

PURSUANT TO A.R.S. SECTION 38-431.01, THE GILA COUNTY BOARD OF SUPERVISORS WILL HOLD AN OPEN MEETING IN THE SUPERVISORS' AUDITORIUM, 1400 EAST ASH STREET, GLOBE, ARIZONA. ONE OR MORE BOARD MEMBERS MAY PARTICIPATE IN THE MEETING BY TELEPHONE CONFERENCE CALL OR BY INTERACTIVE TELEVISION VIDEO (ITV). **ANY MEMBER OF THE PUBLIC IS WELCOME TO ATTEND THE MEETING VIA ITV WHICH IS HELD AT 610 E. HIGHWAY 260, BOARD OF SUPERVISORS' CONFERENCE ROOM, PAYSON, ARIZONA.** THE AGENDA IS AS FOLLOWS:

WORK SESSION - TUESDAY, FEBRUARY 26, 2013- 10 A.M.

- 1 Call to Order - Pledge of Allegiance
- 2 **REGULAR AGENDA ITEMS:**
 - A Information/Discussion regarding planned implementation of phase III security measures at the Globe Courthouse and the Payson Court Office Building.
(Don McDaniel, Birdie DeNero & Steve Stratton)
 - B Information/Discussion on the 2013-2014 County Budget assumptions.
(Don McDaniel, John Nelson & Joe Heatherly)
 - C Information/Discussion regarding: 1) Call to the Public Policy, 2) Grants Management Policy and 3) Computing & Communication Technology Use and Ethics Policy, for inclusion in the Countywide Policy Manual.
(Jacque Griffin, Darryl Griffin, Marian Sheppard & Joe Heatherly)
 - D Information/Discussion/Action to consider issuing official comments from the Board of Supervisors regarding the proposed action for Environmental Impact Statement for Motorized Travel Management on the Tonto National Forest.
(Jacque Griffin)
- 3 **CALL TO THE PUBLIC:** Call to the Public is held for public benefit to allow individuals to address issue(s) within the Board's jurisdiction. Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), action taken as a result of public comment will be limited to responding to criticism made by those who have addressed the Board of Supervisors, may ask staff to review the matter or may ask that a matter be put on a future agenda for further discussion and decision at a future date.

IF SPECIAL ACCOMMODATIONS ARE NEEDED, PLEASE CONTACT THE RECEPTIONIST AT (928) 425-3231 AS EARLY AS POSSIBLE TO ARRANGE THE ACCOMMODATIONS. FOR TTY, PLEASE DIAL 7-1-1 TO REACH THE ARIZONA RELAY SERVICE AND ASK THE OPERATOR TO CONNECT YOU TO (928) 425-3231.

THE BOARD MAY VOTE TO HOLD AN EXECUTIVE SESSION FOR THE PURPOSE OF OBTAINING LEGAL ADVICE FROM THE BOARD'S ATTORNEY ON ANY MATTER LISTED ON THE AGENDA PURSUANT TO A.R.S. SECTION 38-431.03(A)((3).

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING.

Work Session

Meeting Date: 02/26/2013

Submitted By: Don McDaniel Jr., County Manager, County Manager

Department: County Manager

Information

Request/Subject

Globe/Payson Courthouse Security Phase III Implementation

Background Information

In March 2011, a request was made by the Honorable Judge Peter Cahill and County Manager Don McDaniel to make the Court Facilities in Gila County secure within the bounds of reasonableness and budgetary considerations.

At the June 20, 2011, Work Session the Gila County Courthouse Security Committee presented its proposal for a Three (3) Phase Security Plan to the Board of Supervisors and indicated that they would proceed with implementation immediately. Implementation items requiring Board approval (purchases, policies, etc.) would be brought to the Board for approval at subsequent meetings.

Phases I and II have essentially been fully implemented.

Evaluation

Phase III, the most costly phase, has been further reviewed by the Courthouse Security Committee and should be implemented as soon as possible. The details of this phase including cost estimates will be presented at the Work Session.

Conclusion

N/A

Recommendation

N/A

Suggested Motion

Information/Discussion regarding planned implementation of phase III security measures at the Globe Courthouse and the Payson Court Office Building.

(Don McDaniel, Birdie DeNero & Steve Stratton)

ARF-1702

2- B

Work Session

Meeting
Date: 02/26/2013

Submitted By: Don McDaniel Jr., County
Manager, County Manager

Department: County Manager

Information

Request/Subject

2013-2014 Budget Assumptions Discussion

Background Information

Each year the Board of Supervisors establishes the ground rules or basic assumptions for the preparation of the coming year's budget.

Evaluation

These assumptions are critical to staff and the County Leadership Group in preparing their budgets for the coming year. The assumptions are presented and discussed at the annual Budget Kickoff Meeting.

Conclusion

Each year critical factors such as the tax rate, insurance rates, retirement payments, state cost shifts, federal authorizations, etc. need to be examined and calculated to establish the foundation of available revenues and anticipated expenses for Countywide budget preparation.

Recommendation

Discuss all elements of the 2013-2014 Proposed Budget.

Suggested Motion

Information/Discussion on the 2013-2014 County Budget assumptions.
(Don McDaniel, John Nelson & Joe Heatherly)

Work Session

Meeting Date: 02/26/2013

Submitted By: Don McDaniel Jr., County
Manager, County Manager

Department: County Manager

Information

Request/Subject

Call to the Public Policy; Grants Management Policy; and Computing & Communications Technology Use and Ethics Policy

Background Information

These three policies have been developed by the Countywide Policy Review Committee and reviewed by the Management Team before being placed on this Work Session Agenda for Board of Supervisors' consideration.

Evaluation

The Call to the Public Policy needed clerical updating in format and statutory references. No substantive changes have been made to the existing policy.

The Grants Management Policy is an amendment to the existing Accepting and Administering Grants Policy which was adopted by the Board in 2005. There are substantive changes proposed which will be fully explained and discussed at the Work Session.

The Computing and Communication Technology Use and Ethics Policy is a re-write of Merit System Rules and Policies Rule Number 9. It is not only being moved to a policy, but is changed substantially to address the changes in technology and communication that have impacted the work place considerably. The new policy will be presented and discussed fully at the Work Session.

Conclusion

Depending upon the comments and input at the Work Session, these three policies will be prepared in final draft form for Board consideration at a future Regular Meeting.

Recommendation

Staff recommends that the Board consider and discuss the three draft policies and allow them to proceed to final draft form and be placed on a Regular Meeting agenda for approval.

Suggested Motion

Information/Discussion regarding: 1) Call to the Public Policy, 2) Grants Management Policy and 3) Computing & Communication Technology Use and Ethics Policy, for inclusion in the Countywide Policy Manual.

(Jacque Griffin, Darryl Griffin, Marian Sheppard & Joe Heatherly)

Attachments

Draft Call to the Public Policy & Procedures

Draft Grants Management Policy & Procedures

Draft Computing & Communication Technology Use & Ethics Policy

Draft Computing and Communication Technology Use and Ethics Procedures

Gila County Policy CALL TO THE PUBLIC	Policy Number: BOS-COB-004	Page
	Adopted by BOS 12-13-2005 (Former Number: BOS-1-2009) Revised: BOS meeting date-?	1 of 1

I. PURPOSE:

The purpose of this policy is to ensure that individuals are allowed to address the Board of Supervisors on any issue within the jurisdiction of the Board of Supervisors during a scheduled meeting of the Board in compliance with A.R.S. § 38-431.01(H).

II. POLICY:

It is the policy of the Board of Supervisors to place a Call to the Public agenda item on every scheduled meeting of the Board to provide any member of the public an opportunity to speak briefly on any issue within the jurisdiction of the Board of Supervisors.

SIGNATURES:

CHAIRMAN, BOARD OF SUPERVISORS

DATE

+ See attached administrative procedures.

GILA COUNTY CALL TO THE PUBLIC PROCEDURES

I. STATUTORY REQUIREMENTS:

Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), at the conclusion of an open call to the public, individual members of the Board of Supervisors may respond to criticism made by those who have addressed the Board, may ask staff to respond to a matter or may ask that a matter be put on a future agenda. However, members of the Board of Supervisors shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

II. PROCEDURE:

A Call to the Public - Speaker Card (Attachment A) will be provided for those citizens who wish to address the Board of Supervisors. The card contains the speaker's name, address, phone number and other contact information for follow-up purposes. The card also contains space for the speaker to provide a brief description of the subject. Depending on the amount of time available, the Board Chairman will have the discretion to limit the number of speakers on a given subject. **Each speaker will be strictly limited to three (3) minutes unless extended by the Chairman.**

III. BOARD OF SUPERVISORS MEETING AGENDA STATEMENT:

The following statement will be listed on every scheduled meeting agenda of the Board of Supervisors.

