

465 1st Avenue P.O. Box 970 Holbrook, AZ 86025

OUR MISSION

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

AGENDA

	Regular City Council Meeting January 22, 2025, 6:00 p.m.								
1.	CALL TO ORDER:								
2.	ROLL CALL:								
3.	PLEDGE OF ALLEGIANCE/INVOCATION:								
4.	CONSENT AGENDA: January 8, 2025, Regular Meeting Minutes January 8, 2025, Work Session Minutes	Tab 1							
5.	CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: *Three-minute time limit per individual.								
6.	CALL TO THE PUBLIC FOR AGENDA ITEMS: *Five-minute time limit per individual								
7.	PRESENTATION: a. Navajo County Board of Supervisors: Navajo County updates – Supervisor Whiting and Supervisor Peshlakai								
8.	OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION): a. Ordinance 25-01- 2 nd Reading: An Ordinance of the City of Holbrook, Arizona, amending the Holbrook City Code, Chapter 5, Article 5-2, Uniform Codes and adopting the 2018 International Building, Fire, Fuel Gas; providing for repeal of conflicting ordinances; providing for severability; and establishing an effective date - City Manager Sharon Jakubowski Wolz	Tab 2							
9.	NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):								
	 Discussion on next steps for City Charter Amendments – City Manager Sharon Jakubowski Wolz 	Tab 3							
	 Consideration to Appoint a Representative to NACOG Community Action Board – City Manager Sharon Jakubowski Wolz 								
	 c. Request for Consideration to Put Parcel #109-08-001A Out for Bid – City Manager Sharon Jakubowski Wolz 								
	d. Request for Consideration to Purchase Parcels #109-19-218 and #109-19-219 – City Manager Sharon Jakubowski Wolz	Tab 6							
	e. Request for Consideration to Put Parcels #109-19-220 and #109-19-223 Out for Bid – City Manager Sharon Jakubowski Wolz	Tab 7							

f. Request for Consideration to Put Parcel #109-02-035 Out for Bid - City

10. SUMMARY OF CURRENT EVENTS:

Mayor:

Council Members:

City Manager:

Tab 9

11. **SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA:

NOTE: The Council may go into Executive Session for the purpose of obtaining legal advice from the City's Attorney(s) on any of the above agenda items pursuant to A.R.S. 38-461.03(A)(3).

12. ADJOURNMENT:

Posted the 16th day of January 2025

Lisa Hunt, CMC, City Clerk

*Individuals must submit a "Request to Address City Council" form to the City Clerk prior to the start of the meeting.

Anyone may address the City Council on any issue within the jurisdiction of the Council. City Council may generally not discuss items that are not specifically identified on the agenda, except in certain circumstances. 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 may not be presented during these public appearances. All speakers should begin their remarks by stating their name and address for the record.

**Any citizen of the City may appear before the Council at any regular meeting and present a written petition. Such petitions shall be considered, and response given within 31 days in conformity with the requirements of the Charter, the Open Meeting Law, and other statutory and constitutional provisions per Holbrook City Charter Article II, Section 2.18.

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 meeting. Individual members of the public body may respond to comments made by others who have addressed the public body.

The Holbrook City Council may discuss or take legal action on any item listed on the Agenda.

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 and time, in the City Council Chambers, at 465 First Avenue, Holbrook, Arizona. Doors open to the City Council Chambers 15 minutes prior to the scheduled start of the meeting for public seating. Members of the City Council may choose to participate in this meeting in person, telephonically or by video communication. The City Council may adjourn into executive session, which will not be open to the public, to discuss any matter listed on the agenda in accordance with A.R.S. 38-431.03. The Holbrook City Council may vote to hold an executive session for the purpose of obtaining legal advice from the Council's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

Electronic versions of this agenda can be found at www.holbrookaz.gov. A final agenda will be available twenty-four hours prior to the meeting in the City Clerk's office, 465 N. 1st Ave, Holbrook, AZ 86025.

MINUTES OF THE REGULAR MEETING OF THE HOLBROOK CITY COUNCIL HELD ON January 8, 2025

CALL TO ORDER: Mayor Smith called the meeting to order at 6:01 p.m.

<u>ROLL CALL:</u> Councilmembers Robert Black, Tamera Church, Arcenia Pacheco, Vice Mayor Mike Nilsson and Mayor Kathleen Smith. Councilmember Karina Pack appeared telephonic. Councilmember Teri Tafoya was absent/excused.

<u>CITY STAFF:</u> City Manager Sharon Jakubowski Wolz, Assistant Manager Randy Sullivan, Building Inspector Richard Tissaw, Code Compliance Officer Barbara Blythe, Chief of Police Nathan Christensen and City Clerk Lisa Hunt.

<u>PLEDGE OF ALLEGIANCE/INVOCATION:</u> The Pledge of Allegiance was led by Councilmember Pacheco. The Invocation was given by Gloria Montoya from Day Star.

CONSENT AGENDA:

December 11, 2024, Regular Meeting Minutes December 11, 2024, Work Session Minutes

MOTION: Councilmember Black made a motion to approve the consent agenda as presented

SECONDED: Councilmember Pacheco.

MOTION CARRIED

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: None

CALL TO THE PUBLIC FOR AGENDA ITEMS: None

INTRODUCTION OF NEW PD RECRUITS:

- -Joseph Boschert
- -Nicholas Clayton
- -Sierra Williams

Chief Christensen introduced the new employees. Each employee addressed the Council.

OLD BUSSINESS (DISCUSSION AND POSSIBLE ACTION):

- a. General Plan Updates Mayor Smith shared that each Councilmember had been assigned at least 2 elements from the General Plan to meet with committees for recommended changes. Each Councilmember shared how their committee meetings are going. The recommended changes will be brought to the Work Session on February 26, 2025.
- b. Consideration and Action approving a Notice of Intent to adopt the proposed Fiscal Year 2025-26 Consolidated Fee Schedule.

MOTION: Councilmember Black made a motion to table the Notice of Intent to adopt the proposed Fiscal Year 2025-26 Consolidated Fee Schedule and put it on the Work Session for January 22, 2025.

SECONDED: Councilmember Pacheco

MOTION CARRIED

c. Resolution 25-01: Authorizing the City to enter contracts with Enterprise Fleet Management, Inc. for the leasing and maintenance of city vehicles – Assistant Manager Sullivan shared a handout of what departments/employee positions each vehicle would be for. He explained that this proposal would be a more efficient program for the City. Rich and Charley from Enterprise Fleet Management, Inc. were present to answer questions from the Council.

MOTION: Councilmember Black made a motion to table Resolution 25-01.

SECONDED: Councilmember Pacheco

MOTION CARRIED

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

a. NACOG Reginal Council Representative – Mayor Smith read the background information from the City Council Action Item Request form and recommended that Vice Mayor Mike Nilsson continue to serve this position. She said that she would like to be the alternate. She also recommended that each Councilmember consider serving on one of the subcommittees.

MOTION: Mayor Smith made a motion to appoint Vice Mayor Nilsson as the NACOG Regional Council Representative and herself as the alternate.

SECONDED: Councilmember Black

MOTION CARRIED

- b. Ordinance 25-01 1st Reading: An Ordinance of the City of Holbrook, Arizona, amending the Holbrook City Code, Chapter 5, Article 5-2, Uniform Codes and adopting the 2018 International Building, Fire, Fuel Gas, Mechanical, Plumbing, Residential Codes and the 2017 National Electric Code: providing for repeal of conflicting ordinances, providing for severability; and establishing an effective date Mayor Smith read the background information from the City Council Action Item Request form. She also read Ordinance 25-01 by Heading.
- c. Timeline for the 2025-2026 budget process Mayor Smith read the background information from the City Council Action Item Request form and shared a handout titled "Budget Action Plan". She asked each Councilmember to decide what their priorities are for the budget and to bring that information to the Work Session on January 22, 2025.

SUMMARY OF CURRENT EVENTS-MAYOR:

Mayor Smith congratulated the Holbrook Public Library for being voted as the Holbrook Chamber of Commerce "Business of the Year"

SUMMARY CURRENT EVENTS-COUNCILMEMBERS:

- -Vice Mayor Nilsson None
- -Councilmember Black shared that it is the time of year for the Navajo County Sheriff's Posse Pony Express. The week of January 27th the Posse will do meet and greet with several schools and agencies. There will be a parade on January 28th at 11:00 a.m., after that there will be a "Swearing in Ceremony". The sendoff dinner will be at the Open Class Building at the Navajo County Fairgrounds at 6:00 p.m. on January 28th. It will be \$12.00 per person. The send off Pancake Breakfast will be at 6:00 a.m. on January 29th at the Senior Center. The price of breakfast is \$10.00. The Posse will leave from Gillespie Park at 8:00 a.m.
- -Councilmember Church None
- -Councilmember Pacheco None

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

The following is a brief overview of activities conducted on behalf of the City of Holbrook from 3Jan25--15Jan25:

- · Had the following meetings:
 - Fee Workshop
 - Evaluations with Staff
 - PetraCom
 - ADOT to discuss working together on street, maintenance
- · Continuing to work on website redesign and initiating a new marketing and branding for the city of Holbrook with Civic Plus and Mountain Mojo, respectively.
- Worked on budget class for department heads to manage their own budgets in 2025 and forward.
- · Worked on strategic plan process.
- Worked on getting staff ready for Q1-25 goals.
- Working on updating agreements and contracts:
 - o NPC
 - -Continuing to work out the details of the agreement. Waiting on response from NPC.
 - o Petra Com
 - -Lease city property for the purpose of operating an AM transmitter; waiting on PetraCom.

· Recognition – A Heartfelt Thank You to Team Holbrook

- o As we close the chapter on 2024, I want to take a moment to express my deepest gratitude and admiration for the dedication and hard work of every single member of our city staff. This past year has been one of growth, challenges, and triumphs, and it's all thanks to your unwavering commitment to making Holbrook a better place to live, work, and visit.
- o From the visible improvements in our community spaces and infrastructure to the behind-the-scenes work that keeps our city running smoothly, your efforts have been nothing short of extraordinary. Whether it's ensuring the safety and beauty of our parks, enhancing city services, maintaining our roads and facilities, or creating opportunities for growth and connection, each of you has played a vital role in our successes.
- o Your teamwork, innovation, and resilience have been inspiring. Together, we've accomplished projects that improve the quality of life for our residents and set the foundation for even greater achievements in the years to come. Your pride in serving Holbrook shines through in everything you do, and I am honored to work alongside such a dedicated group of individuals.
- o As we step into 2025, I am excited about what lies ahead. The vision for Holbrook's future is bright, and I know that with the collective strength of Team Holbrook, we can tackle any challenge and achieve even greater milestones. Let's continue to build upon our successes, support one another, and strive for excellence in all that we do.
- o Thank you for your passion, hard work, and unwavering dedication. You make Holbrook not just a city but a community where people care about one another and take pride in their work. Here's another year of accomplishments, growth, and progress.
 - o Together, we are Team Holbrook, and together, we are unstoppable.

Code Compliance Officer Barbara Blythe shared that there will be a Public Hearing on a CDBG Grant tomorrow at 6:00 p.m. for funds in the amount of \$271,163.00

SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA: None

ADJOURNMENT:

MOTION: Councilmember Pacheco made a motion to adjourn the meeting.

SECONDED: Councilmember Black MOTION CARRIED at 7:31 p.m.

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I hereby certify that the foregoing minutes are a true and correct contribution the Holbrook City Council held on January 8, 2025. I further certify that a quorum was present.	
PASSED, APPROVED AND ADOPTED this 22 nd day of January 2025.	Lisa Hunt, CMC, City Clerk
_	Kathleen Smith, Mayor

MINUTES OF THE WORK SESSION OF THE HOLBROOK CITY COUNCIL HELD ON January 8, 2025

CALL TO ORDER: Mayor Smith called the Work Session to order at 5:05 p.m.

<u>ROLL CALL:</u> Mayor Kathleen Smith, Vice Mayor Nilsson (arrived at 5:45 p.m.), Councilmembers Robert Black, Tamera Church, Arcenia Pacheco (arrived at 5:08 p.m.), Karina Pack (appeared telephonic). Teri Tafoya was absent/excused.

<u>CITY STAFF:</u> City Manager Sharon Jakubowski Wolz, Assistant Manager Randy Sullivan, Human Resource Director Misty Hatch, Animal Control Officer Brandon Smigiel, Code Compliance Officer Babara Blythe, Building Inspector Richard Tissaw and City Clerk Lisa Hunt.

PROPOSED FISCAL YEAR 2025-26 CONSOLIDATED FEE SCHEDULE: Facility Use Fees/Swimming Pool. Council recommended that Swimming Lessons be increased from \$12.00 to \$20.00. Cemetery Fees were discussed, and Council recommended the following fees: Standard Plot for In-City plus 10 miles surrounding the City Limits be increased from \$375.00 to \$600.00. Standard Plot for other Navajo County residents to increase from \$475.00 to \$1200.00. Standard Plot for non-Navajo County residents to increase from \$575.00 to \$2400.00. ¼ Plot for In-City plus 10 miles surrounding the City Limits be increased from \$175.00 to \$250.00. % Plots for other Navaio County residents increased from \$200.00 to \$450.00. ¼ Plots for non-Navajo County residents increased from \$225.00 to \$850.00. ½ Plots for In-City plus 10 miles surrounding the City Limits be increased from \$200.00 to \$400.00. ½ Plot for other Navajo County residents increase from \$400.00 to \$800.00. ½ Plots for non-Navajo County residents increase from \$450.00 to \$1400.00. Open/Closing Fees for Standard Plots increase from \$200.00 to \$250.00. Open/Closing Fees for Infant/Urn Plots increase from \$200.00 to \$250.00. Weekend/Holiday Open/Closing Additional fees increase from \$100.00 to \$150.00. Crypt fees for In-City plus 10 miles surrounding the City Limits increase from \$500.00 to \$650.00. Crypt fees for other Navajo County Residents increase from \$600.00 to \$850.00. Crypt fees for non-Navajo County residents increase from \$700.00 to \$1100.00. Opening/Closing fees for Crypt increase from \$100.00 to \$150.00. Exhumations increase from \$750.00 to \$900.00. Headstone setting fees for Flat/Single headstone increase from \$100.00 to \$150.00. Headstone setting fees for Flat/Double headstone increase from \$150.00 to \$200.00. Headstone setting fees for Upright/Single increase from \$200.00 to \$250.00. Headstone setting fees for Upright/Double increase from \$300.00 to \$350.00. Veteran Plots for In-City plus 10 miles surrounding the City Limits increase from \$500.00 to \$750.00 (includes Opening/Closing). Veteran Plots for other Navajo County residents increase from \$600.00 to \$1000.00 (includes Opening/Closing). Veteran Plots for non-Navajo County residents increase from \$700.00 to \$1800.00 (includes Opening/Closing). Council recommended that the Library processing fee be increased from \$5.00 to \$10.00. The Justice Court Staffing fee was recommended to increase from \$30,00 to \$45.00. They recommended that the Utility Deposit fee be increased from \$150.00 to \$250.00. The bulk water fee was recommended to be increased from \$2.85 to \$22.00. The remaining fee schedule increases will be discussed at a Work Session on January 22, 2025.

ADJOURNMENT:

MOTION: Councilmember Black made a motion to adjourn. SECONDED: Councilmember Pacheco MOTION CARRIED Meeting adjourned at 5:58 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of the Holbrook City Council held on January 8, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Kathleen Smith, Mayor	

PASSED, APPROVED AND ADOPTED this 22nd day of January 2025.



CITY COUNCIL ACTION ITEM REQUEST

Date: 22January2025

To: Honorable Mayor Smith and Council Members

From: Sharon Jakubowski Wolz

Subject: Consideration to approve Ordinance 25-01, An Ordinance Of The City Of Holbrook, Arizona, Amending The Holbrook City Code, Chapter 5, Article 5-2, Uniform Codes And Adopting The 2018 International Building, Fire, Fuel Gas, Mechanical, Plumbing, Residential Codes And The 2017 National Electrical Code; Providing For Repeal Of Conflicting Ordinances; Providing For Severability; And Establishing An Effective Date.

