

TUSAYAN TOWN COUNCIL MEETING

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

Wednesday, April 6, 2011 @ 6:00 P.M.
Best Western Squire Inn, Zuni Conference Room
74 State Route 64, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town council will hold a meeting open to the public at 6:00 p.m. on Wednesday, April 6, 2011 at the Best Western Squire Inn. 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 Greg Bryan (928) 638-8401 as soon as possible.

REGULAR TOWN COUNCIL MEETING AGENDA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

**MAYOR BRYAN
VICE MAYOR MANIACI
COUNCILMEMBER RUETER**

**COUNCILMEMBER MONTOYA
COUNCILMEMBER BLASI**

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

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

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

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

4. CEREMONIAL AND INFORMATIONAL MATTERS

**Introduction and Oath of Office - new Town Manager and Town Clerk
Monthly Report from Sheriff's Office
Monthly Report from Judge Bill Sutton**

5. CONSENT AGENDA

ITEMS ON THE CONSENT AGENDA ARE ROUTINE IN NATURE AND WILL BE ACTED ON WITH ONE MOTION AND ONE VOTE. PUBLIC HEARING ITEMS ARE DESIGNATED WITH AN ASTERISK (*). 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.

Consideration and possible approval of March 23, 2011 Meeting Minutes

Consideration and possible approval of Town Clerk expenses for June week-long training session

Consideration and possible approval of Administrative/Treasurer's Report
Acceptance of the Finance Report
Approval of the Payment of Bills

6. COMMITTEE REPORTS

No Committee Reports are scheduled.

7. PUBLIC HEARINGS

No Public Hearings are scheduled.

8. ITEMS FOR ACTION

Authorization of Request for Proposals and Quotation for Professional Services for Preparation of Financial Reports and Audits – discussion and possible action.

Resolution to Join the Arizona Municipal Risk Pool for Workers Compensation Coverage – discussion and possible action.

Discussion and Direction regarding the Townsite Act and authorizing additional investigation and action by the Mayor and staff.

9. ITEMS FOR DISCUSSION

A. Status Report Modular Office Building

Town Manager's Report

i. Planning and Zoning Commission will meet at 6 p.m. on Thursday, April 7, 2011.

Set Agenda and Action Items for Next Meeting

10. MOTION TO ADJOURN INTO EXECUTIVE SESSION for the following purposes:

The Council may wish to go into Executive Session pursuant to A.R.S. Section A.R.S.

38-431.03.A.3 for legal advice in the case if items C below and pursuant to A.R.S. Sections 38-431.03.A.3 and A.4 in the case of items A and B below for discussion and consultation with the Town Attorney in order to receive legal advice and to give directions concerning the negotiations of contracts.

The negotiation of a preannexation and development agreement with the Stilo Group.

Acquisition of water system by Town and Town position on matters that are subject to ACC Docket #W-0235A-10-0163.

State Financial Disclosure Statement Requirements.

Following the Executive Session, the Town Council may (in open session) take action or give direction on the items discussed in Executive Session.

11. ADJOURNMENT OF REGULAR COUNCIL MEETING

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 4th day of April the Agenda of the Tusayan Town Council Date of Meeting, April 4, 2011 in accordance with the statement filed by the Tusayan Town Council.

Posted at _____AM/PM this 4th day of April, 2011.

agenda

Signature of person posting the

TOWN OF TUSAYAN STAFF REPORT

Date: April 6, 2011

To: Tusayan Town Council

From: Interim Town Manager George Pettit

Subject: Financial Report and Audit Services

ISSUE: Tusayan is required to prepare annual financial reports and audits as well as complete state mandated finance reports on an annual basis upon completion of the fiscal year on June 30.

BACKGROUND: Tusayan is completing its first full year of operation as a municipality. The Council has adopted a financial plan in the form of a budget. Financial Statements and Auditing are to be completed on an annual basis. This includes completion of the Uniform Expenditure Reporting System Expenditure Limitation report. The purpose of this work is to verify the expenses and report them in a conforming format for public agencies, as well as comparing it to the budget.