CALL TO THE PUBLIC: Call to the Public is held for public benefit to allow individuals to address issue(s) within the Board's jurisdiction. Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), action taken as a result of public comment will be limited to responding to criticism made by those who have addressed the Board of Supervisors, may ask staff to review the matter or may ask that a matter be put on a future agenda for further discussion and decision at a future date.

Attachment A



Michael A. Pastor, Chairman (Supervisor District II)
Tommie C. Martin, Vice-Chairman (Supervisor District I)
John D. Marcanti, Member (Supervisor District III)

THANK YOU FOR ATTENDING TODAY'S BOARD OF SUPERVISORS MEETING

HOW A CITIZEN MAY BE HEARD

CALL TO THE PUBLIC – SPEAKER CARD

CALL TO THE PUBLIC: *This is the time for the public to comment during a scheduled meeting of the Board of Supervisors.* The Chairman will conduct a *Call to the Public* to accept comments from the public right before the summary of current events although the Board reserves the right to modify the order of any item on the agenda including the Call to the Public. Citizens who wish to address the public body need not request permission in advance. In order for the record to properly reflect the speaker's name, address and subject matter, please complete the information below and submit it to the Chief Deputy Clerk of the Board. A timing device will be utilized during the Call to the Public and **speakers will be limited to three (3) minutes each unless extended by the Chairman.**

Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), at the conclusion of an open call to the public, individual members of the Board of Supervisors may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Board of Supervisors shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

Date: _____ Your name: _____

Your mailing address:

Your e-mail address: _____ Your phone number: _____

Brief description of the subject to be addressed:

Gila County Policy GRANTS MANAGEMENT	Policy Number: BOS-FIN-015	Page
	Issued: 12-13-2005 (Former Number: BOS-3-2005) Revised: 02-19-2013	1 of 1

I. PURPOSE:

To develop consistent means for the evaluation, preparation, application, administration, reimbursement and closure of grant programs. Information must be supplied timely and consistently to ensure that the Board of Supervisors has ample time and information to properly evaluate and decide whether to proceed with the application and acceptance of each grant program.

DEPARTMENTS AFFECTED: All Gila County Divisions/Departments and Elected Offices.

II. POLICY:

Only the Board of Supervisors has the authority to approve the submission of an application and acceptance of any federal, state, or independent party funding for a specific program that obligates Gila County to perform related work functions and receiving of monies for such activities.

No action may be taken on any proposed program without the prior official approval of the Board of Supervisors. Gila County has initiated the software "AgendaQuick" for managing and tracking the submission and review of all Board of Supervisors actions taken on behalf of Gila County. Therefore, all grant related program requests and activities are required to be entered into AgendaQuick for the review and associated actions taken by the Board of Supervisors. Once the grant program is approved, each Division/Department and Elected Office which has the direct responsibility of administering that grant must strictly adhere to the program operating / budget guidelines. In addition, all reporting and reimbursement requirements and schedules must be followed. This policy supersedes County wide Policy NO. BOS -3-2005, Accepting and Administering Grants.

SIGNATURES:

CHAIRMAN, BOARD OF SUPERVISORS

DATE

+ See attached grants management procedures.

Gila County

Grants Management Procedures

PURPOSE

The purpose of the Grants Management Procedure is to establish clear procedures and the County's position regarding application, acceptance, budgeting and administration of Gila County grants when the County is the grantee. The County desires to obtain grant funding to reduce County taxpayer burden and to provide services the Board of Supervisors has determined to be beneficial to the citizens of Gila County.

APPLICABILITY

All County departments and offices are subject to this procedure. All grants received by the County are subject to this procedure. However, for those grants that require no application or are received on an entitlement basis, the grant application, grant award, or other portions of this policy may not be applicable. Any questions regarding the applicability of portions of this policy should be resolved by contacting the Finance Director.

GENERAL PRINCIPLES

The County encourages Divisions/Departments and Elected Offices to seek supplemental grant funding when the resulting grant meets all requirements stated in this procedure. Grant funding is a significant percentage of County revenues and their receipt is vital to County operations.

This procedure establishes the following principles:

- * The total additional costs associated with each new grant, including estimated indirect costs, must be identified for all grants.
- * When the grantor accepts indirect costs as an allowable cost, any expected indirect costs shall be included in the grant application, and any incurred and allowable indirect costs shall be computed and reported for reimbursement charged at the rate calculated in the current Gila County Cost Allocation Plan.
- * All additional direct costs incurred to support a grant funded program shall be funded from the grant budget or the operating budget of the Division/Department or Elected Office benefitting from the grant.
- * Upon grant expiration, all approved matching County funding and all positions funded by the grant will end. The County's personnel application form will be amended to include an acknowledgment stating "I further understand that, if employed in a grant funded position, my continued employment is contingent upon availability of funds and my position will be abolished when the grant expires unless alternate funding is secured." The Board of Supervisors

may, at its discretion, continue funding a program or position previously funded from grant revenues. The Division/Department or Elected Office receiving the grant is responsible for adhering to all policies and procedures attached to the grant by the grantor.

GRANT APPLICATION PROCESS

Application processes are often time consuming and costly. Divisions/Departments and Elected Offices should ensure that the available grant meets the requirements contained in this procedure prior to submitting the application. In cases when the grant may not meet this procedure's requirements or when assistance is needed to determine the direct/indirect cost impact of the grant, the Division/Department or Elected Office is encouraged to send a copy of the grant application to the Finance Department to receive assistance and guidance prior to submitting the application.

DIRECT/INDIRECT COST RECOGNITION AND RECOVERY

"Indirect" costs are those that do not appear in any Division/Departments or Elected Offices project budget, but are necessary expenses to provide the service funded by the grant. Typical indirect costs may include: insurance or administrative support from the Finance, Human Resources, Information Technology Services, County Attorney, and Board of Supervisors; etc. Please refer to Gila County's A-87 Cost Allocation Plan for indirect costs.

All additional direct Division/Department and Elected Office costs incurred to support a grant funded program will be funded from the grant budget or the operating budget of the Division/Department or Elected Office benefitting from the grant. In the event a Division/Department head or Elected Official is unwilling or unable to incur these additional direct costs in their operating or grant budget, they must obtain the additional funds from the Board of Supervisors prior to applying for that grant.

Indirect costs incurred to support grant funded services will be reported for reimbursement when the grantor accepts indirect costs as an allowable cost. These indirect costs will be charged to each respective grant by the Finance Department. The Finance Department will be responsible for all indirect cost calculations based on grant type and required central services utilized by the grant. Indirect cost expenditures and revenues will be analyzed at the end of each year and reclassified if necessary to prevent overstatement of revenues and expenditures among funds.

ADVANCED NOTIFICATION OF OTHER COUNTY DEPARTMENTS

When the grant provides funds for new positions, Divisions/Departments and Elected Offices are encouraged to contact the Human Resources Department as soon as possible during the application process or upon grant award notification to begin the position classification process. The Human Resources Department approved position classifications should be received prior to requesting Board of Supervisors' approval to allow agencies to begin the hiring process immediately upon Board authorization.

The Facilities Department should also be contacted during the application process if receipt of the grant will result in additional office or storage space being required. The Facilities Department can advise on what office or storage space is available, for possible inclusion in the application for any grant reimbursement. If computer equipment, network connections, or telephone installations will be required,

the Information Technology Department should be contacted during the grant application process to accurately estimate those requirements, as soon as the grant award is received in order to complete those installations on a timely basis.

GRANT AWARD AND ACCEPTANCE

FINAL APPROVAL PROCESS

Upon receipt of a grant award notification, the grant execution documents and a completed Grant Review Form (see attachment 'A') should be attached to the request and justification documentation included in AgendaQuick. Also send the Grant Review Form directly to the Finance Department: 1) determine if a budget revision is required; and, 2) confirm the identification of any matching funds and additional indirect costs.

Once the Finance Department and the County Attorney have completed their reviews and any issues they have raised are resolved and approved in AgendaQuick, the recommendation will be forwarded on to the Board of Supervisors for possible final approval and execution of the grant agreement.

