO ADJOURN

Vice Mayor Sanderson made a motion to adjourn the Town Council meeting at 6:17pm. Councilmember Rueter seconded the motion and it passed unanimously.

Greg Bryan, Mayor

Date

ATTEST:

Melissa M. Drake, Town Clerk

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Melissa Drake, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Town Council and Planning and Zoning Commission of the Town of Tusayan held on November 4, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 4th day of November, 2015

Melissa M. Drake, Town Clerk

TUSAYAN TOWN COUNCIL REGULAR MEETING

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03
Wednesday, November 4, 2015 at 6:00pm
TUSAYAN TOWN HALL BUILDING
845 Mustang Drive, Tusayan Arizona

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the meeting to order at 6:35pm and the Pledge of Allegiance was recited.

2. ROLL CALL

MAYOR GREG BRYAN
VICE MAYOR CRAIG SANDERSON
COUNCILMEMBER AL MONTOYA - excused
COUNCILMEMBER JOHN RUETER
COUNCILMEMBER JOHN SCHOPPMANN

Also present were: Eric Duthie, Town Manager
Melissa M. Drake, Town Clerk

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

None

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

Presentation from Judge Robert Krombeen regarding the Tusayan Justice Court

Judge Krombeen presented to the Council, by phone, information about the Justice Court. He stated that the current contract expires in 2016 and he'd like to plan for the future. He covered how the court has increased customer service over the last 6 months by holding court at Town Hall one day per month and holding virtual court one day per week. He would like to attend the next Council retreat to discuss options for the future.

5. CONSENT AGENDA

A. Minutes of the Town Council Special Meeting on 9/24/15 and Regular Meeting on 10/21/15

B. Accounts Payable Billings

C. Quarterly Financial Reports

Vice Mayor Sanderson made a motion to approve the Consent Agenda 5.A. and 5. B. without 5.C. Councilmember Rueter seconded the motion and it was approved on unanimous vote.

The Council discussed the Quarterly Reports with Manager Duthie and requested an additional column in future reports showing the same time period in the previous year.

Vice Mayor Sanderson made a motion to accept the Quarterly Report, Consent Agenda 5.C. Councilmember Rueter seconded the motion and it was approved on unanimous vote.

6. WORKGROUP AND COMMITTEE REPORTS

A. Update on the Sports Complex Work Group

Manager Duthie stated that the Work Group met yesterday. Councilmember Rueter discussed the placement of the baseball and soccer fields and possible changes to the location of an access road. The end result is that the National Forest Service must be consulted and approve of moving the road. He also discussed the fill dirt which will be required for the project and possible route for moving that dirt from the airport to the Sports Complex.

Vice Mayor Sanderson also reported on the meeting specifically covering issues with a regulation-sized baseball field and the recommended distance from home plate to the backstop. He also stated that provisions for a regulation track may be incorporated for future construction.

Manager Duthie stated that the engineer will check on the minimum distance requirement for the backstop. He will also review the Forest Service easement agreement with the school as well as the APS easement agreement.

Councilmember Rueter requested an update at the next meeting regarding the planned detention basins and the Coconino County Flood District.

B. Update from the Planning and Zoning Commission

The Commission will begin going through the revised Zoning Code chapter by chapter starting with their next meeting.

C. Update on Affordable Housing

Item 7. A. will cover this topic.

Mayor Bryan moved to Item 7.B.

Item 7.B. Consideration, discussion and possible approval Broadband Fiber Feasibility Study

Manager Duthie stated that a proposal was received yesterday from Team Fishel for a feasibility study and he has not yet been able to verify that these are reasonable costs for this type of project. He also has concerns on the ability to verify the confirmation of the poles between Williams and Grand Canyon.

Mayor Bryan stated that the 2 goals are to determine costs for getting fiber to the Town and for getting fiber to each parcel in Town. He also stated that Commnet has expressed a desire to share a percentage of these costs.

Councilmember Rueter stated that some of the line items need clarification. He stated that the costs seem reasonable and is very much in favor of moving forward with the portion of the project to determine costs of getting fiber to the home/business within the Town. He also suggested that the Mayor and Town Manager draft a letter to the Grand Canyon Railroad confirming their willingness to allow use of their right-of-way.

The Council directed Manager Duthie to respond to Commnet stating the Town's interest in proceeding with Items 50, 60, and 70 (infrastructure within Town) on the proposal as long as he can confirm that the prices are reasonable.

Item 8. DISCUSSION ITEM

Discussion of the possibility of contracting with Coconino County for Building Permitting and Inspections

Manager Duthie stated that he has renewed discussions again with the Coconino County Community Development Department and should have more information in the near future.

7. ACTION ITEMS

A. Consideration, discussion, and possible approval of Tusayan Housing Authority concept, a related nonprofit corporation, and related issues concerning the Kotzin Ranch Development

The Town Council may decide to go into executive session pursuant to A.R.S. § 38-431.03.A.3 and A.4 for legal advice from, and to consult with, the Town Attorney concerning the possible creation of the Tusayan Housing Authority, the creation of a related nonprofit corporation, and related issues concerning the Kotzin Ranch Development.

Councilmember Rueter made a motion to take the Council into executive session at 8:02pm. Vice Mayor Sanderson seconded the motion and it passed on unanimous vote.

The Council discussed this topic with the Town Attorneys.

Vice Mayor Sanderson made a motion to exit the executive session at 9:44pm. Councilmember Schoppmann seconded the motion and it passed on unanimous vote.

Mayor Bryan stated that the Town Attorneys will continue to work out details of the Tusayan Housing Authority and related nonprofit corporation.

B. Consideration, discussion and possible approval Broadband Fiber feasibility study

This topic was discussed earlier.

8. DISCUSSION ITEM

Discussion of the possibility of contracting with Coconino County for Building Permitting and Inspections

This topic was discussed earlier.

9. TOWN MANAGER'S REPORT

Manager Duthie covered several topics including the following:

- Dark Skies Community designation
- ADOT Grand Canyon National Park Airport masterplan meetings
- Kotzin Ranch Survey should be out no later than November 18th (the Council directed staff to purchase an additional 500 surveys to be delivered in Valle
- Dale Shewalter Memorial Bench placement on November 1st
- Purchased a new Camry hybrid
- Special meeting tomorrow about CDBG project since winning bidder has withdrawn

10. FUTURE AGENDA ITEMS

- 11/18/15 – County Flood District
- 11/18/15 – Resolution of intent to become a Dark Skies Community
- 11/18/15 – Retreat planning
- 11/18/15 – Housing authority
- 11/18/15 – discussion of easement for fiber to Apex
- 11/18/15 – Snowplay area

11. COUNCIL MEMBERS' REPORTS

Councilmember Schoppmann will not be available to attend the meeting tomorrow.

Vice Mayor Sanderson reported on the memorial bench dedication which occurred on November 1, 2015. He also stated that the artist who created the bench has other similar items which the Town may be interested in.

12. MAYOR'S REPORT

Mayor Bryan thanked the Vice Mayor for handling the bench dedication in his absence. He will meet with John Streit about the Grand Canyon Railroad right-of-way.

