

AGENDA

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, April 23, 2014 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town Council will hold a meeting open to the public on Wednesday, April 23, 2014 at the Tusayan Town Hall Building. If authorized by a majority vote of the Tusayan Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

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

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

TOWN COUNCIL REGULAR MEETING AGENDA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

MAYOR GREG BRYAN

VICE MAYOR AL MONTOYA

COUNCILMEMBER BILL FITZGERALD

COUNCILMEMBER JOHN RUETER

COUNCILMEMBER CRAIG SANDERSON

❖ *One or two Council Members may attend by telephone*

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

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

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

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

None

5. CONSENT AGENDA

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

A. Minutes of the Town Council Regular Meeting on 4/9/14 and Special Meeting on 4/16/14

B. Accounts Payable Billings

6. COMMITTEE REPORTS

- A. Update on the Community Park Committee
- B. Update on the Planning and Zoning Commission

7. ACTION ITEMS

- A. Consideration, discussion, and possible approval of Request for Qualifications (RFQ) for Engineering Services and Request for Proposals (RFP) for Building and Planning Services
- B. Consideration, discussion, and possible determination of Selection Committee for Engineering, Building, and Planning Services
- C. Consideration, discussion, and possible approval of Resolution No. 2014-05 adopting the Coconino County Emergency Operations Plan
- D. Consideration, discussion, and possible action on method and timing of appointing/reappointing Planning & Zoning Commissioners

8. DISCUSSION ITEMS

- A. Discussion of Town of Tusayan Draft Budget for Fiscal Year 2015 and Proposed Budget Process Schedule
- B. Discussion of possible Town name change

9. TOWN MANAGER'S REPORT

10. FUTURE AGENDA ITEMS

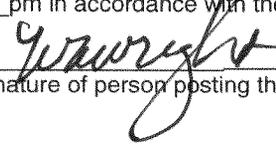
11. COUNCIL MEMBERS' REPORTS

12. MAYOR'S REPORT

13. MOTION TO ADJOURN

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this 02 day of April, 2014, at 12:12 pm in accordance with the statement filed by the Tusayan Town Council.



Signature of person posting the agenda

ITEM NO. 5A

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, April 9, 2014 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the meeting to order at 6:05pm and the Pledge of Allegiance was recited.

2. ROLL CALL

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

Also present were: Will Wright, Town Manager
Melissa M. Drake, Town Clerk

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

John Thurston spoke on the proper pronunciation of Tusayan stating that it is "2-c-ann."

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

A. Presentation on the increased fire danger and the upcoming fire season from James Simino, Tusayan District Ranger, and Holly Krake, Fire Information Officer, of the Kaibab National Forest

James Simino introduced himself to the Council and then introduced Holly Krake. Ms. Krake gave an update on the status of completed and continuing prescribed burns.

Dan Pearson, of Grand Canyon National Park also presented a status of prescribed burns within the National Park and cooperation between agencies in the area.

Ms. Krake also presented a status of the upcoming fire season stating that much of Northern Arizona is in "Normal Stage" but some areas, including Tusayan, are considered in "High Danger." The area is currently about a month ahead of schedule compared to historical data. She discussed future restrictions which could be implemented if required by conditions.

Ms. Krake also discussed defensible space for home owners.

B. Mayor's Proclamation of April as Fair Housing Month

Mayor Bryan read a proclamation declaring April as Fair Housing Month in Tusayan.

5. CONSENT AGENDA

A. Minutes of the Town Council Regular Meeting on 3/19/14 and Retreat on 3/25/14

B. Accounts Payable Billings

Councilmember Rueter made a motion to approve the Consent Agenda. Councilmember Sanderson seconded the motion. The motion passed on unanimous vote.

6. COMMITTEE REPORTS

A. Update from the Community Park Committee

Manager Wright stated that the committee has not met since the last Council meeting. He stated that the SWPPP (Storm Water Pollution Prevention Plan) has been received and the storage building has been ordered and should arrive sometime next week. Preparation work for the building is in progress.

B. Update from the Planning and Zoning Commission

No update

7. PUBLIC HEARINGS

A. Tusayan General Plan 2024

Manager Wright introduced the Staff Report from Planner Lawrence Tomasello and reviewed the process which was used to develop the General Plan.

Mayor Bryan opened the public hearing.

Alicyn Gitlin with the Sierra Club, Grand Canyon Chapter, thanked the Council for allowing the participation of the Sierra Club but stated that the plan was still not acceptable. She stated that there is not enough content on vision or water conservation. She stated that more of the requests from the National Park Service should be added.

No other comments were made so Mayor Bryan closed the public hearing on the General Plan.

B. Home Rule Option (Alternative Expenditure Limitation)

Manager Wright explained that the voters approved Home Rule for the Town in 2010 and it must go to the voters again this election year. The next Public Hearing is April 16, 2014.

He stated that general budget information was published in the Grand Canyon News encouraging the public to attend this hearing to comment. He stated that he has made several adjustments to the budget for the next 5 years.

Mayor Bryan clarified that the Home Rule Option Election allows the Town to set its own expenditure limit and the budget information produced is merely a projection and is not an actual limitation.

Mayor Bryan opened the Public Hearing.

There was no public comment.

Mayor Bryan closed the public hearing

8. ACTION ITEMS

A. Consideration, discussion, and possible approval of Tusayan General Plan 2024 and Resolution No. 2014-04

Mayor Bryan stated that many of the public comments have been included in this version of the plan.

Councilmember Fitzgerald stated that on Page 5, the census showed high average household income but the Plan also states that the average worker is seasonal and with low wages. The Council discussed the possible reasons for the conflicting information including multiple people in the household working, sometimes with each person working multiple jobs.

Clarinda Vail stated that changes to roads should be a major amendment. She stated that getting agreement on possible trails was a major undertaking so roads should require more process and feedback.

Mayor Bryan stated that changes in the conceptual roads to Kotzin and Ten X will depend on Forest Service approval.

Manager Wright stated that the Forest Service process for approval will also be an open process with opportunity for public comment

Councilmember Fitzgerald listed the following issues/changes:

- Page 19, United States Post Office should be listed as United States contract Post Office
- Page 26, when was the survey listed as "recent"
- Page 30, the Council hasn't discussed other options for affordable housing
- Page 34, under Land Ownership, it lists Exhibit I and it should be Exhibit J
- Exhibit J shows the flood plain which is wrong and needs to be corrected, will this need to be changed with a major amendment? Manager Wright stated that the flood plain is determined by FEMA. If there is a change, it would be minor.
- Page 37, 3 paragraphs down, Camper Village is listed as having up to 100 units. Is this correct? Mayor Bryan stated that it came out of the PADA with Stilo.
- Page 45, where Exhibit J is referenced it should be Exhibit L

- Page 45, the phrase “numerous uranium mining sites within town boundaries,” needs to be clarified. Are they active? What size are they? How many are there? James Simino stated that these are claim sites, not active mines. (Manager Wright will work with James Simino and BLM to clarify this.)

Mayor Bryan listed the following issues/changes:

- Page 1, states that there is traffic congestion in Tusayan, this is incorrect and should say “to avoid traffic congestion”
- Page 5, add javelina to the wildlife and check on spotted owl and northern goshawk (not aware of any in Tusayan)
- Page 9, third paragraph, “of the proposed trail” should be “on the proposed trail”
- Page 10, second paragraph, “With the recent annexation of National Forest Service Land, the present” should say “with Tusayan’s incorporation in 2010, the present location”
- Page 12, second Policy, second sentence, “Any requirement from the Fire District, that is safety related” should read “Any state statutory requirement, that is safety related”
- Page 17, Grand Canyon School District, “Only K-12 school district in a National Park” not the “Only school district”
- Page 24, third paragraph, should be Exhibit E & F, and should say that “roads may change based upon final Forest Service approval”

Councilmember Fitzgerald agreed with changing the uranium mining sentence on Page 45 to “there are numerous mining claims but no active mining operations at his time.”

Councilmember Sanderson suggested that all exhibits should be checked for proper labeling.

All references to April 9, 2014 for approval will be changed to April 16, 2014.

The Council will postpone action until the next meeting on April 16, 2014 and the changes noted tonight will be incorporated.

9. DISCUSSION ITEMS

A. Discussion of streaming audio/video of Council meetings

Manager Wright stated that staff is working with Councilmember Rueter to gather information on this possibility.

John Thurston thanked Councilmember Rueter and the Council for putting this issue on the agenda.

Councilmember Rueter stated that separating the audio from the video would be required. Manager Wright will follow-up with AVR to determine if that is possible with the current system. He stated that he believes it would be possible to stream audio if it can be separated.

Councilmember Fitzgerald stated that it may be possible to produce podcasts for downloading if live streaming is not possible.

Councilmember Rueter stated that it may be possible to stream audio with an open phone line to another location in town with higher bandwidth or there may be an option to use a booster for a microwave signal and add a receiver at Town Hall.

B. Discussion of possible Town name change

Manager Wright introduced the topic.

John Thurston, stated that there is a lot of history in the name including a mention in the writings of John Wesley Powell. He stated that he is opposed to a name change.

Former Mayor Pete Shearer stated that if there was some way to prove an improvement in the economics there may be less opposition. He stated that he stayed near Glacier National Park in a community which marketed itself as being at Glacier but it was 7 miles away. He and others were disappointed upon that realization.

He mentioned specific references in history to Tusayan and stated that the Havasupai came here in 1500. He stated that when the town incorporated, we distinguished ourselves from Grand Canyon as a Gateway Community and during the federal government shutdown last fall, we became a champion of private industry, separate from the Grand Canyon. He stated that he is opposed to a name change especially in light of our recent national recognition.

Councilmember Rueter stated that the variations in pronunciation is part of the problem with the name. He asked about the reference to the Havasupai and suggested checking with the Havasupai Tribe.

Mr. Shearer stated that his source for the dates was the Forest Service.

Mayor Bryan stated that he has received many comments from throughout the nation and only 1 was opposed to the change. He will bring those to the town Manager to share with the Council. He spoke with the Town Attorney and the most recent information from him is that a petition would be required with 2/3 of registered voters in favor of placing the following single question on the ballot: "Should the Town of Tusayan dis-incorporate and reincorporate as the Town of (new name)?" It would then go to the County Board of Supervisors. It may be eligible to go to a vote without a petition and then go to the Board of Supervisors.

