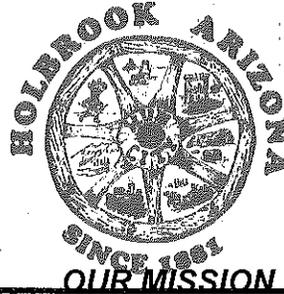


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465 First Avenue  
P.O. Box 970  
Holbrook, AZ 86025

# CITY OF HOLBROOK



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

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

## AGENDA

### REGULAR CITY COUNCIL MEETING

AUGUST 25, 2015

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. Electronic versions of this agenda can be found at [www.ci.holbrook.az.us](http://www.ci.holbrook.az.us).

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

- 1) CALL TO ORDER:
- 2) ROLL CALL:
- 3) PLEDGE OF ALLEGIANCE/INVOCATION:
- 4) PUBLIC ANNOUNCEMENTS AND PRESENTATIONS (Please limit to 10 minutes).
  - A. Proclamation "Grandfamily/Kinship Care Month".
  - B. Presentation from Mary Springer, Navajo County Emergency Management Director on the Ready Navajo County Public Notification System.
- 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 August 6, 2015 thru August 19, 2015:  
Documentation for claims is available at City Hall.
- 7) SUMMARY OF CURRENT EVENTS:  
**Mayor:**  
**Council Members:**  
**Manager:**  
**Finance Director:**  
**Police Chief:**
- 8) OLD BUSINESS:
- 9) NEW BUSINESS:  
A. Ordinance 15-05, authorizing the sale of real property of the City of Holbrook, namely Parcel 109-16-025 to Northland Pioneer College, first reading.  
B. Discussion/possible action regarding designation of City's Chief Fiscal Officer-Manager Alley.  
C. Discussion/possible action request to upgrade telephone system at the Police Department-Manager Alley.
- 10) EXECUTIVE SESSION:  
A. Pursuant to ARS 38-431.03(A) (3), the Council may adjourn into executive session for discussion or consultation or legal advice with the City Attorney for any item listed on the agenda.
- 11) POST EXECUTIVE SESSION:
- 12) CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: \$ 1401.78
- 13) CLAIMS/PAYMENT APPROVAL FOR HOLBROOK TRIBUNE: \$552.04
- 14) 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 18th day of August 2015

  
Cher Reyes, CMG, 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.





# Arizona Grandparent Ambassadors

A support network for grandparents who are raising their grandchildren

July 31, 2015

Mayor Jeff Hill  
PO Box 970  
Holbrook, AZ 86025

Dear Mayor Hill,

I'm a 73 year old grandfather raising my grandchild in Arizona. I'm also part of **Arizona Grandparent Ambassadors**, a growing support network for grandparents who are raising their grandchildren. When times were tough, we stepped up to keep our families together and strong. **We are the reason our grandchildren are not in foster care, group homes, or other non-familial settings.** Keeping families together and strong is a basic American value that is shared no matter your race, your political party, or where you live. We are proud and dedicated to raising our grandchildren. Our mission is to support, mobilize, educate, and advocate for Arizona's grandparents who are raising their grandchildren.

The first Sunday after Labor Day (September 13<sup>th</sup> this year) is National Grandparents Day. Throughout the month of September, the Arizona Grandparent Ambassadors are raising public and government awareness of the benefit Grandparents and other Kinship caregivers provide to the children they care for and to the state of Arizona by asking cities to proclaim September as Grandfamily/Kinship Care Month.

**Would you be willing to declare September as Grandfamily/Kinship Care Month in the city of Holbrook?**

Surprise, AZ was the first city to agree to declare September as Grandfamily/Kinship Care Month. Since then, we have also received confirmation that Proclamations will also be presented in Tucson, Apache Junction, Casa Grande, Goodyear, Litchfield and Buckeye. I am writing today to ask that you consider doing the same for your city. I am attaching a copy of our proclamation to use as a sample, or use directly by simply editing the name of the Mayor and City.

We have a statewide press release planned for September 1, 2015, to announce the cities throughout Arizona who will be issuing this proclamation and reiterate the importance of supporting grandfamilies in our communities. Let me know if your city would like to be included in this release, and if we can count on you to issue a similar proclamation in your city. I can be reached at [centralazga@gmail.com](mailto:centralazga@gmail.com) or by calling 602-456-0762.

Thank you,

John Jacob  
Arizona Grandparent Ambassadors



Grandfamily/Kinship Care Month  
September, 2015

Whereas, this year during the month of September, Grandfamily/Kinship Care Month is observed. Holbrook, Arizona is proud to recognize the children and their grandparents and other relatives who raise them in kinship care and who ensure their safety, promote their well-being and establish a stable household for these young people to thrive, and

Whereas, nationally 2.7 million children are living with grandparents and other relatives in kinship care of which over 104,715 caregivers reside in Arizona, and

Whereas, relationships with family are crucial for children, it is our responsibility to promote and preserve kinship, sibling, and other familial connections for children in Arizona, and

Whereas, Arizonians join to honor famous kinship caregivers such as President George Washington, as well those grandparents and relatives residing in urban, rural and suburban households in every county of Arizona who "famously" step forward out of love and loyalty to care for relatives when the child's biological parents are no longer able to do so, and

