

"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
6:00 p.m. August 10, 2023

1. CALL TO ORDER:
2. ROLL CALL:
3. PLEDGE OF ALLEGIANCE/INVOCATION:
4. CONSENT AGENDA:
July 27, 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. Travel Centers of America Liquor License officer and ownership changes. Tab 2
 - b. Presentation from Betsy Wilson and Dr. Chato Hazelbaker from Northland Pioneer College
 - c. Proclamation General Aviation Month. Tab 3
 - d. Resolution 23-08: Amending fees for commercial and non-commercial Public records requests. Tab 4
 - e. Discussion possible action on Public Participation Policy Tab 5
 - f. Discussion possible action on Manager Selection plan. Tab 6
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 7th day of August 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
July 27, 2023

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

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

CITY STAFF: Finance Director Randy Sullivan and City Clerk Lisa Hunt.

PLEDGE OF ALLEGIANCE/INVOCATION: The Pledge of Allegiance was led by Councilmember Pacheco. The Invocation was given by Gloria Montoya of Daystar.

CONSENT AGENDA:

July 13, 2023, work session minutes.

July 13, 2023, meeting minutes

MOTION: Councilmember Black

SECONDED: Vice Mayor Nilsson

MOTION CARRIED

CALL TO THE PUBLIC FOR NON-AGENDA ITEMS: None

CALL TO THE PUBLIC FOR AGENDA ITEMS: None

EXECUTIVE SESSION:

MOTION: (To recess into executive session) Councilmember Black

SECONDED: Vice Mayor Nilsson

Discussion held.

Vote: 6 "Aye", 1 "Nay"

MOTION CARRIED at 6:07 p.m.

NEW BUSINESS:

- a. Swimming pool repair award: new heater - \$63,565.01—Commercial Pool Repair, Waternuts Aquatic Enterprises, Inc.
MOTION: Councilmember Nilsson
SECONDED: Councilmember Pack
Discussion held.
Vote: 6 "Aye", 1 "Nay"
MOTION CARRIED
- b. Swimming pool repair award: new filtration system - \$42, 445.80—Commercial Pool Repair, Waternuts Aquatic Enterprises, Inc.
MOTION: Councilmember Black
SECONDED: Councilmember Tafoya
Discussion held.
MOTION CARRIED
- c. Resolution 23-06: A resolution to update the signature card. Mayor Smith read Resolution 23-06 by heading.
MOTION: Councilmember Black
SECONDED: Councilmember Tafoya
Discussion held.
MOTION CARRIED
- d. Resolution 23-07: Amending fees for the City of Holbrook Fitness Center.

MOTION: Councilmember Tafoya

SECONDED: Councilmember Black

Discussion held.

Vote: 5 "Aye", 2 "Nay"

MOTION CARRIED

- e. Discussion and possible action on National Med Grow Fence:

Discussion was held. No action needed.

- f. Discussion and possible action on Public Participation Policy:

Discussion held.

MOTION to table item until the next meeting made by Councilmember Dixon.

SECONDED: Councilmember Pacheco

Vote: 3 "Aye", 3 "Nay"

MOTION CARRIED

- g. Discussion and possible approval of Interim City Manager role in the future City Manager Search:

Discussion was held. Administration was directed to start a Search Plan with a calendar, a timeline and costs for 2 or 3 different search firms. Administration is directed to work with the City Attorney. Update to be given at the City Council Meeting on August 10, 2023.

- h. Discussion and possible approval of Interim City Manager contract with Randall L. Sullivan:

MOTION: Vice Mayor Nilsson made a motion to approve the Mayor to execute the proposed contract with Randy Sullivan, with the final contract to be in a form negotiated by the City Attorney in furtherance of his decision.

SECONDED: Councilmember Pacheco

MOTION CARRIED

SUMMARY OF CURRENT EVENTS-MAYOR:

-Mayor Smith thanked Supervisor Alberto Peshlakai, of Navajo County for planning several 5K's and for his involvement with Holbrook. She also gave condolences to the Ken Clay family.

SUMMARY OF CURRENT EVENTS-COUNCILMEMBERS:

-Vice Mayor Nilsson reminded everyone that next week, school is back in session. He asked that everyone be careful of the bike and walking traffic.

-Councilmember Black stated that we need to get going on the General Plan in order to get ready for the new City Manager. He said that he has talked to Interim City Manager Sullivan about the street repairs that are needed on 8th Ave. Mr. