

"HUB OF THE SOUTHWEST"

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
March 19, 2025, 6:00 p.m.**

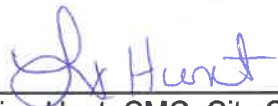
1. CALL TO ORDER:
2. ROLL CALL:
3. INTRODUCTION OF NEW EMPLOYEES:
-Jacob Newsom
4. PLEDGE OF ALLEGIANCE/INVOCATION:
5. CONSENT AGENDA:
February 26, 2025, Regular Meeting Minutes
March 3, 2025, Special Meeting Tab 1
6. CALL TO THE PUBLIC FOR NON-AGENDA ITEMS:
*Three-minute time limit per individual.
7. CALL TO THE PUBLIC FOR AGENDA ITEMS:
*Five-minute time limit per individual
8. OLD BUSINESS (DISCUSSION AND POSSIBLE ACTION):
 - a. Consideration and action to affirm removal of City Manager with such removal to be effective June 2, 2025 – Mayor Smith
 - b. Amendment to Professional Services Agreement made on November 18, 2020 with Lochner for Crack Seal, Seal Coat, and Remark Runway and authorizing Assistant City Manager to sign on behalf of the City – Assistant City Manager Randy Sullivan Tab 2
9. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):
 - a. Ordinance 25-03: 1st Reading – Amending the Holbrook City Code, Chapter 1 – Administration, Article 1-6: - Boards and Commissions, Section 1-6-1 – Planning and Zoning Commission – Assistant City Manager Randy Sullivan Tab 3
 - b. Discussion/Possible Action to approve opening the pool on Sundays beginning this summer: Councilmember Tafoya Tab 4
10. SUMMARY OF CURRENT EVENTS:
Mayor:
Council Members:
Assistant City Manager:
Department Heads Tab 5

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 11th day of March 2025



Lisa Hunt, CMC, City Clerk

Approved by: hs

*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
February 26, 2025

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

ROLL CALL: Councilmembers Robert Black, Tamera Church, Arcenia Pacheco, Karina Pack, Teri Tafoya, Vice Mayor Mike Nilsson and Mayor Kathleen Smith.

CITY STAFF: City Manager Sharon Jakubowski Wolz, Streets Supervisor Frank Minarik, Assistant City Manager/Finance Director Randy Sullivan and City Clerk Lisa Hunt.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Councilmember Tafoya. The Invocation was given by Kip Myer of Bread of Life Mission.

CONSENT AGENDA:

February 12, 2025, Regular Meeting Minutes

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

SECONDED: Vice Mayor Nilsson.

MOTION CARRIED

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: None

CALL TO THE PUBLIC FOR AGENDA ITEMS: None

SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA: Meghan Carbonneau appeared before Council to propose an amendment to our City Ordinance, to allow for educational agricultural projects (i.e. 4H, FFA), involving swine. The City of Taylor, Az currently has such an ordinance. This would only be during 4-H "season" (April-September). Animals/projects would be well cared for, with cleanliness being a top priority.

OLD BUSSINESS (DISCUSSION AND POSSIBLE ACTION):

a. Logo Review with tag line: Mayor Smith read the Background and Discussion section of the City Council Action Item Request form. She also reviewed the Financial Implications section. Council discussion was held.

MOTION: Councilmember Pacheco made a motion to approve Concept 1.3 of the Logo Designs.

SECONDED: Councilmember Church

Councilmember Black "Nay", Councilmember Church "Aye", Vice Mayor Nilsson "Aye", Councilmember Pacheco "Aye", Councilmember Pack "Aye", Councilmember Tafoya "Aye", and Mayor Smith "Aye".

MOTION CARRIED

b. FY 2024/2025 Priorities – Follow-up and consensus: Mayor Smith read the Background and Discussion section of the City Council Action Item request form. She reviewed and Council discussed the following priorities that had been set: 1) Main Street Revitalization & Beautification – Staff will continue to rigorously enforce code violations, with a focus on long-standing violations and dilapidated properties along Navajo & Hopi Blvd. Council agreed that this priority is "In Line". 2) Streets and Sidewalks – Update the 5-year street improvement plan. Prioritize repairs on high-traffic streets in the poorest condition. Provide training for street crew to enhance efficiency and quality. Communicate the street improvement plan and progress to the public. Council agree that this priority is also "In Line". 3) Walking Trails – Identify potential trail locations in and around Holbrook. Install clear and informative signage along designated trails. Grade pathways for easier accessibility. Promote the trails through targeted marketing efforts. Councilmember Pack said that she is working with a group to prioritize Walking Trails for safety and proper signage. 4) Revitalization and Development of the club house at Hidden Cove Golf Course and the surrounding areas – Designate the golf course clubhouse renovation as a priority capital project. Develop a detailed scope of work for the renovation. Initiate the bidding process based on the finalized scope of work. Mayor Smith ask that the City find someone other than her husband David Smith to provide the "Scope of Work"

as he is very busy with other projects. Council would like this process started right away. 5) Fishing Pond and Amphitheater – Pursue potential grant opportunities for funding and resolve the water issue on the west end of town. City Manager Sharon Jakubowski Wolz shared that the engineer that reviewed this said that the pond is not a viable option in this area, but that she will continue to explore options. Councilmembers agreed to a consensus on the above priorities.

NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):

a. Emergency Management Plan-Update-Discussion: Mayor Smith read the Background and Discussion section of the City Council Action Item Request. City Manager Sharon Jakubowski Wolz shared that Chief Christensen and Safety Officer Stuart will begin updating the Emergency Management Plan in March. Mayor Smith reviewed several pages of the Plan with Council, including information on definitions and Council roles. Council had discussion and recommended several additions, including a phone system to notify citizens of emergencies, adding an Active Shooter section and having 3 locations that can be used as a Command Center in different areas of Holbrook.

POST EXECUTIVE SESSION: (DISCUSSION AND POSSIBLE ACTION)

a. Discussion/Possible Action on the impact of staffing and legal costs on the current fiscal year's budget. Possible action to approve a budget amendment in the amount of \$257,209 from the Library, Golf Course, Animal Control, Fire, and Senior Center Departments for the payment of additional retirement funds in the Fleet Department and additional Professional Services in the Administration Department: Council discussion was held with the biggest concern being Administrative Costs, specifically Professional and Consulting fees. Council requested that they be notified by the City Manager prior to spending any further consulting fees. City Manager Sharon Jakubowski Wolz shared that Pierce Colman has offered the City of Holbrook a flat fee of \$13,000.00 per month and a \$100,000.00 retainer. This would not change the fees that they charge but would keep the monthly payments more level. Council asked Assistant City Manager/Finance Director Sullivan to provide them with the actual cost of professional and consulting fees last year. City Manager Jakubowski Wolz shared that Sterling Soloman had offered to reduce his rates for the City of Holbrook or work pro-bono. Council requested that all contact with the City Attorney go through City Manager Jakubowski Wolz. Council suggested that the City look into hiring a full time City Attorney, stating that the average salary for a City Attorney in the area is \$117,000.00 per year. City Manager Jakubowski Wolz told Council that she had implemented a spending freeze for all non-essential items. City Manager Jakubowski suggested using one of the City's CDs from Mortenson Capital to pay the attorney fees. Council stated that they would rather save that money for Capital Improvement projects. Council requested that City Manager Jakubowski Wolz get more involved in the Patel Lawsuit so that she could find ways to cut down on costs. Council requested that a "Hiring Freeze" go into effect for the City of Holbrook. If an employee quits or is terminated Council instructed City Manager Jakubowski to bring the vacant position to the Council before re-hiring. The monies that are moved out of the Library, the Golf Course, Animal Control, and the Senior Center will be replaced in the FY2025-2026 Budget.

MOTION: Vice Mayor Nilsson made a motion to approve a budget amendment in the amount of \$257,209 with \$7500.00 moved out of the Library fund, \$35,000.00 moved out of the Golf Course fund, \$40,000.00 moved out of Animal Control fund, \$120,000.00 moved out of the Fire Department fund, \$41,541.00 moved out of the Senior Center fund and the rest moved out of the Code Enforcement fund in Administration.

SECONDED: Councilmember Tafoya

MOTION CARRIED

b. Discussion/Possible Action on possible adjustments to the 2024/2025 budget priorities:

MOTION: Councilmember Tafoya made a motion to table this item

SECONDED: Vice Mayor Nilsson

MOTION CARRIED

SUMMARY OF CURRENT EVENTS-MAYOR:

-Mayor Smith shared that she attended her 1st NACOG Community Action Board meeting.

SUMMARY CURRENT EVENTS-COUNCILMEMBERS:

-Vice Mayor Nilsson shared that he will be attending a NACOG meeting tomorrow.

-Councilmember Black- None

-Councilmember Church – None

-Councilmember Pack- None

-Councilmember Pacheco- None

-Councilmember Tafoya- None

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

The following is a brief overview of activities conducted on behalf of the City of Holbrook from 6Feb25 – 20Feb25:

- Had the following meetings:

- o Morning Scoop on Housing Affordability

- o Housing affordability is a complex issue impacting large and small communities across the United States, including right here in Arizona. Cities and towns recognize the urgent need for an increased housing supply that's safe, sustainable, and affordable – enabling all Arizonans to pursue the dream of home ownership. Hear from this bipartisan panel – two mayors, an economist and a data expert – on the latest trends and statistics, along with in-depth viewpoints from those on the frontlines about what is being accomplished – and what needs to be done.