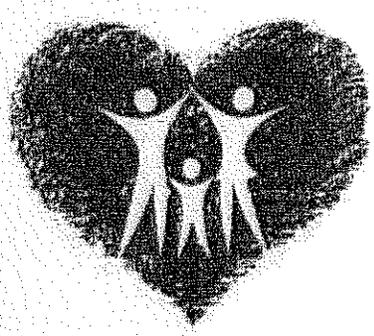
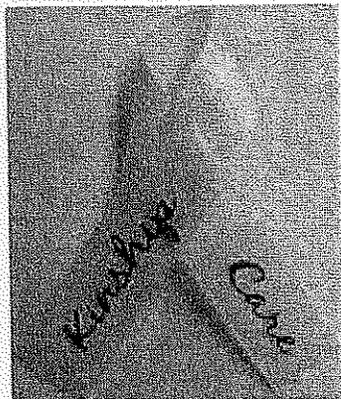
Whereas Arizonians join to honor famous youth who were raised in kinship care such as Maya Angelou, Sandra Day O'Conner, and Barack Obama as well as those children residing in urban, rural and suburban households in every county of Arizona who through the unconditional support of grandparents and other relatives, have successfully addressed the emotional trauma of losing their parents, and

Whereas, the public becomes increasingly aware of the challenges faced by children, grandparents and other relatives in kinship care to work in partnership with the education, legal, social services, mental health, justice and other systems to access services that can enable kinship youth to flourish in all facets of their life, and

Whereas, nationally Grandfamilies/Kinship Caregivers save tax payers more than 6.5 billion dollars a year, and

Whereas, one in eleven of all children and one in five Black children will live within a kinship family sometime during their childhood, kinship care provides the best opportunity to retain the child's cultural heritage and community ties.

Now, therefore, I, Mayor [Signature] Holbrook do hereby proclaim September, 2015 to be Grandfamily/Kinship Care Month In the city of Holbrook - Arizona.





**CITY OF HOLBROOK**

**INVOICE APPROVAL REPORT**

**BY GL NUMBER EXCLUDING  
HOLBROOK TRIBUNE AND WALT'S  
HARDWARE**

08/06/2015 THRU 08/19/2015

**TOTAL** **\$70,288.03**



Report Criteria:  
 Invoice.Vendor No = 1-6239

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>8/12/2015</b>												
BRIMHALL - BRICK & LANDSCAPE			2661									
28822	1	Inv	CLASS 6 AB		08/10/2015	1,113.50	0		.00			8/15
					08/12/2015		No			007-087-5026		
BANANA JONS			2177									
15-1207	1	Inv	RENTAL/MAINT		08/06/2015	420.00	2		.00			8/15
					08/13/2015		No			001-031-5047		
COPPERSTATE BOLT & NUT			3750									
S01279113	1	Inv	PARTS		08/03/2015	116.25	0		.00			8/15
					08/12/2015		No			001-085-5026		
CASELLE INC			3140									
66903	1	Inv	MAINTENANCE		08/01/2015	885.67	0		.00			8/15
					08/12/2015		No			001-004-5047		
FRONTIER COMM TELE			3350									
080115	1	Inv	UTILITIES		08/01/2015	142.54	0		.00			8/15
					08/12/2015		No			001-060-5048		
080115	2	Inv	UTILITIES		08/01/2015	1,295.45	0		.00			8/15
					08/12/2015		No			001-050-5048		
080115	3	Inv	UTILITIES		08/01/2015	157.08	0		.00			8/15
					08/12/2015		No			001-085-5048		
080115	4	Inv	UTILITIES		08/01/2015	207.37	0		.00			8/15
					08/12/2015		No			001-093-5048		
080115	5	Inv	UTILITIES		08/01/2015	319.50	0		.00			8/15
					08/12/2015		No			002-092-5048		
080115	6	Inv	UTILITIES		08/01/2015	135.52	0		.00			8/15
					08/12/2015		No			001-040-5048		
Total 080115						2,257.46						
Total 3350						2,257.46						
REYES, CHERYL RAYE			3290									
080515	1	Inv	CAFETERIA - MED		08/05/2015	5.22	0		.00			8/15
					08/12/2015		No			099-0002522		
SENSUS METERING SYSTEMS			5785									
360704	1	Inv	SOFTWARE SUPPORT		07/30/2015	1,756.55	2		.00			8/15
					08/06/2015		No			002-091-5049		
UNISOURCE ENERGY SERVICES			3380									
080715	1	Inv	UTILITIES		08/07/2015	22.31	0		.00			8/15
					08/12/2015		No			002-091-5048		
080715	2	Inv	UTILITIES		08/07/2015	17.98	0		.00			8/15
					08/12/2015		No			002-090-5048		
080715	3	Inv	UTILITIES		08/07/2015	116.39	0		.00			8/15
					08/12/2015		No			001-099-5048		
080715	4	Inv	UTILITIES		08/07/2015	22.31	0		.00			8/15
					08/12/2015		No			001-031-5048		

