

## AGENDA

### TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, September 21, 2016 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, September 21, 2016 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 CRAIG SANDERSON  
VICE MAYOR BECKY WIRTH

COUNCILOR AL MONTOYA  
COUNCILOR JOHN RUETER  
COUNCILOR 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

A. Swearing in of Council Member, and Council Appointed Mayor, Craig Sanderson;

#### 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. Accounts Payable Billings

#### 6. ACTION ITEMS

A. Consideration, discussion, and possible approval of survey, which realigns the existing U. S. Forest Service easement within the Sports Complex area. Approval is also required by the Grand Canyon School District before submittal to the USFS.

B. Consideration, discussion and possible approval of amending the Tusayan Fiscal Policy, Adding Section 2. B Online Security; Amending Section 2.C Transfer of

**Funds; and Amending all reference to Purchasing Agent with Purchasing Manager; and Direct renumbering of pages to accurately reflect changes.**

**7. DISCUSSION ITEMS**

**A. Update from Kaibab Learning Center of Town funding usage**

**8. REPORTS**

**A. Town Manager**

- i. Update on Affordable Housing**
- ii. Update on Broadband development**
- iii. Update on the Sports Complex and Work Group**
- iv. Update on the Planning and Zoning Commission**
- v. Update of Administrative actions and issues**

**B. Council Members**

**C. Mayor**

**9. THE COUNCIL WILL RESOLVE AS THE HOUSING AUTHORITY OF THE TOWN OF TUSAYAN BOARD OF TRUSTEES.**

**A. Discussion of Housing Authority issues:**

- a. Status and process update of Ten X Ranch Preliminary Plat (Phase One) to the Tusayan Planning and Zoning Commission;**
- b. Status and process update of Kotzin Ranch Preliminary Plat (Phase One) to the Tusayan Planning and Zoning Commission;**
- c. Update of Escrow status of Ten X Ranch;**
- d. Update of site development of Ten X Ranch.**

**THE COUNCIL WILL RESOLVE AS THE TOWN COUNCIL.**

**10. FUTURE AGENDA ITEMS**

**11. 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 September 2016, at \_\_\_\_\_ am / pm in accordance with the statement filed by the Tusayan Town Council.

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

# Item 5A

Delivered after packet sent



# Item 6A

# RESULTS OF SURVEY

FOR

## APN 502-17-027

W1/2, SEC 24, T 30 N, R 02 E  
 GILA & SALT RIVER MERIDIAN  
 COCONINO COUNTY, ARIZONA

### BASIS OF SURVEY

A PORTION OF TRACT 39 IN SECTION 24, T30N., R02E.

### SURVEYOR'S NOTE:

THIS DRAWING DOES NOT REFLECT ANY RIGHT-OF-WAY, EASEMENTS, OR OTHER ENCUMBRANCES WHICH WOULD BE REVEALED BY A CURRENT TITLE REPORT.

### LEGAL DESCRIPTION

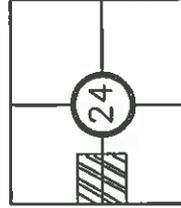
#### INGRESS EGRESS EASEMENT

A PARCEL OF LAND SITUATED WITHIN SECTION 24, TOWNSHIP 30 NORTH, RANGE 02 EAST, OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:  
 BEGINNING AT THE WEST QUARTER CORNER OF SAID SECTION 24; THENCE ALONG THE NORTH LINE OF TRACT 39 IN SECTION 24, N44° 04' 16"E, A DISTANCE OF 285.00 FEET TO THE BEGINNING OF AN INGRESS EGRESS EASEMENT BEING 40 FEET IN WIDTH; THENCE S45° 55' 42"E, ALONG THE CENTER OF SAID EASEMENT A DISTANCE OF 20 FEET; THENCE S44° 04' 18"E, A DISTANCE OF 492.50 FEET; THENCE S26° 66' 06"E, A DISTANCE OF 362.55 FEET; THENCE S10°28'38"E, A DISTANCE OF 143.44 FEET, TO THE CENTER OF AN EXISTING ACCESS ROAD; THENCE N75°56'11"E, ALONG SAID ACCESS ROAD, A DISTANCE OF 29.00 FEET, TO THE BEGINNING OF A CURVE TO THE LEFT, HAVING A RADIUS OF 163.00 FEET AND A CHORD BEARING OF NXX°XX'XX"E, CHORD LENGTH OF 123.23 FEET; THENCE ALONG SAID CURVE, FOR A DISTANCE OF 138.00 FEET TO THE CENTER OF LONG JIM LOOP ROAD, TO THE TERMINUM OF SAID EASEMENT.

### SURVEYORS CERTIFICATION

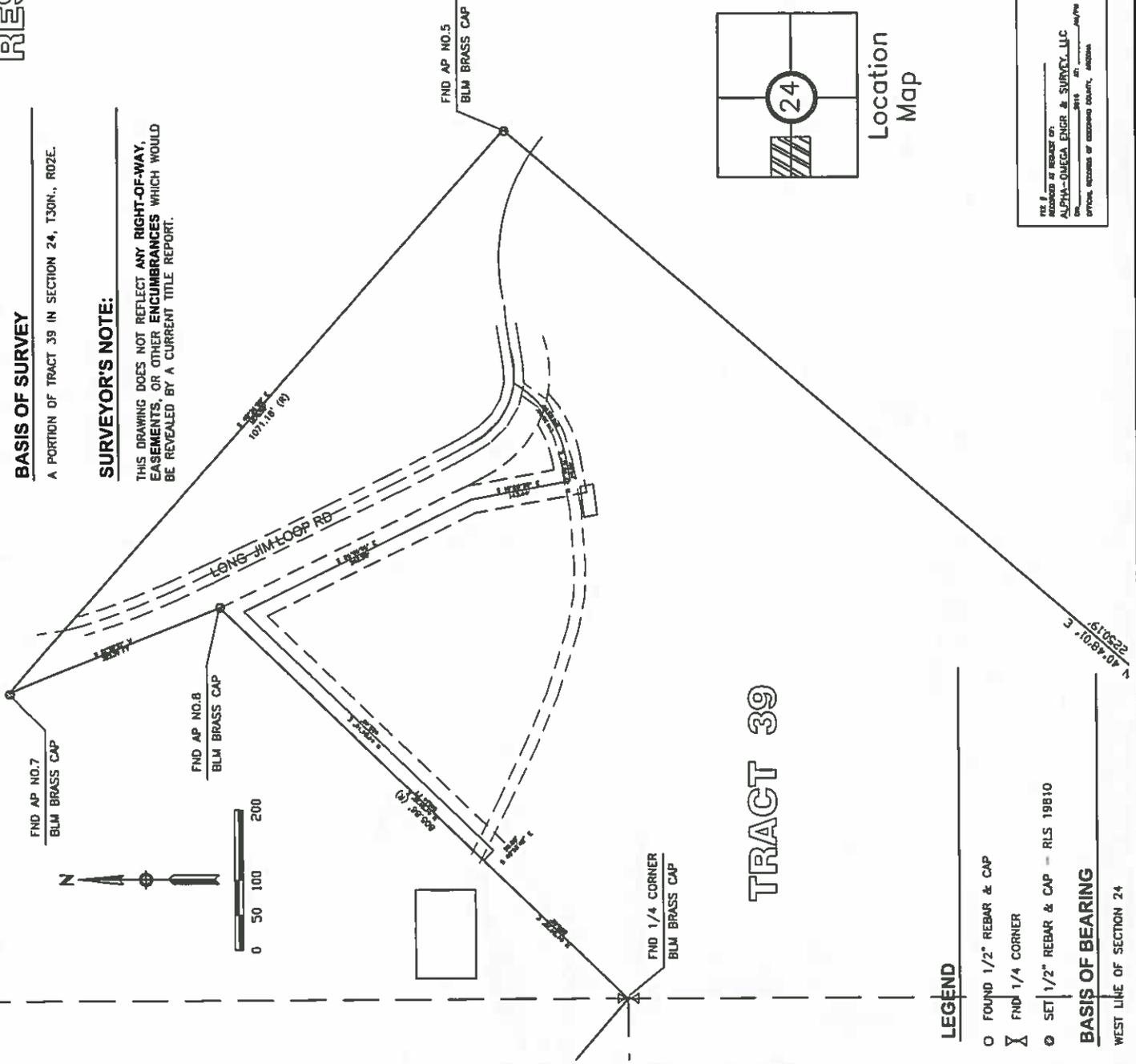


I HAROLD BALDWIN CERTIFY THAT THE SURVEY SHOWN HEREON WAS DONE UNDER MY DIRECT SUPERVISION DURING THE MONTH OF JULY, 2016 AND IS CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE, AND THAT THE SURVEY MONUMENTS SHOWN HEREON HAVE BEEN LOCATED AS SHOWN.



Location Map

# TRACT 39



### LEGEND

- FOUND 1/2" REBAR & CAP
- ⊗ FND 1/4 CORNER
- ⊙ SET 1/2" REBAR & CAP -- RLS 19810

### BASIS OF BEARING

WEST LINE OF SECTION 24

RESULTS OF SURVEY	
SCALE	1"=100'
DATE	07-13-16
BY	HB
FIELD NO.	16-032A
PROJECT	APN 502-17-027
TOWN	T. 30 N., R. 02 E.
COUNTY	COCONINO COUNTY, ARIZONA
STATE	ARIZONA
PROF. REG. NO.	19810
EXPIRES	N/A
TOWN OF	TUSAVAN
RESULTS OF SURVEY FOR APN 502-17-027 SEC. 24, T. 30 N., R. 02 E. GILA & SALT RIVER MERIDIAN COCONINO COUNTY, ARIZONA ALPHA-OMEGA ENGINEERING & SURVEY, LLC P.O. BOX 872 SHOWFLAKE, AZ 86037	

ISSUED BY: HAROLD BALDWIN  
 LICENSE NO.: 19810  
 EXPIRES: N/A  
 OFFICE: ALPH-Omega Engineering & Survey, LLC  
 ADDRESS: P.O. Box 872, Showflake, AZ 86037

**Item 6B**



# **FISCAL POLICY AND PROCEDURE MANUAL**

Adopted by Town Council December 2, 2015

Amended September 21, 2016

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## 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

### A. 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).

The designated person(s) are authorized access to town accounts for the sole purposes of maintenance of funds within town accounts.

### B. Online Security

**For the benefit of greater security and safety against online hacking or personal threats, no one will have online account transfer abilities of town accounts.**

**If an elected official resigns or vacates office, they immediately forfeit their account access and designation as a signer on any town accounts. The bank will be immediately notified. A replacement signer on the account will be approved by Council at the next possible meeting.**

**Town Council, Town Manager, Town Clerk, and Bookkeeper will have access to monitor/view online activity and to set up alerts and activity notices for accounts. The Town Manager will supply, at any Council Members request, account balances or respond to inquiries about any town account.**

**C. Transfer of funds**

**All fund transfers must be made in person by the Mayor and Vice Mayor and accompanied by an original notarized letter of authorization, signed by a majority of the Town Council.**

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 entire Town Council upon completion.

**3. PROCUREMENT**

**A. Procedures:**

The Town Manager or his/her authorized designee shall be the Purchasing Manager 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 Manager, 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 Manager 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 Manager 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 Manager.

3. **\$25,001 to \$200,000 inclusive:** Whenever any contemplated purchase or contract for services is for the sum greater than of \$25,000 but less than or equal to \$200,000, the Purchasing Manager or designee shall solicit at least three (3) current written quotes (via fax, electronic delivery, 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 Manager and the quotes shall be recorded and placed in the project file. The Purchasing Manager 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 two hundred thousand dollars (\$200,000), the Purchasing Manager 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 Manager.

- 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 reauthorized or receive additional approval by the Town Council.

4. **\$200,001 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 Manager 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 \$200,001 or more will require at least three (3) sealed bids, when possible, and said bids shall be in writing. The Purchasing Manager 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 Manager 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. No purchase or contract shall be let except by the Town Council. Bids for purchase of supplies or contract of services \$200,001 or more shall be presented to the Town Council at a regular or special Town Council meeting. The Purchasing Manager shall present available information on the bidders. The Council may then either award the bid or request that new bids be solicited.

**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 Manager 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 Manager or his designee, and shall be identified as bids on the subject line of the electronic message; Or submitted sealed to the Purchasing Manager 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 Manager 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 Manager 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 Manager 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 Manager 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 another negotiable instrument.
2. A performance and payment Bond equal to one hundred percent (100%) of the bid price may be required by the Purchasing Manager 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 Manager 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 Manager 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 Manager with the Town Council at its next regular meeting.

**F. Forms:**

The Purchasing Manager 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 may be 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 to sign all checks. Authorized signatures include all current Council.

## 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 7A

KLC's Tusayan Resident or Employee List

<u>Parent Name</u>	<u>Student's Name</u>	<u>Place of Employment</u>
Susan Winchester		The Squire Hotel
Ashley Collet		RP's Stage Stop
Josh & Shannon Miller		Tusayan Forest Service
Shayne Lambon		Papillion
Esther Sacco		Papillion
Evelia Pozos		The Squire Hotel
Christine Chavez		The Squire Hotel
Heather Zeller		FAA
Cherish Yazzie		Holiday Inn
Gustavo Flores		Grand Canyon Airlines
Joe Sioman		Red Feather
Daniel Miller		Papillion
Rachel Rivera		Grand Plaza Hotel
Quentin Johnson		Forest Service
Jay Shaw		The Squire Hotel
Victor Reyes		Red Feather
Amber Martinez		The Squire Hotel
Laura Chastain		Chamber
Katrina Garcia		We Cook Pizza

