



The City of Holbrook Government exists to provide ethical and responsible local government.

AGENDA

REGULAR CITY COUNCIL MEETING

JANUARY 24, 2012

6:00 P.M.

Pursuant to ARS 38-431.02, notice is hereby given to the Holbrook City Council, and to the general public, that a meeting, which is open to the public, will be held on above-mentioned date, in the City Council Chambers, at 465 First Avenue, Holbrook, Arizona. Some of the members of the City Council may choose to participate in this meeting telephonically. The City Council may adjourn into executive session, which will not be open to the public, to discuss certain matters in accordance with ARS 38-431.03.

The items on the following agenda are for discussion or consideration and possible action:

- 1) CALL TO ORDER:
- 2) ROLL CALL:
- 3) PLEDGE OF ALLEGIANCE/INVOCATION:
- 4) PUBLIC ANNOUNCEMENTS AND PRESENTATIONS (Please limit to 10 minutes).
 - A. Presentation by Joseph Winfield, National Park Service regarding the Holbrook Petroglyph Park.
 - B. Presentation by Holbrook Chamber of Commerce to the Holbrook Petroglyph Park Committee.
- 5) CALL TO THE AUDIENCE:
The City Council welcomes public comment at this time only for items listed on this Agenda. There is a five minute time limit per citizen.
- 6) CONSENT AGENDA
 - A. Claims/payment approval for January 5, 2012 thru January 18, 2012: Documentation for claims is available at City Hall. (pg 3)
 - B. Minutes of the regular meeting held on January 10, 2012 (pg 22)
 - C. Special Event liquor license , Holbrook Elks, February 18, 2012. (pg 29)
- 7) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: \$ 2975.45 (pg 33)

8) REPORTS:

Mayor:

Council Members:

Manager:

9) OLD BUSINESS:

- A. Discussion/possible action regarding appointment of LuAnn Garbini as Interim Magistrate to handle conflict cases in the Holbrook Magistrate Court-Manager Alley.

10) NEW BUSINESS:

- A. Discussion/possible action regarding change order to contract for Safe Routes to School grant-Finance Director Sullivan. (pg 38)
B. Discussion/possible action regarding scheduling of work session with Holbrook Business Development Group-Manager Alley.

11) EXECUTIVE SESSION:

- A. Per ARS 38-431.03(A) (3), the Council may adjourn into executive session for discussion or consultation or legal advice with the City Attorney for any item listed on the agenda.

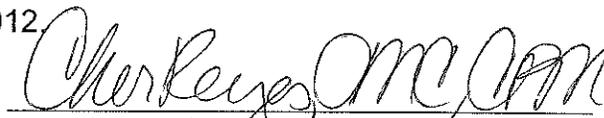
12) POST EXECUTIVE SESSION:

13) CALL TO THE AUDIENCE:

The City Council welcomes public comment at this time for items not listed on this Agenda. There is a three minute time limit per citizen.

14) ADJOURNMENT:

Dated this 17th day of January 2012.


Cher Reyes, CMC, CPM, City Clerk

According to the Arizona Open Meeting Law, the City Council may only discuss matters listed on the City Council agenda. Matters discussed by the public during public appearances cannot be discussed by the City Council unless they are specifically listed on this agenda. Speaker's visual aids or recorded tapes are not allowed. Members of the public shall refrain from making personal, impertinent or slanderous remarks and from becoming boisterous while addressing the City Council or while attending the meeting. Unauthorized remarks from the audience, clapping, stomping of feet, yelling or any similar demonstrations are also prohibited. Violations of these rules may result in removal from the City Council meeting. Individual members of the public body may respond to criticism made by those who have addressed the public body.

CITY OF HOLBROOK

INVOICE APPROVAL REPORT

**BY GL NUMBER EXCLUDING
WALT'S HARDWARE**

01/05/2012 THRU 01/18/2012

TOTAL **\$156,924.91**

Report Criteria:

Invoice Vendor No = 9701-99999

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
1/5/2012												
R.A.G.H.T.			10005									
01042012	1	Inv	INSURANCE PREMIUMS		01/04/2012	51,758.73	2		.00			1/12
					01/11/2012		No			099-0002524		
TALLEY, KERI IRENE			21805									
277302	1	Inv	REFUND DEPOSIT		01/04/2012	150.00	0		.00			1/12
					01/11/2012		No			002-0002520		
O'REILLY AUTO PARTS			21622									
2652-154213	1	Inv	PARTS		01/03/2012	13.74	0		.00			1/12
					01/25/2012		No			007-087-5024		
2652-154204	1	Inv	PARTS		01/03/2012	28.61	0		.00			1/12
					01/25/2012		No			002-091-5024		
2652-154241	1	Inv	PARTS		01/03/2012	7.70	0		.00			1/12
					01/25/2012		No			001-085-5024		
2652-154240	1	Inv	PARTS		01/03/2012	39.44	0		.00			1/12
					01/25/2012		No			001-050-5024		
Total 21622						89.49						
SAM'S CLUB 6604			10530									
12312011	1	Inv	SUPPLIES		12/31/2011	108.71	0		.00			1/12
					01/11/2012		No			001-031-5026		
Total 1/5/2012						52,106.93						

01/05/2012 GL Period Summary

GL Period	Amount
1/12	52,106.93
	<u>52,106.93</u>

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
1/9/2012												
12312011	2	Adj			12/31/2011 01/11/2012	108.71 -	0 No		.00		001-031-5026	1/12
Total 12312011						108.71 -						
Total 10530						108.71 -						
HOLBROOK FIRST STEP				21380								
122011	1	Inv	PROFESSIONAL SERVICE		12/31/2011 01/11/2012	57.50	0 No		.00		001-014-5057	1/12
COPIER PROGRAM DIVISION				21479								
31800161-29	1	Inv	COPIER LEASE		01/03/2012 01/11/2012	346.82	0 No		.00		001-004-5047	1/12
ADVANCED INFOR SYSTEMS				21240								
9072	1	Inv	UTILITY BILLING		12/30/2011 01/11/2012	166.48	0 No		.00		002-092-5042	1/12
9072	2	Inv	UTILITY BILLING		12/30/2011 01/11/2012	166.48	0 No		.00		002-090-5042	1/12
9072	3	Inv	UTILITY BILLING		12/30/2011 01/11/2012	166.48	0 No		.00		002-091-5042	1/12
Total 9072						499.44						
Total 21240						499.44						
WELLS FARGO REMITTANCE CENTER				20946								
01042012	1	Inv	TRAVEL		01/04/2012 01/11/2012	52.54	0 No		.00		001-050-5045	1/12
PRINT PLACE				9800								
12202011	1	Inv	ADVERTISING		12/20/2011 01/25/2012	233.42	0 No		.00		001-014-5057	1/12
SAM'S CLUB 6604				10530								
01052012	1	Inv	SUPPLIES		01/05/2012 01/11/2012	56.43	0 No		.00		001-020-5021	1/12
01052012	2	Inv	SUPPLIES		01/05/2012 01/11/2012	105.26	0 No		.00		001-050-5021	1/12
01052012	3	Inv	SUPPLIES		01/05/2012 01/11/2012	20.21	0 No		.00		002-090-5021	1/12
01052012	4	Inv	SUPPLIES		01/05/2012 01/11/2012	42.83	0 No		.00		002-091-5021	1/12
01052012	5	Inv	SUPPLIES		01/05/2012 01/11/2012	39.15	0 No		.00		001-031-5021	1/12
01052012	6	Inv	SUPPLIES		01/05/2012 01/11/2012	18.94	0 No		.00		001-004-5021	1/12
Total 01052012						282.82						
Total 10530						282.82						
SIMPSON NORTON				10840								