13. MOTION TO ADJOURN

Councilmember Rueter made a motion to adjourn the meeting at 10:00pm. Vice Mayor Sanderson seconded the motion and it passed on unanimous vote.

Greg Bryan, Mayor

Date

ATTEST:

Melissa M. Drake, Town Clerk

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Melissa M. Drake, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on November 4, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 16th day of November, 2015

Town Clerk

TUSAYAN TOWN COUNCIL SPECIAL MEETING

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

Thursday, November 5, 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 6:29pm and the Pledge of Allegiance was recited.

2. ROLL CALL

Upon roll call, the following were present:

MAYOR GREG BRYAN

VICE MAYOR CRAIG SANDERSON

COUNCILMEMBER AL MONTOYA - excused

COUNCILMEMBER JOHN RUETER

COUNCILMEMBER JOHN SCHOPPMANN - excused

Also present were:

Eric Duthie, Town Manager

Melissa M. Drake, Town Clerk

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

None.

4. ACTION ITEM

Consideration, discussion, and possible approval of Town of Tusayan Sports Complex CDBG project options for a vault and haul restroom facility or issuance of a labor and materials contract for restroom utility construction

Town Manager Eric Duthie read a memo to the Council which he presented to them this evening. He gave a brief history of the project and previous bidding. He noted that the Vail Family has withdrawn their easement if RobbCo Construction is the contractor. Mr. Duthie listed several options and recommended the vault and haul option if an agreement cannot be reached.

Robert Petzoldt spoke for the Tusayan Sanitary District and stated their preference and reasoning for full utilities at the site, not the vault and haul option. Mayor Bryan noted that in the IGA between the Town and the Sanitary District (received from the Sanitary District), responsibility for potable water had been removed. Mr. Petzoldt said that it was not intentional and the District will maintain that line.

Clarinda Vail stated that they built the lines on their property to handle this project. She stated that she notified the Town early in the process that she was not willing to work with RobbCo due to issues with previous work on her property. She stated her

opposition to the vault and haul option and noted higher operating costs for that option.

Pete Shearer stated that the Sanitary District will no longer accept vault and haul waste so that is not a good option for the Sports Complex. He also stated that the School Board and the Sanitary District Board fully support the full utility option.

The Council discussed the current situation and the options for moving forward. Mayor Bryan stated that the vault and haul option would give time to develop a long term solution and save the Town \$137,000 at this time.

Councilmember Rueter stated that the Sanitary District is required to accept vault and haul waste as long as certain chemicals are not used. He also stated that ADEQ permits for vault and haul are usually only for 3 years so he prefers the full utility option.

Vice Mayor Sanderson made a motion to approve the Town Manager entering into negotiation on a time and materials proposal from LP's Excavating with an amount not to exceed \$270,000. Councilmember Rueter seconded the motion.

The Council took a break from 7:13pm to 7:17pm.

The motion passed on a vote of 2 to 1 with Mayor Bryan voting "No." Manager Duthie will report back with a timeline of construction and delivery of the building.

5. MOTION TO ADJOURN

Councilmember Rueter made a motion to adjourn the meeting at 7:19pm. Vice Mayor Sanderson seconded the motion and it passed on unanimous vote.

ATTEST:

Greg Bryan, Mayor

Date

Melissa M. Drake, Town Clerk

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Melissa M. Drake, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on November 5, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 5th day of November, 2015

TOWN CLERK

ITEM NO. 7 & 8A

TOWN OF TUSAYAN on the Edge of Grand Canyon National Park

LIQUOR LICENSE APPLICATION

Non-refundable application fee of \$560 due upon submittal. Please make checks payable to the Town of Tusayan.

1. Name of corporation or person requesting a license:

Sabron LLC

2. Business name (dba):

Yippee-ei-o Steakhouse

3. Business address:

Highway 64 N Grand Canyon, AZ 86023

(928) 638-2780
Business Phone

kiannini@yippee-ei-o.com
E-mail address

4. Please describe your business and how the sale of alcohol will be involved.

A restaurant that has a full menu dining area and a seperate bar area

5. Name of the person compiling this form:

kiannini Kristin
Last First Middle Initial

Residence:

8224 E Wingspan Way Scottsdale, AZ 85255
Street Address City State Zip Code

Contact Information:

()
Home Phone

(602) 488-5882
Cell Phone

(928) 638-2780
Business Phone

6. Have you ever been arrested for, convicted of, or plead guilty or no contest to a violation of any law other than a misdemeanor traffic violation in the past 10 years?

Yes



No

If "yes," please provide details on the incident(s) including how the matter was resolved.

7. Please list all persons having any ownership interest in the business, or in the profits of the business. This includes persons with less than a 10% interest.

Last	First	Middle	% Owned	Mailing Address	City/State/Zip
Gridley	Henry	M		20343 N Hayden Rd Ste 105-192	Scottsdale, AZ 85255
Iannini	Kristin		100%	20343 N Hayden Rd Ste 105-192	Scottsdale, AZ 85255

*Attach additional sheet if necessary.

8. Provide information about the purchase of the business. Provide complete details on the source of any and all funding.

- a. When was the business purchased? N/A
- b. How much was it purchased for? N/A
- c. What did the purchase include? NA

- d. Was the purchase of a liquor license included? Yes No
 If not included in the purchase of the business, what was the cost of the license? _____

9. If the license is denied, will the business be operated without liquor sales? Yes No

10. What are the planned hours of operation for the business if a liquor license is obtained?

Weekdays: 11 am to 10 pm

Weekends: 11 am to 10 pm

11. Will the business include dancing, live entertainment, adult entertainment, outdoor dining, outdoor alcohol consumption, pool tables, coin-operated games or automotive fuel sales?

Yes No

If "yes," explain the nature of such activities as it relates to the business.

Outside patio dining

12. What type of Liquor License is being requested? Series 12

13. Is this business currently in operation? Yes No
 If "no," what is the anticipated opening date? _____



Arizona Department of Liquor Licenses and Control
 800 W Washington 5th Floor
 Phoenix, AZ 85007
 www.azliquor.gov
 (602) 542-5141

*15 OCT 20 Lic. Lic. PM 3:19

Application for Liquor License
 Type or Print with Black Ink

SECTION 1 This application is for a:

- Interim Permit (Complete Section 5)
- New License (Complete Sections 2, 3, 4, 13, 14, 15, 16)
- Person Transfer (Complete Section 2, 3, 4, 12, 13, 14, 16)
- Location Transfer (Bars and Liquor Stores Only)
(Complete Section 2, 3, 4, 11, 13, 14, 16)
- Probate/ Will Assignment/ Divorce Decree
(Complete Sections 2, 3, 4, 9, 13, 14, 16)
(Fee not required)
- Government (Complete Sections 2, 3, 4, 10, 13, 16)
- Seasonal

SECTION 2 Type of Ownership:

- J.T.W.R.O.S. (Complete Section 6)
- Individual (Complete Section 6)
- Partnership (Complete Section 6)
- Corporation (Complete Section 7)
- Limited Liability Co (Complete Section 7)
- Club (Complete Section 8)
- Government (Complete Section 10)
- Trust (Complete Section 6)
- Tribe (Complete Section 6)
- Other (Explain) _____

