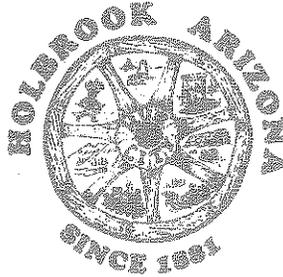


465 First Avenue  
P.O. Box 970  
Holbrook, AZ 86025

# CITY OF HOLBROOK



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AGENDA  
SPECIAL MEETING OF THE HOLBROOK CITY COUNCIL  
OCTOBER 23, 2012  
6:00 P.M.

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

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

CONSENT AGENDA

- A. Claims/payment approval for October 12, 2012 thru October 18, 2012:  
Documentation for claims is available at City Hall
- B. Special event liquor license-Our Lady of Guadalupe Church,  
November 3, 2012.

CLAIMS/PAYMENT APPROVAL FOR WALT'S HARDWARE: \$1,495.08

NEW BUSINESS:

- A. Discussion/possible action regarding moving the Regular Council Meeting for November 20, 2012 to November 13, 2012 due to Thanksgiving.
- B. Discussion/possible action regarding video/camera system.
- C. Ordinance 12-09, amending the Personnel Policy, Section 801-Holidays-1<sup>st</sup> reading.

Dated this 17th Day of October 2012

  
Cher Reyes, CMC, CPM, City Clerk

**CITY OF HOLBROOK**

**INVOICE APPROVAL REPORT**

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

10/12/2012 THRU 10/18/2012

**TOTAL**

**\$88,048.61**

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>10/15/2012</b>												
BORDER CONSTRUCTION SPECIALTIE 2540												
3949468	1	Inv	SUPPLIES		10/05/2012	267.06	0		.00			10/12
					11/13/2012		No				007-087-5026	
Total 10/15/2012						267.06						

10/15/2012 GL Period Summary

GL Period	Amount
10/12	267.06
	<u>267.06</u>

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
<b>10/16/2012</b>												
UNISOURCE ENERGY SERVICES			3380									
10082012	1	Inv	UTILITIES		10/08/2012	21.25	0		.00			10/12
					10/17/2012		No			002-091-5048		
10082012	2	Inv	UTILITIES		10/08/2012	32.53	0		.00			10/12
					10/17/2012		No			001-060-5048		
Total 10082012						53.78						
Total 3380						53.78						
NAVAJO COUNTY FINANCE			8690									
13-00000023	1	Inv	DISPATCH STUDY		10/10/2012	512.28	0		.00			10/12
					10/17/2012		No			001-050-5041		
PENWORTHY			9433									
532031	1	Inv	BOOKS		09/24/2012	580.38	1		.00			10/12
					11/13/2012		No			001-020-5026		
MICRO MARKETING ASSOC			8150									
456635	1	Inv	SUPPLIES		10/04/2012	29.98	0		.00			10/12
					11/13/2012		No			001-020-5026		
INGRAM			6620									
07163903	1	Inv	BOOKS		10/04/2012	13.64	0		.00			10/12
					11/13/2012		No			001-020-5026		
NAVAJO COUNTY INFORMATION TECH			8722									
13-00000005	1	Inv	INTERNET SERVICE		10/01/2012	600.00	0		.00			10/12
					10/17/2012		No			001-020-5048		
NAVAJO COUNTY TREASURER			8750									
SEPT. 2012	1	Inv	2011 ADD'L ASSESSMENT		10/09/2012	9.42	0		.00			10/12
					10/17/2012		No			001-000-4710		
BRADCO			2590									
3152	1	Inv	FUEL		10/15/2012	8,275.79	0		.00			10/12
					10/17/2012		No			007-087-5027		
ARIZONA STATE TREASURER			1380									
SEPT2012	2	Inv	FINES		09/30/2012	1,110.29	0		.00			10/12
					10/10/2012		No			001-000-4710		
FUTURE TIRE, INC.			5241									
W25316	1	Inv	TIRES		10/16/2012	674.48	2		.00			10/12
					11/13/2012		No			002-091-5024		
W25316	2	Inv	TIRES		10/16/2012	2,978.36	2		.00			10/12
					11/13/2012		No			002-090-5024		
Total W25316						3,652.84						
Total 5241						3,652.84						
DANA KEPNER CO.			4071									
4619223-00	1	Inv	SUPPLIES		09/27/2012	319.42	1		.00			10/12

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
4619224-00	1	Inv	SUPPLIES	11/13/2012 10/10/2012	491.83	No 1		.00		002-091-5026	10/12
4619223-01	1	Inv	SUPPLIES	11/13/2012 10/10/2012	454.85	No 1		.00		002-091-5026	10/12
7179062-00	1	Inv	SUPPLIES	11/13/2012 10/03/2012	245.62	No 1		.00		002-091-5026	10/12
4619150-00	1	Inv	SUPPLIES	11/13/2012 09/27/2012	166.20	No 1		.00		002-091-5026	10/12
				11/13/2012		No				002-091-5026	
Total 4071					1,677.92						
CANYON PIPE & SUPPLY			3039								
3434237.001	1	Inv	SUPPLIES	09/27/2012 11/13/2012	229.14	2 No		.00		002-091-5026	10/12
3422574.002	1	Inv	SUPPLIES	09/20/2012 11/13/2012	66.81	2 No		.00		002-092-5026	10/12
Total 3039					295.95						
CARQUEST AUTO PARTS			2440								
10152012	1	Inv	PARTS	10/15/2012 11/13/2012	3.51	0 No		.00		001-084-5026	10/12
409184	1	Inv	PARTS	10/09/2012 11/13/2012	17.37	0 No		.00		001-031-5024	10/12
409261	1	Inv	PARTS	10/10/2012 11/13/2012	62.94	0 No		.00		007-087-5024	10/12
Total 2440					83.82						
BRADCO			2590								
6337	1	Inv	OIL	10/03/2012 10/17/2012	131.27	0 No		.00		001-004-5027	10/12
6337	2	Inv	OIL	10/03/2012 10/17/2012	131.27	0 No		.00		002-090-5027	10/12
6337	3	Inv	OIL	10/03/2012 10/17/2012	131.27	0 No		.00		002-091-5027	10/12
6337	4	Inv	OIL	10/03/2012 10/17/2012	131.27	0 No		.00		002-092-5027	10/12
6337	5	Inv	OIL	10/03/2012 10/17/2012	131.27	0 No		.00		007-087-5027	10/12
6337	6	Inv	OIL	10/03/2012 10/17/2012	131.27	0 No		.00		001-084-5027	10/12
6337	7	Inv	OIL	10/03/2012 10/17/2012	131.21	0 No		.00		001-031-5027	10/12
Total 6337					918.83						
Total 2590					918.83						
HARRELSON, JODY			5837								
09132012	1	Inv	SUPPLIES	09/13/2012 10/17/2012	22.99	2 No		.00		001-050-5026	10/12
09132012	2	Inv	KEYPAD, BATTERIES	09/13/2012 10/17/2012	88.77	2 No		.00		001-050-5026	10/12

