

AGENDA

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, May 6, 2015 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town Council will hold a meeting open to the public on Wednesday, May 6, 2015 at the Tusayan Town Hall Building. If authorized by a majority vote of the Tusayan Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

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

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

TOWN COUNCIL REGULAR MEETING AGENDA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

MAYOR GREG BRYAN

VICE MAYOR CRAIG SANDERSON

COUNCILMEMBER BILL FITZGERALD

COUNCILMEMBER AL MONTOYA

COUNCILMEMBER JOHN RUETER

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

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

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

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

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

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 4/22/15

B. Accounts Payable Billings

6. WORK GROUP AND COMMITTEE REPORTS

- A. Update on the Sports Complex Work Group**
- B. Update on the Planning and Zoning Commission**
- C. Update on Affordable Housing**

7. ACTION ITEMS

- A. Consideration, discussion, and possible action to cancel or move the meeting scheduled on May 20, 2015**
- B. Consideration, discussion, and possible approval of phases for land planning work for Kotzin Ranch by Catalyst Architecture**

8. DISCUSSION ITEMS

- A. Discussion of preliminary budget for 2015-16 and possible cost of living adjustments for Town Staff**
- B. Discussion of a possible additional aerial survey of Tusayan to fill in the gaps in the new aerial map**

9. TOWN MANAGER'S REPORT

10. FUTURE AGENDA ITEMS

11. COUNCIL MEMBERS' REPORTS

12. MAYOR'S REPORT

13. MOTION TO ADJOURN

CERTIFICATION OF POSTING OF NOTICE

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

Signature of person posting the agenda

ITEM NO. 5A

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, April 22, 2015 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the meeting to order at 6:01pm and the Pledge of Allegiance was recited.

2. ROLL CALL

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

Also present were:

Will Wright, Town Manager
Melissa M. Drake, Town Clerk

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

None

Mayor Bryan moved to Item 8.E.

Tim Stine gave a brief report on maintenance projects for the town and discussed standard maintenance and landscaping. Mayor Bryan complimented the maintenance crew for the cleanliness and look of the Town this year.

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

A. Mayoral Proclamation of April 2015 as Fair Housing Month

Mayor Bryan read the proclamation and declared April 2015 as Fair Housing Month in the Town of Tusayan.

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

Mayor Bryan requested Bob Blasi and James Simino to stand. He then read the proclamation and declared May 1, 2015 as Bob Blasi and Kaibab National Forest Tusayan Ranger District Appreciation Day. Mr. Blasi stated that the entire crew and community came together to make this happen.

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

Pam Edwards gave a brief overview of the status of the shuttle bus service in Grand Canyon National Park and from Tusayan to the Park. She stated that the service from Tusayan will run May 23-September 25, 2015. She also stated that the number of visitors to the Park is up by 10% so far this year.

Mayor Bryan stated that the Council would like to discuss lengthening the season in Tusayan and would like to schedule a meeting to discuss costs.

5. CONSENT AGENDA

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

B. Accounts Payable Billings

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

6. WORKGROUP AND COMMITTEE REPORTS

A. Update on the Sports Complex Work Group

Manager Wright stated that there has been no meeting of the group but that work continues on the restroom installation project. He stated that the lead time on the restroom building order is 3-4 months.

Councilmember Fitzgerald asked about the dirt work slated for the complex. Manager Wright stated that Woodson Engineering is working on developing a request for bid.

B. Update from the Planning and Zoning Commission

Manager Wright stated that the Commission meets on April 28, 2015 to consider a design review and the latest version of the subdivision regulations.

C. Update on Affordable Housing

Manager Wright stated that the next meeting to gather public input is tomorrow, April 23, 2015.

Mayor Bryan invited the public to attend the meeting and be part of the process.

7. ACTION ITEMS

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

Manager Wright introduced the Resolution and stated that many in the community have expressed opposition to the proposed Grand Canyon Watershed National Monument.

Mayor Bryan stated that he believes that local input should be considered before enactment and that declaration of the Monument should not proceed by executive order. He also stated that a representative of the Grand Canyon Wildlands Council had contacted him and requested that the Town Council postpone a decision until he could address the Town Council on the topic. Mayor Bryan stated that Kelly Burke, Executive Director of the Wildlands Council had already addresses the Town Council.

