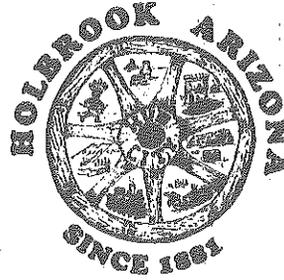

465 First Avenue
P.O. Box 970
Holbrook, AZ 86025

CITY OF HOLBROOK



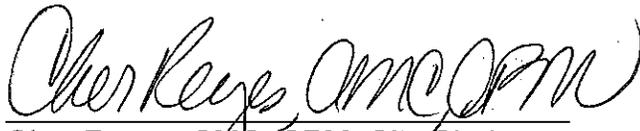
Telephone: (928) 524-6225
Fax: (928) 524-2159
holbrookcity@ci.holbrook.az.us

AGENDA
CITY COUNCIL WORK SESSION
JULY 14, 2015
6:00 p.m.

The items listed below are for discussion.

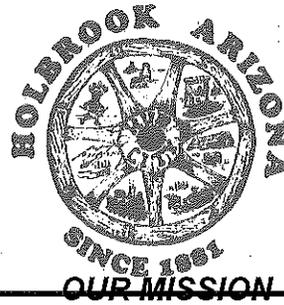
- A. League training-Open Meeting Law and Conflict of Interest.

Dated this 7th Day of July 2015.


Cher Reyes, CMC, CPM, City Clerk

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

CITY OF HOLBROOK



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

AGENDA

REGULAR CITY COUNCIL MEETING

JULY 14, 2015

7:00 P.M.

IMMEDIATELY FOLLOWING THE WORK SESSION

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 Navajo County Supervisor Jason Whiting.
 - B. Life time achievement presentation by Holbrook Tribune.
 - C. Presentation to Colin Henderson from Chief of Police Mark Jackson.
- 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 June 18, 2015 thru July 8, 2015:
Documentation for claims is available at City Hall.

- 7) SUMMARY OF CURRENT EVENTS:
Mayor:
Council Members:
Manager:
Finance Director:
Police Chief:
Event Coordinator: 4th of July Celebration
- 8) OLD BUSINESS:
A. Fiscal Year 2015/2016 budget.
- 9) NEW BUSINESS:
A. Discussion/possible action regarding memorandum of agreement with the Holbrook Chamber of Commerce-Manager Alley.
B. Discussion/possible action regarding request to expend funds in the amount not to exceed \$8,649.00 to Precision Electric for repairs to a pump for the treatment plant-Manager Alley.
C. Discussion/possible action regarding request to expend funds to HD Supply as a sole source provider in the amount not to exceed \$6812.00 for the purchase of two pedestrian lights-Manager Alley.
D. Discussion/possible action regarding appointment of a representative to the NACOG Regional Council-Mayor Tyler.
E. Ordinance 15-03, amending the legal description for West Public Works Drive, 1st reading.
F. Ordinance 15-04, ratifying the agreement with the Arizona Department of Revenue for the purpose of collection, audit and/or licensing of transaction privilege tax, 1st reading.
G. Discussion/possible action regarding renewal of agreement with Coletta Keesee for massage therapy services-City Clerk Reyes.
- 10) EXECUTIVE SESSION:
A. Pursuant to 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.
- 11) POST EXECUTIVE SESSION:
- 12) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: \$ 1057.87
- 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.

Citizens may complete one Request to Speak "Public Comment" card per night and submit it to the City Clerk before or during the Council meeting. During this time, any member of the public may come forward and address the City Council on any issue within the jurisdiction of the Council. Public Comment time is reserved for citizen comments regarding non-agendized items. **Speakers are limited to 3 minutes per speaker to address the Council during "Public Comment" time.** Members of the City Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H), action taken as a result of public comment will be limited to directing City staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. Items on the agenda will not be heard or discussed in Call to the Public. Video or audio tapes or

other overhead visual aids are not allowed during these public appearances. All speakers should begin their remarks by stating their name and address for the record.

14) ADJOURNMENT:

Dated this 7th day of July 2015.


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**

06/18/2015 THRU 07/08/2015

TOTAL

\$440,415.70

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
6/23/2015												
FREIGHTLINER ARIZONA, LTD.			5213									
103040974:01	2	Adj core			07/30/2014	.00	0		.00			6/15
					08/12/2014		No			007-087-5024		
Total 6/23/2015						<u>.00</u>						

06/23/2015 GL Period Summary

GL Period	Amount
	<u>.00</u>

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	
6/24/2015											
ARIZONA PUBLIC SERVICE 1340											
061515	1 Inv	STREETLIGHTS	06/15/2015 06/24/2015	3,458.54	0 No		.00	007-087-5048		6/15	
BALAR EQUIPMENT CO 2160											
815040	1 Inv	PARTS	06/17/2015 06/24/2015	57.17	0 No		.00	002-091-5024		6/15	
DANA KEPNER CO. 4071											
4628047-00	1 Inv	PARTS	06/12/2015 07/02/2015	59.51	1 No		.00	002-092-5026		6/15	
ESSENTIAL DATA CONTROL SYSTEM 4771											
1563	1 Inv	REPAIRS	06/19/2015 06/26/2015	494.00	2 Yes		.00	002-091-5041		6/15	
1563	2 Inv	Upgrade	06/19/2015 06/26/2015	513.00	2 Yes		.00	001-131-5040		6/15	
1563	3 Inv	Pump failed	06/19/2015 06/26/2015	969.00	2 Yes		.00	002-092-5041		6/15	
Total 1563				1,976.00							
Total 4771				1,976.00							
FRONTIER COM LONG DISTANCE 3353											
062315	1 Inv	UTILITIES	06/23/2015 06/30/2015	67.82	2 No		.00	001-050-5048		6/15	
GALLS INCORPORATED 5270											
3648200	1 Inv	UNIFORM EQUIP	06/11/2015 06/24/2015	44.79	0 No		.00	001-060-5023		6/15	
LAWSON PRODUCTS 7450											
9303349448	1 Inv	BUG SPRAY	06/15/2015 06/24/2015	380.15	0 No		.00	001-040-5026		6/15	
MOHAVE ENVIRONMENTAL LAB 8270											
71724	1 Inv	ANALYSIS	06/17/2015 06/24/2015	1,110.00	0 No		.00	002-092-5041		6/15	
NAVAJO COUNTY FINANCE 8690											
2015-00036	1 Inv	HOUSING FEES	03/01/2015 06/24/2015	6,601.57	0 No		.00	001-050-5050		6/15	
2015-00036	2 Inv	BOOKING FEES	03/01/2015 06/24/2015	1,275.00	0 No		.00	001-050-5050		6/15	
2015-00036	3 Inv	MEDICAL FEES	03/01/2015 06/24/2015	965.00	0 No		.00	001-050-5050		6/15	
Total 2015-00036				8,841.57							
Total 8690				8,841.57							

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
Total 6/24/2015				15,995.55						

06/24/2015 GL Period Summary

GL Period	Amount
6/15	15,995.55
	<u>15,995.55</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
6/25/2015											
HENSLEY'S											
5012022	1	Inv	ICE	5980	07/01/2015	60.00	0	.00			8/15 Y
					07/01/2015		No		002-090-5026		
ADAMSON INDUSTRIES INC											
127887	1	Inv	NEW CAR EQUIPMENT	240	06/24/2015	7,838.30	0	.00			8/15
					06/25/2015		No		001-050-5071		
127886	1	Inv	NEW CAR EQUIPMENT		06/24/2015	2,859.90	0	.00			8/15
					06/25/2015		No		001-050-5071		
Total 240						10,698.20					
Total 6/25/2015						10,758.20					

06/25/2015 GL Period Summary

GL Period	Amount
6/15	10,758.20
	<u>10,758.20</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
6/30/2015											
ARIZONA PUBLIC SERVICE			1340								
063015	1	Inv UTILITIES		06/30/2015	587.96	0		.00			6/15
				07/01/2015		No			001-060-5048		
063015	2	Inv UTILITIES		06/30/2015	11,727.01	0		.00			6/15
				07/01/2015		No			002-091-5048		
063015	3	Inv UTILITIES		06/30/2015	13,864.75	0		.00			6/15
				07/01/2015		No			002-092-5048		
063015	4	Inv UTILITIES		06/30/2015	3,642.66	0		.00			6/15
				07/01/2015		No			001-031-5048		
063015	5	Inv UTILITIES		06/30/2015	1,335.97	0		.00			6/15
				07/01/2015		No			001-050-5048		
063015	6	Inv UTILITIES		06/30/2015	220.10	0		.00			6/15
				07/01/2015		No			001-093-5048		
063015	7	Inv UTILITIES		06/30/2015	1,121.93	0		.00			6/15
				07/01/2015		No			007-087-5048		
063015	8	Inv UTILITIES		06/30/2015	322.44	0		.00			6/15
				07/01/2015		No			001-040-5048		
063015	9	Inv UTILITIES		06/30/2015	94.28	0		.00			6/15
				07/01/2015		No			002-090-5048		
063015	10	Inv UTILITIES		06/30/2015	1,307.52	0		.00			6/15
				07/01/2015		No			001-099-5048		
063015	11	Inv UTILITIES		06/30/2015	126.19	0		.00			6/15
				07/01/2015		No			001-085-5048		
063015	12	Inv UTILITIES		06/30/2015	552.42	0		.00			6/15
				07/01/2015		No			001-004-5048		
063015	13	Inv UTILITIES		06/30/2015	563.58	0		.00			6/15
				07/01/2015		No			006-014-5048		
063015	14	Inv UTILITIES		06/30/2015	37.19	0		.00			6/15
				07/01/2015		No			001-084-5048		
063015	15	Inv UTILITIES		06/30/2015	810.46	0		.00			6/15
				07/01/2015		No			001-020-5048		
063015	16	Inv UTILITIES		06/30/2015	144.62	0		.00			6/15
				07/01/2015		No			001-048-5048		
Total 063015					36,459.08						
Total 1340					36,459.08						
BARCO PRODUCTS CO. 2239											
060915	1	Inv splash pad table&grill		06/09/2015	5,352.49	2		.00			6/15
				06/16/2015		No			001-131-5040		
CARQUEST AUTO PARTS 2440											
063015	1	Inv PARTS		06/30/2015	534.00	0		.00			6/15
				07/01/2015		No			007-087-5024		
063015	2	Inv PARTS		06/30/2015	3.48	0		.00			6/15
				07/01/2015		No			001-040-5024		
063015	3	Inv PARTS		06/30/2015	18.53	0		.00			6/15
				07/01/2015		No			002-090-5024		
063015	4	Inv PARTS		06/30/2015	53.85	0		.00			6/15
				07/01/2015		No			001-031-5024		
063015	5	Inv PARTS		06/30/2015	208.05	0		.00			6/15
				07/01/2015		No			001-085-5026		
063015	6	Inv PARTS		06/30/2015	32.11	0		.00			6/15

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
063015	7	Inv	PARTS		07/01/2015		No				002-091-5024	
					06/30/2015	124.07	0		.00			6/15
063015	8	Inv	PARTS		07/01/2015		No				002-092-5024	
					06/30/2015	10.82	0		.00			6/15
063015	9	Inv	PARTS		07/01/2015		No				001-050-5024	
					06/30/2015	17.99	0		.00			6/15
063015	10	Inv	PARTS		07/01/2015		No				001-005-5024	
					06/30/2015	62.14	0		.00			6/15
					07/01/2015		No				001-131-5040	
Total 063015						1,065.04						
Total 2440						1,065.04						
DANA KEPNER CO.				4071								
4628443-0	1	Inv	PARTS		06/19/2015	280.71	1		.00			6/15
					07/01/2015		No				002-091-5026	
4628267-0	1	Inv	PARTS		06/19/2015	679.38	1		.00			6/15
					07/09/2015		No				002-091-5026	
4628519	1	Inv	PARTS		06/19/2015	16.36	1		.00			6/15
					07/09/2015		No				002-092-5026	
4628521-0	1	Inv	PARTS		06/25/2015	165.16	1		.00			6/15
					07/15/2015		No				002-092-5026	
4628443-01	1	Inv	PARTS		06/23/2015	1,417.96	1		.00			6/15
					07/13/2015		No				002-091-5026	
Total 4071						2,559.57						
ESSENTIAL DATA CONTROL SYSTEM				4771								
1565	1	Inv	PROFESSIONAL FEES		06/25/2015	1,054.50	2		.00			6/15
					07/02/2015		Yes				002-091-5041	
1565	2	Inv	PROFESSIONAL FEES		06/25/2015	304.00	2		.00			6/15
					07/02/2015		Yes				001-020-5041	
1565	3	Inv	PROFESSIONAL FEES		06/25/2015	1,073.50	2		.00			6/15
					07/02/2015		Yes				001-004-5041	
Total 1565						2,432.00						
Total 4771						2,432.00						
ECKRIGHT, EBERLE				4753								
699	1	Inv	Professional services		06/22/2015	922.50	0		.00			6/15
					07/01/2015		Yes				002-091-5047	
FUTURE TIRE, INC.				5241								
W35361	1	Inv	FLAT REPAIR		05/27/2015	12.50	2		.00			6/15
					06/03/2015		No				001-050-5024	
W35377	1	Inv	MOUNTING		05/28/2015	120.00	2		.00			6/15
					06/04/2015		No				002-090-5024	
W35588	1	Inv	MOUNTING		06/15/2015	338.37	2		.00			6/15
					06/22/2015		No				001-031-5024	
W35653	1	Inv	FLAT REPAIR		06/15/2015	10.00	2		.00			6/15
					06/22/2015		No				007-087-5024	
W35841	1	Inv	FLAT REPAIR		06/29/2015	92.98	2		.00			6/15
					07/06/2015		No				007-087-5024	

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
Total 5241					573.85						
FREIGHTLINER ARIZONA, LTD. 5213											
104095450:01	1	Inv PARTS		06/29/2015	16,014.73	2		.00			6/15
				07/06/2015		No			001-060-5026		
FRONTIER COM LONG DISTANCE 3353											
4447004	1	Inv UTILITIES		06/20/2015	87.35	2		.00			6/15
				06/27/2015		No			001-050-5048		
HATCH'S QUICK STOP 5870											
13336	1	Inv ICE		06/11/2015	1.95	0		.00			6/15
				07/01/2015		No			002-091-5026		
13409	1	Inv ICE		06/30/2015	1.95	0		.00			6/15
				07/01/2015		No			002-091-5026		
13361	1	Inv ICE		06/17/2015	2.56	0		.00			6/15
				07/01/2015		No			002-091-5026		
Total 5870					6.46						
HIGH COUNTRY AWARDS 6017											
31946	1	Inv PLAQUE		06/24/2015	53.74	1		.00			6/15
				07/14/2015		No			001-050-5021		
MOHAVE ENVIRONMENTAL LAB 8270											
71890	1	Inv ANALYSIS		06/26/2015	150.00	0		.00			6/15
				07/01/2015		No			002-092-5041		
71863	1	Inv ANALYSIS		06/25/2015	995.00	0		.00			6/15
				07/01/2015		No			002-092-5041		
71851	1	Inv ANALYSIS		06/25/2015	200.00	0		.00			6/15
				07/01/2015		No			002-092-5041		
Total 8270					1,345.00						
ROUTE 66 LUMBER & HARDWARE 650											
30636	1	Inv LUMBER		06/03/2015	10.36	0		.00			6/15
				07/01/2015		No			001-093-5026		
30807	1	Inv PARTS		06/12/2015	12.44	0		.00			6/15
				07/01/2015		No			006-014-5026		
30828	1	Inv LUMBER		06/16/2015	222.46	0		.00			6/15
				07/01/2015		No			001-060-5026		
30827	1	Inv LUMBER		06/16/2015	24.55	0		.00			6/15
				07/01/2015		No			001-131-5040		
30866	1	Inv PARTS		06/19/2015	12.36	0		.00			6/15
				07/01/2015		No			001-020-5026		
30850	1	Inv LUMBER		06/17/2015	23.07	0		.00			6/15
				07/01/2015		No			001-020-5026		
Total 650					305.24						
Total 6/30/2015					67,177.05						