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
1395850-00	1	Inv	SUPPLIES		01/05/2012 01/25/2012	365.81	0 No		.00		001-031-5024	1/12
USA BLUE BOOK				12482								
564126	1	Inv	PARTS		12/29/2011 01/25/2012	635.35	1 No		.00		002-091-5026	1/12
ALBERT HOLLER & ASSOCIATES				21271								
12312011	1	Inv	AUDITING SERVICES		12/31/2011 01/11/2012	2,000.00	0 No		.00		001-004-5041	1/12
SAFEWAY, INC * 3189				10510								
01062012	1	Inv	RESALE		01/06/2012 01/11/2012	67.37	0 No		.00		001-040-5029	1/12
HOLBROOK VETERINARY CLINIC				20796								
6131	1	Inv	VET SERVICES		01/04/2012 01/11/2012	45.00	0 No		.00		001-050-5049	1/12
6130	1	Inv	VET SERVICES		01/04/2012 01/11/2012	48.00	0 No		.00		001-050-5049	1/12
6129	1	Inv	VET SERVICES		01/04/2012 01/11/2012	133.00	0 No		.00		001-050-5049	1/12
Total 20796						226.00						
NEOFUNDS BY NEOPOST				21603								
12-12-2011	1	Inv	POSTAGE		12/12/2011 01/11/2012	7.83	0 No		.00		001-014-5042	1/12
12122011	1	Inv	POSTAGE		12/12/2011 01/11/2012	74.59	0 No		.00		001-004-5042	1/12
12122011	2	Inv	POSTAGE		12/12/2011 01/11/2012	6.92	0 No		.00		001-050-5042	1/12
12122011	3	Inv	POSTAGE		12/12/2011 01/11/2012	8.09	0 No		.00		001-093-5042	1/12
12122011	4	Inv	POSTAGE		12/12/2011 01/11/2012	14.96	0 No		.00		001-005-5042	1/12
Total 12122011						104.56						
Total 21603						112.39						
WELLS FARGO REMITTANCE CENTER				20946								
01042012	2	Inv	TRAVEL		01/04/2012 01/11/2012	392.18	0 No		.00		001-050-5045	1/12
01042012	3	Inv	UNIFORMS		01/04/2012 01/11/2012	46.25	0 No		.00		007-087-5023	1/12
01042012	4	Inv	REPAIRS		01/04/2012 01/11/2012	115.00	0 No		.00		002-092-5047	1/12
01042012	5	Inv	SUPPLIES		01/04/2012 01/11/2012	24.41	0 No		.00		001-085-5026	1/12
01042012	6	Inv	EQUIPMENT		01/04/2012 01/11/2012	474.32	0 No		.00		001-050-5071	1/12
01042012	7	Inv	SUPPLIES		01/04/2012 01/11/2012	417.65	0 No		.00		001-050-5021	1/12
01042012	8	Inv	TRAVEL		01/04/2012	20.00	0		.00			1/12

Vendor Name			Vendor No		Inv Date	Total Cost	Term	Disc Date	Disc Amt	PO Number	GL Per	R
Invoice No	Seq	Type	Description	Inventory No								
					01/11/2012		No			001-050-5045		
Total 01042012						1,489.81						
Total 20946						1,489.81						
Total 1/9/2012						6,260.56						

01/09/2012 GL Period Summary

GL Period	Amount
1/12	6,260.56
	<u>6,260.56</u>

Invoice No	Seq	Vendor Name Type	Vendor No Description Inventory No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
1/10/2012											
SMARTWORKSPPLUS, INC. 21532											
15	1	Inv	CONTRACT SERVICES	01/15/2012	.00	0		.00			1/12 Y
				01/15/2012		No			002-091-5049		
15	2	Inv	CONTRACT SERVICES	01/15/2012	2,537.98	0		.00			1/12 Y
				01/15/2012		No			001-050-5049		
15	3	Inv	CONTRACT SERVICES	01/15/2012	3,001.90	0		.00			1/12 Y
				01/15/2012		No			001-040-5049		
15	4	Inv	COTNRACT SERVICES	01/15/2012	2,719.72	0		.00			1/12 Y
				01/15/2012		No			001-005-5049		
Total 15					8,259.60						
Total 21532					8,259.60						
O'REILLY AUTO PARTS 21622											
2652-151273	2	Adj		12/07/2011	20.86	0		.00			1/12
				01/11/2012		No			001-050-5024		
PLATINUM CHEMICALS, INC 21763											
5072-01	1	Inv	SUPPLIES	01/03/2012	980.00	0		.00			1/12
				01/25/2012		No			002-092-5026		
WELLS FARGO REMITTANCE CENTER 20946											
01042012	9	Inv	SUPPLIES	01/04/2012	372.00	0		.00			1/12
				01/11/2012		No			027-020-5026		
01042012	10	Inv	BOOKS	01/04/2012	181.54	0		.00			1/12
				01/11/2012		No			001-020-5026		
01042012	11	Inv	SUPPLIES	01/04/2012	117.30	0		.00			1/12
				01/11/2012		No			001-004-5026		
01042012	12	Inv	SUPPLIES	01/04/2012	59.81	0		.00			1/12
				01/11/2012		No			001-004-5021		
01042012	13	Inv	SUPPLIES	01/04/2012	1,830.48	0		.00			1/12
				01/11/2012		No			002-092-5026		
01042012	14	Inv	SUPPLIES	01/04/2012	108.71	0		.00			1/12
				01/11/2012		No			001-031-5026		
Total 01042012					2,669.84						
Total 20946					2,669.84						
DUDLEY, ELIZABETH & PAUL 21807											
16687.05	1	Inv	REFUND DEPOSIT	01/05/2012	24.78	0		.00			1/12
				01/11/2012		No			002-0002520		
GALETON 21266											
1016035-00	1	Inv	GLOVES AND SAFETY PR	12/21/2011	109.97	0		.00			1/12
				01/25/2012		No			002-090-5026		
1016035-00	2	Inv	GLOVES AND SAFETY PR	12/21/2011	217.52	0		.00			1/12
				01/25/2012		No			002-092-5026		
1016035-00	3	Inv	GLOVES AND SAFETY PR	12/21/2011	83.86	0		.00			1/12
				01/25/2012		No			007-087-5026		
1016035-00	4	Inv	GLOVES AND SAFETY PR	12/21/2011	26.11	0		.00			1/12
				01/25/2012		No			002-091-5026		

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
Total 1016035-00						437.46						
Total 21266						437.46						
SMITH & LOVELESS INC				10920								
PS55365	1	Inv	FILTERS		12/19/2011 01/25/2012	238.97	0 No		.00		002-092-5026	1/12
O'REILLY AUTO PARTS				21622								
2652-154546	1	Inv	PARTS		01/05/2012 01/25/2012	122.38	0 No		.00		001-050-5024	1/12
2652-154464	1	Inv	PARTS		01/05/2012 01/25/2012	16.46	0 No		.00		001-084-5024	1/12
2652-153735	1	Inv	PARTS		12/30/2011 01/25/2012	30.78	0 No		.00		001-085-5024	1/12
2652-153744	1	Inv	PARTS		12/30/2011 01/25/2012	4.28	0 No		.00		001-031-5024	1/12
2652-153629	1	Inv	PARTS		12/29/2011 01/25/2012	23.23	0 No		.00		001-031-5024	1/12
2652-153628	1	Inv	PARTS		12/29/2011 01/25/2012	20.17	0 No		.00		001-031-5024	1/12
2652-152776	1	Inv	PARTS		12/21/2011 01/25/2012	9.89	0 No		.00		002-091-5024	1/12
Total 21622						227.19						
Total 1/10/2012						12,816.98						