BACKGROUND AND DISCUSSION:

The City of Holbrook has adopted the 2018 International Building, Fire, Fuel Gas, Mechanical, Plumbing, and Residential Codes, as well as the 2017 National Electrical Code, as part of its efforts to ensure safety, efficiency, and compliance with national standards. However, specific appendices from the International Residential Code (IRC) and International Building Code (IBC) were not explicitly included in the adoption process.

Incorporating these appendices will allow for more comprehensive enforcement and alignment with the City's goals for modernized and detailed building inspections. The adoption of these appendices is consistent with previously adopted standards and will provide clarity for homeowners, builders, and inspectors regarding specific situations such as tiny homes, home daycares, and patio covers.

The proposed appendices include provisions for administrative enforcement, grading standards, and specific systems sizing, which are essential for ensuring public safety and sustainable development practices.

FINANCIAL IMPLICATIONS:

There are no immediate significant financial implications for the City. The inclusion of these appendices may lead to increased permit and inspection revenues due to clearer guidelines and enhanced compliance with detailed standards.



ALTERNATIVES:

- 1. Approve the resolution to adopt the specified IRC and IBC appendices to enhance alignment and enforcement of current building codes.
- 2. Reject the resolution, maintaining the status quo, and risk potential ambiguity or gaps in building code enforcement and compliance.

REQUEST FOR COUNCIL ACTION:

Request Council approve Ordinance 25-01.

ATTACHMENTS:

Ordinance 25-01

ORDINANCE NO. 25-01

AN ORDINANCE OF THE CITY OF HOLBROOK, ARIZONA, AMENDING THE HOLBROOK CITY CODE, CHAPTER 5, ARTICLE 5-2, UNIFORM CODES AND ADOPTING THE 2018 INTERNATIONAL BUILDING, FIRE, FUEL GAS, MECHANICAL, PLUMBING, RESIDENTIAL CODES AND THE 2017 NATIONAL ELECTRICAL CODE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Holbrook ("City") is authorized pursuant to Arizona Revised Statutes § 9-801, et seq., to, among other things, adopt and enforce a building code and other related codes; and

WHEREAS, the City's ordinances, rules and regulations concerning building and other related codes are codified in Chapter 5 – Building and Construction, Article 5-2, Uniform Codes, of the Holbrook City Code; and

WHEREAS, the City has determined it is in the best interest of the City to amend Chapter 5 – Building and Construction, Article 5-2, Uniform Codes; and

WHEREAS, at least three paper copies or one paper copy and one electronic copy of the uniform codes referenced herein have been filed with the office of the City Clerk and are available for public use and inspection.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Holbrook, Arizona, as follows:

Section 1: Amended Code. Article 5-2, Uniform Codes, of the Holbrook City Code, is hereby amended and replaced in its entirety with the following language:

ARTICLE 5-2: UNIFORM CODES

- 5-2-1 Abatement of Dangerous Buildings
- 5-2-2 Building Code
- 5-2-3 Building Conservation
- 5-2-4 Electrical Code
- 5-2-5 Fire Code
- 5-2-6 Fuel Gas Code
- 5-2-7 Mechanical Code
- 5-2-8 Plumbing Code
- 5-2-9 Residential Code
- 5-2-10 Restoration of Structures and Utilities
- 5-2-11 Violations
- 5-2-12 Corrections of Violations
- 5-2-13 Joint and Several Liability

5-2-1 Abatement of Dangerous Buildings

There is hereby adopted by reference, as if fully set forth herein, the 1997 Uniform Code for the Abatement of Dangerous Buildings.

5-2-2 Building Code

- A. There is hereby adopted by reference, as if fully set forth herein, the 2018 edition of the International Building Code, including the following listed appendices:
 - 1. Appendix J Grading
 - 2. Appendix K Administrative Provisions Mechanisms for Enforcement of NFPA 70 (National Electrical Code)

5-2-3 Building Conservation

There is hereby adopted by reference, as if fully set forth herein, the 1997 edition of the Uniform Code for Building Conservation.

5-2-4 Electrical Code

There is hereby adopted by reference, as if fully set forth herein, the 2017 edition of the National Electrical Code.

5-2-5 Fire Code

There is hereby adopted by reference, as if fully set forth herein, the 2018 edition of the National Fire Protection Association Fire Code.

5-2-6 Fuel Gas Code

There is hereby adopted by reference, as if fully set forth herein, the 2018 edition of the International Fuel Gas Code.

5-2-7 Mechanical Code

There is hereby adopted by reference, as if fully set forth herein, the 2018 edition of the International Mechanical Code.

5-2-8 Plumbing Code

There is hereby adopted by reference, as if fully set forth herein, the 2018 edition of the International Residential Plumbing Code.

5-2-9 Residential Code

- A. There is hereby adopted by reference, as if fully set forth herein, the 2018 edition of the International Residential Code, including the following listed appendices:
 - 1. Appendix A Sizing and Capacities of Gas Piping
 - 2. Appendix B Sizing of Venting Systems
 - 3. Appendix G Piping Standards for Various Applications
 - 4. Appendix H Patio Covers
 - 5. Appendix J Existing Buildings and Structures

- 6. Appendix L Permit Fees
- 7. Appendix M Home Day Care R-3 Occupancy
- 8. Appendix P Sizing of Water Piping Systems
- 9. Appendix Q Tiny Houses

5-2-10 Restoration of Structures and Utilities

If at any time for any reason any utility service to any structure within the City of Holbrook is disconnected or interrupted, or if said structure is found by the City Building Inspector to be unsafe for any reason, the owner or person or entity renting, occupying or otherwise using said structure shall restore the structure, and all utility connections thereto, to a condition that is safe and that meets all standards set forth in this Chapter and in all the national and uniform codes referenced herein. No utility service supplied to the structure shall be reestablished until the structure has been made to conform with this Chapter and with any and all other codes, ordinances, or regulations of the City and with all requirements of all entities furnishing any utilities to the structure.

5-2-11 Violations

A. Civil

- 1. Every person who owns any land, building or structure in the City is civilly responsible for any violation of this chapter which exists with respect to such land, building or structure.
- 2. Upon finding a person responsible for a civil violation, the court shall impose upon such person a civil sanction of not less than two hundred fifty dollars (\$250.00) and not more than two thousand five hundred dollars (\$2,500.00). The court shall not suspend the imposition of the minimum sanction unless the court finds by a preponderance of the evidence that the person has corrected every violation for which he was found responsible, and that the person is in compliance with this chapter. In that event, the court may, in its discretion, suspend all but one hundred fifty dollars (\$150.00) of the sanction upon such conditions as the court deems just.

B. Criminal

- 1. Every person who owns any land, building or structure in the City, and who intentionally, knowingly, willfully or recklessly causes, allows, suffers or permits a violation of this chapter to exist with respect to such land, building or structure commits a class one misdemeanor.
- 2. Upon conviction, the court, at a minimum, shall sentence the defendant to a fine of not less than two hundred fifty dollars (\$250.00) and to probation for not less than one year. The court shall not suspend the imposition of the minimum fine or probation unless the court finds by a preponderance of the evidence that the defendant has corrected every violation for which the defendant was found guilty, and that the defendant is in compliance with this chapter. In that event the court may, in its discretion, suspend all but one hundred fifty dollars (\$150.00) of the fine on the condition that the

defendant does not commit another criminal violation of this chapter for three (3) years following the date of sentencing.

- C. Actions not exclusive. The City's election to prosecute a civil or criminal action to enforce the provisions of this chapter does not limit or restrict the City's ability to bring against the defendant any other action authorized by law, including, but not limited to, an administrative abatement proceeding.
- D. Separate daily violations. Each violation of this chapter shall constitute a separate violation for each day that the owner permits the violation to occur and may be prosecuted and punishable as an individual and separate offense for each day that the owner permits the violation to occur.

5-2-12 Corrections of Violations

A. Authority. In addition to any civil sanction or criminal penalty, the court may in its discretion order the defendant to correct the violation by a specified date, and may order the City to enter the property and correct the violation if the defendant fails to comply with the court's correction order. The court may require the defendant to correct the violation as a condition of suspending a portion of the civil sanction or criminal penalty.

B. Recovery of costs incurred by City.

- 1. For a civil violation of this chapter, if the City corrects a violation pursuant to this chapter, the City may petition the court to recover the costs, expenses and attorney fees which the City incurred in correcting the violation and in bringing the petition for recovery. If the court finds by a preponderance of the evidence that the City is entitled to recover, the court may order the defendant to pay to the City the amount of the costs, expenses and attorney fees reasonably incurred by the City, and may enter judgment in favor of the City and against the defendant in that amount. The court may make payment of the judgment a condition of suspending a portion of the civil sanction.
- 2. For a criminal violation of this chapter, if the City corrects a violation pursuant to this chapter, the City may petition the court to order the defendant to pay restitution to the City in the amount of the costs, expenses and attorney fees which the City incurred in correcting the violation and in bringing the petition for restitution. The court may, in its discretion, order the defendant to pay such restitution to the City. The court may make the payment of restitution a condition of suspending a portion of the criminal penalty.

5-2-13 Joint and Several Liability

A. If more than one person owns a particular parcel of property, then all such persons are jointly and severally liable for every civil violation of this chapter existing with respect to that parcel.

B. In a criminal prosecution fo defense that another person this chapter.	r violations of this chapter, it shall not be a is also guilty of a criminal or civil violation of
	of Conflicting Ordinances. All ordinances and ns of this Ordinance or any part of the Code adopted
phrase or portion of this Ordinance or any part	ility. If any section, subsection, sentence, clause, of the Code adopted herein by reference, is for any the decision of any court of competent jurisdiction, e remaining portions thereof.
Section 4: <u>Effective Date</u> . The effollowing adoption by the City Council.	effective date of this Ordinance shall be 30 days
APPROVED, PASSED, AND ADOP Holbrook, Arizona, this day of	TED by the Mayor and Council of the City of, 2025.
	Ву:
	Kathleen Smith, Mayor
ATTEST:	
Ву:	
Lisa Hunt, City Clerk	
APPROVED AS TO FORM:	
By:	
Allen Quist, City Attorney Pierce Coleman, PLLC	
	Number of Councilmembers Present: Number of Votes For:

Number of Votes Against:______
Number of Abstentions:_____

CERTIFICATION

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																Clerk

PURSUANT TO A.R.S. § 9-802 ALL EXHIBITS ARE ON FILE AT THE CITY OF HOLBROOK CLERK'S OFFICE LOCATED AT 465 N 1ST AVE, HOLBROOK, AZ 86025.



CITY COUNCIL ACTION ITEM REQUEST

Date: 22January25

To: Honorable Mayor Smith and Council Members

From: Sharon Jakubowski Wolz

Subject: Discussion on Next Steps for City Charter Amendments

BACKGROUND AND DISCUSSION:

The City Charter serves as the foundational document for Holbrook's governance. A recent review by the Charter Review Committee, in collaboration with legal counsel, has identified areas that may benefit from amendments. These updates are intended to ensure compliance with current legal standards, improve clarity, and address operational needs. Recommendations from the review focus on governance structure, administrative authority, and procedural requirements.

This discussion item seeks council members' guidance on the desired next steps for considering these amendments.

FINANCIAL IMPLICATIONS:

Costs include legal fees for drafting amendments, public outreach expenses, and election-related costs if a voter referendum is necessary. These costs will vary depending on the extent of amendments and the methods chosen for public engagement and final approval.

ALTERNATIVES:

- 1. Provide direction on next steps for reviewing and considering amendments, such as prioritizing recommendations or requesting additional information from staff.
- 2. Suggest a timeline or process for public and stakeholder engagement.
- 3. Take no action at this time, leaving the charter unchanged.

REQUEST FOR COUNCIL ACTION:

This is a discussion-only item. Council members are requested to provide guidance on the desired next steps for considering amendments to the City Charter based on the Charter Review Committee and legal counsel's recommendations.

ATTACHMENTS:

City Charter - Redline draft of change recommendations.

ARTICLE I. INCORPORATION, FORM OF GOVERNMENT, POWERS OF THE CITY AND BOUNDARIES

Section 1.01. Incorporation We, the people of the City of Holbrook, within the corporate limits as now established in the manner provided by law, shall continue to be a municipal body, politic and corporate, in perpetuity, under the name of "City of Holbrook, Arizona."

Section 1.02. Form of Government

- (a) Council-Manager. The municipal government provided by this Charter shall be known as "Council-Manager Government."
- (b) Council. Pursuant to its provision and subject only to the limitations imposed by the Arizona State

 Constitution, laws of the State of Arizona, the laws and Constitution of the United States of

 America, and this Charter, all legislative powers of the City shall be vested in an elective council,

 which shall enact local legislation, adopt budgets, determine policies, appoint the City Manager

 and provide for such other officers deemed necessary and proper for the orderly government

 and administration of the affairs of the City.
- (c) Exercise of Powers. All powers of the City shall be exercised in the manner prescribed by this Charter, or if they be not prescribed, then in such manner as may be prescribed by ordinance.

Section 1.03. Powers of the City

- (a) Grant of Powers. The City shall have all powers granted to municipal corporations and to cities and towns by the Constitution and general laws of this State, together with all of the implied powers necessary to carry into execution all of the powers granted.
- (b) Control of Property. The City may acquire property within or without its corporate limits for any City purpose in fee simple or any lesser interest or estate by purchase, gift, devise, lease or condemnation, and may sell, lease, grant, convey, exchange, mortgage, hold, manage and control such property as its interests may require. Recommend that you state here where a list is kept of properties owned by the city and open to the public.

- (c) General Municipal Powers. Except as prohibited by the Constitution of this State or restricted by this

 Charter, the City may exercise all municipal powers, functions, rights, privileges and immunities

 of every name and nature whatsoever, and may enter into contracts, cooperative and otherwise,
 with the Government of the United States, the State of Arizona, Navajo County, or any other
 political subdivision of this State, or person for the construction, maintenance, and operation of
 roads, highways, parks, sewers, waterworks, public utilities and public buildings, or for any other
 municipal purpose, all when deemed in the best interests of the City.
- (d) Enumeration of Powers. The enumeration of particular powers by this Charter shall not be deemed to be exclusive; in addition to the powers enumerated herein or implied hereby or appropriate to the exercise of such powers, it is intended that the City shall have and may exercise all powers, which, under the Constitution or laws of this State, it would be competent for this Charter specifically to enumerate.
- (e) General Plan. The City shall adopt and may from time to time modify a general plan of the future physical development of the City to serve as a guide to all future Council action concerning land use regulations and expenditures for capital improvements. The Council shall by ordinance implement said general plan by adopting land use and development regulations, including but not limited to an official map, and zoning and subdivision regulations. (Recommend adding verbiage stating that it needs to be reviewed annually)
- (f) Specific Plans. The City may adopt specific and differing plans for areas within the City for the purpose of refining the General Plan.
- (g) Prior Approval of Construction. The City may require the Planning and Zoning Commission, and architectural and site plan review and approval of the development, construction, reconstruction, or conversion of any building or structure prior to any physical construction.