SECTION 3 Type of license

LICENSE # 12033389

1. Type of license: Series 12

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE
 A service fee of \$25 will be charged for all dishonored checks (A.R.S. § 44-6852)

SECTION 4 Applicants

1. Individual Owner/Agent's Name: Iannini Kristin J P1074867
Last First Middle

2. Owner Name: Sabron LLC B 1055415
(Ownership name for type of ownership checked on section 2)

3. Business Name: Yippee ei o Steakhouse B1009849
(Exactly as it appears on the exterior of premises)

4. Business Location Address: 541 State Route 64 Tusayan AZ 86023 Coconino
(Do not use PO Box) Street City State Zip Code County

5. Mailing Address: 20343 N Hayden Rd Ste 105-192 Scottsdale AZ 85255
(All correspondence will be mailed to this address) Street City State Zip Code

6. Business Phone: 928-638-2780 Daytime Contact Phone: 602-488-5882

7. Email Address: kiannini@yippee-ei-o.com

- 8. Is the Business located within the incorporated limits of the above city or town? Yes No
- 9. Does the Business location address have a street address for a City or Town but is actually in the boundaries of another City, Town or Tribal Reservation? Yes No
 If Yes, what City, Town or Tribal Reservation is this Business located in: _____

10. Total Price paid for Series 6 Bar, Series 7 Beer & Wine Bar or Series 9 Liquor Store (license only) \$ _____

Fees: <u>100.00</u>	<u>100.00</u>	Department Use Only	<u>44.00</u>	<u>294.00</u>
<small>Application</small>	<small>Interim Permit</small>	<u>50.00</u>	<small>Finger Prints</small>	<small>Total of All Fees</small>
		<small>Site Inspection</small>		
Is Arizona Statement of Citizenship & Alien Status for State Benefits complete? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Accepted by: <u>SG</u>		Date: <u>10-20-15</u> License # <u>12033389</u>		

SECTION 5 Interim Permit

- If you intend to operate business when your application is pending you will need an interim permit pursuant to ARS § 4-203.01
- There **MUST** be a valid license of the same type you are applying for currently issued to the location or for the replacement of a Hotel/Motel license with a Restaurant license pursuant to A.R.S. § 4-203.01.

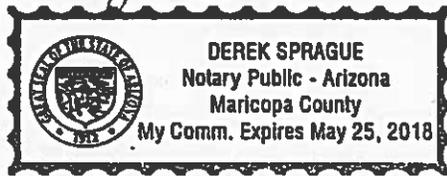
1. Enter license number currently at the location: 12031038

2. Is the license currently in use? Yes No If no, how long has it been out of use? _____

Attach a copy of the license currently issued at this location to this application.

I, Regina Anne Jaworski declare that I am the CURRENT OWNER, AGENT, OR CONTROLLING PERSON on the stated license and location.
(Print Full Name)

X Regina Anne Jaworski
(Signature)



State Arizona County of Maricopa
The foregoing instrument was acknowledged before me this

11 day of September, 2015
Day Month Year

[Signature]
(Signature of Notary Public)

My Commission Expires on: 5-25-18
Date

SECTION 6 Individual, Partnership, J.T.W.R.O.S, Trust, Tribe Ownerships

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE, AN "APPLICANT" TYPE FINGERPRINT CARD AND \$22 PROCESSING FEE FOR EACH CARD.

Individual

Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code

Is any person other than above, going to share in profit/losses of the business? Yes No
If Yes, give name, current address, and telephone number of person(s). Use additional sheets if necessary.

Last	First	Middle	Mailing Address	City	State	Zip Code	Phone #

Partnership

Name of Partnership: _____

General	Limited	Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								

J.T.W.R.O.S (Joint Tenant with Rights of Survivorship)

Name of J.T.W.R.O.S: _____

Last	First	Middle	Mailing Address	City	State	Zip Code

STATE OF ARIZONA

DEPARTMENT OF LIQUOR LICENSES
RAN CONTROL
ALCOHOL BEVERAGE LICENSE

License 12031038

Issue Date: 6/28/1990

Expiration Date: 5/31/2016

Issued To:
REGINA ANNE JAWORSKI, Agent
BAR J ENTERPRISES LLC, Owner

Restaurant

Mailing Address:
REGINA ANNE JAWORSKI
BAR J ENTERPRISES LLC
YIPPEE IO
P O BOX 3652
GRAND CANYON, AZ 86023

Location:
YIPPEE IO
HWY 180 & 64
GRAND CANYON, AZ 86023



EXP 5/31/2016

POST THIS LICENSE IN AN APPROPRIATE PLACE

SECTION 6 - continued

TRUST

Name of Trust: _____

Last	First	Middle	Mailing Address	City	State	Zip Code

TRIBE

Name of Tribal Ownership: _____

Last	First	Middle	Mailing Address	City	State	Zip Code

SECTION 7 Corporations/ Limited Liability Co

EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE AN "APPLICANT" TYPE FINGERPRINT CARD AND \$22 PROCESSING FEE FOR EACH CARD.

- Corporation Complete Questions 1, 2, 3, 4, 5, 6, and 7
- LLC. Complete Questions 1, 2, 3, 4, 5, 6, and 7

- Name of Corporation/ LLC: Sabron LLC
- Date Incorporated/Organized: 09/02/2015 State where Incorporated/Organized: ARIZONA
- AZ Corporation or AZ LLC File No: L20304289 Date authorized to do Business in AZ: 09/16/2015
- Is Corp/LLC. Non Profit? Yes No
- List Directors, Officers, Members in Corporation/LLC:

Last	First	Middle	Title	Mailing Address	City	State	Zip Code
IANNINI	KRISTIN	J	MANAGER MEMBER	20343 N. HAYDEN RD STE 105-192	SCOTTSDALE	AZ	85255
GRIDLEY	HENRY	MEEKER	MEMBER	20343 N. HAYDEN RD STE 105-192	SCOTTSDALE	AZ	85255

(Attach additional sheet if necessary)

6. List all Stockholders / percentage owners who own 10% or more:

Last	First	Middle	%Owned	Mailing Address	City	State	Zip Code
IANNINI	KRISTIN	J	100%	20343 N. HAYDEN RD STE 105-192	SCOTTSDALE	AZ	85255

(Attach additional sheet if necessary)

7. If the corporation/ LLC are owned by another entity, attach an Organizational FLOWCHART showing the structure of the ownership. Attach additional sheets as needed in order to disclose the Officers, Directors, Members, Managers, Partners, Stockholders and percentage owners of those entities.

SECTION 12 Person to Person Transfer

Questions to be completed by Current Licensee (Bar and Liquor Stores Only- Series, 06, 07, and 09)

1. Individual Owner / Agent Name: _____ Entity: _____
Last First Middle (Individual, Agent, Etc)

2. Ownership Name: _____
(Exactly as it appears on license)

3. Business Name: _____
(Exactly as it appears on license)

4. Business Location Address: _____
Street City State Zip

5. License Type: _____ License Number: _____

6. Current Mailing Address: _____
Street City State Zip

7. Have all creditors, lien holders, interest holders, etc. been notified? Yes No

8. Does the applicant intend to operate the business while this application is pending? Yes No

If yes, complete Section 5 (Interim Permit) of this application; attach fee, and current license to this application.

