

AGENDA

TUSAYAN TOWN COUNCIL WORKSHOP AND REGULAR MEETING

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

Wednesday, August 1, 2012 at 5:00 P.M. Workshop, and 6:00 P.M. Regular Meeting
TUSAYAN TOWN HALL BUILDING
845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town council will hold a meeting open to the public on Wednesday, August 1, 2012 at the Tusayan Town Hall Building. If authorized by a majority vote of the Tusayan Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

Persons with a disability may request a reasonable accommodation by contacting Town manager (928) 638-9909 as soon as possible.

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you silence it at this time to minimize disruption of today's meeting.

WORKSHOP AGENDA 5:00 P.M.

1. ROLL CALL

MAYOR BRYAN
VICE MAYOR MONTOYA

COUNCILMEMBER FITZGERALD
COUNCILMEMBER RUETER
COUNCILMEMBER SANDERSON

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

2. WORKSHOP ON DEVELOPMENT OF TOWN CODE

REGULAR MEETING AGENDA 6:00 P.M.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

MAYOR BRYAN
VICE MAYOR MONTOYA

COUNCILMEMBER FITZGERALD
COUNCILMEMBER RUETER
COUNCILMEMBER SANDERSON

** One or two Councilmembers may attend by telephone*

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

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

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

4. CEREMONIAL AND INFORMATIONAL MATTERS

A. Presentation by Tusayan Fire District.

5. CONSENT AGENDA

ITEMS ON THE CONSENT AGENDA ARE ROUTINE IN NATURE AND WILL BE ACTED ON WITH ONE MOTION AND ONE VOTE. PUBLIC HEARING ITEMS ARE DESIGNATED WITH AN ASTERISK (*). MEMBERS OF THE COUNCIL OR STAFF MAY ASK THE MAYOR TO REMOVE ANY ITEM FROM THE CONSENT AGENDA TO BE DISCUSSED AND ACTED UPON SEPARATELY.

A. Approval of the June 19, 2012 Budget Workshop Minutes, and the June 20, 2012 Regular Council Meeting Minutes.

B. Accounts Payable Billings.

6. ACTION ITEMS

A. Consideration, Discussion, and Possible Approval of IGA with Coconino County for Election Services.

7. DISCUSSION ITEMS

A. Update on Participation in Arizona State Retirement System.

8. TOWN MANAGER'S REPORT

A. Report on Community Park Bids.

B. Update on Graphics for Sheriff's Vehicle.

9. FUTURE AGENDA ITEMS

10. COUNCILMEMBERS' REPORTS

11. MAYOR'S REPORT

12. MOTION TO ADJOURN

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this 26th day of July, 2012, at 12:15 p.m. in accordance with the statement filed by the Tusayan Town Council.

DATED this 26th day of July, 2012.

Laura Matthews

Signature of person posting the agenda

ITEM NO. 5A

TUSAYAN TOWN COUNCIL BUDGET WORKSHOP

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

Tuesday, June 19, 2012 @ 4:30 P.M.

TUSAYAN TOWN HALL

845 Mustang Drive, Tusayan, Arizona

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the meeting to order at 4:35 p.m. and the Pledge of Allegiance was recited.

2. ROLL CALL

On roll call, the following were present:

**MAYOR BRYAN
VICE MAYOR MONTOYA**

**COUNCILMEMBER FITZGERALD
COUNCILMEMBER RUETER - EXCUSED
COUNCILMEMBER SANDERSON**

Also present were:

Tami Ryall, Interim Town Manager
Laura Matthews, Interim Town Clerk

3. STUDY ITEMS

A. 2012/13 Budget Workshop Discussion – George Pettit

George Pettit, Budget Consultant, reviewed changes the Council requested at their last budget session. Council's litigation allowance was previously set at \$75,000.00. It has been reduced to \$50,000.00 per year through fiscal year 2015/16. Also, the line items for planning and studies have been separated from development and permits.

Mayor Bryan requested that all budget items have line descriptions. He stated his plans to call the Department of Revenue to authorize the Town Manager to inquire on town receipts.

Council increased the projected sales tax revenues for 2011/12, 2012/13 and 2013/14 from 2.2 million to 2.3 million for each year.

While discussing the Water Enterprise Fund, Councilmember Fitzgerald noted that if money is budgeted to this item, the Council needs to identify what it is there for. The Mayor proposed keeping the money where it is as a place holder for the potential of creating a Tusayan Water Company. The Mayor expressed his belief that the Town should be the water provider for the community in the long-term. Leaving this line item gives the Town flexibility to act should the opportunity come up in this fiscal year. Mr. Pettit reminded the Council that any money in the general fund has to be spent for general fund items.

