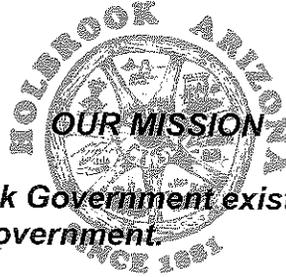


465 First Avenue  
P.O. Box 970  
Holbrook, AZ 86025

# 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 16, 2013

6:00 P.M.

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

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

- 1) CALL TO ORDER:
- 2) ROLL CALL:
- 3) PLEDGE OF ALLEGIANCE/INVOCATION:
- 4) PUBLIC ANNOUNCEMENTS AND PRESENTATIONS (Please limit to 10 minutes).
  - A. APS updates-Brenda Hazlett.
- 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 July 3, 2013 thru July 10, 2013: *pg 3*  
Documentation for claims is available at City Hall.
  - B. Special event liquor license Holbrook Elks Lodge-August 10, 2013. *pg 15*
  - C. Special event liquor license Holbrook Elks Lodge-September 21, 2013. *pg 20*

7) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: \$ 2217.36 *pg 24*

8) REPORTS:

**Mayor:**  
**Council Members:**  
**Manager:**

9) OLD BUSINESS:

10) NEW BUSINESS:

A. Discussion/possible action regarding renewal of agreement with Kelly Young for Esthetician services at the Holbrook Community Building-City Clerk Reyes *pg 25*

B. Discussion/possible action regarding entering into an agreement with Tamica Serna to provide Zumba instruction at the Holbrook Fitness Center-City Clerk Reyes. *pg 27*

C. Discussion/possible action regarding entering into an agreement with Kaden Mohlow to provide Native American Dance instruction at the Holbrook Community Building-City Clerk Reyes. *pg 29*

D. Discussion/possible action regarding entering into an agreement with Armstrong Consultants for Airport electrical system upgrades-Manager Alley. *pg 30*

E. Ordinance 13-06, establishing a street, West Public Works Drive-first reading. *pg 43*

11) 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.

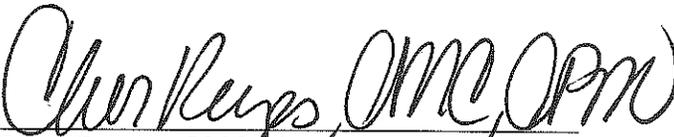
12) POST EXECUTIVE SESSION:

13) CALL TO THE AUDIENCE:

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

14) ADJOURNMENT:

Dated this 9th <sup>day</sup> of July 2013.

  
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**

**07/03/2013 THRU 07/11/2013**

**TOTAL** **\$129,754.65**

Report Criteria:  
 Invoice.Vendor No = 9701-99999

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
<b>7/8/2013</b>												
WILLIAMS, BARBARA			21888									
07052013	1	Inv	REFUND CLEANING DEPC		07/05/2013 07/10/2013	25.00	0 No		.00			7/13
										001-000-4737		
QUILL OFFICE PRODUCTS			9990									
3721553	1	Inv	SUPPLIES		06/27/2013 07/17/2013	150.72	0 No		.00			6/13
										001-001-5021		
FASTENAL			21880									
AZPH910184	1	Inv	SUPPLIES		06/28/2013 07/17/2013	318.63	0 No		.00			6/13
										001-004-5021		
AZPH910187	1	Inv	SUPPLIES		06/28/2013 07/17/2013	891.73	0 No		.00			6/13
										001-004-5021		
Total 21880						1,210.36						
SPRINKLER WORLD			11200									
3029464.002	1	Inv	SUPPLIES		06/27/2013 07/17/2013	195.37	0 No		.00			6/13
										001-031-5026		
AMRRP - WORKERS' COMP FUND			20892									
06302013	1	Inv	WORKMAN'S COMP INSUR		06/30/2013 07/08/2013	19,386.00	0 No		.00			6/13
										001-004-5051		
PEAK ENGINEERING			21791									
12COH02-04	1	Inv	PROFESSIONAL SERVICE		06/30/2013 07/08/2013	618.87	0 No		.00			6/13
										002-092-5041		
TAFOYA, KATRINA			22082									
06242013	1	Inv	MC WORK		06/24/2013 07/08/2013	100.00	0 No		.00			6/13
										006-014-5049		
DESCHINE, CHRISTINE			22081									
06242013	1	Inv	MC WORK		06/24/2013 07/08/2013	250.00	0 No		.00			6/13
										006-014-5049		
TARGET SPEC. PRODUCTS			11650									
1579839	1	Inv	WEED SPRAY		06/12/2013 07/17/2013	3,518.56	0 No		.00			6/13
										001-005-5026		
PEAK ENGINEERING			21791									
13COH01-02	1	Inv	PROFESSIONAL SERVICE		06/30/2013 07/17/2013	996.74	0 No		.00			6/13
										001-004-5041		
ARMSTRONG CONSULTANTS, INC			21494									
13-126101-04	1	Inv	CONSULTING SERVICES		06/26/2013 07/08/2013	1,082.18	0 No		.00			6/13
										027-093-5057		
AMRRP-INSURANCE			21086									
13013554	1	Inv	INSURANCE		06/11/2013 07/08/2013	401.74	0 No		.00			6/13
										001-004-5051		

R Column: Y = Recurring Payment

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
<b>7/8/2013</b>												
<b>BRADCO</b>												
6669	1	Inv	FUEL	2590	06/30/2013 07/08/2013	8,118.14	0 No		.00	007-087-5027		6/13
<b>REYES, CHERYL RAYE</b>												
06242013	1	Inv	CAFETERAI	3290	06/24/2013 07/08/2013	247.00	0 No		.00	099-0002522		6/13
<b>DANA KEPNER CO.</b>												
4621310-00	1	Inv	SUPPLIES	4071	06/27/2013 07/17/2013	457.78	1 No		.00	002-091-5026		6/13
<b>CHAMBER OF COMMERCE</b>												
06272013	1	Inv	CASH PRIZES	3220	06/27/2013 07/08/2013	10,000.00	0 No		.00	006-014-6002		6/13
<b>Total 7/8/2013</b>						<b>18,822.92</b>						

07/08/2013 GL Period Summary

GL Period	Amount
6/13	18,822.92
	<u>18,822.92</u>

Invoice No	Seq	Vendor Name Type	Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
<b>7/10/2013</b>												
<b>BRADCO</b>												
				2590								
5212	2	Inv	FUEL		03/15/2013	.00	0		.00			7/13
					03/20/2013		No			007-087-5027		
5415	2	Inv	FUEL		03/31/2013	.00	0		.00			7/13
					04/03/2013		No			007-087-5027		
03312013	1	Inv	FUEL		03/31/2013	.00	0		.00			7/13
					04/03/2013		No			001-004-5027		
Total 2590						.00						
<b>INGRAM</b>												
				6620								
7216335	1	Inv	BOOKIS		06/03/2013	52.20	0		.00			6/13
					07/17/2013		No			001-020-5026		
72355584	1	Inv	BOOKS		06/17/2013	22.14	0		.00			6/13
					07/17/2013		No			001-020-5026		
72449300	1	Inv	BOOKS		06/24/2013	492.16	0		.00			6/13
					07/17/2013		No			001-020-5026		
72483929	1	Inv	BOOKIS		06/26/2013	69.74	0		.00			6/13
					07/17/2013		No			001-020-5026		
Total 6620						636.24						
<b>FUTURE TIRE, INC.</b>												
				5241								
W27881	1	Inv	TIRES		06/28/2013	1,109.27	2		.00			6/13
					07/17/2013		No			001-050-5024		
W27882	1	Inv	TIRE		06/28/2013	784.88	2		.00			6/13
					07/17/2013		No			001-050-5024		
Total 5241						1,894.15						
<b>A.P.S.</b>												
				70								
06212013	1	Inv	UTILITIES		06/21/2013	43,718.19	0		.00			6/13
					07/10/2013		No			001-004-5048		
Total 7/10/2013						46,248.58						

