

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

OUR MISSION

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

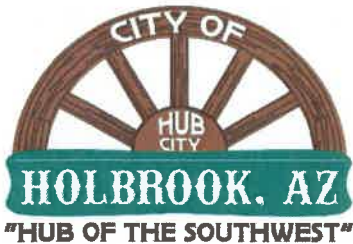
AGENDA

Work Session - FY 2024 Budget
4:00 p.m. July 13, 2023

1. Call to Order:
2. Roll Call:
3. Discuss Fiscal Year 2023-2024 Budget

Posted the 10th day of July 2023.

Lisa Hunt, City Clerk



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OUR MISSION


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AGENDA

Regular City Council Meeting
6:00 p.m. July 13, 2023

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
June 22, 2023, meeting 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. NEW BUSINESS (DISCUSSION AND POSSIBLE ACTION):
 - a. Ordinance 23-03 - 2nd Reading: An ordinance levying a primary property tax upon the assessed valuation of property located within the City subject to taxation, for the Fiscal Year ending June 30, 2024. Tab 2
 - b. Resolution 23-04: A resolution adopting the Fiscal Year 2024 Final Budget. Tab 3
 - c. Resolution 23-05: A resolution approving a Uniform Video Service License for Cable One, dba Sparklight. Tab 4
 - d. Sun Valley Water Project Bid Award. Tab 5
 - e. Vice Mayor Election. Tab 6
 - f. Interim City Manager Selection. Tab 7
 - g. City Manager Recruiting Company. Tab 8
8. SUMMARY OF CURRENT EVENTS:
Mayor:
Council Members:
City Manager:
9. **SUBMISSION OF WRITTEN PETITION FOR ITEMS NOT ON THE AGENDA:
10. ADJOURNMENT

Posted the 10th day of July 2023.



Lisa Hunt, 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, in the City Council Chambers, at 465 First Avenue, Holbrook, Arizona. Members of the City Council may choose to participate in this meeting telephonically. The City Council may adjourn into executive session, which will not be open to the public, to discuss 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.

MINUTES OF THE REGULAR MEETING
OF THE HOLBROOK CITY COUNCIL HELD ON
June 22, 2023

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

ROLL CALL: Mayor Kathleen Smith, Councilmembers Robert Black, Tim Dixon, Mike Nilsson, and Arcenia Pacheco appeared in Council Chambers. Councilmember Karina Pack participated via phone.

CITY STAFF: City Manager Ted Soltis and City Clerk Lisa Hunt.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Councilmember Nilsson. The Invocation was given by Gloria Montoya of Day Star.

CONSENT AGENDA:

June 8, 2023, Regular Meeting minutes.

MOTION: Councilmember Dixon

SECONDED: Councilmember Nilsson

MOTION CARRIED

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: Lynn Huenemann from Sun Valley shared his positive perceptions of Holbrook.

-Esther Dawson shared that she feels that supervision and professionalism are lacking from the swimming pool employees.

CALL TO THE PUBLIC FOR AGENDA ITEMS: None

Swear in new Councilmember: Mayor Smith moved this topic from Item 10 to before New Business. Councilmember Dixson objected. Mayor Smith said that, as Mayor, she could move items on the agenda.

New Councilmember Teri Tafoya was sworn in by City Clerk Lisa Hunt. She then joined the Council.

NEW BUSINESS:

- a. A new application for a Liquor License for the Cameleon Café:
MOTION: Councilmember Nilsson
SECONDED: Councilmember Pacheco
MOTION CARRIED
- b. Public Hearing: Fiscal Year 2024 Primary Tax Levy: A Public Hearing was called at 6:15p.m. No public comment was made. The Public Hearing closed at 6:15p.m.
- c. Ordinance 23-03 – 1st Reading: An ordinance levying a primary property tax upon the assessed valuation of property located within the City subject to taxation, for the Fiscal Year ending June 30, 2024: Ordinance 23-03 was read in it's entirety by Mayor Smith. Manager Soltis noted that under the 3rd whereas the word budget needed to be changed to Primary Tax Levy.
- d. Public Hearing: Fiscal Year 2024 Final Budget- A Public Hearing was opened at 6:18p.m. No public comment was made. The Public Hearing was closed at 6:19 p.m.
- e. Resolution 23-04: A resolution adopting the Fiscal Year 2024 Final Budget-Resolution 23-04 was read in it's entirety by Mayor Smith.
DISCUSSION WAS HELD
MOTION TO TABLE RESOLUTION 23-03 until a Work Session is held: Councilmember Black
SECONDED: Councilmember Pack
MOTION CARRIED
- f. Charter Review Committee selection- Mayor Smith: Mayor Smith apologized for comments that were made during the last meeting and referred to Section D of the Charter under the Code of Conduct. Mayor Smith appointed and asked for consent for individual persons that had an interest in becoming a Charter Committee member. She first appointed Rebecca Slade- 5 consents and 1 nay.; Her second appointment was Richard Peterson- 4 consents and 2 nays; Her third appointment was Robin Gonzales- 4 consents and

