

To view City Council's
2015 Strategic Priorities
and

Individual Priorities,

please visit our website at

cityofpage.org/government/councilpriorities

or stop in at the City Clerk's Office in City Hall for a copy.

Thank you

**COMMUNITY DEVELOPMENT ADVISORY BOARD
MEETING MINUTES
SEPTEMBER 22, 2015**

The regular meeting of the Page Community Development Advisory Board was held at 5:30 p.m. on September 22, 2015, in the Council Chambers at the City Hall in Page, Arizona. Chairman Ryan Zimmer presided. Members Dennis Hinchey, Bubba Kitchersid, Gay Ann Ward and Korey Seyler were present. Community Director Kimberly Johnson and Tourism Director Lee McMichael were present and City Council liaison Mike Bryan was absent as were Vice Chair Lee Ann Warner and Member Richard Buck.

Chairman Zimmer called the meeting to order.

HEAR FROM THE CITIZENS

No citizens addressed the Board.

MINUTES

Regular Community Development Advisory Board Meeting – August 25, 2015

Motion made by Chair Zimmer to approve and duly seconded by Member Hinchey and unanimously passed upon a vote.

Special Community Development Advisory Board Meeting – September 14, 2015

Motion made by Member Ketchersid and duly seconded by Member Ward and unanimously passed upon a vote.

REPORTS/PRESENTATIONS

City Council - Mike Bryan

There was no report.

Community Development Director – Kim Johnson

There was no report.

Tourism Director Report – Lee McMichael

Director McMichael gave a monthly report and financials.

UNFINISHED BUSINESS

Timeline for Update of the 2015-2016 Marketing Plan

There was discussion about what format to take going forward-one marketing plan or adding an economic development and community development section. But discussion led to a priority for a tourism marketing plan and how to do the one year and five year versions. Discussion about the mission statement followed, then the board discussed a 5:00p.m. Workshop before the next regular meeting on October 27th to continue discussion on the plan discussion focusing on objectives.

Promotions and Events Funding Application Process and Guidelines

There was discussion as to the history of the funding process. Comments from a City Council meeting concerning the funding application were discussed in the context of posing questions to Council in a future workshop to get further directives on how to proceed with the process. A list of questions for that workshop will be created and discussed at the next meeting.

Page Community Development Advisory Board Regular Meeting- September 22, 2015

Balloon Regatta and Chamber Regatta Vendor Fair Marketing

An update on the marketing plan that resulted from the special meeting on September 14, 2015 was presented and discussed. The Board decided to remove newspaper advertising and replace it with advertising on Facebook.

NEW BUSINESS

Discussion and possible action concerning Sounds of Summer Recap

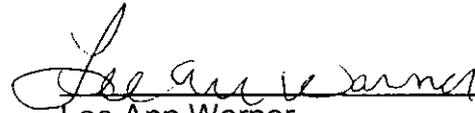
The Board discussed the results of the Sounds of Summer series based on numbers attending, costs of the project and other factors. There was discussion on the success or failure of this event. No board member thought it was a failure but that it achieved its goal of providing a form of entertainment in the evenings for people. The board decided to keep this topic on future agendas to discuss whether or not to continue it as an annual event.

ADJOURN

The meeting was adjourned at 7:55p.m.



Lee McMichael
Tourism Director



Lee Ann Warner
Vice-Chairman

**PROCLAMATION
AMERICAN DIABETES MONTH**

WHEREAS, in the United States, nearly 30 million people - including 692,311 people in Arizona - have diabetes, a serious disease with potentially life-threatening complications such as heart disease, stroke, blindness, kidney disease and amputation; and

WHEREAS, an additional 86 million people in the United States are at risk for developing type 2 diabetes; and

WHEREAS, recent estimates project that as many as one in three American adults will have diabetes in 2050 if current trends continue; and

WHEREAS, an increase in community awareness is necessary to put a stop to the diabetes epidemic;

NOW THEREFORE, the Mayor and City Council of the City of Page, Arizona, do hereby proclaim November 2015 to be American Diabetes Month® in Page, Arizona; and encourage all Americans to recognize American Diabetes Month and be part of the American Diabetes Association's Stop Diabetes® movement to confront, fight and most importantly, change the future of this deadly disease.

Dated this 4th day of November, 2015.

William R. Diak, Mayor

ATTEST:

Kim L. Larson, City Clerk

CITY OF PAGE
MONTHLY CASH ALLOCATION COMPARISON

		<u>Aug-15</u>	<u>Sep-15</u>
01-1110200	LGIP - GENERAL SAVINGS ACCT	7,024,576.36	5,603,338.11
01-1110300	CASH A/P CHECKING (COMBINED)	3,576,894.41	3,960,015.19
01-1110400	CASH P/R CHECKING (COMBINED)	140,344.12	138,724.14
01-1170000	ACCTS RECV CASH CLEARING ACCT	0.00	0.00
01-1175000	UTILITY CASH CLEARING ACCT	0.00	0.00
15-1120300	LGIP - HURF SAVINGS ACCT	1,338,953.02	1,138,800.65
20-1520600	LGIP - SERIES 2011 BOND RESRV	2,418,447.95	2,418,669.09
32-1120400	JCEF SAVINGS ACCOUNT	59,180.46	59,445.56
72-1120700	FIRE PENSION SAVINGS	21,679.11	23,683.54
72-1121100	FIRE PENSION-INVESTMENT ACCT	448,422.27	433,818.38
		<u>15,028,497.70</u>	<u>13,776,494.66</u>

<u>FUND</u>		<u>Aug-15</u>	<u>Sep-15</u>
10	ALLOCATION TO GENERAL FUND	7,729,500.29	8,802,741.66
15	ALLOCATION TO HIGHWAY USER FUND	1,361,528.08	1,384,017.81
16	ALLOCATION TO SUBSTANCE ABUSE FUND	38,718.77	27,866.85
20	ALLOCATION TO DEBT SERVICE FUND	2,824,352.08	2,929,840.31
25	ALLOCATION TO MISCELLANEOUS GRANTS	44,476.02	45,002.44
30	ALLOCATION TO LIBRARY MISCELLANEOUS GRANTS	0.00	0.00
32	ALLOCATION TO JCEF FUND	59,451.66	59,584.85
36	ALLOCATION TO DONATION FUND	62,046.72	61,475.94
40	ALLOCATION TO CAPITAL PROJECTS FUND	739,324.64	739,403.40
41	ALLOCATION TO BALLOON REGATTA FUND	0.00	0.00
42	ALLOCATION TO TOURISM & PROMOTION FUND	486,600.51	518,042.42
46	ALLOCATION TO AIRPORT FUND	934,896.30	957,650.24
47	ALLOCATION TO AIRPORT EVENTS FUND	2,886.96	0.00
48	ALLOCATION TO LAND FUND	0.00	0.00
50	ALLOCATION TO PAGE UTILITY ENTERPRISES	-2,721.96	-2,249.07
51	ALLOCATION TO WATER FUND	-899.51	-1,385.21
52	ALLOCATION TO SEWER FUND	-1,197.41	-1,245.85
57	ALLOCATION TO CEMETERY FUND	282,325.93	284,166.45
72	ALLOCATION TO FIRE PENSION FUND	467,208.62	456,582.42
		<u>15,028,497.70</u>	<u>16,261,494.66</u>



Request for City Council Action

Title:	Governor's Office of Highway Safety Grant		
Meeting Date:	November 4 , 2015	Agenda Item Number:	
Agenda Section:	<input type="checkbox"/> Consent <input type="checkbox"/> Public Hearings <input type="checkbox"/> Old Business <input checked="" type="checkbox"/> New Business <input type="checkbox"/> Other	Action:	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance
Originating Department:	Page Police Department	Supporting Documents:	GOHS Grant
Prepared By:	Chief of Police, F.Balkcom	Presented By:	Chief F. Balkcom Sr
Reviewed By:		Approved By:	
Proposed Action:	Motion to accept the Governor's Office of Highway Safety Grant of \$8,185.00 for the purchase of a Sokkia Data Collector and Accessories.		

BACKGROUND:

Presentation to the City Council for approval to accept the Governor's Office of Highway Safety Grant in the amount of \$8,185.00 for the purchase of a Sokkia Data Collector and Accessories. The Page Police Department will utilize this grant to purchase this device, to assist in the investigation of serious accidents, fatalities and Major Crime scenes. The Department does not currently have this device and is reliant on outside agencies for the use of this electronic measurement, plotting device which will create a diagram of the respective scene/s. The purchase will allow the Police Department to become self sufficient and more effective in serving our community

BUDGET IMPACT:

N/A

ALTERNATIVES CONSIDERED:

N/A

ADVISORY BOARD RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

I move to accept the Governor's Office of Highway Safety Grant in the amount of \$8,185.00 for the purchase of a Sokkia Data Collector and Accessories

**ARIZONA
GOVERNOR'S OFFICE
OF
HIGHWAY SAFETY**



DOUGLAS A. DUCEY

GOVERNOR
STATE OF ARIZONA

ALBERTO C. GUTIER
DIRECTOR
GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE

**PROJECT DIRECTOR'S
MANUAL**

Federal Fiscal Year 2016



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I. INTRODUCTION

The project which is the subject of this Contract has been approved for funding under Moving Ahead for Progress in the 21st Century (MAP-21). Agency projects were selected for funding following rigorous problem identification and analysis procedures following which, the determination that a highway safety problem exists and the project described in the Contract will impact the problem identified favorably.

Governor's Office of Highway Safety (GOHS) grants **are not** "block grants" providing funds in advance for expenditures. GOHS grants reimburse for expenditures from an agencies' own resources to fund the project described in the Contract. Your agency must actually spend funds in accordance with the terms outlined in the Contract before submitting a claim for reimbursement.

The entire Contract consists of the following:

- Face Sheet, which summarizes the Contract;
- The body of the Contract, which set forth the details of the Contract;
- This Project Director's Manual, which provides administrative guidance for the Project Director and Project Administrator (if applicable)

The Contract has been prepared based on your agency proposal and/or negotiations with GOHS and has been reviewed and approved as to form by legal counsel. Your agency legal counsel may review the Contract as well.

PLEASE NOTE:

1. Your agency shall not incur any expenses against the Contract until:
 - a) After the **Effective Date** (i.e., date of signature by the Governor's Highway Safety Representative on the last page of the Contract); and
 - b) Your agency receives a fully executed original Contract with a letter of authorization to proceed with the project signed by the Governor's Highway Safety Representative.

**NOTE: GOHS WILL NOT REIMBURSE EXPENDITURES
INCURRED PRIOR TO THE EFFECTIVE DATE**

II. FISCAL REQUIREMENTS

Your agency is required to maintain or cause to be maintained all project cost records, including source documentation, as evidence of costs incurred against the Contract. It is the responsibility of the Project Director to ensure that: (1) an accounting system is in existence which conforms to generally accepted accounting principles; (2) procedures concerning expenditures and reimbursement requests are established; and (3) source documents are developed which will reliably account for the funds expended. Your agency may establish a special accounting system to gather, summarize, and control project expenditures and establish a clear audit trail.

The contract Federal Fiscal Year begins on October 1st and ends on September 30th unless otherwise stated. To ensure reimbursement of expenditures, your agency must submit all financial, performance, and any other reports required as a condition of the Contract to GOHS no later than October 30th following the end of the Contract fiscal year.

The Catalog of Federal Domestic Assistance (CFDA) provides a full listing of all Federal programs available to State and local governments (including the District of Columbia); federally-recognized Indian tribal governments; Territories (and possessions) of the United States; domestic public, quasi- public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals. Programs administered by GOHS have the following assigned CFDA corresponding numbers:

- | | |
|-----------------------|---------------|
| ➤ 402 funded programs | 20.600 |
| ➤ 405 funded programs | 20.616 |
| ➤ 410 funded programs | 20.601 |
| ➤ 164 funded programs | 20.608 |

Records Retention

Records of project expenditures are to be retained and made available at all times for a period of not less than six (6) years after final payment. Records must be retained beyond this date if audit findings have not been resolved. Audits of state and local claims must be performed using original documentation.

REIMBURSEMENT PROCEDURES

Report of Costs Incurred (RCI):

The preparer of the RCI must print his/her name, **sign**, date, list a telephone, fax number and e-mail address where he/she can be reached, and attach the proper supporting documentation (see below).

If funding was not spent during a quarter, the agency must submit an RCI reflecting zero expenditures. If an agency expends the total amount of the contract, the agency must continue

to submit quarterly reports for activity and an RCI reflecting the zero balance for each of the subsequent quarters. A minimum of Four (4) Quarterly Reports and Four (4) RCI's are required.

The RCI must be signed and dated by the Project Director or an agency Official authorized by the Project Director in writing and on file at GOHS to certify and sign RCIs.

GOHS will process only properly completed and signed RCIs that include supporting documentation. Do not use white-out on an RCI. All cost claims must be substantiated with acceptable procurement and accounting documents accompanying the RCI. The following is a listing of acceptable supporting documentation:

Document Type	Information/Items Reviewed
Personnel Services & Employee Related Expenses (for Overtime Contracts)	Labor Distribution report, payroll journal reports, payroll taxes and insurance reports (where applicable to overtime). The report must have the names of the individuals, overtime hours, dollars, and ERE for each individual.
Professional & Outside Services; Materials & Supplies (PI&E); Capital Outlay/ Equipment; Other Expenses	Bid documents (i.e., Requests for Proposal, verbal and/or written quotes, awards); requisitions; purchase orders; receiving reports; invoices; copies of payment checks to vendors (proof of payment)
Travel In-State & Out-of-State	Travel expense claims; hotel receipts; airline travel itineraries and receipts; conference/workshop registration fee receipts; copies of credit card receipts/ bills and/or payment checks (proof of payment)

The GOHS reserves the right to limit reimbursement of Employee Related Expenses from zero (0) to a maximum rate of 40 percent. This is the maximum ERE amount to be reimbursed. It is agreed and understood that the contracting agency/organization shall absorb any and all expenditures over the contract amount.

III. PROJECT REPORTING

The contracted projects shall be administratively evaluated to ensure that the outlined performance goals and objectives have been met.

QUARTERLY REPORT

The Quarterly Report (QR) purpose is to provide information on contracted grant activities conducted at the conclusion of each respective quarter. The information provided is used to review progress of the funded project and the successfulness in meeting outlined goals and objectives. The information, photos, highlights, obstacles, and mandatory statistical data provided in this report are analyzed by the assigned GOHS project coordinator. It is critical that

the report contains the following information:

- Description of projects/activities conducted to achieve goals and objectives supported by the funding.
- Progress towards the completion of the project meeting the goals and objectives of the funded project. Examples additionally include public information, educational activities, electronic and printed media activities (include newspaper clippings)
- Report of status of procurement process as well as the current and federal fiscal year-to-date program expenditures (equipment materials/supplies etc.)
- Specific problem areas encountered and solutions identified (if applicable)
- **Capital Outlay Equipment Under \$5,000 Single Item-**
 - Photographs Required
- **Capital Outlay Equipment Over \$5,000 Single Item-**
 - Photographs and Capital Outlay Equipment Form Required
- Quarterly Enforcement Report
- Appropriate signatures

PLEASE NOTE: ALL EXPENDITURES LISTED IN THE QUARTERLY REPORT MUST MATCH THE EXPENDITURES REPORTED ON THE RCIs FOR THAT QUARTER

Report Schedule

Reporting Period	Due Date
1 st Quarterly Report (October 1 to December 31, 2015)	January 30, 2016
2 nd Quarterly Report (January 1 to March 31, 2016)	April 30, 2016
3 rd Quarterly Report (April 1 to June 30, 2016)	July 30, 2016
4 th Quarterly Report (July 1 to September 30, 2016)	October 15, 2016
Final Statement of Accomplishment	October 15, 2016

The Quarterly Report shall be completed on the form available on-line and submitted by mail to the Governor’s Office of Highway Safety.