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
080715	5 Inv	UTILITIES	08/07/2015	35.07	0		.00			8/15
			08/12/2015		No			002-090-5048		
080715	6 Inv	UTILITIES	08/07/2015	22.31	0		.00			8/15
			08/12/2015		No			007-087-5048		
080715	7 Inv	UTILITIES	08/07/2015	26.87	0		.00			8/15
			08/12/2015		No			001-085-5048		
080715	8 Inv	UTILITIES	08/07/2015	22.31	0		.00			8/15
			08/12/2015		No			001-093-5048		
080715	9 Inv	UTILITIES	08/07/2015	28.69	0		.00			8/15
			08/12/2015		No			001-093-5048		
080715	10 Inv	UTILITIES	08/07/2015	22.31	0		.00			8/15
			08/12/2015		No			001-084-5048		
080715	11 Inv	UTILITIES	08/07/2015	43.25	0		.00			8/15
			08/12/2015		No			001-060-5048		
080715	12 Inv	UTILITIES	08/07/2015	36.88	0		.00			8/15
			08/12/2015		No			001-048-5048		
080715	13 Inv	UTILITIES	08/07/2015	24.55	0		.00			8/15
			08/12/2015		No			001-004-5048		
Total 080715				441.23						
Total 3380				441.23						
Total 8/12/2015				6,995.88						

08/12/2015 GL Period Summary

GL Period	Amount
8/15	6,995.88
	<u>6,995.88</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>8/19/2015</b>											
ARIZONA PUBLIC SERVICE			1340								
081315	1	Inv	STREETLIGHTS	08/13/2015 08/19/2015	3,458.54	0 No		.00		007-087-5048	8/15
AUTO SAFETY HOUSE			1571								
035931H	1	Inv	PARTS/REPAIRS	06/17/2015 08/19/2015	28.47	2 No		.00		001-131-5040	8/15
036459H	1	Inv	PARTS/REPAIRS	08/03/2015 08/10/2015	23.90	2 No		.00		002-092-5026	8/15
Total 1571					52.37						
BRADCO			2590								
17973	1	Inv	FUEL	08/15/2015 08/19/2015	194.25	0 No		.00		001-004-5027	8/15
17973	2	Inv	FUEL	08/15/2015 08/19/2015	40.64	0 No		.00		001-005-5027	8/15
17973	3	Inv	FUEL	08/15/2015 08/19/2015	321.83	0 No		.00		001-031-5027	8/15
17973	4	Inv	FUEL	08/15/2015 08/19/2015	59.36	0 No		.00		001-040-5027	8/15
17973	5	Inv	FUEL	08/15/2015 08/19/2015	53.73	0 No		.00		001-048-5027	8/15
17973	6	Inv	FUEL	08/15/2015 08/19/2015	1,543.65	0 No		.00		001-050-5027	8/15
17973	7	Inv	FUEL	08/15/2015 08/19/2015	97.35	0 No		.00		001-060-5027	8/15
17973	8	Inv	FUEL	08/15/2015 08/19/2015	169.12	0 No		.00		001-085-5027	8/15
17973	9	Inv	FUEL	08/15/2015 08/19/2015	633.82	0 No		.00		007-087-5027	8/15
17973	10	Inv	FUEL	08/15/2015 08/19/2015	279.94	0 No		.00		002-090-5027	8/15
17973	11	Inv	FUEL	08/15/2015 08/19/2015	526.76	0 No		.00		002-091-5027	8/15
17973	12	Inv	FUEL	08/15/2015 08/19/2015	523.56	0 No		.00		002-092-5027	8/15
17973	13	Inv	FUEL	08/15/2015 08/19/2015	140.56	0 No		.00		001-099-5027	8/15
Total 17973					4,584.57						
40760	1	Inv	FUEL	08/12/2015 08/19/2015	344.71	0 No		.00		002-092-5027	8/15
40956	1	Inv	CAN	08/17/2015 08/19/2015	25.58	0 No		.00		001-131-5040	8/15
Total 2590					4,954.86						
BROWN & BROWN LAW OFFICE			2690								
30832	1	Inv	PROFESSIONAL SERVICE	08/11/2015 08/19/2015	1,568.00	0 Yes		.00		002-091-5041	8/15
HALL, DAVID			5773								

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
080715	1	Inv TRAVEL		08/07/2015 08/19/2015	104.18	3 No		.00		001-050-5045	8/15
UNISOURCE ENERGY SERVICES			3380								
081015	1	Inv UTILITIES		08/10/2015 08/19/2015	22.68	0 No		.00		006-014-5048	8/15
081015	2	Inv UTILITIES		08/10/2015 08/19/2015	31.96	0 No		.00		001-060-5048	8/15
081015	3	Inv UTILITIES		08/10/2015 08/19/2015	61.19	0 No		.00		002-091-5048	8/15
Total 081015					115.83						
Total 3380					115.83						
Total 8/19/2015					10,253.78						

08/19/2015 GL Period Summary

GL Period	Amount
8/15	10,253.78
	<u>10,253.78</u>
Grand Total:	<u>17,249.66</u>

Report GL Period Summary

GL Period	Amount
8/15	17,249.66
	<u>17,249.66</u>

Vendor Number Hash:	51628
Vendor Number Hash - Split:	146778
Total Number of Invoices:	17
Total Number of Transactions:	48

TC	Terms Description	Invoice Amt	Discount Amt	Net Inv Amt
0	Open Terms	14,916.56	.00	14,916.56
2	NET 7	2,228.92	.00	2,228.92
3	IMMEDIATELY	104.18	.00	104.18
		<u>17,249.66</u>	<u>.00</u>	<u>17,249.66</u>