01/10/2012 GL Period Summary

GL Period	Amount
1/12	12,816.98
	<u>12,816.98</u>

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
1/17/2012												
JACK'S MUSTANG				10250								
17256	1	Inv	PROPANE		01/11/2012 01/25/2012	20.59	0 No		.00		001-084-5027	1/12
GHD INC.				21523								
8309044	1	Inv	ENGINEERING SERVICES		08/26/2011 01/25/2012	11,216.10	0 Yes		.00		002-191-5070	1/12
DARLEY & COMPANY				21302								
17008705	1	Inv	FIRE EQUIPMENT		12/30/2011 01/25/2012	284.85	0 No		.00		001-060-5026	1/12
ROUTE 66 MAGAZINE				21606								
HCOFC 008	1	Inv	ADVERTISING		01/05/2012 01/25/2012	281.25	0 No		.00		001-014-5057	1/12
UNIQUE MANAGEMENT SERVICES INC				21441								
212973	1	Inv	COLLECTIONS		01/01/2012 01/25/2012	53.70	0 No		.00		001-000-4720	1/12
PRINT PLACE				9800								
32215	1	Inv	PRINTING		10/25/2011 01/25/2012	164.05	0 No		.00		001-004-5046	1/12
32261	1	Inv	PRINTING		01/03/2012 01/25/2012	324.80	0 No		.00		001-004-5046	1/12
Total 9800						488.85						
O'REILLY AUTO PARTS				21622								
2652-155353	1	Inv	PARTS		01/12/2012 01/25/2012	6.85	0 No		.00		001-031-5024	1/12
2652-155309	1	Inv	PARTS		01/12/2012 01/25/2012	57.00	0 No		.00		001-050-5024	1/12
Total 21622						63.85						
Total 1/17/2012						12,409.19						

01/17/2012 GL Period Summary

GL Period	Amount
1/12	12,409.19
	<u>12,409.19</u>

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
1/18/2012												
QUILL OFFICE PRODUCTS				9990								
9174548	1	Inv	SUPPLIES		01/06/2012	105.28	0		.00			1/12
					01/25/2012		No			001-050-5021		
9174548	2	Inv	SUPPLIES		01/06/2012	34.58	0		.00			1/12
					01/25/2012		No			001-060-5021		
Total 9174548						139.86						
Total 9990						139.86						
WOODRUFF CONSTRUCTION				21808								
1	1	Inv	CDBG-HEADSTART		01/04/2012	20,078.63	0		.00			1/12
					01/18/2012		No			027-000-4537		
PRIORITY MAILING SYSTEMS				21809								
01052012	1	Inv	POSTAGE		01/05/2012	225.00	0		.00			1/12
					01/18/2012		No			001-004-5042		
WELDING SERVICES & SUPPLY				12815								
14852	1	Inv	SUPPLIES		01/17/2012	150.84	2		.00			1/12
					01/25/2012		No			001-040-5026		
Total 1/18/2012						20,594.33						

01/18/2012 GL Period Summary

GL Period	Amount
1/12	20,594.33
	20,594.33
Grand Total:	104,187.99

Report GL Period Summary

GL Period	Amount
1/12	104,187.99
	104,187.99

Vendor Number Hash: 932444
 Vendor Number Hash - Split: 1471703
 Total Number of Invoices: 50
 Total Number of Transactions: 79

Report Criteria:
 Invoice.Vendor No = 1-9699

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
1/5/2012												
			NATIONWIDE HOTEL GUIDE	8599								
173623	1	Inv	ADVERTISING		12/13/2011	265.00	1		.00			1/12
					01/25/2012		No			001-040-5044		
			FRONTIER COMM TELE	3350								
01012012	1	Inv	UTILITIES		01/01/2012	144.27	0		.00			1/12
					01/11/2012		No			002-091-5048		
01012012	2	Inv	UTILITIES		01/01/2012	152.14	0		.00			1/12
					01/11/2012		No			001-060-5048		
01012012	3	Inv	UTILITIES		01/01/2012	1,203.13	0		.00			1/12
					01/11/2012		No			001-050-5048		
01012012	4	Inv	UTILITIES		01/01/2012	150.42	0		.00			1/12
					01/11/2012		No			001-084-5048		
01012012	5	Inv	UTILITIES		01/01/2012	151.42	0		.00			1/12
					01/11/2012		No			001-085-5048		
01012012	6	Inv	UTILITIES		01/01/2012	238.33	0		.00			1/12
					01/11/2012		No			001-093-5048		
01012012	7	Inv	UTILITIES		01/01/2012	545.83	0		.00			1/12
					01/11/2012		No			002-092-5048		
01012012	8	Inv	UTILITIES		01/01/2012	115.06	0		.00			1/12
					01/11/2012		No			001-020-5048		
01012012	9	Inv	UTILITIES		01/01/2012	162.83	0		.00			1/12
					01/11/2012		No			001-040-5048		
01012012	10	Inv	UTILITIES		01/01/2012	644.43	0		.00			1/12
					01/11/2012		No			002-090-5048		
Total 01012012						3,507.86						
Total 3350						3,507.86						
			VERIZON WIRELESS	530								
104188879	1	Inv	UTILITIES		12/21/2011	56.86	0		.00			1/12
					01/11/2012		No			001-031-5048		
12212011	1	Inv	UTILITIES		12/21/2011	40.35	0		.00			1/12
					01/11/2012		No			002-091-5048		
12212011	2	Inv	UTILITIES		12/21/2011	40.35	0		.00			1/12
					01/11/2012		No			002-092-5048		
12212011	3	Inv	UTILITIES		12/21/2011	20.62 -	0		.00			1/12
					01/11/2012		No			001-093-5048		
12212011	4	Inv	UTILITIES		12/21/2011	97.47	0		.00			1/12
					01/11/2012		No			001-050-5048		
12212011	5	Inv	UTILITIES		12/21/2011	55.11	0		.00			1/12
					01/11/2012		No			001-060-5048		
12212011	6	Inv	UTILITIES		12/21/2011	55.11	0		.00			1/12
					01/11/2012		No			001-004-5048		
12212011	7	Inv	UTILITIES		12/21/2011	159.34	0		.00			1/12
					01/11/2012		No			002-090-5048		
12212011	8	Inv	UTILITIES		12/21/2011	27.69 -	0		.00			1/12
					01/11/2012		No			001-014-5048		
12212011	9	Inv	UTILITIES		12/21/2011	42.64	0		.00			1/12
					01/11/2012		No			007-087-5048		

R Column: Y = Recurring Payment

Invoice No	Vendor Name Seq Type	Vendor No	Description Inventory No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
12212011	10 Inv		UTILITIES	12/21/2011 01/11/2012	39.02	0 No		.00		001-040-5048	1/12
12212011	11 Inv		UTILITIES	12/21/2011 01/11/2012	71.66	0 No		.00		001-085-5048	1/12
Total 12212011					552.74						
Total 530					609.60						
CARQUEST AUTO PARTS			2440								
12312011	1 Inv		PARTS	12/31/2011 01/25/2012	17.20	4 No	01/15/2012	.00		007-087-5024	1/12
12312011	2 Inv		PARTS	12/31/2011 01/25/2012	14.30	4 No	01/15/2012	.00		001-031-5024	1/12
12312011	3 Inv		PARTS	12/31/2011 01/25/2012	55.04	4 No	01/15/2012	.00		002-091-5024	1/12
12312011	4 Inv		PARTS	12/31/2011 01/25/2012	12.78	4 No	01/15/2012	.00		001-040-5024	1/12
Total 12312011					99.32						
Total 2440					99.32						
FUTURE TIRE, INC.			5241								
W22613	1 Inv		REPAIRS	12/02/2011 01/25/2012	35.00	2 No		.00		002-090-5024	1/12
Total 1/5/2012					4,516.78						