NOTE: IT IS REQUIRED THAT ALL LAW ENFORCEMENT AGENCIES MUST ENTER STATISTICAL AND ENFORCEMENT ACTIVITY INTO THE ON-LINE GOHS DUI REPORTING SYSTEM; IN ADDITION TO SUBMITTING THE “QUARTERLY ENFORCEMENT REPORT”.

Final Statement of Accomplishments

The Project Director shall submit a Final Statement of Accomplishments Report to the GOHS no later than thirty (30) days after the conclusion of each federal fiscal year (September 30th). All agencies receiving funding are required to submit a Final Statement of Accomplishments Report.

Note: Failure to comply with the outlined GOHS reporting requirements may result in

withholding of federal funds or termination of the contract.

PROJECT PERIOD

The Project Period shall commence on the date the GOHS Director signs the Highway Safety Contract and terminate on September 30 of that or subsequent year as indicated on the Highway Safety Contract.

If the Agency is unable to expend the funds in the time specified, the Project Director will submit notification on the Agency's letterhead and hand-deliver or submit via regular mail to the Director of the Governor's Office of Highway Safety a minimum of 90 days prior to the end of the project period.

Failure to comply may result in cancellation of the contract. Any unexpended funds remaining at the termination of the contract shall be released back to the Governor's Office of Highway Safety.

REQUESTS FOR CHANGE ORDERS

Agencies and Organizations with current contracts can request changes to a contract no later than **ninety (90) days** prior to the contract expiration date unless otherwise authorized by the GOHS Director. In order to obtain a change, a **letter signed by the Project Director** must be directed to the GOHS Director describing the change(s) requested and explaining how the change(s) will impact the goals of the project.

Requests for Change Orders are required:

1. When an increase or decrease in the total amount of funding occurs
2. When changes occur in the program activity, equipment, materials and supplies or training
3. When a reallocation of funding between categories occurs *

*EXCEPTION: A change order is not necessary when the agency is using Personnel Services to cover ERE or ERE to cover Personnel Services.

IV. PROJECT MONITORING

OVERVIEW

Highway safety grant project monitoring is used by GOHS project coordinators to track the progress of project objectives, performance measures and compliance with applicable procedures, laws, and regulations.

The process is used throughout the duration of the contracted project and serves as a continuous management tool. Project monitoring also presents a good opportunity for developing partnerships, sharing information and providing assistance to contracted agencies. Additionally,

project monitoring outlines a set of procedures for project review and documentation.

Project monitoring also serves as a management tool for:

- Detecting and preventing problems
- Helping to identify needed changes
- Identifying training or assistance needed
- Obtaining data necessary for planning, and evaluation
- Identifying exemplary projects

Total Awarded Amount	Type of Monitoring
Under \$50,000	Desk Review/Phone Conference
\$50,000 and over	In-House GOHS Review
\$100,000+	On-Site Review
Desk Review and Phone Conference	<p>Internal Review of all written documentation related to contractual project including but not limited to contract, quarterly reports, enforcement data, financial data, e-mails, letters, notes, press releases, photographs, inventories, and other written correspondence. A phone conference call conducted during the course of the project which includes the date and time of the call, the person/s contacted and the results. Serves as an informational review to determine progress of programmatic/financial activities. Both the designated project administrator and fiscal contact should be present, if possible, during the phone conference. If identified financial or operational problems are present, GOHS reserves the right to bring the grantee in for an in-house meeting at GOHS. Monitoring form written by Project Coordinator, any findings or areas of improvement, concern or recognition will be provided to the grantee.</p>
In-House Review	<p>Documents performance review results including project activities, reimbursement claims review, equipment purchases, approvals, and other information. Reviews applicable information related to the project(s) including but not limited to contract, quarterly reports, enforcement data, financial data, e-mails, letters, notes, press releases, photographs, inventories, and other written correspondence. Completed at GOHS in a meeting with appropriate operational and financial personnel. Monitoring form written by Project Coordinator, any findings or areas of improvement, concern or recognition will be provided to the grantee.</p>
On-Site Monitoring	<p>Documents performance review results including project activities, reimbursement claims review, equipment purchases, and other information. Reviews applicable information related to the</p>

	<p>project(s) including but not limited to contract, quarterly reports, enforcement data, financial data, e-mails, letters, notes, press releases, photographs, inventories, and other written correspondence. Conducted on-site at the grantee's agency with monitoring form completed on-site by Project Coordinator. Any findings or areas of improvement, concern, or recognition, will be provided to the grantee.</p>
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On-site and/or In-house monitoring for grantees of designated projects with large capital outlay purchases, personnel services, and complex projects must be completed within the second or third quarter of the fiscal year. Contracted projects displaying any problems might need on-site monitoring more than once during the fiscal year.

On-site and/or In-house monitoring includes a review and discussion of all issues related to assure the effective and administration of the contracted project. The following are the most important items to review:

- Progress toward meeting goals/objectives and performance measures
- Adherence to the contract specifications, timely submission of complete and correct reports, including required documentation
- Quarterly reports
- Status of expenditures related to the outlined budget
- Accounting records
- Supporting documentation (training documentation, inventory sheets, photographs, press releases etc)

In addition, the designated project administrator will assure that any equipment purchased will be available for inspection and is being used for the purpose for which it was bought under the outlined contractual agreement.

DOCUMENTATION

All findings will be documented on the GOHS Monitoring Form and placed in the grantee's respective federal file. Findings will be discussed with the grantee designated contract representative (project administrator, fiscal specialist) by phone and/or e-mail. All noted deficiencies will be provided to the grantee with guidance for improvement and solutions to problems. Grantees that exhibit significantly poor performance will be placed on a performance plan as outlined by the project coordinator. Grantee monitoring information will additionally provide documentation for potential funding in subsequent fiscal year grant proposal review.

NHTSA REGULATIONS

The Federal regulations cited by NHTSA for the monitoring requirement is the Common Rule at

49 CFR Section 18.40. Office of Management and Budget (OMB) circulars and other U.S. DOT and NHTSA regulations contain provisions which pertain to monitoring requirements and may also be cited in a NHTSA Management Review. State Highway Safety Offices (SHSO) are responsible for managing the day-to-day operations of sub grant supported activities. States must monitor sub grant supported activities to assure compliance with applicable Federal requirements and to assure that performance goals are being achieved. Monitoring must cover each program, function or activity.

Buy America Act

In accordance with the Buy America Act (49 U.S.C. 5323(j)):

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

Effective July 30, 2015, the National Highway Traffic Safety Administration (NHTSA) published a Buy America Act public interest waiver. The waiver allows States to purchase any manufactured product with a purchase price of \$5,000.00 or less, excluding a motor vehicle when the purchased product is using Federal grant funds administered under Chapter 4 of Title 23 of the United States Code. (Reference Federal Register Vol. 80, No. 125, published June 30, 2015.)

V. SPECIFIC LAW ENFORCEMENT AGENCY REQUIREMENTS

The GOHS mandates that all law enforcement agencies receiving overtime grant funding for Impaired Driving/DUI Enforcement participate in DUI task forces, specifically the **Statewide Arizona Impaired Driving/DUI Task Force**. The mission of these Task Forces is to **“Unite Arizona communities to implement a coordinated public information and education campaign along with combined Impaired Driving/DUI enforcement activities with an emphasis on holidays and specific event days including sustained enforcement throughout the year.”**

And, in addition, it is the responsibility of the Police Department to report all holiday task force enforcement statistics to GOHS on-line at the GOHS website no later than 10:00 a.m. the morning following each day of the event.

The holidays and special events include but not limited to: Super Bowl Sunday, Valentine’s Day, President’s Day, St. Patrick’s Day, Spring Break, Easter, Cinco de Mayo, Prom Night, Memorial Day, Graduation Day, Independence Day, Labor Day, Columbus Day, Halloween, and the Thanksgiving through New Year’s details. Agencies are additionally required to provide sustained DUI statistical enforcement data to the on-line system on a monthly basis.

PLEASE NOTE: Failure to report statistics on time and correctly may result in reimbursements being denied.

PLEASE ENTER TOTAL AGENCY SUSTAINED ENFORCEMENT STATISTICS ONCE A MONTH.

ENTER STATISTICS FOR SPECIALTY ENFORCEMENT DETAILS (PROM/GRAD, RODEO, COUNTRY THUNDER, ETC.) IF AVAILABLE.

VI. SPECIFIC EMERGENCY MEDICAL SERVICES (EMS/FIRE) AGENCY REQUIREMENTS

The GOHS provides funding in support of Emergency Medical and Fire Services with the following objectives:

- To increase vehicle extrication safety, efficiency and times by purchasing extrication equipment that is technologically advanced, safe and reliable for cutting metal materials in newer vehicles.
- To decrease response time (time of notification to hospital treatment or transport) in a Fire District service area.
- To decrease average response time for the arrival of appropriate equipment at the collision site in rural areas.
- To improve the EMS delivery system in a Fire District service area and surrounding communities through the replacement of out-dated and unreliable emergency/rescue equipment.

2015 GOHS ENFORCEMENT REPORTING DATES

January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
February						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
March						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
April						
Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
May						
Su	Mo	Tu	We	Th	Fr	Sa
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2015 GOHS ENFORCEMENT REPORTING DATES

Mar 13 through 17 St. Patrick's Day
 Jul 2 through 5 Independence Day
 Nov 26 through 29 Thanksgiving

May 1 through 5 Cinco de Mayo
 Sep 5 through 7 Labor Day
 Dec 3 to 5, 10 to 12, 17 to 19, 24 to 31 Christmas/New Year

May 22 through 25 Memorial Day
 Oct 30 through Nov 1 Halloween

IMPORTANT REMINDER

***PLEASE ASSIGN TOTAL AGENCY SUSTAINED ENFORCEMENT STATISTICS ONCE A MONTH TO A NON-MANDATORY DATE -SUGGESTED SUSTAINED "DATE OF ACTIVITY" DATES ARE HIGHLIGHTED IN RED (SECOND WEDNESDAY)**

***ENTER STATISTICS FOR SPECIALTY ENFORCEMENT DETAILS (PROM/GRAD, RODEO, COUNTRY THUNDER, ETC.) IF AVAILABLE**

***GOHS MANDATORY REPORTING DATES ARE HIGHLIGHTED IN BLUE**

2016 GOHS ENFORCEMENT REPORTING DATES

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
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28	29					

March						
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27	28	29	30	31		

April						
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24	25	26	27	28	29	30

May						
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29	30	31				

June						
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July						
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August						
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September						
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October						
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23	24	25	26	27	28	29
30	31					

November						
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27	28	29	30	31		

December						
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24	25	26	27	28	29	30
31						

2016 GOHS ENFORCEMENT REPORTING DATES

Mar 17 through 19 St. Patrick's Day
 Jul 1 through 4 Independence Day
 Nov 23 through 26 Thanksgiving

May 5 through 7 Cinco de Mayo
 Sep 2 through 5 Labor Day
 Dec 1 to 2, 8 to 9, 15 to 16, 22 to 31 Christmas/New Year

May 27 through 30 Memorial Day
 Oct 30 through Nov 1 Halloween

IMPORTANT REMINDER

***PLEASE ASSIGN TOTAL AGENCY SUSTAINED ENFORCEMENT STATISTICS ONCE A MONTH TO A NON-MANDATORY DATE BY THE SECOND WEDNESDAY OF THE FOLLOWING MONTH (HIGHLIGHTED IN RED)**

***ENTER STATISTICS FOR SPECIALTY ENFORCEMENT DETAILS (PROM/GRAD, RODEO, COUNTRY THUNDER, ETC.) IF AVAILABLE**

***GOHS MANDATORY REPORTING DATES ARE HIGHLIGHTED IN BLUE**

VI. DEFINITIONS

Agency- Any organization entered in a contractual agreement, which is authorized for funding with GOHS. Examples include, but are not limited to police departments, fire departments, hospitals, and nonprofit public awareness and educational organizations.

Change Order- A request by the Project Director of an Agency or Organization with a current GOHS contract to modify the terms of the contract through an increase, decrease or reallocation of funding.

Contract- An agreement between two or more persons or entity to do a particular thing, which is formally set forth in writing and enforceable by law.

Contract Activity Reporting- *Statistical reporting of all Traffic Enforcement Activity in connection with a specific GOHS contract. Contract Activity Reporting includes all traffic enforcement taken by an agency in relation to a specific contract (examples are: Designated Driver information, arrests for DUI and/or Youth Alcohol Citations, STEP/Speed Enforcement, Occupant Protection, warrants, moving and non-moving citations).*

Employee Related Expenses (ERE)- Employee related expenses (ERE) comprises the employer-paid portion of FICA; employer paid life insurance; unemployment and worker's compensation; and retirement costs. Health and dental costs are unallowable ERE as these costs are part of a budgeted position. **PLEASE NOTE: GOHS will not reimburse for Employee Related Expenses above 40%.**

Equipment- Tangible, nonexpendable, personal property having a useful life of more than one year. "Equipment" is also referred to as "Capital Outlay."

Final Statement of Accomplishments- A narrative report completed at the conclusion of the contracted grant period. The final statement of accomplishment should include an overview of the previous year's activity and detail how the activities helped the agency meet the goals and objectives identified in the contract.

Governor's Office of Highway Safety (GOHS)- The Arizona Governor's Office of Highway Safety (GOHS) is the focal point for highway safety issues in Arizona. GOHS is a cabinet agency that provides leadership by developing, promoting, and coordinating programs; influencing public and private policy; and increasing public awareness of highway safety.

Grantee- The government or other legal entity to which a grant is awarded and which is accountable for the use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document.

Moving Ahead for Progress in the 21st Century (MAP-21)- MAP-21 was signed into law by President Obama on July 6, 2012. Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005. MAP-21 creates a streamlined and performance-based surface transportation

program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.

National Highway Traffic Safety Administration (NHTSA)- established by the Highway Safety Act of 1970, specifically directing the highway safety and consumer programs established by the National Traffic and Motor Vehicle Safety Act of 1966. NHTSA provides leadership to the motor vehicle and highway safety community through the development of innovative approaches to reducing motor vehicle crashes and injuries.

Project Administrator- Agency representative responsible for assuring completion of the contract requirements/obligations within the timeline established in the contract.

Project Director- Agency Head Administrator (Police/Fire Chief, Sheriff, Director) being the authorized signatory and fiduciary official of the agency.

Quarterly Report- A narrative report completed and submitted by the project administrator outlining the agency's activity for a three-month period (quarter) toward achieving the goals and objectives of the awarded contract.

