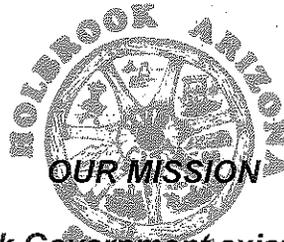


465 First Avenue
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CITY OF HOLBROOK

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holbrookcity@ci.holbrook.az.us



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

AGENDA

REGULAR CITY COUNCIL MEETING

OCTOBER 8, 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).
- 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 September 19, 2013 thru October 3, 2013: Documentation for claims is available *at City Hall. (PAGE 4)*
 - B. Minutes of the Regular meeting held on August 19, 2013. (Page 22)
 - C. Minutes of the Special meeting held on August 27, 2013. (Page 38)
 - D. Minutes of the Special meeting held on September 4, 2013(Page 41)
- 7) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: \$ 484.45
(Page 50)

8) REPORTS:

Mayor:

Council Members:

Manager:

1. **General Plan review.**
2. **East Navajo Boulevard Park.**

9) OLD BUSINESS:

- A. Discussion/possible action regarding Police Department Policy and Procedure update-Manager Alley.

10) NEW BUSINESS:

- A. Discussion/possible action regarding funds request from Holbrook Elk's for the Spooktacular Halloween Party. (Pg 52)
- B. Ordinance 13-11, accepting and establishing "Diamondback Drive", first reading. (Pg 53)
- C. Resolution 13-11, concerning the proposed listing of the Mexican Wolf and nonessential experimental population rule. (Pg 55)
- D. Discussion/possible action regarding approval of updated Salary Tables for the Holbrook Classification and Compensation Plan-Manager Alley. (Pg 58)
- E. Discussion/possible action regarding adding the position and job description of a Patrol Lieutenant to the Classification and Compensation Plan. (Pg 60)
- F. Discussion/possible action regarding adding the position and job description of the Office Assistant/Evidence Clerk Position for the Police Department in the Classification and Compensation. (Pg 64)

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:

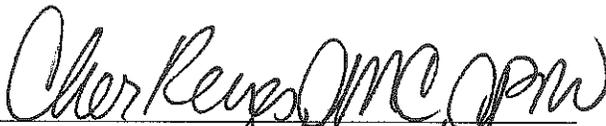
13) CALL TO THE AUDIENCE:

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.

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 1st^{day} of October 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**

09/16/2013 THRU 10/03/2013

TOTAL

\$ 228,078.30

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
9/24/2013												
CARQUEST AUTO PARTS				2440								
09232013	1	Inv	PARTS		09/23/2013	34.34	0		.00			9/13
					10/09/2013		No			002-090-5024		
09232013	2	Inv	PARTS		09/23/2013	54.05	0		.00			9/13
					10/09/2013		No			001-085-5027		
09232013	3	Inv	PARTS		09/23/2013	11.22	0		.00			9/13
					10/09/2013		No			002-090-5024		
09232013	4	Inv	PARTS		09/23/2013	62.36	0		.00			9/13
					10/09/2013		No			007-087-5024		
09232013	5	Inv	PARTS		09/23/2013	71.97	0		.00			9/13
					10/09/2013		No			002-091-5024		
09232013	6	Inv	PARTS		09/23/2013	19.62	0		.00			9/13
					10/09/2013		No			001-050-5024		
09232013	7	Inv	PARTS		09/23/2013	76.63	0		.00			9/13
					10/09/2013		No			001-031-5024		
09232013	8	Inv	PARTS		09/23/2013	41.21	0		.00			9/13
					10/09/2013		No			001-040-5026		
09232013	9	Inv	PARTS		09/23/2013	15.91	0		.00			9/13
					10/09/2013		No			001-084-5024		
09232013	10	Inv	PARTS		09/23/2013	14.93	0		.00			9/13
					10/09/2013		No			001-031-5024		
09232013	11	Inv	PARTS		09/23/2013	11.31	0		.00			9/13
					10/09/2013		No			002-091-5024		
09232013	12	Inv	PARTS		09/23/2013	6.43	0		.00			9/13
					10/09/2013		No			001-084-5024		
09232013	13	Inv	PARTS		09/23/2013	2.38	0		.00			9/13
					10/09/2013		No			001-060-5024		
Total 09232013						422.36						
Total 2440						422.36						
FRONTIER COM LONG DISTANCE												
				3353								
4060781	1	Inv	UTILITIES		09/20/2013	84.13	2		.00			9/13
					09/27/2013		No			001-050-5048		
4060781	2	Inv	UTILITIES		09/20/2013	1.25	2		.00			9/13
					09/27/2013		No			001-020-5048		
Total 4060781						85.38						
Total 3353						85.38						
VERIZON WIRELESS												
				530								
9711384194	1	Inv	UTILITIES		09/10/2013	12.26	0		.00			9/13
					09/24/2013		No			001-060-5048		
UNISOURCE ENERGY SERVICES												
				3380								
09102013	1	Inv	UTILITIES		09/10/2013	34.41	0		.00			9/13
					09/24/2013		No			001-060-5048		
09102013	2	Inv	UTILITIES		09/10/2013	23.33	0		.00			9/13
					09/24/2013		No			002-091-5048		

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
Total 09102013						57.74						
Total 3380						57.74						
BRADCO 2590												
18317	1	Inv	FUEL		09/20/2013 09/24/2013	3,533.22	0 No		.00	001-040-5027		9/13
HOLBROOK FEED & SEED 6150												
09122013	1	Inv	SUPPLIES		09/12/2013 10/09/2013	156.93	0 No		.00	001-031-5026		9/13
AUTO SAFETY HOUSE 1571												
3232540002	1	Inv	PARTS/REPAIRS		09/11/2013 10/09/2013	230.51	2 No		.00	002-092-5024		9/13
NAVAJO COUNTY FINANCE 8690												
4-000000011	1	Inv	JAIL CONTRACT		09/17/2013 09/24/2013	840.00	0 No		.00	001-050-5050		9/13
4-000000011	2	Inv	JAIL CONTRACT		09/17/2013 09/24/2013	5,746.44	0 No		.00	001-050-5050		9/13
4-000000011	3	Inv	JAIL CONTRACT		09/17/2013 09/24/2013	687.50	0 No		.00	001-050-5050		9/13
Total 2014-000000011						7,273.94						
Total 8690						7,273.94						
HOLBROOK TRIBUNE NEWS 6240												
123383	1	Inv	ADVERTISEMENT		09/18/2013 10/09/2013	15.75	0 No		.00	027-004-5057		9/13
FRONTIER COMM TELE 3350												
09152013	1	Inv	UTILITIES		09/15/2013 09/24/2013	330.39	0 No		.00	002-090-5048		9/13
09152013	2	Inv	UTILITIES		09/15/2013 09/24/2013	58.24	0 No		.00	001-050-5048		9/13
09152013	3	Inv	UTILITIES		09/15/2013 09/24/2013	300.32	0 No		.00	006-014-5048		9/13
Total 09152013						688.95						
Total 3350						688.95						
AUTO SAFETY HOUSE 1571												
3232600012	1	Inv	PARTS/REPAIRS		09/17/2013 10/09/2013	32.73	2 No		.00	001-031-5026		9/13
FUTURE TIRE, INC. 5241												
W28828	1	Inv	REPAIRS		09/16/2013 10/09/2013	15.00	2 No		.00	001-099-5024		9/13
AUTO SAFETY HOUSE 1571												
W28798	1	Inv	PARTS/REPAIRS		09/12/2013	103.63	2		.00			9/13

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
					10/09/2013		No			001-050-5024		
A.P.S.				70								
09162013	1	Inv	UTILITIES		09/16/2013	3,402.57	0		.00			9/13
					09/24/2013		No			007-087-5048		
AUTO SAFETY HOUSE				1571								
3232660006	1	Inv	PARTS/REPAIRS		09/23/2013	6.55	2		.00			9/13
					10/09/2013		No			001-004-5026		
UNISOURCE ENERGY SERVICES				3380								
09202013	1	Inv	UTILITIES		09/20/2013	22.29	0		.00			9/13
					09/24/2013		No			006-014-5048		
09202013	2	Inv	UTILITIES		09/20/2013	28.54	0		.00			9/13
					09/24/2013		No			001-031-5048		
09202013	3	Inv	UTILITIES		09/20/2013	28.85	0		.00			9/13
					09/24/2013		No			001-050-5048		
09202013	4	Inv	UTILITIES		09/20/2013	26.75	0		.00			9/13
					09/24/2013		No			001-020-5048		
Total 09202013						106.43						
Total 3380						106.43						
Total 9/24/2013						16,143.95						

09/24/2013 GL Period Summary

GL Period	Amount
9/13	16,143.95
	<u>16,143.95</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
10/2/2013										
LEXIS-NEXIS (ACCURINT) 169										
46	1 Inv	BACKGROUND CHECKS	10/01/2013	50.00	2		.00			10/13 Y
			10/01/2013		No			001-004-5041		
46	2 Inv		10/01/2013	.00	2		.00			10/13 Y
			10/01/2013		No					
46	3 Inv		10/01/2013	.00	2		.00			10/13 Y
			10/01/2013		Yes					
Total 46				50.00						
Total 169				50.00						
BETTER COMMUNICATIONS CO 2430										
7012092	1 Inv	Radio Contract	10/01/2013	.00	0		.00			10/13 Y
			10/01/2013		No			001-004-5047		
7012092	2 Inv	Radio contract	10/01/2013	.00	0		.00			10/13 Y
			10/01/2013		No			001-031-5047		
7012092	3 Inv	Radio Contract	10/01/2013	529.90	0		.00			10/13 Y
			10/01/2013		No			001-050-5047		
7012092	4 Inv	Radio Contract	10/01/2013	312.63	0		.00			10/13 Y
			10/01/2013		No			001-060-5047		
7012092	5 Inv	Radio Contract	10/01/2013	.00	0		.00			10/13 Y
			10/01/2013		No			001-084-5047		
7012092	6 Inv	Radio Contract	10/01/2013	.00	0		.00			10/13 Y
			10/01/2013		No			001-085-5047		
7012092	7 Inv	Radio Contract	10/01/2013	.00	0		.00			10/13 Y
			10/01/2013		No			002-090-5047		
7012092	8 Inv	Radio Contract	10/01/2013	.00	0		.00			10/13 Y
			10/01/2013		No			002-091-5047		
7012092	9 Inv	Radio Contract	10/01/2013	.00	0		.00			10/13 Y
			10/01/2013		No			002-092-5047		
7012092	10 Inv	Radio Contract	10/01/2013	.00	0		.00			10/13 Y
			10/01/2013		No			001-040-5047		
7012092	11 Inv	Radio Contract	10/01/2013	.00	0		.00			10/13 Y
			10/01/2013		No			007-087-5047		
Total 7012092				842.53						
Total 2430				842.53						
CABLE ONE23414-120774-01-0 2940										
10012090	1 Inv	UTILITIES	10/01/2013	.00	0		.00			10/13 Y
			10/01/2013		No			001-060-5048		
10012090	2 Inv	UTILITIES	10/01/2013	105.95	0		.00			10/13 Y
			10/01/2013		No			001-050-5048		
10012090	3 Inv	UTILITIES	10/01/2013	.00	0		.00			10/13 Y
			10/01/2013		No			001-093-5048		
10012090	4 Inv	UTILITIES	10/01/2013	.00	0		.00			10/13 Y
			10/01/2013		No			001-050-5048		
10012090	5 Inv	UTILITIES	10/01/2013	.00	0		.00			10/13 Y
			10/01/2013		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 10012090						105.95						
Total 2940						105.95						
CYBERTRAILS				3960								
7312076	1	Inv	EMAIL AND BACKUP		10/01/2013	90.65	2		.00			10/13 Y
					10/01/2013		No			001-004-5047		
7312076	2	Inv			10/01/2013	.00	2		.00			10/13 Y
					10/01/2013		No					
Total 7312076						90.65						
Total 3960						90.65						
HENSLEY'S				5980								
5012018	1	Inv	ICE		10/01/2013	60.00	0		.00			10/13 Y
					10/01/2013		No			002-090-5026		
IKON FINANCIAL SERVICES				6503								
9012088	1	Inv	COPIER LEASE		10/01/2013	.00	3		.00			10/13 Y
					10/01/2013		No			001-004-5049		
9012088	2	Inv	COPIER MAINTENANCE C		10/01/2013	.00	3		.00			10/13 Y
					10/01/2013		No			001-050-5047		
Total 9012088						.00						
Total 6503						.00						
NAVAJO COUNTY HISTORICAL				8720								
129	1	Inv	CONTRIBUTION		10/01/2013	2,400.00	0		.00			10/13 Y
					10/01/2013		No			001-014-5057		
JUNIOR LIBRARY GUILD				7060								
202176	1	Inv	SUBSCRIPTION		10/01/2013	855.00	0		.00			10/13
					10/09/2013		No			001-020-5026		
INGRAM				6620								
74052472	1	Inv	BOOKIS		09/15/2013	65.48	0		.00			10/13
					10/09/2013		No			001-020-5026		
74121454	1	Inv	BOOKS		09/18/2013	859.30	0		.00			10/13
					10/09/2013		No			001-020-5026		
Total 6620						924.78						
FUTURE TIRE, INC.				5241								
W28936	1	Inv	REPAIRS		09/25/2013	30.00	2		.00			10/13
					10/09/2013		No			002-091-5024		
AUTO SAFETY HOUSE				1571								
3232680001	1	Inv	PARTS/REPAIRS		09/25/2013	51.28	2		.00			10/13
					10/09/2013		No			002-091-5024		
ALERT-ALL CORP				570								
213090534	1	Inv	FIRE PREVENTION		09/09/2013	2,996.90	0		.00			10/13

