

AGENDA

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, July 12, 2017 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 public that the Tusayan Town Council will hold a meeting open to the public on Wednesday, July 12, 2017 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. MOMENT OF SILENCE
3. ROLL CALL *One or two Council Members may attend by telephone*

MAYOR CRAIG SANDERSON
VICE MAYOR BECKY WIRTH

COUNCILOR DAVID CHAVEZ
COUNCILOR AL MONTOYA
COUNCILOR JOHN SCHOPPMANN

4. 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. 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. Comments will be limited to three minutes per person.
5. CEREMONIAL AND/OR INFORMATIONAL MATTERS
 - A. Introduction of new Administrative Assistant
 - B. Introduction of new Interim Town Clerk
6. CONSENT AGENDA
Items on the consent agenda are routine in nature and will be acted on with one motion and one vote. Members of the council or staff may ask the mayor to remove any item from the consent agenda to be discussed and acted upon separately.
 - A. Accounts Payable Billings
 - B. Minutes of the Town Council Meeting on 6/14/17
7. PUBLIC HEARING
 - Acquisition of control for Liquor License #12033313 for Plaza Bonita Restaurant

8. ACTION ITEMS

- A. Consideration, discussion, and possible approval of Acquisition of control for Liquor License #12033313 for Plaza Bonita Restaurant**
- B. Consideration, discussion, and possible approval of FY2018 Tentative Town of Tusayan budget**
- C. Consideration, discussion, and possible approval of Resolution No. 2017-06 submitting application to the United States Forest Service for cooperative road maintenance, as per the USFS request**
- D. Consideration, discussion, and possible approval of providing compensation to Planning and Zoning Commission members**

9. DISCUSSION ITEMS

- A. Discussion of agreement to construct fields and track and other necessary infrastructure for the Sports Complex**
- B. Discussion of fiber development projects**
- C. Discussion of Ten X affordable housing project**
- D. Discussion of Community Wellness meeting issues**

10. REPORTS

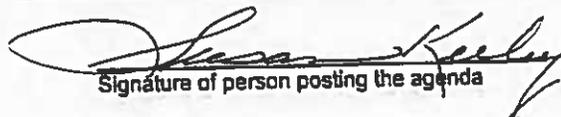
- A. Town Manager**
 - i. Update on the Planning and Zoning Commission**
 - ii. Update of Administrative actions and issues**
- B. Council Members**
- C. Mayor**

11. FUTURE AGENDA ITEMS

12. 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 10th day of July, 2017, at 2:00 am (pm) in accordance with the statement filed by the Tusayan Town Council.


Signature of person posting the agenda

**Town of Tusayan
Check Detail
June 15 - July 15, 2017**

Date	Transaction Type	Num	Name	Memo/Description	Clr	Amount
			3586 Systems Technology Staffing	Tusayan Broadband Fiber Project - April & May, 2017		-\$720.00
07/10/2017	Bill Payment (Check)					-\$720.00
			3587 Flagstaff Information Technology LLC	FITM Net Basis managed services & Migration - July, 2017		-2,395.00
07/10/2017	Bill Payment (Check)					-2,395.00
			3588 Grand Canyon Natl Park Assoc	Rec'd & Unrec'd - June, 2017		-2,481.15
07/03/2017	Bill Payment (Check)					-2,481.15
			3589 The Fibral Company	Directional Drill 36' coiled & set handholes		-454,002.61
08/29/2017	Bill Payment (Check)					-454,002.61
			3590 Tusayan Fire District	Payroll Reimbursement - June, 2017		-33,278.58
08/29/2017	Bill Payment (Check)					-33,278.58
			3591 Williams - Grand Canyon News	Publication: 4th of July, 2017		-82.10
06/30/2017	Bill Payment (Check)					-82.10
			3592 Century Link/Quest - Phone	Telephone: Landline - June, 2017		-296.94
08/28/2017	Bill Payment (Check)					-296.94
			3593 Sprint Document Solutions	Vendor service - June, 2017		-82.96
08/30/2017	Bill Payment (Check)					-82.96
			3594 The Garden Lark Firm P.O.	Forest Service denial of use authorization to access including May & June, 2017		-6,663.00
08/30/2017	Bill Payment (Check)					-6,663.00
			3595 Grand Canyon Chamber	Reimbursement for barricades on July 4th, 2017		-2,909.57
07/10/2017	Bill Payment (Check)					-2,909.57
			3596 Mountain AI	Informed Reimbursement - June, 2017		-48.47
06/28/2017	Bill Payment (Check)					-48.47
			3597 Hydro Resources, Inc.	Park Utilities - June, 2017		-254.22
06/30/2017	Bill Payment (Check)					-254.22
			3598 Tusayan Sanitary District	Resident Water - June, 2017		-104.71
06/30/2017	Bill Payment (Check)					-104.71

07/03/2017	Bill Payment (Check)	3560 Vada Hardware Feed & Supply	-122.32
		RV Repair, Water, Job	-122.32
07/12/2017	Bill Payment (Check)	3600 Quilha, Etd	-361.27
		Health Insurance Reimbursement 07/10/17 - 07/23/17	-361.27
07/12/2017	Bill Payment (Check)	3601 Steve, Timothy C.	-314.27
		Health Insurance Reimbursement 07/10/17 - 07/23/17	-314.27
07/01/2017	Bill Payment (Check)	3602 Cocooning Plinkus, Walter/Advisory Council	-2,500.00
		CRVAC Annual Membership Fee FY18	-2,500.00
07/01/2017	Bill Payment (Check)	3603 Equiformed, Cdb, Services	-29.00
		Contributing Corporate Reimbud FY18	-29.00
06/30/2017	Bill Payment (Check)	3604 AMRRR -WC-Fund	-240.00
		Work Comp. Q2- 2017	-240.00
07/14/2017	Payroll Check	3605 David P. Chavez	-361.76
		Pay Period: 06/16/2017-07/16/2017	300.00
		Gross Pay - This is not a legal pay stub	31.53
		Employer Taxes	6.78
		AZ Unemployment Tax	15.30
		AZ Income Tax	1.80
		Federal Unemployment (940)	45.90
		Federal Taxes (941/944)	
07/14/2017	Payroll Check	3606 Dalton Williams	-307.67
		Pay Period: 06/26/2017-07/06/2017	440.00
		Gross Pay - This is not a legal pay stub	46.24
		Employer Taxes	9.94
		AZ Unemployment Tax	3.52
		AZ Income Tax	2.64
		Federal Unemployment (940)	102.47
		Federal Taxes (941/944)	
07/14/2017	Payroll Check	3607 Isabel Mendez	-467.66
		Pay Period: 06/20/2017-07/09/2017	600.00
		Gross Pay - This is not a legal pay stub	63.06
		Employer Taxes	13.56
		AZ Unemployment Tax	7.80
		AZ Income Tax	3.60
		Federal Unemployment (940)	150.60
		Federal Taxes (941/944)	

Direct Deposit Payable

Tusayan Fire District

Payroll Summary

July 1, 2016 through July 30, 2017

9:31 AM
06/14/2017

Hours	Rate	Jul 1, '16 - Jul 30, 17
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Employee Wages, Taxes and Adjustments

Gross Pay			
EMS Coord Salary	1,303.00		38,080.49
Salary, Asst. Chief	260.00		7,540.00
Salary, Chief	1,850.00		55,046.95
Sick Salary	37.00		1,081.33
Vacation Salary	250.00		7,348.29
Captain Hourly	1,066.00	16.38	17,185.56
EMT Hourly	626.78333	12.00	7,521.40
FF-EMT Hourly	3,235.71669	13.00	44,826.37
FT Firefighter	2,032.51667	12.00	25,380.53
Hourly Overtime	48.15001	18.00	1,028.96
Hourly Rate	3,020.41665	14.70	44,069.83
Lieutenant	899.10	16.00	14,385.60
Lieutenant Hourly	997.43333	16.49	16,181.37
OCH - Previous PR Mistake	3.00	1.50	4.50
On Call Hours	76.00	19.50	1,404.12
Previous Payroll Mistake	187.85	18.00	545.01
School/Training Hours	52.30	16.00	659.60
Sick Hourly Rate	154.00	16.49	2,407.00
Training	5.00	18.00	93.00
Vacation Hourly Rate	283.00	14.70	4,258.59
Total Gross Pay	16,387.26668		289,048.50
Deductions from Gross Pay			0.00
Medical Insurance (Employee)			-1,403.64
Payroll Deduct. Spouse Health			-31,803.49
State Retirement Employee			-33,207.13
Total Deductions from Gross Pay			-66,414.26

	Hours	Rate	Jul 1, '16 - Jul 30, 17
Adjusted Gross Pay	16,387.26668		255,841.37
Taxes Withheld			
Federal Withholding			-24,134.00
Medicare Employee			-4,191.19
Social Security Employee			-17,920.97
AZ - Withholding			-9,017.52
Medicare Employee Addl Tax			0.00
Total Taxes Withheld			-55,263.68
Deductions from Net Pay			
Vision Insurance (Emp)			0.00
Total Deductions from Net Pay	16,387.26668		200,577.69
Net Pay			
Employer Taxes and Contributions			
Medicare Company			4,191.19
Social Security Company			17,920.97
AZ - Unemployment Company			0.00
Dental Insurance (Co)			0.00
Medical Insurance (Co)			1,828.56
State Retirement Company			31,803.49
AZ - Job Training Tax			0.00
Total Employer Taxes and Contributions			55,744.21

Item 6B

TUSAYAN TOWN COUNCIL SPECIAL MEETING
PURSUANT TO A.R.S. § 38-431.02 & §38-431.03
Wednesday, June 14, 2017 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 Sanderson called the meeting to order at 6:05pm and the Pledge of Allegiance was recited.

2. MOMENT OF SILENCE

Mayor Sanderson asked for a moment of silence.

3. ROLL CALL

**MAYOR CRAIG SANDERSON
VICE MAYOR BECKY WIRTH
COUNCILOR DAVID CHAVEZ
COUNCILOR AL MONTOYA
COUNCILOR JOHN SCHOPPMANN**

Also present were:

Eric Duthie, Town Manager
Melissa M. Drake, Town Clerk

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

None

5. CEREMONIAL AND/OR INFORMATIONAL MATTERS

A. Presentation, questions and answers from Coconino County Sheriff Jim Driscoll

Sheriff Jim Driscoll apologized for not being able to attend a Council meeting prior to tonight. He gave an update to the Council on the status of the Coconino County Sheriff's Department and law enforcement efforts in Tusayan. He noted that they have had low staffing levels but believes that it is turning around.

The Council discussed issues with Sheriff Driscoll.

B. Staff appreciation presentation

Manager Duthie stated that Clerk Melissa Drake has given her notice and will be leaving her position at the end of the month. He expressed his appreciation for her service to the Town.

Vice Mayor Wirth and Mayor Sanderson also thanked her.

6. CONSENT AGENDA

A. Accounts Payable Billings

B. Minutes of the Town Council Meeting on 5/17/17

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

7. ACTION ITEM

Consideration, discussion, and possible approval of a revised Ten X land use concept for affordable housing development by Westland Resources

Matt Cawley, by phone from Westland Resources, presented the Council with 2 revised concepts for the Ten X housing development. These concept plans were in the packet.

The Council discussed the 2 concepts and options for additional changes with Mr. Cawley.

Councilor Schoppmann made a motion to approve Concept Exhibit 2 with the option for an additional 10 units as possible duplexes or condos. Vice Mayor Wirth seconded the motion and it passed on unanimous vote.

8. DISCUSSION ITEMS

A. Discussion of Highway 64 landscaping, maintenance, and weed control

Manager Duthie stated that Councilor Schoppmann had requested this item. Councilor Schoppmann stated that he has spoken with Tim Stine, Town Maintenance, and given him some contacts for additional options on landscaping vendors.

Vice Mayor Wirth asked if it would be possible to have a clean-up event prior to the Fourth of July. Manager Duthie stated that he has par-time seasonal jobs if anyone is interested.

Coconino County Sheriff's Lieutenant Brian Tozer also stated that inmate crews could be available to help with this issue.

Manager Duthie reminded everyone that this is ADOT property and will require their approvals.

B. Discussion of agreement to construct fields and track and other necessary infrastructure for the Sports Complex

Manager Duthie stated that the School District has found IGA documents from 2015 but it does not address Town access in the future. The Town Attorney and the School District Attorney are working together to develop a revision to the IGA to address all the concerns raised in previous Council discussions.

Councilor Montoya stated that this issue (delays by the School District) has left a "bad taste in my mouth" and he believes \$5 million made be better spent on infrastructure for the affordable housing project.

C. Discussion of fiber development projects

Manager Duthie stated that Team Fishel is 90% complete in their conduit installation and have been issued a 30-day extension by ADOT.

Clarinda Vail stated that there were some communication issues in the beginning but now has glowing reviews of Team Fishel's crew and work. She also stated that if they plan to cross private property to the cell tower, an easement will be required.

Manager Duthie stated that E-rate (educational rate) funding requests are still in progress.

D. Discussion of Ten X affordable housing project

Discussed earlier

E. Discussion of status and next steps concerning receipt of petitions for a referendum concerning Town Ordinance 2017-01

Manager Duthie stated that this is a discussion in general on the process.

Clerk Drake explained that the petitions have been received, an initial receipt has been issued, and a random sample of the signatures have been selected using a program used by the Secretary of State's office. The random sample will be sent to the County Recorder to verify that they are valid electors of the Town.

Manager Duthie stated that he is pleased that there is a process in place and we will follow those rules. We will not emulate the National Forest Service in their treatment of the Town.

F. Discussion of Community Wellness meeting issues

Topics at the meeting included:

- The Rotary Club is holding weekly movies at the Sports Complex starting June 30, 2017
- July 4th activities are scheduled
- Veterans services van from the VA came to the National Park and 18 veterans took advantage of that
- Coconino County Health Department representatives attended and discussed services available
- The Community Church is serving lunch to children this summer on Tuesdays and Thursdays

G. Presentation and discussion of FY 18 Tusayan Town Budget, in preparation for possible approval of tentative budget at the July Town Council meeting

Manager Duthie stated that this is just a first look at the budget and no decisions are to be made at this time.

Manager Duthie reviewed the draft budget with the Council.

9. REPORTS

A. Town Manager

i. Update on the Planning and Zoning Commission

The next meeting is scheduled for June 27th to begin reviewing changing to the Zoning Code.

Councilor Montoya suggested that Planning and Zoning Commissioners be given a stipend for their time.

ii. Update of Administrative actions and issues

Manager Duthie stated that he provided a written report at the Council desks and that on Monday, at 3pm, approximately 26 representatives from China will be here at Town Hall to discuss issues relating to gateway cities.

B. Council Members

Councilor Schoppmann thanked Clerk Melissa Drake for her service to the Town.

Councilor Chavez stated that he was pleased to hear about veterans' services in Town. He also stated that he participated in the meeting yesterday with Representative Tom O'Halleran's aide and commended Manager Duthie's efforts to engage our representation in the Town's issues.

C. Mayor

Mayor Sanderson reported on the Greater Arizona Mayors' Association (GAMA) meeting he attended and stated that the goal of the group was to work collaboratively.

10. FUTURE AGENDA ITEMS

None

11. MOTION TO ADJOURN

Councilor Montoya made a motion to adjourn the meeting at 9:35pm. Councilor Schoppmann seconded the motion and it passed on unanimous vote.