Report of Costs Incurred (RCI)- A form the agency uses to document expenditures against the grant and submitted to GOHS for reimbursement.

Sub grantee- The government or other legal entity to which a sub grant is awarded and which is accountable to the grantee for the use of the funds provided.

Supplanting- Replacing routine and/or existing State or local expenditures with the use of Federal grant funds. Supplanting includes the use of Federal grant funds to reimburse an agency for items already included in a budgeted position.

Sustained Reporting- Statistical reporting of all Traffic Enforcement Activity for an agency. Sustained Reporting of Traffic Enforcement Activity includes all non-contract traffic enforcement taken by an agency (examples are: Designated Driver information, arrests for DUI and/or Youth Alcohol Citations, Speed Enforcement, Occupant Protection, warrants, moving and non-moving citations).



DOUGLAS A. DUCEY
GOVERNOR

ALBERTO GUTIER
DIRECTOR
GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE

Chief Frank Balkcom
Page Police Department
P.O. Box 3005
Page, Arizona 86040

PROJECT REFERENCE:
Contract Number: 2016-AI-002
Contract Amount: \$8,185.00
Purpose of Project: Sokkia Data Collector and Accessories

Dear Chief Balkcom:

You are hereby authorized to proceed under the terms of the Highway Safety Contract referenced above for the Federal Fiscal Grant Period October 1, 2015 through September 30, 2016. This contract has \$8,185.00 in obligated Federal funds.

Enclosed are the following documents:

- a) One (1) fully executed original of the above-referenced contract
- b) Project Director's Manual

Please note a major change to the Buy America Act on page 8 of the Project Director's Manual that allows states to purchase any manufactured product with a purchase price of \$5,000.00 or less, excluding vehicles.

The Report of Costs Incurred (RCI Form) and RCI Instructions are located on the GOHS website at www.azgohs.gov/grant-opportunities/. Refer to the Contract and/or Project Directors Manual for instructions on completion and submission.

Please have your Project Administrator and Fiscal staff review and become familiar with the reporting requirements outlined in this Contract.

Sincerely,

Alberto Gutier, Director
Governor's Highway Safety Representative

10-19-15
Date

Enclosures

GOVERNOR'S OFFICE OF
HIGHWAY SAFETY

STATE OF ARIZONA

HIGHWAY SAFETY CONTRACT

This page, the Project Directors Manual and attached hereto and incorporated herein by reference, constitute the entire contract between the parties hereto unless the Governor's Highway Safety Representative authorizes deviation in writing.

CFDA 20.600

1. APPLICANT AGENCY Page Police Department		GOHS CONTRACT NUMBER: 2016-AI-002
ADDRESS P.O. Box 3005, Page, AZ 86040		PROGRAM AREA: 402-AI
2. GOVERNMENTAL UNIT City of Page		AGENCY CONTACT: Benjamin Jennett
ADDRESS P.O. Box 3005, Page, AZ 86040		3. PROJECT TITLE: Accident Investigation Equipment
4. GUIDELINES: 402-Accident Investigation (AI)		
5. BRIEFLY STATE PURPOSE OF PROJECT: Federal 402 funds will support Capital Outlay: Sokkia Data Collector and Accessories to enhance Accident Investigation throughout the City of Page.		
6. BUDGET COST CATEGORY		Project Period FFY 2016
I. Personnel Services		\$0.00
II. Employee Related Expenses		\$0.00
III. Professional and Outside Services		\$0.00
IV. Travel In-State		\$0.00
V. Travel Out-of-State		\$0.00
VI. Materials and Supplies		\$0.00
VII. Capital Outlay		\$8,185.00
TOTAL ESTIMATED COSTS		\$8,185.00

PROJECT PERIOD FROM: Effective Date (Date of GOHS Director Signature) TO: 09-30-2016

CURRENT GRANT PERIOD FROM: 10-01-2015 TO: 09-30-2016

TOTAL FEDERAL FUNDS OBLIGATED THIS FFY: \$8,185.00

A political subdivision or state agency that is mandated to provide a certified resolution or ordinance authorizing entry into this contract must do so prior to incurring any expenditures. Failure to do so may result in termination of the awarded contract.

PROBLEM IDENTIFICATION AND RESOLUTION:**Agency Background:**

The Page Police Department serves a very diverse community and covers a vast area. The department currently staffed with seventeen sworn officers serves the constant population of approximately 7,500 people who live in the city limits. However, in addition to the city's population the fact that Page is bordered on several sides with the Navajo Nation it serves as a hub for several reservation towns. Page is also situated in the center of canyon country with the Grand Canyon, Zion Canyon, Bryce Canyon and Monument Valley all within reach which means throughout the year millions drive to and through the community. In addition to the local roads throughout the city the Page Police Department is responsible as the primary law enforcement covering approximately eleven miles of United States Highway 89 and almost five miles of State Route 98.

Agency Problem:

The Page Police Department is looking to utilize this grant in order to purchase an AIMS unit to better document the collision involving serious injuries and fatalities. Specifically with the fatalities investigated by the department since 2010, 55 percent of them involved alcohol in some form. As this is a major factor in the later prosecution of subjects involved in the collisions accurate documentation is needed. The department is looking to no longer be reliant on outside agencies to complete the investigations and build the efficiency of the department to handle the investigations.

Agency Attempts to Solve Problem:

Although in the past the Page Police Department has not specifically actively sought out getting an AIMS unit it has taken steps to be able to handle collisions involving serious injuries and fatalities. Officers' have been sent to training to hone their skills and knowledge on investigating these serious crimes. This includes advance collision investigation and specializing in vehicle verse pedestrian collisions as they are prevalent in the area. In the past the department has made purchases of more advanced measuring units, however they were obsolete shortly after purchase.

Agency Funding:

Federal 402 funds will support Capital Outlay: Sokkia Data Collector and Accessories to enhance Accident Investigation throughout the City of Page.

How Agency Will Solve Problem With Funding:

Once approved for the grant to fund the purchase of the AIMS unit, the Page Police Department will immediately do so as the research for the appropriate unit and required components has been done. In addition the department will continue with already planned further training of collision investigators through Arizona Peace Officer Standards and Training.

GOALS/OBJECTIVES:

Federal 402 funds will support Capital Outlay: Sokkia Data Collector and Accessories to enhance Accident Investigation throughout the City of Page.

Expenditures of funding pertaining to the AI/Accident Investigation Program including Personnel Services and ERE, Materials & Supplies, Capital Equipment and/or Travel In and Out of State shall comply with the Accident Investigation Program Goals provided by the Arizona Governor's Office of Highway Safety. The Accident Investigation Program Goal is to provide training and resources for Vehicular Crimes Units to aide in the investigation and prosecution of fatal traffic crashes throughout the State of Arizona.

MEDIA RELEASE

To prepare complete press release information for media (television, radio, print and on-line) during each campaign period including a main press release, schedule of events, departmental plans and relevant data. **The material will emphasize the campaign's purpose, aggressive enforcement and the high cost of Accident Investigations in terms of money, criminal and human consequences.**

The Page Police Department will maintain responsibility for **reporting sustained enforcement** activity in a timely manner. Additionally, it is the responsibility of the Page Police Department to report all holiday task force enforcement statistics to GOHS on-line at the GOHS website **no later than 10:00 a.m. the morning following each day of the event.**

The holidays and special events include but not limited to: Super Bowl Sunday, Valentine's Day, President's Day, St. Patrick's Day, Spring Break, Easter, Cinco de Mayo, Prom Night, Memorial Day, Graduation Day, Independence Day, Labor Day, Columbus Day, Halloween, and the Thanksgiving through New Year's details.

PLEASE NOTE: Failure to submit Statistics, Quarterly Reports and/or Report of Costs Incurred (RCIs) on time and correctly may delay reimbursement for expenditures to your agency.

METHOD OF PROCEDURE:

The Page Police Department will make expenditures as follows to meet the outlined Program Goals/Objectives:

Capital Outlay - To purchase/procure the following Capital Outlay for Accident Investigations Enforcement Activities:

Sokkia Data Collector and Accessories

PRESS RELEASE:

Agencies are required to develop and distribute a press release announcing this grant award upon receipt of the executed contract. A copy of this press release shall be sent to the GOHS Director at the same time it is sent to the media. This press release shall include the objective and specify that the funding is from the Governor's Office of Highway Safety.

BAC TESTING AND REPORTING REQUIREMENTS:

Alcohol impairment is a major contributing factor in fatality and serious injury motor vehicle collisions. Accurate data on alcohol involvement is essential to understanding the full extent of the role of alcohol and to assess progress toward reducing impaired driving.

Arizona is presently and consistently below the documented average among the states in the Blood Alcohol (BAC) testing of drivers involved in fatal motor vehicle collisions.

Each law enforcement agency that receives an enforcement-related grant is required to ensure that this accurate data on all drivers involved are reported. Failure to comply may result in withholding funds and cancellation of the enforcement contract until this requirement is met.

PURSUIT POLICY:

All law enforcement agencies receiving federal funds are encouraged to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police (IACP) that are currently in effect.

EQUIPMENT:

Sokkia Data Collector and Accessories

Agencies receiving funding for Capital Outlay (major equipment) such as DUI Processing Vans, marked and unmarked enforcement sedans and marked enforcement motorcycles shall schedule a press conference that includes the Director of the Governor's Office of Highway Safety. The purpose of this press conference will be to present the equipment to the community.

The Page Police Department shall immediately notify GOHS if any equipment purchased under this contract ceases to be used in the manner described in this contract. In such event, the Page Police Department further agrees to dispose of this equipment using the Page Police Department's, city, town or county ordinance, code or rule regarding disposal of equipment.

In the absence of an ordinance, code or rule regarding the disposal of the property, the Page Police Department can refer to that of the state. The Page Police Department shall maintain or cause to be maintained for its useful life, any equipment purchased under this contract. The Page Police Department shall incorporate any equipment purchased under this Contract into its inventory records. The Page Police Department shall insure any equipment purchased under this Contract for the duration of its useful life. Self-insurance meets this requirement.

Administrative and Maintenance Costs:

The Page Police Department shall be responsible for all administrative, maintenance, operational costs and the costs of any damage relating to the Sokkia Data Collector and Accessories.

Decals:

The Governor's Office of Highway Safety shall provide the Page Police Department with decals depicting the Governor's Office of Highway Safety logo. These decals shall be affixed to the equipment before being placed in service.

Equipment Purchase:

The equipment purchased under this contract shall be ordered, received, training completed, and placed in service prior to the end of the project period.

If the Agency cannot meet this requirement, the Agency must submit a letter of explanation signed by the Project Director on the Agency's letterhead via mail or hand delivered to the Director of the Governor's Office of Highway Safety within sixty (60) days before the end of the project period.

The application of USDOT "Common Rule" and Circular A-102 requires that:

Grantees and sub grantees will use their own procurement procedures, which reflect applicable state and local laws and regulations, provided that the procurement procedures conform to applicable federal laws and standards. The most stringent purchasing requirement at each level must be met. If the Agency does not have a procurement process, the Agency may use the State Procurement process.

Original Purpose of Equipment:

Pursuant to 23 CFR §1200.21, all equipment purchased under this contract is to be used for the original purpose intended under this contract. All equipment shall be used for the originally authorized grant purposes for as long as needed for those purposes and neither the State nor the Agency (sub-grantees) or contractors shall encumber the title or interest while such need exists.

The Governor's Office of Highway Safety may reserve the right to transfer title to equipment acquired under this the Section 402 program to the Federal Government or to a third party when such third party is otherwise eligible under existing statutes.

Furthermore, 49 CFR §18.32.c.1 states that equipment (acquired under this grant) shall be used by the grantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency.

Insurance:

It is agreed that the Page Police Department shall adequately insure all capital equipment purchased under this contract for repair or replacement.

SPECIFIC REQUIREMENTS:**PROFESSIONAL AND OUTSIDE SERVICES/PUBLIC INFORMATION/MEDIA –****Requirements for Professional and Outside Services:**

A copy of all contracts for "Professional and Outside Services" must be submitted to the GOHS Director for written approval before execution.

Requirements for Public Information and Education Materials:

Prior to the printing and distribution of public information and education materials, a sample will be provided to the GOHS Director for review and written approval.

Requirements for Paid Media:

All paid media must be pre-approved by the GOHS Director to ensure that consistent messages are sent statewide. Requests for paid media must include, *at a minimum*, scripts, description of target audience (to include methodology for identifying target audience), type of media to be utilized (electronic, print), campaign schedule, and budget. Additional information may be requested on a case by case basis.

EQUIPMENT –**Requirements for Equipment:**

The Page Police Department shall include a high quality color photograph of all Equipment purchased under this contract. The Page Police Department shall complete the attached **Capital Outlay Equipment** form for all individual equipment purchases of \$5,000.00 or more. The form is to be attached and submitted with the next quarterly report subsequent to the delivery of the equipment.

METHOD OF PROCUREMENT:

The application of USDOT "Common Rule" and Circular A-102 requires that:

Grantees and sub grantees will use their own procurement procedures which reflect applicable state and local laws and regulations, provided that the procurement procedures conform to applicable federal laws and standards. The most stringent purchasing requirement at each level must be met. If the Agency does not have a procurement process, the Agency may use the State Procurement process.

A clear audit trail must be established to determine costs charged against this contract. Substantiation of costs shall, where possible, be made utilizing the Page Police Department documentation consisting of, but not limited to, copies of time sheets, purchase orders, copies of invoices, and proof of payment.

The Project Director shall retain copies of all documentation in the project file.

State Contract:

Procurement may be made using an open state contract award. Documents submitted to substantiate purchase using an open state contract must bear the contract number.

PROJECT EVALUATION:

This project shall be administratively evaluated to ensure that the objectives have been met.

Quarterly Report

The purpose of the Quarterly Report is to provide information on contracted grant activities conducted at the conclusion of each respective quarter. The information provided is used to review progress of the funded project and the successfulness in meeting outlined goals and objectives. The information, photos, highlights, obstacles, and mandatory statistical data provided in this report are analyzed by the assigned project coordinator. It is critical that the report contains the following information:

- **Original signatures on all Quarterly Reports and RCIs**
 - **Signatures must include Project Director unless prior authorization for another is on file with GOHS.**

Report Schedule

Reporting Period	Due Date
1 st Quarterly Report (October 1 to December 31, 2015)	January 30, 2016
2 nd Quarterly Report (January 1 to March 31, 2016)	April 30, 2016
3 rd Quarterly Report (April 1 to June 30, 2016)	July 30, 2016
4 th Quarterly Report (July 1 to September 30, 2016)	October 15, 2016
Final Statement of Accomplishment	October 15, 2016

The Quarterly Report **shall be completed on the form available on-line and submitted by mail** to the Governor’s Office of Highway Safety.

NOTE: IT IS REQUIRED THAT ALL LAW ENFORCEMENT AGENCIES MUST ENTER STATISTICAL AND ENFORCEMENT ACTIVITY INTO THE ON-LINE GOHS DUI REPORTING SYSTEM, IN ADDITION TO SUBMITTING THE QUARTERLY ENFORCEMENT REPORT.