2 nays. Her fourth appointment was Kent Darris- 5 consents and 1 nay; Her 5th appointment was Gretchen Herndon-4 consents and 2 nays; Her sixth appointment was Steven Carbonneau- 4 consents and 2 nays; Her seventh appointment was Mark Romo- 6 consents. Merrill Young was not appointed by Mayor Smith.

SUMMARY OF CURRENT EVENTS-MAYOR:

-Mayor Smith thanked the Holbrook Chamber, the Navajo County Fair Ground staff, and all the volunteers that helped Wild West Fest to be a success. Mayor Smith said that she liked the venue and has seen it growing through the years. It takes a lot of hours to put on an event, so thanks to the family members that come out and work right along with the volunteers.

Mayor Smith congratulated the 3-peat Chili Winner Council woman Pacheco.

She attended the Grand Opening of the Puff n Stuff- and said she wishes them great success.

Mayor Smith shared that we lost one of the greats this week, Ordene Guttery, John Guttery's mother. Ordene and her husband were long time residents, business owners, and community leaders. We will miss her love of baking bread and Texas sheet cake to share with her neighbors.

She also met with three young ladies, ages 12-13, because of a letter that one of them wrote to the Mayor/Council.

Community Convening meeting will be held on July 10 from 4:00 p.m.-5:30 p.m.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

-Councilmember Dixon shared that his heart goes out to the Guttery's. He also shared that June is Pro Life month.

-Councilmember Nilsson shared that he liked how the Chamber of Commerce thinks outside of the box by hosting the Wild West Fest at the Fairgrounds. He also shared that he will miss Ordene Guttery. Councilmember Nilsson attended a NACOG meeting about grants that are available because of the power plant closure. Winslow's Levee Program has created many jobs. Mr. Nilsson also advised that there is a Rural Transportation Summit coming up on October 18th and 19th in Yuma.

-Councilmember Pacheco has been Geo-Caching. She learned a lot of information about landmarks in Holbrook from an Adventure Lab that she found. She said that it is very educational. Councilmember Pacheco visited the Golf Course and said that it is very nice. She also visited the rock shop.

-Councilmember Black congratulated The City of Winslow for a \$500,000 grant that they received for tourism. He asked about the old JC Penny building and wanted to know if a circus was in town. He also shared that the State of Arizona supervisor let him know that the three entrances into town need new Hashknife signs. He also said that the Guttery's are Holbrook.

-Councilmember Tafoya attended the Grand Opening at Puff n Stuff. She also attended the Old West Fest and said that it was fun. She stopped by the Chamber's movie at the Old Courthouse. Councilmember Tafoya noted that the passing of Ordene Guttery is a sad loss to the community. She also thanked the Council for letting her become a Council Member.

-Councilmember Pack sent condolences to the Guttery's. She welcomed Councilmember Tafoya to the Council. Ms. Pack also shared that in Barstow "Route 66" is painted on the road.

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

-City Manager Soltis gave an update on Code Compliance. He shared that 21 open cases were closed, 9 new cases were closed, 23 open cases started, and 19 additional cases from April were started. He also shared that Code Compliance has collected \$450.00 in fines.

Mr. Soltis read a letter of resignation, sharing that his last day of employment with the City of Holbrook will be August 3, 2023.

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

ADJOURNMENT:

MOTION: Councilmember Black

SECONDED: Councilmember Nilsson

MOTION CARRIED

Meeting adjourned at 7:19 p.m.

I hereby certify that the forgoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Holbrook City Council held on June 22, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Lisa Hunt, City Clerk

PASSED, APPROVED AND ADOPTED this 13th day of July 2023.

