



PO Box 3625
Grand Canyon, AZ 86023
928-638-3473 - Phone
928-638-2897 - Fax

Tusayan Fire Department

AGENDA

Tusayan Fire District Board of Directors Regular Meeting

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

July 11, 2019

TUSAYAN FIRE DISTRICT BUILDING

408 Highway 64, Tusayan Arizona

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors of the Tusayan Fire District and to the general public that the TFD Board will hold a meeting open to the public on July 11th, 2019 at 10:00 a.m. located at the TFD Building. If authorized by a majority vote of the TFD Board, an executive session may be held immediately after the vote and will not be open to the public. The Board may vote to go into executive session pursuant to A.R.S. §38-431.03A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Board may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

Persons with a disability may request a reasonable accommodation by contacting the TFD at (928) 638-3473 as soon as possible.

10:00 a.m.

1. **Confirmation of quorum/Call to the Public**

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

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

2. **Discussion/Approval of June 13, 2019 regular scheduled board meeting minutes and July 3, 2019 Emergency board meeting minutes**

3. **Treasurers Report**

4. **Fire Chiefs Update**

5. **Old Business**

a. **Discussion/Update of new income source from 'Dollar Ask Program'**

d. **Discussion/Update to approve Direct Impressions Bulk Mailing quotes**

6. **New Business**

a. **Consideration/Discussion to sell one rental unit in Valle**

b. **Consideration/Discussion to rent second Valle housing unit**

7. **Action Item(s)**

a. **Consideration/Discussion and possible action to approve revised Budget for fiscal year 2020 *Pursuant to A.R.S. §38-431.03A1 The Board may vote to go into executive session to discuss District compensation**

b. **Consideration/Discussion and possible action for PTO policy changes**

c. **Consideration/Discussion and possible action to approve resolution 2020-01, a resolution to transfer \$33,687.00 from TFD's Operational Account to TFD's Reserve Funds Account per 2018-2019 FY Budget Capital Purchases Carry-forward**

d. **Consideration/Discussion and possible action to approve Hinton Burdick Annual Audit**

e. **Consideration/Discussion and possible action to rent second Valle rental unit to TFD Volunteer**

8. **Board Member Reports**

9. **Adjourn**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store, at the Tusayan Fire District and at the Tusayan Town Hall all located in Tusayan, Arizona on this _____ day of July 2019 at _____ in accordance with the statement filed by the Tusayan Fire District.

DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY AND THE ENVIRONMENT.



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Tusayan Fire Department

MINUTES OF REGULAR SCHEDULED PUBLIC MEETING FOR THE TUSAYAN FIRE DISTRICT BOARD OF DIRECTORS

A PUBLIC MEETING OF THE TUSAYAN FIRE DISTRICT GOVERNING BOARD WAS CONVENED ON JUNE 13TH, 2019 AT THE TUSAYAN FIRE STATION MEETING ROOM, TUSAYAN AZ 86023.

CALL TO PUBLIC/CONFIRMATION OF QUORUM

Meeting was called to order at 10:02 a.m. Present at the meeting were the following members of the Tusayan Fire District Board: Board Chair John Vail, Board Members Dan Contreras and Becky Shearer. Others in attendance were Fire Chief Greg Brush, Assistant Fire Chief Ray D'Albini and Administrative Assistant Chrystal Schoppmann. A quorum was confirmed and a call to the public was made with no public response.

Approval of Previous Meetings Minutes

John motioned to approve the May 9th, 2019 minutes, Becky seconded, and the motion passed unanimously.

Treasury Report

Treasurers Report was given verbally and in written form. (See form for details.) – John wants to see the Tax Revenue increase each month on the Treasurer's Report for apparatus funds

John motioned to approve the Treasury Report, Becky seconded, and the motion passed unanimously.

Fire Chiefs Update

Fire Chief's update was given verbally and in written form. (See form for details)

Old Business

- a. **Discussion/Update of possible new income source from 'Dollar Ask Program'** – Staff is moving forward with this item and will keep the board updated. Board Member Becky mentioned she would like to have a donation box put at the Seven Mile Lodge.

New Business

- a. **Discussion of possible new income source from wholesaling supporter shirts** – The board gave staff permission to move forward with this item.

Action Items

- a. **Consideration/Discussion and possible action to approve Direct Impressions Bulk Mailing** - The board would like an updated quote with an additional 250 pieces to be used for payroll stuffers.
- b. **Consideration/Discussion and possible action to approve budget for fiscal year 2020** *Pursuant to A.R.S. 38-431.03 A.1 the Board may vote to go into executive session to discuss District compensation – the District is awaiting on fund approval from the Town for payroll assistance before our budget can be approved.
- c. **Consideration/Discussion and possible action to approve PTO policy changes** – the board would like to see language on the Policy that gives the Chief flexibility to make decisions outside of the policy that may not be specified.
- d. **Consideration/Discussion and possible action to approve Resolution #2019-02, a Resolution to transfer \$15,000 from TFD's Operations Account to TFD's Reserve Funds Account** – John made a motion to approve Resolution #2019-02, Becky seconded and the motion passed unanimously.
- e. **Consideration/Discussion and possible action to approve policy period 7/1/2019 – 7/1/2020 Worker's Comp Quote of \$16,075 (a decrease of \$1,082.00 from last year** – John made a motion to approve the renewal of the workers compensation plan through 7710, Dan seconded and the motion passed unanimously.

Board Member Reports

- a. Shaun Shields – Shaun will be moving into the park and will need to resign as a board member because he will reside outside of the District.
- b. Becky Shearer – when the district has the soda machine filled with bottles the 7 Mile Lodge is ready for it.

DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY AND THE ENVIRONMENT.

Adjourn – John made a motion to adjourn at 11:06, Becky seconded, and the motion passed unanimously.

Minutes approved by Board on Date 7-11-2019

By Adrian Ky 7-11-2019

"To ensure compliance with Open Meeting Law, recipients of this message should not forward it to other board members or anyone. Board members may reply to this message, but they should not send a copy of the reply to other members."



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Tusayan Fire Department

MINUTES OF EMERGENCY PUBLIC MEETING FOR THE TUSAYAN FIRE DISTRICT BOARD OF DIRECTORS

A PUBLIC MEETING OF THE TUSAYAN FIRE DISTRICT GOVERNING BOARD WAS CONVENED ON JULY 3, 2019
AT THE TUSAYAN FIRE STATION MEETING ROOM, TUSAYAN AZ 86023.

CALL TO PUBLIC/CONFIRMATION OF QUORUM

Meeting was called to order at 10:03 a.m. Present at the meeting were the following members of the Tusayan Fire District Board: Board Chair John Vail, Board Clerk Andrew Aldaz and Board Members Becky Shearer, Dan Contreras, and Shaun Shields. Others in attendance were Fire Chief Greg Brush, Assistant Fire Chief Ray D'Albini and Administrative Assistant Kate Maragos. A quorum was confirmed and a call to the public was made with no public response.

Treasury Report

Treasurers Report was given verbally and in written form. (See form for details.)

Fire Chiefs Update

Fire Chief's update was given verbally and in written form. (See form for details)

Old Business

No Old Business

New Business

Discussion of Fire Hose Flag Donation/Auction Fund Raiser for 4th of July. – Flag made and donated by Patty and Bill Brookins as a fundraiser for TFD. Will be auctioned off during 4th of July events. Pancake Breakfast scheduled for November 2, 2019. Staff working on logistics.

Action Items

Consideration/Discussion and possible action to approve Budget for fiscal year 2020 *Pursuant to A.R.S. §38-431.03A1
The Board may vote to go into executive session to discuss District compensation . Andrew motioned to pass the proposed budget, John seconded, and the motion passed unanimously.

Consideration/Discussion and possible action for Employee compensation amounts- John made the motion to move into executive session at 11:14 a.m. to discuss employee matters. Becky second the motion and the motion passed unanimously. Executive session ended at 11:40 a.m. Andrew motioned to increase employee compensation effective immediately and to include a letter for all staff to explain employee compensation in future years is subject to change due to funding restrictions. John seconded and the motion passes unanimously.

Board Member Reports

John Vail – Wants monthly updates on Donation Program.

Adjourn

John made a motion to adjourn at 11:44, Becky seconded, and the motion passed unanimously.

Minutes approved by Board on Date 7-16-2019

By [Signature]

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**DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN
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TREASURY REPORT - June 2019

- Info current as of 7/10/2019
- Bank - \$104,710.65
- Reserve Funds Account - \$15,005.16
- No Accounts Payable
- Check need to be signed
- FY 2019 FDAT Revenue (Actual) - \$73,388.84
- FY 2019 Projected income from tax increase 3.25% to 3.5% = \$37,176.12
- FY 2020 Projected income from tax increase 3.25% to 3.5%=\$39,896.45
 - (Both FDAT and Tax increase are already factored into budget)
- 4th of July Event:
 - Postcards - \$44.00
 - Shirts (25)- \$500.00
 - Hoodies (3)- \$135.00
 - Patches (18)- \$90.00
 - Flag - \$1,400.00
 - Ladder Ride - \$50.00
 - Donations - \$313.00
 - **Total Proceeds - \$2,532.00**

*DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN
AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY AND THE ENVIRONMENT.*

PROPERTY TAX OVERSIGHT COMMISSION

Arizona Department of Revenue Building



March 18, 2019

Douglas A. Ducey
Governor

Grant Nülle
Chairman

Greg Brush, Fire Chief
Tusayan Fire District
P.O. Box 3625
Tusayan, AZ 86023-3625

Jim Brodnax Member	Kevin McCarthy Member
Jeff Lindsey Member	Chris Kelling Member

RE: Revised 2019 Levy Limit Worksheet

Dear Mr. Brush:

On March 15, 2019, the Property Tax Oversight Commission met to review the values for the official calculation of the 2019 levy for the Tusayan Fire District. The Coconino County Assessor revised the levy limit worksheet to correct an error in processing a split parcel that understated real property on the original worksheet distributed in February instead of maintaining the value. Pursuant to A.R.S. § 42-17052(A), no values on the levy limit worksheet can be changed after February 10 without the approval of the Commission.

Upon review of the levy limit worksheet for the district, as enclosed, the Commission approved the revised values as submitted by the Coconino County Assessor. As a reminder, the total net assessed values of \$12,496,173 noted on line C.4 must be used when adopting a secondary property tax levy and tax rate pursuant to A.R.S. § 42-17052(A).

If you have any questions, please feel free to contact me at (602) 716-6436 or dteller@azdor.gov. Thank you for your cooperation with the Commission.