- o P&Z

- o Civic Plus for website updates

- o Work session with council

- o NACOG – general information and grants

- o Roadrunner Raceway LLC

- o WIFA grant opportunities

- o Local First grant opportunities

- o Holbrook Listens community meeting to listen to residents

- HR

- o Frank Minarik Streets Department Supervisor started on 18 February

- Update:

- o Holbrook Hidden Hearts

- * Three winners

- * Prizes

- Empty Pocket Saloon – Thank you Cynthia Banks

- o 2- \$25 gift cards

- Petrified Forest Museum Association – Thank you Tara Young

- o A set of two Petrified Forest National Park stoneware mugs

- Large print Bible from Holbrook First Assembly of God

- \$20.00 gift certificate from Pat Pogue at House of Originals

- Mesa Italian Restaurant – Thank you Tonia Mason

- o \$50 certificate for 2 for dinner

- Colonel Mustard gift certificate free lunch for two. Thank you, Aaron and Becky

- Worked with department heads on 2025-2026 budgets.

- Recognition – Recognitions

- o DV

- * I want to take a moment to recognize DV for his exceptional dedication and leadership in both the Safety Department and as the Interim Streets Department Supervisor.

* His commitment to improving workplace safety, streamlining operations, and fostering teamwork has made a significant impact on our city departments.

* Additionally, his willingness to step into the interim role for Streets and take on additional responsibilities has not gone unnoticed. Thank you, DV.

o Ryan Baldonado

* I want to extend a huge thank you to Ryan for the outstanding job he did cleaning the ditch at the west end of the city.

* Tackling a project like this takes effort, attention to detail, and he did an outstanding job! Thank you.

MOTION: Councilmember Tafoya made a motion to enter into Executive Session

SECONDED: Councilmember Pacheco

MOTION CARRIED AT 8:28 p.m.

MOTION: Vice Mayor Nilsson made a motion to return to the Regular City Council Meeting.

SECONDED: Councilmember Pacheco

MOTION CARRIED AT 9:33 p.m.

ADJOURNMENT:

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

SECONDED: Vice Mayor Nilsson

MOTION CARRIED at 9:33 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Holbrook City Council held on February 26, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

PASSED, APPROVED AND ADOPTED this 19th day of March 2025.

Lisa Hunt, CMC, City Clerk

Kathleen Smith, Mayor

MINUTES OF THE SPECIAL MEETING
OF THE HOLBROOK CITY COUNCIL HELD ON
March 3, 2025

CALL TO ORDER: Mayor Smith called the Special Meeting to order at 6:00 p.m.

ROLL CALL: Mayor Kathleen Smith, Vice Mayor Mike Nilsson, Councilmembers Robert Black, Tamera Church, Arcenia Pacheco, Karina Pack and Teri Tafoya appeared in Council Chambers.

CITY STAFF: City Clerk, Lisa Hunt. City Attorney Allan Quist appeared via Microsoft Teams

MOTION: Vice Mayor Nilsson made a motion to move into Executive Session

SECONDED: Councilmember Tafoya

MOTION CARRIED AT 6:01 p.m.

Council resumed into the Special meeting from the Executive Session at 7:41 p.m.

City Manager Sharon Jakubowski Wolz joined the Special Meeting

POST EXECUTIVE SESSION: Consideration and action pertaining to the employment of the City Manager – Mayor Smith shared that Council had discussed the performance and the employment of the City Manager at great lengths in Executive Session.

MOTION: Vice Mayor Nilsson made a motion to immediately provide the City Manager with a 90-day notice of termination and a notice of intent to remove her as City Manager, and to place her on administrative leave.

SECONDED: Councilmember Pack

ROLL CALL VOTE: Councilmember Black “Nay”, Councilmember Church “Aye”, Vice Mayor Nilsson “Aye”, Councilmember Pacheco “Aye”, Councilmember Pack “Aye”, Councilmember Tafoya “Aye”, and Mayor Smith “Aye”

Mayor Smith shared that per the Charter and the Contract Sharon Jakubowski Wolz will be placed on Administrative Leave for a period of 90 days. During that 90-day period Sharon Jakubowski Wolt will work remotely. Her termination date will be June 2, 2025. The City will have priority projects for Sharon Jakubowski Wolz to work on.

ADJOURNMENT:

MOTION: Councilmember Tafoya

SECONDED: Councilmember Pacheco

MOTION CARRIED

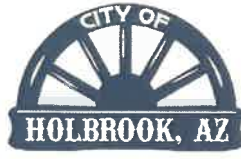
The Special Meeting adjourned at 7:54 p.m.

I hereby certify that the forgoing minutes are a true and correct copy of the minutes of the Special Meeting of the Holbrook City Council held on March 3, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

PASSED, APPROVED AND ADOPTED this 19th day of March 2025.

Lisa Hunt, CMC, City Clerk

Kathleen Smith, Mayor



CITY COUNCIL ACTION ITEM REQUEST

Date: 19March2025

To: Honorable Mayor Smith and Council Members

From: Randy Sullivan

Subject: Discussion and Possible Approval of Amendment to Professional Services Agreement made on November 2020 with Lochner for Crack Seal, Seal Coat, and Remark Runway and authorizing Assistant City Manager to sign on behalf of the city.

BACKGROUND AND DISCUSSION:

HW Lochner (Lochner) was selected from those consultants who submitted their qualifications and on November 18, 2020 a professional service agreement was signed to provide professional engineering services to the City of Holbrook for work at Holbrook Municipal Airport.

Per the City Charter, any amendments to contracts must be approved by the council:

Section 8.02 Purchases and Contracts for City Improvements part c:

(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.

FINANCIAL IMPLICATIONS:

This is a part of an FAA grant.

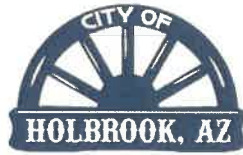
ALTERNATIVES:

1. Approve the amendment
2. Deny the amendment and lose funding from the FAA grant

REQUEST FOR COUNCIL ACTION:

Request council approval of the amendment to the professional services agreement with Lochner and authorization for the Assistant City Manager, Randy Sullivan, to sign the documents.

ATTACHMENTS: Record of Negotiation, Task Order C, Detailed Engineering Fee Breakout



27 March 2025

Ryan Spicer, PE
Federal Aviation Administration – PHX ADO
3800 N Central Ave, #1025
Phoenix, AZ 85012

RE: Holbrook Municipal Airport
Record of Negotiations: Crack Seal, Seal Coat, and Remark Runway 3/21

Ryan,

1. HW Lochner (Lochner) was selected from those consultants who submitted their qualifications and on 18 November 2020 a professional service agreement was signed to provide professional engineering services to the City of Holbrook for work at Holbrook Municipal Airport.
2. The scope of work for bidding and construction administration services on the project was submitted to FAA and ADOT for review on February 20, 2025.
3. Lochner submitted their fee in the amount of \$99,670. After a thorough review of the provided scope and fee documents we accept Lochner's fee as fair and reasonable.

The contract process has been completed in accordance with the FAA procedures, and we hear by request your concurrence to proceed with contract execution.

If any further information regarding these fee negotiations is needed, please call (928) 241-2785.

Sincerely,

Sharon Jakubowski Wolz, MBA, CPM
City Manager

Enclosures: Lochner's Scope and Fee

Cc: Sonia Pizano – ADOT Grant Manager
Jason Musselman – HW Lochner



928-524-6225



465 N 1st Ave. Holbrook, AZ 86025



holbrookaz.gov

TASK ORDER C
ATTACHMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN SPONSOR AND ENGINEER,
DATED _____, 2025

FURTHER DESCRIPTION OF SERVICES OF ENGINEER

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on November 18, 2020, between **CITY OF HOLBROOK, ARIZONA (Sponsor)** and **LOCHNER, (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. **LOCATION** – Holbrook Municipal Airport, Holbrook, AZ

3. **WORK PROGRAM** – Attached

Crack Seal, Seal Coat and Remark Runway 3/21

4. **FEES** - The fees will be as noted below. (All lump sums)

Project Development & Administration	\$10,080
Design	
Preliminary Design	\$17,370
Final Design	\$21,620
Bidding Services	\$11,950
Construction Period Services	
Construction Administration services	\$15,380
Construction Inspection Services	\$18,130
Project Closeout	\$5,140
Engineering Total	\$99,670

5. **ATTACHMENTS** - Required Contract Provisions for A/E Contracts Under Airport Improvement Program

SPONSOR:
HOLBROOK, ARIZONA

ENGINEER:
LOCHNER

Sharon Jakubowski Wolz, City Manager

Erik Vliek, Business Manager

SCOPE OF WORK
CITY OF HOLBROOK
AIP NO. 3-04-0020-026-2025

CRACK SEAL, SEAL COAT AND REMARK RUNWAY 3/21

1. This project consists of applying seal coat, crack filler, and paint to Runway 3/21. The included project sketch depicts the general layout for the project.
 - 1.1. Crack sealing will consist of applying crack sealant meeting ASTM D6690 specifications in all cracks greater than 1/8 inch in width. Cracks 1/8 inch to 1/2 inch in width will be routed prior to applying crack sealant. Cracks wider than 1/2 inch will not be routed, but will be cleaned and prefilled with sand or other approved material to within 1 1/2 inches below the pavement surface prior to placement of crack sealant. Cracks wider than 1 1/2 inches may be sealed with an approved hot applied crack repair mastic. All cracks will be sealed to within 1/4 inch below the pavement surface.
 - 1.2. Seal coating will consist of applying emulsified asphalt seal coat meeting P-608 specifications per FAA AC 150/5370-10H. The Contractor will be required to perform friction testing in accordance with P-608.
 - 1.3. New pavement markings will be designed meet FAA AC 150/5340-1M. Type I, Gradation A glass beads will be specified for the painted surfaces. Striated markings will not be used. Any existing markings that do not meet FAA AC 150/5340-1M requirements will either be removed prior to seal coating, or will be perpetuated based on the guidance received from the FAA Program Manager and Sponsor.