9. I, (Print Full Name) _____ hereby authorize the department to process this Application to transfer the privilege of the license to the applicant provided that all terms and conditions of sale are met. Based on the fulfillment of these conditions, I certify that the applicant now owns or will own the property rights of the license by the date of issue.

I, (Print Full Name) _____, declare that I am the **CURRENT OWNER, MEMBER, PARTNER STOCKHOLDER or LICENSEE** of the stated license. I have read the above Section 12 and confirm that all statements are true, correct, and complete.

X _____
(Signature of CURRENT Individual Owner/Agent)

NOTARY

State of _____ County of _____
State County

The foregoing instrument was acknowledged before me this _____ day of _____, _____.
Day Month Year

My commission expires on _____
Day/ Month/Year Signature of NOTARY PUBLIC

SECTION 13 Proximity to Church or School

Questions to be completed by all in-state applicants EXCLUDING those applying for a Series 5 Government, Series 11 Hotel/Motel, and Series 12 Restaurant licenses.

A.R.S. § 4-207 (A) and (B) state that no retailer's license shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizontal feet of a fenced recreational area adjacent to such school building. The above paragraph DOES NOT apply to:

- a) Restaurant license (§ 4-205.02)
- b) Hotel/motel license (§ 4-205.01)
- c) Government license (§ 4-205.03)
- d) Fenced playing area of a golf course (§ 4-207(B)(5))

1. Distance to nearest School: _____ Name of School: _____
(If less than one (1) mile note footage) Address: _____

2. Distance to nearest Church: _____ Name of Church: _____
(If less than one (1) mile note footage) Address: _____

SECTION 14 Business Financials

1. I am the: Lessee Sub-lessee Owner Purchaser Management Company

2. If the premise is leased give lessors: Name: Meeker Sage Partners LLC
 Address: 20343 N Hayden Rd Ste 1-5-192 Scottsdale, AZ 85255
Street City State Zip

3. Monthly Rent/ Lease Rate: \$ 12,000

4. What is the remaining length of the lease? 10 yrs _____ months

5. What is the penalty if the lease is not fulfilled? \$ 0 or other: _____
(Give details-attach additional sheet if necessary)

6. Total money borrowed for the Business not including lease? \$ 0
 Please List Lenders/People you owe money to for business.

Last	First	Middle	Amount Owed	Mailing Address	City	State	Zip

(Attach additional sheet if necessary)

7. What type of business will this license be used for (be specific)?
Restaurant

8. Has a license or a transfer license for the premises on this application been denied by the state with in the past (1) year? Yes No If yes, attach explanation.

9. Does any spirituous liquor manufacture, wholesaler, or employee have an interest in your business? Yes No

10. Is the premises currently license with a liquor license? Yes No

If yes, give license number and licensee's name:
 License #: 12031038 Individual Owner /Agent Name: Regina Anne Jaworski
(Exactly as it appears on license)

SECTION 15 Restaurant or hotel/motel license applicants

1. Is there an existing Restaurant or Hotel/Motel Liquor License at the proposed location? Yes No

2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.

3. All Restaurant and Hotel/Motel applicants must complete a Restaurant Operation Plan form provided by the Department of Liquor Licenses and Control.

4. As stated in A.R.S. § 4-205.02. (H)(2), a Restaurant is an establishment which derives at least forty (40) percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from sales of food and spirituous liquor on the licensed premises. By applying for this Restaurant Hotel/Motel, I certify that I understand that I must maintain a minimum of forty (40) percent food sales based on these definitions and have included the Restaurant Hotel/Motel Records Required for Audit form with this application.

Kristen Sannini
(Applicant's Signature)

5. I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for your inspection 90 days after filing your application, please request an extension in writing; specify why the extension is necessary; and the new inspection date you are requesting.

KI
(Applicant's Initials)

SECTION 16 Diagram of Premises

Check ALL boxes that apply to your business:

- | | | | |
|---|--|--------|--|
| <input checked="" type="checkbox"/> Entrances/Exits | <input checked="" type="checkbox"/> Liquor storage areas | Patio: | <input checked="" type="checkbox"/> Contiguous |
| <input type="checkbox"/> Walk-up windows | <input type="checkbox"/> Drive-through windows | | <input type="checkbox"/> Non Contiguous |

1. Is your licensed premises currently closed due to construction, renovation or redesign? Yes No

If yes, what is your estimated completion date? _____
Month/Day/Year

2. **Restaurants and Hotel/Motel** applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Place for diagram is on section 16 number 6.

3. The diagram (a detailed floor plan) you provide is required to disclose only the area(s) where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored on the premises unless it is a restaurant (see # 3 above).

4. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises such as parking lots, living quarters, etc.

As stated in A.R.S. § 4-207.01 (B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to the boundaries, entrances, exits, added or deleted doors, windows, service windows or increase or decrease to the square footage after submitting this initial diagram.

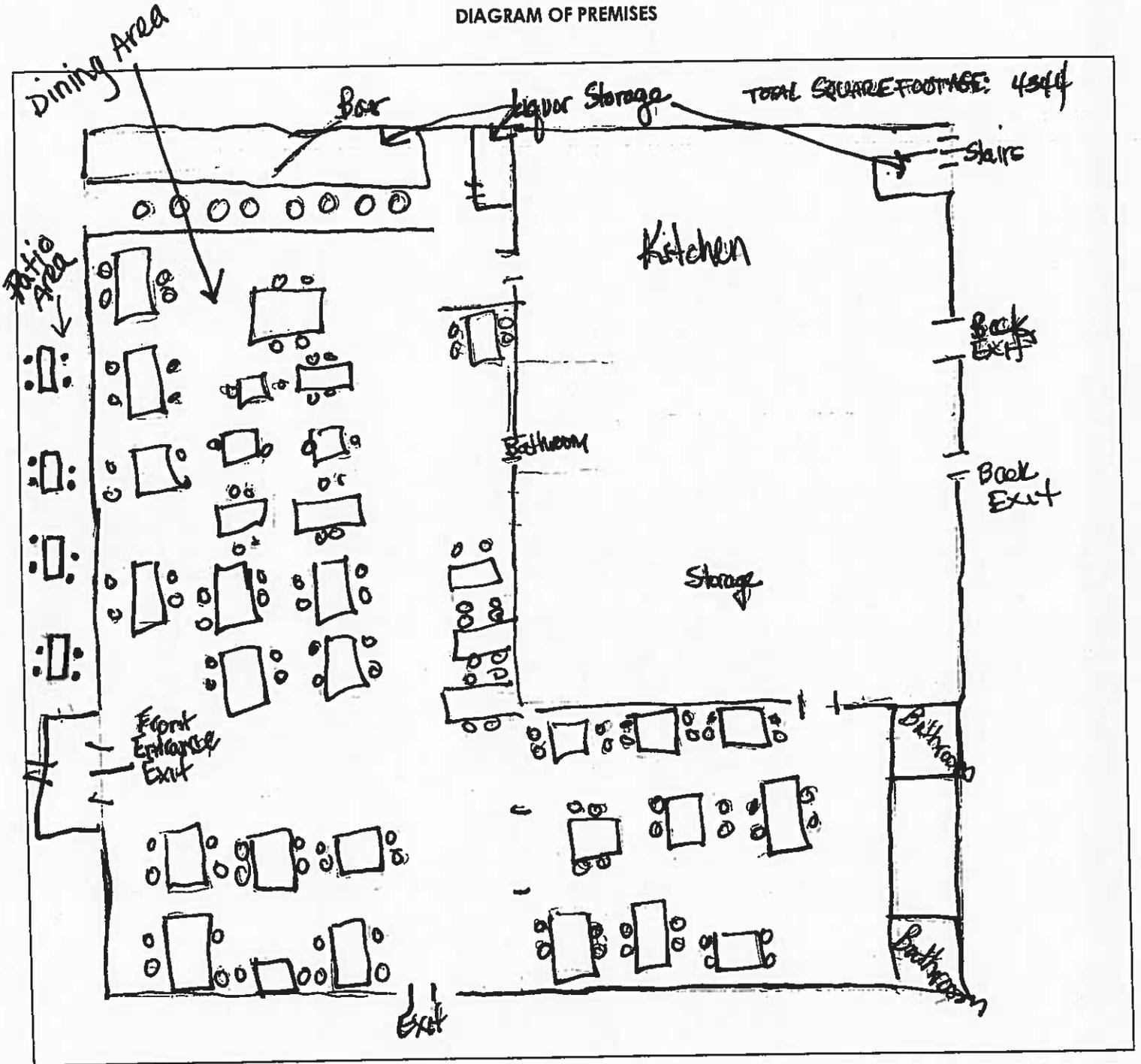
KI
(Applicant's Initials)