01/05/2012 GL Period Summary

GL Period	Amount
1/12	4,516.78
	<u>4,516.78</u>

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
1/9/2012												
HOLBROOK TRIBUNE NEWS				6240								
118874	1	Inv	ADVERTISEMENT		12/31/2011 01/25/2012	202.50	0 No		.00		001-001-5044	1/12
118875	1	Inv	ADVERTISEMENT		12/31/2011 01/25/2012	101.25	0 No		.00		001-001-5044	1/12
118876	1	Inv	ADVERTISEMENT		12/31/2011 01/25/2012	17.00	0 No		.00		001-001-5044	1/12
Total 6240						320.75						
UNISOURCE ENERGY SERVICES				3380								
01042012	1	Inv	UTILITIES		01/04/2012 01/11/2012	637.43	0 No		.00		001-099-5048	1/12
01042012	2	Inv	UTILITIES		01/04/2012 01/11/2012	178.58	0 No		.00		001-060-5048	1/12
01042012	3	Inv	UTILITIES		01/04/2012 01/11/2012	575.43	0 No		.00		001-031-5048	1/12
01042012	4	Inv	UTILITIES		01/04/2012 01/11/2012	229.72	0 No		.00		001-004-5048	1/12
01042012	5	Inv	UTILITIES		01/04/2012 01/11/2012	1,360.86	0 No		.00		002-090-5046	1/12
Total 01042012						2,982.02						
Total 3380						2,982.02						
WASTE MGT / PAINTED DESERT L/F				9430								
10576-0462-9	1	Inv	LANDFILL FEES		01/01/2012 01/11/2012	8,835.17	0 No		.00		002-090-5049	1/12
AMERIGAS - HOLBROOK				920								
51-324577SA	1	Inv	UTILITIES		12/30/2011 01/06/2012	1,011.50	2 No		.00		001-040-5048	1/12
CANYON PIPE & SUPPLY				3039								
3286657.002	1	Inv	SUPPLIES		12/27/2011 01/25/2012	884.44	2 No		.00		002-091-5026	1/12
3293183.001	1	Inv	SUPPLIES		12/07/2011 01/25/2012	636.48	2 No		.00		002-091-5026	1/12
3293183.002	1	Inv	SUPPLIES		12/27/2011 01/25/2012	70.87	2 No		.00		002-091-5026	1/12
Total 3039						1,591.79						
LEGEND TECH SEVICES OF AZ				7493								
1118756	1	Inv	PROF SERVICES		12/30/2011 01/25/2012	2,052.00	1 No		.00		002-092-5041	1/12
IKON OFFICE SOLUTIONS				6510								
5021924288	1	Inv	MAINT CONTRACT		01/01/2012 01/11/2012	62.85	0 No		.00		001-004-5047	1/12
AZ DEPT OF REVENUE - UTIL. TAX				1830								
01032012	1	Inv	UTILITIES TAX		01/03/2012	4,019.55	0		.00			1/12

Vendor Name			Vendor No		Inv Date	Total Cost	Term	Disc Date	Disc Amt	PO Number	GL Per	R
Invoice No	Seq	Type	Description	Inventory No								
					01/11/2012		No				002-0002460	
Total 1/9/2012						<u>20,875.63</u>						

01/09/2012 GL Period Summary

GL Period	Amount
1/12	<u>20,875.63</u>
	<u><u>20,875.63</u></u>

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
1/10/2012												
FUTURE TIRE, INC.				5241								
W22793	1	Inv	REPAIRS		12/30/2011	15.00	2		.00			1/12
					01/25/2012		No			001-050-5024		
W22837	1	Inv	TIRES		01/05/2012	285.69	2		.00			1/12
					01/25/2012		No			001-084-5024		
W22808	1	Inv	REPAIRS		01/02/2012	30.00	2		.00			1/12
					01/25/2012		No			007-087-5024		
W22787	1	Inv	REPAIRS		12/30/2011	35.00	2		.00			1/12
					01/25/2012		No			002-090-5024		
W22845	1	Inv	TIRE		01/06/2012	515.97	2		.00			1/12
					01/25/2012		No			001-031-5024		
W22846	1	Inv	REPAIRS		01/06/2012	10.00	2		.00			1/12
					01/25/2012		No			002-091-5024		
W22844	1	Inv	SUPPLIES		01/06/2012	214.70	2		.00			1/12
					01/25/2012		No			001-040-5026		
Total 5241						1,106.36						
ROUTE 66 LUMBER & HARDWARE				650								
12312011	1	Inv	SUPPLIES		12/31/2011	31.66	0		.00			1/12
					01/11/2012		No			001-020-5026		
12312011	2	Inv	SUPPLIES		12/31/2011	81.23	0		.00			1/12
					01/11/2012		No			001-031-5026		
12312011	3	Inv	SUPPLIES		12/31/2011	26.68	0		.00			1/12
					01/11/2012		No			001-060-5026		
12312011	4	Inv	SUPPLIES		12/31/2011	12.65	0		.00			1/12
					01/11/2012		No			002-091-5026		
Total 12312011						152.22						
Total 650						152.22						
DANA KEPNER CO.				4071								
4617503-00	1	Inv	SUPPLIES		01/04/2012	926.90	1		.00			1/12
					01/25/2012		No			002-091-5026		
GABALDON, EDDIE				5255								
1217	1	Inv	WELL HOUSE		01/10/2012	2,682.00	2		.00			1/12
					01/11/2012		Yes			002-191-5072		
COPPERSTATE BOLT & NUT				3750								
100045678	1	Inv	SUPPLIES		12/30/2011	81.68	0		.00			1/12
					01/25/2012		No			007-087-5024		
100045678	2	Inv	SUPPLIES		12/30/2011	81.68	0		.00			1/12
					01/25/2012		No			002-091-5024		
Total 100045678						163.36						
Total 3750						163.36						
FRONTIER COM LONG DISTANCE				3353								
3633426	1	Inv	UTILITIES		12/20/2011	16.42	2		.00			1/12
					01/11/2012		No			001-004-5048		
3633426	2	Inv	UTILITIES		12/20/2011	94.13	2		.00			1/12

R Column: Y = Recurring Payment

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
3633426	3	Inv	UTILITIES		01/11/2012 12/20/2011	1.02	No 2		.00		001-050-5048	1/12
3633426	4	Inv	UTILITIES		01/11/2012 12/20/2011	.17	No 2		.00		001-084-5048	1/12
3633426	5	Inv	UTILITIES		01/11/2012 12/20/2011	3.83	No 2		.00		007-087-5048	1/12
3633426	6	Inv	UTILITIES		01/11/2012 12/20/2011	.18	No 2		.00		001-004-5048	1/12
3633426	7	Inv	UTILITIES		01/11/2012 12/20/2011	.80	No 2		.00		007-087-5048	1/12
3633426	8	Inv	UTILITIES		01/11/2012 12/20/2011	23.84	No 2		.00		001-031-5048	1/12
3633426	9	Inv	UTILITIES		01/11/2012 12/20/2011	4.80	No 2		.00		001-020-5048	1/12
					01/11/2012		No				002-092-5048	
Total 3633426						145.19						
Total 3353						145.19						
Total 1/10/2012						5,176.03						