Interim Manager Ryall suggested holding a planning session beginning in August for a capital improvements program.

Sharyl Allen, Superintendent for Grand Canyon Schools, addressing the end of the current fiscal year, asked Council to carry over funds for the proposed Community Park to the next fiscal year. Council was in agreement.

The Council was in consensus to adopt the preliminary budget at their July 3, 2012 Council Meeting. Staff was instructed to prepare the budget for publishing and final adoption on August 15, 2012.

Councilmember Fitzgerald asked that the Council receive an update on expenses on a regular basis. Interim Manager Ryall said she is working with the Town's Book Keeper to provide such a report. The Interim Town Manager was instructed to be sure that expenditures are taken from the correct line items, and to work with the Book Keeper to get it done by August 1, 2012.

The Stilo development timeline discussion will be delayed until the July 3, 2012 Council Meeting.

There being no further business to come before the Council, Vice Mayor Montoya moved to adjourn the meeting at 6:08 p.m. The motion was seconded by Councilmember Sanderson and passed on unanimous vote.

MAYOR

ATTEST:

INTERIM TOWN CLERK

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Laura Matthews, do hereby certify that I am the Interim Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on June 19, 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 17th day of July, 2012.

INTERIM TOWN CLERK

TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, June 20, 2012 @ 6:00 P.M.

TUSAYAN TOWN HALL

845 Mustang Drive, Tusayan, Arizona

TOWN COUNCIL SUMMARIZED MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Bryan called the meeting to order at 6:02 p.m. and the Pledge of Allegiance was recited.

2. ROLL CALL

On roll call, the following were present:

**MAYOR BRYAN
VICE MAYOR MONTOYA**

**COUNCILMEMBER FITZGERALD
COUNCILMEMBER RUETER
COUNCILMEMBER SANDERSON**

Also present were:

Tami Ryall, Interim Town Manager
Laura Matthews, Interim Town Clerk

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

4. CEREMONIAL AND INFORMATIONAL MATTERS

5. CONSENT AGENDA

A. Minutes of Town Council Workshop of May 30, 2012.

B. Accounts Payable Billings.

Vice Mayor Montoya moved to approve the Consent Agenda with the exception of Item 5B. The motion was seconded by Councilmember Fitzgerald and passed on unanimous vote.

Councilmember Sanderson moved to approve all accounts payable items with the exception of amounts payable to members of the City Council and payable to Best Western Hotel. Councilmember Rueter seconded the motion, which passed on unanimous vote.

Mayor Bryan recused himself from the discussion and vote on the accounts payable items to himself and Best Western Hotel. Councilmember Sanderson moved to approve the accounts payable items to Mayor Bryan and Best Western Hotel, seconded by Councilmember Rueter. The vote was unanimous in favor.

Mayor Bryan returned to the meeting.

Councilmember Fitzgerald recused himself from the discussion and vote regarding accounts payable items due to him. Councilmember Sanderson moved to approve the accounts payable items to Councilmember Fitzgerald. The motion was seconded by Councilmember Rueter and passed unanimously.

Councilmember Fitzgerald returned to the meeting.

Vice Mayor Montoya recused himself from the discussion and vote regarding accounts payable items due to him. Councilmember Sanderson moved to approve the accounts payable items to Vice Mayor Montoya, seconded by Councilmember Fitzgerald. The motion passed on unanimous vote.

Vice Mayor Montoya returned to the meeting.

6. COMMITTEE REPORTS

7. ACTION ITEMS

A. Consideration, Discussion, and Possible Approval of priorities, funding amounts, and timing of appropriations for Tusayan Community Park.

Interim Town Manager Ryall recapped what the Council decided at their June 19, 2012 Budget Workshop regarding the Tusayan Community Park.

Money allocated to the Park in the current fiscal year, \$125,000.00, will be rolled into the next fiscal year, per the request of Sharyl Allen, Superintendent for Grand Canyon Schools. This will allow the School District greater flexibility in spending the money; specifically, they won't have to spend the money within the next 60 days. The Council agreed to budget an additional \$150,000.00 for Fiscal Year 2012/13, bringing the two year total to \$275,000.00. The Grand Canyon Unified School District #4 Governing Board authorized the release of an Invitation to Bid on the Phase 1 construction of the Park. The School's stated priorities for Phase I are, 1) infrastructure including parking lot; 2) the sports court; and 3) a small children play area (tot lot).

Andrew Aldaz, School District Project Manager, noted the project could be advertised and opened to accept bids by July 17, 2012. If all goes well, a Notice to Proceed could be issued around the second week of August.