- (h) Levy of Assessment. The City may levy and collect assessments and file liens on real property to collect amounts owed to the City for garbage and trash collection, sewer rental charges, the provision of any utilities, reasonable amounts for the abatement of any nuisance, demolition and removal of any legally condemned building or structure, and the cleaning and renovating of lots which are offensive to the sight or smell, or hazardous to the public health, or any other services provided by the City for the benefit of any property.
- (i) Streets, Alleys, Public Grounds. The City shall have exclusive jurisdiction to control and regulate the use and enjoyment of its streets and alleys, public grounds or ways.
- (j) Requirements for New Development. The City may require all persons, firms or corporations responsible for new physical development within the City to provide or furnish, or pay a fee in lieu of providing or furnishing, the following: Recommend adding verbiage that these new developments must abide by the city code.
- 1) Public utility easements
- 2) Water production, storage, and transmission
- 3) Sewer collection, treatment, and disposal
- 4) Park land and development
- 5) School sites
- 6) Dedication and improvement of public rights of way
- 7) Bike paths and other necessary transportation
- 8) Drainage
- 9) Flood control
- 10) Other public facilities necessary to maintain satisfactory levels of service for said new development, as provided by ordinance which shall include definite standards basing the foregoing

requirements on the needs of the inhabitants of said new development and of the City as a whole.

Section 1.04. Boundaries The boundaries of this City shall be the boundaries as established at the time this Charter takes effect or as such boundaries may be changed thereafter in the manner authorized by law.

ARTICLE II. THE COUNCIL

Section 2.01. Powers of the Council

All powers of the City not in conflict with the Constitution of the State of Arizona and subject to the limitations of this Charter shall be vested in the Council, which shall enact appropriate legislation and do and perform any and all acts and things which may be necessary and proper to carry out these powers or any of the provisions of this Charter.

Section 2.02. Number

The Council shall consist of a Mayor and six Council Members.

Section 2.03. Elections

The first election for the offices of Mayor and Council Members under the terms of this Charter shall be held in 1995 and every two years thereafter. Recommend that the council decide if they want to move back to compliance with city charter by elections being odd years by adding section on moving election to 2027, giving some council members a 3-year term or changing the verbiage to match the state election cycle. Currently the elections are out of compliance and there could be legal repercussions and fines from the state. This committee feels this needs to be decided ASAP.

Section 2.04. Term of Mayor

The Mayor shall be elected for a term of four years.

Section 2.05. Terms of Council Members

(a) Four-Year Terms. Council Members shall be elected for terms of four years each, and three shall be elected every two years. Council members serving on the date this Charter takes effect shall continue to serve until successors are elected in the 1995 and 1997 elections and take office as provided by ordinance in effect for said election.

(b) Terms of Council Members Elected in 1995 and 1997. Council Members elected in 1995 and 1997 shall serve until successors are elected, qualified and installed as herein provided.

Section 2.06. Qualifications of Mayor and Council

- (a) Mayor. The Mayor shall be a qualified elector of the City. The Mayor shall have physically resided in the City of Holbrook for at least two years preceding the date of such election or appointment. The Mayor must reside within the city limits during the term of office. If the Mayor shall cease to possess any of these qualifications or shall have been convicted of a felony or any offense in violation of his official duties, the office shall immediately become vacant. No person is eligible to stand for election or serve as Mayor while employed by the City.
- (b) Council Members. Council Members shall be qualified electors of the City. Council Members shall have physically resided in the City of Holbrook for at least two years preceding the date of such election or appointment. Council Members must reside within the city limits during the term in office. If a Council Member shall cease to possess any of these qualifications, except as provided herein, or shall have been convicted of a felony or any offense in violation of official duties, the office shall immediately become vacant. No person is eligible to stand for election or serve as a Council Member while employed by the City.
- (c) Judge of Qualifications. The Council shall be the judge of the qualifications of its members and of the grounds for forfeiture of their office pursuant to subparagraph (b) above; and for that purpose shall have power to subpoena witnesses, administer oaths, take testimony and require the production of evidence. A member charged with misconduct constituting grounds for forfeiture of this office shall be entitled to a public hearing on demand, providing such demand is made in writing within two (2) weeks of the filing of the charge, and notice of such hearing shall be published in one or more newspapers of general circulation in the City at least one week in advance of the hearing. The Council, after such a hearing may remove a member by a majority

vote for failure to meet the qualifications in subparagraph (B) above. Decisions made by the Council under this section shall be subject to review by the Courts.

Section 2.07. Duties of the Mayor

- (a) Chairperson of Council. The Mayor shall be the Chairperson of the Council and preside over its meetings.
- (b) Voice and Vote in Council Proceedings. The Mayor may make and second motions, and shall have a voice and vote in all Council Proceedings.
- (c) Head of City Government. The Mayor shall be recognized as head of the City Government for all ceremonial purposes and by the Governor for purposes of martial law, and shall have executive, but no regular administrative, duties.
- (d) Appointments. The Mayor shall appoint members to various committees, boards and commissions after due official notice to the public and with the consent of the Council.

Section 2.08. Vice Mayor

The Vice Mayor shall be elected following the election every two years from among the council members. The Vice Mayor shall perform the duties of the Mayor during absences or upon disability.

Section 2.09. Salaries of Mayor and Council Members

The annual salaries of the Mayor and Council shall be as determined by ordinance, subject to ratification by the electorate at the next city election.

Section 2.10. Induction of Mayor and Council Members into Office

The newly elected Mayor and Councilmembers shall be inducted (or seated) immediately after Council approval of the canvass of the General Election votes. It is at this time that the Vice Mayor shall be elected.

Section 2.11. Absence to Terminate Membership

If the Mayor or any Council Member shall be absent from two consecutive regular meetings without prior notice to the Council, which shall be duly recorded in the minutes, that office shall immediately become vacated.

Section 2.12. Vacancies in Council and Office of Mayor

- (a) Mayor. In case of a vacancy, for whatever reason, in the office of Mayor, the Vice Mayor shall act as

 Mayor until such vacancy is filled. The Council, by a majority vote of its remaining members,

 shall, within 31 days, but not less than 15 days from the date the Council receives notice of

 vacancy or accepts the resignation of the Mayor, fill the vacancy in the office of Mayor from its

 own membership. Upon appointment of one of the Council Members to the office of Mayor, said

 Council Member's seat shall be deemed vacant and shall be filled in the manner provided in

 Subsection (b) hereof.
- (b) Council. In case of a vacancy, for whatever reason, in the Council, the remaining members, including the Mayor, shall, by a majority vote, select a qualified person. The vacancy in the Council shall be filled within 31 days, but not less than 15 days from the date the Council receives notice of the vacancy or accepts the resignation of one of its members. The appointed Council Member shall serve until the next general election or until a successor shall have been qualified.
- (c) Remaining Term of Vacated Council Seat. If the vacated Council seat has in excess of two years remaining in its term, the appointed Council Member shall serve until the next election. At that election, candidates for the Council shall run for the remainder of the unexpired term of the vacated Council seat, and the ballot shall designate that said candidates are running for the unexpired term, or there shall be other suitable designation indicating that it is a "short term" of two years. In the event that the unexpired term shall be in excess of two years, but there is insufficient time within which candidates can have their names placed on the ballot for the

- primary election, the Council, including the Mayor, shall fill the vacated Council seat in the same manner as if the vacancy were for a period of two years or less.
- (d) Failure to Appoint Due to a Tie Vote. Should a tie vote occur in an attempt to select a person to fill a vacancy of a Council seat, and because thereof, there shall be failure to choose such person within 31 days within a manner shown in this Section, a special election shall be held to fill such vacancy.

Section 2.13. Meetings of Council, Boards, Commissions and Committees

- (a) Time. The Council shall meet at least once a month. Special meetings may be held as called for in Section 2.14.
- (b) Open Meeting Law. All meetings of the City Council, the City's boards, commissions, and committees shall be open to the public, in accordance with the Arizona Revised Statutes pertaining to the open meeting law. Executive sessions of the Council or of any City boards, commissions and committees may be held only as prescribed by State statute.
- (c) Minutes of Meetings. All public bodies, except where no quorum is present, must provide written minutes or a recording of all meetings, as prescribed by State statute.

Section 2.14. Special Meetings

The Mayor or Vice Mayor acting as Mayor may, or at the request of any two Council Members, shall, by giving notice thereof to all members of the Council, or leaving the same at their usual place of abode, call a special meeting of the Council for a time not earlier than 24 hours after the notice is given. In case of a catastrophic emergency, a meeting may be held upon such notice as is appropriate to the circumstances. Items to be considered at a special meeting shall be included in the notice. At such meetings, business concerning only such emergency shall be acted upon.

Section 2.15. Rules of Procedure

The Council shall determine its own rules and order of business subject to the provisions of this Charter.

Section 2.16. Quorum; Voting

A majority of the members of the Council shall constitute a quorum, but a smaller number may adjourn from time to time until a quorum can be assembled. The vote on any question shall be ayes and nays and shall be entered in the minutes. At the request of any member of the Council, a roll call vote shall be taken.

Section 2.17. Failure to Vote

No member of the Council shall be excused from voting except upon matters as may be deemed conflicts of interest as set forth in the laws of this State. All conflicts of interest shall be declared and noted in the minutes. In all other cases, a vote of aye or nay must be cast. Should the Mayor or Council Member fail to vote, such vote shall be counted with the majority vote on the issue, and in case of a tie vote, such vote shall be counted as a nay vote.

Section 2.18. Consideration of Petitions Any citizen of the City may appear before the Council at any regular meeting and present a written petition. Such petitions shall be considered, and response given within 31 days in conformity with the requirements of this Charter, the Open Meeting Law, and other statutory and constitutional provisions.

Section 2.19. Non-Interference of Council in Administrative Service

(a) Non-Interference of Council with Powers and Duties of City Manager. No individual member of the Council shall interfere with the execution by the City Manager of his powers and duties, or order, directly or indirectly, the appointment by the City Manager of any person to an office or employment, or removal therefore, or the discipline of an employee. Except for purposes of inquiry, the Council and its members shall deal with the administrative services that are under the control of the City Manager solely through the City Manager, and neither the Council nor any member thereof shall give orders to any subordinate of the City Manager, either publicly or privately.

(b) Discussions Between Council and City Manager in Open or Executive Session. Nothing in this section shall be construed, however, as prohibiting the Council, while in open or executive session, from fully and freely discussing with or suggesting to the City Manager anything pertaining to City affairs or the interests of the City.

Section 2.20. Code of Conduct for Elected Officials and Advisory Board Members

conduct or a separate process.

The Code of Conduct for Elected Officials and Advisory Board Members shall be included in the City

Charter, may be amended from time to time and remain on file in the Office of the City Clerk.

Recommend adding verbiage as to the process for how to file a grievance using the code of

ARTICLE III. CITY MANAGER

Section 3.01.

Appointment of Manager The Council shall appoint a Manager who shall be an officer of the City and who shall have the powers and perform the duties provided in this Charter. The Manager shall hold office for and at the pleasure of the Council. No Council Member shall receive such appointment during the term of office, nor within one year after the expiration of such term. The Council shall have the discretion of entering into a written employment contract with the Manager, but in no event shall the term of such contract be for a period longer than twenty-four (24) months.

Section 3.02.

Residence The Manager need not be a resident of the City at the time of appointment, but by provisions of the contract with the Manager shall be required to establish residence within the City within ninety (90) days after appointment, unless such period is extended by the Council, and thereafter maintain residence within the City during the tenure of office.

Section 3.03.

Qualifications The Manager shall be chosen by the Council solely on the basis of executive and administrative qualifications with special reference to actual experience in, or knowledge of, accepted practice in respect to the duties of the office as hereinafter set forth.

Section 3.04.

Section 3.05.

Bond The Manager shall furnish a corporate surety bond to be approved by the Council, which shall be conditioned upon the faithful performance of the duties imposed upon the Manager as herein prescribed. The premium for such bond (or insurance) shall be a proper charge against the City. Employee theft and dishonesty or other proper form of insurance may substitute for said bond.

Acting City Manager By letter filed with the Clerk, the Manager shall designate one or more qualified City administrative officers to exercise the power and perform the duties of the Manager during periods of temporary absence or disability longer than one week or five working days. The Council may revoke such designation at any time and appoint another officer of the City to serve until the Manager shall return or the disability shall cease.

Section 3.06. Powers and Duties

- (a) Administrative. The Manager shall be the administrative head of the government of the City under the direction and control of the Council. The Manager shall be responsible for the administration of all affairs of the City. In addition to the general powers as administrative head, the Manager shall have the duties and powers set forth in the following subsections.
- (b) Law Enforcement. It shall be the duty of the Manager to see that the laws of the State pertaining to the City, the provisions of this Charter, and the ordinances, franchises, contracts, permits and privileges granted by the Council are enforced. The Manager shall report any failure in that regard to the Council, which shall give such instruction and direction as it may desire for remedial, corrective, or other action by the Manager.
- (c) Authority Over Employees. The Manager shall exercise control of all administrative offices and departments of the City, and of all officers and employees, and shall prescribe such general rules and regulations as may be deemed necessary or proper for the general conduct of the administrative offices and departments of the City under the Manager's jurisdiction.
- (d) Powers of Appointment and Removal. The Manager shall appoint and, when necessary for the good of the City, lay off, suspend, transfer, demote or remove all officers and employees of the City, except as otherwise provided by this Charter; the Manager may authorize the head of a department or office to take such action in connection with the employees of such department or office, subject to such merit system regulations as the Council may adopt. In case of the

- appointment or removal of any department head, the Manager shall first review such an appointment or removal with the Council.
- (e) Ordinances. It shall be the duty of the Manager to recommend to the Council for adoption such measures and ordinances as may be deemed necessary. Wondering if council members can submit ordinances also. If they can this should be added to this area. We feel that it would add some additional checks and balances so the manager does not have ultimate power to decide on ordinances presented to the board.
- (f) Meetings. It shall be the duty of the Manager to attend all meetings of the Council unless, at the Manager's request, the Mayor individually or the Council excuses the Manager therefore. The Manager may present definite recommendations relative to any item of the agenda for approval, rejection, or modification by the Council. The Manager shall be accorded a seat at all meetings of all boards, commissions, committees, and other City bodies. The Manager shall inform the members of said bodies as to the status of any matter being considered by the Council and shall cooperate to the fullest reasonable extent with the members of all boards, commissions, committees and other City bodies. The Manager shall be entitled to participate in their deliberations but shall not have a vote. The Manager shall receive notice of all special meetings of the Council, and of all boards, commissions, committees and other City bodies.
- (g) Financial Matters. It shall be the duty of the Manager to keep the Council advised as to the financial condition and needs of the City in such form and at such times as requested by the Council.
- (h) Annual Budget. It shall be the duty of the Manager to submit a proposed annual budget to the Council, and to be responsible for the administration of the budget after adoption.
- (i) Expenditure Control and Purchasing. It shall be the duty of the Manager to see that no indebtedness is incurred or expenditure made in violation of the State laws applicable to cities or of the provisions of this Charter.

(j) Investigations and Complaints. It shall be the duty of the Manager to make investigations into the affairs of the City, and any department or division thereof. It shall be the duty of the Manager to investigate all complaints in relation to matters concerning the administration of the City government and in regard to the services of the public utilities in the City and report all findings to the Council.

Section 3.07. Non-Interference With Administrative Service

The Council and its members shall deal with the administrative services of the City only through the Manager, except for the purpose of inquiry, investigation or report. The Council and its members shall not interfere with the Manager in the execution of the Manager's powers and duties. The Council and its members shall not order the Manager to appoint any person to office or employment, or remove, therefore.

Section 3.08. Removal of City Manager

The Manager shall not be removed from office, other than for misconduct in office, during or within a period of ninety (90) days next succeeding any municipal election at which a member of the Council is elected. At any other time, the Manager may be removed only at a regular meeting of the Council and upon the affirmative votes of four-sevenths (4/7ths) of the Council. At least thirty (30) days prior to the effective date of removal, the Manager shall be furnished with a written notice stating the Council's intention to remove the Manager and the reasons, therefore. Within seven (7) days after receipt of such notice, the Manager may by written notification to the Clerk request a public hearing before the Council, in which event the Council shall fix a time for a public hearing which shall be held before the expiration of the thirty-day (30) period above referred to. The Manager shall appear and be heard at such hearing. After furnishing the Manager with written notice of the intended removal, the Council may suspend the Manager from duty, but compensation shall continue until removal as herein provided. In removing the

Manager, the Council shall use its uncontrolled discretion, and its action shall be final and shall not depend upon any particular showing or degree of proof at the hearing, the purpose of which is to allow the Council and the Manager to present to each other and to the public all pertinent facts prior to the final action of removal.

