

## AGENDA

### TUSAYAN TOWN COUNCIL REGULAR MEETING

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

Wednesday, October 3, 2012 at 6:00 P.M.

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, October 3, 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.

### TOWN COUNCIL REGULAR MEETING

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 Council Members may attend by telephone*

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

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

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

4. CEREMONIAL AND/OR INFORMATIONAL MATTERS

**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. Accounts Payable Billings.

**6. ACTION ITEMS**

A. Consideration, discussion, and possible authorization of the purchase of two housing units for the Tusayan Employee Housing Project.

B. Consideration, discussion, and possible approval of contract extension with International Housing Solutions.

C. Consideration, discussion, and possible approval of Chapter 3 (Administration), and Chapter 14 (Employment) of the Tusayan Municipal Code.

**7. DISCUSSION ITEMS**

A. Capital Improvement Plan Discussion.

**8. TOWN MANAGER'S REPORT**

**9. FUTURE AGENDA ITEMS**

**10. COUNCIL MEMBERS' 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 27th day of September, 2012, at 1:30 p.m. in accordance with the statement filed by the Tusayan Town Council.

DATED this 27th day of September, 2012.

Lauren Matthews  
Signature of person posting the agenda

ITEM NO. 6A

**BLUE RIBBON INDUSTRIES, INC.**  
**7000 N. Highway 89**  
**Flagstaff, Arizona 86004**  
**(928) 526-5882**  
**#2988**

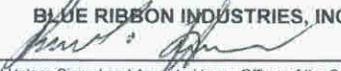
Buyer(s) Town of Tusayan Housing Unit 2		Phone 928-607-4597		Date 9/25/2012		
Address Tusayan, Az.			Salesperson Bob Hanson			
Delivery Address Same as above						
Make & Model Cavco DVS-2860A		Year 2013	Bd. Rooms 4	Floor Size 28   56	Hitch Size	Stock Number
Serial Number Undetermined		<input checked="" type="checkbox"/> New <input type="checkbox"/> Used	Color	Proposed Delivery Date		Key Numbers
<b>Optional Equipment, Labor and Accessories</b>			<b>Base Price Unit</b>		\$ 56,390.00	
All lots must be compatible to the manufactured			Optional equipment: Included		\$ 7,151.00	
home utility connections. Blue Ribbon will connect			Stone skirt (cinder block)		5,604.00	
up to 25' of utilities			Sub-Total		\$ 69,145.00	
Build times at this time is 4 to 6 weeks with approx			Sales Tax 5.0212%		\$ 3,471.91	
2 weeks for on-site delivery and completion			License Fees			
Delivery charge is included however with fuel			Non-Taxable Items		\$	
prices on the rise any sur-charge from freight			Various Fees and Insurance		\$	
will be passed on in a change order			<b>1. Cash Purchase Price</b>		\$ 72,616.91	
20% deposit upon ordering			Trade-in Allowance	\$		
60% draw upon delivery of home & acceptance			Less Bal. Due on above	\$		
20% final upon green tag			Net Allowance	\$		
3 or 4 bedrooms your choice same price			Cash Down Payment	\$		
			Cash As Agreed	\$		
			<b>2. Less Total Credits</b>		\$	
			Sub-Total		\$	
			Sales Tax (if Not Included Above)		\$	
			<b>3. Unpaid Balance of Cash Sale Price</b>		\$	
Remarks:						
Balance Carried To Optional Equipment \$						

NOTE: WARRANTY AND EXCLUSIONS AND LIMITATIONS OF DAMAGES ON THE REVERSE SIDE.

Description Of Trade-in	Year	Size
		X
Make	Model	Bedrooms
Title No.	Serial No.	Color
Amount Owng To Whom -		
Any Debt Buyer Owes On Trade-in Is To Be Paid By		
	Dealer	Buyer

THIS AGREEMENT CONTAINS THE ENTIRE UNDERSTANDING BETWEEN DEALER AND BUYER AND NO OTHER REPRESENTATION OR INDUCEMENT, VERBAL OR WRITTEN, HAS BEEN MADE WHICH IS NOT CONTAINED IN THIS CONTRACT.