R Column: Y = Recurring Payment

Vendor Name		Vendor No		Inv Date	Total Cost	Term	Disc Date	Disc Amt	PO Number	GL Per	R
Invoice No	Seq Type	Description	Inventory No								
				10/09/2013		No			001-060-5026		
BETTER COMMUNICATIONS CO			2430								
12479	1 Inv	BATTERY		07/03/2013	165.52	0		.00			10/13
				10/09/2013		No			001-050-5026		
LAWSON PRODUCTS			7450								
9301889194	1 Inv	PARTS		08/31/2013	137.77	0		.00			10/13
				10/09/2013		No			001-040-5026		
NAVAJO COUNTY TREASURER			8750								
0732013	1 Inv	2011 ADD'L ASSESSMENT		07/31/2013	15.44	0		.00			10/13
				10/09/2013		No			001-000-4710		
ARIZONA STATE TREASURER			1380								
07312013	1 Inv	FINES		07/31/2013	1,854.54	0		.00			10/13
				10/02/2013		No			001-000-4710		
ESSENTIAL DATA CONTROL SYSTEM			4771								
72113	1 Inv	REPAIRS		08/29/2013	5,667.20	2		.00			10/13
				10/09/2013		No			002-092-5071		
8113	1 Inv	PROFESSIONAL FEES		08/01/2013	850.00	2		.00			10/13
				10/02/2013		No			002-092-5041		
72113	2 Inv	REPAIRS		08/29/2013	950.00	2		.00			10/13
				10/09/2013		No			002-092-5041		
Total 4771					7,467.20						
L.N. CURTIS & SONS			7303								
502939-00	1 Inv	TRAINING		09/11/2013	433.33	2		.00			10/13
				10/02/2013		No			001-060-5045		
ADEQ - WATER QUALITY			300								
0071949	1 Inv	FEES		08/20/2013	6,000.00	0		.00			10/13
				10/02/2013		No			002-091-5054		
LAWSON PRODUCTS			7450								
9301904157	1 Inv	SUPPLIES		09/09/2013	52.63	0		.00			10/13
				10/09/2013		No			001-040-5026		
ROUTE 66 LUMBER & HARDWARE			650								
09302013	1 Inv	SUPPLIES		09/30/2013	12.37	0		.00			10/13
				10/09/2013		No			001-020-5021		
09302013	2 Inv	SUPPLIES		09/30/2013	13.92	0		.00			10/13
				10/09/2013		No			007-087-5026		
Total 09302013					26.29						
Total 650					26.29						
Total 10/2/2013					24,559.81						

<u>GL Period</u>	<u>Amount</u>
10/02/2013 GL Period Summary	
<u>10/13</u>	<u>24,559.81</u>
	<u>24,559.81</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
10/3/2013											
BRADCO 2590											
7949	1	Inv FUEL		09/30/2013 10/03/2013	5,834.80	0 No		.00			10/13 007-087-5027
NAVAJO COUNTY SHERIFF OFFICE 8735											
14-02	1	Inv DISPTACH SERVICES		09/30/2013 10/09/2013	25,000.00	2 No		.00			10/13 001-050-5049
VERIZON WIRELESS 530											
9711915455	1	Inv UTILITIES		09/21/2013 10/03/2013	57.84	0 No		.00			10/13 002-090-5048
9711915455	2	Inv UTILITIES		09/21/2013 10/03/2013	69.04	0 No		.00			10/13 002-091-5048
9711915455	3	Inv UTILITIES		09/21/2013 10/03/2013	69.04	0 No		.00			10/13 002-092-5048
9711915455	4	Inv UTILITIES		09/21/2013 10/03/2013	140.93	0 No		.00			10/13 001-031-5048
9711915455	5	Inv UTILITIES		09/21/2013 10/03/2013	55.68	0 No		.00			10/13 002-091-5048
9711915455	6	Inv UTILITIES		09/21/2013 10/03/2013	55.68	0 No		.00			10/13 002-092-5048
9711915455	7	Inv UTILITIES		09/21/2013 10/03/2013	61.77	0 No		.00			10/13 002-090-5048
9711915455	8	Inv UTILITIES		09/21/2013 10/03/2013	31.66	0 No		.00			10/13 001-031-5048
9711915455	9	Inv UTILITIES		09/21/2013 10/03/2013	33.89	0 No		.00			10/13 007-087-5048
9711915455	10	Inv UTILITIES		09/21/2013 10/03/2013	167.48	0 No		.00			10/13 001-050-5048
9711915455	11	Inv UTILITIES		09/21/2013 10/03/2013	27.18	0 No		.00			10/13 001-004-5048
9711915455	12	Inv UTILITIES		09/21/2013 10/03/2013	37.16	0 No		.00			10/13 001-040-5048
9711915455	13	Inv UTILITIES		09/21/2013 10/03/2013	68.43	0 No		.00			10/13 001-085-5048
Total 9711915455					875.78						
Total 530					875.78						
CARQUEST AUTO PARTS 2440											
10012013	1	Inv PARTS		10/01/2013 10/09/2013	74.23	0 No		.00			10/13 001-085-5026
10012013	2	Inv PARTS		10/01/2013 10/09/2013	87.78	0 No		.00			10/13 001-031-5024
10012013	3	Inv PARTS		10/01/2013 10/09/2013	281.44	0 No		.00			10/13 002-091-5024
Total 10012013					443.45						
Total 2440					443.45						

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 10/3/2013					32,154.03						

10/03/2013 GL Period Summary

GL Period	Amount
10/13	32,154.03
	<u>32,154.03</u>
Grand Total:	<u>72,857.79</u>

Report GL Period Summary

GL Period	Amount
10/13	56,713.84
9/13	16,143.95
	<u>72,857.79</u>

Vendor Number Hash: 174403
 Vendor Number Hash - Split: 303387
 Total Number of Invoices: 44
 Total Number of Transactions: 98

TC	Terms Description	Invoice Amt	Discount Amt	Net Inv Amt
0	Open Terms	39,261.53	.00	39,261.53
2	NET 7	33,596.26	.00	33,596.26
3	IMMEDIATELY	.00	.00	.00
		<u>72,857.79</u>	<u>.00</u>	<u>72,857.79</u>

Report Criteria:
 Invoice.Vendor No = 1-9699

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
9/24/2013												
SPRINKLER WORLD				11200								
3069275.001	1	Inv	SUPPLIES		09/17/2013 10/09/2013	758.12	0 No		.00		001-031-5026	9/13
QUILL OFFICE PRODUCTS				9990								
5642630	1	Inv	SUPPLIES		09/13/2013 10/09/2013	27.19	0 No		.00		001-004-5021	9/13
PASCHAL (SCHADE), JERRI				10591								
09182013	1	Inv	CEMETERY PROJECT		09/18/2013 09/24/2013	330.08	2 No		.00		001-031-5026	9/13
PRO-BUILD				21374								
664318	1	Inv	SUPPLIES		09/23/2013 10/09/2013	172.43	0 No		.00		001-031-5026	9/13
RICOH USA				21881								
5027435887	1	Inv	MAINTENANCE		09/01/2013 09/24/2013	74.20	0 No		.00		001-050-5047	9/13
RDO EQUIPMENT CO				10080								
P49898	1	Inv	PARTS		09/10/2013 10/09/2013	169.08	2 No		.00		007-087-5024	9/13
HENDERSON, CHRISTINE M.				21717								
303603	1	Inv	UTILITY REFUND		09/11/2013 09/24/2013	135.19	0 No		.00		002-0002520	9/13
SIMPSON NORTON				10840								
1431807-00	1	Inv	PARTS		09/09/2013 10/09/2013	416.53	0 No		.00		001-040-5024	9/13
BIO AQUATIC TESTING				21985								
00044216	1	Inv	AZPDES REQUIRED TEST		09/13/2013 10/09/2013	1,790.00	0 No		.00		002-092-5041	9/13
UPS - UNITED PARCEL SERVICE				12473								
JVW3943373	1	Inv	MAILINGS		09/14/2013 09/21/2013	33.55	2 No		.00		002-092-5042	9/13
DICKINSON WRIGHT MARISCAL				22018								
881300	1	Inv	PROFESSIONAL SERVICE		09/13/2013 09/24/2013	2,648.60	0 No		.00		001-004-5041	9/13
SOUTHWEST TRANSMISSION				11120								
12095	1	Inv	REPAIRS		09/13/2013 10/09/2013	568.00	0 No		.00		001-050-5024	9/13
AVESIS THIRD PARTY ADMIN INC				21412								
09182013	1	Inv	INSURANCE PREMIUM		09/18/2013 09/24/2013	456.18	0 No		.00		099-0002524	9/13

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
SAM'S CLUB 6604				10530								
09162013	1	Inv	SUPPLIES		09/16/2013 09/24/2013	32.22	0 No		.00		001-020-5026	9/13
QUILL OFFICE PRODUCTS				9990								
5606785	1	Inv	SUPPLIES		09/12/2013 10/09/2013	25.98	0 No		.00		001-004-5021	9/13
VERIZON WIRELESS				22138								
ERT 1553495	1	Inv	RECORDS		09/18/2013 09/24/2013	100.00	0 No		.00		001-050-5041	9/13
LKCM CW DISTRI. DBA CONTROLS				22139								
00049672	1	Inv	EQUIPMENT		09/16/2013 10/09/2013	152.10	0 No		.00		002-092-5052	9/13
SAFEWAY, INC * 3189				10510								
09132013	1	Inv	DOG FOOD		09/13/2013 09/24/2013	68.70	0 No		.00		001-048-5030	9/13
TIFCO INDUSTRIES				12040								
70889088	1	Inv	PARTS		09/17/2013 10/09/2013	167.95	0 No		.00		001-085-5027	9/13
SCHULTZ, KELLY S.				22140								
103705	1	Inv	REFUND DEPOSIT		09/17/2013 09/24/2013	66.93	0 No		.00		002-0002520	9/13
Total 9/24/2013						8,193.03						

09/24/2013 GL Period Summary

GL Period	Amount
9/13	8,193.03
	<u>8,193.03</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
10/2/2013											
ARIZONA PUBLIC SERVICE			21025								
60838	1	Inv	STREETLIGHT AGREEME	10/01/2013 10/01/2013	559.68	0 No		.00		007-087-5048	10/13 Y
U.S. POSTMASTER			21221								
54	1	Inv	UTILTIY BILLING	10/01/2013 10/01/2013	296.67	0 No		.00		002-090-5042	10/13 Y
54	2	Inv	UTILITY BILLING	10/01/2013 10/01/2013	296.67	0 No		.00		002-091-5042	10/13 Y
54	3	Inv	UTILITY BILLING	10/01/2013 10/01/2013	296.67	0 No		.00		002-092-5042	10/13 Y
Total 54					890.01						
Total 21221					890.01						
ADT SECURITY SERVICES			21275								
10152	1	Inv	SECURITY SERVICES	10/02/2013 10/02/2013	140.25	0 No		.00		001-004-5049	10/13 Y
COPIER PROGRAM DIVISION			21479								
3180016147	1	Inv	COPIER LEASE	10/01/2013 10/01/2013	346.82	0 No		.00		001-004-5047	10/13 Y
YESCO			21716								
26	1	Inv	MAINTENANCE	10/01/2013 10/01/2013	265.00	0 No		.00		001-014-5057	10/13 Y
CABLE ONE 23414-459480-01-5			21944								
10012024	1	Inv	UTILITIES	10/01/2013 10/01/2013	58.00	0 No		.00		001-060-5048	10/13 Y
CABLE ONE 23414-123561-01-8			21945								
10012024	1	Inv	UTILITIES	10/01/2013 10/01/2013	58.00	0 No		.00		001-050-5048	10/13 Y
CABLEONE 23414-468281-01-6			21946								
10012024	1	Inv	UTILITIES	10/01/2013 10/01/2013	434.34	0 No		.00		001-004-5048	10/13 Y
CABLEONE #23414-470574-01-1			22006								
3012020	1	Inv	UTILITIES	10/01/2013 10/01/2013	102.00	0 No		.00		001-020-5048	10/13 Y
CABLE ONE 23414-472364-01-4			22031								
50118	1	Inv	UTILITIES	10/01/2013 10/01/2013	69.45	0 No		.00		002-091-5048	10/13 Y
NEOFUNDS BY NEOPOST			21603								
09242013	1	Inv	POSTAGE	09/24/2013 10/09/2013	1.84	0 No		.00		027-004-5057	10/13
09242013	2	Inv	POSTAGE	09/24/2013 10/09/2013	24.84	0 No		.00		006-014-5042	10/13
09242013	3	Inv	POSTAGE	09/24/2013	54.27	0		.00			10/13