Kathleen Smith, Mayor

ORDINANCE 23-03

AN ORDINANCE OF THE CITY OF HOLBROOK, ARIZONA, LEVYING A PRIMARY PROPERTY TAX UPON THE ASSESSED VALUATION OF PROPERTY LOCATED WITHIN THE CITY SUBJECT TO TAXATION, FOR THE FISCAL YEAR ENDING JUNE 30, 2024

WHEREAS, in 2019 residents of the City of Holbrook passed a primary property tax; and

WHEREAS, the City Council has the authority to levy and collect taxes for the general expenses of the City and all lawful municipal purposes per Holbrook City Charter Section 6.02(a); and

WHEREAS, a public hearing was held on June 22, 2022, to discuss the budget; and

WHEREAS, pursuant to State law, an ordinance levying taxes is required to be adopted no later than the third Monday in August; and

WHEREAS, Navajo County is the assessing and collecting authority for the City of Holbrook.

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

SECTION 1: There is hereby levied a rate of \$0.4784 on each one hundred dollars (\$100.00) of assessed valuation of all property located within the corporate limits of the City of Holbrook, except such property as may be exempt by law from taxation, a tax rate sufficient to raise the amount of \$108,057 as required in the Fiscal Year 2024 Budget.

SECTION 2: Per State law, this ordinance shall become effective upon adoption.

SECTION 3: The City Clerk is directed to transmit a certified copy of this Ordinance to the County Assessor and the Board of Supervisors of Navajo County, Arizona.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, this 13th day of July 2023.

APPROVED/EXECUTED:

APPROVED AS TO FORM:

Kathleen Smith, Mayor

Bradley A. Burns, City Attorney

ATTEST:

Lisa Hunt, City Clerk

CERTIFICATION

I certify that the forgoing Ordinance was duly passed, and adopted by the Holbrook City Council, at a regular meeting on July 13, 2023.

Lisa Hunt, City Clerk

RESOLUTION 23-04

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, NAVAJO COUNTY, ARIZONA ADOPTING THE FINAL BUDGET OF THE CITY OF HOLBROOK FOR THE FISCAL YEAR 2024

WHEREAS, by Resolution 23-03, the Mayor and City Council, passed and adopted the Tentative Budget for the City of Holbrook, Fiscal Year 24; and

WHEREAS, following due public notice, the Mayor and City Council held a public hearing on June 22, 2023, at which meeting, any taxpayer could appear and be heard in favor or against any of the proposed expenditures and expenses or tax levies; and

WHEREAS, expenditures do not exceed the spending limitation set forth in Article IX, Section 20 of the Arizona State Constitution.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, that the estimates of revenues and expenditures, as shown on the accompanying schedules, are adopted as the Final Budget of the City of Holbrook, Navajo County, Arizona for the Fiscal Year 24.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, this 13th day of July 2023.

APPROVED/EXECUTED:

APPROVED AT TO FORM:

Kathleen Smith, Mayor

Bradley A. Burns, City Attorney

ATTEST:

Lisa Hunt, City Clerk

RESOLUTION 23-05

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, NAVAJO COUNTY, ARIZONA APPROVING A UNIFORM VIDEO SERVICE LICENSE FOR CABLE ONE, DBA SPARKLIGHT

WHEREAS, Sparklight has filed a completed application and affidavit per ARS 9-1411.

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

Section 1: The Uniform Video Service License for Cable One, dba Sparklight, attached as Exhibit A, is approved.

Section 2: The Mayor is authorized to execute this Resolution.

Section 3: The City Manager is authorized to execute the license.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, this 13th day of July 2023.

APPROVED/EXECUTED:

APPROVED AT TO FORM:

Kathleen Smith, Mayor

Bradley A. Burns, City Attorney

ATTEST:

Lisa Hunt, Deputy City Clerk

Application and Affidavit for Uniform Video Service License

(Pursuant to Title 9, Chapter 13, Arizona Revised Statutes)

City of Holbrook

I. Applicant:

Applicant's Name: Cable One, Inc. dba Sparklight

Principal Place of Business Address: 210 E. Earll Dr.