BUYER(S) ACKNOWLEDGE RECEIPT OF A COPY OF THIS ORDER AND THAT BUYER(S) HAVE READ AND UNDERSTAND THE BACK OF THIS AGREEMENT

**BLUE RIBBON INDUSTRIES, INC.**  
  
 Dealer

Signed X \_\_\_\_\_ Buyer  
 Social Security No. \_\_\_\_\_  
 Signed X \_\_\_\_\_ Buyer  
 Social Security No. \_\_\_\_\_

Not Valid Unless Signed and Accepted by an Officer of the Company or an Authorized Agent



ITEM NO. 6B

## **CONSULTANT AGREEMENT**

This CONSULTANT AGREEMENT ("Agreement") is by and between INTERNATIONAL HOUSING SOLUTIONS, ("Consultant") and the TOWN OF TUSAYAN, a municipal corporation ("Town").

This Agreement is made and entered into on the 3<sup>rd</sup> day of October, 2012, and is for professional services as outlined below. The parties agree as follows:

### **Section I. Period of Service**

The term of this Agreement shall be for the period commencing on the date that the Town Council approves this Agreement and continuing until the 30<sup>th</sup> day of November unless terminated sooner by the parties, pursuant to Section V. below.

### **Section II. Scope of Services**

Consultant is being retained to provide consulting services to the Town in connection with possible affordable housing projects as more particularly described in the Scope of Work/Phase Two attached hereto as Exhibit A.

### **Section III. Compensation and Billing**

The Town shall pay Consultant, a total of \$10,000. The Town shall pay the Consultant as work as completed as follows: Task One \$3,000; Task Two \$3,000. \$4,000 shall be paid upon completion of Task Three and receipt of a Phase II Report to the satisfaction of the Town.

### **Section IV. Termination**

The Town reserves the right to cancel the whole or part of this Agreement due to failure by Consultant to perform under this Agreement. However, in the event that this Agreement is terminated, for any reason, the Town shall pay Consultant in full for all services already rendered, exclusive of any markup for profit or expected compensation following such termination, and all future obligations under this Agreement shall cease. This Agreement is subject to termination pursuant to A.R.S. 38-511.

### **Section V. Successors and Assigns**

Neither this Agreement, nor any obligation of Consultant hereunder, shall be assigned in whole or in part by Consultant without the prior written consent of the Town.

### **Section VI. Waiver and Severability**

A waiver of any part of this agreement, whether express or by conduct, shall not constitute a continuing waiver of such part (unless explicitly stated to be so), or a waiver of any other part, nor shall a waiver of any breach of this Agreement, or any part of it, whether express or by conduct, constitute a waiver of any succeeding breach. The provisions of this Agreement shall be severable such that if any provision

shall be deemed to be invalid and unenforceable for any reason, such invalidity or unenforceability shall not affect the remaining provisions hereof.

#### **Section VII. Whole Agreement**

This Agreement, represents the parties' whole Agreement. There are no other promises, terms, conditions or obligations, and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written.

#### **Section VIII. Construction**

This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.

#### **Section IX. Indemnity**

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Town, its elected officials, officers, directors and employees (collectively, the "Indemnified Parties") against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement or willful misconduct.

#### **Section X. Compliance with Federal and State Laws**

The Consultant understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989.

Under the provisions of A.R.S. 41-4401, Consultant hereby warrants to the Town that the Consultant and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees and A.R.S. 23-214(A) (hereinafter "Consultant Immigration Warranty").

A breach of the Consultant Immigration Warranty shall constitute a material breach of the Agreement and shall subject the Consultant to penalties up to and including terminations of this Agreement at the sole discretion of the Town.