**Kelsey Johnson**

**Red Feather**

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09/13/16

Accrual Basis

**Kaibab Learning Center, Inc.**  
**Item QuickReport**  
 January 1 through September 13, 2016

4,518.80 total used

Type	Date	Num	Name	Memo	Qty	Amount
<b>Discounts</b>						
<b>Tusayan Resident (Tusayan Resident or Employee)</b>						
Invoice	02/01/2016	4908	Susan Winchester	Tusayan Resi...		68.00
Invoice	02/01/2016	4908	Susan Winchester	Tusayan Resi...		16.83
Invoice	02/01/2016	4908	Susan Winchester	Tusayan Resi...		16.83
Invoice	02/01/2016	4912	Ashley Collet	Tusayan Resi...		60.48
Invoice	02/01/2016	4912	Ashley Collet	Tusayan Resi...		12.00
Invoice	02/01/2016	4912	Ashley Collet	Tusayan Resi...		3.00
Invoice	02/01/2016	4912	Ashley Collet	Tusayan Resi...		1.75
Invoice	02/01/2016	4918	Shannon Miller	Tusayan Resi...		54.40
Invoice	02/01/2016	4923	Evelia Pozos	Tusayan Resi...		29.75
Invoice	02/01/2016	4929	Lambon, Justin	Tusayan Resi...		51.20
Invoice	02/01/2016	4929	Lambon, Justin	Tusayan Resi...		3.00
Invoice	02/01/2016	4929	Lambon, Justin	Tusayan Resi...		17.60
Invoice	02/01/2016	4931	Sacco, Ester and Mi...	Tusayan Resi...		44.80
Invoice	02/23/2016	4966	Shannon Miller	Tusayan Resi...		7.00
Invoice	03/01/2016	4954	Evelia Pozos	Tusayan Resi...		26.25
Invoice	03/01/2016	4959	Shannon Miller	Tusayan Resi...		57.00
Invoice	03/01/2016	4960	Sacco, Ester and Mi...	Tusayan Resi...		44.80
Invoice	03/01/2016	4965	Lambon, Justin	Tusayan Resi...		40.32
Invoice	03/01/2016	4965	Lambon, Justin	Tusayan Resi...		9.90
Invoice	03/01/2016	4965	Lambon, Justin	Tusayan Resi...		9.00
Invoice	03/01/2016	4965	Lambon, Justin	Tusayan Resi...		3.50
Invoice	03/01/2016	4971	Susan Winchester	Tusayan Resi...		76.00
Invoice	03/01/2016	4971	Susan Winchester	Tusayan Resi...		22.00
Invoice	03/01/2016	4971	Susan Winchester	Tusayan Resi...		18.00
Invoice	03/01/2016	4971	Susan Winchester	Tusayan Resi...		1.75
Invoice	03/01/2016	4972	Ashley Collet	Tusayan Resi...		66.24
Invoice	03/01/2016	4972	Ashley Collet	Tusayan Resi...		3.15
Invoice	03/01/2016	4972	Ashley Collet	Tusayan Resi...		11.52
Invoice	03/01/2016	4960	Sacco, Ester and Mi...	Tusayan Resi...		7.00
Invoice	03/03/2016	4975	Sacco, Ester and Mi...	Tusayan Resi...		3.50
Invoice	03/10/2016	4976	Christine Chavez	Tusayan Resi...		3.20
Invoice	03/10/2016	4976	Christine Chavez	Tusayan Resi...		1.75
Invoice	03/10/2016	4976	Christine Chavez	Tusayan Resi...		1.75
Invoice	03/17/2016	4982	Sacco, Ester and Mi...	Tusayan Resi...		3.50
Invoice	03/30/2016	5016	Sacco, Ester and Mi...	Tusayan Resi...		3.50
Invoice	04/01/2016	4991	Susan Winchester	Tusayan Resi...		29.70
Invoice	04/01/2016	4991	Susan Winchester	Tusayan Resi...		60.00
Invoice	04/01/2016	4993	Ashley Collet	Tusayan Resi...		56.70
Invoice	04/01/2016	4993	Ashley Collet	Tusayan Resi...		14.40
Invoice	04/01/2016	4999	Evelia Pozos	Tusayan Resi...		28.00
Invoice	04/01/2016	5004	Shannon Miller	Tusayan Resi...		51.20
Invoice	04/01/2016	5004	Shannon Miller	Tusayan Resi...		3.50
Invoice	04/01/2016	5005	Sacco, Ester and Mi...	Tusayan Resi...		38.40
Invoice	04/01/2016	5012	Lambon, Justin	Tusayan Resi...		11.88
Invoice	04/01/2016	5012	Lambon, Justin	Tusayan Resi...		34.56
Invoice	04/06/2016	5017	Heather Zeller	Tusayan Resi...		12.25
Invoice	04/07/2016	5020	Sacco, Ester and Mi...	Tusayan Resi...		3.50
Invoice	04/13/2016	5023	Ashley Collet	Tusayan Resi...		0.99
Invoice	04/18/2016	5024	Cherish Yazzie	Tusayan Resi...		12.80
Invoice	04/22/2016	5044	Christine Chavez	Tusayan Resi...		3.50
Invoice	04/26/2016	5066	Flores, Alejandra 1	Tusayan Resi...		28.35
Invoice	04/26/2016	5066	Flores, Alejandra 1	Tusayan Resi...		28.35
Invoice	05/01/2016	5025	Cherish Yazzie	Tusayan Resi...		51.00
Invoice	05/01/2016	5027	Kelly Venn	Tusayan Resi...		3.50
Invoice	05/01/2016	5028	Kelly Venn	Tusayan Resi...		3.50
Invoice	05/01/2016	5029	Lambon, Justin	Tusayan Resi...		3.50
Invoice	05/01/2016	5029	Lambon, Justin	Tusayan Resi...		1.10
Invoice	05/01/2016	5030	Susan Winchester	Tusayan Resi...		68.00
Invoice	05/01/2016	5030	Susan Winchester	Tusayan Resi...		25.74
Invoice	05/01/2016	5030	Susan Winchester	Tusayan Resi...		9.45
Invoice	05/01/2016	5030	Susan Winchester	Tusayan Resi...		5.76
Invoice	05/01/2016	5036	Ashley Collet	Tusayan Resi...		59.40
Invoice	05/01/2016	5036	Ashley Collet	Tusayan Resi...		3.15
Invoice	05/01/2016	5036	Ashley Collet	Tusayan Resi...		17.28
Invoice	05/01/2016	5038	Shannon Miller	Tusayan Resi...		57.60
Invoice	05/01/2016	5040	Sacco, Ester and Mi...	Tusayan Resi...		51.20

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09/13/16

Accrual Basis

**Kaibab Learning Center, Inc.**  
**Item QuickReport**  
 January 1 through September 13, 2016

4,518.80 - What  
we have used.

Type	Date	Num	Name	Memo	Qty	Amount
Invoice	05/01/2016	5041	Heather Zeller	Tusayan Resi...		15.75
Invoice	05/01/2016	5040	Sacco, Ester and Mi...	Tusayan Resi...		4.73
Invoice	05/01/2016	5048	Evelia Pozos	Tusayan Resi...		28.00
Invoice	05/01/2016	5057	Lambon, Justin	Tusayan Resi...		40.32
Invoice	05/01/2016	5057	Lambon, Justin	Tusayan Resi...		8.91
Invoice	05/01/2016	5057	Lambon, Justin	Tusayan Resi...		4.73
Invoice	05/03/2016	5069	Kelly Venn	Tusayan Resi...		7.00
Invoice	05/04/2016	5072	Lambon, Justin	Tusayan Resi...		7.00
Invoice	05/04/2016	5072	Lambon, Justin	Tusayan Resi...		1.10
Invoice	05/04/2016	5072	Lambon, Justin	Tusayan Resi...		2.88
Invoice	05/06/2016	5073	Susan Winchester	Tusayan Resi...		5.40
Invoice	05/06/2016	5076	Kelly Venn	Tusayan Resi...		3.50
Invoice	05/06/2016	5078	Anna & Daniel Miller	Tusayan Resi...		40.32
Invoice	05/17/2016	5085	Kelly Venn	Tusayan Resi...		3.50
Invoice	05/27/2016	5098	Sacco, Ester and Mi...	Tusayan Resi...		37.44
Invoice	05/27/2016	5098	Sacco, Ester and Mi...	Tusayan Resi...		20.48
Invoice	05/27/2016	5099	Ashley Collet	Tusayan Resi...		63.36
Invoice	05/27/2016	5099	Ashley Collet	Tusayan Resi...		63.36
Invoice	05/27/2016	5096	Sioman Joe	Tusayan Resi...		6.40
Invoice	05/27/2016	5096	Sioman Joe	Tusayan Resi...		6.40
Invoice	06/01/2016	5079	Rachel Rivera	Tusayan Resi...		64.00
Invoice	06/01/2016	5089	Susan Winchester	Tusayan Resi...		35.10
Invoice	06/01/2016	5089	Susan Winchester	Tusayan Resi...		46.98
Invoice	06/01/2016	5089	Susan Winchester	Tusayan Resi...		46.98
Invoice	06/01/2016	5101	Lambon, Justin	Tusayan Resi...		37.44
Invoice	06/01/2016	5101	Lambon, Justin	Tusayan Resi...		7.88
Invoice	06/01/2016	5103	Shannon Miller	Tusayan Resi...		60.00
Invoice	06/01/2016	5108	Heather Zeller	Tusayan Resi...		15.75
Invoice	06/01/2016	5113	Cherish Yazzie	Tusayan Resi...		25.60
Invoice	06/01/2016	5115	Christine Chavez	Tusayan Resi...		3.50
Invoice	06/01/2016	5115	Christine Chavez	Tusayan Resi...		3.20
Invoice	06/07/2016	5147	Crystal-Quentin Joh...	Tusayan Resi...		7.00
Invoice	06/16/2016	5164	Christine Chavez	Tusayan Resi...		3.50
Invoice	07/01/2016	5167	Rachel Rivera	Tusayan Resi...		64.00
Invoice	07/01/2016	5178	Lambon, Justin	Tusayan Resi...		34.56
Invoice	07/01/2016	5178	Lambon, Justin	Tusayan Resi...		32.40
Invoice	07/01/2016	5180	Sacco, Ester and Mi...	Tusayan Resi...		34.56
Invoice	07/01/2016	5180	Sacco, Ester and Mi...	Tusayan Resi...		32.40
Invoice	07/01/2016	5181	Ashley Collet	Tusayan Resi...		56.70
Invoice	07/01/2016	5181	Ashley Collet	Tusayan Resi...		56.70
Invoice	07/01/2016	5182	Heather Zeller	Tusayan Resi...		14.00
Invoice	07/01/2016	5174	Shannon Miller	Tusayan Resi...		57.00
Invoice	07/01/2016	5193	Flores, Alejandra 1	Tusayan Resi...		56.00
Invoice	07/01/2016	5286	Susan Winchester	Tusayan Resi...		63.00
Invoice	07/01/2016	5286	Susan Winchester	Tusayan Resi...		63.00
Invoice	07/01/2016	5286	Susan Winchester	Tusayan Resi...		63.00
Invoice	07/06/2016	5204	Laurette & Jay Shaw	Tusayan Resi...		46.98
Invoice	07/06/2016	5204	Laurette & Jay Shaw	Tusayan Resi...		48.60
Invoice	07/07/2016	5205	Sacco, Ester and Mi...	Tusayan Resi...		7.00
Invoice	07/14/2016	5211	Cherish Yazzie	Tusayan Resi...		25.60
Invoice	07/18/2016	5215	Christine Chavez	Tusayan Resi...		6.40
Invoice	07/19/2016	5218	Fanny Reyes	Tusayan Resi...		24.00
Invoice	07/20/2016	5220	Lambon, Justin	Tusayan Resi...		2.70
Invoice	07/20/2016	5220	Lambon, Justin	Tusayan Resi...		2.88
Invoice	07/20/2016	5223	Fanny Reyes	Tusayan Resi...		0.70
Invoice	07/26/2016	5236	Ashley Collet	Tusayan Resi...		66.24
Invoice	07/26/2016	5236	Ashley Collet	Tusayan Resi...		17.28
Invoice	07/28/2016	5265	Amber Martinez	Tusayan Resi...		35.20
Invoice	07/28/2016	5267	Laurette & Jay Shaw	Tusayan Resi...		57.60
Invoice	07/28/2016	5267	Laurette & Jay Shaw	Tusayan Resi...		5.76
Invoice	08/01/2016	5226	Rachel Rivera	Tusayan Resi...		76.00
Invoice	08/01/2016	5232	Susan Winchester	Tusayan Resi...		69.00
Invoice	08/01/2016	5232	Susan Winchester	Tusayan Resi...		32.40
Invoice	08/01/2016	5232	Susan Winchester	Tusayan Resi...		33.66
Invoice	08/01/2016	5237	Lambon, Justin	Tusayan Resi...		43.20
Invoice	08/01/2016	5237	Lambon, Justin	Tusayan Resi...		14.85
Invoice	08/01/2016	5243	Heather Zeller	Tusayan Resi...		15.75
Invoice	08/01/2016	5248	Cherish Yazzie	Tusayan Resi...		57.60

**Kaibab Learning Center, Inc.**  
**Item QuickReport**  
**January 1 through September 13, 2016**

Type	Date	Num	Name	Memo	Qty	Amount
Invoice	08/01/2016	5257	Laura & Mas Chastain	Tusayan Resi...		13.20
Invoice	08/01/2016	5257	Laura & Mas Chastain	Tusayan Resi...		3.00
Invoice	08/01/2016	5257	Laura & Mas Chastain	Tusayan Resi...		1.75
Invoice	08/01/2016	5260	Sacco, Ester and Mi...	Tusayan Resi...		5.76
Invoice	08/01/2016	5272	Ashley Collet	Tusayan Resi...		4.95
Invoice	08/01/2016	5237	Lambon, Justin	Tusayan Resi...		2.88
Invoice	08/02/2016	5277	Evelia Pozos	Tusayan Resi...		6.40
Invoice	08/02/2016	5277	Evelia Pozos	Tusayan Resi...		44.80
Invoice	08/02/2016	5280	Fanny Reyes	Tusayan Resi...		40.00
Invoice	08/11/2016	5287	Lambon, Justin	Tusayan Resi...		6.80
Invoice	08/11/2016	5287	Lambon, Justin	Tusayan Resi...		10.20
Invoice	08/22/2016	5298	Katrina Garcia	Tusayan Resi...		22.20
Invoice	08/23/2016	5301	Fanny Reyes	Tusayan Resi...		37.80
Invoice	08/23/2016	5305	Susan Winchester	Tusayan Resi...		74.80
Invoice	08/23/2016	5306	Susan Winchester	Tusayan Resi...		40.80
Invoice	08/23/2016	5306	Susan Winchester	Tusayan Resi...		17.00
Invoice	08/31/2016	5348	Shannon Miller	Tusayan Resi...		6.00
Invoice	08/31/2016	5349	Ashley Collet	Tusayan Resi...		39.00
Invoice	08/31/2016	5349	Ashley Collet	Tusayan Resi...		10.80
Invoice	08/31/2016	5349	Ashley Collet	Tusayan Resi...		3.40
Invoice	08/31/2016	5349	Ashley Collet	Tusayan Resi...		3.40
Invoice	09/01/2016	5299	Rachel Rivera	Tusayan Resi...		71.40
Invoice	09/01/2016	5309	Sacco, Ester and Mi...	Tusayan Resi...		57.80
Invoice	09/01/2016	5312	Lambon, Justin	Tusayan Resi...		57.80
Invoice	09/01/2016	5314	Shannon Miller	Tusayan Resi...		57.80
Invoice	09/01/2016	5317	Katrina Garcia	Tusayan Resi...		31.45
Invoice	09/01/2016	5317	Katrina Garcia	Tusayan Resi...		31.45
Invoice	09/01/2016	5324	Cherish Yazzie	Tusayan Resi...		61.20
Invoice	09/01/2016	5326	Amber Martinez	Tusayan Resi...		44.20
Invoice	09/01/2016	5329	Heather Zeller	Tusayan Resi...		16.65
Invoice	09/01/2016	5331	Laurette & Jay Shaw	Tusayan Resi...		51.00
Invoice	09/13/2016	5364	Kaleb Lee	Tusayan Resi...		20.35
<b>Total Tusayan Resident (Tusayan Resident or Employee)</b>						<b>4,518.80</b>
<b>Total Discounts</b>						<b>4,518.80</b>
<b>TOTAL</b>						<b>4,518.80</b>

