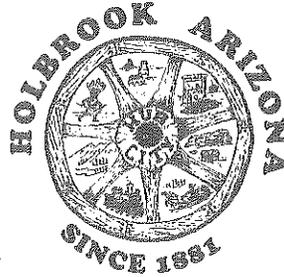


465 First Avenue  
P.O. Box 970  
Holbrook, AZ 86025

# 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

DECEMBER 9, 2014

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 November 14, 2014 thru December 3, 2014: Documentation for claims is available *at City Hall.*
- 7) REPORTS:
  - Mayor:
  - Council Members:

**Manager:**  
**Finance Director:**  
**Police Chief:**

8) OLD BUSINESS:

- A. Ordinance 14-10. Establishing fees for park references for the Hidden Cove Park, second reading.

9) NEW BUSINESS:

- A. Discussion/possible action regarding request to expend funds in the amount not to exceed \$8,828.00 to Spillman Technologies as a sole source provider-Manager Alley.
- B. Discussion/possible action regarding entering into an agreement with Woodruff Fire District-Manager Alley.
- C. Discussion/possible action regarding closure of City Hall on Fridays-Manager Alley.
- D. Ordinance 14-11, authorizing the acquisition of real property by the City of Holbrook, namely Parcel Number 109-18-035A, first reading.
- E. Discussion/possible action regarding Policy and Procedures for the Holbrook Police Department use of Audio recorders and on-Officer body cameras-Manager Alley.
- F. Discussion/possible action regarding volunteer program at the Humane Shelter-Manager Alley.
- G. Report from Librarian Wendy Skevington and possible discussion.
- H. Report from Fleet Supervisor John Gerwitz and possible discussion.
- I. Report from Park and Recreation Supervisor John Guttery and possible discussion.
- J. Ordinance 14-12, authorizing the acquisition of real property by the City of Holbrook, namely Parcel Number 109-19-071, 1<sup>st</sup> reading.
- K. Discussion/possible action regarding Councilmember Tyler's attendance of NACOG Transportation Summit-City Clerk.
- L. Discussion/possible action regarding request to expend additional funds to Precision Electric for pump repairs not to exceed \$2,227.19- Finance Director Sullivan.

10) EXECUTIVE SESSION:

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

11) POST EXECUTIVE SESSION:

12) 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.

13) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: \$1301.42

14) ADJOURNMENT:

Dated this 2nd of December 2014.

  
Cher Reyes, GMC, CPM, City Clerk

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

**CITY OF HOLBROOK**

**INVOICE APPROVAL REPORT**

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

11/14/2014 THRU 12/03/2014

**TOTAL** **\$266,301.36**

Report Criteria:  
 Invoice.Vendor No = 1-9699

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
<b>11/17/2014</b>												
			<b>UNISOURCE ENERGY SERVICES</b>									
				3380								
11072014	1	Inv	UTILITIES		11/07/2014	19.55	0		.00			11/14
					11/19/2014		No			006-014-5048		
11072014	2	Inv	UTILITIES		11/07/2014	29.09	0		.00			11/14
					11/19/2014		No			001-060-5048		
Total 11072014						48.64						
Total 3380						48.64						
			<b>BROWN &amp; BROWN LAW OFFICE</b>									
				2690								
29705	1	Inv	PROFESSIONAL SERVICE		11/11/2014	869.57	0		.00			11/14
					11/19/2014		Yes			002-091-5041		
			<b>UNISOURCE ENERGY SERVICES</b>									
				3380								
11032014	1	Inv	UTILITIES		11/03/2014	19.55	0		.00			11/14
					11/19/2014		No			001-031-5048		
			<b>ROUTE 66 LUMBER &amp; HARDWARE</b>									
				650								
27995	1	Inv	SUPPLIES		10/15/2014	17.45	0		.00			11/14
					11/19/2014		No			001-084-5026		
			<b>VERIZON WIRELESS</b>									
				530								
9734117303	1	Inv	UTILITIES		10/21/2014	53.20	0		.00			11/14
					11/19/2014		No			001-060-5048		
9734117303	2	Inv	UTILITIES		10/21/2014	167.62	0		.00			11/14
					11/19/2014		No			001-050-5048		
9734117303	3	Inv	UTILITIES		10/21/2014	123.98	0		.00			11/14
					11/19/2014		No			002-090-5048		
9734117303	4	Inv	UTILITIES		10/21/2014	87.03	0		.00			11/14
					11/19/2014		No			001-031-5048		
9734117303	5	Inv	UTILITIES		10/21/2014	.00	0		.00			11/14
					11/19/2014		No			001-050-5048		
9734117303	6	Inv	UTILITIES		10/21/2014	68.50	0		.00			11/14
					11/19/2014		No			001-085-5048		
9734117303	7	Inv	UTILITIES		10/21/2014	18.29	0		.00			11/14
					11/19/2014		No			007-087-5048		
9734117303	8	Inv	UTILITIES		10/21/2014	42.05	0		.00			11/14
					11/19/2014		No			001-040-5048		
9734117303	9	Inv	UTILITIES		10/21/2014	76.59	0		.00			11/14
					11/19/2014		No			002-092-5048		
9734117303	10	Inv	UTILITIES		10/21/2014	112.68	0		.00			11/14
					11/19/2014		No			002-091-5048		
9734117303	11	Inv	UTILITIES		10/21/2014	112.67	0		.00			11/14
					11/19/2014		No			002-092-5048		
Total 9734117303						862.61						
Total 530						862.61						
			<b>FRONTIER COMM TELE</b>									
				3350								

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
11012014	1	Inv	UTILITIES	11/01/2014 11/19/2014	.00	0 No		.00		002-091-5048	11/14
11012014	2	Inv	UTILITIES	11/01/2014 11/19/2014	141.44	0 No		.00		001-080-5048	11/14
11012014	3	Inv	UTILITIES	11/01/2014 11/19/2014	1,462.66	0 No		.00		001-050-5048	11/14
11012014	4	Inv	UTILITIES	11/01/2014 11/19/2014	156.55	0 No		.00		001-085-5048	11/14
11012014	5	Inv	UTILITIES	11/01/2014 11/19/2014	241.27	0 No		.00		001-093-5048	11/14
11012014	6	Inv	UTILITIES	11/01/2014 11/19/2014	317.39	0 No		.00		002-092-5048	11/14
11012014	7	Inv	UTILITIES	11/01/2014 11/19/2014	134.52	0 No		.00		001-040-5048	11/14
Total 11012014					2,453.83						
Total 3350					2,453.83						
Total 11/17/2014					4,271.65						

11/17/2014 GL Period Summary

GL Period	Amount
11/14	4,271.65
	<u>4,271.65</u>

Invoice No	Seq	Vendor Name Type	Vendor No Description Inventory No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
<b>11/19/2014</b>											
HOLBROOK VOL FIRE DEPT			6260								
200619	1	Inv	RETIREMENT	11/05/2014	1,916.59	0		.00		11/14	Y
				11/05/2014		No			001-060-5015		
200619	2	Inv	UNIFORMS	11/05/2014	3,343.24	0		.00		11/14	Y
				11/05/2014		No			001-060-5049		
Total 200619					5,259.83						
Total 6260					5,259.83						
FEDERAL EXPRESS CORP			4860								
2-843-43439	1	Inv	SHIPPING	11/13/2014	639.09	0		.00		11/14	
				11/19/2014		No			002-091-5042		
BRADCO			2590								
14023	1	Inv	FUEL	11/15/2014	4,441.39	0		.00		11/14	
				11/19/2014		No			007-087-5027		
ARIZONA STATE TREASURER			1380								
OCT14	1	Inv	FARE 01/13	11/05/2014	16.60	0		.00		11/14	
				11/19/2014		No			001-000-4710		
ESSENTIAL DATA CONTROL SYSTEM			4771								
13129	1	Inv	PROFESSIONAL FEES	10/06/2014	722.00	2		.00		11/14	
				10/13/2014		No			002-091-5041		
ARIZONA STATE TREASURER			1380								
OCT14	2	Inv	FINES	11/05/2014	3,522.43	0		.00		11/14	
				11/19/2014		No			001-000-4710		
BAKER, ALEX			2151								
11182014	1	Inv	REIMBURSEMENT	11/18/2014	56.78	2		.00		11/14	
				11/19/2014		No			001-060-5026		
NAVAJO COUNTY TREASURER			8750								
OCT14	1	Inv	2011 ADD'L ASSESSMENT	11/05/2014	27.88	0		.00		11/14	
				11/19/2014		No			001-000-4710		
NAVAJO COUNTY HASHKNIFE POSSE			8700								
11182014	1	Inv	DONATION	11/18/2014	500.00	0		.00		11/14	
				11/19/2014		No			001-001-5035		
11182014	2	Inv	DONATION	11/18/2014	3,500.00	0		.00		11/14	
				11/19/2014		No			006-014-6003		
Total 11182014					4,000.00						
Total 8700					4,000.00						
Total 11/19/2014					18,686.00						

11/19/2014 GL Period Summary

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
<b>11/26/2014</b>											
<b>LEXIS-NEXIS (ACCURINT) 169</b>											
60	1	Inv	BACKGROUND CHECKS	12/01/2014	50.00	2		.00		11/14	Y
				12/01/2014		No			001-004-5041		
60	2	Inv		12/01/2014	.00	2		.00		11/14	Y
				12/01/2014		No					
60	3	Inv		12/01/2014	.00	2		.00		11/14	Y
				12/01/2014		Yes					
Total 60					50.00						
Total 169					50.00						
<b>BETTER COMMUNICATIONS CO 2430</b>											
7012106	1	Inv	Radio Contract	12/01/2014	.00	0		.00		11/14	Y
				12/01/2014		No			001-004-5047		
7012106	2	Inv	Radio contract	12/01/2014	.00	0		.00		11/14	Y
				12/01/2014		No			001-031-5047		
7012106	3	Inv	Radio Contract	12/01/2014	529.90	0		.00		11/14	Y
				12/01/2014		No			001-050-5047		
7012106	4	Inv	Radio Contract	12/01/2014	312.63	0		.00		11/14	Y
				12/01/2014		No			001-060-5047		
7012106	5	Inv	Radio Contract	12/01/2014	.00	0		.00		11/14	Y
				12/01/2014		No			001-084-5047		
7012106	6	Inv	Radio Contract	12/01/2014	.00	0		.00		11/14	Y
				12/01/2014		No			001-085-5047		
7012106	7	Inv	Radio Contract	12/01/2014	.00	0		.00		11/14	Y
				12/01/2014		No			002-090-5047		
7012106	8	Inv	Radio Contract	12/01/2014	.00	0		.00		11/14	Y
				12/01/2014		No			002-091-5047		
7012106	9	Inv	Radio Contract	12/01/2014	.00	0		.00		11/14	Y
				12/01/2014		No			002-092-5047		
7012106	10	Inv	Radio Contract	12/01/2014	.00	0		.00		11/14	Y
				12/01/2014		No			001-040-5047		
7012106	11	Inv	Radio Contract	12/01/2014	.00	0		.00		11/14	Y
				12/01/2014		No			007-087-5047		
Total 7012106					842.53						
Total 2430					842.53						
<b>CABLE ONE 23414-120774-01-0 2940</b>											
10012104	1	Inv	UTILITIES	12/01/2014	.00	0		.00		11/14	Y
				12/01/2014		No			001-060-5048		
10012104	2	Inv	UTILITIES	12/01/2014	105.95	0		.00		11/14	Y
				12/01/2014		No			001-050-5048		
10012104	3	Inv	UTILITIES	12/01/2014	.00	0		.00		11/14	Y
				12/01/2014		No			001-093-5048		
10012104	4	Inv	UTILITIES	12/01/2014	.00	0		.00		11/14	Y
				12/01/2014		No			001-050-5048		
10012104	5	Inv	UTILITIES	12/01/2014	.00	0		.00		11/14	Y
				12/01/2014		No			001-004-5048		

