



MINUTES¹

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, March 20, 2024, at 5:00 p.m.

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan, Arizona

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound devices, we ask that you silence it to minimize disruption of today's meeting. Due to limited bandwidth capacity, we ask that you please turn off your Wi-Fi while at Town Hall and for those attending via Zoom, please turn off your video. This will provide for a better experience for all in attendance. Thank you.

TOWN COUNCIL REGULAR MEETING MINUTES²

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Vail called the meeting to order at 5:00 p.m. and led the Council and public in the Pledge of Allegiance.

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

MAYOR CLARINDA VAIL – Present

COUNCIL MEMBER JOSH COLLET – Present

VICE MAYOR GREG BRUSH – Present

COUNCIL MEMBER ANDREW ALDAZ – Present

COUNCIL MEMBER KATHRYN KANALLAKAN – Present

3. ADOPT THE AGENDA

Mayor Vail proposed changing the Agenda because of the ACHs that are in the Consent Agenda that deal with items that are actually an action.

¹ For economy of space and ease of reading the minutes have been organized according to the agenda language. Items as they appear on the agenda have been italicized with the actual minute entries entered in plain type for reader convenience.

² Minutes are organized by agenda item in the order in which they were discussed.

Mayor Vail moved that we adopt the Agenda with moving Item 6, the Consent Agenda, to be after the Action Items Number 7.

Town Manager Hendrix advised that Item Number 6.C., the minutes, are not there because she did not have a chance to review them, so they are not ready. She explained that Item should be moved to the next agenda, the April 9th Meeting.

Council Member Collet seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

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.

Bess Mabry, in attendance, spoke about the event the other night (March 12, 2024) and the Council to approve the purchase of the property.

John Thurston, on Zoom, also spoke about the same meeting at which the Council was going to approve the purchase of the property, and he suggested there be fewer Executive Sessions.

5. CEREMONIAL AND/OR INFORMATIONAL MATTERS

A. Presentation of check to Grand Canyon Unified Schools

Scott Graff, CPA with Colby & Powell, PLC, commented that he is the Partner in charge of the Town's Fiscal Year 2022-2023 Annual Audit. Highlights from the Presentation included:

- Independent Auditors' Report
- An overview of the Financial Statements
- Recommendation to those reviewing Bank Reconciliations to receive training to understand the process
- Recommendation that the Town make separate budget appropriations for expenditures reported in Special Revenue Funds
- Review of the General Fund with a five-year comparison
- Review of the Town's Net Position with a five-year comparison

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. Ratification of payable accounts*
- B. Ratification of Electronic and Automatic Payable Accounts and Spending Limit Pre-authorization*
- C. Minutes of Council Meetings held on February 13, 2024 and February 26, 2024*
- D. Ratification of Agreement with Jason Sanks for General Plan Services*
- E. Ratification of Event Agreement with Squire Resort, as endorsed by Staff*
- F. Ratification of agreement with DJ&A, P.C. for Professional Trail Survey Services*

- G. *Ratification of agreement with PMI for line striping services under agreement with Arizona Department of Transportation (ADOT)*
- H. *Approval of Resolution 2024-02 Re-Appointment of Chief Fiscal Officer (CFO) for Fiscal Year ending on June 30, 2025*

7. **ACTION ITEMS - STAFF REPORTS**

- A. ***Consideration, discussion, and possible action regarding presentation of the audit findings for year ended June 30, 2023, Scott Graff, CPA Colby Powell. (10 mins.)***

Town Manager Hendrix directed attention to the screen displaying a budget sheet noting where the grants will be broken out in the list.

Mayor Vail moved approval of the Audit Findings and the Adjustments for June 30, 2023 Fiscal Year, as presented, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

- B. ***Consideration, discussion, and possible action regarding Facilitation Guide, Budget Update and start of season spending requests. (5 mins.)***

Town Manager Hendrix commented that in February, the Council had their Annual Retreat and reviewed the Facilitation Guide. She noted that she had updated the Guide according to the Council's comments at the Retreat. She commented that she made a few changes and explained why she believes they were appropriate.