GRANT AUTHORIZATION LEVELS

Types of Grant

Grant agreements to or from other governmental units and other public, private, and non-profit organizations.

Intergovernmental agreements for contracted services, joint purchases.

Intergovernmental agreements regarding land use or transportation plans, legislative issues, other policy matters

Approval Authority

Only the Board of Supervisors may execute grant agreements. Grant agreements will identify how matching funds will be provided and ensure that new employees are informed their positions may terminate with the grant. Board will receive summary of grants entered into.

County Manager may execute agreements, as permitted in Policy BOS-FIN-002. Agreements must identify how matching funds will be provided. Divisions/Departments and Elected Offices must ensure that new employees are notified their positions may terminate with the end of this agreement.

Requires Board of Supervisors' approval.

GRANT INITIATION

GRANT START-UP

Divisions/Departments and Elected Offices are authorized to employ all staff positions approved by the Board of Supervisors, utilize the procurement group to contract for services with independent contractors, request County services and office space and purchase supplies or equipment necessary to carry out the services as allowed in the grant. All County policies and procedures must be followed when expending grant funds.

GRANT BUDGETING AND ACCOUNTING

Each grant will be assigned individual account codes if individual funding sources are used or use of the New World Accounting System is required to record all fiscal transactions. The Finance Department will enter the necessary budget revisions (i.e., an overall increase or decrease in the Division/Department or Elected Office budget) upon Board of Supervisors approval. Each grant budget will be coded so as to prevent the over expenditure of the grant funds and to ensure the grant budget is not used to support non-grant activities. All individual grant revenues and expenditures must be coded to their assigned account codes. Salary and fringe benefit costs incurred by grant support staff must be budgeted and actual expenditures coded to the grant. Salaries and fringes may be charged to the grant directly in the payroll process or by using a cost allocation or labor distribution system. All indirect cost expenditures must be supported by adequate documentation as required by the grantor agency and Federal OMB (Office of Management and Budget) Circular A-87.

Divisions/Departments and Elected Offices should charge all expenditures directly to assigned grant account code instead of charging grant related costs in other departmental account codes and subsequently transferring to grant code periodically by journal entry.

County Divisions/Department and Elected Offices are responsible for maintaining accurate grant budgets and to ensure all grant expenditure and revenue transactions are coded to the appropriate grant code.

Divisions/Departments and Elected Offices are also responsible for providing funding from their County budget to offset any grant over expenditure or unauthorized use of grant funds.

GRANTS THAT CROSS FISCAL YEAR

Grants may be accepted by the County that continue into the following fiscal year(s). For grants that continue into the next fiscal year, Divisions/Departments and Elected Offices are encouraged not to underestimate the remaining grant budget during the budget preparation period for the new fiscal year. If the remaining grant funding at year-end has been incorrectly estimated, the Division/Department or Elected Office should prepare a reconciliation of the actual remaining grant budget with the adopted County budget. When multi-year grant agreements authorize the total grant allocation initially, the County will appropriate the same amount. If the grantor allocates funds for a multi-year grant in single program/fiscal year increments, then the County should also appropriate likewise. Subsequent fiscal year appropriations should agree with grantor allocations.

GRANT REPORTING AND AUDITING

County departments and offices are responsible for ensuring that all grant funds are expended in accordance with specific grant regulations and are responsible for ensuring that any fiscal and programmatic reporting requirements are adhered to. Departments and offices are encouraged to contact the Finance Department to receive guidance in report preparations and to obtain on-line information or reports necessary to prepare required reports. The reports should be maintained by each department or office for review by auditors, grantor representatives, and County staff. Reports should be approved by appropriate County officials as required by the grantor. Copies of all required reports must be forwarded to the Finance Department.

Financial reports should be maintained on file until all audits have been accepted by the grantor, for three fiscal years, or for other such length specified by the grantor, whichever is longest. All County grants are subject to periodic review by the Finance Department, representatives of the grantor, or by the County's external auditors. The departments or offices should have grant files and supporting information available for annual audit review. Any audit findings and/or questioned costs resulting from the audit will require a written response to the Finance Department within the designated response period. All State and Federal Grant funds will be included in the County's annual single audit report.

GRANT REVENUE RECEIPT AND RECORDING

The departments and offices are responsible for preparing financial reports to be sent to the grantor to obtain reimbursement of grant funds expended. These reports should be submitted timely to replace County funds expended during the reporting period. Copies of all reimbursement requests must be forwarded to the Finance Department.

For any grant revenues received by agencies, the revenues should always be deposited daily and credited to a grant revenue account code only unless an exception is approved by the Finance Department. Grant reimbursements should never be credited to an expenditure account.

The Finance Department will review grant revenues periodically to ensure proper revenue recognition. At the end of each fiscal year, the Finance Department will review each grant program to accrue the earned revenue to be received after the end of the fiscal year from the grantor.

GRANT AMENDMENTS

Grants are often amended to shift allocated funds from one cost category to another, increase or decrease the grant budget, change the grant period or to alter the programmatic requirements. All amendments,

along with the Grant Review Form, must be entered into Agenda Quick for Board of Supervisors review and possible approval.

Any amendments that would increase or decrease the overall department or office budgets must be

entered into Agenda Quick for Board of Supervisors review and possible approval. In addition the Grant Review Form must be submitted to the Finance Department and will follow the same process as when approving new Grants. If approved, the department or office is authorized to initiate amended grant services and send signed documents to the grantor.

The County budget cannot be legally amended after the end of the fiscal year to incorporate previous amendments approved by the grantor. Therefore, departments and offices should use caution to ensure no grant funds are expended prior to approval and appropriation by the Board of Supervisors.

GRANT TERMINATION

Unless approved by the Board of Supervisors, the County will not continue a grant funded program once the grant ends. Therefore, all grant supported staff positions will be abolished if the grant funding supporting them is eliminated. Departments and offices should submit the appropriate paperwork to The Human Resources Department to abolish the terminating positions. Please contact the Finance Department if the department or office elects to terminate a grant funded program prior to the scheduled grant ending date. Procedures regarding the use, transfer and disposition of capital assets purchase with grant funds are addressed in the County's Disposition of Fixed Assets and Inventory Policy. Continuation of positions funded from expired grants requires approval by the Board of Supervisors.

Departments and Offices are encouraged to maintain close communication with the grantor agency. Often, grants are expected to continue from year-to-year and agencies anticipate and budget this funding. However, a grantor may fail to notify the County until after the new fiscal year services have commenced that grant funding has been discontinued. This situation would result in agencies having incurred expenditures with no funding source. To protect the County when grant funds are sub granted (pass-through) to other agencies, the contract with the agency should include a statement that "payment for services is contingent upon receipt of grant funds."

GILA COUNTY GRANT REVIEW FORM

Form Initiator:	Department/Division:	Date prepared:
		Telephone:
Grantor:	Grant Title:	Grant Term: From: _____ To: _____
Grant review needed by _____	Fund no/Dept no: _____ Revenue code: _____ (To be assigned by Finance Dept, if new)	
New Grant? Yes _____ No _____	Amendment No. _____ (Increase \$ _____ /Decrease \$ _____)	
Briefly describe purpose of grant & project assigned:		
If amendment, provide reason:		
If this is a mandated service, cite source. If not mandated, cite indications of local customer support for this service.		

Funding Sources	Federal Funds	State Funds	County Funds	Other	Total
Current Fiscal Year					
Remaining Yrs _____					
Total Revenue					

Source of County funding (match) if needed (include department name, fund and department number):	Federal Catalog of Federal Domestic Assistance (CFDA) No.: Agency Contract No.:
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Method of collecting grant funds: Lump sum payment _____ Quarterly Reimbursement _____ Draw _____ Monthly Reimbursement _____

Is reversion of unexpended funds required at end of grant period? Yes _____ No _____

Funding Uses	Direct	Indirect	Total
Current Fiscal Year			
Remaining Years _____			
Total Cost			

Does Grantor accept indirect costs as an allowable expenditure? _____ If yes, dollar amount or percentage allowed: _____

Number of new positions that will be funded from grant: _____ Number of existing positions funded from grant: _____

Other County departments/offices impacted:

ATTACH APPROPRIATE DOCUMENTATION (COPY OF GRANT, AMENDMENT, GRANTING LETTER, EXPLANATION/JUSTIFICATION)

REVIEW BY FINANCE DEPT IS REQUIRED FOR ALL NEW GRANTS, RENEWALS & BUDGET AMENDMENTS

Budget revision required _____ Matching funds identified & available _____ Indirect costs identified _____

Comments:

Signature/Date: _____

Gila County Policy COMPUTING AND COMMUNICATION TECHNOLOGY USE AND ETHICS	Policy Number: BOS-ADM-000	Page
	Adopted by BOS 00-00-2013 Revised: 00-00-0000	1 of 1

I. PURPOSE:

To protect the integrity and security of Gila County's computing and communication technology, establish standards, and provide procedures and guidelines for the ethical use of County technological resources.