R Column: Y = Recurring Payment

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
09242013	4	Inv	POSTAGE		10/09/2013 09/24/2013 10/09/2013	26.12	No 0 No		.00		001-004-5042 10/13 001-050-5042	
Total 09242013						107.07						
08052013	1	Inv	POSTAGE		08/05/2013 10/09/2013	31.70	0 No		.00		006-014-5042 10/13	
08052013	2	Inv	POSTAGE		08/05/2013 10/09/2013	53.28	0 No		.00		001-004-5042 10/13	
08052013	3	Inv	POSTAGE		08/05/2013 10/09/2013	60.36	0 No		.00		001-050-5042 10/13	
08052013	4	Inv	POSTAGE		08/05/2013 10/09/2013	.66	0 No		.00		027-093-5057 10/13	
Total 08052013						146.00						
07192013	1	Inv	POSTAGE		07/19/2013 10/09/2013	.46	0 No		.00		027-004-5057 10/13	
07192013	2	Inv	POSTAGE		07/19/2013 10/09/2013	19.80	0 No		.00		001-098-5042 10/13	
07192013	3	Inv	POSTAGE		07/19/2013 10/09/2013	1.38	0 No		.00		006-014-5042 10/13	
07192013	4	Inv	POSTAGE		07/19/2013 10/09/2013	39.60	0 No		.00		001-004-5042 10/13	
07192013	5	Inv	POSTAGE		07/19/2013 10/09/2013	16.27	0 No		.00		001-050-5042 10/13	
07192013	6	Inv	POSTAGE		07/19/2013 10/09/2013	.46	0 No		.00		002-091-5042 10/13	
07192013	7	Inv	POSTAGE		07/19/2013 10/09/2013	.46	0 No		.00		027-093-5057 10/13	
07192013	8	Inv	POSTAGE		07/19/2013 10/09/2013	20.20	0 No		.00		001-005-5042 10/13	
Total 07192013						98.63						
Total 21603						351.70						
TEEN INK				11737								
12208-1314	1	Inv	SUBSCRIPTION		08/14/2013 10/09/2013	189.00	2 No		.00		001-020-5026 10/13	
R&R PRODUCTS				10030								
CD1726495	1	Inv	PARTS		09/23/2013 10/09/2013	199.06	0 No		.00		001-040-5024 10/13	
WELLS FARGO REMITTANCE CENTER				20946								
09032013	12	Inv	TRAVEL		09/03/2013 09/17/2013	458.28	0 No		.00		001-060-5045 10/13	
09032013	13	Inv	SUPPLIES		09/03/2013 09/17/2013	46.74	0 No		.00		001-084-5021 10/13	
09032013	14	Inv	TRAVEL		09/03/2013 09/17/2013	416.02	0 No		.00		001-060-5045 10/13	
09032013	15	Inv	BOOKS		09/03/2013 09/17/2013	17.96	0 No		.00		001-020-5026 10/13	

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 09032013						939.00						
Total 20946						939.00						
QUALITY READY MIX-CEMEX				9955								
9427036993	1	Inv	CONCRETE		09/17/2013	6,563.56	8	10/02/2013	61.86			10/13
					10/02/2013		No			007-087-5026		
9427036994	1	Inv	CONCRETE		09/19/2013	8,364.17	8	10/04/2013	78.83			10/13
					10/02/2013		No			007-087-5026		
Total 9955						14,927.73						
WELLS FARGO REMITTANCE CENTER				20946								
08022013	21	Inv	PARTS		08/02/2013	544.09	0		.00			10/13
					08/07/2013		No			001-093-5071		
USA BLUE BOOK				12482								
101774	1	Inv	UNIFORMS		07/19/2013	86.83	1		.00			10/13
					10/09/2013		No			002-092-5023		
QUILL OFFICE PRODUCTS				9990								
5860159	1	Inv	SUPPLIES		09/23/2013	118.55	0		.00			10/13
					10/09/2013		No			001-050-5021		
FASTENAL				21880								
AZPH910935	1	Inv	SUPPLIES		09/19/2013	204.00	0		.00			10/13
					10/09/2013		No			001-004-5021		
SIMPSON NORTON				10840								
1432916-00	1	Inv	PARTS		09/24/2013	138.94	0		.00			10/13
					10/09/2013		No			001-031-5024		
R.A.G.H.T.				10005								
10012013	1	Inv	INSURANCE PREMIUMS		10/01/2013	58,451.65	2		.00			10/13
					10/02/2013		No			099-0002524		
PATTON, MICHAEL JAMES				22141								
273105	1	Inv	REFUND DEPOSIT		09/03/2013	105.81	0		.00			10/13
					10/02/2013		No			002-0002520		
WELLS FARGO REMITTANCE CENTER				20946								
09032013	16	Inv	EQUIPMENT		09/03/2013	953.82	0		.00			10/13
					09/17/2013		No			001-050-5022		
QUILL OFFICE PRODUCTS				9990								
5789344	1	Inv	SUPPLIES		09/19/2013	103.95	0		.00			10/13
					10/09/2013		No			001-004-5021		
5789344	2	Inv	SUPPLIES		09/19/2013	81.09	0		.00			10/13
					10/09/2013		No			001-050-5021		
Total 5789344						185.04						
5606644	1	Inv	SUPPLIES		09/12/2013	93.01	0		.00			10/13
					10/09/2013		No			001-020-5021		

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
5606644	2	Inv	SUPPLIES	09/12/2013 10/09/2013	35.94	0 No		.00		001-050-5021	10/13
5606644	3	Inv	SUPPLIES	09/12/2013 10/09/2013	15.27	0 No		.00		001-004-5021	10/13
5606644	4	Inv	SUPPLIES	09/12/2013 10/09/2013	20.03	0 No		.00		002-092-5021	10/13
Total 5606644					164.25						
Total 9990					349.29						
O'REILLY AUTO PARTS			21622								
242174	1	Inv	PARTS	09/25/2013 10/09/2013	224.57	0 No		.00		002-092-5026	10/13
241866	1	Inv	PARTS	09/23/2013 10/09/2013	21.81	0 No		.00		001-040-5026	10/13
240595	1	Inv	PARTS	09/12/2013 10/09/2013	6.28	0 No		.00		002-091-5024	10/13
240595	2	Inv	PARTS	09/12/2013 10/09/2013	6.27	0 No		.00		002-091-5024	10/13
Total 240595					12.55						
Total 21622					258.93						
Total 10/2/2013					80,741.95						

10/02/2013 GL Period Summary

GL Period	Amount
10/13	80,741.95
	<u>80,741.95</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
10/3/2013												
QUALITY READY MIX-CEMEX			9955									
9427105416	1	Inv	CONCRETE		09/30/2013 10/03/2013	8,248.00	8 No	10/15/2013	77.74			10/13 007-087-5026
JACK'S MUSTANG			10250									
27733	1	Inv	REPAIRS		09/21/2013 10/03/2013	10.00	0 No		.00			10/13 001-050-5024
O'REILLY AUTO PARTS			21622									
242417	1	Inv	PARTS		09/27/2013 10/09/2013	11.99	0 No		.00			10/13 007-087-5024
240306	1	Inv	PARTS		09/10/2013 10/09/2013	10.90	0 No		.00			10/13 001-050-5024
241898	1	Inv	PARTS		09/23/2013 10/09/2013	54.54	0 No		.00			10/13 001-050-5024
239180	1	Inv	PARTS		09/01/2013 10/09/2013	5.54	0 No		.00			10/13 001-050-5024
Total 21622						82.97						
LARSON WASTE			22010									
32763	1	Inv	WASTE AGREEMENT		09/30/2013 10/03/2013	13,773.00	0 No		.00			10/13 002-090-5047
32762	1	Inv	WASTE AGREEMENT		09/30/2013 10/03/2013	12,665.00	0 No		.00			10/13 002-090-5047
Total 22010						26,438.00						
QUALITY READY MIX-CEMEX			9955									
9427093554	1	Inv	CONCRETE		09/25/2013 10/03/2013	10,222.88	8 No	10/10/2013	96.35			10/13 007-087-5026
HOLBROOK FIRST STEP			21380									
09302013	1	Inv	PROFESSIONAL SERVICE		09/30/2013 10/03/2013	78.75	0 No		.00			10/13 006-014-5041
PASCHAL (SCHADE), JERRI			10591									
10012013	1	Inv	CEMETERY PROJECT		10/01/2013 10/03/2013	107.45	2 No		.00			10/13 001-031-5026
T & J BODY SHOP			11630									
297	1	Inv	REPAIRS		09/25/2013 10/09/2013	316.37	0 No		.00			10/13 001-050-5024
UNITY TECHNOLOGY SERVICES LLC			21890									
UTS-1326	1	Inv	PROFESSIONAL FEES		10/01/2013 10/03/2013	700.00	0 No		.00			10/13 001-004-5041
THE MENU MAN			22143									
J2009-7	1	Inv	ADVERTISING		10/01/2013 10/09/2013	145.00	0 No		.00			10/13 006-014-5044
COLBY & POWELL, PLC			20954									
602983	1	Inv	PROFESSIONAL FEES-AU		08/31/2013	15,000.00	0		.00			10/13

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
					10/03/2013		No			001-001-5049		
SIMPSON NORTON				10840								
1432916-01	1	Inv	PARTS		09/25/2013	256.23	0		.00			10/13
					10/09/2013		No			001-031-5024		
CENTRAL ARIZONA SUPPLY				22030								
2550524-00	1	Inv	SUPPLIES		09/06/2013	66.67	0		.00			10/13
					10/09/2013		No			002-091-5026		
AMEC ENVIRONMENT &				22144								
08312013	1	Inv	SAFE ROUTES TO SCHOC		08/30/2013	4,613.21	0		.00			10/13
					10/03/2013		No			027-050-5078		
Total 10/3/2013						66,285.53						

10/03/2013 GL Period Summary

GL Period	Amount
10/13	66,285.53
	66,285.53
Grand Total:	155,220.51

Report GL Period Summary

GL Period	Amount
10/13	147,027.48
9/13	8,193.03
	155,220.51

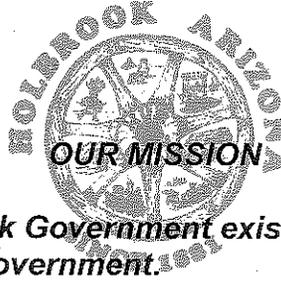
Vendor Number Hash: 1198534
 Vendor Number Hash - Split: 1646235
 Total Number of Invoices: 69
 Total Number of Transactions: 92

TC	Terms Description	Invoice Amt	Discount Amt	Net Inv Amt
0	Open Terms	62,454.26	.00	62,454.26
1	NET 20	86.83	.00	86.83
2	NET 7	59,280.81	.00	59,280.81
8	1% 15TH, NET 30TH	33,398.61	314.78	33,083.83
		155,220.51	314.78	154,905.73

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CITY OF HOLBROOK

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



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

AGENDA

REGULAR CITY COUNCIL MEETING

AUGUST 19, 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. Proclamation "Suicide Prevention Week" September 8 through September 14, 2013. (pg 3)

B. Proclamation "Navajo County Fair Week", September 11 thru 15, 2013. (pg 4)

C. Introduction of Officer Stratton Hatch.

- 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 26, 2013 thru August 15, 2013: (pg 5)
Documentation for claims is available at City Hall.

B. Minutes of the special meeting held on July 9, 2013 (pg 38)

C. Minutes of then regular meeting held on July 16, 2013. (pg 42)

7) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: \$ 1,765.61 (pg 49)

8) REPORTS:

Mayor:

Council Members:

Manager:

1. Request for qualifications for Attorney for criminal matters.
2. New park on East Navajo.

9) OLD BUSINESS:

A. Ordinance 13-06, establishing a street, West Public Works Drive-second reading. (pg 50)

10) NEW BUSINESS:

A. Discussion/possible action regarding Intergovernmental agreement with Navajo County Sheriff's Office regarding Byrne grant funding for Fiscal Year 2013-2014. (pg 51)

B. Resolution 13-10, authorizing the submission of an application and execution of an agreement for an Arizona Water Protection Fund Grant for wetlands restoration at Hidden Cove. (pg 58)

C. Ordinance 13-10, levying upon the assessed valuation of the property within the City of Holbrook subject to taxation a certain sum. (pg 60)

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.

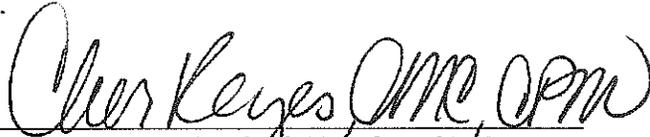
12) POST EXECUTIVE SESSION:

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 13th^{day} of August 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.