Mayor Bryan stated that he was in favor of holding a Town Meeting in conjunction with Chamber and Visitors' Bureau (CVB). This meeting would bring in representatives of the Arizona Office of Tourism to discuss branding, the value of a name, and the value of a name change. The next CVB Board meeting is within the next 2 weeks.

He also stated that no name change would occur arbitrarily or with capriciousness.

Vice Mayor Montoya left the meeting at 8:04pm.

Councilmember Rueter stated that if the town does not change the name, there should be a single accepted pronunciation and spelling.

10. TOWN MANAGER'S REPORT

Manager Wright gave an overview of his report which was in the Agenda Packet.

He attended a meeting held by ADOT about the bus shelter project.

The photos received from ADOT will not be of use for J2 Engineering.

Councilmember Rueter stated that photos taken when the Sanitary District was expanded may be useful to J2 Engineering. Mr. Shearer stated that the electronic version has not been located but maps were generated. He said he would request them from Bob Petzoldt

11. FUTURE AGENDA ITEMS

- 4/16 – General Plan action item
- Municipal Code Book is still in progress
- Budget Schedule
- Request to the Public for Pros and Cons on the Home Rule Option (Mayor Bryan stated he would mention it in his newsletter)
- Crosswalk visibility improvements (Councilmember Fitzgerald stated that Flagstaff has a highly visible one near the school near the intersection of Fourth Street and Cedar Avenue and he would bring photos at a later date)

12. COUNCIL MEMBERS' REPORTS

None

13. MAYOR'S REPORT

- Mayor Bryan spent last week in Washington, D.C. discussing Senate Bills related to last year's federal government shut down including one which would repay local communities for funding of reopening National Parks
- Today, he met with the Town Manager, Councilmember Rueter, and Stilo representatives to discuss the application with the National Forest Service for access
- There is a NACOG meeting tomorrow
- CPWAC by-law changes are in the works

14. MOTION TO ADJOURN

Councilmember Sanderson made a motion to adjourn the meeting at 8:25pm. Councilmember Rueter seconded the motion and it passed on unanimous vote.

Greg Bryan, Mayor

Date

ATTEST:

Melissa M. Drake, Town Clerk

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Melissa M. Drake, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on April 9, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 16th day of April, 2014

Town Clerk

TUSAYAN TOWN COUNCIL SPECIAL MEETING

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

Wednesday, April 16, 2014 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the meeting to order at 6:08pm and the Pledge of Allegiance was recited.

2. ROLL CALL

MAYOR GREG BRYAN
VICE MAYOR AL MONTOYA
COUNCILMEMBER BILL FITZGERALD
COUNCILMEMBER JOHN RUETER – via phone
COUNCILMEMBER CRAIG SANDERSON

Also present were: Melissa M. Drake, Town Clerk

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

None

4. PUBLIC HEARING

Home Rule Option (Alternative Expenditure Limitation)

Mayor Bryan opened the Public Hearing and gave a brief overview of the topic.

Former Mayor Pete Shearer spoke in favor of the Home Rule Option.

Mayor Bryan encouraged Mr. Shearer to submit a letter of support for inclusion in the public information pamphlet.

Mayor Bryan closed the public hearing

5. ACTION ITEMS

A. Consideration, discussion, and possible approval of Resolution No. 2014-03 proposing an extension of the Alternative Expenditure Limitation (Home Rule Option)

Vice Mayor Montoya made a motion to approve Resolution No. 2014-03. Councilmember Sanderson seconded the motion and it passed on unanimous vote.

B. Consideration, discussion, and possible approval of Tusayan General Plan 2024 and Resolution No. 2014-04

Town Clerk Melissa Drake stated that additional documents for the Council were added to the packet today which included a list of the changes which had been made to the plan since the meeting on April 9, 2014 and an updated staff report from Planner Lawrence Tomasello.

Councilmember Sanderson noted the addition to Page 16 which was Manager Will Wright's recommendation to include a request from the Sierra Club. The second goal was changed to "Require developments to have an adequate water supply and seek through partnering efforts with the National Parks Service and other agencies/entities to develop permanent water supply alternatives sensitive to the area's resources." Councilmember Sanderson asked if Council was comfortable with the change.

Mayor Bryan stated that the intent of the change is to encourage the development of water sources but does not preclude any sources. It promotes collaboration on water resources but does not eliminate any options.

Councilmember Rueter stated that there is no legal significance to the word "adequate."

The Council agreed with the change with the above stipulations.

Councilmember Fitzgerald stated that the water section is still vague. He mentioned complaints from other entities about drilling, an adequate plan for future growth, and managing the size of the town so it does not deplete services in the National Park. He stated that no one, including himself, has come up with a plan for water resources. He stated that there should not be much complaint against the Town Council since no other plans have been proposed.

Former Mayor Shearer stated that a map of the school property in the General Plan is incorrect. Page 27, Exhibit G, looks like an old version of the Town Park. The playground is missing, bus parking is in the wrong place, etc. He suggested that Page 27 be corrected by substituting the most recent map which has been approved by both the Council and School Board.

Vice Mayor Montoya made a motion to approve Resolution No. 2014-04 with the map substitution of Page 27. Councilmember Rueter seconded the motion and it passed on unanimous vote.

Mayor Bryan made a statement regarding acquisition of other lands by the Town for housing. He stated that the topic of alternatives to the Stilo Group development had been raised several times recently and he reported that the Town had investigated the Townsite Act. In conversations with former Kaibab National Forest District Ranger, Nic Larson, Mr. Larson had stated that Tusayan would not qualify for the Townsite Act because one of the requirements for eligibility is that there are no private lands available.

Mayor Bryan went on to say that in November 2013, Clarinda Vail approached the Mayor and Town Manager about inholdings (within Kaibab National Forest) owned by a partnership, including herself, that could be purchased by the Town to exchange with the

ITEM NO. 7A

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES AND
REQUEST FOR PROPOSALS FOR PLANNING AND BUILDING SERVICES
TO CONSULT WITH AND FOR THE TOWN OF TUSAYAN, ARIZONA 86023**

The Town of Tusayan invites qualified engineering, planning, and/or building services firms (collectively referred to as "Consultants") to submit a Request for Qualifications (RFQ) for Engineering Services and a Request for Proposals (RFP) for Planning Services and Building Services for the Town of Tusayan, Arizona.

1.0 INSTRUCTIONS

Sealed Proposals will be received at the Town Clerk's Office, via US Mail at PO Box 709, Grand Canyon, AZ 86023 or in person at 845 Mustang Drive, Tusayan, AZ 86023 until 4 p.m. Arizona Time, May 22, 2014. One (1) original and six (6) copies of the Proposal must be submitted in a sealed envelope clearly marked: "Proposal". The Town of Tusayan reserves the right to accept or reject any or all requests for qualifications/proposals as may be determined to be in the best interest of the town. Questions or comments may be directed to Will Wright, Town Manager, at 928-638-9909 or by email to tusayantownmanager@gmail.com.

2.0 Any Request for Qualifications/Proposals received at the wrong location, unsealed, or after the time specified will not be accepted and shall be returned without being opened.

Each area of service will receive a separate Proposal to include a one-page cover letter with a maximum of ten (10) pages, not including front and back covers and not smaller than 11 point font, to address the RFQ/RFP criteria specified for which the town is seeking professional, qualified consultants. In short, engineering, planning and building services will receive separate proposals that will not exceed thirty (30) pages in total. Each service area proposal will be considered separately.

Please be advised that failure to comply with the following criteria will result in disqualification:

- Receipt of submittal by the cut-off date and time specified.
- Receipt of submittal at the proper location.
- Receipt of a sealed submittal package.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirements.
- Acknowledgement of all addenda in the cover letter.

3.0 GENERAL DESCRIPTION OF PROJECT

The Town plans to contract with qualified licensed engineering, planning, and building services consultants or organizations to perform any or all of these services for the Town of Tusayan, Arizona. The town realizes that qualified companies may specialize in any one or all of these services for which the town is requesting proposals. Town representatives will consider all valid proposals for any of these service areas, individually or collectively, in a fair, impartial manner in order to select the most qualified, cost effective entity for providing these services.

4.0 SCOPE OF WORK

Engineering services may include pre-design, design, bidding and construction phase services, including site investigation and contract document development (preparing detailed plans, schedules, designs, assembly of specifications and reports) in support of construction of various projects as the need arises in the town. Project duties may involve budget estimating, engineering designs, phasing, recommendations for future infrastructure needs and presentation at public meetings. This work may include federal and state projects that the town qualifies to perform, such as the Community Development Block Grant (CDBG), drainage studies and design, ADOT right-of-way applications, et cetera. The successful applicant will therefore need to comply with all the State and federal requirements in order to perform these engineering duties and be a professionally licensed, preferably a civil engineer, in the State of Arizona.

Planning services may include matters related to the town's general plan, zoning code, amendments and interpretations, subdivision regulations, site plan review, rezoning applications, use permits and variances and include staffing committees, writing reports to guide the above activities in the ordinance(s) and make recommendations as well as presentations in public meetings. Timelines required to perform these tasks is important in the delivery of these various community services.

Building services may include receipt and processing of building permit applications and may include the receipt and reconciliation of monies with appropriate record keeping. Plan review for proposed construction projects and building inspection duties. This will require inspectors to coordinate with the public for these review and inspection services. Timelines needed to perform these tasks is important in the delivery of these services.

Qualified 'consultants' may provide a proposal for any one OR all of the service areas for which they are qualified as the Town may select one or several consultants to provide the services listed in this RFQ/RFP.

5.0 FORMAT AND SCORING

The following evaluation criteria and weighted scoring scale indicates how firms will be scored or rated during this selection process to hire consultants, including:

	<u>ENGINEERING</u>	<u>PLANNING/BUILDING</u>
I. MANAGEMENT	<u>20</u>	<u>15</u>
a. Firms Understanding of disciplines	5	5
b. Firms Approach to Service Delivery	10	5
c. Quality Control Ability	5	5
II. EXPERIENCE	<u>60</u>	<u>55</u>
a. Firm Experience and Capability for Work	30	25
b. Proposed Project Manager	20	20
c. Proposed Project Staff	10	10
III. REFERENCES (letters of recommendation acceptable)	<u>20</u>	<u>15</u>
IV. COST OF SERVICES	<u>0</u>	<u>15</u>
TOTAL MAXIMUM POINTS	100	100

6.0 SELECTION PROCESS

6.1 Selection Committee:

A Selection Committee comprised of no more than five (5) members will be appointed by the Town Council to review the Qualifications/Proposals. This committee will be comprised of staff, members of the Council, and may include persons outside the organization. It will develop a final list of qualified applicants for each of these service areas with a minimum of three (3) firms on the final list based on the scoring outcome from the "Evaluation Criteria". The evaluation criteria to be used to determine the most qualified firms are shown on the scoring scale in Section 5.0 and described in more detail in Section 7.0 of this solicitation. The Town Council may invite finalists to interview with the Council and this governing body will make the final hiring decision regarding the consultants selected to represent the Town of Tusayan in performing the duties described in this solicitation for engineering, planning and building services.

6.2 Key Personnel:

The firm shall ensure that key personnel identified in its Proposal shall be the key personnel assigned to perform the duties for any one or all of these services. Such key personnel shall not be replaced without prior written acceptance of the Town of Tusayan. Unauthorized replacements may result in disqualification of the proposal or breach of the Engineering, Planning or Building Services agreement(s).

7.0 CONTENTS OF PROPOSAL

Request for Qualifications for Engineering services and Request for Proposals for planning and building services shall be scored in accordance with Section 5.0 and contain the following information:

7.1 Service Understanding:

Response must demonstrate firm's comprehension of the objectives and services for which the Town of Tusayan is conducting this solicitation. Do not merely duplicate the description of work described in this Request for Proposal. Describe and demonstrate your firm's/team's comprehension of the goals and objectives of the services being solicited by Tusayan.

7.2 Service Approach:

Describe your proposed team's general approach and organization to managing the assigned project(s). Discuss whether the statement of services is sufficiently explicit for the work. Define any assumptions made in formulating criteria response. Describe the method(s) your proposed team will employ for service delivery.

7.3 Quality Control Ability:

Response must demonstrate firm's ability to provide quality control oversight of the firm's activities throughout all phases of the Contract. Describe the method(s) your proposed team will employ for quality control of the services to be provided.

7.4 Consultant Experience and Capability for Work

The Proposal shall list at least one (1) project awarded to your firm for engineering services during the last three (3) years (Arizona projects are preferred). For each project provide the project description, client name and contact information, award date (note if pending), construction costs, status of completion, and estimated completion date. As part of the selection process, the Town of Tusayan will consider similar services provided to other governments that show abilities to provide similar requested services, the resource investment of the firm in other similar service projects, and the amount of previous work performed applicable to the services to be performed for the town in this solicitation.

7.5 Proposed Project Manager:

Response must name the Project Manager(s) directly responsible and engaged in the work for the services being solicited. Describe each Project Manager's specific qualifications and experience. Focus on the proposed project manager's specific duties and responsibilities and how experience is relevant to the proposed contract.

- Identify Professional Registrations.
- Indicate length of time with firm.
- Indicate state of residency.
- Describe the individuals' qualifications in terms of education and experience, including engineering, planning or building management experience and any particular style and skills that will benefit Tusayan.
- List professional references (contact persons and telephone numbers) for the projects listed above.
- Discuss both current and potential time commitments of the proposed Project Manager to all clients as well as any estimate for the services for which the firm is making a proposal.

7.6 Proposed Project Staff:

Response shall name the key staff from the firm, and its sub-consultants, who will perform the functions deemed necessary to accomplish the Engineering Services. Describe the work to be performed by each key staff member. For each key staff member of the firm and its sub-consultants who will be involved provide the information requested below.

- Identify Professional Registrations, if applicable.
- Indicate length of time with firm.
- Indicate state of residency.
- Identify the staff members' responsibility on a typical project within the proposed discipline.
- Describe the individuals' qualifications in terms of education and experience, including design experience and any particular style and skills that will benefit the Town of Tusayan.
- List professional references (contact persons and telephone numbers).
- Discuss both current and potential time commitments of the key staff members in service delivery to the Town of Tusayan.

7.7 References:

Provide a list of references (minimum of three) that includes the company name, employee contact name, title, project name with a brief summary of tasks performed, contact information that would allow town representatives to make contact with this reference. It would be useful if applicant used some of the above projects listed in this proposal as reference, but other projects may be included as long as above information is provided for follow up purposes.

7.8 Cost of Services:

Firms may use any approach to show fees and/or costs associated with any one or all of the services that they are proposing to provide the town. However, the town for comparison purposes will need to have sufficient fee and/or cost information to understand hourly labor, equipment and incidental costs for the provision of any and/or all services being proposed. This will include any and all administrative costs to perform these services with sufficient details, such as overhead, equipment and material costs as well as how travel costs will be calculated so that a complete understanding is given the town to make an accurate comparison of service costs.

ITEM NO. 7C

RESOLUTION NUMBER 2014-05

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF TUSAYAN
ADOPTING THE MULTI-JURISDICTIONAL PLAN KNOWN AS THE
COCONINO COUNTY EMERGENCY OPERATIONS PLAN**

WHEREAS, the Mayor and Council of the Town of Tusayan wish to adopt an updated multi-jurisdictional emergency operations plan to provide procedures to respond to community emergencies and to address local, state, and federal guidelines for disaster response; and

WHEREAS, the County has worked with the Town and other jurisdictions to prepare an updated Coconino County Emergency Operations Plan (the "Plan") that provides updated procedures and regulations regarding emergency management for the County, as well as the Town, and that facilitates effective coordination of emergency operations with local, state, and federal agencies; and

NOW, THEREFORE, BE IT RESOLVED BY THE TUSAYAN TOWN COUNCIL, that the Coconino County Emergency Operations Plan, one copy of which is on file in the Town Clerk's Office, is hereby approved and adopted..

PASSED AND ADOPTED BY the Town Council of the Town of Tusayan this 23rd day of April, 2014.

Greg Bryan, Mayor

ATTEST:

APPROVED AS TO FORM:

Melissa M. Drake, Town Clerk

Bill Sims, Town Attorney

COCONINO COUNTY EMERGENCY OPERATIONS PLAN

EXECUTIVE SUMMARY

I. Overview

The Coconino County Emergency Management Program is governed by a wide range of laws, regulations, plans and policies. The program is administered and coordinated by the Office of Emergency Management which is located within the Coconino County Public Works Department. The program receives its authority from the Arizona Revised Statutes. The National Response Framework (NRF), National Incident Management System (NIMS), and the Arizona State Emergency Response and Recovery Plan (SERRP) provide planning and policy guidance to counties and local municipalities. Collectively these documents support the development and serve as the foundational planning tool for this Emergency Operations Plan (EOP).

This EOP is an all hazard regional plan which describes how Coconino County will organize and respond to events and disasters. The plan describes how various agencies and organizations in the County will coordinate resources and activities with federal, state, local, tribal, non-government organizations and private partners. Use of the NIMS/ Incident Command System is a key component of county coordination in planning and response operations. Several County wide organizations are instrumental in ensuring coordination and collaboration in emergency planning. These include: Coconino County Local Emergency Planning Committee (LEPC), an all hazard planning group representing government, public safety, private industry and citizens. The executive council to the LEPC provides strategic direction for emergency planning and ensuring capability in emergency response for public safety, community and business resiliency; The Ponderosa Fire Advisory Council (PFAC) and its counterpoint in the western area of the county Wildfire Advisory Council (WFAC) represent agencies stakeholder active in wildland fire operations, mitigation and educational efforts; Coconino County Citizen Corp Council which focuses on training and development of citizen volunteers in public safety and health; and Coconino County Volunteer Organizations Active in Disasters.

Response to emergencies and disaster conditions is the primary responsibility of government. Coconino County's goal is to respond to sudden conditions in the most organized, efficient, and effective manner possible. Coconino County Office of Emergency Management (CCOEM) maintains this plan with its supporting documents as well as the Emergency Operations Center to address responses to major incidents.

The plan is divided into the Basic Plan which describes Risk Analysis; Roles/ Responsibilities; Concept of Operations and EOC Management. EOC Annexes further define each Emergency Support Function and the coordination between IMT, local, county and State EOCs. Hazard Annexes have been developed to further refine plans and action to be taken during specific emergency events.

II. PURPOSE

The purpose of the CCEOP is to:

- Maximize survival of people, save lives, prevent and/or minimize injuries, and preserve property and resources within the County of Coconino by making use of all available manpower, equipment, and other resources in the event of a natural, man-made, or national security emergency/disaster.
- Provide for direction and control and the continuity of government and tribal reservations in disaster situations.
- Provide for the integration of resources and capabilities of County and City/Town government and the private sector for hazard mitigation and for survival and recovery operations when any disaster threatens or occurs.
- Define the roles and responsibilities of local government, non-government organizations, non-volunteer associations, and private agencies for the preparation and conduct of emergency operations prior to, during, or after a disaster.
- Provide a basis for the preparation of detailed emergency operating procedures and training by the County, and support organizations assigned emergency responsibilities.
- Set forth standard operating procedures using the "Incident Command System" (ICS) adopted by the County for handling emergencies resulting from natural and man-made disasters.
- To maintain compliance with the National Response Framework (NRF) and the National Incident Management System (NIMS).
- Outline a schedule of periodic training and exercises in Emergency Management functions in order to increase preparedness of all employees for the known hazards.

III. SCOPE

The CCEOP is an "all-hazards" plan that includes all personnel and equipment which may be called upon to help facilitate a response to specific disasters and emergencies. It identifies responsibilities for County and City/Town officials and provides them with guidance for mitigating, preparing and responding to natural or man-made disasters and emergencies including full recovery. In the event of a disaster or emergency within Coconino County, this plan will be activated and will conclude when the danger to life, limb and property resulting from the emergency has ended and all issues relating from it are resolved, allowing for the resumption of normal everyday activities.

The CCEOP is compliant with the guidelines set forth by the National Incident Management System (NIMS), the National Response Framework (NRF), the FEMA Planning Guidelines, and the State of Arizona Emergency Response and Recovery Plan (SERRP).

IV. **PLANNING ASSUMPTIONS**

A natural or man-made disaster affecting the County can cause the loss of power, telephone service, and other utilities and result in a major threat to government operations and the health and safety of people within the County. Based on the Hazard Analysis, most disasters that have a potential to impact County communities may have little or no advanced warning. Coconino County has limited resources, most which are concentrated in the greater Flagstaff area. As a result, resource deployment to outlying areas may result in slower response times.

In an emergency and/or disaster simultaneously affecting other communities and/or the State, outside assistance may not be immediately available. Therefore, local government will have done the best it can with available resources to maximize the survival of people, prevent and/or minimize injuries, and preserve property and resources within the County.