DEPARTMENTS AFFECTED: All Gila County Divisions/Departments and Elected Offices.

II. POLICY:

County Officials and County employees are obligated to conserve and protect the County's computing and communication technology resources for the benefit of the public's interest. Responsibility and accountability for the appropriate use of the County's computing and communication technology resources ultimately rests with the County Official or County employee who uses these resources or who authorizes such use. This policy supports and permits use of the County's computing and communication technology resources that is consistent with the laws, individual department goals and the delivery of services to the County. The overriding goal of this policy is to provide staff specific internal processes utilizing best practices and ethical use to protect the integrity of the County's data, hardware, and resources.

SIGNATURES:

CHAIRMAN, BOARD OF SUPERVISORS

DATE

+ See attached administrative procedures.

GILA COUNTY COMPUTING AND COMMUNICATION TECHNOLOGY USE AND ETHICS PROCEDURES

I. GENERAL PROVISIONS

A. Conditions of Use

Gila County employees are required to exercise responsible, ethical behavior when using the County's computing and communication technology. This includes, but is not limited to the following:

1. Employees must use only those computer resources which they have been individually authorized to use by Gila County Information Technology Department (I.T. Department). The unauthorized use of computer resources, as well as the providing of false or misleading information for the purpose of obtaining access to County computing and communication technology, is prohibited and may be regarded as a criminal act and treated accordingly by the County. Employees must not use County computing and communication technology to gain unauthorized access to computing and communication technology of other institutions, organizations or individuals.
2. Employees may not authorize anyone to use their computer accounts for any reason. Employees are responsible for all use of their accounts. Users are responsible for data accessed, transmitted, copied, deleted, etc., using their computer account. Employees must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of their account by unauthorized persons. Employees must not, for example, share their password with anyone else. If the user has knowledge that another person knows or is using their password, it is their responsibility to immediately change it and to report it to the I.T. Department, Division/Department Head or Elected Official in control of specific software security.
3. Employees must not use their computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to the County's networks must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
4. Employees shall not use the organization's computing and communication technology for personal gain.
5. Employees must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization from the Gila County Information Technology Department. Employees must not copy, distribute, display or disclose third party proprietary software without prior authorization from the licensor. Proprietary software must not be installed on systems not properly licensed for its use.
6. Email is provided to employees to conduct official county business. Employees are encouraged to use County email responsibly.
7. Employees must not use any computing and communication technology irresponsibly or needlessly affect the work of others. This includes transmitting or making

accessible offensive, annoying or harassing material; intentionally, recklessly or negligently damaging any system; intentionally damaging or violating the privacy of information not belonging to them; intentionally misusing system resources or allowing misuse of system resources by others; or loading software or data from untrustworthy sources, such as free-ware, on to systems.

8. Chain letters, jokes, and/or pictures are considered inappropriate e-mails. The content is often considered harmless on its own; however, it is well known that these messages present a security threat by being common carriers of malicious software.
9. Employees are ultimately responsible for all computers, devices and/or other electronic equipment assigned to them. The I.T. Department requires notification of personnel changes, and re-assignment of the devices to a newly assigned responsible employee.
10. To protect the integrity of Gila County's computing and communication technology and the users thereof against unauthorized or improper use of this technology, the County reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove or otherwise alter any data, file, or system resource which may undermine the authorized use of any computing and communication technology. The County also reserves the right to periodically authorize specific personnel to check any of the County's computer systems and any other rights necessary to protect its computing and communication technology. The County disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing and communication technology. Computing and communication technology is for business purposes only; *de minimis* personal use is permitted. A County employee who violates any provision of these policies shall be subject to disciplinary action up to and including termination.

B. Absolute Prohibitions

Notwithstanding the exceptions provided herein, the following personal uses of County technology resources are absolutely prohibited:

1. Any use for the purpose of conducting an outside business of the County Official, employee, or a relative or acquaintance of the Official or employee, other than use which is consistent with the Official's or employee's office duties.
2. Any campaign or political use, unless otherwise authorized by law.
3. Commercial uses such as advertising or selling, whether for personal or business purposes, other than charitable or community-based promotions authorized by the County Manager or Elected Official as designated in this policy.
4. Any use for private benefit or gain, including use of County contracts with vendors for purchase of goods or services.
5. Any illegal activity, including any use of Internet, software, or any other property or resources that violates copyright laws.
6. Use of County cellular phones/mobile devices for illegal, unethical, or sexual purposes or that interferes with or affects the ability of the employee to perform their duties is expressly prohibited.
7. Gila County prohibits the use of computers, cell phones and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons are not

allowed. Other such misuse includes, but is not limited to: ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or creating a hostile and offensive work environment.

C. No Expectation of Privacy

The County reserves the right to monitor the activities of all County Officials' and employees' County computers, e-mail, Internet, fax, cell phones, and other electronic and communications systems. Users shall have no expectation of privacy when using County resources. Such records may be subject to disclosure under Arizona's Public Records Law as codified or hereinafter amended or may be disclosed for audit or other legitimate County operational or management purposes. Any records created while conducting County business using personally owned communications devices may also be subject to disclosure.

D. Violations – Penalty

Violations of this policy are subject to disciplinary action up to and including termination.

II. INTELLECTUAL PROPERTIES

Systems, processes, programs, and other intellectual properties developed as part of the performance of any employee's duties and responsibilities during employment with Gila County shall remain the sole intellectual property of Gila County unless specifically designated as "open source" or granted release in writing by the County Manager or Board of Supervisors.

III. SPECIAL PROVISIONS REGARDING ELECTRONIC MAIL

A. Forwarding of Electronic Mail

A user forwarding a message, which originates from someone else, may not make changes to that message without clearly disclosing the exact nature of the changes and the identity of the person who made the changes.

Messages received from the County Attorney or deputies, or private attorneys acting on behalf of the County, its officers or employees, may be privileged communications and therefore, confidential, and these messages shall not be forwarded to non-county persons without the prior approval of the author.

B. Mis-Delivered Messages

If an electronic mail message comes to a user by mistake, the user should stop reading as soon as they realize the message was not meant for them, delete the mis-delivered e-mail, and notify the sender or system administrator immediately.

C. Transmission of Confidential Information

Confidential material must not be sent via electronic mail. Electronic mail messages may be intercepted, viewed, and used for non-approved purposes, especially when

corresponding via the Internet, a medium over which the County has no control.

IV. SPECIAL PROVISIONS REGARDING INTERNET WEB SITE ACCESS

A. All Internet data that is composed, transmitted, or received via computer communications systems may be considered to be part of the official records of Gila County and, as such, may be subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

B. The equipment, services, and technology provided to access the Internet remains at all times the property of Gila County. As such, Gila County reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through online connections and stored in the computer systems. Approval from an Elected Official or the County Manager is required before any such retrieval or review may occur.

C. Use of County equipment to access pornographic web sites is prohibited at all times, except by law enforcement and legal personnel in the conduct of their official duties and with the express permission of the Sheriff, Prosecuting Attorney, HR Director, or County Manager.

D. It is the responsibility of the County Official or Department to be aware of Internet web use within their department. While Gila County specifically reserves the **right and ability** to monitor computer usage or internet access at any time without notice, Gila County is not **obligated** to monitor such activity. Any harm caused by the negligent and improper actions of an employee acting outside the course of his duties is the sole responsibility of and consequence to the employee. The acceptance of and continued employment with Gila County is an implied acceptance of this responsibility.

V. SPECIAL PROVISIONS REGARDING SOCIAL MEDIA /SOCIAL NETWORKING

Official county use of social media is intended to broaden the reach of communication and engagement within the community of stakeholders, while utilizing new platforms that offer methods of communicating beyond traditional sources of information such as the county website.