01/10/2012 GL Period Summary

GL Period	Amount
1/12	5,176.03
	<u>5,176.03</u>

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
1/17/2012												
BRADCO												
				2590								
173921	1	Inv	FUEL		01/15/2012	5,594.29	0		.00			1/12
					01/25/2012		No			007-087-5027		
BINGHAM EQUIPMENT CO												
				2460								
P09571	1	Inv	PARTS		01/10/2012	210.98	0		.00			1/12
					01/25/2012		No			001-040-5024		
UNISOURCE ENERGY SERVICES												
				3380								
01122012	1	Inv	UTILITIES		01/12/2012	747.03	0		.00			1/12
					01/18/2012		No			001-060-5048		
01122012	2	Inv	UTILITIES		01/12/2012	447.00	0		.00			1/12
					01/18/2012		No			001-050-5048		
01122012	3	Inv	UTILITIES		01/12/2012	633.33	0		.00			1/12
					01/18/2012		No			001-060-5048		
01122012	4	Inv	UTILITIES		01/12/2012	17.42	0		.00			1/12
					01/18/2012		No			001-084-5048		
01122012	5	Inv	UTILITIES		01/12/2012	178.52	0		.00			1/12
					01/18/2012		No			001-093-5048		
01122012	6	Inv	UTILITIES		01/12/2012	288.70	0		.00			1/12
					01/18/2012		No			001-085-5048		
01122012	7	Inv	UTILITIES		01/12/2012	222.72	0		.00			1/12
					01/18/2012		No			001-093-5048		
01122012	8	Inv	UTILITIES		01/12/2012	124.52	0		.00			1/12
					01/18/2012		No			002-091-5048		
01122012	9	Inv	UTILITIES		01/12/2012	124.52	0		.00			1/12
					01/18/2012		No			002-092-5048		
01122012	10	Inv	UTILITIES		01/12/2012	217.42	0		.00			1/12
					01/18/2012		No			002-091-5048		
01122012	11	Inv	UTILITIES		01/12/2012	261.25	0		.00			1/12
					01/18/2012		No			007-087-5048		
Total 01122012						3,262.43						
Total 3380						3,262.43						
INGRAM												
				6620								
02889799	1	Inv	BOOKS		01/10/2012	35.92	0		.00			1/12
					01/25/2012		No			001-020-5026		
NAVAJO COUNTY FINANCE												
				8690								
000036,37,38	1	Inv	JAIL CONTRACT		01/06/2012	3,488.22	0		.00			1/12
					01/25/2012		No			001-050-5050		
DANA KEPNER CO.												
				4071								
MULTIPLE	1	Inv	SUPPLIES		12/12/2011	4,406.22	1		.00			1/12
					01/25/2012		No			002-091-5026		
Total 1/17/2012						16,998.06						

<u>GL Period</u>	<u>Amount</u>
01/17/2012 GL Period Summary	
<u>1/12</u>	<u>16,998.06</u>
	<u>16,998.06</u>

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
1/18/2012												
LASTING IMPRESSIONS				7390								
7264	1	Inv	T-SHIRTS		01/11/2012 01/25/2012	82.47	0 No		.00		001-050-5044	1/12
ECKRIGHT, EBERLE				4753								
456466	1	Inv	REPAIRS		01/17/2012 01/25/2012	121.00	0 Yes		.00		002-092-5049	1/12
ARIZONA STATE TREASURER				1380								
DEC. 11	1	Inv	FARE 0107		01/11/2012 01/18/2012	230.90	0 No		.00		001-000-4710	1/12
AMERIGAS - HOLBROOK				920								
051-325088A	1	Inv	UTILITIES		01/10/2012 01/17/2012	1,708.50	2 No		.00		001-040-5048	1/12
BRADCO				2590								
172932	2	Inv	FUEL		12/15/2011 12/21/2011	14,300.75	0 No		.00		007-087-5027	1/12
172932	15	Adj	System ADJ: 01/18/2012 10		01/18/2012	14,300.75	0 No		.00		007-0002100	1/12
172932	3	Inv	FUEL		12/15/2011 12/21/2011	80.48	0 No		.00		001-004-5027	1/12
172932	16	Adj	System ADJ: 01/18/2012 10		01/18/2012	80.48	0 No		.00		001-0002100	1/12
172932	4	Inv	FUEL		12/15/2011 12/21/2011	45.18	0 No		.00		001-005-5027	1/12
172932	17	Adj	System ADJ: 01/18/2012 10		01/18/2012	45.18	0 No		.00		001-0002100	1/12
172932	5	Inv	FUEL		12/15/2011 12/21/2011	829.94	0 No		.00		001-031-5027	1/12
172932	18	Adj	System ADJ: 01/18/2012 10		01/18/2012	829.94	0 No		.00		001-0002100	1/12
172932	6	Inv	FUEL		12/15/2011 12/21/2011	53.52	0 No		.00		001-040-5027	1/12
172932	19	Adj	System ADJ: 01/18/2012 10		01/18/2012	53.52	0 No		.00		001-0002100	1/12
172932	7	Inv	FUEL		12/15/2011 12/21/2011	3,689.97	0 No		.00		001-050-5027	1/12
172932	20	Adj	System ADJ: 01/18/2012 10		01/18/2012	3,689.97	0 No		.00		001-0002100	1/12
172932	8	Inv	FUEL		12/15/2011 12/21/2011	115.86	0 No		.00		001-060-5027	1/12
172932	21	Adj	System ADJ: 01/18/2012 10		01/18/2012	115.86	0 No		.00		001-0002100	1/12
172932	9	Inv	FUEL		12/15/2011 12/21/2011	523.23	0 No		.00		001-084-5027	1/12
172932	22	Adj	System ADJ: 01/18/2012 10		01/18/2012	523.23	0 No		.00		001-0002100	1/12
172932	10	Inv	FUEL		12/15/2011 12/21/2011	255.57	0 No		.00		001-085-5027	1/12
172932	23	Adj	System ADJ: 01/18/2012 10		01/18/2012	255.57	0 No		.00		001-0002100	1/12
172932	11	Inv	FUEL		12/15/2011	3,524.23	0		.00			1/12

Invoice No	Seq	Vendor Name Type	Vendor No Description Inventory No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
				12/21/2011		No				007-087-5027	
172932	24	Adj	System ADJ: 01/18/2012 10	01/18/2012	3,524.23	0		.00			1/12
						No				007-0002100	
172932	12	Inv	FUEL	12/15/2011	2,935.91	0		.00			1/12
				12/21/2011		No				002-090-5027	
172932	25	Adj	System ADJ: 01/18/2012 10	01/18/2012	2,935.91	0		.00			1/12
						No				002-0002100	
172932	13	Inv	FUEL	12/15/2011	2,053.74	0		.00			1/12
				12/21/2011		No				002-091-5027	
172932	26	Adj	System ADJ: 01/18/2012 10	01/18/2012	2,053.74	0		.00			1/12
						No				002-0002100	
172932	14	Inv	FUEL	12/15/2011	193.12	0		.00			1/12
				12/21/2011		No				002-092-5027	
172932	27	Adj	System ADJ: 01/18/2012 10	01/18/2012	193.12	0		.00			1/12
						No				002-0002100	
Total 172932					.00						
Total 2590					.00						
NAVAJO COUNTY TREASURER			8750								
12312011	1	Inv	2011 ADD'L ASSESSMENT	12/31/2011	20.72	0		.00			1/12
				01/18/2012		No				001-000-4710	
ARIZONA STATE TREASURER			1380								
12312011	1	Inv	FINES	12/31/2011	3,006.83	0		.00			1/12
				01/18/2012		No				001-000-4710	
Total 1/18/2012					5,170.42						

01/18/2012 GL Period Summary

GL Period	Amount
1/12	5,170.42
	5,170.42
Grand Total:	52,736.92

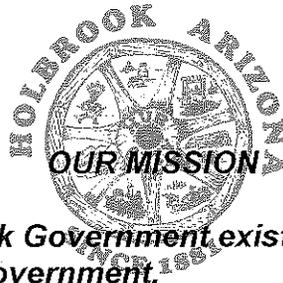
Report GL Period Summary

GL Period	Amount
1/12	52,736.92
	52,736.92

465 First Avenue
P.O. Box 970
Holbrook, AZ 86025

CITY OF HOLBROOK

Telephone: (928) 524-6225
Fax: (928) 524-2159
holbrookcity@ci.holbrook.az.us



The City of Holbrook Government exists to provide ethical and responsible local government.