07/10/2013 GL Period Summary

GL Period	Amount
6/13	46,248.58
	<u>46,248.58</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
<b>7/11/2013</b>												
LEXIS-NEXIS (ACCURINT)				169								
43	1	Inv	BACKGROUND CHECKS		07/01/2013	50.00	2		.00			7/13 Y
					07/01/2013		No			001-004-5041		
43	2	Inv			07/01/2013	.00	2		.00			7/13 Y
					07/01/2013		No					
43	3	Inv			07/01/2013	.00	2		.00			7/13 Y
					07/01/2013		Yes					
Total 43						50.00						
Total 169						50.00						
BETTER COMMUNICATIONS CO				2430								
7012089	1	Inv	Radio Contract		07/01/2013	.00	0		.00			7/13 Y
					07/01/2013		No			001-004-5047		
7012089	2	Inv	Radio contract		07/01/2013	.00	0		.00			7/13 Y
					07/01/2013		No			001-031-5047		
7012089	3	Inv	Radio Contract		07/01/2013	529.90	0		.00			7/13 Y
					07/01/2013		No			001-050-5047		
7012089	4	Inv	Radio Contract		07/01/2013	312.63	0		.00			7/13 Y
					07/01/2013		No			001-060-5047		
7012089	5	Inv	Radio Contract		07/01/2013	.00	0		.00			7/13 Y
					07/01/2013		No			001-084-5047		
7012089	6	Inv	Radio Contract		07/01/2013	.00	0		.00			7/13 Y
					07/01/2013		No			001-085-5047		
7012089	7	Inv	Radio Contract		07/01/2013	.00	0		.00			7/13 Y
					07/01/2013		No			002-090-5047		
7012089	8	Inv	Radio Contract		07/01/2013	.00	0		.00			7/13 Y
					07/01/2013		No			002-091-5047		
7012089	9	Inv	Radio Contract		07/01/2013	.00	0		.00			7/13 Y
					07/01/2013		No			002-092-5047		
7012089	10	Inv	Radio Contract		07/01/2013	.00	0		.00			7/13 Y
					07/01/2013		No			001-040-5047		
7012089	11	Inv	Radio Contract		07/01/2013	.00	0		.00			7/13 Y
					07/01/2013		No			007-087-5047		
Total 7012089						842.53						
Total 2430						842.53						
CABLE ONE23414-120774-01-0				2940								
10012087	1	Inv	UTILITIES		07/01/2013	.00	0		.00			7/13 Y
					07/01/2013		No			001-060-5048		
10012087	2	Inv	UTILITIES		07/01/2013	105.95	0		.00			7/13 Y
					07/01/2013		No			001-050-5048		
10012087	3	Inv	UTILITIES		07/01/2013	.00	0		.00			7/13 Y
					07/01/2013		No			001-093-5048		
10012087	4	Inv	UTILITIES		07/01/2013	.00	0		.00			7/13 Y
					07/01/2013		No			001-050-5048		
10012087	5	Inv	UTILITIES		07/01/2013	.00	0		.00			7/13 Y
					07/01/2013		No			001-004-5048		

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
Total 10012087						105.95						
Total 2940						105.95						
CYBERTRAILS				3960								
7312073	1	Inv	EMAIL AND BACKUP		07/01/2013 07/01/2013	90.65	2 No		.00		001-004-5047	7/13 Y
7312073	2	Inv			07/01/2013 07/01/2013	.00	2 No		.00			7/13 Y
Total 7312073						90.65						
Total 3960						90.65						
HENSLEY'S				5980								
5012015	1	Inv	ICE		07/01/2013 07/01/2013	60.00	0 No		.00		002-090-5026	7/13 Y
HOLBROOK VOL FIRE DEPT				6260								
200603	1	Inv	RETIREMENT		07/05/2013 07/05/2013	1,916.59	0 No		.00		001-060-5015	7/13 Y
200603	2	Inv	UNIFORMS		07/05/2013 07/05/2013	3,343.24	0 No		.00		001-060-5023	7/13 Y
Total 200603						5,259.83						
Total 6260						5,259.83						
IKON FINANCIAL SERVICES				6503								
9012085	1	Inv	COPIER LEASE		07/01/2013 07/01/2013	.00	3 No		.00		001-004-5049	7/13 Y
9012085	2	Inv	COPIER MAINTENANCE C		07/01/2013 07/01/2013	.00	3 No		.00		001-050-5047	7/13 Y
Total 9012085						.00						
Total 6503						.00						
NAVAJO COUNTY HISTORICAL				8720								
126	1	Inv	CONTRIBUTION		07/01/2013 07/01/2013	2,400.00	0 No		.00		001-014-5057	7/13 Y
Total 7/11/2013						8,808.96						

07/11/2013 GL Period Summary

GL Period	Amount
7/13	8,808.96

R Column: Y = Recurring Payment

GL Period	Amount
	<u>8,808.96</u>
Grand Total:	<u>73,880.46</u>

Report GL Period Summary

GL Period	Amount
6/13	65,071.50
7/13	8,808.96
	<u>73,880.46</u>

Vendor Number Hash: 94935  
 Vendor Number Hash - Split: 148056  
 Total Number of Invoices: 22  
 Total Number of Transactions: 41

TC	Terms Description	Invoice Amt	Discount Amt	Net Inv Amt
0	Open Terms	71,387.88	.00	71,387.88
1	NET 20	457.78	.00	457.78
2	NET 7	2,034.80	.00	2,034.80
3	IMMEDIATELY	.00	.00	.00
		<u>73,880.46</u>	<u>.00</u>	<u>73,880.46</u>

Report Criteria:  
 Invoice.Vendor No = 1-9699

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
3678535	1 Inv	QUILL OFFICE PRODUCTS SUPPLIES 9990	06/26/2013 07/17/2013	192.52	0 No		.00	001-050-5021		6/13
90186	1 Inv	SMITH & LOVELESS INC PARTS 10920	06/26/2013 07/17/2013	257.99	0 No		.00	002-092-5026		6/13
06302013	1 Inv	HOLBROOK FIRST STEP PROFESSIONAL SERVICE 21380	06/30/2013 07/17/2013	78.75	0 No		.00	006-014-5041		6/13
5500	1 Inv	JASKL HVAC REPAIRS 21003	06/25/2013 07/17/2013	201.00	0 No		.00	007-087-5049		6/13
9827802-004	1 Inv	UNITED RENTALS EQUIP RENTAL 12394	06/29/2013 07/17/2013	1,858.65	1 No		.00	007-087-5071		6/13
06272013	1 Inv	OUR LADY OF GUADALUPE PARISH RENTAL 20024	06/27/2013 07/04/2013	75.00	2 No		.00	006-014-6002		6/13
2674	1 Inv	NEAL RANDSTROM CPA, P.C. PROFESSIONAL SERVICE 22092	05/01/2013 07/08/2013	405.00	0 No		.00	006-014-5041		6/13
06282013	1 Inv	SKEVINGTON, WENDY CAFETERIA 10880	06/28/2013 07/08/2013	255.00	0 No		.00	099-0002523		6/13
30028	1 Inv	STANDARD ELECTRIC PUMP 11270	06/04/2013 07/17/2013	542.75	0 No		.00	001-031-5026		6/13
Total 7/8/2013				31,802.20						