## 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>8/12/2015</b>												
BURGAN, GINNA				19020								
080515	1	Inv	Utility Refund		08/05/2015 08/12/2015	73.87	3 Yes		.00		002-0002520	8/15
EMERGENCY REPORTING				21218								
2015-3107	1	Inv	SOFTWARE		08/01/2015 08/12/2015	1,094.89	0 No		.00		001-060-5047	8/15
HOLBROOK VETERINARY CLINIC				20796								
16177	1	Inv	PROFESSIONAL SERVICE		08/03/2015 08/12/2015	1,616.09	0 No		.00		001-048-5049	8/15
LARSON WASTE				22010								
264076	1	Inv	COMMERCIAL WASTE AG		08/03/2015 08/12/2015	13,705.00	0 No		.00		002-090-5049	8/15
MILES, TAMMY				22443								
080515	1	Inv	UTILITY DEPOSIT REFUND		08/05/2015 08/12/2015	74.98	0 No		.00		002-0002520	8/15
MARKHAM, FRED				22168								
073115	1	Inv	PRO FEES		07/31/2015 08/12/2015	100.00	0 No		.00		001-050-5041	8/15
NILSSON, MICHAEL				22445								
080615	1	Inv	PROFESSION SERVICES		08/06/2015 08/12/2015	575.00	0 No		.00		006-014-5041	8/15
NORTHEAST ARIZONA TRAINING CTR				22312								
109	1	Inv	USER FEE-TRAINING		07/22/2015 08/12/2015	1,250.00	0 No		.00		001-050-5045	8/15
PERKINS CINDERS				21477								
210965	1	Inv	Mortar Sand		07/21/2015 08/12/2015	195.93	0 No		.00		007-087-5026	8/15
ROY HAUGHT EXCAVATING				22037								
25023	1	Inv	GRANITE		06/03/2015 08/12/2015	640.06	0 No		.00		001-031-5026	8/15
RICOH USA				21881								
5037216461	1	Inv	MAINTENANCE		08/01/2015 08/12/2015	121.67	0 No		.00		001-004-5047	8/15
SIOUX VALLEY ENVIRONMENTAL				20264								
9407	1	Inv	SVENFLOC		08/03/2015 08/12/2015	2,862.00	0 No		.00		002-092-5026	8/15
SAM'S CLUB 6804				10530								
3887255547	1	Inv	SUPPLIES		07/07/2015 08/12/2015	860.41	0 No		.00		001-004-5026	8/15

R Column: Y = Recurring Payment

Invoice No	Vendor Name	Seq	Type	Vendor No	Description	Inventory No	Inv Date	Due Date	Total Cost	Term	Disc Date	Disc Amt	PO Number	GL Per	GL Acct	R	
3907153723		1	Inv		SUPPLIES		07/09/2015		52.32	0		.00				8/15	
							08/12/2015			No			001-004-5026				
000000		1	Inv		SUPPLIES		07/03/2015		104.21	0		.00				8/15	
							08/12/2015			No			001-004-5026				
Total 10530									1,016.94								
SIMPSON NORTON				10840													
1472016-00		1	Inv		PARTS		08/03/2015		161.30	0		.00				8/15	
							08/12/2015			No			001-040-5024				
WELLS FARGO REMITTANCE CENTER				20946													
080115		1	Inv				08/01/2015		73.86	0		.00				8/15	
							08/12/2015			No			001-004-5049				
080115		2	Inv				08/01/2015		28.97	0		.00				8/15	
							08/12/2015			No			006-014-5044				
080115		3	Inv				08/01/2015		655.51	0		.00				8/15	
							08/12/2015			No			002-091-5023				
080115		4	Inv				08/01/2015		130.91	0		.00				8/15	
							08/12/2015			No			001-084-5023				
080115		5	Inv				08/01/2015		24.27	0		.00				8/15	
							08/12/2015			No			001-040-5026				
080115		6	Inv				08/01/2015		11.90	0		.00				8/15	
							08/12/2015			No			001-050-5042				
080115		7	Inv				08/01/2015		140.00	0		.00				8/15	
							08/12/2015			No			001-050-5026				
080115		8	Inv				08/01/2015		422.29	0		.00				8/15	
							08/12/2015			No			001-020-5026				
080115		9	Inv				08/01/2015		133.00	0		.00				8/15	
							08/12/2015			No			001-050-5024				
080115		10	Inv				08/01/2015		1,036.44	0		.00				8/15	
							08/12/2015			No			001-005-5071				
080115		11	Inv				08/01/2015		964.91	0		.00				8/15	
							08/12/2015			No			001-131-5040				
080115		12	Inv				08/01/2015		848.26	0		.00				8/15	
							08/12/2015			No			001-031-5026				
080115		13	Inv				08/01/2015		143.67	0		.00				8/15	
							08/12/2015			No			001-031-5571				
080115		14	Inv				08/01/2015		63.60	0		.00				8/15	
							08/12/2015			No			002-091-5048				
080115		15	Inv				08/01/2015		4,720.15	0		.00				8/15	
							08/12/2015			No			001-004-5026				
080115		16	Inv				08/01/2015		143.29	0		.00				8/15	
							08/12/2015			No			001-005-5026				
080115		17	Inv				08/01/2015		98.18	0		.00				8/15	
							08/12/2015			No			001-040-5023				
080115		18	Inv				08/01/2015		435.40	0		.00				8/15	
							08/12/2015			No			007-087-5026				
080115		19	Inv				08/01/2015		270.48	0		.00				8/15	
							08/12/2015			No			001-050-5045				
080115		20	Inv				08/01/2015		69.12	0		.00				8/15	
							08/12/2015			No			001-001-5045				