AGENDA

REGULAR CITY COUNCIL MEETING

JANUARY 10, 2012

6:00 P.M.

Pursuant to ARS 38-431.02, notice is hereby given to the Holbrook City Council, and to the general public, that a meeting, which is open to the public, will be held on above-mentioned date, in the City Council Chambers, at 465 First Avenue, Holbrook, Arizona. Some of the members of the City Council may choose to participate in this meeting telephonically. The City Council may adjourn into executive session, which will not be open to the public, to discuss certain matters in accordance with ARS 38-431.03.

The items on the following agenda are for discussion or consideration and possible action:

- 1) CALL TO ORDER:
- 2) ROLL CALL:
- 3) PLEDGE OF ALLEGIANCE/INVOCATION:
- 4) PUBLIC ANNOUNCEMENTS AND PRESENTATIONS (Please limit to 10 minutes).
 - A. Proclamation Hashknife Pony Express Week February 6-11, 2012. (pg 3)
 - B. Proclamation for 2012 National Mentoring Month-Big Brothers Big Sisters.(pg 4)
 - C. Presentation by Navajo County Assessor Cammy Darris regarding property tax bill and notice of value.(pg 5)
- 5) CALL TO THE AUDIENCE:
The City Council welcomes public comment at this time only for items listed on this Agenda. There is a five minute time limit per citizen.
- 6) CONSENT AGENDA
 - A. Claims/payment approval for December 8, 2011 thru January 4, 2012: Documentation for claims is available at City Hall. (pg 6)
 - B. Minutes of the regular meeting held on December 13, 2011.(pg 47)

- C. Minutes of the special meeting held on December 21, 2011. (pg 54)
- D. Minutes of the work session held on May 24, 2011. (pg 56)

7) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: \$1827.21
(pg 58)

8) REPORTS:

Mayor:

Council Members:

Manager:

1. Annual Audit report.

9) OLD BUSINESS:

10) NEW BUSINESS:

A. Discussion/possible action regarding appointment of LuAnn Garbini as Interim Magistrate to handle conflict cases in the Holbrook Magistrate Court-Manager Alley.

B. Annual evaluation of City Manager Ray Alley-Council.

11) EXECUTIVE SESSION:

A. Per ARS 38-431.03(A) (3), the Council may adjourn into executive session for discussion or consultation or legal advice with the City Attorney for any item listed on the agenda.

B. Pursuant to ARS 38-431.03 (A)(1), the Council may adjourn into executive session for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee-annual evaluation of Manager Ray Alley.

12) POST EXECUTIVE SESSION:

13) CALL TO THE AUDIENCE:

The City Council welcomes public comment at this time for items not listed on this Agenda. There is a three minute time limit per citizen.

14) ADJOURNMENT:

Dated this 3rd day of January 2012.


Cher Reyes, CMC, CPM, City Clerk

According to the Arizona Open Meeting Law, the City Council may only discuss matters listed on the City Council agenda. Matters discussed by the public during public appearances cannot be discussed by the City Council unless they are specifically listed on this agenda. Speaker's visual aids or recorded tapes are not allowed. Members of the public shall refrain from making personal, impertinent or slanderous remarks and from becoming boisterous while addressing the City Council or while attending the meeting. Unauthorized remarks from the audience, clapping, stomping of feet, yelling or any similar demonstrations are also prohibited. Violations of these rules may result in removal from the City Council meeting. Individual members of the public body may respond to criticism made by those who have addressed the public body.

1
2 MINUTES OF THE REGULAR MEETING OF THE
3 HOLBROOK CITY COUNCIL HELD ON JANUARY 10, 2012
4

5 CALL TO ORDER:
6

7 Vice-Mayor Haussman called the meeting to order at 6:01 p.m.

8 ROLL CALL:

9 Vice-Mayor Charles Haussman, Councilmember's Richard Peterson, Wade Carlisle,
10 Myron Maxwell and Phil Cobb. Mayor Hill was present telephonically. Councilmember
11 Tyler were absent and excused.

12 PLEDGE OF ALLEGIANCE/INVOCATION:

13 Councilmember Cobb led the pledge of allegiance and Councilmember Maxwell gave
14 the invocation.

15 CITY STAFF:

16 City Manager Ray Alley, Finance Director Randall Sullivan, Chief of Police Mark
17 Jackson and City Clerk Cher Reyes.

18 CEREMONIALS/ANNOUNCEMENTS/PRESENTATION:

19 PETITIONS FROM THE PUBLIC:

20 CONSENT AGENDA

21 Councilmember Maxwell made a motion to approve the items on the consent agenda.

- 22 A. Claims/payment approval for December 8, 2011 thru January 4, 2012.
23 B. Minutes of the regular meeting held on December 13, 2011.
24 C. Minutes of the special meeting held on December 21, 2011.
25 D. Minutes of the work session held on May 24, 2011.

26 Councilmember Cobb seconded and the motion carried unanimously.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24

CLAIMS/PAYMENT APPROVAL FOR: Walt's Hardware:

Councilmember Carlisle recused himself from this item as he is the owner of Walt's Hardware. Councilmember Cobb made a motion to approve the claims for Walt's Hardware in the amount of \$1827.21. Councilmember Peterson seconded and the motion carried unanimously.

SUMMARY OF CURRENT EVENTS:

Mayor:

1. Mayor Hill reported that he intends to be present at the next regular meeting. Mayor Hill stated that he is currently working in Phoenix and in an outpatient rehab program.

Councilmembers:

1. Councilmember Cobb thanked all those who participated in all the events through the Christmas Holidays.
2. Councilmember Carlisle reported he will be attending NACOG meeting tomorrow.
3. Vice-Mayor Haussman reported that he will attend the Real AZ Corridor meeting in Taylor on Thursday.

Manager's Report:

1. Manager Alley reported that the new well pipe is in and hopefully the floor will be poured next week.
2. Manager Alley reported that crack sealing is being completed on Anita, Encanto and the remainder of this subdivision and then they will move to Crestview and Sierra Plaza.

1 3. Manager Alley reported that there is a new economic development group
2 and they would like to schedule a work session with the council on February
3 14, 2012. Their name is Holbrook Business Development Group.

4 4. Finance Director Sullivan reported that the City had a clean audit and no
5 harsh write ups were given. Finance Director Sullivan also reported that the
6 City was also under the expenditure limitation set by the voters of Holbrook.