Council Member Collet moved that we adopt the Facilitation Guide as amended, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

Town Manager Hendrix next put on the screen the Updated 2024-2025 Budget Priorities List based on what the Council discussed at the Annual Retreat Meeting. She asked the Council to take a look at it and make adjustments because we are now at the point where we will send this to the Accountant for her to work on the budget for next year.

Town Manager Hendrix commented that we have received no budget input from the public.

Town Manager Hendrix noted that at the May 9th Council Regular Meeting, we will present to the Council the Draft Budget, and we are working on a five-to-ten-year cash flow analysis.

Town Manager Hendrix commented that the goal here is to start looking at the long-term viability and health of the Town. She asked the Council if they noticed anything missing or had any feedback.

Mayor Vail noted that at the Annual Retreat Meeting, they had talked about, under Additional Council Projects, the possibility

Town Manager Hendrix asked if she had an amount to test.

Council Member Collet asked the Mayor if she was envisioning something equal to, less than or greater than the ARPA distribution.

Mayor Vail responded that she would hope it to be more, and what we have been working towards a three-year plan with requirements to qualify.

The Council discussed pro-rating the funds dependent upon how long each person has lived or worked in the Town of Tusayan. The entire pool would be \$500,000.

Mayor Vail suggested leaving it under Council Projects as its own line item.

Town Manager Hendrix commented that we have identified a number of grant projects we would like to pursue next year, and the Council will see them listed on the April 9th Agenda. They are primarily the grants we seek every year with additions. She commented that NACOG has suggested that with the crosswalk issue, we pursue a Congressional Spending Request because we have requested studies from ADOT, and they have just not gone anywhere. She explained that it will cost about \$1,000 to write the request.

She asked the Council if they were comfortable with her budgeting for next fiscal year. She explained that the real point of doing that is that if it is Congressionally directed, then action has to be taken on it. She continued, because it is such a safety issue, they make take an interest. She asked the Council if they agreed with between \$1,000 and \$1,500 for the cost to write the grant and a \$50,000 grant request for crosswalks.

The Council agreed.

There was discussion of using HURF funds for the crosswalk and that it would probably be above and beyond HURF funds.

Town Manager Hendrix explained that the Congressional Spending Request is for federal funds, and we are asking that federal funds be directed to us for this purpose.

C. Consideration, discussion, and possible action regarding Community Health Nurse Contract Position. (5 mins.)

Town Manager Hendrix commented that we have been talking for a long time about a community health worker. She explained that we have sought the advice of our insurance company and some other folks, and we have gone the route of having a Community Health Nurse. She noted that she put a draft contract in the Agenda Packet. She requested approval for the procurement of that position, and she noted that then we will go out and she will negotiate that contract, sign it, come back to the Council, and they can ratify it after the fact. She advised that the dollar amount is not correct; it is actually \$1,400, and the most recent version of the contract has been updated with our billing procedures to be a little more specific than what is in the Agenda Packet.

Town Manager Hendrix commented that we are asking the Council to look at the position itself and to authorize staff to negotiate the contract. She advised that the person filling the position would have to maintain their own insurance.

There was a discussion regarding how much a Community Health Nurse would cost.

Council Member Collet moved that we create the Community Health worker.

Town Manager Hendrix stated the name of the position as Community Health Nurse.

Council Member Collet amended his motion to approve the creation of the Community Health Nurse contract position, and Council Member Kanallakan seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

D. Consideration, discussion, and possible action regarding Explore Tusayan Initiative, Designated Marketing Organization (DMO), and possible related projects. (10 mins.)

Town Manager Hendrix encouraged the Council to read her Report. She let them know that in the first week in May, she will be going to a travel show because our plan for next year is for the DMO to be featuring the Town in travel shows. She noted that they are working on a marketing video to help market the Town better.

Town Manager Hendrix displayed on the screen the Pacer Marketing Report. She commented that we are finding that the data is reliable, but the context has to be weighed. She reviewed some of the highlights of the report, including the activity at the Sports Complex.