V. **SITUATION OVERVIEW**

A. **Population Demographics**

Coconino County covers 18,617 square miles, making it the second largest county in the nation. The U.S. Census Bureau estimates that the county has a population of 134,421 (US Census 2010). Of this, about 51 percent (or 65,870) live in Flagstaff. Tuba City/Town with the Navajo and Hopi Tribal Reservation has the second largest concentration of citizens at just over 9,000 people. The City of Page was third at about 7,247, and Williams was the smallest with a little more than 3,000 people.

Indian reservations comprise 46 percent of the County land and are home to the Navajo, Hopi, Paiute, Havasupai, and Hualapai tribes. The U.S. Forest Service and Bureau of

Land Management control 32 percent of the land; the State of Arizona owns 9.5 percent; other public lands comprise 6.8 percent; and the remaining 13.3 percent is owned by individuals or corporations.

B. General

- Coconino County is governed by a Board of Supervisors (5) who appoints a County Manger as chief executive officer for the county. The incorporated cities and towns have a Council / Mayor type of government with governing of day-to-day municipal operations to be the main responsibility of the City/Town /Town Manager.
- Law enforcement protection is provided by the County Sheriff's Office operating out of the joint County/ Municipal Complex on Sawmill Rd in Flagstaff as well as City/Town and local police departments.
- Fire protection is provided by local municipal Fire Departments and Fire districts located throughout the County. There is no statutory authority for fire protection in unincorporated areas of the County beyond those in established fire districts.
- Emergency Management activities are headed by a County Emergency Management Director with help from an Emergency Management Assistant.
- Health responsibilities are provided by the Coconino County Health District and the Medical Centers located throughout the County including
 - Flagstaff Medical Center
 - Page Hospital
 - Tuba City/Town Regional Medical Center
 - And numerous Health Clinics

C. Hazard Analysis

Hazard identification and risk assessment is the cornerstone of mitigation. The Coconino County Hazard Identification Vulnerability Analysis (HIVA) provides detailed information on the hazards, risks and vulnerability to natural and technological hazards in the County. The development of the Coconino County Multi Hazard, Multi-Jurisdictional Mitigation Plan is based on hazards listed in the HIVA.

The Mitigation plan, developed by J.E. Fuller, is the official policy document that the County Board of Supervisors adopted and approved by FEMA. The plan will guide future decisions relating to mitigation measures, protecting the residents, and guiding future development Decisions. It is a long-range and comprehensive plan; it is not site specific. As a Countywide plan, it applies directly to all of Coconino County and indirectly to the jurisdictions located within the county and any major federal or state instillations.

D. Probability of Hazards

1. List of Hazards

The potential exists in Coconino County for many types of disasters and emergency situations to occur which could require activation of the CCEOP. The County has had floods, severe weather, and wild fires over the last twenty years that have had human and financial tolls for the region. The County is also vulnerable to many man-made disasters including hazardous material incidents/accidents, terrorism and civil disorder. A list of the hazards dealt with in this plan and general likelihood of occurring in Coconino is as follows:

Hazard (Risk)	Summary of Hazard Profile
Release of Hazardous Materials	Coconino County is fortunate to be traversed by two Interstate Public works and two Federal Highways. However, this also means that a considerable amount of interstate traffic bearing hazardous materials passes through the jurisdiction. Additionally business and mining concerns in the county require vast amounts of hazardous materials each year in order to remain in business. Each day the highways and roads are occupied by vehicles carrying anything from agricultural chemicals to explosives. Furthermore, the Burlington Northern Santa Fe Railway transits the county and daily delivers a variety of hazardous materials (often in mass quantities) to facilities within the county
Terrorism	In Coconino County there have been no major events or alerts that would indicate the possibility of terrorism within the region. The County's Sheriff's Department also reports no past or current credible threats or, the existence of any group that would give rise to concerns of possible terrorist activities.
Floods and Flash Floods	Because the ground is impermeable in many areas, floods can occur in response to excessive rainfall and snowmelt. Flash floods can occur throughout the region, especially during the summer Monsoon season. Each spring, winter run off coupled with warm rains will cause creeks and washes, which are normally, dry, to flood. Sometimes the rains are unusually heavy and lead to flooding in inhabited areas and threaten lives and property. In the forest areas near the center of the county, there is over 25 inches of precipitation in the form of snowfall each year.
Severe Weather	Experience has shown that Coconino County is frequently hit with winter weather conditions which are outside the expectations of its residents. The power and transportation sectors remain the most likely victims due to winter and ice storms. Transmission lines and related support structures can and will fail during periods where build-up of radial ice increases the weight and internal stresses on steel structures and high voltage cables especially if combined with wind loading. Interruption of power to other sectors within the region also remains a medium risk potential.
Wildfire	Wildfires are a high threat to this area. Historic data presented in the FEMA disaster declarations and the Coconino risk assessment indicated that wildfires are a danger and that each occurrence can quickly turn into a County Wide disaster.
Seismic Activities	On a scale ranging from Moderate to High, to Very High Hazard, the United States Geological Survey rates the State of Arizona as having a High risk of earthquakes. The chance of an earthquake of magnitude 6 or higher is about 50 percent in the next 30 years. Numerous geologic fault systems comprise the Northern Arizona Seismic Belt, including the Cataract Creek, Mesa Butte, and Bright Angel systems. The Cataract Creek system underlies the Flagstaff region and includes the Lake Mary fault. In addition, cinder cones, such as Sunset Crater, are present within the county. Damaging earthquakes occurred in 1906, 1910, and 1912; minor quakes occur almost daily, primarily in the Grand Canyon region, with intensities as high as 3.5 or more. The largest earthquake in Arizona history was a 5.60 magnitude that occurred in 1959 along the Utah border near Fredonia. The worst case scenario for the Flagstaff community would be an earthquake of magnitude 7 or higher on the Cataract Creek fault system. Other areas of the county would experience less potential damage because they are less developed. For construction purposes, Coconino County is classified under the Uniform Building Code (UBC) as being in Seismic Zone 2b.

E. Critical Facilities and Vulnerable Populations

1. Critical Facilities

Critical facilities are buildings and structures that provide essential services to a community that if damaged or destroyed would seriously impact the ability to respond and recover from a disaster. These include, but are not limited to, hospitals, fire and police departments, government offices, power stations, and waste water facilities. Different critical facilities are at a higher risk for specific hazards as a result of their location in the County. The following charts provide an overview of the level of impact critical facilities would experience due to flooding, dam failure and wildfires. (See Appendix 1 of ESF #3 for a detailed list of critical facilities within Coconino County)

2. Vulnerable Populations

Some populations in the community share common characteristics that make them more susceptible to hazards. Two such groups are the elderly and low income populations. These groups are vulnerable because of financial constraints, a lack of available resources and services, and insufficient public awareness of their situations. Because of this, they often find it difficult to advocate for, or provide for all of their needs themselves, and so must rely on others for at least some support services.

Location can also be a common characteristic that can make a population more susceptible to hazards than others. The following charts provide an overview of the exposure that the elderly, low income, and specific populations throughout the County have to flooding, dam failure, and wildfires.

VI. CONCEPT OF OPERATIONS (CONOPS)

Primary roles during the initial emergency responses will focus on first responders, such as fire, EMS and law enforcement, as well as hospitals, health departments, specialized teams such as SWAT, HAZMAT, Search and Rescue and regional Incident Management Teams. Typically, as the emergency response situation evolves, the incident could either continue to escalate or begin to stabilize. Resources will fluctuate to meet the needs and demands of the event. In all emergency operations, life safety and protecting citizens receives priority.

Emergency operations focus on the efficient utilization of all available resources in the County for effectively responding to all types of emergencies. Local government has the primary responsibility for emergency management functions. This EOP should be used when the County municipalities or emergency response agencies are reaching or exceeding their abilities to respond to an emergency incident. The County Emergency Manager (CEM) in collaboration with Incident Command and local/county officials will activate and implement all or parts of this plan. In addition, the CEM may partially or fully activate and staff the EOC based on the emergency type, complexity and durations.

Throughout the incidents the following information should be provided to the Office of Emergency Management:

- Operational status;
- Readiness of availability of essential resources;
- Changing conditions;
- Significant concerns and issues

Each public safety agency will implement individual standard operating procedures (SOP's) or general orders. This plan does not supersede those directives and orders.

VII. PHASES OF EMERGENCY MANAGEMENT

A. Definition

Concept of Operations (CONOPS) is divided into four phases; Mitigation, Preparedness, Response and Recovery. In the Mitigation Phase, actions are taken that are designed to reduce or minimize the effects of natural or man-made hazards. Mitigation efforts are also designed to minimize disruption to the community following a disaster and streamline the disaster recovery process by having pre-identified actions that can be taken to reduce or eliminate future damage.

The Preparedness Phase involves emergency managers developing a plan of action for when disasters strike and making preparations designed to save lives and help with the response and rescue operations. These include developing evacuation plans, stocking and pre-positioning water and medical supplies, and conducting disaster response exercises.

The Response Phase is that period of time during which the emergency is occurring. Actions are taken immediately to evaluate the emergency, warn the population of the County; and make use of all available personnel, equipment and resources to minimize the effects of the disaster on the community.

During the Recovery Phase the ultimate goal is to restore the affected area to its previous state. Recovery efforts are primarily concerned with actions that involve rebuilding destroyed property, re-employment, and the repair of other essential infrastructure and services.

VIII. MITIGATION / PREPAREDNESS MEASURES

A. Measures

- Carry out hazard mitigation activities appropriate to the respective functions of departments, agencies and offices.

- Restrict development in hazardous areas consistent with the degree of risk or, if possible, provide engineering and technology solutions to remove the hazard before development.
- Promote fire prevention.
- Enact wildfire mitigation through promoting wildfire home protection activities. Encourage communities to develop Community Wildfire Protection Plans. Continue to designate communities as Fire Wise communities. Enforce urban interface wildfire codes. Partner with land management agencies to continue to protect the urban interface forest treatment.
- Work with commerce and industry to improve hazardous materials storage, use, transportation and disposal.
- Encourage public safety efforts at all levels.
- Continue to educate the public in emergency preparedness planning.
- Ensure a robust and redundant emergency warning system to alert residents of emergencies.
- Develop and maintain the Shelter/Mass Care and Evacuation Annexes with pre-designated evacuation and shelter facilities.
- Maintain mutual aid agreements with neighboring communities to share assistance and resources.
- Promote professional development and training for emergency management and public safety personnel.
- Develop and frequently conduct training and exercise programs dealing with emergency management.
- Implement community outreach programs that will provide them with essential information to the public and encourage them to become involved in personal and community emergency preparedness.
- Develop or promote volunteer organizations that are trained to assist emergency responders during disasters. Such organizations include, but are not limited to;
 - Emergency Response Teams (CERT)
 - Medical Reserve Corps (MRC)
 - Volunteer Organizations Active in Disasters (VOAD)
- Assist facilities that provide care for special needs populations to develop a facility evacuation plan.