Craig Sanderson, Mayor

Date

ATTEST:

Susan Kerley, Interim 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 May 17, 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 17th day of May, 2017

Melissa M. Drake
Town Clerk

Item 7 & 8A



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

17 JUN 9 Lic. Dept #11101

DLLC USE ONLY

Date Processed: 6-13-17

CSR: SG

60th Day: 8-12-17

APPLICATION FOR AGENT CHANGE - ACQUISITION OF CONTROL - RESTRUCTURE

NOTE: 1) The fee for an agent change MUST be submitted with this application: \$100.00 for the first application and \$50.00 for each additional application, not to exceed \$1,000.00. (A.R.S. 4-209.H) NOTE 2) the \$100.00 fee for restructure/acquisition of control MUST be submitted with this application. (A.R.S. 4-209.A)

SECTION 1

Check the appropriate boxes

<input type="checkbox"/> Agent Change Complete Sections 1,2,3,4,5 & 7	<input checked="" type="checkbox"/> Acquisition of Control Complete Sections 1,2, 3 & 7	<input type="checkbox"/> Restructure Complete Sections 1,2,3,6 & 7
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SECTION 2

(COMPLETE THIS SECTION FOR AGENT CHANGE, ACQUISITION OF CONTROL OR RESTRUCTURE)

1. Name: ARCEO VERBERA ADAN P1052924 12033313
(EXISTING AGENT OR NEW AGENT) Last First Middle Liquor License #

2. Owner Name: EL AGAVERO, LLC 81047002 L17066502
(Exactly as it appears on Liquor License) Corp File #: (If applicable)

3. Business Name: PLAZA BONITA 81047003 plazabonitagc@hotmail.com
(Exactly as it appears on Liquor License) Email:

4. Business Location Address: 300 STATE Route 64 TUSAYAN COCONINO 86024
(Do not use P.O. Box Number) City COUNTY Zip

5. Is the Business located within the incorporated limits of the above City or Town? Yes No

6. Does the Business location address have a street address for a City or Town but is actually in the boundaries of another City, Town or Tribal Reservation? Yes No If Yes, what City, Town or Tribal Reservation is this Business located in: _____

7. Mailing Address: PO BOX 3653 TUSAYAN ARIZONA 86023
City State Zip

8. Business Phone: (928) 634-7018 Daytime Contact Phone (928) 554-5659

9. Does this transaction involve the sale of any portion of the percentage of ownership or corporate stock? Yes No If yes, submit a certified copy of minutes.

10. Has there been any change of Controlling Persons? Yes No If yes, submit a copy of the minutes, amended articles of organization and/or amended operating agreement showing change

SECTION 3

(COMPLETE THIS SECTION FOR AGENT CHANGE, ACQUISITION OF CONTROL OR RESTRUCTURE)

Each new person listed in section III must submit a questionnaire (form LIC0101) and a Department approved fingerprint card which may be obtained of the Department of Liquor. A Controlling Person already disclosed to the Department is not required to submit a questionnaire.

1. List all Controlling Persons to be disclosed, current and new.

New	Last	First	Middle	Title	Address	City	State	Zip
<input type="checkbox"/>	ARCEO	MIGUEL		MGR/MEM	123 COYOTE LN	TUSAYAN	AZ	86023
<input checked="" type="checkbox"/>	ARCEO VERBERA	ADAN		MEMBER	4149 E WILD TRI	COTTONWOOD	AZ	86326
<input type="checkbox"/>								
<input type="checkbox"/>								

(ATTACH ADDITIONAL SHEET(S) IF NECESSARY)

2. List stockholders, percentage owners and/or Controlling Members owning 10% or more

New	Last	First	Middle	% Owned	Address	City	State	Zip
<input type="checkbox"/>	ARCEO	MIGUEL		51%	123 COYOTE LN	TUSAYAN	AZ	86023
<input checked="" type="checkbox"/>	ARCEO VERBERA	ADAN		49%	4149 E WILD TRI	COTTONWOOD	AZ	86326
<input type="checkbox"/>								
<input type="checkbox"/>								

(ATTACH ADDITIONAL SHEET(S) IF NECESSARY)

If the ownership is owned by another entity, ATTACH AN OWNERSHIP FLOWCHART SHOWING THE OFFICERS, MEMBERS, CONTROLLING PERSON AND 10% OR MORE OWNERS FOR THE ENTITIES. Attach additional sheets as necessary in order to disclose all persons.

SECTION 4

(COMPLETE THIS SECTION FOR AGENT CHANGE)

1. As an Agent, will you be physically present and operating the licensed premise? Yes No
If you answered YES, you must provide a copy of your Basic and Management Training Certificate obtained from a Department approved Liquor Law training provider BEFORE YOUR APPLICATION FOR AGENT ACQUISITION OF CONTROL OR RESTRUCTURE CAN BE SUBMITTED. If you answered NO, go to question 2.

2. Is there a current Manager at this license premises disclosed to the Department with the current Basic and Management Training Certificate? Yes No
If yes, Name of current Manager: _____ Last First Middle

Basic Training Yes No Management Training Yes No

If "NO" for 1 and 2, a Manager with a current Basic and Management Training Certificate obtained from a Department approved Liquor Law training provider must be submitted within 30 days after filing the application for Agent Change, Acquisition of Control or Restructure.

SECTION 5

(COMPLETE THIS SECTION FOR AGENT CHANGE)

To be completed by the INDIVIDUAL OR EXISTING AGENT OR CORPORATE OFFICER OR LLC, CONTROLLING MEMBER:

1. License # _____
2. Current Agent Name: _____ Last First Middle
(Exactly as it appears on license)

I, (Print full name) _____ hereby consent to the appointment of Agent for this license. I agree to immediately assign a new Agent in the event that I am unable to discharge the duties of Agent for this license. I have not been convicted of a felony in the last five (5) years.

X _____ (Controlling Person/Existing Agent)
State of _____ County of _____
The foregoing instrument was acknowledged before me this _____ Day of _____ Month _____ Year
Signature of NOTARY PUBLIC

SECTION 6

(COMPLETE THIS SECTION FOR RESTRUCTURE)

Is there more than one licensed premises involved? YES NO

If YES, SEPARATE APPLICATIONS must be filed and fees paid for each license/location.

Type of current ownership:

Type of new ownership:

- J.T.W.R.O.S.
 INDIVIDUAL
 PARTNERSHIP
 CORPORATION
 LIMITED LIABILITY CO.
 MANAGEMENT CO.
 TRIBE
 TRUST
 OTHER (Explain) _____

- J.T.W.R.O.S.
 INDIVIDUAL
 PARTNERSHIP
 CORPORATION
 LIMITED LIABILITY CO.
 MANAGEMENT CO.
 TRIBE
 TRUST
 OTHER (Explain) _____

SECTION 7

(COMPLETE THIS SECTION FOR AGENT CHANGE, ACQUISITION OF CONTROL OR RESTRUCTURE)

To be completed by Controlling Person or existing Agent (if no agent changes) OR NEW Agent if applying for Agent change as listed in Section 2 Question 1.

I, (Print full name) MIGUEL ARCEO hereby declare that I am the APPLICANT filing this application. I have read the application and the contents and all statements are true, correct and complete

X Miguel Arceo (Controlling Person/Existing Agent)

State of ARIZONA County of COCONINO
The foregoing instrument was acknowledged before me this 24th Day of MAY 2017
Signature of NOTARY PUBLIC

My commission expires on 01-17-2021
Tyler W. Flex
Notary Public
Coconino County, Arizona

Item 8B i

REVENUES	Town of Tusayan	FY2017	FY2018 projected	
1-3110 - Urban Revenue Sharing		183,606.00	185,769.00	State provided numbers
1-3120 - City Sales Tax		4,100,000.00	4,800,000.00	Trend continues
1-3130 - State Sales Tax		53,678.00	55,427.00	State provided numbers
1-3200 - Business Licenses		1,500.00	1,500.00	No change
1-3210 - Permit Fees		50,000.00	100,000.00	Anticipated construction
1-3600 - Miscellaneous Income		150,000.00	50,000.00	Decreased trending
1-3610 - Interest Income		10,000.00	10,000.00	No change
2-3140 - HURF		60,476.00	66,412.00	State provided numbers
TBD - One Time HURF allocation		25,332.00	2,482.00	State provided numbers
2-3150 - Vehicle License Tax	** 1	1,200,000.00	1,200,000.00	See Notes at end of report
3-3650 - Receipts - Water Enterprise Fund		750.00	750.00	No change
3205 - Liquor License	** 2	500,000.00	500,000.00	See Notes at end of report
4-3650 - Receipts - SiloGroup Development	** 3	1,000,000.00	1,000,000.00	See Notes at end of report
5-3650 - Receipts - Grant		37,000.00	38,000.00	Slight increase - collected by county
TBD - Flood Plain Tax		5,266,325.00	5,103,161.00	Projected
Carryover FY17 (Primary & Savings)			2,040,000.00	CD maturity
Available with CD maturity		12,828,667.00	14,961,692.00	
TOTAL REVENUES				

Increase of \$2,353,025

*Option 1
w/ Housing
Increase*

*REV 14,961,692
EXP 12,610,995
(2,350,697)
Added to W/ Housing
CD's w/ Maturity*

EXPENDITURES

11 - Mayor & Council

- 11-4156 - Technology Stipend
- 11-4500 - Mileage/Lodging/Meals
- 11-4510 - Registration Fees
- 11-4280 - Employee & Volunteer Program
- 11-4310 - Public Notices and Advertising
- 11-4380 - Office Supplies
- 11-4390 - Insurance
- 11-4410 - Licenses, Permits, Fees
- 11-4100 - Salaries & Wages
- 11-5150 - Elections
- TBD - Community Action Grants
- TBD - Kalsab Learning Center

	Budgeted FY17	Budgeted FY18	
	5,000.00	5,000.00	No change
	12,000.00	12,000.00	No change
	6,000.00	6,000.00	No change
	2,500.00	2,500.00	No change
	10,000.00	10,000.00	No change
	5,000.00	5,000.00	No change
	40,000.00	36,000.00	Experiential decrease
	17,500.00	17,500.00	No change
	19,200.00	19,200.00	No change
	3,500.00	3,500.00	No change
	50,000.00	50,000.00	No change
		40,000.00	
Total 11 - Mayor & Council	170,700.00	206,700.00	

New to budget
Increase of \$36,000

12 - Manager & Support			
12-4500 - Mileage/Lodging/Meals	10,000.00	10,000.00	No change
12-4510 - Relation Fees	6,000.00	6,000.00	No change
12-4185 - Public Relations & Events	2,500.00	2,500.00	No change
12-4360 - Marketing/Promotional Supplies	100,000.00	125,000.00	C of C effective marketing + Tourism shows
12-4440 - Postage and Delivery	5,000.00	5,000.00	No change
12-4380 - Office Supplies - Other	12,000.00	12,000.00	No change
12-4100 - Salaries & Wages	255,897.00	247,198.00	Personnel transitions; COLA 2.977%; Merit 2%;
12-4120 - Pension Expense	25,064.00	27,796.00	ASRS mandatory rate 11.34% (Reduced .16%)
12-4130 - Employee Benefits	40,119.00	38,000.00	Insurance subsidy (Previous year overestimation)
12-4150 - Payroll Taxes	30,096.00	65,587.00	Fed/AZ/SS/Med (Fed/State adjustments)
12-5010 - Audit	12,000.00	12,000.00	No change
12-5011 - Bookkeeping Services	20,000.00	20,000.00	No change
12-4443 - Part Time Staff	10,000.00	10,000.00	No change
12-5420 - Consulting Services - Misc.	5,000.00	5,000.00	No change
12-5400 - Telephone	5,000.00	5,000.00	No change
12-5410 - Internet/Web	22,000.00	22,000.00	No change
Total 12 - Manager & Support	580,476.00	611,082.00	Increase of \$50,606

13 - Legal Services			
13-4420 - General Counsel	85,000.00	85,000.00	No change
13-4421 - Special Counsel	10,000.00	10,000.00	No change
13-4432 - Litigation Allowance	140,000.00	140,000.00	No change
Total 13 - Legal Services	235,000.00	235,000.00	

No change

14 - Planning & Studies			
Housing Needs Study	4,000.00	-	Completed
Parking Study	10,000.00	-	Completed
Planning & Design for Town Parcel	5,000.00	-	Included with Capital Projects
14-4413 - General Engineering	120,000.00	120,000.00	No change
14-4414 - Revise Zoning Code	-	20,000.00	Currently underway
14-4415 - Contract Planning Services	60,000.00	60,000.00	No change
Total 14 - Planning & Studies	180,000	200,000.00	

Increase of \$20,000

15 - Court & Prosecutor			
15-4421 - Contract Prosecutor/Defender	21,500.00	21,500.00	No Change
Total 15 - Court & Prosecutor	21,500.00	21,500.00	

No Change

16 - Development & Permits			
16-4414 - Advertising	-	2,500.00	No change
16-4415 - Supplies & Printing	2,500.00	2,500.00	No change
16-4412 - Building Permit Services	50,000.00	50,000.00	No change
16-4413 - Plan Review	50,000.00	50,000.00	No change
Fee Analysis	4,500.00	-	Completed
TBD - Flood Plain Administration	37,000.00	37,000.00	No change
Total 16 - Development & Permits	144,000.00	142,000.00	

Reduction of 2,000

17 - Public Safety		517,405.00	Reflects 4% contract increase	
17-4431 - Sheriff		497,505.00	No change	
Public Safety - Special Events		10,000.00	No change	Council discretion
17-4433 - Emergency Services study		40,000.00	No change	Council discretion
17-4435 - Fire District Subsidy		325,000.00	No change	
17-4436 - Animal Control - County Health		7,000.00	No change	
17-4437 - Miscellaneous		3,000.00	No change	
Emergency Management admin	** 4	7,000.00	See Notes at end of report	Increase of \$66,900
Total 17 - Public Safety		842,505.00		
18 - Facilities & Grounds				
18-4400 - Custodial & Supplies		6,000.00	No change	
18-4700 - Maintenance Facilities		10,000.00	No change	
18-5421 - Telephone - Land Line		5,000.00	No change	
18-5423 - Broadband		2,000.00	No change	
18-5425 - Utilities Facilities & Grounds		12,000.00	No change	
18-5426 - Utilities - Housing		6,000.00	No change	
18-5427 - Utilities - Park		6,000.00	No change	
18-6252 - ADOT Ground Rental		33,000.00	No change	
18-7020 - Office Furniture		4,000.00	No change	
18-7030 - Equipment		20,000.00	No change	No change
Total 18 - Facilities & Grounds		104,000.00		
19 - Parks & Recreation				
19-4710 - Maintenance Park		15,000.00	New facility potential	
19-4720 - Maintenance Facilities		30,000.00	No change	
19-4702 - Projects Planning		40,000.00	Included in capital projects	Council discretion
19-7040 - Vehicles/Equipment		10,000.00	Purchase of 4x4 vehicle	
19-7041 - Vehicle/Equipment Operation		10,000.00	No change	Reduction of \$5,000
Total 19 - Parks & Recreation		105,000.00		

20 - Capital Improvement Projects		Reduced infrastructure construction estimates		
20-4416 - Fiber Optic Implementation	2,000,000.00	1,500,000.00		Council discretion
20-4701 - Park Development	500,000.00	5,300,000.00		Council discretion
20-7056 - Town Hall Parking Improvements	30,000.00	30,000.00		Council discretion
20-7058 - Tuasayam Affordable Housing	4,000,000.00	6,000,000.00		Council discretion
20-7061 - Bus Stop Art Program/ Public Art	50,000.00	200,000.00		Council discretion
20-7062 - Trail system and improvements	100,000.00	-		Council discretion
Drainage study/Model update		100,000.00		Increase of \$1,165,000
Long Jim Loop rehabilitation	8,680,000.00	13,145,000.00		
Total 20 - Capital Improvement Projects				