1
2 MINUTES OF THE REGULAR MEETING OF THE
3 HOLBROOK CITY COUNCIL HELD ON AUGUST 19, 2013
4

5 CALL TO ORDER:

6 Mayor Hill called the meeting to order at 6:00 p.m.

7 ROLL CALL:

8 Mayor Jeff Hill, Vice-Mayor Charles Haussman, Councilmember's Myron Maxwell,
9 Richard Peterson, Phil Cobb, Wade Carlisle and Bobby Tyler.

10 PLEDGE OF ALLEGIANCE/INVOCATION:

11 The pledge was led by Vice-Mayor Haussman and the invocation by Councilmember
12 Tyler.

13 CITY STAFF:

14 City Manager Ray Alley, Finance Director Randall Sullivan, Police Chief Mark Jackson
15 and City Clerk Cher Reyes.

16 **Mayor Hill moved Item #8 Reports to the beginning of the agenda and item #13 to**
17 **follow by unanimous consent.**

18 SUMMARY OF CURRENT EVENTS:

19 Council

20 A. Councilmember Cobb reported that school is back in session and asked that
21 drivers watch for kids.

22 B. Councilmember Cobb reported that the County Fair will be held September 11-
23 15, 2013.

24 C. Councilmember Maxwell reported that Hennessy Street looks good.

25 Manager

1 A. Manager Alley reported that he had heard the Police Department was going to
2 lose officers and was concerned that with the age of the officers and possible
3 retirements that the Police Department may not be able to be able to provide
4 adequate protection for our citizens. Manager Alley stated that he had called
5 Navajo County Sheriff K.C. Clark and asked him to go to coffee with him and
6 asked him for advice. Manager Alley stated that he had told Sheriff Clark that the
7 Department was young and had a lot of turnover. Manager Alley reported that he
8 had met with Sheriff Clark after a series of crimes including attempted arson, car
9 theft and burglaries. Manager Alley stated that Officers cannot be everywhere
10 but he was concerned with the amount of crime that was happening with the
11 amount of personnel the Police Department had. Manager Alley stated that if it
12 takes 10-15 hours per each event to investigate the citizens are going to be mad
13 because their case isn't being processed quick enough. Manager Alley reported
14 that this has come to pass as he has had several emails from the victims.
15 Manager Alley stated that if you do the math there is not enough time or people
16 to solve the crimes with the resource the police department has and he was
17 brainstorming with Sheriff Clark for a possible solution. Manager Alley stated that
18 he has consolidated other departments, dispatch and sanitation, both in an effort
19 to save money, and it has been effective. Manager Alley stated that he had no
20 intention to hurt anyone in the Police Department or the Citizens and that money
21 had nothing to do with it. Manager Alley stated that the meeting was about
22 adequate protection for the citizens. Manager Alley reported that he was trying to
23 determine what would be needed to contract out the Police Department or at the

1 least the investigations portion of the Department. Manager Alley reported that
2 Sheriff Clark told Manager Alley that he had no idea what would be needed as he
3 did not have enough facts. Manager Alley stated that at this point nothing could
4 be determined. Manager Alley stated that the Police Department budget is 1.7
5 million which is a substantial portion of the City's budget. Manager Alley stated
6 that he had told Chief Jackson that he could relay to his officers what he was
7 looking into and that he had met with Sheriff Clark as rumors cause problems
8 and if he was going to do something he was not going to be sneaky about it.
9 Manager Alley stated that he was looking for option to make the Police
10 Department and protection of the Citizens better and this is where the
11 misunderstanding occurred. Manager Alley stated that he does not have the
12 luxury of plenty of money which can be thrown at hiring more officers or
13 additional training in an attempt to fix the problem. Manager Alley stated that he
14 alone cannot close the Police Department, it would take months and many public
15 hearings before the council could make that decision. Manager Alley stated that
16 he did not put the Officers down but with the current staff and the possibility of
17 losing additional staff he does not feel he has proper staffing to protect the
18 Citizens of Holbrook. Manager Alley stated that he has to do some planning and
19 not bury his head in the dirt. Manager Alley apologized if things got out of hand.

20 B. Manager Alley reported that Attorney Sterling Solomon has taken a deputy
21 attorney position for the City of Flagstaff and will no longer be able to represent
22 the City of Holbrook in the Magistrate Court. Manager Alley stated that an Re
23 quest for Qualifications has been published and will come back to Council in

1 September for approval.

2 C. Manager Alley reported that he is working on the permit for the East end park
3 and dog park which will be located on Navajo Blvd. across from Denny's.
4 Manager Alley stated that it is his intent to place a brochure holder and marquis
5 with business listings at this park.

6 D. Manager Alley reported that 6th Street is almost completed and then will move to
7 other streets at Hunt Park.

8 CALL TO THE AUDIENCE: (Items not on the agenda)

9 Sylvia Jackson petitioned the Council regarding the Police Department saying that she
10 agreed with Manager Alley that we need to train the officers and have a bigger force.
11 Ms. Jackson asked if a Neighborhood watch Group could be formed to help combat
12 crime as a community. Ms. Jackson stated that her husband is a dedicated worked and
13 that he works a lot of extra hours working to save the Police Department. Ms. Jackson
14 stated that perhaps Manager Alley should have spoke to Chief Jackson as he would
15 have been the appropriate person to speak with about the Police Department before
16 Sheriff Clark.

17 Matt Molique petitioned the Council regarding the Police Department saying that he was
18 representing the Officers. Mr. Molique stated that he knows that they do not make
19 everybody happy and that they are not deaf to it. Mr. Molique stated that they try to
20 work with the citizens and be out there. Mr. Molique stated that in the last year the
21 Department has had 5500 calls and 90% of them have been resolved with 10% either
22 being tied up in Court or the persons cannot be found. Mr. Molique stated that when he
23 started with the Department 13 years ago there were 24 officers and now there are 15.

1 Mr. Molique stated that he would call this an issue. Mr. Molique stated that they need
2 the citizens to work with them and call in things when they see them. Mr. Molique
3 stated that these are not insurmountable difficulties. Mr. Molique stated that all but one
4 officer lives within City limits, they all have their families living here and they volunteer
5 within the community. Mr. Molique stated that they try their best to make Holbrook
6 safer as it makes it safer for their families too. Mr. Molique stated they have a vested
7 interest in Holbrook whereas the County may not. Mr. Molique wonders why the
8 officers weren't talked to, a simple error which makes it look like there is a conspiracy
9 theory. Mr. Molique stated that each of his officers know what is wrong with department
10 they just need to be asked. Mr. Molique invited Council and Manager Alley to do a ride
11 along and visit the department. Mr. Molique stated that he recently took over
12 investigations and if Council wants to know what is going on to come see him. Mr.
13 Molique stated that communication needs to be restored with Council, Citizens,
14 Manager and Officers. Mr. Molique stated that the Sheriff is a temporary person and
15 the police department has been here for 75 years. Mr. Molique stated that Sheriff Clark
16 may choose to not run again. Mr. Molique stated that if we work together we can make
17 Holbrook better.

18 Melissa Buckley petitioned the Council stating that she is a lifetime citizen, a
19 homeowner and a mother of 5. Ms. Buckley stated that on August 7 her daughters car
20 was stolen from their driveway, taken on a joyride, flipped onto the railroad tracks and
21 then struck by a train irreparably damaging it. Ms. Buckley stated that it has been a
22 traumatic experience for her entire family and it has consumed them since. Ms.
23 Buckley stated that she is not the only person who has been burglarize and that there

1 have been worse crimes committed on other individuals. Ms. Buckley asked why the
2 information has not been shared with the Sheriff's Department, MCAT or probation as
3 all those offices are in Holbrook. Ms. Buckley stated that she believes the Police
4 Department needs assistance from the Sheriff who has a wealth of services that can be
5 provided. Ms. Buckley stated that she believes Officers should be paid more and more
6 officers need to be hired. Ms. Buckley asked why we cannot partner together to protect
7 our Citizens. Ms. Buckley asked why public service announcements haven't been done.
8 Ms. Buckley stated that communication should have been an utmost importance. Ms.
9 Buckley stated that she does not feel safe in her community right now and asked that
10 the Council talk to all the victims.

11 Danny Duran petitioned the Council stating that since Manager Alley clarified the
12 situation he had nothing more to say except he was glad that Manager Alley had done
13 so.

14 Mary Bradley petitioned the Council stating that she was very glad for the assistance
15 she has received from the Police Department. Ms. Bradley stated that she is a victim of
16 one of the crimes and it was a very serious crime. Ms. Bradley stated that there is
17 constant turnover in the police department, they get their training, their time is up and
18 they move on. Ms. Bradley stated that part of this is due to pay. Ms. Bradley stated that
19 the pay needs to be looked at and increased so the Officers want to stay. Ms. Bradley
20 stated that she does not believe that we should disband the Police Department but
21 believes we should reach out to Navajo County for assistant. Ms. Bradley stated that
22 Manager Alley should have spoken to Chief Jackson first as that is proper protocol. Ms.
23 Bradley stated that she believes we need security cameras around town as this could

1 help monitor and bring down crim. Ms. Bradley stated that homeowners should have
2 cameras, security systems and neighborhood watch. Ms. Bradley stated that we need
3 more officers which impacts everybody. Ms. Bradley stated that if a work session is held
4 on the Police Department it needs to be in larger venue as to accommodate everybody.
5 Ms. Bradley agreed with Ms. Buckley about the public service announcements.

6 Leo Maestas petitioned the Council regarding the Police Department stating that he is a
7 local businessman and pursuant to the Arizona Constitution the Sheriff's job is
8 described in as well as the Police Chiefs job is described in State Statutes. Mr.
9 Maestas stated that by empowering the Sheriff come into Holbrook's jurisdiction it
10 would give him two hats. Mr. Maestas stated that it is mandated to have a Police Chief
11 but it is not mandated to have a Manager and the City has two. Mr. Maestas stated that
12 this is what happens when you allow people to micromanage and undermine every
13 department head. Mr. Maestas stated that we have people working with weed eaters
14 that make \$50,000 per year and people who work in harm's way making as much
15 money as people who work at Carl's Jr. Mr. Maestas stated that he has nothing against
16 K.C. Clark or the Police Chief however the Police Chief that is his duty. Mr. Maestas
17 stated that the Manager works at the pleasure of the Council, Mr. Maestas stated that
18 the Council has created a runaway train by allowing this man to micromanage. Mr.
19 Maestas stated that Manager Alley undermined the Police Chief by going to the Sheriff.
20 Mr. Maestas stated that a City may at their pleasure create the position of City Manager
21 which it has done by Charter. Mr. Maestas stated that the Manager works at the
22 pleasure of the Council and may be removed without cause. Mr. Maestas stated that
23 he is not going to sugar coat anything but will tell it like it is. Mr. Maestas stated that the

1 Council may also appoint a Marshall. Mr. Maestas stated that the Manager's job is
2 administrative not standing out there holding a shovel.

3 Joel Ruechel petitioned the Council regarding the Police Department stating the he has
4 worked in law enforcement for 26 years and that he works with the Police Department
5 on a daily basis and he works with the Sheriff's Office on a daily basis. Mr. Ruechel
6 stated that he works with the Navajo County Attorney's Office. Mr. Ruechel stated that
7 since he works in law enforcement he feels very strongly that he needs to speak to the
8 Council tonight to voice his concerns as a citizen of Holbrook. Mr. Ruechel stated that
9 his concerns are you don't have better services by diluting them down. Mr. Ruechel
10 stated that the Police Department patrols, responds and investigates in Holbrook
11 whereas the Sheriff's Department covers 7000 square miles of Navajo County. Mr.
12 Ruechel stated that in order for the Sheriff's Office to provide comparable services
13 would be if they hire 15 officers who only worked within the City limits of Holbrook. Mr.
14 Ruechel stated that this would not happen as a Deputy for the Sheriff's Office would still
15 have duties within Navajo County. Mr. Ruechel stated that his son had a seizure last
16 Easter and EMS was called but before EMS arrived a police officer was at his house
17 within 1-2 minutes. Mr. Ruechel stated that a Sheriff's deputy may have to respond
18 from Joseph City or further away so response time would not be as quick if they were
19 able to respond at all. Mr. Ruechel stated again that you don't improve services by
20 diluting them. Mr. Ruechel stated that cases don't always get solved even though they
21 try their best. Mr. Ruechel stated that perhaps increasing the number of officers and
22 pay would help. Mr. Ruechel stated that if it is ever considered to have anything other
23 than the Police Department for law enforcement the Council's priorities are messed up.

1 Richard Garcia petitioned the Council stating that he would like to stand down as others
2 before him have said what he intended to say.