07/08/2013 GL Period Summary

GL Period	Amount
6/13	31,777.20
7/13	25.00
	<u>31,802.20</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
<b>7/10/2013</b>												
SAFEWAY, INC * 3189 10510												
06242013	1	Inv	RESALE		06/24/2013 07/10/2013	30.90	0 No		.00			7/13 001-040-5029
R.W.TURNER & SONS PUMP AND 22005												
696	1	Inv	SEWER PUMP		06/06/2013 07/10/2013	11,323.67	0 No		.00			7/13 002-092-5071
TAYLOR, CHANTELLE 22093												
06292013	1	Inv	REFUND POOL		06/29/2013 07/10/2013	25.00	0 No		.00			6/13 001-000-4737
EWING 20265												
6592562	1	Inv	SUPPLIES		06/25/2013 07/17/2013	1,117.41	5 No		.00			6/13 001-040-5026
JACK'S MUSTANG 10250												
26765	1	Inv	REPAIRS		06/02/2013 07/10/2013	12.00	0 No		.00			6/13 001-050-5024
WELLS FARGO REMITTANCE CENTER 20946												
06302013	1	Inv	TRAVEL		06/30/2013 07/10/2013	.00	0 No		.00			6/13 002-091-5045
06302013	2	Inv	SUPPLIES		06/30/2013 07/10/2013	293.11	0 No		.00			6/13 001-031-5029
06302013	3	Inv	SUPPLIES		06/30/2013 07/10/2013	3,954.65	0 No		.00			6/13 001-031-5026
06302013	4	Inv	SUPPLIES		06/30/2013 07/10/2013	151.26	0 No		.00			6/13 002-090-5026
06302013	5	Inv	SUPPLIES		06/30/2013 07/10/2013	106.39	0 No		.00			6/13 001-031-5071
06302013	6	Inv	SUPPLIES		06/30/2013 07/10/2013	691.65	0 No		.00			6/13 001-050-5026
06302013	7	Inv	SUPPLIES		06/30/2013 07/10/2013	59.40	0 No		.00			6/13 002-091-5026
06302013	8	Inv	SUPPLIES		06/30/2013 07/10/2013	289.26	0 No		.00			6/13 002-092-5047
06302013	9	Inv	SUPPLIES		06/30/2013 07/10/2013	116.72	0 No		.00			6/13 001-020-5026
06302013	10	Inv	SUPPLIES		06/30/2013 07/10/2013	182.40	0 No		.00			6/13 002-091-5045
06302013	11	Inv	SUPPLIES		06/30/2013 07/10/2013	119.55	0 No		.00			6/13 001-040-5026
06302013	12	Inv	SUPPLIES		06/30/2013 07/10/2013	52.53	0 No		.00			6/13 001-020-5026
06302013	13	Inv	TRAVEL		06/30/2013 07/10/2013	118.17	0 No		.00			6/13 001-050-5045
06302013	14	Inv	SUPPLIES		06/30/2013 07/10/2013	600.46	0 No		.00			6/13 001-050-5024
06302013	15	Inv	SUPPLIES		06/30/2013 07/10/2013	35.95	0 No		.00			6/13 001-050-5021

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
Total 06302013						6,771.50						
Total 20946						6,771.50						
TATE'S AUTO CENTER				11670								
76620	1	Inv	REPAIRS		06/08/2013 07/17/2013	1,641.38	0 No		.00	003-150-5071		6/13
VINYL GRAPHICS				21870								
034404	1	Inv	EMBLEMS		06/14/2013 07/17/2013	170.46	0 No		.00	003-150-5071		6/13
Total 7/10/2013						21,092.32						

07/10/2013 GL Period Summary

GL Period	Amount
6/13	9,737.75
7/13	11,354.57
	21,092.32

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
<b>7/11/2013</b>												
ARIZONA PUBLIC SERVICE			21025									
60835	1	Inv	STREETLIGHT AGREEME		07/01/2013 07/01/2013	564.81	0 No		.00		7/13	Y
											007-087-5048	
U.S. POSTMASTER			21221									
51	1	Inv	UTILTIY BILLING		07/01/2013 07/01/2013	296.67	0 No		.00		7/13	Y
											002-090-5042	
51	2	Inv	UTILITY BILLING		07/01/2013 07/01/2013	296.67	0 No		.00		7/13	Y
											002-091-5042	
51	3	Inv	UTILITY BILLING		07/01/2013 07/01/2013	296.67	0 No		.00		7/13	Y
											002-092-5042	
Total 51						890.01						
Total 21221						890.01						
ADT SECURITY SERVICES			21275									
10151	1	Inv	SECURITY SERVICES		07/03/2013 07/03/2013	140.25	0 No		.00		7/13	Y
											001-004-5049	
COPIER PROGRAM DIVISION			21479									
3180016144	1	Inv	COPIER LEASE		07/01/2013 07/01/2013	346.82	0 No		.00		7/13	Y
											001-004-5047	
YESCO			21716									
23	1	Inv	MAINTENANCE		07/01/2013 07/01/2013	265.00	0 No		.00		7/13	Y
											001-014-5057	
CABLE ONE 23414-459480-01-5			21944									
10012021	1	Inv	UTILITIES		07/01/2013 07/01/2013	58.00	0 No		.00		7/13	Y
											001-060-5048	
CABLE ONE 23414-123561-01-8			21945									
10012021	1	Inv	UTILITIES		07/01/2013 07/01/2013	58.00	0 No		.00		7/13	Y
											001-050-5048	
CABLEONE 23414-468281-01-6			21946									
10012021	1	Inv	UTILITIES		07/01/2013 07/01/2013	475.39	0 No		.00		7/13	Y
											001-004-5048	
CABLEONE #23414-470574-01-1			22006									
3012017	1	Inv	UTILITIES		07/01/2013 07/01/2013	111.94	0 No		.00		7/13	Y
											001-020-5048	
CABLE ONE 23414-472364-01-4			22031									
50115	1	Inv	UTILITIES		07/01/2013 07/01/2013	69.45	0 No		.00		7/13	Y
											002-091-5048	
Total 7/11/2013						2,979.67						

GL Period	Amount
07/11/2013 GL Period Summary	

GL Period	Amount
7/13	2,979.67
	<u>2,979.67</u>
Grand Total:	<u>55,874.19</u>

Report GL Period Summary

GL Period	Amount
6/13	41,514.95
7/13	14,359.24
	<u>55,874.19</u>

Vendor Number Hash: 745855  
 Vendor Number Hash - Split: 1081541  
 Total Number of Invoices: 40  
 Total Number of Transactions: 56

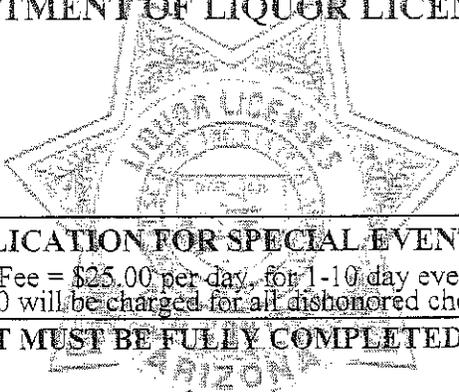
TC	Terms Description	Invoice Amt	Discount Amt	Net Inv Amt
0	Open Terms	52,823.13	.00	52,823.13
1	NET 20	1,858.65	.00	1,858.65
2	NET 7	75.00	.00	75.00
5	NET 10TH OF MONTH	1,117.41	.00	1,117.41
		<u>55,874.19</u>	<u>.00</u>	<u>55,874.19</u>

Report Criteria:  
 Invoice.Vendor No = 9701-99999

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

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

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



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

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

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

DEPT USE ONLY  
LIC#

1. Name of Organization: B.P.O.E. # 2450 Holbrook Elks Lodge # 2450

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

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

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

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

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

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

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

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

8. Phone Numbers: (928) 524-6789 (928) 524-6789 (928) 241-1296 \*  
Site Owner # Applicant's Business # Applicant's Home #