E. Consideration, discussion, and possible action regarding Holiday Light Celebration, Astronomy Events, Cinco de Mayo, July 4th Celebration, marketing, and other Town Events. (10 mins.)

Town Manager Hendrix noted that for the Fourth of July, there is a list here of everything we have booked. She reviewed some of the bookings for the event, and asked the Council if there was anything additional, they would like to order this year.

Mayor Vail commented that she did not see, on the list, the United Rental for the generator.

Town Manager Hendrix responded that she would add that.

Vice Mayor Brush commented that the Astronomy Event is moving along well; he has been working with Rader in the Park. He noted that basically, it will be the showing of constellations along with the Navajo traditions related to them.

Town Manager Hendrix commented that a proposed schedule for the Youth Program for this year is in the Agenda Packet. She asked the Council to look at it and sign off on it. She noted that they are working with the school, and the program is proposed to take place July 9th through the 25th, every Tuesday, Wednesday, and Thursday. She read the schedule aloud, and she noted that this was primarily funded through a grant with Cares First and other partnerships. She added that St. Mary's Food Bank will provide the lunches for the event, and the school typically provides the transportation which we help fund through the grant proceeds.

Council Member Aldaz moved to continue the Summer Program, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

F. Consideration, discussion and possible action regarding Sports Complex Master Plan. (5 mins.)

Town Manager Hendrix made the Council aware that the Community Garden RFQ for design services has been posted, and the Town has received a CDBG grant to build that garden. She commented that we are now working with ADOH, Arizona Department of Housing, to procure the services of someone to design that garden for us.

Town Manager Hendrix noted that this last month, the Master Planners held a virtual Engagement, and some people were concerned that they could not attend the in-person session because they were during the day, so they held a session online. She displayed the results of the session on the TV screens, as part of a presentation. She reviewed this presentation commenting on the participation, survey results and the goals that will be pulled forward into the Master Plan. She asked that the Council let her know if they think those are the correct goals.

G. Consideration, discussion, and possible action regarding Proclamation of Local Emergency and local recovery projects, including but not limited to landscaping. (5 mins)

Town Manager Hendrix announced that Morning Dew has now completed the first phase of the work, and we will do a walk through with them. She asked that the Council let her know if there is anything they are concerned about. She advised that today, on the AP List, will be the ratification for the payment.

There was a discussion of plants in the roundabout and some planting that the Town would handle in-house.

H. Consideration, discussion and possible action regarding Preliminary NEPA findings regarding the Tusayan Trails Master Plan. (5 mins.)

Town Manager Hendrix let the Council know this is an update on this item, and we should be getting a NEPA decision document on the Trails project very soon. She shared that there was one request to very slightly move the Trail because our proposed Trail moved through an archeological site. She explained that she went ahead and gave permission for that because it did not substantively deviate from the Master Plan, but she wanted to make sure to inform the Council of it publicly in case there are any concerns.

Vice Mayor Brush explained there were very minor changes in the way the Trail looked where you are cutting through, and he thought it was really well laid out.

Town Manager Hendrix commented that the full report is in the Agenda Packet.

In response to a question, Town Manager Hendrix commented that we have talked to them about the importance of beginning construction this summer. She noted that she asked them if it would be appropriate for us to start working with Town Attorney Arnson and his team on drawing up the RFQ, and they said yes, they can go ahead and start drafting it. She added that she believes Town Attorney Arnson's team is starting to work on that now.

Bess Mabry asked if there is a map showing where the changes are.

Town Manager Hendrix replied that it should be in that document in the Agenda Packet on the website.

Vice Mayor Brush commented that the changes are all on the east side.

I. Consideration, discussion and possible action regarding mid-year budget adjustments. (5 mins.)

Town Manager Hendrix commented that due to some of the Auditor's comments, we are making a few changes, and we will have this again for you next month.

J. Discussion and possible action regarding authorization to staff to enter into agreements concerning a cybersecurity insurance policy and/or engagement agreement.