City: Phoenix State: AZ Zip: 85012

Type of Entity: Corporation Jurisdiction of Formation: DE

Phone: 928-651-3556 E-mail: Stephen.Brideau@sparklight.biz

II. Applicant's Principal Executive Officers or General Partners:

Name: Julie Laulis _____

Title: President/CEO _____

Address: 210 E. Earll Drive Phoenix AZ 85012

Name: Michael Bowker _____

Title: Chief Operating Officer _____

Address: 210 E. Earll Drive Phoenix AZ 85012

Name: Todd Koetje _____

Title: Chief Financial Officer _____

Address: 210 E. Earll Drive, Phoenix, AZ 85012

Name: Cheryl Goettsche _____

Title: Division Vice President _____

Address: 210 E. Earll Drive Phoenix AZ 85012

III. Person(s) Authorized to represent Applicant before City:

Name: Stephen Brideau Title: System General Manager

Address: 1515 S. 20th Ave., Safford, AZ 85546

Name: Jenae Heck _____ Title: Associate General Counsel _____

Address: 210 E. Earll Drive Phoenix AZ 85012

IV. Check one pursuant to Arizona Revised Statutes § 11-1411(c)(4):

Applicant is an Incumbent Cable Operator, as provided in Arizona Revised Statutes § 9-1401(13); or

Applicant is not an Incumbent Cable Operator. The date on which Applicant expects to provide Video Services in the Service Area identified below is: _____

V. For All Applications:

- A. In accordance with A.R.S. § 9-1411 (7), Applicant will timely file with the Federal Communications Commission all forms required by that agency before Applicant offers Video Services in the Services Area, including the forms required by 47 Code of Federal Regulations § 76.1801.
- B. The Term of the uniform video service license shall be 10 Years (10 or less).
- C. Applicant agrees to pay all lawful fees and charges imposed by the City.
- D. Applicant agrees to notify the City in writing of any changes to the information in items I-IV, above, within thirty (30) days after the change occurs, as provided in A.R.S. § 9-1414(B)(2).
- E. Provide an exact description of the Service Area, as identified by a geographic information system digital boundary that meets or exceeds national map accuracy standards. (Attach the description to this application, as Exhibit A.)

If the applicant is an incumbent cable operator, specify whether the Applicant elects under A.R.S. § 9-1414(C) to apply for a uniform video service license for service area that consists of the boundaries of the City: Yes

Applicant Verification

I, Cheryl Goettsche, of lawful age, and being first duly sworn, now state: As a principal executive officer or general partner of the Applicant, I am authorized to and do hereby make the above statements and commitments. I further affirm that all statements made above are true and correct to the best of my knowledge and belief.


Signature:  Date: 6/29/2023

Print name and Title: Cheryl Goettsche, Division Vice President

City Receipt

The foregoing Application and Affidavit for Uniform Video Service License was received by the City this 30th day of June, 2023.

City of Holbrook, Arizona

By: 

Print Name and Title: Ted Soltis, City Manager

Address: 465 1st Avenue

Phone: 928-524-6225

E-mail: tsoltis@holbrookaz.gov

If the City determines that the application and affidavit are incomplete, or otherwise deficient for failure to comply with Chapter 13 of Title 9 of the Arizona Revised Statutes, the City shall provide written notice to the Applicant, no later than fifteen (15) days after the date of filing of the application and affidavit.

Not later than 45 days after the date an Applicant files a completed application and affidavit, pursuant to A.R.S. § 9-1414, the City shall issue a uniform video service license to the Applicant in the form prescribed by A.R.S. § 9-1411. If the City does not notify the Applicant about the completeness of the video service license agreement within the time prescribed by statute or issue the agreement within the time period required under this subsection, the agreement shall be considered complete and issued to the Applicant in the form submitted.

Uniform Video Service License Agreement

Date of Issuance: _____

This Uniform Video Service License Agreement ("License") is made on the date of issuance hereof by and between the City of Holbrook, an Arizona municipal corporation ("Licensor") and Cable One, Inc. d/b/a Sparklight, a Delaware corporation ("Licensee").

WHEREAS, Licensee has filed a completed application and affidavit under Title 9, Chapter 13, Arizona Revised Statutes ("Licensing Statute"), for Licensor to issue a Uniform Video Service License to Licensee; and

WHEREAS, Licensee is authorized under the laws of the State of Arizona to provide Cable Service.

NOW THEREFORE, in consideration of the foregoing recitals, which are incorporated herein and the mutual covenants set forth herein, the Parties agree as follows:

1. Definitions. Capitalized terms that are not defined herein have the same meaning prescribed in the Licensing Statute, including A.R.S. Section 9-1401.