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

	Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:	<u>August-10-2003</u>	<u>Saturday</u>	<u>5 P.M.</u>	<u>1:00 AM</u>
Day 2:	_____	_____	_____	_____
Day 3:	_____	_____	_____	_____
Day 4:	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____
Day 8:	_____	_____	_____	_____
Day 9:	_____	_____	_____	_____
Day 10:	_____	_____	_____	_____

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?  
 YES  NO (attach explanation if yes)
11. This organization has been issued a special event license for 2 days this year, including this event  
(not to exceed 10 days per year).
12. Is the organization using the services of a promoter or other person to manage the event?  YES  NO  
If yes, attach a copy of the agreement.
13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.  
**THE ORGANIZATION APPLYING MUST RECEIVE 25% of the gross revenues of Alcoholic Beverage Sales.**

<u>Name</u>	<u>Address</u>	<u>Percentage</u>
<u>B.P.O.E # 2450</u>	<u>714 Eldon Ave Holbrook Az 86025</u>	<u>100%</u>

(Attach additional sheet if necessary)

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

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

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

     # Police  Fencing  
4 # Security personnel  Barriers

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

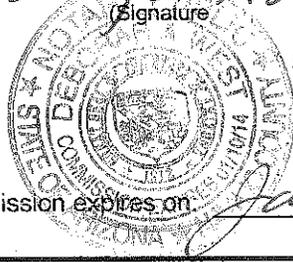
B.P.O.E # 2450 (928) 524-6789  
Name of Business Phone Number

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

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

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

X Cindy I Allen (Signature) \_\_\_\_\_ (Title/Position) \_\_\_\_\_ (Date) \_\_\_\_\_ (Phone #) \_\_\_\_\_



State of Arizona County of Navajo

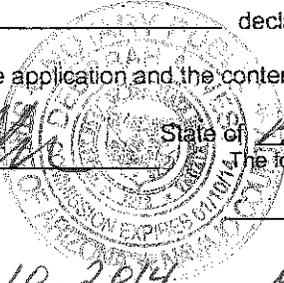
The foregoing instrument was acknowledged before me this 27 6 2013  
Day Month Year

My Commission expires on Jan 10, 2014 (Date) \_\_\_\_\_ Deborah A West (Signature of NOTARY PUBLIC)

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

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

X Cindy I Allen (Signature) \_\_\_\_\_ State of Arizona County of Navajo  
The foregoing instrument was acknowledged before me this



27 6 2013  
Day Month Year

My commission expires on: Jan 10, 2014 (Date) \_\_\_\_\_ Deborah A West (Signature of NOTARY PUBLIC)

**You must obtain local government approval. City or County MUST recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.**

**LOCAL GOVERNING BODY APPROVAL SECTION**

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

**FOR DLLC DEPARTMENT USE ONLY**

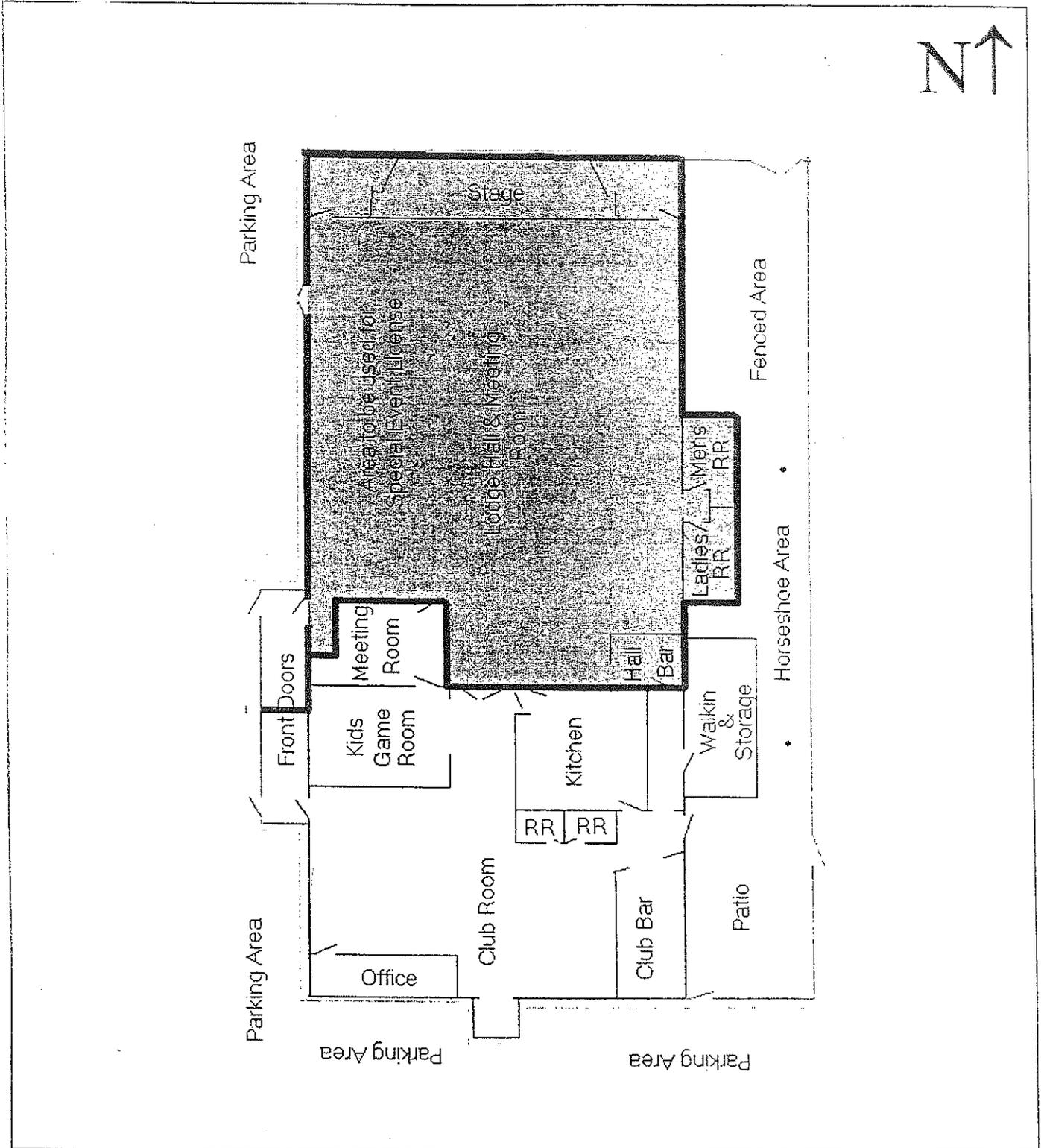
Department Comment Section:

\_\_\_\_\_  
(Employee) \_\_\_\_\_ (Date)

APPROVED  DISAPPROVED BY: \_\_\_\_\_  
\_\_\_\_\_  
(Title) \_\_\_\_\_ (Date)

**SPECIAL EVENT LICENSED PREMISES DIAGRAM**  
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)  
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.





*Holbrook Lodge No. 2450*

BENEVOLENT AND PROTECTIVE ORDER OF ELKS

Arizona Department of Liquor Licenses & Control  
800 W. Washington 5<sup>th</sup> Floor  
Phoenix, AZ 85007-2934  
(602) 542-5141

Subject: Agreement to Suspend

We agree to suspend our #14 liquor license in the area in which the special event license will be in use during the time period of the event.