Clarification on if changes need to be made to administration of city, does it need to be presented to the council and voted on by the council? Such as the employee handbook. The charter needs to be clearer on who should be in charge of changes – the manager or the council or both.

ARTICLE IV. ADMINISTRATIVE DEPARTMENTS, OFFICES AND EMPLOYEES

Section 4.01. Administrative Departments and Offices

(a) Creation of Departments.

The Council, by ordinances not inconsistent with this Charter, shall provide for the organization, conduct and operation of the several offices and departments of the City as established by this Charter, for the creation of additional departments, divisions, offices and agencies, and for their consolidation, alteration or abolition. In the event that the Council votes to abolish the City of Holbrook Police Department, such abolition shall only be effective upon approval by a majority of the qualified electors of the City at the first regularly scheduled election where a request may be timely placed on the ballot.

(b) Officers.

The Council shall provide for the number, title, qualifications, powers, duties and compensation of all officers of the City as created or authorized by this Charter.

(c) Assignment of Powers and Duties.

The Council may assign additional functions or duties to offices, departments, or agencies.

Where the positions are compatible, the Council may combine in one person the powers

and duties of two or more offices created or authorized by this Charter.

(d) Bond and or Insurance.

Officers of the City as created or authorized by this Charter may be required to furnish corporate surety bond or equivalent employee theft and dishonesty insurance; cost to be paid by the City. The premium for said bond or insurance shall be a proper charge against the City.

Section 4.02. City Clerk

The Manager, with the approval of the Council, shall appoint an officer with the title of City Clerk, who shall be responsible to the Manager. The Clerk shall give notice of all Council meetings, keep the minutes of Council proceedings, ordinances and resolutions authenticated by the Clerk's signature and recorded in full in books kept for that purpose. The Clerk shall perform such other duties as required by this Charter or by ordinance. The Manager may not hold the position of Clerk.

Section 4.03. City Treasurer

The Manager, with the approval of the Council, shall appoint an officer with the title of City Treasurer. The Treasurer shall receive and have custody of all of the money of the City, and shall keep and have said money, and disburse the same only as provided by law, and shall always be bound by the Constitution, the laws of the State, the Charter and ordinances of the City. Can the city treasurer and the financial director be combined into one job? The city is not currently in compliance with this as they do not currently have a treasurer separate from the financial director. Maybe add verbiage that the manager can choose if these positions are one position or two positions.

Section 4.04. City Attorney

(a) Appointment and Duties.

The Council shall appoint the City Attorney, who shall be an attorney at law duly licensed to practice in the State of Arizona. The City Attorney shall be chief legal advisor to all offices, departments and agencies, and to all officers and employees in matters relating to their official powers and duties. The City Attorney shall represent the City in all legal proceedings, except as provided in subparagraph (b) hereof. It shall be the City Attorney's duty to perform

all services incident to the position as may be required by statute, by this Charter or by ordinance. The City Attorney's contract shall be reviewed annually.

(b) Council Control of Legal Services.

The Council shall have control of all litigation of the City and may employ attorneys, in addition to the City Attorney, to take charge of any litigation or to assist the City Attorney therein. The Council shall provide for compensation for such additional legal services rendered on behalf of the City.

Section 4.05. Finance Director

The Manager, with the approval of the Council, shall appoint the Director of Finance. The Finance Director shall be head of the Finance Department of the City and shall have the power and shall be required to administer the financial affairs of the City under the direction of the Manager. The Finance Director shall perform such duties consistent with this Charter as may be required by ordinance or resolution of the Council.

Section 4.06. Basis for Appointment

Appointments and promotions in the administrative service of the City shall be made solely on the basis of merit and fitness demonstrated by examination or other evidence of competence.

Section 4.07. Personnel Policy and Procedures

(a) The Council shall, by ordinance, provide for the personnel policies and procedures, including a merit pay system, for the purpose of regulating and controlling the appointments of officers and employees of the City except for elected officials, the Manager, City Attorney, Magistrate, Police Chief and Fire Chief. The council is not choosing the fire chief, but the fire department does. Should the fire chief be taken off this list? Can verbiage be added to this that these departments give an update to the council every 3 months?

(b) The City shall not bargain collectively with any employee, group of employees, employee organizations or a representative of any employee organization with respect to wages, hours or working conditions, or any other conditions of employment.

ARTICLE IX. ELECTIONS

Section 9.01. Types of Elections

- (a) Primary. Primary elections shall be held for the purposes of making nominations for the general election and electing officers hereinafter provided, and for other such purposes as the Council may prescribe.
- (b) General. General elections shall be held for the purpose of electing officers of the City and for such other purposes as the Council may prescribe.
- (c) Special. All other municipal elections that may be held by authority of this Charter, or of any law, shall be known as special elections.

Section 9.02. Application of State Law

The provisions of the laws of this State relating to and governing the nominations of elective officers and the conduct of elections, and each and every provision of said law, with all amendments thereto, shall apply and shall govern the nomination of elective officers and the conduct of elections, except as otherwise provided in this Charter or in ordinances adopted pursuant to this Charter. The Council shall have the power to make any additional provisions relating to the nominations of officers and to the conduct of elections not in conflict with or contrary to the provisions of the laws of this State or the provisions of the Charter. This section needs to be clarified based on the decision made regarding election dates so they match and do not provide ambiguity that can be interpreted by future councils to change election dates outside of the charter.

Section 9.03. Qualifications of Electors

The qualifications of electors shall be as required by the Constitution and laws of this State for State, County and City electors.

Section 9.04. Qualifications of Candidates

Qualifications of candidates shall be as prescribed in Article II, Section 2.06. of this Charter.

Section 9.05. Arrangement of Names on Ballot

- (a) Mayor. The names of the candidates for Mayor shall be arranged on the ballot, as provided by law, and nothing on the ballot shall be indicative of the source of the candidacy or the support of any candidate.
- (b) Council Members. The names of the candidates for Council Members shall be arranged on the ballot, as provided by law, and nothing on the ballot shall be indicative of the source of the candidacy or the support of any candidate.

Section 9.06. Nomination for Primary Election

- (a) Petition. Nominations for primary elections shall be by petition of nomination, which shall consist of a printed form or facsimile thereof, which shall be furnished to applicants by the Clerk.
- (b) Mayor. The petition or petitions for nomination of Mayor shall contain the signatures of qualified voters, aggregating not less than five percent of the total number of electors voting at the last preceding municipal election for the office of Mayor.
- (c) Council Members. The petition or petitions for nomination of a Council Member shall contain the signatures of qualified voters, aggregating not less than five percent of the total number of electors voting at the last preceding municipal election for the office of Mayor.
- (d) Notice of Qualification. Nominating petitions shall be presented to the Clerk not less than 75 days nor more than 105 days before the date set for the primary election. The Clerk shall endorse on each petition the date and the time when the same was received, and shall determine that the signatures contained therein are sufficient prior to causing the qualified candidate's name to be printed on the ballot. Notice shall be given to the candidate within five days of receipt of the petition as to the qualification of said candidate.

Section 9.07. Majority to Elect in Primary

- (a) Mayor. At the primary election, any candidate for Mayor who shall receive a majority of all the votes cast at such election shall be declared elected, and no further election shall be held as to said office. The term of office will occur when the term of office begins, not right after election.
- (b) Council Member. At the primary election, any candidate for Council Member who shall receive a majority of all the votes cast at such election shall be declared elected to the office for which he is a candidate, and no further election shall be held as to said office. The term of office will occur when the term of office begins, not right after election.

Section 9.08. Nomination for General Election

- (a) Mayor. If in a primary election one candidate for Mayor does not receive a majority of the votes cast at large, then the two candidates with the highest number of votes will be considered nominated, and their names will appear on the ballot of the general election. In case of a tie for second place, that candidate with the highest number of votes and those tied for second place will appear on the ballot of the general election. These shall be the only candidates for Mayor in the general election.
- (b) Council Member. If in a primary election one or more candidates for Council Member do not receive a majority of all votes cast at such election, the candidates not elected at the primary election equal in number to twice the number of the offices remaining unfilled, and who received the highest number of votes for the offices at the primary election, shall be considered nominated for the remaining positions, and their names shall appear on the ballot of the general election. In the case of a tie among candidates who would have been entitled to become candidates for an office at the general election except for the fact that

some other candidate received an equal number of votes therefor, all such candidates receiving said equal number of votes shall become candidates for such office.

Section 9.09. Plurality to Elect in General Election

- (a) Mayor. The candidate for Mayor who shall receive the highest number of votes at the general election shall be declared elected. Term will begin after the canvasing, not immediately after election.
- (b) Council Member. At the general election, any candidate for Council Member who receives a plurality of all votes cast for that office shall be declared elected. Term will begin after the canvasing, not immediately after election.
- (c) Tie. In the case of ties, the decision as to the winner shall be determined by lot.

Section 9.10. Time of Holding Primary Elections

Primary elections shall be held on dates that conform to State and Federal law and provisions of this charter.

Section 9.11. Time of Holding General Elections.

General elections shall be held on dates that conform to State and Federal law.

Section 9.12. Special Elections

The Mayor and Council shall provide the time, manner and means of holding any special election on dates that conform to State and Federal law.

Section 9.13. Canvassing Returns and Declaring of Election Results Within seven (7) days after any election, the Mayor and Council shall canvass returns and declare the results of such election. The Clerk shall issue a certificate to each candidate elected to office at any election.

ARTICLE V. APPOINTIVE BOARDS, COMMISSIONS AND COMMITTEES

Section 5.01. Appointive Boards, Commissions and Committees

The Council may, by ordinance, create or abolish boards, commissions, committees and other City bodies as in its judgment are required, and may grant them such power and duties as are consistent with the provisions of this Charter and State statute.

Section 5.02. Mayor or Council Members as Ex-Officio Members By appointment of the Mayor, the Mayor or any member of the Council may serve as an ex-officio member, without voting privileges, of any or all boards, commissions, committees, and other City bodies

No changes

ARTICLE VI. FINANCE AND TAXATION

Section 6.01. Fiscal

The powers of the City concerning budget, taxation, financial and fiscal powers shall be limited only by the provisions of the Federal or State Constitution and this Charter.

Section 6.02. Taxing Powers

(a) General Powers.

The Council shall have the power to levy and collect ad valorem and excise taxes, including, but not limited to, a transaction privilege tax, a use tax and a business license tax, and all other taxes not prohibited by Federal or State Constitution, for any or all of the following purposes:

- 1) Indebtedness. To pay the interest and maintain a sinking fund to repay the bonded indebtedness of the City.
- 2) General Expenses. For the general expenses incurred in the operation of City government.
- 3) Advertising. For advertising and promoting the advantages of the City.
- 4) Other. For any other lawful municipal purpose.
- (b) Special Taxing Districts for Improvements.

The Council may establish special taxing districts to provide for improvements within specified areas of the City and shall have the authority to issue bonds for such improvements, and to levy taxes or impose special assessments therefore within such specified areas.

(c) Enumeration Does Not Limit Taxing Power.

The enumeration herein of the types of taxes and the purposes for which such taxes may be levied and collected shall not be deemed to limit in any way the taxing powers of the City.

Section 6.03. Special Revenue Funds

Special Revenue Funds shall be established to account for revenues from specific tax assessments or other special sources which are to be used to finance specified and anticipated activities and shall not be diverted to other uses, except by Resolution approved by a five-sevenths vote of the Council. Any such diversion shall not be treated as an emergency measure.

Section 6.04. Depositories, Transfers and Investment of City Funds

(a) Depositories and Investments.

In addition to authority granted by State statutes, the Council may authorize City monies to be deposited in sufficiently collateralized investments. The Council may implement this authority by ordinance and the appropriate City official may invest City monies not needed to meet current bills.

(b) Transfers.

Whenever there are not sufficient monies in any of the interest funds for the bonded indebtedness of the City to pay the interest on such bonded indebtedness when due, the Council shall direct the transfer from the general or other fund having monies therein to such interest funds of the necessary amounts of money to pay the interest on said bonded indebtedness, and the amount so transferred shall be returned to the respective funds from which such transfer was made whenever sufficient monies shall accrue in said bonded indebtedness funds.

Section 6.05. Independent Audit and Review

(a) Certified Public Accountants.

Prior to the end of each fiscal year, the Council shall designate one or more qualified

Certified Public Accountants who, as of the end of the fiscal year, shall make an

independent audit of accounts and other evidences of financial transactions of the City government, and shall submit a report to the Council and to the City Manager including recommendations as to procedures necessary to the proper fiscal operations of the City. Such accountants shall have no personal interest, direct or indirect, in the fiscal affairs of the City government or of any of its officers. The accountants shall not maintain any accounts or records of the City business, pursuant to the specifications approved by the Council, shall post-audit the books and documents kept by the City, and any separate or subordinate accounts kept by any other office, department, or agency of the City government.

(b) Audit Contracts.

Notwithstanding the provisions of Section 6.06.

(a) Above, the Council may enter into a contract for auditing services as above described for a period in excess of one (1) year and not to exceed three (3) years upon a finding by the Council that a contract in excess of one (1) year would be in the best interests of the City.

Section 6.06. Voter approval for certain public expenditures

Notwithstanding any other provision of the Charter of the City of Holbrook, the City shall not expend public funds, grant tax concessions, or incur any form of debt in an amount greater than five hundred thousand dollars (\$500,000.00), and/or exchange or grant city-owned land of a fair market value in excess of five hundred thousand dollars (\$500,000.00) to construct or aid in the construction of any amphitheater, sports complex, cultural or entertainment facility, arena, stadium, convention facility, or multi-purpose facility without approval of the majority of the electorate voting thereon at the next ensuing election.

Recommendation that this be raised to 750,000 dollars due to changes in costs.

ARTICLE VII. ORDINANCES AND RESOLUTIONS

Section 7.01. Action by Council

The Council shall act by motion, resolution, or ordinance.

Section 7.02. Voting By Council

A roll call vote shall be taken upon final action on all ordinances and resolutions, and such vote shall be entered upon the minutes of the proceedings of the Council.

Section 7.03. Majority Vote Required

A majority vote of the members present, provided a quorum is present, shall be sufficient to pass motions, resolutions, and ordinances.

Section 7.04. Enacting Style

(a) Ordinances. The enacting clause of all ordinances passed by the Council shall be as follows:

"Be it ordained by the Mayor and Council of the City of Holbrook, Arizona."

(b) Resolutions. The enacting clause of all resolutions passed by the Council shall be as follows:

"Be it resolved by the Mayor and Council of the City of Holbrook, Arizona."

Section 7.05. Actions Requiring an Ordinance

In addition to other acts required by State or Federal law or by specific provisions of the Charter to be done by ordinance, those acts of the Council shall be by ordinance which:

- (a) Tax. Levy any tax or assessment.
- (b) Affect City Codes, Departments, Offices or Agencies. Adopt or amend a City Code or establish, alter, or abolish any City department, office, or agency.
- (c) Zoning Districts. Establish or change zoning districts.
- (d) Streets, Alleys, Subdivisions. Establish, abandon, or vacate streets, alleys, or subdivisions.
- (e) Provide Fines. Provide for a fine or penalty or establish a rule or regulation for violation of which a fine or other penalty is imposed.

- (f) Appropriation, Acquisition, Sale, Lease or Exchange of Real Property. Authorize the appropriation, acquisition, sale, lease, or exchange of any real property.
- (g) Alteration of Municipal Boundaries. Provide for the alteration of the municipal boundaries by annexation or otherwise.

Section 7.06. Emergency Ordinances

- (a) "Emergency" Defined. As used in this section, an emergency ordinance is one necessary to meet a public emergency affecting life, health, property or the public peace.
- (b) Matters Not to Be Classified as "Emergencies". Ordinances granting, renewing or extending a franchise or regulating the rate charged by any public utility for its services, except as otherwise provided in this Charter, shall never be classified as emergency measures.
- (c) Procedure. An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall be plainly designated as an emergency ordinance.