Councilmember Rueter stated his preference in giving the School District the approved expenditures for the new Fiscal Year as soon as possible after adopting the final budget.

B. Consideration, Discussion, and Possible Approval of Professional Services Contract with RobbCo Construction for Project Management Services related to the Tusayan Employee Housing Project.

Interim Manager Ryall reviewed the service agreement and scope of work regarding the contract with RobbCo which is a "not to exceed" contract in the amount of \$20,000.00 for the duration of the project.

It was clarified that the Interim Manager will be responsible in monitoring the contract and Project Manager. Manager Ryall explained that because the Town was organized under

A.R.S. Title 9, the Council can approve up to \$500,000.00 for profession services contracts without a formal Request for Qualifications (RFQ) process.

The Town has initiated contact with APS to begin fulfilling their requirements for the housing project. The critical piece right now is to extend the lease agreement with ADOT to include the housing site. Manager Ryall will return to the Council when it is time to bid the purchasing of the units themselves.

Vice Mayor Montoya moved to approve the contract with RobbCo, seconded by Councilmember Fitzgerald. The motion passed on unanimous vote.

8. DISCUSSION ITEMS

A. Update on Camper Village.

Representatives from Stilo were unable to present an update this evening and have rescheduled to the Council's July 3, 2012 meeting.

As a Manager at Camper Village, Councilmember Rueter stated he is aware that Stilo is in the process of working with their engineers and obtaining permits for the project.

The Mayor requested that when Stilo reports to the Council, that an update of all Stilo projects be provided with timelines, not just Camper Village.

9. TOWN MANAGER'S REPORT

A. Town Manager Ryall introduced the new Future Agenda and Event Calendar. The calendar allows the Council to see at a glance what is scheduled for the upcoming six to eight weeks. It will be distributed with each Council agenda.

B. Council was reminded to let the Interim Clerk or the Interim Manager know if they are planning to attend the 2012 League Annual Conference in August.

10. FUTURE AGENDA ITEMS

A. The Mayor noted that representatives from the League of Arizona Cities and Towns will be educating the Council on the various options available regarding forms of municipal governance at the July 3, 2012 Council meeting.

B. Councilmember Fitzgerald requested that the Mayor and Council Compensation discussion be placed on an upcoming agenda.

C. Councilmember Rueter requested that Manager Ryall check with the Town's Attorney regarding the Town's ability to compensate commission members.

D. The Mayor asked Manager Ryall to inquire as to when the Arizona Natural Resources Protection Act representatives would be available to make a presentation to Council. He wants to be sure the Council has time to officially support the initiative.

E. Councilmember Fitzgerald would like for the Council to begin formulating the Town Codes.

11. COUNCILMEMBERS' REPORTS

12. MAYOR'S REPORT

- A. The Mayor distributed a report from the June 8, 2012 Greater Arizona Mayors' Association (GAMA) meeting, highlighting the main issues discussed.
- B. Mayor Bryan asked that the representatives from the League of Arizona Cities and Towns provide an overview of the League Legislative Resolutions when they come to discuss Forms of Municipal Governance.
- C. Com Net will be providing additional wireless service for the entire Town of Tusayan within the next few weeks. This is only a temporary solution to the wireless issues the Town is facing.
- D. The Mayor updated the Council on his recent meeting with Sheriff Pribil, who is proposing "branding" a County patrol vehicle with a Tusayan logo at no cost to the Town. The vehicle would be kept in Tusayan and used by the Sheriff's Deputies locally.

13. MOTION TO ADJOURN

There being no further business to come before the Council, Vice Mayor Montoya moved to adjourn the meeting at 7:10 p.m. The motion was seconded by Councilmember Fitzgerald and passed on unanimous vote.

MAYOR

ATTEST:

INTERIM TOWN CLERK

CERTIFICATION

State of Arizona)
) ss.
Coconino County)

I, Laura Matthews, do hereby certify that I am the Interim Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on June 19, 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 17th day of July, 2012.

INTERIM TOWN CLERK

ITEM NO. 6A

TOWN OF TUSAYAN

at the entrance to Grand Canyon National Park

24 July 2012

TO: Honorable Mayor and Town Council Members

FR: Tami Ryall, Interim Town Manager

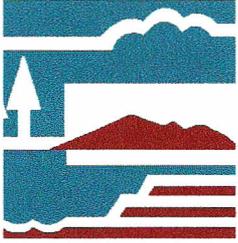
RE: Intergovernmental Agreement with Coconino County Election Services

The Town of Tusayan is authorized by statute to contract with Coconino County to administer its local elections. This intergovernmental agreement between the Town and the County covers the upcoming Tusayan election for Town Council, August 28, 2012. Pursuant to the agreement, the Town agrees to pay the County \$2.00 per registered voter.