3 Tony Sutton petitioned the Council stating that the Holbrook Police Department know
4 what they need to do and what needs to be done. Mr. Sutton stated that they need to
5 get away from being a reactive department and become an active department and get
6 into the community. Mr. Sutton stated that they need more help from the Citizens of
7 Holbrook. Mr. Sutton stated that it empowers the Police Department. Mr. Sutton stated
8 that he appreciates the Council being there for the department. Mr. Sutton agreed with
9 Mr. Molique stating that they have a vested interest in the Community. Mr. Sutton
10 stated that the crimes keep them up at night. Mr. Sutton stated that policing is a
11 community ordeal and everyone needs to help. Mr. Sutton stated that they do share
12 information with other departments. Mr. Sutton stated that Mr. Molique is doing a
13 terrific job with the resources he has. Mr. Sutton stated that when he goes to court he
14 is hammered on his training and that training cannot be cut. Mr. Sutton stated that
15 Spellman is slower and has taken up their resources and they have been shut down on
16 training and funding. Mr. Sutton stated that he commends Manager Alley on saving the
17 City money but does not support this.

18 Eva Purvis petitioned the Council regarding the Police Department stating the she is a
19 lifetime resident. Ms. Purvis stated that she had asked Mr. Jackson to come to her
20 house and visit with her which he did. Ms. Purvis stated that she heard about the 5
21 they were wanting to force retirement on. Ms. Purvis asked if they get a severance
22 package after 30 years they've given us. Ms. Purvis asked why none of them have ever
23 ridden with a cop. Ms. Purvis asked how many have talked to Chief Jackson. Ms.

1 Purvis stated she is not giving up that easy. Ms. Purvis asked what would happen after
2 the 5 were forced to retire and we were down to 14. Ms. Purvis stated that she is with
3 the cops.

4 Mayor Hill stated that this item is not on the agenda and cannot be discussed by
5 Council this evening but will be on a future agenda.

6 Leo Maestas petitioned the Council regarding letters delivered to the Council. Mr.
7 Maestas stated that on the agenda are numbers which he knows what they are
8 pursuant to Charter or City Personnel Policy. Mr. Maestas stated that he is addressing
9 a letter which was delivered to Council, City Attorney, etc. to bring charges against
10 individuals within the City. Mr. Maestas stated that City Clerk Reyes has always been
11 professional and is usually the only one in the Administrative Office of the City. Mr.
12 Maestas stated that he had submitted a public information request and a few days ago
13 had to do the same for something that should have been a handout. Mr. Maestas
14 quoted some biblical quotes " Render to Caesar what belongs to Caesar, and give to
15 God what belongs to God" and vice versus. Mr. Maestas stated that in the middle east
16 certain people were empowered. Mr. Maestas stated that we have had through history
17 we have had dictatorships, people who are egotistical, we've had little man syndromes
18 like Napoleon and Hitler and that is what has happened here. Mr. Maestas stated that
19 every Department is threatened and why do they have to be micromanaged by these
20 two here. Mr. Maestas stated that he had requested some public information and he
21 wrote a letter regarding the information stating that it does not constitute an accident
22 report as it is an incident report. Mr. Maestas stated that this information was regarding
23 the most expensive piece of equipment that was involved in two accidents. Mr.

1 Maestas stated that Mr. Alley gave a directive and broke through a levee without the
2 proper engineering or consulting the Corp of engineers. Mr. Maestas stated that he
3 was going to find the author of the incident report as it is riddled with errors and
4 signatures that have been fabricated. Mr. Maestas stated that he called the company
5 and they have no record of the incident report. Mr. Maestas read statute regarding
6 concealment of information 13-2311. Mr. Maestas stated that fraudulent entries are a
7 Class 5 felony. Mr. Maestas stated that the FBI should be contacted regarding this.

8 CEREMONIALS/ANNOUNCEMENTS/PRESENTATION:

9 A. City Clerk Reyes presented a proclamation for Suicide Prevention Week.
10 Councilmember Cobb made a motion to adopt the proclamation. Vice-Mayor
11 Haussman seconded and September 8 through September 14, 2013 was
12 declared Suicide Prevention Week. On September 7, 2013 an event will be held
13 at Gillespie Park and open Houses will be held at the Community Counseling
14 Centers on September 10, 2013.

15 B. City Clerk Reyes presented a proclamation for Navajo County Fair week.

16 C. Police Chief Mark Jackson introduced new police officer Stratton Hatch to the
17 Council.

18 Council recessed by unanimous consent for 5 minutes.

19 CONSENT AGENDA:

20 A. Claims/payment approval for July 26, 2013 thru August 15, 2013.

21 B. Minutes of the special meeting held on July 9, 2013.

22 C. Minutes of the regular meeting held on July 16, 2013.

1 Councilmember Cobb made a motion to approve the consent agenda. Councilmember
2 Carlisle seconded and the motion carried unanimously.

3 CLAIMS/PAYMENT APPROVAL FOR: Walt's Hardware: Moved to the end of the agenda.

4 OLD BUSINESS:

5 Mayor Hill presented Ordinance 13-06 for its second reading captioned as follows:

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

9 City Clerk Reyes explained that she still does not have a legal description to attach to
10 the Ordinance and until that is received the Ordinance cannot be recorded and the
11 street will not exist until that is done. City Clerk Reyes stated that the County needed a
12 street name to obtain funding for the proposed public works building. Councilmember
13 Carlisle made a motion to adopt Ordinance 13-06. Vice-Mayor Haussman seconded.

14 A roll call vote was held with the following results: Councilmember Carlisle "aye",
15 Councilmember Cobb, "aye", Councilmember Maxwell, "aye", Councilmember Peterson,
16 "aye", Councilmember Tyler "aye", Vice-Mayor Haussman, "aye", and Mayor Hill "aye".

17 NEW BUSINESS:

18 A. Police Chief Jackson stated that this is the standard MCAT agreement which the
19 City enters into with Navajo County every year. Chief Jackson stated that it is
20 funded through the Byrne Grant and asked for approval by the Council. Vice-Mayor
21 Haussman made a motion to approve entering into the grant agreement.

22 Councilmember Carlisle seconded and the motion carried unanimously.

23 B. Mayor Hill presented Resolution 13-10 captioned as follows:

1 "aye", Councilmember Peterson, "aye", Councilmember Tyler "aye", Vice-Mayor
2 Haussman, "aye", and Mayor Hill "aye".

3 EXECUTIVE SESSION:

4 POST EXECUTIVE SESSION:

5 CALL TO THE AUDIENCE:

6 ADJOURNMENT:

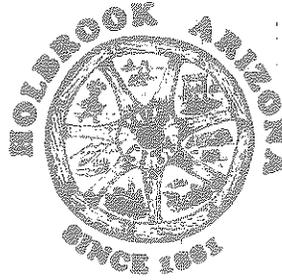
7 There being no further business to come before the Council at this time Vice-Mayor
8 Haussman adjourned the meeting by unanimous consent at 7:45 p.m.

9
10 I hereby certify that the foregoing minutes are a true and correct copy of the minutes of
11 the regular meeting of the Holbrook City Council held on the August 19, 2013. I further
12 certify that the meeting was duly called and held and that a quorum was present.

13
14 _____
15 Cher Reyes, CMC, CPM, City Clerk

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

CITY OF HOLBROOK



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AGENDA
SPECIAL MEETING OF THE HOLBROOK CITY COUNCIL
AUGUST 27, 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 items on the following agenda are for discussion and possible consideration:

NEW BUSINESS:

- A. Discussion/possible action regarding a grant agreement with the Arizona State Forestry Division-Manager Alley.
- B. Discussion/possible action regarding returning to two (2) regular council meetings per month-Manager Alley.

Dated this 23rd Day of August 2013.

A handwritten signature in black ink, reading "Cher Reyes CMO/CPM".

Cher Reyes, CMO, CPM, City Clerk

1 MINUTES OF THE HOLBROOK CITY COUNCIL SPECIAL MEETING HELD ON
2 AUGUST 27, 2013
3

4 CALL TO ORDER:

5 Vice-Mayor Haussman called the meeting to order at 6:00 p.m.

6 Roll Call:

7 Vice-Mayor Charles Haussman, Councilmember's Wade Carlisle, Bobby Tyler and
8 Myron Maxwell. Mayor Hill was absent due to work and Councilmember Peterson was
9 absent due to medical reasons.

10 CITY STAFF:

11 City Clerk Cher Reyes.

12 NEW BUSINESS:

13 A. City Clerk Reyes presented a grant agreement from the Arizona State Forestry
14 Division. City Clerk Reyes explained that the Fire Department had applied for the
15 grant to purchase radio equipment with a 50% match required from the City. City
16 Clerk Reyes stated the grant amount is not to exceed \$3500.00 and the City will
17 match that. City Clerk Reyes asked that the Council approve the grant application
18 so that the radio equipment could be purchased as it has to be done by September
19 30, 2013. Councilmember Carlisle made a motion to enter into the grant agreement
20 with the State Forestry Division. Councilmember Tyler seconded and the motion
21 carried unanimously.

22 B. City Clerk Reyes stated that Manager Alley had asked that she place this
23 item on the agenda as there has been quite a few special meetings if the
24 Council would like to go back to two meetings per month. Councilmember
25 Tyler made a motion to return to two meetings per month on the 2nd and 4th

1 Tuesdays of the month beginning in September 2013. Councilmember

2 Carlisle seconded and the motion carried unanimously.

3 Adjournment:

4
5 There being no further business to come before the Council, the meeting was
6 adjourned at 6:08 p.m.

7

8

9

Charles Haussman, Vice- Mayor

10 **CERTIFICATION:**

11 I hereby certify that the foregoing minutes are a true and correct copy of the minutes of
12 the Special Meeting of the Holbrook City Council held on the 27th day of August 2013.
13 I further certify that the meeting was duly called and held and that a quorum was
14 present.

15

16

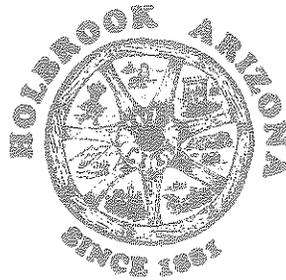
17

18

Cher Reyes, CMC, CPM, City Clerk

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CITY OF HOLBROOK



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AGENDA
SPECIAL MEETING OF THE HOLBROOK CITY COUNCIL
SEPTEMBER 4, 2013
7:00 P.M.

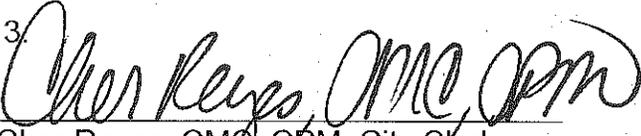
Pursuant to ARS 38-431.02, notice is hereby given to the Holbrook City Council, and to the general public, that a meeting, which is open to the public, will be held on above-mentioned date, in the City Council Chambers, at 465 First Avenue, Holbrook, Arizona. Some of the members of the City Council may choose to participate in this meeting telephonically.

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

NEW BUSINESS:

- A. Discussion/possible action giving direction to the City Manager regarding the Holbrook Police Department-Mayor Hill.

Dated this 26th Day of August 2013.


Cher Reyes, CMC, CPM, City Clerk

1 MINUTES OF THE HOLBROOK CITY COUNCIL SPECIAL MEETING HELD ON
2 SEPTEMBER 4, 2013
3

4 CALL TO ORDER:

5 Mayor Hill called the meeting to order at 7:00 p.m.

6 Roll Call:

7 Mayor Jeff Hill, Vice-Mayor Charles Haussman, Councilmember's Wade Carlisle,
8 Bobby Tyler, Richard Peterson and Myron Maxwell.

9 CITY STAFF:

10 Manager Ray Alley, Police Chief Mark Jackson and City Clerk Cher Reyes.

11 NEW BUSINESS:

12 Mayor Hill read the following:

13 I have called a special meeting for Wednesday, September 4 at 7:00 pm regarding the
14 Holbrook Police Department. The agenda as posted is fairly broad in order to
15 encompass any thoughts by the council on the police department. I believe the meeting
16 is necessary for several reasons.

17
18 1. The citizens, the police department, and city staff deserve and need our input
19 regarding a clear and concise direction for this city to pursue. There have been some
20 options recently explored by the city staff and we have heard testimony from staff, and
21 the public at large, as well as a spokesman on behalf of H.P.D. It is time for the council
22 to give direction so that all interested parties are on the same page.

23
24 2. By giving staff and police a precise direction, it will limit rumors and the potential for
25 further animosity among departments and the public.

26
27 3. It will give citizens and H.P.D. a clear understanding of what we can and should
28 expect as taxpayers for services rendered.

29
30 4. It will clarify what is reasonable service given budget constraints, and what our real
31 options for future hiring and expectations are.

32
33 These are but a few topics that could and should be discussed. In the end it will come
34 down to a council decision anyway. Good direction now will pay dividends down the
35 road.
36

1 Mayor Hill stated that no reduction in service was ever mentioned for the Police
2 Department. Mayor Hill stated that his understanding is that the Manager wanted to
3 explore some options which he has every right to do as that is his job, projecting for
4 long-term and short-term for budgetary reasons. Mayor Hill thanked Manager Alley for
5 pushing the button and making the Council sit down to look at the Police Department.
6 Mayor Hill stated that over the last week he has also heard "what would the County do if
7 they got it?" Mayor Hill stated that he did not know, no one has got that far in looking
8 into it. Mayor Hill stated that at this point it is speculation and rumor. Mayor Hill stated
9 that he knows that there are other cities in Arizona and in California there are cities that
10 do contract with the County for police and fire services. Mayor Hill stated that he is
11 interested in providing the best service.