## Kaibab Learning Center, Inc.

## Profit &amp; Loss

April through June 2016

	Apr - Jun 16
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Fees	
4011 · Registration	275.00
4010 · Fees - Other	70.00
<b>Total 4010 · Fees</b>	<b>345.00</b>
4020 · Tuition	
4024 · After School	
4024.2 · After School Daily	1,213.00
<b>Total 4024 · After School</b>	<b>1,213.00</b>
4021 · Infants	
4021.1 · Weekly (Infants)	1,292.00
<b>Total 4021 · Infants</b>	<b>1,292.00</b>
4220 · Daily - Infants	2,640.00
4023 · Preschool	
4023.4 · Preschool (3 to 5) PT Daily	2,775.50
4023.2 · Preschool (3 to 5) FT Daily	10,672.14
4023.1 · Preschool (3 to 5) FT Weekly	10,735.50
<b>Total 4023 · Preschool</b>	<b>24,183.14</b>
4026 · Drop In Tuition	1,465.50
4027 · Weekly Discount 10%	939.60
4028 · Daily 10% Discount	18,233.10
4020 · Tuition - Other	-12,585.90
<b>Total 4020 · Tuition</b>	<b>37,380.44</b>
4060 · Rental Income	
4062 · Rental Housing Deposit	160.00
4060 · Rental Income - Other	2,541.60
<b>Total 4060 · Rental Income</b>	<b>2,701.60</b>
4999 · N Gomez-Restitution	800.00
5000 · Fundraising	
5000.10 · Grand Canyon 1/2 Marathon	250.00
5010 · KLC Garage Sale	175.00
5000.3 · Easter Pancake Breakfast	20.00
<b>Total 5000 · Fundraising</b>	<b>445.00</b>
5030 · Donation	
5030.4 · Papillon	4,890.00
5030.1 · Misc Donations	7,959.05
<b>Total 5030 · Donation</b>	<b>12,849.05</b>
<b>Total Income</b>	<b>54,521.09</b>
<b>Expense</b>	
6451 · Events	
6452 · Graduation	273.17
6451 · Events - Other	272.24
<b>Total 6451 · Events</b>	<b>545.41</b>
6450 · IT expenses	210.00
6115 · Bad Debt	1,502.65
6642 · Shots	125.00
6120 · Bank Service Charges	159.20
6150 · Depreciation Expense	1,288.90

**Kaibab Learning Center, Inc.**  
**Profit & Loss**  
April through June 2016

	Apr - Jun 16
<b>6180 · Insurance</b>	
6182 · Director's Liability Insurance	894.00
6185 · Liability Insurance	1,365.00
6420 · Work Comp	231.00
6180 · Insurance - Other	117.96
<b>Total 6180 · Insurance</b>	2,607.96
<b>6270 · Professional Fees</b>	
6650 · Accounting	931.00
<b>Total 6270 · Professional Fees</b>	931.00
<b>6290 · Rent</b>	
6291 · Housing Deposit Return	170.00
<b>Total 6290 · Rent</b>	170.00
<b>6300 · Repairs</b>	
6302 · Carpet Cleaning	647.94
6750 · Janitorial Exp	57.35
<b>Total 6300 · Repairs</b>	705.29
<b>6340 · Telephone</b>	304.86
<b>6385 · Cost of Fundraising</b>	
6386 · Winter Festival	-78.75
<b>Total 6385 · Cost of Fundraising</b>	-78.75
<b>6390 · Utilities</b>	
6391 · Rental Utilities - Xanterra	
4061 · Utility Income	-821.71
6391 · Rental Utilities - Xanterra - Other	326.12
<b>Total 6391 · Rental Utilities - Xanterra</b>	-495.59
<b>6400 · Electric Expenses</b>	
6401 · Employee Electric Withheld	-1,109.59
6400 · Electric Expenses - Other	1,118.98
<b>Total 6400 · Electric Expenses</b>	9.39
<b>Total 6390 · Utilities</b>	-486.20
<b>6550 · Office Supplies</b>	603.67
<b>6555 · Classroom Supplies</b>	
6552 · Playground Equipment	482.17
6557 · Curriculum Consumables	145.81
6555 · Classroom Supplies - Other	2,166.57
<b>Total 6555 · Classroom Supplies</b>	2,794.55
<b>6560 · Payroll Expenses</b>	
6562 · Payroll Processing Fees	1,194.81
6560 · Payroll Expenses - Other	61,040.29
<b>Total 6560 · Payroll Expenses</b>	62,235.10
<b>Total Expense</b>	73,618.64
<b>Net Ordinary Income</b>	-19,097.55

**Kaibab Learning Center, Inc.**  
**Profit & Loss**  
April through June 2016

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	<u>Apr - Jun 16</u>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
7010 · Interest Income	0.70
<b>Total Other Income</b>	<u>0.70</u>
<b>Net Other Income</b>	<u>0.70</u>
<b>Net Income</b>	<u><u>-19,096.85</u></u>

**Kaibab Learning Center, Inc.**  
**Profit & Loss**  
 July through September 2016

	Jul - Sep 16
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4010 · Fees	
4011 · Registration	825.00
4010 · Fees - Other	7.00
<b>Total 4010 · Fees</b>	<b>832.00</b>
4020 · Tuition	
4024 · After School	
4024.2 · After School Daily	6,547.00
<b>Total 4024 · After School</b>	<b>6,547.00</b>
4021 · Infants	
4021.2 · Daily- Infants	2,474.00
<b>Total 4021 · Infants</b>	<b>2,474.00</b>
4220 · Daily - Infants	2,480.00
4023 · Preschool	
4023.4 · Preschool (3 to 5) PT Daily	6,074.00
4023.2 · Preschool (3 to 5) FT Daily	24,773.50
4023.1 · Preschool (3 to 5) FT Weekly	16,600.00
<b>Total 4023 · Preschool</b>	<b>47,447.50</b>
4026 · Drop In Tuition	1,022.80
4027 · Weekly Discount 10%	469.80
4028 · Daily 10% Discount	9,426.60
4020 · Tuition - Other	-12,638.36
<b>Total 4020 · Tuition</b>	<b>57,229.34</b>
4060 · Rental Income	
4062 · Rental Housing Deposit	50.00
4060 · Rental Income - Other	2,250.00
<b>Total 4060 · Rental Income</b>	<b>2,300.00</b>
4999 · N Gomez-Restitution	1,200.00
5030 · Donation	
5030.2 · Red Feather	15,000.00
5030 · Donation - Other	1,027.85
<b>Total 5030 · Donation</b>	<b>16,027.85</b>
<b>Total Income</b>	<b>77,589.19</b>
<b>Expense</b>	
6450 · IT expenses	90.55
6120 · Bank Service Charges	62.96
6180 · Insurance	
6182 · Director's Liability Insurance	-91.88
6420 · Work Comp	716.80
6180 · Insurance - Other	264.40
<b>Total 6180 · Insurance</b>	<b>889.32</b>
6230 · Licenses and Permits	
6231 · Fingerprint Card	67.00
6230 · Licenses and Permits - Other	4,005.00
<b>Total 6230 · Licenses and Permits</b>	<b>4,072.00</b>
6250 · Postage and Delivery	10.03
6270 · Professional Fees	
6650 · Accounting	994.00
<b>Total 6270 · Professional Fees</b>	<b>994.00</b>

1:24 PM

09/13/16

Accrual Basis

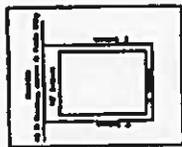
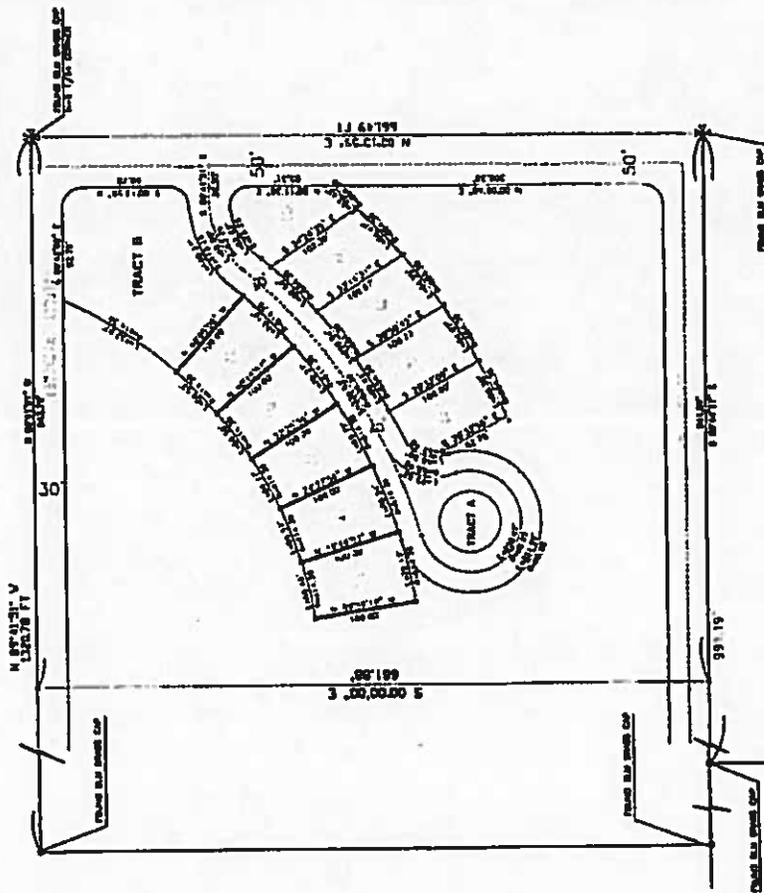
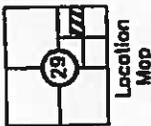
**Kaibab Learning Center, Inc.**  
**Profit & Loss**  
 July through September 2016

	Jul - Sep 16
6290 · Rent	
6291 · Housing Deposit Return	125.00
<b>Total 6290 · Rent</b>	<b>125.00</b>
6300 · Repairs	
6750 · Janitorial Exp	700.00
<b>Total 6300 · Repairs</b>	<b>700.00</b>
6340 · Telephone	346.50
6380 · Travel	191.38
6390 · Utilities	
6391 · Rental Utilities - Xanterra	
4061 · Utility Income	-829.06
6391 · Rental Utilities - Xanterra - Other	603.30
<b>Total 6391 · Rental Utilities - Xanterra</b>	<b>-225.76</b>
6400 · Electric Expenses	
6401 · Employee Electric Withheld	-330.93
6400 · Electric Expenses - Other	506.90
<b>Total 6400 · Electric Expenses</b>	<b>175.97</b>
<b>Total 6390 · Utilities</b>	<b>-49.79</b>
6550 · Office Supplies	65.34
6555 · Classroom Supplies	
6554 · End of Summer Bash	114.95
6555 · Classroom Supplies - Other	1,881.11
<b>Total 6555 · Classroom Supplies</b>	<b>1,996.06</b>
6560 · Payroll Expenses	57,182.22
<b>Total Expense</b>	<b>66,675.57</b>
<b>Net Ordinary Income</b>	<b>10,913.62</b>
Other Income/Expense	
Other Income	
7010 · Interest Income	0.15
<b>Total Other Income</b>	<b>0.15</b>
Other Expense	
98 · DISCOUNT - 10%	745.00
<b>Total Other Expense</b>	<b>745.00</b>
<b>Net Other Income</b>	<b>-744.85</b>
<b>Net Income</b>	<b>10,168.77</b>

**Item 9HAa**

# Preliminary Plat

FOR  
**Ten X Ranch Phase I**  
 SECTION 29, TOWNSHIP 30 NORTH, RANGE 03 EAST  
 GILA & SALT RIVER MERIDIAN  
 COCONINO COUNTY, ARIZONA



**NOTES:**  
 1. ALL CONSTRUCTION AND IMPROVEMENTS SHALL BE IN ACCORDANCE WITH THE CITY ENGINEER'S REQUIREMENTS.  
 2. A CIRCULAR ROAD WITH AN INSIDE CURVE RADIUS OF 100 FEET SHALL BE LOCATED AS SHOWN ON SECTION TWO (2) OF THIS PLAT.  
 3. ALL UTILITIES SHALL BE LOCATED AS SHOWN ON SECTION TWO (2) OF THIS PLAT.  
 4. ALL LOTS SHALL BE 1/4 ACRES IN AREA.  
 5. ALL LOTS SHALL BE 1/4 ACRES IN AREA.  
 6. ALL LOTS SHALL BE 1/4 ACRES IN AREA.  
 7. ALL LOTS SHALL BE 1/4 ACRES IN AREA.  
 8. ALL LOTS SHALL BE 1/4 ACRES IN AREA.  
 9. ALL LOTS SHALL BE 1/4 ACRES IN AREA.  
 10. ALL LOTS SHALL BE 1/4 ACRES IN AREA.

**PROPERTY INFORMATION**

Area in Acres	1.0000
Tract Area	1.0000
Lot Area	1.0000
Total Area	1.0000
Public Charge	0.0000
Other Charge	0.0000
Total Charge	0.0000

**Utility Company Acknowledgments:**

COCONINO COUNTY WATER	YES
COCONINO COUNTY SEWER	YES
ARIZONA PUBLIC SERVICE	YES

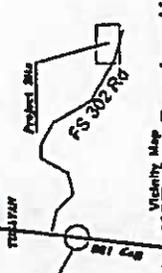
**Dedication:**  
 I, the undersigned, do hereby dedicate to the public use of the County of Coconino, Arizona, the land shown on this plat for the purpose of a public street, and I hereby agree to pay for the same the same amount as if the same were a private street.

**Acknowledgments:**  
 I, the undersigned, do hereby acknowledge the receipt of the proceeds of the sale of the land shown on this plat for the purpose of a public street, and I hereby agree to pay for the same the same amount as if the same were a private street.

**LEGAL DESCRIPTION:**  
 PHASE I OF TEN X RANCH, SECTION 29, TOWNSHIP 30 NORTH, RANGE 03 EAST, GILA & SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA.

**SURVEYOR'S NOTE:**  
 THE BOUNDARIES AND CORNERS OF THIS PLAT HAVE BEEN RECHECKED AND FOUND TO BE CORRECT.

**PHASE I FOR A PORTION OF TEN X RANCH, SECTION 29, TOWNSHIP 30 NORTH, RANGE 03 EAST, GILA & SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA.**



**Preliminary Plat NOT for Construction**

**Town of Inlay, Arizona:**  
 I, the undersigned, do hereby certify that the land shown on this plat is the same as that shown on the plat of the Town of Inlay, Arizona, and I hereby agree to pay for the same the same amount as if the same were a private street.

**Utility Company Acknowledgments:**  
 I, the undersigned, do hereby acknowledge the receipt of the proceeds of the sale of the land shown on this plat for the purpose of a public street, and I hereby agree to pay for the same the same amount as if the same were a private street.