If I can be of any further assistance, please do not hesitate to call me at 928-637-4297.

Best Regards,

Tami



**Intergovernmental Agreement
FOR PROVISION OF SERVICES BY THE
COCONINO COUNTY ELECTIONS DEPARTMENT**

This Contract for Services is entered into this _____ day of _____, 2012 pursuant to A.R.S. 11-951 *et seq* between **COCONINO COUNTY**, for and on behalf of **COCONINO COUNTY ELECTIONS DEPARTMENT (CCED)**, a political subdivision of the State of Arizona, hereinafter referred to as **COUNTY**, and the **TOWN OF TUSAYAN**, hereinafter referred to as **JURISDICTION**, also a political subdivision of the State of Arizona.

WHEREAS, the COUNTY has authority under A.R.S. Title 16 and 19 to conduct elections and responsibility for establishing and staffing polling places, preparing and counting ballots, and providing voting equipment;

WHEREAS, the COUNTY RECORDER has the authority to maintain voter registration rolls and to conduct early balloting under A.R.S. 16-162 and A.R.S. Title 17, Ch. 4, Art. 8;

WHEREAS the JURISDICTION has the responsibility for conducting its own elections under A.R.S. Title 16;

WHEREAS, the JURISDICTION is authorized to contract with the board of supervisors and county recorder for election services under A.R.S. 16-408 and desires to use the election services of COUNTY to conduct its election as set forth below;

NOW THEREFORE, in consideration of the mutual agreements described herein, the parties agree as follows:

SECTION 1. Type of Election and Important Dates

COUNTY agrees to provide election services for the following elections:

Type of Election: PRIMARY ELECTION

Date of Election: <8/28/12>

Early Voting Begins:..... <8/2/12>

Last Day to Register to Vote :..... < 7/30/12>

Last Day to Request Early Ballot by Mail :..... < 8/17/12>

Last Day to Vote Early :..... < 8/24/12>

SECTION 2. CONTACT PERSONS FOR JURISDICTION

Contact Name: Tami Ryall, Interim Town Manager

Legal Counsel: William J. Sims

Address: P.O. Box 709, Tusayan, AZ 86023

Address: 2020 N. Central Ave. Ste 670

Phoenix, AZ 85004

Telephone: 928-638-9909

Telephone: 602-772-5501 or 5502

Fax: _____

Fax: _____

E-mail : tusayantownmanager@gmail.com

E-mail: wjsims@simsmurray.com

Cell Phone: 480-273-7361

Date of Department of Justice pre-clearance
Submission: _____

SECTION 3: PURPOSE

The purpose of this contract is to secure the services of COUNTY, as enumerated in Section 4, for the preparation and conduct of the election described above.

SECTION 4: SERVICES TO BE PERFORMED BY COUNTY

The Coconino County Elections Department (CCED), or its designated agent, agrees to:

1. PRINTING

The statutory required amount of ballots will be designed, ordered and printed through CCED, so that the election can use the Diebold AccuVote Optical Scan Voting System.

2. TRANSLATION

SPANISH: Translation of ballot text shall be provided by CCED. The jurisdiction is responsible for ensuring the CCED Spanish translation of the ballot text also appears in the Information Report, Publicity Report and Sample Ballot.

NATIVE AMERICAN: If a portion of the jurisdiction is located on an Indian Reservation, all election related materials must be translated into the Native American language. A translator must be present at each polling place affected on Election Day. Because CCED has been pre-cleared by the U.S. Department of Justice under Section 5 of the Voting Rights Act, all translation and translator(s) shall be provided for the jurisdiction by CCED.

3. BALLOTS

A. CCED or its vendor will mail the Sample Ballots provided:

B. CCED shall provide all candidates with ballot proofs. The candidates shall have five days to notify CCED of any corrections to the ballot.

4. POLL WORKERS

CCED will recruit, train, provide and pay poll workers to conduct the polls on Election Day.

5. POLLING PLACES

CCED will designate and arrange for the polling places. (This includes reserving each site and mailing an agreement to each polling location.)

6. REGISTERS AND ROSTERS

- A. CCED will provide precinct registers and signature rosters.
- B. CCED VOTER LISTS, REGISTERS AND FILES CONTAIN RESTRICTED DATA – RELEASE OR DISTRIBUTION OF ALL OR ANY PORTION OF SUCH INFORMATION IS RESTRICTED AND IN SOME CASES PROHIBITED BY LAW, SUBJECT TO CRIMINAL PROSECUTION.