Sincerely,

Darlene Teller
Property Tax Oversight Commission Staff

cc: Armando Ruiz, Coconino County Assessor
Bonny Lynn, Finance Director, Coconino County
Megan Cunningham, Budget Manager, Coconino County
Crystal Schoppmann, Administrative Assistant, Tusayan Fire District

2019 FIRE DISTRICT LEVY LIMIT WORKSHEET

COCONINO COUNTY - TUSAYAN FIRE DISTRICT
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	APPROVED 3/15/2019
ADJUSTMENTS FOR ANNEXED PROPERTY	2018

A.1. Net Assessed Value of Property Annexed for TY 2019	\$0
A.2. A.1. divided by 100	\$0
A.3. Prior Year Actual Tax Rate (excluding debt service tax rate)	\$3.2500
A.4. Adjustment for Annexed Property (A.2. multiplied by A.3.)	\$0

MAXIMUM ALLOWABLE LEVY LIMIT	2019
B.1. Prior Year Maximum Allowable Levy Limit (B.4 from prior year)	\$715,444
B.2. Line B.1. multiplied by 1.08	\$772,680
B.3. Plus amount attributable to annexed property (Line A.4.)	\$0
B.4. MAXIMUM ALLOWABLE LEVY LIMIT (Line B.2. + B.3.)	\$772,680

CURRENT YEAR NET ASSESSED VALUES	2019
C.1. Centrally Assessed Property	\$147,556
C.2. Locally Assessed Real Property	\$11,362,115
C.3. Locally Assessed Personal Property	\$986,502
C.4. Total Net Assessed Values (C.1. through C.3.)	\$12,496,173
C.5. C.4. divided by 100	\$124,962

CURRENT YEAR TAX RATE / LEVY LIMIT CALCULATION	2019
D.1. Current Year Net Assessed Values / 100 (Line C.5.)	\$124,962
D.2. Maximum Allowable Levy Limit (Line B.4.)	\$772,680
D.3. Tax Rate (D.2. divided by D.1.; rounded to 4 decimals)	\$6.1833
D.4. Maximum Tax Rate (lesser of D.3. or \$3.50) ²	\$3.5000
D.5. Current Year Allowable Tax Rate ¹	\$3.5000
D.6. Current Year Allowable Levy Limit (D.5. multiplied by D.1.)	\$437,366
D.7. Prior Year Excess Collections	
D.8. Prior Year Excess Levy	
D.9. Current Year Allowable Levy Limit (D.6. - D.7. - D.8.)	\$437,366

¹ Adjusted D.5. to avoid a levy that exceeds the maximum allowable levy limit (Line B.4.)

² On November 7, 2017, voters approved a budget override adjusting the maximum allowable tax rate from \$3.25 to \$3.50 for tax year 2018 through tax year 2022. The maximum tax rate will return to \$3.25 for tax year 2023. (Reference Session Law 2016, Chapter 219, SB 1244)

2019 FIRE DISTRICT LEVY LIMIT WORKSHEET

COCONINO COUNTY - TUSAYAN FIRE DISTRICT

	ORIGINAL 2/8/2019	APPROVED 3/15/2019	DIFFERENCE
	2018	2018	2018
ADJUSTMENTS FOR ANNEXED PROPERTY			
A.1. Net Assessed Value of Property Annexed for TY 2019	\$0	\$0	\$0
A.2. A.1. divided by 100	\$0	\$0	\$0
A.3. Prior Year Actual Tax Rate (excluding debt service tax rate)	\$3.2500	\$3.2500	\$0.0000
A.4. Adjustment for Annexed Property (A.2. multiplied by A.3.)	\$0	\$0	\$0
MAXIMUM ALLOWABLE LEVY LIMIT			
B.1. Prior Year Maximum Allowable Levy Limit (B.4 from prior year)	\$715,444	\$715,444	\$0
B.2. Line B.1. multiplied by 1.08	\$772,680	\$772,680	\$0
B.3. Plus amount attributable to annexed property (Line A.4.)	\$0	\$0	\$0
B.4. MAXIMUM ALLOWABLE LEVY LIMIT (Line B.2. + B.3.)	\$772,680	\$772,680	\$0
CURRENT YEAR NET ASSESSED VALUES			
C.1. Centrally Assessed Property	\$147,556	\$147,556	\$0
C.2. Locally Assessed Real Property	\$8,806,942	\$11,362,115	\$2,555,173
C.3. Locally Assessed Personal Property	\$986,502	\$986,502	\$0
C.4. Total Net Assessed Values (C.1. through C.3.)	\$9,941,000	\$12,496,173	\$2,555,173
C.5. C.4. divided by 100	\$99,410	\$124,962	\$25,552
CURRENT YEAR TAX RATE / LEVY LIMIT CALCULATION			
D.1. Current Year Net Assessed Values / 100 (Line C.5.)	\$99,410	\$124,962	\$25,552
D.2. Maximum Allowable Levy Limit (Line B.4.)	\$772,680	\$772,680	\$0
D.3. Tax Rate (D.2. divided by D.1.; rounded to 4 decimals)	\$7.7727	\$6.1833	(\$1.5894)
D.4. Maximum Tax Rate (lesser of D.3. or \$3.50) ¹²	\$3.5000	\$3.5000	\$0.0000
D.5. Current Year Allowable Tax Rate ¹¹	\$3.5000	\$3.5000	\$0.0000
D.6. Current Year Allowable Levy Limit (D.5. multiplied by D.1.)	\$347,935	\$437,366	\$89,431
D.7. Prior Year Excess Collections			
D.8. Prior Year Excess Levy			
D.9. Current Year Allowable Levy Limit (D.6. - D.7. - D.8.)	\$347,935	\$437,366	\$89,431

¹¹ Adjusted D.5. to avoid a levy that exceeds the maximum allowable levy limit (Line B.4.)

¹² On November 7, 2017, voters approved a budget override adjusting the maximum allowable tax rate from \$3.25 to \$3.50 for tax year 2018 through tax year 2022. The maximum tax rate will return to \$3.25 for tax year 2023. (Reference Session Law 2016, Chapter 219, SB 1244)

1:45 PM
07/10/19
Cash Basis

Tusayan Fire District Profit & Loss Budget vs. Actual July 2018 through June 2019

	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
FDAT	73,388.84	77,870.00	-4,481.16	94.2%
Grant Income	63,963.83	10,000.00	53,963.83	639.6%
Other Revenue	8,132.82	347,500.00	-339,367.18	2.3%
Pooled Interest	2,175.64	0.00	2,175.64	100.0%
Property Tax Revenues	402,096.96	409,845.00	-7,748.04	98.1%
Total Income	<u>549,758.09</u>	<u>845,215.00</u>	<u>-295,456.91</u>	<u>65.0%</u>
Cost of Goods Sold				
50000 - Cost of Goods Sold	530.38	0.00	530.38	100.0%
Total COGS	<u>530.38</u>	<u>0.00</u>	<u>530.38</u>	<u>100.0%</u>
Gross Profit	<u>549,227.71</u>	<u>845,215.00</u>	<u>-295,987.29</u>	<u>65.0%</u>
Expense				
6000- PERSONNEL SERVICES	381,946.29	394,438.00	-12,491.71	96.8%
6100- RETIREMENT CONTRIBUTIONS	40,574.06	43,143.00	-2,568.94	94.0%
6200- INSURANCE	70,634.61	65,878.00	4,756.61	107.2%
6300- EMPLOYEE BENEFITS	22,349.46	36,200.00	-13,850.54	61.7%
6400- FUEL, OIL, LUBRICANTS	3,747.20	4,000.00	-252.80	93.7%
6500- VEHICLE REPAIR & MAINT.	16,060.08	13,000.00	3,060.08	123.5%
6600- SMALL TOOLS & EQUIPMENT	6,900.11	9,500.00	-2,599.89	72.6%
6650- FIRE PROTECTION & EQUIP.	2,806.17	5,000.00	-2,193.83	56.1%
6700- COMMUNICATION & DISPATCH	587.05	1,500.00	-912.95	39.1%
6900- DISPOSABLE SPLS/EQUIP	4,427.21	5,000.00	-572.79	88.5%
7000- ADMINISTRATIVE COSTS	14,735.34	15,000.00	-264.66	98.2%
7100- PROFESSIONAL SERVICES	8,954.00	12,500.00	-3,546.00	71.6%
7300- TRAINING	7,033.44	8,000.00	-966.56	87.9%
7400- INSURANCE - LIABILITY	19,003.00	15,000.00	4,003.00	126.7%
7500- PUBLIC UTILITIES	16,497.79	21,000.00	-4,502.21	78.6%
7600- LEASES & RENTALS	61,564.32	68,883.00	-7,318.68	89.4%
7700- REPAIRS & MAINTENANCE	5,348.98	12,500.00	-7,151.02	42.8%
7800- INTEREST EXPENSE	0.00	0.00	0.00	0.0%
7850- GRANTS EXPENSE	78,270.10	10,000.00	68,270.10	782.7%
7900- MISCELLANEOUS	8,504.14	7,500.00	1,004.14	113.4%
8000 - Town of Tusayan - IGA	-362,326.63	0.00	-362,326.63	100.0%
Total Expense	<u>407,616.72</u>	<u>748,042.00</u>	<u>-340,425.28</u>	<u>54.5%</u>
Net Ordinary Income	<u>141,610.99</u>	<u>97,173.00</u>	<u>44,437.99</u>	<u>145.7%</u>
Other Income/Expense				
Other Income				
4400- MISCELLANEOUS	14,196.19	12,600.00	1,596.19	112.7%
District Service Fees	13,001.26	0.00	13,001.26	100.0%
Total Other Income	<u>27,197.45</u>	<u>12,600.00</u>	<u>14,597.45</u>	<u>215.9%</u>

1:45 PM
07/10/19
Cash Basis

Tusayan Fire District
Profit & Loss Budget vs. Actual
July 2018 through June 2019

	<u>Jul '18 - Jun 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Expense				
4406 - Wildland Expense	105.94	0.00	105.94	100.0%
Total Other Expense	105.94	0.00	105.94	100.0%
Net Other Income	27,091.51	12,600.00	14,491.51	215.0%
Net Income	<u>168,702.50</u>	<u>109,773.00</u>	<u>58,929.50</u>	<u>153.7%</u>

1:44 PM
07/10/19
Cash Basis

Tusayan Fire District
Profit & Loss
July 2018 through June 2019

	<u>Jul '18 - Jun 19</u>
Ordinary Income/Expense	
Income	
FDAT	73,388.84
Grant Income	63,963.83
Other Revenue	8,132.82
Pooled Interest	2,175.64
Property Tax Revenues	402,096.96
Total Income	<u>549,758.09</u>
Cost of Goods Sold	
50000 - Cost of Goods Sold	530.38
Total COGS	<u>530.38</u>
Gross Profit	549,227.71
Expense	
6000- PERSONNEL SERVICES	381,946.29
6100- RETIREMENT CONTRIBUTIONS	40,574.06
6200- INSURANCE	70,634.61
6300- EMPLOYEE BENEFITS	22,349.46
6400- FUEL, OIL, LUBRICANTS	3,747.20
6500- VEHICLE REPAIR & MAINT.	16,060.08
6600- SMALL TOOLS & EQUIPMENT	6,900.11
6650- FIRE PROTECTION & EQUIP.	2,806.17
6700- COMMUNICATION & DISPATCH	587.05
6900- DISPOSABLE SPLS/EQUIP	4,427.21
7000- ADMINISTRATIVE COSTS	14,735.34
7100- PROFESSIONAL SERVICES	8,954.00
7300- TRAINING	7,033.44
7400- INSURANCE - LIABILITY	19,003.00
7500- PUBLIC UTILITIES	16,497.79
7600- LEASES & RENTALS	61,564.32
7700- REPAIRS & MAINTENANCE	5,348.98
7850- GRANTS EXPENSE	78,270.10
7900- MISCELLANEOUS	8,504.14
8000 - Town of Tusayan - IGA	-362,326.63
Total Expense	<u>407,616.72</u>
Net Ordinary Income	141,610.99
Other Income/Expense	
Other Income	
4400- MISCELLANEOUS	14,196.19
District Service Fees	13,001.26
Total Other Income	<u>27,197.45</u>