Estimated Construction Cost is: \$300,000

Estimated Construction Period is: 7 days

I. PROJECT DEVELOPMENT AND ADMINISTRATION

The project development and administration phase is intended to complete the necessary preliminary actions required to initiate and manage the project in accordance with established Federal, State and Local policies and procedures.

Activities include:

1. Conduct a pre-design meeting/scoping conference with the Sponsor, ADOT Aeronautics, and FAA to establish parameters for the project definition and work areas, budget, schedule, and needs for topographic survey and geotechnical investigations.
2. Develop preliminary cost estimates and conceptual layout exhibits required for preliminary project actions such as scoping, grant applications, and other preliminary documents.
3. Develop a draft Scope of Work narrative for review and approval. Upon receiving approval of the scope of work narrative, engineering fees will be calculated and provided with the final Scope of Work. The Engineer will assist the Sponsor with the submittal of a Record of Negotiations to document the fee negotiation performed for the project.
4. Incorporate final detailed Scope of Work and negotiated fees into a final Agreement for Professional Services and coordinate final approval and signature with the Sponsor.
5. Prepare monthly invoicing and FAA grant drawdown packets. In addition to the Engineer's invoices, the Engineer will incorporate other eligible projects expense invoices provided by the Sponsor in the packet. The Sponsor will be required to complete the payment reimbursement through the FAA e-invoicing system and the ADOT process. It is anticipated that this design project will take 6 months to complete.

II. PRELIMINARY DESIGN

The preliminary design phase is intended to identify and evaluate cost effective and practical solutions for the work items identified. The designer will complete its evaluation of alternatives through contacts with local authorities, field investigations, and a practical design approach. The design will take advantage of local knowledge and experience and utilize expertise from recent construction projects to design a cost-effective project. Cost efficiencies will be realized in a lower initial cost and in lower long-term maintenance costs.

Activities include:

1. Prepare an overall Construction Safety and Phasing Plan (CSPP) in order to maximize project constructability and operational safety. A draft CSPP will be submitted to the FAA for review and comment when the design is approximately 25-35% complete. This final CSPP will be submitted to the FAA when plans are 95% completed. The final CSPP will be coordinated, by the FAA Program Manager, with other FAA Lines of Business (LOBs). Comments received by the FAA LOBs will be incorporated into the CSPP prior to submitting the bid advertisement for the project.

2. Prepare preliminary construction plans. Construction plans will be prepared depicting all of the work involved. The following list of drawings will be used as a guideline, but drawings may be added or deleted as needed.

DESCRIPTION		SHEET COUNT
a	Cover Sheet	1
b	General Notes, Legend and Survey Control	1
c	Marking Removals Plan	2
d	Pavement Maintenance and Marking Layout Plans	5
e	Typical Details	2
g	Construction Safety and Phasing Plan	1
TOTAL SHEET COUNT		12

Drawings may be added or deleted during the design phase if required.

3. Prepare preliminary contract documents. The Engineer will prepare the contract documents including invitation for bids, instructions to bidders, proposal, equal employment opportunity clauses and applicable wage rates, construction contract agreement, performance bond, payment bond, general and special provisions. Preparation will include establishing the location for the bid opening and description of the work schedule. Contract documents will be prepared early during the design phase and submitted to the FAA and Sponsor for review. Sponsor is ultimately responsible for reviewing and ensuring construction contract terms comply with local law and requirements.
4. Prepare preliminary technical specifications. The Engineer will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or material that is not covered by the FAA specifications.

The standard specifications to be utilized may include the following items:

Item C-105	Mobilization
Item P-101	Preparation/Removal of Existing Pavements
Item P-608	Emulsified Asphalt Seal Coat
Item P-620	Runway and Taxiway Marking

5. Prepare preliminary special provisions to address conditions that require additional clarification and/or definition beyond what is described in the standard general provisions or technical specifications. Items may include:
 - a. Project Location Information
 - b. Insurance Requirements
 - c. Contract Period and Work Schedule and Phasing
 - d. Pre-Construction Conference
 - e. Utilities
 - f. Permits, Taxes and Compliance with Laws
 - g. Field Office Requirements
 - h. Haul Roads
 - i. Testing and Staking

- j. Airport Security, Closure of Air Operations Areas
 - k. Accident Prevention
 - l. Warranty
6. Conduct internal review of preliminary construction plans, technical specifications, contract documents and special provisions.
 7. Solicit preliminary design review comments from FAA, ADOT, and Sponsor by submitting copies of the preliminary documents to the FAA, ADOT and Sponsor. Attend a video call for 30% review meeting with the FAA, ADOT and Sponsor.
 8. A topographical survey will not be required nor completed as part of this project.
 9. A geotechnical investigation will not be required nor completed as part of the project.

III. FINAL DESIGN

In the final design phase, the designer will provide well-defined construction requirements, with selected bid alternatives as appropriate to solicit competitive construction bids. Construction schedules will be coordinated around good weather conditions and as little as practical interference with Airport operations.

Activities include:

Final Design

1. Incorporate preliminary design comments and respond as necessary to requests for additional information.
2. Calculate Estimated Quantities. The Engineer will calculate all necessary quantities for the various work items in the project.
3. Prepare Estimate of Probable Construction Cost for the project. Using the final quantities calculated following the completion of the plans and specifications, the Engineer will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other databases available.
4. Prepare Engineer's Design Report. During the preparation of the construction plans and specifications, an engineer design report will be prepared. The report will include the summary of the project, pavement, drainage design, schedule and cost estimate for the completion of the project. The design report will follow the current FAA Airports guidance where applicable. The design report will be submitted for Sponsor and FAA review. Review comments will be incorporated in the final revised report.
5. Submit final CSPP by uploading it to the OE/AAA website. Alternatively, at the request of the FAA PM, the CSPP may be submitted directly to the FAA PM.

6. Prepare 95% design construction plans, technical specifications, contract documents and special provisions.
7. Submit 95% design review package to the FAA, ADOT, and Sponsor and solicit design review comments. Attend review meeting with FAA, ADOT and Sponsor via video call.
8. Incorporate 95% design review comments and respond as necessary to requests for additional information.
9. Conduct final internal review of all design documents and incorporate any necessary changes. Final review includes a review from the Project Manager, and a Project Manager and Sr. Engineer outside of the project team.
10. Prepare and submit final plans and specifications. Copies will be submitted to the FAA, ADOT, and Sponsor. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the FAA, ADOT, and Sponsor's review. After final plan acceptance, plan sets will be provided to the FAA, ADOT, and Sponsor.

IV. BIDDING SERVICES

During the bidding phase of the project, the Engineer will assist the Sponsor in advertising and letting the project for bid. Engineer will assist in dialogue with potential bidders to quantify bidder questions assist Sponsor in attaining economic bids. Activities outlined below and the fees listed on pages 1-2 cover one iteration of the bidding process. Preparing multiple bid processes, packages, or re-bidding may incur additional or repeated services.

Activities include:

1. Assist the Sponsor with advertising and interpretation of the project requirements. Plans and specifications will be available via the web site of Lochner. The Sponsor, ADOT, and FAA will be given a digital copy of the final plans, specifications and contract documents.
2. Provide technical assistance and recommendations to the Sponsor during construction bidding.
3. Attend and assist with pre-bid conference. Answer Contractor questions and issue necessary clarifications and addenda. The pre-bid conference will be held on-site by the Project Manager and Engineer.
4. Provide an on-line bidding platform and read the bids aloud via online video conference at the date, and time agreed by the Sponsor.
5. Prepare an abstract of bids, perform necessary review of the bids to determine responsiveness, and prepare award recommendation letter.
6. Prepare FAA Grant Application. Preparation of the application will include the following:
 - a. Prepare the following forms: SF424 and FAA Form 5100-100.
 - b. Prepare DOT Title VI Assurances.

- c. Prepare DOT Title VI Pre-award Checklist.
 - d. Prepare Project Narrative and Sketch.
 - e. Prepare Preliminary Estimate.
 - f. Prepare the Sponsor's Certifications, including Certification for Contract, Grants, and Cooperative Agreements.
 - g. Attach the current Grant Assurances.
7. Assist in award notification to successful bidder and assist in notification to unsuccessful bidders. The DBE goal and all bidding requirements will be reviewed for responsiveness. Any issues or concerns that arise from the bidding documents will be brought to the attention of the Sponsor for clarification.

V. CONSTRUCTION PERIOD SERVICES

During the construction phase of the project, the Engineer will assist the Sponsor with monitoring, documenting progress for quality and cost control and overall grant administration during construction.