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 09132012						111.76						
Total 5837						111.76						
HOLBROOK TRIBUNE NEWS				6240								
12129	1	Inv	ADVERTISEMENT		10/12/2012 11/13/2012	36.30	0 No		.00		002-092-5044	10/12
BROWN & BROWN LAW OFFICE				2690								
10122012	1	Inv	PROFESSIONAL SERVICE		10/12/2012 10/17/2012	1,274.66	0 Yes		.00		002-091-5041	10/12
PERKINS PRECAST				9440								
11180	1	Inv	7TH STREET LIFT		10/01/2012 11/13/2012	2,551.60	0 No		.00		002-192-5070	10/12
BRADCO				2590								
2296	3	Inv	CORRECTING ENTRY		08/15/2012 08/22/2012	9,418.32 -	0 No		.00		002-092-5027	10/12
2296	4	Inv	CORRECTING ENTRY		08/15/2012 08/22/2012	6,418.32	0 No		.00		007-087-5027	10/12
Total 2296						3,000.00 -						
2938	2	Inv	FUEL		09/30/2012 10/03/2012	8,671.52 -	0 No		.00		007-087-5027	10/12
2938	3	Inv	FUEL		09/30/2012 10/03/2012	9,240.49 -	0 No		.00		007-087-5027	10/12
2938	4	Inv	FUEL		09/30/2012 10/03/2012	6.67	0 No		.00		001-004-5027	10/12
2938	5	Inv	FUEL		09/30/2012 10/03/2012	1,528.44	0 No		.00		001-031-5027	10/12
2938	6	Inv	FUEL		09/30/2012 10/03/2012	113.06	0 No		.00		001-040-5027	10/12
2938	7	Inv	FUEL		09/30/2012 10/03/2012	4,263.76	0 No		.00		001-050-5027	10/12
2938	8	Inv	FUEL		09/30/2012 10/03/2012	31.38	0 No		.00		001-060-5027	10/12
2938	9	Inv	FUEL		09/30/2012 10/03/2012	1,032.01	0 No		.00		001-085-5027	10/12
2938	10	Inv	FUEL		09/30/2012 10/03/2012	4,569.57	0 No		.00		007-087-5027	10/12
2938	11	Inv	FUEL		09/30/2012 10/03/2012	2,508.48	0 No		.00		002-090-5027	10/12
2938	12	Inv	FUEL		09/30/2012 10/03/2012	2,841.39	0 No		.00		002-091-5027	10/12
2938	13	Inv	FUEL		09/30/2012 10/03/2012	462.89	0 No		.00		002-092-5027	10/12
2938	14	Inv	FUEL		09/30/2012 10/03/2012	455.37	0 No		.00		001-099-5027	10/12
2938	15	Inv	FUEL		09/30/2012 10/03/2012	98.99	0 No		.00		001-004-5027	10/12

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
Total 2938					.00						
Total 2590					3,000.00 -						
Total 10/16/2012					18,789.24						

10/16/2012 GL Period Summary

GL Period	Amount
10/12	18,789.24
	<u>18,789.24</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>10/17/2012</b>											
2938	16	Adj	System ADJ: 10/17/2012 11	10/17/2012	8,671.52	0		.00			10/12
						No			007-0002100		
2938	17	Adj	System ADJ: 10/17/2012 11	10/17/2012	9,240.49	0		.00			10/12
						No			007-0002100		
2938	18	Adj	System ADJ: 10/17/2012 11	10/17/2012	6.67	0		.00			10/12
						No			001-0002100		
2938	19	Adj	System ADJ: 10/17/2012 11	10/17/2012	1,528.44	0		.00			10/12
						No			001-0002100		
2938	20	Adj	System ADJ: 10/17/2012 11	10/17/2012	113.06	0		.00			10/12
						No			001-0002100		
2938	21	Adj	System ADJ: 10/17/2012 11	10/17/2012	4,263.76	0		.00			10/12
						No			001-0002100		
2938	22	Adj	System ADJ: 10/17/2012 11	10/17/2012	31.38	0		.00			10/12
						No			001-0002100		
2938	23	Adj	System ADJ: 10/17/2012 11	10/17/2012	1,032.01	0		.00			10/12
						No			001-0002100		
2938	24	Adj	System ADJ: 10/17/2012 11	10/17/2012	4,569.57	0		.00			10/12
						No			007-0002100		
2938	25	Adj	System ADJ: 10/17/2012 11	10/17/2012	2,508.48	0		.00			10/12
						No			002-0002100		
2938	26	Adj	System ADJ: 10/17/2012 11	10/17/2012	2,841.39	0		.00			10/12
						No			002-0002100		
2938	27	Adj	System ADJ: 10/17/2012 11	10/17/2012	462.89	0		.00			10/12
						No			002-0002100		
2938	28	Adj	System ADJ: 10/17/2012 11	10/17/2012	455.37	0		.00			10/12
						No			001-0002100		
2938	29	Adj	System ADJ: 10/17/2012 11	10/17/2012	98.99	0		.00			10/12
						No			001-0002100		
Total 2938					.00						
Total 2590					.00						
LUPHER, RANDALL			7748								
10172012	1	Inv	TRAINING	10/17/2012	66.17	3		.00			10/12
				10/17/2012		Yes			001-060-5045		
Total 10/17/2012					66.17						

10/17/2012 GL Period Summary

GL Period	Amount
10/12	66.17
	66.17

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>10/18/2012</b>												
NORTHLAND PIONEER COLLEGE			9000									
4833	1	Inv	TRAINING		02/18/2011	1,929.00	0		.00			10/12
					02/18/2011		No			001-060-5045		
5062	1	Inv	TRAINING		03/07/2012	130.00	0		.00			10/12
					10/24/2012		No			001-060-5045		
Total 9000						2,059.00						
FUTURE TIRE, INC.			5241									
W25326	1	Inv	REPAIRS		10/17/2012	72.52	2		.00			10/12
					10/24/2012		No			001-040-5024		
ESSENTIAL DATA CONTROL SYSTEM			4771									
121016	1	Inv	TELEMETRY		10/17/2012	33,397.68	2		.00			10/12
					10/24/2012		No			002-191-5070		
HILL BROTHERS CHEMICAL CO.			6048									
4369478	1	Inv	CHLORINE		10/01/2012	780.61	2		.00			10/12
					10/24/2012		No			002-092-5026		
NAVAJO COUNTY FINANCE			8690									
00000016,17	1	Inv	JAIL CONTRACT		10/10/2012	8,417.61	0		.00			10/12
					10/24/2012		No			001-050-5050		
Total 10/18/2012						44,727.42						

10/18/2012 GL Period Summary

GL Period	Amount
10/12	44,727.42
	44,727.42
Grand Total:	63,849.89

Report GL Period Summary

GL Period	Amount
10/12	63,849.89
	63,849.89

Vendor Number Hash: 181724  
 Vendor Number Hash - Split: 284242  
 Total Number of Invoices: 35

