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

# CITY OF HOLBROOK

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

***OUR MISSION***

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

AGENDA

REGULAR CITY COUNCIL MEETING

NOVEMBER 12, 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 October 18, 2013 thru November 7, 2013: Documentation for claims is available *at City Hall. (Pg 4)*
B. Liquor license application for Maverick located at 1635 Navajo Blvd. (Pg 34)
C. Special event liquor license Holbrook Elks, November 23, 2013 (Pg 42)
D. Minutes of the regular meeting held on October 22, 2013. (Pg 48

7) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: $ 1150.2 (Pg 58)

8) REPORTS:

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

9) OLD BUSINESS:
   A. Discussion/possible action regarding Police Department Policy and Procedure update-Manager Alley.
   B. Discussion/possible action regarding bid results for consulting services for City of Holbrook Brownfields properties Route 66 Community Wide Assessment Grant-Manager Alley. (pg 61)
   C. Ordinance 13-12, amending the City Code, Chapter 4, Section 4-1-4, Street Surface, 2nd reading. (pg 101)
   D. Ordinance 13-11, accepting and establishing "Diamondback Drive", 2nd reading. (pg 102)

10) NEW BUSINESS:
   A. Discussion/possible action regarding revisions to the job description of Patrol Lieutenant-Manager Alley. (Pg 103)
   B. Discussion/possible action regarding airport grant agreement with ADOT for rehabilitation of runway lighting-Manager Alley. (pg 111)

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.
   B. Pursuant to ARS Section 38-431.03(A)(3), the Council may adjourn into executive session for discussion or consultation for legal advice with the attorneys of the public body regarding investigation of alleged personnel violations.
   C. Pursuant to ARS Section 38-431.03(A)(4 the Council may adjourn into executive session for discussion or consultation with the attorneys of the public body in order to consider its position and instruct the attorneys of the public body regarding contemplated litigation or in settlement discussions conducted in order to avoid litigation concerning allegations of personnel violations and/or violations of City policies.

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 5th day of November 2013.

Cher Reyes, CMC, GPM, 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

10/18/2013 THRU 11/07/2013

**TOTAL** **$ 276,101.74**

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **10/21/2013** | | | | | | | | | | | |
| HOLBROOK TRIBUNE NEWS | | | 6240 | | | | | | | | |
| 123556 | 1 | Inv | ADVERTISEMENT | 10/16/2013<br>11/13/2013 | 42.35 | 0<br>No | | .00 | | 10/13<br>001-001-5044 | |
| Total 10/21/2013 | | | | | 42.35 | | | | | | |

10/21/2013 GL Period Summary

| GL Period | Amount |
|---|---|
| 10/13 | 42.35 |
| | 42.35 |

| Invoice No | Vendor Name Seq | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **10/23/2013** | | | | | | | | | | | |
| BRADCO | | | | 2590 | | | | | | | |
| 8156 | 1 | Inv | FUEL | 10/15/2013 | 4,963.64 | 0 | | .00 | | 10/13 | |
| | | | | 10/23/2013 | | No | | | | 007-087-5027 | |
| DEMCO | | | | 4210 | | | | | | | |
| 5092862 | 1 | Inv | SUPPLIES | 09/24/2013 | 297.60 | 0 | | .00 | | 10/13 | |
| | | | | 11/13/2013 | | No | | | | 001-020-5021 | |
| INGRAM | | | | 6620 | | | | | | | |
| 74286634 | 1 | Inv | BOOKS | 09/29/2013 | 189.71 | 0 | | .00 | | 10/13 | |
| | | | | 11/13/2013 | | No | | | | 001-020-5026 | |
| 74414147 | 1 | Inv | BOOKIS | 10/07/2013 | 22.72 | 0 | | .00 | | 10/13 | |
| | | | | 11/13/2013 | | No | | | | 001-020-5026 | |
| 74414146 | 1 | Inv | BOOKIS | 10/07/2013 | 716.73 | 0 | | .00 | | 10/13 | |
| | | | | 11/13/2013 | | No | | | | 001-020-5026 | |
| Total 6620 | | | | | 929.16 | | | | | | |
| MICRO MARKETING ASSOC | | | | 8150 | | | | | | | |
| 498805 | 1 | Inv | BOOKS | 10/02/2013 | 120.89 | 0 | | .00 | | 10/13 | |
| | | | | 11/13/2013 | | No | | | | 001-020-5026 | |
| A.P.S. | | | | 70 | | | | | | | |
| 10152013 | 1 | Inv | UTILITIES | 10/15/2013 | 3,402.57 | 0 | | .00 | | 10/13 | |
| | | | | 11/13/2013 | | No | | | | 007-087-5048 | |
| VERIZON WIRELESS | | | | 530 | | | | | | | |
| 9713072844 | 1 | Inv | UTILITIES | 10/10/2013 | 53.18 | 0 | | .00 | | 10/13 | |
| | | | | 10/23/2013 | | No | | | | 001-060-5048 | |
| UNISOURCE ENERGY SERVICES | | | | 3380 | | | | | | | |
| 10182013 | 1 | Inv | UTILITIES | 10/18/2013 | 25.88 | 0 | | .00 | | 10/13 | |
| | | | | 10/23/2013 | | No | | | | 001-020-5048 | |
| 10182013 | 2 | Inv | UTILITIES | 10/18/2013 | 27.65 | 0 | | .00 | | 10/13 | |
| | | | | 10/23/2013 | | No | | | | 001-031-5048 | |
| 10182013 | 3 | Inv | UTILITIES | 10/18/2013 | 34.98 | 0 | | .00 | | 10/13 | |
| | | | | 10/23/2013 | | No | | | | 001-050-5048 | |
| Total 10182013 | | | | | 88.51 | | | | | | |
| Total 3380 | | | | | 88.51 | | | | | | |
| FRONTIER COMM TELE | | | | 3350 | | | | | | | |
| 10152013 | 1 | Inv | UTILITIES | 10/15/2013 | 300.43 | 0 | | .00 | | 10/13 | |
| | | | | 10/23/2013 | | No | | | | 006-014-5048 | |
| 10152013 | 2 | Inv | UTILITIES | 10/15/2013 | 330.72 | 0 | | .00 | | 10/13 | |
| | | | | 10/23/2013 | | No | | | | 002-090-5048 | |
| 10152013 | 3 | Inv | UTILITIES | 10/15/2013 | 58.33 | 0 | | .00 | | 10/13 | |
| | | | | 10/23/2013 | | No | | | | 001-050-5048 | |
| Total 10152013 | | | | | 689.48 | | | | | | |

| Invoice No | Vendor Name / Seq / Type | Vendor No / Description / Inventory No | Inv Date / Due Date | Total Cost | Term / 1099 | Disc Date | Disc Amt | PO Number | GL Per / GL Acct | R |
|---|---|---|---|---|---|---|---|---|---|---|
| Total 3350 | | | | 689.48 | | | | | | |
| Total 10/23/2013 | | | | 10,545.03 | | | | | | |

10/23/2013 GL Period Summary

| GL Period | Amount |
|---|---|
| 10/13 | 10,545.03 |
| | 10,545.03 |

| Invoice No | Seq | Type | Description / Inventory No | Inv Date / Due Date | Total Cost | Term / 1099 | Disc Date | Disc Amt | PO Number | GL Per / GL Acct | R |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **10/31/2013** | | | | | | | | | | | |
| LEXIS-NEXIS (ACCURINT) | | | 169 | | | | | | | | |
| 47 | 1 | Inv | BACKGROUND CHECKS | 11/01/2013 | 50.00 | 2 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 001-004-5041 | | |
| 47 | 2 | Inv | | 11/01/2013 | .00 | 2 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | | | |
| 47 | 3 | Inv | | 11/01/2013 | .00 | 2 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | Yes | | | | | |
| Total 47 | | | | | 50.00 | | | | | | |
| Total 169 | | | | | 50.00 | | | | | | |
| BETTER COMMUNICATIONS CO | | | 2430 | | | | | | | | |
| 7012093 | 1 | Inv | Radio Contract | 11/01/2013 | .00 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 001-004-5047 | | |
| 7012093 | 2 | Inv | Radio contract | 11/01/2013 | .00 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 001-031-5047 | | |
| 7012093 | 3 | Inv | Radio Contract | 11/01/2013 | 529.90 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 001-050-5047 | | |
| 7012093 | 4 | Inv | Radio Contract | 11/01/2013 | 312.63 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 001-060-5047 | | |
| 7012093 | 5 | Inv | Radio Contract | 11/01/2013 | .00 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 001-084-5047 | | |
| 7012093 | 6 | Inv | Radio Contract | 11/01/2013 | .00 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 001-085-5047 | | |
| 7012093 | 7 | Inv | Radio Contract | 11/01/2013 | .00 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 002-090-5047 | | |
| 7012093 | 8 | Inv | Radio Contract | 11/01/2013 | .00 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 002-091-5047 | | |
| 7012093 | 9 | Inv | Radio Contract | 11/01/2013 | .00 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 002-092-5047 | | |
| 7012093 | 10 | Inv | Radio Contract | 11/01/2013 | .00 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 001-040-5047 | | |
| 7012093 | 11 | Inv | Radio Contract | 11/01/2013 | .00 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 007-087-5047 | | |
| Total 7012093 | | | | | 842.53 | | | | | | |
| Total 2430 | | | | | 842.53 | | | | | | |
| CABLE ONE23414-120774-01-0 | | | 2940 | | | | | | | | |
| 10012091 | 1 | Inv | UTILITIES | 11/01/2013 | .00 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 001-060-5048 | | |
| 10012091 | 2 | Inv | UTILITIES | 11/01/2013 | 105.95 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 001-050-5048 | | |
| 10012091 | 3 | Inv | UTILITIES | 11/01/2013 | .00 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 001-093-5048 | | |
| 10012091 | 4 | Inv | UTILTIES | 11/01/2013 | .00 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | No | | | 001-050-5048 | | |
| 10012091 | 5 | Inv | UTILITIES | 11/01/2013 | .00 | 0 | | .00 | | 10/13 | Y |
| | | | | 11/01/2013 | | 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 10012091 | | | | | | 105.95 | | | | | | |
| Total 2940 | | | | | | 105.95 | | | | | | |
| CYBERTRAILS | | | | 3960 | | | | | | | | |
| 7312077 | 1 | Inv | EMAIL AND BACKUP | | 11/01/2013<br>11/01/2013 | 90.65 | 2<br>No | | .00 | | 10/13<br>001-004-5047 | Y |
| 7312077 | 2 | Inv | | | 11/01/2013<br>11/01/2013 | .00 | 2<br>No | | .00 | | 10/13 | Y |
| Total 7312077 | | | | | | 90.65 | | | | | | |
| Total 3960 | | | | | | 90.65 | | | | | | |
| HOLBROOK VOL FIRE DEPT | | | | 6260 | | | | | | | | |
| 200607 | 1 | Inv | RETIREMENT | | 11/05/2013<br>11/05/2013 | 1,916.59 | 0<br>No | | .00 | | 10/13<br>001-060-5015 | Y |
| 200607 | 2 | Inv | UNIFORMS | | 11/05/2013<br>11/05/2013 | 3,343.24 | 0<br>No | | .00 | | 10/13<br>001-060-5023 | Y |
| Total 200607 | | | | | | 5,259.83 | | | | | | |
| Total 6260 | | | | | | 5,259.83 | | | | | | |
| IKON FINANCIAL SERVICES | | | | 6503 | | | | | | | | |
| 9012089 | 1 | Inv | COPIER LEASE | | 11/01/2013<br>11/01/2013 | .00 | 3<br>No | | .00 | | 10/13<br>001-004-5049 | Y |
| 9012089 | 2 | Inv | COPIER MAINTENANCE C | | 11/01/2013<br>11/01/2013 | .00 | 3<br>No | | .00 | | 10/13<br>001-050-5047 | Y |
| Total 9012089 | | | | | | .00 | | | | | | |
| Total 6503 | | | | | | .00 | | | | | | |
| NAVAJO COUNTY HISTORICAL | | | | 8720 | | | | | | | | |
| 130 | 1 | Inv | CONTRIBUTION | | 11/01/2013<br>11/01/2013 | 2,400.00 | 0<br>No | | .00 | | 10/13<br>001-014-5057 | Y |
| A.P.S. | | | | 70 | | | | | | | | |
| SEPT | 1 | Inv | UTIILITIES | | 09/23/2013<br>10/31/2013 | 816.00 | 0<br>No | | .00 | | 10/13<br>001-060-5048 | |
| SEPT | 2 | Inv | UTIILITIES | | 09/23/2013<br>10/31/2013 | 8,967.75 | 0<br>No | | .00 | | 10/13<br>002-091-5048 | |
| SEPT | 3 | Inv | UTIILITIES | | 09/23/2013<br>10/31/2013 | 3,340.48 | 0<br>No | | .00 | | 10/13<br>002-092-5048 | |
| SEPT | 4 | Inv | UTIILITIES | | 09/23/2013<br>10/31/2013 | 1,443.90 | 0<br>No | | .00 | | 10/13<br>007-087-5048 | |
| SEPT | 5 | Inv | UTIILITIES | | 09/23/2013<br>10/31/2013 | 411.03 | 0<br>No | | .00 | | 10/13<br>001-040-5048 | |
| SEPT | 6 | Inv | UTIILITIES | | 09/23/2013<br>10/31/2013 | 76.52 | 0<br>No | | .00 | | 10/13<br>002-090-5048 | |
| SEPT | 7 | Inv | UTIILITIES | | 09/23/2013<br>10/31/2013 | 1,278.92 | 0<br>No | | .00 | | 10/13<br>001-099-5048 | |
| SEPT | 8 | Inv | UTIILITIES | | 09/23/2013 | 158.71 | 0 | | .00 | | 10/13 | |

R Column: Y = Recurring Payment

| Invoice No | Vendor Seq | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | 10/31/2013 | | No | | | | 001-085-5048 | |
| SEPT | 9 | Inv | UTIILITIES | 09/23/2013 | 656.13 | 0 | | .00 | | 10/13 | |
| | | | | 10/31/2013 | | No | | | | 001-004-5048 | |
| SEPT | 10 | Inv | UTIILITIES | 09/23/2013 | 573.35 | 0 | | .00 | | 10/13 | |
| | | | | 10/31/2013 | | No | | | | 006-014-5048 | |
| SEPT | 11 | Inv | UTIILITIES | 09/23/2013 | 252.53 | 0 | | .00 | | 10/13 | |
| | | | | 10/31/2013 | | No | | | | 001-084-5048 | |
| SEPT | 12 | Inv | UTIILITIES | 09/23/2013 | 994.04 | 0 | | .00 | | 10/13 | |
| | | | | 10/31/2013 | | No | | | | 001-020-5048 | |
| SEPT | 13 | Inv | UTIILITIES | 09/23/2013 | 395.57 | 0 | | .00 | | 10/13 | |
| | | | | 10/31/2013 | | No | | | | 001-048-5048 | |
| SEPT | 14 | Inv | UTIILITIES | 09/23/2013 | 6,696.35 | 0 | | .00 | | 10/13 | |
| | | | | 10/31/2013 | | No | | | | 001-031-5048 | |
| SEPT | 15 | Inv | UTIILITIES | 09/23/2013 | 1,497.95 | 0 | | .00 | | 10/13 | |
| | | | | 10/31/2013 | | No | | | | 001-050-5048 | |
| SEPT | 16 | Inv | UTIILITIES | 09/23/2013 | 445.43 | 0 | | .00 | | 10/13 | |
| | | | | 10/31/2013 | | No | | | | 001-093-5048 | |
| Total SEPT | | | | | 28,004.66 | | | | | | |
| Total 70 | | | | | 28,004.66 | | | | | | |
| Total 10/31/2013 | | | | | 36,753.62 | | | | | | |

10/31/2013 GL Period Summary

| GL Period | Amount |
|---|---|
| 10/13 | 36,753.62 |
| | 36,753.62 |

| Invoice No | Seq | Type | Description / Inventory No | Vendor Name / Vendor No | Inv Date / Due Date | Total Cost | Term / 1099 | Disc Date | Disc Amt | PO Number | GL Per / GL Acct | R |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **11/5/2013** | | | | | | | | | | | | |
| | | | | COPPERSTATE BOLT & NUT | 3750 | | | | | | | |
| I00665149 | 1 | Inv | SUPPLIES | | 10/21/2013 | 64.05 | 0 | | .00 | | 11/13 | |
| | | | | | 11/13/2013 | | No | | | | 002-092-5026 | |
| | | | | CONTINENTAL RESEARCH CORP | 3713 | | | | | | | |
| 95075-CRC-1 | 1 | Inv | SUPPLIES | | 10/24/2013 | 233.58 | 1 | | .00 | | 11/13 | |
| | | | | | 11/13/2013 | | No | | | | 002-092-5026 | |
| | | | | A.P.S. | 70 | | | | | | | |
| 10222013 | 1 | Inv | UTILITIES | | 10/22/2013 | 41,065.06 | 0 | | .00 | | 11/13 | |
| | | | | | 11/05/2013 | | No | | | | 001-004-5048 | |
| | | | | BRADCO | 2590 | | | | | | | |
| 8371 | 1 | Inv | FUEL | | 10/31/2013 | 6,237.46 | 0 | | .00 | | 11/13 | |
| | | | | | 11/05/2013 | | No | | | | 007-087-5027 | |
| | | | | AZ DEPT OF REVENUE - UTIL. TAX | 1830 | | | | | | | |
| OCT2013 | 1 | Inv | UTILITIES TAX | | 10/31/2013 | 3,587.48 | 0 | | .00 | | 11/13 | |
| | | | | | 11/05/2013 | | No | | | | 002-0002460 | |
| | | | | BINGHAM EQUIPMENT CO | 2460 | | | | | | | |
| P79465 | 1 | Inv | PARTS | | 10/31/2013 | 427.73 | 0 | | .00 | | 11/13 | |
| | | | | | 11/13/2013 | | No | | | | 001-031-5024 | |
| | | | | AUTO SAFETY HOUSE | 1571 | | | | | | | |
| 3232960021 | 1 | Inv | PARTS/REPAIRS | | 10/23/2013 | 30.22 | 2 | | .00 | | 11/13 | |
| | | | | | 11/13/2013 | | No | | | | 001-031-5024 | |
| | | | | NAVAJO COUNTY FINANCE | 8690 | | | | | | | |
| 4-000000016 | 1 | Inv | JAIL CONTRACT | | 10/17/2013 | 8,592.42 | 0 | | .00 | | 11/13 | |
| | | | | | 11/05/2013 | | No | | | | 001-050-5050 | |
| | | | | CONTINENTAL RESEARCH CORP | 3713 | | | | | | | |
| 94558-CRC-1 | 1 | Inv | SUPPLIES | | 10/15/2013 | 550.27 | 1 | | .00 | | 11/13 | |
| | | | | | 11/13/2013 | | No | | | | 002-092-5026 | |
| | | | | UNISOURCE ENERGY SERVICES | 3380 | | | | | | | |
| 10-21-2013 | 1 | Inv | UTILITIES | | 10/21/2013 | 293.22 | 0 | | .00 | | 11/13 | |
| | | | | | 11/05/2013 | | No | | | | 006-014-5048 | |
| | | | | MOHAVE ENVIRONMENTAL LAB | 8270 | | | | | | | |
| 64193 | 2 | Inv | TESTING | | 10/03/2013 | 120.00 | 0 | | .00 | | 11/13 | |
| | | | | | 10/10/2013 | | No | | | | 002-092-5041 | |
| | | | | CRAFCO INC | 3855 | | | | | | | |
| 00379216 | 1 | Inv | PARTS | | 10/24/2013 | 2,193.40 | 1 | | .00 | | 11/13 | |
| | | | | | 11/13/2013 | | No | | | | 007-087-5024 | |
| | | | | CARQUEST AUTO PARTS | 2440 | | | | | | | |
| 11012013 | 1 | Inv | PARTS | | 11/01/2013 | 238.22 | 0 | | .00 | | 11/13 | |
| | | | | | 11/13/2013 | | No | | | | 001-050-5024 | |
| 11012013 | 2 | Inv | PARTS | | 11/01/2013 | 106.16 | 0 | | .00 | | 11/13 | |
| | | | | | 11/13/2013 | | No | | | | 007-087-5024 | |
| 11012013 | 3 | Inv | PARTS | | 11/01/2013 | 80.95 | 0 | | .00 | | 11/13 | |

R Column: Y = Recurring Payment

| Invoice No | Seq | Vendor Name Type | Vendor No Description Inventory No | Inv Date Due Date | Total Cost | Term 1099 | Disc Date | Disc Amt | PO Number | GL Per GL Acct | R |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | 11/13/2013 | | No | | | | 001-031-5024 | |
| 11012013 | 4 | Inv | PARTS | 11/01/2013 | 38.19 | 0 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 001-005-5024 | |
| 11012013 | 5 | Inv | PARTS | 11/01/2013 | 85.15 | 0 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 001-085-5024 | |
| 11012013 | 6 | Inv | PARTS | 11/01/2013 | 57.47 | 0 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 001-085-5024 | |
| 11012013 | 7 | Inv | PARTS | 11/01/2013 | 45.25 | 0 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 002-091-5024 | |
| 11012013 | 8 | Inv | PARTS | 11/01/2013 | 261.80 | 0 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 001-040-5024 | |
| Total 11012013 | | | | | 913.19 | | | | | | |
| 10212013 | 1 | Inv | PARTS | 10/21/2013 | 72.65 | 0 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 001-040-5026 | |
| 10212013 | 2 | Inv | PARTS | 10/21/2013 | 46.21 | 0 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 001-060-5024 | |
| 10212013 | 3 | Inv | PARTS | 10/21/2013 | 101.53 | 0 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 007-087-5024 | |
| 10212013 | 4 | Inv | PARTS | 10/21/2013 | 39.90 | 0 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 002-092-5024 | |
| 10212013 | 5 | Inv | PARTS | 10/21/2013 | 76.94 | 0 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 002-091-5024 | |
| 10212013 | 6 | Inv | PARTS | 10/21/2013 | 76.75 | 0 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 001-099-5024 | |
| 10212013 | 7 | Inv | PARTS | 10/21/2013 | 384.40 | 0 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 001-031-5024 | |
| 10212013 | 8 | Inv | PARTS | 10/21/2013 | 7.19 | 0 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 002-090-5026 | |
| Total 10212013 | | | | | 805.57 | | | | | | |
| Total 2440 | | | | | 1,718.76 | | | | | | |
| Total 11/5/2013 | | | | | 65,113.65 | | | | | | |

11/05/2013 GL Period Summary

| GL Period | Amount |
|---|---|
| 11/13 | 65,113.65 |
| | 65,113.65 |

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **11/6/2013** | | | | | | | | | | | | |
| ROUTE 66 LUMBER & HARDWARE | | | | 650 | | | | | | | | |
| 10312013 | 1 | Inv | SUPPLIES | | 10/31/2013 | 19.63 | 0 | | .00 | | | 11/13 |
| | | | | | 11/13/2013 | | No | | | | 001-040-5026 | |
| 10312013 | 2 | Inv | SUPPLIES | | 10/31/2013 | 249.17 | 0 | | .00 | | | 11/13 |
| | | | | | 11/13/2013 | | No | | | | 001-031-5026 | |
| 10312013 | 3 | Inv | SUPPLIES | | 10/31/2013 | 443.96 | 0 | | .00 | | | 11/13 |
| | | | | | 11/13/2013 | | No | | | | 006-014-6001 | |
| 10312013 | 4 | Inv | SUPPLIES | | 10/31/2013 | 43.24 | 0 | | .00 | | | 11/13 |
| | | | | | 11/13/2013 | | No | | | | 007-087-5026 | |
| 10312013 | 5 | Inv | SUPPLIES | | 10/31/2013 | 979.34 | 0 | | .00 | | | 11/13 |
| | | | | | 11/13/2013 | | No | | | | 002-091-5026 | |
| Total 10312013 | | | | | | 1,735.34 | | | | | | |
| Total 650 | | | | | | 1,735.34 | | | | | | |
| CASELLE INC | | | | 3140 | | | | | | | | |
| 53067 | 1 | Inv | SUPPORT | | 11/01/2013 | 885.67 | 0 | | .00 | | | 11/13 |
| | | | | | 11/13/2013 | | No | | | | 001-004-5049 | |
| UNISOURCE ENERGY SERVICES | | | | 3380 | | | | | | | | |
| 11042013 | 1 | Inv | UTILITIES | | 11/04/2013 | 129.34 | 0 | | .00 | | | 11/13 |
| | | | | | 11/06/2013 | | No | | | | 002-090-5048 | |
| WASTE MGT / PAINTED DESERT L/F | | | | 9430 | | | | | | | | |
| 1500-04262-8 | 1 | Inv | LANDFILL FEES | | 11/01/2013 | 2,871.27 | 0 | | .00 | | | 11/13 |
| | | | | | 11/06/2013 | | No | | | | 002-090-5047 | |
| Total 11/6/2013 | | | | | | 5,621.62 | | | | | | |

11/06/2013 GL Period Summary

| GL Period | Amount |
|---|---|
| 11/13 | 5,621.62 |
| | 5,621.62 |

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **11/7/2013** | | | | | | | | | | | |
| MOHAVE ENVIRONMENTAL LAB | | | | 8270 | | | | | | | |
| 64148 | 2 | Inv | TESTING | 09/27/2013 | 20.00 | 0 | | .00 | | 11/13 | |
| | | | | 10/23/2013 | | No | | | | 002-091-5041 | |
| DANA KEPNER CO. | | | | 4071 | | | | | | | |
| 07292013 | 1 | Inv | SUPPLIES | 07/29/2013 | 122.78 - | 1 | | .00 | | 11/13 | |
| | | | | 08/18/2013 | | No | | | | 002-091-5026 | |
| FRONTIER COMM TELE | | | | 3350 | | | | | | | |
| 11012013 | 1 | Inv | UTILITIES | 11/01/2013 | 111.89 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 002-091-5048 | |
| 11012013 | 2 | Inv | UTILITIES | 11/01/2013 | 151.79 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 001-060-5048 | |
| 11012013 | 3 | Inv | UTILITIES | 11/01/2013 | 1,220.72 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 001-050-5048 | |
| 11012013 | 4 | Inv | UTILITIES | 11/01/2013 | 153.45 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 001-084-5048 | |
| 11012013 | 5 | Inv | UTILITIES | 11/01/2013 | 154.46 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 001-085-5048 | |
| 11012013 | 6 | Inv | UTILITIES | 11/01/2013 | 243.33 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 001-093-5048 | |
| 11012013 | 7 | Inv | UTILITIES | 11/01/2013 | 509.65 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 002-092-5048 | |
| 11012013 | 8 | Inv | UTILITIES | 11/01/2013 | 136.87 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 001-040-5048 | |
| Total 11012013 | | | | | 2,682.16 | | | | | | |
| Total 3350 | | | | | 2,682.16 | | | | | | |
| VERIZON WIRELESS | | | | 530 | | | | | | | |
| 9713609050 | 1 | Inv | UTILITIES | 10/21/2013 | 53.38 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 002-090-5048 | |
| 9713609050 | 2 | Inv | UTILITIES | 10/21/2013 | 18.29 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 002-091-5048 | |
| 9713609050 | 3 | Inv | UTILITIES | 10/21/2013 | 18.29 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 002-092-5048 | |
| 9713609050 | 4 | Inv | UTILITIES | 10/21/2013 | 36.58 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 002-091-5048 | |
| 9713609050 | 5 | Inv | UTILITIES | 10/21/2013 | 36.58 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 002-092-5048 | |
| 9713609050 | 6 | Inv | UTILITIES | 10/21/2013 | 78.23 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 001-031-5048 | |
| 9713609050 | 7 | Inv | UTILITIES | 10/21/2013 | 167.54 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 001-050-5048 | |
| 9713609050 | 8 | Inv | UTILITIES | 10/21/2013 | 46.40 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 001-031-5048 | |
| 9713609050 | 9 | Inv | UTILITIES | 10/21/2013 | 68.46 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 001-085-5048 | |
| 9713609050 | 10 | Inv | UTILITIES | 10/21/2013 | 38.26 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 001-040-5048 | |
| 9713609050 | 11 | Inv | UTILITIES | 10/21/2013 | 10.48 | 0 | | .00 | | 11/13 | |
| | | | | 11/07/2013 | | No | | | | 007-087-5048 | |
| 9713609050 | 12 | Inv | UTILITIES | 10/21/2013 | 61.82 | 0 | | .00 | | 11/13 | |