1:44 PM
07/10/19
Cash Basis

Tusayan Fire District
Profit & Loss
July 2018 through June 2019

	<u>Jul '18 - Jun 19</u>
Other Expense	
4406 - Wildland Expense	105.94
Total Other Expense	<u>105.94</u>
Net Other Income	<u>27,091.51</u>
Net Income	<u><u>168,702.50</u></u>

Tusayan Fire District

Register: NorwestWarrant

From 06/01/2019 through 06/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/07/2019	819400395	7710 Insurance	2000 · Accounts Payable	Inv# 01056-19-00	1,588.00	X		172,936.29
06/07/2019	819400396	All Awards	2000 · Accounts Payable	INV 1903065	90.37	X		172,845.92
06/07/2019	819400397	Boundtree Medical	2000 · Accounts Payable	INV 83222365	101.93	X		172,743.99
06/07/2019	819400398	Chase Card Services	2000 · Accounts Payable	Acct# 8236	1,842.90	X		170,901.09
06/07/2019	819400399	Extrication Concepts LLC	2000 · Accounts Payable	Inv# ECI-1886 PO# ...	14,432.86			156,468.23
06/07/2019	819400400	Flag T Factory	2000 · Accounts Payable	Inv# 28989	599.23	X		155,869.00
06/07/2019	819400401	Grand Canyon National Park...	2000 · Accounts Payable	Inv# GC2019000278	44.56	X		155,824.44
06/07/2019	819400402	Praxair	2000 · Accounts Payable	INV 89712967	124.14	X		155,700.30
06/07/2019	819400403	Safeguard	2000 · Accounts Payable	INV 033516742	131.43	X		155,568.87
06/07/2019	819400404	Stryker Sales Corp	2000 · Accounts Payable	Inv# 2684386M	904.00	X		154,664.87
06/12/2019			1499 · Undeposited Funds	Deposit		X	324.00	154,988.87
06/12/2019	819400405	Century Link	2000 · Accounts Payable	ACCT 928-638-3473...	160.85	X		154,828.02
06/12/2019	819400406	Direct TV	2000 · Accounts Payable	Inv# 36337907806	128.97	X		154,699.05
06/12/2019	819400407	Freightliner of Arizona - Fla...	2000 · Accounts Payable	RA330001894:01	1,048.45	X		153,650.60
06/12/2019	819400408	Hydro Resources	2000 · Accounts Payable	Station Water	309.56	X		153,341.04
06/12/2019	819400409	P.K. Distributing dba Arrow...	2000 · Accounts Payable	INV87136	71.91	X		153,269.13
06/12/2019	819400410	Titan Propane	2000 · Accounts Payable	25 South Rim Mobil...	176.47	X		153,092.66
06/12/2019	819400411	Wex Bank	2000 · Accounts Payable	Acct# 0403-00-7764...	260.46	X		152,832.20
06/12/2019	819400412	Xerox Corporation	2000 · Accounts Payable	INV 097108415	276.39	X		152,555.81
06/14/2019	ASR06.14.19	Arizona State Retirement Sys...	-split-	0990	3,484.08	X		149,071.73
06/14/2019	EFT06.14.19	Tusayan Fire Department	-split-	86-0843550	3,378.78	X		145,692.95
06/14/2019	DD06142019	Bruce D. Baker	-split-		1,206.92	X		144,486.03
06/14/2019	DD06142019	Chrystal R. Schoppmann	-split-		498.79	X		143,987.24
06/14/2019	DD06142019	Delmar J Mercolini	-split-		780.86	X		143,206.38
06/14/2019	DD06142019	Emily A Woolley	-split-		965.76	X		142,240.62
06/14/2019	DD06142019	Gregory Lawrence	-split-		1,077.08	X		141,163.54
06/14/2019	DD06142019	Kathleen Maragos	-split-		751.26	X		140,412.28
06/14/2019	DD06142019	Raymond F D'Aibini	-split-		1,731.20	X		138,681.08

Tusayan Fire District

Register: NorwestWarrant

From 06/01/2019 through 06/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/14/2019	DD06142019	Santos Tim Leija	-split-		1,491.53	X		137,189.55
06/14/2019	DD06142019	Gregory M Brush	-split-		1,764.67	X		135,424.88
06/19/2019			-split-	Deposit			48,267.89	183,692.77
06/19/2019			1499 · Undeposited Funds	Deposit			385.00	184,077.77
06/25/2019	819400415	Arizona Public Service	2000 · Accounts Payable		631.82	X		183,445.95
06/25/2019	819400416	Ben Gomez	2000 · Accounts Payable	Stipend Dec 2018-M...	325.00	X		183,120.95
06/25/2019	819400417	Blue Cross/Blue Shield of Ar...	2000 · Accounts Payable	Health Insurance Gro...	5,024.00	X		178,096.95
06/25/2019	819400418	Dmitry Obermeder	2000 · Accounts Payable	Stipend Dec 2018-M...	50.00			178,046.95
06/25/2019	819400419	Grand Canyon National Park...	2000 · Accounts Payable	July Rent	350.00			177,696.95
06/25/2019	819400420	Greg Brush	2000 · Accounts Payable	Stipend Dec 2018-M...	2,175.00	X		175,521.95
06/25/2019	819400421	Hydro Resources	2000 · Accounts Payable	Inv# 2882	267.46			175,254.49
06/25/2019	819400422	Jeremy Wiles	2000 · Accounts Payable	Stipend Dec 2018-M...	162.50			175,091.99
06/25/2019	819400423	Kate Maragos	2000 · Accounts Payable	Stipend Dec 2018-M...	62.50			175,029.49
06/25/2019	819400424	PLIC	2000 · Accounts Payable	Dental Acct# 106323...	213.99			174,815.50
06/25/2019	819400425	Praxair	2000 · Accounts Payable	INV 90169681	136.11			174,679.39
06/25/2019	819400426	Ray D'Albini	2000 · Accounts Payable	Stipend Dec 2018-M...	2,295.00	X		172,384.39
06/25/2019	819400427	Raymund Kendall	2000 · Accounts Payable	Stipend Dec 2018-M...	900.00			171,484.39
06/25/2019	819400428	Red Feather Properties	2000 · Accounts Payable	July 2019 Lease Pay...	2,315.25			169,169.14
06/25/2019	819400429	South Rim Mobile Home Park	2000 · Accounts Payable	INV 06-209-113	1,200.00			167,969.14
06/25/2019	819400430	Spencer Harris.	2000 · Accounts Payable	Stipend Dec 2018-M...	143.75			167,825.39
06/25/2019	819400431	Valle Airpark, LLC	2000 · Accounts Payable	INV 2489	703.96			167,121.43
06/25/2019	819400432	VSP	2000 · Accounts Payable	Vision Acct# 30 030...	84.48			167,036.95
06/28/2019	EFT062819	Tusayan Fire Department	-split-	86-0843550	2,781.60	X		164,255.35
06/28/2019	ASR06282019	Arizona State Retirement Sys...	-split-	0990	2,927.08	X		161,328.27
06/28/2019	DD062819	Bruce D. Baker	-split-		1,018.38	X		160,309.89
06/28/2019	DD062819	Chrystal R. Schoppmann	-split-		188.07	X		160,121.82
06/28/2019	DD062819	Delmar J Mercolini	-split-		216.49	X		159,905.33
06/28/2019	DD062819	Emily A Woolley	-split-		1,096.71	X		158,808.62

Tusayan Fire District

7/10/2019 1:54 PM

Register: Norwest Warrant

From 06/01/2019 through 06/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/28/2019	DD062819	Gregory Lawrence	-split-		1,082.20	X		157,726.42
06/28/2019	DD062819	Kathleen Maragos	-split-		459.93	X		157,266.49
06/28/2019	DD062819	Raymond F D'Albini	-split-		1,731.20	X		155,535.29
06/28/2019	DD062819	Santos Tim Leija	-split-		899.91	X		154,635.38
06/28/2019	DD062819	Stephanie T. Root	-split-		231.73	X		154,403.65
06/28/2019	DD062819	Gregory M Brush	-split-		1,764.66	X		152,638.99
06/30/2019			-split-	Deposit			1,100.00	153,738.99
06/30/2019			1499 · Undeposited Funds	Deposit			707.00	154,445.99
06/30/2019			1499 · Undeposited Funds	Deposit			172.30	154,618.29
06/30/2019			-split-	Deposit		X	1,974.04	156,592.33
06/30/2019			-split-	Deposit		X	61.11	156,653.44
06/30/2019			-split-	Deposit		X	969.26	157,622.70
06/30/2019			Pooled Interest	Interest		X	843.76	158,466.46
06/30/2019	To Print	Audit Adjustment	2000 · Accounts Payable		3,807.36			154,659.10
06/30/2019	To Print	VFIS	2000 · Accounts Payable	Reversal of entry fro...	3,744.00			150,915.10
06/30/2019			Reserve Funds	Funds Transfer Boar...	15,000.00	X		135,915.10

Tusayan Fire District
Deposit Detail
June 2019

1:48 PM
07/10/19

Type	Num	Date	Name	Account	Amount
Deposit		06/12/2019		NorwestWarrant	324.00
Payment		06/12/2019	US Department of th...	1499 · Undeposited ...	-324.00
TOTAL					-324.00
Deposit		06/19/2019		NorwestWarrant	48,267.89
Payment	24267	06/19/2019	VFIS	6503- Vehicle Repai...	-449.23
Payment	4759	06/19/2019	Coconino County Bo...	Community Initiative...	-4,000.00
			Fire Recovery	1499 · Undeposited ...	-2,193.75
			Town of Tusayan	1499 · Undeposited ...	-41,624.91
TOTAL					-48,267.89
Deposit		06/19/2019		NorwestWarrant	385.00
Payment	309	06/19/2019	Shirt Customer	1499 · Undeposited ...	-385.00
TOTAL					-385.00
Deposit		06/30/2019		NorwestWarrant	1,100.00
Payment	8383	06/30/2019	Kaibab Learning Ce...	1499 · Undeposited ...	-50.00
Payment	221719	06/30/2019	Coconino County Sh...	1499 · Undeposited ...	-300.00
Payment	221719	06/30/2019	Guardian Medical Tr...	1499 · Undeposited ...	-750.00
TOTAL					-1,100.00
Deposit		06/30/2019		NorwestWarrant	707.00
Payment		06/30/2019	Shirt Customer	1499 · Undeposited ...	-707.00
TOTAL					-707.00
Deposit		06/30/2019		NorwestWarrant	172.30
Payment		07/09/2019	Shirt Customer	1499 · Undeposited ...	-172.30
TOTAL					-172.30