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>10/15/2012</b>												
SOLOMON LAW OFFICES, P.C.			20955									
09302012	1	Inv	PROFESSIONAL SERVICE		09/30/2012 10/17/2012	2,970.00	0 No		.00		10/12 001-004-5041	
NEOFUNDS BY NEOPOST			21603									
10-11-2012	1	Inv	POSTAGE		10/11/2012 10/17/2012	46.05	0 No		.00		10/12 001-004-5042	
10-11-2012	2	Inv	POSTAGE		10/11/2012 10/17/2012	17.95	0 No		.00		10/12 001-050-5042	
Total 10-11-2012						64.00						
Total 21603						64.00						
QUALITY READY MIX-CEMEX			9955									
9424782535	1	Inv	CONCRETE		10/10/2012 10/17/2012	417.65	8 No	10/25/2012	3.90		10/12 007-087-5026	
MARISCAL WEEKS MCINTYRE &			21235									
495703	1	Inv	PROFESSIONAL SERVICE		10/09/2012 10/17/2012	681.26	0 No		.00		10/12 001-004-5041	
Total 10/15/2012						4,132.91						

10/15/2012 GL Period Summary

GL Period	Amount
10/12	4,132.91
	<u>4,132.91</u>

Invoice No	Seq	Type	Vendor Name Description Inventory No	Vendor No	Inv Date Due Date	Total Cost	Term 1099	Disc Date	Disc Amt	PO Number	GL Per GL Acct	R
<b>10/16/2012</b>												
			NORTH COUNTRY HEALTHCARE	20979								
919538	1	Inv	PROFESSIONAL FEES		08/02/2012	25.00	0		.00			10/12
					10/17/2012		No			007-087-5041		
919539	1	Inv	PROFESSIONAL FEES		08/02/2012	25.00	0		.00			10/12
					10/17/2012		No			007-087-5041		
919540	1	Inv	PROFESSIONAL FEES		08/02/2012	25.00	0		.00			10/12
					10/17/2012		No			002-090-5041		
Total 20979						75.00						
			VANPOUCKE, FRANKY	21955								
10122012	1	Inv	STORAGE CONTAINER		10/12/2012	800.00	0		.00			10/12
					10/17/2012		No			001-004-5026		
			UNIQUE MANAGEMENT SERVICES INC	21441								
228308	1	Inv	COLLECTIONS		10/01/2012	17.90	0		.00			10/12
					10/17/2012		No			001-000-4720		
			CMS, INC.	20832								
20090515	1	Inv	SOFTWARE		09/24/2012	3,336.00	0		.00			10/12
					11/13/2012		No			001-020-5049		
			SAM'S CLUB 6604	10530								
10082012	1	Inv	BOOKS		10/08/2012	86.33	0		.00			10/12
					10/17/2012		No			001-020-5026		
			ORTON, DANIEL AUGUSTUS	21959								
273404	1	Inv	REFUND DEPOSIT		10/11/2012	149.28	0		.00			10/12
					10/17/2012		No			002-0002520		
			BEGAY, SARAH M.	21958								
144205	1	Inv	REFUND DEPOSIT		10/11/2012	65.18	0		.00			10/12
					10/17/2012		No			002-0002520		
			COLE, JENNIFER	21957								
265603	1	Inv	REFUND DEPOSIT		10/16/2012	38.41	0		.00			10/12
					10/17/2012		No			002-0002520		
			GIBSON, DAN	21956								
143406	1	Inv	REFUND DEPOSIT		10/15/2012	46.05	0		.00			10/12
					10/17/2012		No			002-0002520		
			O'REILLY AUTO PARTS	21622								
194512	1	Inv	PARTS		10/10/2012	10.21	0		.00			10/12
					11/13/2012		No			001-004-5024		
194512	2	Inv	PARTS		10/10/2012	10.21	0		.00			10/12
					11/13/2012		No			002-090-5024		
194512	3	Inv	PARTS		10/10/2012	10.21	0		.00			10/12
					11/13/2012		No			002-091-5024		
194512	4	Inv	PARTS		10/10/2012	10.21	0		.00			10/12
					11/13/2012		No			002-092-5024		
194512	5	Inv	PARTS		10/10/2012	10.21	0		.00			10/12
					11/13/2012		No			007-087-5024		
194512	6	Inv	PARTS		10/10/2012	10.21	0		.00			10/12

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
194512	7	Inv	PARTS	11/13/2012 10/10/2012 11/13/2012	10.19	No 0 No		.00		001-084-5024 001-031-5024	10/12
Total 194512					71.45						
Total 21622					71.45						
WELLS FARGO REMITTANCE CENTER			20946								
10032012	7	Inv	TRAVEL	10/03/2012 10/10/2012	231.41	0 No		.00		001-050-5045	10/12
10032012	8	Inv	TRAVEL	10/03/2012 10/10/2012	32.07	0 No		.00		001-050-5045	10/12
10032012	9	Inv	SUPPLIES	10/03/2012 10/10/2012	100.72	0 No		.00		001-050-5026	10/12
10032012	10	Inv	TRAVEL	10/03/2012 10/10/2012	24.54	0 No		.00		001-050-5045	10/12
10032012	11	Inv	TRAVEL	10/03/2012 10/10/2012	511.16	0 No		.00		001-060-5045	10/12
10032012	12	Inv	SOFTWARE	10/03/2012 10/10/2012	39.99	0 No		.00		001-004-5021	10/12
Total 10032012					939.89						
Total 20946					939.89						
COLBY & POWELL, PLC			20954								
601487	1	Inv	PROFESSIONAL FEES-AU	09/30/2012 10/10/2012	10,000.00	0 No		.00		001-001-5049	10/12
QUALITY READY MIX-CEMEX			9955								
9424486530	1	Inv	CONCRETE	08/30/2012 09/29/2012	464.76	8 No	09/14/2012	4.26		007-087-5026	10/12
9424486527	1	Inv	CONCRETE	08/30/2012 09/29/2012	427.67	8 No	09/14/2012	3.92		007-087-5026	10/12
9424486532	1	Inv	CONCRETE	08/30/2012 09/29/2012	432.03	8 No	09/14/2012	3.96		007-087-5026	10/12
9424486531	1	Inv	CONCRETE	08/30/2012 09/29/2012	272.75	8 No	09/14/2012	2.50		007-087-5026	10/12
Total 9955					1,597.21						
QUILL OFFICE PRODUCTS			9990								
6314927	1	Inv	SUPPLIES	10/04/2012 11/13/2012	44.42	0 No		.00		001-004-5021	10/12
O'REILLY AUTO PARTS			21622								
191186	1	Inv	PARTS	09/18/2012 11/13/2012	14.74	0 No		.00		001-050-5024	10/12
192364	1	Inv	PARTS	09/26/2012 11/13/2012	26.24	0 No		.00		001-050-5024	10/12
Total 21622					40.98						
JACK'S MUSTANG			10250								