*Cindy Allen*

Agent

State of Arizona Department of Liquor Licenses and Control  
 800 W. Washington, 5th Floor  
 Phoenix, AZ 85007  
 www.azliquor.gov  
 (602)542-5141

**APPLICATION FOR SPECIAL EVENT LICENSE**

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

**NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.**  
 PLEASE ALLOW 10 BUSINESS DAYS FOR APPROVAL

\*\*Application must be approved by local government before submission to  
 Department of Liquor Licenses and Control. (Section #20)

DLLC USE ONLY
LICENSE #

1. Name of Organization: B.P.O.E #2450 (Holbrook Elks Lodge 2450)

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

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

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

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

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

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

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

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

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

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

	Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:	<u>September 21<sup>st</sup> 2013</u>	<u>Saturday</u>	<u>5 PM</u>	<u>1 a.m</u>
Day 2:	_____	_____	_____	_____
Day 3:	_____	_____	_____	_____
Day 4:	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____
Day 8:	_____	_____	_____	_____
Day 9:	_____	_____	_____	_____
Day 10:	_____	_____	_____	_____

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?  
 YES  NO (attach explanation if yes)
11. This organization has been issued a special event license for 3 days this year, including this event  
(not to exceed 10 days per year).
12. Is the organization using the services of a promoter or other person to manage the event?  YES  NO  
If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.  
**THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL  
EVENT LIQUOR SALES.**

Name B.P.O.E. #2450 714 Eldon Ave Holbrook Az 86025 100%  
Percentage

Address \_\_\_\_\_

Name \_\_\_\_\_ Percentage

Address \_\_\_\_\_

(Attach additional sheet if necessary)

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

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

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

     # Police  Fencing  
4 # Security personnel  Barriers

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**(ATTACH COPY OF AGREEMENT)**

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

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

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

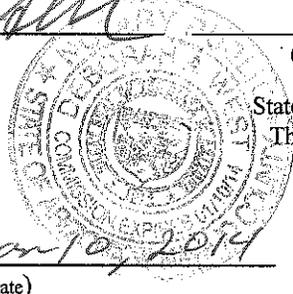
18. I, Cindy I Allen, declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X Cindy I Allen (Signature) \_\_\_\_\_ (Title/Position) \_\_\_\_\_ (Date) \_\_\_\_\_ (Phone #)

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

27 6 2013  
Day Month Year

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



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

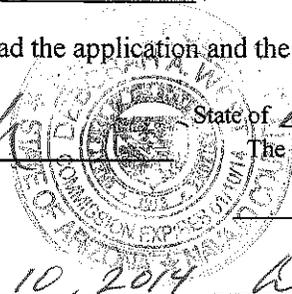
19. I, Cindy I Allen, declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X Cindy I Allen (Signature) \_\_\_\_\_ (Title/Position) \_\_\_\_\_ (Date) \_\_\_\_\_ (Phone #)

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

27 6 2013  
Day Month Year

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



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

**LOCAL GOVERNING BODY APPROVAL SECTION**

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

**FOR DLLC DEPARTMENT USE ONLY**

Department Comment Section:  
\_\_\_\_\_  
\_\_\_\_\_  
(Employee) \_\_\_\_\_ (Date)

APPROVED  DISAPPROVED BY: \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

Holbrook Lodge No 2450  
714 Elkom Drive  
Holbrook AZ 86025

Arizona Department of Liquor Licenses & Control  
800 W Washington 5<sup>th</sup> Floor  
Phoenix AZ 85007-2934  
(602) 542-5141

Subject: Agreement to Suspend

We Agree to Suspend our #14 liquor license in the area in which the special event license will be in use during the time period of the event.

A handwritten signature in cursive script, appearing to read "Cindy I. Allen".

Cindy I Allen  
Agent

**CITY OF HOLBROOK**

**INVOICE APPROVAL REPORT**

**BY GL NUMBER WALT'S  
HARDWARE**

**07/03/2013 THRU 07/11/2013**

**TOTAL** **\$2,217.29**

## AGREEMENT

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between the City of Holbrook, a municipal corporation, hereinafter referred to as "City" and Kelly Young, hereinafter referred to as "Young". This agreement is for Estheticion 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. Young agrees to the following:
  - A. To pay a fee of \$25.00 per month.
  - 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 Community Building for Estheticion services.
  
3. This agreement shall be for a period of two (2) years from the date the agreement is signed above; however, City or Young may cancel the agreement for any reason upon sixty (60) days' written notice to the other party.
  
4. Young 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. Young 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. Young shall indemnify and hold the City harmless from and against any liability, obligation or damage arising from the use of the premises by Young, its agents or guests.
  
8. Young 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) YOUNG: Kelly Young  
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:

\_\_\_\_\_  
Jeff Hill, Mayor

\_\_\_\_\_  
Kelly Young

ATTEST:

\_\_\_\_\_  
Cher Reyes, City Clerk

## AGREEMENT

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between the City of Holbrook, a municipal corporation, hereinafter referred to as "City" and Tamica Serna, hereinafter referred to as "Serna". This agreement is for Zumba instruction at the City of Holbrook's Community Building.

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

1. Serna agrees to the following:
  - A. To pay a fee of \$25.00 per month.
  - B. To provide his/her own liability insurance coverage in the amount of \$1,000,000.00 for clients.
  - C. To clean facility after use.
  
2. Holbrook agrees to the following:
  - A. To pay all utilities excluding phone service.
  - C. To provide a space of 400 square foot in the Holbrook Fitness Center for Zumba instruction.
  
3. This agreement shall be for a period of two (2) years from the date the agreement is signed above; however, City or Serna may cancel the agreement for any reason upon thirty (30) days' written notice to the other party.
  
4. Serna 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. Serna 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. Serna shall indemnify and hold the City harmless from and against any liability, obligation or damage arising from the use of the premises by Serna, its agents or guests.
  
8. Serna shall procure appropriate liability insurance with the City as an additional



## AGREEMENT

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between the City of Holbrook, a municipal corporation, hereinafter referred to as "City" and Kaden Mohlow, hereinafter referred to as "Mohlow". This agreement is for Dance instruction at the City of Holbrook's Community Building.

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

1. Mohlow agrees to the following:
  - A. To pay a fee of \$25.00 per month.
  - B. To provide his/her own liability insurance coverage in the amount of \$1,000,000.00 for clients.
  - C. To clean facility after use.
  
2. Holbrook agrees to the following:
  - A. To pay all utilities excluding phone service.
  - B. To provide a space of 400 square foot in the Holbrook Community Building for Dance instruction.
  - C. To provide janitorial supplies including toilet paper.
  
3. This agreement shall be for a period of two (2) years from the date the agreement is signed above; however, City or Mohlow may cancel the agreement for any reason upon sixty (60) days' written notice to the other party.
  
4. Mohlow 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. Mohlow 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. Mohlow shall indemnify and hold the City harmless from and against any liability, obligation or damage arising from the use of the premises by Hatch, its agents or guests.
  
8. Mohlow 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<br>City of Holbrook<br>P.O. Box 970<br>Holbrook, AZ 86025 |
| (2) | MOHLOW:           | Kaden Mohlow<br>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:

\_\_\_\_\_  
Jeff Hill, Mayor

\_\_\_\_\_  
Kaden Mohlow

ATTEST:

\_\_\_\_\_  
Cher Reyes, City Clerk

**ATTACHMENT D  
TO  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN OWNER AND ENGINEER,  
DATED \_\_\_\_\_, 2013**

**FURTHER DESCRIPTION OF SERVICES OF ENGINEER**

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on February 16, 2010 between the **CITY OF HOLBROOK, ARIZONA (Owner)** and **ARMSTRONG CONSULTANTS, INC., (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. **LOCATION** – Holbrook Municipal Airport

3. **WORK PROGRAM** – Attached

**Element 1 – Electrical System Upgrades**

4. **FEES** - The fees will be as noted below. (All lump sums)

Element 1 – Design (Phases 1-3)	\$20,000
Bidding	\$5,000
Electrical Contractor for Cable Locates	\$4,950
Survey	\$3,300
Element 1 – Construction Services (Phase 4)	\$15,000
<b>Engineering Total</b>	<b>\$48,250</b>

OWNER:  
CITY OF HOLBROOK, ARIZONA

ENGINEER:  
ARMSTRONG CONSULTANTS, INC.