7 OLD BUSINESS:

8 NEW BUSINESS:

9 A. Manager Alley stated that he believed Judge Marez was to be at
10 the meeting to discuss this item but he would attempt to do so. Manager
11 Alley stated that Chief of Police Mark Jackson's dog had bitten someone
12 and he received a ticket for this infraction. Manager Alley stated that
13 this case will be heard in the Magistrate Court and Judge Marez did not
14 want the public to think that her determination was unfair so she has
15 asked for someone else to hear the case. Chief Jackson stated that
16 Judge Marez wanted to get someone who was impartial and did not
17 know the Officers. City Clerk Reyes stated that another reason the
18 Judge recommended Ms. Garbini is because she is located at the
19 County Complex and it would save the City travel time and mileage.
20 Councilmember Carlisle asked how long this appointment would last.
21 Manager Alley stated that he assumes it is just for this one case.
22 Councilmember Carlisle stated that the item is listed for more than one
23 case. City Clerk Reyes stated that she had done that in case another

1 instance were to occur. Councilmember Maxwell stated that he believed
2 the Court system already had a policy in place to handle conflict of
3 interest cases. Manager Alley suggested the Council table this item until
4 Judge Marez can be present. Councilmember Cobb made a motion to
5 table this item until the next meeting. Councilmember Peterson
6 seconded and the motion carried unanimously.

7 B. Vice-Mayor Haussman asked Manager Alley if he would like his
8 evaluation in open or executive session. Manager Alley replied "in
9 public". Vice-Mayor Haussman stated that the City Clerk has compiled
10 the evaluations and Council has those compilations. Vice-Mayor
11 Haussman read the categories off for the public for which Mr. Alley was
12 evaluated on. Vice-Mayor Haussman stated that he was very pleased
13 with Manager Alley's performance overall and that it is a pleasure
14 working with him. Councilmember Cobb agreed with Vice-Mayor
15 Haussmann's comments saying that it is very nice to have someone
16 who is such an ease to work with. Mayor Hill commented that it is an
17 honor and a pleasure to work with Mr. Alley and he has his support.
18 Councilmember Peterson stated that he can't think of a better person to
19 serve the City. Councilmember Maxwell stated that Mr. Alley exceeds
20 his expectations in all areas. Councilmember Maxwell thanked Manager
21 Alley and said that he appreciates him. Vice-Mayor Haussman stated
22 that Manager Alley works without a contract and chooses to continue to
23 do so without any pay increase and will work at the will of the Council.

1 City Clerk Reyes read a letter from Jimmie Jayne, Navajo County
2 Manager supporting Manager Alley. Manager Alley stated that it is a
3 pleasure working for this Council and that they are one of the best he
4 has worked for and it makes his job easier. Manager Alley commented
5 that this is his hometown and he plans on continuing to give everything
6 he has.

7 EXECUTIVE SESSION:

8 POST EXECUTIVE SESSION:

9 CALL TO THE AUDIENCE:

10 Reverend Wayne Salguero of the Holbrook United Methodist Church introduced himself
11 to the Council and stated that he looks forward to working in Holbrook.

12 ADJOURNMENT:

13 There being no further business to come before the Council at this time, adjourned the
14 meeting by unanimous consent at 6:54 p.m.

15 _____
16 Charles Haussman, Vice- Mayor

17 CERTIFICATION:

18 I hereby certify that the foregoing minutes are a true and correct copy of the minutes of
19 the regular meeting of the Holbrook City Council held on the January 10, 2012. I further
20 certify that the meeting was duly called and held and that a quorum was present.

21 _____
22 Cher Reyes, CMC, CPM, City Clerk
23

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix AZ 85007-2934
(602) 542-5141

400 W Congress #521
Tucson AZ 85701-1352
(520) 628-6595

APPLICATION FOR SPECIAL EVENT LICENSE

Fee = \$25.00 per day for 1-10 day events only
A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

PLEASE NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.

****APPLICATION MUST BE APPROVED BY LOCAL GOVERNMENT**

DEPT USE ONLY
LIC#

1. Name of Organization: BPOE #2450 Holbrook Elks Lodge # 2450

2. Non-Profit/I.R.S. Tax Exempt Number: 09-008582-W

3. The organization is a: (check one box only)

- Charitable
- Fraternal (must have regular membership and in existence for over 5 years)
- Civic
- Political Party, Ballot Measure, or Campaign Committee
- Religious

4. What is the purpose of this event? Fund Raiser Dance

5. Location of the event: 714 Eskola Ave Holbrook Navajo 86025
Address of physical location (Not P.O. Box) City County Zip

Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)

6. Applicant: Allen Cindy I 2-7-60
Last First Middle Date of Birth

7. Applicant's Mailing Address: 611 W Buffalo Holbrook AZ 86025
Street City State Zip

8. Phone Numbers: (928) 524-6789 (928) 524-6789 (928) 241-1796
Site Owner # Applicant's Business # Applicant's Home #

9. Date(s) & Hours of Event: (Remember: you cannot sell alcohol before 10:00 a.m. on Sunday)

	Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:	<u>2/18/2012</u>	<u>Saturday</u>	<u>8 P.M</u>	<u>1:30 AM</u>
Day 2:	_____	_____	_____	_____
Day 3:	_____	_____	_____	_____
Day 4:	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____
Day 8:	_____	_____	_____	_____
Day 9:	_____	_____	_____	_____
Day 10:	_____	_____	_____	_____

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
 YES NO (attach explanation if yes)
11. This organization has been issued a special event license for 6 days this year, including this event
(not to exceed 10 days per year).
12. Is the organization using the services of a promoter or other person to manage the event? YES NO
If yes, attach a copy of the agreement.
13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.
THE ORGANIZATION APPLYING MUST RECEIVE 25% of the gross revenues of Alcoholic Beverage Sales.

<u>Name</u>	<u>Address</u>	<u>Percentage</u>
<u>B.P.O.E. 2450</u>	<u>Holbrook Elks</u>	<u>100%</u>

(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

0 # Police Fencing
4 # Security personnel Barriers

16. Is there an existing liquor license at the location where the special event is being held? YES NO
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? YES NO
(ATTACH COPY OF AGREEMENT)

B.P.O.E. 2450 (928) 524-6789
Name of Business Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

18. I, Cindy F Allen, declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X Cindy F Allen Bar Manager 1/18/12 928-241-1794
(Signature) (Title/Position) (Date) (Phone #)

State of AZ County of Navajo
The foregoing instrument was acknowledged before me this

18 01 12
Day Month Year

My Commission expires on: Jan 10, 2014 D. Paul A. West
(Date) (Signature of NOTARY PUBLIC)

THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. I, Cindy F Allen, declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X Cindy F Allen State of AZ County of Navajo
(Signature) The foregoing instrument was acknowledged before me this

18 01 12
Day Month Year

My commission expires on: Jan 10, 2014 D. Paul A. West
(Date) (Signature of NOTARY PUBLIC)

You must obtain local government approval. City or County MUST recommend event & complete item #20. The local city or county jurisdiction may require additional applications to be completed and additional licensing fees before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ hereby recommend this special event application
(Government Official) (Title)
on behalf of _____
(City, Town or County) (Signature of OFFICIAL) (Date)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

(Employee) (Date)

APPROVED DISAPPROVED BY: _____
(Title) (Date)

THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

18. I, Cindy F Allen, declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X Cindy F Allen Bar Manager 1/18/12 928-241-1796
 (Print full name) (Title/Position) (Date) (Phone #)

State of AZ County of Navajo
 The foregoing instrument was acknowledged before me this

18 01 12
 Day Month Year

My Commission Expires

Jan 10, 2014
 (Date)

D. Paul A. West
 (Signature of NOTARY PUBLIC)



THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. I, Cindy F Allen, declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X Cindy F Allen State of AZ County of Navajo
 The foregoing instrument was acknowledged before me this

18 01 12
 Day Month Year

My

Jan 10, 2014
 (Date)