<u>GL Period</u>	<u>Amount</u>
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06/30/2015 GL Period Summary

<u>GL Period</u>	<u>Amount</u>
6/15	<u>67,177.05</u>
	<u>67,177.05</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
7/1/2015												
LEXIS-NEXIS (ACCURINT)				169								
67	1	Inv	BACKGROUND CHECKS		07/01/2015	50.00	2		.00		7/15	Y
					07/01/2015		No			001-004-5041		
67	2	Inv			07/01/2015	.00	2		.00		7/15	Y
					07/01/2015		No					
67	3	Inv			07/01/2015	.00	2		.00		7/15	Y
					07/01/2015		Yes					
Total 67						50.00						
Total 169						50.00						
BETTER COMMUNICATIONS CO				2430								
7012113	1	Inv	Radio Contract		07/01/2015	.00	0		.00		7/15	Y
					07/01/2015		No			001-004-5047		
7012113	2	Inv	Radio contract		07/01/2015	.00	0		.00		7/15	Y
					07/01/2015		No			001-031-5047		
7012113	3	Inv	Radio Contract		07/01/2015	529.90	0		.00		7/15	Y
					07/01/2015		No			001-050-5047		
7012113	4	Inv	Radio Contract		07/01/2015	312.63	0		.00		7/15	Y
					07/01/2015		No			001-060-5047		
7012113	5	Inv	Radio Contract		07/01/2015	.00	0		.00		7/15	Y
					07/01/2015		No			001-084-5047		
7012113	6	Inv	Radio Contract		07/01/2015	.00	0		.00		7/15	Y
					07/01/2015		No			001-085-5047		
7012113	7	Inv	Radio Contract		07/01/2015	.00	0		.00		7/15	Y
					07/01/2015		No			002-090-5047		
7012113	8	Inv	Radio Contract		07/01/2015	.00	0		.00		7/15	Y
					07/01/2015		No			002-091-5047		
7012113	9	Inv	Radio Contract		07/01/2015	.00	0		.00		7/15	Y
					07/01/2015		No			002-092-5047		
7012113	10	Inv	Radio Contract		07/01/2015	.00	0		.00		7/15	Y
					07/01/2015		No			001-040-5047		
7012113	11	Inv	Radio Contract		07/01/2015	.00	0		.00		7/15	Y
					07/01/2015		No			007-087-5047		
Total 7012113						842.53						
Total 2430						842.53						
CABLE ONE23414-120774-01-0				2940								
10012111	1	Inv	UTILITIES		07/01/2015	.00	0		.00		7/15	Y
					07/01/2015		No			001-060-5048		
10012111	2	Inv	UTILITIES		07/01/2015	105.95	0		.00		7/15	Y
					07/01/2015		No			001-050-5048		
10012111	3	Inv	UTILITIES		07/01/2015	.00	0		.00		7/15	Y
					07/01/2015		No			001-093-5048		
10012111	4	Inv	UTILITIES		07/01/2015	.00	0		.00		7/15	Y
					07/01/2015		No			001-050-5048		
10012111	5	Inv	UTILITIES		07/01/2015	.00	0		.00		7/15	Y
					07/01/2015		No			001-004-5048		

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
Total 10012111					105.95						
Total 2940					105.95						
CHAMBER OF COMMERCE			3220								
200657	1	Inv MOU		07/01/2015	4,750.00	0		.00		7/15	Y
				07/01/2015		No			006-014-5059		
200657	2	Inv		07/01/2015	.00	0		.00		7/15	Y
				07/01/2015		No					
Total 200657					4,750.00						
Total 3220					4,750.00						
CYBERTRAILS			3960								
7312097	1	Inv EMAIL AND BACKUP		07/01/2015	92.65	2		.00		7/15	Y
				07/01/2015		No			001-004-5047		
7312097	2	Inv		07/01/2015	.00	2		.00		7/15	Y
				07/01/2015		No					
Total 7312097					92.65						
Total 3960					92.65						
ESSENTIAL DATA CONTROL SYSTEM			4771								
7012026	1	Inv PROFESSIONAL SERVICE		07/01/2015	350.00	2		.00		7/15	Y
				07/01/2015		Yes			002-092-5041		
7012026	2	Inv PROFESSIONAL SERVICE		07/01/2015	500.00	2		.00		7/15	Y
				07/01/2015		Yes			002-091-5041		
Total 7012026					850.00						
Total 4771					850.00						
HOLBROOK VOL FIRE DEPT			6260								
200627	1	Inv RETIREMENT		07/05/2015	1,916.59	0		.00		7/15	Y
				07/05/2015		No			001-060-5015		
200627	2	Inv UNIFORMS		07/05/2015	3,343.24	0		.00		7/15	Y
				07/05/2015		No			001-060-5049		
Total 200627					5,259.83						
Total 6260					5,259.83						
IKON FINANCIAL SERVICES			6503								
9012109	1	Inv COPIER LEASE		07/01/2015	.00	3		.00		7/15	Y
				07/01/2015		No			001-004-5049		
9012109	2	Inv COPIER MAINTENANCE C		07/01/2015	.00	3		.00		7/15	Y
				07/01/2015		No			001-050-5047		
Total 9012109					.00						

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
Total 6503					.00						
NAVAJO COUNTY HISTORICAL			8720								
37	1	Inv	CONTRIBUTION	07/01/2015	2,700.00	0		.00			7/15 Y
				07/01/2015		No			006-014-5057		
Total 7/1/2015					14,650.96						

07/01/2015 GL Period Summary

GL Period	Amount
7/15	14,650.96
	<u>14,650.96</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
7/8/2015											
AZ DEPT OF REVENUE - UTIL. TAX			1830								
070115	1	Inv	UTILITIES TAX	07/01/2015 07/08/2015	3,817.89	0 No		.00		002-0002460	7/15
ALLEY, RAY			645								
070715	1	Inv	Splash Pad Supplies Reimb	07/07/2015 07/14/2015	226.87	2 No		.00		001-131-5040	7/15
BRADCO			2590								
070115	1	Inv	FUEL	07/01/2015 07/08/2015	79.92	0 No		.00		001-004-5027	7/15
070115	2	Inv	FUEL	07/01/2015 07/08/2015	103.97	0 No		.00		001-005-5027	7/15
070115	3	Inv	FUEL	07/01/2015 07/08/2015	335.22	0 No		.00		001-031-5027	7/15
070115	4	Inv	FUEL	07/01/2015 07/08/2015	46.10	0 No		.00		001-048-5027	7/15
070115	5	Inv	FUEL	07/01/2015 07/08/2015	1,586.21	0 No		.00		001-050-5027	7/15
070115	6	Inv	FUEL	07/01/2015 07/08/2015	22.67	0 No		.00		001-060-5027	7/15
070115	7	Inv	FUEL	07/01/2015 07/08/2015	94.34	0 No		.00		001-084-5027	7/15
070115	8	Inv	FUEL	07/01/2015 07/08/2015	636.11	0 No		.00		001-085-5027	7/15
070115	9	Inv	FUEL	07/01/2015 07/08/2015	829.62	0 No		.00		007-087-5027	7/15
070115	10	Inv	FUEL	07/01/2015 07/08/2015	309.92	0 No		.00		002-090-5027	7/15
070115	11	Inv	FUEL	07/01/2015 07/08/2015	660.35	0 No		.00		002-091-5027	7/15
070115	12	Inv	FUEL	07/01/2015 07/08/2015	189.17	0 No		.00		002-092-5027	7/15
070115	13	Inv	FUEL	07/01/2015 07/08/2015	213.38	0 No		.00		001-099-5027	7/15
Total 070115					5,106.98						
Total 2590					5,106.98						
BLUE HILLS ENVIRONMENTAL			2497								
54911	1	Inv	CONTRACTUAL SERVICE!	05/27/2015 07/08/2015	666.48	2 No		.00		002-090-5049	7/15
54972	1	Inv	CONTRACTUAL SERVICE!	06/02/2015 07/08/2015	663.26	2 No		.00		002-090-5049	7/15
55235	1	Inv	CONTRACTUAL SERVICE!	06/08/2015 07/08/2015	641.33	2 No		.00		002-090-5049	7/15
55300	1	Inv	CONTRACTUAL SERVICE!	06/12/2015 07/08/2015	350.00	2 No		.00		002-090-5049	7/15
55317	1	Inv	CONTRACTUAL SERVICE!	06/15/2015 07/08/2015	626.49	2 No		.00		002-090-5049	7/15
55334	1	Inv	CONTRACTUAL SERVICE!	06/17/2015 07/08/2015	498.78	2 No		.00		002-090-5049	7/15
55346	1	Inv	CONTRACTUAL SERVICE!	06/18/2015	676.37	2		.00			7/15

Invoice No	Vendor Name	Seq	Type	Vendor No	Description	Inv Date	Total Cost	Term	Disc Date	Disc Amt	PO Number	GL Per	R
				Inventory No		Due Date		1099				GL Acct	
55407		1	Inv		CONTRACTUAL SERVICE!	07/08/2015 08/22/2015	292.82	No 2		.00		002-090-5049	7/15
55411		1	Inv		CONTRACTUAL SERVICE!	07/08/2015 06/22/2015	314.75	No 2		.00		002-090-5049	7/15
55424		1	Inv		CONTRACTUAL SERVICE!	07/08/2015 06/23/2015	325.50	No 2		.00		002-090-5049	7/15
55446		1	Inv		CONTRACTUAL SERVICE!	07/08/2015 06/24/2015	390.43	No 2		.00		002-090-5049	7/15
55439		1	Inv		CONTRACTUAL SERVICE!	07/08/2015 06/24/2015	304.65	No 2		.00		002-090-5049	7/15
						07/08/2015		No				002-090-5049	
Total 2497							5,750.86						
BAKER & TAYLOR				2150									
4011272130		1	Inv		BOOKS	06/19/2015 07/08/2015	728.77	0 No		.00		001-020-5026	7/15
CASELLE INC				3140									
60262		1	Inv		MAINTENANCE	07/01/2015 07/08/2015	885.67	0 No		.00		001-004-5047	7/15
DANA KEPNER CO.				4071									
4628540		1	Inv		Auto Gun	06/30/2015 07/20/2015	1,769.98	1 No		.00		002-091-5033	7/15
DEMCO				4210									
5623546		1	Inv		SUPPLIES	06/16/2015 07/08/2015	367.15	0 No		.00		001-020-5021	7/15
FEDERAL EXPRESS CORP				4860									
5-082-53648		1	Inv		SHIPPING	07/02/2015 07/08/2015	11.41	0 No		.00		001-004-5042	7/15
FRONTIER COMM TELE				3350									
070115		1	Inv		UTILITIES	07/01/2015 07/08/2015	141.94	0 No		.00		001-060-5048	7/15
070115		2	Inv		UTILITIES	07/01/2015 07/08/2015	1,290.37	0 No		.00		001-050-5048	7/15
070115		3	Inv		UTILITIES	07/01/2015 07/08/2015	156.77	0 No		.00		001-085-5048	7/15
070115		4	Inv		UTILITIES	07/01/2015 07/08/2015	276.55	0 No		.00		001-093-5048	7/15
070115		5	Inv		UTILITIES	07/01/2015 07/08/2015	318.27	0 No		.00		002-092-5048	7/15
070115		6	Inv		UTILITIES	07/01/2015 07/08/2015	134.89	0 No		.00		001-040-5048	7/15
Total 070115							2,318.79						
Total 3350							2,318.79						
GALLS INCORPORATED				5270									
003730415		1	Inv		BADGES	06/30/2015 07/08/2015	786.50	0 No		.00		001-060-5023	7/15

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
HALL, DAVID										
070515	1 Inv	5773 TRAVEL	07/05/2015 07/08/2015	92.71	3 No		.00		001-050-5045	7/15
HATCH'S QUICK STOP										
13300	1 Inv	5870 ICE	06/03/2015 07/08/2015	1.95	0 No		.00		002-091-5026	7/15
13354	1 Inv	FUEL	06/15/2015 07/08/2015	95.79	0 No		.00		007-087-5027	7/15
13377	1 Inv	ICE	06/22/2015 07/08/2015	3.89	0 No		.00		007-087-5026	7/15
13403	1 Inv	ICE	06/29/2015 07/08/2015	1.95	0 No		.00		002-091-5026	7/15
Total 5870				103.58						
HOLBROOK TRIBUNE NEWS										
127338	1 Inv	6240 AGENDA	06/30/2015 07/08/2015	499.56	0 No		.00		001-004-5044	7/15
HOME DEPOT										
070115	1 Inv	6310 SUPPLIES	07/01/2015 07/08/2015	1,263.36	2 No		.00		001-131-5040	7/15
INGRAM										
85900050	1 Inv	6620 BOOKS	06/22/2015 07/08/2015	858.41	0 No		.00		001-020-5026	7/15
85923447	1 Inv	BOOKS	06/23/2015 07/08/2015	50.70	0 No		.00		001-020-5026	7/15
85779991	1 Inv	BOOKS	06/15/2015 07/08/2015	781.28	0 No		.00		001-020-5026	7/15
85790343	1 Inv	BOOKS	06/15/2015 07/08/2015	34.03	0 No		.00		001-020-5026	7/15
85813239	1 Inv	BOOKS	06/16/2015 07/08/2015	102.10	0 No		.00		001-020-5026	7/15
85900049	1 Inv	BOOKS	06/22/2015 07/08/2015	41.38	0 No		.00		001-020-5026	7/15
85923446	1 Inv	BOOKS	06/23/2015 07/08/2015	9.95	0 No		.00		001-020-5026	7/15
Total 6620				1,877.85						
NATIONWIDE HOTEL GUIDE										
100600	1 Inv	8599 ADVERTISING	07/17/2015 08/06/2015	150.00	1 No		.00		001-040-5044	7/15
NAVAJO COUNTY INFORMATION TECH										
15-00000025	1 Inv	8722 INTERNET SERVICE	07/01/2015 07/08/2015	600.00	0 No		.00		001-020-5048	7/15
PENWORTHY										
0012415-IN	1 Inv	9433 BOOKS	06/24/2015 07/14/2015	395.36	1 No		.00		001-020-5026	7/15