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 10012104				105.95						
Total 2940				105.95						
CHAMBER OF COMMERCE		3220								
200650	1 Inv	MOU	12/01/2014	4,750.00	0		.00		11/14	Y
			12/01/2014		No			006-014-5059		
200650	2 Inv		12/01/2014	.00	0		.00		11/14	Y
			12/01/2014		No					
Total 200650				4,750.00						
Total 3220				4,750.00						
CYBERTRAILS		3960								
7312090	1 Inv	EMAIL AND BACKUP	12/01/2014	91.65	2		.00		11/14	Y
			12/01/2014		No			001-004-5047		
7312090	2 Inv		12/01/2014	.00	2		.00		11/14	Y
			12/01/2014		No					
Total 7312090				91.65						
Total 3960				91.65						
ESSENTIAL DATA CONTROL SYSTEM		4771								
7012019	1 Inv	PROFESSIONAL SERVICE	12/01/2014	350.00	2		.00		11/14	Y
			12/01/2014		Yes			002-092-5041		
7012019	2 Inv	PROFESSIONAL SERVICE	12/01/2014	500.00	2		.00		11/14	Y
			12/01/2014		Yes			002-091-5041		
Total 7012019				850.00						
Total 4771				850.00						
IKON FINANCIAL SERVICES		6503								
9012102	1 Inv	COPIER LEASE	12/01/2014	.00	3		.00		11/14	Y
			12/01/2014		No			001-004-5049		
9012102	2 Inv	COPIER MAINTENANCE C	12/01/2014	.00	3		.00		11/14	Y
			12/01/2014		No			001-050-5047		
Total 9012102				.00						
Total 6503				.00						
NAVAJO COUNTY HISTORICAL		8720								
143	1 Inv	CONTRIBUTION	12/01/2014	2,700.00	0		.00		11/14	Y
			12/01/2014		No			006-014-5057		
ESSENTIAL DATA CONTROL SYSTEM		4771								
13131	1 Inv	PROFESSIONAL FEES	11/13/2014	2,042.50	2		.00		11/14	
			11/20/2014		No			002-092-5041		
13130	1 Inv	PROFESSIONAL FEES	11/10/2014	788.50	2		.00		11/14	
			11/17/2014		No			002-091-5041		
13130	2 Inv	PROFESSIONAL FEES	11/10/2014	237.50	2		.00		11/14	

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
					11/17/2014		No				002-092-5041	
Total 13130						1,026.00						
Total 4771						3,068.50						
NAVAJO COUNTY FINANCE				8690								
15-00000021	1	Inv	JAIL CONTRACT		11/17/2014	1,200.00	0		.00			11/14
					11/26/2014		No				001-050-5050	
0150000021	1	Inv	JAIL CONTRACT		11/17/2014	8,346.02	0		.00			11/14
					11/26/2014		No				001-050-5050	
15-00000021	2	Inv	JAIL CONTRACT		11/17/2014	1,220.00	0		.00			11/14
					11/26/2014		No				001-050-5050	
Total 8690						10,766.02						
ESSENTIAL DATA CONTROL SYSTEM				4771								
13132	1	Inv	PROFESSIONAL FEES		11/14/2014	1,710.00	2		.00			11/14
					11/21/2014		No				002-092-5041	
13132	2	Inv	PARTS		11/14/2014	987.63	2		.00			11/14
					11/21/2014		No				002-092-5026	
Total 13132						2,697.63						
Total 4771						2,697.63						
Total 11/26/2014						25,922.28						

11/26/2014 GL Period Summary

GL Period	Amount
11/14	25,922.28
	<u>25,922.28</u>

Invoice No	Vendor Name	Seq	Type	Description	Vendor No	Inventory No	Inv Date	Total Cost	Term	Disc Date	Disc Amt	PO Number	GL Per	R
							Due Date		1099				GL Acct	
<b>12/2/2014</b>														
<b>CARQUEST AUTO PARTS</b>														
					2440									
458668		1	Inv	PARTS			12/01/2014	3.59	0		.00			12/14
							12/10/2014		No			001-040-5026		
458434		1	Inv	PARTS			11/25/2014	49.47	0		.00			12/14
							12/10/2014		No			001-040-5026		
458624		1	Inv	PARTS			11/29/2014	22.67	0		.00			12/14
							12/10/2014		No			001-040-5026		
458431		1	Inv	PARTS			11/25/2014	23.43	0		.00			12/14
							12/10/2014		No			001-050-5024		
Total 2440								99.16						
<b>FUTURE TIRE, INC.</b>														
					5241									
W33449		1	Inv	TIRE			11/24/2014	163.65	2		.00			12/14
							12/01/2014		No			002-090-5024		
W33478		1	Inv	REPAIRS			11/26/2014	12.50	2		.00			12/14
							12/03/2014		No			002-091-5024		
W33473		1	Inv	REPAIRS			11/26/2014	12.50	2		.00			12/14
							12/10/2014		No			002-091-5024		
Total 5241								188.65						
<b>BAKER &amp; TAYLOR</b>														
					2150									
4011041816		1	Inv	BOOKS			11/02/2014	84.00	0		.00			12/14
							12/10/2014		No			001-020-5026		
4010992673		1	Inv	BOOKS			09/16/2014	15.99	0		.00			12/14
							12/10/2014		No			001-020-5026		
Total 2150								99.99						
<b>HOLBROOK TRIBUNE NEWS</b>														
					6240									
126005		1	Inv	ADVERTISEMENT			11/26/2014	160.33	0		.00			12/14
							12/10/2014		No			001-004-5044		
<b>BRADCO</b>														
					2590									
14219		1	Inv	FUEL			11/30/2014	4,168.92	0		.00			12/14
							12/03/2014		No			007-087-5027		
<b>CARQUEST AUTO PARTS</b>														
					2440									
458710		1	Inv	PARTS			12/01/2014	58.88	0		.00			12/14
							12/10/2014		No			002-091-5024		
458734		1	Inv	PARTS			12/01/2014	51.10	0		.00			12/14
							12/10/2014		No			007-087-5024		
458674		1	Inv	PARTS			12/01/2014	73.61	0		.00			12/14
							12/10/2014		No			002-091-5024		
Total 2440								183.59						
Total 12/2/2014								4,900.64						

12/02/2014 GL Period Summary

R Column: Y = Recurring Payment

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<u>GL Period</u>	<u>Amount</u>
12/14	<u>4,900.64</u>
	<u>4,900.64</u>

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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
<b>12/3/2014</b>											
HOLBROOK VOL FIRE DEPT			6260								
200620	1	Inv	RETIREMENT	12/05/2014	1,916.59	0		.00		12/14	Y
				12/05/2014		No			001-060-5015		
200820	2	Inv	UNIFORMS	12/05/2014	3,343.24	0		.00		12/14	Y
				12/05/2014		No			001-060-5049		
Total 200620					5,259.83						
Total 6260					5,259.83						
CARQUEST AUTO PARTS			2440								
458142	1	Inv	PARTS	11/20/2014	21.80	0		.00		12/14	
				12/10/2014		No			001-084-5026		
AZ DEPT OF REVENUE - UTIL. TAX			1830								
DEC 1 2014	1	Inv	UTILITIES TAX	12/01/2014	2,504.48	0		.00		12/14	
				12/03/2014		No			002-0002460		
CARQUEST AUTO PARTS			2440								
457818	1	Inv	PARTS	11/14/2014	42.53	0		.00		12/14	
				12/10/2014		No			002-092-5024		
457928	1	Inv	PARTS	11/17/2014	7.08	0		.00		12/14	
				12/10/2014		No			002-092-5026		
458069	1	Inv	PARTS	11/19/2014	19.56	0		.00		12/14	
				12/10/2014		No			001-040-5024		
458068	1	Inv	PARTS	11/19/2014	36.11	0		.00		12/14	
				12/10/2014		No			001-040-5024		
457936	1	Inv	PARTS	11/17/2014	391.36	0		.00		12/14	
				12/10/2014		No			007-087-5024		
Total 2440					424.42						
GEMPLER'S			5353								
1020391711	1	Inv	UNIFORMS	11/25/2014	266.50	1		.00		12/14	
				12/10/2014		No			001-031-5023		
MOHAVE ENVIRONMENTAL LAB			8270								
69126	1	Inv	TESTING	11/17/2014	383.00	0		.00		12/14	
				12/10/2014		No			002-092-5041		
UNISOURCE ENERGY SERVICES			3380								
11192014	1	Inv	UTILITIES	11/19/2014	26.25	0		.00		12/14	
				12/03/2014		No			001-020-5048		
BANANA JONS			2177								
0764	1	Inv	RENTAL/MAINT	11/21/2014	350.00	2		.00		12/14	
				11/28/2014		No			001-031-5047		
FRONTIER COM LONG DISTANCE			3353								
4323024	1	Inv	UTILITIES	11/20/2014	82.33	2		.00		12/14	
				11/27/2014		No			001-050-5048		
UNISOURCE ENERGY SERVICES			3380								
11182014	1	Inv	UTILITIES	11/18/2014	50.02	0		.00		12/14	

R Column: Y = Recurring Payment

Invoice No	Seq	Vendor Name Type	Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
					12/03/2014		No				001-031-5048	
11182014	2	Inv	UTILITIES		11/18/2014	80.83	0		.00			12/14
					12/03/2014		No				001-031-5048	
11182014	3	Inv	UTILITIES		11/18/2014	118.13	0		.00			12/14
					12/03/2014		No				001-050-5048	
Total 11182014						248.98						
Total 3380						248.98						
A.P.S.				70								
11142014	1	Inv	UTILITIES		11/14/2014	3,391.04	0		.00			12/14
					12/03/2014		No				007-087-5048	
FRONTIER COMM TELE				3350								
11152014	1	Inv	UTILITIES		11/15/2014	67.57	0		.00			12/14
					12/03/2014		No				001-050-5048	
MOHAVE ENVIRONMENTAL LAB				8270								
68813	1	Inv	TESTING		10/30/2014	1,410.00	0		.00			12/14
					12/10/2014		No				002-092-5041	
DANA KEPNER CO.				4071								
4626499-00	1	Inv	SUPPLIES		11/17/2014	192.65	1		.00			12/14
					12/10/2014		No				002-091-5026	
BALAR EQUIPMENT CO				2160								
1014193	1	Inv	CAMERA		11/13/2014	4,981.80	0		.00			12/14
					12/10/2014		No				002-092-5071	
BINGHAM EQUIPMENT CO				2460								
P36202	1	Inv	PARTS		11/17/2014	350.21	0	12/07/2014	.00			12/14
					12/10/2014		No				001-031-5024	
P36202	2	Inv	PARTS		11/17/2014	350.21	0	12/07/2014	.00			12/14
					12/10/2014		No				007-087-5024	
Total P36202						700.42						
Total 2460						700.42						
AUTO SAFETY HOUSE				1571								
124	1	Inv	PARTS/REPAIRS		10/16/2014	.00	2		.00			12/14
					12/10/2014		No				007-087-5024	
INDUSTRIAL RECYCLING SOLUTIONS				6588								
1411-3114	1	Inv	RECYLING COOLANT		11/18/2014	142.74	1		.00			12/14
					12/10/2014		No				007-087-5024	
1411-3114	2	Inv	RECYLING COOLANT		11/18/2014	142.74	1		.00			12/14
					12/10/2014		No				001-050-5024	
1411-3114	3	Inv	RECYLING COOLANT		11/18/2014	142.73	1		.00			12/14
					12/10/2014		No				002-091-5024	
Total 1411-3114						428.21						