Final Statement of Accomplishment

The Project Director shall submit a Final Statement of Accomplishment Report to the GOHS **no later than thirty (30) days after the conclusion of each federal fiscal year (September 30th)**. All agencies receiving funding are required to submit a Final Statement of Accomplishment Report.

Note: Failure to comply with the outlined GOHS reporting requirements may result in withholding of federal funds or termination of the contract.

PROFESSIONAL AND TECHNICAL PERSONNEL:

- Frank Balkcom, Chief, Page Police Department, shall serve as Project Director.**
- Benjamin Jennett, Acting Sergeant, Page Police Department, shall serve as Project Administrator.**
- Joshua Worley, Governor's Office of Highway Safety, shall serve as Project Coordinator.**

REPORT OF COSTS INCURRED (RCI):

The Project Director shall submit a Report of Costs Incurred (RCI) with supporting documentation attached, to the Governor’s Office of Highway Safety at a minimum on a quarterly basis in correlation with the required

report. Agencies may submit additional RCI forms for expenditures when funds have been expended for which reimbursement is being requested.

RCIs shall be typed and delivered via mail or hand delivered with appropriate supporting documentation, to the Governor's Office of Highway Safety. **Electronically submitted RCIs will not be accepted.** Final RCIs will not be accepted after thirty (30) days after the conclusion of each federal fiscal year (September 30th). **Expenditures submitted after the expiration date will not be reimbursed and the agency will accept fiscal responsibility.**

The RCI template and instructions are available on the Governor's Office of Highway Safety website at <http://www.azgohs.gov/grant-opportunities/>. Failure to meet the reporting requirements may be cause to terminate the project.

PROJECT MONITORING:

Highway safety grant project monitoring is used by GOHS project coordinators to track the progress of project objectives, performance measures and compliance with applicable procedures, laws, and regulations.

The process is used throughout the duration of the contracted project and serves as a continuous management tool. Project monitoring also presents an opportunity to develop partnerships, share information and provide assistance to contracted agencies. Additionally, project monitoring outlines a set of procedures for project review and documentation.

Project monitoring also serves as a management tool for:

- Detecting and preventing problems
- Helping to identify needed changes
- Identifying training or assistance needed
- Obtaining data necessary for planning and evaluation
- Identifying exemplary projects

Types of Monitoring

Monitoring is formal and informal, financial and operational. The most common types of monitoring are:

- Ongoing contact with the contracted grantee through phone calls, e-mails, correspondence, and meetings
- On-Site and/or In-House monitoring reviews of project operations, management, and financial records and systems
- Review of project Quarterly Reports
- Review and approval of Report of Costs Incurred (RCIs)
- Desk review of other documents in the project-grant files for timely submission and completeness

Monitoring Schedule	
Total Awarded Amount:	Type of Monitoring:
Under \$50,000	Desk Review/Phone Conference
\$50,000 and over	In-House GOHS Review
\$100,000+	On-Site Review

Desk Review and Phone Conference	Internal Review of all written documentation related to contractual project including but not limited to contract, quarterly reports, enforcement data, financial data, e-mails, letters, notes, press releases, photographs, inventories, and other written correspondence. A phone conference call conducted during the course of the project which includes the date and time of the call, the person(s) contacted and the results. It serves as an informational review to determine progress of programmatic/financial activities. Both the designated project administrator and fiscal contact should be present, if possible, during the phone conference. If identified financial or operational problems are present, GOHS reserves the right to bring the grantee in for an in-house meeting at GOHS. Monitoring form written by Project Coordinator, any findings or areas of improvement, concern or recognition will be provided to the grantee.
In-House Review	Documents performance review results including project activities, reimbursement claims review, equipment purchases, approvals, and other information. Reviews applicable information related to the project(s) including but not limited to contract, quarterly reports, enforcement data, financial data, e-mails, letters, notes, press releases, photographs, inventories, and other written correspondence. Completed at GOHS in a meeting with appropriate operational and financial personnel. Monitoring form written by Project Coordinator, any findings or areas of improvement, concern or recognition will be provided to the grantee.
On-Site Monitoring	Documents performance review results including project activities, reimbursement claims review, equipment purchases, and other information. Reviews applicable information related to the project(s) including but not limited to contract, quarterly reports, enforcement data, financial data, e-mails, letters, notes, press releases, photographs, inventories, and other written correspondence. Conducted on-site at the grantee's agency with monitoring form completed on-site by Project Coordinator. Any findings or areas of improvement, concern, or recognition, will be provided to the grantee.

On-site and/or In-house monitoring for grantees of designated projects with large capital outlay purchases, personnel services, and complex projects must be completed within the second or third quarter of the fiscal year. Contracted projects displaying any problems might need on-site monitoring more than once during the fiscal year.

On-site and/or In-house monitoring includes a review and discussion of all issues related to assure the effective administration of the contracted project. The following are the most important items to review:

- Progress toward meeting goals/objectives and performance measures
- Adherence to the contract specifications, timely submission of complete and correct reports, including required documentation
- Quarterly reports
- Status of expenditures related to the outlined budget
- Accounting records
- Supporting documentation (training documentation, inventory sheets, photographs, press releases, etc.)

In addition, the designated project administrator will assure that any equipment purchased will be available for inspection and is being used for the purpose for which it was bought under the outlined contractual agreement.

Documentation

The Governor's Office of Highway Safety will retain all findings documented on the GOHS Monitoring Form in the grantee's respective federal file. Findings will be discussed with the grantee designated contract

representative (project administrator, fiscal specialist) by phone and/or e-mail. All noted deficiencies will be provided to the grantee with guidance for improvement and solutions to problems. Grantees that exhibit significantly poor performance will be placed on a performance plan as outlined by the project coordinator. Grantee monitoring information will additionally provide documentation for potential funding in subsequent fiscal year grant proposal review.

PROJECT PERIOD:

The Project Period shall commence on the date the GOHS Director signs the Highway Safety Contract and terminate on September 30 of that or subsequent year as indicated on the Highway Safety Contract.

DURATION:

Contracts shall be effective on the date the Governor's Office of Highway Safety Director signs the contract and expire at the end of the project period.

If the Agency is unable to expend the funds in the time specified, the Project Director will submit notification on the Agency's letterhead and hand-deliver or submit via regular mail to the Director of the Governor's Office of Highway Safety a minimum of 90 days prior to the end of the project period.

The Agency shall address all requests to modify the contract to the Director of the Governor's Office of Highway Safety on Agency letterhead and either hand deliver or submit the request via regular mail. All requests for modification must bear the signature of the Project Director.

Failure to comply may result in cancellation of the contract. Any unexpended funds remaining at the termination of the contract shall be released back to the Governor's Office of Highway Safety.

ESTIMATED COSTS:

I.	Personnel Services (overtime)	\$0.00
II.	Employee Related Expenses (ERE)	\$0.00
III.	Professional and Outside Services	\$0.00
IV.	Travel In-State	\$0.00
V.	Travel Out-of-State	\$0.00
VI.	Materials and Supplies	\$0.00
VII.	Capital Outlay	\$8,185.00
	Sokkia Data Collector and Accessories	
	TOTAL ESTIMATED COSTS	*\$8,185.00

*Includes all applicable training, tax, freight, and advertising costs. The GOHS reserves the right to limit reimbursement of Employee Related Expenses from zero (0) to a maximum rate of 40 percent. This is the maximum ERE amount to be reimbursed. It is agreed and understood that the Page Police Department shall absorb any and all expenditures in excess of \$8,185.00.

Arizona Governor's Office of Highway Safety
Capital Outlay (Equipment) Record
Equipment \$5,000.00 or more

Equipment Description	Make/Model	Serial Number	Date Ordered	Date Received	Cost Per Unit

Note: Photographs of all Capital Outlay (Equipment) must be submitted with form

CERTIFICATIONS AND AGREEMENTS

This CONTRACT, is made and entered into by and between the STATE OF ARIZONA, by and through the Governor's Office of Highway Safety (GOHS) hereinafter referred to as "STATE", and the agency named in this Contract, hereinafter referred to as "AGENCY".

WHEREAS, the National Highway Safety Act of 1966, as amended (23 USC §§401-404), provides Federal funds to STATE for approved highway safety projects; and

WHEREAS, STATE may make said funds available to various state, county, tribal, or municipal agencies, governments, or political subdivisions upon application and approval by STATE and the United States Department of Transportation (USDOT); and

WHEREAS, AGENCY must comply with the requirements listed herein to be eligible for Federal funds for approved highway safety projects; and

WHEREAS, AGENCY has submitted an application for Federal funds for highway safety projects;

NOW, THEREFORE, IN CONSIDERATION OF MUTUAL PROMISES AND OTHER GOODS AND VALUABLE CONSIDERATION, it is mutually agreed that AGENCY will strictly comply with the following terms and conditions and the following Federal and State Statutes, Rules, and Regulations:

I. Project Monitoring, Reports, and Inspections

- A. AGENCY agrees to fully cooperate with representatives of STATE monitoring the project, either on-site or by telephone, during the life of the Contract.
- B. AGENCY will submit Quarterly Reports (one for each three-month period of the project year) to STATE in the form and manner prescribed by STATE. Notice of the specific requirements for each report will be given in this Contract or at any time thereafter by giving thirty (30) days written notice to AGENCY by ordinary mail at the address listed on the Contract. Failure to comply with Quarterly Report requirements may result in withholding of Federal funds or termination of this Contract.
- C. AGENCY will submit a Final Report/Statement of Accomplishment at completion of the Contract to include all financial, performance, and other reports required as a condition of the grant to STATE within thirty (30) days of the completion of the Contract.
- D. Representatives authorized by STATE and the National Highway Traffic Safety Administration (NHTSA) will have the right to visit the site and inspect the work under this Contract whenever such representatives may determine such inspection is necessary.

II. Reimbursement of Eligible Expenses

- A. AGENCY'S Project Director, or Finance Personnel, will submit a Report of Costs Incurred Form (RCI) to STATE each time there have been funds expended for which reimbursement is being requested. Failure to meet this requirement may cause to terminate the project under section XX herein, "Termination and Abandonment".

- B. AGENCY will reimburse STATE for any ineligible or unauthorized expenses for which Federal funds have been claimed and reimbursement received, as may have been determined by a State or Federal audit.
- C. STATE will have the right to withhold any installments equal to the reimbursement received by AGENCY for prior installments which have been subsequently determined to be ineligible or unauthorized.

III. Property Agreement

- A. AGENCY will immediately notify STATE if any equipment purchased under this Contract ceases to be used in the manner as set forth by this Contract. In such event, AGENCY further agrees to either give credit to the project cost or to another active highway safety project for the residual value of such equipment in an amount to be determined by STATE or to transfer or otherwise dispose of such equipment as directed by STATE.
- B. No equipment will be conveyed, sold, salvaged, transferred, etc., without the express written approval of STATE, or unless otherwise provided elsewhere in this Contract.
- C. AGENCY will maintain or cause to be maintained for its useful life, any equipment purchased under this Contract.
- D. AGENCY will incorporate any equipment purchased under this Contract into its inventory records.
- E. AGENCY will insure any equipment purchased under this Contract for the duration of its useful life. Self-insurance meets the requirements of this section.

IV. Travel

In-State and Out-of-State Travel

In state and out-of-state travel claims will be reimbursed at rates provided by AGENCY'S regulations, provided that such regulations are as restrictive as those of STATE. Where they are less restrictive, ARS §38-624 will apply.

The State must approve all out-of-state travel in writing and in advance.

V. Standard of Performance

AGENCY hereby agrees to perform all work and services herein required or set forth, and to furnish all labor, materials, and equipment, except that labor, material, and equipment as STATE agrees to furnish pursuant to this Contract.

VI. Hold Harmless Agreement

Neither party to this agreement agrees to indemnify the other party or hold harmless the other party from liability hereunder. However, if the common law or a statute provides for either a right to indemnify and/or a right to contribution to any party to this agreement then the right to pursue one or both of these remedies is preserved.

VII. Non-Assignment and Sub-Contracts

This Contract is not assignable nor may any portion of the work to be performed be sub-contracted unless specifically agreed to in writing by STATE. No equipment purchased hereunder may be assigned or operated by other than AGENCY unless agreed to in writing by STATE.

VIII. Work Products and Title to Commodities and Equipment

- A. The work product and results of the project are the property of STATE, unless otherwise specified elsewhere in this Contract. All property, instruments, non-consumable materials, supplies, and the like, which are furnished or paid for by STATE under the terms of this Contract, unless otherwise provided for elsewhere in this Contract, are and remain the property of STATE and will be returned at the completion of this project upon request of STATE. The work product and results of the project will be furnished to STATE upon request, if no provision is otherwise made by this Contract.
- B. The provisions of subparagraph A apply whether or not the project contracted for herein is completed.

IX. Copyrights and Patents

Any copyrightable materials, patentable discovery, or invention produced in the course of this project may be claimed by STATE and a copyright or patent obtained by it at its expense. In the event STATE does not wish to obtain such copyright or patent, AGENCY may do so, but in any event, provision will be made by AGENCY for royalty-free, nonexclusive, nontransferable, and irrevocable licenses to be given the United States Government and STATE and its political subdivisions to use such copyrightable material, patented discoveries, or inventions in any manner they see fit. The STATE reserves the right to impose such other terms and conditions upon the use of such copyrights or patents as may be deemed in the best interest of STATE in the event AGENCY is allowed to obtain a copyright or patent.

X. "Common Rule" and OMB Circular No. A-102 (Revised)

"Common Rule" (49 CFR, Part 18): Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

OMB Circular No. A-102 (Revised): Grants and Cooperative Agreements with State and Local Governments

The application of USDOT "Common Rule" and Circular A-102 requires that:

AGENCY and sub-grantees will use their own procurement procedures, which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law. The most stringent purchasing requirement at each level must be met.

The Arizona Procurement Code (ARS, §41-2501, et. seq.) and promulgated rules (A.A.C. Title 2, Chapter 7) are a part of this Contract as if fully set forth herein and AGENCY agrees to fully comply with these requirements for any procurement using grant monies from this Contract.

XI. Equal Opportunity

- A. Pursuant to the requirements of the Federal-Aid Highway Act of 1968 (U.S.C. §103 et. seq.), AGENCY, as a condition to receiving approval of this Contract submitted under the Highway Safety Act of 1966, as amended, hereby gives its assurance that employment in connection with the subject Highway Safety Project will be provided without regard to race, color, creed, sex, or national origin, and that any contract it enters into with any private agency pursuant hereto will include provisions in compliance with this paragraph (XI).

As a condition of receiving approval of this Contract, AGENCY will be subject to and will comply with Title VI of the Civil Rights Act of 1964 and all applicable requirements of the Department of Commerce regulations as adopted by the USDOT, providing that no person in the United States shall on the ground of race, color, creed, sex, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the subject Highway Safety Project.

- B. If AGENCY fails or refuses to comply with its undertaking as set forth in these provisions, STATE or the USDOT may take any or all of the following actions.
1. Cancel, terminate, or suspend, in whole or in part, the agreement, contract, or other arrangement with respect to which the failure or refusal occurred; and
 2. Refrain from extending any further Federal financial assistance to AGENCY under the Highway Safety Program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from AGENCY.
- C. Pursuant to the requirement of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794), AGENCY must operate this Highway Safety Project so that it is accessible and otherwise non-discriminatory to handicapped persons.