DISCUSSION AND ANALYSIS: Staff has prepared the attached Request for Proposal and Quotation to secure proposals to prepare annual financial statements, conduct and audit and prepare state reports. All work is to be completed in conformance with standards established by the Government Finance Officers of the United States and Canada and Generally Accepted Accounting and Auditing Procedures. This scope of work includes compiling financial information into the standardized reporting formats, as well as auditing services.

The RFPQ will be publicly advertised and electronically distributed to firms who are already providing these services to cities and towns in Arizona.

Staff is also requesting Council identify two members to serve with the Town Manager in making the selection of the vendor to provide these services, and return with a recommended contract, including fees.

FISCAL IMPACT: The budget includes funds to pay for the preparation of Annual Financial Reports and audit.

RECOMMENDATION: Staff recommends Council authorize the Request for Proposal and Quotation for professional services for preparation of Financial Reports and audits. Staff also recommends Council identify two members to serve on the review committee in making a recommendation for contract for

these services.

**TOWN OF TUSAYAN, ARIZONA
REQUEST FOR PROFESSIONAL SERVICES
ANNUAL FINANCIAL STATEMENTS AND AUDIT**

The Town of Tusayan, Arizona is seeking proposals for professional services to conduct the preparation of Annual Financial Statements and Audit in accordance with the State Law and Generally Accepted Accounting and Auditing Standards from the Government Finance Officers Association of the United States and Canada.

Tusayan

Tusayan is Arizona's newest incorporated town with a 2010 population of 558 located at the Gateway to the Grand Canyon at the south rim. This will be the first full year of operations (July 1, 2010 to June 30, 2011). However the selected firm will be asked to review to determine if Financial Statements, Audit, and Expenditure Limitation Reports are needed for the period April, 2010 to June 30, 2010.

Tusayan does not have full time paid professional finance personnel, so the scope of work will include compiling the annual transactions into an Annual Financial Report which complies with GFOA Standards. Presently there is an average of 20 expense items and 15 revenue items per month. Tusayan seeks GFOA Recognition for the Comprehensive Annual Financial Report. The selected firm will also be responsible for preparation of all State required Reports, including the UERS Expenditure Limitation Report.

Responses

Proposals must be received by Wednesday, May 4, 2011 at 5:00pm. All proposals should be directed to:

Enrique Medina Ochoa
Town Manager
Town of Tusayan
PO Box 709
Tusayan, AZ 86023

Proposal should specify estimated hours to complete the work by task, identification of personnel and their qualifications who will be performing the work, identification of personnel reviewing and certifying the work, experience of all personnel and the firm in local government financial reporting and auditing in the State of Arizona and cost to perform the work.

TOWN OF TUSAYAN STAFF REPORT

Date: April 6, 2011

To: Tusayan Town Council

From: Interim Town Manager George Pettit

Subject: Resolution to Join the Arizona Municipal Risk Pool for Workers Compensation Coverage

ISSUE: How should Tusayan comply with requirements for workers compensation?

BACKGROUND: The Mayor and Council approved the hiring of a full time Town Manager to serve as an employee of the Town. Previous services had been provided on a contractual basis. State law requires all operations who have employees to provide workers compensation coverage in the event of on the job injury.

DISCUSSION AND ANALYSIS: Tusayan presently uses the Arizona Risk Retention Pool for its operating insurances. The Pool also provides a Workers Compensation Pool. To join the Workers Compensation Pool, a Resolution of the Mayor and Council is required.

FISCAL IMPACT: The quote from the Pool is \$125 for the balance of the year, and \$500 per year thereafter. Funds are available within the Manager's Budget to pay these costs and all future costs.

RECOMMENDATION: Staff recommends the Council adopt the attached Resolution to join, and authorize the Mayor to sign all necessary documents.