Invoice No	Seq	Vendor Name Type	Vendor No Description Inventory No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
Total 6588					428.21						
MOMAR 8277											
A11307	1	Inv	SUPPLIES	11/11/2014 12/10/2014	160.74	1 No		.00	007-087-5024		12/14
LAWSON PRODUCTS 7450											
9302861337	1	Inv	SUPPLIES	11/06/2014 12/10/2014	112.24	0 No		.00	001-085-5026		12/14
AUTO SAFETY HOUSE 1571											
03300778	1	Inv	PARTS/REPAIRS	11/12/2014 12/10/2014	4,599.19	2 No		.00	007-087-5024		12/14
CARQUEST AUTO PARTS 2440											
457991	1	Inv	PARTS	11/18/2014 12/10/2014	19.64	0 No		.00	001-040-5024		12/14
AUTO SAFETY HOUSE 1571											
033759H	1	Inv	PARTS/REPAIRS	11/16/2014 12/10/2014	234.87	2 No		.00	001-040-5026		12/14
CARQUEST AUTO PARTS 2440											
457622	1	Inv	PARTS	11/12/2014 12/10/2014	125.45	0 No		.00	001-040-5024		12/14
FUTURE TIRE, INC. 5241											
W33324	1	Inv	PARTS	11/12/2014 12/10/2014	386.47	2 No		.00	001-031-5024		12/14
W33274	1	Inv	TIRES	11/07/2014 12/10/2014	1,185.63	2 No		.00	007-087-5024		12/14
Total 5241					1,572.10						
HOLBROOK TRIBUNE NEWS 6240											
126041	1	Inv	ADVERTISEMENT	11/30/2014 12/10/2014	267.30	0 No		.00	001-004-5044		12/14
BRADCO 2590											
32773	1	Inv	KEROSENE	12/02/2014 12/03/2014	60.76	0 No		.00	006-014-5048		12/14
BINGHAM EQUIPMENT CO 2460											
P36302	1	Inv	PARTS	11/26/2014 12/10/2014	115.98	0 No		.00	001-031-5024		12/14
AUTO SAFETY HOUSE 1571											
033866H	1	Inv	PARTS/REPAIRS	11/20/2014 12/10/2014	2.76	2 No		.00	001-084-5026		12/14
033865H	1	Inv	PARTS/REPAIRS	11/20/2014 12/10/2014	17.12	2 No		.00	007-087-5024		12/14
Total 1571					19.88						
LEXIS-NEXIS (ACCURINT) 169											

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
64655822	1	Inv	LAW BOOKS	10/23/2014 12/10/2014	662.32	2 No		.00		001-050-5043	12/14
HOLBROOK TRIBUNE NEWS			6240								
126040	1	Inv	ADVERTISEMENT	11/30/2014 12/10/2014	27.52	0 No		.00		001-005-5044	12/14
126039	1	Inv	ADVERTISEMENT	11/30/2014 12/10/2014	412.80	0 No		.00		001-001-5056	12/14
126038	1	Inv	ADVERTISEMENT	11/30/2014 12/10/2014	254.56	0 No		.00		001-001-5044	12/14
126037	1	Inv	ADVERTISEMENT	11/30/2014 12/10/2014	77.40	0 No		.00		001-005-5044	12/14
Total 6240					772.28						
CARQUEST AUTO PARTS			2440								
458003	1	Inv	PARTS	11/18/2014 12/10/2014	63.45	0 No		.00		007-087-5024	12/14
458067	1	Inv	PARTS	11/19/2014 12/10/2014	9.64	0 No		.00		007-087-5024	12/14
458172	1	Inv	PARTS	11/20/2014 12/10/2014	12.51	0 No		.00		001-050-5024	12/14
458174	1	Inv	PARTS	11/20/2014 12/10/2014	18.59	0 No		.00		001-050-5024	12/14
458195	1	Inv	PARTS	11/20/2014 12/10/2014	77.46	0 No		.00		007-087-5024	12/14
458122	1	Inv	PARTS	11/19/2014 12/10/2014	50.01	0 No		.00		002-092-5024	12/14
458167	1	Inv	SUPPLIES	11/20/2014 12/10/2014	8.49	0 No		.00		001-050-5022	12/14
Total 2440					240.15						
EMPIRE MACHINERY			4710								
MPS3498999	1	Inv	PARTS	11/21/2014 12/10/2014	377.10	0 No		.00		002-090-5024	12/14
CARQUEST AUTO PARTS			2440								
457977	1	Inv	PARTS	11/18/2014 12/10/2014	108.99	0 No		.00		007-087-5024	12/14
457771	1	Inv	SUPPLIES	11/13/2014 12/10/2014	6.52	0 No		.00		002-091-5026	12/14
Total 2440					115.51						
CONTINENTAL RESEARCH CORP			3713								
10172014	1	Inv	SUPPLIES	10/17/2014 12/10/2014	311.85	1 No		.00		001-085-5026	12/14
ROUTE 66 LUMBER & HARDWARE			650								
11282014	1	Inv	SUPPLIES	11/28/2014 12/10/2014	188.75	0 No		.00		002-091-5026	12/14
11282014	2	Inv	SUPPLIES	11/28/2014 12/10/2014	18.72	0 No		.00		001-040-5026	12/14
11282014	3	Inv	SUPPLIES	11/28/2014	38.53	0		.00			12/14

Invoice No	Vendor Name	Seq	Type	Description	Vendor No	Inventory No	Inv Date	Due Date	Total Cost	Term	Disc Date	Disc Amt	PO Number	GL Per	GL Acct	R
							12/10/2014			No				002-091-5024		
Total 11282014									242.00							
Total 650									242.00							
CHAMBER OF COMMERCE					3220											
0	1	Inv	SUPPLIES				10/01/2014		592.81	0		.00				12/14
							12/03/2014			No				001-004-5026		
ARIZONA STATE TREASURER					1380											
SEPT 2014	1	Inv	FINES				10/02/2014		1,979.46	0		.00				12/14
							12/03/2014			No				001-000-4710		
VERIZON WIRELESS					530											
9735824367	1	Inv	UTILITIES				11/21/2014		53.20	0		.00				12/14
							12/03/2014			No				001-060-5048		
9735824367	2	Inv	UTILITIES				11/21/2014		35.29	0		.00				12/14
							12/03/2014			No				001-050-5048		
9735824367	3	Inv	UTILITIES				11/21/2014		120.03	0		.00				12/14
							12/03/2014			No				002-090-5048		
9735824367	4	Inv	UTILITIES				11/21/2014		125.34	0		.00				12/14
							12/03/2014			No				002-091-5048		
9735824367	5	Inv	UTILITIES				11/21/2014		125.34	0		.00				12/14
							12/03/2014			No				002-092-5048		
9735824367	6	Inv	UTILITIES				11/21/2014		87.03	0		.00				12/14
							12/03/2014			No				001-031-5048		
9735824367	7	Inv	UTILITIES				11/21/2014		132.33	0		.00				12/14
							12/03/2014			No				001-050-5048		
9735824367	8	Inv	UTILITIES				11/21/2014		40.00	0		.00				12/14
							12/03/2014			No				001-085-5048		
9735824367	9	Inv	UTILITIES				11/21/2014		37.33	0		.00				12/14
							12/03/2014			No				001-040-5048		
9735824367	10	Inv	UTILITIES				11/21/2014		18.29	0		.00				12/14
							12/03/2014			No				002-091-5048		
9735824367	11	Inv	UTILITIES				11/21/2014		2.88	0		.00				12/14
							12/03/2014			No				007-087-5048		
Total 9735824367									771.30							
Total 530									771.30							
A.P.S.					70											
11202014	1	Inv	UTILITIES				11/20/2014		635.94	0		.00				12/14
							12/03/2014			No				001-060-5048		
11202014	2	Inv	UTILITIES				11/20/2014		8,996.71	0		.00				12/14
							12/03/2014			No				002-091-5048		
11202014	3	Inv	UTILITIES				11/20/2014		9,004.25	0		.00				12/14
							12/03/2014			No				002-092-5048		
11202014	4	Inv	UTILITIES				11/20/2014		2,910.84	0		.00				12/14
							12/03/2014			No				001-031-5048		
11202014	5	Inv	UTILITIES				11/20/2014		821.69	0		.00				12/14
							12/03/2014			No				001-050-5048		
11202014	6	Inv	UTILITIES				11/20/2014		248.82	0		.00				12/14
							12/03/2014			No				001-093-5048		

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
11202014	7 Inv	UTILITIES	11/20/2014 12/03/2014	1,074.69	0 No		.00	007-087-5048	12/14	
11202014	8 Inv	UTILITIES	11/20/2014 12/03/2014	350.19	0 No		.00	001-040-5048	12/14	
11202014	9 Inv	UTILITIES	11/20/2014 12/03/2014	90.26	0 No		.00	002-090-5048	12/14	
11202014	10 Inv	UTILITIES	11/20/2014 12/03/2014	733.49	0 No		.00	001-099-5048	12/14	
11202014	11 Inv	UTILITIES	11/20/2014 12/03/2014	128.72	0 No		.00	001-085-5048	12/14	
11202014	12 Inv	UTILITIES	11/20/2014 12/03/2014	485.08	0 No		.00	001-004-5048	12/14	
11202014	13 Inv	UTILITIES	11/20/2014 12/03/2014	513.45	0 No		.00	006-014-5048	12/14	
11202014	14 Inv	UTILITIES	11/20/2014 12/03/2014	68.68	0 No		.00	001-084-5048	12/14	
11202014	15 Inv	UTILITIES	11/20/2014 12/03/2014	881.92	0 No		.00	001-020-5048	12/14	
11202014	16 Inv	UTILITIES	11/20/2014 12/03/2014	135.82	0 No		.00	001-048-5048	12/14	
Total 11202014				27,080.55						
Total 70				27,080.55						
Total 12/3/2014				61,172.76						

12/03/2014 GL Period Summary

GL Period	Amount
12/14	61,172.76
	<u>61,172.76</u>
Grand Total:	<u>114,953.33</u>