SECTION 16 Diagram of Premises – continued

6. On the diagram please show only the areas where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored. It must show all entrances, exits, interior walls, bars, hi-top tables, dining tables, dining chairs, dance floor, stage, game room, and the kitchen. DO NOT include parking lots, living quarters, etc. When completing diagram, North is up ↑.

If a legible copy of a rendering or drawing of your diagram of the premises is attached to this application, please write the words "DIAGRAM ATTACHED" in the box provided for the diagram on the application.

DIAGRAM OF PREMISES

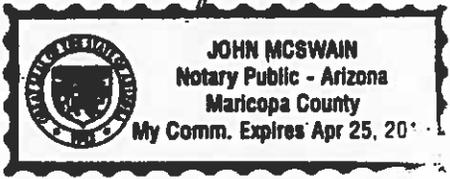


SECTION 17 SIGNATURE BLOCK

I, (Print Full Name) Kristin J. Lannini ^{LS} ~~X~~, hereby declare that I am the Owner/Agent filing this application as stated in Section 4 # 1. I have read this application and verify all statements to be true, correct and complete.

X (Signature) Kristin Lannini

State of Arizona County of Maricopa



The foregoing instrument was acknowledged before me this

17 of September, 2015

My commission expires on: April 25, 2019

Day Month Year
[Signature]
Signature of NOTARY PUBLIC

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.

ITEM NO. 8B

**RESOLUTION NO. 2015-09
TOWN OF TUSAYAN, ARIZONA**

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE
TOWN OF TUSAYAN, DECLARING INTENTION TO PURSUE AND
ATTAIN DARK SKY COMMUNITY RECOGNITION FROM THE
INTERNATIONAL DARK-SKY ASSOCIATION.**

WHEREAS, the Town of Tusayan desires to attain full Dark Sky Community recognition from the International Dark-Sky Association, and

WHEREAS, the Town desires to show exceptional dedication to the preservation of the night sky through implementation and enforcement of quality lighting codes, dark sky education, and citizen support of dark skies, and

WHEREAS, the Town of Tusayan intends to initially seek Provisional Dark Sky Community Status, and

WHEREAS, the Town of Tusayan will pursue all qualification demands during the Provisional period to meet the qualifications for full Dark Sky Community Status.

**NOW THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF TUSAYAN HEREBY
DECLARE INTENT TO PURSUE AND ATTAIN DARK SKY COMMUNITY RECOGNITION FROM THE
INTERNATIONAL DARK-SKY ASSOCIATION.**

PASSED AND ADOPTED by the Mayor and Town Council of the Town of Tusayan, Arizona this 18th day of November, 2015.

Greg Bryan, Mayor

ATTEST:

APPROVED AS TO FORM:

Town Manager

Town Attorney

ITEM NO. 8D



FISCAL POLICY AND PROCEDURE MANUAL

Submitted November 2015

TABLE OF CONTENTS

Section		Page
1	Introduction	1
2	Account Authority and Access	1
3	Procurement	2
4	Payroll	6
5	Cash Receipting	7
6	Petty Cash	7
7	Bank Reconciliation	8
8	Cash Disbursements	9
9	Credit Cards	9

1. INTRODUCTION

- A. The purpose of this manual is to establish and outline the fiscal policies and operating procedures for the Town of Tusayan. These policies and procedures are designed not only to cover internal fiscal policy but relate to program management and establish the internal control necessary to have sound fiscal management.

1. Internal Control

Internal controls are plans, policies, and procedures adopted by an organization to safeguard its assets and to check the accuracy and reliability of its accounting system. A sound system of internal control will protect the agency against misappropriation of assets and erroneous statements of accounts.

A system of internal control extends beyond policies and procedures. They are essential to the agency as a whole, and affect all employees. Internal controls include management policy which promotes operational efficiency. This manual presents management policy and fiscal procedures necessary to adhere to the Town's standards of financial responsibility.

The characteristics of a satisfactory system of internal control will include the following:

- a. Established managerial policies which are enforced.
- b. Establishment of responsibilities for each employee.
- c. Ample separation of related duties.
- d. A system for authorization of transactions.
- e. A system of proofs, checks, and balances.

2. Manual Maintenance

This manual has been prepared as a working guide for all levels of personnel and is to be used in fulfilling financial responsibilities in the Town operation. It can also be of particular value in assuring continuity of operation in the event of personnel turnover as well as aiding in the training of new staff.

2. ACCOUNT AUTHORITY AND ACCESS

All financial accounts of the Town including, but not limited to checking, savings, and investments will be accessed only by Council authorized and designated person(s). Authorized person(s) may include a Councilmember and/or the Town Manager, as designated by motion in a regular or special Town Council meeting.

The designated person(s) are authorized access to the accounts for the sole purposes of maintenance and update or transfer of funds within accounts in the best interest of the Town.

The designated person(s) are authorized to transfer funds within the Town accounts up to one hundred thousand dollars (\$100,000) without prior Council approval. Any amount of fund transfer greater than or equal to one hundred thousand dollars (\$100,000) requires prior Council approval.

No funds may be transferred into any non-Town account without Council prior approval by motion in a regular or special Town Council meeting.

All fund transfers will be electronically noticed to the Mayor and Vice Mayor upon completion.