Tusayan Fire District
 Deposit Detail
 June 2019

1:48 PM
 07/10/19

Type	Num	Date	Name	Account	Amount
Deposit		06/30/2019		NorwestWarrant	1,974.04
				Property Tax Reven...	-122.03
				Property Tax Reven...	-26.33
				Property Tax Reven...	-130.50
				Property Tax Reven...	-1,241.85
				Property Tax Liability	-453.33
TOTAL					-1,974.04
Deposit		06/30/2019		NorwestWarrant	61.11
				Property Tax Reven...	-19.05
				Property Tax Reven...	-42.06
TOTAL					-61.11
Deposit		06/30/2019		NorwestWarrant	969.26
				FDAT	-5.10
				FDAT	-955.22
				FDAT	-8.94
TOTAL					-969.26
Deposit		06/30/2019		Reserve Funds	5.16
				4401- Interest Earned	-5.16
TOTAL					-5.16
Deposit		06/30/2019		NorwestWarrant	843.76
				Pooled Interest	-843.76
TOTAL					-843.76

Tusayan Fire District
A/P Aging Summary
As of July 10, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Audit Adjustment	0.00	0.00	0.00	0.00	-5,694.56	-5,694.56
Blue Cross/Blue Shield of Arizona	0.00	0.00	0.00	0.00	-0.20	-0.20
Chase Card Services	0.00	0.00	0.00	774.37	-774.37	0.00
Praxair	0.00	0.00	0.00	0.00	107.64	107.64
VFIS	0.00	0.00	0.00	0.00	-3,744.00	-3,744.00
TOTAL	0.00	0.00	0.00	774.37	-10,105.49	-9,331.12

Tusayan Fire District
A/R Aging Summary
As of July 10, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Grand Canyon Association	0.00	0.00	0.00	0.00	0.00	-25.00
Ang Weeleong	0.00	0.00	0.00	0.00	0.00	0.00
Angel Mannon	0.00	0.00	0.00	0.00	0.00	0.00
Annette Lee Males	0.00	0.00	0.00	0.00	0.00	0.00
Ashley A. Da Silva	0.00	0.00	0.00	0.00	0.00	0.00
Ashlia Ashria-Daskundu	0.00	0.00	0.00	0.00	0.00	0.00
Audit Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Benedict Koopee	0.00	0.00	0.00	0.00	0.00	0.00
Benjamin Jones	0.00	0.00	0.00	0.00	0.00	0.00
Brandi Lynett Pease	0.00	0.00	0.00	0.00	0.00	0.00
Carl Kadolph	0.00	0.00	0.00	0.00	0.00	0.00
Carolina Jaminez	0.00	0.00	0.00	0.00	0.00	0.00
Charles Rinker	0.00	0.00	0.00	0.00	0.00	0.00
Charter Master Corporation	0.00	0.00	0.00	0.00	0.00	0.00
Cherrie Blair	0.00	0.00	0.00	0.00	0.00	0.00
Chie Maruyama	0.00	0.00	0.00	0.00	0.00	0.00
Chris Conrad	0.00	0.00	0.00	0.00	0.00	0.00
Christine McDaniel	0.00	0.00	0.00	0.00	0.00	0.00
Dafine Anaïd Mata Soriano	0.00	0.00	0.00	0.00	0.00	0.00
Daleep Chand	0.00	0.00	0.00	0.00	0.00	0.00
Daniel H. Eyer	0.00	0.00	0.00	0.00	0.00	0.00
Daniel Stone	0.00	0.00	0.00	0.00	0.00	0.00
David Frank Kyburz	0.00	0.00	0.00	0.00	0.00	0.00
Delia Enriquet	0.00	0.00	0.00	0.00	0.00	0.00
Donation	0.00	0.00	0.00	0.00	0.00	0.00
Dylan Bielke	0.00	0.00	0.00	0.00	0.00	0.00
Efrain Del Villar Valerio	0.00	0.00	0.00	0.00	0.00	0.00
Elizabeth Lanterman	0.00	0.00	0.00	0.00	0.00	0.00
Elsie Nez	0.00	0.00	0.00	0.00	0.00	0.00
Elsie Walser	0.00	0.00	0.00	0.00	0.00	0.00
Elva Reed	0.00	0.00	0.00	0.00	0.00	0.00
Emergency Services International	0.00	0.00	0.00	0.00	0.00	0.00
Fioriana Chicca	0.00	0.00	0.00	0.00	0.00	0.00
Frank Jackson	0.00	0.00	0.00	0.00	0.00	0.00
Fredrick Pierce	0.00	0.00	0.00	0.00	0.00	0.00
Fredrick Smith	0.00	0.00	0.00	0.00	0.00	0.00
Gavin Seto	0.00	0.00	0.00	0.00	0.00	0.00
Gene Pylant	0.00	0.00	0.00	0.00	0.00	0.00
George Ivcevic	0.00	0.00	0.00	0.00	0.00	0.00
George Robins	0.00	0.00	0.00	0.00	0.00	0.00
Gerald Bapst	0.00	0.00	0.00	0.00	0.00	0.00
Gianluca Artolia	0.00	0.00	0.00	0.00	0.00	0.00
Grant Bunting	0.00	0.00	0.00	0.00	0.00	0.00
Guardian Medical Transport	0.00	0.00	0.00	0.00	0.00	0.00
Heinz Jeuregen Lindener	0.00	0.00	0.00	0.00	0.00	0.00
Jameel Mills	0.00	0.00	0.00	0.00	0.00	0.00
James Boruszak	0.00	0.00	0.00	0.00	0.00	0.00

Tusayan Fire District
A/R Aging Summary
As of July 10, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
James Christiansen	0.00	0.00	0.00	0.00	0.00	0.00
James Shreenan	0.00	0.00	0.00	0.00	0.00	0.00
Jay Linse.	0.00	0.00	0.00	0.00	0.00	0.00
Jennifer Mae Tapaha	0.00	0.00	0.00	0.00	0.00	0.00
Jennifer Reynolds	0.00	0.00	0.00	0.00	0.00	0.00
Jens Glad Balchen	0.00	0.00	0.00	0.00	0.00	0.00
Jimmy Alvarez	0.00	0.00	0.00	0.00	0.00	0.00
Josh Malone	0.00	0.00	0.00	0.00	0.00	0.00
Juan A. Tijerin	0.00	0.00	0.00	0.00	0.00	0.00
Juanita Kelley	0.00	0.00	0.00	0.00	0.00	0.00
Junetta Paul	0.00	0.00	0.00	0.00	0.00	0.00
Justin Conner	0.00	0.00	0.00	0.00	0.00	0.00
Kailing Tan	0.00	0.00	0.00	0.00	0.00	0.00
Katja Wolkotta	0.00	0.00	0.00	0.00	0.00	0.00
Lamour L. Peshtony-Tracey	0.00	0.00	0.00	0.00	0.00	0.00
Lana Hazelwood	0.00	0.00	0.00	0.00	0.00	0.00
Larson Lucas Blackhorse	0.00	0.00	0.00	0.00	0.00	0.00
Leila Haddara	0.00	0.00	0.00	0.00	0.00	0.00
Linda Yaron	0.00	0.00	0.00	0.00	0.00	0.00
Lindsey Carver	0.00	0.00	0.00	0.00	0.00	0.00
Luis Ramirez	0.00	0.00	0.00	0.00	0.00	0.00
Marlie Voorbrood	0.00	0.00	0.00	0.00	0.00	0.00
Mary Downs	0.00	0.00	0.00	0.00	0.00	0.00
Maxima Favre	0.00	0.00	0.00	0.00	0.00	0.00
Michele Wallraven	0.00	0.00	0.00	0.00	0.00	0.00
Mike Helms	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
Mohamed Abdul Azeem Abed	0.00	0.00	0.00	0.00	0.00	0.00
Moinudoin Shaukh	0.00	0.00	0.00	0.00	0.00	0.00
Moreno Durazo Rodolfo	0.00	0.00	0.00	0.00	0.00	0.00
Mr. Greg Schmidt	0.00	0.00	0.00	0.00	0.00	0.00
Mrudula Mellacheruvu	0.00	0.00	0.00	0.00	0.00	0.00
Nicholas Liebl	0.00	0.00	0.00	0.00	0.00	0.00
Patricia Jaruis	0.00	0.00	0.00	0.00	0.00	0.00
Patrick James O'Malley	0.00	0.00	0.00	0.00	0.00	0.00
Paula Nelson	0.00	0.00	0.00	0.00	0.00	0.00
Phillip Kincaid	0.00	0.00	0.00	0.00	0.00	0.00
Ralph Nicholas Sarnataro	0.00	0.00	0.00	0.00	0.00	0.00
Randolff Wilson Zorbinski	0.00	0.00	0.00	0.00	0.00	0.00
Richard Grant Cecil	0.00	0.00	0.00	0.00	0.00	0.00
Rod Wilson	0.00	0.00	0.00	0.00	0.00	0.00
Ronald Dixon	0.00	0.00	0.00	0.00	0.00	0.00
Russell Morris	0.00	0.00	0.00	0.00	0.00	0.00
Sauba Kaska	0.00	0.00	0.00	0.00	0.00	0.00
Sebastian Ellis	0.00	0.00	0.00	0.00	0.00	0.00
Starburst Tours	0.00	0.00	0.00	0.00	0.00	0.00
Sudhanshu Mishra	0.00	0.00	0.00	0.00	0.00	0.00

**Tusayan Fire District
A/R Aging Summary
As of July 10, 2019**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Susan W. Torrniees	0.00	0.00	0.00	0.00	0.00	0.00
Tammy Bacon	0.00	0.00	0.00	0.00	0.00	0.00
Theresa Chapa	0.00	0.00	0.00	0.00	0.00	0.00
Tina Rasmussen	0.00	0.00	0.00	0.00	0.00	0.00
Tirtha Basu	0.00	0.00	0.00	0.00	0.00	0.00
Tom Kelley	0.00	0.00	0.00	0.00	0.00	0.00
Tom Prell	0.00	0.00	0.00	0.00	0.00	0.00
Tonwa Jonston	0.00	0.00	0.00	0.00	0.00	0.00
Winton Carson	0.00	0.00	0.00	0.00	0.00	0.00
Travis Setzer	0.00	0.00	0.00	0.00	0.00	0.00
Victor Pollard	0.00	0.00	0.00	0.00	0.00	0.00
Viola Del Sesto	0.00	0.00	0.00	0.00	0.00	0.00
Waste Management.	0.00	0.00	0.00	0.00	0.00	0.00
Alfred Sutton	0.00	0.00	0.00	0.00	0.00	0.00
Town of Tusayan	12,509.46	0.00	0.00	0.00	0.00	12,509.46
TOTAL	12,509.46	0.00	0.00	0.00	-25.00	12,484.46

Tusayan Fire District - Primary Taxable Values

Fiscal Year:	2017/2018	2018/2019	2019/2020	FORECAST*	GUESS*
FD Tusayan: Tusayan Entire Valuation	10,635,162	11,709,855	12,496,173	2020/2021	2021/2022
Property Tax Revenue [0.035 * Valuation]	372,231	409,845	437,366	469,370	515,885
FDAT [0.19 * Valuation]	70,724	77,871	83,100	89,180	98,018
Total Tax Revenues	442,954	487,715	520,466	558,550	613,903
Increase from year prior	-----	44,761	32,750	38,085	55,352

* FORECAST - From "Coconino County - Net Assessed Primary/Secondary Values" online chart

* GUESS - From averaged (3 prior years) annual increase in valuation (1.0805) with roughly estimated \$250k from new properties

Tusayan Fire District
Proposed budget for 2019/2020



Accessed Valuation

Revenues

Wildland Program	\$	-	
Property Tax Revenue	\$	437,366.00	
Fire District Assistance Tax	\$	83,099.54	
Other Revenues	\$	417,000.00	
Grants	\$	50,000.00	
Rental Income	\$	12,600.00	
Total Revenues		\$ 1,000,065.54	\$ 1,000,065.54