 The ordinance shall contain, in one section, after the enacting clause, a declaration stating that an emergency exists, and describing the reasons for the necessity of declaring such ordinance to be an emergency measure, which section shall be passed only by the affirmative vote of six Council Members upon a separate roll call thereon.
- (d) Adoption. An emergency ordinance may be adopted with or without amendment, or rejected at the meeting at which it is introduced. The ordinance shall become effective upon adoption or at such a later time as may be specified therein. After adoption, the ordinance shall be published as prescribed for other ordinances.
- Section 7.07. Reading and Passage of Ordinances and Resolutions; Effective Date All proposed ordinances and resolutions having the effect of ordinances shall be subject to the following requirements for passage at any meeting of the Council:

- (a) Copies to Mayor and Council. Copies of a proposed ordinance shall be delivered to the Mayor and Council or left at their usual place of abode or employment, at least three (3) working days prior to the meeting.
- (b) Reading. By request of the Mayor or any member of the Council, a full reading of the proposed ordinance shall be ordered; otherwise, such ordinance shall be read by number and title only. Said ordinances shall have a first and a second reading and, if passed, shall be effective after proper publication as noted in Section 7.10.
- Recommend that there should be wording indicating that the readings need to occur in two separate meetings.
- (c) Posting at City Hall. Copies of titles of proposed ordinances and resolutions heretofore mentioned shall be posted at City Hall three (3) working days before the hour the City Council convenes to act upon the ordinance or resolution. During the said period of three (3) working days, copies of the entire proposed ordinance or resolution heretofore mentioned shall be made available for inspection by the public at any time during the City's regular business hours. In the event that copies are not so made available to the public for inspection and the said title is not so posted, the ordinance or resolution shall not be brought before the Council for action. Recommend that there needs to be wording stating that they need to post three days prior to each reading and action.
- (d) Amendment. If an amendment is proposed to an ordinance which the Council or City Attorney finds to be a substantive change to the ordinance as originally drafted, the Council may delay action on the ordinance in order to provide sufficient time for public review, as prescribed in Subparagraph (c) of Section 7.07. of Article VII hereof. Recommend that if changes are made to the ordinance that it should again have two readings prior to vote occurring on it.

(e) Effective Date. All ordinances of the City shall have an effective date 30 days after the official date of first publication in the official newspaper of the City. Ordinances may shall (recommendation) be, by separate vote, declared emergency measures and take immediate effect.

Section 7.08. Motions to Reconsider

When an ordinance, put to a vote for final passage, fails to pass, and a motion is made to reconsider, the vote on such motion shall not be taken within 24 hours thereafter.

Section 7.09. Signing of Ordinances and Resolutions

All ordinances and resolutions shall be approved as to form by the City Attorney prior to signature by the Mayor and attestation by the City Clerk within five days after adoption, but failure to so sign and attest shall not affect the validity of such ordinance or resolution.

Section 7.10. Publication of Ordinances and Resolutions

All ordinances, except those necessary for the immediate preservation of the peace, health or safety of the City, and resolutions having the effect of ordinances shall be published at least once a week for two consecutive weeks in the official newspaper of the City before they become effective and operative. Emergency measures shall be published twice in the official newspaper of the City within 30 days after their passage.

Section 7.11. Ordinances Revised, Re-Enacted, Amended

Ordinances shall not be revised, re-enacted or amended by reference to title only, but the ordinance to be revised or re-enacted, or the section or sections thereof to be amended, or the new section or sections to be added thereto, shall be set forth and adopted in the method provided in this Charter for the adoption of ordinances.

Section 7.12. Ordinances Repealed or Suspended

- No ordinance or section thereof shall be repealed or suspended, except by ordinance adopted in the manner provided in this Charter.
- Section 7.13. Ordinances and Resolutions Filed, Recorded and Certified; Ordinances and Resolutions as Evidence
- All ordinances and resolutions shall be filed and safely kept by the City Clerk, and duly recorded and certified by the Clerk in books kept for that purpose and marked "City Ordinances" and "City Resolutions" respectively; and record copies thereof certified by the City Clerk, or the originals thereof shall be prima facie evidence of the contents of such ordinances or resolutions, and of the due passage and publication of the same, and shall be admissible in evidence in any Court of this State, or in any proceeding where the contents of such ordinance or resolution, or any of them, is in question; provided, however, that nothing herein contained shall be construed to prevent the proof of the passage and publication of any ordinance or resolution in the manner otherwise prescribed by law.

Section 7.14. Procedure for Adoption by Reference

The Council may enact the provisions of a code or public record theretofore in existence without setting forth such provisions, but the adopting ordinance shall be published in full. At least three copies of the code or public record shall be filed in the office of the City Clerk, and kept available for public use and inspection. A code or public record enacted by reference may be amended in the same manner.

Section 7.15. Recording of Certain Ordinances

All ordinances extending or changing the boundaries of the City, zoning territory, or establishing or vacating streets, alleys or subdivisions, or restrictions and/or covenants, after publication, shall be recorded in the office of the County Recorder of Navajo County, and, after being so recorded, the same shall constitute public notice to all parties of the legal import thereof.

Section 7.16. Codification of Ordinances

Any and all ordinances of the City, which have been enacted and published in the manner required at the time of their adoption, and which have not been repealed, may be compiled, consolidated, revised, indexed and arranged as a comprehensive ordinance code, and such code may be adopted by reference, with the same effect as an ordinance, by the passage of any ordinance for such purpose. Such code need not be published in the manner required for other ordinances, but not less than three copies thereof shall be filed for use and examination by the public in the office of the Clerk prior to the adoption thereof.

Amendments to the code shall be enacted in the same manner as ordinances.

ARTICLE VIII. CONTRACTS

Section 8.01. Formal Guidelines by Ordinance

- (a) Formal Guidelines. The City Council shall establish by ordinance formal guidelines regulating the purchase by contract of goods and services by the City. Such ordinance shall specify the conditions pursuant to which competitive bidding shall be required, and those conditions under which no bidding for City contracts shall be required. Such ordinance shall not be enacted under an emergency clause.
- (b) Preparation. All contracts shall be drawn under the supervision of and approved as to form by the City Attorney. Such contracts shall be in writing, approved by Council, at the Council's direction be reviewed and executed in the name of the City of Holbrook, Arizona, by the Mayor or Manager, except as may be otherwise provided either by this Charter or by law or by direction of the Council, and must be attested by the Clerk, who shall maintain a copy of the same.

Section 8.02. Purchases and Contracts for City Improvements

- (a) Supplies. The Manager or his designee shall contract for and purchase, or issue purchase authorization for all supplies, materials, equipment and services for the offices, departments and agencies of the City.
- (b) Contracts for Improvements, Services and Purchases.
- 1) Rules, Limits. Any equipment, materials or supplies to be purchased, or services to be obtained for or on behalf of the City, or contract to be awarded for any City improvements, shall be awarded under such rules, regulations and ordinances as the Council may adopt. The Council shall set limits on contracts and purchases as it deems necessary.
- 2) Council's Right to Reject Bids. The Council, at its discretion, may reject any and all bids.

- (c) Contract Alterations. Alterations in any contract before or after its award and execution, may be made when authorized by the Council, upon the written recommendation of the Manager.
- (d) Progressive Payments. Any public works contract may provide for progressive payments. No contract for public works shall provide for or authorize or permit the payment of more than 90 percent of the total contract price before the completion of the total work to be done under said contract and the acceptance thereof by the proper official, department or the Council.

Section 8.03. Formal Bids

The advertisement for formal bids shall distinctly and specifically state the character of the City improvement, purchase, or kind of supplies, materials, equipment and services required.

Such notice shall be published at least once in the official newspaper, not less than five days prior to the opening of bids. Bidding shall be by sealed proposals only, and under such regulations as may be prescribed by the Council. The Manager, with the approval of the Council, shall have the power to reject any and all bids, and to advertise for bids again.

Section 8.04. Transfer and Sale of Personal Property

The Manager may transfer to or between offices, departments and agencies of the City, or to other governmental entities, or may sell at public auction, any surplus or obsolete personal property, including, but not limited to, supplies, materials and equipment, subject to such regulations as the Council may prescribe.

Section 8.05. Transfer and Sale of Real Property

The Council may sell such portions of the real property of the City not needed or not likely to be needed within a reasonable future time. Each sale shall be made on such conditions as the Council may prescribe. When bids are required or requested, the Council shall have the right to reject any and all bids. Section 8.06. Fraud and Collusion Any member of the

Council, or any officer or employee of the City who shall aid or assist a bidder in securing a contract to furnish labor, materials, equipment, supplies or services at a higher price than that proposed by any other bidder, or who shall favor one bidder over another by giving or withholding information, or who shall willfully mislead any bidder in regard to the character of the labor, material, equipment, supplies or services called for or the conditions under which the proposed work is to be done, or who shall knowingly accept materials, supplies or equipment of a quality inferior to those called for by any contract, or who shall knowingly certify to a greater amount of labor or service performed than has actually been performed or to receipt of a greater amount or different kind of material, supplies or equipment than has actually been received, shall, in addition to any criminal penalty, be removed from office.

Section 8.07. Avoidance of Contracts Made Through Fraud and Collusion

If at any time it shall be found that the person to whom a contract has been awarded has, in presenting any bid or bids, colluded with any other party or parties for the purpose of preventing any other bid being made, the contract so awarded shall be null and void, and the Manager shall advertise for new bids for securing the purposes of the contract, or the Council may direct that the services to be provided by said contract shall be performed by the City under the direction of the Manager.

Section 8.08. Personal Interest

The provisions of the laws of this State relating to and defining conflicts of interest of all officers and employees of the City shall apply to and govern in all matters of conflict of interest.

No changes

ARTICLE X. INITIATIVE, REFERENDUM AND RECALL

Section 10.01. Initiative, Referendum, Recall

There is hereby reserved to the electors of the City the powers of the initiative and referendum, and of the recall of the elective officers. The provisions of the Constitution and general laws of this State, as the same now exist or hereafter may be amended, governing the initiative and referendum, and the recall of elective officers shall apply to the use thereof in the City.

Section 10.02. Submission of Measures to Electors

The Mayor and Council may submit to the electors at any election any ordinance, referendum or measure that the Mayor and Council or the qualified electors of the City shall have authority to enact or submit to referendum in the same manner as is provided in this Charter for ordinances or measures submitted on petitions. At any special election called under the provisions of the Charter, there shall be no bar to the submission by the Council of other questions to a vote of the electors in addition to the ordinances or measures herein provided.

No Changes

ARTICLE XI. MAGISTRATE COURT

Section 11.01. Establishment

The Council may establish in the City a Magistrate Court to be known as "The Magistrate Court of the City of Holbrook, County of Navajo, State of Arizona." The Council may, in lieu of establishing the City's own Magistrate Court, contract with another political subdivision for these court services.

Section 11.02. Presiding Officer

The presiding officer of the Magistrate Court shall be the City Magistrate.

Section 11.03. Judicial Selection

- (a) Judicial Selection. The Council may establish a Judicial Selection Committee to suggest persons to serve as Magistrate.
- (b) Appointment and Term of City Magistrate. The Magistrate shall be appointed by the Mayor, with the approval of the Council, for two years starting July 1st in each odd year, subject to removal for cause.
- (c) Dissolution of Judicial Selection Committee. Each Judicial Selection Committee established under the terms of this section shall exist for the sole purpose of recommending to the Mayor and City Council persons to fill vacancies in the office of Magistrate. Immediately upon the filling of any such vacancy, each Judicial Selection Committee shall forthwith cease to exist.

Section 11.04. Disposition of Fines, Penalties and Fees

All fines, penalties and fees collected by the Magistrate shall be paid to the properly designated officer authorized to receive them.

Section 11.05. Ordinances to Give Effect

The Council shall pass all necessary ordinances to give effect to the provisions of this Article not otherwise herein provided.

Could we update this section with the city contracting with the county through the Justice Court?

Under what circumstances would the city want to have a magistrate rather than the justice of the peace? How much do they pay for this service and how much time is actually spent doing magistrate job?

ARTICLE XII. FRANCHISE AND PUBLIC UTILITIES

Section 12.01. Elections for Approval of Franchise

No franchise shall be granted, extended or renewed by the City without the approval of a majority of the qualified electors residing within its corporate limits voting thereon at a primary, general or special election. The Council shall submit any matter for approval or disapproval to such electors at any primary or general election or call a special election for such purpose. The Council shall require, before calling any such election, that the estimated expense thereof, to be determined by the Council, shall be first deposited by the applicant for such franchise with the City Clerk. No franchise shall be granted, extended or renewed for a longer period than 25 years. – Clarify maybe add "at a time" at the end of the sentence. Sounds like a franchise can only offer services for 25 years, but that it can be renewed.

Section 12.02. Establishment of Municipally Owned and Operated Utilities

The City shall have the power to own and operate any public utility, to construct and install all facilities that are reasonably needed, and to lease or purchase any existing utility properties used or useful to public service. The City may also furnish service to adjacent and nearby territories which may be conveniently and economically served by the municipally owned and operated utility. The Council may provide by ordinance for the establishment of such utility, and provide for its regulation and control, and by resolution the fixing of rates to be charged. The Council may by ordinance or resolution, as appropriate, provide for the extension, enlargement or improvement of existing utilities, and provide reasonable reserves for such purposes.

Section 12.03. Voter approval for annexations

All annexations of real property into the City shall not be effective until approved by a majority of the qualified electors residing within its corporate limits voting thereon at the next primary, general or special election following adoption of an ordinance authorizing annexation.

ARTICLE XIII.

PUBLIC RECORDS

All records and accounts of every office, department or agency of the City shall be open for inspection by any citizen, any representative of a citizens' organization, or any representative of the media at all reasonable times and under such reasonable regulations established by the Council, except those records and documents which have been decreed as being exempt from such disclosure by State or Federal laws, or by a court of competent jurisdiction of the State of Arizona or the United States of America. In addition, a copy of all official City ordinances, resolutions, budgets, official planning documents and this Charter shall be placed in a clearly designated area of the Holbrook Public Library and made available electronically as soon as practicable after publication.

We also know that it is available in city hall. Maybe adding the days, times and location in city hall that is available to the public and highlight where it is located as it should be "clearly designated" within the public library. Where are the archived charters that can be viewed?

Does the historical society also have available these documents? Maybe add the past charters to the internet. Also listing the ordinances, budgets, resolutions, official planning document electronically and easily located on the city website.

ARTICLE XIV.

GENERAL PROVISIONS

Section 14.01. Official Bonds

All elected and appointed officers and other such employees as the Council may require shall give bond in such surety and amount as may be ordained by the Council. The premiums for such bonds shall be paid by the City. Employee theft and dishonesty insurance may substitute for said bonds; costs to be paid for by the City.

Section 14.02. Oath of Office

Every officer of the City, whether elected or appointed under the provisions of this Charter, or under any ordinance of the City, shall, before entering upon the duties of office, take and subscribe an oath of office in the form of the official oath required by the State Constitution.

Section 14.03. Liability Insurance

The Council shall provide liability coverage for the City and its officers, agents, employees and members of boards and commissions while engaged in governmental or proprietary capacities.

Section 14.04. Short Title

This Charter adopted by the people of the City of Holbrook shall be known and may be cited as the "Charter of the City of Holbrook, Arizona."

Section 14.05. Separability Clause

If any provision of this Charter is held invalid, the other provisions of the Charter shall not be affected thereby. If the application of the Charter or any of its provisions to any persons or circumstances is held invalid, the application of the Charter and its provisions to other persons or circumstances shall not be affected thereby.