21 - Contingency	221,500.00	150,000.00		Reduced by \$171,500
21-1000 - Contingency	221,500.00	50,000.00		
Total 21 - Contingency				No change
5100 - Bank Service Charges				

2 - Street Fund				
2-4484 - Maintenance - Sidewalk	10,000.00	10,000.00		No change
2-4485 - Maintenance - Landscape	30,000.00	20,000.00		No change
2-4486 - Bus Stop Maintenance	10,000.00	10,000.00		No change
Total 2 - Street Fund	50,000.00	40,000.00		Reduced by \$10,000
3-4650 - Disbursements - Water Enter Fund	1,200,000.00	1,200,000.00		Council discretion
4-4650 - Disbursements - SittoGroup Devel	500,000.00	500,000.00		See Notes at end of report
5-4650 - Disbursements - Grant	1,000,000.00	1,000,000.00		See Notes at end of report
TOTAL EXPENDITURES	12,067,486.00	16,464,687		Increase of \$1,057,201

12,087,488.00	14,981,692.00
<u>12,087,488.00</u>	<u>18,464,687.00</u>
0	(3,482,995.00)

TOTAL REVENUES
 TOTAL EXPENDITURES
 TOTAL +/-

- **1 Water system acquisition was discussed with previous Councils. Not discussed in last 2 years
- **2 Silfo funds have not been received or spent since the USFS application was returned
- **3 Although no grants are anticipated, it must be identified as revenue and expenditure, or cannot be accepted, received, or spent
- **4 County proxying all Emergency Management administration in cooperation with Town
- **5 Possible award of Sports Complex contract
- **6 Pending final acceptance of Housing costs
- **7 Long Jim Loop Rd rehabilitation, in collaboration with Sanitary District

Item 8B ii

REVENUES	FY2017	FY2018 projected	
Town of Tusayan			
1-3110 - Urban Revenue Sharing	183,608.00	185,769.00	State provided numbers
1-3120 - City Sales Tax	4,100,000.00	4,600,000.00	Trend continues
1-3130 - State Sales Tax	53,678.00	55,427.00	State provided numbers
1-3200 - Business Licenses	1,500.00	1,500.00	No change
1-3210 - Permit Fees	50,000.00	100,000.00	Anticipated construction
1-3800 - Miscellaneous Income	150,000.00	50,000.00	Decreased trending
1-3810 - Interest Income	10,000.00	10,000.00	No change
2-3140 - HURF	60,476.00	68,412.00	State provided numbers
TBD - One Time HURF allocation	-	2,482.00	
2-3150 - Vehicle License Tax	25,332.00	28,191.00	State provided numbers
3-3650 - Receipts - Water Enterprise Fund	1,200,000.00	1,200,000.00	See Notes at end of report
3205 - Liquor License	750.00	750.00	No change
4-3650 - Receipts - SilfoGroup Development	500,000.00	500,000.00	See Notes at end of report
5-3650 - Receipts - Grant	1,000,000.00	1,000,000.00	See Notes at end of report
TBD - Flood Plain Tax	37,000.00	38,000.00	Slight increase - collected by county
Carryover FY17 (Primary & Savings)	5,256,325.00	5,103,161.00	Projected
Available with CD maturity		2,040,000.00	CD maturity
TOTAL REVENUES	12,628,667.00	14,981,692.00	

Increase of \$2,353,025

Option 2
No Fields

REV 14,981,692
EXP 12,628,667
= 2,353,025

EXPENDITURES

11 - Mayor & Council

- 11-4156 - Technology Stipend
- 11-4300 - Mileage/Lodging/Meals
- 11-4310 - Registration Fees
- 11-4260 - Employee & Volunteer Program
- 11-4310 - Public Notices and Advertising
- 11-4380 - Office Supplies
- 11-4380 - Insurance
- 11-4410 - Licenses, Permits, Fees
- 11-4100 - Salaries & Wages
- 11-5150 - Elections

	Budgeted FY17	Budgeted FY18	
	5,000.00	5,000.00	No change
	12,000.00	12,000.00	No change
	6,000.00	6,000.00	No change
	2,500.00	2,500.00	No change
	10,000.00	10,000.00	No change
	5,000.00	5,000.00	No change
	40,000.00	36,000.00	Experiential decrease
	17,500.00	17,500.00	No change
	19,200.00	19,200.00	No change
	3,500.00	3,500.00	No change
	50,000.00	50,000.00	No change
		40,000.00	
TBD - Community Action Grants			
TBD - Kalbab Learning Center	170,700.00	206,700.00	
Total 11 - Mayor & Council			

New to budget
Increase of \$36,000

Account	Current	Change	Reason
12 - Manager & Support			
12-4500 - Mileage/Lodging/Meals	10,000.00	No change	
12-4510 - Registration Fees	6,000.00	No change	
12-4165 - Public Relations & Events	2,500.00	No change	
12-4360 - Marketing/Promotional Supplies	100,000.00	C of C effective marketing + Tourism shows	
12-4440 - Postage and Delivery	5,000.00	No change	
12-4360 - Office Supplies - Other	12,000.00	No change	
12-4100 - Salaries & Wages	255,697.00	Personnel transitions; COLA 2.977%; Merit 2%;	
12-4120 - Pension Expense	25,084.00	ASRS mandatory rate 11.34% (Reduced .16%)	
12-4130 - Employee Benefits	40,119.00	Insurance subsidy (Previous year overestimation)	
12-4150 - Payroll Taxes	30,098.00	Fed/AZ/SS/Med (Fed/State adjustments)	
12-5010 - Audit	12,000.00	No change	
12-5011 - Bookkeeping Services	20,000.00	No change	
12-4443 - Part Time Staff	10,000.00	No change	
12-5420 - Consulting Services - Misc.	5,000.00	No change	
12-5400 - Telephone	5,000.00	No change	
12-5410 - Internet/Web	22,000.00	No change	
Total 12 - Manager & Support	560,476.00		Increase of \$50,606

13 - Legal Services			
13-4420 - General Counsel	85,000.00	85,000.00	No change
13-4421 - Special Counsel	10,000.00	10,000.00	No change
13-4432 - Litigation Allowance	140,000.00	140,000.00	No change
Total 13 - Legal Services	235,000.00	235,000.00	No change

14 - Planning & Studies			
Housing Needs Study	4,000.00	-	Completed
Parking Study	10,000.00	-	Completed
Planning & Design for Town Parcel	5,000.00	-	Included with Capital Projects
14-4413 - General Engineering	120,000.00	120,000.00	No change
14-4414 - Revise Zoning Code	20,000.00	20,000.00	Currently underway
14-4415 - Contract Planning Services	60,000.00	60,000.00	No change
Total 14 - Planning & Studies	180,000	200,000.00	Increase of \$20,000

15 - Court & Prosecutor			
15-4421 - Contract Prosecutor/Defender	21,500.00	21,500.00	No Change
Total 15 - Court & Prosecutor	21,500.00	21,500.00	No Change

16 - Development & Permits			
16-4414 - Advertising	2,500.00	2,500.00	No change
16-4415 - Supplies & Printing	50,000.00	50,000.00	No change
16-4412 - Building Permit Services	50,000.00	50,000.00	No change
16-4413 - Plan Review	4,500.00	-	Completed
Fee Analysis	37,000.00	37,000.00	No change
TBD - Flood Plain Administration	144,000.00	142,000.00	Reduction of 2,000
Total 16 - Development & Permits	144,000.00	142,000.00	Reduction of 2,000

17 - Public Safety					
17-4431 - Sheriff	497,505.00	517,405.00	Reflects 4% contract increase		
Public Safety - Special Events	10,000.00	10,000.00	No change		
17-4433 - Emergency Services study	-	40,000.00	Council may desire updated options review		
17-4435 - Fire District Subsidy	326,000.00	325,000.00	No change		
17-4436 - Animal Control - County Health	7,000.00	7,000.00	No change		
17-4437 - Miscellaneous	3,000.00	3,000.00	No change		
Emergency Management admin	-	7,000.00	See Notes at end of report		
Total 17 - Public Safety	842,505.00	909,405.00			Increase of \$66,900

18 - Facilities & Grounds					
18-4490 - Custodial & Supplies	6,000.00	6,000.00	No change		
18-4700 - Maintenance Facilities	10,000.00	10,000.00	No change		
18-5421 - Telephone - Land Line	5,000.00	5,000.00	No change		
18-5423 - Broadband	2,000.00	2,000.00	No change		
18-5425 - Utilities Facilities & Grounds	12,000.00	12,000.00	No change		
18-5426 - Utilities - Housing	6,000.00	6,000.00	No change		
18-5427 - Utilities - Park	8,000.00	8,000.00	No change		
18-6252 - ADOT Ground Rental	33,000.00	33,000.00	No change		
18-7020 - Office Furniture	4,000.00	4,000.00	No change		
18-7030 - Equipment	20,000.00	20,000.00	No change		
Total 18 - Facilities & Grounds	104,000.00	104,000.00			No change

19 - Parks & Recreation					
19-4710 - Maintenance Park	15,000.00	20,000.00	New facility potential		
19-4720 - Maintenance Facilities	30,000.00	30,000.00	No change		
19-4702 - Projects Planning	40,000.00	-	Included in capital projects		
19-7040 - Vehicles/Equipment	10,000.00	40,000.00	Purchase of 4x4 vehicle		
19-7041 - Vehicle/Equipment Operation	10,000.00	10,000.00	No change		
Total 19 - Parks & Recreation	105,000.00	100,000.00			Reduction of \$5,000

20 - Capital Improvement Projects		Reduced infrastructure construction estimates	
20-4416 - Fiber Optic Implementation	2,000,000.00	1,500,000.00	See Notes at end of report
20-4701 - Park Development	500,000.00	30,000.00	See Notes at end of report
20-7056 - Town Hall Parking Improvements	30,000.00	30,000.00	Surfacing rehabilitation
20-7058 - Tuleyan Affordable Housing	4,000,000.00	8,000,000.00	See Notes at end of report
20-7058 - Tuleyan Affordable Housing	-	15,000.00	Renewed interest
20-7061 - Bus Stop Art Program/ Public Art	50,000.00	200,000.00	Project initiated
20-7062 - Trail system and Improvements	100,000.00	-	Completed
Drainage study/Model update	-	100,000.00	See Notes at end of report
Long Jim Loop rehabilitation	-	-	Increase of \$1,165,000
Total 20 - Capital Improvement Projects	6,880,000.00	7,845,000.00	

21 - Contingency	221,500.00	150,000.00	Reduced
21-1000 - Contingency	221,500.00	50,000.00	
Total 21 - Contingency	-	-	No change
5100 - Bank Service Charges	-	-	No change

2 - Street Fund		Reduced by \$10,000	
2-4484 - Maintenance - Sidewalk	10,000.00	10,000.00	No change
2-4485 - Maintenance - Landscaps	30,000.00	20,000.00	No change
2-4486 - Bus Stop Maintenance	10,000.00	10,000.00	No change
2-4486 - Bus Stop Maintenance	50,000.00	40,000.00	
Total 2 - Street Fund	1,200,000.00	1,200,000.00	See Notes at end of report

3-4650 - Disbursements - Water Enter Fund	500,000.00	500,000.00	See Notes at end of report
4-4650 - Disbursements-SilloGroup Davel	1,000,000.00	1,000,000.00	See Notes at end of report
5-4650 - Disbursements - Grant	12,067,455.00	13,160,687	Increase of \$1,093,201
TOTAL EXPENDITURES			

12,067,486.00	<u>14,981,692.00</u>
12,067,486.00	<u>13,180,687.00</u>
0	1,821,005.00

TOTAL REVENUES

TOTAL EXPENDITURES

TOTAL +/-

- ** 1 Water system acquisition was discussed with previous Councils. Not discussed in last 2 years
- ** 2 Stillo funds have not been received or spent since the USFS application was returned
- ** 3 Although no grants are anticipated, it must be identified as revenue and expenditure, or cannot be accepted, received, or spent
- ** 4 County proxying all Emergency Management administration in cooperation with Town
- ** 5 Possible award of Sports Complex contract
- ** 6 Pending final acceptance of Housing costs
- ** 7 Long Jim Loop Rd rehabilitation, in collaboration with Sanitary District

Item 8B iii

REVENUES	Town of Tusayan	FY2017	FY2018 projected	
1-3110 · Urban Revenue Sharing		183,806.00	185,789.00	State provided numbers
1-3120 · City Sales Tax		4,100,000.00	4,600,000.00	Trend continues
1-3130 · State Sales Tax		53,678.00	55,427.00	State provided numbers
1-3200 · Business Licenses		1,500.00	1,500.00	No change
1-3210 · Permit Fees		50,000.00	100,000.00	Anticipated construction
1-3600 · Miscellaneous Income		150,000.00	50,000.00	Decreased trending
1-3610 · Interest Income		10,000.00	10,000.00	No change
1-3610 · HURF		60,478.00	68,412.00	State provided numbers
TBD - One Time HURF allocation		25,332.00	2,482.00	State provided numbers
2-3150 · Vehicle License Tax		1,200,000.00	1,200,000.00	See Notes at end of report
3-3650 · Receipts - Water Enterprise Fund	** 1	750.00	750.00	No change
3205 · Liquor License	** 2	500,000.00	500,000.00	See Notes at end of report
4-3650 · Receipts - SilcoGroup Development	** 3	1,000,000.00	1,000,000.00	See Notes at end of report
5-3650 · Receipts - Grant		37,000.00	38,000.00	Slight increase - collected by county
TBD - Flood Plain Tax		5,258,325.00	5,103,161.00	Projected
Carryover FY17 (Primary & Savings)			2,040,000.00	CD maturity
Available with CD maturity		12,628,667.00	14,981,892.00	
TOTAL REVENUES				

Increase of \$2,353,025

Option 3
All Debt & d
Fields & Housing @ # 441
w

REV +4,981,892
EXP 11,646,400
(= 1,102,995)

EXPENDITURES

11 - Mayor & Council

	Budgeted FY17	Budgeted FY18	
11-4155 - Technology Stipend	5,000.00	5,000.00	No change
11-4500 - Mileage/Lodging/Meals	12,000.00	12,000.00	No change
11-4510 - Registration Fees	6,000.00	6,000.00	No change
11-4280 - Employee & Volunteer Program	2,500.00	2,500.00	No change
11-4310 - Public Notices and Advertising	10,000.00	10,000.00	No change
11-4380 - Office Supplies	5,000.00	5,000.00	No change
11-4390 - Insurance	40,000.00	36,000.00	Experiential decrease
11-4410 - Licenses, Permits, Fees	17,500.00	17,500.00	No change
11-4100 - Salaries & Wages	19,200.00	19,200.00	No change
11-5150 - Elections	3,500.00	3,500.00	No change
TBD - Community Action Grants	50,000.00	50,000.00	No change
TBD - Kaleb Learning Center	40,000.00	40,000.00	New to budget
Total 11 - Mayor & Council	170,700.00	206,700.00	Increase of \$36,000