2. Licensee Information. The following appear on Exhibit A attached hereto and are incorporated herein by this reference:

2.1 The name of Licensee, its type of entity and its jurisdiction of formation.

2.2 The address and telephone number of Licensee's principal place of business.

2.3 The names, titles and addresses of Licensee's principal executive officers or general partners.

2.4 The names, titles, telephone and fax numbers and email addresses of any persons authorized to represent Licensee before Licensor.

3. Grant of License. Under the Licensing Statute, Licensor hereby issues to Licensee, and Licensee hereby accepts from Licensor, a nonexclusive Uniform Video Service License.

3.1 The Service Area in which this License authorizes Licensee as an incumbent cable operator to provide Video Service is the boundary of the City as authorized by A.R.S. § 9-1414(C).

3.2 Licensor grants Licensee authority in the delivery of Video Service to use and occupy, and to construct and operate a Video Service Network in, Highways in the Service Area in compliance with the Licensing Statute and this License.

3.3 Licensee may operate and maintain facilities installed in the Highways in the Service Area to provide services pursuant to and subject to all the following: A.R.S. Section 9-584 and A.R.S. Title 9, Chapter 5.

4. Licensee Compliance with Law. Licensee shall comply with and be subject to:

4.1 All valid and enforceable federal and state laws.

4.2 All generally applicable, nondiscriminatory Local Laws, including highway use, mapping, insurance, performance bonds, security fund, indemnification, letter of credit or similar requirements that apply to the use and occupation of any highway and that conform to the Licensing Statute.

4.3 All public, education and government programming requirements of the Licensing Statute.

4.4 All customer service rules of the Federal Communications Commission under 47 Code of Federal Regulations Section 76.309(c) applicable to Cable Operators.

4.5 All consumer privacy requirements of 47 United States Code Section 551 applicable to Cable Operators.

5. Commencement of Video Service; Revocation. If Licensee is an incumbent cable operator, Licensee shall begin to provide Video Services under this License on the date of issuance of this license. If Licensee is not an incumbent cable operator, Licensee shall provide video service to at least one subscriber within each service area authorized by this License not later than twenty-four months after the date of issuance of this License. Failure of a non-incumbent cable operator to provide video service to at least one subscriber within each service area as set forth above shall result in revocation of this License unless the Licensee establishes to the satisfaction of the City that such failure was for reasons beyond the Licensee's control.

6. License Fee. Licensee is required to pay the License Fees required under the Licensing Statute and all other lawful fees, taxes and charges imposed by Licensor. The initial rate of the License Fee shall be five (5) percent.

7. Federal Filing Requirement. Licensee is required to file in a timely manner with the Federal Communications Commission all forms required by that agency before Licensee offers Video Service in the Service Area, including the forms required by 47 Code of Federal Regulations Section 76.1801.

8. Term. The term of this License is ten (10) years and shall begin on January 1, 2022 and expire on December 31, 2031.

9. Compliance with Law. Licenser and Licensee agree that they are subject to and must comply with the Licensing Statute. This License is subject to A.R.S. Section 38-511.

Licensee

Cable One, Inc. d/b/a Sparklight

By: _____
Cheryl Goettsche
Its: West Division Vice President

Date: _____

STATE OF ARIZONA)
) ss.
COUNTY OF MARICOPA)

The foregoing instrument was acknowledged before me this ___ day of _____ 2023 by _____ on behalf of Licensee.

(Seal)

Notary Public

Licensors

City of Holbrook, an Arizona municipal corporation

By: _____

Its: _____

Date: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

STATE OF ARIZONA)
) ss.
County of _____)

The foregoing instrument was acknowledged before me this _____ day
of _____, 2023 by _____, Mayor of the City of Holbrook, an
Arizona municipal corporation, on its behalf.