The Town retains the legal right to inspect the papers of any Consultant or Subcontractor's employee who works on this Agreement to ensure that the Consultant or Subcontractor is complying with the Consultant Immigration Warranty. Consultant agrees to assist the Town in regard to any such inspections.

The Town may, at its sole discretion, conduct random verification of the employment records of the Consultant and any of the Subcontractors to ensure compliance with Consultant's Immigration Warranty. Consultant agrees to assist the Town in regard to any random verifications performed.

Neither the Consultant nor any of the Subcontractors shall be deemed to have materially breached the Consultant Immigration Warranty if the Consultant or Subcontractor establishes that it has complied

with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. 23-214, Subsection A.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement, this 3<sup>rd</sup> day of October, 2012.

**TOWN OF TUSAYAN**

**INTERNATIONAL HOUSING SOLUTIONS**

\_\_\_\_\_  
Greg Bryan, Mayor                      Date

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Laura Matthews, Interim Town Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
William J. Sims, Town Attorney

## **E3XHIBIT A**

### **Phase Two**

#### Task One:

1. Develop a recommendation for the membership composition of a Tusayan Housing Authority, and suggested qualifications, based on a review of existing authorities within Arizona or comparable regions. A summary will be provided of how at least three authorities currently operate.
2. Provide a written overview of the purpose of the proposed Authority, roles and responsibilities of the members, and an outline of duties typically performed.

#### Task Two:

3. Present a detailed, step-by-step outline of a recommended lottery process to be used for the allocation of housing units, including guidelines for eligibility for units, and rules for participation in the program.
4. Create proposed written rules associated with the management of the program (ie, sale and resale agreements), in a format that can be used as a starting point for the Tusayan Housing program.

#### Task Three

5. Prepare a model resolution, to be reviewed by the Town Attorney, for the creation of a Tusayan Housing Authority. The model resolution will be based on a jurisdiction with similar characteristics, and Consultant will provide input in terms of efficiency and other criteria.
6. Prepare a written draft plan for a down payment assistance program.
7. Provide the Town with a written summary document of tasks accomplished in Phase II.

ITEM NO. 6C

CHAPTER 3  
ADMINISTRATION

ARTICLE 3-1

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OFFICERS IN GENERAL

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SECTION 3-1-1 RESIDENCY

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Residency within Town limits for department heads or other personnel may be required for certain positions as reflected in the advertising for the position.

SECTION 3-1-2 REMOVAL PROVISIONS

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A. Removal for Cause.

The Town Manager and the Town Attorney will be reviewed by the Town Council using procedures that may be adopted by motion of the Council and may be removed from their positions for cause. All other department heads and classified employees report to the Town Manager and may be removed for cause. "Removal for Cause" includes failure to receive satisfactory performance reviews, violation of adopted work rules, violation of drug policies, conviction of a criminal offense involving moral turpitude, loss of any professional license or other qualification necessary for the position, and failure to fulfill tasks assigned by the job description.

B. A manager or department head shall provide the Council with thirty days' written notice of intention to resign his position.

## ARTICLE 3-2

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### OFFICERS

Pursuant to ARS §9-237, as may be amended, in addition to the common Council, The Officers Of The Town Include The Town Clerk, Town Manager, Town Attorney, and other officers (department heads) deemed necessary by the common Council, who shall be appointed as provided by ordinance of the Town. PUT ALL BACK IN FROM LIST IN 9-237

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#### SECTION 3-2-1 TOWN MANAGER