3. PROCUREMENT

A. Procedures:

The Town Manager or his/her authorized designee shall be the Purchasing Agent for the Town. No purchase or contract for goods and services of any kind or description, payment for which is to be made from funds of the Town, shall be made by the purchasing agent, or any officer, employee or agent of the Town, except in the manner set forth in this section, and unless said contract for service or purchase is in accordance with the adopted Town budget.

1. **\$10,000 and less:** Purchasing transactions of Ten Thousand (\$10,000) or less are not subject to the competitive bid process. No bid is necessary. However, authorized Town staff must exercise sound fiscal judgment in making these expenditure decisions. Expenditures must also be in accordance with the Department's established budget.

Preference may be given to the local purchases if the local purchases are within 5% of the lowest bid. It is prohibited to divide contracts in order to lower amount to avoid the required bidding or approvals.

2. **\$10,001 to \$25,000 inclusive:** Whenever any contemplated purchase or contract for services is for the sum greater than \$10,000 but less than or equal to \$25,000, the purchasing agent or designee shall solicit at least three (3) verbal quotes, which must be documented (documentation must include: vendor name, contact name, phone number, date spoke with contact and the amount quoted), for the item, purchase or contract for service.

The Purchasing Agent will review the verbal quotes and may get additional quotes prior to making the final award decision. The award shall be made to the responsible bidder submitting the quote which is most advantageous to the Town and conforms to the solicitation process described herein. If only one (1) responsive quote is received, a statement shall be included in the contract file setting forth the basis for determining that the price is fair and reasonable. Purchasing transactions are not to be artificially divided or fragmented in order to meet the lesser requirements of lower dollar transactions. Confidential information provided by vendors shall not be shared with competitors by any individual involved in the process. Price may not be shared or publicly disclosed prior to contract award. This includes requisitioners, reviewers, and the Purchasing Agent.

3. **\$25,001 to \$75,000 inclusive:** Whenever any contemplated purchase or contract for services is for the sum greater than of \$25,000 but less than or equal to \$75,000, the Purchasing Agent or designee shall solicit at least three (3) current written quotes (via fax or mail on the vendor's letterhead), for the item(s) being quoted.

When requested, bidders shall submit quotes on a form approved by the Purchasing Agent and the quotes shall be recorded and placed in the project file.

The Purchasing Agent will review quotes and may get additional quotes prior to making the final award decision. Award shall be made to the responsible bidder submitting the quotation which is most advantageous to the City and conforms to the solicitation. If only one (1) responsive quotation is received, a statement shall be included in the contract file setting forth the basis for determining that the price is fair and reasonable. This determination may be based on a comparison of the proposed price with prices found to be reasonable on previous purchases or current price lists. If material or service is available from only one (1) vendor, and the purchase is estimated to cost less than or equal to seventy-five thousand dollars (\$75,000), the Purchasing Agent shall be the final judge on the determination that it is not practical to obtain three (3) quotations. Purchasing transactions are not to be artificially divided or fragmented in order to meet the lesser requirements of lower dollar transactions. Confidential information provided by vendors shall not be shared with competitors by any individual involved in the process. Price may not be shared or publicly disclosed prior to contract award. This includes requisitioners, reviewers, and the Purchasing Agent.

- a. If the Town Council approved or authorized said purchases or contracts for services either in a previous Town Council meeting or in the Town's budget approval process, the awarding of bids for purchases or contracts for services *up to and including* \$75,000 do not need to be authorized or pre-approved by the Town Council.
4. **\$75,001 or more.** Procurement of contemplated purchases and contract for services, when the cost is expected to exceed seventy-five thousand dollars (\$75,000), shall be made using either a formal written Invitation for Bid (IFB), Request for Proposal (RFP), or Request for Qualifications (RFQ) except as otherwise provided in this section or pursuant to Title 34, Arizona Revised Statutes. The Purchasing Agent shall determine which procurement method (IFB, RFP or RFQ) will be most practicable and advantageous to the Town for the procurement of supplies and contract for services. Purchases or contracts for supplies and services for the sum of \$75,001 or more will require at least three (3) sealed bids, when possible, and said bids shall be in writing. The Purchasing Agent or designee shall see that the date and time the bids close is published in a newspaper of general circulation within the Town. The notice shall include a general description of the articles to be purchased or services to be performed and the time and place for opening bids. In addition, the Purchasing Agent or designee may also mail a copy of the bid notice to any responsible supplier that has notified the Town to be on a list of suppliers.
- a. No purchase or contract shall be let except by the Town Council. Bids for purchase of supplies or contract of services \$75,001 or more shall be presented to the Town Council at a regular or special Town Council meeting. The Purchasing Agent shall present available information on the bidders. The Council may then either award the bid or request that new bids be solicited.

- b. **Exception:** Construction Projects for Roads, Water or Sewer which are for \$75,001 to \$500,000 and which are otherwise already contemplated and/or the cost of which is already in the Town's fiscal budget can be contracted for by the Town Manager without first being presented to the Town Council.

B. Exceptions:

1. **Exclusive Service.** In the event that there is only one firm, company or individual capable of providing a particular service or commodity, and such service or commodity cannot be secured from other persons or companies, such service or commodity may be secured without bidding. The Town Council may award the bid for such purchases or contract for services.
2. **Professional Services.** Such services shall include, but not be limited to, the following: physicians, attorneys, engineers and similar professions. Procurement of said services shall conform to applicable local, State, Federal and laws and regulations. However, the Town may require a response to a Request for Proposal (RFP) initiated by the Town for any such contract for services.
3. **Used Equipment.** Upon recommendation of the Department Head, the Town Manager may waive the bid procedures with respect to the purchases of used equipment.
4. **Cooperative Purchasing.** In the event of a purchase made by, through or with the U.S. Government, State of Arizona or its political subdivisions, purchases or award of such contracts for services or materials may be made without the bidding process. Such purchases would require the following approval:
 - a. Items under \$75,000 inclusive must be approved by the Town Manager.
 - b. Items \$75,001 or over must be approved by the Town Council.
5. **Public Buildings or Structures.** When the Town constructs any building or structure for Town operational purposes, or makes additions to or alterations of existing buildings or structures, and any purchase or contract for services is subject to A.R.S. 34-201 et seq., as amended, the provisions, requirements and specifications or relevant portions of the Arizona Revised Statutes shall supersede this article and control any such bidding procedures.

C. Bidding:

1. **Procedure.** The Purchasing Agent and all parties contracting with the Town of Tusayan shall follow the procedure set forth in this section in relation to all bids required.
 - a. All notices and solicitation of bids shall state the date, time and place for the opening.
 - b. All bids shall be submitted electronically to the Purchasing Agent or his designee, and shall be identified as bids on the subject line of the electronic message; Or submitted sealed to the Purchasing Agent or his designee and shall be identified as bids on the envelope.

- c. All bids shall be opened in public at the date, time and place stated in the public notice.
- d. A tabulation of all bids received shall be posted at Town Hall for public inspection.
- e. The Purchasing Agent and/or the Town Council shall have the authority to reject any or all bids and parts of all bids and re-advertise or re-solicit bids.