D. Paul A. West
 (Signature of NOTARY PUBLIC)



You must obtain local government approval. City or County MUST recommend event & complete item #20. The local city or county jurisdiction may require additional applications to be completed and additional licensing fees before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ hereby recommend this special event application
 (Government Official) (Title)
 on behalf of _____
 (City, Town or County) (Signature of OFFICIAL) (Date)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

 (Employee) (Date)

APPROVED DISAPPROVED BY: _____
 (Title) (Date)

CITY OF HOLBROOK

INVOICE APPROVAL REPORT

**BY GL NUMBER WALT'S
HARDWARE**

01/05/2012 THRU 01/18/2012

TOTAL

\$2,975.45

Report Criteria:

Invoice Vendor No = 9700

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
1/5/2012												
WALT'S HARDWARE				9700								
12312011	1	Inv	SUPPLIES		12/31/2011	80.61	0		.00			1/12
					01/25/2012		No			001-014-5058		
12312011	2	Inv	SUPPLIES		12/31/2011	10.69	0		.00			1/12
					01/25/2012		No			001-040-5026		
12312011	3	Inv	SUPPLIES		12/31/2011	44.56	0		.00			1/12
					01/25/2012		No			001-031-5026		
12312011	4	Inv	SUPPLIES		12/31/2011	105.02	0		.00			1/12
					01/25/2012		No			001-085-5023		
12312011	5	Inv	SUPPLIES		12/31/2011	137.63	0		.00			1/12
					01/25/2012		No			001-060-5026		
12312011	6	Inv	SUPPLIES		12/31/2011	1,288.16	0		.00			1/12
					01/25/2012		No			001-060-5071		
12312011	7	Inv	SUPPLIES		12/31/2011	50.80	0		.00			1/12
					01/25/2012		No			002-092-5026		
12312011	8	Inv	SUPPLIES		12/31/2011	153.19	0		.00			1/12
					01/25/2012		No			002-091-5026		
Total 12312011						1,870.66						
Total 9700						1,870.66						
Total 1/5/2012						1,870.66						

01/05/2012 GL Period Summary

GL Period	Amount
1/12	1,870.66
	<u>1,870.66</u>

Vendor Name		Vendor No		Inv Date	Total Cost	Term	Disc Date	Disc Amt	PO Number	GL Per	R
Invoice No	Seq	Type	Description								
1/17/2012											
01152012	1	Inv	SUPPLIES	01/15/2012	19.24	0		.00			1/12
				01/25/2012		No			002-091-5026		
01152012	2	Inv	SUPPLIES	01/15/2012	590.59	0		.00			1/12
				01/25/2012		No			001-031-5026		
01152012	3	Inv	SUPPLIES	01/15/2012	76.41	0		.00			1/12
				01/25/2012		No			001-040-5026		
01152012	4	Inv	SUPPLIES	01/15/2012	7.92	0		.00			1/12
				01/25/2012		No			007-087-5026		
01152012	5	Inv	SUPPLIES	01/15/2012	90.45	0		.00			1/12
				01/25/2012		No			001-014-5052		
01152012	6	Inv	SUPPLIES	01/15/2012	44.92	0		.00			1/12
				01/25/2012		No			002-092-5026		
Total 01152012					829.53						
12312011B	1	Inv	SUPPLIES	12/31/2011	56.74	0		.00			1/12
				01/25/2012		No			001-031-5026		
12312011B	2	Inv	SUPPLIES	12/31/2011	12.87	0		.00			1/12
				01/25/2012		No			001-040-5026		
12312011B	3	Inv	SUPPLIES	12/31/2011	44.52	0		.00			1/12
				01/25/2012		No			001-050-5026		
12312011B	4	Inv	SUPPLIES	12/31/2011	57.42	0		.00			1/12
				01/25/2012		No			002-091-5026		
12312011B	5	Inv	SUPPLIES	12/31/2011	68.28	0		.00			1/12
				01/25/2012		No			002-092-5026		
12312011B	6	Inv	SUPPLIES	12/31/2011	5.06	0		.00			1/12
				01/25/2012		No			001-004-5026		
12312011B	7	Inv	SUPPLIES	12/31/2011	5.06	0		.00			1/12
				01/25/2012		No			001-050-5026		
12312011B	8	Inv	SUPPLIES	12/31/2011	5.06	0		.00			1/12
				01/25/2012		No			002-091-5026		
12312011B	9	Inv	SUPPLIES	12/31/2011	5.06	0		.00			1/12
				01/25/2012		No			002-092-5026		
12312011B	10	Inv	SUPPLIES	12/31/2011	5.06	0		.00			1/12
				01/25/2012		No			001-085-5026		
12312011B	11	Inv	SUPPLIES	12/31/2011	5.06	0		.00			1/12
				01/25/2012		No			007-087-5026		
12312011B	12	Inv	SUPPLIES	12/31/2011	5.07	0		.00			1/12
				01/25/2012		No			001-031-5026		
Total 12312011B					275.26						
Total 9700					1,104.79						
Total 1/17/2012					1,104.79						

01/17/2012 GL Period Summary

GL Period	Amount
1/12	1,104.79

GL Period	Amount
	1,104.79
Grand Total:	2,975.45

Report GL Period Summary

GL Period	Amount
1/12	2,975.45
	2,975.45

Vendor Number Hash: 29100
 Vendor Number Hash - Split: 252200
 Total Number of Invoices: 3
 Total Number of Transactions: 26

TC	Terms Description	Invoice Amt	Discount Amt	Net Inv Amt
0	Open Terms	2,975.45	.00	2,975.45
		2,975.45	.00	2,975.45

Report Criteria:
 Invoice.Vendor No = 9700

HOLBROOK CITY COUNCIL
AGENDA ITEM

ISSUE/ITEM: Holbrook Safe Routes to School Grant

DATE OF MEETING: January 24, 2012

ACTION REQUESTED: Approve change order for a project assessment report for Safe Routes to School Grant

BACKGROUND: In November, 2008 the City applied and succeeded in obtaining a Safe Routes to School Grant. This project involves an area immediately surrounding the two elementary schools and the junior high. Improvements will be designed to emphasize the 15 mile per hour speed limit and improve pedestrian safety.

The ADOT is requiring a project assessment report which GHD has agreed to provide.

The City was awarded \$248,531 and requires zero matching funds.

GENERAL PLAN:

IF A BID, LIST VENDORS BID SENT TO:

Budget Line: 027-050-5077

Funds Available: \$248,531.00

Approvals (as required) _____

Attachments:
GHD Change Order



TO AGREEMENT BETWEEN
THE CITY OF HOLBROOK
AND
GHD INC.

WHEREAS, GHD Inc. (ENGINEER) and City of Holbrook (OWNER) entered into an Agreement dated December 21, 2010 to perform engineering design services; and

WHEREAS,
The City of Holbrook requests GHD to perform additional services outside of the original scope and fee.

NOW, THEREFORE, ENGINEER and OWNER agree to amend the Agreement as follows.

SCOPE OF SERVICES

City of Holbrook has requested that GHD provide a scope of services and fee for writing a project assessment report. The report will follow the ADOT Project Assessment Format for Transportation Enhancement Projects.

PROJECT COSTS

Total Estimated Fee is \$7,500.00

AUTHORIZATION

The return of one signed copy of this Amendment No. 1, together with a copy of a formal resolution of approval, constitutes acceptance of this Amendment and shall be written authorization for ENGINEER to proceed with the Scope of Service outlined above.

IN WITNESS WHEREOF, the parties hereto have made and executed this Amendment No. 1 as of the last date entered below.

ENGINEER:

GHD Inc.

By:  Peter Chan, P.E.

Title: Office Manager

Date: 10/13/11

OWNER:

By: _____

Title: _____

Date: _____

_____/____