Town Manager Hendrix explained that these next three items have Executive Session components; Item 7.L. does not require hearing in Executive Session unless the Council would rather it be heard in Executive Session.

Mayor Vail explained that 7.J. and 7.K., because they are with contracts, will be heard in Executive Session. She explained that if there is anything of direction to staff or anything else with Items J and K, we would come back after Executive Session, and state that on the record.

K. Discussion and possible action regarding Residential Internet Agreement(s)

L. Discussion and possible action regarding potential options to pursue and/or acquire real property in Town limits, including adoption of Resolution Numbers 2024-03 and 2024-04 Approving the Purchase of Parcels of Real Property Located in the Town of Tusayan and Authorizing All Necessary Steps.

Town Manager Hendrix commented that there are two resolutions which have been posted on the Town's website.

Mayor Vail explained that there are properties that have become available in Tusayan, and we have been talking about them for a while. She further explained that there have been some negotiations that the Town Manager, via direction from Council, has worked out – specifically with one of the purchases of two parcels that are residential parcels. She stated that the main reason she is interested in these purchases is because it is very important for the stability of our long-term operations as a Town.

Vice Mayor Brush stated he thinks it is a rare window of opportunity.

Mayor Vail spoke of Resolution 2024-03, noting that by approving this resolution it would actually be finishing the entire purchase process.

Town Manager Hendrix explained that online, there is the Resolution and the entire purchase agreement for each.

Mayor Vail continued speaking of Resolution 2024-03 explaining that it is for two residential pieces of property.

Mayor Vail explained that Resolution 2024-04 would be approving and initiating the purchase process and authorizing all the necessary steps, but it would not be completed the way the other one would.

Town Manager Hendrix explained that Resolution 2024-03 is for two parcels of residential property on Memory Lane and Canyon View, and it is to complete the sale as soon as one final piece of due diligence is done.

Town Manager Hendrix explained that Resolution 2024-04 is for a piece of property on Highway 64 and is also under contract. The Resolution will authorize the sale as soon as the due diligence on that property is completed. She added that the due diligence is not as far along on this second piece of property.

Ms. Mabry, of the audience, asked how this is under contract if it was not publicly voted on.

Town Manager Hendrix replied that it will be publicly voted on now.

Town Attorney Arnson explained that with respect to the contract, this is where we are presenting it for Council approval or ratification.

Ms. Mabry asked about signatures by anyone committing the Town of Tusayan to purchasing the properties.

Town Manager Hendrix explained that the properties are under contract. They were under contract prior to this meeting; but they have not been purchased yet.

Ms. Mabry expressed her confusion about the vote tonight authorizing the purchases, but the properties are already under contract.

Mayor Vail explained that is what we are authorizing tonight, the actual purchase.

Town Attorney Arnson stated we are ratifying the payment and the final approval.

Ms. Mabry asked how this would be financed, and the answer was by cash.

Mr. Thurston, on Zoom, spoke about public voting and properties under contract.

Town Attorney Arnson explained that Council can direct Town staff to negotiate and enter into the contract and then the Council approves the final purchase and authorizes payment.

Mr. Thurston asked if, after this is all done and it comes to a vote, could it technically be brought to a referendum if someone wanted to?

Town Attorney Arnson replied that he was not going to render legal advice over Zoom. He explained it is a legal question.

Mayor Vail commented that because it is important for the citizen to get their own legal opinion on it, we should not be giving legal opinions.

Council Member Collet moved we adopt Resolution 2024-03, the purchase of the residential parcels, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

The Council discussed Resolution 2024-04 regarding commercial property.

Council Member Collet commented that he thought the purchase of the commercial real estate is a vital step for this Town to take; it is an opportunity to own a piece of property. He explained that we can relocate Town Hall more central to the area within walking distance for the various programs and not be beholden to the Airport for our place here.

Council Member Aldaz commented that it gives us the opportunity for the Town to have its own place, and it would give us more space to hold functions for the community.

Vice Mayor Brush commented that it is a rare opportunity located right in the heart of Tusayan.