Activities include:

A. Construction Administration Services

- 1. Coordinate construction contract documents for successful bidder, including contract agreement, bond forms, certificates of inclusion, and Notice to Proceed. Review Contractor's bonds, insurance certificates, construction schedules. Review Contractor's sub-contracts.
- 2. Provide Sponsor, ADOT, and FAA with a digital copy of the Contract Documents, Specifications, and Construction Plans. Provide Contractor with a digital copy of the Contract Documents, Specifications, and Construction Plans; complete with all addenda.
- 3. Review and accept the Contractor's Safety Plan Compliance Documents prior to issuing the Notice to Proceed.
- 4. Conduct virtual pre-construction conference.
- 5. Identify local survey control points used for project design and layout. Engineering staff will assist, as necessary, the RPR and Contractor's surveyor during construction by compiling and sending supplemental information regarding issues arising related to construction surveying. Work may include developing alternative survey control based on site conditions discovered during construction and/or findings of the Contractor's surveyor.
- 6. Provide technical assistance and recommendations to the Sponsor during construction. This item also includes daily construction coordination from the office that does not fit in another item such as phone calls to and from the Contractor, RPR and Owner for project updates, questions, and instruction.

7. Construction Site Visits. This item includes one (1) additional trip to the job site for on-site clarification by the Senior Project Manager.
8. Prepare change orders and supplemental agreements, if required; including appropriate cost/price analyses. All coordination of change orders will be provided by the Engineer.
9. Review and certify monthly Contractor payment requests. Pay requests will be reviewed for accuracy with the Contractor and RPR. Engineer will prepare FAA payment documents for the Sponsor. The Sponsor will be required to complete the payment reimbursement through the FAA e-invoicing system.

B. Construction Observation Services

1. Provide review of all submittals for materials to be used on the project. Review all shop drawings items as required during construction.
2. Provide a full time Resident Project Representative (RPR) to monitor and document construction progress, confirm conformance with schedules, plans and specifications, measure and document construction pay quantities, document significant conversations or situations, document input or visits by local authorities, etc. Maintain daily log of construction activities. Conduct interviews of the Contractor's and Subcontractor's employees regarding Davis Bacon wage rates and the review of their weekly payroll reports.
3. Prepare and submit weekly inspection reports. Reports will be submitted to the FAA, ADOT, and Sponsor.
4. Conduct final project inspection with the Sponsor, FAA, ADOT, and the Contractor. Any punch list items will be noted and coordinated with the Contractor for necessary action.

VI. PROJECT CLOSEOUT

During the project closeout phase of the project, the Engineer will assist the Sponsor with compiling all of the reports, documents, and other items necessary to successfully close out the associated grant and provide an accurate historical record for the project.

Activities include:

1. Assist the Sponsor with completing all necessary grant closeout certifications and forms, including final SF425, SF271, draft grant closeout request letter.
2. Prepare record drawings, indicating changes made to the design during construction. The FAA, ADOT, and Sponsor will each receive drawings in pdf format. AutoCAD files can be provided upon request.
3. Prepare Final Engineers Report. The final report will follow the current FAA AIP Final Report guidance.

Detailed Engineering Fee Breakout

AIRPORT: Holbrook Municipal Airport
LOCATION: Holbrook, Arizona
AIP GRANT NO.: 3-04-0020-026-2025
PROJECT DESCRIPTION: Crack Seal, Seal Coat and Remark Runway 3/21

ACI PROJECT NUMBER: 23848
DATE: 1/24/25
REV. NO:

Note: This spreadsheet is provided to show how the lump sum totals for each phase have been established. The monthly billing will be a simple percentage of each phases total lump sum amount.

	Proposed Fee
I PROJECT DEVELOPMENT	\$10,080.00
II PRELIMINARY DESIGN	\$17,370.00
III FINAL DESIGN	\$21,620.00
IV BIDDING SERVICES	\$11,950.00
V CONSTRUCTION PERIOD SERVICES	
Construction Admin	\$15,380.00
Construction Inspection	\$18,130.00
VI PROJECT CLOSEOUT	\$5,140.00
TOTAL ENGINEERING SERVICES	\$99,670.00

I. PROJECT DEVELOPMENT

Item No.	Principal	Senior PM	Project Engineer	Project Designer	Designer (CAD)	Project Coordinator	Total Hours	Cost Summary
PROJECT DEVELOPMENT PHASE								
1 Coordinate Project Purpose, Need, Budget, and Schedule		2				\$158.00	2	\$546.00
2 Develop Prelim Cost Estimates		2	2	2			6	\$1,290.00
3 Develop Draft SOW and Fee	1	8					9	\$2,522.00
4 Prepare Final SOW	1	4					5	\$1,430.00
5 Prepare Monthly Invoices		8	4				20	\$4,292.00
Estimated Total Man-hours	2	24	6	2		8	42	
Summary Costs	\$676.00	\$6,552.00	\$1,266.00	\$0.00	\$322.00	\$1,264.00		\$10,080.00
Reimbursables								
Meals and Incidental Expenses Per Diem						0 Days		\$68.00
Lodging Per Diem						0 Days		\$150.00
Rental Car						0 Days		\$125.00
Mileage						0 Miles		\$0.700
Aircraft Rental						0 Trips		\$1,868.00
Misc Expenses								\$0.00
						\$ -		- Actual Cost
								Total Project Development Phase: \$10,080.00
								use \$10,080.00

Detailed Engineering Fee Breakout

AIRPORT: Holbrook Municipal Airport **ACI PROJECT NUMBER:** 23848
LOCATION: Holbrook, Arizona **DATE:** 1/24/25
AIP GRANT NO.: 3-04-0020-026-2025 **REV. NO.:**

II. PRELIMINARY DESIGN

Item No.	Principal	Senior PM	Project Engineer	Project Designer	Designer (CAD)	Project Coordinator	Total	Cost
PRELIMINARY DESIGN PHASE								
1 Prepare Overall CSPP	\$338.00	\$273.00	\$211.00	\$161.00	\$161.00	\$158.00	13	\$2,502.00
2 Prepare Preliminary Construction Plans		3	1	12	30		46	\$7,792.00
3 Prepare Preliminary Contract Docs		4		4		2	10	\$2,052.00
4 Prepare Preliminary Technical Specs		2	1	4		4	11	\$2,033.00
5 Prepare Preliminary Special Provisions		1		1		1	3	\$592.00
6 Conduct Prelim Review of Design Set	2	2	1				5	\$1,433.00
7 Solicit Preliminary Design Review Comments		2	2				4	\$968.00
Estimated Total Man-hours	2	15	11	22	34	8	92	\$17,372.00
Reimbursables								
Meals and Incidental Expenses Per Diem						0 Days		\$0.00
Lodging Per Diem						0 Days		\$150.00
Rental Car						0 Days		\$125.00
Mileage						0 Miles		\$0.700
Aircraft Rental						0 Trips		\$1,888.00
Misc Expenses						- Actual Cost		\$0.00
						\$		\$0.00
						Total Prelim Design Phase: \$17,372.00		
							Use	\$17,370.00

III. FINAL DESIGN

Item No.	Principal	Senior PM	Project Engineer	Project Designer	Designer (CAD)	Project Coordinator	Total	Cost
FINAL DESIGN PHASE								
1 Incorporate prelim design comments	\$338.00	\$273.00	\$211.00	\$161.00	\$161.00	\$158.00	6	\$1,122.00
2 Calculate Estimated Quantities		1	1		2		4	\$806.00
3 Prepare Estimate of Probable Const Cost		1	1	2			4	\$806.00
4 Prepare Engineer's Design Report		1	1	4		1	7	\$1,286.00
5 Submit Final CSPP			1	1		1	3	\$530.00
6 Prepare 95% Design/Bid Documents	2	4	4	16	30	6	62	\$10,966.00
7 Submit 95% Design/Bid Documents		4	3			1	8	\$1,883.00
8 Incorporate 95% Design Review Comments		1	1	1	2	2	7	\$1,283.00
9 Conduct Final Internal Review of Design Documents	2	2	2				6	\$1,644.00
10 Prepare and Submit Final Design/Bid Documents		1	1		1	1	4	\$803.00
Estimated Total Man-hours	4	16	16	24	37	14	111	\$21,129.00
Summary Costs	\$1,352.00	\$4,368.00	\$3,376.00	\$3,864.00	\$5,957.00	\$2,212.00		

Detailed Engineering Fee Breakout

AIRPORT: Holbrook Municipal Airport **ACI PROJECT NUMBER:** 23848
LOCATION: Holbrook, Arizona **DATE:** 1/24/25
AIP GRANT NO.: 3-04-0020-026-2025 **REV. NO.:**

Reimbursables			
Meals and Incidental Expenses Per Diem	0 Days	\$68.00	\$0.00
Lodging Per Diem	0 Days	\$150.00	\$0.00
Rental Car	0 Days	\$125.00	\$0.00
Mileage	0 Miles	\$0.700	\$0.00
Aircraft Rental	0 Trips	\$1,868.00	\$0.00
Misc Expenses	500		\$500.00
		\$	500 Actual Cost
Total Final Design Phase:			\$21,629.00
			use \$21,620.00

IV. BIDDING SERVICES

Item No.	Principal	Senior PM	Project Engineer	Project Designer	Designer (CAD)	Project Coordinator	Total	Cost
BIDDING PHASE								
1 Assist Sponsor with Advertising Invitation for Bids		1			\$161.00	\$158.00	Hours 2	\$431.00
2 Provide technical assistance during bidding	1	4	8				14	\$3,276.00
3 Attend and assist with prebid meeting		8					8	\$2,184.00
4 Facilitate and attend on-line bid opening			2			2	4	\$738.00
5 Prepare abstract of bids		1	2			2	5	\$1,011.00
6 Prepare FAA grant application		1	2			2	5	\$1,011.00
7 Assist In Award Notification		1	2			1	4	\$853.00
Estimated Total Man-hours	1	16	16	0	0	9	42	
Summary Costs	\$338.00	\$4,368.00	\$3,376.00	\$0.00	\$0.00	\$1,422.00		\$9,504.00
Reimbursables								
Meals and Incidental Expenses Per Diem		1				1 Days	\$68.00	\$68.00
Lodging Per Diem						0 Days	\$150.00	\$0.00
Rental Car						0 Days	\$125.00	\$0.00
Mileage		27				27 Miles	\$0.700	\$18.90
Aircraft Rental		1				1 Trips	\$1,868.00	\$1,868.00
Misc Expenses		500				\$	500 Actual Cost	\$500.00
Total Bidding Phase:								\$11,958.90
								use \$11,950.00