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
23009	1	Inv	REPAIRS		10/03/2012 10/10/2012	10.00	0 No		.00			10/12
			SIMPSON NORTON	10840								
1412824-00	1	Inv	PARTS		10/11/2012 11/13/2012	601.67	0 No		.00			10/12
			TERRACON PIPE & UTILITY, LLC	21599								
432461	1	Inv	7TH STREET LIFT		10/16/2012 11/17/2012	100.00	0 No		.00			10/12
Total 10/16/2012						<u>18,019.77</u>						

10/16/2012 GL Period Summary

GL Period	Amount
10/12	<u>18,019.77</u>
	<u>18,019.77</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>10/17/2012</b>											
H.E.L.P. COALITION			20995								
10012012	1	Inv	SPOOKTACULAR	10/01/2012 10/17/2012	600.00	0 No		.00		10/12 001-001-5035	
Total 10/17/2012					600.00						

10/17/2012 GL Period Summary

GL Period	Amount
10/12	600.00
	600.00

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>10/18/2012</b>											
RDO EQUIPMENT CO			10080								
10172012	1	Inv	SNOWPLOW	10/17/2012 10/24/2012	1,326.38	2 No		.00	007-087-5024		10/12
QUILL OFFICE PRODUCTS			9990								
48684999	1	Inv	SUPPLIES	10/11/2012 10/24/2012	29.99	0 No		.00	007-087-5021		10/12
6481874	1	Inv	SUPPLIES	10/11/2012 10/24/2012	59.96	0 No		.00	001-004-5021		10/12
Total 9990					89.95						
EDWARDS, SARAH MEGAN			21960								
168703	1	Inv	REFUND DEPOSIT	10/17/2012 10/24/2012	29.71	0 No		.00	002-0002520		10/12
Total 10/18/2012					1,446.04						

10/18/2012 GL Period Summary

GL Period	Amount
10/12	1,446.04
	<u>1,446.04</u>
Grand Total:	<u>24,198.72</u>

Report GL Period Summary

GL Period	Amount
10/12	24,198.72
	<u>24,198.72</u>

Vendor Number Hash: 571553  
 Vendor Number Hash - Split: 827618  
 Total Number of Invoices: 33  
 Total Number of Transactions: 45

TC	Terms Description	Invoice Amt	Discount Amt	Net Inv Amt
0	Open Terms	20,857.48	.00	20,857.48
2	NET 7	1,326.38	.00	1,326.38
8	1% 15TH, NET 30TH	2,014.86	18.54	1,996.32



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

11. This organization has been issued a special event license for 1 days this year, including this event  
(not to exceed 10 days per year).

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

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

Name Our lady of Guadalupe Church 100%  
Address 212 E Arizona Holbrook  
Percentage

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Percentage \_\_\_\_\_  
(Attach additional sheet if necessary)

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

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

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

\_\_\_\_\_ # Police  Fencing  
\_\_\_\_\_ # Security personnel  Barriers

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

**(ATTACH COPY OF AGREEMENT)**

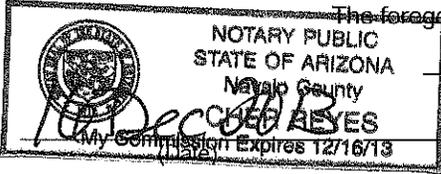
\_\_\_\_\_  
Name of Business ( ) Phone Number

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

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

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

X [Signature] (Signature) Center Director (Title/Position) \_\_\_\_\_ (Date) \_\_\_\_\_ (Phone #)  
State of Navajo County of Arizona



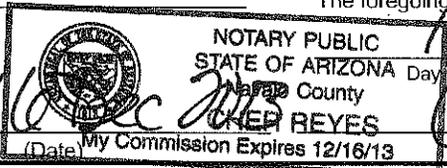
The foregoing instrument was acknowledged before me this 17 Oct 2012  
Day Month Year  
Cheri Reyes (Signature of NOTARY PUBLIC)

My Commission expires on: 12/16/13

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

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

X [Signature] (Signature) State of Arizona County of Navajo



The foregoing instrument was acknowledged before me this 17 Oct 2012  
Day Month Year  
Cheri Reyes (Signature of NOTARY PUBLIC)

My commission expires on: 12/16/13

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

**LOCAL GOVERNING BODY APPROVAL SECTION**

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

**FOR DLLC DEPARTMENT USE ONLY**

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

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

**SERIES: 15 SPECIAL EVENT LICENSE (Temporary)**

**Non-transferable  
On-sale retail privileges**

**PURPOSE:**

**Allows a charitable, civic, fraternal, political or religious organization to sell and serve spirituous liquor for consumption only on the premises where the spirituous liquor is sold, and only for the period authorized on the license. This is a temporary license.**

**ADDITIONAL RIGHTS AND RESPONSIBILITIES:**

**The applicant for a special event license must request a special event application from the Department and file the application with the governing body of the city or town, or Board of Supervisors of an unincorporated area of a county (where the special event is to take place) for approval or disapproval. Some local governing bodies may require approximately 60 days prior notice.**

**If the application is approved by the local authority, and the event meets the requirements for granting the license, the Director will issue a special event license to the qualifying organization.**

**Qualifying organizations will be granted a special event license for no more than ten (10) days in a calendar year. Events must be held on consecutive days and at the same location or additional licenses will be required. The license is automatically terminated upon closing of the last day of the event or the expiration of the license, whichever occurs first.**

**The qualified organization must receive at least twenty-five percent (25 %) of the gross revenues of the special event liquor sales.**

**A person selling spirituous liquor under a special event license must purchase the spirituous liquor from the holder of a license authorized to sell off-sale; *except that*, in the case of a non-profit organization which has obtained a special event license for the purpose of charitable fund raising activities, a person may receive the spirituous liquor from a wholesaler as a donation.**

**AVERAGE APPROVAL TIME: One (1) to seven (7) days.**

**PERIOD OF ISSUANCE:**

**Issued for no more than a cumulative total of ten (10) days in a calendar year. A special event may be held for more than one (1) day, but it must be held on consecutive days and at the same location or additional licenses will be required.**