Mayor Vail commented that not a lot of opportunity comes up like this.

Ms. Mabry asked if the purchases are the asking price or if they were negotiated lower.

Town Manager Hendrix explained that in one of the cases, the seller intentionally took a lower offer from the Town because they wanted to see the property go to the community. She commented that we have evidence of an offer from a higher bidder.

Ms. Mabry asked if she could get that information with a public records request.

Town Manager Hendrix replied that she would check with the Attorney after they close.

Mr. Thurston commented that he agreed with Council Member Collet about it being a good potential for the Town and possibly bring in some income in some shape or form.

Council Member Collet moved to adopt Resolution 2024-04, and Council Member Kanallakan seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

Town Manager Hendrix spoke about how she thinks this will really be a benefit to this community.

Mayor Vail announced that we will do the reports followed by Executive Session only for Items 8.A. and 8.B. She explained that we took care of 8.C. and there will be nothing in Executive Session regarding that one. She noted that we will still come out of Executive Session and say what the direction was for Items 8.A. and 8.B. after Executive Session.

8. EXECUTIVE SESSION

If authorized by a majority vote of the Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Town Council may vote to go into executive session.

- A. *Pursuant to A.R.S. 38.431.03 A.3 and A.4., Discussion and legal advice regarding possible cybersecurity insurance policy and/or engagement agreement*
- B. *Pursuant to A.R.S. § 38-431.03 A.3. and A.4., Discussion or consultation regarding Residential Internet Agreement(s)*
- C. *Pursuant to A.R.S. 38.431.03 A.3, A.4 and A.7, Discussion and legal advice regarding potential options to pursue and/or acquire real property in Town limits*

9. TOWN REPORTS

A. Town Manager and Department Reports

1. Notices

Town Manager Hendrix referred Mayor Vail and Council to her written Report for most of the details and gave an overview of the highlights. She asked that the Mayor and Council arrive at the April meeting wearing their Tusayan gear because there will be a new Council photograph taken.

Town Manager Hendrix announced that we cannot advise anyone when they bring the Council Candidate Packets in, so please read the Candidate Handbook very carefully. She advised that if you are running for a two-year Council seat, you must indicate that on your Nomination Form. She asked that it be kept in mind that Statement of Interest Forms must be turned into Town Hall and date stamped before signatures are collected. Further, she advised that Financial Disclosure Statements must be included as part of the Candidate filing packet. She added that everything is uploaded to the Internet once we stamp it and receive it.

Mayor Vail moved that we adopt the Consent Agenda minus Item C because those minutes were not ready; they will be moved to the April 9th Meeting – approve the rest as presented. Council Member Collet seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

2. *Finance*

3. *Strategic Planning Updates*

4. *Parks and Recreation*

a. *Baaj Nwaavjo I'tah Kukveni Grand Canyon National Monument Status Update*

5. *Elections*

6. *Engineering*

B. 2024 Meeting Schedule

1. *Annual Town Calendar*

2. *Annual Budget Calendar*

C. Council Members

D. Mayor

Mayor Vail pointed out that in the Consent Agenda that we just approved, Item 6.G. is the striping that we finally got approved with ADOT that will restripe the lines north of Town where it goes down to one lane and then back to two lanes. She announced the restriping would take place the second week in April. She commented that we need to be sure that we make the public aware that this is happening, especially the Park Service.

Town Manager Hendrix commented that she notified Nora of the Park Service before she turned in her notice, and she has sent out an email, but she will send out another one.

Mayor Vail commented that we had an interesting request from the County to provide a meeting place for a big group of people from ADEQ, EPA, Havasupai Tribe, Hopi Tribe, and the Navajo Nation, along with people on Zoom. The meeting was about what exactly would go on with the Uranium Mine.

Mayor Vail gave an update on the Moqui Cook-out Site.

E. Tusayan Fire District

Tusayan Fire District Chief Brush gave thanks for the re-stripping and the multi-modal plan.

1. *Financial*
2. *Equipment*
3. *Other*

F. *Tusayan Sanitary District*

Bob Petzoldt commented that we recently got a letter from the Forest Service relating to the road.