IX. RESPONSE MEASURES

- The County/City/Town Managers will call together such County and City/Town department heads and other County officials and external agency representatives as deemed necessary and will brief them on the situation. The County/City/Town / Managers will activate this plan and/or order such steps to be taken as may be appropriate for the situation.
- Following the briefing, all department heads and other persons involved will review their responsibilities outlined in this Emergency Operations Plan and their respective annexes and/or emergency operations procedures (departmental technical and emergency plans).
- Department heads will brief their personnel on their responsibilities and then make preparations for the mobilization.
- The Emergency Operations Center (EOC) will be activated if necessary, and maintained on a stand-by basis. Department heads will designate their representatives to the EOC.
- Personnel, equipment, and resources will be readied for dispersal and, where advisable, moved to appropriate locations on a stand-by basis.
- The Public Information Officer (PIO) will ensure that neighborhoods and communities are provided timely and accurate information concerning the event to alleviate fears and concerns, control rumors and prepare residents for any necessary protective actions. This messaging should include media forms, social media, internet and the community notification telephone system. Special attention should be given to special needs populations, elderly, and non-English speaking residents. (Specific information is provided in Annex #15, Public Information)
- School officials, public and private, present at the briefing by the CEM should take all necessary steps to safeguard the school population. The CEM will alert institutions and agencies not represented at the briefing, if deemed necessary by the County.
- If the incident has the capability of quickly overwhelming the City/Town and County's resources, planning for Evacuation of the City/Town and / or County should be considered at this phase.
- During this phase, the overall readiness of the City/Town and / or County's Emergency Operations System will be initiated based upon the incident type.
- Incidents types are divided into five separate levels with Type 5 incidents being the least serious emergencies and Type 1 incidents being the most serious. (Specific information is provided in Chapter 6)

B. Protection of Citizens

1. Emergency Public Notification and Warning Systems

Emergency public information activities will be undertaken to ensure the coordinated, timely and accurate release of a wide range of information to the news media and to the public about disaster related activities. These activities will be carried out through the joint use of a JIC (Joint Information Center of Coconino County and the City/Town of Flagstaff). The Message Center will be staffed with state, local and volunteer organizations and in some instances commercial public information representatives. Information intended for the news media and the public will be coordinated prior to release with County officials. Procedures regarding emergency public information are described in the ESF 15 Public Information annex.

Coconino Community Notification System:

The countywide system has the capability of targeting specific areas, depending on the type and breadth of the emergency, and to call everyone with a hard-line telephone within the defined area. A pre-recorded message will inform residents of the emergency and provide information related to the emergency. The system will automatically call only hard-line telephones unless citizens register their cell phones at www.coconino.az.gov

Community Siren System:

Several communities in Northern Arizona have implemented an audible siren system that alerts community members of a potential disaster or emergency situation. Residents are educated to tune to a local news media outlet or the NOAA weather radio for up to date emergency information or evacuation procedures.

2.. Evacuation Procedures

- a. Evacuation Coordinator will coordinate all evacuation planning activities with the County Emergency Manager in accordance with the *Coconino County Evacuation Plan* (ESF #9/13 Appendix 1).
- b. Identifies high hazard areas and determines population at risk; prepares time estimates for evacuation of the people in the different risk zones. Accomplishment of these tasks requires the preparation of a threat summary, based on the jurisdiction's hazard analysis. The summary addresses the evacuation needs that are applicable to the natural and man-made hazards that threaten the people living in the jurisdiction.
- c. Identifies transportation resources (e.g., public transit, school buses, etc.) likely to be needed for evacuation operations.
- d. Develops information for evacuees' use on the availability and location of Shelter/Mass Care facilities away from the threat of further hazard-induced problems.

- e. Assists, as appropriate, Coconino County Health District and the Animal Care and Control Coordinator in the preparedness actions for the evacuation of animals during emergencies.
- f. Assist in the evacuation and sheltering of functional needs populations as needed. Functional needs population include sensory impaired, elderly, medically dependent, mobility impaired.

3. Shelter-in-Place

There may be circumstances that arise during emergencies that impair or prohibit an effective evacuation of citizens from affected areas. Shelter-in place is an effective protection strategy for many types of disasters to include the release of chemical, biological, radiological or nuclear material. In such cases, citizens may be directed to remain indoors wherever they are and seek to protect themselves from dangerous materials as best as possible.

The Incident Commander (IC) will work with the CEM and Evacuation Coordinator to determine when sheltering in place is appropriate and will direct the dissemination of the order, and any specific actions to be taken by citizens, through radio, public telephone and other media outlets.

XI. RECOVERY AND RESTORATION MEASURES

A. General

This phase is that period immediately following the emergency when actions will be taken to restore the community, to the greatest extent possible, to normal conditions. The phase begins when the disaster has subsided to such a degree that recovery operations can begin. Some recovery actions, including planning recovery needs and resources may commence during the Emergency Phase. Actions to be taken include:

- Continue rescue operations. If a radioactive environment exists, ensure monitoring and decontamination when possible. Monitoring and decontamination should precede all other recovery operations.
- Arrange for temporary housing, food and clothing.
- Provide transportation for people who are being relocated.
- Make evaluation of the situation, including damage assessment and plan for restoration. Determine restoration priorities.
- Certify buildings and/or areas as being safe for habitation.
- Commence restoration of the County following established priorities.

- Assist public utilities with the restoration of service when requested.
- Provide emergency mortuary service.
- Maintain the Emergency Operations Center in operation until such time as the emergency and recovery operations no longer require it.
- Provide for protection from looting and vandalism.
- Establish and maintain a disaster inquiry center.
- Maintain facilities for the dissemination of information to the public.
- Arrange for individual assistance (IA) to help residents and County government to recover from the disaster. This will be done in cooperation with State and Federal agencies.
- Destroy contaminated food, drugs and other material.
- Conduct a public health assessment for potential short and long-term threats

XII. Responsibility for the Plan

The Coconino County office of Emergency Management is responsible for updating and maintaining the CCEOP, in coordination with those departments, agencies, organizations, and other jurisdictions within the County that have been assigned emergency duties or responsibilities.

Each department, agency, organization, or jurisdiction within the County responsible for emergency functions outlined in the CCEOP will maintain a response strategy and procedures consistent with the principles and premises espoused in the CCEOP.

Some departments, agencies and offices having Emergency Support Function (ESF's) assignments are required to develop and maintain a current annex to this Emergency Operations Plan. They shall deliver two (2) copies of the annex to the Emergency Management Director within thirty (30) working days of the request for such annex. An annex becomes an official part of this plan upon signing of the annex by the Emergency Management Director. Annexes shall be reviewed and updated annually. All changes to an annex will be provided to all departments, agencies, offices and individuals who have received copies of the annex

The CCEOP will be reviewed and tested annually for the purpose of correcting deficiencies identified through actual emergency response operations, drills and exercises, changes in local government structure, technological changes, etc. Minor changes shall be accumulated and made with major changes. If no major changes occur and there are no minor changes to be made, the State Office of Emergency Management and all holders of the plan will be so notified in writing. Each jurisdiction is encouraged to develop an emergency appendix consistent with the CCEOP.

ITEM NO. 7D

TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park

DATE: April 18, 2014

TO: Mayor and Members of the Town Council

FROM: Will Wright, Manager

SUBJECT: Tenure and terms for the members of the P&Z Commission

This memo reviews the terms for the members of the Tusayan Planning and Zoning Commission. The five members currently serving on the Commission were all put in for four year terms in June 2010 with Janet Roesner being appointed in April 2013 to complete the term. The terms of all five Commission members will conclude in July 2014. Staff recommends that the Council stagger the terms for the P&Z Commission with two serving four years or three members serving two year terms or visa versa to provide some continuity and consistency for those who serve on the Commission, as well as to the members of the community.

Staff surveyed the current members to determine ongoing interest in continuing to serve on the P&Z Commission receiving the following responses: 1) Chairperson Rob Gossard isn't interested in continuing to serve; 2) Vice-Chairperson Elizabeth Hearne would serve another two or four year term; 3) Sandra Angat isn't interested in continuing to serve; 4) ClayAnn Cook would serve another two or four year term; and 5) Janet Roesner would like to serve a four year term. The Council needs to replace at minimum two of the current Commissioners, but may decide to replace others, if so inclined.

The Council could direct staff to advertise to see who in the community may be interested in serving on the P&Z Commission or may simply propose person(s) to serve on this commission, if they're aware of interested person(s) willing to serve. The Council should plan on making a decision at either their June 4 or 18th meetings and therefore, needs to direct staff on how they'd like to proceed. Time to advertise these vacancies will be needed, if the Council decides to see who in the community would have an interest in serving in this capacity. Let me know if you have any questions or need anything else in order to proceed with appointing community members to serve on the Tusayan Planning & Zoning Commission.

ITEM NO. 8A

TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park

DATE: April 15, 2014

TO: Mayor and Members of the Tusayan Town Council

FROM: Will Wright, Town Manager

SUBJECT: Budget for FY2014-15

This memo reviews the budget process for the upcoming fiscal year FY2014-15, which provides the citizens and the Council opportunity for adequate input as this important policy document is developed. The following schedule is proposed with some dates/actions that are required by State law for Council consideration.

Due to the budget information needed for the Home Rule Election, the Council has already begun to consider the multi-year budget summaries, which have included some preliminary information on the FY14-15 budget. The Council will begin at their April 23, 2014 meeting to review budget details that will determine where the town's resources will be directed for FY15.

TOWN OF TUSAYAN BUDGET CALENDAR FOR FY2014-15

- Council holds public meetings on draft budget estimates proposed for April 23rd, May 21st and on June 4th, as needed.
- Council adopts a tentative budget on or before July 21, 2014, which meeting will serve as a public hearing for the budget process. Staff would propose July 2nd for adopting the tentative budget. It is worth noting that the Council may reduce the final budget figures from the tentative budget, but may not increase it.
- Seven (7) days after adoption, post entire tentative budget on town's website. Publish a summary of the tentative budget once a week for two consecutive weeks, including the time and place of the budget hearing and a statement indicating where the proposed budget may be examined (usually town hall).
- Hold public hearing on proposed budget on or before the 14th day before adoption, which staff would propose July 23, 2014.
- Council adopts the final budget on or before the third Monday in August (the 18th). Staff proposes the July 23, 2014 or August 6, 2014 meeting to adopt the final budget.