Invoice No	Vendor Name	Seq	Type	Vendor No	Description	Inv Date	Total Cost	Term	Disc Date	Disc Amt	PO Number	GL Per	R
					Inventory No	Due Date		1099				GL Acct	
ROUTE 66 LUMBER & HARDWARE				650									
0030579		1	Inv		SUPPLIES	06/01/2015	28.86	0		.00			7/15
						07/08/2015		No			001-031-5026		
0030795		1	Inv		SUPPLIES	06/11/2015	12.07	0		.00			7/15
						07/08/2015		No			001-131-5040		
Total 650							40.93						
UNISOURCE ENERGY SERVICES				3380									
070115		1	Inv		UTILITIES	07/01/2015	28.77	0		.00			7/15
						07/08/2015		No			001-031-5048		
070115		2	Inv		UTILITIES	07/01/2015	22.33	0		.00			7/15
						07/08/2015		No			001-020-5048		
070115		3	Inv		UTILITIES	07/01/2015	1,379.03	0		.00			7/15
						07/08/2015		No			002-091-5048		
070115		4	Inv		UTILITIES	07/01/2015	155.55	0		.00			7/15
						07/08/2015		No			002-091-5048		
070115		5	Inv		UTILITIES	07/01/2015	28.20	0		.00			7/15
						07/08/2015		No			001-050-5048		
070115		6	Inv		UTILITIES	07/01/2015	18.01	0		.00			7/15
						07/08/2015		No			002-090-5048		
070115		7	Inv		UTILITIES	07/01/2015	24.59	0		.00			7/15
						07/08/2015		No			001-004-5048		
070115		8	Inv		UTILITIES	07/01/2015	226.84	0		.00			7/15
						07/08/2015		No			001-099-5048		
070115		9	Inv		UTILITIES	07/01/2015	22.33	0		.00			7/15
						07/08/2015		No			001-031-5048		
070115		10	Inv		UTILITIES	07/01/2015	32.43	0		.00			7/15
						07/08/2015		No			002-090-5048		
070115		11	Inv		UTILITIES	07/01/2015	32.47	0		.00			7/15
						07/08/2015		No			001-060-5048		
070115		12	Inv		UTILITIES	07/01/2015	22.33	0		.00			7/15
						07/08/2015		No			006-014-5048		
Total 070115							1,992.88						
Total 3380							1,992.88						
VERIZON WIRELESS				530									
9747686741		1	Inv		UTILITIES	07/01/2015	53.64	0		.00			7/15
						07/08/2015		No			001-060-5048		
9747686741		2	Inv		UTILITIES	07/01/2015	164.41	0		.00			7/15
						07/08/2015		No			002-091-5048		
9747686741		3	Inv		UTILITIES	07/01/2015	76.63	0		.00			7/15
						07/08/2015		No			002-092-5048		
9747686741		4	Inv		UTILITIES	07/01/2015	240.16	0		.00			7/15
						07/08/2015		No			001-031-5048		
9747686741		5	Inv		UTILITIES	07/01/2015	167.81	0		.00			7/15
						07/08/2015		No			001-050-5048		
9747686741		6	Inv		UTILITIES	07/01/2015	392.81	0		.00			7/15
						07/08/2015		No			007-087-5048		
9747686741		7	Inv		UTILITIES	07/01/2015	46.64	0		.00			7/15
						07/08/2015		No			001-040-5048		
9747686741		8	Inv		UTILITIES	07/01/2015	145.67	0		.00			7/15
						07/08/2015		No			002-090-5048		

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
9747686741	9	Inv	UTILITIES	07/01/2015 07/08/2015	54.74	0 No		.00		001-085-5048	7/15
9747686741	10	Inv	UTILITIES	07/01/2015 07/08/2015	18.31	0 No		.00		001-004-5048	7/15
Total 9747686741					1,360.82						
Total 530					1,360.82						
NACOG ASSESSMENT			8422								
2015-01	1	Inv	ASSESSMENT	03/31/2015 07/08/2015	500.00	2 No		.00		001-004-5043	7/15
2015-01	2	Inv	ASSESSMENT	03/31/2015 07/08/2015	414.00	2 No		.00		007-087-5043	7/15
Total 2015-01					914.00						
Total 8422					914.00						
NAVAJO COUNTY SHERIFF OFFICE			8735								
16-01	1	Inv	DISPATCH SERVICES	07/01/2015 07/08/2015	25,000.00	2 No		.00		001-050-5049	7/15
Total 7/8/2015					56,061.92						

07/08/2015 GL Period Summary

GL Period	Amount
7/15	56,061.92
	<u>56,061.92</u>
Grand Total:	<u>164,643.68</u>

Report GL Period Summary

GL Period	Amount
6/15	93,930.80
7/15	70,712.88
	<u>164,643.68</u>

Vendor Number Hash: 418371
 Vendor Number Hash - Split: 656209
 Total Number of Invoices: 97
 Total Number of Transactions: 186

Report Criteria:

Invoice.Vendor No = 9701-99999

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	
6/23/2015												
TARGET SPEC. PRODUCTS												
1579839	3	Adj	CHEMICALS	06/12/2013 07/17/2013	.00	0 No		.00		001-005-5026	6/15	
Total 6/23/2015					.00							

06/23/2015 GL Period Summary

GL Period	Amount
	.00

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
6/24/2015											
Arizona Utility Contractors 22420											
76103	1 Inv		Training Class	04/10/2015 06/24/2015	330.00	0 No		.00		002-091-5049	6/15
AVESIS THIRD PARTY ADMIN INC 21412											
062415	1 Inv		INSURANCE PREMIUM	06/24/2015 06/24/2015	13.98	0 No		.00		099-0002524	6/15
062415	2 Inv		INSURANCE PREMIUM	06/24/2015 06/24/2015	415.10	0 No		.00		099-0002524	6/15
Total 062415					429.08						
Total 21412					429.08						
CLOUSE, TENA L 22263											
062415	1 Inv		REFUND DEPOSIT	06/24/2015 06/24/2015	29.27	0 No		.00		002-0002520	6/15
FDC RESCUE PRODUCTS 21635											
5684	1 Inv		FIRE EQUIPMENT	06/16/2015 06/24/2015	647.20	0 No		.00		001-060-5026	6/15
JABER, ABBAS 22421											
061815	1 Inv		UTILITY DEPOSIT REFUND	06/18/2015 06/24/2015	122.68	0 No		.00		002-0002520	6/15
NewSalem Web Services 22422											
1606	1 Inv		Domain Registration	06/01/2015 06/24/2015	135.00	0 No		.00		001-020-5049	6/15
NORTH COUNTRY HEALTHCARE 20979											
061515	1 Inv		PROFESSIONAL FEES	06/15/2015 06/24/2015	25.00	0 No		.00		002-090-5041	6/15
061515	2 Inv		PROFESSIONAL FEES	06/15/2015 06/24/2015	96.00	0 No		.00		001-005-5041	6/15
061515	3 Inv		PROFESSIONAL FEES	06/15/2015 06/24/2015	25.00	0 No		.00		007-087-5041	6/15
061515	4 Inv		PROFESSIONAL FEES	06/15/2015 06/24/2015	25.00	0 No		.00		001-084-5041	6/15
061515	5 Inv		PROFESSIONAL FEES	06/15/2015 06/24/2015	25.00	0 No		.00		007-087-5041	6/15
061515	6 Inv		PROFESSIONAL FEES	06/15/2015 06/24/2015	96.00	0 No		.00		002-091-5041	6/15
Total 061515					292.00						
Total 20979					292.00						
PASCHAL ELECTRIC 20969											
250	1 Inv		Parts	06/18/2015 06/24/2015	123.00	0 No		.00		001-020-5022	6/15
PECK, STEVE & ELIZABETH 22373											
061715	1 Inv		RESTITUTION	06/17/2015	200.00	0		.00			6/15

R Column: Y = Recurring Payment

Invoice No	Vendor Name	Seq	Type	Vendor No	Description	Inventory No	Inv Date	Due Date	Total Cost	Term	Disc Date	Disc Amt	PO Number	GL Per	GL Acct	R
							06/24/2015			No				001-000-4710		
9431127063	QUALITY READY MIX-CEMEX	1	Inv	9955	CEMENT		06/16/2015		13,009.36	8	07/01/2015	122.61				6/15
							07/16/2015			No				007-087-5026		
9431117363	QUALITY READY MIX-CEMEX	1	Inv	9955	CEMENT		06/11/2015		14,322.22	8	06/26/2015	134.99				6/15
							07/11/2015			No				007-087-5026		
9431117360	QUALITY READY MIX-CEMEX	1	Inv	9955	CEMENT		06/10/2015		716.12	8	06/25/2015	6.75				6/15
							07/10/2015			No				007-087-5026		
9431117358	QUALITY READY MIX-CEMEX	1	Inv	9955	CEMENT		06/09/2015		15,573.18	8	06/24/2015	146.78				6/15
							07/09/2015			No				007-087-5026		
	Total 9955								43,620.88							
061815	RADZANOWSKI, DOUGLAS	1	Inv	22308	Utility Deposit refund		06/18/2015		108.36	0		.00				6/15
							06/24/2015			Yes				002-0002520		
149465	SHUMWAY INS	1	Inv	10780	INSURANCE		06/12/2015		1,995.00	0		.00				6/15
							06/24/2015			No				001-093-5051		
1468429-00	SIMPSON NORTON	1	Inv	10840	PARTS		06/12/2015		367.07	0		.00				6/15
							06/24/2015			No				001-031-5024		
1468438-00	SIMPSON NORTON	1	Inv	10840	PARTS		06/11/2015		83.45	0		.00				6/15
							06/24/2015			No				001-031-5024		
	Total 10840								450.52							
16449	SOUTHWEST TRANSMISSION	1	Inv	11120	PARTS		06/15/2015		237.53	0		.00				6/15
							06/24/2015			No				001-050-5024		
062315	TATE'S AUTO CENTER	1	Inv	11670	2016 Dodge Ram (2x)		06/23/2015		76,163.28	0		.00				6/15
							06/24/2015			No				001-050-5071		
JVW3943245	UPS - UNITED PARCEL SERVICE	1	Inv	12473	Freight		06/13/2015		14.10	2		.00				6/15
							06/20/2015			No				002-092-5042		
	Total 6/24/2015								124,897.90							

06/24/2015 GL Period Summary

GL Period	Amount
6/15	124,897.90
	124,897.90

<u>GL Period</u>	<u>Amount</u>
	<u><u> </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
6/25/2015												
			BELBECK TIMOTHY THOMAS	21774								
062515	1	Inv	REFUND DEPOSIT		06/25/2015	100.00	0		.00			6/15
					06/25/2015		No				002-0002520	
			Raindeck	22385								
11960	1	Inv	Splashpad Building Material		05/22/2015	7,500.00	0		.00			6/15
					06/25/2015		No				001-131-5040	
12058	1	Inv	Splashpad Building Material		06/24/2015	36,985.00	0		.00			6/15
					06/25/2015		No				001-131-5040	
Total 22385						<u>44,485.00</u>						
Total 6/25/2015						<u>44,585.00</u>						

06/25/2015 GL Period Summary

GL Period	Amount
6/15	<u>44,585.00</u>
	<u>44,585.00</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
6/30/2015												
ADVANCED INFOR SYSTEMS			21240									
12349	1	Inv	UTILITY BILLING		06/26/2015	78.02	0		.00			6/15
					07/01/2015		No			002-090-5042		
12349	2	Inv	UTILITY BILLING		06/26/2015	78.02	0		.00			6/15
					07/01/2015		No			002-091-5042		
12349	3	Inv	UTILITY BILLING		06/26/2015	78.01	0		.00			6/15
					07/01/2015		No			002-092-5042		
Total 12349						234.05						
Total 21240						234.05						
CROSS U WELL SERVICE			20967									
361	1	Inv	CRANE SERVICE		06/24/2015	251.73	0		.00			6/15
					07/01/2015		No			002-091-5049		
Cundiff, Jenny			22423									
063015	1	Inv	Pool Rental Deposit Refund		06/29/2015	25.00	0		.00			6/15
					07/01/2015		No			001-000-4737		
Castellan, Kory			22424									
063015	1	Inv	Pool Rental Deposit Refund		06/26/2015	25.00	0		.00			6/15
					07/01/2015		No			001-000-4737		
Dunn, Maxine			22425									
063015	1	Inv	Utility Deposit Refund		06/30/2015	107.60	0		.00			6/15
					07/01/2015		No			002-0002520		
Emanuel, Roscoe M			22426									
061515	1	Inv	Utility Deposit Refund		06/15/2015	110.68	0		.00			6/15
					07/01/2015		No			002-0002520		
HOLBROOK FIRST STEP			21380									
063015	1	Inv	PROFESSIONAL SERVICE		06/30/2015	77.50	0		.00			6/15
					07/01/2015		No			006-014-5049		
KIRKALDIE, Robert			21987									
062615	1	Inv	WATER DEPOSIT REFUND		06/26/2015	39.27	0		.00			6/15
					07/01/2015		No			002-0002520		
LARSON REPAIR			20841									
063015	1	Inv	GLASS		06/30/2015	160.00	0		.00			6/15
					07/01/2015		No			001-050-5024		
LEWIS, CLIFTON			22087									
061715	1	Inv	REFUND POOL		06/17/2015	25.00	0		.00			6/15
					07/01/2015		No			001-000-4737		
Montoya, Danyle			22427									
061315	1	Inv	Pool Rental Deposit Refund		06/13/2015	25.00	0		.00			6/15
					07/01/2015		No			001-000-4737		
O'REILLY AUTO PARTS			21622									
320170	1	Inv	PARTS		05/26/2015	24.18	0		.00			6/15

R Column: Y = Recurring Payment

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
321343	1	Inv	PARTS	07/01/2015 06/05/2015	27.26	No 0		.00		001-085-5024	6/15
321213	1	Inv	PARTS	07/01/2015 06/05/2015	32.34	No 0		.00		001-085-5026	6/15
321195	1	Inv	PARTS	07/01/2015 06/05/2015	53.64	No 0		.00		001-050-5026	6/15
320940	1	Inv	PARTS	07/01/2015 06/03/2015	17.45	No 0		.00		002-091-5026	6/15
322478	1	Inv	PARTS	07/01/2015 06/15/2015	8.15	No 0		.00		002-091-5026	6/15
322813	1	Inv	PARTS	07/01/2015 06/18/2015	5.99	No 0		.00		001-085-5026	6/15
323478	1	Inv	PARTS	07/01/2015 06/22/2015	29.97	No 0		.00		007-087-5026	6/15
Total 21822					198.98						
QUALITY READY MIX-CEMEX			9955								
9431210684	1	Inv	CEMENT	06/25/2015 07/25/2015	14,918.97	8 No	07/10/2015	140.61		007-087-5026	6/15
9431193476	1	Inv	CEMENT	06/23/2015 07/23/2015	14,799.63	8 No	07/08/2015	139.49		007-087-5026	6/15
9431193475	1	Inv	CEMENT	06/22/2015 07/22/2015	798.33	8 No	07/07/2015	7.52		007-087-5026	6/15
Total 9955					30,516.93						
RDO EQUIPMENT CO			10080								
P60051	1	Inv	PARTS	06/23/2015 06/30/2015	521.37	2 No		.00		007-087-5024	6/15
P60076	1	Inv	PARTS	06/24/2015 07/01/2015	79.58	2 No		.00		007-087-5024	6/15
R#054142.02	1	Inv	PARTS	06/23/2015 06/30/2015	.00	2 No		.00		007-087-5024	6/15
Total 10080					600.95						
RICOH USA			21881								
5036602658	1	Inv	MAINTENANCE	06/22/2015 07/01/2015	195.27	0 No		.00		001-004-5047	6/15
RDO EQUIPMENT CO			10080								
P60079	1	Inv	PARTS	06/24/2015 07/01/2015	95.51	2 No		.00		007-087-5024	6/15
SENTRY FIRE PROTECTION			10670								
185516	1	Inv	HYDRO TEST	06/08/2015 07/01/2015	400.74	0 No		.00		001-060-5047	6/15
185664	1	Inv	HYDRO TEST	06/12/2015 07/01/2015	436.00	0 No		.00		001-060-5047	6/15
185924	1	Inv	HYDRO TEST	06/25/2015 07/01/2015	281.00	0 No		.00		001-060-5047	6/15