2. **Determination of Lowest Responsible Bidder.**

The Town Council and/or Purchasing Agent shall exercise the right of rejection, the purchase or contract shall be made from and with the lowest responsible bidder for the entire purchase or contract for any part thereof. In determining the lowest responsible bidder, the Town Council and/or Purchasing Agent shall consider:

- a. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- b. Whether the bidder can perform the contract or provide the service promptly or within the specified time, without delay or interference.
- c. The quality of performance of previous contracts.
- d. The previous and existing compliance by the bidder with the laws and ordinances of the Town.
- e. The financial resources and ability of the bidder to perform the contract.
- f. The quality, availability and adaptability of the supplies or services.
- g. Use cost per unit.
- h. Whether the bid complies with other governmental regulations.

These areas of consideration shall be made known to all potential providers of services and commodities when the provision of such service and/or commodity is solicited. Consideration of such factors by the Purchasing Agent and/or Town Council shall be consistent for all respondents.

D. Performance Bonds:

For those bids of commodities and/or services to cost in excess of \$75,001, the following securities shall be required:

- 1. A bid guarantee equal to five percent (5%) of the bid price shall be submitted with the bid. This guarantee can be provided in the form of a bid bond, certified check, or other negotiable instrument.
- 2. A performance and payment Bond equal to one hundred percent (100%) of the bid price may be required by the purchasing agent prior to execution of an agreement between the Town and the commodity or service provider.
- 3. For those solicitations for commodities and/or services of a cost less than \$75,000, the Purchasing Agent shall have the authority to require bid bonds, performance and payment bonds, in cash or otherwise, for such amount(s) as he/she may deem sufficient to secure the execution of the contract for the best interest of the Town of Tusayan.

E. Emergency Purchases:

In case of an emergency which requires immediate purchases of supplies or contract for services and when time is of the essence, the Mayor of Tusayan shall be empowered to authorize the Purchasing Agent to purchase or secure services without complying with the procedures of this section. A full report in writing of the circumstances of any emergency purchase shall be filed by the Purchasing Agent with the Town Council at its next regular meeting.

F. Forms:

The Purchasing Agent shall prescribe such forms as he shall find necessary for the operation of the provisions of this section. Upon the completion of the bidding or other form of solicitation processes, all documentation shall be maintained as required.

4. PAYROLL

The Town's Payroll is prepared bi-weekly for the pay period ending the Saturday prior to payday. The payroll is prepared on the Town computer and is based on employee time cards for hourly employees and on an established salary basis for salaried employees.

A. Time Cards

The time card is the source document for the Town payroll. Each pay period the time card must be approved by the Town Manager. After the cards are completed, they must be submitted to the Payroll preparation staff. The following information is required on all time cards:

1. Employee's name.
2. Number of hours worked each day of the pay period.
3. The type of hours being charged must be identified (regular, paid time off, overtime, etc.).
4. Employee's signature and supervisor's signature.
5. Date of applicable pay period.

B. Payroll Checks/Direct Deposit Vouchers

All payroll checks are paid from monies in the Town's general account. Accounts are separated in the payroll journal and charges (gross wages and fringe benefits) are debited. The payroll journal is reconciled to the bank statement by the Bookkeeper and Town Clerk. On a payroll basis the amount of funds for payroll must agree with the amount posted to the general ledger.

C. Procedures

As time cards are turned in they are checked for accuracy and given proper approval by the Town Manager or designee. All time cards are submitted to the Bookkeeper, who inputs the data into the computer. The approved cards are then prepared for the payroll run. A spreadsheet is compiled from all of the time cards. The payroll is run on the computer following authorized steps. The computer prints hard copies of reports to be filed, and all employee data for end of year reports is stored. The computer prints checks; direct deposit vouchers and prepares a payroll register. Data is then updated to the general ledger. The completed payroll checks require two signatures.

5. CASH RECEIPTING

To establish the concepts and procedures to be followed in processing Cash Receipts Transactions.

A. Cash Receipt Items

Cash receipt items for the Town of Tusayan include the following:

1. All federal, state, and local proceeds.
2. Other miscellaneous receipts of checks, money orders, currency, and coin.
3. Permit, License and other Fee receipts

B. Cash Receipting Procedure

The following sequence of events takes place in processing cash receipts:

1. When cash receipts are received, the cash and check amount is confirmed. The confirmed amount is then applied to the appropriate account codes by entering the information into the receipting system.
2. If requested, an original copy of receipt is printed and provided to the customer. If needed, a copy of the check may be made and attached to a duplicate copy of the receipt and kept on file. If technical difficulties arise, a manual "hand receipt" may be given in place of a computer generated receipt.
3. All necessary reports are printed and reviewed. The Cash Receipts Register is checked against the daily cash receipts. Once the cash receipts are confirmed, they are updated to the general ledger. All necessary reports are printed out and maintained.

C. Deposit Procedures

1. Designated staff member(s) will:
 - a. As checks and money orders are received, stamp the back "For Deposit Only".
 - b. At the end of the day, complete the deposit slip.
 - c. Place the deposit and the original completed slip inside the deposit bag and seal.
 - d. Deposit all cash receipts intact and, if possible, on a daily basis. Daily receipt totals in excess of \$5,000 should be deposited the same day. If amount is below \$5,000, place the sealed bag in a secured location.
 - e. Take the deposit bags to the bank and drop it into the night drop. Bank receipts will be picked up monthly, matched, and attached to the specific daily register.
 - f. The Bookkeeper or his/her designee will print and check Cash Receipts Journal.

6. PETTY CASH

A. Establishment

The fund is established to provide a readily available source of funds for the payment of small, incidental, miscellaneous expenses, or to provide cash for making change, etc. The goal of such funds is to avoid the need for writing checks for small items (under \$100), to facilitate quick minor disbursements, and to make small disbursements at the lowest possible operating level. The Petty Cash Fund is authorized by the Town Manager and issued by the Town Clerk. The fund is cash kept on hand.

B. Procedures:

1. **Petty Cash Custodian Duties**
 - a. Disburse cash from fund for authorized purposes.
 - b. Prepare a petty cash voucher for each disbursement of funds. The voucher must include the date, amount of disbursement, payee, purpose of disbursement, general ledger account to be charged, signature of payee, approval of custodian.
 - c. Attach all supporting documents for the purchase, such as receipts, cash register tapes, etc., to the petty cash voucher.
 - d. File a Reimbursement Request with the petty cash vouchers and supporting documents attached with the Bookkeeper or his/her designee when replenishment is required.
2. All petty cash purchase requests will be approved by the Town Manager or Town Clerk.
3. The petty cash fund must always be kept in balance since the Bookkeeper or his/her designee will periodically perform spot checks.
4. There are no strict guidelines as to what can or cannot be purchased through the petty cash fund but care must be exercised in the final determination by the Town Manager and Town Clerk. The fund should be considered a privilege and can be forfeited at any time if abused.
5. Additional petty cash funds may be established for programs by approval of the Town Manager or Town Clerk.

C. Restrictions and Control

The Town Manager or his designee conducts periodic and unannounced audits of the petty cash fund. Such audits include a counting of cash, an explanation of unredeemed cash vouchers, and a reconciliation of the petty cash fund with the bank statement.