Account	Current	Change	Reason
12 - Manager & Support			
12-4500 - Mileage/Lodging/Meals	10,000.00	No change	
12-4510 - Registration Fees	6,000.00	No change	
12-4165 - Public Relations & Events	2,500.00	No change	
12-4360 - Marketing/Promotional Supplies	100,000.00	C. of C effective marketing + Tourism shows	
12-4440 - Postage and Delivery	5,000.00	No change	
12-4380 - Office Supplies - Other	12,000.00	No change	
12-4100 - Salaries & Wages	265,687.00	Personnel transitions; COLA 2.977%; Merit 2%;	
12-4120 - Pension Expense	25,084.00	ASRS mandatory rate 11.34% (Reduced .16%)	
12-4130 - Employee Benefits	40,119.00	Insurance subsidy (Previous year overestimation)	
12-4150 - Payroll Taxes	30,086.00	Fed/AZ/SS/Med (Fed/State adjustments)	
12-5010 - Audit	12,000.00	No change	
12-5011 - Bookkeeping Services	20,000.00	No change	
12-4443 - Part Time Staff	10,000.00	No change	
12-5420 - Consulting Services - Misc.	5,000.00	No change	
12-5460 - Telephone	5,000.00	No change	
12-5410 - Internet/Web	22,000.00	No change	
Total 12 - Manager & Support	560,476.00		Increase of \$50,606

<u>13 - Legal Services</u>			
13-4420 - General Counsel	85,000.00	85,000.00	No change
13-4421 - Special Counsel	10,000.00	10,000.00	No change
13-4432 - Litigation Allowance	140,000.00	140,000.00	No change
Total 13 - Legal Services	235,000.00	235,000.00	No change

<u>14 - Planning & Studies</u>			
Housing Needs Study	4,000.00	-	Completed
Parking Study	10,000.00	-	Completed
Planning & Design for Town Parcel	5,000.00	-	Included with Capital Projects
14-4413 - General Engineering	120,000.00	120,000.00	No change
14-4414 - Revise Zoning Code	20,000.00	20,000.00	Currently underway
14-4415 - Contract Planning Services	60,000.00	60,000.00	No change
Total 14 - Planning & Studies	180,000.00	200,000.00	Increase of \$20,000

<u>15 - Court & Prosecutor</u>			
15-4421 - Contract Prosecutor/Defender	21,500.00	21,500.00	No Change
Total 15 - Court & Prosecutor	21,500.00	21,500.00	No Change

<u>16 - Development & Permits</u>			
16-4414 - Advertising	2,500.00	2,500.00	No change
16-4415 - Supplies & Printing	50,000.00	50,000.00	No change
16-4412 - Building Permit Services	50,000.00	50,000.00	No change
16-4413 - Plan Review	4,500.00	-	Completed
Fee Analysis	37,000.00	37,000.00	No change
TBD - Flood Plain Administration	144,000.00	142,000.00	Reduction of 2,000
Total 16 - Development & Permits	144,000.00	142,000.00	Reduction of 2,000

17 - Public Safety					
17-4431 - Sheriff	497,505.00	517,405.00	Reflects 4% contract increase		
Public Safety - Special Events	10,000.00	10,000.00	No change		
17-4433 - Emergency Services study	325,000.00	40,000.00	Council may desire updated options review		
17-4435 - Fire District Subsidy	7,000.00	7,000.00	No change		
17-4436 - Animal Control - County Health	3,000.00	3,000.00	No change		
17-4437 - Miscellaneous	-	7,000.00	See Notes at end of report		
Emergency Management admin	-	-			
Total 17 - Public Safety	842,505.00	908,405.00			Increase of \$66,900

18 - Facilities & Grounds					
18-4490 - Custodial & Supplies	6,000.00	6,000.00	No change		
18-4700 - Maintenance Facilities	10,000.00	10,000.00	No change		
18-5421 - Telephone - Land Line	5,000.00	5,000.00	No change		
18-5423 - Broadband	2,000.00	2,000.00	No change		
18-5425 - Utilities Facilities & Grounds	12,000.00	12,000.00	No change		
18-5426 - Utilities - Housing	6,000.00	6,000.00	No change		
18-5427 - Utilities - Park	6,000.00	6,000.00	No change		
18-6252 - ADOT Ground Rental	33,000.00	33,000.00	No change		
18-7020 - Office Furniture	4,000.00	4,000.00	No change		
18-7030 - Equipment	20,000.00	20,000.00	No change		
Total 18 - Facilities & Grounds	104,000.00	104,000.00			No change

19 - Parks & Recreation					
19-4710 - Maintenance Park	15,000.00	20,000.00	New facility potential		
19-4720 - Maintenance Facilities	30,000.00	30,000.00	No change		
19-4702 - Projects Planning	40,000.00	-	Included in capital projects		
19-7040 - Vehicles/Equipment	10,000.00	40,000.00	Purchase of 4x4 vehicle		
19-7041 - Vehicle/Equipment Operation	10,000.00	10,000.00	No change		
Total 19 - Parks & Recreation	105,000.00	100,000.00			Reduction of \$5,000

20 - Capital Improvement Projects									
20-4416 - Fiber Optic Implementation	2,000,000.00	1,500,000.00	Reduced infrastructure construction estimates						
20-4701 - Park Development	500,000.00	5,300,000.00	See Notes at end of report						
20-7056 - Town Hall Parking Improvements	30,000.00	30,000.00	Surfacing rehabilitation						
20-7058 - Tusseyen Affordable Housing	4,000,000.00	4,000,000.00	See Notes at end of report						
20-7058 - Tusseyen Affordable Housing		15,000.00	Renewed interest						
20-7061 - Bus Stop Art Program/ Public Art	50,000.00	200,000.00	Project initiated						
20-7082 - Trail system and improvements	100,000.00	-	Completed						
Drainage study/Model update		100,000.00	See Notes at end of report						
Long Jim Loop rehabilitation									Increase of \$4,465,000
Total 20 - Capital Improvement Projects	6,880,000.00	11,145,000.00							

21 - Contingency									
21-1050 - Contingency	221,500.00	150,000.00	Reduced						Reduced by \$171,500
Total 21 - Contingency	221,500.00	50,000.00							No change

5100 - Bank Service Charges									
2 - Street Fund									
2-4484 - Maintenance - Sidewalk	10,000.00	10,000.00	No change						
2-4485 - Maintenance - Landscapes	30,000.00	20,000.00	No change						
2-4486 - Bus Stop Maintenance	10,000.00	10,000.00	No change						Reduced by \$10,000
Total 2 - Street Fund	50,000.00	40,000.00							See Notes at end of report

3-4050 - Disbursements - Water Enter Fund									
3-4050 - Disbursements - Water Enter Fund	1,200,000.00	1,200,000.00							See Notes at end of report
4-4050 - Disbursements - Sillo/Group Devel									
4-4050 - Disbursements - Sillo/Group Devel	500,000.00	500,000.00							See Notes at end of report
5-4050 - Disbursements - Grant									
5-4050 - Disbursements - Grant	1,000,000.00	1,000,000.00							See Notes at end of report
TOTAL EXPENDITURES	12,067,486.00	16,464,887.00							Increase of \$4,397,201

12,067,466.00	14,981,692.00
12,067,466.00	16,464,967.00
0	(1,482,995.00)

TOTAL REVENUES
TOTAL EXPENDITURES
TOTAL +/-

- ** 1 Water system acquisition was discussed with previous Councils. Not discussed in last 2 years
- ** 2 Stillo funds have not been received or spent since the USFS application was returned
- ** 3 Although no grants are anticipated, it must be identified as revenue and expenditure, or cannot be accepted, received, or spent
- **4 County proxying all Emergency Management administration in cooperation with Town
- **5 Possible award of Sports Complex contract
- **6 Pending final acceptance of Housing costs
- **7 Long Jim Loop Rd rehabilitation, in collaboration with Sanitary District

Item 8B iv

VENUES	Town of Tusayan	FY2017	FY2018 projected	
1110 - Urban Revenue Sharing		183,606.00	185,789.00	State provided numbers
1120 - City Sales Tax		4,100,000.00	4,600,000.00	Trend continues
1130 - State Sales Tax		53,678.00	55,427.00	State provided numbers
1200 - Business Licenses		1,500.00	1,500.00	No change
3210 - Permit Fees		50,000.00	100,000.00	Anticipated construction
3600 - Miscellaneous Income		150,000.00	50,000.00	Decreased trending
3610 - Interest Income		10,000.00	10,000.00	No change
3140 - HURF		60,476.00	66,412.00	State provided numbers
3D - One Time HURF allocation		25,332.00	2,482.00	
3150 - Vehicle License Tax		25,332.00	28,191.00	State provided numbers
3660 - Receipts - Water Enterprise Fund	**1	1,200,000.00	-	
205 - Liquor License		750.00	750.00	No change
-3650 - Receipts-SilicoGroup Development	**2	500,000.00	500,000.00	See Notes at end of report
-3650 - Receipts - Grant	**3	1,000,000.00	1,000,000.00	See Notes at end of report
BD - Flood Plain Tax		37,000.00	38,000.00	Slight increase - collected by county
Carryover FY17 (Primary & Savings)		5,258,325.00	5,103,161.00	Projected
Available with CD maturity		2,040,000.00	2,040,000.00	CD maturity
TOTAL REVENUES		12,628,667.00	13,781,682.00	

Increase of \$1,153,025

REV - 12,781,682
 EXP - 11,628,657
 [1,153,025]

Option 4
 No Subsidies

Budgeted FY17 Budgeted FY18

	Budgeted FY17	Budgeted FY18	
PENDITURES			
• Mayor & Council			
11-4155 • Technology Stipend	5,000.00	5,000.00	No change
11-4500 • Mileage/Lodging/Meals	12,000.00	12,000.00	No change
11-4510 • Registration Fees	6,000.00	6,000.00	No change
11-4260 • Employee & Volunteer Program	2,500.00	2,500.00	No change
11-4310 • Public Notices and Advertising	10,000.00	10,000.00	No change
11-4380 • Office Supplies	5,000.00	5,000.00	No change
11-4390 • Insurance	40,000.00	38,000.00	Experimental decrease
11-4410 • Licenses, Permits, Fees	17,500.00	17,500.00	No change
11-4100 • Salaries & Wages	19,200.00	19,200.00	No change
11-5150 • Elections	3,500.00	3,500.00	No change
TBD • Community Action Grants	50,000.00	40,000.00	
TBD • Kubie Learning Center			
Total 11 • Mayor & Council	170,700.00	116,700.00	
			New to budget
			Decrease of \$54,000

<u>- Manager & Support</u>			
12-4500 · Mileage/Lodging/Meals	10,000.00	10,000.00	No change
12-4510 · Registration Fees	6,000.00	6,000.00	No change
12-4165 · Public Relations & Events	2,500.00	2,500.00	No change
12-4360 · Marketing/Promotional Supplies	100,000.00	-	C of C effective marketing + Tourism shows
12-4440 · Postage and Delivery	5,000.00	5,000.00	No change
12-4380 · Office Supplies - Other	12,000.00	12,000.00	No change
12-4100 · Salaries & Wages	255,697.00	247,199.00	Personnel transitions; COLA 2.977%; Merit 2%;
12-4120 · Pension Expense	25,064.00	27,798.00	ASRS mandatory rate 11.34% (Reduced .16%)
12-4130 · Employee Benefits	40,116.00	38,000.00	Insurance subsidy (Previous year overestimation)
12-4150 · Payroll Taxes	30,086.00	65,587.00	Fed/AZ/SS/Med (Fed/State adjustments)
12-5010 · Audit	12,000.00	12,000.00	No change
12-5011 · Bookkeeping Services	20,000.00	20,000.00	No change
12-4443 · Part Time Staff	10,000.00	10,000.00	No change
12-5420 · Consulting Services - Misc.	5,000.00	5,000.00	No change
12-5400 · Telephone	5,000.00	5,000.00	No change
12-5410 · Internet/Web	22,000.00	22,000.00	No change
Total 12 - Manager & Support	580,476.00	486,082.00	Decrease of \$74,395

3 · Legal Services			
13-4420 · General Counsel	85,000.00	85,000.00	No change
13-4421 · Special Counsel	10,000.00	10,000.00	No change
13-4432 · Litigation Allowance	140,000.00	140,000.00	No change
Total 13 · Legal Services	235,000.00	235,000.00	

No change

14 · Planning & Studies			
Housing Needs Study	4,000.00	-	Completed
Parking Study	10,000.00	-	Completed
Planning & Design for Town Parcel	5,000.00	-	Included with Capital Projects
14-4413 · General Engineering	120,000.00	120,000.00	No change
14-4414 · Revise Zoning Code	-	20,000.00	Currently underway
14-4415 · Contract Planning Services	60,000.00	60,000.00	No change
Total 14 · Planning & Studies	180,000	200,000.00	

Increase of \$20,000

15 · Court & Prosecutor			
15-4421 · Contract Prosecutor/Defender	21,500.00	21,500.00	No Change
Total 15 · Court & Prosecutor	21,500.00	21,500.00	

No Change

16 · Development & Permits			
16-4414 · Advertising	-	2,500.00	No change
16-4415 · Supplies & Printing	2,500.00	2,500.00	No change
16-4412 · Building Permit Services	50,000.00	50,000.00	No change
16-4413 · Plan Review	50,000.00	50,000.00	Completed
Fee Analysis	4,500.00	-	No change
TBD - Flood Plain Administration	37,000.00	37,000.00	No change
Total 16 · Development & Permits	144,000.00	142,000.00	

Reduction of 2,000

17 - Public Safety				
17-4431 - Sheriff	487,505.00	517,405.00	Reflects 4% contract increase	
Public Safety - Special Events	10,000.00	10,000.00	No change	
17-4433 - Emergency Services study	-	40,000.00	Council may desire updated options review	
17-4435 - Fire District Subsidy	325,000.00	-		
17-4436 - Animal Control - County Health	7,000.00	7,000.00	No change	
17-4437 - Miscellaneous	3,000.00	3,000.00	No change	
Emergency Management admin	-	7,000.00	See Notes at end of report	
Total 17 - Public Safety	842,505.00	594,405.00		Decrease of \$258,100

18 - Facilities & Grounds				
18-4490 - Custodial & Supplies	6,000.00	6,000.00	No change	
18-4700 - Maintenance Facilities	10,000.00	10,000.00	No change	
18-5421 - Telephone - Land Line	5,000.00	5,000.00	No change	
18-5423 - Broadband	2,000.00	2,000.00	No change	
18-5425 - Utilities Facilities & Grounds	12,000.00	12,000.00	No change	
18-5426 - Utilities - Housing	6,000.00	6,000.00	No change	
18-5427 - Utilities - Park	6,000.00	6,000.00	No change	
18-8252 - ADOT Ground Rental	33,000.00	33,000.00	No change	
18-7020 - Office Furniture	4,000.00	4,000.00	No change	
18-7030 - Equipment	20,000.00	20,000.00	No change	
Total 18 - Facilities & Grounds	104,000.00	104,000.00		No change

19 - Parks & Recreation				
19-4710 - Maintenance Park	15,000.00	20,000.00	New facility potential	
19-4720 - Maintenance Facilities	30,000.00	30,000.00	No change	
19-4702 - Projects Planning	40,000.00	-	Included in capital projects	
19-7040 - Vehicles/Equipment	10,000.00	40,000.00	Purchase of 4x4 vehicle	
19-7041 - Vehicle/Equipment Operation	10,000.00	10,000.00	No change	
Total 19 - Parks & Recreation	105,000.00	100,000.00		Reduction of \$5,000