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
Total 10870				1,117.74						
SIMPSON NORTON 10840										
1469197	1 Inv PARTS		06/22/2015 07/01/2015	487.23	0 No		.00		001-031-5024	6/15
SUPERCIRCUITS, INC. 11512										
9151826B	1 Inv SECURITY CAMERAS		05/19/2015 05/26/2015	816.92	2 No		.00		001-050-5026	6/15
TATE'S AUTO CENTER 11670										
90141	1 Inv REPAIRS		06/25/2015 07/01/2015	1,089.95	0 No		.00		001-050-5024	6/15
90151	1 Inv REPAIRS		06/25/2015 07/01/2015	225.00	0 No		.00		001-050-5024	6/15
Total 11670				1,314.95						
USA BLUE BOOK 12482										
636341	1 Inv SUPPLIES		05/05/2015 05/25/2015	60.16	1 No		.00		002-092-5026	6/15
WELDING SERVICES & SUPPLY 12815										
17574	1 Inv SUPPLIES		03/24/2015 03/31/2015	134.55	2 No		.00		001-131-5040	6/15
17710	1 Inv SUPPLIES		04/23/2015 04/30/2015	51.05	2 No		.00		002-091-5026	6/15
17914	1 Inv SUPPLIES		06/17/2015 06/24/2015	8.47	2 No		.00		002-092-5026	6/15
Total 12815				194.07						
Total 6/30/2015				36,679.54						

06/30/2015 GL Period Summary

GL Period	Amount
6/15	36,679.54
	<u>36,679.54</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
7/1/2015											
U.S. POSTMASTER			21221								
75	1	Inv	UTILTIY BILLING	07/01/2015	296.67	0		.00		7/15	Y
				07/01/2015		No			002-090-5042		
75	2	Inv	UTILITY BILLING	07/01/2015	296.67	0		.00		7/15	Y
				07/01/2015		No			002-091-5042		
75	3	Inv	UTILITY BILLING	07/01/2015	296.67	0		.00		7/15	Y
				07/01/2015		No			002-092-5042		
Total 75					890.01						
Total 21221					890.01						
YESCO			21716								
47	1	Inv	MAINTENANCE	07/01/2015	276.00	0		.00		7/15	Y
				07/01/2015		No			006-014-5049		
RICOH USA			21881								
8012025	1	Inv	CONTRACT200-3040536-11	07/01/2015	451.78	0		.00		7/15	Y
				07/01/2015		No			001-004-5047		
CABLE ONE 23414-459480-01-5			21944								
10012045	1	Inv	UTILITIES	07/01/2015	58.00	0		.00		7/15	Y
				07/01/2015		No			001-060-5048		
CABLE ONE 23414-123561-01-8			21945								
10012045	1	Inv	UTILITIES	07/01/2015	58.00	0		.00		7/15	Y
				07/01/2015		No			001-050-5048		
CABLEONE 23414-468281-01-6			21946								
10012045	1	Inv	UTILITIES	07/01/2015	222.87	0		.00		7/15	Y
				07/01/2015		No			001-004-5048		
10012045	2	Inv		07/01/2015	.00	0		.00		7/15	Y
				07/01/2015		No					
Total 10012045					222.87						
Total 21946					222.87						
CABLEONE #23414-470574-01-1			22006								
3012041	1	Inv	UTILITIES	07/01/2015	111.94	0		.00		7/15	Y
				07/01/2015		No			001-020-5048		
LARSON WASTE			22010								
2012020	1	Inv	RESIDENTIAL CONTRACT	07/01/2015	12,665.00	0		.00		7/15	Y
				07/01/2015		No			002-090-5049		
CABLE ONE 23414-472364-01-4			22031								
50139	1	Inv	UTILITIES	07/01/2015	75.45	0		.00		7/15	Y
				07/01/2015		No			002-091-5048		
CABLEONE 23414-472179-01-7			22148								
11012033	1	Inv	UTILITIES	07/01/2015	130.99	0		.00		7/15	Y
				07/01/2015		No			002-091-5048		
11012033	2	Inv	UTILITIES	07/01/2015	130.99	0		.00		7/15	Y

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
					07/01/2015		No				002-092-5048	
Total 11012033						261.98						
Total 22148						261.98						
CABLEONE 23414-472788-01-6												
7012026	1	Inv	UTILITIES	22223	07/01/2015	218.34	0		.00			7/15 Y
					07/01/2015		No				006-014-5048	
Total 7/1/2015						15,289.37						

07/01/2015 GL Period Summary

GL Period	Amount
7/15	15,289.37
	<u>15,289.37</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
7/8/2015											
SMARTWORKSPLUS, INC. 21532											
56	1	Inv	CONTRACT SERVICES	07/15/2015 07/15/2015	.00	0 No		.00		002-091-5049	7/15 Y
56	2	Inv	CONTRACT SERVICES	07/15/2015 07/15/2015	.00	0 No		.00		001-050-5049	7/15 Y
56	3	Inv	CONTRACT SERVICES	07/15/2015 07/15/2015	.00	0 No		.00		001-040-5049	7/15 Y
56	4	Inv	COTNRACT SERVICES	07/15/2015 07/15/2015	2,721.64	0 No		.00		001-031-5049	7/15 Y
Total 56					2,721.64						
Total 21532					2,721.64						
QUALITY READY MIX-CEMEX 9955											
9431218625	1	Inv	CEMENT	06/30/2015 07/30/2015	15,396.39	8 No	07/15/2015	145.11		007-087-5026	6/15
ARIZONA PUBLIC SERVICE 21025											
30480004592	1	Inv	STREETLIGHTS CUSTOMI	06/25/2015 07/08/2015	876.84	0 No		.00		007-087-5047	7/15
ADVANCED INFOR SYSTEMS 21240											
12361	1	Inv	UTILITY BILLING	07/06/2015 07/08/2015	163.88	0 No		.00		002-090-5042	7/15
12361	2	Inv	UTILITY BILLING	07/06/2015 07/08/2015	163.88	0 No		.00		002-091-5042	7/15
12361	3	Inv	UTILITY BILLING	07/06/2015 07/08/2015	163.87	0 No		.00		002-092-5042	7/15
Total 12361					491.63						
Total 21240					491.63						
Derrick, Kula 22428											
070315	1	Inv	Pool Rental Refund	07/03/2015 07/08/2015	85.00	0 No		.00		001-000-4737	7/15
HOLBROOK VETERINARY CLINIC 20796											
070215	1	Inv	PROFESSIONAL SERVICE	07/02/2015 07/08/2015	1,121.69	0 No		.00		001-048-5049	7/15
KEE, Nicole Tamara 22429											
070115	1	Inv	Utility Deposit Refund	07/01/2015 07/08/2015	101.08	0 No		.00		002-0002520	7/15
LARSON WASTE 22010											
261101	1	Inv	WASTE AGREEMENT	07/01/2015 07/08/2015	13,705.00	0 No		.00		002-090-5049	7/15
PARENTING ARIZONA 22288											
070715	1	Inv	REFUND POOL	07/07/2015 07/08/2015	25.00	0 No		.00		001-000-4737	7/15

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
QUILL OFFICE PRODUCTS			9990								
070115	1	Inv	SUPPLIES	07/01/2015	160.96	0		.00			7/15
				07/08/2015		No			001-050-5026		
070115	2	Inv	SUPPLIES	07/01/2015	87.36	0		.00			7/15
				07/08/2015		No			001-004-5026		
Total 070115					248.32						
Total 9990					248.32						
SIMPSON NORTON			10840								
1469778-00	1	Inv	PARTS	06/30/2015	186.93	0		.00			7/15
				07/08/2015		No			001-031-5024		
WELLS FARGO REMITTANCE CENTER			20946								
070115	1	Inv	CONtract Services	07/01/2015	1,457.74	0		.00			7/15
				07/08/2015		No			001-004-5049		
070115	2	Inv	Events	07/01/2015	881.94	0		.00			7/15
				07/08/2015		No			006-014-6004		
070115	3	Inv	PRINTING	07/01/2015	33.12	0		.00			7/15
				07/08/2015		No			001-004-5046		
070115	4	Inv	SUPPLIES	07/01/2015	76.66	0		.00			7/15
				07/08/2015		No			002-092-5026		
070115	5	Inv	ADVERTISING	07/01/2015	37.05	0		.00			7/15
				07/08/2015		No			006-014-5044		
070115	6	Inv	POSTAGE	07/01/2015	130.66	0		.00			7/15
				07/08/2015		No			001-050-5042		
070115	7	Inv	SUPPLIES	07/01/2015	518.86	0		.00			7/15
				07/08/2015		No			001-050-5026		
070115	8	Inv	SUPPLIES	07/01/2015	739.58	0		.00			7/15
				07/08/2015		No			001-020-5026		
070115	9	Inv	PROFESSIONAL FEES	07/01/2015	20.00	0		.00			7/15
				07/08/2015		No			001-020-5041		
070115	10	Inv	POSTAGE	07/01/2015	20.21	0		.00			7/15
				07/08/2015		No			001-020-5042		
070115	11	Inv	Splash Pad	07/01/2015	7,112.59	0		.00			7/15
				07/08/2015		No			001-131-5040		
070115	12	Inv	SUPPLIES	07/01/2015	1,054.74	0		.00			7/15
				07/08/2015		No			001-031-5026		
070115	13	Inv	TRAVEL	07/01/2015	280.00	0		.00			7/15
				07/08/2015		No			001-031-5045		
070115	14	Inv	IMPROVEMENTS	07/01/2015	3,519.89	0		.00			7/15
				07/08/2015		No			001-031-5073		
070115	15	Inv	SUPPLIES	07/01/2015	521.20	0		.00			7/15
				07/08/2015		No			001-004-5026		
070115	16	Inv	SUPPLIES	07/01/2015	12.90	0		.00			7/15
				07/08/2015		No			006-014-5026		
070115	17	Inv	TOOLS	07/01/2015	336.98	0		.00			7/15
				07/08/2015		No			001-050-5022		
070115	18	Inv	SUPPLIES	07/01/2015	43.62	0		.00			7/15
				07/08/2015		No			007-087-5026		
070115	19	Inv	TRAVEL	07/01/2015	347.97	0		.00			7/15
				07/08/2015		No			001-050-5045		
070115	20	Inv	TRAVEL	07/01/2015	937.37	0		.00			7/15
				07/08/2015		No			001-001-5045		

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	
Total 070115				18,083.08							
Total 20946				18,083.08							
CREATIVE PROMOTIONS		22361									
7346	1 Inv	CLOTHING	12/07/2014 07/08/2015	77.61	0 No		.00		001-060-5023	7/15	
DOUGLAS BRIMHALL		22430									
100	1 Inv	ELEVATION CERT	06/29/2015 07/08/2015	1,200.00	0 No		.00		001-005-5041	7/15	
Montoya, Danyle		22427									
061315	2 Inv	Pool Rental Deposit Refund	06/13/2015 07/01/2015	.00	0 No		.00		001-000-4737	7/15	
061415	1 Inv	Pool Rental Deposit Refund	06/14/2015 07/01/2015	.00	0 No		.00		001-000-4737	7/15	
Total 22427				.00							
Total 7/8/2015				54,320.21							

07/08/2015 GL Period Summary

GL Period	Amount
6/15	15,396.39
7/15	38,923.82
	<u>54,320.21</u>
Grand Total:	<u>275,772.02</u>

Report GL Period Summary

GL Period	Amount
6/15	221,558.83
7/15	54,213.19
	<u>275,772.02</u>

Vendor Number Hash: 1595432
 Vendor Number Hash - Split: 2365795
 Total Number of Invoices: 89
 Total Number of Transactions: 126

TC Terms Description Invoice Amt Discount Amt Net Inv Amt

R Column: Y = Recurring Payment

Vendor Name		Vendor No		Total Cost	Term	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
Invoice No	Seq Type	Description Inventory No	Inv Date Due Date							
0	Open Terms		184,456.11	.00	184,456.11					
1	NET 20		60.16	.00	60.16					
2	NET 7		1,721.55	.00	1,721.55					
8	1% 15TH, NET 30TH		89,534.20	843.86	88,690.34					
			<u>275,772.02</u>	<u>843.86</u>	<u>274,928.16</u>					

Report Criteria:

Invoice.Vendor No = 9701-99999

**MEMORANDUM OF UNDERSTANDING
BETWEEN CITY OF HOLBROOK
AND HOLBROOK CHAMBER OF COMMERCE**

This **MEMORANDUM OF UNDERSTANDING (“MOU”)** is made this day, **30th of June, 2015** between the **City of Holbrook and Holbrook Chamber of Commerce (Chamber)**(the parties), for the use of the **Historic Navajo County Courthouse, Annex Wing and Grounds.**

RECITAL:

- A. The MOU is between these parties and separate from their individual MOU agreements with the Navajo County Historical Society. This MOU shall not conflict with the parties’ MOU with the City of Holbrook, nor the MOU held between the Navajo County Historical Society and Navajo County. Both parties greatly appreciate the physical and/or financial support provided by the two government entities.
- B. As the parties are both not-for-profit organizations that have specific purposes and obligations to serve the community and public at large, they are organizations whose activities and services are to compliment Holbrook for both Holbrook citizens and business community, as well as for visitors.
- C. As users of this property, both parties agree to their respective rights and obligations with respect to this property.

Therefore, the parties acknowledge and agree to the following for the period of this MOU, which is to be for one (1) year, July 1, 2015 through June 30, 2016. This MOU is to be reviewed by both parties and amendments proposed if necessary one(1)month before its renewable date.

AGREEMENT:

- 1. The Holbrook Chamber of Commerce maintains its office and storage space in the Annex wing and the Chamber has its office and storage space on the opposite side of the Annex wing.
- 2. The City of Holbrook will be responsible for all utilities, including the phone. If a separate phone line is requested the Chamber will be responsible for payment.
- 3. The City of Holbrook will provide a budget of \$50,000 for the 2015-2016 Fiscal year to be divided evenly over 12 months. Payments will be made on the first business day of each month in the amount of \$4166.66 monthly.

4. Any modifications or improvements to parties' office area, hallways, building, grounds, signage etc. should be discussed first by all parties as outlined in the Courthouse Use Guidelines.

Both parties shall be responsible for maintaining their respective areas in good condition. Neither party will allow equipment, supplies, etc. to be placed in hallways, back storage areas or in any public area.

5. The City of Holbrook will continue to maintain the downtown marquee. The City and Chamber will continue to work in partnership in advertising Chamber members as part of their membership agreement between the business and the Chamber. The City of Holbrook will develop a Community Guide.

6. The Holbrook Chamber of Commerce will continue to operate the Summer Cultural Dances.

7. The Chamber will continue to provide Wild West Days.

8. The Chamber will continue to provide the Christmas Festival.

9. This MOU is subject to cancellation provisions of A.R.S. 38-511.

10. The City of Holbrook agrees to allow the Holbrook Chamber of Commerce Man and Woman of the year to be the Grand Marshals of the Christmas Parade of Lights.