(Seal) _____

EXHIBIT A

[Information about Licensee]

I. Licensee:

Date:		
Applicant's Name: Cable One, Inc. d/b/a Sparklight		
Principal Place of Business		
Phone: (602) 364-6092	Address: 210 E. Earl Drive	
City: Phoenix	State: Arizona	Zip: 85012
Type of Entity: Corporation	Jurisdiction of Formation: Delaware	Email: Jenae.Heck@cableone.biz

II. Licensee's principal executive officers or general partners:

Name: Julie Laulis	Title: President and CEO
Address: 210 E. Earl Drive, Phoenix, AZ 85012	

Name: Michael Bowker	Title: Chief Operating Officer
Address: 210 E. Earl Drive, Phoenix, AZ 85012	

Name: Todd Koetje	Title: Chief Financial Officer
Address: 210 E. Earl Drive, Phoenix, AZ 85012	

Name: Cheryl Goettsche	Title: West Division Vice President
Address: 210 E. Earl Drive, Phoenix, AZ 85012	

III. Person(s) authorized to represent Licensee before Local Government:

Name: Jenae Heck	Title: Associate General Counsel	
Address: 210 E. Earl Drive, Phoenix, AZ 85012		
Phone: (602) 364-6092	Fax: (602) 364-6013	Email: Jenae.Heck@cableone.biz

Name: Stephen Brideau	Title: System General Manager	
Address: 1515 S. 20 th Ave., Safford, AZ 85546		
Phone: (928) 651-3556	Fax:	Email: Stephen.Brideau@sparklight.biz

**City of Holbrook
Council Action Form**

Meeting Date: July 13, 2023

Tab: _____

To: Mayor and City Council

From: Randy Sullivan, Water/Wastewater Supervisor

Subject: Sun Valley 20,000 water tank removal and replacement.

Discussion: The City received CDBG grant funds for water improvements at Sun Valley. Two companies bid on the project. Both were over budget. (See "Score Sheet Compilation"). A lower price was negotiated with the lowest bidder, Southwest Tank and Steel, Inc by reducing the scope of work to only replacing the 20,000-gallon tank.

Fiscal Impact: \$229,423.50 (CDBG Grant) + \$7,560.43 (Water Utility Fund)

Recommendation: Award bid to Southwest Tank and Steel, Inc. in the amount of \$236,983.93

Submitted by: Randy Sullivan JR
Randy Sullivan, Water/Wastewater Supervisor

Approved by: Ted Soltis
Ted Soltis, City Manager

SCORE SHEET COMPILATION

IFB 2306 June 1, 2023

CITY OF HOLBROOK

Contract #103-22

ITEM DESCRIPTION		
CONTRACTOR:	Revolution Industrial	Southwest Tank
1. Remove/Install 20,000-gallon steel tank	\$274,374.00	\$213,053.00
2. Remove/Install 55,000-gallon steel tank	\$367,038.08	\$250,199.00
3. Work site prep, testing, description.	INCL	INCL
4. Temporary water tanks	\$105,010.72	\$102,000
5. Water Filtration System	\$88,704.35	\$45,000 (unknown)
SUB TOTALS:	\$835,127.40	\$610,252.00
TAXES:	\$51,193.31	\$37,405.39
GRAND TOTAL:	*\$896,513.40	*\$656,811.17
COMMENT:	*10,192.69 Bid Bond included in bid total	*\$9,153.78 Bond included in bid total
OPTIONS:		
OPTION 1: Stainless Steel Tank (20,000 gallon)	\$403,332.28	NA
TAXES:	\$24,724.27	
TOTAL:	\$428,056.55	
OPTION 2: Stainless Steel Tank (55,000 gallon)	\$695,452.51	NA
TAXES:	\$42,631.24	
TOTAL:	\$738,083.75	
OPTION 3: Line Tanks if unlined	\$108,502.59	NA
TAXES:	\$6,651.21	
TOTAL:	\$115,153.50	
OPTION 4: Paint Tanks	\$29,766.50	NA
TAXES:	\$1,824.69	
TOTAL:	\$31,591.19	

Evaluation Committee Recommendation to the *City Council*: Southwest Tank and Steel-Line Items 1, taxes.

Amount of the Proposed Award: \$ \$223,813.94

Options (If included) NA

SOUTHWEST TANK AND STEEL, INC
AWWA & API Tanks, Foundations, Engineering, Inspections, & Painting
ROC 268351



Corporate Office:

4900 N. Hayfield Draw, Ste I
Camp Verde, AZ 86322
Phone 928-646-5900, Fax 928-646-5908

July 3th, 2023

ALTERNATE BID PROPOSAL
Temporary water would not be needed

New foundation & tank to be built next to existing tank. Existing tank would be left in service until the new tanks are ready to be tied into the system.