Let me know if you need any additional information or have any comments/concerns about this proposed budget schedule.

Town of Tusayan

TOWN OF TUSAYAN TOTAL BUDGET SUMMARY

	2013-14 Jul-Mar	75% of Budget	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Revenue								
General Fund	\$2,033,578	\$1,927,997	\$2,570,662	\$2,612,500	\$2,619,500	\$2,621,100	\$2,626,000	\$2,631,000
Streets Fund	\$48,615	\$57,791	\$77,055	\$78,800	\$78,500	\$78,900	\$79,000	\$79,000
Water Enterprise Fund	\$0	\$0	\$0	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000
Trust & Agency Fund	\$53,673	\$75,000	\$100,000	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$215,000	\$200,000	\$50,000	\$0	\$0	\$200,000
Total Budget Revenue	<u>\$2,135,866</u>	<u>\$2,060,788</u>	<u>\$2,962,717</u>	<u>\$4,091,300</u>	<u>\$3,948,000</u>	<u>\$3,900,000</u>	<u>\$3,905,000</u>	<u>\$4,110,000</u>
Expenditures								
General Fund	\$957,206	\$1,832,250	\$2,534,000	\$2,566,300	\$2,523,000	\$2,621,100	\$2,626,000	\$2,631,000
Streets Fund	\$906	\$56,250	\$75,000	\$75,000	\$75,000	\$78,900	\$79,000	\$79,000
Water Enterprise Fund	\$0	\$0	\$0	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000
Trust & Agency Fund	\$54,319	\$54,319	\$100,000	\$50,000	\$50,000	\$0	\$0	\$0
Grants	\$0	\$0	\$215,000	\$200,000	\$100,000	\$0	\$0	\$200,000
Total Budget Expenditures	<u>\$1,012,431</u>	<u>\$1,942,819</u>	<u>\$2,924,000</u>	<u>\$4,091,300</u>	<u>\$3,948,000</u>	<u>\$3,900,000</u>	<u>\$3,905,000</u>	<u>\$4,110,000</u>
Total Operating Balance (Deficit)	<u>\$1,123,435</u>	<u>\$117,969</u>	<u>\$38,717</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

GENERAL FUND	2013-14 Jul-Mar	75% of Budget	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Beginning General Fund Balance	\$3,897,317	\$3,897,317	\$3,897,317	\$3,933,979	\$3,980,179	\$4,076,679	\$4,076,679	\$4,076,679
Less Operating Reserve	\$1,700,000	\$1,700,000	\$1,700,000	\$1,700,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Available General Fund Balance	<u>\$2,197,317</u>	<u>\$2,197,317</u>	<u>\$2,197,317</u>	<u>\$2,233,979</u>	<u>\$1,980,179</u>	<u>\$2,076,679</u>	<u>\$2,076,679</u>	<u>\$2,076,679</u>
Revenue								
City Sales Tax	\$1,870,903	\$1,725,000	\$2,300,000	\$2,300,000	\$2,300,000	\$2,300,000	\$2,300,000	\$2,300,000
Business License	\$70	\$75	\$100	\$100	\$100	\$100	\$100	\$100
Develop Services Permit Fees	\$1,836	\$37,500	\$50,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Fines	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Sales Tax	\$31,888	\$36,161	\$48,215	\$50,000	\$52,000	\$53,000	\$54,000	\$55,000
Urban Revenue Sharing (State In	\$125,371	\$125,510	\$167,347	\$182,400	\$187,400	\$188,000	\$191,900	\$195,900
Vehicle License Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Misc. Income	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Income	\$3,310	\$3,750	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Total General Fund Revenue	\$2,033,578	\$1,927,997	\$2,570,662	\$2,612,500	\$2,619,500	\$2,621,100	\$2,626,000	\$2,631,000
Expenditures								
Mayor & Council	\$35,939	\$68,250	\$91,000	\$100,000	\$96,500	\$108,500	\$98,500	\$110,500
Manager & Support	\$179,165	\$309,000	\$412,000	\$370,000	\$377,750	\$385,750	\$393,500	\$401,500
Legal Services	\$20,896	\$108,000	\$144,000	\$144,000	\$145,500	\$147,000	\$148,500	\$150,000
Court & Prosecutor	\$13,930	\$20,250	\$27,000	\$20,000	\$20,000	\$22,500	\$24,000	\$25,000
Planning & Studies	\$77,287	\$108,750	\$145,000	\$205,000	\$165,000	\$90,000	\$90,000	\$95,000
Development & Permits	\$34,924	\$67,500	\$90,000	\$90,000	\$90,750	\$91,500	\$92,250	\$93,000
Public Safety	\$255,754	\$404,250	\$539,000	\$518,000	\$393,500	\$399,000	\$404,500	\$405,000
Facilities & Grounds	\$34,104	\$64,500	\$86,000	\$83,500	\$84,000	\$88,000	\$88,500	\$92,500
Parks & Recreation	\$116,208	\$67,500	\$90,000	\$87,500	\$92,500	\$97,500	\$102,500	\$107,500
Capital Improvements	\$93,813	\$495,000	\$660,000	\$698,300	\$807,500	\$941,350	\$933,750	\$901,000
Contingency	\$131,125	\$187,500	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Total General Fund Expenditures	\$957,206	\$1,832,250	\$2,534,000	\$2,566,300	\$2,523,000	\$2,621,100	\$2,626,000	\$2,631,000
Annual Fund Balance Change	<u>\$1,076,372</u>	<u>\$95,747</u>	<u>\$36,662</u>	<u>\$46,200</u>	<u>\$96,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
ENDING GENERAL FUND BALANCE	\$4,973,689	\$3,993,064	\$3,933,979	\$3,980,179	\$4,076,679	\$4,076,679	\$4,076,679	\$4,076,679

Stilo Development Agency Acct

Revenue	\$53,673	\$75,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
Expenditures	\$54,319	\$54,319	\$100,000	\$50,000	\$50,000	\$0	\$0	\$0	\$0
Balance	<u>(\$646)</u>	<u>\$20,681</u>	<u>\$0</u>	<u>(\$50,000)</u>	<u>(\$50,000)</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

GRANTS

	2013-14 Jul-Mar	75% of Budget	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
<u>CDBG Project</u>								
Revenue	\$0	\$0	\$215,000	\$200,000	\$50,000	\$0	\$0	\$200,000
Expenditures	\$0	\$0	\$215,000	\$200,000	\$100,000	\$0	\$0	\$200,000
Balance	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>(\$50,000)</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**Budget Detail
Mayor and Council**

ACCT #	2013-14 Jul-Mar	75% of Budget	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
11-4156	\$660	\$7,500	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
11-4260	\$0	\$0	\$0	\$5,000	\$5,500	\$6,000	\$6,500	\$7,000
11-4310	\$5,202	\$15,000	\$20,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
11-4380	\$251	\$3,750	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
11-4390	\$4,011	\$9,000	\$12,000	\$10,000	\$10,000	\$11,000	\$11,000	\$11,500
11-4410	\$11,478	\$7,500	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
11-4430	\$5,300	\$6,750	\$9,000	\$15,000	\$21,000	\$21,000	\$21,000	\$21,000
11-4500	\$9,037	\$9,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
11-4510		\$6,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
11-5150	\$0	\$3,750	\$5,000	\$10,000	\$0	\$10,500	\$0	\$11,000
Totals	\$35,939	\$68,250	\$91,000	\$100,000	\$96,500	\$108,500	\$98,500	\$110,500

Cost Center Purpose:

- 11-4156 Technology Stipend & Equipment
- 11-4260 Employee & Volunteer Program
- 11-4310 Public Notices and Advertising
- 11-4380 Office Supplies
- 11-4390 Insurance
- 11-4410 Licenses, Permits, Fees
- 11-4430 Council Member Compensation
- 11-4500 T&T: Mileage/Lodging/Meals
- 11-4510 T&T: Registration Fees
- 11-5150 Elections

To account for direct expenses related to Mayor and Council, and all other costs of operating the community not assigned to other cost centers.

- Payment to Mayor and Council for computer, cell phone and technology costs incurred
- Cost to recognize and award volunteers/employees for good work
- Cost of legal notices and publications required by law except for planning and zoning
- Cost of supplies and purchases to support Mayor and Council
- Cost of general operating and liability insurance for the Town of Tusayan
- Cost of dues for the Town of Tusayan (League of Cities, NW Mayors, etc.)
- Allowance for Mayor and Council to receive compensation for serving as elected officials
- Cost of attending training and conferences for Mayor and Council
- Cost of registrations fees for attending training and conferences for Mayor and Council
- Cost (publication, fees, etc.) for conducting elections for Tusayan officials

**Budget Detail
Manager & Support**

ACCT #	2013-14 Jul- Mar	75% of Budget	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
12-4360	Marketing/Promotional Supplies	\$932	\$100,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
12-4380	Office Supplies	\$2,728	\$10,000	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
12-4442	Finance & Accounting (Audit)	\$13,485	\$40,000	\$40,000	\$41,000	\$42,000	\$43,000	\$44,000
12-4443	Part Time Staff	\$819	\$12,000	\$41,500	\$42,500	\$43,500	\$44,500	\$45,500
12-4444	Town Manager Compensation	\$143,401	\$150,000	\$150,000	\$152,500	\$155,000	\$157,500	\$160,000
12-4445	Town Clerk Compensation	\$45,000	\$60,000	\$60,000	\$62,500	\$65,000	\$67,500	\$70,000
12-4500	T&T: Mileage/Lodging/Meals	\$6,559	\$6,000	\$8,500	\$9,000	\$9,500	\$10,000	\$10,500
12-4510	T&T: Registration Fees	\$3,000	\$4,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
12-4165	Public Relations & Events	\$0	\$0	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
12-5400	Communications (TM Phone)	\$1,254	\$5,000	\$5,000	\$5,000	\$5,250	\$5,250	\$5,500
12-5410	Internet/Web	\$408	\$15,000	\$10,000	\$10,250	\$10,500	\$10,750	\$11,000
12-5420	Consulting Services - Misc.	\$9,579	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
	Totals	\$179,165	\$412,000	\$370,000	\$377,750	\$385,750	\$393,500	\$401,500

Cost Center Purpose:

12-4360	Marketing/Promotional Supplies	To account for the costs of the Town Manager, Town Clerk and finance and accounting costs and services for Tusayan
12-4380	Office Supplies	Cost of advertising to promote Tusayan as a destination
12-4442	Finance & Accounting (Audit)	Cost of supplies for Manager, Clerk and finance personnel
12-4443	Part Time Staff	Cost of bookkeeping services and annual audit
12-4444	Town Manager Compensation	Cost of the part time employees/contract services related to administration of Tusayan
12-4445	Town Clerk Compensation	Cost of the Manager as an employee/contractor
12-4500	T&T: Mileage/Lodging/Meals	Cost of attending training for Manager, Clerk and finance personnel
12-4510	T&T: Registration Fees	Cost of registration fees for Manager, Clerk and finance personnel
12-4165	Public Relations & Events	Cost of promoting the town such as GAMA meeting, etc.
12-5400	Communications (TM Phone)	Cost of cell phone for Manager, Clerk and finance personnel
12-5410	Internet/Web	Cost of establishing and maintaining a Tusayan website

12-5420 Consulting Services - Misc.