Mayor Vail addressed Mr. Petzoldt commenting that we have looked at it, and she has gotten a description from Pete. She explained that we are looking at what we should do with it.

G. *Tusayan Justice Court*

H. *NACOG – Northern Arizona Council of Governments*

Mayor Vail noted there has been a lot of activity with the Legislature, but there have been no new ones that she has commented on beyond the ones she already discussed. She noted that the ones we might have concerns with look likely to be vetoed.

I. *Grand Canyon National Park Airport, Arizona Department of Transportation (ADOT)*

Mayor Vail announced that we will give an update on Zoom at 7:00 p.m., if we are not out of Executive Session.

At 6:43 p.m., Mayor Vail moved that we enter into Executive Session, and Council Member Collet seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

At 7:28 p.m., Open Session resumed.

Mayor Vail read aloud Agenda Item 7.J. and asked if anyone had any comments and no one spoke.

Mayor Vail moved that we direct staff to negotiate and execute the Cybersecurity Insurance Policy and Engagement Agreement, and Council Member Kanallakan seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

Mayor Vail read aloud Agenda Item 7.K. and asked if anyone had any comments and no one spoke.

Mayor Vail moved for staff to update the agreement presented as directed in Executive Session and to post the RFQ, and Vice Mayor Brush seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

10. FUTURE AGENDA ITEMS

No future agenda items were mentioned.

11. MOTION TO ADJOURN

At 7:31 p.m., Council Member Collet moved that we adjourn, and Council Member Kanallakan seconded the motion. Motion Carried. Aye: Mayor Vail, Vice Mayor Brush, Council Member Collet, Council Member Aldaz, Council Member Kanallakan

Clarinda Vail 5/14/24
Clarinda Vail, Mayor Date

ATTEST:

Tina M. Abriani
Tina M. Abriani, Town Clerk

CERTIFICATION

STATE OF ARIZONA

§

COCONINO COUNTY

§

I, TINA M. ABRIANI, do hereby certify that I am the Town clerk of 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 held on ~~APRIL~~ MARCH 20, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Tina M. Abriani 05-19-24
Town Clerk Date



Town Council Workshop Facilitation Guide

The Expectations of Town Manager and Council for Effective Relations

Expectation	Description
Respect the decisions of the Council.	Implement Council's policies by accurately interpreting direction given by the Council, carrying out their directives as a whole and supporting the actions of the Council after a decision has been made.

Focus Areas

Fiscal Stewardship

Tusayan will implement innovative and responsible policies and business practices to effectively manage its fiscal and human resources in accordance with statute and regulation. Tusayan will maintain a stable financial environment that is transparent and that maintains an outstanding quality of life for our citizens. Business practices will be efficient, business friendly and ensure exceptional customer service to all stakeholders and citizens.

Safe, Healthy and Emergency Prepared Community

The Town of Tusayan and our partners will seek an optimal quality of life for residents by cultivating and supporting opportunities for public health and safety. The Town recognizes that a key sense of community well-being comes through obtaining a level of emergency readiness and stakeholder communication.

Culture and Recreation

The Town of Tusayan will build a cultural identity that reflects and preserves its unique small-town character. This will be done through the responsible promotion of arts, education, recreation, programs, events, and other similar opportunities, that are reflective of our unique community and surrounding environments.





Town Council Workshop Facilitation Guide

Inclusive, Connected, and Sustainable Community

The Town of Tusayan will provide and/or promote programs, gathering places, and events where all members of the community can come together to participate in opportunities of learning and recreation. Connectivity within the community will be cultivated through engagement, excellent focused service, reliable and accessible communication.

Economic, Tourist and Market Growth

Tourism is the economic driver in the Town of Tusayan and surrounding communities. The Town of Tusayan will foster community investment and economic development through streamline processes, technology, safety, proper planning, economic resiliency, and an aesthetically attractive community appearance. This is supported by smart growth that respects the area's natural beauty, small town character, as well as both partner and residential need. In addition, the town understands the integral role that marketing plays as a communication device in the economic engine of tourism in the Town of Tusayan.