Expenditures

Salaries & Wages	\$	423,035.78	
Retirement Contributions	\$	51,229.63	
Volunteer Stipends	\$	14,000.00	
Health Insurance	\$	64,236.48	
Employment Benefits	\$	29,970.68	
Total Expenditures		\$ 582,472.57	\$ 582,472.57

Operations

Fuel, Oil, Lubricants	\$	4,000.00	
Vehicle Maintenance	\$	16,000.00	
Small Tools & Minor Equipment	\$	11,500.00	
Fire Protection & Equipment	\$	16,500.00	
Communications & Dispatch	\$	1,500.00	
Disposable Supplies & Equipment	\$	4,500.00	
Total Operations		\$ 54,000.00	\$ 54,000.00

Other Services & Charges

Administration Costs	\$	15,000.00	
Professional Services	\$	9,500.00	
Training	\$	10,000.00	
Insurance - Liability	\$	15,000.00	
Public Utilities	\$	21,000.00	
Leases & Rentals	\$	64,311.00	
Repairs & Maintenance	\$	15,000.00	
Grants Expense	\$	50,000.00	
Wildland Program	\$	-	
Miscellaneous	\$	7,500.00	
Total Other Services & Charges		\$ 207,311.00	\$ 207,311.00

Capital

Buildings	\$	62,012.10	
Machinery & Equipment	\$	-	
Capital Purchases Carry-forward	\$	94,269.87	
		\$ 156,281.97	\$ 156,281.97

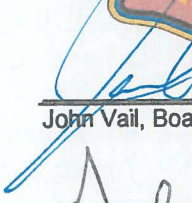
Total Expenditures \$ 1,000,065.54

Net Income (Loss) \$ (0.00)

Tax rate is based on \$3.50 per assessed valuation

** Tusayan Fire District's budget meets the requirements of ARS 48-805.02

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store, at the Tusayan Fire District and at the Tusayan Town hall all located in Tusayan, Arizona on the _____ day of July, 2019 in accordance with the statement filed by TFD.


John Vail, Board Chair


Andrew Aldaz, Board Clerk


Rebecca Shearer, Board Member

Dan Contreras, Board Member

Shaun Shields, Board Member

Proposed Budget proposed on June 13, 2019 during the regular scheduled board meeting, providing the Town of Tusayan approve the District's Subsidy amount requested of \$402,000

Tusayan Fire District
Proposed budget for 2019/2020

Accessed Valuation

Revenues

Wildland Program	\$	-	
Property Tax Revenue	\$	437,366.00	
Fire District Assistance Tax	\$	83,099.54	
Other Revenues	\$	417,000.00	
Grants	\$	50,000.00	
Rental Income	\$	12,600.00	
Total Revenues		\$ 1,000,065.54	\$ 1,000,065.54

Expenditures

Salaries & Wages	\$	431,136.76	
Retirement Contributions	\$	52,210.66	
Volunteer Stipends	\$	14,000.00	
Health Insurance	\$	64,236.48	
Employment Benefits	\$	30,265.33	
Total Expenditures		\$ 591,849.23	\$ 591,849.23

Operations

Fuel, Oil, Lubricants	\$	4,000.00	
Vehicle Maintenance	\$	16,000.00	
Small Tools & Minor Equipment	\$	11,500.00	
Fire Protection & Equipment	\$	16,500.00	
Communications & Dispatch	\$	1,500.00	
Disposable Supplies & Equipment	\$	4,500.00	
Total Operations		\$ 54,000.00	\$ 54,000.00

Other Services & Charges

Administration Costs	\$	15,000.00	
Professional Services	\$	9,500.00	
Training	\$	10,000.00	
Insurance - Liability	\$	15,000.00	
Public Utilities	\$	21,000.00	
Leases & Rentals	\$	64,311.00	
Repairs & Maintenance	\$	15,000.00	
Grants Expense	\$	50,000.00	
Wildland Program	\$	-	
Miscellaneous	\$	7,500.00	
Total Other Services & Charges		\$ 207,311.00	\$ 207,311.00

Capital

Buildings	\$	62,012.10	New Building/Window/room
Machinery & Equipment	\$	-	Generator
Capital Purchases Carry-forward	\$	84,893.21	
	\$	146,905.31	

\$ 146,905.31

Total Expenditures \$ 1,000,065.54

Net Income (Loss) \$ (0.00)

Tax rate is based on \$3.50 per assessed valuation

**** Tusayan Fire District's budget meets the requirements of ARS 48-805.02**

I, _____ undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store, at the Tusayan Fire District and at the Tusayan Town hall all located in Tusayan, Arizona on the _____ day of July, 2019 in accordance with the statement filed by TFD.



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Shaun Shields, Board Member

Proposed Budget proposed on June 13, 2019 during the regular scheduled board meeting, providing the Town of Tusayan approve the District's Subsidy amount requested of \$402,000

REVENUES 2019/2020	
Wildland Program	
	\$0.00
Property Tax Revenue	
\$	437,366.00
Additional increase included in total (\$37,177)	
Fire District Assistance Tax	
	\$83,099.54
Other Revenues	
402000+10000+2500+2500	\$417,000.00
<i>Town, billing, shirts, CPR</i>	
Grants	
	\$50,000.00
Rental Income	
Guardian	\$9,000.00
CCSO	\$3,600.00
	\$12,600.00
TOTAL REVENUES	\$1,000,065.54

EXPENDITURES FY 2019-2020
5% for top three and 18% for all others

Salaries/Wages	18-19 Rate	Annual Increase	19-20 Salary	Hourly Increase	Hourly Rate	Insurance
Chief	\$ 67,110.46	\$ 3,355.52	\$ 70,465.98	\$ 1.61	\$ 33.88	Chief \$ 8,029.56
Ray	\$ 65,236.08	\$ 3,261.80	\$ 68,497.88	\$ 1.57	\$ 32.93	Ray \$ 8,029.56
Kate (18.40) 2080	\$ 38,272.00	\$ 1,913.60	\$ 40,185.60	\$ 0.92	\$ 19.32	Kate \$ 8,029.56
Lawrence (13.65) 2184	\$ 29,789.76	\$ 5,362.16	\$ 35,151.92	\$ 2.46	\$ 16.10	Lawrence \$ 8,029.56
Mac (17.64) 2080	\$ 36,691.20	\$ 6,604.42	\$ 43,295.62	\$ 3.18	\$ 20.82	Mac \$ 8,029.56
Bruce (17.71) 2184	\$ 38,678.64	\$ 6,962.16	\$ 45,640.80	\$ 3.19	\$ 20.90	Molly \$ 8,029.56
Molly (14.06) 2184	\$ 30,707.04	\$ 5,527.27	\$ 36,234.31	\$ 2.53	\$ 16.59	Tim \$ 8,029.56
Tim (16.71) 2184	\$ 36,494.64	\$ 6,569.04	\$ 43,063.68	\$ 3.01	\$ 19.72	Open \$ 8,029.56
Open (13) 2080	\$ 27,040.00	\$ 5,960.00	\$ 33,000.00	\$ 2.87	\$ 15.87	Totals \$ 64,236.48
Add. Coverage	\$ 5,000.00		\$ 5,000.00			
On Call Time	\$ 2,500.00		\$ 2,500.00			
ASIS TOTALS	\$ 377,519.82	\$ 45,515.96	\$ 423,035.78			

New Position Correct %	
Old Rate	New Rate
\$13.00	\$15.87
\$27,040.00	\$33,000.00
Difference	\$2.87
	\$5,960.00
Old Rate	New Rate
\$13.00	\$16.83
\$27,040.00	\$35,000.00
Difference	\$3.83
	\$7,960.00

Retirement (11.94% and .17%) 12.11%	18% and 5%	Workers Comp 18%/5%	2019-2020 Rates	Exp Mod Rate	Unemployment Tax Rate
Chief	\$ 8,533.43	\$ 3,051.18	4.33/1.58/1.15	0.84	
Ray	\$ 8,295.09	\$ 2,965.96	7.71/0.84/1/8810		
Kate	\$ 4,866.48	\$ 60.28			
Lawrence	\$ 4,256.90	\$ 1,522.08			
Mac	\$ 5,243.10	\$ 1,874.70			
Bruce	\$ 5,527.10	\$ 1,976.25			
Molly	\$ 4,387.97	\$ 1,568.95			
Tim	\$ 5,215.01	\$ 1,864.66			
Open	\$ 3,996.30	\$ 1,428.90			
Add Coverage	\$ 605.50	\$ 426.60			
On Call Time	\$ 302.75	\$ 426.60			
Totals	\$ 51,229.63	\$ 426.60			
Stipends					
Chief	\$ 3,600.00	\$ 426.60			
Ray	\$ 4,080.00	\$ 426.60			
Gomez	\$ 600.00	\$ 18,872.54			
Wiles	\$ 600.00	\$ 15,852.93			
Kendall	\$ 1,440.00	\$ 1,300.00			
Oberneder	\$ 600.00	\$ 6,000.00			
Vol Open	\$ 1,200.00	\$ 23,152.93			
Vol Open	\$ 1,200.00				
Vol Open	\$ 680.00				
Totals	\$ 14,000.00	\$ 717.75			

Wages 18% and 5%
Retirement \$423,035.78
Stipends \$51,229.63
Health \$14,000.00
WC/D&D \$64,236.48
Unemployment \$23,152.93
Uniform Allow. \$717.75
FF Physicals \$3,600.00
Total \$582,472.57

OPERATIONS 2019-2020	
Fuel, Oil, Lubricants	
	\$4,000.00
Vehicle Maintenance	
	\$16,000.00
Small Tools & Minor Equipment	
	\$11,500.00
<i>(DONATIONS POSSIBLE?)</i>	
Fire Protection & Equipment	
	\$16,500.00
Communications & Dispatch	
	\$1,500.00
Disposable Supplies & Equipment	
	\$4,500.00
TOTAL OPERATIONS	\$54,000.00

New Computer Equipt.