R Column: Y = Recurring Payment

| Vendor Name / Invoice No | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | 11/07/2013 | | No | | | | 002-090-5048 | |
| 9713609050 | 13 | Inv | UTILITIES | 10/21/2013 | 22.60 | 0 | | .00 | | | 11/13 |
| | | | | 11/07/2013 | | No | | | | 002-091-5048 | |
| 9713609050 | 14 | Inv | UTILITIES | 10/21/2013 | 22.60 | 0 | | .00 | | | 11/13 |
| | | | | 11/07/2013 | | No | | | | 002-092-5048 | |
| Total 9713609050 | | | | | 679.51 | | | | | | |
| Total 530 | | | | | 679.51 | | | | | | |
| UNISOURCE ENERGY SERVICES | | | 3380 | | | | | | | | |
| 11012013 | 1 | Inv | UTILITIES | 11/01/2013 | 49.96 | 0 | | .00 | | | 11/13 |
| | | | | 11/07/2013 | | No | | | | 001-031-5048 | |
| 11012013 | 2 | Inv | UTILITIES | 11/01/2013 | 146.88 | 0 | | .00 | | | 11/13 |
| | | | | 11/07/2013 | | No | | | | 001-099-5048 | |
| 11012013 | 3 | Inv | UTILITIES | 11/01/2013 | 26.22 | 0 | | .00 | | | 11/13 |
| | | | | 11/07/2013 | | No | | | | 001-004-5048 | |
| 11012013 | 4 | Inv | UTILITIES | 11/01/2013 | 28.39 | 0 | | .00 | | | 11/13 |
| | | | | 11/07/2013 | | No | | | | 002-090-5048 | |
| Total 11012013 | | | | | 251.45 | | | | | | |
| Total 3380 | | | | | 251.45 | | | | | | |
| HATCH CONSTRUCTION & | | | 5860 | | | | | | | | |
| 12866 | 1 | Inv | COLD MIX | 10/08/2013 | 1,970.12 | 9 | 10/18/2013 | .00 | | | 11/13 |
| | | | | 11/07/2013 | | No | | | | 007-087-5026 | |
| AUTO SAFETY HOUSE | | | 1571 | | | | | | | | |
| 3232900007 | 1 | Inv | PARTS/REPAIRS | 10/17/2013 | 10.89 | 2 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 007-087-5024 | |
| ESSENTIAL DATA CONTROL SYSTEM | | | 4771 | | | | | | | | |
| 9131 | 1 | Inv | REPAIRS | 10/30/2013 | 4,095.00 | 2 | | .00 | | | 11/13 |
| | | | | 11/07/2013 | | No | | | | 002-092-5041 | |
| 9113 | 1 | Inv | SUPPORT | 09/30/2013 | 850.00 | 2 | | .00 | | | 11/13 |
| | | | | 10/07/2013 | | No | | | | 002-092-5041 | |
| 9130 | 1 | Inv | SUPPORT | 10/30/2013 | 850.00 | 2 | | .00 | | | 11/13 |
| | | | | 11/06/2013 | | No | | | | 002-092-5041 | |
| Total 4771 | | | | | 5,795.00 | | | | | | |
| AUTO SAFETY HOUSE | | | 1571 | | | | | | | | |
| 3233030039 | 1 | Inv | PARTS/REPAIRS | 10/30/2013 | 18.83 | 2 | | .00 | | | 11/13 |
| | | | | 11/13/2013 | | No | | | | 001-031-5024 | |
| FRONTIER COM LONG DISTANCE | | | 3353 | | | | | | | | |
| 4080977 | 1 | Inv | UTILITIES | 10/20/2013 | 1.29 | 2 | | .00 | | | 11/13 |
| | | | | 10/27/2013 | | No | | | | 001-085-5048 | |
| 4080977 | 2 | Inv | UTILITIES | 10/20/2013 | 2.43 | 2 | | .00 | | | 11/13 |
| | | | | 10/27/2013 | | No | | | | 001-020-5048 | |
| 4080977 | 3 | Inv | UTILITIES | 10/20/2013 | 93.57 | 2 | | .00 | | | 11/13 |
| | | | | 10/27/2013 | | No | | | | 001-050-5048 | |

| 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 4080977 | | | | | | 97.29 | | | | | | |
| Total 3353 | | | | | | 97.29 | | | | | | |
| AUTO SAFETY HOUSE | | | | 1571 | | | | | | | | |
| 232130020 | 1 | Inv | PARTS/REPAIRS | | 10/31/2013<br>11/13/2013 | 172.20 - | 2<br>No | | .00 | | 11/13<br>001-005-5024 | |
| REYES, CHERYL RAYE | | | | 3290 | | | | | | | | |
| 05082013 | 1 | Inv | CAFETERAI | | 11/07/2013<br>11/07/2013 | 10.00 | 0<br>No | | .00 | | 11/13<br>099-0002522 | |
| Total 11/7/2013 | | | | | | 11,240.27 | | | | | | |

11/07/2013 GL Period Summary

| GL Period | Amount |
|---|---|
| 11/13 | 11,240.27 |
| | 11,240.27 |
| Grand Total: | 129,316.54 |

Report GL Period Summary

| GL Period | Amount |
|---|---|
| 10/13 | 47,341.00 |
| 11/13 | 81,975.54 |
| | 129,316.54 |

| | |
|---|---|
| Vendor Number Hash: | 195934 |
| Vendor Number Hash - Split: | 347511 |
| Total Number of Invoices: | 51 |
| Total Number of Transactions: | 132 |

| TC | Terms Description | Invoice Amt | Discount Amt | Net Inv Amt |
|---|---|---|---|---|
| 0 | Open Terms | 118,571.27 | .00 | 118,571.27 |
| 1 | NET 20 | 2,854.47 | .00 | 2,854.47 |
| 2 | NET 7 | 5,920.68 | .00 | 5,920.68 |
| 3 | IMMEDIATELY | .00 | .00 | .00 |
| 9 | 3% 10TH | 1,970.12 | .00 | 1,970.12 |
| | | 129,316.54 | .00 | 129,316.54 |

R Column: Y = Recurring Payment

Report Criteria:
Invoice.Vendor No = 9701-99999

| Invoice No | Vendor Name / Seq | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **10/21/2013** | | | | | | | | | | | | |
| UPS - UNITED PARCEL SERVICE | | | | 12473 | | | | | | | | |
| VW3943413 | 1 | Inv | SHIPPING | | 10/12/2013<br>10/19/2013 | 13.92 | 2<br>No | | .00 | | 10/13<br>002-092-5042 | |
| UNIVERSAL POLICE SUPPLY CO. | | | | 12400 | | | | | | | | |
| 149550 | 1 | Inv | UNIFORMS | | 10/14/2013<br>11/13/2013 | 89.01 | 2<br>No | | .00 | | 10/13<br>001-050-5023 | |
| Total 10/21/2013 | | | | | | 102.93 | | | | | | |

10/21/2013 GL Period Summary

| GL Period | Amount |
|---|---|
| 10/13 | 102.93 |
| | 102.93 |

R Column: Y = Recurring Payment

| Invoice No | Vendor Name Seq | Type | Vendor No Description Inventory No | Inv Date Due Date | Total Cost | Term 1099 | Disc Date | Disc Amt | PO Number | GL Per GL Acct | R |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **10/22/2013** | | | | | | | | | | | |
| SUMMIT HEALTHCARE | | | 22147 | | | | | | | | |
| SNO12604 | 1 | Inv | PROFESSIONAL FEES | 09/18/2013<br>11/13/2013 | 183.00 | 0<br>No | | .00 | | 10/13<br>001-050-5041 | |
| Total 10/22/2013 | | | | | 183.00 | | | | | | |

10/22/2013 GL Period Summary

| GL Period | Amount |
|---|---|
| 10/13 | 183.00 |
| | 183.00 |

| Invoice No | Seq | Type | Description | Inv Date / Due Date | Total Cost | Term / 1099 | Disc Date | Disc Amt | PO Number | GL Per / GL Acct | R |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **10/23/2013** | | | | | | | | | | | |
| SMARTWORKSPLUS, INC. | | | 21532 | | | | | | | | |
| 36 | 1 | Inv | CONTRACT SERVICES | 10/15/2013<br>10/15/2013 | .00 | 0<br>No | | .00 | | 10/13<br>002-091-5049 | Y |
| 36 | 2 | Inv | CONTRACT SERVICES | 10/15/2013<br>10/15/2013 | .00 | 0<br>No | | .00 | | 10/13<br>001-050-5049 | Y |
| 36 | 3 | Inv | CONTRACT SERVICES | 10/15/2013<br>10/15/2013 | .00 | 0<br>No | | .00 | | 10/13<br>001-040-5049 | Y |
| 36 | 4 | Inv | COTNRACT SERVICES | 10/15/2013<br>10/15/2013 | 2,723.72 | 0<br>No | | .00 | | 10/13<br>001-005-5049 | Y |
| Total 36 | | | | | 2,723.72 | | | | | | |
| Total 21532 | | | | | 2,723.72 | | | | | | |
| LEWUS ELECTRIC CO., INC. | | | 21827 | | | | | | | | |
| 2176U | 1 | Inv | PUMP REPAIRS | 10/16/2013<br>11/12/2013 | 601.15 | 0<br>No | | .00 | | 10/13<br>002-091-5026 | |
| WELDING SERVICES & SUPPLY | | | 12815 | | | | | | | | |
| 288673 | 1 | Inv | SUPPLIES | 10/15/2013<br>11/13/2013 | 56.30 | 2<br>No | | .00 | | 10/13<br>001-084-5024 | |
| UNIQUE MANAGEMENT SERVICES INC | | | 21441 | | | | | | | | |
| 244263 | 1 | Inv | COLLECTIONS | 10/01/2013<br>11/13/2013 | 44.75 | 0<br>No | | .00 | | 10/13<br>001-000-4720 | |
| CMS, INC. | | | 20832 | | | | | | | | |
| 20090853 | 1 | Inv | SOFTWARE | 10/01/2013<br>11/13/2013 | 3,336.00 | 0<br>No | | .00 | | 10/13<br>001-020-5049 | |
| FORCEONE LLC | | | 21725 | | | | | | | | |
| 16653 | 1 | Inv | BODY ARMOR | 08/05/2013<br>11/13/2013 | 1,067.24 | 0<br>No | | .00 | | 10/13<br>001-050-5023 | |
| SHUMWAY INS | | | 10780 | | | | | | | | |
| 10182013 | 1 | Inv | NOTARY BOND | 10/18/2013<br>10/23/2013 | 50.00 | 0<br>No | | .00 | | 10/13<br>001-004-5044 | |
| LEWUS ELECTRIC CO., INC. | | | 21827 | | | | | | | | |
| 2167 | 1 | Inv | PUMP REPAIRS | 10/07/2013<br>11/13/2013 | 2,142.19 | 0<br>No | | .00 | | 10/13<br>002-091-5026 | |
| FDC RESCUE PRODUCTS | | | 21635 | | | | | | | | |
| 4578 | 1 | Inv | FIRE EQUIPMENT | 08/21/2013<br>11/13/2013 | 765.90 | 0<br>No | | .00 | | 10/13<br>001-060-5022 | |
| INFORMATION OUTSOURCE | | | 21241 | | | | | | | | |
| 10762 | 2 | Adj | UTILITY MAILING | 10/23/2013<br>10/23/2013 | 209.62 - | 0<br>No | | .00 | | 8/13<br>002-092-5042 | |
| 107762 | 2 | Adj | UTILITY MAILING | 10/23/2013<br>10/23/2013 | 209.62 - | 0<br>No | | .00 | | 8/13<br>002-091-5042 | |
| 100762 | 2 | Adj | UTILITY MAILING | 10/23/2013<br>10/23/2013 | 209.62 - | 0<br>No | | .00 | | 8/13<br>002-090-5042 | |

| 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 21241 | | | | | 628.86 - | | | | | | |
| U.S. POSTMASTER | | | | 21221 | | | | | | | |
| 10172013 | 1 | Inv | UTILITY BILLING | 10/17/2013<br>10/23/2013 | 209.62 | 0<br>No | | .00 | | 10/13<br>002-092-5042 | |
| 10172013 | 2 | Inv | UTILITY BILLING | 10/17/2013<br>10/23/2013 | 209.62 | 0<br>No | | .00 | | 10/13<br>002-090-5042 | |
| 10172013 | 3 | Inv | UTILITY BILLING | 10/17/2013<br>10/23/2013 | 209.62 | 0<br>No | | .00 | | 10/13<br>002-091-5042 | |
| Total 10172013 | | | | | 628.86 | | | | | | |
| Total 21221 | | | | | 628.86 | | | | | | |
| Total 10/23/2013 | | | | | 10,787.25 | | | | | | |

10/23/2013 GL Period Summary

| GL Period | Amount |
|---|---|
| 10/13 | 11,416.11 |
| 8/13 | 628.86 - |
| | 10,787.25 |

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **10/30/2013** | | | | | | | | | | | |
| CABLEONE 23414-472179-01-7 | | | | 22148 | | | | | | | |
| SEPT/OCT | 1 | Inv | UTILITIES | 10/01/2013 | 216.48 | 0 | | .00 | | 10/13 | |
| | | | | 10/30/2013 | | No | | | | 002-091-5048 | |
| SEPT/OCT | 2 | Inv | UTILITIES | 10/01/2013 | 216.48 | 0 | | .00 | | 10/13 | |
| | | | | 10/30/2013 | | No | | | | 002-092-5048 | |
| Total SEPT/OCT | | | | | 432.96 | | | | | | |
| Total 22148 | | | | | 432.96 | | | | | | |
| Total 10/30/2013 | | | | | 432.96 | | | | | | |

10/30/2013 GL Period Summary

| GL Period | Amount |
|---|---|
| 10/13 | 432.96 |
| | 432.96 |

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **10/31/2013** | | | | | | | | | | | | | |
| ARIZONA PUBLIC SERVICE | | | | 21025 | | | | | | | | | |
| 60839 | 1 | Inv | STREETLIGHT AGREEMEI | | 11/01/2013<br>11/01/2013 | 559.68 | 0<br>No | | .00 | | 007-087-5048 | 10/13 | Y |
| U.S. POSTMASTER | | | | 21221 | | | | | | | | | |
| 55 | 1 | Inv | UTILTIY BILLING | | 11/01/2013<br>11/01/2013 | 296.67 | 0<br>No | | .00 | | 002-090-5042 | 10/13 | Y |
| 55 | 2 | Inv | UTILITY BILLING | | 11/01/2013<br>11/01/2013 | 296.67 | 0<br>No | | .00 | | 002-091-5042 | 10/13 | Y |
| 55 | 3 | Inv | UTILITY BILLING | | 11/01/2013<br>11/01/2013 | 296.67 | 0<br>No | | .00 | | 002-092-5042 | 10/13 | Y |
| Total 55 | | | | | | 890.01 | | | | | | | |
| Total 21221 | | | | | | 890.01 | | | | | | | |
| COPIER PROGRAM DIVISION | | | | 21479 | | | | | | | | | |
| 3180016148 | 1 | Inv | COPIER LEASE | | 11/01/2013<br>11/01/2013 | 346.82 | 0<br>No | | .00 | | 001-004-5047 | 10/13 | Y |
| YESCO | | | | 21716 | | | | | | | | | |
| 27 | 1 | Inv | MAINTENANCE | | 11/01/2013<br>11/01/2013 | 265.00 | 0<br>No | | .00 | | 001-014-5057 | 10/13 | Y |
| CABLE ONE 23414-459480-01-5 | | | | 21944 | | | | | | | | | |
| 10012025 | 1 | Inv | UTILITIES | | 11/01/2013<br>11/01/2013 | 58.00 | 0<br>No | | .00 | | 001-060-5048 | 10/13 | Y |
| CABLE ONE 23414-123561-01-8 | | | | 21945 | | | | | | | | | |
| 10012025 | 1 | Inv | UTILITIES | | 11/01/2013<br>11/01/2013 | 58.00 | 0<br>No | | .00 | | 001-050-5048 | 10/13 | Y |
| CABLEONE 23414-468281-01-6 | | | | 21946 | | | | | | | | | |
| 10012025 | 1 | Inv | UTILTIES | | 11/01/2013<br>11/01/2013 | 434.34 | 0<br>No | | .00 | | 001-004-5048 | 10/13 | Y |
| CABLEONE #23414-470574-01-1 | | | | 22006 | | | | | | | | | |
| 3012021 | 1 | Inv | UTILITIES | | 11/01/2013<br>11/01/2013 | 102.00 | 0<br>No | | .00 | | 001-020-5048 | 10/13 | Y |
| CABLE ONE 23414-472364-01-4 | | | | 22031 | | | | | | | | | |
| 50119 | 1 | Inv | UTILITIES | | 11/01/2013<br>11/01/2013 | 69.45 | 0<br>No | | .00 | | 002-091-5048 | 10/13 | Y |
| CABLEONE 23414-472179-01-7 | | | | 22148 | | | | | | | | | |
| 11012013 | 1 | Inv | UTILITIES | | 11/01/2013<br>11/01/2013 | 130.99 | 0<br>No | | .00 | | 002-091-5048 | 10/13 | Y |
| 11012013 | 2 | Inv | UTILITIES | | 11/01/2013<br>11/01/2013 | 130.99 | 0<br>No | | .00 | | 002-092-5048 | 10/13 | Y |
| Total 11012013 | | | | | | 261.98 | | | | | | | |

| Invoice No | Vendor Name Seq | Type | Vendor No Description Inventory No | Inv Date Due Date | Total Cost | Term 1099 | Disc Date | Disc Amt | PO Number | GL Per GL Acct | R |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Total 22148 | | | | | 261.98 | | | | | | |
| Total 10/31/2013 | | | | | 3,045.28 | | | | | | |

10/31/2013 GL Period Summary

| GL Period | Amount |
|---|---|
| 10/13 | 3,045.28 |
| | 3,045.28 |

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **11/5/2013** | | | | | | | | | | | | |
| DICKINSON WRIGHT MARISCAL | | | | 22018 | | | | | | | | |
| 888985 | 1 | Inv | PROFESSIONAL SERVICE | | 10/23/2013<br>11/05/2013 | 5,734.76 | 0<br>No | | .00 | | 001-004-5041 | 11/13 |
| AVESIS THIRD PARTY ADMIN INC | | | | 21412 | | | | | | | | |
| 10282013 | 1 | Inv | INSURANCE PREMIUM | | 10/28/2013<br>11/05/2013 | 450.11 | 0<br>No | | .00 | | 099-0002524 | 11/13 |
| R.A.G.H.T. | | | | 10005 | | | | | | | | |
| 11012013 | 1 | Inv | INSURANCE PREMIUMS | | 11/01/2013<br>11/05/2013 | 57,110.56 | 3<br>No | 11/21/2013 | .00 | | 099-0002524 | 11/13 |
| TASER INTERNATIONAL | | | | 11665 | | | | | | | | |
| S1337031 | 1 | Inv | PARTS | | 10/17/2013<br>11/13/2013 | 768.50 | 2<br>No | | .00 | | 001-050-5026 | 11/13 |
| O'REILLY AUTO PARTS | | | | 21622 | | | | | | | | |
| 245651 | 1 | Inv | PARTS | | 10/21/2013<br>11/13/2013 | 46.95 | 0<br>No | | .00 | | 007-087-5024 | 11/13 |
| 245886 | 1 | Inv | PARTS | | 10/23/2013<br>11/13/2013 | 21.80 | 0<br>No | | .00 | | 001-005-5024 | 11/13 |
| 245923 | 1 | Inv | PARTS | | 10/23/2013<br>11/13/2013 | 24.05 | 0<br>No | | .00 | | 001-031-5024 | 11/13 |
| Total 21622 | | | | | | 92.80 | | | | | | |
| WATCH GUARD VIDEO PRODUCTS | | | | 12778 | | | | | | | | |
| RINV0007998 | 1 | Inv | REPAIRS | | 10/16/2013<br>11/13/2013 | 488.00 | 1<br>No | | .00 | | 001-050-5071 | 11/13 |
| PEAK ENGINEERING | | | | 21791 | | | | | | | | |
| 13OCH01-03 | 1 | Inv | PROFESSIONAL SERVICE | | 10/29/2013<br>11/05/2013 | 670.00 | 0<br>No | | .00 | | 001-004-5041 | 11/13 |
| QUALITY READY MIX-CEMEX | | | | 9955 | | | | | | | | |
| 9427175673 | 1 | Inv | CONCRETE | | 10/08/2013<br>11/05/2013 | 12,778.60 | 8<br>No | 10/23/2013 | 120.44 | | 007-087-5026 | 11/13 |
| 9426933662 | 1 | Inv | CONCRETE | | 09/05/2013<br>10/05/2013 | 313.49 | 8<br>No | 09/20/2013 | 2.95 | | 007-087-5026 | 11/13 |
| 9426913274 | 1 | Inv | CONCRETE | | 08/28/2013<br>09/27/2013 | 697.02 | 8<br>No | 09/12/2013 | 6.57 | | 007-087-5026 | 11/13 |
| 9426819749 | 1 | Inv | CONCRETE | | 08/08/2013<br>09/07/2013 | 231.41 | 8<br>No | 08/23/2013 | 2.21 | | 007-087-5026 | 11/13 |
| 9427175674 | 1 | Inv | CONCRETE | | 10/09/2013<br>11/05/2013 | 10,832.76 | 8<br>No | 10/24/2013 | 102.10 | | 007-087-5026 | 11/13 |
| Total 9955 | | | | | | 24,853.28 | | | | | | |
| PRO FORCE | | | | 21028 | | | | | | | | |
| 187009 | 1 | Inv | AMMUNITION | | 10/28/2013<br>11/13/2013 | 647.25 | 0<br>No | | .00 | | 001-050-5026 | 11/13 |
| BIO AQUATIC TESTING | | | | 21985 | | | | | | | | |
| 44457 | 1 | Inv | AZPDES REQUIRED TEST | | 10/24/2013 | 1,790.00 | 0 | | .00 | | | 11/13 |

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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 11/13/2013 | | No | | | | 002-092-5041 | |
| O'REILLY AUTO PARTS | | | | 21622 | | | | | | | | |
| 246223 | 1 | Inv | PARTS | | 10/25/2013 | 19.07 | 0 | | .00 | | 11/13 | |
| | | | | | 11/13/2013 | | No | | | | 001-050-5024 | |
| NORTHLAND INVESTIGATIONS | | | | 21234 | | | | | | | | |
| 131003 | 1 | Inv | POLYGRAPH TESTING | | 10/30/2013 | 140.00 | 0 | | .00 | | 11/13 | |
| | | | | | 11/13/2013 | | No | | | | 001-050-5041 | |
| HOLBROOK FIRST STEP | | | | 21380 | | | | | | | | |
| 10312013 | 1 | Inv | PROFESSIONAL SERVICE | | 10/31/2013 | 87.50 | 0 | | .00 | | 11/13 | |
| | | | | | 11/05/2013 | | No | | | | 006-014-5041 | |
| SMITH, KATHLEEN | | | | 22039 | | | | | | | | |
| 11042013 | 1 | Inv | REIMBURSEMENT | | 11/04/2013 | 131.09 | 0 | | .00 | | 11/13 | |
| | | | | | 11/05/2013 | | No | | | | 006-014-5059 | |
| THE HARTFORD | | | | 21795 | | | | | | | | |
| 10242013 | 1 | Inv | INSURANCE | | 10/24/2013 | 711.00 | 0 | | .00 | | 11/13 | |
| | | | | | 11/05/2013 | | No | | | | 001-014-5057 | |
| RDO EQUIPMENT CO | | | | 10080 | | | | | | | | |
| P50764 | 1 | Inv | PARTS | | 11/04/2013 | 525.63 | 2 | | .00 | | 11/13 | |
| | | | | | 11/13/2013 | | No | | | | 002-091-5024 | |
| ADVANCED INFOR SYSTEMS | | | | 21240 | | | | | | | | |
| 10943 | 1 | Inv | UTILITY BILLING | | 10/31/2013 | 51.15 | 0 | | .00 | | 11/13 | |
| | | | | | 11/05/2013 | | No | | | | 002-090-5042 | |
| 10943 | 2 | Inv | UTILITY BILLING | | 10/31/2013 | 51.15 | 0 | | .00 | | 11/13 | |
| | | | | | 11/05/2013 | | No | | | | 002-091-5042 | |
| 10943 | 3 | Inv | UTILITY BILLING | | 10/31/2013 | 51.15 | 0 | | .00 | | 11/13 | |
| | | | | | 11/05/2013 | | No | | | | 002-092-5042 | |
| Total 10943 | | | | | | 153.45 | | | | | | |
| Total 21240 | | | | | | 153.45 | | | | | | |
| SECRETARY OF STATE | | | | 10660 | | | | | | | | |
| REYES2017 | 1 | Inv | NOTARY | | 10/28/2013 | 43.00 | 0 | | .00 | | 11/13 | |
| | | | | | 11/05/2013 | | No | | | | 001-004-5043 | |
| SOLOMON LAW OFFICES, P.C. | | | | 20955 | | | | | | | | |
| 09302013 | 1 | Inv | PROFESSIONAL SERVICE | | 09/30/2013 | 81.00 | 0 | | .00 | | 11/13 | |
| | | | | | 10/10/2013 | | No | | | | 001-004-5041 | |
| WALT'S HARDWARE-CHAMBER BILLS | | | | 21997 | | | | | | | | |
| 122464 | 1 | Inv | SUPPLIES | | 10/09/2013 | 227.28 | 0 | | .00 | | 11/13 | |
| | | | | | 11/13/2013 | | No | | | | 006-014-5026 | |
| VERIZON WIRELESS | | | | 22138 | | | | | | | | |
| 1522795 | 1 | Inv | RECORDS | | 10/24/2013 | 100.00 | 0 | | .00 | | 11/13 | |
| | | | | | 11/05/2013 | | No | | | | 001-050-5041 | |
| W.W. WILLIAMS | | | | 12705 | | | | | | | | |

R Column: Y = Recurring Payment

| Invoice No | Seq | Type | Description | Inv Date / Due Date | Total Cost | Term / 1099 | Disc Date | Disc Amt | PO Number | GL Per / GL Acct | R |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 4301555-00 | 1 | Inv | REPAIR/TESTING | 10/23/2013<br>11/13/2013 | 300.00 | 2<br>No | | .00 | | 11/13<br>001-060-5049 | |
| 4301554-00 | 1 | Inv | REPAIR/TESTING | 10/23/2013<br>11/13/2013 | 574.00 | 2<br>No | | .00 | | 11/13<br>001-060-5049 | |
| 4301556-00 | 1 | Inv | REPAIR/TESTING | 10/23/2013<br>11/13/2013 | 300.00 | 2<br>No | | .00 | | 11/13<br>001-060-5049 | |
| Total 12705 | | | | | 1,174.00 | | | | | | |
| JAIME, JOHNNY | | | 22060 | | | | | | | | |
| 171106 | 1 | Inv | REFUND DEPOSIT | 10/17/2013<br>11/05/2013 | 133.00 | 0<br>No | | .00 | | 11/13<br>002-0002520 | |
| BEGAY, MICHELLA ROSE | | | 22149 | | | | | | | | |
| 1753.17 | 1 | Inv | REFUND DEPOSIT | 10/24/2013<br>11/05/2013 | 9.46 | 0<br>No | | .00 | | 11/13<br>002-0002520 | |
| DEWITT, MICHAEL JR. | | | 22150 | | | | | | | | |
| 124602 | 1 | Inv | REFUND DEPOSIT | 10/21/2013<br>11/05/2013 | 105.43 | 0<br>No | | .00 | | 11/13<br>002-0002520 | |
| GARDNER, BRIAN | | | 22151 | | | | | | | | |
| 107103 | 1 | Inv | REFUND DEPOSIT | 10/31/2013<br>11/05/2013 | 421.11 | 0<br>No | | .00 | | 11/13<br>002-0002520 | |
| YAZZIE, DENISE | | | 22016 | | | | | | | | |
| 281008 | 1 | Inv | REFUND DEPOSIT | 10/31/2013<br>11/05/2013 | 25.95 | 0<br>No | | .00 | | 11/13<br>002-0002520 | |
| O'REILLY AUTO PARTS | | | 21622 | | | | | | | | |
| 246120 | 1 | Inv | PARTS | 10/25/2013<br>11/13/2013 | 130.66 | 0<br>No | | .00 | | 11/13<br>001-005-5024 | |
| 247371 | 1 | Inv | PARTS | 11/04/2013<br>11/13/2013 | 27.26 | 0<br>No | | .00 | | 11/13<br>001-085-5024 | |
| 246735 | 1 | Inv | PARTS | 10/30/2013<br>11/13/2013 | 215.46 | 0<br>No | | .00 | | 11/13<br>001-050-5024 | |
| 246759 | 1 | Inv | PARTS | 10/30/2013<br>11/13/2013 | 2.65 | 0<br>No | | .00 | | 11/13<br>001-050-5024 | |
| Total 21622 | | | | | 376.03 | | | | | | |
| RAGSDALE AND ASSOCIATES | | | 22152 | | | | | | | | |
| 13-160K | 1 | Inv | TRAINING | 10/21/2013<br>11/13/2013 | 300.00 | 0<br>No | | .00 | | 11/13<br>002-092-5045 | |
| HOLBROOK HIGH SCHOOL SWING | | | 22153 | | | | | | | | |
| 11-05-2013 | 1 | Inv | ADVERTISEMENT | 11/05/2013<br>11/13/2013 | 300.00 | 0<br>No | | .00 | | 11/13<br>006-014-5044 | |
| QUALITY READY MIX-CEMEX | | | 9955 | | | | | | | | |
| 9427278730 | 1 | Inv | CONCRETE | 10/23/2013<br>11/05/2013 | 219.61 | 8<br>No | 11/07/2013 | 2.07 | | 11/13<br>007-087-5026 | |

| Invoice No | Vendor Name / Seq / Type | Vendor No / Description / Inventory No | Inv Date / Due Date | Total Cost | Term / 1099 | Disc Date | Disc Amt | PO Number | GL Per / GL Acct | R |
|---|---|---|---|---|---|---|---|---|---|---|
| Total 11/5/2013 | | | | 97,888.87 | | | | | | |