A. Responsibilities

1. County Divisions/Departments and Offices that choose to engage in Social Media/Networking in an official capacity for their Division/Department or Office need to coordinate this activity with the working group- Web Committee. This coordination helps standardize security settings, look and feel to ensure consistency, and keep the group aware of the social media sites being created.

2. The responsibility for assuring complete compliance with the provisions of this policy rests with the Division/Department Head or Elected Official, supervisors and the individual employee involved. It is the responsibility of Social Media users and those engaged in Social Networking to stay informed regarding County policies related to this activity.

B. Use of Social Media Sites.

1. Personal/private employee blogging or personal/private use of such social media sites as Facebook, MySpace or Twitter is prohibited during working hours.
2. Employees may not attribute personal statements, opinions or beliefs as official statements, opinions or beliefs of Gila County or their Division/Department Head or elected Official when engaging in private blogging, or social media without prior approval of their Division/Department Head or Elected Official. Employees are prohibited against disclosure of confidential information or information that could breach the security of the County's computer system in any way. All County or Departmental/Office policies regarding confidentiality of County business or information equally apply to postings or other communications on social networking websites, blogs, or other electronic media. This is true even if the communication is limited to a select group of "friends" or other recipients. It is also true even if statements are made on the employee's private time using the employee's own computer resources.
3. The use the County seal and trademarks is prohibited without expressed permission of the Division/Department Head or Elected Official in coordination with the County's Web Committee.
4. Employees are prohibited to use material that would constitute harassment, hate speech or libel. Employees assume any and all risk associated with blogging. The County may require immediate removal of, and impose discipline for, material that is disruptive to the workplace or impairs the mission of the County.

VI. SPECIAL PROVISIONS REGARDING MOBILE DEVICES

The effective management and application of information technology (including cellular/smartphones, tablets, etc.) improves the quality of service delivered to Gila County citizens, the productivity of the County workforce, and the general cost effectiveness of the County operation. This technology provides assistance with disaster recovery, and offers portable alternatives for immediate communication, enabling time and distance to be managed more effectively.

A. Acquisition

Mobile Devices are to be acquired following the County's purchasing procedures. Mobile or Cellular devices intended for personal use shall not be purchased under the name of or

associated with Gila County's accounts. The following factors shall be considered in all cellular/mobile acquisitions:

1. Cellular usage costs compared to alternative communication costs
2. Division/Department head or Elected Official's need and usage
3. Departmental authorization of employee use

Division/Department heads or Elected Officials are responsible to initiate the purchase of each acquisition or replacement of a phone on an account. Cellular phones/Mobile devices are constantly being offered with new features, smaller size, etc., most of which are not necessary for effective operation of basic functions. The purchase of a new phone should be based on function, not aesthetics. Replacement devices should only be purchased when a phone is damaged, or a function is offered that is a business necessity. If a phone/mobile device is deemed by I.T. unusable or outdated it must be turned in to I.T. before the replacement equipment is issued.

VII. SPECIAL PROVISIONS REGARDING PERSONAL MOBILE DEVICES

The overriding purpose of this provision is to protect the integrity of the private and confidential client and business data that resides within Gila County's technology infrastructure. This policy intends to prevent this data from being deliberately or inadvertently stored insecurely on a mobile device or carried over an insecure network where it can potentially be accessed by unsanctioned resources. A breach of this type could result in loss of information, damage to critical applications, and damage to the County's public image. Therefore, all users employing a mobile device connected to an unmanaged network outside of Gila County's direct control to backup, store, and otherwise access corporate data of any type must adhere to county defined processes for doing so.

1. Prior to initial use on the county network or related infrastructure, all mobile devices must be registered with the I.T. Department.
2. Non-County owned and managed consumer products will have access to our Guest or 'Bring Your Own Device' (BYOD) Wireless network and Web-Mail. It is absolutely prohibited to physically connect said device to the County's internal Network. Direct internal connectivity exceptions may be granted for testing purposes or special circumstances and must be approved by the I.T. Director and County Manager.
3. Non-Approved I.T. technology devices, even if purchased with County Funds, will not be allowed on the internal network or supported by the I.T. Department staff. Security will be the responsibility of said individual or department.
4. Employees using mobile devices and related software for network and data access will, without exception, use secure data management procedures. All mobile devices must be protected by a password. See the County's password policy for additional background. Employees agree to never disclose their passwords to anyone, particularly to family members if business work is conducted from home.

VIII. IMPLEMENTATION

This policy shall be effective immediately upon adoption and shall supersede all policies

previously adopted by the Gila County Board of Supervisors with regard to use of County resources.

IX. DEFINITIONS:

“Computing and communication technology” refers to and includes any and all forms of computer-related equipment, tools and intellectual property, including computer systems, personal computers, cell phones and technology devices and computer networks and all forms of software, firmware, operating software and application software, which is owned by Gila County or is under the County’s possession, custody or control.

“County Resources” include electronic and communications equipment, software, and systems, including but not limited to computers, computer networks, software, copiers, scanners, printers, other computer peripherals, telephones, cellular phones, the telephone system, radios, applications such as the Internet, e-mail, office systems, and other equipment or other property or resources under the official’s or employee’s official control or direction or in his or her custody or to which he or she has access that is owned or controlled by Gila County.

“De minimis” is a Latin expression meaning *about minimal things*. In a more formal legal sense it means something that is unworthy of the law's attention.

“Social Media” -various forms of electronic discussion and information sharing including social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums that currently exist, as well as future electronic methods of discussion and information sharing that undoubtedly will be created in the future. Technologies include: picture-sharing, wall-postings, e-mail, instant messaging, and music-sharing to name a few. Examples of social media applications include but are not limited to Google and Yahoo Groups (reference, social networking), Wikipedia (reference), MySpace (social networking), Facebook (social networking), YouTube (social networking and video sharing), Flickr (photo sharing), Twitter (social networking and micro-blogging), LinkedIn (business networking), and news-media comment sharing/blogging.

“Social Networking”- the practice of expanding the number of one’s business and/or social contacts by making connections through web-based applications. Social networking may include joining clubs and organizations or staying connected through phone conversation and written correspondence such as letters. This Administrative Regulation focuses on Social Networking as it relates to the Internet to promote such connections and is only now being fully recognized and exploited, through Web-based groups established for that purpose. Web sites dedicated to social networking include but are not limited to Friendster, LinkedIn, MySpace and Facebook and will undoubtedly include web sites that have not yet been created.

“Mobile Device” refers to all devices and accompanying media that fit the following device classifications:

- Laptop/notebook/tablet computers.
- Mobile/cellular phones.
- Smart phones
- PDAs
- Home or personal computers used to access County resources.
- Any mobile device capable of storing County data and connecting to an unmanaged network.

DRAFT

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Work Session

Meeting Date: 02/26/2013

Submitted For: Jacque Griffin

Submitted By: Jacque Griffin,
Asst. County
Manager/Librarian,
Asst County
Manager/Library
District

Department: County Manager

Information

Request/Subject

Provide Comment Letter on the Environmental Impact Statement for Motorized Travel Management on the Tonto National Forest.

Background Information

On January 31, 2012, the Tonto National Forest issued a Travel Management Scoping Letter including Proposed Action for EIS (Environmental Impact Statement) to interested parties. This letter states, "...that the Tonto National Forest will prepare an Environmental Impact Statement (EIS) to disclose the effects of designating a system of roads, trails, and areas for motorized vehicle use, in order to develop a motorized travel management plan. The project area is defined by the boundaries of the Tonto National Forest, and includes the Cave Creek, Globe, Mesa, Pleasant Valley and Tonto Basin ranger districts."

This EIS continues the process initiated in 2007 to comply with the travel management regulations. In October 2009(two years later), the Forest Service released a proposed action. Seven public meetings were held in November and December 2009, and comments were accepted through December 4, 2009. A draft version of the Environmental Assessment was released for public comment on January 6, 2012 (yes, two years later), for a 30-day comment period. After complaints from several entities and agencies, including Gila County, a second 30-day comment period began on February 5, 2012. The Tonto National Forest reports that they received approximately 300 letters during those two comment periods. The Tonto National Forest has now determined that the level of significance has reached a point that an EIS would be more appropriate.