7500 - SCBA, 7500 Turnouts (Tim, Kate, New)

OTHER SERVICES AND CHARGES 2019/2020	
Administration Costs	\$15,000.00
Professional Services	\$9,500.00
Audit - 8000 + Life Pack - 1000 + Election + Carpet Cleaning	
Training	\$10,000.00
Insurance - Liability	\$15,000.00
Public Utilities	\$21,000.00
Leases & Rentals	\$64,311.00
Repairs & Maintenance	\$15,000.00
Grants Expense	\$50,000
Wildland Program	\$0.00
Miscellaneous	\$7,500.00
TOTAL OTHER SERVICES & CHARGES	\$207,311.00

Leases/Rentals		Equip. Rentals	
GB	4200	Equip Rent \$	5,508.00
RD	4020	Prop Lease \$	27,783.00
Jack's	14400		
Valle	4200		
Valle	4200		
		Prax, TV. Copy	1620
			1560
			2328

TOTAL
\$ 64,311.00

Chief's House Repairs - \$2500
Valle houses - 2500

VARIABLES**
Jack's Trailer - do we keep if we buy the second one from the Mine



PO Box 3625
Grand Canyon, AZ 86023
928-638-3473 - Phone
928-638-2897 - Fax

Tusayan Fire Department

PAID TIME OFF (PTO) POLICY

TFD's Paid Time Off (PTO) Policy is as follows:

- Effective July 1st, 2017 TFD's previous vacation and sick policies will merge into one common policy known as Paid Time Off. **The PTO policy will comply with AZ Prop 206 - The Fair Wages and Healthy Families Act to be effective July 1st, 2017.**
- The first 24 hours of PTO now required by Prop 206 applies to all employees, regardless of employment status (full time, part-time, seasonal, and temporary). Any remaining PTO hours applies only to full time employees.
- Employees hired after July 1st, 2017 will be eligible for the now required 24 hours PTO after 90 days of employment. Any paid employees hired before this date will automatically receive, effective July 1st 2017, the now REQUIRED 24 hours of PTO.
- Remaining hours of PTO applies ONLY to full time employees and will be earned on their anniversary date, after one continuous year of employment as follows:
 - Year 1-5 = 120 hours **total**
 - Year 5-10 = 160 hours **total**
 - Year 10 or more = 200 hours **total**
- **Employees may donate unused sick or PTO to employees in need pending Chief's approval.**
- Employees will not be required to provide proof of a sickness, unless it has been 3 consecutive days in a row for such absence; documentation will then be required for one of the covered illness per AZ Prop 206.
- PTO can be requested in the smallest increments (per minute) allowed on our payroll system
- **TFD encourages its employees to use their PTO available to them to help improve their mental state and productivity. Any unused designated Prop 206 Sick Time hours will be rolled over to following years; all remaining PTO hours will be forfeited annually.**
- **Unused Prop 206 Sick Time will be paid out upon termination.**
- **Any and all PTO requests must have authorization from the Fire Chief.**

****This policy supersedes all other Paid Vacation and Sick Policies effective July 1st, 2017 and complies with Prop 206 - The Fair Wages and Healthy Families Act**

****Per Board, the Fire Chief has authority to change or add to the policy as needed.**

DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY AND THE ENVIRONMENT.



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- Remaining hours of PTO applies ONLY to full time employees and will be earned on their anniversary date, after one continuous year of employment as follows:
 - Year 1-5 = 120 hours **total**
 - Year 5-10 = 160 hours **total**
 - Year 10 or more = 200 hours **total**
- There shall be no advancing or loaning of PTO
- Employees will not be required to provide proof of a sickness, unless it has been 3 consecutive days in a row for such absence; documentation will then be required for one of the covered illness per AZ Prop 206.
- PTO can be requested in the smallest increments (per minute) allowed on our payroll system
- TFD encourages its employees to use their PTO available to them to help improve their mental state and productivity. Any unused hours from the first 24 hours will be paid out at the end of the fiscal year; all remaining hours after the first 24 will be forfeited. The same rules will apply for termination.

****This policy supersedes all other Paid Vacation and Sick Policies effective July 1st, 2017 and complies with Prop 206 - The Fair Wages and Healthy Families Act**

Approved by Board of Directors on 06/08/2017

DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY AND THE ENVIRONMENT.



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Tusayan Fire Department

RESOLUTION #2020-01

Transfer of Funds

RESOLUTION

NOW THEREFORE, UNDER THE FINDINGS, the Tusayan Fire District Board finds it to be in the best interest of the District to transfer funds from the TFD Operational Account to TFD Reserve Funds Account for the purpose of putting funds aside for future use.

NOW THEREFORE, BE IT RESOLVED the Tusayan Fire District Board hereby approves the following transfer of funds:

Account to Transfer Funds From: Tusayan Fire District Operational Account # 302100

Account to Transfer Funds To: Tusayan Fire District Reserve Funds Account # 302101-33001

Amount to Be Transferred: \$33,687.00

Date of Resolution Approval: June 13, 2019

The Tusayan Fire District Board authorized and directed staff to prepare Resolution #2020-01 consistent with the findings in this order.



Board Chairperson – John Vail



Board Clerk – Andrew Aldaz

Board Member – Shaun Shields

Board Member – Dan Contreras



Board Member – Becky Shearer

**DEDICATING OUR EFFORTS TO PROVIDE FOR THE SAFETY AND WELFARE OF THE CITIZENS AND VISITORS OF TUSAYAN
AND OUR COMMUNITY THROUGH THE PRESERVATION OF LIFE, PROPERTY AND THE ENVIRONMENT.**

To: Tusayan Fire Department

[From the email on 7/1/19:]

As you all know, the Town of Tusayan has provided (much needed) assistance to the Fire Department over several years. For the 2018/2019 fiscal year (ending 6/31/19), the town provided \$335,000 towards our payroll. That's 40% of our budget! That covers the majority of our paychecks (but not all).

This spring, the Town of Tusayan had a Home Rule election, it effectively cut the budget for the Town of Tusayan from (approximately) \$18-21 million to about \$1.4 million. Needless to say, this impacted every budget item for the town, including what they provide to us for payroll; we could have very well ended up with reduced (or no) assistance. This being said, **the Town of Tusayan agreed to fund us with \$402,000 in this new fiscal year (FY 2020)!!!!**

The town does not have to provide this assistance, however they have been very supportive to date. If you see any of the council members, Mayor, Vice Mayor, Town Manager, Town Clerk, please pass on your appreciation for their ongoing support.

Your service and commitment to the Tusayan Fire Department is something that is very much appreciated. We want to compensate everybody properly at TFD, granted the economy (taxes), budget constraints, etc. make limitations on what we are able to offer. That being said, we are happy to report that we are adjusting the base pay rate for all the fulltime firefighters here! **Everybody will be receiving an 18% increase, effective now.** The Business Admin, Assistant Chief, and Chief, are not receiving the same increase in compensation; we will be getting a COLA.

It's important to remember, our goal is to have this as a permanent adjustment, however nobody can foresee the actual budget assistance from the Town of Tusayan for the FY 2021 (beginning July 1st, 2020). At this time, it *could* be minimal, and not the current amount that we are receiving (\$402,000). Mayor Craig Sanderson has generously offered that the town set aside a minimum of \$120,000 for this coming (FY 2021) year.

As a result, there is the possibility that our funding [in one year] is not what it is today. We also wanted to make an adjustment for you now, no matter what the future brings. **In a worst case scenario, if our funding is decreased, [one year from now] we may have to consider reverting payrates to a lower level, or possibly have a Reduction-In-Force (RIF).** Of course, our *goal* is to maintain these new pay levels and current staffing indefinitely.

With this increase, we expect everybody here to contribute accordingly. This was only made possible through support of the Town and TFD Fire Board. More than ever, we need people to pitch in with our daily and long term projects. In addition, your help with saving money, T-Shirt sales, donations, fund-raising activities, etc., is crucial to increasing revenues for the department.

PLEASE DO NOT SHARE YOUR CHANGE IN RATE WITH ANYBODY! I need to be able to talk to *everybody* before this is public knowledge.

Thanks,
Greg

Acknowledged, Print Name

Signature / Date



JOB TICKET

E#4202

**Please make checks
out to the Arizona Daily Sun**

1751 S Thompson St, Flagstaff, AZ 86001
928-526-9600

Date

4/25/2019

P.O. Number

Account#

CUSTOMER

Tusayan Fire Dept Grand Canyon

Chrystal

QUANTITY	JOB DESCRIPTION	AMOUNT
1,561	Double sided color flyer - Tri-Folded on 70# offset paper (Will take approx 5 business days to print), copied on 2 sides	500.00
1,561	Banded per USPS specs with USPS report and docs. , copied on 1 side Postage below is based on ECR WSS letter rate to all PO Boxes in 86023 - .224 each , copied on 1 side	62.44
		SUBTOTAL 562.44
		TAX 50.34
		POSTAGE 349.66 296.59
		TOTAL 962.44

909.37

**Thank You!
We Sincerely
Appreciate Your
Business!**



JOB TICKET E#4203

**Please make checks
out to the Arizona Daily Sun**

1751 S Thompson St, Flagstaff, AZ 86001
928-526-9600

Date 4/25/2019

P.O. Number

CUSTOMER

Tusayan Fire Dept Grand Canyon

Chrystal

Account#

QUANTITY	JOB DESCRIPTION	AMOUNT
1,561	Double sided (color 1 side Black ink the other side) flyer - Tri-Folded on 70# offset paper (Will take approx 5 business days to print), copied on 2 sides	475.00
1,561	Banded per USPS specs with USPS report and docs. , copied on 1 side Postage below is based on ECR WSS letter rate to all PO Boxes in 86023 - .224 each , copied on 1 side	62.44
<p><i>printing 2000 mailing 1561</i></p> <p><i>They only print in 1000 quant.</i></p> <p><i>we do all design send them a pdf to print and mail bleed on page is fine</i></p> <p><i>8 1/2 x 11 Tri-Folded</i></p>		
		SUBTOTAL 537.44
		TAX 48.11
		POSTAGE 349.66 296.59
		TOTAL 935.21

882.14

**Thank You!
We Sincerely
Appreciate Your
Business!**



HINTONBURDICK
CPAs & ADVISORS

June 25, 2019

The Board of Directors and Management
Tusayan Fire District
P.O. Box 3625
Grand Canyon, AZ 86023

We are pleased to confirm our understanding of the services we are to provide Tusayan Fire District for the year ended June 30, 2019. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Tusayan Fire District as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Tusayan Fire District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Tusayan Fire District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules
- 3) Proposed Audit Journal Entries

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Tusayan Fire District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Tusayan Fire District's financial statements. Our report will be addressed to the Board of Directors of Tusayan Fire District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of

internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Tusayan Fire District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes, depreciation schedule, and proposed audit journal entries of Tusayan Fire District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes, depreciation schedule, and proposed audit journal entries previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to HintonBurdick, PLLC, will not be included in any such offering document without

that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Tusayan Fire District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance

our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes, depreciation schedule, and proposed audit journal entries and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, depreciation schedule, and proposed audit journal entries and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all schedules we normally request and will locate any documents selected by us for testing.

We will provide copies of our reports to Tusayan Fire District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of HintonBurdick, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Board of Directors or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of

HintonBurdick, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Board of Directors. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately August 15, 2019 and to issue our reports no later than October 30, 2019. Steve D. Palmer, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our price for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$8,400.

The above fee is based on anticipated cooperation from your personnel, timely receipt of information, and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

If required, fees for additional accounting, consultation and any other non-audit services will be billed separately and will be dependent on the level of service provided. We will discuss the situation with you before we proceed.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. Interim billings may be submitted as work progresses and expenses are incurred. In the event any statement or invoice rendered by us to you is not paid within thirty (30) days of the date of the invoice, a late charge shall be accrued on the unpaid balance at the rate of 1.5 percent per month until paid. If billings are not paid within thirty (30) days of the invoice date, at our election, we may stop all work until your account is brought current or we may withdraw from this engagement. You acknowledge and agree that we are not required to continue work in the event of your failure to pay on a timely basis for services rendered as required by this engagement letter. You further acknowledge and agree that in the event we stop work or withdraw from this engagement we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

Our liability as auditors shall be limited to the period covered by our audit and shall not extend to periods for which we are not engaged as auditors.