Councilmember Montoya made a motion to approve Resolution 2015-03, opposing the creation of the proposed Grand Canyon Watershed National Monument. Councilmember Fitzgerald seconded the motion.

Councilmember Montoya and Vice Mayor Sanderson spoke against the proposed monument due to potential restrictions which could impact the community.

Councilmember Fitzgerald spoke about his conversation with Kelly Burke from the Wildlands Council and stated that it appears this group is trying to make an end run to proceed with their agenda. He stated that the ramifications are unknown and could negatively impact the Town.

Mayor Bryan spoke in opposition to the proposed monument due to possible negative impacts and funding shortfalls for existing federal lands.

The motion passed on unanimous vote.

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

Manager Wright stated that Tusayan Fire Chief Robbie Evans asked the Town for support of this grant application and in-kind funding which will benefit the Town.

Mayor Bryan made a motion to ratify the (TFD) Wildland Fire Fuels Reduction Grant Application and provide the required funding. Councilmember Montoya seconded the motion and it passed on unanimous vote.

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

Manager Wright stated that this proposal arose from a meeting with Coconino County and would make the town eligible to participate in a County flood control program and may allow the town to receive funding to make drainage improvements.

Clarinda Vail asked about a previous drainage and flood study. Mayor Bryan stated that this new study would consolidate several historical studies. Ms. Vail also asked if the study would encompass all boundaries of the town. Manager Wright stated that the intent is to include most of the drainages upstream. Mayor Bryan stated that stakeholders will be asked for input.

Ms. Vail also stated that if the Subdivision Regulations are to be reviewed by the Planning and Zoning Commission on April 28, 2015, it is less than a week away and there is not enough time to review them.

Councilmember Fitzgerald asked if Woodson will have the capacity to handle this project. Manager Wright stated that they are working on several town projects and that he is working with them to prioritize them.

Mayor Bryan stated that on Page 2 of the proposal, "Town Meetings" should include stakeholders.

Councilmember Fitzgerald stated that the Town should conduct an additional aerial survey to fill in the gaps in the new aerial map.

Councilmember Montoya made a motion to approve the proposal from Woodson Engineering for Professional Services for a Tusayan Initial Engineering Assessment and Hydrologic Analysis. Vice Mayor Sanderson seconded the motion.

Councilmember Fitzgerald asked about hydrologic modeling on page 2-4 of the County document. Manager Wright stated that Woodson included a task in the proposal to perform a hydrologic analysis.

The motion passed on unanimous vote.

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

Manager Wright noted a letter in the agenda packet from the Town Attorney, Bill Sims, covering his firm's experience in this area.

Councilmember Fitzgerald stated that it is too early to establish a housing authority. Mayor Bryan stated that the task for the Town Attorneys would be to proceed with research on what needs to be done to achieve the Town's goals around affordable housing. Vice Mayor Sanderson echoed Mayor Bryan's comments.

Mayor Bryan made a motion to approve the Town Attorneys proceeding with research on a medium to allow the Town to sell and rent property on the Town's 20 acre parcel at Kotzin Ranch. Councilmember Montoya seconded the motion and it passed on unanimous vote.

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

Manager Wright stated that in discussions with Bob Petzoldt of the Sanitary District regarding utility mapping, Mr. Petzoldt requested the IGA to ensure reciprocal data sharing. Manager Wright stated that the Town Attorney has reviewed the agreement and stated that it is legal.

Councilmember Montoya and Mayor Bryan asked what the need is and why there is no trust.

Pete Shearer spoke on behalf of the Sanitary District and stated that Woodson Engineering had requested the IGA, not the Sanitary District. He stated that they saw no need for the agreement.

The council took no action.

8. DISCUSSION ITEMS

A. Discussion of preliminary budget for 2015-16

Manager Wright stated that the requested changes to the budget from the previous meeting have been made. He asked the Council to let him know if there are additional changes. Mayor Bryan stated that it seems to be more likely that there will be reimbursement from the federal government for the shut down which occurred in 2013.

Mayor Bryan stated that he had requested input with the Tusayan Fire District in the hiring of a new Fire Chief, similar to the way the Town allowed public input for the hiring of the Town Manager.