XII. Executive Order 2009-09

It is mutually agreed that AGENCY will comply with the terms and conditions of Executive Order 2009-09, *Non-Discrimination in Employment by Government Contractors and Subcontractors*. Executive Order 2009-09 is located in Part II of the Project Director's Manual.

XIII. Application of Hatch Act

AGENCY will notify all of its employees whose principal employment is in connection with any highway safety project, financed in whole or in part by loans or grants under the Highway Safety Act of 1966, as amended, of the provisions of the Hatch Act (5 U.S.C. §7321 et. seq.).

XIV. Minority Business Enterprises (MBE) Policy and Obligation

- A. Policy: It is the policy of the USDOT that minority business enterprises as defined in 49 CFR, Part 23, will have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this Contract. Consequently, the minority business enterprises requirements of 49 CFR, Part 23 apply to this Contract.
- B. Obligation: The recipient or its contractor agrees to ensure that minority business enterprises as defined in 49 CFR, Part 23 have the subcontracts financed in whole or in part with Federal funds

provided under this Contract. In this regard, all recipients or contractors will take all necessary and reasonable steps in accordance with 49 CFR, Part 23 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors will not discriminate on the basis of race, color, creed, sex, or national origin in the award and performance of USDOT-assigned contracts.

XV. Arbitration Clause, ARS §12-1518

Pursuant to ARS §12-1518, the parties agree to use arbitration, after exhausting applicable administrative reviews, to resolve disputes arising out of this Contract where the provisions of mandatory arbitration apply.

XVI. Inspection and Audit, ARS §35-214

Pursuant to ARS §35-214, all books, accounts, reports, files, and other records relating to this Contract will be subject at all reasonable times to inspection and audit by STATE for five (5) years after completion of this Contract. The records will be produced at the Governor's Office of Highway Safety.

XVII. Appropriation of Funds by U.S. Congress

It is agreed that in no event will this Contract be binding on any party hereto unless and until such time as funds are appropriated and authorized by the U.S. Congress and specifically allocated to the project submitted herein and then only for the fiscal year for which such allocation is made. In the event no funds are appropriated by the U.S. Congress or no funds are allocated for the project proposed herein for subsequent fiscal years, this Contract will be null and void, except as to that portion for which funds have then been appropriated or allocated to this project, and no right of action or damages will accrue to the benefit of the parties hereto as to that portion of the Contract or project that may so become null and void.

XVIII. Continuation of Highway Safety Program

It is the intention of AGENCY to continue the Highway Safety Program identified in this Contract once Federal funding is completed. This intended continuation will be based upon cost effectiveness and an evaluation by AGENCY of the program's impact on highway safety.

XIX. E-Verify

Both Parties acknowledge that immigration laws require them to register and participate with the E-Verify program (employment verification program administered by the United States Department of Homeland Security and the Social Security Administration or any successor program) as they both employ one or more employees in this state. Both Parties warrant that they have registered with and participate with E-Verify. If either Party later determines that the other non-compliant Party has not complied with E-Verify, it will notify the non-compliant Party by certified mail of the determination and of the right to appeal the determination.

XX. Termination and Abandonment

- A. The STATE and AGENCY hereby agree to the full performance of the covenants contained herein, except that STATE reserves the right, at its discretion, to terminate or abandon any portion of the project for which services have not been already performed by AGENCY.

- B. In the event STATE abandons the services or any part of the services as herein provided, STATE will notify AGENCY in writing and within twenty-four (24) hours after receiving such notice, AGENCY will discontinue advancing the work under this Contract and proceed to close said operations under the Contract.
- C. The appraisal value of work performed by AGENCY to the date of such termination or abandonment shall be made by STATE on a basis equitable to STATE and AGENCY and a final reimbursement made to AGENCY on the basis of costs incurred. Upon termination or abandonment, AGENCY will deliver to STATE all documents, completely or partially completed, together with all unused materials supplied by STATE.
- D. AGENCY may terminate or abandon this Contract upon thirty (30) days written notice to STATE, provided there is subsequent concurrence by STATE. Termination or abandonment by AGENCY will provide that costs can be incurred against the project up to and including sixty (60) days after notice is given to STATE.
- E. Any equipment or commodities which have been purchased as a part of this Contract and which have not been consumed or reached the end of its useful life will be returned to STATE upon its written request.

XXI. Cancellation Statute

All parties are hereby put on notice that this Contract is subject to cancellation pursuant to ARS §38-511, the provisions of which are stated below.

In accordance with ARS §38-511, this Contract may be cancelled without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of the STATE, its political subdivisions or any department or agency of either, is at any time while the Contract or any extension of the Contract is in effect, an employee of any other party to the Contract in any capacity or a consultant to any other party of the Contract with respect to the subject matter or the Contract.

The cancellation shall be effective when written notice from the Governor or chief executive officer or governing body of the political subdivision is received by all other parties to the Contract unless the notice specifies a later time.

AGREEMENT OF UNDERSTANDING AND CERTIFICATION OF COMPLIANCE**Acceptance of Condition**

It is understood and agreed by the undersigned that a grant received as a result of this Contract is subject the Highway Safety Act of 1966, as amended (23 U.S.C.A. §§401-404), ARS §28-602, and all administrative regulations governing grants established by the USDOT and STATE. It is expressly agreed that this Highway Safety Project constitutes an official part of the STATE's Highway Safety Program and that AGENCY will meet the requirements as set forth in the accompanying Project Director's Manual, which are incorporated herein and made a part of this Contract. All State and Federal Statutes, Rules, Regulations, and Circulars referenced in this Contract are a part of this document as if fully set forth herein. It is also agreed that no work will be performed nor any obligation incurred until AGENCY is notified in writing that this project has been approved by the Governor's Highway Safety Representative.

Certificate of Compliance

This is to certify that AGENCY will comply with all of the State and Federal Statutes, Rules and Regulations identified in this Contract.

Certification of Non-Duplication of Grant Funds Expenditure

This is to certify that AGENCY has no ongoing nor completed projects under contract with other Federal fund sources which duplicate or overlap any work contemplated or described in this Contract. It is further certified that any pending or proposed request for other Federal grant funds which would duplicate or overlap work described in the Contract will be revised to exclude any such duplication of grant fund expenditures. It is understood that any such duplication of Federal funds expenditures subsequently determined by audit will be subject to recovery by STATE.

Single Audit Act

If your political subdivision has had an independent audit meeting the requirements of the Single Audit Act of 1984, (31 U.S.C.A. §7501 et. seq.), please forward a copy to GOHS, Attention: Fiscal Services Officer, within thirty (30) days of the effective date of this Contract. If such audit has not been performed, please advise when it is being scheduled.

Buy America Act

In accordance with the Buy America Act (49 U.S.C. 5323(j)):

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

REIMBURSEMENT INSTRUCTIONS

1. Agency Official preparing the Report of Costs Incurred:

Name: KENDRA HOLCOMB
Title: FINANCE ANALYST
Telephone Number: 928-645-4277 Fax Number: 928-645-4207
E-mail Address: kholcomb@cityofpage.org

2. Agency's Fiscal Contact:

Name: LINDA L. WATSON
Title: FINANCE DIRECTOR
Telephone Number: 928-645-4203 Fax Number: 928-645-4207
E-mail Address: lwatson@cityofpage.org
Federal Identification Number: 86-0295443

3. REIMBURSEMENT INFORMATION:

Warrant/Check to be made payable to:

CITY OF PAGE

Warrant/Check to be mailed to:

CITY OF PAGE
(Agency)

PO BOX 1180
(Address)

PAGE, AZ 86040
(City, State, Zip Code)



Request for City Council Action

Title:	Lake Powell Concert Association, Inc. Request for Funding		
Meeting Date:	November 4, 2015	Agenda Item Number:	
Agenda Section:	<input type="checkbox"/> Consent <input type="checkbox"/> Public Hearings <input type="checkbox"/> Old Business <input checked="" type="checkbox"/> New Business <input type="checkbox"/> Other	Action:	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance
Originating Department:	Community Development	Supporting Documents:	Letter from Lake Powell Concert Association
Prepared By:	Kimberly Johnson, Community Development Director	Presented By:	Lee McMichael, Tourism Director
Reviewed By:		Approved By:	
Proposed Action:	Motion to Approve Funding Request by Lake Powell Concert Association		

BACKGROUND:

At the October Community Development Advisory Board, the Lake Powell Concert Association, Inc. presented a request for funding in the amount of \$4000 for their 2015-2016 season. According to Bryan Boston, President of the Lake Powell Concert Association, Inc., the funding will be used to promote this season's shows and sustain the organization.

ALTERNATIVES CONSIDERED:

N/A

ADVISORY BOARD RECOMMENDATION:

The Community Development Advisory Board voted to recommend approval of the funding request at their October 27, 2015 meeting.

STAFF RECOMMENDATION:

I move to approve Lake Powell Concert Association, Inc. request for funding in the amount of \$4000 for their 2015-2016 season.

Lake Powell Concert Association, Inc.

P.O. Box 2057 Page, AZ 86040

Page Lake Powell Tourism Board
P.O. Box 1180
Page, AZ 86040

September, 16, 2015

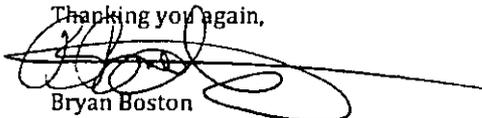
Dear Board,

On behalf of the board of the Lake Powell Concert Association I would like to thank you for the generous donation of \$4,000 for the 2014-2015 concert season. Not only did the city of Page get a cultural treat last year, so did the students who benefited from the school residencies artists put on at the school. Without donations and grants like yours, we would not be able to bring wonderful performances to our area. We have now reached the 40th Anniversary of the Lake Powell Concert Association and we are set to have one of the best seasons every.

We kindly ask for your continued support this year with another donation of \$4000 to help our 2015-2016 season. We have a great lineup of new shows visiting Page for the first time and we are excited to share their talent with the community. Your donation will go a long way in sustaining our continued efforts to provide the City of Page with valuable exposure to fantastic artists and performers like these.

Please let me know when the next board meeting is so that I may come and speak to the board and answer any questions they may have.

Thanking you again,



Bryan Boston
L.P.C.A. President 2015-2016
40th Anniversary
lakepowellconcert@gmail.com
928-640-6604



Request for City Council Action

Title:	Authorize Staff to Implement Signage Plan for the Rim Trail		
Meeting Date:	November 4, 2015	Agenda Item Number:	
Agenda Section:	<input type="checkbox"/> Consent <input type="checkbox"/> Public Hearings <input type="checkbox"/> Old Business <input checked="" type="checkbox"/> New Business <input type="checkbox"/> Other	Action:	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance
Originating Department:	Community Development	Supporting Documents:	Signage Plan
Prepared By:	Kimberly Johnson, Community Development Director	Presented By:	Lee McMichael, Tourism Director
Reviewed By:		Approved By:	
Proposed Action:	Motion to direct Staff to Implement the Signage Plan for the Rim Trail		

BACKGROUND:

In May of 2014, the then Tourism Board commissioned the "Rim Trail Assessment", which was thereafter presented to the City Council. Upon review and consideration, the City Council provided direction to staff to investigate the first three priorities listed in the report, which are as follows:

- #1 Improve road crossings
- #2 Improve Trail Signage and Way-marking
- #3 Create maps, a regional conceptual plan, and advertising program

To carry out the direction of the City Council, a Rim Trail Subcommittee (Subcommittee) was formed with representation from the City Council, Park and Recreation Advisory Board, Community Development Advisory Board, and City Staff from Community Development and Public Works. The Subcommittee has met several times over the past six months and has prioritized the recommendations of the report, starting with Improved Trail Signage and Way-marking.

At the recommendation of the Subcommittee, City staff reached out to the National Park Service, which has agreed to provide design and fabrication services for the majority of the trail head and on-trail signage. The only cost to the City is related to sign posts, on-street trail crossing signage, and staff labor to install the signs.

SIGNAGE PLAN:

The Signage Plan, which is recommended by the Park and Recreations Advisory Board and the Community Development Advisory Board for approval is attached. In summary, the signage will use characteristics of National Park Service signage, and will address the following types of signage:

- TRAIL HEAD
- INFORMAL TRAIL ACCESS POINTS
- DISCONTINUED ACCESS POINTS
- ON-STREET TRAIL STREET CROSSINGS
 - On-street to warn drivers (Not part of National Park Service provided signage)
 - On-trail to warn trail users

- TRAIL MARKINGS
- INTERPRETIVE SIGNAGE
 - TBD, Future phase

BUDGET IMPACT:

Because the National Park Service has offered to design and produce most of the signs, the cost to the City will be minimal. \$100,000 has been included in the Capital Improvements Plan for park and facilities planning and improvements.

ALTERNATIVES CONSIDERED:

N/A

ADVISORY BOARD RECOMMENDATION:

The Rim Trail Subcommittee finalized their recommendations at their October 5, 2015 meeting, the Park and Recreation Advisory Board voted to recommend approval of the plan at their October 5 meeting, and the Community Development Advisory Board voted to recommend approval of the plan at their October 27, 2015 meeting.

STAFF RECOMMENDATION:

I move to authorize Staff to Implement the Signage Plan for the Rim Trail.

RIM TRAIL SIGNAGE PLAN

RECOMMENDATION

The Parks and Recreation Advisory Board and the Community Development Advisory Board Recommend the following sign plan in order to:

1. Provide a consistent and attractive appearance to trail signing
2. Provide visibility for the trail at street crossings
3. Provide wayfinding for trail users
4. Provide safety and regulation information for trail users
5. Attract new users to the city trail system

This sign proposal is consistent with the goals and objectives for Open Space and Recreation in the City of Page General Plan:

- Coordinate City trail development with the National Park Service trail development efforts including the Glen Canyon Overlook Trail
- Establish and sustain public access to the Rim View Trail from various areas in the community
- Coordinate strategies to obtain dedication and marking of the trails and open for the Rim View Trail, Glen Canyon Overlook Trail, Appaloosa Trail and the Lake View Nature Park

This sign proposal is also consistent with Priority #2 of the May 2014 Rim View Trail Assessment, which City Council approved for implementation:

- Improve Trail Signage and Way-marking

Sign Proposal

(Style descriptions are taken from NPS publication "Wayside Exhibits: A Guide to Developing Outdoor Interpretive Exhibits)

1. TRAIL HEAD (TH)
 - a. Upright Orientation Wayside style
 - b. Rim View Trail map and TH location information
 - c. City of Page Rim View Trail logo
 - d. Trail safety and regulatory information
2. INFORMAL TRAIL ACCESS POINTS
 - a. Low Profile Interpretive Wayside
 - b. Rim View Trail map and direction to main trail
 - c. Trail safety and regulatory information
3. DISCONTINUED ACCESS POINTS
 - a. Small regulatory sign in conjunction with boulders or other landscape features to discourage trail access
4. TRAIL STREET CROSSINGS
 - a. On street in both directions:
 - i. Diamond trail crossing symbol warning sign

- ii. "Rim View Trail" rectangular identification sign on same pole
 - iii. Locations based on MUTCD standards
 - b. On trail in both directions:
 - i. Diamond street crossing symbol warning signing with street name, 20' from intersection of trail with the upcoming street.
 - ii. Small stop sign on trail at street intersection
- 5. TRAIL MARKINGS
 - a. Vertical Carsonite (or similar) markers every ½ mile with trail distance
 - b. Regulatory, wayfinding and/or information symbols
- 6. SCENIC OR INTERPRETIVE LOCATIONS ON TRAILS
 - a. Low Profile Interpretive Wayside



Request for City Council Action

Title:	Support Of Great Lakes Aviation Petition "Commuter Operation"		
Meeting Date:	October 28, 2015	Agenda Item Number:	
Agenda Section:	<input type="checkbox"/> Consent <input type="checkbox"/> Public Hearings <input type="checkbox"/> Old Business <input type="checkbox"/> New Business <input checked="" type="checkbox"/> Other- Business From The Mayor	Action:	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance
Originating Department:	Mayor's Office	Supporting Documents:	Letter of Support Request from Great Lakes Copy of Petition
Prepared By:	Rick Olson	Presented By:	Mayor Bill Diak
Reviewed By:	City Manager	Approved By:	City Manager
Proposed Action:	Motion to approve a letter of support for rule change.		