Section 14.06. Violations of Charter and City Ordinances

The violation of any provisions of this Charter or any ordinance of the City shall be deemed a Class

1 misdemeanor and may be prosecuted by the authorities of the City in the name of the

State of Arizona or may be redressed by civil action at the option of the Council.

We would like to see a clearer process in how to follow through with violations of the charter The code of conduct addendum has clear details and we would like to see this here in this section.

Section 14.07. Plenary and Implied Powers of the Council

The Council shall have plenary power to enact and make all proper and necessary ordinances, resolutions and orders to carry out and give effect to the express, as well as the implied, powers granted in this Charter to the end that a complete, harmonious and effective municipal government may be initiated, installed, operated and maintained in the City, and to protect and safeguard the rights, interests, safety, health and welfare of the City and its inhabitants.

ARTICLE XV. SUCCESSION IN GOVERNMENT

Section 15.01. Rights of Officers and Employees Preserved

Nothing in this Charter contained, except as specifically provided, shall affect or impair the rights or privileges of officers or employees of the City or of any office, department or agency existing at the time when this Charter takes effect or any provision of law in force at the time this Charter shall take effect and not inconsistent with the provisions of this Charter in relation to the personnel, appointment, rank, grades, tenure of office, promotion, removal, pension and retirement rights, civil rights, or any other rights or privileges of officers or employees of the City or any office, department or agency.

Section 15.02. Continuance of Present Officers

All persons holding administrative office at the time this Charter takes effect shall continue in office and in the performance of their duties until provisions shall have been made in accordance therewith for the performance of such duties or the discontinuance of such office.

Section 15.03. Continuance of Present Offices, Departments or Agencies

(a) Conduct Business.

Any office, department or agency provided for in this Charter to be named or with powers and duties the same or substantially the same as those heretofore existing, shall be deemed a continuation of such office, department or agency, and shall have powers to continue any business proceedings or other matters within the scope of the powers and duties prescribed by this Charter. Any office, department or agency not provided for in this Charter heretofore existing shall continue to exercise powers and duties as the same have been heretofore exercised and shall have the power to continue any business proceedings or other matters within the scope of its regular powers

and duties until such office, department or agency shall be changed or abolished by the Council as heretofore provided in this Charter.

(b) Powers and Duties.

The powers conferred and the duties imposed upon any office, department or agency of the City by the laws of this State shall, if such office, department or agency be abolished by this Charter or under its authority, be thereafter exercised and discharged by the office, department or agency designated by the Council, unless otherwise provided herein.

Section 15.04. Continuance of Appointive Boards and Commissions

All appointive boards, committees and commissions heretofore existing shall continue, and shall exercise such powers and duties as were granted them until such boards and commissions shall be changed or abolished by the Council as heretofore provided in this Charter.

Section 15.05. Transfer of Records and Property

All records, property, and equipment whatsoever of any office, department or agency, or part thereof, all of the powers and duties of which are assigned to any other office, department or agency by this Charter or under its authority, shall be transferred and delivered to the office, department or agency to which such powers and duties are so assigned.

Section 15.06. Continuance of Contracts

All contracts entered into by the City or for its benefit prior to the taking of effect of this Charter shall continue in full force and effect.

Section 15.07. Pending Actions and Proceedings

The adoption of this Charter shall not abate or otherwise affect any action or proceeding, civil or criminal, pending when it takes full effect, brought by or against the City or any office, department, agency, or officer thereof.

Section 15.08. Ordinances to Remain in Force

All ordinances, resolutions, and regulations of the City in force at the time this Charter takes effect and not inconsistent with the provisions hereof are hereby continued in force until the same shall be duly amended or repealed.

Section 15.09. Inauguration of Government Under This Charter

If a majority of the qualified electors of the City voting on the question, vote to ratify this Charter, the provisions of this Charter shall go into effect for all purposes immediately upon the approval of the Governor, as provided by the Constitution of this State.

No changes

ARTICLE XVI. AMENDMENTS

Section 16.01. Method of Amendment

This Charter, or any part thereof, may be amended in the manner provided by the Constitution or laws of this State.

Section 16.02. Charter Review

The Mayor, with approval of the Council, may appoint a committee of seven (7) electors of the City to review this Charter for applicability and content to best serve the City of Holbrook and its citizens at least once every four (4) years. Elected City Officials, appointed City Department Heads and City employees are prohibited from serving on this Committee.

We would like some verbiage about the council and the mayor giving the committee direction. For example, the council review the charter first and give some suggestions that they would like to have the committee change and the committee can consider those changes. Maybe be specific on timeframe and day of the week so the committee members know what they are committing to.

ARTICLE XVII. DEFINITIONS

Section 17.01.

City Wherever the term "City" is used in this Charter, it shall mean and refer to the City of Holbrook,

Arizona.

Section 17.02. Council

Wherever the term "Council" is used in this Charter, it shall mean and refer to the Mayor and Council Members of the City of Holbrook, Arizona.

Section 17.03. Manager

Wherever the term "Manager" is used in this Charter, it shall mean and refer to the City Manager of the City of Holbrook, Arizona.

Section 17.04. Clerk

Wherever the term "Clerk" is used in this Charter, it shall mean and refer to the City Clerk of the City of Holbrook, Arizona.

Section 17.05. Treasurer

Wherever the term "Treasurer" is used in this Charter, it shall mean and refer to the City Treasurer of the City of Holbrook, Arizona.

Section 17.06. State

Wherever the word "State" is used in this Charter, it shall mean and refer to the State of Arizona.

Section 17.07. Gender

Wherever the context of the Charter requires, words used in the masculine gender include the feminine and neuter. Change neuter to another term such as gender neutral or some other politically correct language.

Section 17.08. Number

The singular number includes the plural, and the plural, the singular.

Section 17.09. Person

The word "person" includes a corporation, company, partnership, association or society, as well as a natural person.



CITY COUNCIL ACTION ITEM REQUEST

Date: 22 January 25

To: Honorable Mayor Smith and Council Members

From: Sharon Jakubowski Wolz

Subject: Consideration to Appoint a Representative to NACOG Community Action Board

BACKGROUND AND DISCUSSION:

The Northern Arizona Council of Governments (NACOG) Community Services Administration serves Apache, Navajo, and Yavapai Counties and is currently seeking to fill two vacancies on their Community Action Board. Specifically, these vacancies are for elected public officials in Navajo and Apache Counties. NACOG has reached out to Holbrook to determine if any council members are interested in serving on the board.

The NACOG Community Action Board meets quarterly (virtually) in August, November, February, and May of each fiscal year (1 July through 30 June). The next scheduled meeting is on 13 February 2025, from 1:00 to 2:30 PM. Interested council members must complete and submit the membership application and conflict of interest form by 31 January 2025, to be included on the agenda for the February meeting. Attached are the NACOG Board Member Roles and Responsibilities, membership application, conflict of interest form, and meeting schedule for further review.

FINANCIAL IMPLICATIONS:

There are no direct financial implications for the City of Holbrook; however, participation on the board may enhance collaboration and resource allocation for community services within Navajo County.

ALTERNATIVES:

- 1. Nominate an interested council member to serve on the NACOG Community Action Board.
- 2. Decline the opportunity to nominate a representative and notify NACOG accordingly.



REQUEST FOR COUNCIL ACTION:

The council is requested to review the attached documents and determine if any council member would like to serve on the NACOG Community Action Board. If interested, please complete the membership application and conflict of interest form and submit them to NACOG by 31 January 2025. Alternatively, please inform the City Manager's Office of your decision to decline this opportunity so that NACOG can be notified promptly.

ATTACHMENTS:

- 1. NACOG Board Member Roles and Responsibilities
- 2. Membership Application
- 3. Conflict of Interest Form
- 4. Meeting Schedule



NACOG BOARD MEMBER ROLES AND RESPONSIBILITIES

The NACOG Community Services Administration (CSA) has primary responsibility for administering grant awards from the local, state, and federal levels, developing and implementing human service programs for residents of Apache, Navajo and Yavapai Counties. Many of the programs operated by CSA are managed with the assistance of the Community Action Board (CAB).

The role and purpose of the Community Action Board (CAB) are defined by the by-laws of the organization. The by-laws governing the purpose are as follows:

PRIMARY PURPOSE

To act as an advisory planning board for Apache, Navajo and Yavapai Counties, representing various social service and community interests, points of view, and fields of expertise, to:

- (1) promote, stimulate and coordinate the development and implementation of a comprehensive plan of action to end poverty and evaluate progress to this end in the county;
- (2) identify regional social service priorities and community assets;
- (3) advocate on behalf of the county residents and exert leadership in the elimination of poverty and other social issues by drawing out and helping develop leadership across lines of race, gender, socio-economic status, ethnicity, and geography; and
- (4) facilitate collaboration between agencies and/or community members concerned with social service and community issues to work toward comprehensiveness and integration of human resource plans and programs within Apache, Navajo and Yavapai Counties.

SPECIFIC FUNCTIONS

- (1) To gather, compile and coordinate data regarding community assets and social services; identify areas of unmet needs and service gaps, duplication and overlaps, and strengths; and ensure adequate representation of each county community.
- (2) To receive recommendations, review and evaluate antipoverty plans, projects and programs, review CSBG grant applications, and monitor the planning and programs funded with CSBG as identified in the approved work programs.
- (3) To provide individuals with low incomes the opportunity to have direct input into the planning and operations of NACOG programs that alleviates the causes and conditions of poverty.
- (4) To act as a resource to the public by providing information concerning current and proposed CSBG programs, services, funding, guidelines and processes, and provide a means through which information about the causes and extent of poverty and other social issues in the county and the concerns and priorities of low income persons may be communicated.
- (5) To recommend for action to the NACOG Regional Council for review and comment on any social services plan, proposal, or problem in the County, and to fill any need which may occur as a result of Federal, State or NACOG Regional Council action. (Regional Council Resolution, December 12, 1974).
- (6) To establish and maintain liaisons with businesses, agencies, and individuals interested in the social and economic development of the three counties.



Northern Arizona Council of Governments Community Action Board

Membership Application		
Name:	Date of Application:	
Address:	City:	Zip:
County:	Phone:	
Occupation:	Business Phone:	
Employer:	Address:	
Email:		
	Your Background	Charles Allering
What characteristics or skills could	I you contribute to the Board? (Pleas	e check all that apply)
☐ Financial Experience	☐ Community Relations	
☐ Education ☐ Economic Development	☐ Marketing/Public Relations☐ Employment/Jobs	Li Other
☐ Planning	☐ Low-income Services	
Other involvements, skills or major	r interests: (please explain)	
5		
Civic/Community Involvement: (ple	ease list and explain)	
Participation on other Boards:		

Social Services/Programs Experience:
State your interest in serving on the Board:
Board Member Definition
Which of the following 3 Board Membership Sectors are you eligible to fill?
NACOG has a 9-15 member tripartite Community Action Board. According to the CAB Bylaws, 1/3 of its members must be proportioned in the following 3 categories:
☐ Public Sector: 1/3 of the members are elected public officials, holding office on the date of selection or their representatives.
I am a current, elected public official (Name of Office and term of office)
I am a representative of
(Name of Office and term of office)
☐ Low-income Sector: 1/3 of the members are of low-income status or their representatives selected by a democratic process.
I am qualified under this category because:I represent low-income individuals and families My income does not exceed current poverty guidelines
☐ Private Sector: 1/3 of the members are officials or members of public agencies, business, industry, labor, religious, welfare, education, law enforcement, or representatives of other private groups and interests in the community served.
Private Sector affiliation:
Circumstance Date
Signature Date



Northern Arizona Council of Governments Community Action Board Conflict of Interest Statement

Individuals serve on the Northern Arizona Council of Governments Community Action Program tripartite board to advance the interests of the agency, its clients, and communities. They do not serve to advance their own personal interests or in the interests of others. But, the very nature of the tripartite board, which calls for representation of, and expected outreach to, various sectors of the community, creates possible situations in which distinctions of "interest" need to be kept very clear and unambiguous.

The intent of the NACOG Conflict of Interest written policy is to be as clear as possible concerning conflict of interest among board members and staff. All members of the board and staff have an obligation to:

- 1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of NACOG in dealing with outside entities or individuals.
- 2. Disclose real and apparent conflicts of interest.
- 3. Refrain from participation in any decision on matters that involve a real conflict of interest or the appearance of a conflict.

I agree and understand the a	above obligations as stated	d and will disclose any	y potential conflict	of interest and
will not vote or use my perso		er that may constitute	a conflict of interes	st. The minutes
of any meeting will state this				

Board Member Signature	Date	



Schedule of CAB Meetings SFY 2025

Date	County	Location
August 8, 2024	NACOG Central Office	Flagstaff, AZ 86001
November 14, 2024	Apache	Round Valley Senior Center, 356 S Papago, Springerville, AZ*
February 13, 2025	Yavapai	Prescott Valley, AZ*
May 8, 2025	Navajo	Navajo County Government Complex, Code Talkers Room, Holbrook, AZ*

^{*}Meetings will be conducted through Teams, Zoom.

All meetings start at 1:00 p.m.



CITY COUNCIL ACTION ITEM REQUEST

Date: 22 January 25

To: Honorable Mayor Smith and Council Members

From: Sharon Jakubowski Wolz

Subject Request for Consideration to Put Parcel #109-08-001A Out for Bid

BACKGROUND AND DISCUSSION:

The City of Holbrook has identified parcel #109-08-001A as a potential candidate for public sale. The Opinion of Value for the parcel is \$5,750.00, based on comparisons to the most similar listing off McLaws Road. The parcel's current status and potential use may attract interest from bidders, providing an opportunity to generate revenue for the city.

To proceed with this action, the council must decide whether to place the parcel out for bid. A competitive bidding process would ensure transparency and the opportunity to achieve fair market value for the property.

FINANCIAL IMPLICATIONS:

The sale of parcel #109-08-001A has the potential to generate revenue for the city, with an estimated value of \$5,750.00. Additional administrative costs associated with the bidding process should be considered, but these are anticipated to be minimal.

ALTERNATIVES:

- 1. Approve the request to put parcel #109-08-001A out for bid, initiating the public bidding process.
- 2. Decline the request, retaining the parcel under city ownership.
- 3. Table the decision for future discussion and analysis.

REQUEST FOR COUNCIL ACTION:

The council is requested to consider and decide whether to authorize the city to put parcel #109-08-001A out for bid, based on the provided Opinion of Value and comparable property listings.