12 Councilmember Maxwell stated that on this day 126 years ago, Commodore Perry
13 Owens came to Holbrook and shot up some bad fellows at the Blevins House.
14 Councilmember Maxwell stated that this was a turning point for Holbrook.
15 Councilmember Maxwell stated that his opinion is continuation of the Police
16 Department as it has been successful and they have built trust. Councilmember
17 Maxwell stated that he doesn't see privatization being successful. Councilmember
18 Maxwell complimented the Chief and stated that he would like to pass a resolution to
19 improve the Police Department, salaries, training and amount of employees and
20 suggested that Council hold work sessions to discuss these items.

21 Councilmember Carlisle stated that were this has come from is that when Manager
22 Alley took over the City it was insolvent. Councilmember Carlisle stated that he liked
23 his leadership as Manager Alley is a micromanager and things get done.

1 Councilmember Carlisle stated that at the last meeting an Officer stood up and stated
2 that an officer had stood up and said that the officers write 15 reports each day at 15
3 minutes each. Councilmember Carlisle stated that this simply is not true as this would
4 be 3.75 hours of work. Councilmember Carlisle stated that the Council has not had a
5 report from the Police Department since Chief Hartup. Councilmember Carlisle stated
6 that AZ Post had some inexpensive training and is curious to know if the Chief and
7 Sergeants have attended. Councilmember Carlisle stated that there is firearms training
8 which requires time and ammunition. Councilmember Carlisle stated that he would like
9 a task force to determine what they would like the Chief to do and how they would like
10 the Department to look like. Councilmember Carlisle stated that he would like the task
11 force to be heavy law enforcement from outside agencies. Councilmember Carlisle
12 would like some Council on task force, the Chief and Ray and for something to be
13 produced in writing, guidelines for the Chief and the Department. Councilmember
14 Carlisle stated that he does not believe that there is a separation of power between the
15 City Manager and the Chief and that the Manager should run the Police Department as
16 there would be civilian control. Councilmember Carlisle compared it to the Federal
17 government, the President and the Military. Councilmember Carlisle stated that the
18 Council is an oversight committee and we have a strong manager by charter.
19 Councilmember stated that after all this and the Council look at the budget for the
20 Police Department and prepare their budget.

21 Councilmember Cobb stated that we need the Police Department. Councilmember
22 Cobb stated that he believes there was a failure to communicate. Councilmember
23 Cobb stated that he believes we need to learn about the police department and the

1 Police Department needs to learn a bit more about us. Councilmember Cobb stated
2 the he believes that all Council need to ride along with officers. Councilmember Cobb
3 stated that he would like to see officers get more money. Councilmember Cobb stated
4 that if we all communicate together we should be fine.

5 Councilmember Tyler stated that he was glad to see everyone present today.
6 Councilmember Tyler stated that this little uproar was good as it makes us stronger and
7 that he is 100% for the Police Department stating that it has a lot of history.
8 Councilmember Tyler stated that we have to do whatever is needed to keep the Police
9 Department.

10 Councilmember Peterson stated that he has heard a lot of stories but does not believe
11 the problems have ever been defined. Councilmember Peterson agreed with
12 Councilmember Carlisle stating that a task force is a good idea.

13 Vice-Mayor Haussman stated that every time he has needed the Police they have been
14 there. Vice-Mayor Haussman stated that he has no interest in losing the department.

15 Vice-Mayor Haussman stated that Manager Alley is a problem solver as he was
16 concerned about the safety of the community and he believes Manager Alley wanted to
17 solve the problem rapidly Vice-Mayor Haussman stated that he himself may have been
18 complacent in addressing the needs of Police Department. Councilmember Haussman
19 stated that it is not one person's fault. Vie-Mayor Haussman stated that he is certainly
20 in favor of maintaining a strong viable police department. Vice-Mayor Haussman asked
21 if an external non-biased assessment would be available by an organization which
22 provides this service and that would provide written recommendations. Vice-Mayor
23 Haussman stated that he would like to see us find a way to retain officers. Vice-Mayor

1 Hausman stated that we need to allow them to be prepared to do their jobs. Vice-
2 Mayor Hausman stated that they have his support.

3 Councilmember Peterson stated that he has complete confidence in Manager Alley and
4 in Chief Jackson but fresh eyes might see something we are not seeing. Mayor Hill
5 stated that he believes the City is lucky to have both Manager Alley and Chief Jackson
6 and that he would throw his hat behind them any day. Mayor Hill stated that he also
7 was not going to sit there and say there was not real problems or issues either. Mayor
8 Hill stated that he believes task force is a good idea. Councilmember Maxwell stated
9 that we should start with the professionals we have here rather than bring in outside
10 people.

11 Manager Alley stated that he appreciates everyone coming to the meeting. Manager
12 Alley stated that the Police Department is not broken. Manager Alley stated that he
13 believes we can streamline and improve the Department. Manager Alley stated that the
14 Council has always been supportive of the Police Department. Manager Alley stated
15 that the City Staff has been supportive of the Department and that the professionalism
16 is the best it's ever been. Manager Alley stated that he was only trying to provide better
17 service and that he does not fold under peer pressure as he is not paid to be popular.
18 Manager Alley stated that he does not believe disbanding the police department is the
19 correct answer but that we need to use expertise of other professionals to help our
20 officers. Manager Alley stated that he had no preconceived notions. Manager Alley
21 stated that he does have concerns for future growth of Holbrook, Officer Retention and
22 the rash of events over past few weeks. Manager Alley stated that you cannot throw
23 money at problems but combination with the County is not effective at this time.

1 Manager Alley stated that he has all the faith in Chief Jackson.

2 Chief Jackson thanked the public for coming and thanked all his officers for everything
3 they do. Chief Jackson stated that we all have blinders on. Chief Jackson stated that
4 his officers haven't been to the training that Councilmember Carlisle referred to. Chief
5 Jackson stated that it is not only Holbrook who is having problems. Chief Jackson
6 stated that most of the public will not stand up and help the Department out. Chief
7 Jackson stated that he has lost 2 officers in the last month. Chief Jackson stated that
8 he tries to do the best with what they have. Chief Jackson stated that he needs to start
9 giving the Council reports again so they know what the department is doing. Chief
10 Jackson stated that the Officers are doing more than just their jobs. Chief Jackson
11 stated that they are all one team and they bust their butts every day. Chief Jackson
12 stated that we are never going to get people to stay with the salary we offer.

13 Mayor Hill asked Council to endorse Councilmember Carlisle and himself to ask around
14 for persons to serve on task force committee. Vice-Mayor Haussman stated that he
15 believes it should be opened up to other Councilmembers and voiced that he would
16 also like to offer up suggestions for members. Manager Alley asked if he and the Chief
17 could write up some goals for the Committee. Councilmember Carlisle stated that he
18 wants the committee to be outside persons for objectivity. Councilmember Maxwell
19 stated that he believed that the purpose of this meeting was to give the Police
20 Department some confidence that the Council is not disbanding the Department and he
21 believes some action needs to be taken to do this. Vice-Mayor Haussman made a
22 motion to direct Staff Chief Jackson and Manager Alley to establish parameters for a
23 task force of internal and external local professionals to conduct a needs assessment of

1 the Police Department and make recommendations to the Council. Manager Alley
2 asked if Vice-Mayor could add "to ensure longevity of the Police Department" to the
3 motion. Mayor Hill asked that he also add to allow him and Councilmember Carlisle to
4 come up with task force names. Vice-Mayor Haussman stated that he wanted to be
5 involved in the naming process also. Councilmember Tyler seconded. Councilmember
6 Cobb stated that he hoped what the people are seeing tonight is that each
7 Councilmember is in support of keeping the Police Department not disbanding it and
8 the rumors can stop. Councilmember Maxwell asked that it be added to the motion that
9 it is not Council's intent to privatize the Police Department. Mayor Hill made a motion to
10 amend the previous motion to include that the support of the Holbrook Police
11 Department and that the task force will not be looking at contracting with Navajo
12 County. Councilmember Cobb seconded. Vice-Mayor Haussman asked that the
13 motion to be read back for Council's understanding. City Clerk Reyes read the motion
14 "to direct Staff Chief Mark Jackson and Manager Ray alley to establish parameters for
15 the task force which is to consist of internal and external processions who will conduct a
16 needs assessment of the Police Department and make recommendations to ensure the
17 longevity of the Police Department and to support the Holbrook police Department and
18 not to make recommendation to contract with Navajo County. Councilmember Peterson
19 stated that he did not want the statement about contracting with Navajo County
20 because it could exclude other possibilities such as training that may be needed. City
21 Clerk Reyes suggested that the Council say "to support the Holbrook Police
22 Department and seek not to disband the Department. Vice-Mayor Haussman stated to
23 remove the work "seek". Mayor Hill amended the motion again to read " to direct Staff

1 Chief Jackson and Manager Alley to establish parameters for a task force which
2 consists of both internal and external professions to conduct a needs assessment of
3 the Police Department and make recommendations to the Council to ensure longevity
4 of the Police Department, to support the Holbrook Police Department and to not
5 disband the Department. Councilmember Peterson seconded and the motion carried
6 unanimously.

7 ADJOURNMENT:

8
9 There being no further business to come before the Council, the meeting was
10 adjourned at 7:19 p.m.
11

12

Jeff Hill, Mayor

13

14 CERTIFICATION:

15 I hereby certify that the foregoing minutes are a true and correct copy of the minutes of
16 the Special Meeting of the Holbrook City Council held on the 4th day of September
17 2013. I further certify that the meeting was duly called and held and that a quorum was
18 present.

19

20

21

22

Cher Reyes, CMC, CPM, City Clerk

CITY OF HOLBROOK

INVOICE APPROVAL REPORT

**BY GL NUMBER WALT'S
HARDWARE**

09/16/2013 THRU 10/03/2013

TOTAL **\$ 484.45**

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
10/3/2013											
09302013	1	Inv	SUPPLIES	09/30/2013 10/09/2013	22.61	0 No		.00	001-050-5026		10/13
09302013	2	Inv	SUPPLIES	09/30/2013 10/09/2013	47.44	0 No		.00	002-091-5026		10/13
09302013	3	Inv	SUPPLIES	09/30/2013 10/09/2013	48.58	0 No		.00	001-040-5026		10/13
09302013	4	Inv	SUPPLIES	09/30/2013 10/09/2013	16.08	0 No		.00	001-004-5026		10/13
09302013	5	Inv	SUPPLIES	09/30/2013 10/09/2013	72.62	0 No		.00	006-014-5026		10/13
09302013	6	Inv	SUPPLIES	09/30/2013 10/09/2013	44.86	0 No		.00	007-087-5026		10/13
09302013	7	Inv	SUPPLIES	09/30/2013 10/09/2013	31.69	0 No		.00	001-005-5026		10/13
09302013	8	Inv	SUPPLIES	09/30/2013 10/09/2013	13.62	0 No		.00	001-031-5024		10/13
09302013	9	Inv	SUPPLIES	09/30/2013 10/09/2013	8.32	0 No		.00	001-085-5026		10/13
09302013	10	Inv	SUPPLIES	09/30/2013 10/09/2013	77.27	0 No		.00	002-092-5026		10/13
09302013	11	Inv	SUPPLIES	09/30/2013 10/09/2013	35.32	0 No		.00	001-031-5026		10/13
09302013	12	Inv	SUPPLIES	09/30/2013 10/09/2013	50.37	0 No		.00	001-060-5026		10/13
09302013	13	Inv	SUPPLIES	09/30/2013 10/09/2013	15.67	0 No		.00	001-050-5026		10/13
Total 09302013					484.45						
Total 9700					484.45						
Total 10/3/2013					484.45						

10/03/2013 GL Period Summary

GL Period	Amount
10/13	484.45
	<u>484.45</u>
Grand Total:	<u>1,060.62</u>

Report GL Period Summary

GL Period	Amount
10/13	484.45

FUNDS REQUEST FROM HOLBROOK CITY COUNCIL

DATE: 9/27/13

APPLICANTS NAME: Holbrook Elks *

ADDRESS: 611 W Buffalo St

PHONE NUMBER: 928-241-1796 / 524-6789

NAME OF PERSON REPRESENTING APPLICANT: Cindy Allen

CONTACT PHONE NUMBER: 928-241-1796

NAME OF ORGANIZATION/INDIVIDUAL FUNDS ARE REQUESTED FOR: Holbrook Elks

EVENT OR NEED FUNDS ARE REQUESTED FOR: Spooktacular Halloween Party

HAS ORGANIZATION/GROUP REQUESTED FUNDS FROM THE CITY IN THE PAST? yes (as HELP)

WHAT IS THE TOTAL DOLLAR FIGURE THAT ORGANIZATION/GROUP WILL ATTEMPT TO RAISE? 800⁰⁰

WHAT IS THE DOLLAR AMOUNT EACH INDIVIDUAL MUST RAISE? Both HELP & ELKS are join up against about 400⁰⁰ each group

WHAT FUND RAISERS HAVE BEEN HELD OR SPONSORED BY ORGANIZATION/GROUP? Ask For Candy Donation From all members
HELP is looking into Soft Ball Tournament That Play Buy Candy
ELKS Has Raffles

WHAT IS DOLLAR AMOUNT ORGANIZATION/GROUP IS REQUESTING FROM THE CITY OF HOLBROOK? 300⁰⁰ For Prize & Candy

WHO WILL BE ACCOUNTABLE FOR THE FUNDS RECEIVED? Cindy Allen Treasurer For Elks

WHAT OTHER ORGANIZATIONS OR BUSINESSES HAVE YOU REQUESTED FUNDS FROM? Elks Members - HELP - Welding Service
Navajo Count Assessor office

IF FUNDS ARE GRANTED, HOW WILL THESE FUNDS BENEFIT THE COMMUNITY? IN Door Halloween Party so the children of Holbrook Has a safe place to go

RECEIVED
SEP 27 2013
BY: SB

ORDINANCE 13-11

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF
HOLBROOK, ARIZONA, ACCEPTING AND ESTABLISHING
“DIAMONDBACK DRIVE”**

Whereas, The City of Holbrook would like to accept and establish the street known as Diamondback 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 northeast and southwest be known as “Diamondback Drive” as shown in exhibit A.
2. The City of Holbrook accepts the street as is from Edward Heward and agrees to include it in the City’s street system.
3. City Staff is authorized to record this ordinance with the Navajo County recorder’s office.