**LEGAL DESCRIPTION:**  
 PHASE I OF TEN X RANCH, SECTION 29, TOWNSHIP 30 NORTH, RANGE 03 EAST, GILA & SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA.

**SURVEYOR'S NOTE:**  
 THE BOUNDARIES AND CORNERS OF THIS PLAT HAVE BEEN RECHECKED AND FOUND TO BE CORRECT.

**PHASE I FOR A PORTION OF TEN X RANCH, SECTION 29, TOWNSHIP 30 NORTH, RANGE 03 EAST, GILA & SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA.**



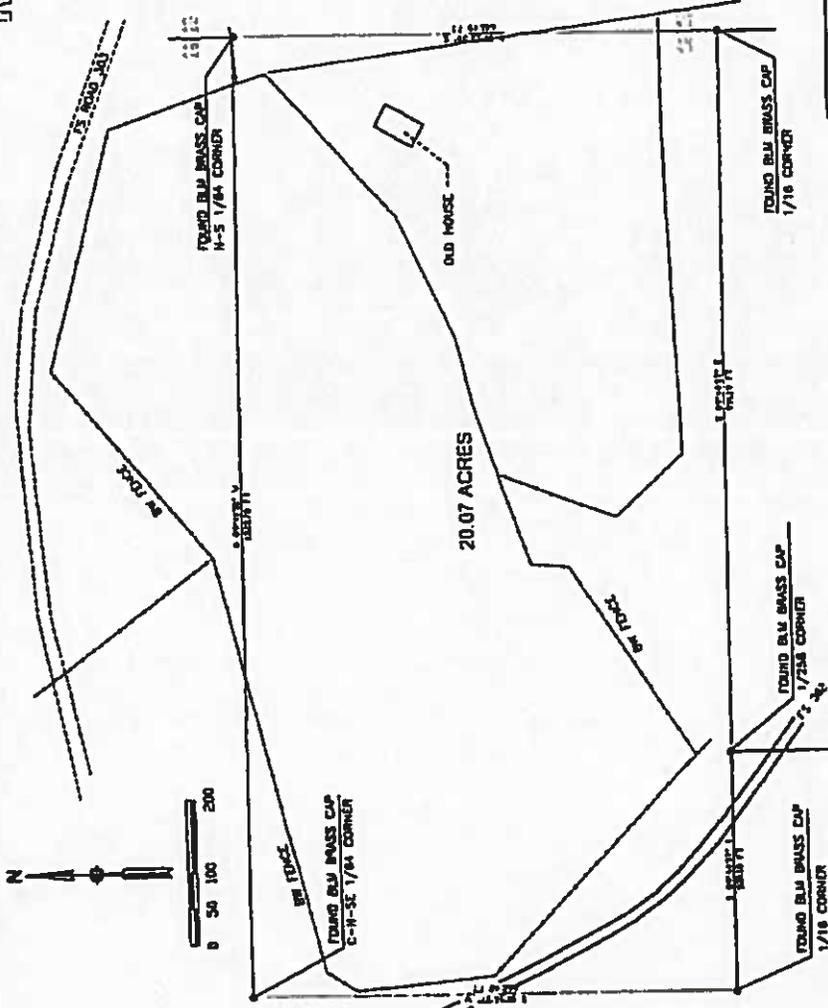
**Preliminary Plat NOT for Construction**

# RESULTS OF SURVEY

FOR A PORTION OF  
**TEN X RANCH**  
 S1/2 NE1/4 SE1/4, SEC 29, T 30 N, R 03 E  
 GILA & SALT RIVER MERIDIAN  
 COCONINO COUNTY, ARIZONA

## LEGAL DESCRIPTION

**PARCEL 1**  
 THE S1/2, NE1/4, SE1/4 WITHIN SECTION 29, TOWNSHIP 30 NORTH, RANGE 03 EAST, OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:  
 BEGINNING AT THE N-S 1/4 CORNER OF SAID SECTION 29, BEING A BRASS CAP; THENCE ALONG THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 29, BEING 41' 51" N, A DISTANCE OF 1389.70 FEET TO A BRASS CAP; THENCE S89° 44' 17" E, A DISTANCE OF 507.18 FEET; THENCE N03° 54' 17" E, A DISTANCE OF 1321.19 FEET; THENCE N03° 54' 17" E, A DISTANCE OF 681.48 FEET, TO THE POINT OF BEGINNING.

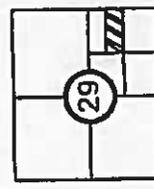


## SURVEYORS CERTIFICATION

I, HAROLD SALDWIN CERTIFY THAT THE SURVEY SHOWN HEREBY WAS DONE UNDER MY DIRECT SUPERVISION DURING THE MONTH OF APRIL, 2018 AND IS CORRECT AND ACCURATE. THE BEST OF MY KNOWLEDGE AND BELIEF, THE SURVEY INSTRUMENTS SHOWN HEREBY HAVE BEEN LOCATED AS SHOWN.



Map	17-1007	HESSA'S DE SURVEY FOR
Scale	AS SHOWN	A PORTION OF TEN X RANCH
Date	04-18-18	SEC. 29, T. 30 N. R. 03 E.
County	COCONINO	GILA & SALT RIVER MERIDIAN
City		COCONINO COUNTY, ARIZONA
State	ARIZONA	ALPHA OMEGA ENGINEERING & SURVEY, LLC
Surveyor	HAROLD SALDIVIN	NO. 1187
Station		NO. 1187



Location Map

Prepared by:  
 HAROLD SALDIVIN & ERIC J. LEE, LLC  
 Professional Surveyors & Engineers  
 1000 W. GILBERT AVENUE, SUITE 100  
 CHANDLER, ARIZONA 85224

File: 07-20-18 Comments by AHV

**BASIS OF SURVEY**  
 BR PLAT, T30N, R03E, GILSA, COCONINO COUNTY, AZ

- LEGEND**
- FOUND 1/2" REBAR & CAP
  - ⊗ FOUND 1/4 CORNER
  - ⊙ SET 1/2" REBAR & CAP - ALS 19810

**SURVEYOR'S NOTE:**  
 THIS DRAWING DOES NOT REFLECT ANY RIGHT-OF-WAY, EASEMENTS, OR OTHER ENCUMBRANCES WHICH WOULD BE REVEALED BY A CURRENT TITLE REPORT.

**BASIS OF BEARING**  
 GPS OBSERVATION AND SOLUTION, RTK DATA

**CULTURAL RESOURCES INVENTORY  
OF A 20-ACRE TENX RANCH PARCEL  
FOR THE TOWN OF TUSAYAN,  
COCONINO COUNTY, ARIZONA**

**Prepared for**

**TOWN OF TUSAYAN**

**For Submittal to**

**STATE HISTORIC PRESERVATION OFFICE**

**Prepared by**

***EnviroSystems Management, Inc.***

**Environmental Planning • Regulatory Compliance**

**July 29, 2016**



**CULTURAL RESOURCES INVENTORY OF A 20-ACRE TENX RANCH PARCEL  
FOR THE TOWN OF TUSAYAN, COCONINO COUNTY, ARIZONA**

**Prepared for**

**TOWN OF TUSAYAN  
PO Box 709  
Tusayan, Arizona 86023  
(928) 638-9909**

**For Submittal to**

**STATE HISTORIC PRESERVATION OFFICE  
1100 W. Washington Street  
Phoenix, Arizona 85007**

**Prepared by**

**Gregory M. Haynes**

**Lynn A. Neal, RPA/M.A., Technical Editor**

**ENVIROSYSTEMS MANAGEMENT, INC.  
23 East Fine Avenue  
Flagstaff, Arizona 86001  
(928) 226-0236  
[www.esmaz.com](http://www.esmaz.com)**

**EnviroSystems Management Project and Report No. 1876-16**

**July 29, 2016**

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## SHPO SURVEY REPORT ABSTRACT

**REPORT TITLE:** Cultural Resources Inventory of a 20-Acre TenX Ranch Parcel for the Town of Tusayan, Coconino County, Arizona

**PROJECT NAME:** TenX Ranch Phase I 20-acre Cultural Resources Inventory

**PROJECT LOCATION:** The TenX Ranch 20-acre parcel is located about 2.5 miles east-southeast of the Town of Tusayan at the junction of Kaibab National Forest Roads 302 and 303 in Coconino County, Arizona. The project parcel is at the northernmost portion of APN #50214001, a privately owned parcel referred to as TenX Ranch which has been incorporated within the Tusayan municipal boundary. It is positioned primarily in the bottom and on the slight slopes of Coconino Wash, surrounded by Kaibab National Forest (KNF) land to the north, west, and east. Additional TenX Ranch land borders and extends to the south. The parcel's legal description is T30N, R3E, S½ NE¼ SE¼ of Section 29, as depicted on the Tusayan East, AZ (USDA updated 2012), USGS 7.5' quadrangle.

**PROJECT LOCATOR UTM:** 402099 E, 3979276 N (NAD 83, Zone 12)

**PROJECT SPONSOR:** Town of Tusayan

**SPONSOR PROJECT NUMBER(S):** N/A

**LEAD AGENCY:** State Historic Preservation Office (SHPO)

**OTHER INVOLVED AGENCIES:** None

**APPLICABLE REGULATIONS:** State Historic Preservation Act (SHPA)

**FUNDING SOURCE:** Municipal (Town of Tusayan)

**ASLD ROW APPLICATION NUMBER:** N/A

**DESCRIPTION OF THE PROJECT/UNDERTAKING:** The cultural resources inventory was conducted on behalf of the Town of Tusayan, which is seeking to acquire this particular 20-acre parcel of the TenX Ranch for future housing development.

**PROJECT AREA/AREA OF POTENTIAL EFFECTS (APE):** The parcel is 1,321 feet long (east-west) × 662 feet wide (north-south). Total APE is 20 acres.

**LEGAL DESCRIPTION:** Gila and Salt River Baseline and Meridian; T30N, R3E, SE¼ NE¼ SE¼ of Section 29 and SW¼ NE¼ SE¼ of Section 29

**LAND JURISDICTION:** Private (to be acquired by the Town of Tusayan through dedication)

**TOTAL ACRES:** 20

**ACRES SURVEYED:** 20

**ACRES NOT SURVEYED:** 0

**CONSULTANT FIRM/ORGANIZATION:** EnviroSystems Management, Inc. (EnviroSystems)

**PROJECT NUMBER:** Project/Report No. 1876-16

**PERMIT NUMBER(S):** None required

**DATE(S) OF FIELDWORK:** July 21, 2016

**NUMBER OF IOs RECORDED:** 2

**NUMBER OF SITES RECORDED:** 1—AR-03-07-04-1653

**ELIGIBLE SITES:** 1 (*but segment considered to be non-contributing*)

**INELIGIBLE SITES:** 0

**UNEVALUATED SITES:** 0

**SITES NOT RELOCATED:** 0

**SITE SUMMARY TABLE**

Land Jurisdiction	Identification Status	Site Number/ Property Address	Eligibility Status/ Criterion/Criteria	Recommended Treatment
Private	New	AR-03-07-04-1653	National Register Listed as Tusayan Line ( <i>but currently recorded segment is non-contributing</i> )	None; there are no National or Arizona Register of Historic Places-eligible or listed resources on the parcel.

**COMMENTS:** This particular segment of Site AR-03-07-04-1653 that extends into the TenX Ranch 20-acre parcel lacks integrity and is recommended as a non-contributing property to the National Register of Historic Places (NRHP) listing of the Tusayan (Railroad) Line as a whole. Additionally, neither of the isolated occurrences (IOs) warrant any further management consideration since their research potential has been exhausted by the survey-level recording. EnviroSystems recommends that the project be allowed to proceed with currently proposed development without any further cultural resources compliance considerations.

Since the railroad segment extends onto the KNF and is a part of the system documented by the Forest Service, EnviroSystems will provide our data documenting the segment to KNF Heritage personnel.

## INTRODUCTION AND PROJECT DESCRIPTION

On July 21, 2016 EnviroSystems conducted a Class III cultural resources inventory of a 20-acre parcel at TenX Ranch within the Town of Tusayan municipal boundary, Coconino County, Arizona. This parcel measures 1,321 feet long (east-west) × 662 feet wide (north-south) and lies along Coconino Wash. The Town of Tusayan is in the process of acquiring this parcel for future housing development. The transect interval width was no more than 15 m wide, and the entire parcel was covered by pedestrian survey. The inventory resulted in documentation of one segment of Site AR-03-07-04-1653, part of an early twentieth century logging railroad (the Tusayan Line), and two isolated occurrences.

## PROJECT LOCATION AND ENVIRONMENTAL SETTING

The TenX Ranch is a contiguous 194.7-acre property centered on the bottomlands of Coconino Wash. It is located east of State Route 64 and south of the Town of Tusayan's center. The 20-acre parcel under review forms the uppermost portion of this ranch land, and access to it is gained by heading east on Forest Road (FR) 302 from State Route 64 for approximately 2.5 miles until its junction with FR 303. The parcel is immediately east-southeast of this junction with FR 302 traversing the parcel's southwest corner and FR 303 to the north of it. Kaibab National Forest land borders this parcel on the north, east, and west, whereas TenX Ranch land extends down Coconino Wash to the south. The parcel's legal description is T30N, R3E, SE¼ NE¼ SE¼ of Section 29 and SW¼ NE¼ SE¼ of Section 29, as depicted on the Tusayan East, AZ (USDA updated 2012), USGS 7.5' quadrangle (*Figure 1*).

Most of the parcel is centered on the flat bottomlands of Coconino Wash (*Figure 2*). In its eastern portion, however, is an upland bench that is approximately 3 m above the wash's floodplain (*Figure 3*). In general, vegetation throughout the area is a ponderosa pine forest with some pinyon pine and juniper present. The floor of the wash is different from the higher ground in that it is open and contains a dense mixture of shrubs including sagebrush, snakeweed, rabbitbrush, and various grasses and flowering annuals (lupine, Indian paintbrush, etc.). The wash substrate is a tan to light brown silt lightly intermixed with subangular pebbles of chert and limestone. The upland portion is composed of limestone bedrock with a relatively thin layer of silt overlying the bedrock.

This particular parcel has been used as a ranch for a very long time. The parcel contains many features that are associated with an active ranch. These include fencelines that criss-cross through the parcel, two stock tanks, an extensive corral, as well as a ranch house and living complex that is positioned on the uplands overlooking the wash. Importantly, all of these features appear to be recently abandoned with no obvious and significant physical evidence to indicate that they are of historic age (*Figures 3–5*). Modern trash is strewn throughout the ranch house complex, including a large debris pile located atop the remains of what may once have been a second house. Suffice it to say that none of these features are in good condition, most notably the ranch house complex. As such, none of these ranching-related features warrant documentation as historic properties and will not be discussed further in this report.

### TenX Ranch Phase I Inventory

EnviroSystems Project No. 1876-16

Figure 1. Phase I project location and survey results (20 acres).