RESOLUTION NUMBER 2011-04-06-11-01

**RESOLUTION OF INTENT TO JOIN THE
WORKERS COMPENSATION POOL
OPERATED BY THE ARIZONA
MUNICIPAL RISK RETENTION POOL**

WHEREAS, the Town of Tusayan became an incorporated town in April of 2010, and;

WHEREAS, The Town of Tusayan is hiring its first employee, requiring Tusayan to secure workers compensation coverage, and;

WHEREAS, the Arizona Municipal Risk Retention Pool includes a Workers Compensation Pool for its members who wish to join; and

WHEREAS, the Town of Tusayan wishes to join the Workers Compensation pool operated by the Arizona Municipal Risk Retention Pool

NOW THEREFORE BE IT RESOLVED, that the Town Council has passed this Resolution of Intent to Join the Workers Compensation pool operated by the Arizona Municipal risk Retention Pool this 6th day of April, 2011, and authorizes the Mayor to execute all necessary documents.

Greg Bryan, Mayor
Clerk

Hollie L. Drew, Town
Clerk

INDUSTRIAL COMMISSION OF ARIZONA

**SUPPLEMENTAL INDEMNITY AGREEMENT FOR
WORKERS' COMPENSATION POOL CREATED UNDER
A.R.S. 11-952.01(B)**

The undersigned person or entity (hereinafter referred to as a "member") desires to join a Workers' Compensation pool organized and formed under the authority of A.R.S. 11-952.01(B). The pool ("Pool") operates under the name "the Arizona Municipal Risk Retention Pool".

Attached as Exhibit B and incorporated in this supplemental agreement by reference is the indemnity agreement for the Pool executed by the Arizona Municipal Risk Retention Pool and the Town of Tusayan, Arizona. The terms of the indemnity agreement are incorporated by reference in this supplemental agreement.

The undersigned Member, by executing this supplemental indemnity agreement, joins in the Pool and accepts, as applicable to it, the indemnity agreement attached as Exhibit B. The Member acknowledges that it is bound by the terms of the indemnity agreement and its conditions.

The undersigned authorized representative of the Pool has executed this supplemental indemnity agreement to indicate the Pool's acceptance of the Member.

Administrator

Date

Greg Bryan,
Title: Mayor

Date

TOWN OF TUSAYAN STAFF REPORT

Date: April 6, 2011

To: Tusayan Town Council

From: Interim Town Manager George Pettit

Subject: Status Report Modular Office Building

ISSUE: Council requested regular reports on the status of the Modular Office Building for Town Offices and Council Chambers and its completion.

BACKGROUND: Council identified as a priority the establishment of meeting space and offices for the Town. Presently the Town uses donated office space in Grand Canyon Helicopters and meeting space in the Squire Inn. A decision was made to use modular offices, installed on leased property at the Grand Canyon Airport.

DISCUSSION AND ANALYSIS: The following are the key performance elements of the project and their status:

Location

Council approved a month to month lease for the site immediately south and east of the present ADOT Airport Administrative Office at the Grand Canyon Airport. Approval was December 12, 2010 for \$400 per month, plus taxes. This payment starts upon occupancy. Subsequently, Coconino County established the address as 845 Mustang Drive.

Modular Offices

Council selected TroweTiere from the Mohave Cooperative program on January 19, 2011 and approved a final design February 16, 2011. The final approved pricing for the option was \$264,957.07. A schedule was submitted by TroweTiere March 23, 2011 which provided for the buildings being ready for delivery by June 6, 2011. TroweTiere is awaiting final direction on proceeding given the Site Planning/Preparation concerns.

Site Planning/Preparation

Council approved a contract with Woodson Engineering on January 19, 2011 at a cost not to exceed \$10,000. Their work was to design the site plan and engineering for the installation of the modular buildings. TrowTiere will actually install the buildings, but the site needs to be ready including utility connections, parking, etc. Staff received 3 site plans on

March 10, 2011. Council direction was to have the issue reviewed by Councilmember Rueter, whose preliminary investigation found issues with the designs, including utility conflicts with APS infrastructure which had not been identified by Woodson. APS advises their survey teams and customer service section should have completed their work, and possibly have a report for the April 6, 2011 meeting.

FISCAL IMPACT: The Council directed March 23, 2011 that the only amount to be financed by Baystone Financial on a two year lease term was the acquisition of the modular building from TrowTiere. All other costs of construction and installation, as well as the lease payments are to come from the General Fund budget, as well as provided in future annual budgets.

RECOMMENDATION: None. This is a status report on the project and its completion.

AGD 03.02.11

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.