0 - Capital Improvement Projects		2,000,000.00	
20-4416 - Fiber Optic Implementation	** 5	500,000.00	
20-4701 - Park Development		30,000.00	Surfacing rehabilitation
20-7056 - Town Hall Parking Improvements	** 6	4,000,000.00	See Notes at end of report
20-7058 - Tusayan Affordable Housing		15,000.00	Renewed Interest
20-7061 - Bus Stop Art Program/ Public Ar		200,000.00	Project Initiated
20-7062 - Trail system and Improvements		100,000.00	Completed
Drainage study/Model update	** 7		
Long Jfm Loop rehabilitation		6,680,000.00	4,245,000.00
Total 0 - Capital Improvement Projects			Decrease of \$2,335,000

21 - Contingency		221,500.00	150,000.00	Reduced
21-1000 - Contingency		221,500.00	50,000.00	
Total 21 - Contingency				Reduced by \$171,500
5100 - Bank Service Charges				No change

2 - Street Fund				
2-4484 - Maintenance - Sidewalk		10,000.00	10,000.00	No change
2-4485 - Maintenance - Landscaps		30,000.00	20,000.00	No change
2-4486 - Bus Stop Maintenance		10,000.00	10,000.00	No change
Total 2 - Street Fund		50,000.00	40,000.00	Reduced by \$10,000

3-4000 - Disbursements-Water Enter Fund	**	1,200,000.00		See Notes at end of report
4-4650 - Disbursements-SitioGroup Devel	**	500,000.00	500,000.00	See Notes at end of report
6-4650 - Disbursements - Grant	**	1,000,000.00	1,000,000.00	Increase of \$1,057,201
TOTAL EXPENDITURES		12,067,489.00	13,124,687	

	12,087,486.00	13,781,692.00
TOTAL REVENUES	<u>12,087,486.00</u>	<u>13,781,692.00</u>
TOTAL EXPENDITURES	0	5,957,005.00

TOTAL +/-

- *1 No Water system acquisition
- *2 Sullco funds have not been received or spent since the USFS application was returned
- *3 Although no grants are anticipated, it must be identified as revenue and expenditure, or cannot be accepted, received, or spent
- *4 County proxying all Emergency Management administration in cooperation with Town
- *5 NO Sports Complex contract
- *6 Housing costs as originally estimated
- *7 NO Long Jim Loop Rd rehabilitation

Item 8C

RESOLUTION NO. 2017-06

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF
TUSAYAN, COCONINO COUNTY, ARIZONA, APPROVING A UNITED
STATES FOREST SERVICE APPLICATION TO CONDUCT ROAD
MAINTENANCE**

WHEREAS, the Town of Tusayan owns a twenty-acre parcel (the "Town Housing Parcel") located in property generally known as Ten~~X~~ within the jurisdiction of the Town of Tusayan.

WHEREAS, the Town of Tusayan plans to develop the Town Housing Parcel to create housing to serve a critical need for housing for Town citizens.

WHEREAS, access to the Town Housing Parcel requires that portions of United States Forest Service Road 302 ("USFS Road") be maintained and the Town of Tusayan desires to undertake such maintenance, and to accomplish such maintenance the Town of Tusayan must submit the form of United States Forest Service Application (the "USFS Application") attached hereto as Exhibit A.

NOW THEREFORE, BE IT IS RESOLVED, that the Town Council hereby approves the USFS Application, authorizes the Mayor to sign such application and authorizes the Mayor and Town staff to undertake such other actions and submit such other documents to initiate the maintenance of the USFS Road.

PASSED AND ADOPTED BY the Mayor and Council of the Town of Tusayan, Arizona this 12th day of July, 2017.

Craig Sanderson, Mayor

ATTEST:

Eric Duthie, Town Manager

APPROVED AS TO FORM:

William Sims, Town Attorney

TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park



Heather Provencio
Forest Service Supervisor
United States Forest Service
Kaibab National Forest, Williams and Tusayan Ranger Districts
742 S. Clover Road
Williams, AZ 86046

Re: Town of Tusayan Application for Road Maintenance Agreement

Dear Ms. Provencio:

The Town of Tusayan submits the enclosed Standard Form 299, Application for Transportation and Utility Systems and Facilities on Federal Lands, to request a road maintenance agreement to conduct routine maintenance on Forest Service Road 302. In addition to the completed application, enclosed you will find a map showing the road and the inholding property held by the Town, a copy of the Town's balance sheet as of June 30, 2017, and a Resolution adopted by the Town approving the filing of this application. Please do not hesitate to let me know if there is any additional information I can provide.

Sincerely,


Eric Duthie

Cc: Dierdre McLaughlin

**APPLICATION FOR TRANSPORTATION AND
 UTILITY SYSTEMS AND FACILITIES
 ON FEDERAL LANDS**

FORM APPROVED
 OMB NO. 0596-0082

FOR AGENCY USE ONLY

NOTE: Before completing and filing the application, the applicant should completely review this package and schedule a preapplication meeting with representatives of the agency responsible for processing the application. Each agency may have specific and unique requirements to be met in preparing and processing the application. Many times, with the help of the agency representative, the application can be completed at the preapplication meeting.

Application Number

Date Filed

1. Name and address of applicant (include zip code)

Town of Tusayan
 Attn: Eric Duthie, Town Manager
 PO Box 709
 845 Mustang Drive
 Tusayan, AZ 86023

2. Name, title, and address of authorized agent if different from item 1 (include zip code)

3. Telephone (area code)

Applicant

Authorized Agent

4. As applicant are you? (check one)

- a. Individual
- b. Corporation*
- c. Partnership/Association*
- d. State Government/State Agency
- e. Local Government
- f. Federal Agency

* If checked, complete supplemental page

5. Specify what application is for: (check one)

- a. New authorization
- b. Renewing existing authorization No.
- c. Amend existing authorization No.
- d. Assign existing authorization No.
- e. Existing use for which no authorization has been received *
- f. Other*

* If checked, provide details under item 7

6. If an individual, or partnership are you a citizen(s) of the United States? Yes No

7. Project description (describe in detail): (a) Type of system or facility, (e.g., canal, pipeline, road); (b) related structures and facilities; (c) physical specifications (Length, width, grading, etc.); (d) term of years needed; (e) time of year of use or operation; (f) Volume or amount of product to be transported; (g) duration and timing of construction; and (h) temporary work areas needed for construction (Attach additional sheets, if additional space is needed.)

The Town of Tusayan requests permission to conduct routine maintenance of Forest Service Road 302. The Town owns an inholding property within the Kaibab National Forest in which the only access for ingress and egress for the property is FS 302. The Town would like to assist the Forest Service in maintaining the road to ensure that it is accessible to the Town and general public year-round. The Town is not requesting in this application a deeded easement to the roadway, but for a maintenance agreement allowing the Town to conduct routine maintenance for the roadway. Routine maintenance would include grading to take out potholes, clearing water bars and ditches, and plowing the roadway in the winter to maintain the roadway's current maintenance Level 3.

8. Attach a map covering area and show location of project proposal

9. State or Local government approval: Attached Applied for Not Required

10. Nonreturnable application fee: Attached Not required

11. Does project cross international boundary or affect international waterways? Yes No (if "yes," indicate on map)

12. Give statement of your technical and financial capability to construct, operate, maintain, and terminate system for which authorization is being requested.

The Town has the financial resources to maintain the current maintenance level of the roadway indefinitely into the future, as well as the ability to conduct the maintenance operations itself, or with the assistance of publicly procured contractors if necessary. As the Town has no infrastructure, it could devote as much of its resources as necessary to assist with road maintenance. To demonstrate the Town's ability to undertake the roadway maintenance, the Town is attaching a copy of its balance sheet as of June 30, 2017 showing the Town's surplus of \$11.9 million. The Town adds about \$2 million to this surplus amount annually.

13a. Describe other reasonable alternative routes and modes considered.

The Town's property is surrounded by the Kaibab National Forest and there are no alternative access roads to reach the property.

b. Why were these alternatives not selected?

An alternative was not selected because FS 302 provides the only access to the Town's property.

c. Give explanation as to why it is necessary to cross Federal Lands.

It is necessary to cross Federal Lands because the property is surrounded by the Kaibab National Forest.

14. List authorizations and pending applications filed for similar projects which may provide information to the authorizing agency. (Specify number, date, code, or name)

The Town has no pending application or authorization for the routine maintenance of FS 302.

15. Provide statement of need for project, including the economic feasibility and items such as: (a) cost of proposal (construction, operation, and maintenance); (b) estimated cost of next best alternative; and (c) expected public benefits.

The Town's ability to assist the Forest Service by providing routine maintenance to FS 302 is critical to the Town's ability to use the Town's property. The Town does not have a current cost of providing routine maintenance for the roadway, but the Town has ample financial resources to undertake and continue its routine maintenance indefinitely. The Town's ability to conduct the routine maintenance on FS 302 will have a great public benefit because the Town will be able to assist the Forest Service in maintaining the roadway's Maintenance at Level 3 year-round. For instance, the Forest Service does not regularly plow the road, but the Town would be able to assist the Forest Service by providing regular plowing service to the roadway, allowing any member of the public to use the roadway.

16. Describe probable effects on the population in the area, including the social and economic aspects, and the rural lifestyles.

The Town's project of road maintenance will fulfill the urgent public need to provide access to housing in the Tusayan area for all of the Town and National Park employees who provide invaluable service to the millions of visitors to the Grand Canyon National Park each year. The roadway maintenance will not impact the rural lifestyle in the area as the roadway is already a pre-disturbed area of land for which the Forest Service is already responsible for the maintenance. The Town's application simply requests the Forest Service allow the Town to assist it with its maintenance responsibilities.

17. Describe likely environmental effects that the proposed project will have on: (a) air quality; (b) visual impact; (c) surface and ground water quality and quantity; (d) the control or structural change on any stream or other body of water; (e) existing noise levels; and (f) the surface of the land, including vegetation, permafrost, soil, and soil stability.

The project will not have any additional impact upon the factors listed above as the roadway is a preexisting, pre-disturbed forest land and for which the Forest Service is responsible for maintaining at a Level 3. The Town only requests the Forest Service allow the Town to assist in and conduct routine maintenance of the roadway to ensure the maintenance level of the roadway is maintained all year.

18. Describe the probable effects that the proposed project will have on (a) populations of fish, plantlife, wildlife, and marine life, including threatened and endangered species; and (b) marine mammals, including hunting, capturing, collecting, or killing these animals.

The Town's road maintenance project is not intended to have any additional effect on populations of plantlife and wildlife as the proposal is only to maintain the current level of maintenance on the existing, Level 3 roadway. The project will have no impact on populations of fish and marine life as the roadway does not cross or border any streams, rivers, or lakes. The maintenance of the roadway will also not lead to or increase the hunting, capturing, collecting or killing marine animals as the request is only to allow the Town to conduct the routine maintenance that would otherwise be conducted by the Forest Service.

19. State whether any hazardous material, as defined in this paragraph, will be used, produced, transported or stored on or within the right-of-way or any of the right-of-way facilities, or used in the construction, operation, maintenance or termination of the right-of-way or any of its facilities. "Hazardous material" means any substance, pollutant or contaminant that is listed as hazardous under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. 9601 et seq., and its regulations. The definition of hazardous substances under CERCLA includes any "hazardous waste" as defined in the Resource Conservation and Recovery Act of 1976 (RCRA), as amended, 42 U.S.C. 6901 et seq., and its regulations. The term hazardous materials also includes any nuclear or byproduct material as defined by the Atomic Energy Act of 1954, as amended, 42 U.S.C. 2011 et seq. The term does not include petroleum, including crude oil or any fraction thereof that is not otherwise specifically listed or designated as a hazardous substance under CERCLA Section 101(14), 42 U.S.C. 9601(14), nor does the term include natural gas.

The Town does not anticipate the use of any hazardous material in the maintenance of the roadway.

20. Name all the Department(s)/Agency(ies) where this application is being filed.

This application is only being filed with the United States Forest Service Department.

I HEREBY CERTIFY, That I am of legal age and authorized to do business in the State and that I have personally examined the information contained in the application and believe that the information submitted is correct to the best of my knowledge.

Signature of Applicant

Date

Title 18, U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

GENERAL INFORMATION
ALASKA NATIONAL INTEREST LANDS

This application will be used when applying for a right-of-way, permit, license, lease, or certificate for the use of Federal lands which lie within conservation system units and National Recreation or Conservation Areas as defined in the Alaska National Interest Lands Conservation Act. Conservation system units include the National Park System, National Wildlife Refuge System, National Wild and Scenic Rivers System, National Trails System, National Wilderness Preservation System, and National Forest Monuments.

Transportation and utility systems and facility uses for which the application may be used are:

1. Canals, ditches, flumes, laterals, pipes, pipelines, tunnels, and other systems for the transportation of water.
2. Pipelines and other systems for the transportation of liquids other than water, including oil, natural gas, synthetic liquid and gaseous fuels, and any refined product produced therefrom.
3. Pipelines, slurry and emulsion systems, and conveyor belts for transportation of solid materials.
4. Systems for the transmission and distribution of electric energy.
5. Systems for transmission or reception of radio, television, telephone, telegraph, and other electronic signals, and other means of communications.
6. Improved right-of-way for snow machines, air cushion vehicles, and all-terrain vehicles.
7. Roads, highways, railroads, tunnels, tramways, airports, landing strips, docks, and other systems of general transportation.

This application must be filed simultaneously with each Federal department or agency requiring authorization to establish and operate your proposal.

In Alaska, the following agencies will help the applicant file an application and identify the other agencies the applicant should contact and possibly file with:

Department of Agriculture
Regional Forester, Forest Service (USFS)
Federal Office Building,
P.O. Box 21628
Juneau, Alaska 99802-1628
Telephone: (907) 586-7847 (or a local Forest Service Office)

Department of the Interior
Bureau of Indian Affairs (BIA)
Juneau Area Office
Federal Building Annex
9109 Mendenhall Mall Road, Suite 5
Juneau, Alaska 99802
Telephone: (907) 586-7177

Department of the Interior
Bureau of Land Management
222 West 7th Avenue
P.O. Box 13
Anchorage, Alaska 99513-7599
Telephone: (907) 271-5477 (or a local BLM Office)

U.S. Fish & Wildlife Service (FWS) National Park Service (NPA)
Office of the Regional Director Alaska Regional Office,
1011 East Tudor Road 2225 Gambell St., Rm. 107
Anchorage, Alaska 99503 Anchorage, Alaska 99502-2892
Telephone: (907) 786-3440 Telephone: (907) 786-3440

Note - Filings with any Interior agency may be filed with any office noted above or with the Office of the Secretary of the Interior, Regional Environmental Office, P.O. Box 120, 1675 C Street, Anchorage, Alaska 9513.

Department of Transportation Federal Aviation Administration
Alaska Region AAL-4, 222 West 7th Ave., Box 14 Anchorage, Alaska
99513-7587
Telephone: (907) 271-5285

NOTE - The Department of Transportation has established the above central filing point for agencies within that Department. Affected agencies are: Federal Aviation Administration (FAA), Coast Guard (USCG), Federal Highway Administration (FHWA), Federal Railroad Administration (FRA).

OTHER THAN ALASKA NATIONAL INTEREST LANDS

Use of this form is not limited to National Interest Conservation Lands of Alaska.

Individual department/agencies may authorize the use of this form by applicants for transportation and utility systems and facilities on other Federal lands outside those areas described above.

For proposals located outside of Alaska, applications will be filed at the local agency office or at a location specified by the responsible Federal agency.