1:24,000

### Legend

-  Project area
-  Linear site
-  Isolated occurrence
-  Kaibab National Forest
-  Private



0 0.25 0.5 Mile



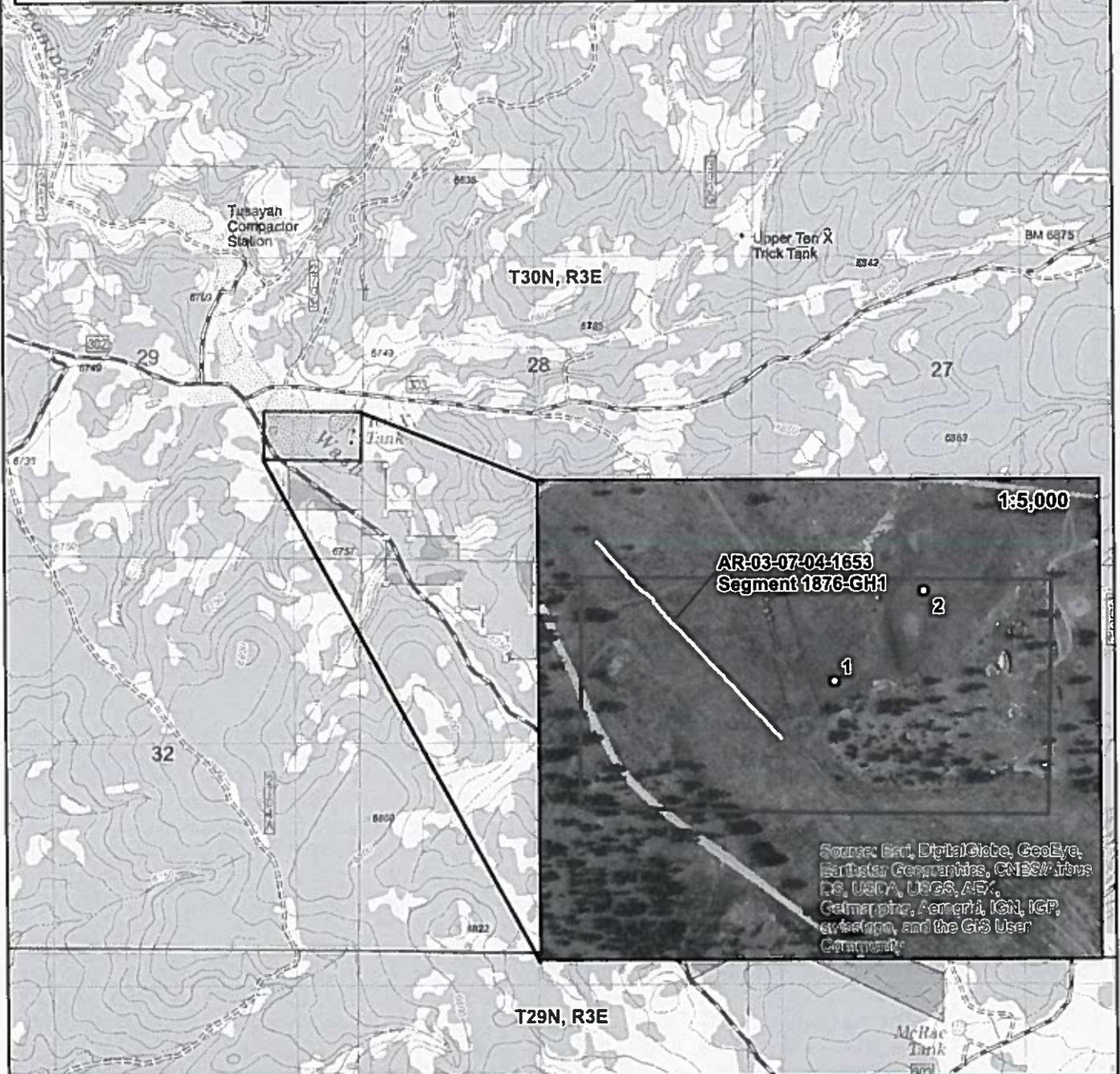
0 0.25 0.5 Kilometer



For Official Use Only.  
Disclosure of site locations is prohibited (36 CFR 296.18).

*EnviroSystems Management, Inc.*  
Environmental Planning • Regulatory Compliance

Base map is Tusayan East, AZ (2012), USGS 7.5' quadrangle.





**Figure 2. Panoramic view down Coconino Wash, facing southeast.**



**Figure 3. Panoramic view of flat upland in eastern portion of parcel (note modern swing set in midground), facing west.**



Figure 4. Abandoned ranch house south façade, facing north.



Figure 5. Modern debris pile covering remains of a destroyed building, facing south.

## CULTURAL SETTING

The following cultural setting focuses primarily on the Historic period because no prehistoric or protohistoric cultural resources were discovered during the course of the archaeological investigation. Nevertheless, prehistoric Archaic hunter-gatherer populations undoubtedly roamed through the area as early as 2,000 B.C., based on radiocarbon dates obtained from split-twig figurines found in the Grand Canyon (ASU 2010). Tusayan Ruin, also within the boundary of Grand Canyon National Park and not far north of TenX Ranch, is a solid indicator of later Puebloan groups occupying the region (Reid and Whittlesey 1997). It seems certain that the protohistoric/historic Hopi and Havasupai tribal groups also recognized the area as part of their ancestral homelands, using it as a resource exploitation zone and for seasonal agricultural development (Reid and Whittlesey 1997; ASU 2010).

The Coconino Plateau was largely unknown until after the late 1850s when Lieutenant Joseph Christmas Ives and John Wesley Powell explored the Grand Canyon. The area was first afforded federal protection in 1893 as the Grand Canyon Forest Reserve, but by 1910 the area south of the Colorado River would become the Tusayan National Forest after the Spanish name for the Hopi pueblos (USDA 1995). The Grand Canyon would become a National Monument in 1908 and a National Park in 1919, just 3 years after the Park Service's creation (Sheridan 1995:249). It was not until 1934 that the Tusayan National Forest merged with the Kaibab National Forest, located north of the Colorado River at the time, to form the present boundaries of the Kaibab National Forest (USDA 1995).

In the early 1900s homesteaders were beginning to filter into the Tusayan area. George Reed, one of the Tusayan National Forest rangers, began to farm potatoes and other vegetables in the bottomlands of Coconino Wash (Town of Tusayan 2012a). Land patent records reviewed on the Bureau of Land Management's Government Land Office (GLO) website show that Charles Kirsch was given a patent to the current project's TenX Ranch 20-acre parcel in 1915 (USDI-BLM n.d.), and a Tusayan National Forest 1919 map depicts the exact location as "Kirsch Ranch", with "Bentley Ranch" located about a mile down Coconino Wash (USGS 1919). The TenX Ranch would come into existence shortly thereafter in the 1930s when the TenX Cattle Company bought the Reed homestead (Town of Tusayan 2012a), although the TenX Ranch property would not be officially plated until 1967 (USDI-BLM n.d.).

While other areas of the Coconino Plateau were logged even before 1900, it would not be until the 1930s that logging occurred near Tusayan. In the late 1920s the Saginaw & Manistee Lumber Company began to expand into areas that, at the time, were considered remote. By 1927, the company was able to obtain a contract to harvest 142 million board feet of timber on what is now the Tusayan Ranger District (Stein 2006:31-33). This particular area would be accessed by railroad. This railroad would become known as the Tusayan Line and was in operation from 1930 to 1936 (Stein 2006:33). The area immediately around Tusayan was one of the last areas to be cut, ca. 1936.

Sometime in the late 1920s the federal government agreed to build a new highway from Williams to the Grand Canyon. It would not be until the 1950s, however, that State Route 64 would become an improved road and constructed following its modern alignment (Town of Tusayan 2012). As a result of the highway, new people quick to see the recreational business opportunities moved into the burgeoning community of Tusayan. Despite the fact that Tusayan has been growing ever since as the gateway to the South Rim of the Grand Canyon, it was not until 2010 that the Town of Tusayan became incorporated (Town of Tusayan 2012b).

## RECORDS SEARCH

On July 20, 2016 EnviroSystems conducted a records search via AZSITE. The AZSITE database yielded no previous surveys within 1 mile of the project area. However, nine archaeological sites with Forest numbers do plot within 1 mile of the project parcel. The closest site (AR-03-07-04-77, prehistoric) is about 250 meters to the north-northwest.

Since the project parcel is surrounded by KNF land to the north, east, and west, EnviroSystems also conducted a records search through the Forest. This effort revealed 19 previous projects within 1 mile of the project area, all of them considered complete/valid surveys conducted between 1976 and 2014. Additionally, 41 archaeological sites occur within the 1-mile buffer area. These include 36 prehistoric, four historic, and one multicomponent sites. Eight of the nine sites that occur in the AZSITE database are accounted for in the list of sites from the KNF. Since none of the previous projects or sites occurs within the project area, based on Forest Service preference, details for the known sites and projects were not provided by the Forest and are not listed or plotted.

General Land Office maps for the project-specific township and range surveyed and filed in 1901 and 1967 were examined to identify any historically documented roads, trails, railroads, ditches, and homesteads in or adjacent to the project area. The 1901 GLO shows two roads crossing the west and south halves of Section 29, with one of them traversing northeast-southwest through the N $\frac{1}{2}$  of the SE $\frac{1}{4}$ . The 1967 GLO depicts the subdivision of the TenX Ranch within Sections 28, 29, and 33 and a road (present-day FR 302) leading from Tusayan in a southeasterly direction through the ranch parcel. Other GLO records show that the project parcel was part of a Homestead Act land patent obtained by Charles Kirsch in 1915. Furthermore, a 1919 map of the Tusayan National Forest (later to become a part of the KNF in 1934) depicts the same northeast-southwest road as that shown on the 1901 GLO in Section 29 very near the project parcel. This road alignment does not occur in the project area today.

## INVENTORY METHODS AND RESULTS

On July 21, 2016 EnviroSystems Archaeologist Gregory Haynes conducted a Class III pedestrian inventory across the entire 20-acre parcel. Following Arizona State Museum (ASM) inventory procedures, the transect interval was not more than 15 m wide. A Trimble GPS unit was used during the survey to ensure complete coverage across the parcel and to maintain proper transect interval width. Pedestrian coverage was accomplished by starting in the parcel's southwest corner and walking north-south transects from the west end of the parcel to the east end.

Geospatial UTM coordinates for all identified historic properties and the two IOs were obtained using a Trimble Juno device, and recorded resources were plotted on the appropriate USGS 7.5' quadrangle. All GPS data were collected using the NAD 83 datum, differentially corrected, then downloaded into a Geographic Information System (GIS) file via ArcMap to produce resource location maps. The newly recorded site found in the project area was recorded using an ASM site card and standards for site documentation. A running tabulation was maintained for IOs, which were documented on a standard EnviroSystems IO Log. Each site was thoroughly described, photographed, and mapped using a Trimble GPS.

The inventory resulted in the identification and documentation of one segment of Site AR-03-07-04-1653, which is part of the Saginaw & Manistee Lumber Company's Tusayan (Railroad) Line. The site number was obtained from the KNF. In addition to the site were two IOs found in a disturbed context.

**Site AR-03-07-04-1653**

**UTM Coordinates (NAD 83):** 402052 E, 3979227 N (NW end); 401897 E, 3979397 N (SE end)

**Legal Description:** SE½ NE¼ SE¼ of Section 29, T30N, R3E

**Site Dimensions:** 763 feet (NW-SE) × 12 feet (NE-SW)

**Site Type:** Saginaw & Manistee Lumber Company, Tusayan Line logging railroad segment

**Cultural/Temporal Affiliation:** Euroamerican / 1927–1936

**ARHP/NRHP Recommendation:** Eligible (though *non-contributing element*)

Site AR-03-07-04-1653 is a short 763-foot-long dismantled segment (referred to as Segment 1876-GH1) of the Saginaw & Manistee Lumber Company's Tusayan Line (Stein 2006:31-34; *Figure 6*). It crosses directly through the bottomlands of Coconino Wash just east-southeast of the junction of FRs 302 and 303. Vegetation in the wash bottom is composed of dense shrubs and grasses with sagebrush, rabbitbrush, snakeweed, grasses, and various flowering annuals. The higher ground immediately bordering the wash is ponderosa pine forest with some pinyon and juniper present. The wash substrate is a tan to light brown silt loam lightly intermixed with subangular pebbles of chert and limestone.

Segment 1876-GH1 bears southeast from the junction of FRs 302 and 303 down the bottomlands of Coconino Wash. It exhibits as a raised bed that is currently 12 feet wide and about 2 to 2.5 feet high. The top is not more than about 6-7 feet wide, and either side of the grade exhibits a 3-foot-wide sloped berm. The segment bears northwest-southeast with its northwest terminus truncated by development of the two modern Forest Service roads, and its southeast terminus melts indistinctly into the bottom of the wash. Strewn along its length and margins are deteriorated railroad ties, of which some still have railroad spikes embedded into them. Railroad spikes, large ¾-inch-diameter screws, and 1.5-foot-long pieces of angle iron are also present on the surface. In one place there is a pile of 5–10 railroad ties in a 13 × 13-foot area along the southern edge of the grade.

This segment of the Tusayan Line is in poor condition and retains limited integrity. It has been dismantled and truncated by modern road development and erosion. It is dissected by at least two drainages, a fenceline, and a wide two-track rut that parallels the fence. Cattle have also trampled the alignment as evidenced by tracking; manure is spread along it as well. Moreover, the whole feature is melting into the bottomlands of the wash. There is no potential for intact subsurface deposits beyond the fill that composes the raised bed. Though Site AR-03-07-04-1653/Tusayan Line is a contributing line to the National Register listing (dated 1995) of the Logging Railroads of the Coconino and Kaibab National Forests, EnviroSystems recommends this particular segment as a non-contributor/non-contributing property because of its lack of integrity and dissection from the system.