Report GL Period Summary

GL Period	Amount
11/14	48,879.93
12/14	66,073.40
	<u>114,953.33</u>

Vendor Number Hash: 361059  
 Vendor Number Hash - Split: 505499  
 Total Number of Invoices: 99

Report Criteria:  
 Invoice.Vendor No = 9701-99999

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
<b>11/17/2014</b>												
O'REILLY AUTO PARTS				21622								
294689	1	Inv	PARTS		11/10/2014	78.12	0		.00			11/14
					12/10/2014		No			001-050-5024		
ALTERNATIVE ENERGY SYSTEMS				10952								
2540	1	Inv	GLASS		10/14/2014	183.92	2		.00			11/14
					11/19/2014		No			001-050-5026		
RICOH USA				21881								
5033176545	1	Inv	MAINTENANCE		11/01/2014	94.54	0		.00			11/14
					11/19/2014		No			001-050-5047		
LARSON WASTE				22010								
32830	1	Inv	WASTE AGREEMENT		10/31/2014	12,665.00	0		.00			11/14
					11/19/2014		No			002-090-5047		
32829	1	Inv	WASTE AGREEMENT		10/31/2014	14,177.19	0		.00			11/14
					11/19/2014		No			002-090-5047		
Total 22010						26,842.19						
TERRY, ANNA DANIELLE				22326								
2357.03	1	Inv	REFUND DEPOSIT		11/03/2014	141.75	0		.00			11/14
					11/19/2014		No			002-0002520		
TAN, NATSHA R.				22325								
152108	1	Inv	REFUND DEPOSIT		11/01/2014	105.59	0		.00			11/14
					11/19/2014		No			002-0002520		
JOHN, LARSON AARON				22324								
211705	1	Inv	REFUND DEPOSIT		11/03/2014	5.94	0		.00			11/14
					11/19/2014		No			002-0002520		
AGUILERA, VALERIA				22323								
2685.02	1	Inv	REFUND DEPOSIT		11/03/2014	100.18	0		.00			11/14
					11/19/2014		No			002-0002520		
Total 11/17/2014						27,552.23						

11/17/2014 GL Period Summary

GL Period	Amount
11/14	27,552.23
	<u>27,552.23</u>

Invoice No	Vendor Name Seq Type	Vendor No	Description Inventory No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
<b>11/18/2014</b>											
DEATLEY, PATRICIA 22327											
16202	1 Inv		REFUND DEPOSIT	11/06/2014 11/19/2014	28.18	0 No		.00		002-0002520	11/14
SIMMONS, MICHAEL 22328											
116406	1 Inv		REFUND DEPOSIT	11/04/2014 11/19/2014	20.76	0 No		.00		002-0002520	11/14
ROANHORSE, JOHNATHAN J. 22329											
273106	1 Inv		REFUND DEPOSIT	11/03/2014 11/19/2014	99.86	0 No		.00		002-0002520	11/14
KELCHNER, PAUL J 22330											
175415	1 Inv		REFUND DEPOSIT	11/05/2014 11/19/2014	35.70	0 No		.00		002-0002520	11/14
ATTAKAI, SEAN ROY 22331											
2520008	1 Inv		REFUND DEPOSIT	11/06/2014 11/19/2014	7.75	0 No		.00		002-0002520	11/14
WELLS FARGO REMITTANCE-SKEVING 22332											
11042014	1 Inv		BOOKS	11/04/2014 11/19/2014	302.94	0 No		.00		001-020-5026	11/14
WELLS FARGO REMITTANCE-SULLIVA 22333											
11042014	1 Inv		TRAINING	11/04/2014 11/19/2014	100.00	0 No		.00		001-005-5045	11/14
WELLS FARGO REMITTANCE-ALLEY 22178											
11042014	1 Inv		SUPPLIES	11/04/2014 11/19/2014	49.15	0 No		.00		001-004-5021	11/14
WELLS FARGO REMITTANCE-POLICE 22179											
11042014	1 Inv		SUPPLIES	11/04/2014 11/19/2014	49.15	0 No		.00		001-050-5021	11/14
WELLS FARGO REMITTANCE-ALLEY 22178											
11042014	2 Inv		SUPPLIES	11/04/2014 11/19/2014	5.46	0 No		.00		007-087-5021	11/14
11042014	3 Inv		SUPPLIES	11/04/2014 11/19/2014	402.49	0 No		.00		001-004-5021	11/14
11042014	4 Inv		SUPPLIES	11/04/2014 11/19/2014	70.03	0 No		.00		001-005-5045	11/14
11042014	5 Inv		SUPPLIES	11/04/2014 11/19/2014	87.02	0 No		.00		002-091-5021	11/14
11042014	6 Inv		SUPPLIES	11/04/2014 11/19/2014	87.03	0 No		.00		002-092-5021	11/14
11042014	7 Inv		SUPPLIES	11/04/2014 11/19/2014	457.94	0 No		.00		001-001-5056	11/14
11042014	8 Inv		SUPPLIES	11/04/2014 11/19/2014	259.73	0 No		.00		002-091-5026	11/14
11042014	9 Inv		SUPPLIES	11/04/2014 11/19/2014	21.81	0 No		.00		007-087-5023	11/14
11042014	10 Inv		SUPPLIES	11/04/2014	1,090.02	0		.00			11/14

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
				11/19/2014		No				001-031-5026	
11042014	11 Inv		SUPPLIES	11/04/2014	28.49	0		.00			11/14
				11/19/2014		No				001-004-5027	
11042014	12 Inv		SUPPLIES	11/04/2014	74.06	0		.00			11/14
				11/19/2014		No				006-014-5026	
11042014	13 Inv		SUPPLIES	11/04/2014	9.57	0		.00			11/14
				11/19/2014		No				001-004-5026	
11042014	14 Inv		SUPPLIES	11/04/2014	12.00	0		.00			11/14
				11/19/2014		No				001-020-5026	
Total 11042014					2,605.65						
Total 22178					2,605.65						
WELLS FARGO REMITTANCE-EMPLOY		22180									
11042014	1 Inv		SUPPLIES	11/04/2014	397.79	0		.00			11/14
				11/19/2014		No				001-040-5024	
11042014	2 Inv		SUPPLIES	11/04/2014	173.31	0		.00			11/14
				11/19/2014		No				001-005-5045	
11042014	3 Inv		SUPPLIES	11/04/2014	104.96	0		.00			11/14
				11/19/2014		No				007-087-5026	
11042014	4 Inv		SUPPLIES	11/04/2014	307.95	0		.00			11/14
				11/19/2014		No				007-087-5024	
Total 11042014					984.01						
Total 22180					984.01						
WELLS FARGO REMITTANCE-POLICE		22179									
11042014	2 Inv		SUPPLIES	11/04/2014	217.33	0		.00			11/14
				11/19/2014		No				001-050-5045	
11042014	3 Inv		SUPPLIES	11/04/2014	91.64	0		.00			11/14
				11/19/2014		No				001-050-5026	
11042014	4 Inv		SUPPLIES	11/04/2014	224.97	0		.00			11/14
				11/19/2014		No				001-050-5021	
Total 11042014					533.94						
Total 22179					533.94						
WELLS FARGO REMITTANCE-JACKSON		22177									
11042014	1 Inv		SUPPLIES	11/04/2014	223.31	0		.00			11/14
				11/19/2014		No				001-050-5045	
11042014	2 Inv		SUPPLIES	11/04/2014	208.56	0		.00			11/14
				11/19/2014		No				001-050-5024	
11042014	3 Inv		SUPPLIES	11/04/2014	43.00	0		.00			11/14
				11/19/2014		No				001-050-5024	
Total 11042014					474.87						
Total 22177					474.87						
Total 11/18/2014					5,291.96						

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<u>GL Period</u>	<u>Amount</u>
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11/18/2014 GL Period Summary

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<u>GL Period</u>	<u>Amount</u>
11/14	<u>5,291.96</u>
	<u><u>5,291.96</u></u>

Invoice No	Seq	Vendor Name Type	Vendor No Description Inventory No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
<b>11/19/2014</b>											
SMARTWORKSPLUS, INC.			21532								
49	1	Inv	CONTRACT SERVICES	11/15/2014	.00	0		.00		11/14	Y
				11/15/2014		No			002-091-5049		
49	2	Inv	CONTRACT SERVICES	11/15/2014	.00	0		.00		11/14	Y
				11/15/2014		No			001-050-5049		
49	3	Inv	CONTRACT SERVICES	11/15/2014	.00	0		.00		11/14	Y
				11/15/2014		No			001-040-5049		
49	4	Inv	COTNRACT SERVICES	11/15/2014	2,721.64	0		.00		11/14	Y
				11/15/2014		No			001-031-5049		
Total 49					2,721.64						
Total 21532					2,721.64						
SMITH, KATHLEEN			22039								
11162014	1	Inv	REIMBURSEMENT	11/16/2014	367.51	0		.00		11/14	
				11/19/2014		No			006-014-6001		
FASTENAL			21880								
AZPH914935	1	Inv	SUPPLIES	11/07/2014	25.28	0		.00		11/14	
				11/19/2014		No			001-004-5026		
GATEWAY COMMUNITY COLLEGE			21354								
NICHOLS12/5	1	Inv	EXAMINATION FEES	10/30/2014	87.00	0		.00		11/14	
				11/19/2014		No			002-091-5045		
QUALITY READY MIX-CEMEX			9955								
9429721244	1	Inv	CONCRETE	11/04/2014	13,445.32	8	11/19/2014	126.72		11/14	
				11/19/2014		No			007-087-5026		
NATIONAL PARKSERVICE			22338								
FO-9500-043	1	Inv	PERMIT FEE	11/01/2014	100.00	0		.00		11/14	
				11/19/2014		No			001-004-5054		
PASCHAL (SCHADE), JERRI			10591								
11112014	1	Inv	CEMETERY PROJECT	11/11/2014	251.78	2		.00		11/14	
				11/19/2014		No			001-031-5026		
SAM'S CLUB 6604			10530								
11122014	1	Inv	SUPPLIES	11/12/2014	408.75	0		.00		11/14	
				11/19/2014		No			001-004-5026		
TILENIUS, HENRY			22335								
173603	1	Inv	REFUND DEPOSIT	11/12/2014	138.25	0		.00		11/14	
				11/19/2014		No			002-0002520		
SANCHEZ, LAURA V.			22334								
1796.07	1	Inv	REFUND DEPOSIT	11/10/2014	89.58	0		.00		11/14	
				11/19/2014		No			002-0002520		
OLVEDA, VERGILENE			22337								
233707	1	Inv	DEPOSIT REFUND	11/17/2014	13.13	0		.00		11/14	
				11/19/2014		No			002-0002520		

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
9429721245	1	Inv	QUALITY READY MIX-CEMEX CONCRETE	11/05/2014 11/19/2014	1,016.88	8 No	11/20/2014	9.58		007-087-5026	11/14
Total 11/19/2014					18,665.12						