11/05/2013 GL Period Summary

| GL Period | Amount |
|---|---|
| 11/13 | 97,888.87 |
| | 97,888.87 |

| Invoice No | Vendor Name Seq | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **11/6/2013** | | | | | | | | | | | |
| PRECISION ELECTRIC | | | | 21262 | | | | | | | |
| 1-068360 | 1 | Inv | PUMP | 10/22/2013 | 4,046.80 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 002-092-5026 | |
| SMITH, KATHLEEN | | | | 22039 | | | | | | | |
| 11052013 | 1 | Inv | REIMBURSEMENT | 11/05/2013 | 170.57 | 0 | | .00 | | 11/13 | |
| | | | | 11/06/2013 | | No | | | | 006-014-6001 | |
| USA BLUE BOOK | | | | 12482 | | | | | | | |
| 114101 | 1 | Inv | SUPPLIES | 08/01/2013 | 440.91 | 1 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 002-091-5026 | |
| QUILL OFFICE PRODUCTS | | | | 9990 | | | | | | | |
| 6772788 | 1 | Inv | SUPPLIES | 10/28/2013 | 499.09 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 001-050-5021 | |
| 6780212 | 1 | Inv | SUPPLIES | 10/28/2013 | 80.03 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 001-050-5021 | |
| Total 9990 | | | | | 579.12 | | | | | | |
| LARSON WASTE | | | | 22010 | | | | | | | |
| 32768 | 1 | Inv | WASTE AGREEMENT | 10/31/2013 | 13,593.00 | 0 | | .00 | | 11/13 | |
| | | | | 11/06/2013 | | No | | | | 002-090-5047 | |
| 32767 | 1 | Inv | WASTE AGREEMENT | 10/31/2013 | 12,665.00 | 0 | | .00 | | 11/13 | |
| | | | | 11/06/2013 | | No | | | | 002-090-5047 | |
| Total 22010 | | | | | 26,258.00 | | | | | | |
| Total 11/6/2013 | | | | | 31,495.40 | | | | | | |

11/06/2013 GL Period Summary

| GL Period | Amount |
|---|---|
| 11/13 | 31,495.40 |
| | 31,495.40 |

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **11/7/2013** | | | | | | | | | | | | | |
| SMARTWORKSPLUS, INC. | | | | 21532 | | | | | | | | | |
| 37 | 1 | Inv | CONTRACT SERVICES | | 11/15/2013<br>11/15/2013 | .00 | 0<br>No | | .00 | | 002-091-5049 | 11/13 | Y |
| 37 | 2 | Inv | CONTRACT SERVICES | | 11/15/2013<br>11/15/2013 | .00 | 0<br>No | | .00 | | 001-050-5049 | 11/13 | Y |
| 37 | 3 | Inv | CONTRACT SERVICES | | 11/15/2013<br>11/15/2013 | .00 | 0<br>No | | .00 | | 001-040-5049 | 11/13 | Y |
| 37 | 4 | Inv | COTNRACT SERVICES | | 11/15/2013<br>11/15/2013 | 2,723.72 | 0<br>No | | .00 | | 001-005-5049 | 11/13 | Y |
| Total 37 | | | | | | 2,723.72 | | | | | | | |
| Total 21532 | | | | | | 2,723.72 | | | | | | | |
| LARSON REPAIR | | | | 20841 | | | | | | | | | |
| 3622 | 1 | Inv | GLASS | | 11/05/2013<br>11/13/2013 | 107.28 | 0<br>No | | .00 | | 001-099-5024 | 11/13 | |
| QUILL OFFICE PRODUCTS | | | | 9990 | | | | | | | | | |
| 6858926 | 1 | Inv | SUPPLIES | | 10/29/2013<br>11/13/2013 | 43.50 | 0<br>No | | .00 | | 001-050-5021 | 11/13 | |
| 6891845 | 1 | Inv | SUPPLIES | | 10/31/2013<br>11/13/2013 | 40.54 | 0<br>No | | .00 | | 001-004-5021 | 11/13 | |
| Total 9990 | | | | | | 84.04 | | | | | | | |
| O'REILLY AUTO PARTS | | | | 21622 | | | | | | | | | |
| 247411 | 1 | Inv | PARTS | | 11/04/2013<br>11/13/2013 | 7.75 | 0<br>No | | .00 | | 001-099-5024 | 11/13 | |
| 247514 | 1 | Inv | PARTS | | 11/05/2013<br>11/13/2013 | 23.99 | 0<br>No | | .00 | | 007-087-5024 | 11/13 | |
| 247449 | 1 | Inv | PARTS | | 11/04/2013<br>11/13/2013 | 14.99 | 0<br>No | | .00 | | 001-031-5024 | 11/13 | |
| 247577 | 1 | Inv | PARTS | | 11/05/2013<br>11/13/2013 | 3.31 | 0<br>No | | .00 | | 001-099-5024 | 11/13 | |
| Total 21622 | | | | | | 50.04 | | | | | | | |
| QUILL OFFICE PRODUCTS | | | | 9990 | | | | | | | | | |
| 4750469 | 2 | Inv | SUPPLIES | | 08/12/2013<br>09/18/2013 | 80.80 - | 0<br>No | | .00 | | 001-050-5021 | 11/13 | |
| 4766085 | 2 | Inv | SUPPLIES | | 08/12/2013<br>09/18/2013 | 34.77 - | 0<br>No | | .00 | | 001-031-5021 | 11/13 | |
| Total 9990 | | | | | | 115.57 - | | | | | | | |
| Total 11/7/2013 | | | | | | 2,849.51 | | | | | | | |

11/07/2013 GL Period Summary

| GL Period | Amount |
|---|---|

R Column: Y = Recurring Payment

| GL Period | Amount |
|---|---|
| 11/13 | 2,849.51 |
| | 2,849.51 |

Grand Total: 146,785.20

Report GL Period Summary

| GL Period | Amount |
|---|---|
| 10/13 | 15,180.28 |
| 11/13 | 132,233.78 |
| 8/13 | 628.86 - |
| | 146,785.20 |

| | |
|---|---|
| Vendor Number Hash: | 1596443 |
| Vendor Number Hash - Split: | 1897295 |
| Total Number of Invoices: | 86 |
| Total Number of Transactions: | 100 |

| TC | Terms Description | Invoice Amt | Discount Amt | Net Inv Amt |
|---|---|---|---|---|
| 0 | Open Terms | 61,045.48 | .00 | 61,045.48 |
| 1 | NET 20 | 928.91 | .00 | 928.91 |
| 2 | NET 7 | 2,627.36 | .00 | 2,627.36 |
| 3 | IMMEDIATELY | 57,110.56 | .00 | 57,110.56 |
| 8 | 1% 15TH, NET 30TH | 25,072.89 | 236.34 | 24,836.55 |
| | | 146,785.20 | 236.34 | 146,548.86 |

Report Criteria:
Invoice.Vendor No = 9701-99999

Arizona Department of Liquor Licenses and Control
800 West Washington, 5th Floor
Phoenix, Arizona 85007
www.azliquor.gov
602-542-5141

# APPLICATION FOR LIQUOR LICENSE

**TYPE OR PRINT WITH BLACK INK**

**Notice: Effective Nov. 1, 1997, All Owners, Agents, Partners, Stockholders, Officers, or Managers actively involved in the day to day operations of the business must attend a Department approved liquor law training course or provide proof of attendance within the last five years. See page 5 of the Liquor Licensing requirements.**

## SECTION 1 This application is for a:

- ☐ MORE THAN ONE LICENSE
- ☐ INTERIM PERMIT ***Complete Section 5***
- ☐ NEW LICENSE ***Complete Sections 2, 3, 4, 13, 14, 15, 16***
- ☒ PERSON TRANSFER (Bars & Liquor Stores ONLY) ***Complete Sections 2, 3, 4, 11, 13, 15, 16***
- ☒ LOCATION TRANSFER (Bars and Liquor Stores ONLY) ***Complete Sections 2, 3, 4, 12, 13, 15, 16***
- ☐ PROBATE/WILL ASSIGNMENT/DIVORCE DECREE ***Complete Sections 2, 3, 4, 9, 13, 16*** (fee not required)
- ☐ GOVERNMENT ***Complete Sections 2, 3, 4, 10, 13, 15, 16***

## SECTION 2 Type of ownership:

- ☐ J.T.W.R.O.S. ***Complete Section 6***
- ☐ INDIVIDUAL ***Complete Section 6***
- ☐ PARTNERSHIP ***Complete Section 6***
- ☒ CORPORATION ***Complete Section 7***
- ☐ LIMITED LIABILITY CO. ***Complete Section 7***
- ☐ CLUB ***Complete Section 8***
- ☐ GOVERNMENT ***Complete Section 10***
- ☐ TRUST ***Complete Section 6***
- ☐ OTHER (Explain) _____

## SECTION 3 Type of license and fees LICENSE #(s): 09090021

1. Type of License(s): series 09

2. Total fees attached: $

Department Use Only

***APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE***

**The fees allowed under A.R.S. 44-6852 will be charged for all dishonored checks.**

## SECTION 4 Applicant

1. Owner/Agent's Name: Mr. / Ms. Merrett (Last) Lauren (First) Kay (Middle) — P 10348240
   (Insert one name ONLY to appear on license)
2. Corp./Partnership/L.L.C.: Maverik Inc B1000631
   (Exactly as it appears on Articles of Inc. or Articles of Org.)
3. Business Name: Maverik B1049398
   (Exactly as it appears on the exterior of premises)
4. Principal Street Location: 1301 Navajo Blvd (Do not use PO Box Number) | Holbrook (City) | Navajo (County) | 85025 (Zip)
5. Business Phone: 928-524-9300 Daytime Phone: 480-917-8478 Email: _____
6. Is the business located within the incorporated limits of the above city or town? ☒YES ☐NO
7. Mailing Address: _____ (City) _____ (State) _____ (Zip)
8. Price paid for license only bar, beer and wine, or liquor store: Type _____ $_____ Type _____ $_____

**DEPARTMENT USE ONLY**

| Fees: | | | | |
|---|---|---|---|---|
| 200 | 0 | 0 | 88.00 | $ 288.00 |
| Application | Interim Permit | Site Inspection | Finger Prints | TOTAL OF ALL FEES |

Is Arizona Statement of Citizenship & Alien Status For State Benefits complete? ☒ YES ☐ NO

Accepted by: M.C Date: 10/4/2013 Lic. # 09090021

1/7/2013 ***Disabled individuals requiring special accommodation, please call (602) 542-9027.**

## SECTION 5 Interim Permit:

1. If you intend to operate business when your application is pending you will need an Interim Permit pursuant to A.R.S. 4-203.01.

2. There **MUST** be a valid license of the same type you are applying for currently issued to the location.

3. Enter the license number currently at the location._____

4. Is the license currently in use? ☐ YES ☐ NO If no, how long has it been out of use?_____

**ATTACH THE LICENSE CURRENTLY ISSUED AT THE LOCATION TO THIS APPLICATION.**

I, _____, declare that I am the CURRENT OWNER, AGENT, CLUB MEMBER, PARTNER,
(Print full name)
MEMBER, STOCKHOLDER, OR LICENSEE (circle the title which applies) of the stated license and location.

X_____
(Signature)

My commission expires on: _____

State of _____ County of_____

The foregoing instrument was acknowledged before me this

_____day of _____, _____
Day Month Year

_____
(Signature of NOTARY PUBLIC)

---

## SECTION 6 Individual or Partnership Owners:

**EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND $22 PROCESSING FEE FOR EACH CARD.**

1. Individual:

| Last | First | Middle | % Owned | Mailing Address | City State Zip |
|---|---|---|---|---|---|
| | | | | | |

Partnership Name: (Only the first partner listed will appear on license)_____

| General-Limited | Last | First | Middle | % Owned | Mailing Address | City State Zip |
|---|---|---|---|---|---|---|
| ☐ ☐ | | | | | | |
| ☐ ☐ | | | | | | |
| ☐ ☐ | | | | | | |
| ☐ ☐ | | | | | | |

2. Is any person, other than the above, going to share in the profits/losses of the business? ☐ YES ☐ NO
If Yes, give name, current address and telephone number of the person(s). Use additional sheets if necessary.

| Last | First | Middle | Mailing Address | City, State, Zip | Telephone# |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

## SECTION 7 Corporation/Limited Liability Co.:

**EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND $22 PROCESSING FEE FOR EACH CARD.**

☒ CORPORATION ***Complete questions 1, 2, 3, 5, 6, 7, and 8.***

☐ L.L.C. ***Complete 1, 2, 4, 5, 6, 7, and 8.***

1. Name of Corporation/L.L.C.: Maverik Inc.
(Exactly as it appears on Articles of Incorporation or Articles of Organization)

2. Date Incorporated/Organized: ~~7/59~~ 12/70 State where Incorporated/Organized: Wy

3. AZ Corporation Commission File No.: F-00144124 Date authorized to do business in AZ: 12/70

4. AZ L.L.C. File No: _____ Date authorized to do business in AZ: _____

5. Is Corp./L.L.C. Non-profit? ☐ YES ☒ NO

6. ~~List all directors, officers and members in Corporation/L.L.C.:~~

| Last | First | Middle | Title | Mailing Address | City State Zip |
|---|---|---|---|---|---|
| Call | Michael | Val | Pres | 673 Parkway Dr | NSL Ut 84054 |
| Call | Bradley | Franz | E.V.P. | 477 E. 35505 | Bountiful Ut 84010 |
| Green | Roger | V. | V.P. | 2426 E. 505 Layton | Layton Ut 84040 |
| Hewlett | Spencer | C. | CFO | 82 E. Peachtree | Centerville Ut 84010 |

(ATTACH ADDITIONAL SHEET IF NECESSARY)

7. List stockholders who are controlling persons or who own 10% or more:

| Last | First | Middle | % Owned | Mailing Address | City State Zip |
|---|---|---|---|---|---|
| Please see attached | | | | | |
| | | | | | |
| | | | | | |

(ATTACH ADDITIONAL SHEET IF NECESSARY)

8. If the corporation/L.L.C. is owned by another entity, attach a percentage of ownership chart, and a director/officer/member disclosure for the parent entity. Attach additional sheets as needed in order to disclose personal identities of all owners.

## SECTION 8 Club Applicants:

**EACH PERSON LISTED MUST SUBMIT A COMPLETED QUESTIONNAIRE (FORM LIC0101), AN "APPLICANT" TYPE FINGERPRINT CARD, AND $22 PROCESSING FEE FOR EACH CARD.**

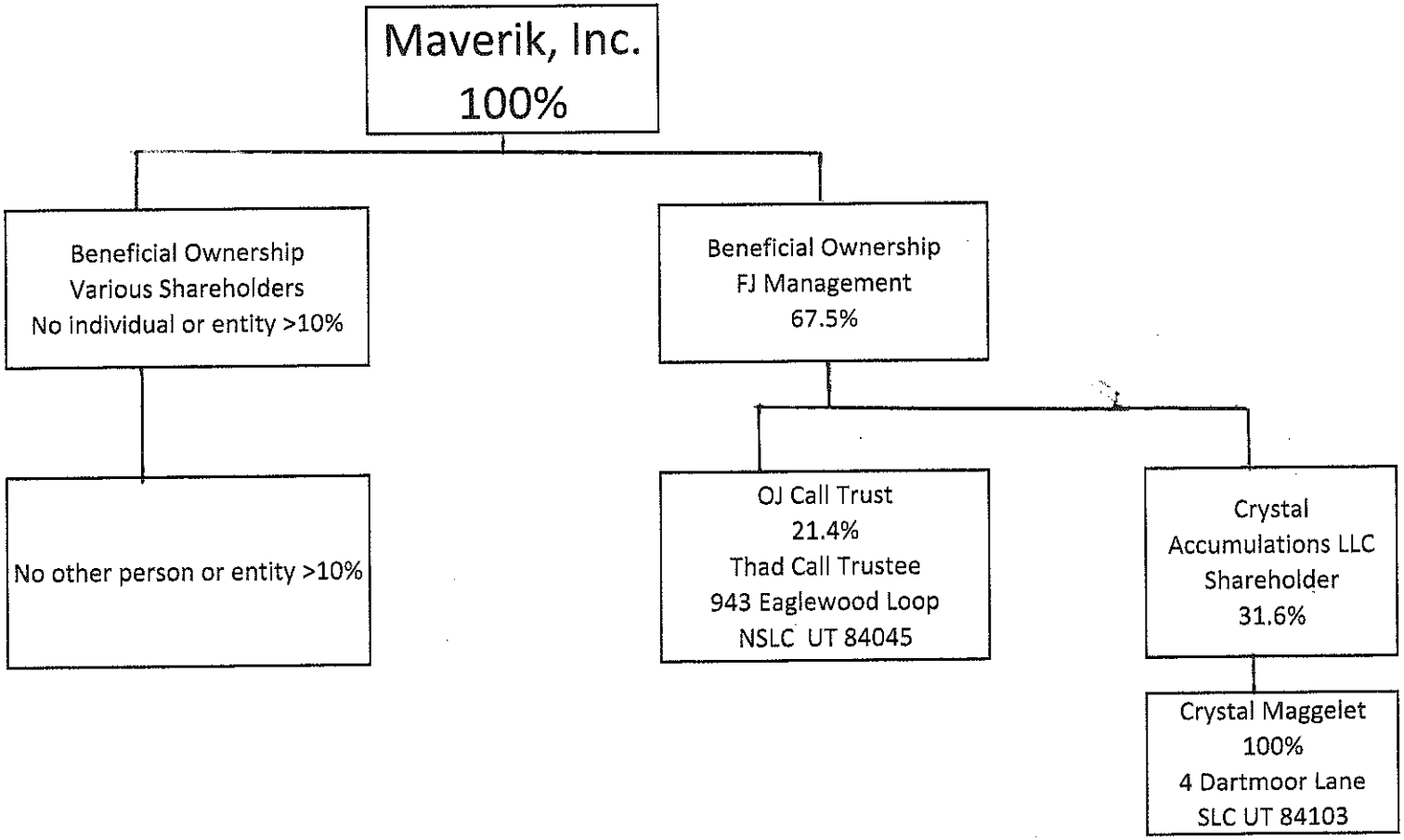
1. Name of Club: _____ Date Chartered: _____
(Exactly as it appears on Club Charter or Bylaws) (Attach a copy of Club Charter or Bylaws)

2. Is club non-profit? ☐ YES ☐ NO

3. List officer and directors:

| Last | First | Middle | Title | Mailing Address | City State Zip |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

(ATTACH ADDITIONAL SHEET IF NECESSARY)




'13 OCT 4 Liqr. Lic. PM12:28

## SECTION 9 Probate, Will Assignment or Divorce Decree of an existing Bar or Liquor Store License:

1. Current Licensee's Name: _____
(Exactly as it appears on license) Last First Middle

2. Assignee's Name: _____
Last First Middle

3. License Type: _____ License Number: _____ Date of Last Renewal: _____

4. ATTACH TO THIS APPLICATION A CERTIFIED COPY OF THE WILL, PROBATE DISTRIBUTION INSTRUMENT, OR DIVORCE DECREE THAT SPECIFICALLY DISTRIBUTES THE LIQUOR LICENSE TO THE ASSIGNEE TO THIS APPLICATION.

## SECTION 10 Government: (for cities, towns, or counties only)

1. Governmental Entity: _____

2. Person/designee: _____ _____
Last First Middle Contact Phone Number

**A SEPARATE LICENSE MUST BE OBTAINED FOR EACH PREMISES FROM WHICH SPIRITUOUS LIQUOR IS SERVED.**

## SECTION 11 Person to Person Transfer:

**Questions to be completed by CURRENT LICENSEE (Bars and Liquor Stores ONLY-Series 06,07, and 09).**

1. Current Licensee's Name: BASHA, MICHAEL JOSESPH Entity: AGENT
(Exactly as it appears on license) Last First Middle (Indiv., Agent, etc.)

2. Corporation/L.L.C. Name: BASHAS' INC
(Exactly as it appears on license)

3. Current Business Name: BASHAS' #39
(Exactly as it appears on license)

4. Physical Street Location of Business: Street 1500 N. PARK DR
City, State, Zip WINSLOW, AZ 86047

5. License Type: SERIES 09 License Number: 09090021

6. If more than one license to be transfered: License Type: _____ License Number: _____

7. Current Mailing Address: Street P O BOX 488
(Other than business)
City, State, Zip CHANDLER, AZ 85244

8. Have all creditors, lien holders, interest holders, etc. been notified of this transfer? ☒ YES ☐ NO

9. Does the applicant intend to operate the business while this application is pending? ☐ YES ☒ NO If yes, complete Section 5 of this application, attach fee, and current license to this application.

10. I, MICHAEL JOSEPH BASHA, hereby authorize the department to process this application to transfer the
(print full name)
privilege of the license to the applicant, provided that all terms and conditions of sale are met. Based on the fulfillment of these conditions, I certify that the applicant now owns or will own the property rights of the license by the date of issue.

I, MICHAEL JOSEPH BASHA, declare that I am the CURRENT OWNER, AGENT, MEMBER, PARTNER
(print full name)
STOCKHOLDER, or LICENSEE of the stated license. I have read the above Section 11 and confirm that all statements are true, correct, and complete.

[signature]
(Signature of CURRENT LICENSEE)

State of ARIZONA County of MARICOPA
The foregoing instrument was acknowledged before me this
29 June 2012
Day Month Year

My commission expires on: 6/24/15

NOTARY PUBLIC
STATE OF ARIZONA
Maricopa County
Marilyn Chapman
My Commission Expires June 24, 2016
Commission Number 156519

[signature]
(Signature of NOTARY PUBLIC)

'13 OCT 4 Liqr. Lic. PM12:28

## SECTION 12 Location to Location Transfer: (Bars and Liquor Stores ONLY)

**APPLICANTS CANNOT OPERATE UNDER A LOCATION TRANSFER UNTIL IT IS APPROVED BY THE STATE**

1. Current Business: (Exactly as it appears on license) Name _____
   Address _____
2. New Business: (Physical Street Location) Name _____
   Address _____
3. License Type: _____ License Number: _____
4. If more than one license to be transferred: License Type: _____ License Number: _____
5. What date do you plan to move? _____ What date do you plan to open? _____

## SECTION 13 Questions for all in-state applicants excluding those applying for government, hotel/motel, and restaurant licenses (series 5, 11, and 12):

A.R.S. § 4-207 (A) and (B) state that no retailer's license shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizonal feet of a fenced recreational area adjacent to such school building. The above paragraph DOES NOT apply to:

a) Restaurant license (§ 4-205.02)
b) Hotel/motel license (§ 4-205.01)
c) Government license (§ 4-205.03)
d) Fenced playing area of a golf course (§ 4-207 (B)(5))

'13 OCT 4 Liq. Lic. PM1:28

1. Distance to nearest school: 6300 ft. Name of school Holbrook Unified Schools
   Address 1008 N. 8th Ave Holbrook AZ 86025
   City, State, Zip
2. Distance to nearest church: 2640 ft. Name of church Church of LDS
   Address 1127 Helen Ave Holbrook AZ 86025
   City, State, Zip
3. I am the: ☐ Lessee ☐ Sublessee ☒ Owner ☐ Purchaser (of premises)
4. If the premises is leased give lessors: Name _____
   Address _____
   City, State, Zip

4a. Monthly rental/lease rate $_____ What is the remaining length of the lease ___ yrs. ____ mos.

4b. What is the penalty if the lease is not fulfilled? $_____ or other _____
(give details – attach additional sheet if necessary)

5. What is the total **business** indebtedness for this license/location excluding the lease? $_____
   Please list lenders you owe money to.

| Last | First | Middle | Amount Owed | Mailing Address | City State | Zip |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

(ATTACH ADDITIONAL SHEET IF NECESSARY)

6. What type of business will this license be used for (be specific)? Convenience Store

## SECTION 13 - continued

7. Has a license or a transfer license for the premises on this application been denied by the state within the past one (1) year?
☐ YES ☒ NO If yes, attach explanation.

8. Does any spirituous liquor manufacturer, wholesaler, or employee have any interest in your business? ☐ YES ☒ NO

9. Is the premises currently licensed with a liquor license? ☒ YES ☐ NO If yes, give license number and licensee's name:

License # 10093067 (exactly as it appears on license) Name Lauren Kay Merrett

## SECTION 14 Restaurant or hotel/motel license applicants:

1. Is there an existing restaurant or hotel/motel liquor license at the proposed location? ☐ YES ☐ NO
If yes, give the name of licensee, Agent or a company name:

_____ and license #: _____
Last First Middle

2. If the answer to Question 1 is YES, you may qualify for an Interim Permit to operate while your application is pending; consult A.R.S. § 4-203.01; and complete SECTION 5 of this application.

3. All restaurant and hotel/motel applicants must complete a Restaurant Operation Plan (Form LIC0114) provided by the Department of Liquor Licenses and Control.

4. As stated in A.R.S. § 4-205.02.G.2, a restaurant is an establishment which derives at least 40 percent of its gross revenue from the sale of food. Gross revenue is the revenue derived from all sales of food and spirituous liquor on the licensed premises. By applying for this ☐ hotel/motel ☐ restaurant license, I certify that I understand that I must maintain a minimum of 40 percent food sales based on these definitions and have included the Restaurant Hotel/Motel Records Required for Audit (form LIC 1013) with this application.

_____
applicant's signature

As stated in A.R.S § 4-205.02 (B), I understand it is my responsibility to contact the Department of Liquor Licenses and Control to schedule an inspection when all tables and chairs are on site, kitchen equipment, and, if applicable, patio barriers are in place on the licensed premises. With the exception of the patio barriers, these items are not required to be properly installed for this inspection. Failure to schedule an inspection will delay issuance of the license. If you are not ready for your inspection 90 days after filing your application, please request an extension in writing, specify why the extension is necessary, and the new inspection date you are requesting. To schedule your site inspection visit www.azliquor.gov and click on the "Information" tab.

_____
applicants initials

## SECTION 15 Diagram of Premises: (Blueprints not accepted, diagram must be on this form)

1. Check **ALL** boxes that apply to your business:

☒ Entrances/Exits ☒ Liquor storage areas Patio: ☐ Contiguous
☐ Service windows ☐ Drive-in windows ☐ Non Contiguous

2. Is your licensed premises currently closed due to construction, renovation, or redesign? ☐ YES ☒ NO
If yes, what is your estimated opening date? _____
month/day/year

3. Restaurants and hotel/motel applicants are required to draw a detailed floor plan of the kitchen and dining areas including the locations of all kitchen equipment and dining furniture. Diagram paper is provided on page 7.

4. The diagram (a detailed floor plan) you provide is required to disclose only the area(s) where spiritous liquor is to be sold, served, consumed, dispensed, possessed, or stored on the premises unless it is a restaurant (see #3 above).

5. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed premises, such as parking lots, living quarters, etc.