Evaluation

Some of the overall changes within the Travel management Rule are:

- Cross country travel will only be allowed in designated areas, or with written permission; currently cross country travel is permitted unless posted closed.
- Only designated roads will be open for public motorized use; currently all existing roads are open unless posted closed or restricted.
- Only designated trails will be open for public motorized use; currently all existing trails are considered open unless posted closed or restricted.
- Only designated areas (OHV areas) will be open for public motorized use; currently

none are open.

A summary of the new proposed action is as follows:

- Approximately 2,567 miles of roads would be open to high clearance vehicles;
- Approximately 967 miles would be open to passenger vehicles;
- Approximately 251 miles of trails would be open to off-highway vehicle (OHV) travel;
- Approximately 1,187 miles of roads would be designated for Administrative Use (restricting use to federal employees and permitted uses), and;
- Approximately 842 miles of existing roads would be closed to public travel.

The proposed action from last January, “would close about 101 miles of roads, open about 442 miles of roads, create a 233 mile motorized trail system, seasonally restrict access on 105 miles, administratively restrict access on 253 miles of roads, create special use permit zones for 315 miles, add 291 miles of unauthorized routes.”

In addition, four areas would be designated permitting cross-country motorized travel: Golf Course OHV Area within the Globe Ranger District (17 acres) along with three areas within the Mesa Ranger District totaling approximately 1,400 acres. This appears to be the same number of acres proposed in the Environmental Assessment (EA) in 2012.

Motorized retrieval of big game, elk and bear only, is proposed to be limited to one mile off either side of National Forest Service (NFS) roads. This represents an increase from the proposal in 2012 which suggested motorized retrieval of big game be allowed up to 200 yards of either side of roads and trails, but leaves out trails from the new proposal.

There appears to be no assessment of the economic impact or lost economic opportunities associated with any of these plans. Apparently the economic assessment comes after the fact, and only includes the cost to the agency for administering the plan.

Conclusion

Official comments to this Scoping Letter for the EIS will be considered part of the public record of this analysis by the Tonto Forest as it moves forward in this project. Commenting will allow the Board of Supervisors standing in any potential future appeal. Additionally, last year’s letter from the Board of Supervisors asks that Gila County be designated both a Coordinating Agency and a Cooperating Agency on this and all future Tonto Forest projects and plans. While some of the issues raised in the previous letter have been addressed, such as the extension of the comment period last year, and the confusion regarding different maps having differing numbering systems and differing total miles proposed for each designation, it appears that this proposal significantly increases the number of miles closed, or restricted for “Administrative Use” which is the same as closed to the public. There has still been not assessment of the real economic impact or lost economic opportunities.

Recommendation

Staff recommends that the Board of Supervisors consider issuing official comments on the Environmental Impact Statement for Motorized Travel Management on the Tonto National Forest.

Suggested Motion

Information/Discussion/Action to consider issuing official comments from the Board of Supervisors regarding the proposed action for Environmental Impact Statement for Motorized Travel Management on the Tonto National Forest. **(Jacque Griffin)**

Attachments

Tonto Forest Travel Management EIS Info

Tonto Forest Scoping Letter Travel Management EIS

Proposed Comment Letter from BOS to TNF re EIS

<http://www.fs.usda.gov/detailfull/tonto/home/?cid=stelprdb5408642&width=full>

Tonto National Forest Preparing an Environmental Impact Statement to comply with the Travel Management Rule

After initiating compliance with the Travel Management Rule under an EA, the Tonto National Forest determined that the level of significance reached a point that environmental analysis for travel management under an Environmental Impact Statement (EIS) would be more appropriate. All comments provided throughout the process thus far, including those to the 2009 proposed action, the 2012 Environmental Assessment, and public meetings, will continue to be considered and may be incorporated into either the proposed action for the EIS or alternatives to that proposed action.

The proposed action for the EIS process has been modified based on comments received from the 2009 scoping period through the 2012 Environmental Assessment comment period. This proposed action would result in approximately 3,812 miles of designated NFS roads and trails (including approximately 280 miles of user-created routes) and 1,417 acres of designated areas open to motor vehicles on the Tonto National Forest.

A copy of the [scoping letter](#), detailing the proposed action can be downloaded for viewing. The following is a summary of the proposed action regarding roads and motorized trails:

- Approximately 2,567 miles of roads would be open to high clearance vehicles;
- Approximately 967 miles would be open to passenger vehicles;
- Approximately 251 miles of trails would be open to off-highway vehicle (OHV) travel;
- Approximately 1,187 miles of roads would be designated for Administrative Use (restricting use to federal employees and permitted uses); and
- Approximately 842 miles of existing roads would be closed to public travel.

In addition, four areas within the Tonto National Forest would be designated permitting cross-country motorized travel: Golf Course OHV Area within the Globe Ranger District (approximately 17 acres); Sycamore OHV Area within the Mesa Ranger District (approximately 1,391 acres); Sycamore Tot Lot OHV Area, intended for youth users, within the Mesa Ranger District (approximately 3 acres); and The Rolls Tot Lot, also intended for youth users, within the Mesa Ranger District (approximately 6 acres).

Motorized retrieval of big game, elk and bear only, would be limited to one mile off either side of NFS roads to retrieve a downed elk or bear by an individual who has legally taken the animal. This would occur on all open roads in Arizona Game Management Units 21, 22, 23, 24A, and 24B, but would not extend into wilderness areas or inventoried roadless areas.

Motorized travel for the purpose of dispersed camping would not be allowed off of designated roads and trails. Vehicles would be allowed to park one vehicle length, or up to 30 feet, from the edge of the designated road or trail.

Four permit zones would be designated within the forest: Bulldog Canyon Permit Zone within the Mesa Ranger District; St. Claire Permit Zone within the Cave Creek Ranger District; Sycamore Permit Zone within the Mesa Ranger District, and The Rolls Permit Zone within the Mesa Ranger District. Within a permit zone, vehicles would be required to stay on designated roads and trails. Motorized users would be required to obtain a permit and a gate combination code from the designated Tonto National Forest office before accessing these zones.

For a copy of the proposed action map and additional information, go to the [Tonto National Forest Motorized Travel Management Projects page](#).

What You Can Do

To aid in the identification of issues and the development of alternatives, comments need to be received by March 4, 2013. When submitting comments, please keep them specific to this proposal only. Comments which are not specific to the project and project area will be deemed outside the scope of the analysis and will not be considered. If you provide recommendations for changes to routes or areas, please include route numbers or location descriptions, as well as the reasons for your recommendations. If you are including references, citations, or additional information to be considered for this project, please specify exactly how the material relates to the project. Also, indicate exactly what part of the material you would like us to consider (such as page or figure number).

Send written comments to Neil Bosworth, Forest Supervisor, ATTN: Travel Management, 2324 E. McDowell Rd, Phoenix, AZ, 85006. Comments may also be sent via e-mail to comments-southwestern-TMRTonto@fs.fed.us, or via facsimile (602) 225-5302.

For further information, contact Anne Thomas, Tonto National Forest NEPA Coordinator, 2324 E. McDowell Rd, Phoenix, AZ, 85006, (602) 225-5213.

Travel Analysis Process (TAP) Report

The Travel Analysis Process (TAP) identified opportunities for the national forest transportation system to meet current and future management objectives, and provided information that allowed integration of ecological, social, and economic concerns into recommendations, which were used to assist in identifying issues related to the roads and motorized trails system. The TAP is tailored to address both

specific local situations and landscape/site conditions, as identified by forest personnel and public input.

The TAP report and all appendices can be viewed at the [Tonto National Forest Motorized Travel Management Projects page](#).

Additional Information about Travel Management

[Tonto National Forest OHV Use and Management](#)

[Arizona OHV Laws and Places to Ride \(pdf\)](#)

The Travel Management Rule

In 2005, the Forest Service published a new rule for providing motor vehicle access to national forests and grasslands after receiving more than 81,000 comments on a draft rule published in July 2004. Many user groups, environmental groups, and state and local governments endorsed the concept of a designated system of roads, trails, and areas for motor vehicle use.

The final rule requires each national forest and grassland to designate those roads, trails, and areas open to motor vehicle use. Designated routes and areas will be identified on a motor vehicle use map. Motor vehicle use outside of designated routes and areas will be provided for fire, military, emergency, and law enforcement purposes and for use under Forest Service permit. Valid existing rights are honored. The rule also maintains the status quo for snowmobile use, as determined in individual forest plans. The rule itself does not designate roads or areas for motor vehicles but provides a framework for making those decisions at the local level.