11. Each party shall indemnify, defend and hold harmless the other party and the other party's officials, employees and agents from and against any and all claims, actions, liabilities, costs or expenses arising out of the indemnifying party's use of occupancy of the Historic Navajo County Courthouse and grounds, including the use by any invitees, visitors, agents or servants. Both parties are to obtain general liability insurance for not less than \$1 million as required by the City of Holbrook.

This MOU shall be effective upon the respective board of directors and authorized signatures by both parties. Any cancellation of any of the above listed services will be grounds for forfeiture of the amount stated in attached budget Exhibit A.

A request to rescind this MOU may be submitted with a 60 day notice of intent, by both party and mutual agreement, providing said rescinding does not affect either party's MOU with the City of Holbrook.

CITY OF HOLBROOK

By _____ Title _____ Date _____

HOLBROOK CHAMBER OF COMMERCE

By _____ Title _____ Date _____



WWW.PRECISIONELECTRIC.COM

Phoenix, Mesa, Yuma

1822 E. Jackson Phoenix, Az. 85034 (602) 252-2821 Fax (602) 257-1497

Quote:

**City of Holbrook
06/30/15**

Precision Electric Thanks you for the opportunity to quote the following:

REPAIR: 8.5HP Davis EMU Sub. Pump, Mod. #TR60-2.45-4/16, Ser.# 282 333

Work Scope:

- Disassemble & Inspect,
- Check all mechanical fits,
- Remove Stator from Shell,
- Rewind Stator with VPI treatment,
- Core loss test stator before and after rewind,
- Re-install stator into shell,
- Steam Clean and Bake all parts,
- Machine work to:
 - Weld & machine rotor shaft seal fit area,
 - Weld & machine two fits on the gearbox shaft,
 - Bore & Sleeve bearing housing in gearbox,
 - Test rotor bars, and Dynamically Precision Balance
- Replace: All Bearings in motor and gearbox bearing
- OEM Mechanical seals, O-rings, lip seals, main ca
- Pot cables into cord cap,
- Complete electrical test on windings,
- Assemble and Verify proper endplay,
- Run test w/report, Complete clean up and paint,

Cher,
could you
move this onto
an agenda for
the council, if
is an emergency
case.

Total with Parts and Labor -----	\$5,816.00	1 – 2 weeks
Adder if new propeller is wanted -----	\$2,446.00	8 – 9 weeks
Complete New EMU exact replacement -----	\$8,649.00	14 – 15 weeks

If you have any questions, Please don't hesitate to let us know!

Thank you,
Frank Cluff
Precision Electric Co. Inc.

Cher Reyes

From: Southwick, James C [HDS] <James.Southwick@hdsupply.com>
Sent: Tuesday, June 30, 2015 3:06 PM
To: Cher Reyes
Subject: Lighting quote

Hello Cher,

Sorry for the delay in getting this to you, we're a little short handed today. Below is your quote for light poles. Send me a P.O. and a shipping address and I'll get them ordered. Also are you supposed to pay sales tax? The City of Flagstaff pays sales tax but your account is currently set up as tax exempt.

Thanks,

Jimmy Southwick
Inside Sales
HD Supply Power Solutions
ph# 928-779-5194
fax# 928-779-2298
Cisco# 38616
One Team Driving Customer Success and Value Creation

CONFIDENTIALITY NOTICE:

This e-mail message (including any attachments) is intended solely for the use of the addressee(s) and may contain information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure. If you are not the intended recipient of this e-mail message, you are not authorized to review, print, copy, disseminate, disclose or use this message, or otherwise take any action in reliance upon this message or its contents. If you have received this message in error, please notify the sender immediately and delete this message and all copies thereof from your computer systems (including servers, laptops, handheld devices and back-up systems)

From: James.Southwick@hdsupply.com [mailto:James.Southwick@hdsupply.com]
Sent: Tuesday, June 30, 2015 3:02 PM
To: Southwick, James C [HDS]
Subject: Bid SE38961352

HOLBROOK LIGHTING QUOTE

Quotation

**#3038 FLAGSTAFF HDS
HD SUPPLY POWER SOLUTIONS LTD
13 MIKES PIKE
FLAGSTAFF AZ 86001
928-779-5194**

SE38961352
18:01:30EST 06/30/15

ALL SALES SUBJECT TO TERMS & CONDITIONS OF SALE FOUND ON
HDSUPPLYPOWERSOLUTIONS.COM. PRODUCT SAFETY DATA SHEETS ON SAME WEB SITE.

**Sold To:203397
CITY OF HOLBROOK
PO BOX 970
HOLBROOK, AZ 86025
928-524-6225 Fax 928-524-2159**

**Ship To:203397
CITY OF HOLBROOK
465 1ST AVENUE
HOLBROOK, AZ 86025-2501
928-524-6225 Fax 928-524-2159**

Ordered By		Ship Via		Quote Date	
CHER		OT OUR-TRUCK		06/30/15	
Writer		Freight Terms/FOB		Expiration Date	
James Southwick		No		07/30/15	
Salesperson		Terms		FOB	
House Sales Person		NET 10TH PROX 1.5% SC 25			
Special Instructions					
Quantity	Product Description	FD	Unit Price	UM	Net Amount
1ea	TOTAL LOT PRICE STERNBERG LIGHTING WILD WEST LIGHTING QUOTE# B51035 CONSISTING OF: (2) 1910/5RLM18/R2/5812T5.188-14AG/100H PS-MT- 120V/RE3/1-FH/2/DBA (2) LU100/MED LAMPS <i>This specific Lot Shipment has no related material defined</i>		6812.000	ea	6812.00
Total Weight 0.0 lbs				Subtotal	6812.00
<p style="text-align: center;">THIS IS A QUOTATION</p> <p>Prices are firm until 07/30/15, subject to change without notice after 07/30/15. SALES TAX IS AN ESTIMATE! S&H IS AN ESTIMATE!</p>				S&H	0.00
				Tax	0.00
				Total	6812.00

Ordered By	Ship Via	Quote Date			
CHER	OT OUR-TRUCK	06/30/15			
Writer	Freight Terms/FOB	Expiration Date			
James Southwick	No	07/30/15			
Salesperson	Terms	FOB			
House Sales Person	NET 10TH PROX 1.5% SC 25				
Special Instructions					
Quantity	Product Description	FD	Unit Price	UM	Net Amount
1ea	TOTAL LOT PRICE STERNBERG LIGHTING WILD WEST LIGHTING QUOTE# B51035 CONSISTING OF: (2) 1910/5RLM18/R2/5812T5.188-14AG/100H PS-MT- 120V/RE3/1-FH/2/DBA (2) LU100/MED LAMPS <i>This specific Lot Shipment has no related material defined</i>		6812.000	ea	6812.00
Total Weight 0.0 lbs				Subtotal	6812.00
<p style="text-align: center;">THIS IS A QUOTATION</p> <p>Prices are firm until 07/30/15, subject to change without notice after 07/30/15. SALES TAX IS AN ESTIMATE! S&H IS AN ESTIMATE!</p>				S&H	0.00
				Tax	0.00
				Total	6812.00



Northern Arizona Council of Governments

119 EAST ASPEN AVENUE • FLAGSTAFF, ARIZONA 86001-5222
(928) 774-1895 • FAX (928) 773-1135 • E-MAIL: nacog@nacog.org

CHRIS FETZER
EXECUTIVE DIRECTOR

June 8, 2015

Mayor Jeff Hill
City of Holbrook
PO Box 970
Holbrook, AZ 86025

Dear Mayor Hill:

According to the NACOG By-laws, NACOG member governments are required to annually designate, in writing, their representative to the NACOG Regional Council. The member may also name an alternate who is an elected official to vote in case of absence of the official representative.

Because we are approaching the beginning of a new fiscal year, we would like to take the time to officially update our files. Please send me a letter, at your convenience, indicating the City's official representative on the NACOG Regional Council. Remember that you may also designate an elected official alternate if you prefer to avoid proxies.

I have enclosed a calendar of this year's meeting dates, so that you will know when making your membership designation of the time commitment involved with Regional Council service.

Please feel free to contact me if you have any questions about NACOG or the Regional Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Fetzer", written over a white background.

Chris Fetzer
Executive Director

Cc: Wade Carlisle
Ray Alley



Northern Arizona Council *of* Governments Regional Council Meetings

<u>Date</u>	<u>Location</u>
February 26, 2015	High Country Conference Center
April 23, 2015	High Country Conference Center
June 25, 2015	Doubletree Hotel – Flagstaff <i>(formerly Radisson Woodlands Hotel)</i>
August 27, 2015	High Country Conference Center
October 22, 2015	High Country Conference Center

Time:	Executive Committee	9:00AM – 10:00AM
	Regular Session	10:00AM – 12:00PM
	Lunch	12:00PM – 1:00PM

High Country Conference Center
201 West Butler Ave.
Flagstaff, Arizona
(928) 523-7778
Fax: (928) 523-7779

Doubletree by Hilton – Flagstaff
1175 W. Route 66
Flagstaff, Arizona
(928) 773-8888
Fax: (928) 773-1827

ORDINANCE 15-03

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF
HOLBROOK, ARIZONA, AMENDING THE LEGAL DESCRIPTION OF "WEST
PUBLIC WORKS DRIVE"**

Whereas, The City of Holbrook has accepted and established the street known as West Public Works Drive. The City of Holbrook would like to amend the legal description of said roadway to read as described in Exhibit A attached;

ENACTMENTS:

Now therefore be it ordained by the Mayor and Common Council of the City of Holbrook, Arizona, that:

1. The portion of the street which runs East and West be known as "West Public Works Drive" as shown in Exhibit A.
2. Exhibit A is hereby amended to read as attached (deletions shown in ~~striketrough~~; additions shown in ***bold italics***);
3. City Staff is authorized to record this ordinance with the Navajo County recorder's office.

Passed and adopted this 28th day of July 2015, by the Mayor and Council of the City of Holbrook, Arizona

Bobby Tyler, Mayor

Attest:

Approved as to form:

Cher Reyes, CMC, CPM
City Clerk

Sterling Solomon
Solomon Law Office
City Attorney

EXHIBIT "A"
PUBLIC INGRESS, EGRESS & UTILITY EASEMENT

A 60'-0" wide Public Ingress, Egress & Utility Easement over a portion of Southwest quarter of Section 18, Township 17 North, Range 21 East, of the Gila and Salt River Meridian, Navajo County, Arizona, more particularly described as follows:

(The side lines being prolonged or shortened to conform with the Westerly Right-of Way Line of State Route 77.)

This easement is to lie 30'-0" on either side of the following described centerline line:

COMENCING at the southwest quarter corner of Section 18, Thence, North 00°01'39" East, along the westerly section line of said Section 18, a distance of 2642.80 to the west quarter corner of Section 18;

Thence South 43° 41' 31" East a distance of 726.02 feet;

Thence ~~SOUTH~~ North 57°40'06" ~~EAST~~ West for a distance of 30.00 feet to the **POINT OF BEGINNING**;

Thence along a non-tangent curve turning to the left through an angle of 21° 50' 00", having a radius of 300.00 feet, and whose long chord bears North 21° 24' 54" East for a distance of 113.63 feet, to a point on the westerly Right-of-Way line of State Route 77;

The above described easement contains a computed area of 0.17 acres, more or less.

ORDINANCE 15-04

AN ORDINANCE OF THE MAYOR AND THE CITY COUNCIL OF HOLBROOK, ARIZONA, RATIFYING AN AGREEMENT WITH THE ARIZONA DEPARTMENT OF REVENUE , DATE JUNE 9, 2015, CONTRACT FOR SERVICES TO COLLECT AND ADMINISTER ANY TRASACTION PRIVILEGE AND AFFILIATED EXCISE TAXES IMPOSED BY THE CITY OF HOLBROOK.

RECITALS

WHEREAS, Title 11, Chapter 7, Article 3 (A.R.S. § 11-952) authorizes two or more public agencies to enter into intergovernmental agreements to contract for services, if authorized by their legislative or governing bodies.

WHEREAS, A.R.S. § 42-6001 et seq. was amended effective January 1, 2015 to provide that the Department shall collect and administer any transaction privilege and affiliated excise taxes imposed by any city or town in Arizona and that the Department and each city or town shall enter into an intergovernmental contract or agreement pursuant to A.R.S. § 11-952 to provide a uniform method of administration, collection, audit and licensing of transaction privilege and affiliated excise taxes imposed by the State, cities or towns.

WHEREAS, City/Town has taken appropriate action by ordinance, resolution or otherwise, pursuant to the laws applicable to the governing body of City/Town, to approve and authorize City/Town to enter into this Agreement.

NOW, THEREFORE, in consideration of the foregoing, the City of Holbrook enters into the above agreement with the Arizona Department of Revenue.

Passed and adopted this 28th day of July 2015, by the Mayor and Council of the City of Holbrook, Arizona

Bobby Tyler, Mayor

Attest:

Approved as to form:

Cher Reyes, CMC, CPM
City Clerk

Sterling Solomon
Solomon Law Office
City Attorney

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE STATE OF ARIZONA AND
THE CITY/TOWN OF Holbrook**

THIS AGREEMENT is entered into this 9 day of June, 2015, by and between the Arizona Department of Revenue, hereinafter referred to as Department, and the City/Town of Holbrook, an Arizona municipal corporation, hereinafter referred to as City/Town. This Agreement shall supersede and replace all previous intergovernmental agreements, including amendments thereto, entered into by the Department and City/Town regarding the administration, collection, audit and/or licensing of transaction privilege tax, use tax, severance tax, jet fuel excise and use taxes and rental occupancy taxes imposed by the State, cities or towns.

RECITALS

WHEREAS, Title 11, Chapter 7, Article 3 (A.R.S. § 11-952) authorizes two or more public agencies to enter into intergovernmental agreements to contract for services, if authorized by their legislative or governing bodies.

WHEREAS, A.R.S. § 42-6001 et seq. was amended effective January 1, 2015 to provide that the Department shall collect and administer any transaction privilege and affiliated excise taxes imposed by any city or town in Arizona and that the Department and each city or town shall enter into an intergovernmental contract or agreement pursuant to A.R.S. § 11-952 to provide a uniform method of administration, collection, audit and licensing of transaction privilege and affiliated excise taxes imposed by the State, cities or towns.

WHEREAS, City/Town has taken appropriate action by ordinance, resolution or otherwise, pursuant to the laws applicable to the governing body of City/Town, to approve and authorize City/Town to enter into this Agreement.

A G R E E M E N T

NOW, THEREFORE, in consideration of the foregoing, the Department and City/Town enter into this intergovernmental agreement as follows:

1. Definitions

- 1.1 **A.R.S.** means the Arizona Revised Statutes.
- 1.2 **Adoption of an Ordinance** means final approval by majority vote of the City/Town council.
- 1.3 **Audit** means a review to determine the correct amount of tax owed by a taxpayer and includes, but is not limited to, desk reviews and reviews of claims for refund.
- 1.4 **Closing Agreement** means an agreement to compromise or settle a tax liability.