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 080115						10,414.21						
Total 20946						10,414.21						
HOLBROOK STAKE			22446									
080115	1	Inv	ysa pool party refund		08/01/2015	25.00	0		.00			8/15
					08/12/2015		No			001-000-4737		
080115	2	Inv	Painted Desert Ward Pool R		08/01/2015	25.00	0		.00			8/15
					08/12/2015		No			001-000-4737		
Total 080115						50.00						
Total 22446						50.00						
JONES, JEFF			21909									
072715	1	Inv	REFUND DEPOSIT		07/27/2015	25.00	0		.00			8/15
					08/12/2015		No			001-000-4737		
Total 8/12/2015						33,976.94						

08/12/2015 GL Period Summary

GL Period	Amount
8/15	33,976.94
	<u>33,976.94</u>

Vendor Name			Vendor No		Inv Date	Total Cost	Term	Disc Date	Disc Amt	PO Number	GL Per	R
Invoice No	Seq	Type	Description	Inventory No								
<b>8/13/2015</b>												
FAIRFIELD INN TUCSON			22447									
OBBYTYLER	1	Inv	Motel Rooms		08/13/2015	796.68	0		.00			8/15
					08/13/2015		No			001-001-5045		
Total 8/13/2015						<u>796.68</u>						

08/13/2015 GL Period Summary

GL Period	Amount
8/15	<u>796.68</u>
	<u><u>796.68</u></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>8/19/2015</b>										
<b>BENNET, KYLE 22450</b>										
081415	1 Inv	Utility deposit refund	08/14/2015 08/19/2015	39.28	0 No		.00		002-0002520	8/15
<b>DICKINSON WRIGHT MARISCAL, 22018</b>										
1016455	1 Inv	PROFESSIONAL SERVICE	08/11/2015 08/19/2015	200.00	0 No		.00		001-004-5041	8/15
<b>ETHERIDGE, GREGORY 22346</b>										
H14-05027	1 Inv	Reimbursement	08/11/2015 08/19/2015	58.87	0 No		.00		001-050-5026	8/15
<b>FIRST COLLECTION SERVICES 22451</b>										
8187654	1 Inv	utilities	07/12/2015 08/19/2015	219.98	0 No		.00		008-014-5048	8/15
<b>FEDERAL LICENSE MANAGEMENT 22448</b>										
WFNG718	1 Inv	FCC License Renewal	08/11/2015 08/19/2015	100.00	0 No		.00		001-093-5047	8/15
WNFG745	1 Inv	FCC License Renewal	08/11/2015 08/19/2015	100.00	0 No		.00		001-093-5047	8/15
<b>Total 22448</b>				<b>200.00</b>						
<b>HIRERIGHT SOLUTIONS INC 21409</b>										
P0482914	1 Inv	PROFESSIONAL SERVICE	07/31/2015 08/19/2015	30.15	0 No		.00		001-004-5041	8/15
P0482914	2 Inv	PROFESSIONAL SERVICE	07/31/2015 08/19/2015	30.15	0 No		.00		001-085-5041	8/15
P0482914	3 Inv	PROFESSIONAL SERVICE	07/31/2015 08/19/2015	30.15	0 No		.00		002-090-5041	8/15
<b>Total P0482914</b>				<b>90.45</b>						
<b>Total 21409</b>				<b>90.45</b>						
<b>NORTH COUNTRY HEALTHCARE 20979</b>										
1418353	1 Inv	PROFESSIONAL FEES	07/22/2015 08/19/2015	96.00	0 No		.00		001-004-5041	8/15
1418479	1 Inv	PROFESSIONAL FEES	07/22/2015 08/19/2015	96.00	0 No		.00		001-031-5041	8/15
1418482	1 Inv	PROFESSIONAL FEES	07/22/2015 08/19/2015	96.00	0 No		.00		001-004-5041	8/15
1418935	1 Inv	PROFESSIONAL FEES	07/23/2015 08/19/2015	25.00	0 No		.00		001-085-5041	8/15
1419264	1 Inv	PROFESSIONAL FEES	07/23/2015 08/19/2015	25.00	0 No		.00		002-090-5041	8/15
1419271	1 Inv	PROFESSIONAL FEES	07/23/2015 08/19/2015	25.00	0 No		.00		001-004-5041	8/15
<b>Total 20979</b>				<b>363.00</b>						
<b>QUALITY READY MIX-CEMEX 9955</b>										
9431463238	1 Inv	CEMENT	08/03/2015	221.73	8	08/31/2015	2.09			8/15