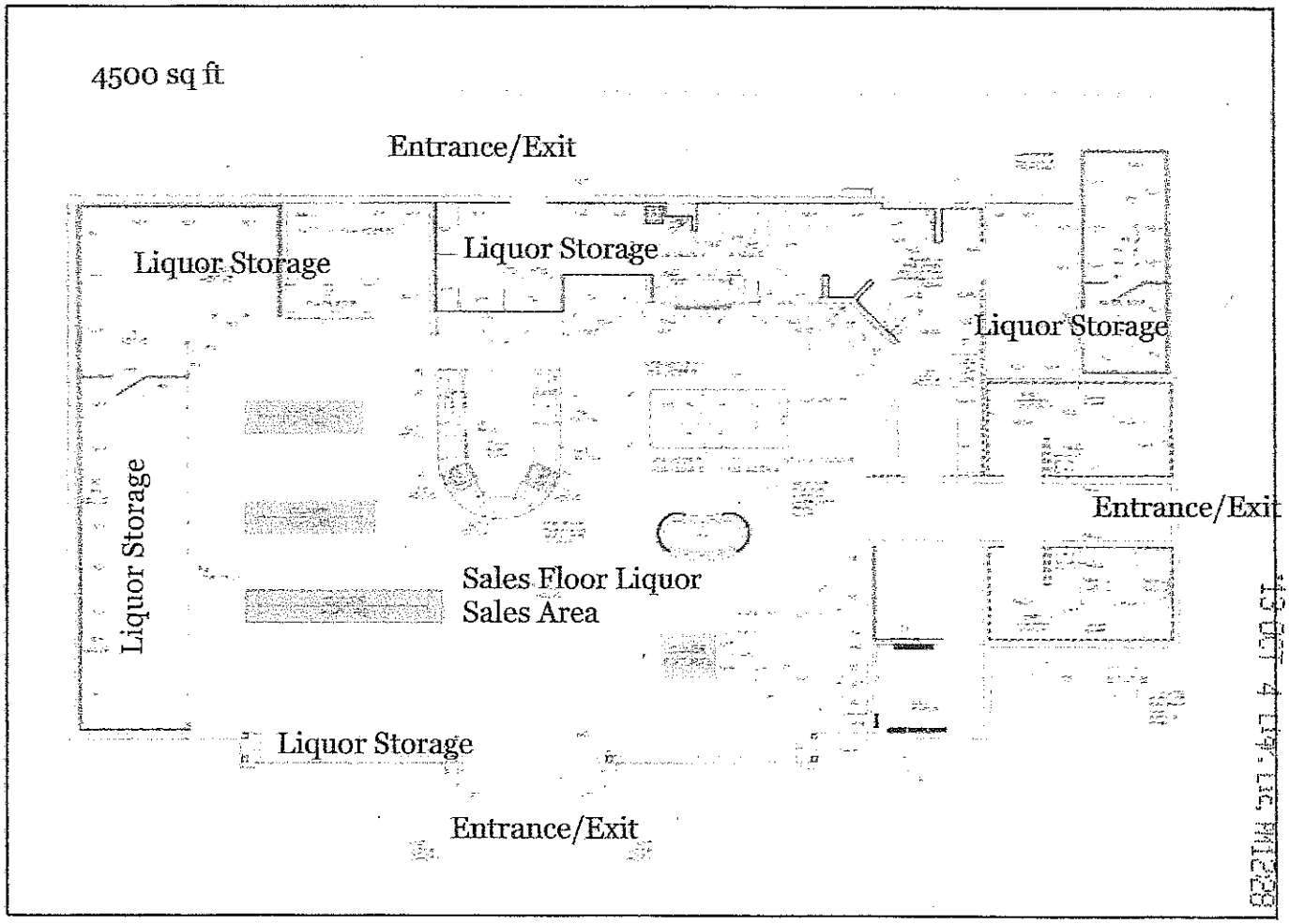
**As stated in A.R.S. § 4-207.01(B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to boundaries, entrances, exits, added or deleted doors, windows or service windows,or increase or decrease to the square footage after submitting this initial drawing.**

LM
applicants initials

**SECTION 15** Diagram of Premises

**4. In this diagram please show only the area where spirituous liquor is to be sold, served, consumed, dispensed, possessed or stored. It must show all entrances, exits, interior walls, bars, bar stools, hi-top tables, dining tables, dining chairs, the kitchen, dance floor, stage, and game room. Do not include parking lots, living quarters, etc. When completing diagram, North is up ↑.**

If a legible copy of a rendering or drawing of your diagram of premises is attached to this application, please write the words "diagram attached" in box provided below.




**SECTION 16** Signature Block

I, Lauren Kay Merrett, hereby declare that I am the OWNER/AGENT filing this
(print full name of applicant)
application as stated in Section 4, Question 1. I have read this application and verify all statements to be true, correct and complete.

X Lauren Kay Merrett
(signature of applicant listed in Section 4, Question 1)

State of Az County of Maricopa

The foregoing instrument was acknowledged before me this 4 Day of October Month 2013 Year

OFFICIAL SEAL
MICHELE COLEGROVE
NOTARY PUBLIC - State of Arizona
MARICOPA COUNTY
My Comm. Expires February 12, 2016

My commission expires on _____
Day Month Year

Signature of NOTARY PUBLIC

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

# APPLICATION FOR SPECIAL EVENT LICENSE

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

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

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

DLLC USE ONLY
LICENSE #

1. Name of Organization: B.P.O.E. #2450 (Holbrook Elks Lodge #2450)
2. Non-Profit/I.R.S. Tax Exempt Number: 09-008582-M
3. The organization is a: (check one box only)
   - ☐ Charitable
   - ☒ Fraternal (must have regular membership and in existence for over 5 years)
   - ☐ Civic
   - ☐ Political Party, Ballot Measure, or Campaign Committee
   - ☐ Religious
4. What is the purpose of this event? Fund Raiser
5. Location of the event: 714 Elkdom Ave (Address of physical location (Not P.O. Box)) Holbrook (City) Navajo (County) 86025 (Zip)

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

6. Applicant: Allen (Last) Cindy (First) I (Middle) 2-7-60 (Date of Birth)
7. Applicant's Mailing Address: 200 W Hopi Dr (Street) Holbrook (City) AZ (State) 86025 (Zip)
8. Phone Numbers: (928) 524-6789 (Site Owner #) (928) 524-6789 (Applicant's Business #) (928) 241-1796 (Applicant's Home #)
9. Date(s) & Hours of Event: (Remember: you *cannot* sell alcohol before 10:00 a.m. on Sunday)

| | Date | Day of Week | Hours from A.M./P.M. | To A.M./P.M. |
|---|---|---|---|---|
| Day 1: | 11-23rd-13 | Saturday | 8. P.M | 1:00 A.M |
| Day 2: | | | | |
| Day 3: | | | | |
| Day 4: | | | | |
| Day 5: | | | | |
| Day 6: | | | | |
| Day 7: | | | | |
| Day 8: | | | | |
| Day 9: | | | | |
| Day 10: | | | | |

Lic 0106 05/2009

***Disabled individuals requiring special accommodations, please call (602) 542-9027**

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
☐ YES ☒ NO (attach explanation if yes)

11. This organization has been issued a special event license for 4 days this year, including this event (not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? ☐ YES ☒ NO
If yes, attach a copy of the agreement.

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

Name BPOE #2450 714 Elkdom Ave Holbrook 86025 — 100% Percentage

Address

Name _____ Percentage

Address

(Attach additional sheet if necessary)

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

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

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

____ # Police ☐ Fencing
2 # Security personnel ☒ Barriers

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

BPOE #2450 (928) 524-6789
Name of Business Phone Number

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

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

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

X Cindy F Allen Trustee 10/23/13 (928) 241-1796
(Signature) (Title/Position) (Date) (Phone #)

State of Arizona County of Navajo
The foregoing instrument was acknowledged before me this
23 10 2013
Day Month Year

OFFICIAL SEAL
DARLENE FRALEY
NOTARY PUBLIC – STATE OF ARIZONA
NAVAJO COUNTY
My Comm. Expires 05-21-2017

My Commission expires on: 5/21/17 Darlene Fraley
(Date) (Signature of NOTARY PUBLIC)

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

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

X Cindy F Allen
(Signature)

State of Arizona County of Navajo
The foregoing instrument was acknowledged before me this
23rd 10 2013
Day Month Year

OFFICIAL SEAL
DARLENE FRALEY
NOTARY PUBLIC – STATE OF ARIZONA
NAVAJO COUNTY
My Comm. Expires 05-21-2017

My commission expires on: 5/21/17 Darlene Fraley
(Date) (Signature of NOTARY PUBLIC)

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

**LOCAL GOVERNING BODY APPROVAL SECTION**

20. I, _____ _____ hereby recommend this special event application
(Government Official) (Title)

on behalf of _____ _____ _____
(City, Town or County) (Signature of OFFICIAL) (Date)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

_____

_____ (Employee) _____ (Date)

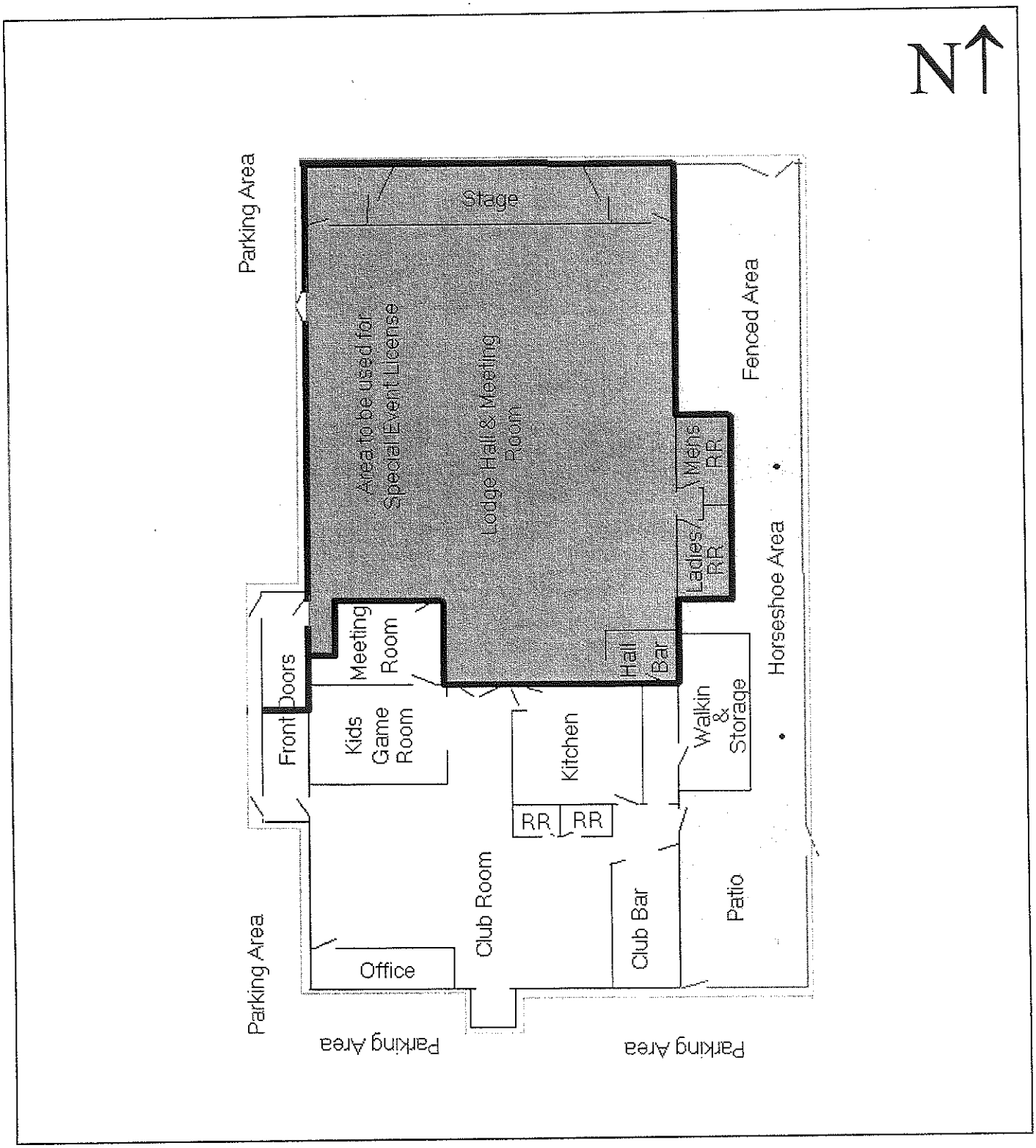
☐ APPROVED ☐ DISAPPROVED BY:

_____

_____ (Title) _____ (Date)

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

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



Holbrook Lodge No. 2450

BENEVOLENT AND PROTECTIVE ORDER OF ELKS

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

Subject: Agreement to Suspend

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

Cindy Allen

Agent

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

# CITY OF HOLBROOK

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

***OUR MISSION***

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

AGENDA

REGULAR CITY COUNCIL MEETING

OCTOBER 22, 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:
<u>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.</u>

6) CONSENT AGENDA
   A. Claims/payment approval for October 4, 2013 thru October 17, 2013: Documentation for claims is available *at City Hall. (Page 4)*
   B. Liquor license application for The Winner's Circle Bar located at 466 Navajo Blvd. (Page 20)
   C. Liquor license application for Dollar General Store located at 1637 Navajo Blvd. (Page 26)

7) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: $ 830.38 (Page 38)

8) REPORTS:

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

9) OLD BUSINESS:

A. Discussion/possible action regarding Police Department Policy and Procedure update-Manager Alley.
B. Discussion/possible action regarding approval of updated Salary Tables for the Holbrook Classification and Compensation Plan-Manager Alley.

10) NEW BUSINESS:

A. Discussion/possible action regarding bid results for consulting services for City of Holbrook Brownfields properties Route 66 Community Wide Assessment Grant-Manager Alley.(Page 39)
B. Ordinance 13-12, amending the City Code, Chapter 4, Section 4-1-4, Street Surface, 1st reading. (Page 79)
C. Discussion/possible action regarding bid results for the Historic Henning Block-Manager Alley.

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 15th 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.

MINUTES OF THE REGULAR MEETING OF THE
HOLBROOK CITY COUNCIL HELD ON OCTOBER 22, 2013

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

ROLL CALL:

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

PLEDGE OF ALLEGIANCE/INVOCATION:

Mayor Hill led the pledge of allegiance and Vice Mayor Haussman gave the invocation.

CITY STAFF:

City Manager Ray Alley, Finance Director Randall Sullivan and City Clerk Cher Reyes.

CEREMONIALS/ANNOUNCMENTS/PRESENTATION:

PETITIONS FROM THE PUBLIC:

Dave Laney from Cardno ATC petitioned the Council regarding the Brownfields consulting services bids. Mr. Laney stated that his company has worked in Holbrook on several clean-up projects involving remediation systems. Mr. Laney stated that he worked with the City of Flagstaff to write the Brownfields grant application. Mr. Laney stated that Holbrook is ahead of the other members of the coalition as they have already bid for consultants are have a recommendation but he asked that Council defer award of the consultant until EPA identifies the projects on the inventory which are eligible for funding, the City negotiates access agreements with property holders to allow the project work to be conducted and that the consultants be allowed to inspect

the properties so that accurate costs can be bid for each property.

CONSENT AGENDA:

A. Claims/payment approval for October 4, 2013 thru October 17, 2013.

B. Liquor license application for the Winner's Circle Bar located at 466 Navajo Blvd.

C. Liquor license application for Dollar General Store located at 1637 Navajo Blvd.

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

CLAIMS/PAYMENT APPROVAL FOR: Walt's Hardware: Item moved to the end of agenda by unanimous consent.

SUMMARY OF CURRENT EVENTS:

Mayor:

Councilmembers:

1. Councilmember Cobb reported that tomorrow is Walk with me to be drug free starting at 7:45 at the Historic Courthouse.
2. Councilmember Cobb congratulated the Holbrook High School Band on their performance at Disneyland.
3. Councilmember Cobb congratulated the Special Olympics Bocce Team for their first place win.
4. Councilmember Carlisle read an article about feral cats and native cats and the problems they cause to native wildlife. Councilmember Carlisle stated that it comes down to that domestic animals are still the biggest threat to livestock and other animals not wildlife such as wolves, mountain lions and other animals.

Manager's Report:

1. Manager Alley offered condolences to the family of Vandena Serna.
2. Manager Alley reported that the concrete roads are being crack sealed.
3. Manager Alley reported that the clarifier arm at the treatment plant settled and has been repaired in-house.
4. Manager Alley reported that he is holding a public works meeting every morning at 7:30 to assign duties and find out what's on everyone's schedule.
5. Manager Alley reported that all the water systems have been winterized.
6. Manager Alley reported that the Truck Stops of America has started work on their new garage.
7. Manager Alley reported that Tractor Supply has placed the electric in their name.
8. Manager Alley reported that a Holiday Inn is to be constructed in 2014.

OLD BUSINESS:

A. Lieutenant Harrelson stated that the Chief and he had completed the Lexipool training last week and they will start reviewing the policy and procedures immediately.

B. Manager Alley stated that Council had been given the League's Salary Survey, Manager Alley stated that the survey is a good starting point but is hard to compare as job titles are different from City to City so they are not comparing apples to apples and oranges to oranges. Vice-Mayor Haussman thanked Manager Alley and suggested that later on he would like to have a work session on this. Mayor Hill stated that when Vice-Mayor Haussman is ready he can call for a work session.

NEW BUSINESS:

A. City Clerk Reyes stated that 8 bids were received. City Clerk Reyes stated that both Assistant Manager Sullivan and she had reviewed the

bids but they are by no means experts on this matter. City Clerk Reyes stated that several things were looked at to determine who the lowest most responsible bidder was including qualified personnel, number of projects completed in northern Arizona, experience and pricing. Ms. Reyes stated that the request for qualifications was also reviewed by Allwyn Environmental who is the grant administrator for the Coalition grant. Ms. Reyes stated that the contract cannot be awarded until EPA approves the sites but we can award and begin writing the contract. City Clerk Reyes stated that Assistant Manager Sullivan and herself concur with Allwyn and based on review recommend the contract be awarded to EEC. Councilmember Peterson stated that it seems to him with the range in the bids they are not bidding on the same items. Councilmember Peterson stated that based on the call to the public and the things that have been said, Council may not have enough information to award. City Clerk Reyes read an email from Krista Perry from Allwyn stating the choice of EEC was still a good choice even though some of the numbers did not match up. Mayor Hill asked what sites are being proposed, City Clerk Reyes responded that the old water shop is the main focus but there are 16 sites in total and most are lead based paint and asbestos abatement rather than petroleum based abatement. Clerk Reyes thanked Mr. Laney for his work on the grant as his company had conducted the inventory work for the City and he had written the Request for Qualifications. Manager Alley asked if a

representative from Allwyn could be present to answer questions at the next meeting. Clerk Reyes stated that she believed so and would ask. Council was in agreement that they had further questions and would like the consultant to address the issues brought up in the call to the public. Council took no action on this item.

B. City Clerk Reyes presented Ordinance 13-12 for its first reading captioned as follows:

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, AMENDING THE CITY CODE, CHAPTER 4, SECTION 4-1-4 STREET SURFACE.**

Councilmember Carlisle asked the Clerk to read the portion of the ordinance that is changed. City Clerk Reyes read as follows "F. The above standards may be modified with geotechnical investigation ~~and~~ ***or*** engineering designs approved ***by the City Council or*** by the City Engineer." Councilmember Carlisle stated that the approval of the all-weather road which goes to partition plant was accepted by Council and is against City Code so the policy was broken then and we are trying to keep this from happening again. Manager Alley stated that the new wording will allow the City to accept streets with standards that the Council agrees upon.

C. Manager Alley reported that no bids were received for the Historic Henning Block. Manager Alley suggested that Council leave it to rest until it is brought up again.

EXECUTIVE SESSION:

POST EXECUTIVE SESSION:

CALL TO THE AUDIENCE:

Richard Golsarry petitioned the Council regarding his water being shut off. Mr. Golsarry stated that his water has been off for 4 months and he has tried to get Manager Alley to help him. Mr. Golsarry stated that he has called Manager Alley at least five times and he does not return his calls. Mr. Golsarry stated that he has been accused of cutting the lock on the water box and that he didn't do it. Mr. Golsarry stated that his wife is sick and they need water in the house. Mr. Golsarry stated also that he is being harassed by the police and they broke down his door and pulled on gun on his wife. Mr. Golsarry pleaded with the Council to help him.

Leo Maestas petitioned the Council regarding his public information request of October 8 and October 9 which City Clerk Reyes has responded to in writing stating that the requests were not valid requests. Mr. Maestas quoted State Statute 39-121-03. Mr. Maestas stated that these kinds of denials only happen in places like North Korea.

CLAIMS/PAYMENT APPROVAL FOR: Walt's Hardware: Councilmember Carlisle recused himself from this item as he is the owner of Walt's Hardware and he left the Chambers. Councilmember Maxwell made a motion to approve the claims to Walt's Hardware in the amount of $830.38. Vice-Mayor Haussman seconded and the motion carried unanimously.

ADJOURNMENT:

There being no further business to come before the Council at this time Vice-Mayor Haussman adjourned the meeting by unanimous consent at 7:47 p.m.

_____

Jeff Hill, Mayor

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Holbrook City Council held on the October 22, 2013. I further certify that the meeting was duly called and held and that a quorum was present.

_____

Cher Reyes, CMC, CPM, City Clerk

# CITY OF HOLBROOK

## INVOICE APPROVAL REPORT

## BY GL NUMBER WALT'S HARDWARE

10/18/2013 THRU 11/07/2013

**TOTAL** **$ 1150.25**

| 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **11/6/2013** | | | | | | | | | | | |
| 10312013 | 1 | Inv | SUPPLIES | 10/31/2013 | 62.94 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 001-031-5026 | |
| 10312013 | 2 | Inv | SUPPLIES | 10/31/2013 | 291.57 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 001-084-5026 | |
| 10312013 | 3 | Inv | SUPPLIES | 10/31/2013 | 5.46 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 006-014-5026 | |
| 10312013 | 4 | Inv | SUPPLIES | 10/31/2013 | .97 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 001-004-5026 | |
| 10312013 | 5 | Inv | SUPPLIES | 10/31/2013 | 9.12 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 002-092-5024 | |
| 10312013 | 6 | Inv | SUPPLIES | 10/31/2013 | 7.20 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 007-087-5026 | |
| 10312013 | 7 | Inv | SUPPLIES | 10/31/2013 | 10.17 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 001-085-5026 | |
| 10312013 | 8 | Inv | SUPPLIES | 10/31/2013 | 128.65 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 002-092-5026 | |
| 10312013 | 9 | Inv | SUPPLIES | 10/31/2013 | 45.51 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 001-085-5024 | |
| 10312013 | 10 | Inv | SUPPLIES | 10/31/2013 | 59.23 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 002-090-5026 | |
| 10312013 | 11 | Inv | SUPPLIES | 10/31/2013 | 21.89 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 001-050-5026 | |
| 10312013 | 12 | Inv | SUPPLIES | 10/31/2013 | 8.14 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 001-040-5026 | |
| 10312013 | 13 | Inv | SUPPLIES | 10/31/2013 | 276.03 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 002-091-5026 | |
| 10312013 | 14 | Inv | SUPPLIES | 10/31/2013 | 3.72 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 001-085-5026 | |
| 10312013 | 15 | Inv | SUPPLIES | 10/31/2013 | 2.93 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 007-087-5026 | |
| 10312013 | 16 | Inv | SUPPLIES | 10/31/2013 | 16.88 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 001-050-5026 | |
| 10312013 | 17 | Inv | SUPPLIES | 10/31/2013 | 18.64 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 001-031-5026 | |
| 10312013 | 18 | Inv | SUPPLIES | 10/31/2013 | 7.35 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 002-091-5026 | |
| 10312013 | 19 | Inv | SUPPLIES | 10/31/2013 | 50.76 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 001-084-5026 | |
| 10312013 | 20 | Inv | SUPPLIES | 10/31/2013 | 20.89 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 002-091-5026 | |
| 10312013 | 21 | Inv | SUPPLIES | 10/31/2013 | 21.52 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 002-090-5026 | |
| 10312013 | 22 | Inv | SUPPLIES | 10/31/2013 | 5.74 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 006-014-5026 | |
| 10312013 | 23 | Inv | SUPPLIES | 10/31/2013 | 21.31 | 0 | | .00 | | 11/13 | |
| | | | | 11/13/2013 | | No | | | | 001-004-5026 | |
| Total 10312013 | | | | | 1,096.62 | | | | | | |
| 10152013 | 13 | Inv | SUPPLIES | 10/15/2013 | 43.27 | 0 | | .00 | | 11/13 | |
| | | | | 10/23/2013 | | No | | | | 001-050-5026 | |
| 10152013 | 14 | Inv | SUPPLIES | 10/15/2013 | 10.36 | 0 | | .00 | | 11/13 | |
| | | | | 10/23/2013 | | No | | | | 002-092-5026 | |

| Invoice No | Vendor Name Seq | Type | Vendor No Description Inventory No | Inv Date Due Date | Total Cost | Term 1099 | Disc Date | Disc Amt | PO Number | GL Per GL Acct | R |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Total 10152013 | | | | | 53.63 | | | | | | |
| Total 9700 | | | | | 1,150.25 | | | | | | |
| Total 11/6/2013 | | | | | 1,150.25 | | | | | | |

11/06/2013 GL Period Summary

| GL Period | Amount |
|---|---|
| 11/13 | 1,150.25 |
| | 1,150.25 |

Grand Total: 1,905.69

Report GL Period Summary

| GL Period | Amount |
|---|---|
| 10/13 | 755.44 |
| 11/13 | 1,150.25 |
| | 1,905.69 |

| | |
|---|---|
| Vendor Number Hash: | 29100 |
| Vendor Number Hash - Split: | 358900 |
| Total Number of Invoices: | 3 |
| Total Number of Transactions: | 37 |

| TC | Terms Description | Invoice Amt | Discount Amt | Net Inv Amt |
|---|---|---|---|---|
| 0 | Open Terms | 1,905.69 | .00 | 1,905.69 |
| | | 1,905.69 | .00 | 1,905.69 |

Report Criteria:
Invoice.Vendor No = 9700

R Column: Y = Recurring Payment

When choosing a contractor for the Brownfields projects there are several things to look at in order to select the best contractor for the job. It is up to the City of Holbrook to ultimately decide which contractor to select but the criteria below should help do that. When we do select a contractor please note the criteria you used to select them (for example: most experience, good price and qualified personnel), since that information will need to be included in EPA reports.

1. **Experience:** Does the contractor have experience in (a) brownfields sites and (b) projects funded using an EPA grant. It is helpful to select contractors with past experience since they will already be familiar with the process and requirements for assessing a brownfields site using grant funding.

   $EMC^2$, TRC and JBR do not have any experience working on Brownfields in Northern, AZ.

   Ninyo and Moore has experience working with Brownfields and have completed 9 Brownfields project and have 1 under contract in Northern, AZ

   Terracon, Amec, Cardno, and eec have all completed Brownfields projects in Northern, AZ and projects funded by an EPA grant. Below is a breakdown of how many each has completed.

| **Contractor** | Brownfields Projects in Northern, AZ | Project completed using EPA Grant |
|---|---|---|
| Terracon | 1 | 1 |
| Amec | 3 | 2 |
| Cardno | 16 | 21 |
| eec | 2 | 2 |

   While Terracon does not have extensive experience with Brownfield sites in Northern Arizona they have worked with a lot of sites in the Phoenix Metropolitan area.

2. **Personnel qualifications: It makes sense** to hire one contractor to complete the work on all 16 sites. In that case we need to make sure that the contractor you select has personnel qualified to complete each of the following services: Phase I, Lead-based paint inspection and an Asbestos survey.

   TRC- does not have any Registered Geologist or Professional Engineers on staff in their Arizona offices. This is a concern if they will be completing Phase I ESAs

   The rest of the companies that submitted bids have the necessary personnel to complete the work.

3. **Cost Estimate:**

Based on the average cost estimates the Coalition has established ($3,000 for a Phase I, $2,000 for an Asbestos Survey, and $1,500 for a Lead-Based Paint survey) the cost to assess all 16 sites should be about

10 Phase Is: $30,000, 15 Asbestos Surveys: $30,000, and 15 LBP surveys: $22,500= $82,500. Since these are averages the cost per site and the total cost of the project can vary slightly above or below this number but, this estimate should help you eliminate some of the estimates that were extremely high or low.

| Contractor | Cost Estimate | Discount |
|---|---|---|
| Amec | $75,694.52 | 5% if awarded 16 properties |
| Cardno | $100,000.00 | 5% discount if awarded 6 properties |
| TRC | $92,000.00 | 5% if awarded 16 properties |
| EMC[2] | $179,280.00= high | 10% discount if awarded 10 properties |
| Eec | $65,025.00 | 2% discount if awarded 10 properties |
| Ninyo and Moore | $129,730.00= high | 12% discount if awarded 8 properties |
| JBR | $45,733.60= low | N/A |
| Terracon | $86,460.00 | 10% discount if awarded 4 properties |

**CONCLUSION:** The contractors that have brownfields experience and experience working with sites funded through EPA grants and came in with the lowest bids were EEC, Terracon and AMEC. If we choose a different contractor than one of the lower bidders we will need to provide a written justification about why we chose that contractor. The decision is based on experience and price.