11/19/2014 GL Period Summary

GL Period	Amount
11/14	18,665.12
	<u>18,665.12</u>

Invoice No	Seq	Vendor Name Type	Vendor No Description Inventory No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
<b>11/20/2014</b>											
SOLOMON LAW OFFICES, P.C. 20955											
10312014	1	Inv	PROFESSIONAL SERVICE	10/31/2014 11/20/2014	3,645.00	0 No		.00		001-004-5041	11/14
AVESIS THIRD PARTY ADMIN INC 21412											
11192014	1	Inv	INSURANCE PREMIUM	11/19/2014 12/19/2014	424.42	7 No	12/09/2014	4.24		099-0002524	11/14
ARROW REDI-MIX-WINSLOW 22336											
200670	1	Inv	CONCRETE	11/13/2014 11/20/2014	802.12	0 No		.00		007-087-5026	11/14
Total 11/20/2014					<u>4,871.54</u>						

11/20/2014 GL Period Summary

GL Period	Amount
11/14	<u>4,871.54</u>
	<u><u>4,871.54</u></u>

Invoice No	Seq	Vendor Name Type	Vendor No Description Inventory No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
<b>11/26/2014</b>											
ARIZONA PUBLIC SERVICE 21025											
60852	1	Inv	STREETLIGHT CUST#100'	12/01/2014 12/01/2014	876.84	0 No		.00		007-087-5048	11/14 Y
U.S. POSTMASTER 21221											
68	1	Inv	UTILTIY BILLING	12/01/2014 12/01/2014	296.67	0 No		.00		002-090-5042	11/14 Y
68	2	Inv	UTILITY BILLING	12/01/2014 12/01/2014	296.67	0 No		.00		002-091-5042	11/14 Y
68	3	Inv	UTILITY BILLING	12/01/2014 12/01/2014	296.67	0 No		.00		002-092-5042	11/14 Y
Total 68					890.01						
Total 21221					890.01						
YESCO 21716											
40	1	Inv	MAINTENANCE	12/01/2014 12/01/2014	276.00	0 No		.00		006-014-5049	11/14 Y
RICOH USA 21881											
8012018	1	Inv	CONTRACT200-3040536-11	12/01/2014 12/01/2014	451.78	0 No		.00		001-004-5047	11/14 Y
CABLE ONE 23414-459480-01-5 21944											
10012038	1	Inv	UTILITIES	12/01/2014 12/01/2014	58.00	0 No		.00		001-060-5048	11/14 Y
CABLE ONE 23414-123561-01-8 21945											
10012038	1	Inv	UTILITIES	12/01/2014 12/01/2014	58.00	0 No		.00		001-050-5048	11/14 Y
CABLEONE 23414-468281-01-6 21946											
10012038	1	Inv	UTILITIES	12/01/2014 12/01/2014	542.45	0 No		.00		001-004-5048	11/14 Y
10012038	2	Inv		12/01/2014 12/01/2014	.00	0 No		.00			11/14 Y
Total 10012038					542.45						
Total 21946					542.45						
CABLEONE #23414-470574-01-1 22006											
3012034	1	Inv	UTILITIES	12/01/2014 12/01/2014	111.94	0 No		.00		001-020-5048	11/14 Y
CABLE ONE 23414-472364-01-4 22031											
50132	1	Inv	UTILITIES	12/01/2014 12/01/2014	75.45	0 No		.00		002-091-5048	11/14 Y
CABLEONE 23414-472179-01-7 22148											
11012026	1	Inv	UTILITIES	12/01/2014 12/01/2014	130.99	0 No		.00		002-091-5048	11/14 Y
11012026	2	Inv	UTILITIES	12/01/2014	130.99	0		.00			11/14 Y

R Column: Y = Recurring Payment

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
					12/01/2014		No				002-092-5048	
Total 11012026						261.98						
Total 22148						261.98						
CABLEONE 23414-472788-01-6				22223								
7012019	1	Inv	UTILITIES		12/01/2014	218.34	0		.00			11/14 Y
					12/01/2014		No				006-014-5048	
U.S. POSTMASTER				12330								
11242014	1	Inv	PEVL POSTAGE-ELECTIOI		11/24/2014	441.00	0		.00			11/14
					11/26/2014		No				001-001-5056	
SULLIVAN, JENNIFER				22095								
11252014	1	Inv	SUPPLIES		11/25/2014	26.45	0		.00			11/14
					11/26/2014		No				006-014-6001	
Total 11/26/2014						4,288.24						

11/26/2014 GL Period Summary

GL Period	Amount
11/14	4,288.24
	<u>4,288.24</u>

Invoice No	Vendor Name Seq Type	Vendor No Description Inventory No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
<b>12/2/2014</b>										
O'REILLY AUTO PARTS		21622								
296646	1 Inv PARTS		11/25/2014 12/10/2014	13.11	0 No		.00		001-031-5024	12/14
RDO EQUIPMENT CO		10080								
P56723	1 Inv PARTS		11/25/2014 12/10/2014	127.17	2 No		.00		001-040-5024	12/14
WELDING SERVICES & SUPPLY		12815								
17253	1 Inv SUPPLIES		12/01/2014 12/10/2014	43.64	2 No		.00		002-091-5026	12/14
PUBLIC AGENCY		9890								
165182	1 Inv TRAINING		11/10/2014 12/10/2014	295.00	0 No		.00		001-050-5045	12/14
UNIQUE MANAGEMENT SERVICES INC		21441								
294223	1 Inv COLLECTIONS		11/01/2014 12/10/2014	35.80	0 No		.00		001-000-4720	12/14
FERGUSON, ELDON L.		22305								
3014215	1 Inv LSTA GRANT		12/01/2014 12/03/2014	240.00	0 Yes		.00		027-020-5073	12/14
RADZANOWSKI, DOUGLAS		22308								
3014115	1 Inv LSTA GRANT		12/01/2014 12/03/2014	210.00	0 Yes		.00		027-020-5073	12/14
HOLBROOK FIRST STEP		21380								
11302014	1 Inv PROFESSIONAL SERVICE		11/30/2014 12/03/2014	50.00	0 No		.00		006-014-5041	12/14
RICOH USA		21881								
5033439528	1 Inv MAINTENANCE		11/19/2014 12/03/2014	94.31	0 No		.00		001-004-5047	12/14
SMITH, KATHLEEN		22039								
12022014	1 Inv REIMBURSEMENT		12/02/2014 12/03/2014	50.83	0 No		.00		006-014-6001	12/14
Total 12/2/2014				1,159.86						

12/02/2014 GL Period Summary

GL Period	Amount
12/14	1,159.86
	<u>1,159.86</u>

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
<b>12/3/2014</b>											
RDO RENTAL CO. 10085											
R01463	1	Inv	BACKHOE	11/14/2014 12/10/2014	4,184.71	1 No		.00		007-087-5071	12/14
RDO EQUIPMENT CO 10080											
P56668	1	Inv	PARTS	11/21/2014 12/10/2014	349.77	2 No		.00		007-087-5024	12/14
SAM'S CLUB 6604 10530											
11152014	1	Inv	BOOKS	11/15/2014 12/03/2014	87.59	0 No		.00		001-020-5026	12/14
FASTENAL 21880											
AZPH914995	1	Inv	SUPPLIES	11/14/2014 12/03/2014	50.75	0 No		.00		001-004-5026	12/14
QUILL OFFICE PRODUCTS 9990											
7877228	1	Inv	SUPPLIES	11/13/2014 12/10/2014	37.17	0 No		.00		001-005-5021	12/14
LEWUS ELECTRIC CO., INC. 21827											
2643	1	Inv	PUMP REPAIRS	11/24/2014 12/10/2014	364.82	0 No		.00		002-091-5026	12/14
O'REILLY AUTO PARTS 21622											
296468	1	Inv	PARTS	11/24/2014 12/10/2014	72.72	0 No		.00		001-085-5024	12/14
296523	1	Inv	PARTS	11/24/2014 12/10/2014	27.24	0 No		.00		007-087-5024	12/14
Total 21622					99.96						
R.A.G.H.T. 10005											
12012014	1	Inv	INSURANCE PREMIUMS	12/01/2014 12/03/2014	56,198.22	2 No		.00		099-0002524	12/14
QUALITY READY MIX-CEMEX 9955											
9429778155	1	Inv	CONCRETE	11/13/2014 12/03/2014	12,403.08	8 No	11/28/2014	116.90		007-087-5026	12/14
9429778154	1	Inv	CONCRETE	11/12/2014 12/03/2014	1,790.27	8 No	11/27/2014	16.87		007-087-5026	12/14
Total 9955					14,193.35						
DICKINSON WRIGHT MARISCAL, 22018											
981779	1	Inv	PROFESSIONAL SERVICE	11/13/2014 12/03/2014	40.00	0 No		.00		001-004-5041	12/14
HARRISON, JULIE 21108											
11242014	1	Inv	TRAINING REIMBURSEME	11/24/2014 12/03/2014	934.70	0 No		.00		002-092-5045	12/14
O'REILLY AUTO PARTS 21622											
295697	1	Inv	PARTS	11/18/2014	10.90	0		.00			12/14

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
295801	1	Inv	PARTS	12/10/2014 11/19/2014 12/10/2014	20.83	No 0 No		.00		001-085-5024  001-060-5024	12/14
Total 21622					31.73						
UNIVERSAL POLICE SUPPLY CO.			12400								
165730	1	Inv	UNIFORMS	09/24/2014 12/10/2014	18.33	2 No		.00		001-050-5023	12/14
QUILL OFFICE PRODUCTS			9990								
7464861	1	Inv	SUPPLIES	10/30/2014 12/10/2014	32.18	0 No		.00		001-004-5021	12/14
7262210	1	Inv	SUPPLIES	10/23/2014 12/10/2014	64.14	0 No		.00		001-050-5021	12/14
Total 9990					96.32						
SETON IDENTIFICATION			22322								
9325935227	1	Inv	SAFETY SUPPLIES	10/29/2014 12/10/2014	79.13	0 No		.00		001-005-5026	12/14
R&R PRODUCTS			10030								
CD1848079	1	Inv	SUPPLIES	10/27/2014 12/10/2014	62.50	0 No		.00		001-040-5024	12/14
QUALITY READY MIX-CEMEX			9955								
9429778152	1	Inv	CONCRETE	11/06/2014 12/03/2014	1,016.87	8 No	11/21/2014	9.58		007-087-5026	12/14
9429848970	1	Inv	CONCRETE	11/17/2014 12/10/2014	1,670.92	8 No	12/02/2014	15.75		007-087-5026	12/14
9429848972	1	Inv	CONCRETE	11/18/2014 12/03/2014	1,670.92	8 No	12/03/2014	15.75		007-087-5026	12/14
Total 9955					4,358.71						
O'REILLY AUTO PARTS			21622								
297277	1	Inv	PARTS	12/01/2014 12/10/2014	196.73	0 No		.00		001-085-5026	12/14
QUILL OFFICE PRODUCTS			9990								
7913450	1	Inv	SUPPLIES	11/14/2014 12/10/2014	11.96	0 No		.00		001-004-5021	12/14
FASTENAL			21880								
AZPH913986	1	Inv	SUPPLIES	07/31/2014 12/03/2014	95.76	0 No		.00		001-004-5026	12/14
AZPH914276	1	Inv	SUPPLIES	08/29/2014 12/03/2014	201.83	0 No		.00		001-004-5026	12/14
Total 21880					297.59						
O'REILLY AUTO PARTS			21622								
292537	1	Inv	PARTS	10/23/2014 12/10/2014	3.28	0 No		.00		001-050-5024	12/14