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
9431463240	1	Inv	CEMENT		09/02/2015 08/04/2015	10,415.51	No 8	08/31/2015	98.17		007-087-5026	8/15
9431463241	1	Inv	CEMENT		09/03/2015 08/04/2015 09/03/2015	4,043.67	No 8 No	08/31/2015	38.11		007-087-5026 007-087-5026	8/15
Total 9955						14,680.91						
FIRST BAPTIST CHURCH				21928								
081015	1	Inv	REFUND CLEANING DEPC		08/10/2015 08/19/2015	25.00	0 No		.00		001-000-4737	8/15
STUART, CYNTHIA				11431								
080815	1	Inv	REFUND CLEANING DEPC		08/08/2015 08/19/2015	25.00	3 No		.00		001-000-4737	8/15
SAMS YARD SERVICE				10552								
081415	1	Inv	ABATEMENT SERVICES		08/14/2015 08/19/2015	400.00	0 No		.00		001-005-5060	8/15
SOUTHWEST TRANSMISSION				11120								
16010	1	Inv	REPAIRS		08/14/2015 08/19/2015	93.65	0 No		.00		001-050-5024	8/15
SIMPSON NORTON				10840								
1472609-00	1	Inv	PARTS		08/11/2015 08/19/2015	59.39	0 No		.00		001-085-5026	8/15
UPS - UNITED PARCEL SERVICE				12473								
JVW3943325	1	Inv	SHIPPING		08/08/2015 08/15/2015	68.50	2 No		.00		001-004-5042	8/15
USA BLUE BOOK				12482								
724707	1	Inv	PARTS		08/14/2015 09/03/2015	1,646.37	1 No		.00		002-092-5026	8/15
VIVEROS, JULIA K				22444								
080415	1	Inv	Termination Billing Refund		08/04/2015 08/19/2015	7.07	0 No		.00		002-0002520	8/15
WILKINSON GRAPHICS & AUTO				21689								
081215	1	Inv	REPAIRS		08/12/2015 08/19/2015	87.28	0 No		.00		001-050-5024	8/15
Total 8/19/2015						18,264.75						

08/19/2015 GL Period Summary

GL Period	Amount
8/15	18,264.75

GL Period	Amount
	<u>18,264.75</u>
Grand Total:	<u>53,038.37</u>

Report GL Period Summary

GL Period	Amount
8/15	<u>53,038.37</u>
	<u>53,038.37</u>

Vendor Number Hash: 834517  
 Vendor Number Hash - Split: 1297755  
 Total Number of Invoices: 45  
 Total Number of Transactions: 67

TC	Terms Description	Invoice Amt	Discount Amt	Net Inv Amt
0	Open Terms	36,543.72	.00	36,543.72
1	NET 20	1,646.37	.00	1,646.37
2	NET 7	68.50	.00	68.50
3	IMMEDIATELY	98.87	.00	98.87
8	1% 15TH, NET 30TH	14,680.91	138.37	14,542.54
		<u>53,038.37</u>	<u>138.37</u>	<u>52,900.00</u>

Report Criteria:  
 Invoice.Vendor No = 9701-99999



**ORDINANCE 15-05**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE  
CITY OF HOLBROOK, ARIZONA, AUTHORIZING  
THE SALE OF REAL PROPERTY BY THE CITY OF HOLBROOK:  
NAMELY PARCEL NUMBER 109-16-025, MORE FULLY DESCRIBED IN EXHIBIT  
“A” ATTACHED HERETO**

**Recitals:**

**WHEREAS**, owns property know as Parcel Number 109-16-025 more fully described in exhibit A; and

**WHEREAS**, an ordinance is required by the Holbrook City Charter, section 7.05(f) to sell 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 sold to Northland Pioneer College 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 sale between Northland Pioneer College 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 \_\_\_\_\_, 2015.

\_\_\_\_\_  
Bobby Tyler, Mayor

ATTEST:

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

Approved as to Form:

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





# Northland Pioneer College

7 July 2015

Ray Alley  
City Manager  
City of Holbrook  
P.O. BOX 970  
Holbrook, Arizona 86025

Ray,

Thank you for meeting with several of us from NPC on June 17, 2015. Your input and the information you provided to us was very helpful. We have determined to seek another alternative to developing the land we discussed located north of North 14<sup>th</sup> Avenue, which had been offered to us as a donation.

We particularly appreciate the idea to consider vacant property across the street from the Park Elementary School on North 7<sup>th</sup> Street. We stopped by to look at and assess the lot that is owned by the City of Holbrook that same afternoon. We agree that this location is far superior to the previously identified site.

I have attached a summary of our "Building Homes - Building Futures" project along with the proposed budget and notice of award. Please note that during the grant application process we included the donation of land as a local participation and matching component. We also would like you to be aware that the Arizona Department of Education AZ-IBEST grant funds cannot be used to purchase land.

NPC would like to ask the City of Holbrook to consider joining us as a partner in the project by donating the lot across the street from the Park Elementary School on North 7th Street to Northland Pioneer College for this project. We additionally request that all city utility connections and related initial costs be provided at no charge.

NPC believes the City of Holbrook would benefit as a partner in this project, which will provide a new, beautiful, and energy efficient starter home in Holbrook. We believe you will find that the community is enhanced and revenues to the City of Holbrook will be increased.

Thank you for your consideration and please contact me if you have any questions or would like any additional details.

Sincerely,

  
Blaine Hatch

Vice President for Administrative Services

*Quality education you can afford.*



## ***"Building Homes – Building Futures" Project***

The ***"Building Homes – Building Futures"*** project integrates academic preparation and career skills training to prepare youth, 16-years-old and above, and adults with below-college-level skills in math, reading and writing with a fast track to employment in the construction trades. Northland Pioneer College's (NPC) Construction and College & Career Preparation faculty will work together to develop a series of fully-integrated courses, as well as an AZ-IBEST (Arizona - Integrated Basic Education and Skills Training) model for team teaching academic and career skills to be used by other NPC Career and Technical Education departments. A total of \$418,774 has been leverage for this project: the Arizona Department of Education (ADE) AZ-IBEST grant, \$249,754; Navajo and Apache County Workforce Partnership, \$80,000; NPC, \$74,020; and the private donation of land, \$15,000.