Cost of contract consulting services

**Budget Detail
Legal Services**

ACCT #	2013-14 Jul-Mar	75% of Budget	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
13-4420 General Counsel	\$20,896	\$63,000	\$84,000	\$84,000	\$85,000	\$86,000	\$87,000	\$88,000
13-4421 Special Counsel		\$7,500	\$10,000	\$10,000	\$10,250	\$10,500	\$10,750	\$11,000
13-4432 Litigation Allowance		\$37,500	\$50,000	\$50,000	\$50,250	\$50,500	\$50,750	\$51,000
Totals	\$20,896	\$108,000	\$144,000	\$144,000	\$145,500	\$147,000	\$148,500	\$150,000

Cost Center Purpose:

- 13-4420 General Counsel
Cost of services of William Sims as contract general counsel
- 13-4421 Special Counsel
Cost of special counsel services as may be appointed by Mayor and Council for legal advice on a specialized issue outside of General Counsel services
- 13-4432 Litigation Allowance
Cost of contract legal services defending Town of Tusayan in litigation; or paying for litigation authorized by Council

**Budget Detail
Court & Prosecutor**

ACCT #	2013-14 Jul-Mar	75% of Budget	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
15-4421	\$13,930	\$20,250	\$27,000	\$20,000	\$20,000	\$22,500	\$24,000	\$25,000
Contract Prosecutor/Defender			\$0	\$0	\$0	\$0	\$0	\$0
Judge contract			\$0	\$0	\$0	\$0	\$0	\$0
PT Clerk			\$0	\$0	\$0	\$0	\$0	\$0
Computer capital			\$0	\$0	\$0	\$0	\$0	\$0
Computer support			\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies			\$0	\$0	\$0	\$0	\$0	\$0
Furnishing Fixtures			\$0	\$0	\$0	\$0	\$0	\$0
Total Expense	\$13,930	\$20,250	\$27,000	\$20,000	\$20,000	\$22,500	\$24,000	\$25,000

Cost Center Purpose:

15-4421	Contract Prosecutor/Defender	To account for the costs of Prosecution and Municipal Court activity incurred by Town
	Judge Contract	Cost of contract prosecutor/defender services for Town of Tusayan
	PT Clerk	Cost of contract services provided by a judge to serve the Municipal Court
	Computer Capital	Cost of contract services for a part-time Court Clerk
	Computer Support	One time cost of purchasing computer hardware and software for the Court and Prosecutor functions
	Office Supplies	Cost of the ongoing maintenance and operating costs of the court computer hardware and software for the Court and Prosecutor
	Furnishing and Fixtures	Cost of supplies for the operation of the Court and Prosecutor
		One time cost of purchasing furniture and equipment for the Court and Prosecutor

**Budget Detail
Planning & Studies**

ACCT #	2013-14 Jul-Mar	75% of Budget	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
14-4411		\$15,000	\$20,000	\$40,000	\$40,000	\$0	\$0	\$0
14-4412	Housing Needs Study	\$0	\$0	\$0	\$0	\$0	\$0	\$0
14-4412	General Plan Update	\$48,007	\$0	\$0	\$0	\$0	\$0	\$0
14-4413	General Engineering	\$2,138	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
14-4414	Rewrite Zoning Code Project	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0
14-4415	Contract Planning Services	\$27,142	\$75,000	\$60,000	\$60,000	\$65,000	\$65,000	\$70,000
14-4416	Subdivision Regulations	\$0	\$0	\$35,000	\$15,000	\$0	\$0	\$0
14-7064	Parking Study	\$18,750	\$25,000	\$25,000	\$25,000	\$0	\$0	\$0
	Total Expenses	\$77,287	\$145,000	\$205,000	\$165,000	\$90,000	\$90,000	\$95,000

Cost Center Purpose:

To account for studies to plan for facilities and services for the development and operation of Town of Tusayan

- 14-4411 Housing Needs Study
- 14-4412 General Plan Update
- 14-4413 General Engineering
- 14-4414 Rewrite Zoning Code Project
- 14-4415 Contract Planning Services
- 14-4416 Subdivision Regulations
- 14-7064 Parking Study

Cost of contract services to review housing needs and development options for private ownership and rental of property within Tusayan

Cost of contract services to develop a General Plan for Tusayan as required by state law

General engineering costs not associated with an application for zoning or building

Cost of contract services to amend and develop building and zoning codes for Tusayan from the Coconino County standards

Cost of general planning services and costs not directly tied to an application for zoning or building

Cost of contract services to develop Subdivision Regulations for Tusayan

Cost of conducting a Parking Study and applicable regulations

**Budget Detail
Development & Permits**

ACCT #	2013-14 Jul-Mar	75% of Budget	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
16-4412	\$2,842	\$37,500	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
16-4413	\$150	\$18,750	\$25,000	\$25,500	\$26,000	\$26,500	\$27,000	\$27,000
16-4414		\$7,500	\$10,000	\$10,250	\$10,500	\$10,750	\$11,000	\$11,000
16-4415	\$358	\$3,750	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
16-4416	\$31,574	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$34,924	\$67,500	\$90,000	\$90,750	\$91,500	\$92,250	\$93,000	

Cost Center Purpose:

- 16-4412 Building Permit Services
- 16-4413 Plan Review
- 16-4414 Advertising
- 16-4415 Supplies & Printing

To account for direct costs for processing applications for planning, zoning and building permits and any other project directly tied to development

- Cost incurred by Wildan Engineering to process building permits
- Cost incurred to process planning & zoning permit applications
- Cost directly related to public notice advertising for planning and zoning applications
- Cost to support planning, zoning and permit activities in Town of Tusayan

**Budget Detail
Public Safety**

ACCT #	2013-14 Jul-Mar	75% of Budget	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
17-4431	\$227,296	\$270,000	\$360,000	\$360,000	\$365,000	\$370,000	\$375,000	\$375,000
17-4432		\$7,500	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
17-4433		\$0	\$0	\$0	\$0	\$0	\$0	\$0
17-4434	\$28,458	\$45,000	\$60,000	\$40,000	\$0	\$0	\$0	\$0
17-4435		\$81,750	\$109,000	\$90,000	\$0	\$0	\$0	\$0
17-4436		\$0	\$0	\$18,000	\$18,500	\$19,000	\$19,500	\$20,000
Totals	\$255,754	\$404,250	\$539,000	\$518,000	\$393,500	\$399,000	\$404,500	\$405,000

Cost Center Purpose:

17-4431	Sheriff	To account for the costs incurred to enforce laws within Town of Tusayan
17-4432	Public Safety - Special Events	Cost of contract services with Coconino County Sheriff for law enforcement within Town Additional cost of special events requiring additional traffic control or law enforcement presence to support the activities
17-4433	Law Enforcement Needs Study	Cost of contract services to investigate the feasibility and most appropriate long term law enforcement option (contract, in house, etc.) to serve Town of Tusayan
17-4434	Public Safety Enhancements	Cost of Driver Feedback Signage, AIRS project
17-4435	Fire District Subsidy	Cost of supporting Town of Tusayan Fire Department
17-4436	Animal Control - County Health	Cost of contract services with Coconino County Health Department for animal control services

**Budget Detail
Facilities & Grounds**

ACCT #	2013-14 Jul-Mar	75% of Budget	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
18-6252	\$21,021	\$22,500	\$30,000	\$30,000	\$30,500	\$31,000	\$31,500	\$32,000
18-5420	\$9,491	\$15,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
18-7020	\$1,286	\$11,250	\$15,000	\$7,500	\$7,500	\$8,000	\$8,000	\$9,000
18-4490	\$2,306	\$11,250	\$15,000	\$10,000	\$10,000	\$12,500	\$12,500	\$15,000
18-4390	\$0	\$4,500	\$6,000	\$6,000	\$6,000	\$6,500	\$6,500	\$6,500
18-4700			\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Totals	\$34,104	\$64,500	\$86,000	\$83,500	\$84,000	\$88,000	\$88,500	\$92,500

Cost Center Purpose:

18-6252	ADOT Ground Rental	To account for the direct costs of facilities owned by Town of Tusayan including Town Hall and
18-5420	Utilities	Cost of leasing the land for Town Hall and Housing grounds per rental agreement with ADOT
18-7020	Office Furniture/Equipment	Cost of utilities associated with Town Hall and Housing facilities
		Cost of furniture, fixtures and equipment purchased to be used in the Town Hall,
		Housing and other facilities
18-4490	Custodial & Supply	Cost of cleaning and custodial services & supplies for all Town Facilities, snow removal
18-4390	Insurance	Cost of insurance specific to Town Hall and Housing facilities (Property & Casualty)
18-4700	Maintenance	

**Budget Detail
Parks & Recreation**

ACCT #		2013-14 Jul-May	75% of Budget	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
19-7040	Vehicle/Equipment	\$99,100	\$18,750	\$25,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
19-7041	Vehicle/Equipment Operation C	\$284	\$7,500	\$10,000	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
19-4700	Maintenance	\$16,824	\$22,500	\$30,000	\$30,000	\$35,000	\$40,000	\$45,000	\$50,000
19-4702	Projects Planning		\$18,750	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	Total Parks & Rec	\$116,208	\$67,500	\$90,000	\$87,500	\$92,500	\$97,500	\$102,500	\$107,500