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
292534	1	Inv	PARTS		10/23/2014 12/10/2014	39.24	0 No		.00		001-050-5024	12/14
292348	1	Inv	PARTS		10/22/2014 12/10/2014	11.99	0 No		.00		001-085-5026	12/14
292333	1	Inv	PARTS		10/22/2014 12/10/2014	175.75	0 No		.00		001-050-5024	12/14
292468	1	Inv	PARTS		10/23/2014 12/10/2014	19.62	0 No		.00		001-085-5026	12/14
Total 21622						249.88						
ADVANCED INFOR SYSTEMS				21240								
11892	1	Inv	UTILITY BILLING		11/20/2014 12/10/2014	88.13	0 No		.00		002-092-5042	12/14
11892	2	Inv	UTILITY BILLING		11/20/2014 12/10/2014	88.13	0 No		.00		002-091-5042	12/14
11892	3	Inv	UTILITY BILLING		11/20/2014 12/10/2014	88.12	0 No		.00		002-090-5042	12/14
Total 11892						264.38						
Total 21240						264.38						
QUILL OFFICE PRODUCTS				9990								
6788155	1	Inv	SUPPLIES		10/07/2014 12/10/2014	184.23	0 No		.00		001-050-5021	12/14
6788155	2	Inv	SUPPLIES		10/07/2014 12/10/2014	26.29	0 No		.00		001-005-5021	12/14
Total 6788155						210.52						
Total 9990						210.52						
PRECISION ELECTRIC				21262								
1-071484	1	Inv	REPAIRS		11/20/2014 12/10/2014	6,392.00	0 No		.00		002-092-5026	12/14
QUILL OFFICE PRODUCTS				9990								
6981263	1	Inv	SUPPLIES		10/14/2014 12/10/2014	242.35	0 No		.00		001-050-5021	12/14
RWC INTERNATIONAL				22339								
901429	1	Inv	REPAIRS		10/27/2014 12/10/2014	388.75	0 No		.00		001-060-5024	12/14
THOMAS, TARA				22340								
202504	1	Inv	REFUND DEPOSIT		11/14/2014 12/03/2014	48.89	0 No		.00		002-0002520	12/14
QUILL OFFICE PRODUCTS				9990								
7749046	1	Inv	SUPPLIES		11/10/2014 12/10/2014	18.46	0 No		.00		001-050-5021	12/14
7749046	2	Inv	SUPPLIES		11/10/2014 12/10/2014	9.81	0 No		.00		001-004-5021	12/14

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 7749046				28.27						
Total 9990				28.27						
Total 12/3/2014				89,519.08						

12/03/2014 GL Period Summary

GL Period	Amount
12/14	89,519.08
	89,519.08
Grand Total:	151,348.03

Report GL Period Summary

GL Period	Amount
11/14	60,669.09
12/14	90,678.94
	151,348.03

Vendor Number Hash: 1858460  
 Vendor Number Hash - Split: 2493440  
 Total Number of Invoices: 99  
 Total Number of Transactions: 129

TC	Terms Description	Invoice Amt	Discount Amt	Net Inv Amt
0	Open Terms	56,551.81	.00	56,551.81
1	NET 20	4,184.71	.00	4,184.71
2	NET 7	57,172.83	.00	57,172.83
7	1% 20, NET 30	424.42	4.24	420.18
8	1% 15TH, NET 30TH	33,014.26	311.15	32,703.11
		151,348.03	315.39	151,032.64

Report Criteria:  
 Invoice.Vendor No = 9701-99999

**ORDINANCE 14-10**

**AN ORDINANCE OF THE CITY OF HOLBROOK, ARIZONA, ESTABLISHING FEES FOR POCKET REFERENCES FOR THE HIDDEN COVE PARK IN THE CITY OF HOLBROOK**

**WHEREAS**, the City of Holbrook operates the Hidden Cove Park and may charge fees to operate and maintain said park; and

**WHEREAS**, an Ordinance is required to establish fees;

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Holbrook, Arizona that the fees for pocket references for the Hidden Cove Park in the City of Holbrook shall be as follows:

\$6.00 for each pocket reference

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK ON THIS 9<sup>TH</sup> DAY OF DECEMBER, 2014.

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*Jeff Hill, Mayor*

ATTEST:

APPROVED AS TO FORM:

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Cher Reyes, CMC, CPM, City Clerk

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Sterling T. Solomon, Attorney

# Invoice



4625 Lake Park Blvd.  
Salt Lake City, Utah 84120  
801.902.1200

Page 1/1  
Invoice 29319  
Date 11/10/2014

**Bill To:** Holbrook Police Department  
~~Attn: Kimberly McAlister~~  
PO Box 668  
Holbrook AZ 86025

**Ship To:** Holbrook Police Department  
~~Attn: Kimberly McAlister~~  
PO Box 668  
Holbrook AZ 86025

Project #	Customer ID	Salesperson ID	PO Number	Payment Terms	Req Ship Date	Master No.	
8117	AZHOLPD			Net 30	11/10/2014	25,018	
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
1	1	0	SPILLMAN SOFTWARE	Evidence Barcoding & Hardware	\$0.00	\$8,415.00	\$8,415.00

Subtotal \$8,415.00  
Misc \$0.00  
Tax \$413.00

A service charge of 1 1/2% per month will be charged on all past due amounts. Any issues disputing the timing or amount of any items on this invoice must be brought to the attention of Spillman Technologies within 20 days of the date of this invoice to avoid related service charge.

**Total \$8,828.00**

## AGREEMENT FOR FIRE PROTECTION SERVICES

This Agreement dated \_\_\_\_\_, 2015 between the **Woodruff Fire District**, hereinafter referred to as the "District", and the **Holbrook Fire Department**, hereinafter referred to as the "Department", supersedes and replaces all other agreements. The consideration for this Agreement is an annual amount agreed upon by the District and the Department and the mutual promises and covenants of the parties and other good and valuable consideration the sufficiency of which is hereby acknowledged.

### I.

The term of this Contract shall be for a one (1) year period beginning July 1, 2015 and continuing through and including June, 2016. This Agreement shall be deemed to be renewed by both the Department and the District every year on the anniversary of the effective date of this agreement unless either party provides written notice of its intent to terminate this agreement ninety days prior to the date of the annual renewal of the Agreement.

### II.

The Department agrees to provide fire protection services to the geographic area of the District, (see Exhibit A). The District agrees to pay the Department an annual fee of \$1,000 (One-thousand) for said fire protection services.

The annual fee set forth herein shall be the exclusive compensation received by the Department for the services provided within the District. The Department shall not further charge the residents and taxpayers of the Woodruff Fire District for services the Department renders within the District.

### III.

The Department agrees to take all necessary steps to maintain adequate staff and equipment to enable it to perform its obligations under this agreement. Department further agrees to utilize only sufficiently trained personnel to take all necessary steps that are reasonable and prudent to be taken to perform fire protection and prevention services for the residents within the geographic area of the District. The Department shall comply with all federal, state, and county laws at all times.

#### IV.

Each party shall indemnify and hold harmless the other parties from any liability resulting from the negligence, intentionally tortuous, or otherwise wrongful misconduct of the indemnifying party's respective employees, officers, students, clients and agents. Notwithstanding any other provision of this Agreement to the contrary, any agreement by one party to indemnify or hold harmless another party shall be limited to, and payable only from, the indemnifying party's available contractually assumed liability insurance coverage, if any, available as part of its general liability insurance program. The Department agrees to maintain insurance coverage at all times with minimum liability limits of \$1,000,000 per occurrence. The Department agrees to furnish the District with a Certificate of Insurance Naming the Woodruff Fire District as Additional Named Insured. The District shall maintain insurance coverage at all times with minimum liability limits of \$1,000,000 per occurrence.

#### V.

The Department shall keep a complete record of the number of its responses within the boundaries of the Woodruff Fire District, and shall additionally maintain other reasonable records and reports relating to this Agreement that may be requested by the District.

#### VI.

This contract shall not be assigned by either party to a third party. It is agreed that the Department shall be an Independent Contractor in relations to the services performed hereunder.

#### VII.

If any term or provision of this Contract shall be held invalid or unenforceable, then the remainder of the Contract, other than the invalid or unenforceable part, shall not be affected thereby and each other term and provision of this Contract shall be valid and enforceable to the fullest extent permitted by the law.

#### VIII.

All notices under this contract shall be in writing and delivered or sent certified mail to the current Chairman of the District or Chief of the Department.

**IX.**

This Contract embodies the whole agreement of the parties and supercedes all previous communications, representations, or agreements between the parties with respect to the matters contained herein. This agreement may be amended or modified only in writing signed by both parties hereto.

**X.**

The parties hereto acknowledge the provisions of A.R.S. § 38-511, and said statute is incorporated in this agreement by reference. The parties understand that in the event of a conflict of interest, this agreement may be cancelled consistent with the provisions of that law.

**XI.**

Pursuant to Arizona Revised Statutes Section 35-397, the Department certifies that it does not have a scrutinized business operation in either Sudan or Iran.

Department certifies and warrants that it is in compliance with Arizona and Federal immigration law, including the requirement to utilize the E-Verify to ensure employees are eligible for employment. Department shall allow the District to inspect its employment records to verify compliance. Failure of the Department to comply with state and federal immigration law or to allow reasonable inspections of employee records shall constitute a material breach of this agreement.

**XII.**

Pursuant to A.R.S. § 11-952, this Agreement shall be recorded with the Office of the Navajo County Recorder upon its execution by both parties.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

BY: \_\_\_\_\_ Woodruff Fire District Board Chairman

BY: \_\_\_\_\_ Holbrook Fire Department Fire Chief

BY: \_\_\_\_\_ Holbrook City Manager

ORDINANCE 14-11

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE  
CITY OF HOLBROOK, ARIZONA, AUTHORIZING  
THE ACQUISITION OF REAL PROPERTY BY THE CITY OF HOLBROOK:  
NAMELY PARCEL NUMBER 109-18-035A, MORE FULLY DESCRIBED IN EXHIBIT  
"A" ATTACHED HERETO

**Recitals:**

**WHEREAS**, owns property know as Parcel Number 109-18-035A more fully described in exhibit A; and

**WHEREAS**, an ordinance is required by the Holbrook City Charter, section 7.05(f) to acquire any real property.

**ENACTMENTS**

**NOW, THEREFORE**, be it ordained by the Mayor and Council of the City of Holbrook, Arizona, as follows:

SECTION 1. The property more fully described in Exhibit A will be acquired from John Park pursuant to a separate agreement to be executed between the parties.

SECTION 2. The City Manager is authorized to sign all documents necessary to effectuate the acquisition between John Park and the City of Holbrook.

Passed and adopted by the affirmative vote of not less six of the seven persons of the Mayor and the Council of the City of Holbrook, Arizona this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

ATTEST:

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

Approved as to Form:

\_\_\_\_\_  
Sterling T. Solomon, City Attorney

## EXHIBIT "A"

Parcel Number 109-18-035A, Lots 20, 21, Block 28 Clark Addition except the south 53.5 feet thereof.