What will change?

Criteria	Now	Change
Off-highway use of motorized vehicles	Cross country travel permitted unless posted closed	Cross country travel only in designated areas* or with written permission
Roads open for public motorized use	All existing roads open unless posted closed or restricted	Only designated roads* open
Trails open for public motorized use	All existing trails open unless posted closed or restricted	Only designated trails* open
Areas open for public motorized use	None	Only designated areas* open

*Designated open roads, trails and areas as depicted on the Motor Vehicle Use Map (MVUM)

Designating Motorized Routes

- Travel Management Rule sets nationwide, consistent guidelines for the process
- Regional forester provides region-wide guidelines for the forests
- Forest supervisor provides forest-wide consistency in process
- District rangers are currently in the process of developing a proposal for designated system of roads, trails and areas

The Tonto National Forest, in coordination with the public and interested groups, state, county, and local governments, will designate the roads, trails, and areas for motor vehicle use. This is a public process, and you are encouraged to participate. If you are interested in which routes or areas should be open or closed to motor vehicles, please contact your local ranger district and get involved.

Designations will include class of vehicle and, if appropriate, time of year. Some single-track trails may be designated for motorcycle use only. Other trails will accommodate a wider range of vehicles. Some trails will be managed for nonmotorized use. The key to making these decisions, and ensuring they are sustainable over the long term, will be working together at the local level.

The national forests and grasslands are shared resources held by all Americans. Recreational visitors experience them in many different ways. Across the country, some of our most effective examples of OHV management involve state and local governments, motorized and nonmotorized users, and other affected citizens working together. Partnerships extend the agency's limited resources to accomplish trail maintenance, restore damage, educate users, and promote a spirit of cooperation among national forest visitors.

For further information please contact individual ranger districts,
or contact our Forest NEPA Coordinator

Anne Thomas

phone: 602-225-5213

email: mariannethomas@fs.fed.us



United States
Department of
Agriculture

Forest
Service

Tonto National Forest

2324 E. McDowell Rd.
Phoenix, AZ 85006
Phone: 602.225.5200
Fax: 602.225.5295
V/TTY: 602.225.5395

File Code: 1950

Date: January 31, 2013

Route To:

Subject: Travel Management Scoping Letter including Proposed Action for EIS

To: Interested Parties

This letter is to inform you that the Tonto National Forest will prepare an environmental impact statement (EIS) to disclose the effects of designating a system of roads, trails, and areas for motorized vehicle use, in order to develop a motorized travel management plan. The project area is defined by the boundaries of the Tonto National Forest, and includes the Cave Creek, Globe, Mesa, Payson, Pleasant Valley, and Tonto Basin ranger districts.

Background

In order to comply with the travel management regulations, the Tonto National Forest participated in a forestwide travel analysis process that was facilitated by a contractor beginning in 2007. The intent of this process was to help the forest determine the minimum transportation system necessary to provide safe and efficient travel and for administration, utilization, and protection of National Forest System (NFS) lands (36 CFR 212.5(b)). Based on internal scoping, the forest supervisor determined that the Tonto National Forest would prepare an Environmental Assessment (EA) to complete the analysis required to comply with the Travel Management Rule.

In October 2009, the forest released a proposed action. Seven public meetings were held throughout the communities within and proximate to the forest in November and December 2009 to gather input about the proposed action, including roads and trails proposed for motorized use. Comments to the proposed action were accepted through December 4, 2009. A draft version of the EA was released for public comment on January 6, 2012 for a 30-day comment period. Due to the length and complexity of the Environmental Assessment and requests from the public, an additional 30-day comment period began on February 5, 2012. Approximately 300 letters were received during these two comment periods.

After initiating compliance with the Travel Management Rule under an EA, the Tonto National Forest determined that the level of significance reached a point that environmental analysis for travel management under an Environmental Impact Statement (EIS) would be more appropriate. All comments provided throughout the process thus far, including those to the 2009 proposed action, the 2012 Environmental Assessment, and public meetings, will continue to be considered



and may be incorporated into either the proposed action for the EIS or alternatives to that proposed action.

Purpose of and Need for Action

The purpose of this project is to comply with the Travel Management Rule by providing a system of roads, trails, and areas designated for motor vehicle use by class of vehicle and time of year on the Tonto National Forest. There is a need to determine which, if any, authorized National Forest System (NFS) roads currently open should be closed to motorized travel. In addition, there is a need to determine which, if any, authorized roads currently closed should be open to motorized travel. There is also a need identify any restrictions on allowed uses, classes of vehicles, and/or seasons of use for specific routes. There is also a need to determine which, if any, unauthorized routes should be added to NFS as trails and roads open for motorized access. Furthermore, there is a need to determine if, when, where, and how far motor vehicles may be driven off designated roads for the sole purpose of motorized dispersed camping or big game retrieval. And finally, there is a need to amend 1985 Tonto National Forest Plan to prohibit motor vehicle use off designated NFS roads, trails, and areas on two ranger districts (Payson and Pleasant Valley) except as shown on the Motor Vehicle Use Map (MVUM) and to revise wording for consistency regarding definition to comply with Travel Management Rule, 36 CFR 261.13.

Proposed Action

For the purposes of this project and notice, the term “road” or “trail” is defined as a National Forest System (NFS) road or trail that is designated for motor vehicle use pursuant to 36 CFR 212.51. An unauthorized road or trail is, “a road or trail that is not a forest road or trail or a temporary road or trail and that is not included in a forest transportation atlas” (36 CFR 212.1). Unauthorized routes have generally developed without agency authorization, environmental analysis, or public involvement and do not have the same status as NFS roads or trails included in the forest transportation system. On the Tonto National Forest, approximately 550 unauthorized routes have inventoried. However, there exist additional unauthorized routes that have not been inventoried at this time.

The actions listed below are proposed to meet the purpose and need of the project. The proposed action has been modified based on comments received from the 2009 scoping period through the 2012 Environmental Assessment comment period. This proposed action would result in approximately 3,812 miles of designated NFS roads and trails and 1,417 acres of designated areas open to motor vehicles on the Tonto National Forest.

Roads proposed open to motor vehicles: Approximately 2,567 miles of roads would be open to high clearance vehicles and approximately 967 miles would be open to passenger vehicles. Specifically, the following is proposed:

- Open approximately 327 miles of currently closed roads for high-clearance vehicles.

- Open approximately 0.5 mile of currently closed roads for passenger vehicles.
- Convert approximately 33 miles of roads currently open to high-clearance vehicles to passenger vehicle roads.
- Convert approximately 80 miles of roads currently open to passenger vehicles to high-clearance vehicle roads.
- Restrict approximately 99 miles of high-clearance vehicle and passenger vehicle roads to seasonal use.

Approximately 1,187 miles of existing roads would be designated for Administrative Use, restricting use to federal employees and permitted uses. Specifically, the following is being proposed:

- Convert approximately 222 miles of routes currently open to administrative use only, which would close these routes to general motor vehicle use.
- Convert approximately 102 miles of routes currently closed to administrative use only, which would close these routes to general motor vehicle use.

Approximately 842 miles of existing roads would be closed. In this case, close means these roads would be closed to public travel. Some of these roads would be retained for periodic administrative use only (maintenance level 1) and others will be decommissioned (removed from forest inventory). The most relevant aspect of this action is closing the road to public travel. Decisions to obliterate decommissioned roads are outside the scope of this project, because they require further site-specific environmental analysis before being undertaken. Specifically, the following is proposed:

- Close approximately 96 miles of roads currently open to high-clearance vehicles.
- Close approximately 3 miles of roads currently open to passenger vehicles.

Approximately 280 miles of unauthorized routes would be added to the forest transportation system. These routes would be managed as roads or trails and will be open to public travel. Specifically, the following is proposed:

- Add 1 mile of unauthorized routes to the system as a road open to passenger vehicles.
- Add 104 miles of unauthorized routes to the system as a road open to high clearance vehicles.
- Add 22 miles of unauthorized routes as administrative use only roads.
- Add 165 miles of unauthorized routes as motorized trails.

Trails proposed open to motor vehicles: Approximately 251 miles would be open to off-highway vehicle (OHV) travel only. Specifically, the following is proposed:

- Open approximately 4 miles of currently closed roads as motorized trails.
- Convert approximately 53 miles of roads currently open to high-clearance vehicles to motorcycle trails.