Detailed Engineering Fee Breakout

AIRPORT: Holbrook Municipal Airport
 LOCATION: Holbrook, Arizona
 AIP GRANT NO.: 3-04-0020-026-2025

ACI PROJECT NUMBER: 23848
 DATE: 1/24/25
 REV. NO:

V. A. CONSTRUCTION ADMINISTRATION SERVICES

Item No.	Principal	Senior PM	Project Engineer	Field Engineering Supervisor	RPR	Project Coordinator	Total	Cost
CONSTRUCTION ADMINISTRATION (7 Calendar Days)								
1 Coordinate Const Contract Documents	\$338.00	\$273.00	\$211.00	\$211.00	\$202.00	\$158.00	8	\$1,706.00
2 Provide Sponsor, ADOT, and FAA with Contract Documents			1			1	2	\$369.00
3 Review and Accept Contractor SPCD		1	2				3	\$695.00
4 Conduct Virtual Pre-Construction Conference		3	3	2	2		10	\$2,278.00
5 Identify local survey control points			1		2		3	\$615.00
6 Provide Technical Assistance During Construction		8	4	4			16	\$3,872.00
7 Construction Site Visits		6					6	\$1,638.00
8 Prepare Change Orders and Supplemental Agreements		2	2			1	5	\$1,126.00
9 Prepare and Confirm Monthly Pay Requests		1	2			2	5	\$1,011.00
Estimated Total Man-hours	0	23	19	6	4	6	58	
Summary Costs	\$0.00	\$6,279.00	\$4,009.00	\$1,266.00	\$808.00	\$948.00		\$13,310.00
Reimbursables								
Meals and Incidental Expenses Per Diem		1				1 Days	\$68.00	\$68.00
Lodging Per Diem						0 Days	\$150.00	\$0.00
Rental Car		1				1 Days	\$125.00	\$125.00
Mileage		27				27 Miles	\$0.700	\$18.90
Aircraft Rental		1				1 Trips	\$1,868.00	\$1,868.00
Misc Expenses						\$ - Actual Cost	\$0.00	\$0.00
Total Construction Admin Phase:								\$15,389.90
								use \$15,380.00

V. B. CONSTRUCTION OBSERVATION SERVICES

Item No.	Principal	Senior PM	Project Engineer	Field Engineering Supervisor	RPR	RPR (OT)	Project Coordinator	Total	Cost
CONSTRUCTION INSPECTION (7 Calendar Days)									
1 Provide Review of Submittals	\$338.00	\$273.00	\$211.00	\$211.00	\$202.00	\$264.00	\$158.00	7	\$1,521.00
2 Provide Full-time Resident Inspector		1	2	2	2	40	5	47	\$9,822.00
3 Prepare and Submit Weekly Inspection Reports				4				4	\$844.00
4 Conduct Final Inspection		6						6	\$1,638.00
Estimated Total Man-hours	0	7	2	8	42	5	0	64	
Summary Costs	\$0.00	\$1,911.00	\$422.00	\$1,688.00	\$8,484.00	\$1,320.00	\$0.00		\$13,825.00
Reimbursables									
Meals and Incidental Expenses Per Diem		1			7		8 Days	\$48.00	\$544.00
Lodging Per Diem					7		7 Days	\$150.00	\$1,050.00
Rental Car							0 Days	\$125.00	\$0.00
Mileage		27			475		502 Miles	\$0.700	\$351.40
Aircraft Rental		1					1 Trips	\$1,868.00	\$1,868.00
On-site Cell Phone and Internet Costs							0 Months	\$100.00	\$0.00
Misc Expenses		500					\$ 500 Actual Cost	\$500.00	\$500.00
Total Construction Inspection (Cost):									\$18,138.40

Detailed Engineering Fee Breakout

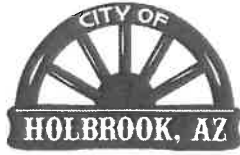
AIRPORT: Holbrook Municipal Airport
LOCATION: Holbrook, Arizona
AIP GRANT NO.: 3-04-0020-026-2025

ACI PROJECT NUMBER: 23848
DATE: 1/24/25
REV. NO.:

use \$18,130.00

VI. PROJECT CLOSEOUT

Item No.	Principal	Senior PM	Project Engineer	Field Engineering Supervisor	Designer (CAD)	Project Coordinator	Total Hours	Cost Summary
1 Assist Sponsot with Grant Closeout Docs		1	1			4	9	\$1,749.00
2 Prepare Record Drawings	1	2	6		2		4	\$933.00
3 Prepare Final Report	2	4	10	0	2	6	24	\$2,466.00
Estimated Total Man-hours								
	\$676.00	\$1,092.00	\$2,110.00	\$0.00	\$322.00	\$948.00		\$5,148.00
Reimbursables								
Meals and Incidentel Expenses Per Diem						0 Days	\$68.00	\$0.00
Lodging Per Diem						0 Days	\$150.00	\$0.00
Rental Car						0 Days	\$125.00	\$0.00
Mileage						0 Miles	\$0.700	\$0.00
Aircraft Rental						0 Trips	\$1,868.00	\$0.00
Misc Expenses						\$	- Actual Cost	\$0.00
						Total Project Closeout:		\$5,148.00
						use		\$5,140.00



CITY COUNCIL ACTION ITEM REQUEST

Date: 12 February 2025

To: Honorable Mayor Smith and Council Members

From: Planning and Zoning Commission

Subject: Discussion and Possible Approval to change City Code Section 1-6-1

BACKGROUND AND DISCUSSION: The Planning and Zoning Commission has reviewed the City Code Section 1-6-1, which contains details on their duties. Based on their review and discussion, they are recommending specific changes. If the Council supports the recommendation, then staff can complete the necessary administrative steps so that the Council can consider this change formally.

FINANCIAL IMPLICATIONS: There are no financial implications pertaining to this request.

ALTERNATIVES: One alternative option is that the City Code can remain unchanged.

REQUEST FOR COUNCIL ACTION: The Commission is recommending to the City Council that Section 1-6-1 of the City Code be modified according to the included attachment.

ATTACHMENTS: Proposed changes to 1-6-1

ORDINANCE NO. 25-03

AN ORDINANCE OF THE CITY OF HOLBROOK, ARIZONA, AMENDING THE HOLBROOK CITY CODE, CHAPTER 1 – ADMINISTRATION, ARTICLE 1-6: – BOARDS AND COMMISSIONS, SECTION 1-6-1 – PLANNING AND ZONING COMMISSION; 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 city code and other related codes; and

WHEREAS, the City Council has an abiding interest in protecting the public health, safety, and welfare by establishing requirements related to the establishment of the Planning and Zoning Commission; and

WHEREAS, the City has determined it is in the best interest of the City to amend Chapter 1 – Administration, Article 1.6: – Board and Commissions, Section 1-6-1 – Planning and Zoning Commission; and

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

Section 1: Amended Code. Chapter 1 – Administration, Article 1.6: – Board and Commissions, Section 1-6-1 – Planning and Zoning Commission of the Holbrook City Code, is hereby amended as follows (deleted text appears in ~~strikeout~~; new text in ALL CAPS):

CHAPTER 1 – ADMINISTRATION

* * *

ARTICLE 1-6: – BOARDS AND COMMISSIONS

1-6-1 – Planning and Zoning Commission

* * *

B. Terms of Office: Members of the Planning and Zoning Commission shall be appointed to staggered, four-year terms. Those office terms begin and expire on October 15, annually. To provide continuity on the board, the first appointments shall be as follows: ~~one (1) member for a one-year term, two (2) members for a two-year term and two (2) members for a three-year term. Thereafter, all appointments shall be for four-year terms.~~ TWO MEMBERS SHALL BEGIN AND END THEIR TERMS ON EVEN NUMBERED YEARS AND THREE MEMBERS SHALL BEGIN AND END TERMS

ON ODD NUMBERED YEARS. Vacancies occurring other than through expiration of the term may be filled for the unexpired portion of the term, or as deemed appropriate by Council.

C. Removal from Office: Members of the Planning and Zoning Commission may be removed from office by a 2/3 majority vote of the Council. A COMMISSIONER MAY BE REMOVED FROM OFFICE BECAUSE THEY MISS A QUARTER OF THE MEETINGS HELD IN A CALENDAR YEAR OR DUE TO THEIR CONDUCT.

D. Compensation: Members of the Planning and Zoning Commission shall serve without compensation, but they may be reimbursed for actual and necessary expenses.

E. ~~Non-participating Members: The City Council shall appoint one (1) member of their body to be a non-participating member of the Planning and Zoning Commission. The non-participating designation is to ensure clear representation of Planning and Zoning decisions to the Council sitting as the Board of Adjustments.~~ NON-VOTING MEMBER: THE CITY COUNCIL SHALL APPOINT ONE ADDITIONAL NON-VOTING MEMBER TO THE PLANNING AND ZONING COMMISSION. THE NON-VOTING MEMBER SHALL BE RESPONSIBLE FOR ADMINISTRATIVE DUTIES INCLUDING MEETING MINUTES AND AGENDAS, AND SHOULD BE A CITY OF HOLBROOK RESIDENT.