BACKGROUND: In 2013, Part 121 (Federal Aviation Regulations (FARs)), pertaining to pilot qualifications for airlines, was amended to require approximately 1,000 more flight hours of flight time before a pilot could qualify for service. As a result, many pilots already flying for Part 121 airlines were disqualified. Great Lakes Airlines was forced to change operation standards by removing 10 seats from its 19 seat aircraft; the impact on Essential Air Service routes and companion communities was catastrophic.

Great Lakes Airlines, by and through the airline industry, is proposing a rule change to effectively return to the 19 seat configuration. Great Lakes Airlines is asking the communities it serves to write in support of the rule change. The proposed letter from the Mayor and Council to the FAA/Federal Register, attached, would support the rule change thereby enabling Great Lakes Airlines to again fly all routes at full capacity.

BUDGET IMPACT: N/A

RECOMMENDATION: I Move to Approve the Letter of Support pertaining to Great Lakes Airline's petition to amend the FAR definition of "Commuter Operations".

By Electronic Submission

October 30, 2015

Michael Huerta
Administrator
FAA Headquarters
Federal Aviation Administration
800 Independence Ave, SW
Washington, DC 20591

*Re: PETITION OF GREAT LAKES AVIATION, LTD
FOR AN EXEMPTION FROM 14 C.F.R. § 110.2 -- (definition of "Commuter Operation")*

Dear Mr. Huerta:

The City of Page, Arizona, by and through its Common Council, is writing to urge your action with respect to granting an exemption to the definition of a "Commuter Operation" allowing the use of 19 seat aircraft, which was recently filed by Great Lakes Aviation, Ltd., ("Great Lakes").

Our City's air service has suffered seat capacity losses since the new FAR Part 121 pilot experience requirements were instituted in 2013. We believe the exemption request will improve commercial air service to small communities without a reduction in safety for the flying public.

The outcome of the 2013 rule change diminished the value of commercial air service in Page, Arizona, by not providing the necessary seats needed to grow jobs, stimulate economic activity (tourism), and transport doctors and other professionals to and from our community. It also reduced Federal Airport Improvement Program funding which is used for enhanced airport safety improvements.

Since Great Lakes began operating their aircraft in a 9 seat configuration, communities have lost over 380,000 seats. A BE-1900D operation utilizing 19 seats will allow Great Lakes to reinstate seat capacity. Granting the request for the exemption will reverse the economic penalty communities have experienced due to passenger enplanement reductions. The exemption will also support the congressionally mandated goals of the Essential Air Service Program.

We strongly urge your action in granting Great Lakes an exemption from 14 C.F.R. § 110.2 (definition of "Commuter Operation") allowing the use of 19 seats.

Thank you for supporting commercial air service to Page, Arizona, and your consideration for this exemption.

Sincerely,

Bill Diak, Mayor
On Behalf of the Page Common Council

FW: Exemption file set along with instructions for commenting on Regulations.gov

Thu 10/29/2015 10:18 AM

From: Bill Diak

To: Bill Diak



William R. Diak

William R. Diak, Mayor
P.O. Box 1180
Page, AZ 86040
(928) 645-4220
(928) 645-4227 fax
mayor@cityofpage.org

****NOTICE****

To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other members of the public body.

From: "Chuck Howell" <chowell@flygreatlakes.com>
Sent: Wednesday, October 14, 2015 12:17 PM
To: citymagistrate@cityofpage.org
Subject: FW: Exemption file set along with instructions for commenting on Regulations.gov

From: Chuck Howell [<mailto:chowell@flygreatlakes.com>]
Sent: Wednesday, October 14, 2015 9:27 AM

Subject: FW: Exemption file set along with instructions for commenting on Regulations.gov

Good morning Rick .

We have filed our Exemption request with the FAA (see above).

Feel free to use our attached Draft letter above

or personalize it with anything you feel is applicable to Page.

Please feel free to share it with the Mayor, Chamber, Economic Development or anyone else whom you feel will write a support letter.

Feel free to call if you have any questions.

Again, thanks for your help and your continued support.

Regards,

Chuck



GREAT LAKES AVIATION, LTD

By Electronic Submission

October 9, 2015

U.S. Department of Transportation
Federal Aviation Administration
Docket Management System
1200 New Jersey Avenue, SE
Washington, DC 20590

**Re: *PETITION OF GREAT LAKES AVIATION, LTD
FOR AN EXEMPTION FROM 14 C.F.R. § 110.2
(definition of "Commuter Operation")***

Dear Sir or Madam:

Pursuant to 14 C.F.R. Part 11, Great Lakes Aviation, Ltd. ("GLA") hereby petitions the Administrator of the Federal Aviation Administration ("FAA") for an exemption to the definition of "Commuter Operation" set forth in 14 C.F.R. § 110.2, for the purpose of authorizing GLA to operate turboprop aircraft with 19 or fewer passenger seats and apply the provisions of FAR Part 135 Sections 135.245, 135.243(a)(1) and 135.265 while maintaining the provisions of FAR Part 121 (Part 121), for all other requirements. As explained below, this exemption will maintain an equivalent level of safety and is in the public interest.

I. Background.

GLA currently operates scheduled passenger air service to small communities in the United States under its FAR Part 121 aircraft operating certificate. Access for small communities to large hubs in Denver, Los Angeles, Minneapolis/St. Paul and Phoenix is accomplished utilizing Beechcraft 1900D (BE-1900D) aircraft having a maximum certificated seating of 19 passenger seats, and Embraer Brasilia (EMB-120) aircraft having a maximum certificated seating of 30 passenger seats.

GLA has safely served as a vital link in this country's air transportation system for 34 years. Since commencing operations on October 12, 1981, the company has performed over 2.3 million scheduled service departures, and has transported over 14.9 million passengers.

The new second-in-command (SIC) flight experience requirements for the issuance of an Airline Transport Pilot (ATP) certificate have created a pilot shortage for Part 121 air carriers including GLA. This ATP pilot shortage has had an acute impact on GLA's ability to provide service, including government subsidized Essential Air Service (EAS), to many small communities. In fact, this has resulted in GLA discontinuing air service in 24 markets and reducing service levels to other communities.

GLA's Part 121 operations were significantly disrupted upon implementation of the new rules beginning in August of 2013. For the past two years the company has continued to reduce the scope of its operations in direct proportion to its pilot staffing capabilities.

Due to the more stringent pilot flight experience requirements for Part 121 operations and the shortage of qualified pilots, GLA experienced an 82% reduction in Part 121 operations, and a 58% reduction in overall operations between 2012 and 2014. The following table shows the reduction in GLA's FAR Part 121 departures from 2012 to 2014 including year to date departures through September 30th, 2015:

YEAR	Part 121 Operations	Part 121/135 OpSpec	Total Operations
2012	79,699	0	79,699
2013	70,540	0	70,540
2014	14,697	18,113	32,810
% Diff - 2012 vs. 2014	82% reduction		59% reduction
Sep 2015 YTD	4,472	14,063	18,535

GLA's BE-1900D operations are now limited to the Part 135 Operations Specification ("OpSpec", see below) that restricts the aircraft to 9 passenger seats.

In April 2013, in anticipation of the industry-wide pilot shortage and uncertainty regarding the potential alternatives that would be available when the final rule was released, GLA began to pursue relief in order to sustain Essential Air Service in many of its smaller markets. Attached, as Exhibit One, is a letter dated April 8, 2013, to the FAA's Certificate Management Office in Denver addressing this issue.

In March 2014, the FAA issued to GLA a Part 135 OpSpec authorizing it to operate the BE-1900D aircraft in a 9-passenger seat configuration using First Officers who met the Part 135 pilot hiring minimums of Section 135.245. While this action imposed a seat reduction on GLA's BE-1900D aircraft, it helped avoid a complete operational shutdown of GLA's EAS services.

Today, GLA's pool of qualified Part 121 Captains is being depleted as pilots leave to pursue career-advancing opportunities that exist at carriers operating larger aircraft with substantially more seating and revenue generating capacity. The pilot turnover and resulting vacancies have created a waterfall effect throughout GLA's pilot group and operation. In order to staff Captain positions, GLA upgrades First Officers utilizing the Part 135 OpSpec for its 9 seat aircraft while operating under Part 121 regulations.

Consequently, GLA's ability to fly 19-passenger seat configured aircraft under Part 121 has been virtually eliminated. All of the current Part 121 BE-1900D operations are therefore limited to operating with a maximum of 9 passenger seats under the Part 135 OpSpec, imposing a 53% seat penalty on the carrier.

In order to continue providing service to small communities GLA has had to operate the BE-1900D in a 9-seat configuration, which represents only 47% of the aircraft's certificated seating capacity. This is not economical and when coupled with the reduced service to small communities driven by the fewer numbers of seats, results in an unacceptable outcome for the communities we serve and GLA.

While utilizing a Part 135 OpSpec for purposes of crew qualification, GLA conducts all of its flight operations under the more stringent Part 121 regulations. All crews are trained according to Part 121 training requirements, aircraft are maintained under Part 121 maintenance requirements, and Part 121 required management personnel oversee the operation.

The requested exemption will allow GLA to provide more seat capacity to small communities, better manage pilot staffing, and permit GLA to operate its BE-1900Ds at the aircraft's certified seat capacity of 19 seats, without any adverse effect on safety. As discussed below, this will not adversely affect safety, but will maintain an equivalent level of safety. Furthermore, a "Risk Assessment Matrix" analysis would place any safety "Risk" associated with the granting of this exemption in the "Remote" probability of occurrence.

II. The Requested Exemption.

The term "Commuter Operation" is defined in 14 C.F.R. § 110.2 as:

"Any scheduled operation conducted by any person operating one of the following types of aircraft with a frequency of operations of at least five round trips per week on at least one route between two or more points according to the published flight schedules:

- (1) Airplanes, other than turbojet-powered airplanes, having a maximum passenger-seat configuration of 9 seats or less, excluding each crewmember seat, and a maximum payload capacity of 7,500 pounds or less; or
- (2) Rotorcraft."

GLA respectfully requests an exemption from the definition of "Commuter Operation" to allow it to operate the BE-1900D fleet with 19 passenger seats and apply the provisions of FAR Sections 135.245, 135.243(a)(1), and 135.265 while maintaining the provisions of FAR Part 121 (Part 121) for all other requirements.

The flights operated under the requested exemption are currently operated and will continue to be operated in accordance with GLA's operating requirements and safety standards for GLA's Part 121 operation, utilizing the Part 135 OpSpec as set forth in Paragraph A008 (see Exhibit 2), which requires the following:

- 1) All BE-1900D operations utilizing the Part 135 OpSpec will be dispatched and tracked in accordance with Part 121 Subpart U;
- 2) All BE-1900D pilots operating under the Part 135 OpSpec will be trained in accordance with Part 121 Subparts N and O;
- 3) All BE-1900D operations utilizing the Part 135 OpSpec will be conducted in accordance with § 121.434 operating experience requirements; and
- 4) All BE-1900D operations utilizing the Part 135 OpSpec will utilize the approved Part 121 "exit row-seating program".

III. Granting the Exemption Will Provide an Equivalent Level of Safety.

Granting GLA the requested exemption with the proposed conditions and limitations set out in this Petition, will not adversely affect safety, but rather will provide an equivalent level of safety to that provided by the current regulations. In fact, this exemption will be an enhancement to the present Part 135 requirements by allowing for the operation of an aircraft with up to 19 passenger seats in a "Commuter Operation" with First Officers performing to the higher Part 121 standards already required under GLA's Part 121 Certificate.

The BE-1900D was originally certificated as a Part 23 commuter category aircraft with a 19-passenger seat capacity, and has been operated safely and successfully in that category and configuration for decades. It is the same aircraft, having the same flight characteristics, the same operational and crew procedures, and the same flight manuals, regardless of whether it operates with 9 seats or 19 seats. Therefore we believe there is no significant difference in safety by operating the aircraft as originally configured in a Commuter Operation versus how it is flown today with a 9 seat restriction.

The regulatory limitation to 9 passenger seats allowing the aircraft to be operated under our FAR Part 135 OpSpec has no basis in fact for improving safety. The inescapable conclusion is that there is no safety-related rationale or safety-based reason for continuing to distinguish between 9 seats and 19 seats in the operation of the BE-1900D aircraft. Yet, the requirement to remove 10 seats to comply with the 9-passenger seat commuter operation definition imposes a significant economic penalty on the communities served by GLA.

Safety is and has been the most important aspect of GLA's operations. GLA has operated under Part 121 utilizing the Part 135 OpSpec since April 2014, safely conducting more than 38,000 flights to date in 9-seat configured aircraft. This record is the result of GLA's comprehensive and extensive Part 121 pilot training and safety programs, along with continued focus on its historically demanding flight standards.

All flights are operated under the more stringent Part 121 regulations, and are dispatched in accordance with Part 121 Subpart U with the requisite management oversight required by 14 C.F.R. § 119.65. Taken together, GLA's focus on safety and our commitment to the training of our flight crews, reflect our belief that the BE-1900D aircraft can be operated with 19 seats under our Part 135 OpSpec while maintaining the same level of safety.

As part of the focus on safety GLA has implemented a number of safeguards for both Part 121 and Part 135 operations, including the following:

- GLA will continue to maintain, operate, and conduct operations in accordance with Part 121 standards, including the training of all its personnel for Part 121 operations utilizing the Part 135 OpSpec.
- Part 135 OpSpec operations will continue to be dispatched and monitored in accordance with Part 121.
- GLA provides a unique training program for its pilots that exceeds FAR Part 121 regulatory requirements and is tailored to enhance overall pilot proficiency to ensure passenger and crew safety.