To: Randy Sullivan

Ref: 1 – 20,000+/- Gallon Water Tank
City of Holbrook
Our SE23-016

Randy,

STS submits the following updated and revised tank proposal for the above referenced project. Proposal is based on information provided in there bid invitation. No plans or specs were provided for the project.

Proposal consists of this letter and the following attachments:

- Attachment 1, Proposed Pricing and Schedule
- Attachment 2, Clarifications to Scope of Work
- Coatings specs and clarification

If you have any questions or require additional information, please contact me at 928-646-5900 or on my cell phone at 480-685-0622.

Sincerely,

Jeremy Flores
Technical Sales

SOUTHWEST TANK AND STEEL, INC
 AWWA & API Tanks, Foundations, Engineering, Inspections, & Painting
 ROC 268351

ATTACHMENT 1

PROPOSED PRICING

Price

STS proposes to provide 1 - 18' D x 12' H AWWA D100 Welded Steel Tanks as described in this proposal for the following lump sum pricing:

Alternate bid with new foundations, excludes temporary water

1 – 18' x 12' Tank W/coatings.....	\$ 185,997.00
New tank foundation	\$ 28,000.00
Demo existing tank.....	\$ 6,000.00
Taxes.....	\$ 13,484.71
Payment and performance bond.....	\$ <u>3,502.22</u>
	\$ 236,983.93

***Due to current status of steel prices, we can only hold price for 14 days. ***

Terms of Payment

Terms for the tank will be 10% on submittal of calculations and drawings, balance on monthly estimates based on an agreed upon schedule of values. Due to volatility in steel prices, the price is only guaranteed for 14 days after date of quote. Contact us for any extension request in time. Bid is based on working 5 – 10hr days per week.

Schedule

Should award, material vendors, approvals, deliveries or weather impede progress, additional time may be required. One (1) week approvals for design calculations and drawings are required to maintain the proposed schedule.

- | | | |
|-----------------------------------|-----------|----------------------------------|
| • Submit Tank Design Calculations | 1 Wk | After NTP |
| • Submit Fabrication Drawings | 4-6 Wks | After calculations are approved. |
| • Tank foundation | 1 Wk | Each tank |
| • Start new tank erection | 4-6 Wks | After Approval |
| • Complete tank field erection | 3-5 Wks | Each tank |
| • Painting of the tank | 3-4 Wks | Each tank |
| • Total schedule | 20-28 Wks | |

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ROC 268351

ATTACHMENT 2

CLARIFICATIONS TO SCOPE OF WORK

STS proposes to provide: Qty 1 - 18'D x 12'H supported cone roof Welded Steel Tanks in accordance with AWWA D-100 tank design standards.

STS has **INCLUDED** in this proposal:

- New welded carbon steel reservoir & appurtenances per the drawings.
- Design Calculations and Shop fabrication/erection drawings
- Tank coatings per AWWA. See attached coating proposal.

Piping:	Terminates at:	Terminates in:
6" Overflow	Flap valve	150# Flange
6" Inlet	Tank flange	150# Flange
6" Outlet	Tank flange	150# Flange
6" Drain	Flap valve	150# Flange

- 1 - 24" Roof center vent
- 1 - 24" Roof manway
- 1 - 30" Shell manway
- 1 - 24" Shell manway
- Exterior ladder W/Cage
- Liquid level indicator
- Roof railing section
- Foundation ring
- Prevailing wage
- Payment & performance bond
- Hydrotest if required, water supplied and disposed of by others, including all hoses, pumps, and bolts/gaskets necessary for the hydrotest.
- Radiography testing will be performed in accordance with AWWA D100 criteria. Reports and film will be provided to the customer after conclusion of tank work and when such information is available from testing laboratory. If the customer requires additional X-ray shots beyond this standard, STS will perform this work on a time and materials basis. All additional costs incurred for this work will be added to the contract price.
- If this proposal is accepted, both parties expressly understand that this proposal shall be incorporated as an integral part of any contract, subcontract, purchase order, or any other agreement between General Contractor and STS.
- Any deviations or modifications from the above scope of work involving extra cost of materials and labor will only be executed upon written orders for the same and will become an additional charge added to the sum estimated for this proposal. All agreements on changes (change-orders) must be made in writing.