7. ELECTION DAY SUPPLIES

CCED shall deliver and pick up polling place supplies.

8. LOGIC AND ACCURACY TEST

- A. CCED will conduct the Logic and Accuracy Test of vote tabulating equipment.
- B. CCED will publish notice of the Logic and Accuracy Tests.

9. EARLY VOTING

CCED will conduct early voting by mail and at locations designated by CCED.

SECTION 5: OBLIGATIONS OF JURISDICTION

JURISDICTION, or its designated agent, agrees to:

1. Pay the following costs to CCED:

Elections consolidated with State or
Federal Elections:

\$2.00 per registered voter, plus:

- * Actual cost of information pamphlet preparation
- * Actual cost of Native American Outreach
- * Postage **ADVANCED** by entity to Vendor of CCED's choice

Or

\$50.00 Administrative fee for cancellation of election.

2. Publish and/or post all legal notices required by statute.
3. If a change in taxing district boundaries occurs, notify the Department of Revenue by November 1 pursuant to ARS §42-17257
4. **Submit its Pre-clearance request to the Department of Justice prior to the Election and notify CCED of DOJ's letter of no objection. (*Please note that Pre-clearance is required for any Special Election.)**

SECTION 6: MANNER OF FINANCING AND BUDGETING

Each party represents that it has sufficient funds available in this current fiscal year budget to discharge the funding obligation imposed by this Contract.

SECTION 7: TERMINATION

This Contract shall terminate upon resolution of all matters connected with the elections, legal challenges excepted, or upon written notice by either party to the other within thirty (30) days prior to the election date(s). Should the election herein be challenged or questioned for any reason whatsoever, then, subject to the Jurisdiction's right of indemnification under Section 8 of this Contract, the Jurisdiction shall be solely responsible for the defense of said election, provided that the County shall cooperate in the defense of such challenge and shall provide its officers and employees as necessary to testify in any proceedings arising from the challenge.

SECTION 8: INDEMNIFICATION OF COUNTY AND DISTRICT

To the extent permitted by law, each party agrees to hold the other party harmless and to indemnify the other for any loss, liability or damage arising from any action, omission or negligence of each party's employees, officers or agents, regarding the performance of this Contract.

SECTION 9: EFFECTIVE DATE AND TERM OF AGREEMENT

This Contract shall become effective from and after the date of its execution and shall terminate as provided in Section 7.

SECTION 10: CANCELLATION

This agreement is subject to cancellation pursuant to the provisions of A.R.S. §38-511.

SECTION 11: SEVERABILITY

If any provision of this Contract or application thereof is held invalid, such invalidity shall not affect other provisions or applications of this Contract.

IN WITNESS WHEREOF, the governing bodies of each of the parties hereto have approved this agreement by resolution adopted on the dated given below.

JURISDICTION: TOWN OF TUSAYAN

COCONINO COUNTY:

Date of adoption: _____

Date of adoption: _____

Coconino County Recorder

Greg Bryan, Mayor
Town of Tusayan

Carl Taylor, Chairman
Board of Supervisors

ATTEST:

ATTEST:

Town Clerk

Clerk of the Board

Reviewed and approved by legal counsel and found to be within the authority of the governing body to adopt:

William J. Sims, Town Attorney

Deputy County Attorney

ITEM NO. 9A

TENATIVE FUTURE AGENDA AND EVENT CALENDAR

August 1, 2012 – Council Workshop at 5pm; Regular Council Meeting 6pm

1. Workshop on Development of Town Code
2. Presentation by Fire District
3. Update on Participation in Arizona State Retirement System
4. Consideration & Possible Approval of IGA with Coconino County for Election Services

August 15, 2012 – Regular Council Meeting

1. Adoption of Final Budget
2. Consideration and Possible 1st Reading of Ordinance Approving Council/Manager Form of Governance
3. Consideration & Possible Approval of Contract Extension with International Housing Solutions
4. Outline Capital Improvement Program (CIP) Process
5. Approval of Escrow Instructions for Dedication of 40 Acres from the Stilo Group
6. Update on Participation in Arizona State Retirement System

August 28, 2012 – Planning and Zoning Public Hearing

1. Proposed Revisions to the Zoning Code
2. P & Z Commissioner Training Session

August 28 – 31, 2012

1. 2012 League Conference in Scottsdale

September 5, 2012 – Regular Council Meeting

1. Workshop on Town Code
2. Discussion and Tentative Outline for Development of Tusayan Public Housing Authority

September 19, 2012 – Regular Council Meeting

1. Flood Management Presentation