- 1.5 **Confidential Information** means all such information as defined in A.R.S. § 42-2001.
- 1.6 **Confidentiality Standards** means the standards set forth in Appendix A or such other written standards mutually agreed to by the Department and City/Town.
- 1.7 **Federal Tax Information** means federal return or return information the Department receives from the Internal Revenue Service including any information created by the Department derived from that information. Documents obtained from a taxpayer or State records are not considered Federal Tax Information.
- 1.8 **Model City Tax Code** means the document defined in A.R.S. § 42-6051. The official copy of the Model City Tax Code is published at modelcitytaxcode.az.gov.
- 1.9 **Modification** means a change to an assessment required or authorized by statute.
- 1.10 **Municipal Tax(es)** means transaction privilege and affiliated excise taxes, including use tax, severance tax, jet fuel excise and use tax, and rental occupancy tax, imposed by City/Town in accordance with the Model City Tax Code. Unless the context provides otherwise, this definition includes tax, license fees, penalties, interest and other similar charges.
- 1.11 **State** means the State of Arizona.
- 1.12 **State and Local Uniformity Group** (“SLUG”) means an advisory group comprised of four representatives from municipal taxing jurisdictions and four representatives of the Department as set forth in Section 13 below.
- 1.13 **Taxpayer Information** means information protected from disclosure pursuant to Model City Tax Code § 510.

2. **Disclosure of Information by City/Town to Department**

- 2.1 **Qualified Recipients of Information:** The Department shall provide a list of the names and job titles of Department employees authorized to request and receive Taxpayer Information from City/Town. The Department shall inform City/Town of any additions, deletions or changes to this list within fifteen calendar days after the change occurs and shall provide an updated list at least annually. This information shall be sent via email to City/Town at _____. The City/Town will not disclose Taxpayer Information to a Department employee whose name is not included on this list. City/Town may contact the Department with any questions related to qualified recipients by contacting the Cities Unit at CitiesUnit@azdor.gov.
- 2.2 **Use of Information:** Any Taxpayer Information released by City/Town to the Department may only be used by the Department for tax administration and collection purposes, and may not be disclosed to the public in any manner that does not comply with the Model City Tax Code. All Taxpayer Information shall be stored and destroyed in accordance with the Confidentiality Standards.

2.3 Municipal Ordinance:

- (a) City/Town shall provide the Department with a copy of its Municipal Tax code or any City/Town ordinances imposing the taxes to be collected hereunder within ten calendar days of a request for such information from the Department. This information shall be sent via email to the Cities Unit at CitiesUnit@azdor.gov.
- (b) City/Town shall provide the Department with a copy of any ordinance adopted by City/Town after execution of this Agreement that imposes or modifies the Municipal Taxes to be collected hereunder, including a new or different tax rate as defined by A.R.S. § 42-6053(E), within ten calendar days of Adoption of an Ordinance. This information shall be sent via email to the Cities Unit at CitiesUnit@azdor.gov. No such ordinance shall take effect on a date other than the first day of the month that is at least sixty calendar days after city/town provides notice to the Department unless City/Town and the Department agree otherwise. The Department shall add the change to the official copy of the Model City Tax Code within ten business days of receipt of notice from City/Town. City/Town is responsible for confirming the change has been made. Pursuant to A.R.S. § 42-6053(E)(2), changes in tax rates have no effect unless reflected in the official copy of the Model City Tax Code.
- (c) Within fifteen calendar days following the adoption of an annexation ordinance, one copy of the ordinance and notification of the effective date of such ordinance shall be sent to the Department via email at GIS@azdor.gov. City/Town shall also include with the notice a list of businesses City/Town knows to be located in the annexed area. The Department shall not be obligated to begin collection of Municipal Tax any sooner than the first day of the month that is at least sixty calendar days after the date the Department received notice from City/Town of the annexation.

2.4 Development and Impact Fees: Upon request, City/Town shall provide to the Department any information regarding development and impact fees to assist the Department with the auditing of taxpayers and billing and collection of taxes.

2.5 Audits: Upon request by the Department, City/Town shall allow inspections and copies of any City/Town tax audits.

2.6 Other Information: City/Town shall also provide other relevant information necessary for tax administration and collection purposes as requested by the Department.

2.7 Statutory Authority: The disclosure of confidential City/Town tax information is governed by Model City Tax Code Section 510.

3. Disclosure of Information by Department to City/Town.

3.1 Qualified Recipients of Information: City/Town shall provide a list of the names and job titles of City/Town employees and any independent auditors acting on behalf of City/Town authorized to receive Confidential Information. City/Town shall inform the Department of any additions, deletions or changes to this list within fifteen calendar days after the change occurs and shall provide an updated list at least annually. This information shall be sent via email to the Cities Unit at CitiesUnit@azdor.gov. The Department will not disclose any Confidential Information to a City/Town employee or independent auditor whose name is not included on this list. The Department may contact City/Town with any questions related to qualified recipients by contacting _____.

3.2 Suspension of Information: The Department will not withhold Confidential Information from City/Town so long as City/Town complies with A.R.S. § 42-2001 et seq. and the Confidentiality Standards.

(a) If the Department has information to suggest City/Town, or any of its duly authorized representatives, has violated A.R.S. § 42-2001 or the Confidentiality Standards, the Department will send written notice to City/Town detailing the alleged breach as understood by the Department and requesting a response to the allegation within twenty calendar days of the date of the letter.

(b) The Department will review the written response from City/Town and consider the information contained therein and all relevant circumstances surrounding the alleged violation before making a written determination as to whether a suspension of information is warranted and the length of the suspension.

(c) If City/Town is dissatisfied with the Department's determination it may within ten calendar days, submit a written request to SLUG requesting the group review the determination.

(d) If the Department has information to suggest City/Town has violated the Confidentiality Standards, the Department may inspect City/Town's records, facilities, and equipment to confirm whether there has been a violation.

3.3 Information to be Provided: Within the restrictions outlined in this Section, the Department shall provide all of the information detailed in Appendix B, which may be modified by the mutual agreement of the parties. The Department shall not provide Federal Tax Information to City/Town. In addition to the information detailed in Appendix B, City/Town may obtain upon request:

(a) Inspections and/or copies of Department tax audits, including all information related to all cities and towns included in the tax audit; and

- (b) Other relevant information necessary for tax administration and collection purposes, including all information necessary to verify City/Town received all revenues collected by the Department on behalf of City/Town.

3.4 Storage and Destruction of Confidential Information: All Confidential Information provided by the Department to City/Town shall be stored, protected, and destroyed in accordance with the Confidentiality Standards.

3.5 Statutory Authority: The Department may disclose Confidential Information to City/Town pursuant to A.R.S. § 42-2003(H) if the information relates to a taxpayer who is or may be taxable by a county, city or town. Any Confidential Information released to City/Town:

- (a) May only be used for internal tax administration purposes as defined in A.R.S. § 42-2001(4); and
- (b) May not be disclosed to the public in any manner that does not comply with the Confidentiality Standards.

A.R.S. § 42-2003(H)(2) provides that any release of Confidential Information that violates the Confidentiality Standards will result in the immediate suspension of any rights of City/Town to receive taxpayer information pursuant to A.R.S. § 42-2003(H).

3.6 Specificity of Data: A.R.S. § 42-6001 provides that taxpayers shall file and pay Municipal Taxes to the Department if the Department has developed the electronic and nonelectronic tools necessary to capture data with sufficient specificity to meet the needs of all taxing jurisdictions, including specific data regarding each tax classification and any corresponding deductions at each business location of the taxpayer. Pursuant to A.R.S. § 42-5015, the electronic system utilized by the Department must be able to capture data with sufficient specificity to meet the needs of the taxing jurisdiction. The Department and City/Town agree that JT2 and TPT2 (as summarized in Appendix C) are required to meet the specificity needs of City/Town.

(a) Non-Program City/Town: If City/Town performed its own Municipal Tax administration, collection, and licensing prior to July 1, 2015, then if the Department is unable to commit by September 1, 2015 that the data detail behind the JT2 and TPT2 will be provided to City/Town beginning and from January 1, 2016, the following shall take place:

- (1) The term of the agreement entered into by the Department and City/Town pertaining to City/Town performing municipal licensing services on behalf of the Department shall be extended for one (1) year; and
- (2) All provisions in this Agreement pertaining to the administration, collection, and licensing of Municipal Taxes shall not go into effect until such time as the Department is able to meet the requirements of A.R.S. § 42-6001 and

A.R.S. § 42-5015, however all language in this Agreement related to audit functions shall remain in full force and effect.

(b) Program Cities/Towns: If the Department performed Municipal Tax administration, collection and licensing for City/Town prior to July 1, 2015, then if the Department is unable to commit by September 1, 2015 that the data detail behind the JT2 and TPT2 will be provided to City/Town beginning and from January 1, 2016, the Department will continue to perform those functions. The continued provision of such service, however, shall not be deemed waiver of any legal rights or remedies afforded to City/Town including, but not limited to, a failure to meet the requirements of A.R.S. § 42-6001 and A.R.S. § 42-5015.

4. Audit.

The Department shall administer the audit functions for City/Town in accordance with the following provisions.

4.1 Training: All auditors and supervisors shall be trained in accordance with the policies of the Department. Auditors who have not completed the training may only work in connection with a trained auditor and cannot be the only auditor assigned to the audit. The Department shall:

- (a) Provide audit training at least three times per year, or more frequently if there is a demonstrated need, and be responsible for its costs of the training and any associated materials;
- (b) Provide additional training when practical;
- (c) Notify City/Town of any training sessions at least thirty calendar days before the date of the training session;
- (d) Provide copies of State tax statutes, audit reference materials and audit procedures and manuals;
- (e) Permit City/Town auditors and supervisors to attend any scheduled training as space permits at designated training location: and
- (f) Provide additional training as needed to inform auditors and supervisors regarding changes in State law or Department policy.

4.2 Conflict of Interest: An auditor or supervisor trained and authorized to conduct an audit may not conduct any of the following prohibited acts:

- (a) Represent a taxpayer in any tax matter against the Department or City/Town while employed or in an independent contractor relationship with the Department or City/Town.
- (b) Attempt to use his/her official position to secure any valuable thing or valuable benefit for himself/herself or his/her family members.

- (c) Represent a taxpayer before the Department or City/Town concerning any matter in which he/she personally participated for a period of one year after he/she ends employment or the independent contractor relationship with the Department or City/Town.
- (d) Use information he/she acquires in the course of the official duties as an auditor or supervisor in a manner inconsistent with his/her official duties without prior written approval from the Department.
- (e) For a period of one year after he/she ends employment or an independent contractor relationship with the Department or City/Town, work in the same firm as a person who represents a taxpayer against the Department or City/Town unless the firm institutes formal barriers to prevent any sharing of information between the trained auditor or supervisor and the remainder of the firm.

The Department may revoke an individual's authority to audit and prohibit the use of any auditor or supervisor who violates this provision.

4.3 Audits and Refunds:

- (a) City/Town may conduct an audit of a taxpayer engaged in business only in City/Town. Before commencing such audit, City/Town shall notify the Department to ensure the taxpayer is not already scheduled for an audit. The Department will provide City/Town with a written response within fifteen calendar days of the notice from City/Town.
- (b) Except as permitted below, the Department shall conduct all audits of taxpayers having locations in two or more cities or towns. A City/Town auditor may participate in any audit City/Town requested the Department to perform.
- (c) City/Town shall notify the Department if it wants an audit of a taxpayer having locations in two or more Arizona cities or towns and whose primary business activity is in the following business classifications taxable by City/Town, but not a taxable activity under State law:
 - 1. Residential rentals;
 - 2. Commercial rentals;
 - 3. Speculative Builders; or
 - 4. Advertising.

The Department will authorize such audits, to be overseen by the Department, unless there is already an audit of the taxpayer scheduled, or the Department determines the audit selection is discriminatory, an abuse of process or poses other similar defects. The Department will notify City/Town of its determination within thirty calendar days. No initial audit contact may occur

between City/Town and a taxpayer until the Department approves the audit notice.

- (d) City/Town may request the Department conduct an audit of a taxpayer having locations in two or more Arizona cities or towns and whose primary business is subject to both city and state tax. The request must be made using the Department's audit request form. Copies of the form can be obtained from the Department's TPT Hub Unit at HubUnit@azdor.gov. The Department shall notify City/Town of the decision regarding the request within thirty calendar days of receipt of the request.
- (e) The Department may deny a request for an audit for the following reasons:
 - 1. An audit is already scheduled or planned for the taxpayer within six months of the request;
 - 2. The requested audit would interfere with strategic tax administration planning;
 - 3. The audit selection is discriminatory, an abuse of process or poses other similar defects;
 - 4. The request lacks sufficient information for the Department to determine whether it is appropriate;
 - 5. The Taxpayer was audited within the previous two years;
 - 6. The Department lacks sufficient resources to conduct the audit; or
 - 7. The scope or subject of the audit does not justify the use of Department resources.
- (f) If the Department denies a request to conduct an audit because it either lacks resources to conduct the audit itself or the scope or subject of the audit does not justify the use of Department resources then City/Town shall notify the Department if it wants to conduct the audit under the supervision of the Department. No initial audit contact may occur between City/Town and a taxpayer until the Department appoints someone to supervise the audit.
- (g) Any decision by the Department denying City/Town's request to conduct any audit may be referred to SLUG in accordance with Section 13 of this Agreement.
- (h) All audits conducted by City/Town shall be in accordance with standard audit procedures defined in the Department audit manual. All auditors shall be trained in accordance with Section 4.1 above.
- (i) The Department may appoint a manager to supervise any audit conducted by City/Town.

- (j) All audits shall include all taxing jurisdictions in the State regardless of which jurisdiction's auditors participate in the audit. All desk reviews must include all taxing jurisdictions for which there is information available.
- (k) The Department shall issue all audit assessments on behalf of all taxing jurisdictions in a single notice to the taxpayer.
- (l) The Department shall issue Modifications to audit assessments on behalf of all taxing jurisdictions in a single notice to the taxpayer.

4.4 Claims for Refund:

- (a) When a taxpayer files a request for refund, including refunds requested by filing amended returns, the Department shall process the request and review it for mathematical errors or for the failure of the taxpayer to properly compute the tax based on the taxable income reported on the return or refund request.
- (b) The Department will notify City/Town of all refund requests that are processed involving City/Town's Municipal Taxes within thirty calendar days of processing the refund. City/Town may request an audit of the taxpayer as set forth in Section 4.3 above.
- (c) The Department may assign an auditor to review requests for refunds. The Department will notify City/Town, within thirty calendar days of initiating a review, of all refunds under review by an auditor pertaining to a taxpayer who engages in business within City/Town's taxing jurisdiction and may request that City/Town assign an auditor to assist with such reviews.
- (d) City/Town is responsible for payment of all amounts to be refunded to taxpayers for Municipal Tax incorrectly paid to City/Town. The Department may offset a remittance to City/Town under this Agreement to cover the amounts of allowed refunds. If there are insufficient funds available to pay the refund, City/Town must pay the Department within sixty days of written demand from the Department.
- (e) The Department shall issue refund approvals/denials on behalf of all taxing jurisdictions in a single notice to the taxpayer. City/Town may request copies of such determinations.

4.5 Protests: Taxpayer protests of audit assessments and desk review assessments and refund denials shall be directed to the Department. Appeals of audit assessments, desk review assessments and refund denials shall be administered pursuant to Title 42, Chapter 1, Article 6, Arizona Revised Statutes. Upon request, the Department shall notify City/Town of any appeals within 30 days of receipt of the protest.

- 4.6 Notice of Resolution:** The Department shall notify City/Town when a protest is resolved, including information concerning the resolution of the protest, within 30 days after the resolution of a protest.
- 4.7 Status Reports:** The Department shall keep SLUG apprised of the status of each protested matter involving the imposition of Municipal Taxes. City/Town may request to be on a distribution list for monthly status reports by contacting the Department's Cities Unit.