**FEES: \$25.00 per day.**

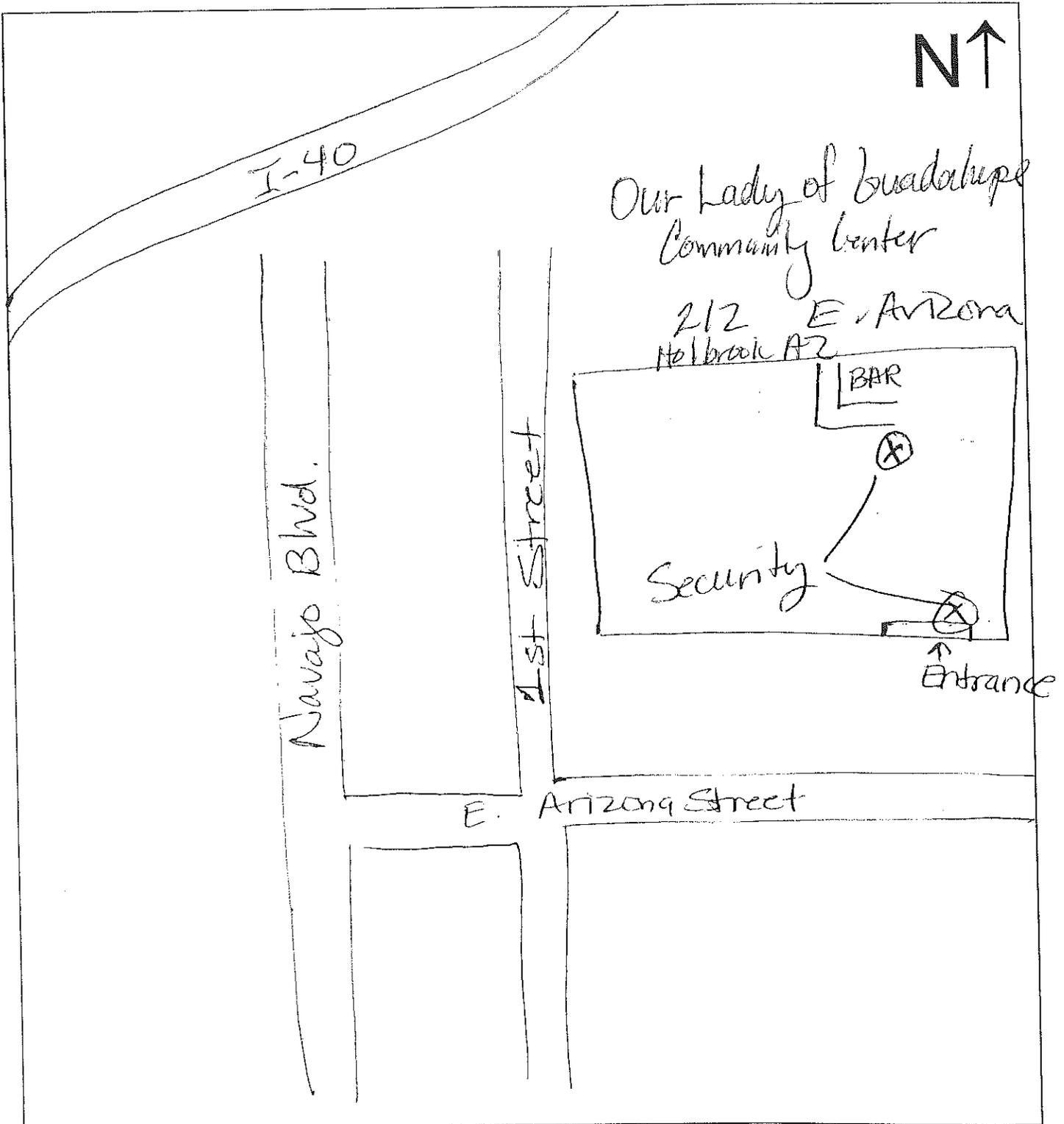
**ARIZONA STATUTES AND REGULATIONS:**

**ARS 4-203.02, 4-244, 4-261; Rule R19-1-228, R19-1-235, R19-1-309.**

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

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

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



**CITY OF HOLBROOK**

**INVOICE APPROVAL REPORT**

**BY GL NUMBER WALT'S  
HARDWARE**

10/12/2012 THRU 10/18/2012

**TOTAL** **\$1,495.08**

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>10/18/2012</b>												
WALT'S HARDWARE				9700								
10152012	1	Inv	SUPPLIES		10/15/2012	45.04	0		.00			10/12
					10/24/2012		No			002-090-5026		
10152012	2	Inv	SUPPLIES		10/15/2012	6.98	0		.00			10/12
					10/24/2012		No			002-092-5026		
10152012	3	Inv	SUPPLIES		10/15/2012	19.21	0		.00			10/12
					10/24/2012		No			001-014-5026		
10152012	4	Inv	SUPPLIES		10/15/2012	284.93	0		.00			10/12
					10/24/2012		No			001-014-5026		
10152012	5	Inv	SUPPLIES		10/15/2012	129.45	0		.00			10/12
					10/24/2012		No			001-093-5026		
10152012	6	Inv	SUPPLIES		10/15/2012	142.41	0		.00			10/12
					10/24/2012		No			001-060-5026		
10152012	7	Inv	SUPPLIES		10/15/2012	93.70	0		.00			10/12
					10/24/2012		No			001-050-5026		
10152012	8	Inv	SUPPLIES		10/15/2012	219.81	0		.00			10/12
					10/24/2012		No			001-040-5026		
10152012	9	Inv	SUPPLIES		10/15/2012	1.77	0		.00			10/12
					10/24/2012		No			002-091-5026		
10152012	10	Inv	SUPPLIES		10/15/2012	86.05	0		.00			10/12
					10/24/2012		No			002-092-5026		
10152012	11	Inv	SUPPLIES		10/15/2012	104.65	0		.00			10/12
					10/24/2012		No			001-004-5021		
10152012	12	Inv	SUPPLIES		10/15/2012	50.59	0		.00			10/12
					10/24/2012		No			007-087-5026		
10152012	13	Inv	SUPPLIES		10/15/2012	256.12	0		.00			10/12
					10/24/2012		No			001-031-5026		
10152012	14	Inv	SUPPLIES		10/15/2012	5.25	0		.00			10/12
					10/24/2012		No			001-031-5026		
10152012	15	Inv	SUPPLIES		10/15/2012	17.31	0		.00			10/12
					10/24/2012		No			001-084-5026		
10152012	16	Inv	SUPPLIES		10/15/2012	70.23	0		.00			10/12
					10/24/2012		No			001-031-5026		
Total 10152012						1,495.08						
Total 9700						1,495.08						
Total 10/18/2012						1,495.08						

10/18/2012 GL Period Summary

GL Period	Amount
10/12	1,495.08
	<u>1,495.08</u>



## Essential Data Control Systems Inc.

Phone: 602-228-0508  
Fax: 928-636-1017  
Email: norm@edcs.com  
Website: www.edcs.com

1172 East Road 3 South  
Chino Valley • AZ • 86323  
DUNNS 175561299  
CCR CAGE # 5JEH0

09/17/2012

Ray Alley  
City Manager  
City of Holbrook  
Holbrook, AZ 86025

Ray,

Below is the revised proposal we discussed last week. This includes the new camera locations we toured with Chief Jackson. Based on the long standing relationship between my company and the City I am once again proposing a "partnership" to save the City money and allow this type of system upgrade to be more affordable. This partnership provides for City personnel to perform much of the physical mounting and running of wires for the controls, radios, antennas and cameras. This is similar to what we did back in the 1990's when the current system was installed. It worked well at that time, and saved the City a considerable amount of money. I am suggesting that I come for a pre-installation meeting to discuss what needs to be done and provide guidance and instruction. I would then provide telephone support as needed, and return to commission and test the system. Internet Points of Presence (POP) will be required at the Police Station, Ground Tank Booster Station, City Hall and Water/Wastewater Shop. Some of these locations may already have this. If there is an existing POP at these locations then consideration should be given to upgrading the bandwidth to handle the video and increased usage. Costs for the POP are not included in this proposal, since those are utilitarian.