**TenX Ranch Phase I  
Inventory**

EnviroSystems Project No. 1876-16

**Figure 6. Site AR-03-07-04-1653,  
Segment 1876-GH1 plan map.**

0 25 50 Meters



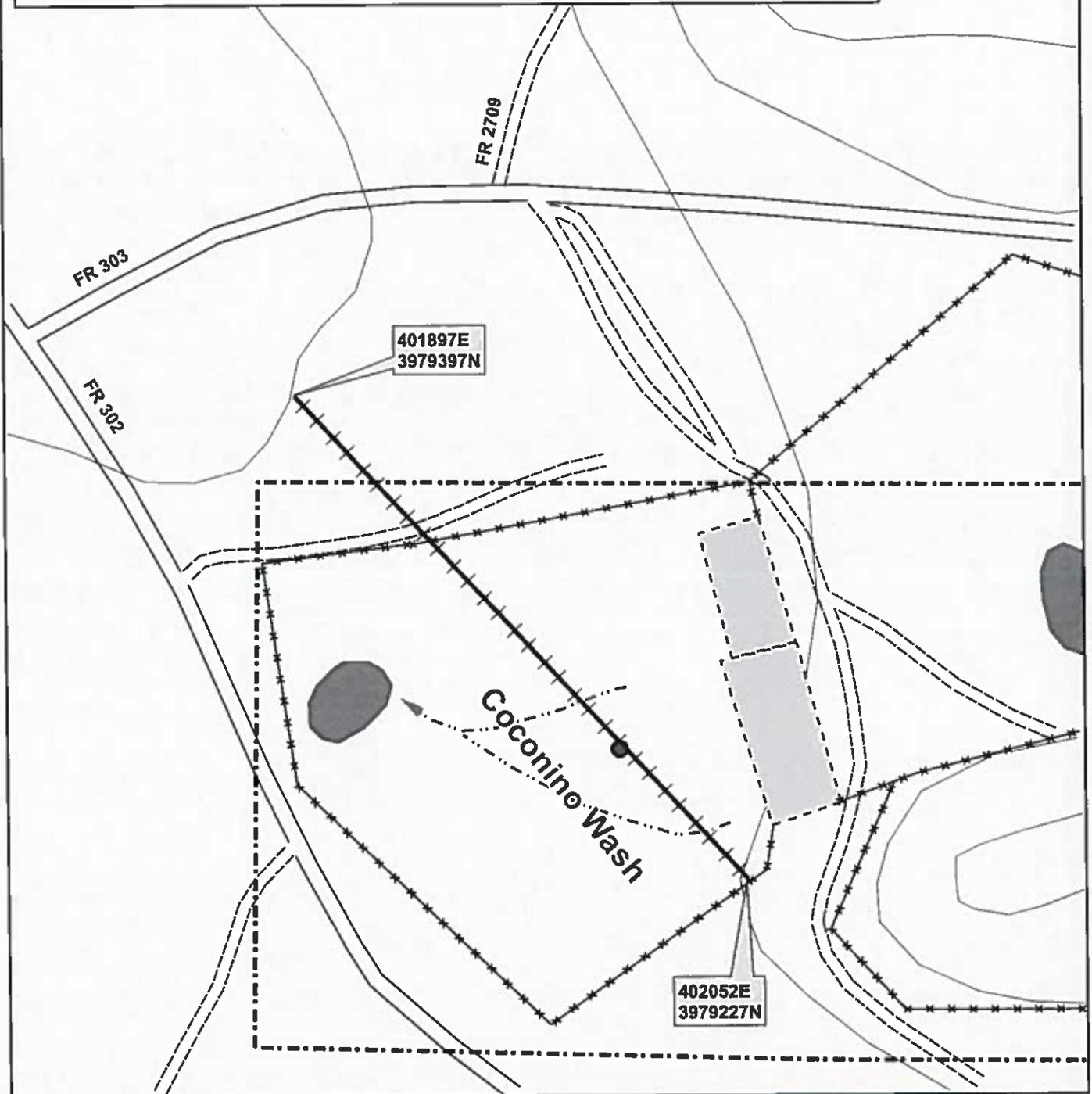
0 50 100 Feet



**Legend**

- |                       |                                  |
|-----------------------|----------------------------------|
| RR grade              | Maintained road                  |
| Deteriorating RR ties | Two-track                        |
| Private land boundary | Drainage                         |
| In-use corral         | Contour line<br>(interval=10 ft) |
| Stock tank            |                                  |
| Fence                 |                                  |

*EnviroSystems Management, Inc.*  
Environmental Planning • Regulatory Compliance



### Isolated Occurrences

Two IOs were recorded during the inventory. IO 1 is a red chert biface thinning flake positioned in a ranching-related activity area (UTMs 402099 E, 3979276 N). IO 2 is a dispersed rock concentration that contains approximately 30 limestone cobbles and small boulders in a 3 × 2-m area (UTMs 402176 E, 3979353 N; *Figure 7*). This concentration is positioned in the bottom of a large cattle tank and is severely disturbed by cattle trampling. Although its function cannot be ascertained, it probably represents simply a rock discard pile.



Figure 7. IO 2, dispersed rock concentration in bottom of a cattle tank, facing south.

### MANAGEMENT RECOMMENDATIONS

This particular segment of Site AR-03-07-04-1653 that extends into the TenX Ranch 20-acre parcel lacks integrity and is recommended as a non-contributing property to the National Register of Historic Places listing of the railroad line as a whole. Additionally, neither of the isolated occurrences warrant any further management consideration since their research potential has been exhausted by the survey-level recording. EnviroSystems recommends that the project be allowed to proceed with currently proposed development without any further cultural resources compliance considerations. Since the railroad segment extends onto the KNF and is a part of the system documented by the Forest Service, EnviroSystems will provide our data documenting the segment to KNF Heritage personnel.

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Town of Tusayan

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## **ENVIRONMENTAL SITE ASSESSMENT NON-SCOPE RECOMMENDATION**

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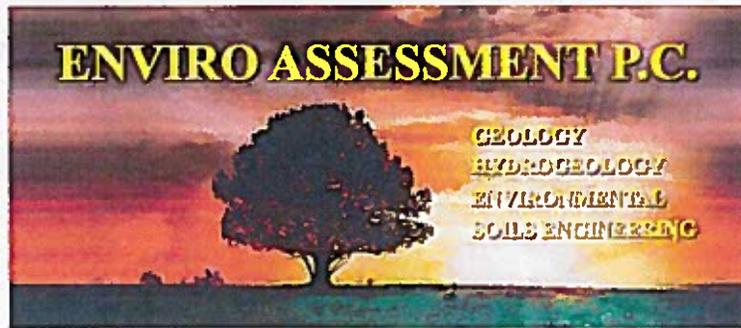
### **TENX RANCH PROPERTY FOREST SERVICE ROAD 302 TUSAYAN, AZ 86023**

**Based on this Phase I Environmental Site Assessment, no further environmental investigation is recommended for the subject property at this time.**

The statements and recommendations in this report are based upon the findings, opinions, conclusions, and site reconnaissance performed in accordance with ASTM International Standard E1527-13. This recommendation is a non-scope consideration which Enviro Assessment, PC has performed as a courtesy to the client. Our work and recommendations have been performed using a degree of skill consistent with that of competent environmental consulting firms performing similar work. We have considered all reasonably ascertainable data obtained during the Phase I ESA process in the production of this recommendation. Additional research or receipt of information regarding the property that was not disclosed or available to us during our assessment may result in revision of our recommendation.

The recommendation in this report should be re-evaluated if site conditions change. This recommendation is not intended to assess the suitability of the property for any purpose. This recommendation does not preclude the possibility that materials currently or in the future defined as hazardous substances are present on the property. This recommendation is applicable only to the property investigated during our Phase I Environmental Site Assessment and should not be used for any other property.

The client agrees and understands that the purpose of this recommendation is to provide additional professional opinions with regard to the Phase I Environmental Site Assessment 2016-06-027. No expressed or implied warranties are given hereunder with regard to any non-scope considerations Enviro Assessment, PC has provided.



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## **PHASE I ENVIRONMENTAL SITE ASSESSMENT**

**TENX RANCH PROPERTY  
FOREST SERVICE ROAD 302  
TUSAYAN, AZ 86023**

Project Number 2016-06-027

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**PLATES** - Vicinity Map - Location Map - Historical Aerial Photographs - Topographic Maps

**APPENDIX** - EDR Reports - Questionnaires - Additional Documents (as provided)



Town of Tusayan  
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**Subject:** Phase I Environmental Site Assessment Report for:  
TenX Ranch Property  
Forest Service Road 302  
Tusayan, AZ 86023  
APN(s): 50214001

Dear Mr. Duthie:

As you requested, we have prepared a Phase I Environmental Site Assessment (ESA) for Forest Service Road 302, Tusayan, AZ 86023. The property is identified by its APN(s) as 50214001. This report was produced in accordance with the American Society for Testing and Materials (ASTM) International Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process (ASTM International E1527-13) and is compliant with the All Appropriate Inquiries (AAI) rule.



---

## 1. EXECUTIVE SUMMARY

A Phase I Environmental Site Assessment has been conducted for the subject property. The Findings, Opinion, and Conclusions are provided below:

*The subject property is located at Forest Service Road 302, Tusayan, AZ 86023. The property is identified by its APN(s) as 50214001. The property is currently the TenX Ranch.*

*The subject property was not listed in the EDR Report.*

*The EDR Report was reviewed for any adjoining and/or surrounding sites which may pose a risk of significant environmental concern to the subject property. There were no sites identified in the surrounding area.*

*The Orphan Site List was reviewed. No sites were listed on the Orphan List that were within the search radius of the subject property.*

*Based on the aerial photos, topographic maps, Sanborn maps, and City Directory listings of the site, in addition to information obtained while conducting interviews, the subject property was developed as a ranch with a residential structure and a barn structure on the eastern portion, water holes/ponds on the northeastern and northwestern portions, respectively, and grazing land on the remaining portion sometime before 1953. Between 1953 and 1973 a corral and associated outbuildings were developed on the north central portion. By 2010, the barn structure had become dilapidated and was reduced to a pile of debris by 2014. Historical use of the site includes, but is not limited to, a residence, partial use as an agricultural field, temporary use by the railroad for access to a tree removal project, and a ranch.*

*Interviews were conducted with individuals and local government agencies in an attempt to obtain any information indicating Recognized Environmental Conditions in connection with the subject property. Please refer to Section 7 of this report for additional details on these interviews.*



*Enviro Assessment, PC personnel identified no significant observable contaminated areas on the subject property during the site reconnaissance.*

*All available standard historical sources have been reviewed in an attempt to identify the likelihood of past uses of the subject property and surrounding area, having led to Recognized Environmental Conditions (RECs) in connection with the subject site. No significant environmental concerns have been identified based on the historical use of the subject properties or surrounding area.*

*The subject property was not listed in the EDR Report.*

*The EDR Report was reviewed for any adjoining, surrounding, or Orphan sites which may pose a risk of significant environmental concern to the subject property. There were no sites identified in the surrounding area, therefore no impact to the subject property is anticipated at this time.*

*Enviro Assessment, PC personnel did not observe any visible RECs related to the subject property.*

*No significant environmental concerns were identified during the interviews conducted for the subject property.*

*This assessment has revealed no evidence of RECs in connection with the subject property.*

*We have performed a Phase I Environmental Site Assessment in conformance with the scope and limitations of ASTM International Standard E1527-13 practice for the property located at Forest Service Road 302, Tusayan, AZ 86023. The property is identified by its APN(s) as 50214001. Any exceptions to, or deletions from, this practice are described in the Limitations Section of this report. This assessment has revealed no evidence of Recognized Environmental Conditions in connection with the subject property.*



---

## 2. INTRODUCTION

### 2.1 Purpose

The purpose of this Phase I Environmental Site Assessment is to identify, to the extent feasible, Recognized Environmental Conditions (REC) in connection with the property. The report follows the processes prescribed by the AAI rule and in ASTM International Standard E1527-13, Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process. As defined by ASTM International E1527-13, §1.1.1, the term "recognized environmental conditions" refers to:

*The presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: (1) due to any release to the environment; (2) under conditions indicative of a release to the environment; or (3) under conditions that pose a material threat of a future release to the environment. De minimis conditions are not recognized environmental conditions.*

### 2.2 Detailed Scope-of-Service

The scope of work performed for this Phase I Environmental Site Assessment report includes:

- Collecting and reviewing available environmental related information concerning the property and other data pertinent to the specific site per the ASTM International Standard E1527-13;
- Conducting a site visit to observe current site uses, observe adjacent land use, and gather data on possible spills, or misuse of chemicals that could be considered a REC;
- Contacting appropriate regulatory personnel, and reviewing regulatory files regarding the property in question.

No additional non-scope considerations per Section 13 of the ASTM International Standard E1527-13 were included in this Phase I Environmental Assessment report.



---

### **2.3 Significant Assumptions**

No significant assumptions were made in this assessment.

### **2.4 Limitations and Exceptions**

#### Limitations

This report is applicable only for the project and site studied. Report findings and statements of professional opinion do not constitute a guarantee or warranty, expressed or implied. This report contains information and data provided by others and Enviro Assessment, PC in no way warrants the accuracy or completeness of the information provided by those sources. Our services are performed in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. This report is prepared using the ASTM International Standard E1527-13 and includes several inherent limitations, including but not limited to: Section 4.5.1 – Uncertainty Not Eliminated, Section 4.5.2 - Not Exhaustive, Section 7.4 - No Sampling, and Section 7.5.2.1 – Reliance.

#### Exceptions

No exceptions to or deviations from the ASTM International Standard E1527-13 was made during the course of our work, with the exception of the following:

- No interviews were conducted with local agencies as part of this assessment. Relevant local agencies for the area have policies of referring requests for interviews to their file review departments.
- A complete list of previous occupants of the subject property was not located, therefore, no determination can be made based on every previous use of the property.
- A complete history in five year intervals was not reasonably ascertainable.

These limitations are not anticipated to represent a significant data gap for the investigation.

### **2.5 Special Terms and Conditions**

We have been authorized by Eric Duthie to perform a Phase I Environmental Site Assessment of the subject property. It is our understanding that Mr. Duthie will use the information contained in



this report for town environmental concerns. Without prior written consent of the client, Enviro Assessment, PC will keep confidential and not disclose to any person or entity, any data or information provided by the client or generated in conjunction with the performance of this study, except when required by law. Provisions of confidentiality shall not apply to data or information obtained from the public domain or acquired from third parties not under obligation to the client to maintain confidentiality.

### **2.6 User Reliance**

This report was prepared for the exclusive use of Eric Duthie. No other person or entity is entitled to rely upon this report without the specific written authorization of Enviro Assessment, PC. Such reliance is subject to the same limitations, terms, and conditions as the original contract with the client. Enviro Assessment, PC specifically disclaims any responsibility for any unauthorized use of this report. Based on the ASTM International Standard, this Phase I report expires 180 days from the date the work was conducted.

## **3. SITE DESCRIPTION**

### **3.1 Location and Legal Description**

The subject property is located at Forest Service Road 302, Tusayan, AZ 86023. The property is identified by its APN(s) as 50214001. A Site Vicinity Map and Location Map are located on Plates A1 and B1.

### **3.2 Site and Vicinity General Characteristics**

The subject property is relatively flat with a slight slope toward the northwest and consists of an approximately 20-acre parcel. The property is located on the northeast and southwest sides of Forest Service Road 302, between Forest Service Road 814 approximately 350 feet to the north and Highway 64 approximately 2.5 miles to the northwest, approximately 313 feet to the south of the southeastern portion of the town of Tusayan, Arizona. The surrounding area consists of a mix of grazing and forest service land. The town of Tusayan is located within north central Arizona, between the Grand Canyon and Colorado River approximately 4.60 and 7.30 miles to the north, respectively, and Flagstaff, Arizona approximately 53.61 miles to the south-southeast.