\_\_\_\_\_  
Ray Alley, City Manager

\_\_\_\_\_  
Dennis Corsi, President



## PHASE 1 - PRELIMINARY DESIGN FOR ELEMENT 1

The preliminary design phase is intended to identify and evaluate alternatives to assure cost effective and practical solutions for the work items identified. The designer will complete its evaluation of alternatives through contacts with local authorities, field investigations and a practical design approach. The design will take advantage of local knowledge and experience and utilize expertise from recent construction projects to design a cost-effective project and ensure competitive construction bids. Cost efficiencies will be realized in a lower initial cost and in lower long-term maintenance costs.

Activities include:

1. Coordinate with the Owner, FAA, ADOT – MPD Aeronautics Group and local users to minimize impacts in day-to-day operations. This will include meeting with the Owner to determine critical dates and the feasibility of the proposed work. Various meetings during the design phase will also be conducted to review the progress of the design and discuss construction details, proposed time frame of the construction and special requirements of the project. It is anticipated that there will be one meeting with the Owner, FAA and ADOT – MPD Aeronautics Group.
2. Prepare project scope of work and contract. This includes establishing the scope of work through meeting with the Owner. This also includes drafting the contract for work to be done by the Engineer for the Owner. Prepare preliminary cost estimates and schematic design for each element of the project.
3. Prepare Federal Documents. This task consists of preparing the federal grant application, environmental documentation, and airspacing documentation. The documents that will be prepared include:
  - a. Prepare Federal Form 424.
  - b. Prepare Project Sketch to be included in FAA Grant Application.
  - c. Prepare Program Narrative, discussing the purpose and need of the work and the method of accomplishment.
  - d. Prepare Preliminary Estimate.
  - e. Prepare the Sponsor's Certifications. This is to be included with the FAA Grant Application.
  - f. Attach the current Grant Assurances.
  - g. Categorical Exclusion will be required to be completed and submitted to the FAA.
  - h. Prepare FAA Form 7460-1.

The Engineer will submit the application to the Owner for approval and signatures.

## PHASE 2 - ENGINEERING PHASE ACTIVITIES FOR ELEMENT 1

1. Evaluate local conditions:
  - a. Investigate existing APS power service to the airport.
  - b. Locate existing airfield electrical circuits and lighting. Locates will be conducted by an electrical subcontractor and a surveyor.
2. Analyze site survey data, including establishment of project control points. Prepare the data for use with computer modeling. Included are the following separate tasks:
  - a. Input raw survey data into the computer program in order to sort data into company standard layers for efficient analysis.
  - b. Sort all data points by layers and description for computer modeling.
3. Prepare asbuilt plans of the existing airfield lighting circuits.
4. Prepare runway and taxiway lighting and signage layout and additional circuit calculations. The Engineer will establish the lighting layouts and equipment necessary to meet FAA criteria and standards. Included for this work item are the following tasks:
  - a. Layout runway, taxiway and apron edge lighting locations for existing and future pavement areas.
  - b. Layout existing and future mandatory and informational signage locations.
  - c. Determine mandatory and informational sign legends and sign sizes.
  - c. Layout existing and future duct locations and sizes.
  - d. Calculate regulator load and determine the regulator size required.
5. Evaluate existing electrical service and distribution panels located near the terminal that power some of the voltage source lighting on the airfield.
6. Make recommendations based upon electrical investigations.
7. Prepare construction plans. Construction plans will be prepared depicting the new construction involved with Element 1 Electrical System Upgrades. The following list of drawings will be used as a guideline. Drawings may be added or deleted during the design phase if required.

DESCRIPTION		ELEMENT 1
a	Cover sheet- project title, project/grant number, funding agencies, index to drawings, project key and vicinity maps	1 Sheet
b	Survey Control Map, Summary of Approximate Quantities, General Notes and Legends, where applicable	1 Sheet

d	Electrical Line Plan-These sheets depict in a plan view the new electrical service	2 Sheets
e	Electrical Details	1 Sheet
f	Vault and Service Entrance plan and details	2 Sheets
	TOTAL SHEET COUNT	7 Sheets

8. Prepare contract documents. The Engineer will prepare the contract documents including invitation for bids, instructions to bidders, proposal, equal employment opportunity clauses and applicable wage rates, construction contract agreement, performance bond, payment bond, general and special provisions. Preparation will include establishing the location for the bid opening and description of the work schedule. Contract documents will be prepared as early as possible during the design phase and submitted to the FAA and Owner for review.
9. Prepare technical specifications. The Engineer will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or material that is not covered by the FAA specifications.

The standard specifications to be utilized may include the following items:

Item P-151	Clearing and Grubbing
Item P-152	Excavation and Embankment
Item P-156	Temporary Air and Water Pollution, Soil Erosion & Siltation Control
Item P-610	Structural Portland Cement Concrete
Item L-108	Airport Underground Cable
Item L-109	Airport Vault and Vault Equipment
Item L-110	Airport Underground Electrical Duct
Item L-125	Airport Lighting Systems and Guidance Signs
Item T-901/908	Seeding/Mulching

The added technical specifications may include but not be limited to the following items:

Item Special-1	Mobilization
Item Special-2	Removals
Item Special-6	Watering

10. Solicit Comments on preliminary design from FAA and ADOT MPD Aeronautics Group. Attend 30% review meeting.

### PHASE 3 - FINAL DESIGN FOR ELEMENT 1

In the final design phase, the designer will provide well-defined construction requirements, with selected bid alternatives as appropriate to assure competitive construction bids. Construction schedules will be closely coordinated to assure the best possible weather conditions and the least possible interference with airport operations.

Activities include:

#### Final Design

1. Incorporate engineering phase design comments and respond as necessary to requests for additional information.
2. Calculate Estimated Quantities. The Engineer will calculate all necessary quantities for the various work items in each Element.
3. Prepare Estimate of Probable Construction Cost for each Element. Using the final quantities calculated following the completion of the plans and specifications, the Engineer will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other databases available.
4. Prepare design engineer's report. During the preparation of the construction plans and specifications, an engineer design report will be prepared. The report will include the summary of the project, electrical service findings and recommendations, schedule and cost estimate for the completion of the project. The design report will follow the current FAA Airports guidance where applicable.
5. Prepare and submit final plans and specifications. Copies will be submitted to the FAA, ADOT – MPD Aeronautics Group and Owner. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the FAA and Owner's review.
6. Assist the Owner with the advertisement for bids, prebid conference at the airport, issue any addendums required and interpretation of the project requirements.
7. Attend and assist the Owner with the bid opening.
8. Prepare an abstract of bids and make recommendation for award.
9. Assist in award notification to successful bidder and notify and return bid bonds to the unsuccessful bidders.
10. Disadvantaged Business Enterprise (DBE) Plan will not be updated for this project. Grant amount is anticipated to be less than the FAA's threshold for needing an updated DBE plan.
11. Prepare and/or assist with necessary forms:
  - i. Sponsor Quarterly Report
  - j. Strategic Event Coordination Form
  - k. Standard Form 271
  - l. Standard Form 425

## PHASE 4 – CONSTRUCTION SERVICES FOR ELEMENTS 1

During the construction phase of the project, the designer will assist the Airport to monitor and document progress for quality and cost control. Review contractor payment requests, quality control and acceptance testing, establish necessary survey control, continually inform the Owner of project progress and problems, complete the quality assurance (QA) test summary, conduct the final project inspection and complete the final project report.