It is our policy to keep work papers related to this engagement for seven (7) years. Upon the expiration of the seven (7) year period, you agree that we shall be free to destroy our work papers. When records are returned to you, it is your responsibility to retain and protect your records for possible future uses, including potential examination by governmental or regulatory agencies.

In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If the dispute cannot be settled through direct

discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to other legal remedies. If the parties are unable to resolve the dispute through mediation within sixty (60) days from the date notice is first given, then they may proceed to resolve the matter by arbitration. Such arbitration shall be binding and final. Any dispute over fees will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. In agreeing to arbitration both parties acknowledge that, in the event of a dispute each party is giving up the right to have the dispute decided in a court of law before a judge or jury and instead are accepting the use of arbitration for resolution. Costs of any mediation proceeding shall be shared equally by all parties. The prevailing party in the arbitration shall be entitled to an award of reasonable attorney's fees and costs incurred in connection with the application of the dispute in an amount to be determined by the arbitrator.

We appreciate the opportunity to be of service to Tusayan Fire District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,




Steve D. Palmer, CPA
HintonBurdick, PLLC

RESPONSE:

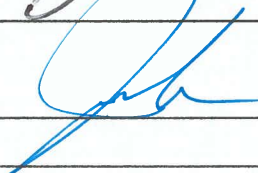
This letter correctly sets forth the understanding of Tusayan Fire District.

Management Signature (required):



Title: CHIEF

Governance Signature (optional):



Title: Board Chair



JOB TICKET

E#4203

**Please make checks
out to the Arizona Daily Sun**

1751 S Thompson St, Flagstaff, AZ 86001
928-526-9600

Date 4/25/2019

P.O. Number

CUSTOMER
Tusayan Fire Dept Grand Canyon
Chrystal

Account#

QUANTITY	JOB DESCRIPTION	AMOUNT
1,561	Double sided (color 1 side Black ink the other side) flyer - Tri-Folded on 70# offset paper (Will take approx 5 business days to print), copied on 2 sides	475.00
1,561	Banded per USPS specs with USPS report and docs. , copied on 1 side Postage below is based on ECR WSS letter rate to all PO Boxes in 86023 - .224 each , copied on 1 side	62.44
<p><i>printing 2000 mailing 15¢/1</i></p> <p><i>They only print in 1000 quant.</i></p> <p><i>we do all design send them a pdf to print and mail bleed on page is fine</i></p> <p><i>8 1/2 x 11 Tri-Folded</i></p>		
		SUBTOTAL 537.44
		TAX 48.11
		POSTAGE 349.66 290.59
		TOTAL 935.21

882.14

**Thank You!
We Sincerely
Appreciate Your
Business!**



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1751 S Thompson St, Flagstaff, AZ 86001
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		SUBTOTAL 562.44
		TAX 50.34
		POSTAGE 349.66 296.59
		TOTAL 962.44 909.37

**Thank You!
We Sincerely
Appreciate Your
Business!**

Art Babbott
District 1

Elizabeth C. Archuleta
District 2

Matt Ryan
District 3

Jim Parks
District 4

Lena Fowler
District 5

To: Governing Boards of all Coconino County Special Districts

Re: District Budgets for FY2020

This is a reminder to file the adopted FY 2020 annual budget for the Special District with the Clerk of the Coconino County Board of Supervisors' Office and the Treasurer's Office by **July 1, 2019**. Please mail, email, or deliver the budget to:

Lindsay Daley, Clerk of the Board
219 E. Cherry Ave.
Flagstaff, AZ 86001
Or email to ldaley@coconino.az.gov

Sarah Benatar, Treasurer
110 E. Cherry Ave.
Flagstaff, AZ 86001
Or email to promero@coconino.az.gov

Our offices are open Monday through Friday, 8:00 a.m. – 5:00 p.m.

The budget and information regarding the tax rate needs to be submitted to us by **July 1** in order to have the rate set by the Board of Supervisors. The Board of Supervisors will set tax rates for the County on August 6, 2019. Please submit the budget and requested tax rate as soon as it has been adopted by your governing board.

Thank you for your cooperation,

Lindsay Daley
Clerk of the Board of Supervisors
Coconino County
(928) 679-7145

*Administrative Assistant
Tusayan Fire Department
928-638-3473*

*Integrity is doing the right thing,
Even when no one is watching. - C. S. Lewis*

To ensure compliance with the Arizona Open Meeting Law, members of the Tusayan Fire District Board who have received this message may reply directly to the sender, but should not forward it or send a copy of their reply to other Board Members. Board Members may reply to an Operations member regarding this message, but they should not send a copy of the reply to other District Board members. This communication may contain confidential and/or proprietary information and may not be disclosed to anyone other than the intended addressee. Any other disclosure is strictly prohibited by law. If you are not the intended addressee, you have received this communication in error. Please notify the sender immediately and destroy the communication including all content and any attachments.

From: Direct Impress Lists [mailto:lists@directimpress.com]
Sent: Thursday, April 25, 2019 4:04 PM
To: chrystal.tfdgc@outlook.com
Subject: Postage

Hi Chrystal,

I just talked to Vivian at the USPS and she said yes since it is for the Fire Dept. of Tusayan we can do it at the lower postage rate so the postage will be \$296.59 for 1561Qty ☺

Angila Menter / General Manager
Direct Impression Business Services, Inc.
1751 S Thompson St, Flagstaff AZ 86001
Phone: 928-526-9600

Hours: Monday – Thursday 7am to 4pm & Friday 7am to 3pm
lists@directimpress.com

chrystal.tfdgc@outlook.com

From: Direct Impress Lists <lists@directimpress.com>
Sent: Friday, April 26, 2019 6:28 AM
To: Chrystal Schoppmann
Subject: RE: Postage

Sounds good

Have a Great weekend 😊

Angila Menter / General Manager
Direct Impression Business Services, Inc.
1751 S Thompson St, Flagstaff AZ 86001
Phone: 928-526-9600

Hours: Monday – Thursday 7am to 4pm & Friday 7am to 3pm
lists@directimpress.com

From: Chrystal Schoppmann [mailto:chrystal.tfdgc@outlook.com]
Sent: Thursday, April 25, 2019 4:47 PM
To: Direct Impress Lists; Chrystal Schoppmann
Subject: RE: Postage

Angila -

Great! Thank you! Our next board meeting is Thursday, May 9th and I will know if the board wants to move forward with this project at that time. I will keep you updated.

kindest Regards -

Chrystal Schoppmann

86023 - Tucson only

Valle has 5 routers
2803 res.

1561
cost is the same for bilingual

Upper Quas to 820
Odds. 250

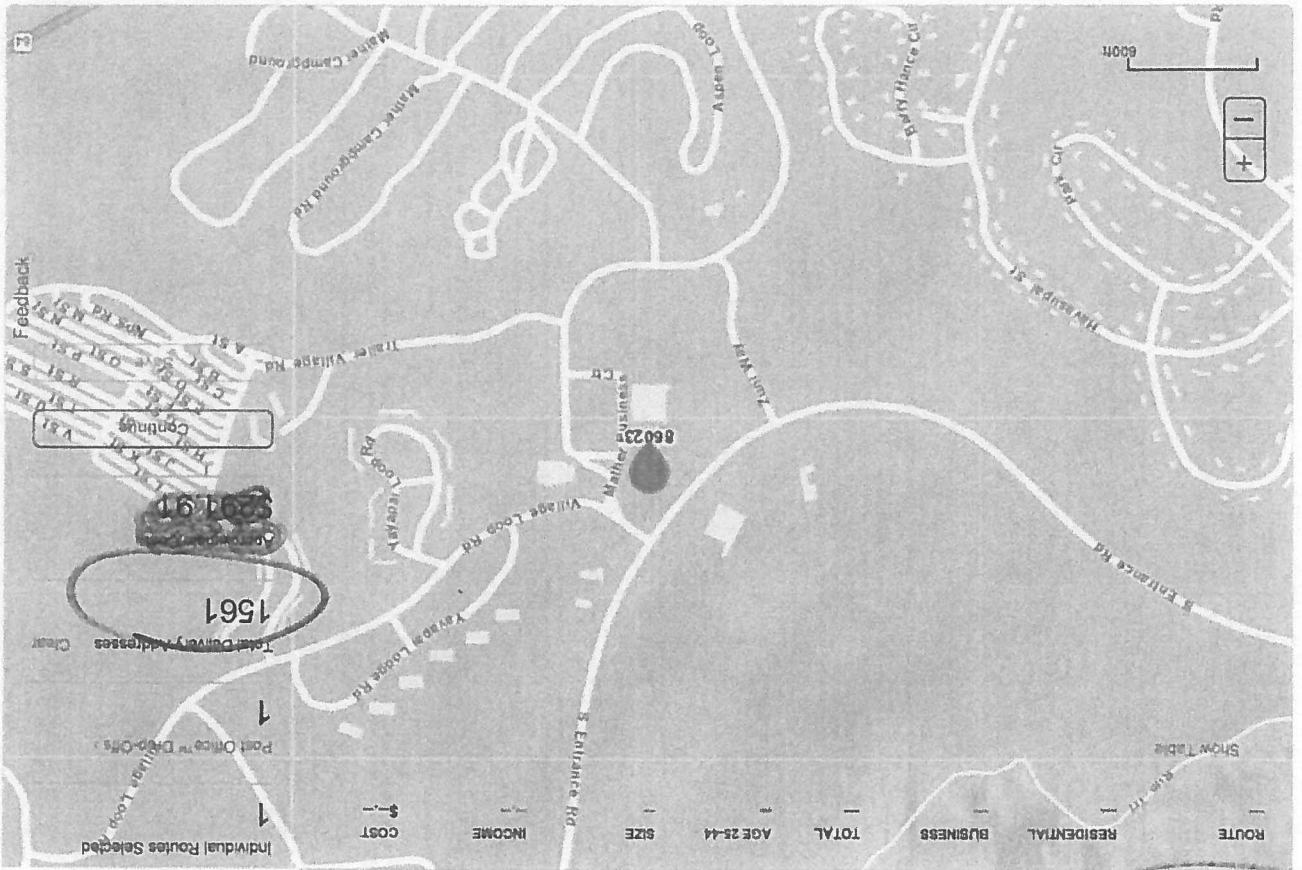
Every Door Direct Mail®

Select Routes | Find a Printer | Using EDM®

Mailpiece Size Checker

Order Summary

86023



chrystal.tfdgc@outlook.com

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Anglia Menter / General Manager
Direct Impression Business Services, Inc.
1751 S Thompson St, Flagstaff AZ 86001
Phone: 928-526-9600

Hours: Monday – Thursday 7am to 4pm & Friday 7am to 3pm
lists@directimpress.com

From: Anglia Menter
Sent: Thursday, April 25, 2019 3:43 PM
To: 'chrystal.tfdgc@outlook.com'
Subject: Quotes

Hi Chrystal,

I look forward to working with you on your mailing project

Attached are both quotes one for color both sides and one for color 1 side and black ink only on the other side. I also included the map / quantity of the PO Boxes in 86023

The only thing I am waiting to hear from Vivian on is right now the postage on the quotes are based on normal ECR WSS rates (but the USPS has a special rule to allow Government a lower postage rate so I am checking to see if since

this is for the Fire Dept. if she will allow us to do it at the special lower postage rate) If so the postage per piece will be .19 each so for 1561Qty the total postage will be \$296.59 instead of \$349.66

Let me know if you have any questions ☺

Angila Menter / General Manager

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lists@directimpress.com

KAIBAB LEARNING CENTER



When Kaibab Learning Center

(KLC) on Mohave Street was rated by Quality First - an initiative to improve early childhood education in Arizona - the preschool received an impressive four out of five stars, indicating it consistently exceeded the quality standards expected by Quality First.