The Contractor cannot be officially hired until the sites are approved through EPA. We can however pick the contractor and start writing up the contract so that is ready when we get the approval from EPA.

**Staff is recommending the contract be awarded to EEC as the lowest, most responsible bidder with qualified personnel and experience.**

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

# CITY OF HOLBROOK

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

Bid Results
Environmental for Brownfields due Sept. 23, 2013
12 p.m. Noon

Present for opening:

Cher Reyes, City Clerk
Vickie James, Administrative Services

Eight bids received:

| | |
|---|---|
| JBR | $45,722.60 |
| Ninyo & Moore | 129,730.00 |
| EEC | 65,025.00 |
| Cardno ATC | 100,000.00 |
| TRC | 92,000.00 |
| EMC2 | 179,280.00 |
| Terracon | 86,460.00 |
| AMEC E&I | 75,694.52 |

September 19, 2013

Ms. Cheri Reyes, CMC, CPM
City Clerk
City of Holbrook
PO Box 970
Holbrook, Arizona 86025

**Subject:** **Proposal for Consulting Services**
**City of Holbrook Brownfields Properties**
**Route 66 Community Wide Assessment Grant**
**AMEC Proposal No.: PV-13-09-01**

Dear Ms. Reyes,

Enclosed are AMEC Environment & Infrastructure, Inc.'s. (AMEC) three (3) copies of the requested exhibits for the City of Holbrook's Brownfields Properties.

We appreciate your consideration and look forward to serving you. If you have any questions, please contact me personally at (602) 733-6000 or matthew.valenti@amec.com.

Sincerely,

AMEC Environment & Infrastructure, Inc.

Matt Valenti
Task Manager II

Michael A. Romero
Senior Principal

# EXHIBIT A – ENVIRONMENTAL EXPERIENCE

| | Environmental Services | Check Those Provided |
|---|---|---|
| 1 | Phase I Environmental Site Assessments | X |
| 2 | Phase II Environmental Site Assessment | X |
| 3 | Property Condition Assessments | X |
| 4 | Asbestos Building Inspections | X |
| 5 | Lead-Based Paint Building Inspections | X |
| 6 | Design and Oversight of Soil Remediation | X |
| 7 | Design and Oversight of Groundwater Remediation | X |
| 8 | Asbestos Abatement Oversight | X |
| 9 | Lead-Based Paint Mitigation Oversight | X |
| 10 | Geotechnical Engineering | X |
| 11 | Construction Materials Testing | X |
| 12 | Indoor Air Quality or Mold Assessments | X |
| | Total # of Services Provided (of 12) | 12 |
| | **Experience of Personnel(*Arizona Offices Only*)** | |
| | **Professional Certifications or Registration** | **# In Arizona Offices** |
| 1 | AHERA certified asbestos inspectors | 6 |
| 2 | AHERA certified contractor supervisors | 5 |
| 3 | EPA certified lead inspectors | 0 |
| 4 | EPA certified lead risk assessors | 1 |
| 5 | Arizona Registered Geologists (RGs) | 18 |
| 6 | Arizona registered Professional Engineers (PEs) | 44 |
| 7 | Certified Industrial Hygienists | 2 |
| | | |
| | Total # of Certified or Registered Professionals | 76 |

## EXHIBIT C - COST ESTIMATE

| Property | Name | Service to Be Provided | Cost | No. of Each Sample Type Included in Bid | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | PLM | Point Count | TEM | Paint Chips | XRF Shots |
| 1 | Rainbow Bread Company | See Table 1 | $5,167.05.00 | 9 | 1 | 1 | | 25 |
| 2 | Equipment Shed (Bucket of Blood Saloon) | See Table 1 | $2,809.80.00 | 24 | 2 | 2 | | 60 |
| 3 | A&B Dusty River Antiques | See Table 1 | $2,253.30.00 | 9 | 1 | 1 | | 25 |
| 4 | Horsehead Crossing Deli & Ice Cream Parlor | See Table 1 | $2,253.30.00 | 9 | 1 | 1 | | 25 |
| 5 | Young T CO | See Table 1 | $2,809.80.00 | 24 | 2 | 2 | | 60 |
| 6 | Double D Tire Corral | See Table 1 | $2,913.75.00 | NA | NA | NA | NA | NA |
| 7 | Capital Gas | See Table 1 | $5,723.55.00 | 24 | 2 | 2 | | 60 |
| 8 | Sun West Trading Post | See Table 1 | $5,723.55.00 | 24 | 2 | 2 | | 60 |
| 9 | Tag's Power Equipment | See Table 1 | $5,167.05.00 | 9 | 1 | 1 | | 25 |
| 10 | Former Bath House | See Table 1 | $2,421.30.00 | 12 | 2 | 2 | | 25 |
| 11 | Rainbow Rock Shop, Tom Burns Cleaners | See Table 1 | $5,723.55.00 | 24 | 2 | 2 | | 60 |
| 12 | The Navajo Inn | See Table 1 | $9,029.48.00 | 150 | 15 | 15 | | 113 |
| 13 | Pow Wow Trading Post | See Table 1 | $9,029.48.00 | 150 | 15 | 15 | | 112 |
| 14 | Arizona Rancho Inn | See Table 1 | $6,124.13.00 | 150 | 15 | 15 | | 113 |
| 15 | 1939 Service Station (Tire Repair/Auto Accessories) | See Table 1 | $2,421.30.00 | 12 | 2 | 2 | | 25 |
| 16 | Abby's Petrified Wood Company, Old 66 Trading Post | See Table 1 | $6,124.13.00 | 150 | 15 | 15 | | 112 |
| TOTAL | | | $75,694.52 | 780 | 78 | 78 | N/A | 900 |
| Percentage discount, if any, to be provided if awarded work on multiple properties | | | 5% | | | | | |
| No. of properties that must be awarded to qualify for discount | | | 16 | | | | | |

Notes:

1. Address and Navajo County Assessor parcel number(s) for each property provided on Table 1.
2. Phase I Environmental Site Assessments to be performed in compliance with ASTM E 1527-05 or more recent ASTM standard for this work and EPA AAI requirements.
3. Asbestos inspections to be performed in accordance with AHERA guidelines by AHERA certified Building Inspectors.
4. LBP inspections will be conducted in in general accordance with Chapter 7 of the *1995 Housing and Urban Development (HUD) Guidelines for the Evaluation and Control of LBP Hazards in Housing* (1997 Revised) by a USEPA-accredited building inspector or risk assessor.

NA = Not Applicable

## EXHIBIT B – BROWNFIELDS EXPERIENCE

| | Criteria | Total No. of Projects That Satisfy Criteria | Project Name & Location | References (name, current phone number, current email address) |
|---|---|---|---|---|
| 1 | Number of Brownfields projects completed by your firm or its employees within the last five years using Brownfields grants from EPA or ADEQ ***in Northern Arizona*** | 3 | 1. St. Johns City Hall (09)<br>2. Show Low Public Library (09)<br>3. Winslow Clear Creek Pump Station (10) | 1. Ms. Debi Goodwin - ADEQ<br>2. 602-771-4452<br>3. dg1@azdeq.gov |
| 2 | Number of Brownfields projects completed by your firm or its employees in the last five years that have been ***located within in the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County, or Navajo County*** | 2 | 1. [illegible]<br>2. Winslow Clear Creek Pump<br>3. Station | 1. Ms. Debi Goodwin - ADEQ<br>2. 602-771-4452<br>3. dg1@azdeq.gov |
| 3 | Number of Brownfields projects completed by your firm or its employees in the last five years completed ***under contract with the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County, or Navajo County*** | 0 | 1.<br>2. N/A<br>3. | 1.<br>2. N/A<br>3. |

Notes:

1. Not less than one or more than three references should be provided for each project listed in each category. No references need be provided if no projects are listed.
2. Brownfields projects include preparation of Brownfield grant applications, Brownfields inventories, Quality Assurance Project Plans (QAPPs), Sampling and Analysis Plans (SAPs), or Phase I ESAs, Phase II ESAs, asbestos building surveys, and lead-based paint surveys for Brownfields properties.

Cardno ATC
Shaping the Future

September 20, 2013
Proposal No. 034-2013-0272

Ms. Cher Reyes, CMC, CPM
City Clerk & Zoning Administrator
City of Holbrook
465 1st Avenue
Holbrook, AZ 86025

Cardno ATC

9185 S Farmer Avenue
Suite 111
Tempe, AZ 85284

**Phone** +1 480 894 2056
Fax +1 480 355 4694
www.cardno.com

www.cardnoatc.com

**Subject: Proposal for Brownfields Services**

Dear Cher,

Thank you for the opportunity to bid on providing Brownfields Services to the City of Holbrook. As you know, Cardno ATC and Allwyn Environmental were jointly responsible for preparing the application for the Route 66 Brownfields Coalition Community-Wide Assessment Grant to the United States Environmental Protection Agency. This resulted in the award on October 1, 2012 of $700,000 for performance of Phase I and II Environmental Site Assessments (ESAs), asbestos building inspections, and lead-based paint survey for Brownfield properties along Route 66. We also were able to assist the City of Holbrook in preparation of a Brownfields site inventory of properties along Route 66 that was completed on June 21, 2013.

Cardno ATC personnel have been actively engaged in Brownfields site assessment work in Northern Arizona since 2005. This work included Brownfields site inventories, performance of Phase I and Phase II ESAs, as well as cleanup of Brownfields properties in Flagstaff. These personnel have also performed similar Brownfields work for the cities of Phoenix and Tucson and the Arizona Department of Environmental Quality.

Cardno ATC also has the capability to design, install, operate and maintain remediation systems, perform Property Condition Assessments (PCAs), and microbial investigations (water and mold intrusion studies). Since 1997 the Arizona based Building Sciences group has performed more 663 asbestos and lead-based paint related projects all of which were in Arizona and New Mexico. In addition to several Arizona registered geologists and professional engineers, we have two certified industrial hygienists (CIH) who oversee asbestos and lead-based paint projects.

Attached please find completed copies of Exhibits A – C that provide more information about our Brownfields qualifications and experience and estimated cost to perform the requested services. We anticipate that final cost estimates can be provided once it has been determined which properties are eligible for work with grant funding, access agreements are in place between the City of Holbrook and property owners, and we are better able to inspect the interior of structures.

Please contact Dave Laney at the number provided below if you have any questions or need additional information.

Sincerely,

David F. Laney, CHMM
Principal/Senior Project Manager
Cardno ATC 480-355-4633
dave.laney@cardno.com

Phillip A. Schneider, PE
Branch Manager
Cardno ATC 480-355-4658
phillip.schneider@cardno.com

# EXHIBIT A – ENVIRONMENTAL EXPERIENCE

| | Environmental Services | Check Those Provided |
|---|---|---|
| 1 | Phase I Environmental Site Assessments | ✓ |
| 2 | Phase II Environmental Site Assessment | ✓ |
| 3 | Property Condition Assessments | ✓ |
| 4 | Asbestos Building Inspections | ✓ |
| 5 | Lead-Based Paint Building Inspections | ✓ |
| 6 | Design and Oversight of Soil Remediation | ✓ |
| 7 | Design and Oversight of Groundwater Remediation | ✓ |
| 8 | Asbestos Abatement Oversight | ✓ |
| 9 | Lead-Based Paint Mitigation Oversight | ✓ |
| 10 | Geotechnical Engineering | ✓ |
| 11 | Construction Materials Testing | ✓ |
| 12 | Indoor Air Quality or Mold Assessments | ✓ |
| | Total # of Services Provided (of 12) | 12 |
| | **Experience of Personnel(*Arizona Offices Only*)** | |
| | **Professional Certifications or Registration** | **# In Arizona Offices** |
| 1 | AHERA certified asbestos building inspectors | 10 |
| 2 | AHERA certified contractor supervisors | 6 |
| 3 | EPA certified lead inspectors | 2 |
| 4 | EPA certified lead risk assessors | 3 |
| 4 | Arizona Registered Geologists (R.G.) | 4 |
| 5 | Certified Industrial Hygienists | 3 |
| 6 | Arizona registered Professional Engineers (P.E.) | 4 |
| | Total # of Certified or Registered Professionals | 32 |

# EXHIBIT B – BROWNFIELDS EXPERIENCE

| | Criteria | Total No. of Projects That Satisfy Criteria | Project Name & Location | References (name, current phone number, current email address) |
|---|---|---|---|---|
| 1 | Number of Brownfields projects completed by your firm or its employees within the last five years using Brownfields grants from EPA or ADEQ ***in Northern Arizona*** | 16 | 1. Route 66 Creosote Pit 116 W Phoenix Avenue, Flagstaff, AZ<br>2.<br>3. | 1. Karl Eberhard, City of Flagstaff 928-213-2969<br>2.<br>3. |
| 2 | Number of Brownfields projects completed by your firm or its employees in the last five years that have been ***located within in the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County, or Navajo County*** | 21 | 1. City of Flagstaff Maintenance Yard<br>2.<br>3. | 1. Scott Donovan, City of Flagstaff Environmental Project Manager 928-213-3605<br>2.<br>3. |
| 3 | Number of Brownfields projects completed by your firm or its employees in the last five years that ***under contract with the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County, or Navajo County*** | 21 | 1.Route 66 Brownfields Inventory, Holbrook, AZ<br>2.<br>3. | 1. Cher Reyes, City of Holbrook 928-524-6225<br>2.<br>3. |

Notes:

1. Not less than one or more than three references should be provided for each project listed in each category. No references need be provided if no projects are listed.
2. Brownfields projects include preparation of Brownfield grant applications, Brownfields inventories, Quality Assurance Project Plans (QAPPs), Sampling and Analysis Plans (SAPs), or Phase I ESAs, Phase II ESAs, asbestos building surveys, and lead-based paint surveys for Brownfields properties.

## EXHIBIT C - COST ESTIMATE

| Property | Name | Service to Be Provided | Cost | No. of Each Sample Type Included in Bid | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | PLM | Point Count | TEM | Paint Chips | XRF Shots |
| 1 | Rainbow Bread Company | Phase I ESA, ACM & LBP survey | $5,500 | 60 | 6 | 6 | 20 | 150 |
| 2 | Equipment Shed (Bucket of Blood Saloon) | ACM & LBP survey | $3,000 | 120 | 12 | 12 | 40 | 300 |
| 3 | A&B Dusty River Antiques | ACM & LBP survey | $3,000 | 60 | 6 | 6 | 20 | 150 |
| 4 | Horsehead Crossing Deli & Ice Cream Parlor | ACM & LBP survey | $3,000 | 60 | 6 | | 20 | 150 |
| 5 | Young T CO | ACM & LBP survey | $6,000 | 120 | 12 | 12 | 40 | 300 |
| 6 | Double D Tire Corral | Phase I ESA | $3,000 | NA | NA | NA | NA | NA |
| 7 | Capital Gas | Phase I ESA, ACM & LBP survey | $6,000 | 120 | 12 | 12 | 40 | 300 |
| 8 | Sun West Trading Post | Phase I ESA, ACM & LBP survey | $5,500 | 120 | 12 | 12 | 40 | 300 |
| 9 | Tag's Power Equipment | Phase I ESA, ACM & LBP survey | $5,500 | 60 | 6 | 6 | 20 | 150 |
| 10 | Former Bath House | ACM & LBP survey | $3,000 | 60 | 6 | 6 | 20 | 150 |
| 11 | Rainbow Rock Shop, Tom Burns Cleaners | Phase I ESA, ACM & LBP survey | $6,000 | 120 | 12 | 12 | 40 | 300 |
| 12 | The Navajo Inn | Phase I ESA, ACM & LBP survey | $8,000 | 600 | 60 | 60 | 60 | 450 |
| 13 | Pow Wow Trading Post | Phase I ESA, ACM & LBP survey | $10,000 | 600 | 60 | 60 | 60 | 450 |
| 14 | Arizona Rancho Inn | Phase I ESA, ACM & LBP survey | $17,000 | 600 | 60 | 60 | 60 | 450 |
| 15 | 1939 Service Station (Tire Repair/Auto Accessories) | Phase I ESA, ACM & LBP survey | $5,500 | 60 | 6 | 60 | 20 | 150 |
| 16 | Abby's Petrified Wood Company, Old 66 Trading | ACM & LBP survey | $10,000 | 600 | 60 | 60 | 60 | 450 |
| **TOTAL** | | | $100,000 | 3360 | 336 | 336 | 560 | 4200 |
| Percentage discount, if any, to be provided if awarded work on multiple properties | | | 5 | | | | | |
| No. of properties that must be awarded to qualify for discount | | | 6 | | | | | |

Notes:

1. Address and Navajo County Assessor parcel number(s) for each property provided on Table 1.
2. Phase I Environmental Site Assessments to be performed in compliance with ASTM E 1527-05 or more recent ASTM standard for this work and EPA AAI requirements.
3. Asbestos inspections to be performed in accordance with AHERA guidelines by AHERA certified Building Inspectors.
4. LBP inspections will be conducted in in general accordance with Chapter 7 of the *1995 Housing and Urban Development (HUD) Guidelines for the Evaluation and Control of LBP Hazards in Housing* (1997 Revised) by a USEPA-accredited building inspector or risk assessor.

NA = Not Applicable

TRC Environmental Corporation
7600 N. 16th Street, Suite 110
Phoenix, AZ 85020
Brownfield Pricing
City of Holbrook

| EXHIBIT C- COST ESTIMATE | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Property | Name | Service to Be Provided | Cost | No. of Each Sample Type Included in Bid | | | | |
| | | | | PLM | Point Count | TEM | Paint Chips | XRF Shots |
| 1 | Rainbow Bread Company | See Table 1 | $ 5,450.00 | 20 | 2 | Included in Pt. Count | 20 | 30 |
| 2 | Equipment Shed (Bucket of Blood Saloon) | See Table 1 | $ 3,720.00 | 40 | 4 | Included in Pt. Count | 40 | 60 |
| 3 | A&B Dusty River Antiques | See Table 1 | $ 3,250.00 | 20 | 2 | Included in Pt. Count | 20 | 30 |
| 4 | Horsehead Crossing Deli & Ice Cream Parlor | See Table 1 | $ 3,250.00 | 20 | 2 | Included in Pt. Count | 20 | 30 |
| 5 | Young T CO | See Table 1 | $ 3,720.00 | 40 | 4 | Included in Pt. Count | 40 | 60 |
| 6 | Double D Tire Corral | See Table 1 | $ 3,495.00 | NA | NA | NA | NA | NA |
| 7 | Capitol Gas | See Table 1 | $ 6,195.00 | 40 | 4 | Included in Pt. Count | 40 | 60 |
| 8 | Sun West Trading Post | See Table 1 | $ 6,195.00 | 40 | 4 | Included in Pt. Count | 40 | 60 |
| 9 | Tag's Power Equipment | See Table 1 | $ 5,450.00 | 20 | 2 | Included in Pt. Count | 20 | 30 |
| 10 | Former Bath House | See Table 1 | $ 3,250.00 | 20 | 2 | Included in Pt. Count | 20 | 30 |
| 11 | Rainbow Rock Shop, Tom Burns Cleaners | See Table 1 | $ 6,195.00 | 40 | 4 | Included in Pt. Count | 40 | 60 |
| 12 | The Navajo Inn | See Table 1 | $ 10,995.00 | 200 | 20 | Included in Pt. Count | 60 | 90 |
| 13 | Pow Wow Trading Post | See Table 1 | $ 10,995.00 | 200 | 20 | Included in Pt. Count | 60 | 90 |
| 14 | Arizona Rancho Inn | See Table 1 | $ 8,295.00 | 200 | 20 | Included in Pt. Count | 60 | 90 |
| 15 | 1939 Service Station (Tire Repair/Auto Accessories) | See Table 1 | $ 3,250.00 | 20 | 2 | Included in Pt. Count | 20 | 30 |
| 16 | Abby's Petrified Wood Company, Old 66 Trading Post | See Table 1 | $ 8,295.00 | 200 | 20 | Included in Pt. Count | 60 | 90 |
| TOTAL | | | $ 92,000.00 | 1120 | 112 | | 560 | 840 |
| Percentage discount, if any, to be provided if awarded work on multiple properties | | | 5% | | | | | |
| No. of properties that must be awarded to qualify for discount | | | 16 | | | | | |

Notes:

. Address and Navajo County Assessor parcel number(s) for each property provided on Table 1.

. Phase I Environmental Site Assessments to be performed in compliance with ASTM E 1527-05 or more recent ASTM standard or this work and EPA AAI requirements.

. Asbestos inspections to be performed in accordance with AHERA guidelines by AHERA certified Building Inspectors.

. LBP inspections will be conducted in in general accordance with Chapter 7 of the *1995 Housing and Urban Development (HUD) Guidelines for the Evaluation and Control of LBP Hazards in Housing* (1997 Revised) by an EPA accredited building inspector or risk

NA = Not Applicable

TRC Point of Contact: Mr. Josh Lewis
Western Region BSI Practice Leader
Phone 602-266-8288
Fax 602-266-9355
E-Mail: jlewis@trcsolutions.com

TRC Environmental Corporation
7600 N. 16th Street, Suite 110
Phoenix, AZ 85020
Exhibit B - Brownfield Experience
City of Holbrook

| EXHIBIT B- BROWNFIELDS EXPERIENCE | | | | |
|---|---|---|---|---|
| | **Criteria** | **Total No. of Projects That Satisfy Criteria** | **Project Name & Location** | **References (name, current phone number, current email address)** |
| 1 | Number of Brownfields projects completed by your firm or its employees within the last five years using Brownfields grant from EPA or ADEQ ***in Northern Arizona*** | None | 1.<br>2.<br>3. | 1.<br>2.<br>3. |
| 2 | Number of Brownfields projects completed by your firm or its employees in the last five years that have been ***located within in the City of Flagstaff, City to Winslow, City of Holbrook, Coconino, County or Navajo County*** | None | 1.<br>2.<br>3. | 1.<br>2.<br>3. |
| 3 | Number of Brownfields projects completed by your firm or its employees in the last five years completed ***under contract with the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County or Novato County*** | None | 1.<br>2.<br>3. | 1.<br>2.<br>3. |

1. Not less than one or more than three references should be provided for each project listed in each category. No references need be provided if no projects are listed.
2. Brownfields projects include preparation of Brownfield grant applications, Brownfields inventories, Quality Assurance Project Plans (QAPPs), Sampling and Analysis Plans (SAPs), or Phase I ESAs, Phase II ESAs, asbestos building surveys, and lead-based paint surveys for Brownfields properties.

TRC point of Contract: Mr. Josh Lewis
Western Region BSI Practice Leader
Phone 602-266-8288
Fax 602-266-9355
E-Mail: jlewis@trcsolutions.com

TRC Environmental Corporation
7600 N. 16th Street, Suite 110
Phoenix, AZ 85020
Exhibit A - Brownfields Experience
City of Holbrook

| EXHIBIT A- ENVIRONMENTAL EXPERIENCE | | |
|---|---|---|
| Environmental. Services | | Check Those Provided |
| 1 | Phase I Environmental Site Assessments | X |
| 2 | Phase II Environmental Site Assessment | X |
| 3 | Property Condition Assessments | X |
| 4 | Asbestos Building Inspections | X |
| 5 | Lead-Based Paint Building Inspections | X |
| 6 | Design and Oversight of Soil Remediation | X |
| 7 | Design and Oversight of Groundwater Remediation | X |
| 8 | Asbestos Abatement Oversight | X |
| 9 | Lead-Based Paint Mitigation Oversight | X |
| 10 | Geotechnical Engineering | X |
| 11 | Construction Materials Testing | |
| 12 | Indoor Air Quality or Mold Assessments | X |
| | Total #of Services Provided (of 12) | 11 |
| Experience of Personnel(Arizona *Office s* Only :) | | |
| Professional Certifications or Registration | | # In Arizona Offices |
| 1 | AHERA certified asbestos inspectors | 3 |
| 2 | AHERA certified contractor supervisors | 2 |
| 3 | EPA certified lead inspectors | 2 |
| 4 | EPA certified lead risk assessors | 2 |
| 5 | Arizona Registered Geologists (RGs) | 0 |
| 6 | Arizona registered Professional Engineers (PEs) | 0 |
| 7 | Certified Industrial Hygienists | 0 |
| | | |
| | Total# of Certified or Registered Professionals | 3 |

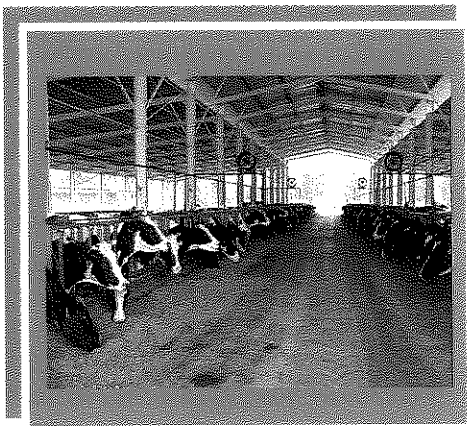
TRC Point of Contact: Mr. Josh Lewis
Western Region BSI Practice Leader
Phone 602-266-8288
Fax 602-266-9355
E-Mail: jlewis@trcsolutions.com

## Voit Companies

Mr. Jim Camp
(949) 644-8648

## San Bernardino, California

- ✓ **Phase I Site Assessment**
- ✓ **Soil Gas Survey for Methane Gas**
- ✓ **Designed Vapor Barrier System**
- ✓ **Compliance and construction Oversight**

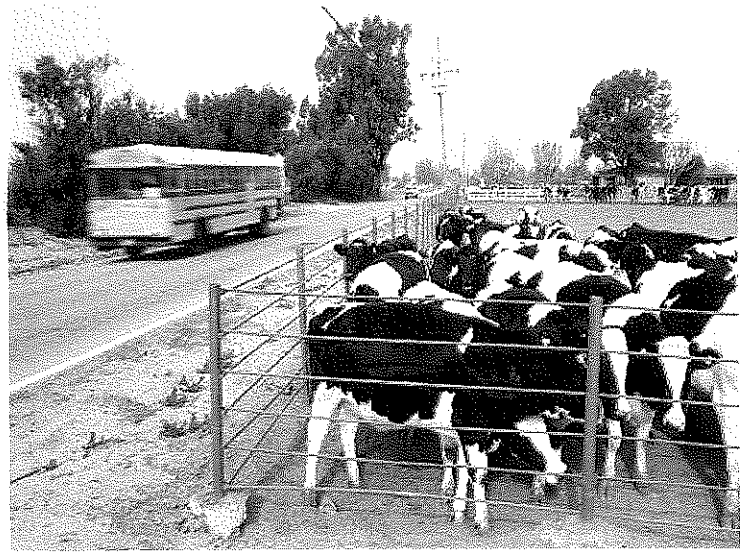


## Waterman Business Park

TRC completed a phase I environmental site assessment of the former dairy facility. At the time of the assessment the dairy cows had been transferred off of the property, but the dairy buildings, animal pens, and manure stockpiles were still present at the site. TRC reviewed public environmental documents, permits, and agency correspondence related to the property. In addition, TRC reviewed previous environmental investigations of the site. The document was used as part of the property purchase by Voit Development Company for redevelopment of the site into a business park.

Following the purchase of the property, TRC assisted Voit Development Company by conducting a soil gas survey of the property for methane gas. The dairy buildings and other structures were demolished and the site was rough graded. Then building locations for the Waterman Business Park development were surveyed and staked on the property. TRC collected subsurface methane gas samples from approximately 80 locations on the property in the vicinity of the future building locations. The samples were collected at multiple depths, in both native and fill soils.

The methane gas data was used to develop a design for methane vapor barriers to be installed below the foundation slabs of the buildings. As part of the building construction activities, TRC field engineers inspected the installation of the methane barriers for compliance with the design.