SPECIFIC INSTRUCTIONS

(Items not listed are self-explanatory)

- 7 Attach preliminary site and facility construction plans. The responsible agency will provide instructions whenever specific plans are required.
 - 8 Generally, the map must show the section(s), township(s), and range(s) within which the project is to be located. Show the proposed location of the project on the map as accurately as possible. Some agencies require detailed survey maps. The responsible agency will provide additional instructions.
9, 10, and 12 The responsible agency will provide additional instructions.
 - 13 Providing information on alternate routes and modes in as much detail as possible, discussing why certain routes or modes were rejected and why it is necessary to cross Federal lands will assist the agency(ies) in processing your application and reaching a final decision. Include only reasonable alternate routes and modes as related to current technology and economics.
 - 14 The responsible agency will provide instructions.
 - 15 Generally, a simple statement of the purpose of the proposal will be sufficient. However, major proposals located in critical or sensitive areas may require a full analysis with additional specific information. The responsible agency will provide additional instructions.
 - 16 through 19 Providing this information is as much detail as possible will assist the Federal agency(ies) in processing the application and reaching a decision. When completing these items, you should use a sound judgment in furnishing relevant information. For example, if the project is not near a stream or other body of water, do not address this subject. The responsible agency will provide additional instructions.
- Application must be signed by the applicant or applicant's authorized representative.

EFFECT OF NOT PROVIDING INFORMATION: Disclosure of the information is voluntary. If all the information is not provided, the application may be rejected.

DATA COLLECTION STATEMENT

The Federal agencies collect this information from applicants requesting right-of-way, permit, license, lease, or certification for the use of Federal lands. The Federal agencies use this information to evaluate the applicant's proposal. The public is obligated to submit this form if they wish to obtain permission to use Federal lands.

SUPPLEMENTAL

NOTE: The responsible agency(ies) will provide instructions

APPROPRIATE BLOCK

I - PRIVATE CORPORATIONS	ATTACHE	FILED*
a. Articles of Incorporation	<input type="checkbox"/>	<input type="checkbox"/>
b. Corporation Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
c. A certification from the State showing the corporation is in good standing and is entitled to operate within the State	<input type="checkbox"/>	<input type="checkbox"/>
d. Copy of resolution authorizing filing	<input type="checkbox"/>	<input type="checkbox"/>
The name and address of each shareholder owning 3 percent or more of the shares, together with the number and percentage of any class of voting shares of the entity which such shareholder is authorized to vote and the name and address of each affiliate of the entity together with, in the case of an affiliate controlled by the entity, the number of shares and the percentage of any class of voting stock of that affiliate owned, directly or indirectly, by that entity, and in the case of an affiliate which controls that entity, the number of shares and the percentage of any class of voting stock of that entity owned, directly or indirectly, by the affiliate.	<input type="checkbox"/>	<input type="checkbox"/>
If application is for an oil or gas pipeline, describe any related right-of-way or temporary use permit applications, and identify previous applications.	<input type="checkbox"/>	<input type="checkbox"/>
g. If application is for an oil and gas pipeline, identify all Federal lands by agency impacted by proposal.	<input type="checkbox"/>	<input type="checkbox"/>
II - PUBLIC CORPORATIONS		
a. Copy of law forming corporation	<input type="checkbox"/>	<input type="checkbox"/>
b. Proof of organization	<input type="checkbox"/>	<input type="checkbox"/>
c. Copy of Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
d. Copy of resolution authorizing filing	<input type="checkbox"/>	<input type="checkbox"/>
e. If application is for an oil or gas pipeline, provide information required by item "I-f" and "I-g" above.	<input type="checkbox"/>	<input type="checkbox"/>
III - PARTNERSHIP OR OTHER UNINCORPORATED ENTITY		
a. Articles of association, if any	<input type="checkbox"/>	<input type="checkbox"/>
b. If one partner is authorized to sign, resolution authorizing action is	<input type="checkbox"/>	<input type="checkbox"/>
c. Name and address of each participant, partner, association, or other	<input type="checkbox"/>	<input type="checkbox"/>
d. If application is for an oil or gas pipeline, provide information required by item "I-f" and "I-g" above.	<input type="checkbox"/>	<input type="checkbox"/>

* If the required information is already filed with the agency processing this application and is current, check block entitled "Filed." Provide the file identification information (e.g., number, date, code, name). If not on file or current, attach the requested information.

NOTICES

Note: This applies to the Department of Agriculture/Forest Service (FS)

This information is needed by the Forest Service to evaluate the requests to use National Forest System lands and manage those lands to protect natural resources, administer the use, and ensure public health and safety. This information is required to obtain or retain a benefit. The authority for that requirement is provided by the Organic Act of 1897 and the Federal Land Policy and Management Act of 1976, which authorize the secretary of Agriculture to promulgate rules and regulations for authorizing and managing National Forest System lands. These statutes, along with the Term Permit Act, National Forest Ski Area Permit Act, Granger-Thye Act, Mineral Leasing Act, Alaska Term Permit Act, Act of September 3, 1954, Wilderness Act, National Forest Roads and Trails Act, Act of November 16, 1973, Archeological Resources Protection Act, and Alaska National Interest Lands Conservation Act, authorize the Secretary of Agriculture to issue authorizations or the use and occupancy of National Forest System lands. The Secretary of Agriculture's regulations at 36 CFR Part 251, Subpart B, establish procedures for issuing those authorizations.

BURDEN AND NONDISCRIMINATION STATEMENTS

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

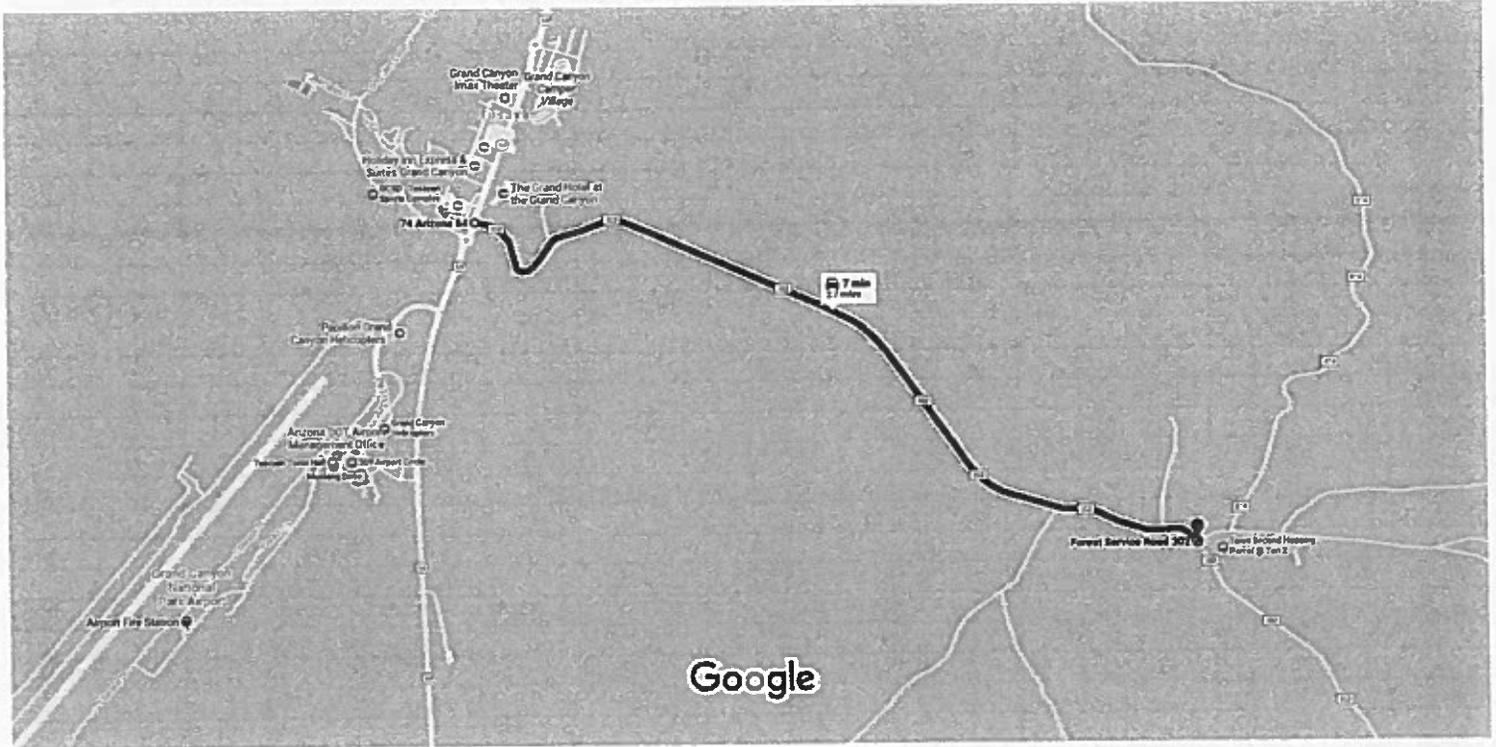
The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