* * *

G. Organization and Meetings: The commission shall elect from its membership such officers and prescribe their duties as it deems necessary or convenient. The commission ~~shall~~SHOULD hold at least one (1) regular meeting each month and ~~shall~~SHOULD adopt such rules as it deems necessary for the transaction of business. The commission shall keep a record of its resolutions, transactions, findings and determinations, all of which shall be open and available at all times for inspection by the public.

H. All members of the Planning and Zoning Commission shall be residents of the City. If a member ceases to be a resident of the City, ~~the Council may declare the office to be vacant by a majority vote of the Council and~~ THEN the Mayor may appoint a new member with the consent of the Council.

* * *

Section 2: Providing for Repeal of Conflicting Ordinances. All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference, are hereby repealed.

Section 3: Providing for Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of the Code adopted herein by reference, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 4: Effective Date. The effective date of this Ordinance shall be 30 days following adoption by the City Council.

APPROVED, PASSED, AND ADOPTED by the Mayor and Council of the City of Holbrook, Arizona, this ____ day of _____, 2025.

By: _____
Kathleen Smith, Mayor

ATTEST:

By: _____
Lisa Hunt, City Clerk

APPROVED AS TO FORM:

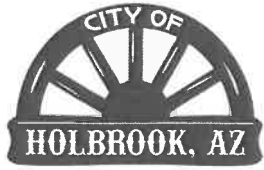
By: _____
Allen Quist, City Attorney
Pierce Coleman, PLLC

Number of Councilmembers Present: _____
Number of Votes For: _____
Number of Votes Against: _____
Number of Abstentions: _____

CERTIFICATION

I, LISA HUNT, CITY CLERK, DO HEREBY CERTIFY THAT THE FOREGOING ORDINANCE NUMBER 25-03 WAS DULY PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, AT A REGULAR MEETING HELD ON THE ____ DAY OF _____ 2025, AND THAT A QUORUM WAS PRESENT AT THE MEETING, AND THAT A TRUE AND CORRECT COPY OF ORDINANCE NUMBER 25-03 WAS POSTED IN THREE PLACES ON THE ____ DAY OF _____ 2025.

Lisa Hunt
City Clerk



CITY COUNCIL ACTION ITEM REQUEST

Date: March 19, 2025

To: Honorable Mayor Smith and Council Members

From: Councilmember Tafoya

Subject: Discussion and possible action to approve opening the pool on Sundays beginning this summer.

BACKGROUND AND DISCUSSION:

Last year, the possibility of opening the pool on Sundays was presented to the council. However, due to the limited time remaining in the season, no action was taken. With summer approaching, staff is seeking direction on whether to proceed with Sunday operations.

FINANCIAL IMPLICATIONS:

Opening the pool on Sundays will result in additional operational costs, including staffing, utilities, and maintenance.

ALTERNATIVES:

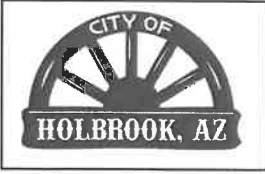
N/A at this time

REQUEST FOR COUNCIL ACTION:

Discussion Only

ATTACHMENTS:

None



DEPARTMENT MEMORANDUM

Date: March 3, 2025

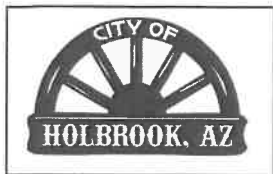
To: Honorable Mayor Smith and Council Members

From: Emily Whitehorn, Library Director

Subject: Monthly Department Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook from 3Feb25-3Mar25

- The library was visited 2,600 times by members of the community
- The library ran 32 programs with 263 people attending
- Circulated 2,451 items
- Researched and ordered materials for circulation purposes for the library
- Worked on the 3rd part of a Cataloging Reference guide for better staff training
- Worked on cleaning up the new ILS after the transfer
- Researched grant opportunities
- Met with the City Manager to discuss FY26 budget
- Met with the Navajo County Library Director and other library directors of Navajo County libraries to discuss a new IGA



DEPARTMENT MEMORANDUM

Date: 3/3/2024

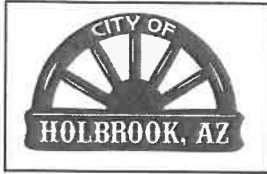
To: Honorable Mayor Smith and Council Members

From: Lance Spencer, WW Supr.

Subject: Monthly Department Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook – Painted Mesa Water Reclamation Facility from 1 February 2024 – 31 February 2024.

- Daily data entry logs, routine walk-thru inspections and regular maintenance of treatment components. Also, weekly cleaning of both clarifiers.
- Monitor daily flows, adjust valves and waste (removal) solids for further treatment into digesters (biosolids).
- Routine inspections of the Reuse Facility, with weekly measurements of the water static level at the monitoring wells. Record irrigation readings from the golf course and reuse irrigation fields. Checked the freeboard level at main storage pond, currently the freeboard is 5'.
- In-house monitoring of collected samples was tested on pH, D.O. (dissolved oxygen), temperatures, sludge settling (MLSS), nitrate and ammonia.
- Daily grabs for E-Coli sampling, 4 of 7 samples – required by State requirements. Two separate (Bi-Monthly) composite and grab samples are for monitoring purposes to check and evaluate the effluent characteristics, all analysis done are State requirement.
- For the month of February 2025, plant's effluent analysis was done. A monthly Discharge Monitoring Report (DMR) was entered into the Arizona Department of Environmental Quality's MyDEQ portal. Report came back as In-Compliance.
- Shipment order arrived from Biolyneus Carbon Candy®, hooked up to injection line, now on-line.
- Safety Officer and Risk Management Inspector arrived and did a risk assessment.
- Golf Course irrigation meter dug up by hand, water crew arrived to assist with Vaccon.
- Streets Dept. personnel involved in the cross-training for duty/on-call for ww and water system has started on the duty roster.
- Lab instruments and field components were evaluated and certified by HACH technician.
- At Effluent building we had to add a packing rope to pump #2.
- Waterbreak by valves near the UV building, borrowed backhoe and water crew showed up with Vaccon and assisted.
- Called EDCS/Norm about GROOV issue, help troubleshoot cables at ground tanks, on-line now.
- Pickup a load of dirt by cemetery, using the dump truck the parks had there.
- Fixed the headworks grates downstairs to comply with risk assessment done earlier this month.



DEPARTMENT MEMORANDUM

Date: 03/03/2025

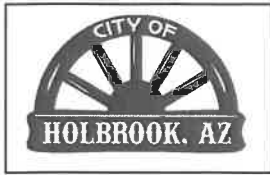
To: Honorable Mayor Smith and Council Members

From: Alex Baker Fire Chief

Subject: Monthly Department Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook from 01 February–28 February 2025.

- 4 Members enrolled in Fire Fighter I&II training.
- Responded to 6 fire calls.
 - 1 Motor Vehicle Accident I40
 - 2 Brush Fires I40
 - 1 Structure Fire (Unoccupied Mobile Home)
 - 1 Mattress Fire (Sahara Inn)
 - 1 Natural Gas Leak



CITY COUNCIL ACTION ITEM REQUEST

Date: February / 28 / 2025

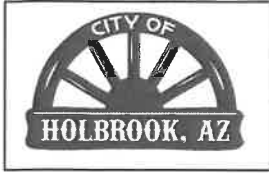
To: Honorable Mayor Smith and Council Members

From: Doyce Stuart = Street Dept.

Subject: Department Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook from February/ 01 through February/ 28 /2025

- 2 / 03 / 2025 = Ryan called in sick, = Isaiah & Jeremiah replacing stop signs
- 2 / 04 / 2025 = Ryan, Isaiah, Christian & Al worked on pot holes on golf course road,= Isiah off at 3pm for water dept. call out
- 2 / 05 / 2025 = Christian off,= Isiah & Ryan cut the road on Ceder Rd. for the water dept. and then cut the sidewalk at Lisitzky Park.
- 2 / 06 / 2025 = Ryan & Isiah recut Ceder Rd and finished cutting sidewalk at Lisitzky park,= Ryan, Isiah & Christian worked at the burn pile, =Tim Martinez cross training at the water dept.
- 2 / 10 / 2025 = All employees of the street dept. attended a meeting at city hall, Ryan,= Isaiah & Christian worked on sidewalk on 3rd Street & 1st Ave., = Tim Martinez cross training at water dept.
- 2 / 11 / 2025 = Ryan, Isaiah & Christian replaced damaged signs on McClaws Rd., = Ryan worked on drainage on West Joy Nevin, = Isaiah & Christian worked on sidewalk at Lisitiky Park
- 2 / 13 / 2025 = Ryan, Tim Martinez, Isaiah, Christian helped water dept clean up in front of NPC on Navajo Blvd., = Ryan went back to drainage project on West Joy Nevin, =Tim Martinez Isaiah, & Christian filled pot holes on Golf Course Rd. = This was also my last day as intern street supervisor.



CITY COUNCIL ACTION ITEM REQUEST

Date: February / 28 / 2025

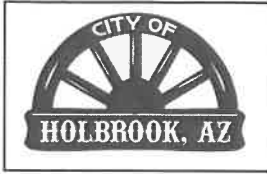
To: Honorable Mayor Smith and Council Members

From: Doyce Stuart = Safety Dept.