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- A. Office Established. The office of Town Manager is hereby established.
- B. Appointment of Town Manager. The Town Manager shall be appointed by majority vote of the Council on the basis of executive and administrative ability and shall hold office at the pleasure of the Council.
- C. Eligibility. No member of the Council, their spouse or relatives to the first degree shall be eligible for appointment as Town Manager until one year has elapsed after such Council member shall have ceased to be a member of the Council.
- D. Powers and Duties of Town Manager. The Town Manager is the administrative head of the government of the Town under the direction and control of the Council, except as otherwise provided in this article. He shall be responsible for the efficient administration of all the affairs of the Town that are under his control. In addition to his general powers as administrative head and not as a limitation thereon, it shall be his duty and he shall have the following powers:
  - 1. Law Enforcement. To see that all laws and ordinances of the Town and all franchises, contracts, permits, and privileges granted by the Council are faithfully observed and to report any failure in that regard to the Council. The Council shall then give such instruction and direction as it may desire for remedial, corrective or terminating action by the Manager.
  - 2. Authority Over Employees. To control, order and give direction to all heads of departments (other than Council-appointed officers) and to subordinate officers and employees of the Town under his jurisdiction through their department heads.
  - 3. Power of Appointment and Removal. To appoint, remove, promote, and demote any and all officers and employees of the Town, except the Town Attorney, who shall be appointed by the Council. All such actions of the Manager shall be subject to all applicable personnel ordinances, rules and regulations, and state statutes.
  - 4. Administrative Reorganization of Offices. To conduct studies and effect such administrative reorganization of offices, positions, or units under his direction as may be indicated in the interest of efficient, effective, and economical conduct of the town's business.
  - 5. Ordinances. To recommend to the Council for adoption such measures and ordinances as he deems necessary.
  - 6. Attendance at Council Meetings. To attend all meetings of the Council unless the Mayor excuses him individually or unless the Council excuses him, except when his removal is under consideration, in which case the Town Manager's attendance at a meeting shall be governed by the Arizona Open Meeting Act (A.R.S. § 38-431 *et seq.*, as may be amended). He may present recommendations relative to each item on the agenda for approval, rejection, or modification by the Council, and prepare the agenda as provided in Section 2.
  - 7. Financial Reports. To keep the Council at all times fully advised as to the financial condition and needs of the Town.

8. Budget. To prepare and submit a proposed annual budget to the Council.
  9. Investigations and Complaints. To make investigations into the affairs of the Town and performance of any obligations of the Town and to report all findings to the Council. Further, it shall be the duty of the manager to investigate all complaints in relation to matters concerning the administration of the Town government. If the investigation involves the conduct of a person reporting directly to the Council (the Town Manager or Town Attorney) the Mayor and Vice-Mayor shall designate a person to conduct the investigation. If the Mayor and Vice Mayor cannot agree on such designation, the matter shall be referred to the Council.
  10. Public Buildings. To exercise general supervision over all public buildings, parks, and other public property under the control and jurisdiction of the Council.
  11. Additional Duties. To perform such other duties as may be required by the Council, not inconsistent with federal law, state law, or Town ordinances.
  12. Documents. To sign contracts for budgeted items and other documents that are necessary to conduct the business and affairs of the Town.
- E. Internal Relations.
1. Council-Manager Relations. The Council and its members shall deal with the administrative services of the Town only through the Town Manager, except for the purpose of inquiry, and neither the Council, nor any member thereof shall give orders or instructions to any subordinates of the Town Manager. The Town Manager shall take his orders and instructions from the Council only when sitting in a duly convened meeting of the Council, and no individual Council member shall give orders or instructions to the Town Manager.
- F. Attendance at Commission Meetings. The Town Manager may attend any and all meetings of the planning and zoning commission and all other commissions, boards or committees created by the Council. He shall cooperate to the fullest extent possible with the members of all commissions, boards, or committees appointed by the Council.