Activities include:

1. Prepare construction contract agreement, review bonds, insurance certificates, construction schedules, etc.
2. A Construction Management Plan will not be required for this project.
3. No AGIS survey requirements are to be conducted as a part of this contract or project.
4. Conduct pre-construction conference.
5. Provide horizontal and vertical control.
6. Provide review of all submittals for materials to be used on the project. Review all shop drawings items as required during construction. Review requests for information.
7. Provide technical assistance and recommendations to the airport during construction.
8. Provide interim inspection to monitor and document construction progress, confirm conformance with schedules, plans and specifications, measure and document construction pay quantities, document significant conversations or situations, document input or visits by local authorities, etc.
9. Review weekly payroll submittals and conduct interviews.
10. Prepare change orders and supplemental agreements, if required. All coordination of change orders will be provided by the Engineer.
11. Prepare and submit weekly inspection reports. Reports will be submitted to the FAA and Sponsor.
12. Prepare and confirm monthly payment requests. Payment requests will be reviewed for accuracy with contractor and project inspector. Armstrong will prepare FAA payment documents for the Owner. The Owner will be required to complete the payment reimbursement through the FAA e-invoicing system.
13. Conduct final project inspection with the Owner, FAA and State Aeronautics and the contractor. Any punch list items will be noted and coordinated with the contractor for necessary action.
14. Pavement strength survey will not be updated for this project.

15. Prepare record drawings and a final project report. The final report will follow the current FAA AIP Final Report guidance. The FAA, ADOT-MPD Aeronautics Group and Sponsor will each receive one copy of the record drawings.

### Detailed Engineering Fee Breakout

**AIRPORT:** Holbrook Municipal Airport  
**LOCATION:** Holbrook, Arizona  
**AIP GRANT No.:** 3-04-0020-015-2013  
**PROJECT DESCRIPTION:** Airfield Electrical Study and New Electrical Service

**ACI PROJECT NUMBER:** 136XXX  
**DATE:** 6/5/13  
**REV. NO.:** NA

Note: This spreadsheet is provided to show how the lump sum totals for each phase have been established. The monthly billing will be a simple percentage of each phases total lump sum amount.

PHASES 1-3 - DESIGN SERVICES	Proposed Fee	Independent Fee Analysis	Negotiated Fee
1.0 PHASE 1: PRELIMINARY DESIGN	\$4,551.60		
2.0 PHASE 2: ENGINEERING PHASE ACTIVITIES	\$11,339.85		
3.0 PHASE 3: FINAL DESIGN PHASE	\$4,173.00		
3.0 Bidding	\$4,942.65		
<b>DESIGN SERVICES TOTAL</b>	<b>\$25,007.10</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>PHASES 1-3 - DIRECT SUBCONSULTANTS</b>			
Survey	\$3,000.00		
Electrical Contractor	\$4,500.00		
<b>SUB TOTAL SUBCONSULTANTS</b>	<b>\$7,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Armstrong Markup (10%)	\$750.00		
<b>TOTAL SUBCONSULTANTS</b>	<b>\$8,250.00</b>		
<b>PHASE 4 CONSTRUCTION SERVICES</b>			
4.0 CONSTRUCTION SERVICES PHASE	\$15,028.48		
<b>TOTAL ENGINEERING SERVICES</b>	<b>\$48,285.57</b>		

#### DESIGN SERVICES

Item No.		Principal Engineer	Project Manager	Project Engineer /			Clerical	Total Hours	Cost Summary
				Planner	Staff Engineer	Draftsman			
1.0	<b>PHASE 1: PRELIMINARY DESIGN</b>	\$220.00	\$185.00	\$160.00	\$135.00	\$125.00	\$70.00		
1.1	Coordinate w/Owner, FAA and ADOT	0	4	0	2	0	0	6	\$1,010.00
1.2	Prepare Project Scope of Work and Fee Estimates	1	4	0	0	0	0	5	\$960.00
1.2	Prelim Cost Estimates, Schematic Designs	0	1	0	4	2	0	7	\$975.00
1.3	Prepare Federal Documents	0	2	0	4	0	0	6	\$910.00
	<b>Estimated Total Man-hours</b>	<b>1</b>	<b>11</b>	<b>0</b>	<b>10</b>	<b>2</b>	<b>0</b>	<b>24</b>	
	<b>Summary Costs</b>	<b>\$220.00</b>	<b>\$2,035.00</b>	<b>\$0.00</b>	<b>\$1,350.00</b>	<b>\$250.00</b>	<b>\$0.00</b>		<b>\$3,855.00</b>
1.90	<b>Reimbursables</b>								
1.92	Miscellaneous							0	\$0.00
1.93	Auto Rental							0 Days	\$70.00
1.94	Mileage		22					22 Mi	\$0.445
1.95	Pilot Time		6					6	\$75.00
1.96	C 182 Aircraft Miles		238					238	\$0.995
1.97	P 210 Aircraft Miles							0	\$0.995
1.98	Lodging and Per Diem		0					0 Days	Per ADOT
1.99	Commercial Travel							0 Trips	\$400.00
	<b>Total Preliminary Design Phase:</b>								<b>\$4,551.60</b>

Checks

### Detailed Engineering Fee Breakout

AIRPORT: Holbrook Municipal Airport  
 LOCATION: Holbrook, Arizona  
 AIP GRANT NO.: 3-04-0020-015-2013

ACI PROJECT NUMBER: 136XXX  
 DATE: 6/5/13  
 REV. NO: NA

**PHASES 1-3 DESIGN SERVICES (CONT.)**

Item No.	Principal Engineer	Project Manager	Project Engineer / Planner	Staff Engineer	Draftsman	Clerical	Total Hours	Cost Summary
<b>2.0 PHASE 2: ENGINEERING PHASE ACTIVITIES</b>	<b>\$220.00</b>	<b>\$185.00</b>	<b>\$160.00</b>	<b>\$135.00</b>	<b>\$125.00</b>	<b>\$70.00</b>		
2.1a Investigate Existing APS power service	0	2	0	4	0	0	6	\$910.00
2.1b Locate Existing Airfield Circuits	0	5	0	1	0	0	6	\$1,060.00
2.2 Analyze Survey Data	0	0	0	2	2	0	4	\$520.00
2.3 Prepare Asbuilts for Existing Airfield Circuits	0	0	0	2	4	0	6	\$770.00
2.4 Layout Existing and Future Edge Lighting and Signage	0	0	0	1	2	0	3	\$385.00
2.5 Evaluate Power Service for Voltage Source Equipment	0	1	0	2	2	0	5	\$705.00
2.6 Make Recommendations	1	3	0	2	1	0	7	\$1,170.00
2.7 Prepare Preliminary Construction Plans	0	2	0	4	6	0	12	\$1,660.00
2.8 Prepare Construction Contract Documents	0	1	0	2	0	0	3	\$455.00
2.9 Prepare Preliminary Specifications	0	2	0	6	0	4	12	\$1,460.00
Solicit Comments on Preliminary Design and 30% Review Meeting	0	3	0	3	0	1	7	\$1,030.00
<b>Estimated Total Man-hours</b>								
	<b>1</b>	<b>19</b>	<b>0</b>	<b>29</b>	<b>17</b>	<b>5</b>	<b>71</b>	
<b>Summary Costs</b>								
	<b>\$220.00</b>	<b>\$3,515.00</b>	<b>\$0.00</b>	<b>\$3,915.00</b>	<b>\$2,125.00</b>	<b>\$350.00</b>		<b>\$10,125.00</b>
<b>2.90 Reimbursables</b>								
2.92 Miscellaneous		500					500	\$500.00
2.93 Auto Rental							0 Days	\$70.00
2.94 Mileage		63					63 MI	\$28.04
2.95 Pilot Time		6					6	\$75.00
2.96 C 182 Aircraft Miles		238					238	\$0.995
2.97 P 210 Aircraft Miles							0	\$0.995
2.98 Lodging and Per Diem							0 Days	Per ADOT
2.99 Commercial Travel							0 Trips	\$400.00
<b>Total Engineering Phase:</b>								<b>\$11,339.85</b>