Passed and adopted this 22nd day of October 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

60' Road Easement

Describing a 60 Foot Easement for Ingress, Egress and Public utilities commencing at the Northeast corner of section 31, T18N, R21E of the Gila and Salt River Meridian, Navajo County Arizona.

More accurately described as follows.

Commencing at the Northeast corner of section 31,;

thence N 89°55'19" W, a distance of 1671.08' along the North section line ;

thence S 39°48'08" W, a distance of 274.31'

to the POINT OF BEGINNING;

thence S 39°48'08" W, a distance of 1719.63' ;

thence N 50°11'52" W, a distance of 60.00' ;

thence N 39°48'08" E, a distance of 1719.63' ;

thence S 50°11'52" E, a distance of 60.00'

to the POINT OF BEGINNING;

said described tract containing 2.4 Acres , more or less.

RESOLUTION 13-11

RESOLUTION OF THE CITY OF HOLBROOK COUNCIL CONCERNING THE PROPOSED LISTING OF THE MEXICAN WOLF AND NONESSENTIAL EXPERIMENTAL POPULATION RULE

WHEREAS, the United State Fish and Wildlife Service (USFWS) has issued a proposed rule under which the gray wolf (*Canis lupus*) will be removed from the list of endangered and threatened species under the Endangered Species Act (ESA) based on the large numbers of wolves across the species' range in North America;

WHEREAS, the USFWS also intends to reclassify reintroduced wolves in the southwestern United States as a new wolf subspecies called the Mexican wolf (*Canis lupus baileyi*), and to list this new subspecies as endangered under the ESA;

WHEREAS, the USFWS also is proposing to issue a revised experimental population rule under Section 10(j) of the ESA that would cover the new Mexican wolf subspecies and facilitate the introduction of additional wolves into Arizona and New Mexico;

WHEREAS, Congress enacted Section 10(j) of the ESA to mitigate fears that reestablishing populations of endangered species would negatively impact landowners and other private parties, and recognized that flexible rules, developed in consultation with local governments and private citizens, could encourage recovery partners to actively assist in the establishment and hosting of such populations on their lands;

WHEREAS, to the maximum extent practicable, Section 10(j) rules are intended to represent an agreement between the USFS, affected State and Federal agencies, and persons holding any interest in land that may be affected by the establishment of an experimental population;

WHEREAS, the objective of 1982 Mexican Wolf Recovery Plan is the establishment of a viable, self-sustaining population of at least 100 Mexican wolves in the wild;

WHEREAS, as of 2012, there are approximately 75 wolves in the wild in Arizona and New Mexico, 97 percent of which were conceived and born in the wild as a direct result of previous wolf introduction efforts;

WHEREAS, the reclassification and listing of the Mexican wolf and the adoption and implementation of the revised experimental population rule will allow additional wolves to be introduced within Arizona and New Mexico;

WHEREAS, the introduction of wolves into Arizona and New Mexico has resulted in significant adverse impacts on private landowners and resource users, as well as hunting and other recreational activities, which are vital to our local and regional economy;

WHEREAS, under its regulations, the USFWS must consult with appropriate State fish and wildlife agencies, local governmental entities, affected Federal agencies, and affected private landowners in developing and implementing experimental population rules.

WHEREAS, in developing its experimental population rules for the Mexican wolf, the USFWS has failed to meaningfully consult with local governmental entities, whose citizens will be adversely affected by the introduction of wolves, and with private land and resource users who will be adversely impacted by the introduction of wolves;

WHEREAS, the proposed listing and experimental population rules for the Mexican wolf indicates that the USFWS intends to expand the areas in which releases of captive-bred wolves will occur, and to introduce additional wolves into that expanded area, creating even greater conflicts with private landowners and resource users;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Future Mexican wolf introduction efforts should focus on remote areas within the northern Sierra Madre Occidental mountain range, which contains substantial habitat suitable for Mexican wolves and, in many places, is largely uninhabited.
2. The Arizona Game and Fish Department and the New Mexico Department of Game and Fish should have primary responsibility for the administration of the Mexican wolf introduction program in Arizona and New Mexico.
3. No additional introductions of Mexican wolves in Arizona and New Mexico should take place unless and until it has been determined that wolves cannot be introduced successfully in northern Mexico and the natural expansion of the existing wolf population in Arizona and New Mexico is not capable of achieving the 100-wolf population goal in the 1982 Mexican Wolf Recovery Plan.
4. In the event that future introductions of Mexican wolves in Arizona and New Mexico take place, they should be limited to the Blue Range Wolf Recovery Area and, if appropriate, the White Mountain Apache Indian Reservation.
5. Wolves that leave the Blue Range Wolf Recovery Area and the White Mountain Apache Indian Reservation should be captured and returned to captivity or, if appropriate, reintroduced in the Blue Range Wolf Recovery Area or the White Mountain Apache Indian Reservation.
6. The 10(j) rule governing the management of Mexican wolves in Arizona and New Mexico should authorize private landowners and their agents, following reasonable notice and reporting requirements, to take Mexican wolves that enter private land, unless the landowner has entered into a management agreement with the USFWS allowing wolves to enter private land.

7. The 10(j) rule governing the management of Mexican wolves in Arizona and New Mexico should authorize private landowners and their agents to take Mexican wolves engaged in killing, wounding, biting, chasing, threatening or harassing humans, pets, livestock on private land, subject to reasonable notice and reporting requirements.

PASSED, ADOPTED AND APPROVED by the Holbrook City Council on this 8th day of October, 2013

Holbrook City Council

By _____
Jeff Hill, Mayor

ATTEST:

Cher Reyes, CMC, CPM
City Clerk

**City of Holbrook
FY 2005 Salary Plan
Table A - Recommended Salary Range per Position**

Job Class	Occupational Job Families and Job Classes	2009 Salary Plan				2013 Salary Plan		
		Salary Range	Minimum	Midpoint	Maximum	New Minimum	New Midpoint	New Maximum
1000	<u>Administrative and General Support Series</u>							
1100	Executive and Administrative Group							
1101	* City Manager	74	\$66,232	\$82,789	\$99,347	\$66,232	\$89,757	\$113,282
1102	Assistant City Manager	70	\$60,003	\$75,003	\$90,004	\$60,003	\$81,503	\$103,004
1103	* City Clerk	54	\$40,419	\$50,524	\$60,629	\$40,419	\$55,555	\$70,692
1110	Economic Development Director/ Grants Administrator	52	\$38,472	\$48,089	\$57,707	\$38,472	\$52,975	\$67,478
1120	* Office Specialist	32	\$23,478	\$29,348	\$35,217	\$23,478	\$33,108	\$42,739
1121	Office Assistant	22	\$18,341	\$22,926	\$27,512	\$18,341	\$26,302	\$34,263
1300	Fleet Services Group							
1301	Fleet Manager	52	\$38,472	\$48,089	\$57,707	\$38,472	\$52,975	\$67,478
1303	Fleet Services Specialist	42	\$30,054	\$37,567	\$45,081	\$30,054	\$41,821	\$53,589
1305	* Fleet Services Technician, Senior	36	\$25,915	\$32,394	\$38,873	\$25,915	\$36,338	\$46,760
1307	Fleet Services Technician	30	\$22,347	\$27,933	\$33,520	\$22,347	\$31,609	\$40,872
1400	Community Development Group							
1401	Planning Director	52	\$38,472	\$48,089	\$57,707	\$38,472	\$52,975	\$67,478
1403	Facilities and Equipment Supervisor	42	\$30,054	\$37,567	\$45,081	\$30,054	\$41,821	\$53,589
1402	Community Tourism and Events Coordinator	31	\$22,905	\$28,632	\$34,358	\$22,905	\$32,350	\$41,794
1405	Zoning Administrator	46	\$33,174	\$41,467	\$49,761	\$33,174	\$45,955	\$58,737
1409	Code Enforcement Officer	38	\$27,227	\$34,034	\$40,841	\$27,227	\$38,076	\$48,925
1411	* Building Inspector	38	\$27,227	\$34,034	\$40,841	\$27,227	\$38,076	\$48,925
1413	Construction Inspector/Safety Officer	30	\$22,347	\$27,933	\$33,520	\$22,347	\$31,609	\$40,872
2000	<u>Finance and Accounting Series</u>							
2100	Finance Operations Group							
2101	* Finance Director	63	\$50,478	\$63,098	\$75,717	\$50,478	\$68,883	\$87,289
2102	Director of Administrative Services	52	\$38,472	\$48,089	\$57,707	\$38,472	\$52,975	\$67,478
2103	* Accounting Specialist	34	\$24,667	\$30,833	\$37,000	\$24,667	\$34,683	\$44,700
2105	* Accounting Assistant	32	\$23,478	\$29,348	\$35,217	\$23,478	\$33,108	\$42,739
2106	Grants Administrator	42	\$30,054	\$37,567	\$45,081	\$30,054	\$41,821	\$53,589
3000	<u>Public Safety Services Series</u>							
3100	Police Operations Group							
3101	* Police Chief	63	\$50,478	\$63,098	\$75,717	\$50,478	\$68,883	\$87,289
3102	Administration Lieutenant	52	\$38,472	\$48,089	\$57,707	\$38,472	\$52,975	\$67,478
3103	Patrol Lieutenant	52	\$38,472	\$48,089	\$57,707	\$38,472	\$52,975	\$67,478
3104	* Police Sergeant	50	\$36,618	\$45,772	\$54,927	\$36,618	\$50,519	\$64,419
3104	Detective	50	\$36,618	\$45,772	\$54,927	\$36,618	\$50,519	\$64,419
3105	Police Officer II	43	\$30,805	\$38,507	\$46,208	\$30,805	\$42,817	\$54,829
3107	* Police Officer I	40	\$28,606	\$35,757	\$42,909	\$28,606	\$39,903	\$51,199
3109	Police Recruit	36	\$25,915	\$32,394	\$38,873	\$25,915	\$36,338	\$46,760
3200	Telecommunication Group							
3201	Telecommunications Supervisor	44	\$31,575	\$39,469	\$47,363	\$31,575	\$43,837	\$56,099
3203	Telecommunications Specialist	41	\$29,321	\$36,651	\$43,981	\$29,321	\$40,850	\$52,379
3205	Telecommunications Officer, Senior	38	\$27,227	\$34,034	\$40,841	\$27,227	\$38,076	\$48,925
3207	* Telecommunications Officer	32	\$23,478	\$29,348	\$35,217	\$23,478	\$33,108	\$42,739
3300	Animal Control Group							
3301	Animal Control Supervisor	40	\$28,606	\$35,757	\$42,909	\$28,606	\$39,903	\$51,199
3303	Animal Control Officer, Senior	33	\$24,065	\$30,081	\$36,098	\$24,065	\$33,886	\$43,707
3305	Animal Control Officer	27	\$20,751	\$25,939	\$31,127	\$20,751	\$29,495	\$38,239
4000	<u>Leisure Services Series</u>							
4100	Parks and Recreation Group							
4101	* Parks and Recreation Manager	52	\$38,472	\$48,089	\$57,707	\$38,472	\$52,975	\$67,478
4103	* Parks Maintenance Foreman	40	\$28,606	\$35,757	\$42,909	\$28,606	\$39,903	\$51,199
4105	Parks Maintenance Worker, Senior	27	\$20,751	\$25,939	\$31,127	\$20,751	\$29,495	\$38,239
4107	Parks Maintenance Worker	17	\$16,211	\$20,264	\$24,316	\$16,211	\$23,479	\$30,748