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### **SECTION 3-2-1.1 (RESERVE ACTING TOWN MANAGER)**

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### **SECTION 3-2-2 TOWN CLERK**

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- A. Office Established. The Office of the Town Clerk is hereby established. The Town Clerk shall be appointed by the Town Manager on the basis of ability and shall hold office pursuant to Section 3-1-3.A of this code.
- B. Duties.
1. Records. The clerk shall keep a true and correct record of all business transacted by the Council and any other records that either pertain to the business of the Town or that the Council directs. The clerk shall number, plainly label, and file separately in a suitable manner all resolutions, notices, deeds, surveys, leases, paid and unpaid vouchers, inventories, letters, orders, and other documents of whatever nature.
  2. Public Inspection of Records. The clerk shall keep convenient for public inspection all public reports and public documents under the control of the clerk, as provided by state statute.
  3. Monthly Reports. The clerk shall prepare and collect from Town officers and employees such monthly reports prepared in such manner and to include such information as may be directed by the Council.
  4. Minutes. The clerk shall prepare or cause to be prepared all minutes of Council proceedings and ensure their correctness and accuracy.

5. Ordinances, Resolutions, Budgets and Notices. The clerk shall process, record, file, publish and, if required by state statute, post all ordinances, resolutions, budgets, and notices that may be passed by the Council.
6. Election Official. The clerk shall be the Town election official and perform those duties required by state statute and as directed by the Council.
7. Licenses. The clerk shall issue or cause to be issued all licenses that may be prescribed by state statute, Town ordinance, or this code.
8. Administrative Duties. The clerk shall perform those administrative responsibilities and duties that are conferred upon the clerk by the Council in addition to those specified in Arizona Revised Statutes, Town ordinances, and this code.

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#### SECTION 3-2-3 (RESERVE FINANCE DIRECTOR)

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#### SECTION 3-2-4 (RESERVE - TOWN MARSHAL)

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#### SECTION 3-2-5 (RESERVE - DIRECTOR OF COMMUNITY DEVELOPMENT)

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#### SECTION 3-2-6 (RESERVE - DIRECTOR OF PUBLIC WORKS/ENGINEER)

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#### SECTION 3-2-7 TOWN ATTORNEY

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- A. Office Established. The office of Town Attorney is hereby established. The Town Attorney shall be appointed by a majority vote of the Council on the basis of ability and shall hold office pursuant to Sections 3-1-3 A of this code.
- B. Powers and Duties.
  1. The Town Attorney is the administrative head of the legal department under the direction and control of the Council.
  2. The Town Attorney shall act as the legal counselor and advisor of the Council and other Town officials. The Town Attorney shall give his opinion in writing when requested.
  3. If there is a legal issue concerning an agenda item, the Town Attorney may be requested by the Mayor, after direction by the Council, to provide a written opinion to Council, call for a vote for an Executive Session, or to discuss the matter with the interested Council Member in private, rather than give impromptu opinions during the meeting. The Town Manager may also request a formal written opinion in advance of a meeting regarding minor issues. This would not prevent the Attorney from responding to questions on procedures, or explaining the provisions of forms or documents related to the agenda items.
  4. The Town Attorney shall draft and/or review deeds, contracts, conveyances, ordinances, resolutions, and other legal instruments when required.
  5. The Town Attorney shall approve or disapprove as to form, in writing, all documents submitted to the Town Attorney.

6. The Town Attorney shall return, within ten days, all ordinances and resolutions submitted to him for consideration, with the Town Attorney's approval or disapproval as to form noted thereon, together with his reasons therefore if disapproved.
7. The Town Attorney shall handle or monitor all suits, actions, or causes where the Town is a party and report to the Council, when required, the condition of any suit or action to which the Town is a party.
8. Any contract or consulting attorney or legal representative shall report to the Town Manager who will act as liaison to the Council. No individual Council Member shall be allowed to directly contact contract attorneys without consulting with the Town Manager.
9. Major issues should be subject to Council review and majority direction. Any request that is estimated by the Town Attorney to exceed two (2) hours to complete will be considered a major issue that should be placed on the agenda.