# Holbrook Police Department Policies & Procedures

Effective Date: 12-____-2014	Number: P-21-05
Subject: Use of Audio Recorders and on-Officer Body Cameras	
Distribution: Patrol/Investigations	Revision Date: 08-20-2014

## I. PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio recording devices and on-officer body cameras by members of this department while in the performance of their duties. This policy does not apply to surreptitious interception of electronic communications for lawful authorized investigative purposes recordings (see Mobile video recording equipment policy & Procedures) or to mobile audio.

## II. POLICY

The Holbrook Police Department shall provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the department-issued or personally owned recorders.

## III. PRIVACY

All recordings made by personnel acting in their official capacity as members of this department shall remain the property of the Department and are not private, regardless of whether those recordings were made with department-issued or personally owned recorders.

## IV. MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder, issued by the Department, and that the recorder is in good working order and fully charged. Uniformed members should wear the recorder in a conspicuous manner.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful.

When using a recorder, the assigned member shall record his/her name, employee number and current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

## IIV. ON-OFFICER BODY CAMERA

The only approved on-officer body camera authorized by the Holbrook Police Department are the Taser Axon, or the Taser Axon Flex camera system. The on-officer body camera is an audio/video recording system worn and used by officers to document police related incidents. Any other video cameras used by officers for law enforcement purposes will be approved by the Chief of police and adhere to protocols outlined in this policy.

# Holbrook POLICE Department Policy & Procedures

## **P-21-05.A1      OPERATION MODE DEFINITIONS**

Normal (Buffering) Mode: The on-officer body camera continuously loops video recording for up to 30 seconds before recording is started by the officer. Records video only (no audio) while buffering.

ABC: Axon Body Camera. Mounted to the officer's uniform using the S-clip used for Polo, button or zippered shirts. Metal attachment clip used to secure the ABC to the utility belt, or the pen holder of the uniform shirt.

## **P-21-05.A2      OPERATIONAL GUIDELINES**

The on-officer body camera and accessory kit will be assigned and maintained by the individual officer. Officers will inspect the on-officer body camera for any physical damage and ensure the device is in working order at the beginning of the shift. Prior to going into service with an on-officer body camera, officers will ensure they are wearing an authorized uniform clearly identifying them as a Holbrook Police Officer, unless otherwise authorized by a supervisor with approval of the Chief of Police. Officers will make every effort to place the on-officer body camera in the event mode as soon as practical during a given situation. On-officer body camera recordings will be used for official Department purposes only.

## **P-21-05.A3      USE GUIDELINES**

Officers will make every effort to activate the on-officer body camera to record, at a minimum, the following event(s), if practical:

1. Traffic stops and citizen contacts.
2. Impaired driver investigations.
3. Vehicle pursuits and failure to yield incidents.
4. Accident scenes.
5. All calls for service.
6. Transportation of any prisoner(s) or citizens for any reason. (With the exception of the Civilian ride along Program.
7. Any time an officer feels it is appropriate to record.
8. All searches. (Persons, Vehicles, Structures, etc.)
9. Statements made by subjects, victims, and witnesses.
10. Advising an individual of his/her Miranda rights.
11. During interrogations.
12. Other legitimate law enforcement contacts.

## Holbrook Police Department Policy & Procedures

13. Once on, officers will continue to record until completion of the event, or until they have left the scene except for instances outlined in this order.
14. Additional arriving units to a scene assigned an on-officer body camera will begin recording as soon as practical, and continue to record until the completion of the event, or until they have left the scene. (This includes recording of statements).
15. Consideration may be given when a victim requests not to be recorded. Contact an on-duty supervisor for resolution, if needed.
16. Officers may use media captured via the on-body camera to assist with the investigation and completion of reports.
17. Officers may use media captured via the on-body camera for training purposes, with proper authorization from the Chief of Police.

Unless it is during one or more of the events listed under P-21-05.A3 above, under the following circumstances, officers will make every effort NOT to activate the on-body officer camera and will not record:

1. While on employee breaks.
2. Report writing. Discussing a case with other officers. (Unless you are at an active event).
3. During other administrative functions.
4. During general discussions with employees.
5. The on-body camera will not be activated in places where a reasonable expectation of privacy exists, Such as dressing rooms or restrooms.
6. Members shall not record confidential informants or undercover officers.
7. Officers will not allow citizens to review the recordings, outside the normal process for review of public records unless the recordings are protected under an exception to the public record inspection laws.
8. Members accessing, copying or releasing of on-officer body camera recordings for other than official law Enforcement purposes are prohibited and subject to discipline.

# Holbrook Police department Policy & Procedures

## Dissemination of information and the recordings of on-officer body cameras will be:

1. For criminal justice purposes only.
2. For training purposes only when approved by a supervisor through the Chief of Police.
3. Officers shall not make copies of any on-officer body camera for their personal use.

### **P-21-05.A4 MEDIA STORAGE, EVIDENTIARY VALUE**

1. All on-officer body camera recordings shall be retained and considered as evidence.
2. at the end of shift, officers shall download shift events into the Taser storage computer Located in the patrol room.
3. Officers shall download all recordings where interaction with the public has taken place.
4. The downloaded data is considered evidence.
5. Once data is downloaded into the Taser computer in its entirety, officers will then tag the segments of evidentiary value and label with DR or event number.
6. Do not erase, alter or tamper with any ABC or collected data.
7. Members requesting a file be deleted will submit a memo of explanation to their supervisor.
8. The affected supervisor will make a determination following the policy established under P-21-05.A6 below and forward the memo to the patrol Lieutenant who will then forward the request to the Chief of Police for consideration of removal again according to P-21-05.A6; P-21-05.A11 and P-21-05.A11.1.
9. The memos will be retained by the Chief of Police.

### **P-21-05.A5 DOCUMENTATION AND REPORTING**

1. When the on-officer body camera is used in any investigation or during a police contact, this fact will be documented on any citation and/or report prepared regarding the contact.
2. When preparing an incident report, supplemental report, citation report, or field interview (FI) card, in connection with an investigation or police event, the following details of the recording should be Included in that report/contact card.
  - An indication that a recording was made
  - The date and time of the recording
  - The person(s) recorded
  - The reason recording. (i.e.: traffic stop, criminal investigation, field contact, etc. under P-21-05.A3).
3. video recordings are intended to supplement departmental reports. Submitted reports are still required to comprehensively capture the totality of the event.

# Holbrook Police Department Policy & Procedures

## **P-21-05.A6      RETENTION AND PUBLIC RELEASE**

1. On-officer body camera recordings captured as part of a Department member's duties shall be the property of the Holbrook Police Department and be considered a record of the Police Department.
2. The release of information requested through a public records request will be subject to the same statutory exemptions from disclosure as any other Departmental records.
4. Prior to releasing any on-officer body camera recordings, officers and affected members will ensure proper redaction is completed.
5. Recordings not attached to a case or investigation will be purged per schedule determined by Arizona retention Laws.
6. Officers are responsible for proper care of all Department property and/or equipment assigned to them.
7. Officers will immediately report loss of, or damage to, any part of the on-officer body camera equipment to their chain of command.

## **P-21-05.A7      CARE AND EQUIPMENT**

1. On-officer body cameras will be issued to the individual officers by the Patrol Sergeant's.
2. A record of the inventory will be maintained by the Patrol Sergeant's with a copy to the Patrol Lieutenant.
3. Only officers who have completed the approved training will be assigned an on-officer body camera.
4. Officers are responsible for proper care of all Department property and/or equipment assigned to them.
5. Officers will report any loss of, or damage to, any part of the on-officer body camera equipment to their chain of command.

## **P-21-05.A8      INSPECTION AND AUDIT**

1. Supervisors will ensure that those reporting to them are using the on-officer body camera as outlined in this policy by periodically inspecting recordings of each subordinate.
2. Annual audit reviews will be completed for each officer that is assigned an on-officer body camera.
3. Each supervisor will provide an evaluation report with the scheduled city evaluations at the end of the year to the patrol Lieutenant who will then forward to the Chief of Police.

## **P-21-05.A9      ACTIVATION OF THE AXON BODY CAMERA**

1. Members should activate the recorder during all enforcement stops and field interrogation situations and any other time the member reasonably believes that a recording of on-duty contact may be useful. once started, recordings should continue without interruption until the contact ends, if feasible.
2. At no time is a member expected to jeopardize his/her safety in order to activate a recorder or change

the recording media. However, the recorder should be activated in required situations as soon as practicable.

## **Holbrook Police Department Policy & Procedures**

### **P-21-05.A9.1 SURREPTITIOUS USE OF THE AXON BODY CAMERA**

1. Arizona law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (ARS 13-3012).
2. Members of the department may surreptitiously record any conversation during the course of a criminal investigation in which the officer reasonably believes that such a recording will be beneficial to the investigation.
3. Members shall not surreptitiously record another department member without a court order or unless lawfully authorized by the Chief of Police or his designee.

### **P-21-05.A10 PROHIBITED USE OF PORTABLE RECORDERS**

1. Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making copies of recordings created while on-duty or while acting in their official capacity.
2. Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. members shall not duplicate or distribute such recordings, except for authorized legitimate department purposes. All such recordings shall be retained at the department.
3. Members are prohibited from using personally owned recording devices while on-duty without the express consent of the supervisor. Any member who uses a personally owned recorder for department related activities shall comply with the provisions of this policy, including retention and release requirements.
4. Recordings shall not be used by any member for the purpose of embarrassment or ridicule.
5. Any member who may have questions regarding the application of this policy is encouraged to seek clarification from supervisory personnel.

### **P-21-05.A11 RETENTION OF RECORDINGS**

1. Any time a member records any portion of a contact that the member reasonably believes constitutes evidence in a criminal case, the member shall record the related case number and download the file in accordance with this policy and document the existence of the recording in the related case report.
2. Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.
3. Members should download the file, in accordance with current procedure for storing digital files, at the end of their shift and any time the storage capacity is nearing its limit.

#### **P-21-05.A11.1 RETENTION REQUIREMENTS**

All recordings shall be retained for a period consistent with the requirements of the organizations records retention schedule but in no event for a period less than 180 days.

## **Holbrook Police Department Policy & Procedures**

### **P-21-05.A12 RELEASE OF RECORDINGS**

Recordings made using portable recording devices pursuant to this policy are department records and may only be released as provided in the records release and security policy or for other authorized legitimate department business purposes.

### **P-21-05.A13 REVIEW OF RECORDED MEDIA FILES**

1. When preparing written reports, members should review their recordings as a resource. however, members should not use the fact that a recording was made as a reason to write a less detailed report.
2. Supervisors are authorized to review relevant recordings any time they are investigating alleged Misconduct, reports of meritorious conduct or whenever such recordings would be beneficial in Reviewing the member's performance.

#### **Recorded files may also be reviewed:**

1. Upon approval by a supervisor, by any member of the department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.
2. Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
3. by media personnel with permission of the Chief of Police or authorized designee.
4. In compliance with public records request, if permitted, and in accordance with the records release and security policy.