**City of Holbrook
FY 2005 Salary Plan
Table A - Recommended Salary Range per Position**

Job Class	Occupational Job Families and Job Classes	2009 Salary Plan				2013 Salary Plan		
		Salary Range	Minimum	Midpoint	Maximum	New Minimum	New Midpoint	New Maximum
4200	Library Group							
4201	* Library Director	52	\$38,472	\$48,089	\$57,707	\$38,472	\$52,975	\$67,478
4203	Assistant Director, Library	40	\$28,606	\$35,757	\$42,909	\$28,606	\$39,903	\$51,199
4207	Library Assistant, Senior	22	\$18,341	\$22,926	\$27,512	\$18,341	\$26,302	\$34,263
4209	Library Assistant	17	\$16,211	\$20,264	\$24,316	\$16,211	\$23,479	\$30,748
4300	Recreation Program Group							
4301	Swimming Pool Supervisor	26	\$20,245	\$25,306	\$30,368	\$20,245	\$28,825	\$37,404
4303	Recreation Specialist	17	\$16,211	\$20,264	\$24,316	\$16,211	\$23,479	\$30,748
4307	Swimming Pool Lifeguard/Instructor, Senior	20	\$17,457	\$21,822	\$26,186	\$17,457	\$25,131	\$32,804
4309	Swimming Pool Lifeguard/Instructor	17	\$16,211	\$20,264	\$24,316	\$16,211	\$23,479	\$30,748
4700	Golf Course Group							
4701	Golf Course Manager	52	\$38,472	\$48,089	\$57,707	\$38,472	\$52,975	\$67,478
4703	Golf Course Maintenance Foreman	40	\$28,606	\$35,757	\$42,909	\$28,606	\$39,903	\$51,199
4705	Golf Course Maintenance Worker, Senior	37	\$26,563	\$33,204	\$39,845	\$26,563	\$37,196	\$47,829
4707	Golf Course Maintenance Worker	22	\$18,341	\$22,926	\$27,512	\$18,341	\$26,302	\$34,263
4709	Golf Club House Attendant	20	\$17,457	\$21,822	\$26,186	\$17,457	\$25,131	\$32,804
5000	Public Works Series							
5100	Public Works Administration Group							
5101	* Public Works Director	63	\$50,478	\$63,098	\$75,717	\$50,478	\$68,883	\$87,289
5103	Municipal Airport Operator	40	\$28,606	\$35,757	\$42,909	\$28,606	\$39,903	\$51,199
5104	Facilities Maintenance Manager	42	\$30,054	\$37,567	\$45,081	\$30,054	\$41,821	\$53,589
5105	Facilities Maintenance Worker, Senior	37	\$26,563	\$33,204	\$39,845	\$26,563	\$37,196	\$47,829
5107	Facilities Maintenance Worker	30	\$22,347	\$27,933	\$33,520	\$22,347	\$31,609	\$40,872
5107	Public Works Maintenance Worker	30	\$22,347	\$27,933	\$33,520	\$22,347	\$31,609	\$40,872
5109	Levee Maintenance Worker	18	\$16,616	\$20,770	\$24,924	\$16,616	\$24,016	\$31,417
5200	Street Maintenance Group							
5301	* Street Maintenance Manager	52	\$38,472	\$48,089	\$57,707	\$38,472	\$52,975	\$67,478
5303	Street Maintenance Worker, Crew Chief	40	\$28,606	\$35,757	\$42,909	\$28,606	\$39,903	\$51,199
5305	Street Maintenance Worker, Senior	37	\$26,563	\$33,204	\$39,845	\$26,563	\$37,196	\$47,829
5307	* Street Maintenance Worker	30	\$22,347	\$27,933	\$33,520	\$22,347	\$31,609	\$40,872
5309	Street Sweeper	21	\$17,894	\$22,367	\$26,841	\$17,894	\$25,709	\$33,525
5311	Senior Citizens Van Driver	16	\$15,815	\$19,769	\$23,723	\$15,815	\$22,955	\$30,095
5400	Sanitation Group							
5401	Sanitation Manager	52	\$38,472	\$48,089	\$57,707	\$38,472	\$52,975	\$67,478
5403	* Sanitation Crew Chief	40	\$28,606	\$35,757	\$42,909	\$28,606	\$39,903	\$51,199
5405	Solid Waste Specialist	32	\$23,478	\$29,348	\$35,217	\$23,478	\$33,108	\$42,739
5407	* Solid Waste Handler, Senior	25	\$19,751	\$24,689	\$29,627	\$19,751	\$28,170	\$36,590
5409	Solid Waste Handler	18	\$16,616	\$20,770	\$24,924	\$16,616	\$24,016	\$31,417
5411	Sanitation Transfer Site Operator	23	\$18,800	\$23,499	\$28,199	\$18,800	\$26,909	\$35,019
5413	Recycling Center Attendant	17	\$16,211	\$20,264	\$24,316	\$16,211	\$23,479	\$30,748
5500	Water and Wastewater Operations Group							
5501	* Water/Wastewater Treatment Manager	56	\$42,465	\$53,082	\$63,698	\$42,465	\$58,267	\$74,068
5503	Water/Wastewater Treatment Chief Operator	40	\$28,606	\$35,757	\$42,909	\$28,606	\$39,903	\$51,199
5505	* Water/Wastewater Treatment Operator	33	\$24,065	\$30,081	\$36,098	\$24,065	\$33,886	\$43,707
5507	* Water Meter Reader	26	\$20,245	\$25,306	\$30,368	\$20,245	\$28,825	\$37,404
5600	Water and Wastewater Maintenance Group							
5601	Water/Wastewater Maintenance Manager	52	\$38,472	\$48,089	\$57,707	\$38,472	\$52,975	\$67,478
5602	Water/Wastewater Maintenance Crew Chief	40	\$28,606	\$35,757	\$42,909	\$28,606	\$39,903	\$51,199
5605	Water/Wastewater Maintenance Worker, Senior	30	\$22,347	\$27,933	\$33,520	\$22,347	\$31,609	\$40,872
5607	Water/Wastewater Maintenance Worker	23	\$18,800	\$23,499	\$28,199	\$18,800	\$26,909	\$35,019

POSITION DESCRIPTION

Class Title: Patrol Lieutenant
Department: Police
Division:
Date: 10/03/13

Job Code Number:
Grade Number: 52
Union:
Location:

GENERAL PURPOSE

Performs a variety of routine and complex public safety work in the performance and administration of Police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED

Works under the general supervision of Police Chief.

SUPERVISION EXERCISED

Exercises general supervision over police officers and other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organizes, directs and coordinates activities of area of responsibility; assigns duties, directs and coordinates efforts of subordinate personnel; as directed by the Chief of Police.

Reviews departmental reports and prepares analyses of area of responsible activities; discusses operations with personnel and meets with individuals from the section to identify the specific needs of the assignment; develops short-range and long-range plans; i.e., deployment of personnel, use of facilities and equipment, coordination with other governmental agencies, etc.; coordinates plans with goals and objectives of the department, departmental policy and available resources.

Exercises full Peace officer authority in the enforcement of traffic, liquor, narcotics and other criminal laws.

Conducts investigations; responds to scene of major accidents; i.e., disaster, flood, major accident, coordinate activities with other police, governmental and/or private sector agencies.

Reviews and approves work schedules and police reports, conducts periodic inspections of personnel and equipment, conducts regular staff meetings and provides direct supervision to supervisory personnel for direction of day to day operations; evaluates effectiveness of unit operations; evaluates supervisors and subordinate personnel and counsel subordinates on job related matters and occasional personal problems; initiates and reports disciplinary action as appropriate.

PERIPHERAL DUTIES

Supervises preparation of regular, periodic reports of unit's operation. Coordinates and instructs in departmental and educational training functions. Directs investigation into specific complaints and meets with individuals and organizations; writes correspondence to respond to complaints regarding operations within shifts; maintains good department-community relations.

Serves on regular committee and intermittent task forces with other departmental personnel to advise on department-wide policies and procedures; participates in staff studies as assigned.

DESIRED MINIMUM QUALIFICATIONS

Ten years of experience as a certified police officer, certified through AZPOST; Must currently hold the position of Sergeant within a law enforcement agency within the State of Arizona; Must reside within the City of Holbrook, not later than the end of the initial probation period; possession of a valid Arizona driver's license; Must be a certified AZPOST general instructor; Must have attended an advance supervisions course through AZPOST or equivalent.

Working knowledge of administrative policies, procedures, principal of management, supervision, statistical compilation, budgeting, planning, department structure and functions. Comprehensive knowledge of Federal, State, County, City criminal, traffic laws, criminal investigation, departmental, general law enforcement methods and procedures.

Ability to solve complex problems involving many variables, analyze problems quickly and take appropriate action under stress, prepare technical reports and correspondence, communicate effectively, verbally and in writing, handle sensitive public contacts, establish effective working relationships with departmental units, counsel subordinates.

Demonstrates ability to assume command level responsibilities and make sound decisions.

SPECIAL REQUIREMENTS

Necessary knowledge, skills and abilities:

Considerable knowledge of modern law enforcement principles, procedures, techniques and equipment; considerable knowledge of applicable laws, ordinances and department rules and regulations; Extensive knowledge of City's geography. Skill in the operation of the tools and equipment listed herein.

Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; Ability to exercise sound judgment in evaluating situations in making decisions; Ability to follow and give verbal and written instructions; Ability to meet the special requirements listed below;

- A. Must possess, or be able to obtain, a valid Arizona State Driver's License without record of suspension or revocation in any state; (B) Ability to meet Department's physical standards; (C) Basic Law Enforcement Training (or Police Officer's Standards and Training) certification or equivalent.

TOOLS AND EQUIPMENT USED

Skill in the operation of vehicles under routine and emergency conditions, wide variety of police equipment, calculator and other equipment as dictated by assignment, including but not limited to police radio, radar equipment, handgun and other weapons as required, side-handle baton, handcuffs, Breathalyzer, pager, first aid equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, use hands to finger, handle or operation objects, controls, or tools listed above; reach with hands and arms; climb or balance, stoop, crouch, crawl and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check, job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job changes.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective date:

Revision History: 10/3/13

HOLBROOK POLICE DEPARTMENT
Position Classification Specification

Class Title: Evidence Clerk
Department: Police
Division:
Location:

Job Code Number:
Grade Number:
Date:

GENERAL PURPOSE:

Secures, stores, and disposes of evidence and property according to State and Federal laws and department policies and procedures. Researches lost, found and abandoned property and releases property to rightful owner.

SUPERVISION RECEIVED

Works under the close supervision of the Administrative Lieutenant.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives, sorts and secures all property delivered to the Evidence Room; responsible for verifying reports against property reports to ensure accuracy.

Operate computer systems RIMS and Spillman to enter submitted items into the Police Department evidence tracking system.

Accountable for security and integrity of Evidence Room; responsible for preserving the critical chain of evidence; testifies in court when subpoenaed.

Determines the appropriate and lawful disposition of property; releases property to officers, property owners, the courts and/or other agencies; releases property for sale at public auctions; maintains an accurate accounting of all property transfers and releases.

Conducts periodic audits of property inventory; corresponds with officers and general public regarding disposition of property; matches stolen and lost property with property inventory.

Takes fingerprint impressions of customers for various background and application forms.

Process bicycles received in evidence by collecting information on each bike. Check A.C.I.C. and N.C.I.C. and computer systems to attempt to identify and notify the rightful owner.

Handle monies submitted as evidence, safekeeping or found property.

Coordinate auctions for unclaimed bicycles.

Explains Evidence Room procedures to officers, the general public and outside agencies.
Provides input into Department policies and procedures regarding evidentiary procedures.

Assists in the procurement of supplies for evidence related materials and supplies.

Supplies evidence packaging supplies to officers and ensure that officers are kept up to date with any crime lab changes in packaging evidence and delivers evidence to the crime lab when other resources are not available to do so.

Performs other duties as assigned.

PERIPHERAL DUTIES

Assigned to instruct and train new hire officers with Rules of Evidence and the Holbrook Police Department Policies and Procedures and also put on classes for the general public on prescription drug take backs and is assigned as liaison between the Holbrook Police Department and the DEA for drug take backs.

Keeps in constant contact with the Arizona Department of Public Safety Crime Lab to keep current on the police department's pending criminal cases.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and;
- (B) Two years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Special Requirements: Valid Arizona State issued drivers license.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- (B) Skill in operation of listed tools and equipment.

- (C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- (D) Required to maintain a "Level A" ACJIS Network Terminal Operator Certification.

TOOLS AND EQUIPMENT USED

Phone, mainframe computer terminal; personal computer including word processing software; copy machine; fax machine; two-way radio and calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk, use hands to finger, handle objects, tools, or controls; and reach with hands and arms.

The employee must lift and/or move up to 25 pounds . Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is not exposed to hazardous noise levels when performing the essential functions of the job.

SELECTION GUIDELINES

Formal Holbrook Police Department application, rating of education and experience; oral interview an in-depth background investigation, polygraph examination, physical examination, drug screen and any job related tests.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and job applicant and is subject to change by the employer as the needs of the employer and requirements of the job change.