Community Focused Government of Integrity

The Town of Tusayan recognizes that a key (but often unseen) component of residential quality of life is providing ongoing innovation and outstanding government services that are transparent, accountable and professional. Employees will be provided the tools and resources for continuous personal and institutional improvements. The Town will strive to provide the community with resources necessary for optimal government engagement.

Sustainability and Infrastructure

The Town of Tusayan will meet our environmental, social, and economic needs without compromising future generations' quality of life. The Town will also maintain a sensitive posture towards the needs and sentiments of our partners and neighbors. The Town will take advantage of new technologies and learning opportunities to forge an innovative path forward. The Town will endeavor to plan and build infrastructure that is inclusive of our diverse community. We will strategically plan, implement, and maintain current and future infrastructure and facilities, using technology and learning, when possible, to support the community's quality of life, economic viability, and protect the environment.





Town Council Workshop Facilitation Guide

The proposed strategies were evaluated as part of the online survey.

Strategy 1: Customer Focus - Improves service to customers and their seamless interaction and accessing of services.

Strategy 2: Internal Process Focus - Internal processes are improved to enhance operation efficiency and effectiveness.

Strategy 3: Technology and Training Focus - Improves organization technology and/or enhances staff development.

Strategy 4: Financial Sustainability Focus - Reduces cost enhances and improves revenues; improve financial transparency, reserves, and credit rating.

Strategy 5: Community Well Being Focus - Improves community connectivity, safety, health, and sense of wellbeing.

Strategy 6: Economic Sustainability Focus - Improves the long-term economic viability of the community through employment and diversification, improved economic opportunities and support for continuing business operations.

Strategy 7: Employee First Focus - Improves and supports the ability to hire and focus on “Employee First” in delivering high quality and cost-effective services.

Focus Area: Fiscal Stewardship





Town Council Workshop Facilitation Guide

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Continued updating of financial accounting policies and investments	3,4,6,7		Finance Group	2024-2025 Ongoing
Look at ALL potential long term funding options for ALL Town Projects	4,6	1	Everyone w/Finance Group focus	2024-2025 Ongoing

Focus Area: Safe, Healthy and Emergency Prepared Community

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Flood Drainage Masterplan (Tusayan Forest Basins) (Storm Water/Rain Gauges)	5,6	1	County, Council/ ADOT/ Staff/ and other Key Stakeholders	2024-2025
Refine Disaster Relief Preparedness/Readiness Plan Implementation Refine power outage/ event/traffic coordination plan	5, 1	3	Council and Manager	2024-2025 And then ongoing



Town Council Workshop Facilitation Guide

Hazard Mitigation Plan (FEMA directed)	5,1	3	Manager	2024-2025 reviewed yearly (in cooperation w/County led effort)
Tusayan Sanitary District Projects	1,5,6	2	Council/Manager/Staff	2024-2025 And then ongoing
Coconino County Sherriff's Office Contract/IGA - closer monitoring of contractual language leading into renewal	4,5,7	1	Council/Manager	2024-2025 And then ongoing

Focus Area: Culture and Recreation

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Sports Complex Masterplan	5,1	1	Work Group(s) / Council Staff/Manager	2024-2025 Ongoing
Sports Complex Masterplan Execution	5,6,1,7	2	Work Group/Council Staff/Manager	2024-2025 Ongoing
Trails System	1,5,6,7	1	Council/Manager	2024-2025 Ongoing





Town Council Workshop Facilitation Guide

Cookout Site	1,5,6,7	1	Council/Manager and Contractors	2024-2025
Community Awareness Group	1,5,6,7	2	Everyone	2024-2025 ongoing
Community Programming Events	1,5,6,7	2	Council/Manager	2024-2025 Ongoing
Community Health Nurse	1,5,6,7	1	Council/Manager	2025 Ongoing
Community Garden Expansion	5,3,7	2	Council/Manager	2024-2025
Land Use Agreement/IGA Update	1,5,7	1	Council/Manager	2024