- All GLA First Officers are trained and evaluated to ATP standards. Pilots who do not meet ATP flight experience minimums are evaluated against ATP standards during initial First Officer training. At the conclusion of initial First Officer training they are not provided an ATP certificate or type rating. Rather, they must still satisfy the experience requirements of the regulations to become an ATP, and are continually evaluated against ATP standards as they progress toward that goal.
- There are recurrent training events for all GLA pilots at 3 months and 9 months for individuals with low-time or remedial issues. This provides a means of tracking pilot proficiency and guaranteeing that the pilot's level of proficiency meets ATP standards for the safety of the flying public.
- In addition, all GLA First Officers undergo a 6 month training event to validate proficiency, even if that pilot is not in a low-time or remedial program.
- GLA currently operates a Continuous Airworthiness Maintenance Program (CAMP) under Part 121, which has been approved by the FAA and is monitored by the FAA's System Approach for Safety Oversight System (SAS).
- GLA regularly meets with the FAA and is on-track for completing the required milestones for Safety Management System (SMS), implementation.
- GLA participates in the Aviation Safety Action Program (ASAP), for pilots, flight attendants, dispatchers, and maintenance personnel.
- GLA will continue to maintain its Part 121 operating certificate and ensure that it maintains the required staffing under § 119.65 for Part 121 management personnel.

The continued adherence to these safeguards for operations performed under the requested exemption will ensure that safety will not be adversely affected.

GLA has a long history of safe operations utilizing First Officers with 500 hours of flight experience, who have been hired and trained to Part 121 standards. Given GLA's established track record on safety and operations, its extensive and comprehensive training program, and the conditions described above, operations pursuant to the requested exemption will not adversely affect safety. Indeed, the requested exemption will provide an equivalent level of safety while permitting GLA to operate aircraft with up to 19 passenger seats as a "Commuter Operation".

IV. Granting the Exemption Would Be in the Public Interest.

In order to maintain access to the national transportation system for small, remote communities, GLA was compelled to limit its BE-1900D aircraft to 9 passenger seats, dramatically reducing the level of seat capacity to these markets. The consequences of this have adversely affected the communities served by GLA.

Allowing GLA to operate 19 passenger seat aircraft under the requested exemption will provide benefits to these communities in the following ways:

- **Achieve The Goals of EAS.**

- A BE-1900D operation utilizing 19 seats will allow GLA to reinstate seat capacity to the communities GLA serves. Today, operating 9-passenger seat aircraft and offering two or three round trip flights per day, dramatically reduces potential daily passenger enplanements by the corresponding 40 or 60 seats (at least 12,520 or 18,300 seats per year). Granting the request for exemption will reverse the economic penalty communities experience due to passenger enplanement reductions. The exemption will also support the congressionally mandated goals of the Essential Air Service Program.

- **Ticket Prices/EAS Seat Costs.**

- Several non-EAS communities that are not subsidy-eligible have lost all air service as a result of the 9-passenger seat limitation. This is due to the fact that the amount of revenue from the fewer number of available seats is insufficient to cover the operating expenses of the flight. The only option to recover these costs absent an increase in the number of seats is to increase ticket prices. As a result, communities eventually lose their air service. The requested exemption will reverse this negative trend by allowing GLA to provide added seats and flights, which will benefit the communities and lower EAS seat costs.

- **Enhanced Safety.**

- In a number of EAS markets formerly served by GLA, communities now have to use air service provided by 9-seat aircraft that do not meet the statutory requirement for multi-engine aircraft. Granting this exemption will allow GLA to operate the multi-engine BE-1900D aircraft in a 19 seat configuration thereby enhancing the level of safety for the flying public.

- **Restore Airport Improvement Grants.**

- With the reduction or loss of seat capacity many of these communities have lost the ability to achieve the 10,000 annual passenger enplanements goals. Meeting this target threshold results in airports qualifying for additional Airport Improvement grants. These funds allow airports to carryout necessary safety-related upgrades for terminal space, runways, taxiways, Part 139 requirements, and other improvements. Granting this exemption will allow GLA to add seats that will help the airports achieve the enplanement goals and restore this important source of funding.

For the reasons stated above, GLA believes it is clearly in the public's interest to restore scheduled operations to small communities with 19 passenger seat aircraft. This exemption, with the associated FAR Part 121 training, evaluation criteria, and operating limitations, will result in service improvements for the communities while providing an equivalent level of safety.

V. Summary for Federal Register Publication, if needed:

1. The rule from which exemption is sought:

14 CFR 110.2 "Commuter Operation" definition.

2. A brief description of the nature of the exemption sought:

This exemption would allow Great Lakes Aviation to operate Beechcraft 1900D aircraft in a 19 seat configuration under a "Commuter Operation" definition and apply the provisions of FAR Part 135 Sections 135.245, 135.243(a)(1) and 135.265 while maintaining the provisions of FAR Part 121 for all other requirements.

VI. Point of Contact for Petition:

Scott R. Lewis / Director of Safety
Great Lakes Aviation, Ltd.
1022 Airport Parkway
Cheyenne, WY 82001
Office - 307-432-7115
slewis@flygreatlakes.com

Joe Linnebur / Director of Operations
Great Lakes Aviation, Ltd.
1022 Airport Parkway
Cheyenne, WY 82001
Office – 307-432-7210
jlinnebur@flygreatlakes.com

VII. Conclusion.

For the reasons set forth above, GLA requests that the FAA grant the exemption requested in this Petition.

Respectfully,



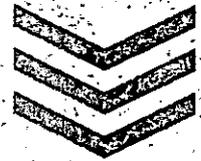
Scott R. Lewis
Director of Safety
Great Lakes Aviation Ltd.



Joe Linnebur
Director of Operations
Great Lakes Aviation Ltd.

FIRST QUARTER FINANCIAL REPORT

FOR THE PERIOD ENDED SEPTEMBER 30, 2015



Fiscal Year 2016

CITY OF PAGE

Vision Statement

The City of Page is a clean, financially responsible, diverse and vibrant community that respects the quality of its environment, fosters a sense of community and family, encourages a healthful, active lifestyle and supports a wide-range of business opportunities to promote a prosperous economy.

INTRODUCTION

Quarterly financial reporting is being prepared by the City of Page as a means of providing the community, Council and the organization with an overview of financial information for the General Government Funds. Quarterly financial reporting is a priority identified by Council during previous strategic planning worksessions.

The primary information provided in the quarterly report is a comparison of the annual budget amounts to actual revenues and expenditures for operating departments. Prior year comparisons are also included in some areas.

All financial information is based on preliminary, unaudited information reported from the municipal financial system as of the report date. Seasonal variations or special occurrences in municipal operations may affect the proportion of revenues achieved or expenditures incurred to date.

Notations for this quarter include the following:

*Personnel vacancies filled this quarter include: three full-time patrol officers, two full-time communications positions, one full-time records position, one full-time evidence technician, and one part-time library aide. There were nine full-time positions vacated this quarter, as well as two part-time positions.

*A capital lease payment in the amount of \$77,847 was made on the 2011 Pierce Pumper fire truck. There are two additional payments remaining.

*The South Navajo Rehabilitation was completed as well as a pavement replacement project which included areas on Poplar Street, 15th Avenue, Valley Court, Tower Butte, and San Francisco. Total capital expenditures for these projects were approximately \$843,000.

*Design for airfield electrical upgrades and a connector taxiway at the airport are complete and bids for construction were awarded to Rural Electric, Inc. and J. Banicki Construction, Inc.

*During the FY16 budget process, several donation and grant funds were combined along with restructuring and creating several new departments. This will result in fluctuations from prior year figures in some departments.

*An interfund transfer in the amount of \$1.4 Million was made from the General Fund to the Debt Service Fund for additional bond reduction. Currently, the amount being held for the next bond call is \$2.4 Million.

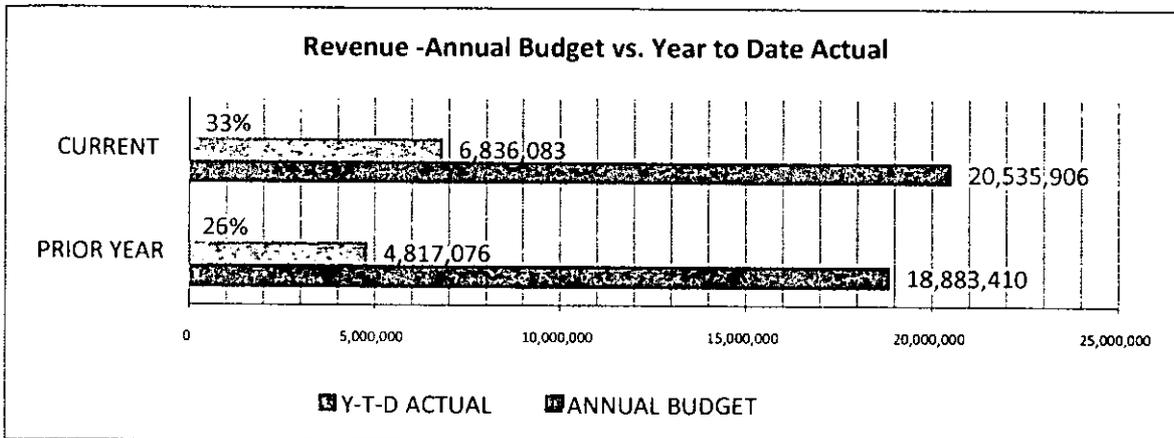
ALL FUNDS (EXCLUDES ENTERPRISE FUNDS)

Revenues received year-to-date are 33% of annual budget. Through the first quarter, 78% of total revenue has been expended, which is a significant decrease from this quarter in the prior year.

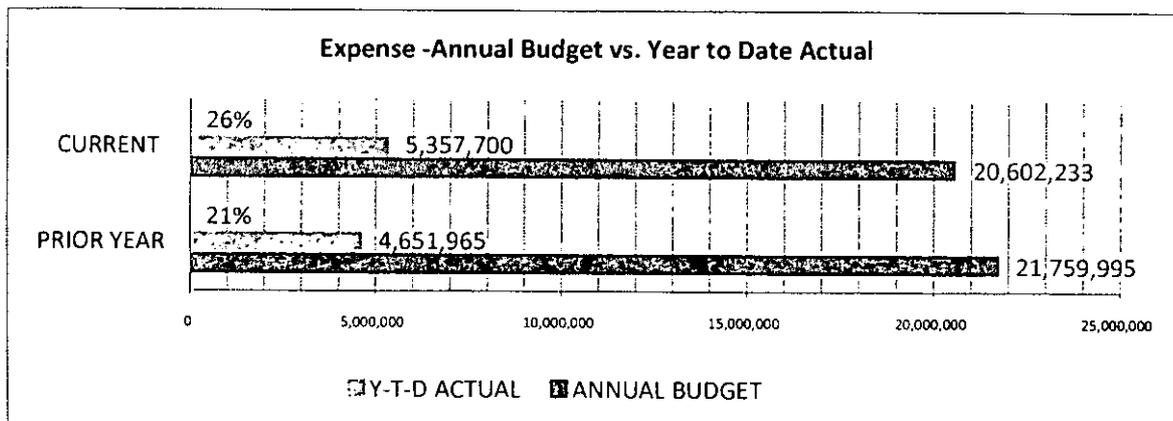
Expenditures year-to date are 26% of annual budget, which is a slight increase over the prior year but within expected parameters.

Final payment for the Pavement Replacement project was made in the amount of \$295,416. All department expenditures for capital equipment/outlay will be made from the Capital Projects Fund. Fluctuations from prior year figures may result throughout the FY16 quarterly reports.

TOTAL YTD REVENUE \$ 6,836,083



TOTAL YTD EXPENSE \$ 5,357,700



GENERAL FUND

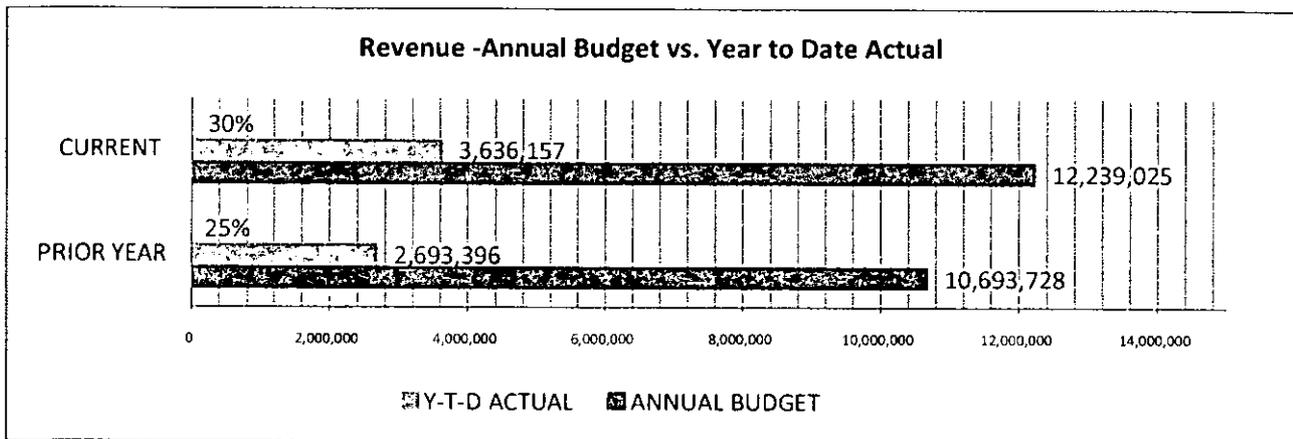
General Fund revenues are showing a 5% increase over the prior year. City Sales Tax continues to increase, as well as collections for building permits and franchise fees. Through the first quarter, the General Fund revenue has been overspent by 13%. Expenditures year-to-date have increased over the prior year due to the increase in debt coverage.

\$1.4 Million was transferred to the Debt Service Fund for the July 2020 bond call. This is an increase of \$650,000 over the prior year.

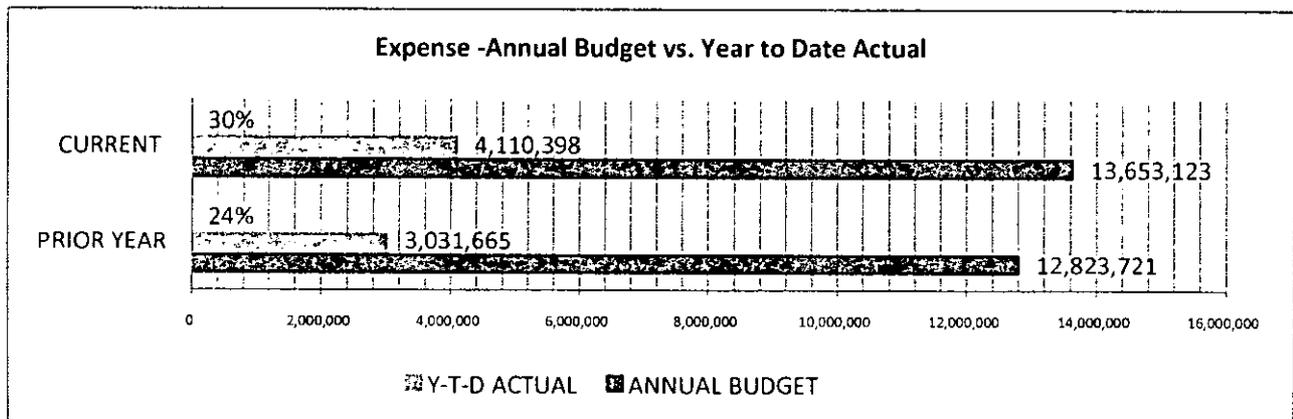
Additionally, interfund transfers in the amount of \$200,000 have been made from the General Fund to Debt Service for the bi-annual bond payments, as well as \$150,000 in transfers to the Community Development Fund and a \$384,000 transfer to the Capital Projects Fund.