- Convert approximately 23 miles of roads currently open to high-clearance vehicles to motorized trails.

Areas proposed open for cross-country motorized travel: Four areas within the Tonto National Forest would be designated permitting cross-country motorized travel. These areas include:

- Golf Course OHV Area within the Globe Ranger District (approximately 17 acres);
- Sycamore OHV Area within the Mesa Ranger District (approximately 1,391 acres);
- Sycamore Tot Lot OHV Area, intended for youth users, within the Mesa Ranger District (approximately 3 acres); and
- The Rolls Tot Lot OHV Area, also intended for youth users, within the Mesa Ranger District (approximately 6 acres).

Motorized big game retrieval: Motorized retrieval of big game, elk and bear only, would be limited to one mile off either side of NFS roads to retrieve a downed elk or bear by an individual who has legally taken the animal. This would occur on all open roads in Arizona Game Management Units 21, 22, 23, 24A, and 24B, but would not extend into wilderness areas or inventoried roadless areas. Unit 22 includes approximately 920 acres of the Coconino National Forest. The decision for motorized big game retrieval for these 920 acres of Unit 22 will be under the authority of the Tonto National Forest decision maker.

Dispersed camping: Motorized travel for the purpose of dispersed camping would not be allowed off designated roads and trails. Vehicles would be allowed to park one vehicle length, or up to 30 feet, from the edge of the designated road or trail.

OHV permit zones: Four permit zones would be designated within the forest: Bulldog Canyon Permit Zone within the Mesa Ranger District; St. Claire Permit Zone within the Cave Creek Ranger District; Sycamore Permit Zone within the Mesa Ranger District, and The Rolls Permit Zone within the Mesa Ranger District. Within a permit zone, vehicles would be required to stay on designated roads and trails. Motorized users would be required to obtain a permit and a gate combination code from the designated Tonto National Forest office before entering these zones.

The proposed action would amend the Forest Plan to prohibit motor vehicle use off designated NFS roads, trails, and areas on two ranger districts (Payson and Pleasant Valley), except as shown on the Motor Vehicle Use Map (MVUM) and to revise wording in order to be consistent with the language and intent in 36 CFR 212.

Possible Alternatives

In addition to the Proposed Action, the No Action alternative will be analyzed. The Forest Service is required to analyze the “No Action” alternative under the provisions of NEPA (40 CFR 1502.14). Since the original scoping for this project in 2009, several concerns and issues were raised concerning travel management on the Tonto National Forest. These included the need to increase motorized travel opportunities on designated roads, trails, and areas; provide

greater protection for natural resources by decreasing the number of roads, trails, and areas; and provide greater motorized access to dispersed camping sites and retrieval of big game. These issues, along with issues raised during the scoping period for the EIS, will be used to develop alternatives to the proposed action.

Nature of Decision to Be Made

The Tonto National Forest Supervisor is the responsible official and will decide the following:

- Changes to the existing road system;
- Changes to existing motorized trails and areas open to cross-country motorized travel;
- The distance motor vehicles may travel off specific designated routes for the purpose of dispersed camping and big game retrieval; and
- Language and content changes to the Tonto Forest Plan via a forest plan amendment.

The decision will be based on a consideration of the environmental effects of implementing the proposed action or alternatives developed in response to significant issues. The Forest Supervisor may select the proposed action, an alternative analyzed in detail, or a modified proposed action or alternative within the project's range of alternatives.

Scoping Process

It is important that reviewers provide their comments at such times and in such manner that they are useful to the agency's preparation of the environmental impact statement. Therefore, comments should be provided prior to the close of the comment period and should clearly articulate the reviewer's concerns and contentions.

Comments received in response to this solicitation, including names and addresses of those who comment, will be part of the public record for this proposed action. Comments submitted anonymously will be accepted and considered; however, anonymous comments will not provide the Agency with the ability to provide the respondent with subsequent environmental documents.

Scoping Input Needed

To aid in the identification of issues and the development of alternatives, comments need to be received by **March 4, 2013**.

When submitting comments, please keep them specific to this proposal only. Comments which are not specific to the project and project area will be deemed outside the scope of the analysis and will not be considered. If you provide recommendations for changes to routes or areas, please include route numbers or location descriptions, as well as the reasons for your recommendations. If you are including references, citations, or additional information to be considered for this project, please specify exactly how the material relates to the project. Also, indicate exactly what part of the material you would like us to consider (such as page or figure number).

Send written comments to Neil Bosworth, Forest Supervisor, Attn: Travel Management, 2324 E. McDowell Rd, Phoenix, AZ, 85006. Comments may also be sent via e-mail to comments-southwestern-TMRTonto@fs.fed.us, or via facsimile (602) 225-5302.

For further information, contact Anne Thomas, Tonto National Forest NEPA Coordinator, 2324 E. McDowell Rd, Phoenix, AZ, 85006, (602) 225-5213.

Individuals who use telecommunication devices for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern Time, Monday through Friday.

A handwritten signature in blue ink, appearing to read 'N. J. Bosworth', with a large, stylized loop at the end.

NEIL J. BOSWORTH
Forest Supervisor

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February 26, 2013

Mr. Neil Bosworth, Forest Supervisor
Attn: Travel Management
Tonto National Forest
2324 E. McDowell Road
Phoenix, AZ 85006

File Code: 1950

Re: Comments regarding Travel Management Scoping Letter including Proposed Action for Environmental Impact Statement (EIS)- to disclose the effects of designating a system of roads, trails, and areas for motorized vehicle use, in order to develop a motorized travel management plan for the Tonto National Forest.

Dear Forest Supervisor Bosworth:

The Gila County Board of Supervisors would like to offer comments on the previously referenced proposal.

Once again, we would like to first register our objections to the incredibly short response time for comments regarding a proposed action that has significant impact to the residents of Gila County. While we realize that thirty days is the minimum time frame for a comment period, as well as the fact that this entire process is into its sixth year with no final decision, we believe that a 30 day comment period does not serve the affected citizens or the recreational visitors. Following a similar objection last January, the Tonto Forest opened another 30 day comment period regarding the Environmental Assessment. Given that precedence, a 60 day comment period would have been more appropriate at this step in the process. We respectfully request an extension of the comment period of an additional 60 days. Government agencies should strive to provide the maximum opportunity for study, analysis and comment by the public.

In attempting to identify and locate specific roads and trails that are recommended for closure, in several attempts to view the maps, the files were so large that we were unable to download the maps without our system locking up. Since we have ample resources with regard to Internet access, we can only assume that the public has an even greater challenge accessing this data.

We recognize and understand the importance of protecting our natural resources while providing access and opportunities to the public as well as those whose livelihoods depend on the national forest lands. As you are surely aware, 96% of the land in Gila County is Federal land. Historically, our economy and our residents have depended heavily on both resource based industries and recreation opportunities. This ability to maintain a robust and diverse economy has been eroded over the last forty years, in large part due to the restriction of access on the forest. With a 12% unemployment rate county-wide and 21% of our residents living at or below 200% of the federal poverty level, we are keenly aware of the detrimental effect that is caused by restricting business and recreational opportunities. The Tonto National Forest already has seven designated Wilderness Areas (six in Gila County), comprising over 920 square miles. Additional 'roadless areas' and 'critical habitat' designations add to the amount of Gila County land that is unavailable for motorized travel and economic opportunities.

As pointed out in the scoping process (Travel Analysis Process) of 2009, there has been no economic analysis of the actual or the potential economic cost associated with this travel management plan. In fact, there has never been any economic analysis of the real economic losses associated with restrictions on the Tonto Forest, to Gila County and our citizens over the last forty years. We would like to request your estimate of the cost to Gila County associated with the loss of economic opportunities and the cost of lost future economic opportunities as well as the administrative costs associated with signage, maintenance, and patrolling to enforce the proposed action. This Board made this same request last January 24, 2013 in the comment period, and has received no response to date.

Additionally, in the same letter, this Board requested both Coordinating Agency Status as well as Cooperating Agency Status on this, and all future matters on the Tonto National Forest. In a timely fashion, please inform us as to how we proceed with these designations.

The Gila County Board of Supervisors requests to be kept informed as this analysis continues and as the Tonto Forest Service evaluates reviews and reaches a decision regarding this proposed action. Thank you so much,

Respectfully submitted,

Michael A. Pastor,
Chairman