Town Council Workshop Facilitation Guide

Focus Area: Inclusive, Connected, and Sustainable Community

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Housing	1,5,6,7	1	Everyone	2024-2025 Ongoing
Highspeed/Fiber Internet Franchise Agreement and/or review options	1,3,5,6,7	2	Council/Manager	2024-2025 Ongoing
Town Property Leases/Purchases	1,4,5,6,7	1	Council/Manager Legal	2024-2025 Ongoing

Focus Area: Economic, Tourist and Market Growth

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Designated Marketing Organization (DMO)	1,4, 6,	2	Council/Manager	2024-2025 Ongoing
Tusayan Transportation Options	1,5,6,7	3	Council/Manager Legal	2024-2025 Ongoing
Employee/Resident Payment	4,6,7	2	Mayor/Manager Legal	2024-2025





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Monument Baaj Nwaavjo I'tah Kukveni – Ancestral Footprints of the Grand Canyon	6,7	3	Mayor and Everyone	2024-2025 Ongoing
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Focus Area: Citizen Focused Government of Integrity

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Community Townhall and Stakeholder Engagement	1,5,7	1	All	2024-2025 Ongoing
General Plan Updates	1,2,3,4,5,6,7	1	All	2024-2025 Ongoing
Engineering Department (ongoing review)	1,2,6	3	Manager/ Town Engineer	2024-2025 Ongoing

Focus Area: Sustainability and Infrastructure

Project/Policy	Strategy Number	Senge Rating	Department Lead	Fiscal Year
Water Resource Monitoring	5,6,7	3	Mayor and Everyone	2024-2025 Ongoing

Notes:





Town Council Workshop Facilitation Guide



**Managers Draft
2023-2024 Town of Tusayan Tentative Budget As of May
16, 2023**

Capital Projects Details	Cost	2024-2025
		Items should carry over & add this column
Emergency Landscaping Expenses	\$ 400,000	Phase 2 Additional \$400K
Land Purchase #1	\$ 1,000,000	
Land Purchase #2	\$ 2,000,000	
Land Development	\$ 1	\$4 Mil (Land Purchase 1 and 2)
Flood Mitigation Planning	\$ 1	\$3.5 Mil (Grant)
Sports Complex	\$ 1,500,000	\$15-17 Mil (All Phases)
Master Plan	\$ 250,000	
Flood Study/Model Update	\$ 500,000	Fold into grant project
Forest Basins	\$ 120,000	Fold into grant project
Rain Gauge Installation	\$ 80,000	Fold into grant project (leave some monies 4 prior)
Trails System & Improvements	\$ 425,000	Off Set By Grant Income
Water Company Purchase	\$ 1	
Road Resurfacing/Paving	\$ 1,000,000	\$500,000
Water Plant Improvements	\$ 1	
Recreation Center Program	\$ 25,000	
Fire Equipment - New Truck	\$ 500,000	
Landscaping & Maint 64	\$ 100,000	Annual Maintenance
Mouqui (Lease and Prop Improvements)	\$ 300,000	
Traffic Lines Painting Project Hwy 64 (HURF)	\$ 50,000	
CDBG Project (Community Garden)	\$ 400,000	
Pedal Bike Track	\$ 25,000	
Food Pantry	\$ 50,000	
Dark Sky Consultant	\$ 25,000	
Warning Siren	\$ 50,000	Possible Grant Increase???
Dump Truck (HURF)	\$ 100,000	Purchased 2023
Portable Compressor (HURF)	\$ 35,000	Purchased 2023
Vibrating Roller (HURF)	\$ 25,000	Purchased 2023
Excavator (HURF)	\$ 50,000	
LPR Cameras	\$ 50,000	
Siding on Town Hall	\$ 25,000	
Bus Stops and Curb Work	\$ 25,000	
TFD Labor		\$650,000 Total
Town Labor		TBD
Additional Council Projects	\$ 5,000,000	
Total	\$ 14,110,004	