Seven full-time vacancies were filled, as well as one part-time position.

GENERAL FUND YTD REVENUE \$ 3,636,157



GENERAL FUND YTD EXPENSE \$ 4,110,398



**CITY OF PAGE
FISCAL YEAR 2016
SUMMARY BY FUND
ENDING SEPTEMBER 30, 2015**

FUND	PRIOR YEAR EXPENSE	CURRENT EXPENSE	PRIOR YEAR REVENUE	CURRENT REVENUE	PRIOR YEAR NET GAIN/LOSS	CURRENT NET GAIN/LOSS	*CASH BALANCE AS OF 9/30/2014	*CASH BALANCE AS OF 9/30/2015
10 GENERAL FUND	(3,031,665)	(4,110,398)	2,693,396	3,636,157	(338,269)	(474,242)	6,821,922	8,802,742
8 15 HIGHWAY USERS FUND	(107,663)	(298,792)	135,221	142,513	27,558	(156,280)	1,607,519	1,384,018
16 SUBSTANCE ABUSE FUND	(8,000)	(11,816)	1,846	1,727	(6,155)	(10,089)	35,480	27,867
1 17 TRANSIENT FUND	(2,240)	0	0	0	(2,240)	0	0	0
1 18 COMMUNITY CENTER DONATION FUND	(38,353)	0	0	0	(38,353)	0	0	0
1 19 PAGE YOUTH CENTER DONATION FUND	(7,559)	0	0	0	(7,559)	0	0	0
4 20 DEBT SERVICE FUND	(96,321)	(97,157)	1,253,656	1,789,692	1,157,335	1,692,536	1,413,789	3,042,609
1 21 FIRE DONATIONS	(166)	0	0	0	(166)	0	0	0
1 22 PROJECT GRADUATION	(8,073)	0	0	0	(8,073)	0	0	0
2 23 POLICE DEPARTMENT GRANTS	0	0	0	0	0	0	0	0
24 SRO GRANT	0	0	0	0	0	0	582	0
25 MISCELLANEOUS GRANTS	(15,565)	(9,967)	19,032	3,828	3,467	(6,139)	14,766	45,002
1 26 LIBRARY DONATION	(3,526)	0	0	0	(3,526)	0	0	0
2 30 LIBRARY GRANTS	(14,472)	0	0	0	(14,472)	0	601	0
32 JCEF FUND	(2,875)	(373)	1,610	1,158	(1,265)	785	59,838	59,585
3 36 DONATION FUNDS	(7,018)	(1,119)	62,472	1,069	55,453	(50)	58,939	61,476
5 40 CAPITAL PROJECTS	(872,137)	(427,818)	235,145	850,457	(636,992)	422,639	357,621	739,403
7 41 BALLOON REGATTA	0	0	9,160	0	9,160	0	44,702	0
42 TOURISM AND PROMOTION	(85,207)	(100,484)	131,976	154,103	46,769	53,619	406,033	518,042
46 AIRPORT	(152,609)	(138,283)	121,278	119,345	(31,330)	(18,938)	788,339	957,650
47 AIRPORT EVENTS	0	(2,887)	0	0	0	(2,887)	2,887	0
48 LAND	(144,300)	(152,958)	144,300	152,958	0	0	0	0
5 57 CEMETERY	(1,832)	(1,817)	4,355	9,064	2,523	7,247	336,383	284,166
6 72 FIRE PENSION	(52,383)	(3,832)	3,629	(25,988)	(48,754)	(29,819)	457,317	456,582
TOTAL	(4,651,965)	(5,357,700)	4,817,076	6,836,083	165,111	1,478,382	12,406,719	16,379,144

NOTES:

- 1: FUND BALANCE TRANSFERRED TO FUND 36
- 2: FUND BALANCE TRANSFERRED TO FUND 25
- 3: NET GAIN FROM PRIOR YEAR REFLECTS TRANSFERS IN FROM VARIOUS FUNDS
- 4: FY16 ADDITIONAL TRANSFER TO DEBT SERVICE PER ORDINANCE 616-14 AND RESOLUTION 1105-13 - \$1,400,000
- 5: NET GAIN DUE TO UNEXPENDED CAPITAL BUDGET
- 6: NET LOSS DUE TO UNREALIZED LOSS IN MARKET VALUES
- 7: FUND BALANCE RETURNED TO PAGE LAKE POWELL BALLOON REGATTA
- 8: NET LOSS DUE TO TRANSFER OUT FOR CAPITAL EXPENDITURES

* BALANCES DO NOT INCLUDE FUNDS USED FOR ACCOUNTS PAYABLE REIMBURSEMENTS FROM PAGE UTILITY

**CITY OF PAGE
FISCAL YEAR 2016
GENERAL FUND SUMMARY BY DEPARTMENT
ENDING SEPTEMBER 30, 2015**

<u>REVENUE</u>	<u>PRIOR YEAR</u>	<u>% OF REVENUE</u>	<u>YTD ACTUAL</u>	<u>% OF REVENUE</u>	<u>VARIANCE</u>	<u>% VARIANCE</u>
TAXES	1,940,550	72.0	2,791,355	76.8	850,805	43.8
TAXES & FEES	76,870	2.9	103,350	2.8	26,481	34.4
INTERGOVERNMENTAL	375,242	13.9	395,072	10.9	19,830	5.3
NON-OPERATING	0	0.0	0	0.0	0	0.0
OTHER	300,735	11.2	346,380	9.5	45,645	15.2
TOTAL FUND REVENUE	2,693,396	100.0	3,636,157	100.0	942,760	35.0
<u>EXPENDITURES</u>						
CITY ADMINISTRATION	49,720	1.8	51,873	1.4	2,153	4.3
MAYOR & COUNCIL	23,557	0.9	21,760	0.6	(1,797)	(7.6)
CITY CLERK	26,593	1.0	21,918	0.6	(4,675)	(17.6)
CITY ATTORNEY	36,227	1.3	34,734	1.0	(1,493)	(4.1)
1/2 INTERFUND TRANSFERS	1,060,190	39.4	2,138,724	58.8	1,078,534	101.7
8 COMMUNITY SERVICES ADMIN	0	0.0	18,239	0.5	18,239	0.0
PAGE ADULT COMMUNITY CENTER RECREATION	17,518	0.7	16,357	0.4	(1,161)	(6.6)
LIBRARY	29,243	1.1	46,997	1.3	17,754	60.7
3 GENERAL SERVICES	92,541	3.4	81,058	2.2	(11,483)	(12.4)
8 POLICE DEPARTMENT ADMIN	138,420	5.1	166,654	4.6	28,234	20.4
PATROL	0	0.0	59,043	1.6	59,043	0.0
COMMUNICATIONS	412,570	15.3	408,642	11.2	(3,929)	(1.0)
5 COMMUNITY RESOURCE INVESTIGATIONS	91,479	3.4	86,866	2.4	(4,612)	(5.0)
4 FIRE DEPARTMENT	24,280	0.9	0	0.0	(24,280)	(100.0)
9 HUMAN RESOURCE/RISK MANG. FINANCE	35,673	1.3	42,808	1.2	7,135	20.0
MAGISTRATE	452,679	16.8	371,241	10.2	(81,438)	(18.0)
7 INFORMATION TECHNOLOGY	71,911	2.7	52,323	1.4	(19,588)	(27.2)
PLANNING & ZONING	76,571	2.8	93,172	2.6	16,601	21.7
BUILDING & CODE COMPLIANCE	71,065	2.6	73,221	2.0	2,156	3.0
8 PUBLIC WORKS ADMINISTRATION	67,502	2.5	27,360	0.8	(40,142)	(59.5)
CENTRAL GARAGE	1,207	0.0	15,663	0.4	14,456	1197.6
7 BUILDINGS MAINTENANCE	18,585	0.7	18,507	0.5	(79)	(0.4)
6 ENGINEERING	0	0.0	83,001	2.3	83,001	0.0
PARKS MAINTENANCE	56,307	2.1	56,144	1.5	(163)	(0.3)
GOLF COURSE MTCE	72,169	2.7	52,511	1.4	(19,658)	(27.2)
TOTAL FUND EXPENDITURES	37,506	1.4	0	0.0	(37,506)	100.0
	55,654	2.1	64,531	1.8	8,877	15.9
	12,496	0.5	7,051	0.2	(5,444)	(43.6)
TOTAL FUND EXPENDITURES	3,031,665	112.6	4,110,398	113.0	1,078,733	35.6
NET REVENUE OVER EXPENDITURES	(338,269)	(12.6)	(474,242)	(13.0)	(135,973)	40.2

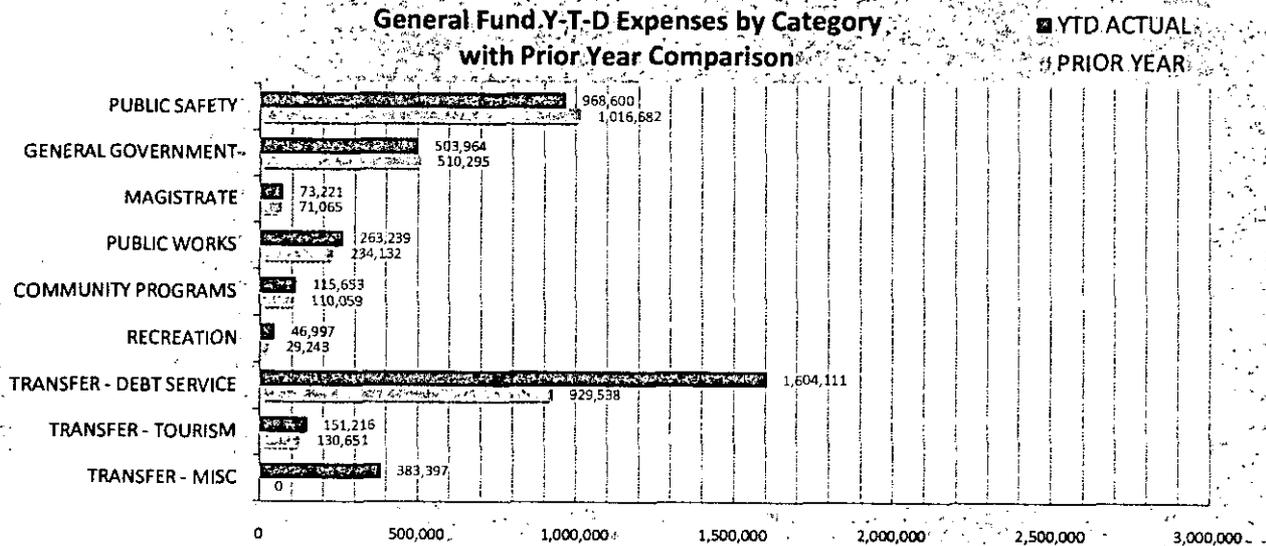
NOTES:

- 1 FY16 ADDITIONAL TRANSFER TO DEBT SERVICE PER ORDINANCE 616-14 AND RESOLUTION 1105-13 - \$1,400,000
- 2 TRANSFER TO CAPITAL PROJECTS FUND FOR CURRENT YEAR CAPITAL PURCHASES - \$384,000
- 3 INCREASE IN COMPENSATED ABSENCES - \$46,000
- 4 DECREASE DUE TO CAPITAL PURCHASES BEING EXPENDED FROM CAPITAL PROJECTS FUND INSTEAD OF INDIVIDUAL DEPARTMENTS
- 5 NO BUDGET FOR FY16 - INCLUDED IN INVESTIGATIONS AND BUILDING/CODE COMPLIANCE DEPARTMENTS
- 6 NO BUDGET FOR FY16 - INCLUDED IN PUBLIC WORKS ADMIN DEPARTMENT
- 7 CHANGES IN PERSONNEL VACANCIES, INDIVIDUAL BENEFIT ELECTIVES, OR UNEMPLOYMENT
- 8 NEW DEPARTMENT CREATED IN FY16
- 9 REDUCTION IN LIABILITY AND PROPERTY INSURANCE PAYMENTS

**CITY OF PAGE
FISCAL YEAR 2016
GENERAL FUND EXPENDITURES BY CATEGORY
ENDING SEPTEMBER 30, 2015**

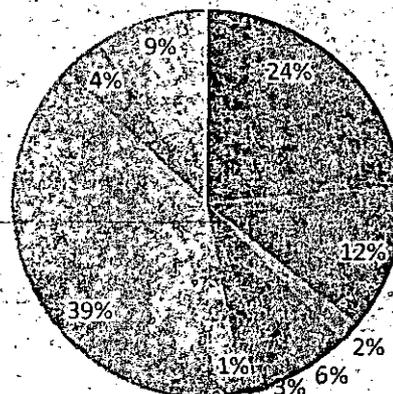
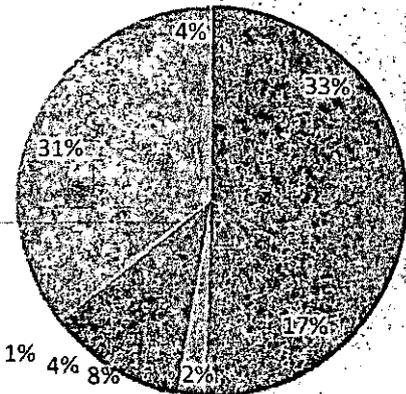
<u>GENERAL FUND EXPENDITURES</u>	<u>PRIOR YEAR</u>	<u>YTD ACTUAL</u>	<u>VARIANCE</u>
PUBLIC SAFETY (PD Administration, Patrol, Communications, Fire, Investigations)	1,016,682	968,600	(48,082)
GENERAL GOVERNMENT (City Manager, Council, Clerk, Attorney, Transit, Gen. Services, HR, P&Z, Building Safety, IT, Finance)	510,295	503,964	(6,331)
MAGISTRATE	71,065	73,221	2,156
PUBLIC WORKS (PW Administration, Garage, Building Maint., Parks Maintenance, Engineering, Golf Maint.)	234,132	263,239	29,107
COMMUNITY PROGRAMS (Community Services Admin, Library, Community Center)	110,059	115,653	5,595
RECREATION	29,243	46,997	17,754
TRANSFER - DEBT SERVICE	929,538	1,604,111	674,573
TRANSFER - TOURISM	130,651	151,216	20,564
TRANSFER - MISC	-	383,397	383,397
GENERAL FUND EXPENDITURES	3,031,665	4,110,398	1,078,733
ALL OTHER FUND EXPENDITURES	1,620,300	1,247,302	(372,998)
TOTAL FUND EXPENDITURES (EXCLUDES ENTERPRISE FUNDS)	4,651,965	5,357,700	705,735

**General Fund Y-T-D Expenses by Category
with Prior Year Comparison**



Prior Year

YTD Actual



- PUBLIC SAFETY
- GENERAL GOVERNMENT
- MAGISTRATE
- PUBLIC WORKS
- COMMUNITY PROGRAMS
- RECREATION
- TRANSFER - DEBT SERVICE
- TRANSFER - TOURISM
- TRANSFER - MISC