### 3.3 Description of Improvements on Property

The subject property consists of an approximately 1,200 square foot single-story abandoned residential structure, located on the northeastern portion of the site, with associated small livestock cages to the northeast and an unimproved driveway to the east of the structure. Two water holes are located on the northeastern and western portions, respectively, a corral with associated outbuildings and water troughs on the north central portion, and the remains of a barn structure on the southeastern portion. Forest Service Road 302 runs northwest/southeast through the southwestern portion of the site. The remaining portion consists of grazing land.

### 3.4 Current Uses of the Adjoining Properties

Aerial imagery and parcel data were reviewed in an attempt to determine the types of use of the adjoining properties. The following observations are discussed below:

Direction	Type of Use
North	Grazing/Forest Service land.
South	Grazing/Forest Service land.
East	Grazing/Forest Service land.
West	Grazing/Forest Service land.

## 4. USER PROVIDED INFORMATION

### 4.1 Title Records

Chain of title reports were not provided by the client for use in preparing this report. A Preliminary Title Report was not reviewed for pertinent title records and/or judicial records. No such records were made available for review.

### 4.2 Environmental Liens or Activity and Use Limitations

No additional information was provided identifying actual knowledge of environmental liens or activity and use limitations recorded against the subject property. Included in the records review section is a search of state deed restrictions, liens, and use limitations.



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#### **4.3 Specialized Knowledge**

No information was provided identifying specialized knowledge or experience that is material to Recognized Environmental Conditions in connection with the subject property.

#### **4.4 Commonly Known or Reasonably Ascertainable Information**

No information was provided identifying knowledge of commonly known or reasonably ascertainable information related to the subject property.

#### **4.5 Valuation Reduction for Environmental Issues**

No information was provided identifying knowledge of valuation reduction of the subject property.

#### **4.6 Owner, Property Manager, and Occupant Information**

Information provided by the owner of the subject property is discussed in Section 7 of this report.

#### **4.7 Reason for Performing Phase I**

The Phase I has been requested by Eric Duthie in relation to town environmental concerns.

#### **4.8 Other**

No other information was provided for review related to the subject property.

### **5. RECORDS REVIEW**

#### **5.1 Standard and Additional Environmental Records**

The Environmental Records used for this Phase One ESA were obtained through Environmental Data Resources, Inc. (EDR®) of Shelton, Connecticut. The search radius used for each of the records is listed below and is based on the ASTM International Standard E1527-13 Sections; 8.2.1 and 8.2.3. The date of each of the government records searched and the date EDR® obtained the records are listed in the EDR® Report (attached). In addition to the search results, lists of sites which may be located within the search area but due to lack of information cannot be accurately located are provided (Orphan Sites). This Orphan Site list is reviewed, and all sites which may be included in the search radius have been included in this report.



### 5.2 Database Results

For the full name, description, and the date each of the databases were last updated, please refer to the Government Records section of the EDR<sup>®</sup> Report.

Database	Target Property	Adjacent Property	Search Distance (Miles)	0.125	0.250	0.500	1.000	Total
NPL			1.000	0	0	0	0	0
Proposed NPL			1.000	0	0	0	0	0
NPL LIENS			0.001	0	NR	NR	NR	0
Delisted NPL			1.000	0	0	0	0	0
FEDERAL FACILITY			0.500	0	0	0	NR	0
SEMS			0.500	0	0	0	NR	0
SEMS-ARCHIVE			0.500	0	0	0	NR	0
CORRACTS			1.000	0	0	0	0	0
RCRA-TSDF			0.500	0	0	0	NR	0
RCRA-LOG			0.250	0	0	NR	NR	0
RCRA-SQG			0.250	0	0	NR	NR	0
RCRA-CESQG			0.250	0	0	NR	NR	0
LUCIS			0.500	0	0	0	NR	0
US ENG CONTROLS			0.500	0	0	0	NR	0
US INST CONTROL			0.500	0	0	0	NR	0
ERNS			0.001	0	NR	NR	NR	0
AZ NPL			1.000	0	0	0	0	0
AZ WQARF			1.000	0	0	0	0	0
SPL			1.000	0	0	0	0	0
SHWS			1.000	0	0	0	0	0
SWF/LF			0.500	0	0	0	NR	0
LUST			0.500	0	0	0	NR	0
INDIAN LUST			0.500	0	0	0	NR	0
FEMA UST			0.250	0	0	NR	NR	0
UST			0.250	0	0	NR	NR	0
AST			0.250	0	0	NR	NR	0
INDIAN UST			0.250	0	0	NR	NR	0
AZURITE			0.500	0	0	0	NR	0
AUL			0.500	0	0	0	NR	0
VCP			0.500	0	0	0	NR	0



Database	Target Property	Adjacent Property	Search Distance (Miles)	0.125	0.250	0.500	1.000	Total
INDIAN VCP			0.500	0	0	0	NR	0
BROWNFIELDS			0.500	0	0	0	NR	0
US BROWNFIELDS			0.500	0	0	0	NR	0
SWTIRE			0.500	0	0	0	NR	0
INDIAN ODI			0.500	0	0	0	NR	0
DEBRIS REGION 9			0.500	0	0	0	NR	0
ODI			0.500	0	0	0	NR	0
US HIST CDL			0.001	0	NR	NR	NR	0
CDL			0.001	0	NR	NR	NR	0
US CDL			0.001	0	NR	NR	NR	0
LIENS 2			0.001	0	NR	NR	NR	0
HMIRS			0.001	0	NR	NR	NR	0
SPILLS			0.001	0	NR	NR	NR	0
SPILLS 90			0.001	0	NR	NR	NR	0
RCRA NonGen / NLR			0.250	0	0	NR	NR	0
FUDS			1.000	0	0	0	0	0
DOD			1.000	0	0	0	0	0
SCRD DRYCLEANERS			0.500	0	0	0	NR	0
US FIN ASSUR			0.001	0	NR	NR	NR	0
EPA WATCH LIST			0.001	0	NR	NR	NR	0
2020 COR ACTION			0.250	0	0	NR	NR	0
TSCA			0.001	0	NR	NR	NR	0
TRIS			0.001	0	NR	NR	NR	0
SSTS			0.001	0	NR	NR	NR	0
ROD			1.000	0	0	0	0	0
RMP			0.001	0	NR	NR	NR	0
RAATS			0.001	0	NR	NR	NR	0
PRP			0.001	0	NR	NR	NR	0
PADS			0.001	0	NR	NR	NR	0
ICIS			0.001	0	NR	NR	NR	0
FTTS			0.001	0	NR	NR	NR	0
MLTS			0.001	0	NR	NR	NR	0
COALASH DOE			0.001	0	NR	NR	NR	0
COALASH EPA			0.500	0	0	0	NR	0
PCB			0.001	0	NR	NR	NR	0



Database	Target Property	Adjacent Property	Search Distance (Miles)	0.125	0.250	0.500	1.000	Total
TRANSFORMER								
RADINFO			0.001	0	NR	NR	NR	0
HIST FTTS			0.001	0	NR	NR	NR	0
DOT OPS			0.001	0	NR	NR	NR	0
CONSENT			1.000	0	0	0	0	0
INDIAN RESERV			1.000	0	0	0	0	0
FUSRAP			1.000	0	0	0	0	0
UMTRA			0.500	0	0	0	NR	0
LEAD SMELTERS			0.001	0	NR	NR	NR	0
US AIRS			0.001	0	NR	NR	NR	0
US MINES			0.250	0	0	NR	NR	0
FINDS			0.001	0	NR	NR	NR	0
UXO			0.001	0	0	0	0	0
DOCKET HWC			0.001	0	NR	NR	NR	0
AIRS			0.001	0	NR	NR	NR	0
AZ DOD			0.001	0	NR	NR	NR	0
Dry Wells			0.500	0	0	0	NR	0
DRYCLEANERS			0.250	0	0	NR	NR	0
EMAP			0.001	0	NR	NR	NR	0
Enforcement			TP	NR	NR	NR	NR	0
Financial Assurance			0.001	0	NR	NR	NR	0
MANIFEST			0.250	0	0	NR	NR	0
UIC			0.001	0	NR	NR	NR	0
WWFAC			0.500	0	0	0	NR	0
FUELS PROGRAM			0.250	0	0	NR	NR	0
ECHO			0.001	0	NR	NR	NR	0
EDR MGP			1.000	0	0	0	0	0
EDR Hist Auto			0.125	0	NR	NR	NR	0
EDR Hist Cleaner			0.125	0	NR	NR	NR	0
RGA HWS			0.001	0	NR	NR	NR	0
RGA LF			0.001	0	NR	NR	NR	0
RGA LUST			0.001	0	NR	NR	NR	0



---

### 5.3 Methodology of Records Review

Enviro Assessment, PC conducts *Regulatory Agency File and Records Reviews* in accordance with ASTM International Standard E1527-13; sections 8.1.1 through 8.1.8. *The purpose of the regulatory file review is to obtain sufficient information to assist the environmental professional in determining if a recognized environmental condition, historical recognized environmental condition, controlled recognized environmental condition, or a de minimis condition exists at the property.*

*Standard historical sources* (8.3.4.1) that are *practically reviewable* (3.2.96) and *publicly available* (3.2.72) have been examined by Enviro Assessment, PC personnel. Records that are not *practically reviewable* were not used to determine any professional opinion in regard to potential impacts to the subject property. This review of the *standard historical sources* includes case files that meet the definition requirements of a *recognized environmental condition, historical recognized environmental condition, controlled recognized environmental condition, or a de minimis condition*. Please refer to the EDR and appendices attached to this report for further details. (Terms and definitions in italics denote direct references from ASTM International Standard E1527-13)

### 5.4 Subject Property

The subject property was not listed in the EDR records searched.

### 5.5 Adjoining Properties

The EDR Report was reviewed for any adjoining sites which may pose a risk of significant environmental concern to the subject property. No adjoining properties were listed in the EDR records searched.

### 5.6 Surrounding Properties

The EDR Report was reviewed for any surrounding sites which may pose a risk of significant environmental concern to the subject property. No surrounding properties were listed in the EDR records searched.



### 5.7 Orphan Properties

The Orphan Site List was reviewed. No sites are listed on the Orphan List that are within the search radius of the subject property.

### 5.8 Physical Setting Sources

According to the most recent USGS Topographic maps covering the subject property and vicinity, the subject property is slightly sloped towards the northwest and lies between 6,738 and 6,759 feet above mean sea level.

### 5.9 Historical Use Information on the Property and Adjoining Properties

#### Aerial Photographs

Aerial photographs of the subject property were reviewed as part of this investigation. The results are discussed below:

Date	Photo Description
1953	<ul style="list-style-type: none"><li>• Subject Property: Consists primarily of agricultural/grazing land with two watering holes on the northeastern and western portions, respectively. At least two structures and associated unimproved drive/parking areas are located on the eastern portion. An unimproved road runs northwest/southeast through the southwestern portion.</li><li>• Adjoining Properties: Consist of agricultural/grazing land to the north and south and wooded land to the east and west. Several paths/drive areas are visible on the adjoining property to the north.</li><li>• Surrounding Area: Forest Service Road 302 is visible to the northwest, running through the southwestern portion of the subject property and to the south, respectively. Two more area roads are visible to the northwest and north, respectively. The surrounding area consists of a mix of agricultural/grazing land and wooded land.</li></ul>
1954	<p>NETR Reference.</p> <ul style="list-style-type: none"><li>• Subject Property: The southern portion is in use as an agricultural field and in association with the adjoining property to the south.</li><li>• Adjoining Properties: The adjoining property to the south clearly consists of an agricultural field. The remaining adjoining properties are relatively unchanged.</li><li>• Surrounding Area: An agricultural field is present on the area to the southeast.</li></ul>
1973	<ul style="list-style-type: none"><li>• Subject Property: Relatively unchanged, with the exception that the corral on the north central portion is now visible.</li></ul>



Date	Photo Description
	<ul style="list-style-type: none"> <li>• Adjoining Properties: Relatively unchanged, with the exception that several more paths/drive areas are visible on the adjoining property to the north.</li> <li>• Surrounding Area: Relatively unchanged.</li> </ul>
1992	<ul style="list-style-type: none"> <li>• Subject Property: Relatively unchanged, with the exception that the watering troughs on the north central portion are now visible.</li> <li>• Adjoining Properties: Relatively unchanged, with the exception of the development of a structure to the east-southeast and an associated unimproved driveway.</li> <li>• Surrounding Area: Forest Service Road 814 is now visible to the north. The remaining surrounding area is relatively unchanged.</li> </ul>
2003	<ul style="list-style-type: none"> <li>• Subject Property: Relatively unchanged.</li> <li>• Adjoining Properties: Relatively unchanged, with the exception that the structure to the east-southeast has been removed.</li> <li>• Surrounding Area: Relatively unchanged.</li> </ul>
2007	<ul style="list-style-type: none"> <li>• Subject Property: Relatively unchanged.</li> <li>• Adjoining Properties: Relatively unchanged.</li> <li>• Surrounding Area: Relatively unchanged.</li> </ul>
2010	<ul style="list-style-type: none"> <li>• Subject Property: Relatively unchanged, with the exception that the barn structure on the eastern portion has become dilapidated.</li> <li>• Adjoining Properties: Relatively unchanged.</li> <li>• Surrounding Area: Relatively unchanged.</li> </ul>
2014	<ul style="list-style-type: none"> <li>• Subject Property: Small livestock cages are visible to the northeast of the residential structure and the barn structure has been reduced to a pile of debris. The remaining portion is relatively unchanged.</li> <li>• Adjoining Properties: Relatively unchanged.</li> <li>• Surrounding Area: Relatively unchanged.</li> </ul>

These photos are included in the Appendix.

#### Historical Topographic Maps

Topographic maps of the subject property were reviewed as part of this investigation. The results are discussed below:

Date	Map Description
1981	7.5 Minute USGS Topo Map. Two structures (the southernmost a barn/outbuilding) are represented on the eastern portion of the subject property. Two ponds are represented on the northeastern and western portions, respectively.



Date	Map Description
	Other features shown on the map include elevation lines (depicting a slight slope to the northwest), area roads (including Forest Service road 302 running through the southwestern portion of the subject property and to the northwest and south), the Coconino Wash to the northwest and running through the subject property, and natural features (including wooded land and area streams).

These maps are included in the Appendix.

#### Sanborn Fire Insurance Maps

An attempt was made by EDR to obtain Sanborn Insurance Company maps for the period covering the years 1860 through the present in order to determine what types of activities were conducted on the subject property and on adjoining properties. Sanborn map coverage was not available for the subject property or surrounding area.

#### City Directories

A search of local historical city directories was conducted by EDR for the subject property. The review included directories in five year intervals from 1992 to 2013 (as available). The results are discussed below:

No listings were found for the subject property, however please refer to the EDR City Directory Report in the Appendix for the numerous listings for the surrounding properties for more details.

Based on the aerial photos, topographic maps, Sanborn maps, and City Directory listings of the site, in addition to information obtained while conducting interviews, the subject property was developed as a ranch with a residential structure and a barn structure on the eastern portion, water holes/ponds on the northeastern and northwestern portions, respectively, and grazing land on the remaining portion sometime before 1953. Between 1953 and 1973 a corral and associated outbuildings were developed on the north central portion. By 2010, the barn structure had become dilapidated and was reduced to a pile of debris by 2014. Historical use of the site includes, but is not limited to, a residence, partial use as an agricultural field, temporary use by the railroad for access to a tree removal project, and a ranch.