That high rating wouldn't have been possible without the Town of Tusayan, says KLC Director Michelle

Pahl. The Town provides \$40,000 each year to KLC.

The bulk of the money is used for supplies and furniture, but \$10,000 is put aside as a fund to provide Tusayan residents a 10 percent discount to send their children to KLC.

The Town's support also frees up money for teachers, allowing KLC to have teacher-student ratios that are



WHY IS THIS IMPORTANT?

The Town's decision to support KLC is multi-faceted. The learning center, which typically has up to 70 children in attendance each day, is of vital importance to the families requiring child care in the region. It is available to families visiting the Grand Canyon, making it a tourism asset.

But the most important reasons are the children. About 90% of a child's brain growth occurs by the age of 5, making quality early childhood

education one of the most important indicators of future success. Research tells us that the return on investment for early childhood education is enormous. According to Harvard University's Center on the Developing Child, the three most rigorous long-term studies saw an ROI of \$4 to \$9 for every dollar spent. The children benefited from increased earnings when they became adults, while the public saw returns in the form of reduced special education, welfare and crime costs, plus increased tax revenues from adults who received quality early childhood education.*



~90% of a child's brain growth occurs by the age of 5

From public safety to education to local organizations like the Chamber of Commerce and Rotary, the Town of Tusayan is Working for YOU to make life better for all of us. ●



— Michelle Pahl, Director, KLC

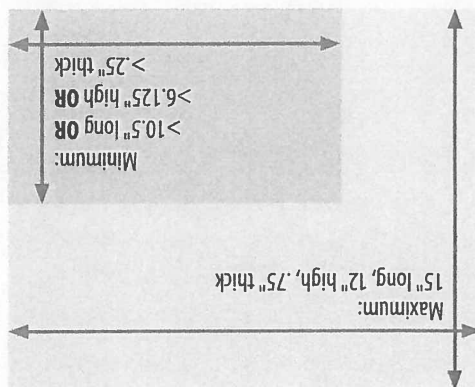
"The money the Town gives us has put us in a position where we can make sure we are giving children the quality care they need."

Photo courtesy Kate Densmore

*Sources: Masse, L. and Barnett, W.S., A Benefit Cost Analysis of the Abecedarian Early Childhood Intervention (2002); Karoly et al., Early Childhood Interventions: Proven Results, Future Promise (2005); Heckman et al., The Effect of the Perry Preschool Program on the Cognitive and Non-Cognitive Skills of its Participants (2009).



For more information, go to usps.com/everydoordirectmail



Acceptable dimensions of a flat.
 Rectangular with four square corners or finished corners that do not exceed a radius of .125" (A square is considered a rectangle.) Must be one of the following: More than 10.5" in length **OR** 6.125" in height **OR** .25" thick.
 Cannot be more than 15" long, 12" high, and .75" thick.
 Note: To be considered a flat, a mailpiece must exceed only one of the dimension minimums but be within all flat maximums; otherwise, it is a parcel. Minimum thickness is .007" (about three sheets of paper) and minimum height is 3.5".
Maximum weight of a flat at Retail.
 3.3 oz. maximum weight when submitted at a local Post Office.

Bundling at Retail:

When you submit Every Door Direct Mail, your pieces must be bundled with a facing slip. Recommended bundle size is 50 to 100 pieces. You must include the piece-count per bundle. Example: A 426-piece mailing could have eight bundles of 50 and one of 26.

Local Postal Customer

Acceptable Every Door Direct Mail - Retail™ label options for entry at Post Office™ locations:
 "Local Postal Customer" for active deliveries (residential and business).

PRSR STD
 U.S. POSTAGE
 ECRWSS
 PAID
 EDDM RETAIL

Retail Indicia Example

Postal Customer
 City, State 5-Digit ZIP Code
 *****ECRWSSDDM****
 PO Box Holder
 City, State 5-Digit ZIP Code

• "EDDM" must be included after "ECRWSS" on the label of pieces greater than 10.5" and up to and including 11.5" in length submitted at a BMEU, but not required.

Residential Customer
 City, State 5-Digit ZIP Code
 *****ECRWSSDDM****

• "Postal Customer" for all active deliveries (business and residential).
 • "Residential Customer" for residential deliveries. • "PO Box Customer" for PO Box™ deliveries. • City, State, and 5-Digit ZIP Code™ are recommended.

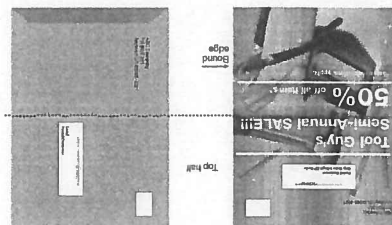
Postal Customer
 City, State 5-Digit ZIP Code
 *****ECRWSSDDM****

for entry at Business Mail Entry Units (BMEU):
 "Postal Customer" for all active deliveries (business and residential).
 • "Residential Customer" for residential deliveries. • "PO Box Customer" for PO Box™ deliveries. • City, State, and 5-Digit ZIP Code™ are recommended.

All mailpieces must contain "ECRWSS" in the address area **or** within **or** below the permit indicia.

Every Door Direct Mail Indicia Example:

PRSR STD
 U.S. POSTAGE
 PAID
 CITY, STATE
 PERMIT NO. XXX
 ECRWSS



Mailing requirements.

All Every Door Direct Mail mailpieces must have the entire mailing label on the "top half" of the mailpiece. The orientation of the label, whether it's applied on the long or short side, does not matter (except that labels placed parallel to the shortest end must not be upside down). The shortest end will always be the top half of the piece. Length is always the longest side. See examples at left for accurate placement.

Enclosed are examples of Standard Mail® flats that can be used with Every Door Direct Mail® service. These show some of the ways you can reach every home, every address, every time. Below, you'll find guidelines on all qualifying dimensions and other requirements.

Quick Reference





12SUPSH1637

© 2012 United States Postal Service. All Rights Reserved. The Eagle Logo is among the many trademarks of the U.S. Postal Service.



Learn more at usps.com/everyydoordirectmail

Nearly any business can take advantage of the marketing power of Every Door Direct Mail – Retail service.

Retailers: Auto dealers, restaurants and pizzerias, pharmacies, clothing stores, furniture dealers, flower shops, coffee shops, bakeries, and more.

Service-based businesses: Attorneys, health-care professionals, dry cleaners, home-improvement companies, real estate firms, and more.

reach. You can pay for postage with cash, check, or debit card.

As close as your local Post Office – You or your mail service provider can submit your mailing at the Post Office that serves the area you want to reach. You can pay for postage with cash, check, or debit card.

Plenty of room for your message – Every Door Direct Mail offers a flexible range of sizes, making it ideal for announcing sales, sending coupons, and much more. Three of the most popular options are postcards (6.5" x 9"), oversized postcards (8.5" x 11"), and tri-fold menus (4.25" x 14"). For additional sizes, visit usps.com/everyydoordirectmail or contact your local printer regarding the approved sizes for Every Door Direct Mail Standard Mail® flats.

Key benefits of Every Door Direct Mail – Retail service.

- **No postage permit required** – Saves you the annual cost of buying one.
- **No names or addresses needed** – Instead of printing names and street addresses, you use the approved Every Door Direct Mail® format ("Local Postal Customer").
- **Plenty of room for your message** – Every Door Direct Mail offers a flexible range of sizes, making it ideal for announcing sales, sending coupons, and much more. Three of the most popular options are postcards (6.5" x 9"), oversized postcards (8.5" x 11"), and tri-fold menus (4.25" x 14"). For additional sizes, visit usps.com/everyydoordirectmail or contact your local printer regarding the approved sizes for Every Door Direct Mail Standard Mail® flats (learn more at usps.com/everyydoordirectmail).
- **Use Standard Mail® flats** (learn more at usps.com/everyydoordirectmail).
- **Keep your per-piece weight to 3.3 ounces or less.**
- **Send up to 5,000 mailpieces per day.**
- **Submit your mailing at the Post Office™** serving the area you want to reach.

Specifications for using Every Door Direct Mail – Retail service.

- **Submit your mailing at the Post Office™** serving the area you want to reach.
- **Send up to 5,000 mailpieces per day.**
- **Keep your per-piece weight to 3.3 ounces or less.**
- **Use Standard Mail® flats** (learn more at usps.com/everyydoordirectmail).

street addresses.

while delivering the day's mail. You don't need to know the names or address, every time. You simply pick the neighborhood you want to target, and a Postal Service™ carrier delivers your printed piece to every address Every Door Direct Mail – Retail™ service lets you reach every home, every street address.

FIND THE CUSTOMERS THAT MATTER MOST.



Acceptable Every Door Direct Mail Addressing Example Local Postal Customer	Approved Retail Postage Indicia Example PASRT STD ECRWSS U.S. POSTAGE PAID EDM RETAIL
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Bundle and submit your mailpieces:

- Your local mail service provider or printer can also handle bundling and submission.
- If you'd like to do this yourself, visit usps.com/everyydoordirectmail to access our free online tool.

Prepare your printed mailpieces:

- Utilize the Every Door Direct Mail format and postage indicia shown below.
- Your local mail service provider or printer can work with you to prepare your mailpieces.

Define who you want to reach:

- You can get more information and register your business.
- Use our free online mapping tool to:
 - Identify your target area by city, neighborhood, or a specified distance from your business.
 - Find mail routes that match your target area.
 - Obtain the number of addresses and estimated postage costs.
 - Prepare documentation forms.

TO GET STARTED

Visit usps.com/everyydoordirectmail





2019 POSTAGE RATES

Effective January 27, 2019

If you have questions or need pricing, please contact us today.
888.401.9679 | www.usmailinghouse.com
 1050 E. Valencia Drive, Fullerton, CA 92831
Download your free copy online at www.USMailingHouse.com

FIRST CLASS MAIL			
AUTOMATION (3.5 oz. or less)*			
Letters	Cards	Flats	
.428	.274	.727	Mixed AADC
.412	.268	.644	AADC
.383	.257	.486	5-Digit
* Requires a minimum of 500 qualifying pieces for automation pricing.			
NON-AUTO (Under 1 oz.)			
Letters	Cards	Flats	
.550	.350	1.00	Single Piece (Machinable)
.459	.280	.799	Presorted (Machinable)
MARKETING MAIL			
AUTOMATION (3.5 oz. or less)*			
Letters	Flats	Letters	Flats
.291	.632	.173	.458
.281	.597	.163	.423
.256	.405	.138	.349
.294	.300	.209	.216
.209	.250	.124	.166
.190	.224	.111	.136
* Requires a minimum of 200 qualifying pieces for automation pricing.			
POSTAL SPECIFICATIONS			
min	max	min	max
3.5"	4.25"	5"	6"
3.5"	6"	5"	11.5"
3.5"	6"	5"	10.5"
5"	12"	6"	15"
Height		Length	
Thickness		Thickness	
min		min	
max		max	
First Class Postcards			
Letters - All Classes			
Folded Self-Mailers			
Flats - Automation Compatible			