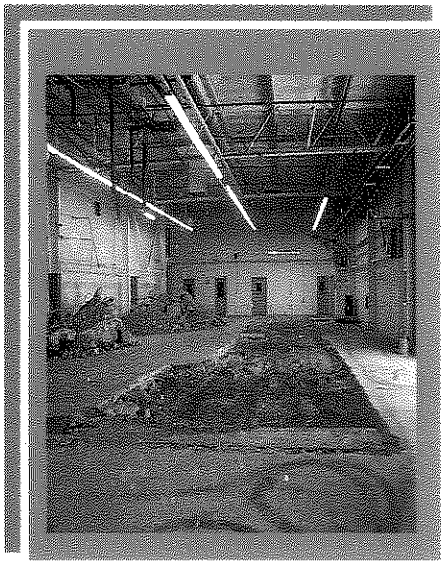


## Volt Development/
Anaheim Redevelopment Agency

Mr. Art Smith
(949) 644-8648
Ms. Clare Fletcher
(714) 765-4330

**Anaheim, California**

- ✓ **Phase I Site Assessment**
- ✓ **Phase II Site Assessment**
- ✓ **Risk Assessment**
- ✓ **Brownfield, Plant Closure and Redevelopment**
- ✓ **Compliance and construction oversite**



### KwikSet Facility Closure 2001 to 2006

TRC was the environmental consultant for the purchaser of a former plating facility composed of 27 acres with approximately 400,000 square feet of manufacturing buildings. The goal of the assessment and remediation is to prepare the site so that it may be used for future residential housing. This redevelopment project required detailed interaction between the local redevelopment agency, the former owner of the property, the current owner of the property, and the future housing developer. This facility began operation in the 1940s and contained over 10 plating lines using metals such as chrome, nickel, copper, arsenic, and lead; and numerous chemicals including solvents (PCE, TCE, etc.) and cyanide. Dry wells, numerous sumps, and a wastewater treatment plant were also located at the facility. The site had an operating ground water remediation system for ten years and a vapor extraction system. Regulatory oversight at the site has been provided by the RWQCB, the DTSC, the OCHCA, and the City of Anaheim. TRC was contracted to: 1) perform a Phase 1 Environmental Site Assessment; 2) perform Phase 2 assessment activities including geophysical underground storage tank and pipeline locating methods, drilling, geoprobe, vapor probe installation, and sewer line video surveys; 3) perform/prepare a risk assessment, remedial feasibility study, and remedial action plan; and 4) prepare an insured liability transfer package which would indemnify the past, current and future owners from the environmental issues at the property. Assessment began in 2001, with remediation beginning in 2004. Over 200,000 cubic yards of soils was excavated and removed from the site.

TRC

EMC²
9830 SOUTH 51st STREET, STE. B-109 / PHOENIX, ARIZONA 85044
T: (480) 940-5294 / F: (480) 893-1726 / E-mail: Howard@EMC-AZ.com

**Client(s):** City of Holbrook
465 First Avenue, PO Box 970, Holbrook, Arizona 86025

**Attention:** Cher Reyes, City Clerk
Telephone: 928.524.6225; E-Mail: cher@ci.holbrook.az.us

**Subject:** **Environmental - Brownfield Services**

A. **Firm Qualifications**

1. **Company History and Background**. EMC² was established to complete and continue the environmental consulting services that the 1990 established company, Environmental Management Consultants (EMC) gave origin to.

2. **Services.** For most of our clientele, the services rendered are identical - client consultation, inspections (lead, PCB, asbestos, indoor air quality, mold), remediation design & specification, remediation oversight & air monitoring, etc.

3. **Similar Project Types.** Based on our services offered, our long-term client base, and our employee knowledge, *your project is similar to the majority of our projects we have completed every year for 23 years.* The projects have ranged from 1 day to 240 days and from 1 room, 1 building to 500+ individual buildings, and up to 9,000 samples in a single project.

4. **Clients / References Summary**. The majority of our clients are continuing-contract clients in which EMC² has completed several projects over several years. The following will list clientele along with the years they have been a client (##).

   Government Agencies: AZ Departments of ____ (22): Transportation, Administration, Emergency & Military Affairs, Corrections, Juvenile Corrections, Health, Economic Security.

   Cities: Phoenix, AZ (8), Scottsdale, AZ (15), City of Sante Fe, NM (7).

   School Districts: Scottsdale Unified School District (22), Washington Elementary School District (22), Arizona State Schools for the Deaf and the Blind (21), Durango Unified School District (9), Kayenta Schools (4), Laveen Schools (8), Payson Schools (6).

   Tribal Nations: Salt River Pima Maricopa Indian Community (12), Colorado River Indian Tribes (16), Ak Chin (9), Hopi (6), Fort Apache (11), Gila River (4), and the Navajo Nation (5).

## Consultant Qualifications
(Continued)

A. **Firm Qualifications** (Continued)

5. **Similar Projects - Partial List:** Completed Inspections - Asbestos, Lead based paint, Mold (partial), Remediation Specifications, Oversight, EPA Testing - Ambient, Clearance, Phase I, II, & III;

* Arizona Department of Administration - 52 Buildings, 6000+ samples
  Arizona State approved consultant since 1992
* Salt River Pima Maricopa Indian Community: Since 2001; 4000+ samples
* Colorado River Indian Tribes: 175 Homes; 5000+ samples
* Scottsdale Unified School District - 25 Campuses,500+ Buildings
  Prime environmental consultant since 1991; 25,000+ samples
* Washington Elementary School District - 30+ Campuses, 600+ Buildings
  Prime environmental consultant since 1992; 15,000+ samples
* Durango School District - 9 Campuses,40+ Buildings, 6,000+ samples
* The Navajo Nation - 114 Residences, 4000+ samples
* Kayenta School District - 5 Campuses, 42 Buildings, 2200 samples
* Department of Corrections, Rincon Facility - 18 Buildings, 2800 samples

B. **Partial Clientele List** - Reference contact information can be provided at request.

01. Salt River Pima Maricopa Indian Community, Scottsdale, Arizona 85256
02. Scottsdale Unified School District, Scottsdale, Arizona 85258
03. Arizona State Schools for the Deaf & the Blind, Phoenix & Tucson, Arizona
04. Arizona Department of Transportation, Phoenix, Arizona 85007-3212
05. Arizona Department of Administration, Phoenix, Arizona (15+ Project Managers)
06. Arizona Department of Health, Phoenix, Arizona 85007
07. Arizona Department of Corrections, Phoenix, Arizona 85007
08. Ak-Chin Indian Community, Maricopa, Arizona 85239
09. Colorado River Residential Management Corporation, Parker, Arizona 85344
10. Pinnacle One, an Arcadis Company, Tempe, Arizona 85284
11. Washington Elementary School District, Phoenix, Arizona 85021
12. Kayenta Unified School District No. 27, Kayenta, Arizona 86033
13. Sanders Unified School District No. 18, Sanders, Arizona 86512
14. Payson Unified School District No. 10, Payson, Arizona 85547
15. Town of Parker, Parker, Arizona 85344
16. Arizona State University, Tempe, Arizona 85284

**Additional Information.** 90% of the projects we complete annually are from clients we have serviced for over 20 years, another 5% are from 15+ year clients, and the remaining 5% are new clients. Our history proves we have the experience and knowledge to complete this project.

# EXHIBIT A – ENVIRONMENTAL EXPERIENCE

| | Environmental Services | Check Those Provided |
|---|---|---|
| 1 | Phase I Environmental Site Assessments | X |
| 2 | Phase II Environmental Site Assessment | X |
| 3 | Property Condition Assessments | X |
| 4 | Asbestos Building Inspections | X |
| 5 | Lead-Based Paint Building Inspections | X |
| 6 | Design and Oversight of Soil Remediation | X |
| 7 | Design and Oversight of Groundwater Remediation | X |
| 8 | Asbestos Abatement Oversight | X |
| 9 | Lead-Based Paint Mitigation Oversight | X |
| 10 | Geotechnical Engineering | X |
| 11 | Construction Materials Testing | X |
| 12 | Indoor Air Quality or Mold Assessments | X |
| | Total # of Services Provided (of 12) | 12 |
| | **Experience of Personnel(*Arizona Offices Only*)** | |
| | **Professional Certifications or Registration** | **# In Arizona Offices** |
| 1 | AHERA certified asbestos inspectors | 7 |
| 2 | AHERA certified contractor supervisors | 7 |
| 3 | EPA certified lead inspectors | 3 |
| 4 | EPA certified lead risk assessors | 3 |
| 5 | Arizona Registered Geologists (RGs) | 1-Joint Ventures |
| 6 | Arizona registered Professional Engineers (PEs) | 1 |
| 7 | Certified Industrial Hygienists | 1 |
| | | |
| | Total # of Certified or Registered Professionals | 8 Certified/2 R.P. |

# EXHIBIT B – BROWNFIELDS EXPERIENCE

| | Criteria | Total No. of Projects That Satisfy Criteria | Project Name & Location | References (name, current phone number, current email address) |
|---|---|---|---|---|
| 1 | Number of Brownfields projects completed by your firm or its employees within the last five years using Brownfields grants from EPA or ADEQ ***in Northern Arizona*** | -0- | 1.<br>2.<br>3. | 1.<br>2.<br>3. |
| 2 | Number of Brownfields projects completed by your firm or its employees in the last five years that have been ***located within in the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County, or Navajo County*** | -0- | 1.<br>2.<br>3. | 1.<br>2.<br>3. |
| 3 | Number of Brownfields projects completed by your firm or its employees in the last five years completed ***under contract with the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County, or Navajo County*** | -0- | 1.<br>2.<br>3. | 1.<br>2.<br>3. |

Notes:

1. Not less than one or more than three references should be provided for each project listed in each category. No references need be provided if no projects are listed.
2. Brownfields projects include preparation of Brownfield grant applications, Brownfields inventories, Quality Assurance Project Plans (QAPPs), Sampling and Analysis Plans (SAPs), or Phase I ESAs, Phase II ESAs, asbestos building surveys, and lead-based paint surveys for Brownfields properties.

## EXHIBIT C - COST ESTIMATE

| Property | Name | Service to Be Provided | Cost | No. of Each Sample Type Included in Bid | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | PLM | Point Count | TEM | Paint Chips | XRF Shots |
| 1 | Rainbow Bread Company | See Table 1 | $ 7665.00 | 75 | 8 | 8 | 0 | 150 |
| 2 | Equipment Shed (Bucket of Blood Saloon) | See Table 1 | $ 6450.00 | 150 | 15 | 15 | 0 | 300 |
| 3 | A&B Dusty River Antiques | See Table 1 | $ 3655.00 | 75 | 8 | 8 | 0 | 150 |
| 4 | Horsehead Crossing Deli & Ice Cream Parlor | See Table 1 | $ 3655.00 | 75 | 8 | 8 | 0 | 150 |
| 5 | Young T CO | See Table 1 | $ 6450.00 | 150 | 15 | 15 | 0 | 300 |
| 6 | Double D Tire Corral | See Table 1 | $ 4000.00 | NA | NA | NA | NA | NA |
| 7 | Capital Gas | See Table 1 | $ 10450.00 | 150 | 15 | 15 | 0 | 300 |
| 8 | Sun West Trading Post | See Table 1 | $ 10450.00 | 150 | 15 | 15 | 0 | 300 |
| 9 | Tag's Power Equipment | See Table 1 | $ 7655.00 | 75 | 8 | 8 | 0 | 150 |
| 10 | Former Bath House | See Table 1 | $ 3655.00 | 75 | 8 | 8 | 0 | 150 |
| 11 | Rainbow Rock Shop, Tom Burns Cleaners | See Table 1 | $ 10450.00 | 150 | 15 | 15 | 0 | 300 |
| 12 | The Navajo Inn | See Table 1 | $ 27275.00 | 700 | 70 | 70 | 0 | 450 |
| 13 | Pow Wow Trading Post | See Table 1 | $ 27275.00 | 700 | 70 | 70 | 0 | 450 |
| 14 | Arizona Rancho Inn | See Table 1 | $ 23275.00 | 700 | 70 | 70 | 0 | 450 |
| 15 | 1939 Service Station (Tire Repair/Auto Accessories) | See Table 1 | $ 3655.00 | 75 | 8 | 8 | 0 | 150 |
| 16 | Abby's Petrified Wood Company, Old 66 Trading Post | See Table 1 | $ 23275.00 | 700 | 70 | 70 | 0 | 450 |
| TOTAL | | | 179,280.00 | 4000 | 403 | 403 | 0 | 4200 |
| Percentage discount, if any, to be provided if awarded work on multiple properties | | | 10% | | | | | |
| No. of properties that must be awarded to qualify for discount | | | 10 | | | | | |

Notes:

1. Address and Navajo County Assessor parcel number(s) for each property provided on Table 1.
2. Phase I Environmental Site Assessments to be performed in compliance with ASTM E 1527-05 or more recent ASTM standard for this work and EPA AAI requirements.
3. Asbestos inspections to be performed in accordance with AHERA guidelines by AHERA certified Building Inspectors.
4. LBP inspections will be conducted in in general accordance with Chapter 7 of the *1995 Housing and Urban Development (HUD) Guidelines for the Evaluation and Control of LBP Hazards In Housing* (1997 Revised) by a USEPA-accredited building inspector or risk assessor.

NA = Not Applicable

Engineering and Environmental Consultants, Inc.

7740 N. 16th Street, Suite 135 | Phoenix, Arizona 85020 | Tel 602.248.7702 | Fax 602.248.7851

City of Holbrook
Atten: Ms. Cher Reyes, City Clerk
465 1st Avenue
Holbrook, Arizona 86025

September 19, 2013

**Re: Cost Estimate to Assist the City of Holbrook with Sixteen Brownfields Properties**
**EEC Proposal No. 0913-08**

Dear Ms. Reyes and Selection Committee:

Engineering and Environmental Consultants, Inc. (EEC) is pleased to present this cost estimate to the City of Holbrook (City) with the investigation of sixteen Brownfields properties. EEC has extensive experience in conducting investigations related to Brownfields properties and has completed similar work for the Arizona Department of Environmental Quality (ADEQ) and the City of South Tucson. Most recently, we have completed a Phase I and II Environmental Site Assessment on behalf of ADEQ at the former Northern Wood Treaters located in Winslow, Arizona. We are confident our experience and knowledge in this area will greatly assist the City with investigation of the sixteen properties identified on the Request for Bids.

Thank you for this opportunity to submit this cost estimate. If you require any changes or have any questions, please call me at (602) 248-7702, ext. 7319.

Sincerely,
**Engineering and Environmental Consultants, Inc.**

John P. Burton
Project Manager

James D. Lemon, P.E.
Vice President/Phoenix Branch Manger

Enclosures: Exhibit A – Environmental Experience
Exhibit B – Brownfields Experience
Exhibit C – Cost Estimate

# EXHIBIT A – ENVIRONMENTAL EXPERIENCE

| | Environmental Services | Check Those Provided |
|---|---|---|
| 1 | Phase I Environmental Site Assessments | ✓ |
| 2 | Phase II Environmental Site Assessment | ✓ |
| 3 | Property Condition Assessments | ✓ |
| 4 | Asbestos Building Inspections | ✓ |
| 5 | Lead-Based Paint Building Inspections | ✓ |
| 6 | Design and Oversight of Soil Remediation | ✓ |
| 7 | Design and Oversight of Groundwater Remediation | ✓ |
| 8 | Asbestos Abatement Oversight | ✓ |
| 9 | Lead-Based Paint Mitigation Oversight | ✓ |
| 10 | Geotechnical Engineering | ✓ |
| 11 | Construction Materials Testing | ✓ |
| 12 | Indoor Air Quality or Mold Assessments | ✓ |
| | Total # of Services Provided (of 12) | 12 |
| | **Experience of Personnel(*Arizona Offices Only*)** | |
| | **Professional Certifications or Registration** | **# In Arizona Offices** |
| 1 | AHERA certified asbestos inspectors | 3 |
| 2 | AHERA certified contractor supervisors | 1 |
| 3 | EPA certified lead inspectors | 1 |
| 4 | EPA certified lead risk assessors | 1 |
| 5 | Arizona Registered Geologists (RGs) | 1 |
| 6 | Arizona registered Professional Engineers (PEs) | 6 |
| 7 | Certified Industrial Hygienists | 0 |
| | | |
| | Total # of Certified or Registered Professionals | 13 |

# EXHIBIT B – BROWNFIELDS EXPERIENCE

| | Criteria | Total No. of Projects That Satisfy Criteria | Project Name & Location | References (name, current phone number, current email address) |
|---|---|---|---|---|
| 1 | Number of Brownfields projects completed by your firm or its employees within the last five years using Brownfields grants from EPA or ADEQ ***in Northern Arizona*** | 2 | 1. Phase I ESA – Northern AZ Wood Treaters; Winslow, AZ<br>2. Phase II ESA – Northern AZ Wood<br>3. Treaters; Winslow, AZ | 1. Debi Goodwin, ADEQ 602-771-4453 dg1@azdeq.gov<br>2.<br>3. |
| 2 | Number of Brownfields projects completed by your firm or its employees in the last five years that have been ***located within in the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County, or Navajo County*** | 2 | 1. Phase I ESA – Northern AZ Wood Treaters; Winslow, AZ<br>2. Phase II ESA – Northern AZ Wood<br>3. Treaters; Winslow, AZ | 1. Debi Goodwin, ADEQ 602-771-4453 dg1@azdeq.gov<br>2.<br>3. |
| 3 | Number of Brownfields projects completed by your firm or its employees in the last five years completed ***under contract with the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County, or Navajo County*** | 0 | 1.<br>2.<br>3. | 1.<br>2.<br>3. |

Notes:

1. Not less than one or more than three references should be provided for each project listed in each category. No references need be provided if no projects are listed.
2. Brownfields projects include preparation of Brownfield grant applications, Brownfields inventories, Quality Assurance Project Plans (QAPPs), Sampling and Analysis Plans (SAPs), or Phase I ESAs, Phase II ESAs, asbestos building surveys, and lead-based paint surveys for Brownfields properties.

## EXHIBIT C - COST ESTIMATE

| Property | Name | Service to Be Provided | Cost | No. of Each Sample Type Included in Bid | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | PLM | Point Count | TEM | Paint Chips | XRF Shots |
| 1 | Rainbow Bread Company | See Table 1 | $ 3,150 .00 | 9 | 1 | 1 | 3 | 0 |
| 2 | Equipment Shed (Bucket of Blood Saloon) | See Table 1 | $ 3,425 .00 | 24 | 2 | 2 | 8 | 0 |
| 3 | A&B Dusty River Antiques | See Table 1 | $ 3,150 .00 | 9 | 1 | 1 | 3 | 0 |
| 4 | Horsehead Crossing Deli & Ice Cream Parlor | See Table 1 | $ 3,150 .00 | 9 | 1 | 1 | 3 | 0 |
| 5 | Young T CO | See Table 1 | $3,425 .00 | 24 | 2 | 2 | 8 | |
| 6 | Double D Tire Corral | See Table 1 | $2,800 .00 | NA | NA | NA | NA | NA |
| 7 | Capital Gas | See Table 1 | $ 3,425 .00 | 24 | 2 | 2 | 8 | 0 |
| 8 | Sun West Trading Post | See Table 1 | $ 3,425 .00 | 24 | 2 | 2 | 8 | 0 |
| 9 | Tag's Power Equipment | See Table 1 | $3,150 .00 | 9 | 1 | 1 | 3 | 0 |
| 10 | Former Bath House | See Table 1 | $3,150 .00 | 9 | 1 | 1 | 3 | 0 |
| 11 | Rainbow Rock Shop, Tom Burns Cleaners | See Table 1 | $3,425 .00 | 24 | 2 | 2 | 8 | 0 |
| 12 | The Navajo Inn | See Table 1 | $ 6,550 .00 | 150 | 15 | 15 | 15 | 0 |
| 13 | Pow Wow Trading Post | See Table 1 | $ 6,550 .00 | 150 | 15 | 15 | 15 | 0 |
| 14 | Arizona Rancho Inn | See Table 1 | $ 6,550 .00 | 150 | 15 | 15 | 15 | 0 |
| 15 | 1939 Service Station (Tire Repair/Auto Accessories) | See Table 1 | $3,150 .00 | 9 | 1 | 1 | 3 | 0 |
| 16 | Abby's Petrified Wood Company, Old 66 Trading Post | See Table 1 | $6,550 .00 | 150 | 15 | 15 | 15 | 0 |
| **TOTAL** | | | **$65,025** | 774 | 76 | 76 | 118 | 0 |
| Percentage discount, if any, to be provided if awarded work on multiple properties | | | 2% | | | | | |
| No. of properties that must be awarded to qualify for discount | | | 10 | | | | | |

Notes:

1. Address and Navajo County Assessor parcel number(s) for each property provided on Table 1.
2. Phase I Environmental Site Assessments to be performed in compliance with ASTM E 1527-05 or more recent ASTM standard for this work and EPA AAI requirements.
3. Asbestos inspections to be performed in accordance with AHERA guidelines by AHERA certified Building Inspectors.
4. LBP inspections will be conducted in in general accordance with Chapter 7 of the *1995 Housing and Urban Development (HUD) Guidelines for the Evaluation and Control of LBP Hazards in Housing* (1997 Revised) by a USEPA-accredited building inspector or risk assessor.

NA = Not Applicable

September 20, 2013
Proposal No. P-95377

City of Holbrook
Holbrook City Council
465 1st Avenue
Holbrook, Arizona 86025

Subject: Request for Bid
Environmental Brownfields Services

Dear Selection Team Members:

Ninyo & Moore, a minority-owned business, is pleased to submit this bid to provide Environmental Consulting Services to the City of Holbrook to assist with the Route 66 Community-wide Assessment Grant funded by the United States Environmental Protection Agency (USEPA) Brownfield Program. We understand that the City is seeking a highly-qualified consultant to provide Environmental Services on the sites identified in Table 1 of the Request for Bid, dated September 12, 2013. It is our intent to be selected by the City of Holbrook to provide environmental consulting services on the Brownfields properties presented in the Request for Bid.

Ninyo & Moore is a California Corporation with Arizona offices located in Phoenix, Tucson, and Prescott Valley. Exhibits A and B, attached hereto, detail Ninyo & Moore's experience relevant to the requested Brownfield Services. Ninyo & Moore is a multidisciplinary consulting firm that provides high-quality environmental consulting services to its clients in both the public and private sectors. For over 25 years, Ninyo & Moore has earned a reputation for providing responsive, high-quality, and technically defensible environmental consulting services throughout our firm. Ninyo & Moore has a staff of over 400 professionals and support personnel and possess the expertise to help the City maximize its use of its EPA Brownfield Grant as well as other types of grants/funds by drawing on the experience of our staff throughout EPA Region 9 who have worked with a wide variety of grantees.

Ninyo & Moore's client base is primarily public sector (comprising approximately 75 percent of our client base), and consists of city, county and state agencies. This is the strongest commonality existing within our client pool, and, because of our work within this sector, we have developed many strong relationships with our public sector clients. Regarding Brownfields-related projects, Ninyo & Moore has worked with multiple municipalities located throughout California, Nevada and Arizona.

The services anticipated vary by each site as referenced in Table 1. Requested services include Phase I Environmental Site Assessments (ESA) and surveys for asbestos containing materials (ACM) and lead-based paint (LBP). Table 1 identifies the anticipated services for each site. Ninyo & Moore has the ability to cost-efficiently help ensure the City's compliance with applicable regulatory standards, minimize environmental liabilities, and resolve environmental challenges in the best interest of the City. Ninyo & Moore has a proven track record in responsiveness and the timely completion of environmental consulting services for its client's projects.

**PHASE I ESA SERVICES**

Ninyo & Moore's Phase I ESAs are consistent with the latest American Society for Testing and Materials (ASTM) 2013 Standard (Designation Number E1527-13). Furthermore, our scope of services is consistent with United States Environmental Protection Agency (USEPA) Standards and Practices for All Appropriate Inquiries (AAI) Rule. The objective of the Phase I ESA process is to evaluate whether past or current activities have resulted in "recognized

environmental conditions," as defined in ASTM E 1527-13. The following scope of services is part of Ninyo & Moore's Phase I ESAs:

- Physical Review of Site Facilities and Practices
- Assessment of Past and Present Usage of the Site and Surrounding Area
- Evaluation of Site Characteristics
- Adjacent Property Evaluation
- Interviews with Persons Knowledgeable of the Site and Surrounding Area
- Review of Standard Environmental Record Sources

**ASBESTOS SERVICES**

Ninyo & Moore's Asbestos Surveys are performed in general accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1986, 40 CFR Part 763, Subpart E, and all of our inspectors are AHERA Certified Building Inspectors. ASTM Standard Practice for Comprehensive Asbestos Surveys (Designation Number E2356-10) may also be utilized and is generally more applicable to the scope of services needed to fulfill the requirements of the Brownfield Grant. Ninyo & Moore is ready to assist the City with either Standard for identifying the presence of ACMs within the subject structures. Materials considered suspect to contain asbestos fibers are those building materials that are other than wood, glass, or steel. As a standard practice, Ninyo and Moore's Asbestos Surveys assess a structure for all observable suspect ACMs. Depending on direction from the client and the overall intended usage of the data generated the materials subject to sampling will vary. Once a suspect ACM is designated for sampling, it is our standard procedure to collect a minimum of three (3) samples per surfacing material and thermal system insulation (TSI). Miscellaneous materials will be sampled sufficiently to determine the presence of asbestos fibers and will include a minimum of two (2) samples per suspect material.

**LEAD PAINT SERVICES**

Ninyo & Moore's LBP Surveys are performed by both direct staff and subcontracted service providers. Each Lead inspection is performed in general accordance with Chapter 7 of the 1995 Housing and Urban Development (HUD) Guidelines for the Evaluation and Control of LBP Hazards in Housing. Lead inspectors will be a USEPA accredited building inspector or risk assessor. Depending on the structure, the LBP Survey will commence via paint-chip sample collection or usage of portable x-ray Fluorescence (XRF) analyzer and the samples collected with be compliant with the quantities stated in Table 1.

As our client, you can be assured that Ninyo & Moore will work closely with your project and administrative staff to ensure we are fully responsive to your needs. It is our goal to exceed the quality, schedule and reporting expectations of the City of Holbrook.

Respectfully submitted,
**NINYO & MOORE**

Timothy J. Miller, C.R.S.
Senior Environmental Scientist

C. Lee Morris, RG
Principal Geologist

# EXHIBIT A – ENVIRONMENTAL EXPERIENCE

| | Environmental Services | Check Those Provided |
|---|---|---|
| 1 | Phase I Environmental Site Assessments | X |
| 2 | Phase II Environmental Site Assessment | X |
| 3 | Property Condition Assessments | |
| 4 | Asbestos Building Inspections | X |
| 5 | Lead-Based Paint Building Inspections | X |
| 6 | Design and Oversight of Soil Remediation | X |
| 7 | Design and Oversight of Groundwater Remediation | X |
| 8 | Asbestos Abatement Oversight | X |
| 9 | Lead-Based Paint Mitigation Oversight | X |
| 10 | Geotechnical Engineering | X |
| 11 | Construction Materials Testing | X |
| 12 | Indoor Air Quality or Mold Assessments | X |
| | Total # of Services Provided (of 12) | 11 |
| | **Experience of Personnel(*Arizona Offices Only*)** | |
| | **Professional Certifications or Registration** | **# In Arizona Offices** |
| 1 | AHERA certified asbestos inspectors | 4 |
| 2 | AHERA certified contractor supervisors | 1 |
| 3 | EPA certified lead inspectors | 1 |
| 4 | EPA certified lead risk assessors | 1 |
| 5 | Arizona Registered Geologists (RGs) | 7 |
| 6 | Arizona registered Professional Engineers (PEs) | 9 |
| 7 | Certified Industrial Hygienists | 0 |
| | | |
| | Total # of Certified or Registered Professionals | 23 |

## EXHIBIT B – BROWNFIELDS EXPERIENCE

| | Criteria | Total No. of Projects That Satisfy Criteria | Project Name & Location | References (name, current phone number, current email address) |
|---|---|---|---|---|
| 1 | Number of Brownfields projects completed by your firm or its employees within the last five years using Brownfields grants from EPA or ADEQ ***in Northern Arizona*** | None | 1.<br>2.<br>3. | 1.<br>2.<br>3. |
| 2 | Number of Brownfields projects completed by your firm or its employees in the last five years that have been ***located within in the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County, or Navajo County*** | 9 | 1. Flagstaff Mall, Flagstaff, AZ<br>2. Northern Arizona University, Flagstaff, AZ<br>3. Leroux, Little & Big Lithodendron Bridges, Holbrook, AZ | 1. Mr. Aladdin Ghafari<br>Aladdin.Ghafari@Macerich.com<br>310/397-6000<br>2. Mr. Paul Davila<br>paul.davila@nau.edu<br>928/523-0652<br>3. Ms. Laura Nordon<br>lnordan@lsdaz.com<br>480/967-1343 |
| 3 | Number of Brownfields projects completed by your firm or its employees in the last five years completed ***under contract with the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County, or Navajo County*** | 1 | 1. Northern Arizona University, Flagstaff, AZ<br>2.<br>3. | 1. Mr. Paul Davila -<br>paul.davila@nau.edu<br>928/523-0652<br>2.<br>3. |

Notes:

1. Not less than one or more than three references should be provided for each project listed in each category. No references need be provided if no projects are listed.
2. Brownfields projects include preparation of Brownfield grant applications, Brownfields inventories, Quality Assurance Project Plans (QAPPs), Sampling and Analysis Plans (SAPs), or Phase I ESAs, Phase II ESAs, asbestos building surveys, and lead-based paint surveys for Brownfields properties.