5. Voluntary Disclosure Agreements

The Department may enter into a voluntary disclosure agreement with a taxpayer. A voluntary disclosure agreement may limit the years subject to audit and waive penalties. City/Town may request to be kept informed of voluntary disclosure agreements involving City/Town Municipal Tax. If City/Town makes that request, the Department will notify City/Town of the Department's intent to enter into an agreement and the Department will provide the taxpayer's identity within thirty calendar days of disclosure. City/Town may request an audit of a taxpayer subject to a voluntary disclosure agreement pursuant to Section 4.3 above.

6. License Compliance

6.1 License Issuance and Renewal: The Department shall issue new Municipal Tax licenses and renew such licenses for City/Town Municipal Tax. The Department of Revenue shall provide City/Town with information about all persons obtaining and renewing tax licenses as set forth in Appendix B.

6.2 License Checks: The Department and City/Town shall coordinate efforts to conduct tax license compliance checks through canvassing and other compliance methods.

6.3 Confidentiality: Any tax license information City/Town obtains from the Department is considered Confidential Information and may only be disclosed as authorized by A.R.S. § 42-2003. Any tax license information City/Town obtains through its own efforts may be disclosed as allowed by applicable City/Town laws.

6.4 Changes to License Fees: Within fifteen calendar days following the Adoption of an Ordinance (or official acknowledgment of approval of an ordinance by voters in an election of a charter city) issuing or modifying a tax license fee, one copy of the ordinance and notification of the effective date of such ordinance shall be sent to the Department via email at CitiesUnit@azdor.gov. The Department shall not be obligated to begin collection of the new or modified fee any sooner than sixty calendar days after the date the Department received the ordinance from City/Town. Notice of an ordinance concerning a renewal tax license fee must be received by the Department by July 31 in order to be collected the following calendar year.

7. Closing Agreements

- 7.1 **Approval** - The Department shall notify City/Town before entering into a Closing Agreement related to the tax levied and imposed by City/Town. The Department shall seek approval from either City/Town or SLUG before entering into such Closing Agreement. If the Closing Agreement concerns only City/Town, then the Department will attempt to obtain approval from City/Town first, and will only seek approval from SLUG if City/Town is unresponsive or the Department and City/Town cannot reach an agreement. Approval and notice is not required for Modifications of assessments.
- 7.2 **Litigation** - During the course of litigation, the Department shall seek a range of settlement authority from City/Town or SLUG, unless the circumstances prevent such action. The Department may also request a telephonic meeting of SLUG if time and circumstances require immediate action.

8. Responsibility for Representation in Litigation.

- 8.1 **Administrative Proceedings:** The Department shall be responsible for coordinating the litigation and defending the assessment or refund denial in any administrative appeals before the Office of Administrative Hearings or the Director of the Department regardless of who conducted the audit. The Department shall be reasonably diligent in defending the interests of City/Town and City/Town shall assist in such representation as may be requested by the Department.
- 8.2 **Further Appeals:** The Arizona Attorney General is responsible for defending the assessment or refund denial at the Board of Tax Appeals, the Arizona Tax Court and all higher courts. City/Town shall assist the Attorney General in such representation and litigation as requested by the Attorney General's Office.
- 8.3 **Mutual Cooperation:** The Department and City/Town agree they shall cooperate in the appeal and litigation processes and shall ensure their auditors, supervisors, and other necessary employees are available to assist the Department and the Attorney General for informal interviews, providing documents and computer records, preparing for depositions, attending depositions and trial as witnesses, and assisting in trial/hearing preparation as needed.
- 8.4 **Administrative Decisions:** The Department shall provide a copy of any and all administrative hearing level decisions, including Director's decisions issued by the Department to all jurisdictions on a distribution list. City/Town may request to be on the distribution list by contacting the Department's Cities Unit. Administrative decisions are Confidential Information and must be stored and destroyed in accordance with the Confidentiality Standards.

9. Collection of Municipal Taxes

- 9.1 Tax Returns:** Taxpayers who are subject to City/Town Municipal Taxes shall pay such taxes to the Department. Tax payments shall be accompanied by a return prepared by taxpayer on a form prescribed by the Department.
- 9.2 Collection:** The Department shall collect any Municipal Tax imposed by City/Town recorded on the Department's tax accounting system. Amounts the Department collects for delinquent City/Town Municipal Tax accounts after the termination of this Agreement shall be forwarded to City/Town.
- 9.3 Remittance:** All amounts collected by the Department for Municipal Taxes under this Agreement shall be remitted to City/Town weekly on the basis of actual collections. The Department shall initiate the electronic payment by noon on the Monday after the end of the week in which the collections were made. Remittance shall be made in the form of immediately available funds transferred electronically to the bank account designated by City/Town.
- 9.4 Abatement:** The Department, with the approval of the Attorney General, may abate tax under certain circumstances. During the ordinary course of business, the Department may determine for various reasons that certain accounts shall be closed or cancelled. The Department shall seek input from City/Town or SLUG before abating tax or closing accounts. The Department may request a telephonic meeting of SLUG if time and circumstances require immediate action.
- 9.5 Funds Owed to City/Town:** At all times and under all circumstances payments remitted by a taxpayer to the Department for City/Town Municipal Taxes will be considered property of City/Town. The Department may not retain or fail to remit such funds to City/Town for any reason not specifically set forth in this Agreement including, but not limited to, during the course of a dispute between City/Town and the Department.

10. Financing Collection of Taxes.

The costs incurred by the Department in administering this Agreement shall be financed through the State general fund appropriation to the Department.

11. Inter-Jurisdictional Transfers.

All inter-jurisdictional transfers of Municipal Tax monies by the Department shall be handled in the following manner:

- 11.1 Requests:** Requests for inter-jurisdictional transfers shall be made to the Department. The Department will review the request and will not automatically accept the request.

11.2 Notice: The Department shall notify City/Town and any other city or town implicated in the requested transfer a minimum of thirty calendar days prior to any inter-jurisdictional transfer of money.

11.3 Dispute Resolution: Any city or town subject to an inter-jurisdictional transfer shall resolve any dispute over the allocation of the tax in accordance with A.R.S. § 42-6003 and the Department shall transfer the funds subject to an inter-jurisdictional transfer in accordance with the agreed upon allocation in a timely manner.

12. Educational Outreach.

City/Town may conduct, at its own expense, educational outreach to taxpayers who are conducting business activities within City/Town's taxing jurisdiction concerning the Model City Tax Code and the collection and administration of Municipal Taxes. Educational outreach shall be consistent with applicable law and Department written guidance. Upon request, City/Town shall provide information to the Department concerning such educational outreach efforts.

13. SLUG.

The Department shall create an advisory group to help resolve issues

13.1 Members: The members shall consist of four seats representing municipal taxing jurisdictions and four seats representing the Department. Member seats may be split so some people fill the position for only certain issues, such as audit selection or collection abatement. There shall also be a list of alternate members, who may be asked by a regular member who is unable to attend a meeting to take that member's place at a SLUG meeting.

13.2 Selection: The Director of the Department shall appoint people to serve as members of SLUG. Municipal taxing jurisdictions shall nominate members from municipal taxing jurisdictions. All members shall serve for a period of one year unless they resign at an earlier date. Members may be appointed to serve consecutive terms. Members appointed to fill vacancies shall serve for the time remaining on the term.

13.3 Meetings: SLUG shall meet on a regular basis and at least monthly unless the members agree to cancel the meetings due to a lack of agenda items. It can schedule additional meetings as necessary to timely discuss issues presented. Alternate members may attend meetings, but cannot participate in any discussion or voting, unless filling the seat of a regular member.

13.4 Issues: City/Town may refer issues to SLUG involving the following:

- (a) Decisions by the Department to not audit a taxpayer;
- (b) Amendments to Department audit procedures or manuals;
- (c) Closing Agreements or a range of settlement authority;
- (d) Abatement or account closure in collections;
- (e) Suspension of disclosure of information from the Department; and
- (f) Other issues as authorized by the Director of the Department or agreed upon by the parties.

13.5 Recommendations: SLUG shall make recommendations to the Director of the Department. If the recommendation is approved by at least five members of SLUG, the Director will accept the recommendation of SLUG. If SLUG cannot reach a recommendation agreeable to at least five members of the group, the Director may act as he deems to be in the best interests of all parties.

13.6 Voting: Voting shall be by secret ballot.

13.7 Procedures: SLUG may develop procedures concerning the operation of the group as long as they are not inconsistent with this Agreement.

14. Funding of Additional Auditors by City/Town.

14.1 Funding: At the sole discretion of City/Town, City/Town may contribute funding to the Department to pay for additional auditors to assist the Department in the performance of audits of Municipal Tax owed to City/Town. Such additional auditors funded by City/Town shall at all times be deemed to be employees of the Department and under no circumstances shall be deemed to be employees or agents of City/Town. It is the parties' intention that City/Town funding be used to increase the capabilities of the Department to perform Municipal Tax audits and not to subsidize or replace State funding required for audit and collection of taxes.

14.2 Use of Funds: City/Town funding for additional auditors under this Section shall be used to fund the auditors' salaries and employee related expenses and shall not be used to pay for Department office space, utilities, equipment, supplies, or similar kinds of overhead.

14.3 Pool of Funds: The Department may pool any City/Town funding with any other similar funding provided by other municipal taxing jurisdictions to pay for additional auditors. The Department shall separately account for such funds in its annual budget.

- 14.4 Accounting:** The Department shall provide an annual accounting to City/Town, by August 31 each year describing how City/Town funding was used during the prior fiscal year.

15. Satellite Offices for Department Auditors.

- 15.1 Funding:** City/Town, at its own expense and at its sole discretion, may provide one or more satellite offices and associated amenities for use by Department employees to provide audit and/or customer service to taxpayers. Use of such facilities by Department employees shall be at the sole discretion of the Department. Nothing in this section shall require the Department to make use of such facilities provided by City/Town.
- 15.2 Requirements:** Any Department employee using a City/Town satellite office must meet reasonable requirements of City/Town related to the use of the facility. City/Town shall be responsible for notifying the Department of any concerns, and the Department shall be responsible for taking appropriate actions to resolve those concerns.
- 15.3 Termination:** Once a satellite office is established, City/Town shall provide at least 180 calendar days written notice to the Department prior to the termination or relocation of a satellite office. The Department may discontinue the use of a satellite office at any time upon notice to City/Town and shall promptly remove all Department property.
- 15.4 License:** All requirements of City/Town and the Department related to the satellite office shall be outlined in a mutually acceptable form of license and subject to separate approval.

16. Non-availability of Funds.

Every payment obligation of the Department and the City/Town pursuant to this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation, except for the rendering of funds to City/Town paid by a taxpayer for Municipal Taxes or tax license fees of City/Town. If funds are not appropriated, allocated and available or if the appropriation is changed resulting in funds no longer being available for the continuance of this Agreement, this Agreement may be terminated at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this Section. The termination of this Agreement shall not entitle the Department to retain any Municipal Tax collected on behalf of City/Town pursuant to this Agreement.

17. Waiver.

Nothing in this Agreement should be interpreted as City/Town relinquishing its legal rights under the Arizona Constitution or other applicable law, nor that City/Town is conceding the administration and collection of its Municipal Tax is not of a local interest or should not be under local control.

18. Cancellation

The requirements of A.R.S. § 38-511 apply to this Agreement. The Department or City/Town may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the Department or City/Town is, at any time while this Agreement or any extension is in effect, an employee, agent or consultant of the other party with respect to the subject matter of this Agreement.

19. Notice.

- (a) When any Notice to City/Town is required under the terms of this Agreement, such Notice shall be mailed to City/Town at the following address, directed to the attention of:

- (b) When any Notice to the Department is required under the terms of this Agreement, such Notice shall be mailed to:

Arizona Department of Revenue
Attn: Director, Division Code 20
1600 W. Monroe
Phoenix, AZ 85007

Notice to the Department's Hub Unit or City Unit may be mailed to:

Arizona Department of Revenue
Division Code 16
1600 W. Monroe
Phoenix, AZ 85007

20. Non-discrimination.

The Department and City/Town shall comply with Executive Order 2009-9, which mandates all persons, regardless of race, color, religion, sex, age, or national origin, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. The Department and City/Town shall take affirmative action to ensure applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.

21. Compliance with Immigration Laws and A.R.S. § 41-4401.

- 21.1 The Department and City/Town shall comply with all Federal immigration laws and regulations relating to employees and warrants compliance with A.R.S. § 23-214(A) which reads in part: "After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the e-verify program."
- 21.2 A breach of compliance with immigration laws and regulations shall be deemed a material breach of this Agreement and may be grounds for the immediate termination of this Agreement.
- 21.3 The Department and City/Town retain the legal right to inspect the papers of any employee who works on the Agreement to ensure the Department and City/Town is complying with the applicable Federal immigration laws and regulations and State statutes as set forth above.

22. Audit of Records.

City/Town and the Department shall retain all data, books, and other records ("Records") relating to this Agreement for at least six (6) years (a) after termination of this Agreement, and (b) following each annual renewal thereof. All Records shall be subject to inspection by audit by the State at reasonable times. Upon request, the Department and City/Town shall produce any or all such records. This Agreement is subject to A.R.S. §§ 35-214 and -215.

23. Amendments.

Any amendments to or modifications of this Agreement must be executed in writing in accordance with the provisions of this Agreement.

24. Mutual Cooperation.

In the event of a disagreement between the parties with regard to the terms, provisions and requirements of this Agreement or in the event of the occurrence of any circumstances bearing

upon or affecting this Agreement, parties hereby agree to mutually cooperate in order to resolve the said disagreement or deal with the said circumstance.

25. Arbitration.

To the extent required by A.R.S. § 12-1518(B) and as provided for in A.R.S. § 12-133, the parties agree to resolve any dispute arising out of this Agreement by arbitration. The parties agree that any lawsuit filed by City/Town relating to the issues outlined in Section 17 of this Agreement is not considered to be a dispute arising out of this Agreement.

26. Implementation.

The implementation and execution of the provisions of this Agreement shall be the responsibility of the Director of the Department or his representative and the Mayor his/her designee, or another party with designated authority pursuant to applicable law or City/Town charter on behalf of City/Town.

27. Limitations.

Nothing in this Agreement shall be construed as limiting or expanding the statutory responsibilities of the parties in performing functions beyond those granted to them by law, or as requiring the parties to expend any sum in excess of their appropriations.

28. Duration.

- 28.1 The term of this Agreement shall be from July 1, 2015 through June 30, 2016. This Agreement shall automatically be renewed for successive one year terms thereafter unless either party shall terminate this Agreement by notice, in writing, no later than sixty calendar days prior to the expiration of the term then in effect.
- 28.2 If State legislation enacted subsequent to the date of this Agreement substantially affects the performance of this Agreement by either party or substantially diminishes the benefits either party would receive under this Agreement, either party may then terminate this Agreement by giving at least thirty calendar days' notice to the other party. The termination will become effective immediately upon the expiration of the notice period unless otherwise agreed to by the parties.
- 28.3 Notwithstanding any provision to the contrary herein, both parties may by mutual agreement provide for the termination of this contract upon such terms and at such time as is mutually agreeable to them.
- 28.4 Any notice of termination shall be mailed and served on the other party in accordance with Section 19 of this Agreement.