ATTACHMENTS:

- 1. Navajo County Office of the Assessor Parcel Summary Report and Map
- 2. Comparable Listings from McLaws Road



Navajo County - Office of the Assessor

100 East Code Talker's Drive South Highway 77 Holbrook AZ 86025

Parcel Summary Report

For Parcel 10908001A

Prepared on 1/13/2025

Owner:

Holbrook City Of

Class Code:

Market

Parcel Size:

1.00

Address:

465 1St Ave

Site Address:

Section 11,T17N,R20E; Beg Nw Cor Lot 3, Heywood Subd; Th S89Dg34'W 32.08';Th N0Dg28'W

Assessor Description: 50'Tpob; Th N89Dg34'W 168.15';Th N0Dg6'W 259.05'; Th N89Dg34'E 168.15';Th S0Dg6'E 259.05' Tpob

1Ac M/L

Valuation:

Item	Valuation		
Land Value:	\$7,500.00		
Improvement Value:	\$0.00		
Full Cash Value:	\$7,500.0		
Assessment Ratio:	15.00%		
Assessed Full Cash Value:	\$0.00		
Limited Value:	\$579.00		
Assessed Limited Value:	\$0.00		

Tax Payment History:

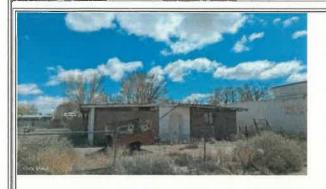
Year(Roll)	Name	Status	Delinquent 1st/ 2nd Half	Taxes	Interest	Fees	Payments	Balance
2024 (23032)	Holbrook City Of	Paid in Full	11/01/2024/ 05/01/2025	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2023 (23019)	Holbrook City Of	Paid in Full	11/02/2023/ 05/02/2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2022 (23015)	Holbrook City Of	Paid in Full	11/01/2022/ 05/01/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2021 (23008)	Holbrook City Of	Paid in Full	11/01/2021/ 05/02/2022	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

2020 (23002)	Holbrook City Of	Paid in Full	11/01/2020/ 05/01/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2019 (22998)	Holbrook City Of	Paid in Full	11/01/2019/ 05/01/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Print



ALL FIELDS DETAIL



List Number 250081 Site Built No **Property Type** Land Manufactured Y/N No **Land Type** Commercial **Multi-Family** No **Listing Price** \$24,950 Maintained Road Yes Area Holbrook Horses No **Address** Lot 10 Mesa Bonita Waterfront No Address 2 Trees on Property No County Navajo Power Available Yes City Holbrook Water Available Yes State Α7 Sewer Available Yes Zip Code 86025 Sewer Installed No Status Closed Septic Installed No Aprx # of Acres 0.2

GENERAL

Limited Service No

Assessor # 109-25-033

Township Range Section Tract

Subdivision/Neighborhood

Zoning (County)

Zoning (Manual) Commercial
School District Holbrook
Original List Price \$29,900
Status Change Date 11/07/2024

Approx Lot SqFt

Multiple APN

Approx Lot SqFt:

Taxes Tax Year

Virtual Tour:

HOA Y/N

HOA Dues \$

Dues Frequency

REO
Short Sale
Days On Market
Cumulative DOM

No No 221

No

8,712

8,712

\$504.8

*Subject to Change/Verify

Assessments

*Buyer to Verify

Assessment Remarks

Legal MESA BONITA: LOT 10, BLOCK 3 ALSO THAT PORTION OF ABANDONED HWY R/W, BEING A STRIP 25' WIDE LYING BETWEEN

00 Needs Subdivision 00

ABOVE PARCEL & PRES

Directions On Navajo Blvd, next door to the Mandarin Beauty Chinese Restaurant.

FEATURES

To Show

Owner Will Sell Cash

Owner May Carry

Utilities at Lot Line Electricity Available

Water Available

Property Boundary

Vegetation

Terrain

Location

Road Maintenance City

Property Adjoins Private

Homeowners Assn.

Documents

Deed Restrictions

Interior Features:

Exterior Features:

FINANCIAL

SOLD STATUS

Sold Date 10/30/2024 **Sold Price** \$23,000

Selling Team

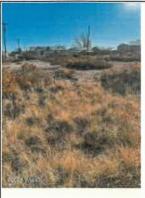
REMARKS

Public Remarks Sold As-Is. Seller willing to carry with \$5k down. Terms negotiable. Old junked out property acquired through foreclosure. Buyer to verify utilities, property boundaries, and zoning allowances. Broker closely related to seller.

Office Remarks

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ALL FIELDS DETAIL



List Number 248924 Site Built **Property Type** Land Manufactured Y/N No **Land Type** Residential **Multi-Family Listing Price** \$7,000 Maintained Road Yes Area Holbrook Horses Address TBD W Florida St Waterfront Address 2 Trees on Property No County Navajo Power Available

City Holbrook Water Available Yes State ΑZ Sewer Available Yes Zip Code 86025 Sewer Installed No Status Closed Septic Installed No Aprx # of Acres 0.23

Virtual Tour:

GENERAL

Limited Service	No		
Assessor #	109-03-085	Approx Lot SqFt	10,019
		Multiple APN	
Township	17N	Approx Lot SqFt:	10,019
Range	20E	Taxes	\$13.3
Section	01	Tax Year	2023
Tract		HOA Y/N	No
Subdivision/Neighborhood	Julia Addn	HOA Dues \$	*Subject to Change/Verify
Zoning (County)		Dues Frequency	
Zoning (Manual)	R-7	REO	No
School District	Holbrook	Short Sale	No
Original List Price	\$7,000	Days On Market	207
Status Change Date	06/30/2024	Cumulative DOM	207

Assessments *Buyer to Verify

Assessment Remarks

Legal JULIAADDN #3: LOT 15

W. Hopi Dr. to N. onto 12th Ave. to W. onto W. Arizona to N. onto 12th Ave. to W. onto W. Florida to slight S. to property (Sign) **Directions**

FEATURES

To Show

Owner Will Sell Cash

Utilities at Lot Line Electricity Available

Sewer Available Water Available

Electric Service Provider: APS Sewer Service Provider: City of Holbrok

Water Service Provider: City of Holbrook

Property Boundary

Vegetation

Terrain

Location

Road Maintenance City

Property Adjoins Private

Homeowners Assn.

Documents

Yes

No

No

Yes

Deed Restrictions

Interior Features:

Exterior Features:

FINANCIAL

SOLD STATUS

Sold Date 06/28/2024

Sold Price \$6,000

Selling Team

REMARKS

Public Remarks Want to own a piece of land? This could be the perfect lot for you!! Located in downtown Holbrook near schools this lot is priced to SELL!! Sign on lot drive by and see this lot today!!

Office Remarks

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ALL FIELDS DETAIL

List Number 249148 Site Built Nο **Property Type** Land Manufactured Y/N No **Land Type** Commercial Multi-Family Nο **Listing Price** \$39,500 Maintained Road Yes Area Holbrook Horses Nο **Address** TBD TBD Waterfront Nο Address 2 Trees on Property No County Power Available Navajo City Holbrook Water Available Yes State ΑZ Sewer Available Yes Zip Code 86025 Sewer Installed No Status Closed Septic Installed No Aprx # of Acres 0.29 Virtual Tour:

GENERAL

WE YA

Limited Service Nο Assessor# 109-27-016E Township 18N Range 21E Section 31 Tract Subdivision/Neighborhood 00 Needs Subdivision 00 **Zoning (County)** Zoning (Manual) C-2 **School District** Holbrook Original List Price \$39,500 **Status Change Date** 11/01/2024

Approx Lot SqFt 12,632 Multiple APN Approx Lot SqFt: 12,632 Taxes \$103.74 Tax Year 2023 HOA Y/N Nο **HOA Dues \$** *Subject to Change/Verify **Dues Frequency** REO No **Short Sale** No Days On Market 301 **Cumulative DOM** 301

Assessments

*Buyer to Verify

Assessment Remarks

Legal

Section 31,T18N,R21E:Beg Ne Cor Section 31; Th N89Dg54'10'W 164' To Old R/W Navajo Blvd; Th S39Dg44'12 W 3042.42' Alg R/W;Th S50Dg15'48 E 475' Tpob; Th S50Dg15'48 E 100'; Th N39Dg44'12 E 125'; Th N50Dg15'48 W 100'; Th S39Dg44'12 W 125' Tpob. Out Of 109-

27-016B For '97 Roll

Directions This commercial lot is directly behind Aliberto's in Holbrook off of Navajo Blvd.

FEATURES

To Show ShowingTime Vegetation Homeowners Assn. **Owner Will Sell** Terrain Level **Documents** Utilities at Lot Line Electricity Available Location **Deed Restrictions** Sewer Available Road Maintenance None Interior Features: Water Available **Property Adjoins Exterior Features: Property Boundary**

FINANCIAL

SOLD STATUS

Sold Date 11/01/2024 **Sold Price** \$35,000

Selling Team

REMARKS

Public Remarks Don't miss out on the chance to make your entrepreneurial dreams a reality. Embrace the endless possibilities of this commercial property in the heart of Holbrook and start building the future you've always envisioned. This is the opportunity you've been waiting for - seize it today!

Office Remarks

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ALL FIELDS DETAIL



List Number 248121 Site Built Yes **Property Type** Land Manufactured Y/N Yes **Land Type** Agricultural **Multi-Family** Nο **Listing Price** \$11,500 Maintained Road Yes Area Holbrook Horses No Address 1505 Hunsaker Road Waterfront No Address 2 Trees on Property No County Navajo Power Available Yes City Holbrook Water Available Yes State ΑZ Sewer Available Yes Zip Code 86025 Sewer Installed Nο Status Active Septic Installed No Aprx # of Acres 0.46

Virtual Tour:

GENERAL

Limited Service No Assessor # 109-07-064 Approx Lot SqFt 20,038 **Multiple APN Township** Approx Lot SqFt: 20,038 Range Taxes \$56.7 Section Tax Year Tract HOA Y/N Subdivision/Neighborhood Holbrook Unsubdivided **HOA Dues \$** *Subject to Change/Verify Zoning (County) **Dues Frequency** Zoning (Manual) **REO** No **School District** Holbrook **Short Sale** No **Original List Price** \$12,400 Days On Market 480 Status Change Date 01/23/2024 **Cumulative DOM** 480

Assessments Yes *Buyer to Verify

Assessment Remarks

Legal SECTION 10,T17N,R20E:BEG SW COR;TH N0DG11'30 W 498'; TH N35'E 1564.50';TH N1DGE 466.42';TH S89DGE 351.21'TO C/L

ROAD; TH S89D

Directions From the Wigwam Follow W Hopi Dr to S Apache Dr Take W Romero St and McLaws Rd to Hunsaker Rd See maps in photos

FEATURES

To Show
Owner Will Sell Cash

Owner May Carry

Utilities at Lot Line Utilities Available - Buyer to Verify

Property Boundary

Vegetation Terrain Location

Road Maintenance State
Property Adjoins

Homeowners Assn.
Documents
Deed Restrictions
Interior Features:

Exterior Features:

FINANCIAL

SOLD STATUS

Sold Date Sold Price

Selling Team

REMARKS

Public 0.46 acre lot located in Holbrook Great spot for a weekend get away or primary residence build. Holbrook is perfectly placed at 1.5 hours to Flagstaff, 30 minutes to Snowflake and 45 minutes to Show Low. Great location with nearby national parks and historical places. Listing agent is a

principal of the seller LLC and a licensed realtor in the state of Arizona Property acquired through tax lien foreclosure so little is known about the property other than what could be obtained through public record. Buyer to verify all material facts during inspection period.

Office Remarks

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CITY COUNCIL ACTION ITEM REQUEST

Date: 22 January 25

To: Honorable Mayor Smith and Council Members

From: Sharon Jakubowski Wolz

Subject: Request for Consideration to Purchase Parcels #109-19-218 and #109-19-219

BACKGROUND AND DISCUSSION:

The City of Holbrook has received a proposal from Rainie Lunt of Long Realty regarding the purchase of parcels #109-19-218 and #109-19-219. The asking price for the two parcels is \$29,900.00, as indicated in the attached email dated December 26, 2024. The council is asked to review the proposal and determine whether to proceed with the purchase.

The attached documentation provides further details, including the parcel summaries and maps to aid in evaluating the potential value and suitability of the properties.

FINANCIAL IMPLICATIONS:

The purchase of parcels #109-19-218 and #109-19-219 would require an expenditure of \$29,900.00. This amount would need to be allocated from the city's budget, and the financial impact should be assessed in the context of current priorities and available funding.

ALTERNATIVES:

- 1. Approve the purchase of parcels #109-19-218 and #109-19-219 for \$29,900.00 as proposed.
- 2. Decline the proposal to purchase the parcels at this time.
- 3. Table the decision for further review and consideration.

REQUEST FOR COUNCIL ACTION:

The council is requested to consider and decide whether to approve the proposal to purchase parcels #109-19-218 and #109-19-219 for \$29,900.00, as outlined in the attached letter from Rainie Lunt and supporting documentation.

ATTACHMENTS:

- 1. Proposal Letter for Sale of Property
- 2. Email from Rainie Lunt with Asking Price
- 3. Navajo County Office of the Assessor Parcel Summary Reports
- 4. Maps of Property

Pc'd y



Rainie Lunt

Associate Broker 928-358-0654 Rainielunt@gmail.com

City of Holbrook PO Box 970 Holbrook, AZ 86025

Regarding: Parcels 109-19-218 and 109-19-219

SW Central Avenue

To Whom it May Concern:

I am representing the owner of the two parcels 109-19-218 and 109-19-219 to the east of your property on SW Central Avenue . (Please note I am a licensed real estate agent in the state of Arizona and I am directly related to the owner/client.) My client is interested in selling his parcels and asked me to contact you as an adjacent property owner. Would you be interested in purchasing these parcels to expand your current property?

Please contact me at your earliest opportunity.

I look forward to hearing from you.

Sincerely

Rainie Lunt

Associate Broker

Buy with confidence, sell with success!

REAL TOR*

Jeff Covey Designated Broker BR559241000 928-537-8510



Sharon Wolz

From: rainielunt@gmail.com

Sent: Thursday, December 26, 2024 12:45 PM

To: Sharon Wolz

Subject: RE: parcels 109-19-218 and 219

,Good Morning,

I hope you had a great Christmas.

The asking price on the parcels is \$29,900, this is for both parcels together. My seller would like to sell them together.

My seller is reasonable and is open to any offers the City of Holbrook would like to make.

I look forward to hearing from you.

Sincerely,

Rainie Lunt
Associate Broker
Long Realty Covey Luxury Properties
928-358-0654
Rainielunt@gmail.com
Rainielunt.longrealty.com
Buy with Confidence, Sell with Success!

From: Sharon Wolz <swolz@holbrookaz.gov> Sent: Tuesday, December 24, 2024 8:31 AM

To: rainielunt@gmail.com

Subject: RE: parcels 109-19-218 and 219

Rainie,

In preparation to present to council, please provide your proposal for the purchase price of each of the parcels.

Thank you.

Merry Christmas!

Sharon Jakubowski Wolz, MBA, CPM City Manager City of Holbrook 465 N 1st Ave POB 970 Holbrook, AZ 86025

Cell: 928-241-2785

From: Sharon Wolz < wolz@holbrookaz.gov > Sent: Sunday, December 15, 2024 11:10 AM

To: rainielunt@gmail.com

Subject: Re: parcels 109-19-218 and 219

You are welcome.

Sharon Jakubowski Wolz, MBA, CPM

City Manager

City of Holbrook

465 N 1st Ave

POB 970

Holbrook, AZ 86025

Cell: 928-241-2785

From: rainielunt@gmail.com <rainielunt@gmail.com>

Sent: Friday, December 13, 2024 12:39
To: Sharon Wolz <swolz@holbrookaz.gov>
Subject: RE: parcels 109-19-218 and 219

Good Afternoon,

Thank you for the email. I look forward to hearing from you.