## EXHIBIT C - COST ESTIMATE

| Property | Name | Service to Be Provided | Cost | No. of Each Sample Type Included in Bid | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | PLM | Point Count | TEM | Paint Chips | XRF Shots |
| 1 | Rainbow Bread Company | See Table 1 | $ 5,025 .00 | 47 | 5 | 1 | 20 | 150 |
| 2 | Equipment Shed (Bucket of Blood Saloon) | See Table 1 | $ 5,510.00 | 94 | 9 | 1 | 40 | 300 |
| 3 | A&B Dusty River Antiques | See Table 1 | $ 3,050.00 | 47 | 5 | 1 | 20 | 150 |
| 4 | Horsehead Crossing Deli & Ice Cream Parlor | See Table 1 | $ 3,050.00 | 47 | 5 | 1 | 20 | 150 |
| 5 | Young T CO | See Table 1 | $ 5,510.00 | 94 | 9 | 1 | 40 | 300 |
| 6 | Double D Tire Corral | See Table 1 | $ 1,975.00 | NA | NA | NA | NA | NA |
| 7 | Capital Gas | See Table 1 | $ 7,485.00 | 94 | 9 | 1 | 40 | 300 |
| 8 | Sun West Trading Post | See Table 1 | $ 7,485.00 | 94 | 9 | 1 | 40 | 300 |
| 9 | Tag's Power Equipment | See Table 1 | $ 5,025 .00 | 47 | 5 | 1 | 20 | 150 |
| 10 | Former Bath House | See Table 1 | $ 3,050.00 | 47 | 5 | 1 | 20 | 150 |
| 11 | Rainbow Rock Shop, Tom Burns Cleaners | See Table 1 | $ 7,485.00 | 94 | 9 | 1 | 40 | 300 |
| 12 | The Navajo Inn | See Table 1 | $ 18,995.00 | 467 | 47 | 5 | 60 | 450 |
| 13 | Pow Wow Trading Post | See Table 1 | $ 18,995.00 | 467 | 47 | 5 | 60 | 450 |
| 14 | Arizona Rancho Inn | See Table 1 | $ 17,020.00 | 467 | 47 | 5 | 60 | 450 |
| 15 | 1939 Service Station (Tire Repair/Auto Accessories) | See Table 1 | $ 3,050.00 | 47 | 5 | 1 | 20 | 150 |
| 16 | Abby's Petrified Wood Company, Old 66 Trading Post | See Table 1 | $ 17,020.00 | 467 | 47 | 5 | 60 | 450 |
| **TOTAL** | | | **$ 129,730.00** | **2620** | **263** | **31** | **560** | **4200** |
| Percentage discount, if any, to be provided if awarded work on multiple properties | | | **6% / 12%** | | | | | |
| No. of properties that must be awarded to qualify for discount | | | **4 of 8 / 8 of 8** | | | | | |

Notes:

1. Address and Navajo County Assessor parcel number(s) for each property provided on Table 1.
2. Phase I Environmental Site Assessments to be performed in compliance with ASTM E 1527-05 or more recent ASTM standard for this work and EPA AAI requirements.
3. Asbestos inspections to be performed in accordance with AHERA guidelines by AHERA certified Building Inspectors.
4. LBP inspections will be conducted in in general accordance with Chapter 7 of the *1995 Housing and Urban Development (HUD) Guidelines for the Evaluation and Control of LBP Hazards in Housing* (1997 Revised) by a USEPA-accredited building inspector or risk assessor.

NA = Not Applicable

creating solutions for today's environment

JBR Environmental Consultants, Inc.
1553 W. Elna Rae, Ste. 101
Tempe, Arizona 85281
[p] 480.829.0457
[f] 480.829.8985
www.jbrenv.com

September 19, 2013

Ms. Cher Reyes, CMC, CPM
City of Holbrook
465 First Avenue
Holbrook, Arizona 86025

**Re: Proposal and Cost Estimate for Conducting Environmental Services for 16 Brownfields Properties located in the City of Holbrook**

Dear Ms. Reyes,

JBR Environmental Consultants, Inc. (JBR) has prepared this scope of work and cost estimate to conduct environmental services for 16 Brownfields Properties located in the City of Holbrook. JBR understands that City of Holbrook requires 8 Phase I Environmental Site Assessments (ESAs) and 15 Asbestos Containing Material (ACM) and Lead-Based Paint (LBP) surveys, as outlined in City of Holbrooks' request for bid, dated September 12, 2013, and its addendum #1, dated September 18, 2013. Enclosed are Exhibit A - Environmental Experience, Exhibit B - Brownfields Experience, and Exhibit C - Cost Estimate.

The purpose of the Phase I ESAs will be to identify "recognized environmental conditions" of the subject properties by evaluating the potential for past releases of hazardous substance(s) on or near the sites and consequent environmental impairment that may have resulted. The Phase I ESAs will be conducted in accordance with the American Society of Testing and Materials (ASTM) Standard Practice E 1527-05, which fulfills the standards and practices for All Appropriate Inquiries (AAI) as defined in 40 Code of Federal Regulations (CFR) Part 312. ASTM E1527-13, which is currently undergoing review by the US EPA, would not need to be implemented until 2014. The ACM and LBP surveys will be conducted in accordance with industry standards. The Phase I ESAs will consist of the following tasks: a site background review, a review of available historical information for the site and surrounding area, a site reconnaissance, and preparation of reports summarizing the findings and conclusions of the ESAs. The ACM and lead-based paint surveys will involve the collection of samples from representative building materials at the designated sites.

## PROPOSED PROJECT TEAM

JBR's proposed team for this project has extensive experience conducting Phase I ESAs, and ACM and LBP surveys, in accordance with industry standards. Mr. Martin Minter, RG (JBR) will be the City of Holbrook's primary point of contact and will manage the Phase I ESAs, and Mr. Robert Hutzel, CIH, CSP (Hutzel & Associates, Inc. [Hutzel]) will manage the ACM and LBP surveys.

## SCOPE OF WORK

### Task 1 – Site Background Review

JBR will review and compile information available for the properties. Information will be collected from the required standard sources including:

- Historical aerial photographs.
- Historical Sanborn fire insurance maps (if available).
- Historical city directories.
- U.S. Environmental Protection Agency and Arizona state regulatory files.
- Interviews with the owner, or the owner's representative, who is familiar with the history of the site.

JBR will contract with Environmental Data Resources, Inc. (EDR), a nation-wide corporation that provides review of state and federal environmental regulatory files, and provides historical directories and Sanborn fire insurance maps. However, the City of Holbrook is expected to provide JBR a copy of the land title deed records for each of the sites.

### Task 2 – Site Reconnaissance

JBR will conduct a visual reconnaissance to observe the current condition of the subject site and adjacent properties and identify areas that may represent a "recognized environmental condition." The current site condition will be documented with photographs and a detailed site plan. During this site reconnaissance visit, Hutzel will conduct a visual inspection of the structures to identify materials suspected of containing ACM and LBP.

**Task 3 – ACM and LBP Surveys**
Hutzel will utilize Asbestos Hazard Emergency Response Act (AHERA) accredited asbestos building inspectors to sample for ACM, in accordance with AHERA inspection and survey standards. 780 samples will be collected by Hutzel and analyzed for asbestos content by Polarized Light Microscopy (PLM) via US EPA Method 600/R-93/116. Ten percent of the samples will be submitted for confirmatory analysis via 400-point count, and an additional ten percent will be submitted for confirmatory analysis via Transmission Electron Microscopy (TEM). Hutzel will utilize an EPA-certified LBP inspector to collect 120 paint chips at the site and submit them to an Arizona Department of Health Services licensed analytical laboratory for analysis for Toxicity Characteristic Leaching Potential (TCLP) for lead via US EPA Method 1311/6010.

**Task 4 – Report Preparation**
JBR will prepare reports for the sites summarizing the findings of the Phase I ESAs and/or the ACM and LBP surveys. The Phase I ESA reports will be prepared in accordance with the requirements of ASTM Standard Practice E 1527-05, which fulfills the standards and practices for AAI as defined in 40 CFR Part 312, and the results for the ACM and LBP surveys will be presented in accordance with industry standards. The report will include a discussion of the information obtained from Tasks 1 through 3 above, including the following:

- A figure showing the subject site location; historical and current use of the site;
- A summary of the site reconnaissance observations;
- A summary of the results for the supplemental sampling for ACM and LBP; and
- An evaluation of potential impacts, if any, associated with previous activities on the site or adjacent properties.

**SITE INFORMATION AND ACCESS**

The cost estimate and timely completion of this Phase I ESA is dependent upon the City of Holbrook providing the following:

- A copy of the land title deed records for each of the sites;
- Site contacts that are capable of completing the Phase I ESA questionnaire forms and providing JBR's team with access to the sites. Preferably the site contacts are the owners or authorized owner representatives, and
- Access to all of the subject properties.

**BUDGET AND SCHEDULE**
The cost breakdown to conduct the Phase I ESAs and ACM and LBP surveys is provided in Exhibit C.

JBR will conduct the Phase I ESAs and ACM and LBP surveys and submit a report on or within 90 calendar days after receiving authorization to proceed. This schedule is based upon the City of Holbrook providing JBR's team with access and the site information identified about within two days of authorization to proceed. JBR bills for time and materials and charges for work that is not part of the proposed scope of work are not included in the budget estimate. The estimated cost and proposed scope of work are based on information available to JBR at the time this proposal was prepared. If conditions change, unforeseen circumstances are encountered, or work efforts are redirected, the cost estimate may require modification. This proposal is valid for 60 days.

Please indicate your approval of the proposal by issuing an authorization to proceed for the work scope.

Thank you for the opportunity to submit this proposal. Please call me at 480-829-0457 if you have questions.

Sincerely,

Martin J. Minter

Martin J. Minter, PG, RG, CRS, CEM
Environmental Project Manager
JBR Environmental Consultants, Inc.

Enclosures: Exhibit A - Environmental Experience
Exhibit B - Brownfields Experience
Exhibit C - Cost Estimate

# EXHIBIT A – ENVIRONMENTAL EXPERIENCE

| | Environmental Services | Check Those Provided |
|---|---|---|
| 1 | Phase I Environmental Site Assessments | X (JBR) |
| 2 | Phase II Environmental Site Assessment | X (JBR) |
| 3 | Property Condition Assessments | |
| 4 | Asbestos Building Inspections | X (Hutzel) |
| 5 | Lead-Based Paint Building Inspections | X (Hutzel) |
| 6 | Design and Oversight of Soil Remediation | X (JBR) |
| 7 | Design and Oversight of Groundwater Remediation | X (JBR) |
| 8 | Asbestos Abatement Oversight | X (Hutzel) |
| 9 | Lead-Based Paint Mitigation Oversight | X (Hutzel) |
| 10 | Geotechnical Engineering | |
| 11 | Construction Materials Testing | |
| 12 | Indoor Air Quality or Mold Assessments | X (Hutzel) |
| | Total # of Services Provided (of 12) | 9 |
| **Experience of Personnel(*Arizona Offices Only*)** | | |
| | **Professional Certifications or Registration** | **# In Arizona Offices** |
| 1 | AHERA certified asbestos inspectors | 4 (Hutzel) |
| 2 | AHERA certified contractor supervisors | 3 (Hutzel) |
| 3 | EPA certified lead inspectors | 1 (Hutzel) |
| 4 | EPA certified lead risk assessors | 1 (Hutzel) |
| 5 | Arizona Registered Geologists (RGs) | 1 (JBR) |
| 6 | Arizona registered Professional Engineers (PEs) | 3 (JBR) |
| 7 | Certified Industrial Hygienists | 1 (Hutzel) |
| 8 | Arizona Certified Remediation Specialists (CRSs) | 1 (JBR) |
| | Total # of Certified or Registered Professionals | 15 |

# EXHIBIT B – BROWNFIELDS EXPERIENCE

| | Criteria | Total No. of Projects That Satisfy Criteria | Project Name & Location | References (name, current phone number, current email address) |
|---|---|---|---|---|
| 1 | Number of Brownfields projects completed by your firm or its employees within the last five years using Brownfields grants from EPA or ADEQ ***in Northern Arizona*** | (none) | 1. -- <br>2. <br>3. | 1. -- <br>2. <br>3. |
| 2 | Number of Brownfields projects completed by your firm or its employees in the last five years that have been ***located within in the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County, or Navajo County*** | (none) | 1. -- <br>2. <br>3. | 1. -- <br>2. <br>3. |
| 3 | Number of Brownfields projects completed by your firm or its employees in the last five years completed ***under contract with the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County, or Navajo County*** | (none) | 1. -- <br>2. <br>3. | 1. -- <br>2. <br>3. |

Notes:

1. Not less than one or more than three references should be provided for each project listed in each category. No references need be provided if no projects are listed.
2. Brownfields projects include preparation of Brownfield grant applications, Brownfields inventories, Quality Assurance Project Plans (QAPPs), Sampling and Analysis Plans (SAPs), or Phase I ESAs, Phase II ESAs, asbestos building surveys, and lead-based paint surveys for Brownfields properties.

# EXHIBIT C - COST ESTIMATE

| Property | Name | Service to Be Provided | Cost | No. of Each Sample Type Included in Bid | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | PLM | 400-Point Count (Approximately 10% of PLM) | TEM (Approximately 10% of PLM) | Paint Chips (Approximate Number / Property) | XRF Shots |
| 1 | Rainbow Bread Company | See Table 1 | $ 2,999.05 | 10 | 1 | 1 | 3.3 | NA |
| 2 | Equipment Shed (Bucket of Blood Saloon) | See Table 1 | $ 1,079.40 | 24 | 2 | 2 | 8 | NA |
| 3 | A&B Dusty River Antiques | See Table 1 | $ 799.05 | 10 | 1 | 1 | 3.3 | NA |
| 4 | Horsehead Crossing Deli & Ice Cream Parlor | See Table 1 | $ 906.15 | 10 | 1 | 1 | 3.3 | NA |
| 5 | Young T CO | See Table 1 | $ 1,186.50 | 24 | 2 | 2 | 8 | NA |
| 6 | Double D Tire Corral | See Table 1 | $ 2,200.00 | NA | NA | NA | NA | NA |
| 7 | Capital Gas | See Table 1 | $ 3,386.50 | 24 | 2 | 2 | 8 | NA |
| 8 | Sun West Trading Post | See Table 1 | $ 3,386.50 | 24 | 2 | 2 | 8 | NA |
| 9 | Tag's Power Equipment | See Table 1 | $ 2,999.05 | 10 | 1 | 1 | 3.3 | NA |
| 10 | Former Bath House | See Table 1 | $ 799.05 | 10 | 1 | 1 | 3.3 | NA |
| 11 | Rainbow Rock Shop, Tom Burns Cleaners | See Table 1 | $ 3,386.50 | 24 | 2 | 2 | 8 | NA |
| 12 | The Navajo Inn | See Table 1 | $ 6,610.00 | 150 | 15 | 15 | 15 | NA |
| 13 | Pow Wow Trading Post | See Table 1 | $ 6,502.90 | 150 | 15 | 15 | 15 | NA |
| 14 | Arizona Rancho Inn | See Table 1 | $ 4,380.00 | 150 | 15 | 15 | 15 | NA |
| 15 | 1939 Service Station (Tire Repair/Auto Accessories) | See Table 1 | $ 799.05 | 10 | 1 | 1 | 3.3 | NA |
| 16 | Abby's Petrified Wood Company, Old 66 Trading Post | See Table 1 | $ 4,302.90 | 150 | 15 | 15 | 15 | NA |
| **TOTAL** | | | **$ 45,722.60** | **780** | **78** | **78** | **120** | **NA** |
| Percentage discount, if any, to be provided if awarded work on multiple properties | | | | | | | | |
| No. of properties that must be awarded to qualify for discount | | | | | | | | |

Notes:

1. Address and Navajo County Assessor parcel number(s) for each property provided on Table 1.
2. Phase I Environmental Site Assessments to be performed in compliance with ASTM E 1527-05 or more recent ASTM standard for this work and EPA AAI requirements.
3. Asbestos inspections to be performed in accordance with AHERA guidelines by AHERA certified Building Inspectors.
4. LBP inspections will be conducted in in general accordance with Chapter 7 of the *1995 Housing and Urban Development (HUD) Guidelines for the Evaluation* and Control LBP Hazards in Housing (1997 Revised) by a USEPA-accredited building inspector or risk assessor.

NA = Not Applicable

September 23, 2013

Terracon

City of Holbrook
ENVIRONMENTAL
Attn: Cher Reyes, City Clerk
465 First Avenue
Holbrook, Arizona 86025

RE: Statement of Qualifications and Cost Estimate for Brownfields Services: Phase I ESA / Asbestos and Lead Paint Surveys,Terracon Proposal No. P65130578

Dear Ms. Reyes:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this **Statement of Qualifications and Cost Estimate** to the City of Holbrook to conduct Brownfields Services including Phase I Environmental Site Assessments (ESAs) and asbestos and lead paint surveys. Terracon has a highly qualified project team committed to meeting quality and schedule expectations. Based on the information submitted herein, we believe that the City will benefit from the reputation, experience, and commitment of Terracon on these projects.

## WHY TERRACON?

Terracon understands that Brownfields redevelopment is about much more than contaminants and environmental regulation, it is about economic redevelopment that brings a quality of life benefit to the community. The Terracon Team understands that the City of Holbrook desires a multi-disciplined national firm to provide professional engineering and environmental services for the City. Terracon brings to the City of Holbrook Brownfields program more than just extensive Brownfields environmental experience. We hold foremost and always in our minds that Brownfields restoration is about economic redevelopment and community improvement. Terracon is well versed in communicating with diverse stakeholder groups. Our services on previous projects have included attending or being involved with public meetings, school activities, formal/casual presentations, fact sheets, websites, electronic planning portfolios, GIS mapping and other activities. Terracon will tailor these services to the City of Holbrook community.

The Terracon record speaks for itself. In the 12 years of the Brownfields Phoenix Awards program, **Terracon projects included more award winners than any other single consultant, of any size**.

- One People's Choice National Phoenix Award
- One Grand Prize 1st Runner-up National Phoenix Award (awarded only at ties)
- Six Regional Phoenix Awards

Regardless of your project size, we deliver the same award-winning services. Our Phoenix Award projects range from one of the largest metropolitan areas in the United States to the smallest city to have ever won a national Grand Prize award in open competition. Terracon has been a partner for success on hundreds of private sector and municipal Brownfields restoration projects. With more than 135 federal Brownfield cooperative agreement (grant) projects, we are experts in both the regular federal Brownfields programs and funding under the American Reinvestment and Recovery Act (ARRA). We have a history of stability and a strong Arizona presence. Terracon is an employee-owned, national firm established in 1965 with more than 3,000 employees in 140 offices throughout 40 states. Since bringing service to Arizona in 1993, our firm has never been sold or acquired, or merged with other entities. The firm's success is evidenced by a current ranking of 38 in Engineering News-Record's 2013 listing of the Top 500 Design Firms. Terracon operates two full-service offices in Arizona, in Tempe and Tucson. Within these offices, we have over 60 full-time professional, technical and support staff members which include more than 10 Professional Registrants.

## Understanding Experience and Approach

Terracon is very familiar with Brownfields Assessments and special considerations and requirements of Brownfields related projects. Terracon conducts a variety of environmental assessments ranging from ASTM Phase I ESAs to extensive subsurface soil and groundwater investigations, as well as asbestos and lead-based paint (LBP) survey and abatement projects, property condition assessments, geotechnical engineering, construction materials testing, and industrial hygiene services. Our ability to provide the full range of assessment and investigation services is enhanced by our complete field service capability, as well as our diverse staff of professionals. Since 2010, Terracon has performed more than 22,000 Phase I ESA projects with revenues of more than $65M. As listed in the 2013 ENR, Terracon is the #1 ranked Asbestos and Lead Abatement Firm in the nation. Since 2010, Terracon has performed services on more than 15,000 ACM/LBP projects, with revenues of more than $50M.

### Phase I Environmental Site Assessments

The purpose of an ESA is to identify recognized environmental conditions (RECs) that may impact the property. The Phase I ESA for these projects will be completed to meet the requirements set forth in American Society of Testing and Materials (ASTM) E 1527-05 and the standards described in 40 CFR Part 312, Standards and Practices for All Appropriate Inquiries. Terracon has extensive experience conducting ESAs for both developed and undeveloped land.

### Asbestos and Lead-Based Paint Surveys

Depending upon the age and use of the properties, we understand that sampling for asbestos and LBP may be included for these projects. Terracon provides a full range of asbestos and LBP consulting services, from the initial building survey to abatement project design, project oversight and monitoring, and operations and maintenance (O&M) plans. The asbestos surveys follow the guidelines established under the U.S. Environmental Protection Agency's (USEPA) Asbestos Hazard Emergency Response Act (AHERA) program, and as required by USEPA regulation 40 CFR Part 61, National Emissions Standards for Hazardous Air Pollutants (NESHAP). All Terracon inspectors are licensed and certified as required by federal and state regulations. Terracon's Risk Assessors and Inspectors perform LBP risk assessments and inspections in accordance with state, the USEPA and/or the U.S. Department of Housing and Urban Development regulations. LBP building inspections are performed utilizing an X-ray fluorescence analyzer (XRF) and/or paint-chip samples for laboratory analysis to confirm the presence of LBP. Samples will be submitted to an accredited asbestos and lead paint laboratory such as Fiberquant Analytical Services or EMLab P&K.

## Team and Project Experience

Terracon has a highly qualified and experienced Team of 17 Environmental staff in Arizona with more than 185 years of combined experience. Our personnel experience is summarized in Exhibit A. Below is a brief list of similar representative project experience the Arizona Terracon Team has successfully completed.

| City of Flagstaff - Brownfields | |
|---|---|
| **2012**<br><br>**Contract Fees: $7,575** | Terracon performed environmental services at the "Tourist Home" property for the City of Flagstaff in 2012 as part of a Brownfields Assessment of properties in downtown Flagstaff. Services included a Phase I Environmental Site Assessment, Asbestos Sampling, and Lead-Based Paint Sampling. The site included four contiguous parcels of land developed with several structures and outbuildings, portions of which were developed as early as 1892. **Terracon Key Personnel:** Eric Lyding, Environmental Professional; Dave Matson, CHMM, Environmental Department Manager and Environmental Professional |

| | |
|---|---|
| **Arizona Department of Transportation / Logan Simpson Design Inc.** | |
| **2011 – Present**<br><br>**Contract Fees: $140,000** | Terracon has been contracted to provide environmental consulting services for over 30 ADOT projects throughout Arizona which have included Preliminary Initial Site Assessments, Phase I and II ESAs, and Asbestos/LBP surveys for various transportation corridors, bridges, and residential and developed parcels. **Terracon Key Personnel:** Betsy Miller, Environmental Professional and Phase I/II Project Manager; Dave Matson, CHMM, Environmental Department Manager and Environmental Professional; Joshua Kannenberg, R.G, Project Geologist. |
| **City of Tucson – Community Wide Brownfields Assessment Program** | |
| **2012 - Present**<br><br>**Contract Fees: $131,853** | Terracon has conducted a variety of services through the on-call contract for the City of Tucson Environmental Services Department. Services included subsurface site characterization encompassing concrete coring with soil sampling, hand auger soil sampling, drilling and grab sampling from a variety of matrices. Encountered contamination was characterized through vertical auger boring and soil sampling. Various asbestos pre-demolition surveys, renovation asbestos surveys, renovation lead-based paint surveys and radon screening have been performed. Terracon conducted oversight of the excavation of petroleum-impacted soils. Terracon has conducted multiple Phase I ESAs; many with multiple parcels. Terracon has completed vapor intrusion screening in conjunction with the Phase I ESAs. Environmental Assessments have been performed for projects including proposed low-income housing and the restoration of an historic downtown building. Various asbestos pre-demolition surveys, renovation asbestos surveys and renovation lead-based paint surveys have been performed. The project scope occasionally includes sampling and analysis plan (SAP) development with EPA approval. Projects include: 22nd Street Corridor Improvements, Three Home Demolition, Pre-Demolition Survey, Theresa Lee Health Center, Marist College (historic structure), Struble Parcel, 3rd Avenue and 9th Street, Roses and More Demolition and 1st and Grant **Terracon Key Personnel:** Heather Shoemaker, Environmental Professional and Brent Borchers, P.E |
| **City of Phoenix – On-Call Contracts** | |
| **2007 - Present**<br><br>**Contract Fees: $1M** | The City of Phoenix Public Works Department has contracted with Terracon to complete Phase I ESAs, as well as Asbestos/LBP services at several hundred properties throughout the city under On-Call Environmental Service Contracts. Terracon has completed more than 200 Phase I, Phase II ESAs and more than 450 asbestos/LBP projects for the City of Phoenix. **Terracon Key Personnel:** Betsy Miller, Environmental Professional and Phase I/II Project Manager; Rod Pawloski, ACM/LBP Project Manager; Dave Matson, CHMM, Environmental Department Manager and Environmental Professional; Joshua Kannenberg, R.G, Project Geologist, Office Manager. |

## Closure

Terracon is responsive, resourceful and reliable. We have a large staff with significant experience on these types of projects. We are confident that Terracon will provide the City with a high level of service and look forward to working with you and your staff. Should you have any questions regarding Terracon's Statement of Qualifications or Cost Estimate, please contact us at (480) 897-8200. Thank you for your time and consideration.