Google Maps

74 AZ-64, Grand Canyon Village, AZ 86023 to Forest Service Rd 302, Grand Canyon Village, AZ 86023

Drive 2.7 miles, 7 min

Overview of FS 302 to Tusayan Housing Parcel @ Ten X



Map data ©2017 Google United States 1000 ft



via Forest Service Rd 302

Fastest route

7 min

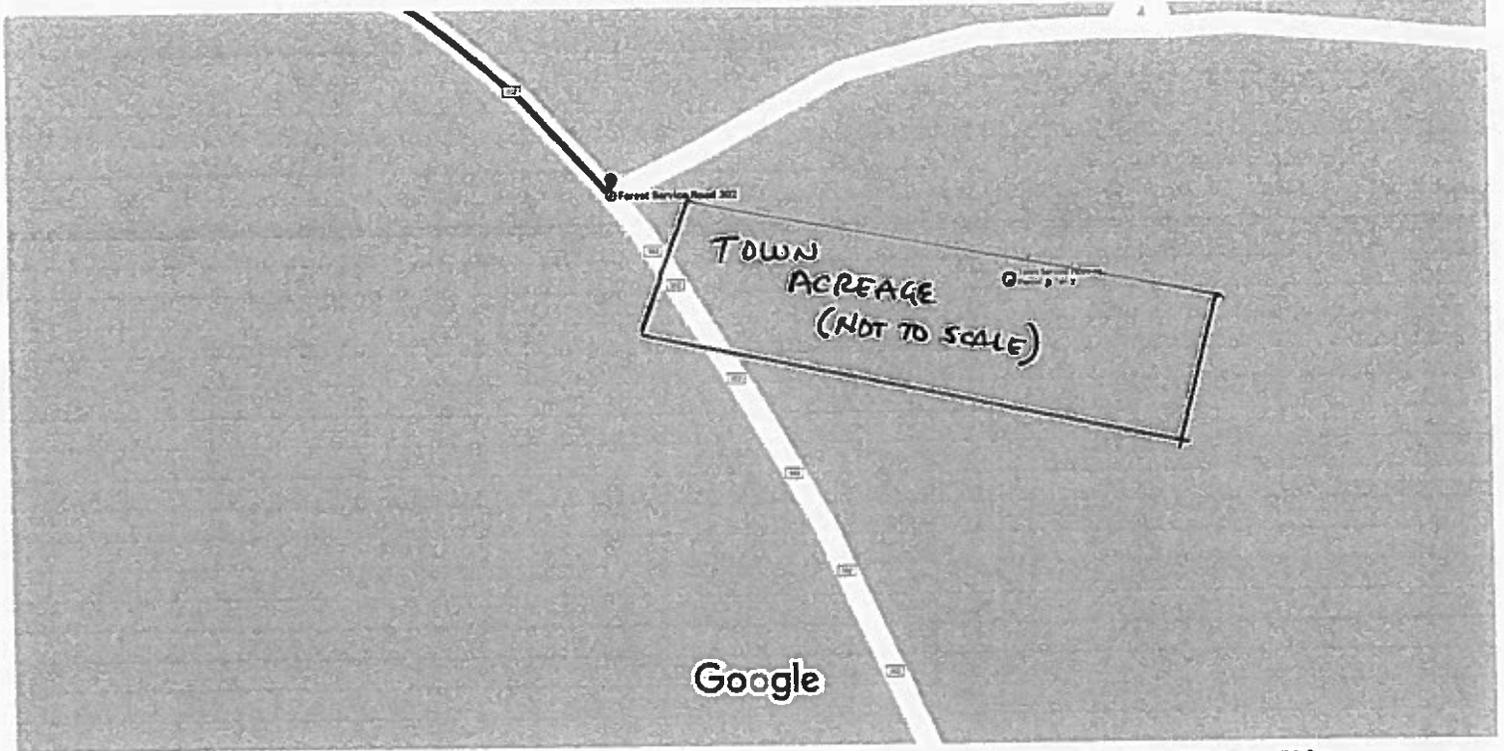
2.7 miles

Google Maps

74 AZ-64, Grand Canyon Village, AZ 86023 to Forest Service Rd 302, Grand Canyon Village, AZ 86023

Drive 2.7 miles, 7 min

FS 302 access to Tusayan Town Housing Acreage



Map data ©2017 Google United States 50 ft



via Forest Service Rd 302

7 min

Fastest route

2.7 miles

SEE ATTACHED SURVEY

RESULTS OF SURVEY

FOR A PORTION OF TEN X RANCH

S1/2 NE1/4 SE1/4, SEC 29, T 30 N, R 03 E
 GILA & SALT RIVER MERIDIAN
 COCONINO COUNTY, ARIZONA

LEGAL DESCRIPTION

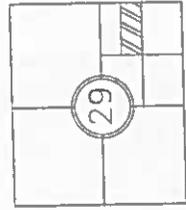
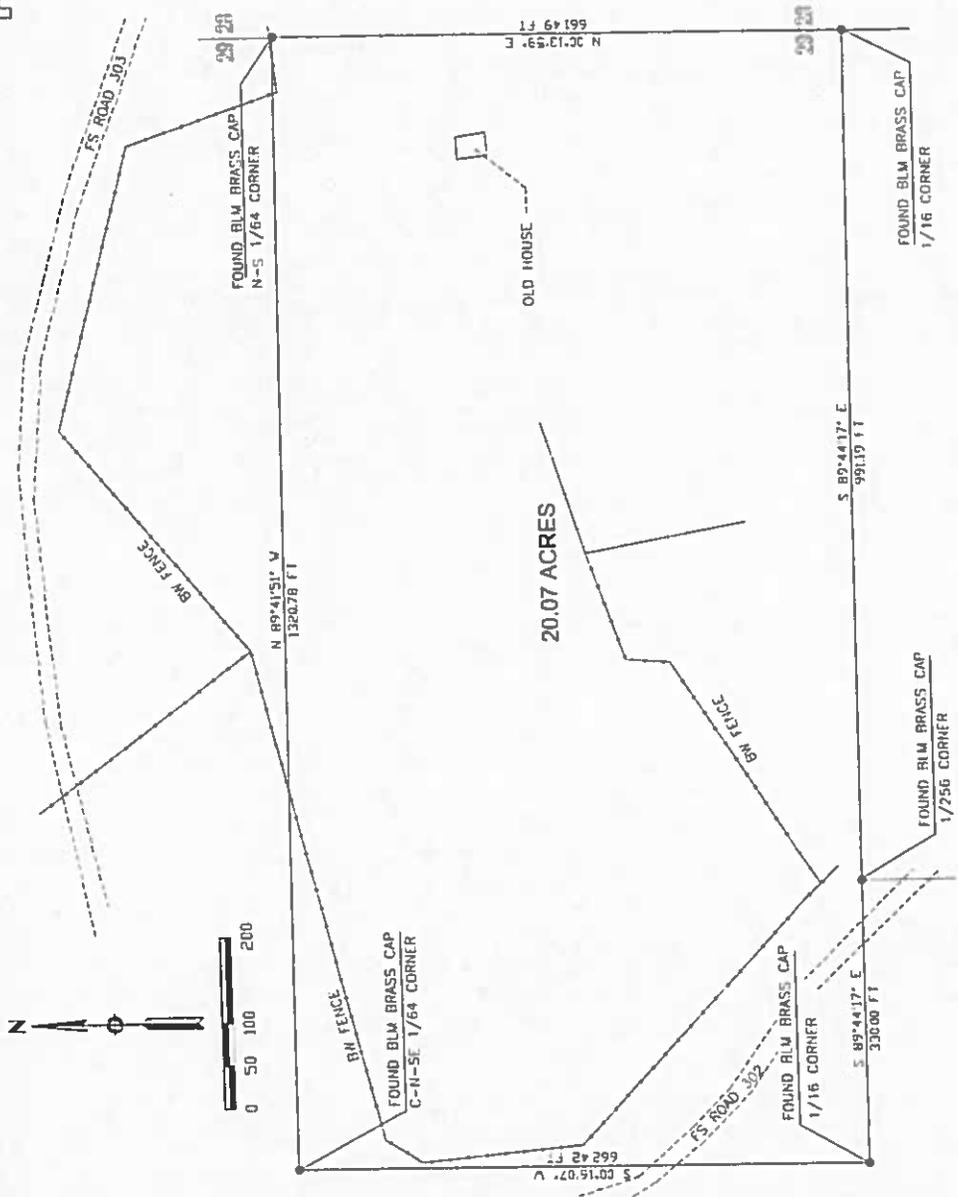
LOT 1
 A PARCEL OF LAND SITUATED WITHIN SECTION 29, TOWNSHIP 30 NORTH, RANGE 03 EAST, OF THE GILA AND SALT RIVER MERIDIAN, COCONINO COUNTY, ARIZONA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:
BEGINNING AT THE N-S 1/64 CORNER OF SAID SECTION 29, BEING A BLM BRASS CAP; THENCE ALONG THE NORTH LINE OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 29, N89°41'31" W, 1320.78 FT TO A BRASS CAP; THENCE S00°16'07"W, A DISTANCE OF 662.42 FEET TO A BRASS CAP; THENCE S89°44'17"E, A DISTANCE OF 1321.19 FEET; THENCE N00°13'59"E, A DISTANCE OF 661.49 FEET, TO THE POINT OF BEGINNING.

SURVEYORS CERTIFICATION

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



RESULTS OF SURVEY FOR	
A PORTION OF TEN X RANCH	
SEC. 29, T. 30 N., R. 03 E.	
GILA & SALT RIVER MERIDIAN	
COCONINO COUNTY, ARIZONA	
ALPHA-OMEGA ENGINEERING & SURVEY, LLC	
P.O. BOX 872	
SNOWFLAKE, AZ 85937	



Location Map

ALL RIGHTS RESERVED BY:
 ALPHA-OMEGA ENGR & SURVEY, LLC
 2016
 OFFICE RECORDS OF COCONINO COUNTY, ARIZONA

BASIS OF SURVEY

BLM PLAT, 130N, R03E, G&SRM, COCONINO COUNTY, AZ

SURVEYOR'S NOTE:

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

LEGEND

- FOUND 1/2" REBAR & CAP
- ⊗ FND 1/4 CORNER
- SET 1/2" REBAR & CAP - RL5 19810

BASIS OF BEARING

GPS OBSERVATION AND SOLUTION, RTK DATA

My Accounts Wednesday, 12 July 2017
Page for ERIC DUTHIE

My e-mail address: tusavantownmanager@gmail.com
If this is incorrect, please log on to chaseonline.chase.com and update it now
Last logged on : 6:53 PM EST on 07/12/2017

Account Summary Present Balance
Business Accounts
ERIC DUTHIE Deposit Accounts: \$5,277,106.99

Business Accounts
Deposit Accounts Total balance: \$5,277,106.99

Account	Present balance	Available balance
BUSINESSSELECT CHKG (...4089)	\$3,926,412.55	\$3,926,412.55
BUS H YLD SAV PB FND (...9074)	\$1,350,694.44	\$1,350,694.44

JPMorgan Chase Bank, N.A.
Member FDIC
Equal Opportunity Lender

JPMorgan Chase Bank, N.A. strictly prohibits the use of any account to conduct any transactions that are directly or indirectly related to unlawful Internet gambling or any other illegal activity. The customer agrees not to conduct any

My e-mail address: tusayantownmanager@gmail.com
If this is incorrect, please log on to chaseonline.chase.com and update it now
Last logged on : 12:54 PM EST on 07/03/2017

Account Summary

Business Accounts	Present Balance
ERIC DUTHIE	
Deposit Accounts:	\$5,103,161.28

Business Accounts
Deposit Accounts

Total balance: \$5,103,161.28

Account

BUSINESSSELECT CHKG (...4089)	Present balance	\$3,752,466.84
	Available balance	\$3,752,466.84
<hr/>		
BUS H YLD SAV PB FND (...9074)	Present balance	\$1,350,694.44
	Available balance	\$1,350,694.44

JPMorgan Chase Bank, N.A.
Member FDIC
Equal Opportunity Lender

JPMorgan Chase Bank, N.A. strictly prohibits the use of any account to conduct any transactions that are directly or indirectly related to unlawful Internet gambling or any other illegal activity. The customer agrees not to conduct any transactions through the account that directly or indirectly involve or are related to unlawful Internet gambling, including, without limitation, the acceptance or receipt of any funds or deposits in connection therewith.

2801 Highway 280 South
Birmingham, AL 35223
800-288-3033

ProEquities
Investment Services

Brokerage Account Statement

June 1, 2017 - June 30, 2017
Account Number:

TOWN OF TUSAYAN
P O BOX 709
GRAND CANYON AZ 86023-0709

Portfolio at a Glance

	This Period
BEGINNING ACCOUNT VALUE	\$7,131,715.39
Dividends, Interest and Other Income	5,883.10
Net Change In Portfolio	7,452.37
ENDING/AGGOUNT VALUE	\$7,145,050.86
Estimated Annual Income	\$118,921.14

Your Investment Representative:
AARON BONCK
(206) 365-3003

Asset Summary

Percent	Asset Type	Last Period	This Period
1%	Cash, Money Funds, and Bank Deposits	23,212.47	29,095.57
99%	Fixed Income	7,108,502.92	7,115,955.29
100%	Account Total	\$7,131,715.39	\$7,145,050.86

Please review your allocation periodically with your Investment Representative.

Client Service Information

Your Investment Representative: JY

AARON BONCK
9725 3RD AVE NE, SUITE 610
SEATTLE WA 98115-2048

Contact Information

Telephone Number: (206) 365-3003
Fax Number: (206) 417-6000



Item 8D

CHAPTER 5
BOARDS, COMMISSIONS AND COMMITTEES

Article 1 Composition of Boards and Commissions
Article 2 Committees

Article 1

5.1.1 Membership
5.1.2 Organization
5.1.3 Meetings
5.1.4 General Duties and Requirements

Section 5.1.1 Membership

- A. **Membership and Organization.** Each board and commission shall be made up of five members appointed by the Council in accordance with the procedures contained in subsection B of this article. The organization of boards and commissions shall include a chairperson, and vice-chairperson who are elected from the membership in accordance with Article 4-2.
- B. **Selection of New Members.** Prior to the expiration of terms for board and commission members, the Town Clerk may call for letters of interest from the general public. Such letters shall be filed with the Town Clerk in accordance with the time lines and other related procedures established by the Council. Membership requirements for appointees are subject to the requirements established in the appropriate resolution or ordinance that created the board or commission. The Council may establish any other requirements at the time such appointments are sought for the purpose of aiding the Council in completing the selection process. Any member of a board or commission appointed by the Council shall reside within the corporate limits of the Town. However, Council may waive the residency requirement with good cause. If a member holding a position relocates outside of the Town limits, other than within 90 days from the end of the appointed term, he or she shall resign from the board or commission.
- C. **Terms of Members.** All members are appointed to boards and commissions to four (4) year terms that begin on January 1 of the year such appointment is made. Members may be re-appointed to additional terms. Such terms are to be staggered so that the terms of no more than three members shall expire in any given year.
- D. **Removal.** Members of boards or commissions may be removed for cause including absences of three consecutive meetings, or more than half of all scheduled meetings in any calendar year, or improper conduct as determined by the Mayor and Council.

5.1.2 Organization

First Meeting. Each board and commission, during its first meeting of the month of January of each calendar year, shall:

1. Elect a Chairperson. The board or commission shall accept nominations from its membership for a chairperson. Such nominations shall be made, and seconded, and selection of one chairperson shall result upon a majority vote of the full membership of the board or commission.
2. Elect a Vice-Chairperson. The board or commission shall accept nominations from its membership for a vice-chairperson. Such nominations shall be made, and seconded, and selection of one vice-chairperson shall result upon a majority vote of the full membership of the board or commission.
3. Set the Regular Meeting Schedule. The Council shall establish regular meeting dates and times and regular meeting place by resolution in January of each year. Commissions may schedule special meetings and work sessions in coordination with Town staff.

A. Duties of Officers/Members.

The duties and powers of the various officers and members of the boards and commissions are as follows:

1. Chairperson. The chairperson shall preside at all meetings and hearings of the board or commission, decide all points of order or procedure, and perform any duties required by law, ordinance or the requirements established in this chapter. The term of the chairperson shall be one year, unless reelected to succeeding terms by a majority vote of the membership. The chairperson shall be responsible for becoming familiar with and adhering to the provisions of the open meeting law. The chairperson shall also become familiar with the provisions of Roberts Rules of Order, and although general informality in such rules of order may prevail, shall adhere to such rules in the conduct of meetings where emotional content of the subject matter or the conflict of personalities may otherwise interfere with the orderly conduct of business. The chairperson may, to the extent necessary, work with the Town Manager or the Town Manager's designee to the board or commission to assist with special needs, requirements for assistance from the staff, reviewing monthly budget reports and preparation of agendas. The chairperson will determine whether he/she, staff liaison, or designee, will provide a report to the Mayor and Council summarizing the board or commission activities during regular Council meetings, identifying upcoming activities and reviewing any problems, concerns or proposals. Such reports are to be submitted to the Town Clerk for distribution to the Council. Meetings may be scheduled with Council as needed. In addition, the chairperson shall sign all minutes and resolutions of the board or commission.
2. Vice-Chairperson. The vice-chairperson shall have the responsibility of assuming all of the duties and responsibilities of the chairperson in the event that the chairperson should be absent or the position vacant. Additional duties or activities may be assigned by the chairperson upon majority approval of the board or commission as determined necessary.

Section 5.1.3 Meetings

A. Agendas and Minutes. Each board and commission's supporting department shall provide for the posting of agendas and the preparation and approval of minutes for all meetings. The following minimums shall apply to agendas and minutes:

1. Agendas. Agendas shall be physically posted at the designated posting location(s) a minimum of twenty-four hours in advance of all regular, special, and work sessions meetings of the board or commission.

a. Format. The order of the agenda items may be arranged according to the format approved by the board or commission and additional items may be added.

The agenda format shall include at least the following:

1. Name of board or commission
2. Date, time, and place of meeting with a statement that the meeting place is handicapped accessible
3. Call to order
4. Roll call
5. Discussion and possible action on the following items
6. Consent agenda
7. Approval of the minutes
8. Call to the public
9. New business
10. Set next meeting, time and date
11. Adjournment

b. Call to the Public. The "Call to the Public" item may allow for public input on items either on the agenda or other items that may reasonably affect the board or commission. The board or commission may call for non-agenda item input at this time if appropriate input is allowed during all discussion items. The open meeting law prohibits the board or commission from discussing or making decisions on non-agenda items, however, the board or commission may choose to delegate Town staff to handle the issue or place the item for discussion on a future agenda.

c. Special or Work Sessions. The board or commission may, upon majority vote and in coordination with Town staff, set a special meeting or work session. In addition, if determined necessary by the affected department head, a special meeting or work session may be called upon discussion with the chairperson.

d. Agenda Packets. Upon completion of agenda posting and preparation of attachments to the agenda, copies of the agenda and any attachments shall be made available to the members of the board or commission. Copies of the agenda shall be placed in the front reception area of Town Hall for disbursement to interested members of the public a minimum of twenty-four hours in advance of the meeting.

e. Agenda Items. The Town Manager or designee, depending upon the format of the board or commission, shall determine the content of the agenda discussion items. If determined prudent for the board or commission, the chairperson may set the agenda with concurrence from the Town Manager or Town Manager's designee. Such procedures are determined necessary to ensure that the business of the board or commission is conducted in a timely manner. Should a member wish to place an item on the agenda, the member may request such at the next regular meeting of the board or Commission. In the case of conflicts, items may be brought to the board or commission for a vote to consider whether or not the item should be agendized. In the case of the planning and zoning commission and the board of adjustments and appeals, all current applications which require review of the board or commission must be agendized in accordance with state law and may not be removed from the agenda until a vote on the matter has occurred.

2. Minutes. The Town Manager will provide for secretarial/recording services for the commissions. Digital recording of work sessions is preferred, but if not possible, detailed minutes shall be taken by hand by the secretary or recording secretary assigned by the department head. The following procedures shall be followed:

a. Approval. Minutes of the previous meeting(s) shall be presented at the most reasonable date following the meeting, usually the next meeting of the board or commission. Such minutes shall be reviewed and approved by a majority vote of the board or commission.

b. Filing. Upon approval of minutes, the signed original shall be provided to the Town Clerk who shall maintain copies for public review.

c. Content. Minutes shall contain, at minimum, the date, time, and place of the meeting, the members of the public body recorded as either present or absent, a general description of the matters considered, an accurate description of all legal actions proposed, discussed, or taken, and the names of members that propose each motion. The minutes shall also include the names of persons as given, making statements or presenting materials to the public body and a reference to the legal action about which they made statements or presented material. If a roll call vote is conducted, the name and vote of all members shall be listed. The minutes shall be as complete as possible with emphasis on discussion to determine the reason(s) for the board or commission's action on an item.

B. Voting Procedures, Quorums and Abstentions. The action of any board or commission shall be taken by a vote of the membership. Voting procedures shall be in accordance with Robert's Rules of Order to the extent practicable and shall include the minimum:

1. Motion. A member of the board or commission only may make a motion, and such motion shall only take place after the introduction of an agenda item. If an agenda item is listed as a public hearing, such motion shall not take place until the public hearing has been called and closed.

2. Second. A motion must receive a second from a member of the board or commission. Once a second is received, additional discussion may take place on the item before the vote is taken. If a motion is not seconded, the motion dies.

3. Voting. The chairperson shall call for a vote upon completion of a motion, second, and any discussion. Such vote shall consist of votes in favor, votes in opposition, or abstentions. For a motion to pass, a simple majority of votes shall be in favor of the motion. If less than three votes are received in favor, the motion is then considered to be a vote of denial of the motion. Items may be tabled or referred to a later agenda if it is determined, by majority vote, that such decision would best be rendered upon receiving more information or if requested by the applicant. Tabling or delaying of agenda items should be based upon a definitive time frame and reason.

4. Quorum. A majority of the membership of the board or commission is considered a quorum. If a quorum is present, the meeting shall commence and voting may occur.