This proposal is divided into three (3) parts.

- 1) Upgrade and repair of current water controls to Ethernet platform and the addition of Well 7.
- 2) Installation of a high capacity wireless data network to support video and upgraded telemetry.
- 3) Addition of remote monitoring cameras in strategic locations.

### **Upgrade / Repair of Current System:**

This portion of the project includes new Ethernet based controls at the existing locations. This includes the Elevated Tank, Ground Tanks, Well 3, Well 5 and the new equipment required to add Well 7. Also included are the replacement of all pressure transducers (all but one of these are not functioning). New power monitoring modules will be installed at each well and booster pump to provide detailed power usage to better measure pump performance. A new Windows 8 based PC is included for the Water/Wastewater shop and a software upgrade from version 4.1 that the City is currently running to our new Version 9.3. Enclosures at existing well sites will be reused and a new enclosure will be provided for Well 7.

### **Wireless Ethernet Data Network:**

In order for the above control system to function it needs data communications. This proposal includes replacing the current serial based radio modems with new Ethernet based Access Points (AP) and Subscriber Units (SU). We are proposing carrier class equipment that is capable of 50mb or more of bandwidth per segment. Water and Wastewater controls only need about 1mb of bandwidth but because of the demands that video surveillance puts on a network we are now proposing a much faster system. Obviously this type of equipment is more expensive than what would have been quoted for telemetry alone. Some of these radios are proposed to be on the special 4.9 ghz frequency band that has been allocated and reserved for

Municipalities and Law Enforcement Agencies to use in the furtherance of Homeland Security. We will also use equipment in other bands as required to build some of the point to point network segments for the high resolution cameras.

Five Access Points (AP) are included. One on the Elevated Tank, one on top of the Ground Storage Tank and three at the Police Department. These AP's will be bridged together with a separate radio "backhaul" links. These locations will provide a strong foundation for additional City services such as lift stations, additional cameras, and police data systems. Each Well location will also contain a network radio. These radio units will connect to the AP within its line of sight. These are high quality units and are capable of high bandwidth requirements such as video surveillance and telemetry. Each camera location will also contain a radio to link it to the data network. Other locations may include the Water/Wastewater shop, Mobile Surveillance trailer and the Police Department.

Cost Summary For Telemetry and Network	Price
Water control system repairs, upgrades and addition of Well 7	\$29,862.80
Wireless Data Network for Telemetry and Video Surveillance	\$25,800.00
Estimated Costs	\$55,662.80*

*\* plus applicable taxes*

**Surveillance / Cameras:**

Remote surveillance equipment may be added to the system. We are recommending Axis brand cameras. This is a very high quality and durable product. Axis cameras are also deployed in many municipalities globally. These are the cameras that ADOT uses to feed their state wide traffic operations center in Phoenix. There are other brands of cameras that are less expensive if we need to reduce the costs, but this is our first choice based on quality and reliability. Certain locations will feature remote Pan Tilt and Zoom (PTZ), these cameras are capable of being moved and controlled remotely. We are proposing the Model Q6035-E PTZ (\$3,999.00) cameras for "Omni" type use and the model Q-1755-E (\$1,799.00) for "Fixed" traffic surveillance.

Location	# Fixed	# PTZ	Cost
Chevron	1	1	\$5,798.00
Hermosa	1		\$1,799.00
Litziski Park		1	\$3,999.00
Midtown North	1		\$1,799.00
Midtown South	1		\$1,799.00
Navajo & Florida	1		\$1,799.00
Park		1	\$3,999.00
Navajo & Hopi	1	1	\$5,798.00
Navajo Tracks	1		\$1,799.00
Well 4		1	\$3,999.00
Hopi 7 <sup>th</sup> -8 <sup>th</sup>	2		\$3,598.00
Buffalo & 8 <sup>th</sup>	2	1	\$7,597.00
Dog Park		1	\$3,999.00
West Hopi	2		\$3,598.00
Police Trailer		1	\$3,999.00
			\$55,379.00*

*\*plus any applicable taxes*

**Terms:** 60% with order. 40% on delivery of each phase or delivery milestone as they are completed. Applicable sales taxes are not included in cost estimates. Applicable taxes will be added to items purchased. City of Holbrook agrees to provide remote access to the systems via high speed internet or VPN connection.

**Warranty:** Manufacturers warranties will apply.

**Ongoing Support:** Six months of 24X7 support is included with system. After that initial period ongoing 24X7 support is available for \$500.00.month

**Estimated delivery:** 45 days from order.

I look forward to reviewing this proposal with you to make any changes required to better serve you. Please feel free to contact me anytime with questions.

Best regards,

A handwritten signature in black ink, appearing to read "Norm Freeman", written in a cursive style.

Norm Freeman  
(602) 228-0508

Find Your Local Rep

*From Bob*

Welcome Guest My Account My Cart Checkout Log In

Home About Us Our Products Product Support Contact Us Glossary News Upcoming Events

## Ancillary Power Tap Selectable Timed Control

\$84.34

Qty:



### Quick Launch

#### Twist-Lock Photocontrols

- Tru-Filter® Premier Series
- PhotoClock® Series
- High Voltage
- Selectable Time Control
- LED LongLife
- Inverse Ratio
- New York City Certified
- FAA Series

#### Twist-Lock Accessories

- Receptacles and Brackets
- Ancillary Power Taps
- Shorting / Non-Shorting Caps
- Accessories

#### Wire-In Photocontrols

#### Intelligent Street Lighting Specialty

#### Lighting Control Contactors

- Wall / Pole Mounted
  - 30 AMP
  - 40 AMP
  - 60 AMP
  - 100 AMP
  - 150 AMP
- Pedestal Mount
  - 30 AMP
  - 40 AMP
  - 60 AMP
  - 100 AMP
  - 150 AMP
- Load Center
  - 100 AMP

#### Specialty Controls

- Astronomical Timers
- Game Court Time
- Solid State Lighting

#### Product Support Docs

- Complete Product Guide
- Guía Completa de Productos
- Glossary
- Lighting FAQ
- Power Consumption
- InfraRed-Filtering System
- Lighting Contactor Controller
- Double-Sided Circuit Boards

### Product Description

For Convenient Access To 120 Volt Ancillary Power From Lighting Poles

### Typical Applications

- » Decorative Holiday Lighting
- » Wi Fi (802.11) Hot Spots
- » Monitoring System Cameras, Radios