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

Manager Wright stated that the next meeting is tomorrow, April 23, 2015.

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

Manager Wright stated that the Grand Canyon School District has expressed interest in joining with the Town to improve this service. He also stated that Bill Bolin with STS has identified a grant for which the Town may qualify.

D. Discussion of possible snowplay areas in Tusayan

There was no information on this topic so it was not discussed.

E. Discussion of status of Town Landscaping and Maintenance

Moved to earlier in the meeting

9. TOWN MANAGER'S REPORT

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

- Landscape and irrigation work is in progress in Town to prepare for the tourist season
- Work on audio streaming of meetings is progressing
- The International Dark Skies Association has given us feedback on our current lighting codes and the Town Planner is working on incorporating those changes into the new code

10. FUTURE AGENDA ITEMS

- 5/6/15 – Discussion of completing aerial mapping of the town

11. COUNCIL MEMBERS' REPORTS

Councilmember Fitzgerald stated that there was a retirement party for Pete Shearer last week.

12. MAYOR'S REPORT

Mayor Bryan stated that he met with Senator McCain at a stakeholder meeting (regarding the proposed Grand Canyon Watershed National Monument) held by the Arizona Fish and Game Department in Tusayan. He spoke to Mr. McCain about several topics.

Mayor Bryan also went to Washington D.C. last week for the American Hotel Lodging Association Summit and was able to meet with Senators McCain and Flake and Representative Gosar regarding several topics:

- reimbursement of funds expended by the Town for the Grand Canyon National Park shut down of 2013 and the status of bills trying to develop plans to handle future possible shut downs
- the proposed Grand Canyon Watershed National Monument
- fire and flooding threats in Arizona
- uranium mining
- issues with the appointed NLRB

Mayor Bryan also met with the Chief of Staff of Representative Kirkpatrick about including locals in meetings regarding the proposed national monument.

Senator Mitch McConnell spoke to the attendees about changes in the Senate.

13. MOTION TO ADJOURN

Councilmember Montoya made a motion to adjourn the meeting at 8:13pm. Vice Mayor Sanderson seconded the motion and it passed on unanimous vote.

Greg Bryan, Mayor

Date

ATTEST:

Melissa M. Drake, Town Clerk

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Melissa M. Drake, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on April 22, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 29th day of April, 2015

Town Clerk

ITEM NO. 7B



Will Wright <tusayantownmanager@gmail.com>

KOTZIN-RANCH_B- Recommended Phase II next steps

1 message

Matthew B. Ackerman, LEED-AP AIA <mba@catalystarchitecture.com>

Thu, Apr 30, 2015 at 6:15 PM

To: Greg Bryan <gbtusayan@gmail.com>, Craig Sanderson <sandersoncraig@gmail.com>, Al Montoya <almtusayan@hotmail.com>, Bill Fitzgerald <fitzgeraldbill9@gmail.com>, John Rueter <rueter.jw@gmail.com>

Cc: Will Wright <tusayantownmanager@gmail.com>, Melissa Drake <tusayanclerk@gmail.com>, Barnabas Kane <bkane@tbkadesign.com>, Dustin Wright <drafting@tbkadesign.com>, John Wesnitzer <jwesnitzer@swiaz.com>, Stephen Kirk <kirkassociates@aol.com>

Mayor Bryan, Vice-Mayer Sanderson, and Tusayan Councilmen:

Now that we're well into the project, and with a much more clear understanding of your specific priorities and overall goals, we'd like to propose a slightly adjusted sequence/set of deliverables for this next phase of our work.

Recommended Phase II next steps:

No.	ITEM	DESCRIPTION	DELIVERABLES	DURATION	COST
1	Final Hybrid Landplan/Masterplan Option	From all presented options, compile the desired combinations of housing types and land-uses as per discussion at last meeting. Prepare and distribute sketch quality plan similar to previous options presented.	24" x 36" Revised sketch plan, similar to Phase I submittals.	7 days	\$4,000
2	Utility Infrastructure Planning	Coordinate utilities, storm-water, grading and drainage, street sections, and plat lines with Design Team, Civil Engineer and Representative from Town of Tusayan (John Rueter, +?). Adjust layout accordingly.	Sustainable Infrastructure Goals, Preliminary Plat Diagram, Written outline of findings.	7 days	\$3,500
3	CAD Plat Diagram	Incorporate edits and changes as needed and redistribute sketch plan and plat for any final edits and approval by Town of Tusayan.	24" x 36" CAD drawing of Final Plat Plan and Utility Diagram.	7 days	\$1,500
4	Technical Landplan/Masterplan	Prepare a technical plan (not suitable for distribution) that denotes ROW's, building setbacks, all building types, typical footprints and square footages (bedroom & plumbing counts), parking areas & requirements, preliminary walkways and plazas, & trails. This plan will be the basis for cost estimating, a final rendered plan (see Item 5), and Phase III quantitative takeoffs and	24" x 36" Drawing (not suitable for presentation)	7 days	\$4,500
5	Presentation LandPlan/Masterplan	Include any changes and prepare a high-quality rendered and annotated plan with narrative, suitable for distribution marketing and publication. Illustration to show roof tops, landscape, walkways/trails, streets and parking, etc.	24" x 36" Mountable Presentation Drawing	7 days	\$2,500

Optional Phase II steps:

No.	ITEM	DESCRIPTION	DELIVERABLES	DURATION	COST
4a*	Prelim. Cost Estimate	Prepare a preliminary statement of Probable Construction Cost	Preliminary Cost Estimate	2 days	\$2,000
5a**	Meeting/Presentation in Tusayan (optional)	Meeting/Presentation in Tusayan	--	1 day	\$780

Preliminary 3D architectural aerial sketches are also an optional step at this phase, as they may be useful for marketing or other presentation needs--sooner rather than later. In an effort to keep your scope/cost as close as we can to the initial proposal, we've currently got this slated as a Phase III deliverable, though this could also be included during Phase II if needed or desired.

Let us know what you think of the above, and how you'd like to proceed.

Matt

--

matt ackerman, LEED-AP AIA

catalyst architecture, llc

earth-conscious
architecture
community design
& planning

Prescott | Flagstaff
928.776.3508

ITEM NO. 8A

REVENUES	FY2014-15	Actual Jul-Dec '14	FY2015-16
General Fund			
1-3110 · Urban Revenue Sharing	\$ 182,400	\$ 75,660	\$180,600
1-3120 · City Sales Tax	\$2,300,000	\$ 1,670,938	\$3,000,000
1-3130 · State Sales Tax	\$50,000	\$ 15,924	\$53,307
1-3200 · Business Licenses	\$100	\$ 350	\$350
1-3210 · Permit Fees	\$75,000	\$ 1,968	\$25,000
1-3600 · Miscellaneous Income	\$0	\$ -	\$150,000
1-3610 · Interest Income	\$5,000	\$ 1,190	\$10,000
Total General Fund	\$2,612,500	\$ 1,766,030	\$3,419,257
Street Fund			
2-3140 · HURF	\$ 55,000	\$ 14,973	\$59,765
2-3150 · Vehicle License Tax	\$23,800	\$ 7,996	\$24,985
Total Street Fund	\$78,800	\$ 22,969	\$83,565
Other			
3- Water Enterprise Fund	\$1,200,000	\$ -	\$1,200,000
4-3650 · Receipts-StiloGroup Development	\$0	\$ 3,865	\$500,000
5-3650 · Receipts - Grant	\$200,000	\$ 11,250	\$925,000
Total Income	\$4,091,300	\$ 1,804,114	\$6,126,844
Expenditures	\$ 4,050,800		\$6,061,700
11 · Mayor & Council			
11-4156 · Technology Stipend	\$6,000	\$ 416	\$5,000
11-4160 · Travel & Training	\$ 20,000	\$ 1,601	\$18,000
11-4260 · Employee & Volunteer Program	\$ 5,000	\$ -	\$2,500
11-4310 · Public Notices and Advertising	\$ 12,500	\$ 2,457	\$10,000
11-4380 · Office Supplies	\$ 5,000	\$ 1,713	\$5,000
11-4390 · Insurance	\$ 10,000	\$ 9,252	\$25,000
11-4410 · Licenses, Permits, Fees	\$ 12,500	\$ 9,764	\$20,000
11-4430 · Council Member Compensation	\$ 15,000	\$ 4,800	\$19,200
11-5150 · Elections	\$ 10,000	\$ 4,869	\$3,500
Total 11 · Mayor & Council	\$ 87,000	\$ 34,871	\$108,200
12 · Manager & Support			
12-4160 · Travel & Training - Other	\$ 14,000	\$ 4,665	\$16,000
12-4165 · Public Relations & Events	\$ 5,000	\$ -	\$5,000
12-4360 Marketing/Promotional	\$ 100,000	\$ 4,793	\$100,000
12-4380 · Office Supplies	\$ 4,000	\$ 1,242	\$5,000
12-4380 · Office Supplies - Other	\$ -	\$ -	\$12,000
12-4430 · Employees	\$ 210,000	\$ 89,461	\$210,000
12-4431 · Contract Services - Other	\$ -	\$ -	\$0
12-4443 Part-time/Seasonal Employees	\$ -	\$ -	\$6,000
12-4450 · ASRS Initiation Fee	\$ 50,000	\$ 28,075	\$0
12-5010 · Audit	\$ 10,000	\$ 11,779	\$12,000
12-5011 · Bookkeeping Services	\$ 20,000		\$20,000
12-5400 · Telephone	\$ 5,000	\$ 544	\$4,000
12-5410 · Internet/Web	\$ 9,000	\$ 227	\$20,000
12-5420 · Consulting Services - Misc.	\$ 5,000	\$ 474	\$5,000
Total 12 · Manager & Support	\$ 432,000	\$ 141,258	\$415,000
13 · Legal Services			
13-4310 Advertising		\$ -	
13-4420 General Counsel	\$ 84,000	\$ 10,154	\$85,000
13-4421 · Special Counsel	\$ 10,000	\$ -	\$10,000
13-4431 · Contract Services	\$ 50,000	\$ -	\$140,000
Total 13 · Legal Services	\$ 144,000	\$ 10,154	\$235,000