### ARTICLE 3-3 (RESERVED FOR FUTURE USE)

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### ARTICLE 3-4

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#### FINANCIAL POLICIES

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##### SECTION 3-4-1 BUDGET POLICY

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The Town of Tusayan has an important responsibility to its citizens to carefully account for public funds, manage the finances wisely, and plan for adequate funding of public services, including the provision and maintenance of public facilities. The budget policy, as outlined in the PRINCIPLES OF SOUND FINANCIAL MANAGEMENT, provides guidance for preparing the Town of Tusayan annual budget as well as adoption, implementation, and monitoring of the budget.

##### SECTION 3-4-1.1 BUDGET PHILOSOPHY

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The Town of Tusayan's budget philosophy includes funding the service delivery system using the resources provided through current revenue collection while planning for future needs through capital funding and maintenance.

##### SECTION 3-4-1.2 BALANCED BUDGET

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Arizona law (Title 42 Arizona Revised Statutes) requires the Town Council to annually adopt a balanced budget. The Town of Tusayan will develop a balanced budget where projected revenues meet or exceed projected expenditures. In the event that projected revenues are not adequate to sustain the service delivery system desired by the Town's citizens, a draw on fund balance may be authorized by the Town Council. In addition, the Town will not use one-time (non-recurring) revenues to fund continuing (recurring) expenditures.

CHAPTER 14  
EMPLOYMENT

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**SECTION 14-1 CRIMINAL RECORD CHECKS FOR PROSPECTIVE TOWN EMPLOYEES:**

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1. **Fingerprinting of Applicants.** All applicants for employment with the Town of Tusayan must submit a full set of fingerprints on forms provided by the Coconino County Sheriff's Office for obtaining a state and federal criminal records check.
2. **Use of Department of Public Safety.** The Arizona Department of Public Safety is hereby authorized to exchange the fingerprint data with the Federal Bureau of Investigation pursuant to ARS 41-1750, as may be amended, and Public Law 92-544.
3. **Mandatory Drug Screening.** All applicants for employment with the Town of Tusayan shall submit to a mandatory pre-employment drug screening. After employment by the Town, all employees must submit to a drug screening within 24 hours after a work-related accident.
4. **Conditional Acceptance of Employment.** Applicants may submit their employment application materials, pre-employment drug screening submittal, and fingerprint cards for processing up to 10 days before selection by the Town of a candidate. Any employment by the Town is subject to results of the criminal records check and pre-employment drug screening, and, if an applicant has been notified of his or her selection and has temporarily assumed a position with the Town, such position may be vacated at the option of the Town depending on the criminal history check and drug screening results.

ITEM NO. 9

## TENTATIVE FUTURE AGENDA AND EVENT CALENDAR

### October 2, 2012 – Special Council Meeting – Workshop

1. Municipal Code Workshop, Chapters 13 (Parks and Recreation),  
Chapter 6 (Animals); and Chapter 11 (Offenses)

### October 3, 2012 – Regular Council Meeting

1. Capital Improvement Plan discussion
2. Consideration and possible approval of contract extension with  
International Housing Solutions
3. Consideration and possible approval of unit purchases for Employee Housing Project
4. Consideration and possible approval of Chapters 3 and 14 of Tusayan Town Code

### October 17, 2012 – Regular Council Meeting

1. Consideration and possible approval of Chapters 13, 6 and 11 of Town Municipal Code
2. Discussion on round-a-bout safety

### October 23, 2012 – Planning and Zoning Commission Meeting

1. Discussion of process for developing a Tusayan General Plan

### November 6, 2012 – Special Council Meeting – Workshop

1. Municipal Code Workshop, Chapters 2 (Mayor and Council), Chapter 4  
Boards and Commissions, and Chapter 15 (Manner of Elections)

### November 7, 2012 – Regular Council Meeting

1. Discussion and tentative outline for development of Tusayan Public Housing Authority
2. Consideration and possible adoption of proposed changes to Tusayan Zoning Code

### November 14, 2012 – Regular Council Meeting

1. Swearing in of newly elected Councilmembers – Oath of Office