The following restrictions are to be observed regarding petty cash funds:

1. The amount to be disbursed per transaction may not exceed \$100.00.
2. Only the persons to whom the fund was assigned may have access to the cash.
3. No other monies may be mixed with the petty cash fund.
4. No personal checks are to be cashed from the petty cash fund.
5. No loans or advances are to be made from the petty cash fund.
6. The maximum amount for petty cash is to be determined based on need.
7. Under no circumstances is the petty cash fund to be used to circumvent the established purchasing policies or procedures.

7. BANK RECONCILIATION

A. Procedure

The reconciliation is to be done monthly and must be completed before the next month's regular Town Council meeting. Preferably, the reconciliation will be performed by another person not controlling the receipts and disbursements into that account, but at minimum all reconciliations will be approved by the Bookkeeper.

1. Once the bank reconciliation is completed, a hard copy of the reconciliation is printed out and maintained with the copy of the bank statement.
2. Confirm the ending cash balance from the reconciliation equals the ending balance of the cash general ledger account.
3. Cancelled and voided checks are filed in chronological order.

8. CASH DISBURSEMENTS

In general, the accounting procedures set forth below are designed to ensure satisfactory controls over cash disbursements. These controls include, but are not limited to, adequate separation of duties, proper support by source documentation of all disbursements, no signing of blank checks, and the keeping of all non-issued checks in a secure place.

A. Check Safeguards

1. All blank checks are to be kept in a secure location at all times.
2. Checks are to be maintained and utilized in sequential numerical order only.
3. All voided checks are to be filed numerically along with the returned cancelled checks.
 - a. All voided checks must be defaced sufficiently to guard against their potential use. The word "void" shall be stamped or written on the check in sufficient size to be easily noticed.

B. Purchase Orders

The purpose for Purchase Orders is to provide a better budgetary measure of each department's expenditures. Purchase Orders are to be obtained and authorized prior to the purchase. Purchase Orders are not required to be obtained for vendors providing a regular monthly service, such as electricity, water, or telephone service. The amount shown on a purchase order is based upon an estimate given by the requester. This estimate allows for the Bookkeeper to ensure only what was requested to purchase was actually what was purchased and to ensure that the vendor did not over charge.

Until such time as the Town organization grows sufficiently to support multiple staffed departments, the Purchase Order requirement is waived.

C. Check Register

1. A check register and single line payroll register for computer checks and cash disbursement journal printout for hand checks shall be maintained showing each and every check
2. The registers and journal shall balance to the General Ledger and monthly bank reconciliation.

D. Check Signers

1. Town policy requires two authorized signatures sign all checks. Authorized signatures may include authorized Council members, the Town Manager, Town Clerk or other Council authorized designees.
2. Council will require payroll and non-regular monthly service provider checks be approved electronically by the Mayor and Vice-Mayor prior to distribution.
3. Mayor and Vice Mayor check distribution approval is not required for vendors providing regular monthly service including, but not limited to: electricity, water, sanitation, or telephone/internet service.

9. CREDIT CARDS

The Town Manager and other designated staff are provided a credit card for special purchases and for travel expenses.

A. Procedure

1. Detailed receipts must be turned in to the Bookkeeper on a bi-weekly basis. If the card gets lost or stolen the administrative offices must be notified as soon as possible and the Town Clerk must call and notify the credit card company to cancel the card.

2. A credit card is maintained in the Admin office safe. If a staff member needs to use it, the person will complete the sign out sheet. When they return the card they will sign the card back in and turn in the detailed receipts to the Town Clerk. If the card gets lost or stolen the administrative offices must be notified immediately so the credit card company can be notified to cancel the card.
3. Credit card purchases are subject to required procurement procedures.
4. Credit card purchases made over the phone must have detailed receipts submitted to the Bookkeeper by the purchaser as soon as possible.
5. When the Bookkeeper reconciles the monthly credit card statement, any receipts that are missing must be provided. If a receipt is lost, a written explanation or other form of back up documentation must be provided.
6. No personal charges are allowed on the Town Credit Card.
7. Any misuse of the Town Credit Card is subject to disciplinary action.

ITEM NO. 8E

2016

January

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	01 New Year's Day	02
03	04	05	06 Council Meeting	07	08	09
10	11	12	13	14	15	16
17	18 MLK Day	19	20 Council Meeting	21	22	23
24	25	26 Planning & Zoning Commission Mtg	27	28	29	30
31	01					

February

2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	01	02	03 Council Meeting	04	05	06
07	08	09	10	11	12	13
14	15 Presidents' Day	16	17 Council Meeting	18	19	20
21	22	23 Planning & Zoning Commission Mtg	24	25	26	27
28	29	01	02	03	04	05
06	07					

2016

March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	01	02 Council Meeting	03	04	05
06	07	08	09	10	11	12
13	14	15	16 Council Meeting	17	18	19
20	21	22 Planning & Zoning Commission Mtg	23	24	25	26
27	28	29	30	31	01	02
03	04					

2016

April

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	01	02
03	04	05	06 Council Meeting	07	08	09
10	11	12	13	14	15	16
17	18	19	20 Council Meeting	21	22	23
24	25	26 Planning & Zoning Commission Mtg	27	28	29	30
01	02					

May

2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02	03	04 Council Meeting	05	06	07
08	09	10	11	12	13	14
15	16	17	18 Council Meeting	19	20	21
22	23	24 Planning & Zoning Commission Mtg	25	26	27	28
29	30 Memorial Day	31	01	02	03	04
05	06					

June

2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	01 Council Meeting	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21 Planning & Zoning Commission Mtg	22 Council Meeting	23	24	25
26	27	28	29	30	01	02
03	04					

2016

July

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	01	02
03	04	05	06	07	08	09
	Independence Day					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
		Planning & Zoning Commission Mtg				
31	01					

2016

August

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	01	02	03 Council Meeting	04	05	06
07	08	09	10	11	12	13
14	15	16	17 Council Meeting	18	19	20
21	22	23 Planning & Zoning Commission Mtg	24	25	26	27
28	29	30 Primary Election Day	31	01	02	03
04	05					

September

2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	01	02	03
04	05 Labor Day	06	07 Council Meeting	08	09	10
11	12	13	14	15	16	17
18	19	20	21 Council Meeting	22	23	24
25	26	27 Planning & Zoning Commission Mtg	28	29	30	01
02	03					

2016

October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	01
02	03	04	05 Council Meeting	06	07	08
09	10	11	12	13	14	15
16	17	18	19 Council Meeting	20	21	22
23	24	25 Planning & Zoning Commission Mtg	26	27	28	29
30	31					

201

November

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	01	02 Council Meeting	03	04	05
06	07	08 General Election Day	09	10	11 Veterans Day	12
13	14	15	16 Council Meeting	17	18	19
20	21	22 Planning & Zoning Commission Mtg	23	24 Thanksgiving	25 Holidays	26
27	28	29	30	01	02	03

2016

December

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	01	02	03
04	05	06	07 Council Meeting	08	09	10
11	12	13	14	15	16	17
18	19	20 Planning & Zoning Commission Mtg	21 Council Meeting	22	23	24
25 Christmas Day	26 Christmas Holiday	27	28	29	30	31