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

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

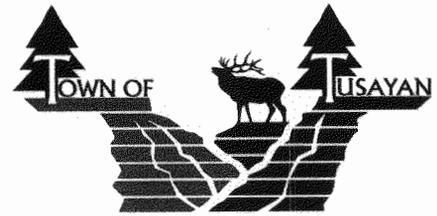
Cost Center Purpose		Description
Mayor and Council		Direct expenses related to Mayor & Council, & all other costs of operating the community not assigned to other cost centers
11-4156	Technology Stipend & Equipment	Payment to Mayor and Council for computer, cell phone and technology costs incurred as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

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

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

TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park



DATE: April 20, 2015

TO: Mayor and Members of the Tusayan Council

FROM: Will Wright, Manager *WWR*

SUBJECT: Cost-of-Living Adjustment (COLA) and Employee Costs

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

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

TOWN OF TUSYAN
FY2015-16 BUDGET
FOR EMPLOYEE COSTS

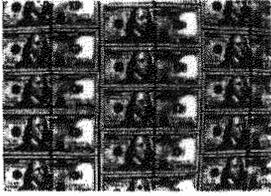
POSITION	CURRENT SALARY	3.5% COLA FOR FY2015-16	PROPOSED SALARY W/COLA FY2016
Manager	\$99,750	\$3,491	\$103,241
Clerk	\$57,474	\$2,012	\$59,486
Maintenance Worker	\$30,160	\$1,201	\$35,521*
Total	\$187,384	\$6,704	\$198,248

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

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

2015 pay raises expected to be 3% next year

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



(Photo: J. Scott Applewhite, AP)

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

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

Inflation is currently running at about 2.1%.

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

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

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

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

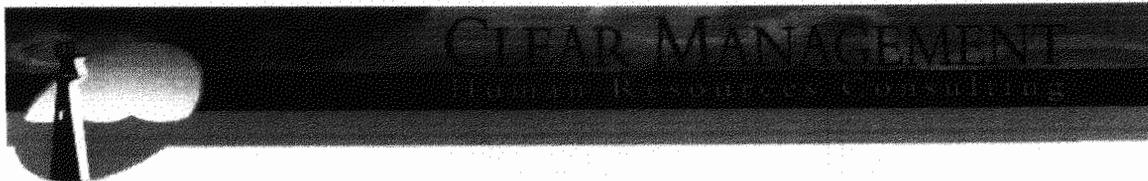
As the labor market heats up, soft salary increases could spur more turnover.