5. Abstentions/Conflict of Interest. If a member of a board or commission determines that they have a conflict of interest, they shall remove themselves from the meeting room and not take part in either the discussion or the vote. Such conflict should be stated prior to the item being introduced or just after introduction but prior to discussion. A member may abstain from voting on an item even if a conflict of interest is not present; however, this is not a preferred action.

Section 5.1.4 General Duties and Requirements

All boards and commissions are established by a separate document that conveys the specific duties and powers of the group. The following general duties and requirements apply to all members of boards and commissions.

- A. The board or commission must operate under the statutory requirements of the Arizona Revised Statutes. Upon appointment to a board or commission, such member shall obtain information regarding the open meeting law and shall become familiar and abide by all statutory requirements. All members of a board or commission are to be provided with copies of this chapter upon appointment and shall become familiar with the duties and requirements of this chapter and other ordinances, resolutions, or information affecting the board or commission and the general subject matter/department which they discuss.
- B. Actions of a board or commission are recommendations only, and final action shall be taken by the Council upon items involving financial matters or other items affecting the duties of the staff or creation of new rules and regulations in accordance with state law. The decisions of the board of adjustments and appeals are final unless appealed to superior court.
- C. Members of boards and commissions are hereby encouraged to interact with persons serving in similar capacities in other communities as well as those regional and state officials whose duties include an advisory capacity to them. The purpose of this chapter is not to encumber each of the boards and commissions with specific duties and responsibilities as to interfere with the opportunity for expression of imagination and creativity. Rather, it is the intent of this chapter to assure the orderly and timely conduct of the business of boards and commissions. Structured activity, procedures, and policies are needed to ensure that the work of the board or commission is worthwhile, productive, and successful.

- D. A board or commission may vote to consider a request for scheduling a joint work session with the Council. Such request may be made in writing after approval of the board or commission and shall include a description of the reason(s) for the meeting. Such request shall then be presented to the Town Manager for consideration of the Council. The Council may also request joint work sessions with any board or commission and may set any items for discussion at such meeting.
- E. All powers and authorities of the Town are reserved to the Mayor and Council, except to the extent that they are specifically delegated to various members of the staff or board or commission by the Mayor and Council or by statute. Boards and commissions serve in an advisory capacity. Notwithstanding such reservation, the following powers and authorities are delegated to the boards or commissions:
1. Each board or commission shall have the power and the express authority to review those matters specifically assigned to it by ordinance or statute. They shall have the power and authority to issue reports and to discuss such reports with the Town Manager and the Council and to hold any necessary public forums required to assist them in the development of any such reports. Said public forums may include discussion with the press, discussions with the public in general, special meetings and public hearings. In no case, however, shall a board or commission have the power or authority to enter into a contract or to obligate the Town to expend funds. Any such contract or obligation of funds shall be undertaken by request submitted to the Town Manager. Such request shall be responded to, in writing, either positively or negatively within a reasonable time frame from receipt of such request by the Town Manager.
 2. Executive sessions, as may be allowed pursuant to ARS 38-431.03, as may be amended, to discuss legal matters or property acquisition, shall be requested by the chairman and scheduled jointly with the Council.

Article 2 Committees

Section 5.2.1 Ad hoc Committees

The Council may appoint temporary *ad hoc* committees for limited purposes. All committees are required to follow the procedures for meetings as set forth in Article 5.1. A quorum for all *ad hoc* committees will consist of a majority of members present at any meeting.

Item 11

TENTATIVE FUTURE AGENDA AND EVENT CALENDAR

July 25, 2017 – Planning & Zoning Commission Meeting – 6pm

- Possible approval of Zoning Code revisions

August 9, 2017 – Council Meeting – 6pm

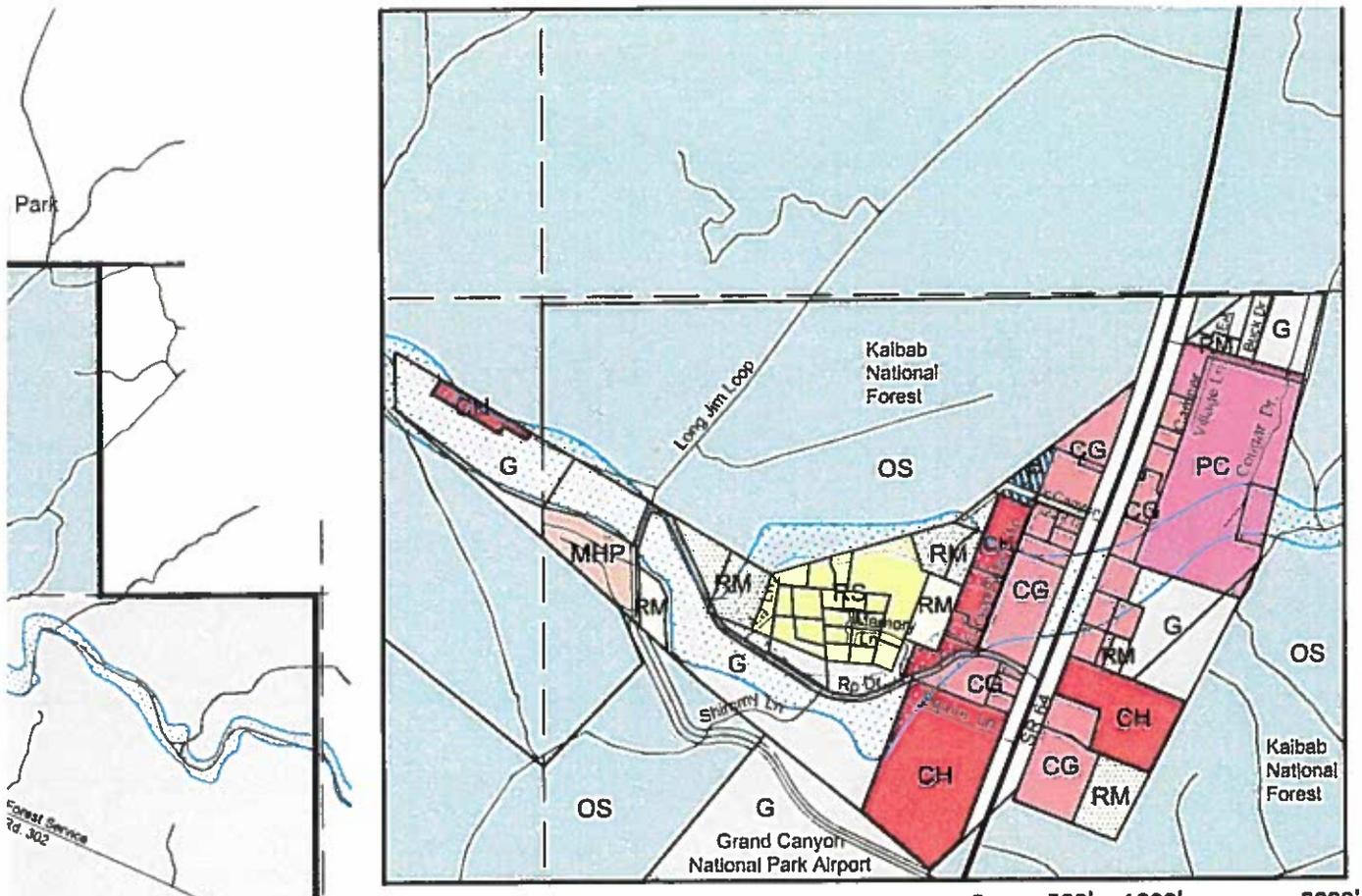
- Possible approval of Sports Complex construction agreement
- Ten X Housing development layout concept and solar issues discussion with Westland Resources
- Possible approval of a Floodplain Ordinance

August 22, 2017 – Planning & Zoning Commission Meeting – 6pm

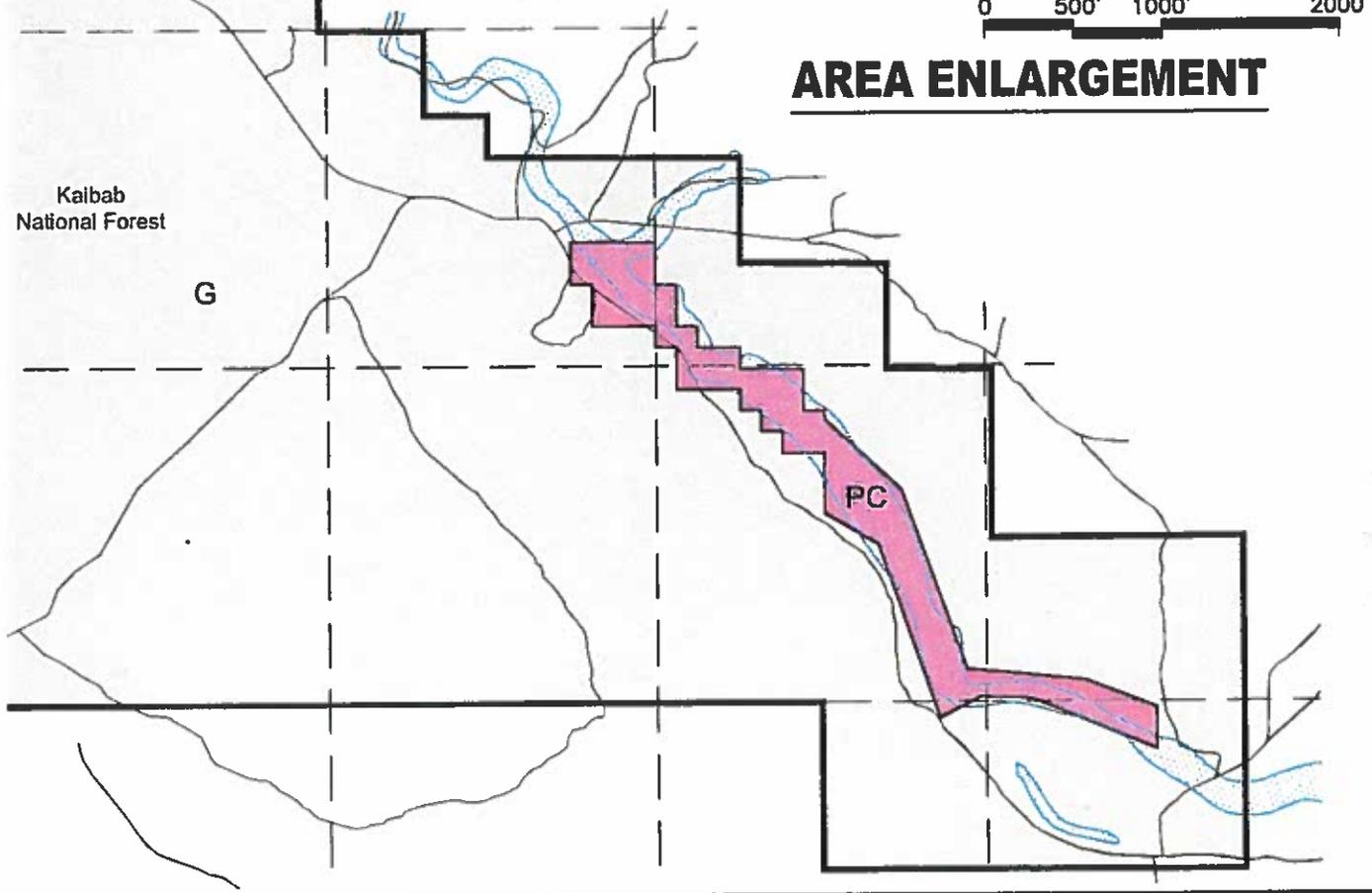
- Possible approval of Zoning Code revisions

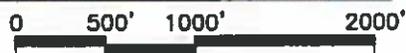
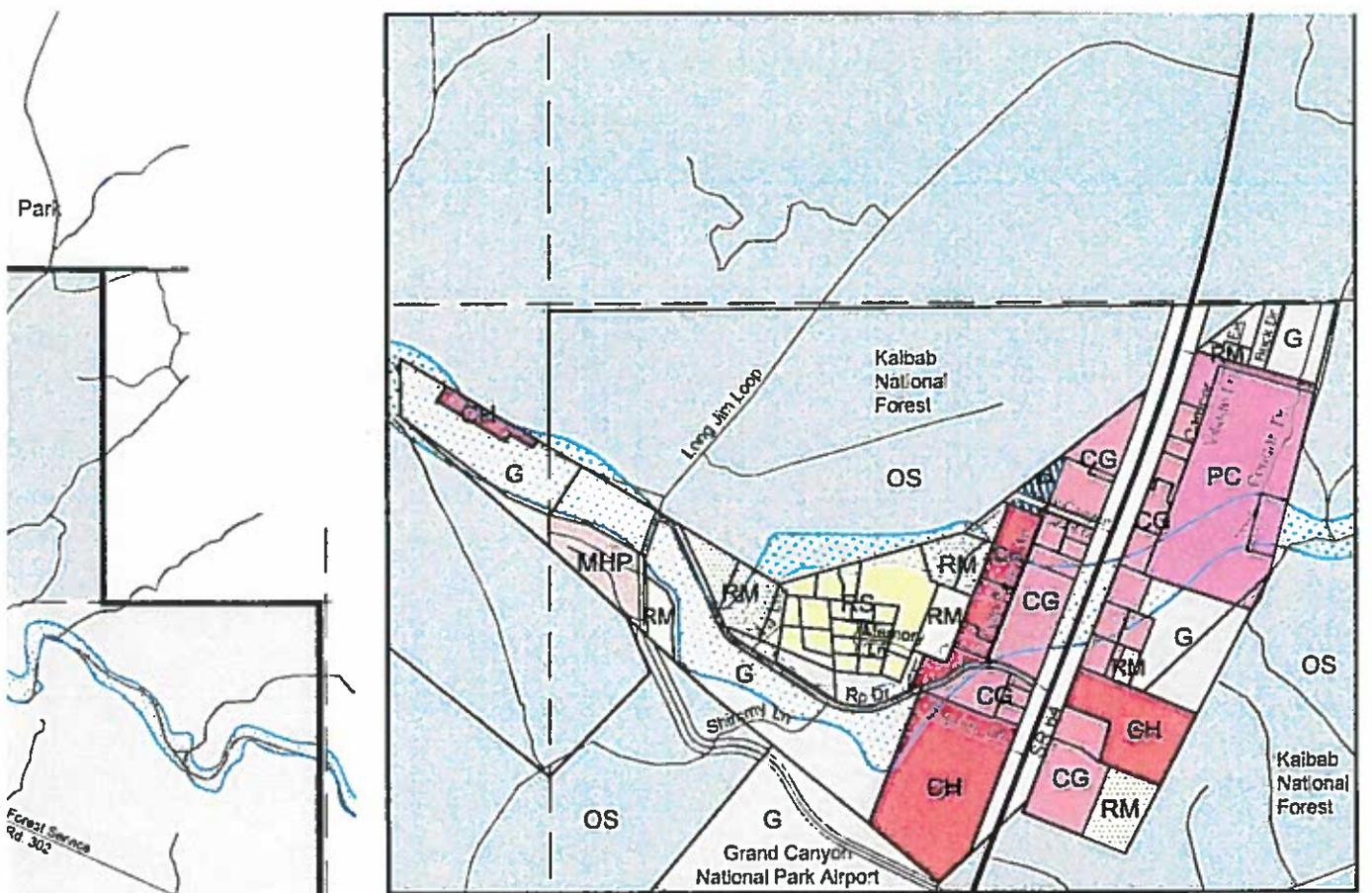
September 13, 2017 – Council Meeting – 6pm

- Possible approval of Zoning Code revisions



AREA ENLARGEMENT





AREA ENLARGEMENT