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## 6. SITE RECONNAISSANCE

A visual reconnaissance of the subject property was conducted on June 28, 2016 by Mr. Hunt, under the supervision of Mr. Robinson. A site map and photographs of the subject property are attached to this report in the Appendix.

### 6.1 Methodology and Limiting Conditions

The periphery of the subject property was inspected. A detailed inspection was conducted of all major site features visible from the public portions of the property.

### 6.2 Exterior and Interior Observations

Observations made during the site visit are summarized in the following table:

<b>Subject Property</b>	<b>Site Visit Observations</b>
Current Use of Property	The property is currently the Ten X ranch. The ranch has been abandoned and partially demolished.
Evidence of Past Uses of Property?	Past use as a residence and ranch was evident, based on the presence of an abandoned residential structure on the northeastern portion and several livestock holding pens and grazing land.
Potable Water Source	None observed. A large above ground holding tank was observed and what appeared to be an old pump house was also observed on site. However, no well head was discovered due to the debris.
Sewage Disposal Source	An outhouse was observed on the northeast corner of the property.
Odors?	No odors were identified.
Pools of Liquid?	None observed.
Electric or hydraulic equipment likely to contain PCBs?	None observed.
Storage tanks?	A large storage tank was observed on the northern border of the property. The tank was situated in a position that indicated it may have been used to water animals on the northwestern portion of the site. Also observed was an empty heating oil tank in good condition.
Drums or other containers?	Empty water troughs observed on the central portion and several tanks that appeared to be old unused pressure tanks on the southeastern portion of the property.



<b>Subject Property</b>	<b>Site Visit Observations</b>
<b>Exterior Observations</b>	
Pits, Ponds, Lagoons?	Remnants of a pond/watering hole was observed on the northeastern portion, based on the presence of berms.
Stained soil or pavement?	None observed.
Solid waste?	Debris was observed near the eastern border of the site in the same location as the structure that was onsite between 2007 and 2010. Other debris onsite was in relation to either the residential or ranch use.
Waste water discharge?	None observed.
Wells or septic systems?	An outhouse and an old pump-house were observed.
<b>Vicinity Observations</b>	
Topography of property and vicinity	The site has a slight rise in elevation on the northeastern portion.
Current use of adjoining properties	The adjoining properties consist of forest land.
Evidence of past uses?	None observed.
Current land uses in area	Grazing and Forest Service land.

## 7. INTERVIEWS

An attempt has been made to obtain historical, as well as current information relative to the subject property from several individuals and local agencies. The objective of the interview process is to obtain any information indicating Recognized Environmental Conditions in connection with the project site.

### 7.1 Interview with Owner or Site Manager

An Environmental Questionnaire and Disclosure Statement was sent to Eric Duthie, Town Manager of the Town of Tusayan, on June 21, 2016 via e-mail. We received the completed questionnaire from Mr. Duthie on June 22, 2016 via e-mail. The questionnaire was reviewed and no significant environmental concerns were noted in the answers provided.

Mr. Duthie stated in Part II of the questionnaire that the subject property is currently a ranch that was temporarily used at one time by the railroad for access during tree removal. Mr. Duthie also



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stated that an abandoned home is located on the property.

## **7.2 Interview with Local Government Officials**

### **Arizona Department of Environment Quality**

The Arizona Department of Environment Quality (AzDEQ) was contacted on June 21, 2016 via online form for any records pertaining to underground or above ground storage tanks and any hazardous waste spills or contamination, as part of the records review of the subject property. On the same day we searched the online databases for each of the divisions, which did not reveal any records for the site. We received a response on June 30, 2016 via telephone from Magda Ajanel stating they do have records for this address, as well as for a surrounding property. Ms. Ajanel stated that she will gather the information and send us an estimate for time and fees before sending out the files. We ordered the files on July 6, 2016.

### **Coconino County Assessor's Office**

The Coconino County Assessor's Office Website was searched on June 21, 2016 for any pertinent records related to the subject property. The database search revealed the following: a property record card for the entire development site and a development zoning application.

### **City of Tusayan Planning and Development Department**

The City of Tusayan Planning and Development Department was contacted on June 21, 2016 via online form as part of the records review of the subject property. We asked for a list of building permits and the dates issued. We received a response on June 23, 2016 from Roger Brooks stating they have no records for this property.

### **Tusayan Fire District and Arizona Fire Marshal**

The Tusayan Fire District was contacted on June 21, 2016 via fax as part of the records review of the subject property. We requested any fire department reports related to under/above ground storage tanks or hazardous waste issues (permitting, tank removal, spills, or contamination), fire



code violations and the date of last inspection. We received a response on June 28, 2016 from Tusayan Fire Chief, Greg Bush, stating there are no records for that area except for a forest fire that went through the area many years ago. No other information was given.

The State Fire Marshall was contacted via e-mail on June 21, 2016 to search for records related to installation of above ground and underground storage tanks on the subject property. We received a response on June 20, 2016 stating they have no records for this property.

### **7.3 Interview with Others**

No additional interviews were conducted in this assessment.

## **8. FINDINGS**

The subject property is located at Forest Service Road 302, Tusayan, AZ 86023. The property is identified by its APN(s) as 50214001. The property is currently the TenX Ranch.

The subject property was not listed in the EDR Report.

The EDR Report was reviewed for any adjoining and/or surrounding sites which may pose a risk of significant environmental concern to the subject property. There were no sites identified in the surrounding area.

The Orphan Site List was reviewed. No sites were listed on the Orphan List that were within the search radius of the subject property.

Based on the aerial photos, topographic maps, Sanborn maps, and City Directory listings of the site, in addition to information obtained while conducting interviews, the subject property was developed as a ranch with a residential structure and a barn structure on the eastern portion, water holes/ponds on the northeastern and northwestern portions, respectively, and grazing land on the remaining portion sometime before 1953. Between 1953 and 1973 a corral and associated



outbuildings were developed on the north central portion. By 2010, the barn structure had become dilapidated and was reduced to a pile of debris by 2014. Historical use of the site includes, but is not limited to, a residence, partial use as an agricultural field, temporary use by the railroad for access to a tree removal project, and a ranch.

Interviews were conducted with individuals and local government agencies in an attempt to obtain any information indicating Recognized Environmental Conditions in connection with the subject property. Please refer to Section 7 of this report for additional details on these interviews.

Enviro Assessment, PC personnel identified no significant observable contaminated areas on the subject property during the site reconnaissance.

## **9. OPINION**

All available standard historical sources have been reviewed in an attempt to identify the likelihood of past uses of the subject property and surrounding area, having led to Recognized Environmental Conditions (RECs) in connection with the subject site. No significant environmental concerns have been identified based on the historical use of the subject properties or surrounding area.

The subject property was not listed in the EDR Report.

The EDR Report was reviewed for any adjoining, surrounding, or Orphan sites which may pose a risk of significant environmental concern to the subject property. There were no sites identified in the surrounding area, therefore no impact to the subject property is anticipated at this time.

Enviro Assessment, PC personnel did not observe any visible RECs related to the subject property.

No significant environmental concerns were identified during the interviews conducted for the subject property.

This assessment has revealed no evidence of RECs in connection with the subject property.



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## 10. CONCLUSIONS

We have performed a Phase I Environmental Site Assessment in conformance with the scope and limitations of ASTM International Standard E1527-13 practice for the property located at Forest Service Road 302, Tusayan, AZ 86023. The property is identified by its APN(s) as 50214001. Any exceptions to, or deletions from, this practice are described in the Limitations Section of this report. This assessment has revealed no evidence of Recognized Environmental Conditions in connection with the subject property.

## 11. DEVIATIONS

No deviations from ASTM International Standard E1527-13 have been noted during the course of this assessment.

## 12. ADDITIONAL SERVICES

No additional services as listed in the ASTM International Standard E1527-13 have been requested in writing and placed under contract in regards to this assessment; included, but not limited to, asbestos testing of material at the site, and possible drug lab uses of the site.

## 13. REFERENCES

ASTM International Standard E1527-13 – Phase I Standard

Environmental Data Resources, Inc. (EDR®) - Report with Geocheck®

Environmental Data Resources, Inc. (EDR®) – The EDR-City Directory Abstract

Environmental Data Resources, Inc. (EDR®) – Certified Sanborn® Map Report

U.S. Geological Survey – Topographic Maps

Google Earth Pro – USGS-sourced Topographic Maps

Google Earth Pro – Aerial Images

EarthExplorer – Aerial Images



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NETROnline ([www.historicaerials.com](http://www.historicaerials.com)) – Aerial Images

Wikipedia (<https://www.wikipedia.org/>) – Geographical Reference



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#### 14. PROFESSIONAL SIGNATURE

We declare that to the best of our professional knowledge and belief, we meet the definition of Environmental Professional as defined in §312.10 of 40 CFR 312. We have the specific qualifications based on education, training, and experience to assess a property of the nature, history, and setting of the subject property. We have developed and performed all the appropriate inquiries in conformance with the standards and practices set forth in 40 CFR 312.

It has been a pleasure to be of service. If any questions arise, please contact our office.

Sincerely,

*ENVIRO ASSESSMENT, PC*

*James D. Robinson*  
Environmental Professional

LC / JR

**Item 9HAb**

# Preliminary Plat for Kotzin Ranch Phase I

A.44 Lot Subdivision in  
 SEC. 14, T. 30 N., R. 02 E.  
 GILA & SALT RIVER MERIDIAN  
 COCONINO COUNTY, ARIZONA

**Dedication:**  
 State of Arizona  
 County of Coconino  
 Town of Tusayan, Arizona:  
 A.44 Lot Subdivision in Section 14, T. 30 N., R. 02 E., Gila & Salt River Meridian, Coconino County, Arizona, is a vacant parcel and has not been used for other than agricultural purposes and is not being subdivided for other than agricultural purposes on the date of this plat.

**Utility Company Acknowledgment:**  
 I, the undersigned, hereby certify that the plat and map hereon shown are true and correct copies of the original plat and map on file in the office of the Registrar of Deeds, Coconino County, Arizona, on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

**Surveyor's Note:**  
 The survey was made by the undersigned and the plat and map hereon shown are true and correct copies of the original plat and map on file in the office of the Registrar of Deeds, Coconino County, Arizona, on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

**Surveyor's Certification:**  
 I, the undersigned, hereby certify that the plat and map hereon shown are true and correct copies of the original plat and map on file in the office of the Registrar of Deeds, Coconino County, Arizona, on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

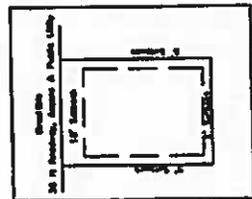
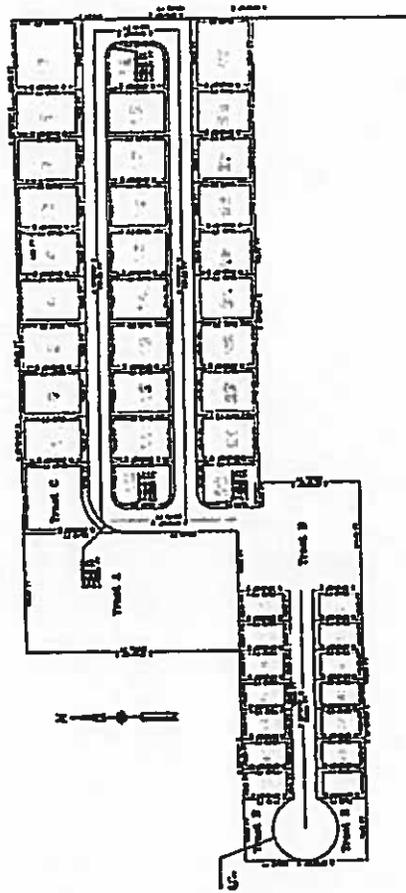
**Project Information:**  
 Subdivision Name: Kotzin Ranch Phase I  
 Section: 14  
 Township: 30 N.  
 Range: 02 E.  
 Meridian: Gila & Salt River  
 County: Coconino, Arizona

**Plat Information:**  
 Sheet A: Part of Section  
 Sheet B: Public Access  
 Sheet C: Public Access (Section 14)  
 Sheet D: Part of Section and Part of Section 14

**Surveyor's Note:**  
 The survey was made by the undersigned and the plat and map hereon shown are true and correct copies of the original plat and map on file in the office of the Registrar of Deeds, Coconino County, Arizona, on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

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 I, the undersigned, hereby certify that the plat and map hereon shown are true and correct copies of the original plat and map on file in the office of the Registrar of Deeds, Coconino County, Arizona, on the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

**Plat Information:**  
 Sheet A: Part of Section  
 Sheet B: Public Access  
 Sheet C: Public Access (Section 14)  
 Sheet D: Part of Section and Part of Section 14



**NOTE:**  
 EXCEPT FOR CORRECTIONS AND AMENDMENTS BY THE REGISTRAR OF DEEDS, COCONINO COUNTY, ARIZONA, THIS PRELIMINARY PLAT IS SUBJECT TO THE FOLLOWING:  
 1. A CORRECTION MUST BE ON SECTION FIVE FROM A CORRECTION, PROVIDED TO BE MADE TO CORRECT THE PLAT AND MAP HEREON SHOWN.  
 2. ALL LOTS MUST BE CONVEYED TO THE PUBLIC BY THE REGISTRAR OF DEEDS, COCONINO COUNTY, ARIZONA, FOR EACH LOT PLAT TO BE APPROVED AS SUCH.

**NOTE:**  
 EXCEPT FOR CORRECTIONS AND AMENDMENTS BY THE REGISTRAR OF DEEDS, COCONINO COUNTY, ARIZONA, THIS PRELIMINARY PLAT IS SUBJECT TO THE FOLLOWING:  
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Preliminary Plat NOT for Construction

**Item 10A**

## **TENTATIVE FUTURE AGENDA AND EVENT CALENDAR**

### **October 5, 2016 – Council Workshop – 5pm**

- Possible height restriction text amendment to the Tusayan Zoning Code, inclusive of all zones

### **October 5, 2016 – Council Meeting – 6pm**

- Possible approval of Final Plat for Town Housing Parcel at Ten X Ranch
- Possible approval of Final Plat for Town Housing Parcel at Kotzin Ranch
- Possible approval of Ordinance amendment concerning Floodplain Administration
- Possible Bid Announcement issuance for Ten X Housing construction and development

### **October 19, 2016 – Council Meeting – 6pm**

- Chamber of Commerce Marketing Plan

### **November 2, 2016 – Council Workshop – 5pm**

### **November 2, 2016 – Council Meeting – 6pm**

- Possible Bid Announcement issuance for Ten X Housing construction and development

### **November 16, 2016 – Council Meeting – 6pm**

- Canvas of Election Results