Subject: Department Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook from February/ 18th through February/ 28 /2025

- 2 / 18 / 2025 = Homesick
- 2 /19 / 2025 = First day back in safety office, worked at a backlog of paper work
- 2 / 24 / 2024 = Updated training roster = Sent out monthly safety meetings = Set up training for the 3 new employees = Inspected fire extinguishers and eye wash stations = checked on crews out in the field.
- 2 / 25 / 2025 = Had the street supervisor in for training = Finished fire extinguisher inspections



DEPARTMENT MEMORANDUM

Date:

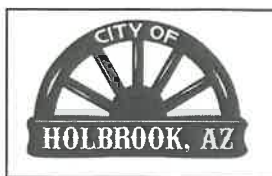
To: Honorable Mayor Smith and Council Members

From: Daniel Gabaldon/water wastewater supervisor

Subject: Monthly Department Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook from feb 5th-mar 5th

- ADD BRIEF BULLET POINTS OF YOUR DEPARTMENTS ACTIVITIES.
- Sewer tap 3rd ave
- Hauled millings/cleaned shop greased equipment
- Sewer line repair 9th ave
- Turn offs for non payment
- Sewer line repair ridgecrest/ main break NPC
- Water main break clean up
- SV line and booster repair
- Sv booster tank repair
- Water break at treatment plant
- Clean shop grease equipment
- Ridgecrest sewer line project
- Water break tractor supply
- Ridgecrest sewer line project
- Ridgecrest sewer line project
- Ridgecrest sewer line project



DEPARTMENT MEMORANDUM

Date: 5 March 25

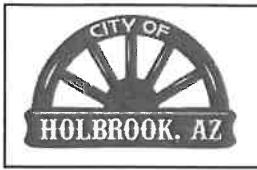
To: Honorable Mayor Smith and Council Members

From: Nathan Christensen, Police Chief

Subject: Monthly Department Report – February 2025

The following is a brief overview of activities conducted on behalf of the City of Holbrook Police Department from February 1, 2025, through February 28, 2025.

- We responded to 527 calls for service, 492 calls resulted in DR's being pulled
- Our average response time to calls for service was 5 minutes, 19 seconds
- We arrested and booked (32) people into the Navajo County Jail
- (5) people were cited and released for criminal offenses
- (5) of the 32 people were booked on Felony charges
- Officers made (2) arrests for driving under the influence
- We conducted (33) Traffic stops
- Welfare Checks were again the highest percentage of calls at 8.54% (42)
- We responded to:
 - 5 traffic accidents with damage
 - 4 private property accident
- Joseph Boschert and Nick Clayton will complete FTO on March 5, 2025.
- Lateral Officer Jacob Newsome started on February 23, 2025.
- **NIBRS Reportable Crimes include:**
 - **6 Assaults**
 - **4 Criminal damage calls**
 - **2 Drug calls**
 - **9 theft calls**
 - **2 Automobile thefts**
- Other Major incidents:
 - 1 Stabbing – uncooperative victim
 - 13 Medical emergencies
 - 27 Animal Problems
 - 30 Suspicious Person/Circumstance calls
 - 31 Intoxicated person calls
 - 38 Disorderly Conduct calls



DEPARTMENT MEMORANDUM

Date: 2/3/2025

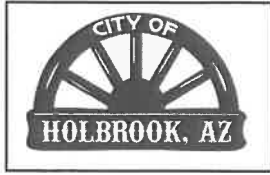
To: Honorable Mayor Smith and Council Members

From: Brandon Smigiel, Holbrook Animal Care & Control Supervisor

Subject: Monthly Department Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook from Feb 2025

- A Total of 41 dog/cats entered the shelter
- 219 calls for service
- We had one cat hoarding case with 18 cats we had to remove. Its still a ongoing case
- We had 2 severe cruelty cases involving dogs. One is still ongoing the other one a person was charged



DEPARTMENT MEMORANDUM

Date: March 19, 2025

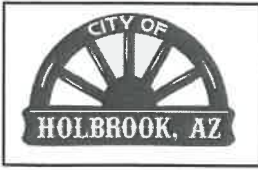
To: Honorable Mayor Smith and Council Members

From: Mike Young, Facilities Maintenance Department

Subject: Monthly Department Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook from 3Feb25-3 Mar25

- Completed floor project at animal control
- Moved planters from Police Department over to city hall for Lisa.
- Started retaining wall project on 8th Ave
- Replaced sewer line on 8th ave



DEPARTMENT MEMORANDUM

Date: March 3rd, 2025

To: Honorable Mayor Smith and Council Members

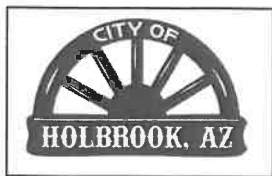
From: Stephen Rutherford – Golf Course Supervisor

Subject: Monthly Department Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook from February 1st, through February 28th.

- Maintained pond levels to supply nightly watering of the golf course
- Manicured and maintained golf course greens, tee boxes, fairways and roughs.
- Maintained and supply golf carts as needed.
- Maintained pumps in the pump room.
- Performed Preventive Maintenance on Golf Course Equipment.
- Started closing the course on Tuesdays, to water the course during the day. Once the temperature allows night watering, Tuesdays will be open.
- The first Holbrook High school golf match of the year was played March 28th.

*Highlights denote new items.



DEPARTMENT MEMORANDUM

Date: February 12, 2025

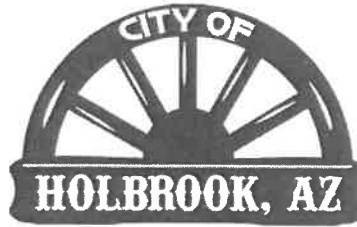
To: Honorable Mayor Smith and Council Members

From: Lisa Hunt, City Clerk

Subject: Monthly Department Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook from 3Feb25-3Mar25

- Answered phone calls
- Helped at counter when needed
- Order office supplies
- Unloaded incoming supplies and distributed to departments/supply room
- Constructed Agendas
- Posted Agendas
- Attended Council Meetings and Work Sessions and Special Meetings
- Typed minutes for Regular Meetings and Work Sessions
- Filed agendas
- Constructed Statements of Legal Action
- Posted minutes and Statement of Legal Action on City of Holbrook Web Site
- Helped prepare and mailed delinquency letters
- Sold cemetery plots and prepared burial records
- Calendared reservations (Rec Center, Comm. Building, Parks, etc).
- Assigned new addresses
- Worked on achieving Q1-2025 Goals
- Continued audit of Cemetery to include Occupied Plots, Reserved Plots (Paid/Not Paid), and Available Plots
- Talked with KNS about GIS Mapping for the cemetery
- Filed and recorded Resolution
- Created files for Agreements
- Posted Agenda for Planning and Zoning
- Trained Jackie on opening and closing accounts
- Helped Jackie when she needed guidance
- Attended Clerks Legislative meetings via Zoom (1 x per week)



DEPARTMENT MEMORANDUM

Date: March 05, 2025

To: Honorable Mayor Smith and Council Members

From: Sean Cassidy, Parks Supervisor

Subject: Monthly Department Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook from October 1-31, 2024.

02-01-25 Buried grave

02-03-25 Dug grave and Buried grave

02-04-25 Painted backboard at Lewis park. Picked up leaves at Hunt Park curb and gutter.

02-05-25 Painted legs on the Ramada at Lezitski Park. Painted basketball pole at Lewis Park.

02-06-25 Helped Sam pick up carpet

02-08-25 Buried grave

02-10-25 Picked up leaves at Lezitski Park clean around Headstones at the cemetery

02-11-25 Hauled millings to Lewis Park

02-12-25 Hauled millings to Lewis Park. Picked up leaves at Barrow Field

02-13-25 Cleaned up playground at Lewis Park.

02-18-25 Attached tiller and tilled Lewis Park

02-19-25 Dug grave, Tilled Hunt Park, Raised Headstones, removed weeds, trash from cemetery

02-20-25 Buried grave

02-24-25 Cleaned up all three dog parks, swept up broken glass at Hunt Park. Pick up leaves, branches, weeds, trash off the ground

02-25 -25 Hauled millings, spread millings at Lewis Park

02-26-25 Spread millings at Lewis Park, fixed sprinkler at Lewis Park, raised Headstones



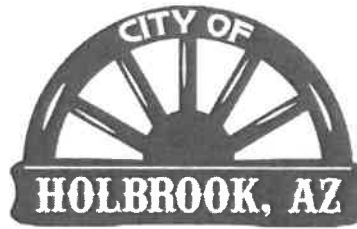
928-524-6225



465 N 1st Ave. Holbrook, AZ 86025



holbrookaz.gov



02-27-25 Spread millings at Lewis Park, drag baseball field



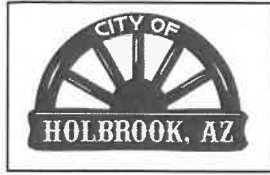
928-524-6225



465 N 1st Ave. Holbrook, AZ 86025



holbrookaz.gov



DEPARTMENT MEMORANDUM

Date: January 28, 2025

To: Honorable Mayor Smith and Council Members

From: Barbara Blythe, Code Compliance Officer

Subject: Monthly Department Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook Building Dept. from February 1, 2025 – February 28, 2025

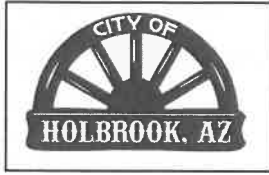
Building Dept. Inspector:

- The Building Dept. issued 6 permits for a total cost of \$2407.00
- Building Inspector is continuing to study for the Building Inspector test, hoping to take it by within the next 6 months.
- The Building Inspector has completed approximately twenty-seven building inspections this month.
- The Building Inspector accomplished procuring a Survey and completing the parcel split for the Motor Cross/Drag Strip.
- We have procured the rest of the Weatherization equipment and have completed training on it.
- We have started doing inspections on the new CDBG SSP Housing Rehab Grant and are on track with performance.
- Completed inspection for plumbing and electrical at the Veteran apartments based on City Council action.