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STS has specifically **EXCLUDED** from this proposal the following:

- Permits or permit fees, special insurance.
- Treatment & filtration system
- Removal of debris from existing tank demolition
- Tank grounding (we will weld any required ground lugs to the tank but we do not include the grounding system or attachment to the tank ground lugs)
- Any containment for blasting or painting on both interior and exterior
- Dehumidification for painting and blasting
- Ventilation of the interior of the tank per specifications
- Electrical & instrumentation including ultra-sonic or float devices
- Special inspections beyond what project specifications and AWWA D100 require.
- Paving, landscaping, fencing, erosion control. An accessible road must be provided to tank site for a standard 40ft tractor and trailer unit, to mobilize tank structure, appurtenances and equipment for erection of tank. A minimum of 15ft around the tank foundation is required for erection and painting.
- Off hour labor rates.

**City of Holbrook
Council Action Form**

Meeting Date: July 13, 2023

Tab: _____

To: Mayor and City Council

From: City Manager

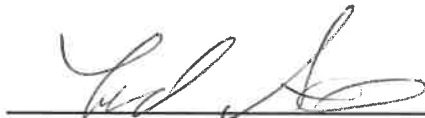
Subject: Vice Mayor Appointment

Discussion: Due to the resignation of Vice Mayor Payne, it is necessary that a vice mayor be elected by City Council.

Article II The Council, Section 2.08 Vice Mayor reads: 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.

Fiscal Impact: N/A

Recommendation: Vote for new Vice Mayor.

Approved by: 

Ted Soltis, City Manager

**City of Holbrook
Council Action Form**

Meeting Date: July 13, 2023

Tab: _____

To: Mayor and City Council

From: City Manager

Subject: Interim City Manager Selection

Discussion: With the City Manager resignation, it is necessary to appoint an Interim City Manager.

Interim Public Management (IPM) LLC can assist with this process. They have extensive experience throughout Arizona (see attachment).

Fiscal Impact: To be negotiated.

Recommendation: Contract with IPM.

Approved by: 

Ted Soltis, City Manager



Interim Public Management, LLC

16550 E. Avenue of the Fountains, Suite J7

Fountain Hills, AZ 85268

480.577.0949

Tim@IPMAZ.com

June 23, 2023

Ted Soltis
City Manager
465 N 1st Ave
PO Box 970
Holbrook, AZ 86025

Via electronic mail only: tsoltis@holbrookaz.gov

Dear Ted,

Thank you for reaching out to us. Interim Public Management (IPM) is happy to be able to provide services to the City of Holbrook. By retaining IPM under the terms of this letter to search for an Interim City Manager, the City will receive the following services:

- Up to three confidential interim resumes provided by no later than 15 business days from the date of the signature of this letter in order to meet your preferred start date.
- Access to over 250 pre-qualified and vetted interim managers, department directors and Associates, all under confidentiality agreements; and
- Handling of all call-ins and external referrals of potential interims (which eliminates City staff time and allows for a coordinated effort, background searches and vets potential candidates) and related contract administration.

IPM's retainer fee for the above services is \$1,900 payable by the City on net 10-day payment terms, which will be credited to the City should you choose an IPM Associate for interim services. For a period of 30 days after signing this letter and returning it to IPM, you agree that the City will use IPM exclusively for this search.

If the City of Holbrook wishes to retain IPM under these terms, please sign this letter below and email it to me by July 13, 2023. After that date, these terms will expire due to the time sensitive nature of the search. Although you are under no obligation to select any IPM Associates provided to you for interviews, a contracted interim search ensures a coordinated effort, reduces the City's staff time, and increases the quality and speed of your interim interview process.

IPM appreciates the opportunity to serve the City of Holbrook as we have served many other nearby public entities such as the Town of Camp Verde, the Town of Clarkdale and the City of Cottonwood .

Kindest regards,

Timothy G. Pickering,
President and CEO

The City of Holbrook agrees with the above understanding.

By: _____
Ted Soltis, City Manager

Date _____

**City of Holbrook
Council Action Form**

Meeting Date: July 13, 2023

Tab: _____

To: Mayor and City Council

From: City Manager

Subject: City Manager Recruiting Company

Discussion: With the City Manager resignation, it is necessary to hire a replacement. I recommend using a recruiting company. There are several who have experience in Arizona. For example: Ralf Anderson & Associates; Slavin Management Consultants; and Strategic Government Resources (SGR).

Fiscal Impact: To be negotiated.

Recommendation: Start the selection process for a search firm.

Approved by: _____


Ted Soltis, City Manager