The grant provides funding for up to 30 students to participate in the project between October 2014 and June 2016. Students qualifying under the Workforce Innovation Opportunity Act (WIOA) may be eligible for transportation, housing and other assistance during the three-semester project.

Skills acquired in the classroom will be used in constructing an energy-efficient house, using "green" building materials and techniques, on donated land in Holbrook. NPC will partner with the regional office of Housing and Urban Development on the sale of the house. The proceeds will be the seed money for additional house construction projects.

Those completing the project will earn their GED<sup>®</sup>, stackable OSHA-10 and National Career Readiness Certification (NCRC) credentials, 22 college credits for a Construction Technology Certificate of Proficiency, and two National Center for Construction Education and Research (NCCER) credentials in Core Curriculum and Construction.



**BUDGET SUMMARY**

Funds for the proposed project have been leveraged from Northland Pioneer College (NPC), the NPC Adult Basic Education (ABE) program, the Navajo and Apache Counties Workforce Partnership (WIA), and a private donor (land). Salaries, benefits, tuition, books and course fees are based on approved NPC district governing board approved rates. Supplies that support hands-on learning are based on a cost of \$2,000 per student. Costs for GED, TABE and NCRC testing are based on current rates.

Category	Plenary Phase 1/1/15 – 6/30/15	Implementation Phase 7/1/15-6/30/16	Source	Total
<b>PERSONNEL</b>				
A. Faculty ABE 1 FTE – 12 Month		\$62,000	IBEST Grant	\$62,000
B. Faculty CON – 1 FTE – 12 Month (Working for 12 month period, from 6-1-15 – 5/31/16)	\$30,000	\$62,000	IBEST Grant	\$92,000
<b>FRINGE BENEFITS @ 22%</b>				
For ABE Faculty		\$13,640	IBEST Grant	\$19,800
For CON Faculty	\$ 6,600	\$13,640	IBEST Grant	\$13,640
<b>MEDICAL/DENTAL PACKAGE</b>				
For ABE Faculty		\$7,000	IBEST Grant	\$10,500
For CON Faculty	\$3,500	\$7,000	IBEST Grant	\$7,000
<b>SUPPLIES</b>				
CON Textbooks for 20 students @\$300 ea.	N/A	\$6,000	WIA	\$6,000
<b>Testing Fees</b>				
GED for 20 students @\$150 ea.	N/A	\$3,000	WIA	\$3,000
NCRC for 20 students	N/A	\$640	ABE Grant	\$640



**Northland Pioneer College**  
**Building Homes-Building Futures**

<b>@32 ea.</b>						
TABE for 20 students @ \$120 per student	\$180	\$2,220	ABE grant	\$2,400		
Educational supplies for 20 students @ \$2,000 per student	\$40,000	\$40,000	WIA	\$80,000		
Educational Supplies IPAD Air with cover (25 x \$600)	\$15,000					
<b>TRAVEL</b>						
For two key partners to program meeting in Phoenix, per guidelines @ .445/mile x 500 miles rt x 2 travelers	\$445	\$445	ABE Grant	\$890		
Per diem x 2 days x 2 travelers @ \$58/day	\$232	\$232	ABE Grant	\$464		
Hotel x 1 night x 2 travelers x \$120/night	\$240	\$240	ABE Grant	\$480		
<b>CONTRACTUAL</b>						
C. (2) Adjunct Faculty, CON (Teaching 1/15/15-5/15/15 period to allow CON Chair to plan and develop curriculum with ABE Faculty)	\$20,000	N/A	IBEST Grant	\$20,000		
Architecture for building and land assessment.	\$16,000		NPC	\$16,000		
<b>OTHER</b>						
Tuition @ \$66 credit hour for 20 students	(12 credits) \$15,840	(24 credits) \$31,680	NPC	\$47,520		



*Northland Pioneer College  
Building Homes-Building Futures*

Media Fee @ \$80 per student per semester	\$800	\$1,600	NPC	\$2,400
Course Fees (CON)	N/A	\$8,100	NPC	\$8,100
Land: Building lot with utilities to lot line	\$15,000	N/A	Leveraged from Donor	\$15,000
<b>Total Direct Charges from IBEST Grant</b>				
	<b>\$84,474</b>	<b>\$165,280</b>	<b>IBEST</b>	
<b>Total Leveraged from NPC</b>				
	\$15,840	\$41,380	NPC	
<b>Total Leveraged from NPC ABE Program</b>				
	\$40,100	\$80,200	NPC ABE Program	
<b>Total Leveraged from WIA</b>				
	\$40,000	\$49,000	WIA	
<b>Total Leveraged from Donor</b>				
	\$15,000	N/A	Leveraged from Donor	
<b>TOTAL LEVERAGED</b>	<b>\$136,940</b>	<b>\$165,280</b>		
<b>TOTAL PROGRAM COST</b>				





State of Arizona  
Department of Education

John Huppenthal  
Superintendent of  
Public Instruction

October 20, 2014

Rickey Jackson  
Northland Pioneer College  
2251 E. Navajo Blvd.  
PO Box 610  
Holbrook, AZ 86025

Dear Rickey,

Congratulations! Your application to participate in the *Arizona Integrated Basic Education Skills Training (AZ-IBEST) Project* has been accepted. The grant award will cover the allowed costs for this project, as outlined in your application budget form.