28.5 During the term of this Agreement, the terms and conditions of this Agreement will undergo an annual review to be completed no later than March 1st of each year. The review will be performed by a committee made up of equal parts representatives of the Department and representatives of the municipal taxing jurisdictions entering into an IGA with the Department for the administration and collection of Municipal Taxes.

29. Choice of Law.

The laws and regulations of the State of Arizona shall govern the rights of the parties, the performance of this Agreement, and any disputes arising from this Agreement.

30. Entire Agreement.

This document, including other documents referred herein, and any approved subcontracts, amendments and modifications made thereto, shall constitute the entire Agreement between the parties and shall supersede all other understandings, oral or written.

31. Signature Authority.

31.1 By signing below, the signer certifies he or she has the authority to enter into this Agreement on behalf of his or her respective party, and he or she has read the foregoing and agrees to accept the provisions herein on said party's behalf.

31.2 This Intergovernmental Agreement may be executed in counterpart.

Signature	Date	Signature	Date
Typed Name and Title		Typed Name and Title	
Entity Name		Entity Name	
Address		Address	
City	State	Zip	
RESERVED FOR THE ATTORNEY GENERAL:		RESERVED FOR CITY/TOWN ATTORNEY:	
<p>This agreement between public agencies has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Arizona Department of Revenue represented by the Attorney General.</p> <p style="text-align: center;">MARK BRNOVICH The Attorney General</p> <hr/> <p style="text-align: center;">Signature Assistant Attorney General</p> <p>Date: _____</p>		<p>APPROVED AS TO FORM AND AUTHORITY:</p> <p>BY:  CITY/TOWN ATTORNEY</p> <p>Date: <u>6-9-15</u></p>	

APPENDIX A

ARIZONA DEPARTMENT OF REVENUE CONFIDENTIALITY REQUIREMENTS

1. Confidential Information

- 1.1 Confidential Information is defined in A.R.S § 42-2001. Confidential Information may not be disclosed except as provided by statute. A.R.S. § 42-2001(B).
- 1.2 License information obtained from the Department of Revenue is Confidential Information and may only be disclosed as authorized by A.R.S. § 42-2003. License information obtained from other sources is not Confidential Information.
- 1.3 Information about a taxpayer's identity obtained from the Department of Revenue is Confidential information and may only be disclosed as authorized by A.R.S. § 42-2003. Identity information obtained from other sources is not Confidential Information.
- 1.4 Confidential Information includes information about a single taxpayer and also aggregated information about a group of identified or identifiable taxpayers. Aggregated information from fewer than three taxpayers in a grouping on a statewide basis or fewer than ten taxpayers in a grouping for an area that is less than state level (city or town) may be Confidential Information. Such information may not be released unless the City/Town Administrator reviews the relevant information concerning the aggregate data and makes a determination in writing that the aggregate data does not reveal information about any specific taxpayer. Such determination should take into consideration the following:
 - a. The proportionality of the tax information applicable to individual members of the group of taxpayers; no individual taxpayer's information should be discernable due to its relative size/taxable sales, compared to other members of the group;
 - b. The total aggregated tax information; the aggregate information cannot allow viewers to draw conclusions about individual taxpayers (e.g., there are 6 car dealers in the city and the total aggregate sales were \$900,000 and none of them reported individual sales above the \$20,000 mark, which would have qualified for the lower tax rate on large purchases)
 - c. Any other factor that could cause the aggregate data to be used to determine information specific to a single taxpayer.

2. Protecting Information

- 2.1 City/Town must identify all places, both physical and logical, where Confidential Information is received, processed and stored and create a plan to adequately secure those areas.

- 2.2 Confidential Information must be protected during transmission, storage, use, and destruction. City/Town must have policies and procedures to document how it protects its information systems, including Confidential Information contained therein. An example of appropriate protection standards is set forth in National Institute of Standards and Technology Special Publication 800-53. The publication may be found at <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53r4.pdf>
- 2.3 Employees are prohibited from inspecting information unless they have a business reason for the information. Browsing information concerning friends, neighbors, family members, or people in the news is strictly prohibited.
- 2.4 All removable media, including paper and CDs, containing Confidential Information must be secured when not in use and after normal business hours by placing all materials in a locked drawer or cabinet. During use, Confidential Information must be protected so that it is not visible to members of the public or anyone without a business need for the information.
- 2.5 All individuals accessing or storing Confidential Information from an alternative work site must enter into a signed agreement that specifies how the Confidential Information will be protected while at that site. Only trusted employees shall be permitted to access Confidential Information from alternative sites. Confidential Information may not be accessed while in public places such as restaurants, lounges, or pools.
- 2.6 Confidential Information may not be sent outside the local area network by unencrypted email. City/Town is responsible for ensuring in-flight email communications containing Confidential Information are sent through a secure process. This may include encryption of the email message, a secure mailbox controlled by City/Town, an encrypted point-to-point tunnel between the correspondents or use of Transport Layer Security (TLS) between correspondents. The acceptable encryption algorithms are set forth in the standards attached as Exhibit 1, which may be updated to accommodate changed technology.
- 2.7 Confidential Information may not be discussed in elevators, restrooms, the cafeteria, or other public areas. Terminals should be placed in such a manner that prohibits public viewing of Confidential Information.
- 2.8 When transporting confidential materials the materials should be covered so that others cannot see the Confidential Information. When sending Confidential Information by fax a cover sheet should always be used.
- 2.9 Any person with unsupervised access to Confidential Information shall receive training on the confidentiality laws and requirements to protect such information before being given access to such Information and annually thereafter. They must sign certificates after the training acknowledging that they understand their responsibilities. City/Town must keep records to document this training and certification.

3. Disclosure of Information

- 3.1 Confidential Information may only be disclosed as permitted by A.R.S. § 42-2003.
- 3.2 Confidential Information is confidential by statute and, therefore, does not have to be disclosed in response to a public records request. A state agency may deny inspection of public records if the records are confidential by statute. *Berry v. State*, 145 Ariz. 12, 13 699 P.2d 387, 388 (App. 1985).
- 3.3 A taxpayer may designate a person to whom Confidential Information may be disclosed by completing a Department of Revenue Form 285, or such other form that contains the information included in the Form 285. City/Town may contact the Department of Revenue's Disclosure Officer if there are any questions concerning this requirement.

Disposal of Information

- 4.1 All removable media containing Confidential Information must be returned to the Department of Revenue or sanitized before disposal or release from the control of City/Town.
- 4.2 Confidential Information may be destroyed by shredding or burning the materials when no longer needed. Confidential Information may not be disposed of by placing the materials in the garbage or recycle bins. Destruction of Confidential Information may be performed by a third party vendor. City/Town must take appropriate actions to protect the Confidential Information in transit and storage before it is destroyed, such as periodic inspections of the vendor.
- 4.3 Computer system components and devices such as copiers and scanners that have been used to store or process Confidential Information may not be repurposed for non-tax administration uses unless the memory or hard drive of the device is sanitized to ensure under no circumstances Confidential Information can be restored or recovered.

EXHIBIT 1

ENCRYPTION STANDARDS

1.0 Acceptable Encryption Algorithms – The following encryption algorithms are considered acceptable for use in information systems to protect the transmission or storage of Confidential Information and system access.

1.1.1 Acceptable Security Strength – the security strength of an encryption algorithm is a projection of the time frame during which the algorithm and the key length can be expected to provide adequate security. The security strength of encryption algorithms is measured in bits, a measure of the difficulty of discovering the key.

a. The current minimum key strength for Confidential Information is 112 bits.

1.1.2 Symmetric Encryption Algorithms – The following symmetric encryption algorithms are considered acceptable for use.

Algorithm	Reference	Acceptable Key Strengths
Advanced Encryption Standard (AES)	FIPS 197	128, 192 or 256 bits
Triple Data Encryption Algorithm (TDEA) (three key 3DES)	SP 800-67	168 bits

1.1.3 Key Agreement Schemes – The following key agreement schemes are considered acceptable for use

Key Agreement Scheme	Reference	Acceptable Key Strengths	
		Finite Fields	Elliptical Curves
Diffie-Hellman (DH) or MOV	SP 800-56A	P = 2048	N: 224-255 and H=14 N: 256-383 and H=16
	SP 800-135	Q = 224 or 256	N: 384-511 and H=24 N: 512+ and H=32
RSA – based	SP 800-131A	N = 2048	

1.1.4 Hash Functions – The following hash functions are considered acceptable for use

Digital Signature Generation	Digital Signature Verification	Non-digital signature generation applications
SHA-224	SHA-224	SHA-1
SHA-256	SHA-256	SHA-224
SHA-384	SHA-384	SHA-256

SHA-512	SHA-512	SHA-384 SHA-512
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1.1.5 Digital Signature Algorithms – The following digital signature algorithms are considered acceptable for use.

Digital Signature Algorithm	FIPS Publication	Digital Signature Generation Settings	Digital Signature Verification Settings	Relative Strengths
Digital Signature Standard (DSA)	FIPS 186-4	$p \geq 2048$ $q = 224$	$p \geq 2048$ $q = 224$	≥ 112 bits
RSA Digital Signature	FIPS 186-4	2048	2048	≥ 112 bits
ECDSA	FIPS 186-4	224	224	≥ 112 bits

1.1.6 Message Signature Algorithms – The following digital signature algorithms are considered acceptable for use.

Hash Algorithms	Hash Generation	Hash Verification
HMAC	≥ 112 bits	≥ 112 bits
CMAC	AES, 3DES	AES, 3DES
CCM and GCM/GMAC	AES	AES

APPENDIX B

From the effective date of this Agreement until the new functionalities set forth below are implemented, the Department of Revenue will provide the following reports:

City Payment Journal Detail;
City Payment Journal Summary;
New License Report

Within 30 days after the first month's implementation of the JT2, the Department of Revenue will provide a new License Report and License Update Report containing at least the following fields:

NEW LICENSE REPORT AND LICENSE UPDATE REPORT

Fields displayed:

- Region Code
- Run Date
- Report Start Date
- Report End Date
- Update Date
- ID Type
- ID
- Account ID
- Entity Name
- Ownership Type
- License ID
- OTO/Applied For indicator
- Bankruptcy Indicator
- Filing Frequency
- Issue Date
- Account Start Date
- Business Start Date
- Arizona Start Date
- Doc Loc Nbr
- Accounting Method
- Close Date
- Close Code
- Business Description
- NAICS1
- NAICS2
- NAICS3
- NAICS4
- Mailing Street1
- Mailing Street2
- Mailing Street3
- Mailing City

- Mailing State
- Mailing ZIP
- Mailing Country
- Mailing Phone Number
- Mailing Address Add date
- Mailing Address End Date
- Audit Street1
- Audit Street 2
- Audit Street 3
- Audit City
- Audit State
- Audit Zip
- Audit Country
- Audit Phone Number
- Audit Address Add Date
- Audit Address End Date
- Location Code
- Business Codes
- Location Name (DBA)
- Number of Units
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- Location Phone Number
- Location Start Date
- Location End Date
- Primary Location Street 1
- Primary Location Street 2
- Primary Location Street 3
- Primary Location City
- Primary Location State
- Primary Location Zip Code
- Primary Location Country
- Primary Location Phone Number
- Primary Location Start Date
- Primary Location End Date
- Owner Name
- Owner Title
- Owner Name 2
- Owner Title 2
- Owner Name 3
- Owner Title 3

Within 30 days of the implementation of the TPT2, the Department of Revenue will provide the following reports with at least the fields indicated below:

CITY PAYMENT JOURNAL

- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Period End Date
- Payment received date
- Return received date
- Payment process date
- Return process date
- Filing Frequency
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- NAICS
- Business Code
- Doc Loc Nbr
- Pmt Loc Nbr
- Gross Receipts
- Total Deductions
- Tax or Fee Collected
- P & I Collected
- Audit Collections
- Tran Type
- Tran Subtype
- Rev Type

CITY PAYMENT JOURNAL SUMMARY

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Business Code
- Number of Accounts

- Collections

Within 30 days after the first month's implementation of the TPT2, the following reports with at least the fields indicated below:

NO MONEY REPORT

- Region Code
- GL Accounting Period
- Period End Date
- Payment received date
- Return received date
- Payment process date
- Return process date
- Filing Frequency
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- NAICS
- Business Code
- Doc Loc Nbr
- Pmt Loc Nbr
- Gross Receipts
- Total Deductions
- Tax or Fee Collected
- P & I Collected
- Audit Collections
- Tran Type
- Tran Subtype

DEDUCTION REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Period End Date
- License ID
- Entity Name

- Location Code
- Location Name (DBA)
- Business Code
- Doc Loc Nbr
- Deduction Code
- Deduction Amount
- Tran Type
- Tran Subtype
- Rev Type

Within 30 days after taxes (subject to fund distributions) are collected, the Department of Revenue will provide the following report with at least the fields indicated below:

FUND DISTRIBUTION REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Period End Date
- Payment Received Date
- Return Received Date
- Payment Processed Date
- Return Processed Date
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Business Code
- Doc Loc Nbr
- Fund Allocation Code
- Amount Distributed

FUND DISTRIBUTION SUMMARY REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Fund Allocation Code
- Amount Distributed

AGREEMENT

This Agreement is entered into this ____ day of _____, 2015, by and between the City of Holbrook, a municipal corporation, hereinafter referred to as "City" and Coletta Keesee, hereinafter referred to as "Keesee". This agreement is for massage therapy service at the City of Holbrook's Fitness Center.

For and in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Keesee agrees to the following:
 - A. To pay a fee of \$25.00 per month rent.
 - B. To provide her own insurance coverage for clients.
2. Holbrook agrees to the following:
 - A. To pay all utilities excluding phone service.
 - B. To provide a space of 225 square foot in the Holbrook Fitness Center for massage therapy services.
3. This agreement shall be for a period of two (2) years from the date the agreement is signed above; however, City or Keesee may cancel the agreement for any reason upon sixty (60) days' written notice to the other party.
4. Keesee shall maintain the facility and premises in as good condition as now exists, and upon expiration of this agreement, shall immediately surrender the same in said condition to City.
5. Keesee shall not assign or sublet or transfer any interest in this agreement without the prior written consent of the City.
6. This agreement shall be binding upon and inure to the benefit of the parties hereto, their heirs, successors and assigns.
7. Keesee shall indemnify and hold the City harmless from and against any liability, obligation or damage arising from the use of the premises by Keesee, its agents or guests.
8. Keesee shall procure appropriate liability insurance with the City as an additional insured thereunder, and shall deliver to City a certified copy of such policy within fifteen (15) days of the execution of this agreement.

11. In the event of any litigation to enforce the terms of this lease, the prevailing party shall be entitled to recover its attorney's fees. The laws of the State of Arizona shall govern this agreement.

12. Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, certified mail, postage prepaid, addressed as follows:

- | | | |
|-----|-------------------|--|
| (1) | CITY OF HOLBROOK: | City Manager
City of Holbrook
P.O. Box 970
Holbrook, AZ 86025 |
| (2) | KEESEE: | Coletta Keesee
1006 E. Florida
Holbrook, AZ 86025 |

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

IN WITNESS WHEREOF, the parties have set their hands the day and year first above written.

CITY OF HOLBROOK:

Bobby Tyler, Mayor

Coletta Keesee

ATTEST:

Cher Reyes, City Clerk

CITY OF HOLBROOK

INVOICE APPROVAL REPORT

**BY GL NUMBER WALT'S
HARDWARE**

06/18/2015 THRU 07/08/2015

TOTAL

\$1057.87