### Exclusive Features

- » On at Dusk Off After Selectable Time or Percent of Night
- » Draws Power Directly From Streetlight Luminaires
- » Zero Crossover Load Switching
- » Turn On Light Level Is Set Independently of the Street Light Photocontrol
- » Simple Twist-lock Mounting Into Existing Twist-lock Outlet
- » Auto-Reset Circuit Breaker Protects Street Light
- » Independent Relay Will Not Overload Photocontrol (Luminaire Is Protected)
- » No Hard Wiring Required
- » Universal Plug and Receptacle
- » Heavy Duty, Utility Grade, Built For Harsh Outdoor Elements and Environment
- » WARRANTY: One year from date of manufacture

Meets or exceeds rigid quality requirements of SouthConn Technologies Inc. and applicable ANSI C136.10, and C136.24 Standards

### Additional Information

	5732-S-05-2
Configuration	On at Dusk Off after Selectable Turn Off Setting
	Turn Off setting is selected from the following:
	» Turn Off 2, 5, 4, 5, 6 or 7 hours after dusk

» Turn Off after 40% or 50% of Night  
 » Always On; Dusk to Dawn

Nominal Voltage 50/60 Hz	120
Voltage Range	105-135
Base	Standard 3-prong Twist-Lock per ANSI C136.10
Housing	3-1/2" Diameter ABS, 4" High Polypropylene
Cord	5 Feet Long with 2-prong receptacle*
Circuit Breaker	10 amp, auto-reset
Load Rating	10 amp
Operating Temperature	-40C to 70C (-40F to +159F)
Photocontrol	Not included - Sold Separately
Dielectric Strength	5000 Volts between current carrying parts and metal surfaces
Ancillary Light Level	Turn On @ 2.5 FC

**Ancillary Power Tap**

PN: 5732-S  
 www.RipleyLC.com  
**SELECTABLE POWER TAP**  
 105-132 V, 50/60 Hz, 1000W, 1800VA

1- ALWAYS ON  
 2- 2 HRS >DUSK  
 3- 3 HRS >DUSK  
 4- 4 HRS >DUSK  
 5- 5 HRS >DUSK  
 6- 6 HRS >DUSK  
 7- 7 HRS >DUSK  
 8- 40% OF NIGHT  
 9- 50% OF NIGHT  
 0- DUSK TO DAWN

Turn Off Selector Located on Unit Base.  
 (Shown set to turn off 2 hours after dusk)

\*Other chord lengths are available.

Ripley Lighting Controls  
 2023 Platt Springs Road  
 PO Box 3229  
 West Columbia, SC 29171  
 Phone: 803.939.4700  
 Fax: 803.939.4777  
 Email

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Search Engine Marketing  
 Web Design

**CITY OF HOLBROOK**  
**VIDEO SURVEILLANCE POLICY**

**Policy Date: October 2, 2012**

**PURPOSE**

The purpose of this policy is to govern the use of the City's closed circuit television (CCTV) cameras. This policy applies to all use of the City's CCTV monitoring. This policy is established to set parameters restricting the non-court ordered use of CCTV in public places and to enhance public safety and security in a manner consistent with accepted rights of privacy.

**SCOPE/BACKGROUND**

The City of Holbrook recognizes that improvements and changes in technology can greatly enhance public safety and law enforcement efforts. The City of Holbrook is implementing this method of crime deterrence by strategic placement of closed-circuit television cameras (CCTV) in the City of Holbrook.

Past U.S. Supreme Court and lower court decisions suggest that this type of monitoring is a valid exercise of a government's police powers. Under current interpretations of the First and Fourth Amendments, CCTV represents a valid use of the state's power to protect its citizens. It does not intrude upon an individual's sphere of privacy, but rather records events occurring in public space for which individuals do not have a reasonable expectation of privacy.

This policy applies to systems that enable continuous or periodic routine video monitoring on a sustained basis. Legitimate uses of this technology are covered by this policy and applicable state and federal law.

## GENERAL PRINCIPALS

The City of Holbrook is committed to enhancing the quality of life in Holbrook by integrating professional police practices with available technology. A critical component of security and safety through technology is CCTV in public areas. The principle objectives of CCTV monitoring and/or recording in a public areas include:

1. Promote a safe environment by preventing/deterring acts of theft, vandalism, harassment, and/or assault.
2. Assist in identification of individuals involved in criminal activity on City owned or managed property.
3. Assist in safe daily operation of City parks and related facilities.
4. Assist law enforcement agencies in investigating criminal activity, and motor vehicle accidents.

To assure there is no violation of a person's reasonable expectation of privacy, CCTV cameras shall be focused on public areas, except when privately owned businesses requests in writing to be placed on the video surveillance grid. Images captured shall not be used or disseminated improperly, Safegaurds will ensure that the technology is not abused.

The City shall comply with all local, federal and state law applicable to the use of surveillance cameras in public space.

CCTV monitoring and/or recording will be conducted in a professional, ethical, and legal manner. Personnel using the CCTV camera system will be appropriately trained and supervised in the responsible use of this system. Violations of this policy and procedures may result in disciplinary action and may subject those involved to criminal and/or civil liability under applicable state and federal law.

Information obtained through video monitoring and/or recording will be used exclusively for safety, security, and other legitimate purposes. Information obtained through monitoring and/or recording will only be released in accordance with this policy or as required by law.

CCTV monitoring and/or recording of public areas will be conducted in a manner consistent with all City policies, including the Sexual Harassment Policy and other relevant policies. Except for police investigations involving person(s) whose description is known, this policy prohibits monitoring and/or recording based solely on characteristics and classifications (e.g., race, gender, sexual orientation, national origin, disability, etc).

CCTV monitoring of public areas, dwellings, and businesses in the City of Holbrook is limited to the uses that do not violate the reasonable expectation of privacy as defined by law.

All recording or monitoring of public areas for security and safety purposes by City authorized cameras is limited exclusively to practices that will not violate the standards of reasonable expectation of privacy as defined by law.

## **RESPONSIBILITIES**

### City of Holbrook Police Department (HPD):

The HPD is the department authorized and responsible to oversee and coordinate the use of public cameras in the City of Holbrook. The HPD has primary responsibility for ensuring adherence to this policy and for disseminating the policy to persons requesting information on the policy and procedures.

The City of Holbrook will be responsible for monitoring all cameras located on City sites such as pump houses, City shops, airport, etc. The City of Holbrook will have the primary responsibility for ensuring adherence to this policy and for disseminating the policy to persons requesting information on policy and procedures.

*→ speak out.*  
The Chief of HPD has the responsibility to authorize all CCTV monitoring for safety and security purposes in the City.

*spellout*

The HPD is responsible for reviewing request(s) for installation and or placement of security cameras, developing a recommendation on the request(s), and forwarding that *the* recommendation to the City Council. The HPD *will* <sup>*spellout*</sup> assist in aiming and focusing the cameras during the installation phase and will view and manage data from the cameras.

## **INSTALLATION APPROVAL**

Placement at other City facilities or buildings, such as City Hall properties, public parks, open space areas, public streets or other public location, requires approval by the City Council.