Cost Center Purpose:

- 19-7040 Equipment/Misc
- 19-7041 Vehicle/Equipment Operation
- 19-4700 Maintenance
- 19-4701 Projects Planning

To account for the costs of planning, developing, constructing, operating and maintaining par open space and recreation facilities for Town of Tusayan

Cost of purchasing equipment for maintaining town parks and property

Cost of ongoing maintenance, operations, fuel and insurance on a town equipment & vehicle

Cost of maintenance and operating costs of all Town park and recreation programs and facilities

Cost of studies to determine costs, locations and needs for parks and recreation facilities

**Budget Detail
Capital Improvement Projects**

ACCT #	CIP #		2013-14 Jul-May	75% of Budget	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
20-4701	0001	Park Development	\$90,882	\$168,750	\$225,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
20-4416	0002	Fiber Optic Implementation		\$112,500	\$150,000	\$150,000	\$200,000	\$200,000	\$200,000	\$200,000
20-7056	0003	Town Hall Parking Improvements/Sidewalks		\$0	\$0	\$20,000	\$0	\$0	\$0	\$0
20-7055	0004	Tusayan Employee Housing Project	\$2,931	\$112,500	\$150,000	\$0	\$0	\$0	\$0	\$0
20-7058	0006	Tusayan Affordable Housing Project (40 acre dedication)		\$37,500	\$50,000	\$50,000	\$157,500	\$266,350	\$258,750	\$226,000
20-7059	0007	Natural Gas Extension		\$0	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
20-7060	0008	Drainage Study/ Model Update		\$0	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
20-7061	0009	Bus Stop Art Program/ Public Art "Set-Aside"		\$41,250	\$55,000	\$40,000	\$0	\$0	\$0	\$0
20-7062	0010	Trail System & Improvements		\$22,500	\$30,000	\$38,300	\$50,000	\$75,000	\$75,000	\$75,000
20-7063	0011	Utility Undergrounding Study		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital Improvement Projects			\$93,813	\$495,000	\$660,000	\$698,300	\$807,500	\$941,350	\$933,750	\$901,000

Cost Center Purpose:

20-4701	0001	Park Development	Partnering with the Grand Canyon School District, build a community park in multiple phases that will include ball fields, play equipment (tot lot), res group ramada, and other amenities. A masterplan for the park has been prepared and prioritization of phases is on-going.
20-4416	0002	Fiber Optic Implementation	Develop a comprehensive strategy to improve internet service within Tusayan
20-7056	0003	Town Hall Parking Improvements/Sidewalks	Construct improvements to the parking lot around Town Hall facilities.
20-7055	0004	Tusayan Employee Housing Project	Design and install housing units and associated utilities for Town employees
20-7058	0006	Tusayan Affordable Housing Project (40 acre dedication)	Develop 40 acres of land to be dedicated to the Town for provision of affordable housing for Tusayan residents
20-7059	0007	Natural Gas Extension	In partnership with Grand Canyon National Park, design and construct a natural gas line extension to service Tus
20-7060	0008	Drainage Study/ Model Update	Conduct a drainage analysis of the Town of Tusayan to supplement previous flood analysis prepared by the Nati
20-7061	0009	Bus Stop Art Program/ Public Art "Set-Aside"	Develop and implement a public art program at bus stops operated by Grand Canyon National Park
20-7062	0010	Trail System & Improvements	Develop and improve access and connections to existing trails around Town of Tusayan
20-7063	0011	Utility Undergrounding Study	Identify potential areas for undergrounding of overhead utilities to improve community aesthetics

**Budget Detail
Streets Fund**

ACCT #	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Revenue						
2-3140 Highway Urban Revenue Fund	\$54,525	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000
2-3150 Vehicle License Tax	\$22,530	\$23,800	\$23,500	\$23,900	\$24,000	\$24,000
Total Revenue	<u>\$77,055</u>	<u>\$78,800</u>	<u>\$78,500</u>	<u>\$78,900</u>	<u>\$79,000</u>	<u>\$79,000</u>
Expenses						
Street Lights Capital	\$0	\$0	\$0	\$0	\$0	\$0
2-4484 Sidewalk Maintenance	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
2-4485 Landscape Maintenance	\$25,000	\$25,000	\$25,000	\$28,900	\$29,000	\$29,000
2-4486 Bus Stop Maintenance	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Total Expenses	<u>\$75,000</u>	<u>\$75,000</u>	<u>\$75,000</u>	<u>\$78,900</u>	<u>\$79,000</u>	<u>\$79,000</u>
Operating Balance	<u>\$2,055</u>	<u>\$3,800</u>	<u>\$3,500</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

Cost Center Purpose:

- 2-4484 Sidewalk Maintenance
- 2-4485 Landscape Maintenance
- 2-4486 Bus Stop Maintenance

To account for expenses related to maintaining and developing streets and sidewalks

Cost of maintaining sidewalks

Cost of landscape maintenance along highway 64, including irrigation

Cost of maintaining bus stops

ITEM NO. 9

Manager's Report
April 23, 2014

- I. ADMINISTRATION:
 - a) Staff is working to enroll the town in the Local Government Investment Pool (LGIP) for funds in reserve to earn higher returns for the community.
- II. ADOT – Jacobsen Engineering indicated at the bus shelter coordinating meeting with ADOT that he would put plans together for extending the sidewalk on the southeast side to the FS302 road as well as to replace the sign structure in that general area on which the service organization signs and the gateway community sign for the Arizona Trail would be displayed. The thinking is that the contractor for the bus shelters (Conco Concrete) may be able to do this work, while working on the shelters.
- III. AIRS – Chief Evans is seeking technical clarification on the viability of the AIRS program in Tusayan. Staff will continue to work with the TFD to assist with putting this program into place and provide any assistance to improve emergency communications in this area.
- IV. BROADBAND – Representatives of GovNet continue to work with ADOT officials about putting in a new 120' tower at the airport that would increase broadband into this area. Town officials and staff continue to follow up with efforts to improve internet services to this area. GovNet indicated that they've run into issues with ADOT and are following up to see what is needed in order to proceed with obtaining permits/clearances to put in this tower.
- V. BUDGET – a preliminary budget for FY2014-15 will be reviewed by the Council in their 4/23/2014 meeting.
- VI. CDBG – The Town has received the executed CDBG contract from ADOH with authorization to proceed with this project, which the RFQ for engineering is a step.
- VII. COMMUNITY PARK – The Town received the SWPPP from the State for the dirt piles and work at the park. Willdan is also putting together a performance bid for the dirt work for the sports fields. Staff plans to follow up with Art Babbott regarding the County Parks and Open Space (CPOS) program to express Tusayan's interest in participating in this program.
- VIII. COUNCIL FOLLOWUP:
 - a) Coconino County Health Department has been requested to submit a budget to the town for animal control services so they can be include in the upcoming fiscal year;
 - b) Staff will present the RFQ for engineering services and the RFP for building and planning services at the April 23, 2014 Council meeting.
- IX. DEVELOPMENT/P&Z MEETING – Terms for the members of P&Z Commission expire at the end of June 2014 and the Council will decide the method for appointing/reappointing community members to serve on this commission.
- X. DRAINAGE – J2 Engineering is continuing to work on phase 2 of the drainage study which will be under the \$40,000 cap for estimated costs for this study. J2 is putting together a summary of projects that will begin to address the town's drainage issues.

- XI. ELECTIONS – The Home Rule election is scheduled at the Primary date of August 26, 2014 and we are working with Bill Doyle to put together necessary informational pamphlet for this election. Three members of the Council are up for re-election this year and before circulating petitions need to submit their Statement of Organization or their \$500 Threshold Exemption Statement to the Town Clerk. The first date to file for this election is April 28, 2014 and the last date to accept this filing is May 28th at 5 p.m. Please see the Town Clerk for the information needed to file for this election.
- XII. MUNICIPAL CODE – Staff continues to work through the process of putting municipal code information together for the Council to review according and due to other more pressing activities has had to change the schedule shown on future meetings. Staff is also working to put approved codes in a binder for Council to have as we move forward. The Council approved the Building Codes in January 2014.
- XIII. PUBLIC OUTREACH – Mike Williams, Kaibab Forest Superintendent called to say he'd be coming to meet with the Council in the near future and appreciates that James was able to attend the recent emergency services meeting with the Council and other public safety officials.
- XIV. STILO – The Amendment to the Pre-Annexation Development Agreement (PADA) with Stilo was passed by the Council in their January 22, 2014 meeting and the final execution of agreements, deeds, et cetera was completed with the town having the deed to its first twenty (20) acres at Kotzin Ranch. Town officials met with Forest Service representatives regarding the application to obtain access/place utilities to Kotzin through the Forest Service. Stilo representatives are working on this application with their consultants, which the town will act as the lead agency to submit this package when completed.

WILLIAMS JUSTICE COURT

Honorable Robert Krombeen
Justice Of The Peace

The Williams Justice Court wants to remind parents and members of the community during this upcoming Grand Canyon High School prom and graduation season, that we can make a difference to decrease the risks to our students associated with underage drinking and substance abuse, during this time of year when our youth are more vulnerable and at risk. As we enter this season of celebration, let's keep our eyes focused on the great potential of those lives, but let us honor the lives that have been lost in the past, by ensuring those lives were not lost in vain.

Statistics and analysis from the Arizona Criminal Justice Commission (ACJC) show that underage drinking continues to be a significant concern across the state of Arizona, and will continue to be so in Tusayan and the Grand Canyon. (see <http://www.azcjc.gov/> for more information) Those statistics however, also show that proactive and combined efforts across the state have reduced underage drinking, and have increased and improved youth awareness and perceptions about the negative aspects of underage drinking and substance abuse.

Preventative measures and programs implemented in recent years such as the Draw The Line campaign, have also increased community awareness and reduced risk factors amongst our youth. Ultimately, the ability to increase awareness of the inherent risks of underage drinking and reduce those risks our youth face, particularly at this time of year, may be with each of us.

Parents, educators, community leaders, peers, and others have one of the most effective tools at their disposal to make a significant difference in the decision making of our youth, which is simply, communication. Talking with your teenager, student, youth group members, and friends about underage drinking can have a dramatic impact on their decisions in upcoming weeks.

Add accountability to the effectiveness of speaking with our youth about underage drinking, combined with the creation of boundaries and parameters, and we will go a long ways towards increasing the chances of a safe prom and graduation season.

Please remember your words are powerful and can make a difference!

Rob Krombeen
Justice of the Peace