Your \$84,474 award will be distributed through The Department of Education's grants management system pending State Board approval at its October 27, 2014 meeting.

The goal of the *IBEST Project* is to increase collaboration between workforce development agencies and prepare workers for positions in locally identified high demand industries. Successful projects will be instructive in developing a model for collaboration between workforce preparation partner agencies statewide. The ADE staff look forward to working with you towards achieving this goal and to seeing you and your key project partners at our mandatory April meeting.

Please feel free to contact Kelly at 602.364.2702 if you have any questions or comments concerning this project.

Sincerely,

A handwritten signature in black ink that reads "Sheryl Hart".

Sheryl Hart  
Deputy Associate Superintendent  
Adult Education Services

Kelly Crawford  
Workforce Development Liaison  
Adult Education Services



**CITY OF HOLBROOK**

**INVOICE APPROVAL REPORT**

**BY GL NUMBER WALT'S  
HARDWARE**

08/06/2015 THRU 08/19/2015

**TOTAL** **\$1,401.78**



Report Criteria:  
 Invoice.Vendor No = 9700

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>8/19/2015</b>												
WALT'S HARDWARE				9700								
081515	1	Inv	PARTS		08/15/2015	14.49	0		.00			8/15
					08/19/2015		No			001-004-5026		
081515	2	Inv	PARTS		08/15/2015	62.76	0		.00			8/15
					08/19/2015		No			007-087-5026		
081515	3	Inv	PARTS		08/15/2015	42.11	0		.00			8/15
					08/19/2015		No			001-040-5026		
081515	4	Inv	PARTS		08/15/2015	721.49	0		.00			8/15
					08/19/2015		No			001-031-5026		
081515	5	Inv	PARTS		08/15/2015	69.75	0		.00			8/15
					08/19/2015		No			002-091-5026		
081515	6	Inv	PARTS		08/15/2015	27.48	0		.00			8/15
					08/19/2015		No			001-085-5026		
081515	7	Inv	PARTS		08/15/2015	4.11	0		.00			8/15
					08/19/2015		No			002-090-5026		
081515	8	Inv	PARTS		08/15/2015	255.02	0		.00			8/15
					08/19/2015		No			002-092-5026		
081515	9	Inv	PARTS		08/15/2015	118.23	0		.00			8/15
					08/19/2015		No			001-131-5040		
081515	10	Inv	PARTS		08/15/2015	18.88	0		.00			8/15
					08/19/2015		No			001-005-5026		
081515	11	Inv	PARTS		08/15/2015	15.50	0		.00			8/15
					08/19/2015		No			001-050-5026		
081515	12	Inv	PARTS		08/15/2015	34.82	0		.00			8/15
					08/19/2015		No			001-084-5026		
081515	13	Inv	PARTS		08/15/2015	17.14	0		.00			8/15
					08/19/2015		No			001-048-5026		
Total 081515						1,401.78						
Total 9700						1,401.78						
Total 8/19/2015						1,401.78						

08/19/2015 GL Period Summary

GL Period	Amount
8/15	1,401.78
	1,401.78
Grand Total:	1,401.78

Report GL Period Summary

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<u>GL Period</u>	<u>Amount</u>
8/15	1,401.78
	<u>1,401.78</u>

Vendor Number Hash: 9700  
Vendor Number Hash - Split: 126100  
Total Number of Invoices: 1  
Total Number of Transactions: 13

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<u>TC</u>	<u>Terms Description</u>	<u>Invoice Amt</u>	<u>Discount Amt</u>	<u>Net Inv Amt</u>
0	Open Terms	1,401.78	.00	1,401.78
		<u>1,401.78</u>	<u>.00</u>	<u>1,401.78</u>

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Report Criteria:  
Invoice Vendor No = 9700

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**CITY OF HOLBROOK**

**INVOICE APPROVAL REPORT**

**BY GL NUMBER HOLBROOK  
TRIBUNE**

08/06/2015 THRU 08/19/2015

**TOTAL** **\$552.04**



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>8/19/2015</b>												
127616	1	Inv	Bids		08/07/2015 08/19/2015	34.38	0 No		.00		001-004-5044	8/15
Total 6240						34.38						
Total 8/19/2015						34.38						

08/19/2015 GL Period Summary

GL Period	Amount
8/15	34.38
	<u>34.38</u>
Grand Total:	<u>552.04</u>

Report GL Period Summary

GL Period	Amount
8/15	552.04
	<u>552.04</u>

Vendor Number Hash: 12480  
 Vendor Number Hash - Split: 12480  
 Total Number of Invoices: 2  
 Total Number of Transactions: 2

TC	Terms Description	Invoice Amt	Discount Amt	Net Inv Amt
0	Open Terms	552.04	.00	552.04
		<u>552.04</u>	<u>.00</u>	<u>552.04</u>

Report Criteria:  
 Invoice.Vendor No = 6240

Report Criteria:

Invoice Vendor No = 6240

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>8/12/2015</b>												
HOLBROOK TRIBUNE NEWS			6240									
127523	1	Inv	AGENDA		07/31/2015	517.66	0		.00			8/15
					08/12/2015		No				001-004-5044	
Total 8/12/2015						517.66						

08/12/2015 GL Period Summary

GL Period	Amount
8/15	517.66
	517.66