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### Detailed Engineering Fee Breakout

AIRPORT: Holbrook Municipal Airport  
 LOCATION: Holbrook, Arizona  
 AIP GRANT NO.: 3-04-0020-015-2013

ACI PROJECT NUMBER: 136XXX  
 DATE: 6/5/13  
 REV. NO: NA

**PHASES 1-3 DESIGN SERVICES (CONT.)**

Item No.	Principal Engineer	Project Manager	Project Engineer/ Planner	Staff Engineer	Draftsman	Clerical	Total Hours	Cost Summary
<b>3.0 PHASE 3: FINAL DESIGN PHASE</b>	<b>\$220.00</b>	<b>\$185.00</b>	<b>\$160.00</b>	<b>\$135.00</b>	<b>\$125.00</b>	<b>\$70.00</b>		
3.1 Incorporate Prelim Design Comments, RFI Respons	0	1	0	2	2	1	6	\$775.00
3.2 Final Quantity Calcs	0	0	0	2	2	0	4	\$520.00
3.3 Final Estimate	1	1	0	1	0	0	3	\$540.00
3.4 Prepare Design Engineer's Report	0	1	0	4	0	0	5	\$725.00
3.5 Prepare and Submit Final Plans and Specs	0	1	0	2	1	0	4	\$580.00
3.6 Assist Owner with Advertising	0	6	0	2	0	0	8	\$1,380.00
3.7 Attend Bid Opening	0	3	0	3	0	0	6	\$960.00
3.8 Addenda, Bid Abstract, Award Recommendation	0	2	0	3	0	4	9	\$1,055.00
3.9 Prepare Award, Return Bonds	0	1	0	2	0	1	4	\$525.00
3.11 Prepare FAA Reporting Forms	0	3	0	2	0	2	7	\$965.00
<b>Estimated Total Man-hours</b>	<b>1</b>	<b>19</b>	<b>0</b>	<b>23</b>	<b>5</b>	<b>8</b>	<b>56</b>	
<b>Summary Costs</b>	<b>\$220.00</b>	<b>\$3,515.00</b>	<b>\$0.00</b>	<b>\$3,105.00</b>	<b>\$625.00</b>	<b>\$560.00</b>		<b>\$8,025.00</b>
<b>3.90 Reimbursables</b>								
3.92 Miscellaneous (Printing, Copying & Mailing)		\$500					\$500.00	\$0.00
3.93 Auto Rental						0 Days	\$70.00	\$0.00
3.94 Mileage		54				54 Mi	\$0.445	\$24.03
3.95 Pilot Time		7				7	\$75.00	\$525.00
3.96 C 182 Aircraft Miles		476				476	\$0.995	\$473.62
3.97 P 210 Aircraft Miles						0	\$0.995	\$0.00
3.98 Lodging and Per Diem		2				2 Days	Per ADOT	\$68.00
3.99 Commercial Travel						0 Trips	\$400.00	\$0.00
<b>Total Final Design Phase:</b>								<b>\$9,115.65</b>

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**TOTAL PHASES 1-3 DESIGN SERVICES: \$25,007.10**

### Detailed Engineering Fee Breakout

AIRPORT: Holbrook Municipal Airport  
 LOCATION: Holbrook, Arizona  
 AIP GRANT NO.: 3-04-0020-015-2013

ACI PROJECT NUMBER: 136XXX  
 DATE: 6/5/13  
 REV. NO: NA

#### PHASE 4 - CONSTRUCTION SERVICES

Item No.	CONSTRUCTION SERVICES PHASE	Principal Engineer	Project Manager	Staff Engineer/ Planner	Resident Engineer	Draftsman	Clerical	Total Hours	Cost Summary
4.0	(based on 14 Calendar Days)	\$220.00	\$185.00	\$135.00	\$105.00	\$125.00	\$70.00		
4.1	Coordinate Contract, Review Bonds, Certs, Construction Schedule	0	4	3	0	0	0	7	\$1,145.00
4.4	Conduct Pre-Construction Conference	0	5	4	0	0	0	9	\$1,465.00
4.5	Provide Horizontal, Vertical Control	0	0	0	0	2	0	2	\$250.00
4.6	Review Submittals, Shop Drawings and RFI	0	2	6	0	0	0	8	\$1,180.00
4.7	Provide Technical Assistance During Construction	0	8	16	0	0	0	24	\$3,640.00
4.8	Provide Interim Inspections (I)	0	4	4	0	0	0	8	\$1,280.00
4.9	Review weekly payroll submittals and conduct interviews	0	0	2	0	0	0	2	\$270.00
4.10	Prepare Change Orders, Supplemental Agreemer	0	2	2	0	2	0	6	\$890.00
4.11	Weekly Reports	0	1	2	0	0	0	3	\$455.00
4.12	Confirm Payment Requests	0	1	2	0	0	0	3	\$455.00
4.13	Conduct Final Inspection	0	5	1	0	0	0	6	\$1,060.00
4.15	Prepare Record Drawings	0	1	0	0	2	0	3	\$435.00
4.15	Prepare Final Engineers Report	1	1	2	0	0	0	4	\$675.00
<b>Estimated Total Man-hours</b>		<b>1</b>	<b>34</b>	<b>44</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>85</b>	
<b>Summary Costs</b>		<b>\$220.00</b>	<b>\$6,290.00</b>	<b>\$5,940.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$0.00</b>		<b>\$13,200.00</b>
4.90	<b>Fixed Fee/Reimbursables</b>								
4.92	Miscellaneous							0	\$0.00
4.93	Auto Rental							0 Days	\$70.00
4.94	Mileage		81					81 Mi	\$0.445
4.95	Pilot Time		14					14	\$70.00
4.96	C 182 Aircraft Miles		714					714	\$0.995
4.97	P 210 Aircraft Miles							0	\$0.995
4.98	Lodging and Per Diem		3					3 Days	Per ADOT
4.99	Commercial Travel							0 Trips	\$400.00
<b>Total Construction Phase Services:</b>									<b>\$15,028.48</b>
									Checks
<b>TOTAL PHASE 4 - CONSTRUCTION SERVICES</b>									<b>\$15,028.48</b>

**ORDINANCE 13-06**

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

**Whereas,** The City of Holbrook would like to establish the street known as West Public Works Drive 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. City Staff is authorized to record this ordinance with the Navajo County recorder's office.

Passed and adopted this 30<sup>th</sup> day of July 2013, by the Mayor and Council of the City of Holbrook, Arizona

\_\_\_\_\_  
Jeff Hill, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Cher Reyes, CMC, CPM  
City Clerk

\_\_\_\_\_  
Sterling Solomon  
Solomon Law Office  
City Attorneys

## **Cher Reyes**

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**From:** Bill Bess [bill.bess@navajocountyaz.gov]  
**Sent:** Friday, June 28, 2013 1:50 PM  
**To:** Cher Reyes  
**Cc:** Homero Vela; James Menlove; Trent Larson  
**Subject:** New Public Works Complex Street address

Cher,  
This e-mail is to confirm our telephone conversation this afternoon about the street name and address for the new County Public Works Complex; *100 West Public Works Drive*.

We understand the City Council has to approve the street. Please place us on the agenda for the next Council meeting on July 17<sup>th</sup>.

Thank you for your help.

Bill

William R. Bess, P.E.  
Assistant Public Works Director/County Engineer  
Navajo County Public Works  
PO Box 668, 100 E. Code Talker Drive  
Holbrook, AZ 86025  
(928) 524 - 4106



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