Code Officer/Building Dept.

- Through the housing rehab grants we have, I am 100% reimbursed for salary, as well as a portion of the Building Inspector, Randy, and Lisa.
- Developed and administered CDBG Public Hearings and in the process of writing the application to rehabilitate the Senior Center. I did not use NACOG.
- Continue to coordinate with the Streets Dept. for Bread of Life Crew clean up.
- Prepared the Environmental Review for the Senior Center and awaiting approval from the State in order to complete the application.
- Prepare monthly Performance Reports and Requests for Payment for CDBG grants.

- Continuing to coordinate and oversee the Community Enhancement Grant. The Downtown Tavern is currently being worked on, and the Museum has been working on theirs as well. The Building Inspector will inspect as applicable to ensure code compliance.
- Three (3) new code violation cases were opened in February and five (5) cases were closed. There are a total of twenty-three (23) cases.
- Developing a Business License Permit so the City can know what businesses are coming into town, which ones need permits and bring in additional revenue to the City.
- Following up on cases that are in litigation and/or pending abatement with attorney.
- Manage the Building Dept. consisting of Permits, Zoning, Housing Rehab, and Code Enforcement.



DEPARTMENT MEMORANDUM

Date: 03/03/2025

To: Honorable Mayor Smith and Council Members

From: Randy Sullivan

Subject: Monthly Department Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook from 1Feb25-1Mar25(CHANGE DATES FOR EACH REPORT)

- Email got hacked, spend a whole day cleaning email up
- Helped Trained out front
- Helped with Accounts Payables
- Conference call with RAGHT
- Record of Communications
- Council action – Budget Amendment
- Installed new meters into system
- Created spreadsheets so departments can do their own budgets
- Helped with Accounts Payables
- Payroll
- Meeting with Attorneys and Roadrunner Street Drags
- FAA grant closeout report
- AZDWR grant and JE Fuller
- Worked with Chris MSI and Caselle for mass meter swap
- Set up Facebook for Council live
- Bank Reconciliation
- Financial Legislative Meeting
- Worked on Financial Statements to present to council
- Worked on Executive Session information
- Helped Misty create a report for Public information request
- Meeting with Ryan MSI on meter installation
- Utility Billing
- Meter reading
- Submitted audited FS and AELR to AG office
- Created Council meeting videos
- Payroll

- Meeting with Chris on meter installing
- Met with BLM and Ardurra on BLM application
- Moved Balances forward
- Entered new meters
- Printed out FS for Department heads

DEPARTMENT MEMORANDUM

Date: March 3 2025

To: Honorable Mayor Smith and Council Members

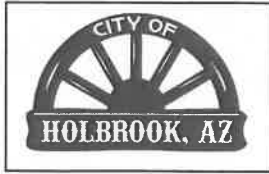
From: Michael Bordeaux, Fleet Manager

Subject: Monthly Department Report

I am writing to provide a brief overview of the tasks completed by the Fleet Maintenance Team for the month of: February

- Serviced streets 2023 Chevy 1500
- Repaired air horn, air leaks, backup alarm on fire engine #97
- Ordered and installed replacement sewer flush hose on Vac-On truck
- Serviced Mike young's truck
- Took PD crown Vic to body shop to get damage estimate
- Service and tuneup on water department f-150
- Repaired 2 broken ball joints on parks truck
- Installed new hood on water departments f-250
- Replaced throttle cable on water department f-150
- Created an up to date list of city fleet vehicles
- Repaired spark plug cable on concrete saw
- Replaced top light and serviced streets black and white truck
- Repaired gauge cluster on roll off truck
- Replaced all 5 leaking hydraulic cylinders on roll off truck
- Replaced mud flap on dump truck
- Serviced PD's Lexus
- Replaced gauge cluster on Sean's truck

- Replaced both cab air bags and turn signal switch on roll off truck



DEPARTMENT MEMORANDUM

Date: 03/03/25

To: Honorable Mayor Smith and Council Members

From: Sam Hollins – Sanitation Department Head

Subject: Monthly Department Report

The following is a brief overview of activities conducted on behalf of the City of Holbrook from 02/03/25 thru the 02/28/25

02/03 Turned in time sheets. Had 8am department head meeting @city hall. Picked up trash at all city accounts. Help with cemetery burial.

02/04 Picked up service orders from city hall and completed them. Prep metal container for repair. Transfer site maintenance.

02/05 Picked up work orders from City Hall completed them. Finish repair on metal canister at transfer site.

02/06 Dump metal bin in Showlow at recycling center. Delivered 10 yard rolloff. Delivered 20 yard rolloff.

02/07-08 Transfer site was open Friday and Saturday compactor and open tops were switched out

02/10 Had meeting at 8 am. Picked up trash at all city accounts. Picked up service orders and completed them.

02/11-12 Transfer site was open these two days a compactor and open top was pulled for pick up.

02/13 Went to Showlow to pick up three pallets of block for retaining wall. Picked up 20 yarder and dumped. Delivered 20 yard roll off to 5 th ave. Delivered 20 yarder to E Hopi.

02/14-15 Transfer site was open for these days. Transfer site maintenance was completed and the switching on compactor and open top was done.

02/18 Serviced 20 yard rolloff. Worked the rest of the day at the transfer site.

02/19 Picked up trash at all the accounts. Picked up service orders from city hall and completed them. Service 20 yard roll off on fifth Avenue picked up 40 order from demo on Erie picked up 20 yard that was on Hopi.

02/21-22 Transfer site was open. Maintenance was done at transfer site open top and compactor were pulled.

02/24 Had department head meetings at 8 am Service 20 yard on 5th ave dumped and returned. Transfer site open top was pulled and new one put down cleaning of transfer site

02/25 Dumped trash at all city accounts. Started digging up broken water line to repair/ replacement finishes.

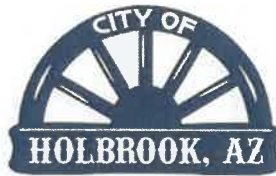
02/26 Serviced 20 yard roll off on 5th ave Picked up and completed service orders. Replaced window at transfer site office.

02/27 Picked up service orders and completed. Worked at transfer site helping with washing of transfer site dock.

02/28-02/01 Transfer site was open these days with maintenance completed. Compactor and open top was swapped out for pick up's

11 total containers were hauled from transfer site this month

4 compactors 7 open tops



DEPARTMENT MEMORANDUM

Date: March 03, 2025

To: Honorable Mayor Smith and Council Members

From: Misty Hatch Director of Administration and Human Resources

Subject: Monthly Department Report – February 2025

The following is a brief overview of activities conducted on behalf of the City of Holbrook from February 06, 2025, through March 03, 2025

Employee Meetings and Support:

- Followed up on employee issues, including but not limited to Onboarding supervisor, IT, cellphone, laptop, training on time sheets, comp time, and more
- Supported employee with setting up CDL Physicals and materials
- Supported Supervisor with pre-employment DOT testing

Vendor and Financial Management:

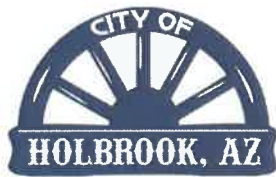
- Ensuring payments are accurate while in constant communication with any variances
- ASRS and BLS reporting

Audits and Compliance:

- PlanSource meeting on ACA reporting
- Colonial Life, Meritain, VLI, LTD Audit
- Performed analysis of two vendors on pricing
- Performed COBRA analysis
- Continuation of active employee I-9 internal audit (unable to complete at this time due to extra duties)

Technology and Equipment Management:

- Inventory Audit and readjustments
- Equipment for new employees including but not limited to setting up/coordinating with KNS log in credentials, accounts, emails, phone when applicable etc.



Customer Service and Front Desk:

- Provided assistance to payroll
- Provide assistance to front desk with payment processing, phone calls and providing customer service when needed

Safety and Training:

- JBG EAP additional training
- Provided Supervisor with Management training materials
- Attended the Accommodations in Workplace seminar, diving deeper into affirmative action compliance, introducing E-Verify+, JJ Keller: From Toxic to Thriving: Strategies for a Healthier Work Environment, SutiHR meeting
- Training new Administrative Assistant
- Attending the RAGHT annual conference

Administrative and Miscellaneous:

- Monthly Memorandum
- Accounts Payable (AP) by accurately coding incoming invoices, verify AP payments and General Ledger (GL) codes, locate and manage invoices efficiently, processed weekly
- Followed up with employee WC claim
- Prepared files and documents for City Manager
- Prepared a Public Records request
- Prepared invoice packets for Mayor, Council, Manager, Clerk, CFO

Recruitment and Hiring:

- Onboarding and continuous training of new AA
- Onboarding new Street Supervisor and new Police officer, explained and enrolled in benefits etc.

Communications and Outreach:

- All staff email for the Health and Wellness February Challenge along with paper distribution to all employees and departments. Including the January Health and Wellness winner announced
- All Staff email for Holbrook City Manager Survey – survey for employees put out by City Council