Sincerely,

Rainie Lunt Associate Broker Long Realty Covey Luxury Properties



Navajo County - Office of the Assessor

100 East Code Talker's Drive South Highway 77 Holbrook AZ 86025

Parcel Summary Report

For Parcel 10919218

Prepared on 12/10/2024

Owner:

Shaffery Timothy B

Class Code:

Market

Parcel Size:

0.10

Address:

8757 E Indigo St

Site Address:

Assessor Description: Holbrook Townsite:Lot 7 & W 3' Of Lot 6, Block 3

Valuation:

Item	Valuation
Land Value:	\$1,612.00
Improvement Value:	\$0.00
Full Cash Value:	\$1,612.00
Assessment Ratio:	15.00%
Assessed Full Cash Value:	\$242.00
Limited Value:	\$1,442.00
Assessed Limited Value:	\$216.00

Tax Payment History:

Year(Roll)	Name	Status	Delinquent 1st/ 2nd Half	Taxes	Interest	Fees	Payments	Balance
2024 (23965)	Shaffery Timothy B	Balance Due	All Due 12/31/2024/	\$23.22	\$0.62	\$0.00	\$0.00	\$23.84
2023 (23950)	Shaffery Timothy B	Paid in Full	All Due 12/31/2023/	\$22.08	\$1.18	\$0.00	\$23.26	\$0.00
2022 (23946)	Shaffery Timothy B	Paid in Full	All Due 12/31/2022/	\$21.06	\$1.40	\$0.00	\$22.46	\$0.00
2021 (23937)	Shaffery Timothy B	Redeemed	All Due 12/31/2021/	\$20.94	\$2.24	\$63.48	\$86.66	\$0.00
2020 (23928)	Shaffery Timothy B	Redeemed	All Due 12/31/2020/	\$20.14	\$4.30	\$152.34	\$176.78	\$0.00

2019 (23923)	Shaffery Timothy B	Redeemed	All Due 12/31/2019/	\$19.22	\$3.34	\$148.74	\$171.30	\$0.00
2018 (23921)	Shaffery Timothy B	Paid in Full	All Due 12/31/2018/	\$17.66	\$5.88	\$341.66	\$365.20	\$0.00

Print











\$ District Charges

Other



Ownership:

Shaffery Timothy B 8757 E Indigo St Mesa AZ 852074008

Last Recording: 03/04/2013 for

Location:

Site:

Size: 0.10

PLSS TRS: T17N R21E S06

Tax Area: 0350

Assessor Description: (1)

Holbrook Townsite:Lot 7 & W 3' Of Lot 6, Block 3

Assessment Method:

Type: Vacant

Approach: Market Ratio: 15.00% Exemption:

Exempt Amount: \$0.00

Legal Class: Vacant/Agricultural Land

Assessment:

Land Value: \$1,612.00 Improvement: \$0.00

Full Cash Value: \$1,612.00 Full Cash Assessed: \$242.00 Limited Value: \$1,442.00

Limited Value Assessed: \$216.00



Navajo County - Office of the Assessor

100 East Code Talker's Drive South Highway 77 Holbrook AZ 86025

Parcel Summary Report

For Parcel 10919219

Prepared on 12/10/2024

Owner:

Shaffery Timothy B

Class Code:

Market

Parcel Size:

0.18

Address:

8757 E Indigo St

Site Address:

Assessor Description: Holbrook Townsite:Lots 8 & 9, Block 3

Valuation:

ltem	Valuation
Land Value:	\$2,362.00
Improvement Value:	\$0.00
Full Cash Value:	\$2,362.00
Assessment Ratio:	15.00%
Assessed Full Cash Value:	\$354.00
Limited Value:	\$1,959.00
Assessed Limited Value:	\$294.00

Tax Payment History:

Year(Roll)	Name	Status	Delinquent 1st/ 2nd Half	Taxes	Interest	Fees	Payments	Balance
2024 (23966)	Shaffery Timothy B	Balance Due	All Due 12/31/2024/	\$31.54	\$0.84	\$0.00	\$0.00	\$32.38
2023 (23951)	Shaffery Timothy B	Paid in Full	All Due 12/31/2023/	\$30.06	\$1.60	\$0.00	\$31.66	\$0.00
2022 (23947)	Shaffery Timothy B	Paid in Full	All Due 12/31/2022/	\$28.60	\$1.90	\$0.00	\$30.50	\$0.00
2021 (23938)	Shaffery Timothy B	Redeemed	All Due 12/31/2021/	\$28.40	\$3.02	\$80.58	\$112.00	\$0.00
2020 (23929)	Shaffery Timothy B	Redeemed	All Due 12/31/2020/	\$27.26	\$5.82	\$170.56	\$203.64	\$0.00

2019 (23924)	Shaffery Timothy B	Redeemed	All Due 12/31/2019/	\$26.14	\$4.54	\$191.12	\$221.80	\$0.00
2018 (23922)	Shaffery Timothy B	Paid in Full	All Due 12/31/2018/	\$23.96	\$7.98	\$385.48	\$417.42	\$0.00

Print



Taxes

Zoning

\$ District Charges

L≝ Sales

■ Other



Ownership:

Shaffery Timothy B 8757 E Indigo St Mesa AZ 852074008

Last Recording: 03/04/2013 for

Location:

Site:

Size: 0.18

PLSS TRS: T17N R21E S06

Tax Area: 0350

Assessor Description: (1)

Holbrook Townsite:Lots 8 & 9, Block 3

Assessment Method:

Type: Vacant

Approach: Market

Ratio: 15.00% Exemption:

Exempt Amount: \$0.00

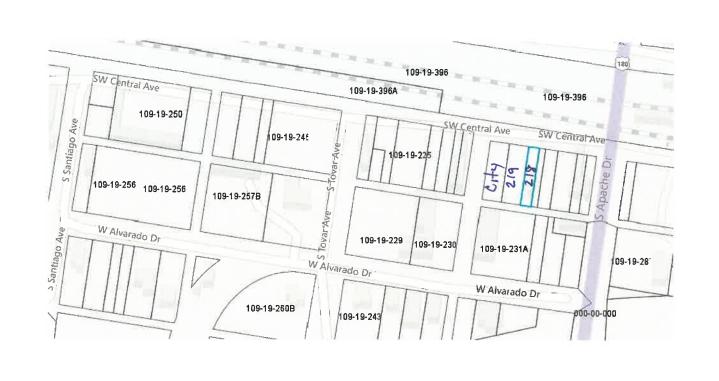
Legal Class: Vacant/Agricultural Land

Assessment:

Land Value: \$2,362.00 Improvement: \$0.00

Full Cash Value: \$2,362.00 Full Cash Assessed: \$354.00 Limited Value: \$1,959.00

Limited Value Assessed: \$294.00





CITY COUNCIL ACTION ITEM REQUEST

Date: 22 January 25

To: Honorable Mayor Smith and Council Members

From: Sharon Jakubowski Wolz

Subject: Request for Consideration to Put Parcels #109-19-220 and #109-19-223 Out for Bid

BACKGROUND AND DISCUSSION:

The City of Holbrook has received inquiries from interested parties regarding parcels #109-19-220 and #109-19-223. These properties may present opportunities for development or investment, making them attractive for a public bidding process. Placing the parcels out for bid would allow for transparency and the opportunity to achieve fair market value for these properties.

The council is asked to consider initiating the bidding process to capitalize on the current interest and potential value of the parcels.

FINANCIAL IMPLICATIONS:

The sale of parcels #109-19-220 and #109-19-223 has the potential to generate revenue for the city. Administrative costs associated with the bidding process are expected to be minimal.

ALTERNATIVES:

- 1. Approve the request to put parcels #109-19-220 and #109-19-223 out for bid, initiating the public bidding process.
- 2. Decline the request, retaining the parcels under city ownership.
- 3. Table the decision for further discussion and analysis.

REQUEST FOR COUNCIL ACTION:

The council is requested to consider and decide whether to authorize the city to put parcels #109-19-220 and #109-19-223 out for bid, in response to inquiries from interested parties.

ATTACHMENTS:

- 1. Navajo County Office of the Assessor Parcel Summary Reports
- 2. Maps of Property



Parcel numbers are 109-19-220 and 109-19-223





Taxes

Zoning

\$ District Charges

Sales

Other

109-19.200

Ownership:

Holbrook City Of

Po Box 970

Holbrook AZ 86025-0970

Last Recording: N/A

Location:

Site:

Size: 0.18

PLSS TRS: T17N R21E S06

Tax Area: 0350

Assessor Description: (1)

Holbrook Townsite:Lots 10 & 11, Block 3

Assessment Method:

Type: Exempt

Approach: Market

Ratio: 15.00%

Exemption: Full Exemption - FCV

Exempt Amount: \$354.00

Legal Class: Vacant/Agricultural Land

Assessment:

Land Value: \$2,362.00

Improvement: \$0.00

Full Cash Value: \$2,362.00 Full Cash Assessed: \$0.00

Limited Value: \$1,959.00

Limited Value Assessed: \$0.00



Taxes

Zoning

\$ District Charges

Sales

Other

109-19.003

Ownership:

Holbrook City Of

Po Box 970

Holbrook AZ 86025-0970

Last Recording: N/A

Location:

Site:

Size: 0.10

PLSS TRS: T17N R21E S06

Tax Area: 0350

Assessor Description: (1)

Holbrook Townsite:W 6' Lot 13 & E 22' Lot 14, Block 3

Assessment Method:

Type: Exempt

Approach: Market

Ratio: 15.00%

Exemption: Full Exemption - FCV

Exempt Amount: \$242.00

Legal Class: Vacant/Agricultural Land

Assessment:

Land Value: \$1,612.00

Improvement: \$0.00

Full Cash Value: \$1,612.00 Full Cash Assessed: \$0.00 Limited Value: \$1,367.00

Limited Value Assessed: \$0.00



CITY COUNCIL ACTION ITEM REQUEST

Date: 22 January 25

To: Honorable Mayor Smith and Council Members

From: Sharon Jakubowski Wolz

Subject: Request for Consideration to Put Parcel #109-02-035 Out for Bid

BACKGROUND AND DISCUSSION:

The City of Holbrook has received inquiries from interested parties regarding parcel #109-02-035. This property may present opportunities for development or investment, making it an attractive candidate for a public bidding process. Placing the parcel out for bid would provide transparency and offer the potential to achieve fair market value for the property.

The council is asked to consider initiating the bidding process to capitalize on the current interest and potential value of the parcel.

FINANCIAL IMPLICATIONS:

The sale of parcels #109-02-035 has the potential to generate revenue for the city. Administrative costs associated with the bidding process are expected to be minimal.

ALTERNATIVES:

- 1. Approve the request to put parcel #109-02-035 out for bid, initiating the public bidding process.
- 2. Decline the request, retaining the parcels under city ownership.
- 3. Table the decision for further discussion and analysis.

REQUEST FOR COUNCIL ACTION:

The council is requested to consider and decide whether to authorize the city to put parcel #109-02-035 out for bid, in response to inquiries from interested parties.

ATTACHMENTS:

- 1. Navajo County Office of the Assessor Parcel Summary Reports
- 2. Maps of Property



1 2024

1 2023

Taxes

Zoning

\$ District Charges

' Sales

■ Other

109.02.035

Ownership:

Holbrook City Of

Po Box 970

Holbrook AZ 86025-0970

Last Recording: 06/10/2010 for

Location:

Site: 902 1/2 N 6Th Ave

Size: 0.07

PLSS TRS: T17N R20E S01

Tax Area: 0350

Assessor Description: (1)

Newman Addn:In Block 10.... E 50' Of N 25' Of Lot 10 & E 50' Of

S 35' Of Lot 11

Assessment Method:

Type: Exempt
Approach: Cost
Ratio: 10.00%

Exemption: Full Exemption - FCV

Exempt Amount: \$5,244.00

Legal Class: Non-Primary Residence/Rental

Assessment:

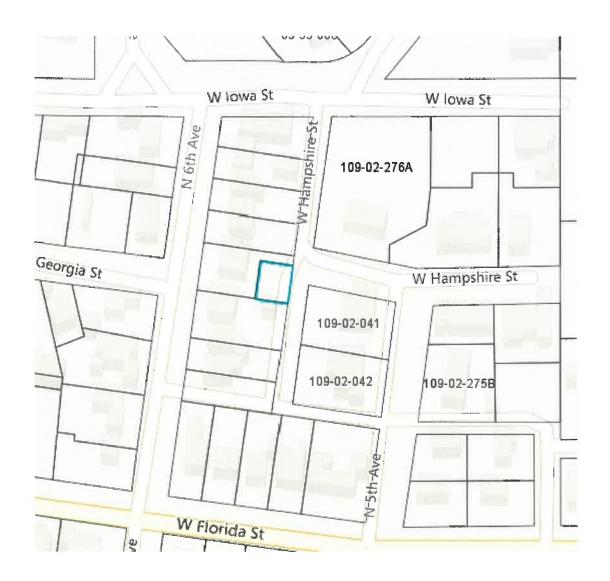
Land Value: \$2,131.00 Improvement: \$50,306.00 Full Cash Value: \$52,437.00 Full Cash Assessed: \$0.00 Limited Value: \$31,336.00 Limited Value Assessed: \$0.00

Bldg Occupancy Built Quality Sq Year Cash
ID As Ft Value

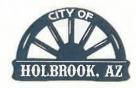
 1.00
 Multiple Duplex
 Low
 868
 1945
 \$50,305.86

 Residential
 One

 Story



109-02-035



CITY MANAGER MEMORANDUM

Date: 22January2025

To: Honorable Mayor Smith and Council Members

From: Sharon Jakubowski Wolz, City Manager

Subject: Administrative Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook from 3Jan25--15Jan25:

- Had the following meetings:
 - Brief budget timeline meeting with Mayor Smith and Randy.
 - o GADA
 - Discussed new timeline and shift of focus to streets maintenance capital improvement plan project
 - Library Staff
 - USDA Grant opportunity Zoom
 - GFOA State and Local Funding 119th Congress Zoom
 - CDBG Public Hearing
 - AZ League Meetings Zoom
 - Clerks Legislative Updates
 - Managers Legislative Updates
 - Financial Legislative Updates
 - Alliance for Innovation
 - WHAT WE DO: We specialize in providing strategic foresight and innovation services for local governments looking to navigate the uncertain terrain of tomorrow.
- HR
- Conducted interviews for vacant admin position; new hire will start on the 27th of January.
- Received resignation from Amanda for the other admin position; will be posting for that hiring
- Street's Supervisor position is currently open; we are moving forward with the recruitment process.
- Continuing to work on website redesign and initiating a new marketing and branding for the city of Holbrook with Civic Plus and Mountain Mojo, respectively.
- Worked on budget class for department heads to manage their own budgets in 2025 and forward.
- Creating maintenance and logs for Fleet department



- Worked on strategic plan process.
- Worked on getting staff ready for Q1-25 goals.
- Worked with Richard to split parcels for the drag race and motorcross venues.
- Contacted Gov Hobbs and Congressman Crane's offices for assistance with frequency of BNSF trains coming through the city.
- Addressed septic tank issues in the city.
- February community event started
 - Hidden Hearts
 - The "Hidden Hearts Hunt" encourages residents to explore Holbrook, find hidden heart signs scattered throughout the city, and celebrate love with family, friends, or even furry companions. Participants will earn points by taking photos with the hidden hearts and submitting their entries via email to City Manager Sharon Jakubowski Wolz. The participant with the most points will win a special prize, with details to be announced.
 - Two donations so far
 - Empty Pocket Saloon Thank you Cynthia Banks
 - 2- \$25 gift cards
 - Petrified Forest Museum Association Thank you Tara Young
 - A set of two Petrified Forest National Park stoneware mugs
- Working on updating agreements and contracts:
 - o NPC
 - Continuing to work out the details of the agreement. Waiting for a response from NPC.
 - o PetraCom
 - Lease city property for the purpose of operating an AM transmitter; waiting on PetraCom.
 - o Petrified Forest Medical Center
- Recognition
 - o Brandon, Shinea, and Olivia at the Holbrook Animal Shelter
 - I want to take a moment to extend my heartfelt gratitude to Brandon, Shinea, and Olivia for the incredible work they do at the Holbrook Animal Shelter. Every day, they go above and beyond to care for the animals in their charge. Their dedication to the well-being of our furry friends is truly inspiring.
 - Brandon's ability to secure grants for the shelter is nothing short of remarkable. While many of these grants may be small, each one represents an opportunity to enhance the shelter's resources and provide better care for the animals. His perseverance and creativity in finding and obtaining



these funds demonstrate his commitment to the shelter's mission and its positive impact on our community.

- Shinea's unwavering support and hard work alongside Brandon ensure the shelter operates as smoothly as possible, even when resources are limited. Together, they form a team that is compassionate, resourceful, and tireless in their efforts to provide the best possible care for the animals who find themselves in need.
- A special thank you also goes to Olivia, whose contribution as a temporary worker has been a tremendous help to the shelter. Her willingness to step in and provide much-needed support has been invaluable, and her dedication is deeply appreciated by both the team and the animals.
- Together, Brandon, Shinea, and Olivia form a team that is compassionate, resourceful, and tireless in their efforts to provide the best possible care for the animals who find themselves in need.
- Thank you for all that you do. Your hard work, dedication, and passion do not go unnoticed. You make a real difference in the lives of the animals and the people in our community, and we are so fortunate to have you as part of Team Holbrook.