# HOLBROOK ANIMAL CARE, CONTROL & SHELTER

## Volunteer Agreement

As a Volunteer with Holbrook Animal Care, I agree to uphold the following values, principles, personal conduct and practices:

*I will treat all animals humanely, with compassion and care. I will never mishandle or treat an animal in such a way that it may be construed as unkind or abusive.*

*I will act as an ambassador for Holbrook animal care.*

-  *I will report any instances of animal cruelty or neglect that I become aware of in the community to the appropriate authorities.*
-  I will carry out my service in accordance with my volunteer training. I agree to *exercise the safety and sanitation protocols I am taught*, for the health and well-being of the animals in our care, as well as that of the public, myself, volunteers and employees. I agree to seek out clarification when necessary. I also agree to attend any additional training that may later become required.
-  *I will hold confidential* all information that I may obtain, directly or indirectly, concerning members of the public, animals, volunteers, employees and donors.
-  I will respect Holbrook animal care media and photograph policy. I will not take pictures in non-public areas of Holbrook animal care shelter without appropriate approval and will not communicate with members of the media, unless otherwise instructed by our executive-level personnel. I agree to seek out clarification when necessary.
-  I will be fair to my teammates by communicating concerns or differences of opinion in a diplomatic and constructive way, as well as in an appropriate setting. I will expect the same of my teammates.
-  I will seek out Volunteer Services for assistance in the resolution of conflicts or should I at any time request a grievance to be addressed.
-  I will adhere to the Volunteer Position Description for any area in which I volunteer.
-  I will adhere to sign-in and scheduling procedures and seek to avoid absences.
-  I will notify Volunteer Services if I choose to discontinue my volunteer service. I understand that by offering my constructive feedback, I am allowing for the betterment of services for the animals and the people who rely on Holbrook Animal Care, Control & Adoption services.
-  **In addition, I also understand that Holbrook Animal Care, Control & Shelter reserves the right to terminate my volunteer status as a result of any of the following:**

Mistreatment of an animal; Behavior that is disrespectful and/or other behavior that is inconsistent with our internal mission statement; Unsatisfactory work performance; Failure to comply with organizational policies and training; Any other circumstance which, in the judgment of the Manager of Volunteer Services, or the City of Holbrook Animal Control Supervisor, would make my continued service as a Volunteer contrary to the best interest of Animal Shelter.

My signature below indicates that I have read, understood, and agree to comply with the above.

Printed Name

Signature

Date

# HOLBROOK ANIMAL CARE, CONTROL & SHELTER

## Volunteer Agreement

As a Volunteer with Holbrook Animal Care, I agree to uphold the following values, principles, personal conduct and practices:

*I will treat all animals humanely, with compassion and care. I will never mishandle or treat an animal in such a way that it may be construed as unkind or abusive.*

*I will act as an ambassador for Holbrook animal care.*

-  *I will report any instances of animal cruelty or neglect that I become aware of in the community to the appropriate authorities.*
-  *I will carry out my service in accordance with my volunteer training. I agree to exercise the safety and sanitation protocols I am taught, for the health and well-being of the animals in our care, as well as that of the public, myself, volunteers and employees. I agree to seek out clarification when necessary. I also agree to attend any additional training that may later become required.*
-  *I will hold confidential all information that I may obtain, directly or indirectly, concerning members of the public, animals, volunteers, employees and donors.*

 I will respect Holbrook animal care media and photograph policy. I will not take pictures in non-public areas of Holbrook animal care shelter without appropriate approval and will not communicate with members of the media, unless otherwise instructed by our executive-level personnel. I agree to seek out clarification when necessary.

 I will be fair to my teammates by communicating concerns or differences of opinion in a diplomatic and constructive way, as well as in an appropriate setting. I will expect the same of my teammates.

 I will seek out Volunteer Services for assistance in the resolution of conflicts or should I at any time request a grievance to be addressed.

 I will adhere to the Volunteer Position Description for any area in which I volunteer.

 I will adhere to sign-in and scheduling procedures and seek to avoid absences.

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 **In addition, I also understand that Holbrook Animal Care, Control & Shelter reserves the right to terminate my volunteer status as a result of any of the following:**

Mistreatment of an animal; Behavior that is disrespectful and/or other behavior that is inconsistent with our internal mission statement; Unsatisfactory work performance; Failure to comply with organizational policies and training; Any other circumstance which, in the judgment of the Manager of Volunteer Services, or the City of Holbrook Animal Control Supervisor, would make my continued service as a Volunteer contrary to the best interest of Animal Shelter.

My signature below indicates that I have read, understood, and agree to comply with the above.

---

Printed Name

Signature

Date

# HOLBROOK ANIMAL CARE, CONTROL & SHELTER

## Liability Release & Waiver

I, the undersigned, understand that my participation with Holbrook Animal Care & Control is strictly on a volunteer basis. I understand that there are inherent risks associated with my volunteer activities, including the risk of personal injury resulting from animal bites and other animal behavior. I hereby release The City of Holbrook, including its officers, agents and employees, from any and all claims of liability of any kind whatsoever, including, but not limited to, claims of negligence and/or injury to me arising out of my participation in the Volunteer Program. I understand that by signing below I am waiving any and all claims of liability including, but not limited to, claims of negligence and/or injury to me, against The City of Holbrook, its officers, agents and employees, arising out of my participation in The Volunteer Program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Minor Consent:** I, \_\_\_\_\_, give  
(Parent or Guardian)

Consent for \_\_\_\_\_ to volunteer at Holbrook  
(Minor's Name)

Animal Care & Control.



To help us get to know you, please tell us why you wish to volunteer for the Holbrook Animal Care, Control & Shelter.

---

---

Have you worked with animals in the past, or currently? Yes  No  If yes, where? \_\_\_\_\_

---

Dependability is a key factor in a successful Volunteer. For the sake of the animals, we ask that our Volunteers honor all shifts for which they have committed. Are you able to contribute at least 8 hours of scheduled volunteer service each month? Yes  No

*Please know that in order for our Volunteer Program to make the optimal impact on the animals in our care, we ask all of our volunteers to make this commitment.*

An effective volunteer program relies heavily on good communication, and we therefore ask our volunteers to read all emails and bulletin board postings. Do you have timely access to your email? Yes  No

Helping the animals requires good people skills, as it is *people* who adopt, volunteer, spay & neuter their pets, and donate to shelters. Likewise, nearly all of our volunteer positions require heavy interaction with the public. Please describe your overall style of interacting with others.

---

---

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### References

Please list two references, other than family members, who can tell us how you exemplify the characteristics of *Compassion, Commitment*.

Name	E-mail Address	Relationship
1) _____	_____	_____
2) _____	_____	_____

### Current Employment

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Do you have any professional skills you would like to share with the Holbrook Animal Care, Control & Shelter ? Yes  No

---

---

Have you ever been convicted of a misdemeanor? Yes  No  If yes, please explain:

---

---

Have you ever been convicted of a felony? Yes  No  If yes, please explain:

---

---

Please be aware that a misdemeanor related to violence, theft or drugs, or a felony of any kind, is a disqualifier for participation in our volunteer program. Please also note that we cannot accommodate court ordered community service.

**Emergency Contact**

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone / Cell Phone: \_\_\_\_\_

\*\*\*\*\*

**Thank you for your compassion for the animals!**

**ORDINANCE 14-12**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE  
CITY OF HOLBROOK, ARIZONA, AUTHORIZING  
THE ACQUISITION OF REAL PROPERTY BY THE CITY OF HOLBROOK:  
NAMELY PARCEL NUMBER 109-19-071, MORE FULLY DESCRIBED IN EXHIBIT  
“A” ATTACHED HERETO**

**Recitals:**

**WHEREAS**, owns property know as Parcel Number 109-19-071 more fully described in exhibit A; and

**WHEREAS**, an ordinance is required by the Holbrook City Charter, section 7.05(f) to acquire any real property.

**ENACTMENTS**

**NOW, THEREFORE**, be it ordained by the Mayor and Council of the City of Holbrook, Arizona, as follows:

SECTION 1. The property more fully described in Exhibit A will be acquired from John Park pursuant to a separate agreement to be executed between the parties.

SECTION 2. The City Manager is authorized to sign all documents necessary to effectuate the acquisition between Arizona Public Service and the City of Holbrook.

Passed and adopted by the affirmative vote of not less six of the seven persons of the Mayor and the Council of the City of Holbrook, Arizona this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

ATTEST:

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

Approved as to Form:

\_\_\_\_\_  
Sterling T. Solomon, City Attorney

# EXHIBIT "A"

Parcel Number 109-19-071 also known as 440 1<sup>st</sup> Avenue





**Precision Electric Co, Inc**  
**Corporate and Engineering Office**  
**1822 East Jackson Street • Phoenix, Arizona 85034**  
**602-252-2821 Office**  
 frank@precisionelectric.com



## QUOTATION

Quote Date: 9/30/2014

Quoted By F Cluff

### Customer Data

Customer City of Holbrook  
 Address Treatment Plant

Cell 602-524-0287  
 Office 602-252-2821  
 Fax

Attn: Lance Spencer  
 Phone  
 Fax  
 Cell 928-241-1072  
 Email

Please don't hesitate to call if you have any questions or if I can be of any further assistance!

Estimated SHIP DATE: 10-14-days	QUOTE #: fc9302014	SHIP: Customer P/U	TERMS: Net 30
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RE:

ITEM	Description	Price/Rate	Amount
1	Recondition Peerless Pump		\$6,392.00
	<b>WORK SCOPE:</b> Disassemble unit, sandblast & clean all parts, Check all mechanical fits, Replace bearings, Replace seals, TIR Shaft, Epoxy Coat Exterior.		
	Note: Any additional work found will be quoted before work proceeds.		
	Additional parts & labor to replace both bowls and both impellers		\$1,900.00
	<b>Plus Freight to pick up &amp; deliver</b>		
	<b>Cost to repair</b>		

**This quote is valid for 30 days**

**\*\*Unless Quoted Prices do not include Freight or Special Handling Charges\*\***

All New Products are subject to the Manufactures Warranty, Terms and Conditions

Reconditioned Equipment will be repaired to E.A.S.A.'s Guidelines and subject to their Warranty, Terms and Conditions

Sub Total	\$8,292.00
Freight	\$0.00
Taxes	
<b>TOTAL</b>	<b>\$8,292.00</b>

### 24 Hour Emergency Service Call 602-252-2821 or 480-232-8374

#### PEC Services's

- Licensed & Bonded Electrical Contractor
- Infrared Thermography
- Vibration Analysis
- Predictive Maintenance
- Laser Alignment
- Field Balancing
- Motor and Pump Control Repair or Replacement
- Pump and Motor Reconditioning
- Pump and Motor Removal

#### PEC Products

- General Electric Motors and Controls
- US Electric Motors
- Baldor Electric Motors
- Weg Electric Motors and Controls
- Mitsubishi Electric Drives and Controls
- Keen Pumps and Controls
- National Pump
- Goulds Pumps
- Essco Pumps and Controls

**CITY OF HOLBROOK**

**INVOICE APPROVAL REPORT**

**BY GL NUMBER WALT'S  
HARDWARE**

11/14/2014 THRU 12/03/2014

**TOTAL**

**\$1301.42**