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

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

Follow Strauss @gstrauss_

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1. SALARY INCREASE PROJECTIONS

Home

Projects

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

Services

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

Resources

Team

Links

Paying for Performance through Merit Increase Differentiation

Info

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

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

Key Statistics for HR Professionals-Salary Increase Projections

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

Using the Salary Increase Projections

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

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

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

[5.Unemployment] [6.Nonprofit Executive Compensation]

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ITEM NO. 9

MANAGER'S REPORT

May 6, 2015

1. ADMINISTRATION: Staff received responses to Council questions regarding the IBC 2012 amendments by Coconino County Community Development Department. The director continues to work on an IGA for the County to provide the building services for the town.
2. ADOT – The town received the blinker signs for the two crosswalks, which we are currently working to upgrade for safety. Staff continues to make landscape improvements along Highway 64 with tree and shrub replacement, but ADOT recently notified us that we need to apply for a permit for the trees we planted in the roundabouts.
3. BROADBAND – Canyon Horizon continues to test the program to start streaming Council meetings, which is scheduled to begin in May 2015. STS representative Bill Bolin is working with Vic of TeamFishel and to provide program information to staff for follow up.
4. CDBG – Rick of Woodson continues to work with the Vails as well as the water and sanitary districts for maintenance agreements to tie into utilities for the restroom facility at park.
5. DEVELOPMENT/P&Z MEETING – Woodson came to review the amended draft of the Subdivision regulations but found that not enough time was given to the Commission and others to adequately review. Staff is working to get everyone's comments back by May 15th then Woodson reps plan to come back to the June Commission meeting. Willdan representatives have completed the final draft of the Zoning Code, which will be coming for Commission and Council consideration after the Subdivision regulations are done.
6. DRAINAGE – Woodson was retained by Council to perform a flood control study and to work with County flood control representative to incorporate town improvements into the County's program. Woodson's plan is to provide FEMA data/reports to re-designate floodplain areas through town.
7. MUNICIPAL CODE – Council has basically reviewed all the various chapters of the Municipal Code and staff is working with the attorney to ensure they're legal. Additionally, the County would like the town to adopt the 2012 IBC with the exceptions they recently described to the Council in order to better serve the town with their building services program. Further, the Subdivision regulations as well as the updated Zoning code need to be considered and added to this code.
8. SPORTS COMPLEX – 1) Staff met with the CXT representative regarding the restroom facility which we hope to order soon; 2) Woodson is preparing a bid for the extension of the utilities to serve the restroom as well as to have the dirt work performed for the sports fields; 3) staff continues to work on parking areas at the park and to remove logs from restroom site.
9. STILO – A scoping packet is available at www.fs.usda.gov/project/?project=46776 that provides specifics of the project. Additional information on the Town of Tusayan Proposed Roadway Easements is available at www.fs.usda.gov/goto/TusayanEasement. The following public scoping meetings are scheduled
 - May 18, 5 to 8 p.m., Williams Elementary-Middle School, 601 N. 7th St., Williams
 - May 19, 5 to 8 p.m., Grand Canyon Squire Inn, 100 Highway 64, Tusayan
 - May 20, 5 to 8 p.m., Doubletree Hotel, 1175 W. Route 66, FlagstaffComments on the proposed action may be provided in the following ways:
Online: www.fs.usda.gov/project/?project=46776 (Click "Comment on Project")
Email: comments – southwestern-kaibab@fs.fed.us Subject line: Tusayan Roadway Easements
US Mail: ATTN: Deirdre McLaughlin
Kaibab National Forest
Williams Ranger District
742 S. Clover Road
Williams, AZ 86046
Fax: 928-635-5680 Subject Line: Tusayan Roadway Easements
10. TRAINING AND MEETINGS: 1) Local Government Seminar on June 16th in Flagstaff offered by Hinton Burdick; 2) The 2015 League Annual Conference will be held in Tucson at the Starr Pass Resort, August 18-21 so let staff know if we can be of assistance with registration and hotel accommodations.