Sincerely,
**Terracon Consultants, Inc.**

Betsy Ryan Miller
Project Manager
Attachments: Exhibits A, B and C

David M. Matson, CHMM
Environmental Department Manager

## EXHIBIT A – TERRACON ENVIRONMENTAL EXPERIENCE

| | Environmental Services | Check Those Provided |
|---|---|---|
| 1 | Phase I Environmental Site Assessments | X |
| 2 | Phase II Environmental Site Assessments | X |
| 3 | Property Condition Assessments | X |
| 4 | Asbestos Building Inspections | X |
| 5 | Lead Based Paint Building Inspections | X |
| 6 | Design and Oversight of Soil Remediation | X |
| 7 | Design and Oversight of Groundwater Remediation | X |
| 8 | Asbestos Abatement Oversight | X |
| 9 | Lead Based Paint Mitigation Oversight | X |
| 10 | Geotechnical Engineering | X |
| 11 | Construction Materials Testings | X |
| 12 | Indoor Air Quality or Mold Assessments | X |
| | **Total # of Services Provided (of 12)** | **12** |

| **Experience of Personnel (Arizona Offices Only)** | | |
|---|---|---|
| | **Professional Certifications or Registration** | **# In Arizona Offices** |
| 1 | AHERA Certified Asbestos Inspectors | 15 |
| 2 | AHERA Certified Contractor Supervisors | 9 |
| 3 | EPA Certified Lead Inspectors | 8 |
| 4 | EPA Certified Lead Risk Assessors | 5 |
| 5 | Arizona Registered Geologists (RGs) | 2 |
| 6 | Arizona Registered Professional Engineers (PEs) | 7 |
| 7 | Certified Industrial Hygienists | 1 |
| | **Total # of Certified or Registered Professionals** | **47** |

## EXHIBIT B – TERRACON BROWNFIELDS EXPERIENCE

| | Criteria | Total No. of Projects That Satisfy Criteria | Project Name & Location | References (name, current phone number, current email address) |
|---|---|---|---|---|
| **1** | Number of Brownfields projects completed by your firm or its employees within the last five years using Brownfields grants from EPA or ADEQ **in Northern Arizona** | 1 | 1.Tourist Home, Flagstaff, AZ | 1.Scott Donovan (928)213-2146 sdonovan@flagstaffaz.gov |
| **2** | Number of Brownfields projects completed by your firm or its employees in the last five years that have been **located within the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County, or Navajo County** | 1 | 1.Tourist Home, Flagstaff, AZ | 1.Scott Donovan (928)213-2146 sdonovan@flagstaffaz.gov |
| **3** | Number of Brownfields projects completed by your firm or its employees in the last five years completed under **contract with the City of Flagstaff, City of Winslow, City of Holbrook, Coconino County, or Navajo County** | 1 | 1.Tourist Home, Flagstaff, AZ | 1.Scott Donovan (928)213-2146 sdonovan@flagstaffaz.gov |

Terracon

## EXHIBIT C – TERRACON COST ESTIMATE

| Property | Name | Service to be Provided | Cost | No. of Each Sample Type Included in Bid | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | PLM | Point Count | TEM | Paint Chips | XRF Shots |
| 1 | Rainbow Bread Company | PhI/ACM/LBP | **$ 6,370** | 74 | 8 | 4 | 4 | 150 |
| 2 | Equipment Shed (Bucket of Blood Saloon) | ACM/LBP | **$ 3,700** | 141 | 15 | 6 | 6 | 300 |
| 3 | A&B Dusty River Antiques | ACM/LBP | **$ 3,100** | 74 | 8 | 4 | 4 | 150 |
| 4 | Horsehead Crossing Deli & Ice Cream Parlor | ACM/LBP | **$ 3,100** | 74 | 8 | 4 | 4 | 150 |
| 5 | Young T CO | ACM/LBP | **$ 3,700** | 141 | 15 | 6 | 6 | 300 |
| 6 | Double D Tire Corral | PhI | **$ 3,270** | N/A | N/A | N/A | N/A | N/A |
| 7 | Capital Gas | PhI/ACM/LBP | **$ 6,970** | 141 | 15 | 6 | 6 | 300 |
| 8 | Sun West Trading Post | PhI/ACM/LBP | **$ 6,970** | 141 | 15 | 6 | 6 | 300 |
| 9 | Tag's Power Equipment | PhI/ACM/LBP | **$ 6,370** | 74 | 8 | 4 | 4 | 150 |
| 10 | Former Bath House | ACM/LBP | **$ 3,100** | 74 | 8 | 4 | 4 | 150 |
| 11 | Rainbow Rock Shop, Tom Burns Cleaners | PhI/ACM/LBP | **$ 6,970** | 141 | 15 | 6 | 6 | 300 |
| 12 | The Navajo Inn | PhI/ACM/LBP | **$ 9,070** | 366 | 20 | 8 | 12 | 450 |
| 13 | Pow Wow Trading Post | PhI/ACM/LBP | **$ 9,070** | 366 | 20 | 8 | 12 | 450 |
| 14 | Arizona Rancho Inn | ACM/LBP | **$ 3,100** | 74 | 8 | 4 | 4 | 150 |
| 15 | 1939 Service Station (tire Repair/Auto Accessories | ACM/LBP | **$ 5,800** | 366 | 20 | 8 | 12 | 450 |
| 16 | Abby's Petrified Wood Company, Old 66 Trading Post | ACM/LBP | **$ 5,800** | 366 | 20 | 8 | 12 | 450 |
| **Total** | | | **$86,460** | **2,613** | **203** | **86** | **102** | **4,200** |
| Percentage discount, if any, to be provided if awarded work on multiple properties | | | **10%** | | | | | |
| No. of properties that must be awarded to qualify for discount | | | **4** | | | | | |

Notes: PhI: Phase I Environmental Site Assessment
ACM: Asbestos-Containing Materials
LBP: Lead-Based Paint

# ORDINANCE NO. 13-12

**WHEREAS,** the City Council of the City of Holbrook wishes to update existing provisions of the City Code concerning street surfaces; and

**WHEREAS,** the City Council of the City of Holbrook also desires to amend the City Code to conform with current operation policies and procedures, recognizing that review by the City Engineer for street surfaces is routinely unnecessary; and

**WHEREAS,** the City Council of the City of Holbrook has determined that the following amendments should be made to Chapter 4 of the City Code to promote the good order, health and general welfare of the inhabitants of the City,

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, AS FOLLOWS:**

Section 1. The City of Holbrook City Code, Section 4-1-4, subpart (F), is hereby amended to read as follows (deletions shown in ~~strikethrough~~; additions shown in ***bold italics***):

4-1-4 Street Surface

A. Arterial streets shall have a twenty four (24) inch gravel base, the bottom twenty (20) inches of which shall be select materials and the top four (4) inches of which shall be ABC rock.

B. Collector streets shall have an eighteen (18) inch base, the bottom fourteen (14) inches of which shall be select materials, and the top four (4) inches of which shall be ABC rock.

C. Local streets shall have a twelve (12) inch gravel base, the bottom of which shall be select materials, and the top four (4) inches of which shall be ABC rock.

D. All streets shall be surfaced with four (4) inches of asphaltic or bituminous cake.

E. Alleys and pedestrian ways need to be surfaced only with six (6) inches of compacted gravel base, unless otherwise directed by the Street Superintendent.

Section 2. If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of the Code adopted herein by reference, is for any reason held to be invalid or unconstitutional by the decision of any court of competent

jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**PASSED AND APPROVED** by the Mayor and Council of the City of Holbrook, Arizona, this _____ day of _____, 2013.

_____
Jeff Hill, Mayor

ATTEST:

_____
Cher Reyes, City Clerk

APPROVED AS TO FORM:

_____
Dickinson Wright/Mariscal Weeks
City Attorneys

PHOENIX 54224-1 98841v1

# 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:

_____
Cher Reyes, CMC, CPM
City Clerk

Approved as to form:

_____
Sterling Solomon
Solomon Law Office
City Attorneys

OLD

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: 10/8/13
Approved by Council

Revision History: 10/3/13

New

POSITION DESCRIPTION

Class Title: Patrol Lieutenant
Department: Police
Division:
Date: ~~10/02/13~~

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 have held a supervisory position within a law enforcement agency within the State of Arizona for five years; Must reside within the City of Holbrook, within 6 months after hire date; possession of a valid Arizona driver's license; Must be a certified AZPOST general instructor; Must have attended an advance supervision 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

ADOT
Multimodal Planning

Janice K. Brewer, Governor
John S. Halikowski, Director
Scott Omer, Division Director

October 24, 2013

Mr. Ray Alley
City Manager
City of Holbrook
P. O. Box 970
Holbrook, AZ 86025

Re: Airport Development Reimbursable Grant Agreement
Holbrook Municipal Airport
ADOT Grant E4F2J

Dear Mr. Alley:

On October 11, 2013, the State Transportation Board approved Arizona Department of Transportation (ADOT) grant number E4F2J for $6,705.00 for Fiscal Year 2014 funding. This state grant is for the following project: *Rehabilitate Runway Lighting*.

Enclosed are two Airport Development Reimbursable Grant Agreements including Exhibits A through C. Please fill out the forms in their entirety including appropriate dates, cost details, committed local funds, and identification of the person authorized to receive grant funds. Please **DO NOT DATE** the agreement in Part One on page one. Remember to include an ALP based drawing clearly depicting the project location and scope. Both completed and signed Agreements must be returned to ADOT no later than four (4) months from the date of this letter.

It is the Sponsor's responsibility to understand and adhere to the requirements of the Grant Agreement. Please reference the ADOT grant number as well as the Federal Aviation Administration's AIP number, if applicable, on all correspondence and/or documents related to this project.

Please send ADOT a copy of your General Services Agreement (or appropriate contract) for professional services including the scope of work or task order for this project. A grant process checklist has been included to help track all required submittals and coordination with ADOT throughout the life of the grant.

If you have any questions, please contact Mr. Kenneth S. Potts at KPotts@azdot.gov or (602) 712-7597.

Sincerely,

Michael Klein, A.A.E.
Aeronautics Group Manager

Enclosures

# Arizona Department of Transportation
# Multimodal Planning Division
# Aeronautics Group

## Airport Development Reimbursable Grant Agreement

## Part I

THIS AGREEMENT is entered into _____ 2013, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION, through its Multimodal Planning Division (the "State") and the City of Holbrook, a political subdivision of the State of Arizona (the "Sponsor"), for a grant of State funds for the purpose of aiding in financing a Project of ***Rehabilitate Runway Lighting*** (the "Project"), for the improvement of the Holbrook Municipal Airport (the "Airport").

WITNESSETH

**Recitals:**

1) The Sponsor desires, in accordance with the authority granted by Arizona Revised Statutes (A.R.S.) Section 28-8413, funds from the State for the purpose of airport planning and/or development.

2) The Arizona State Transportation Board, as approved on October 11, 2013 and the Director of the Arizona Department of Transportation, in accordance with the authority granted by A.R.S. Sections 28-304, 28-363, and 28-401 and Title 28, Chapter 25, A.R.S., have authorized reimbursement to the Sponsor of funds expended for airport planning and/or development.

Now, therefore, in consideration of the foregoing recitals and of the covenants and agreements made by the parties herein to be kept and performed, the parties agree as follows:

**Sponsor's Responsibility**

1) The Sponsor shall accept this Agreement within 4 months of the date of the grant offer cover letter: October 24, 2013. This Grant offer, if not accepted by the Sponsor, shall expire at the end of the 4-month period.

2) The Sponsor shall commence the Project within 6 months of the date the grant was executed by the State. This Project will consist of the airport improvements as described in Exhibit C. The Sponsor shall proceed with due diligence and complete the Project in accordance with the provisions of this Agreement. The Sponsor shall provide and maintain competent supervision to complete the Project in conformance with the plans, specifications and work completion schedule incorporated as part of this Agreement.

3) The Sponsor shall submit completed Project Reimbursement and Milestone schedules, which shall be attached hereto, as Exhibit C, Schedules Two and Three respectively and shall complete the Project within that schedule. Any change

## Part II

The Sponsor shall approve and attach to this agreement a resolution by its governing body that certifies as follows:

1) The Sponsor has the legal power and authority:

   a) to do all things necessary, in order to undertake and carry out the Project;

   b) to accept, receive and disburse grant funds from the State in aid of the Project.

2) The Sponsor now has on deposit, or is in a position to secure _____ dollars ($_____), or an equivalent amount represented by Sponsor's proposed labor and equipment costs, for use in defraying Sponsor's share of the costs of the Project. The present status of these funds is as follows:

   _____
   (Enter local funding type and location)

3) The Sponsor hereby designates _____, _____
   Name Title
   to receive payments representing the State's share of project costs.

   _____ _____
   Signature of Sponsor's Representative Title of Representative

4) The Sponsor has on file with ADOT the following vendor identification and address for project payments:

| | |
|---|---|
| Sponsor Vendor Id #: | **866000251 04** |
| Sponsor Vendor Address: | **City of Holbrook**<br>**465 First Ave**<br>**Holbrook, AZ 86025** |

Exhibits

The following Exhibits are incorporated herewith and form a part of this Agreement.

Exhibit A - Sponsor Assurances

Exhibit B - General Provisions

Exhibit C - Specific Provisions and Project Schedules

# EXHIBIT A

## Sponsor Assurances

Upon acceptance of the grant offer by the Sponsor, these assurances will become a part of this Agreement. The Sponsor hereby covenants and agrees with the State as follows:

**General**

1) That the Project is consistent with plans (existing at the time of approval of the Project) of political jurisdictions authorized by the State to plan for the development of the area surrounding the Airport and has given fair consideration to the interest of communities in or near where the Project is to be located. In making a decision to undertake any airport development Project under this Agreement the Sponsor insures that it has undertaken reasonable consultation with affected parties using the Airport at which the Project is proposed. All appropriate development standards of Federal Aviation Administration (FAA) Advisory Circulars, Orders, or Federal Regulations shall be complied with. All related state and federal laws shall be complied with.

2) That these covenants shall become effective upon execution of this Agreement for the Project or any portion thereof, made by the State and shall remain in full force and effect throughout the useful life of the facilities or the planning project's duration developed under the grant, but in any event, not less than twenty (20) years from the date of acceptance of the grant offer by the Sponsor.

3) The Sponsor certifies in this Agreement that it is a political subdivision of the State and is the public agency with control over a public-use Airport and/or on behalf of the possible future development of an Airport and is eligible to receive grant funds for the development or possible development of an Airport under its jurisdiction.

4) The Sponsor further agrees it holds good title, satisfactory to the State, to the landing area of the Airport or site thereof, or will give assurance satisfactory to the State that good title will be acquired.

5) That the Sponsor is the owner or lessee of the property or properties on which the Airport is located and that the lease guarantees that the Sponsor has full control of the use of the property for a period of not less than twenty (20) years from the date of this Agreement. All changes in airport ownership or to an airport lease shall be approved by the State.

6) The Sponsor agrees that it has sufficient funds available for that portion of the project costs which are not to be paid by the State (or the United States).

7) The Sponsor agrees to provide and maintain competent supervision to complete the Project in conformance with this Agreement.

8) Preserving Rights and Powers: The Sponsor agrees it shall not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions and assurances in this Agreement without written permission from the State, and shall act promptly to acquire, extinguish or modify any outstanding rights or claims of right by others which would interfere with such performance by the Sponsor. This will be done in a manner acceptable to the State. The Sponsor shall not sell, lease, encumber or otherwise transfer or dispose of any part of its title or other interests in the property shown on the airport property map included in the most recent FAA-approved Airport Layout Plan, or to that portion of the property upon which State funds have been expended, for the duration of the terms, conditions and assurances in this Agreement without approval by the State. If the transferee is found by the State to be eligible under Title 49, United States Code, to assume the obligations of this Agreement and to have the power, authority and financial resources to carry out such obligations, the Sponsor shall

4) If a change or alteration is made at the Airport which the State determines adversely affects the safety, utility or efficiency of the Airport, or any State funded property on or off Airport which is not in conformity with the ALP as approved by the State, the Sponsor will, if requested by the State, eliminate such adverse affect in a manner approved by the State.

**Immediate Vicinity Land Use Restriction**

The Sponsor shall restrict the use of land, adjacent to or in the immediate vicinity of the Airport, to activities and purposes compatible with normal airport operations and to take appropriate action including the adoption of appropriate zoning laws. In addition, if the Project is for noise compatibility or to protect the 14 CFR Part 77 imaginary surfaces of the Airport, the Sponsor will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the Airport, of the noise compatibility program measures or the imaginary surfaces of the Airport upon which State funds have been expended.

**Airport Operation**

1) The Sponsor shall promote safe airport operations by clearing and protecting the approaches to the Airport by removing, lowering, relocating, marking and/or lighting existing airport hazards and to prevent, to the extent possible, establishment or creation of future airport hazards. The Sponsor shall take appropriate action to assure such terminal airspace as is required to protect instrument and visual operations to the Airport (including established minimum flight altitudes) will be adequately cleared and protected by preventing the establishment or creation of future airport hazards. The Sponsor shall promptly notify airmen of any condition affecting aeronautical use of the Airport.

2) The Sponsor further agrees to operate the Airport for the use and benefit of the public and to keep the Airport open to all types, kinds and classes of aeronautical use without discrimination between such types, kinds and classes; provided that the Sponsor shall establish such fair, equal and nondiscriminatory conditions to be met by all users of the Airport as may be necessary for the safe and efficient operation of the Airport; and provided further, that the Sponsor may prohibit any given type, kind or class of aeronautical use of the Airport if such use would create unsafe conditions, interfere with normal operation of aircraft, or cause damage or lead to the deterioration of the runway or other airport facilities.

3) In any agreement, contract, lease or other arrangement under which a right or privilege at the Airport is granted to any person, firm or corporation to conduct or engage in any aeronautical activity for furnishing services to the public at the Airport, the Sponsor shall insert and enforce provisions requiring said person, firm or corporation:

   a) to furnish services on a reasonable and not unjustly discriminatory basis to all users thereof and charge reasonable and not unjustly discriminatory prices for each unit or service;

   b) and be allowed to make reasonable and nondiscriminatory discounts, rebates or similar types of price reductions to volume purchasers;

   c) each Fixed Based Operator (FBO) and Air Carrier at the Airport shall be subject to the same rates, fees, rentals and other charges as are uniformly applicable to all other FBOs and Air Carriers making the same or similar uses of the Airport and utilizing the same or similar facilities;

   d) each Air Carrier using such Airport shall have the right to service itself or to use any FBO that is authorized or permitted by the Airport to serve any Air Carrier at the Airport.

4) The Sponsor shall not exercise or grant any right or privilege which operates to prevent any person, firm or corporation operating aircraft on the Airport from performing any services on its own aircraft with its own employees (including but not limited to maintenance, repair and fueling) that it may choose to perform. In the event the Sponsor

**Airport Revenues**

The Sponsor shall maintain a fee and rental structure for the facilities and services at the Airport which will make the Airport as self-sustaining as possible under the circumstances existing at the particular Airport, taking into account such factors as the volume of traffic and economy of collection. All revenues generated by the Airport (and any local taxes established after Dec 30, 1987), will be expended by it for the capital or operating costs of the Airport; the local airport system; or the local facilities which are owned or operated by the owner or operator of the Airport and which are directly or substantially related to the actual air transportation of passengers or property, on or off the Airport.

**Disposal of Land**

1) For land purchased under a grant for airport development purposes (it is needed for aeronautical purposes, including runway protection zones, or serve as noise buffer land; and revenue from the interim use of the land contributed to the financial self-sufficiency of the Airport), the Sponsor shall apply to the State and FAA for permission to dispose of such land. If agreed to by the State and/or FAA, the Sponsor shall dispose of such land at fair market value and make available to the State and FAA an amount that is proportionate to the State and FAA's share of the cost of the land acquisition. That portion of the proceeds of such disposition, which is proportionate to the share of the cost of acquisition of such land, shall be (a) reinvested in another eligible airport development Project or Projects approved by the State and FAA or (b) be deposited to the Aviation Trust Fund if no eligible Project exists.

2) Disposition of such land shall be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the Airport.

**Conflict of Interest**

Each consultant submitting a proposal shall certify that it shall comply with, in all respects, the rules of professional conduct set forth in Arizona Administrative Code R4-30-301. In addition, a conflict of interest shall be cause for disqualifying a consultant from consideration; or terminating a contract if the conflict should occur after the contract is made. A potential conflict of interest includes, but is not limited to:

1) Accepting an assignment where duty to the client would conflict with the consultant's personal interest, or interest of another client.

2) Performing work for a client or having an interest which conflicts with this contract.

**Reports**

The Sponsor shall submit monthly status reports during planning, shall submit monthly status reports during design, and shall submit weekly reports during construction. All reports shall reflect, at a minimum, the progress accomplished in relation to the Grant and Project schedules and milestones, the reasons for any changes, and the recommended corrections of problems encountered. Upon completion of the Project, the Sponsor shall submit a letter to the State specifying that the Project has been completed to their satisfaction and that the consultant and the contractor have completed their contractual responsibilities.

**Changes**

**Any changes to the consultant contract, authorized by the Sponsor, that include additional funds, time and/or scope, shall be by amendment and shall be approved by the State prior to being made in order to be eligible for reimbursement.** Approval of a change by the State shall not obligate the State to provide reimbursement beyond the maximum funds obligated by this Agreement. Any increase to the amount of funds authorized hereunder, to the expiration date of this agreement, or to the scope of work included in this agreement must be by formal amendment, and signed by all parties.

Any changes to the contract documents, authorized by the Sponsor, must be approved by the State prior to any changes being made in order to be eligible for reimbursement.

**Audit**

Upon completion of the Project, the Sponsor agrees to have an audit performed. The audit examination may be a separate project audit or in accordance with the Single Audit Act of 1984 (Single Audit). If the Sponsor is required under law to have a Single Audit, this Project shall be considered for inclusion in the scope of examination.

The Sponsor shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of the grant, the total cost of the Project in connection with which the grant is given or used, and the amount or nature of that portion of the cost of the Project supplied by other sources, and such other financial records pertinent to the Project. The accounts and records will be kept in accordance with A.R.S. 35-214.

In any case in which an independent audit is made of the accounts of a Sponsor relating to the disposition of the proceeds of a grant relating to the Project in connection with which the grant was given or used, it shall file a certified copied of such audit with the State not later than six (6) months following the close of the fiscal year in which the audit was made.

The Sponsor shall make available to the State or any of their other duly authorized representatives, for the purpose of audit and examination, any books, documents, papers and records of the recipient that are pertinent to the grant. The

the State. Any reimbursement to the Sponsor by the State not in accordance with this Agreement or unsubstantiated by project records will be considered ineligible for reimbursement and shall be returned promptly to the State.

**State Inspectors**

At any time and/or prior to final payment of funds for work performed under this Agreement, the State may perform an inspection of the work performed to assure compliance with the terms herein and to review the workmanship of the Sponsor's contractors and/or consultants. No inspector is authorized to change any provisions of this Agreement or any provisions of Agreements between the Sponsor and the Sponsor's contractor and/or consultant.

**Indemnification**

The State of Arizona, acting by and through the Arizona Department of Transportation, does not assume any liability to third persons nor will the Sponsor be reimbursed for the Sponsor's liability to third persons resulting from the performance of this Agreement or any subcontract hereunder.

The Sponsor shall indemnify and hold harmless the State, any of their departments, agencies, officers and employees from any and all liability, loss or damage the State may suffer as a result of claims, demands, costs or judgments of any character arising out of the performance or non-performance of the Sponsor or its independent contractors in carrying out any provisions of this Agreement. In the event of any action, this indemnification shall include, but not be limited to, court costs, expenses of litigation and reasonable attorney's fees.

**Required Provisions Deemed Inserted**

Each and every provision of law and clause required by law to be inserted in this Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, this Agreement shall forthwith be physically amended to make such insertion or correction.

**Property of the Sponsor and State**

Any materials, including reports, computer programs or files and other deliverables created under this Agreement are the sole property of the Sponsor. The Contractor/Consultant is not entitled to a patent or copyright on these materials and may not transfer the patent or copyright to anyone else. The Sponsor shall give the State unrestricted authority to publish, disclose, distribute and otherwise use at no cost to the State any of the material prepared in connection with this grant. At the completion of the project, the Sponsor shall provide the State with an electronic copy, in a format useable by the State, and one hard copy in a format useable by the State, of final plans, specifications, reports, planning documents, and/or other published materials as produced as a result of this project.

**FAA Notice of Proposed Construction**

The Sponsor agrees to submit an FAA Form 7460-1, Notice of Proposed Construction or Alteration before construction, installation or alteration of any Project under this Agreement that falls under the requirements of Subpart B to Part 77, Objects Affecting Navigable Airspace.

**Bidding - Alternate Bidding Methods**

Design, Bid, Build is the standard and preferred method for project delivery for State airport development grant projects. Alternative contracting methods (Design Build, Construction Manager at Risk, Task Order Contract) may be used in accordance with A.R.S. Title 34, Chapters 1, 2 and 6. **Use of an alternative contracting method shall be reviewed and approved by the State prior to the Sponsor executing a contract for the work.** If a project is approved for an alternative contracting method, the Sponsor must comply with all Federal, State, and Local policies, regulations, rules, and laws, as well as all requirements of this grant agreement within that method.

**Based on Bids**

If a Sponsor has requested a match to a Federal construction grant that was based on bids (the project was already advertised by the Sponsor with no existing State airport development grant for the design work), then all design coordination with the State required by this agreement must have been met during the design process for any prior design work to be considered eligible for reimbursement by the State. The State shall review any documentation and work done prior to bidding and, at its sole discretion, determine the eligibility of the work. Only work items necessary to complete the Project as stated in Exhibit C, Schedule One, Project Description, may be considered eligible.

**Contractor Allowance**

This item may only be used to cover costs of unknown, unforeseen circumstances within the scope of the grant that are necessary for Project completion. (For example: if unknown underground utilities must be removed or relocated to accomplish the Project) **This item must have prior approval of the State for each use of the item during construction in order to be eligible for reimbursement by the State.** The bid item shall be clearly defined in the contract documents with concise language describing when it may be utilized. It shall also be specified that the item may not be used at all. The allowance may only be used for unforeseen items directly related to the Project.

**Contingencies**

Contingencies are to be used as an estimating tool during the preliminary phases of Project development. They are intended to allow room in the grant funding level for reasonable price increases or approved added items during design. Contingencies are not eligible for reimbursement by the State as bid items in a construction contract.

**Itemized Allowance**

Use of an itemized allowance items may only be included in a contract with prior approval of the State. Any use of an itemized allowance bid item as part of a grant must be for a clearly defined portion of the project. (For example: cabinet allowance – cabinets in terminal storage room as shown on plans to be selected by Sponsor, or carpet allowance – industrial Berber carpet for 200 SF lobby to be selected by Sponsor) Each contract allowance item must be approved by the State in order to be included in the bid package. The State will not approve use of an item to cover expenses not directly related to the item. (For example: Left over funds from cabinet allowance cannot be used to purchase light fixtures)

# Design/Construction Project Schedules

The Schedule Forms are intended to identify and monitor project scope, costs, and basic milestones that will be encountered during various phases of the Project. The Sponsor shall complete these three schedules showing the project description and total costs, project reimbursements (cash flow) schedule and project milestones.

Schedule One shows the total Project estimated costs associated with each share - State and Federal and Local. Schedule Two shows a projected cash flow for State funds only. The Sponsor is to estimate requests to the State for Project reimbursement. Schedule Three shows anticipated dates of Project milestones. These schedules will be used to keep track of the Project's progress. Be sure to develop realistic schedules.

As the project progresses, and the original reimbursement schedule and or milestone dates change, the Sponsor must submit a revised Schedule to the State for approval.

## Schedule One
## Design/Construction Project Description and Funding Allocation

**Detailed Project Description:**

**Rehabilitate Runway Lighting**

**FAA AIP 3-04-0020-015-2013**

| Project Cost Category | Total Estimated Project Cost | Estimated Local Share | Estimated Federal Share | Estimated State Share* |
|---|---|---|---|---|
| Design/Engineering Services | $ | $ | $ | $ |
| Construction | $ | $ | $ | $ |
| Construction Engineering | $ | $ | $ | $ |
| Sponsor Administration** | $ | $ | $ | $ |
| Sponsor Force Account Work*** | $ | $ | $ | $ |
| Contingencies | $ | $ | $ | $ |
| **Total Project Costs** | $ | $ | $ | $ |

*Total of this column to be used in Schedule Two.
** Sponsor Administration is not eligible for reimbursement above 5% of the project costs.
*** All force account work is to be approved by the State prior to the grant agreement being signed.

**NOTE: The Sponsor must attach a project plan based upon the ALP that clearly shows the scope and the limits of the work.**

# Schedule Three
# Design/Construction Project Milestones

## Milestone Duration Guidelines

The below duration periods are intended to provide guidelines for you to consider. These are average time periods (in calendar days), but it is understood these periods may vary by Sponsor and Project, and are subject to modification. If an entry on the form is not applicable, write N/A.

1) The Consultant Selection Phase for all Projects, regardless of type, is approximately ninety (90) days but should not exceed one hundred eighty (180) days.
2) The Design/Engineering Phase is subject to the type and complexity of the Project, however, most designs can be accomplished within one hundred eighty (180) days to two hundred and seventy (270) days.
3) The Bidding Phase typically should be sixty (60) days or less.
4) The Construction Phase is dependent upon the type of Project, the airport traffic, and the available construction season, generally ninety (90) days to three hundred sixty (360) days.
5) The State review periods should be fifteen (15) days.

**Design/Construction Milestone Schedule**

| Milestones | Duration # of Days | Start Date | | Completion Date | |
|---|---|---|---|---|---|
| | | Proposed | Actual | Proposed | Actual |
| **Consultant Selection Phase** | | | | | |
| Submit Scope for State Review/Approval* | | | | | |
| Submit Contract for State Review/Approval | | | | | |
| Award Consultant Contract | | | | | |
| **Design & Engineering Phase** | | | | | |
| Sponsor Issue Notice to Proceed/Start Design | | | | | |
| Conduct 30% Design Review/Approval | | | | | |
| Conduct Final Design Review/Bid Set Submitted (100%) for Review/Approval | | | | | |
| **Bidding Phase** | | | | | |
| Bid Set Submitted (100%) for Review/Approval | | | | | |
| Issue Invitation for Bids | | | | | |
| Submit Bid Tab for State Review/Approval | | | | | |
| Award Construction Contract/Submit to the State | | | | | |
| **Construction Phase** | | | | | |
| Pre-Construction Meeting | | | | | |
| Issue NTP – Begin Construction | | | | | |
| Final Inspection | | | | | |
| Submit As-Builts & Final Documentation | | | | | |
| Submit Final Reimbursement Request and Sponsor Closeout Letter | | | | | |

* The solicitation for qualifications and the service agreements must contain a list of projects, including this grant project, per A.R.S. 34-Chapter 6.