When seeking approval, Department Heads will address the following issues and concerns in supporting their requests.

1. Objectives for implementing the system.
2. Use of equipment, including:
  - a. Location of cameras.
  - b. Location of equipment
  - c. Personnel authorized to operate the system.
  - d. Times when monitoring will be in effect (and staffed, if applicable).
3. Other deterrence or detection measures that were considered, and why video monitoring is the best solution.
4. Any specific, verifiable reports of incidents of crime or significant safety concerns that have occurred in the location to be placed under video monitoring.
5. Possible effects of the proposed video monitoring system on personal privacy, if any, and how they will be mitigated.
6. Appropriate consultation with stakeholders, including the public or reasons why this is not necessary.
7. Signage strategy advising the public that video monitoring is occurring.
8. Approach to installing and maintaining the system.
9. Fiscal impact and availability of funding.

## **PROCEDURES**

### **A. Training/Oversight**

1. All personnel operating the CCTV system will be trained in the technical, legal, and ethical parameters of appropriate camera use.
  - a. Personnel will receive a copy of this policy and provide written acknowledgement that they have read and understood its contents.
  - b. Personnel will receive update training on this policy as needed. In circumstances in which CCTV cameras are monitored, all personnel involved in monitoring and/or recording of public areas will perform their duties in accordance with law and this policy.
2. The Chief of Police or his/her designee will ensure that responsible and proper camera monitoring/recording practices by personnel are followed by conducting periodic audits of CCTV camera system.

### **B. OPERATING PROCEDURES**

Nothing in this policy is intended to limit the reasonable and legal use of the CCTV cameras during exigent circumstances involving matters of public and/or officer safety.

1. The CCTV cameras will be monitored by police department personnel. The Chief of Police will assign a designee to periodically review video systems to insure they are functioning properly and recording correctly using the proper date/time stamp.
2. An officer will be dispatched to any area in which a crime, offense, motor vehicle accident, public safety risk, traffic problem, or other incident which necessitates police intervention.
3. CCTV cameras shall be used to observe locations that are in public view and where there is no reasonable expectation of privacy. Any view provided by a

CCTV camera shall be no greater than what is available from the public vantage point.

4. Personnel shall not monitor/record individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or classification such as national origin, etc. Protected by state and federal laws. Personnel will monitor/record based on suspicious behavior, not individual characteristics.

**EXCEPTION:** Police investigations involving person(s) whose description is known.

5. Personnel will not continuously view people displaying affection in public areas, unless such activity is criminal in nature.
6. The monitoring equipment will be configured to prevent personnel from tampering or duplicating recorded information without authorization.
7. Personnel shall not disseminate information learned from monitoring CCTV public cameras unless such release complies with the law, this policy of other information release laws or policies.
8. Camera positions and views of residential housing shall be limited. Any view given to housing will be no greater than what is available with unaided vision. Furthermore the view of a residential housing facility must not violate the standard of "reasonable exception of privacy."

### **C. LOCATION AND DIRECTION OF VIDEO MONITORING EQUIPMENT**

Permanent, fixed-mounted cameras will not be placed in areas where a reasonable expectation of privacy is standard, such as inside restrooms.

1. Cameras located internally will not be directed to look through windows to areas outside the building, unless necessary to protect external assets, provide for personal safety of individuals or deter criminal activity from occurring.
2. Cameras will not be directed to look into adjacent, non city owned buildings.
3. Placement of cameras will also take into consideration physical limitations such as availability of power, cell reception and reasonable mounting facilities.

## **D. NOTIFICATION PROCEDURES**

1. Clearly written signs will be prominently displayed at the perimeter of video monitoring areas advising the public that video monitoring is occurring.
2. The Parks Department will post signage at appropriate locations. **Signage should state:**

**THIS AREA IS SUBJECT TO VIDEO MONITORING BY  
THE CITY OF HOLBROOK POLICE DEPARTMENT.**

## **E. RETENTION, EXTRACTION AND STORAGE PROCEDURES**

Recorded video records will be stored until the record is superseded by being overwritten with new records, unless retained as part of a criminal investigation or court proceedings (criminal or civil), or other bona fide use as approved by the Chief of Police.

Images obtained through video camera monitoring/recording must be retained for a length of time deemed appropriate for the lawful purpose of monitoring, but not to exceed 30 days, unless such images need to be retained longer for the final resolution of a case.

Video recorded images will be stored in a secure location with access by authorized personnel only.

Only trained Staff authorized by the Chief of Police shall be authorized to extract video from footage from the internet, computer disk, or drive.

Any video footage extracted for investigation purposes shall be stored in a manner that will exclude access by unauthorized personnel. Video footage, which is evidence, will be processed and stored in the evidence room with access by authorized personnel only.

Records will be securely and permanently disposed of in a manner appropriate to their storage media.

## **EXCLUSIONS**

This policy does not apply to the use of surveillance, or to the conduct of surveillance monitoring or recording by a law enforcement agency engaged in a legitimate criminal investigation.

This policy does not apply to the use of hand-held video cameras, or video equipment not permanently fixed for video monitoring.

ORDINANCE NO. 12-09

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, AMENDING THE CITY OF HOLBROOK PERSONNEL POLICY ESTABLISHING AN EFFECTIVE DATE; AND PROVIDING FOR REPEAL AND SEVERABILITY.

WHEREAS, the City Council of the City of Holbrook revised the personnel rules July 14, 2009; and

WHEREAS, an Ordinance is required pursuant to section 4.07 of the city charter to provide for the Personnel Policies and Procedures of the City; and

WHEREAS, the following sections of the personnel policy should be amended to read as follows, with added language shown in CAPS and UNDERLINED:

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

AMENDMENTS

Section 801-Holidays

The following days have been established as paid holidays for City Employees:

- |                        |  |
|------------------------|--|
| New Year's Day         | Columbus Day                                 |
| M.L. King Jr. Birthday | Veteran's Day                                |
| President's Day        | Thanksgiving Day & Friday After              |
| Memorial Day           | Christmas Day                                |
| Independence Day       | <u>PERSONAL DAYS (13) Non-accruable</u>      |
| Labor Day              | Other days as may be set by the City Council |

Section 801-Holidays

(Insert as first paragraph of this section)

ONE PERSONAL DAY WILL ACCRUE ON JANUARY 1 OF EACH YEAR. ADDITIONAL PERSONAL DAYS WILL ACCRUE ON THE 1<sup>ST</sup> PAY PERIOD OF EACH MONTH FOR A TOTAL OF 13, AND MUST BE SCHEDULED AND TAKEN ANY TIME PRIOR TO THE NEXT JANUARY 1. ALL PERSONAL DAYS NOT USED BY DECEMBER 31, OF EACH YEAR WILL BE RELINQUISHED.

EFFECTIVE DATE

Ordinances become effective thirty (30) days after adoption by the City Council.

PASSED AND APPROVED by the Mayor and Council of the City of Holbrook, Arizona, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Sterling Solomon, City Attorney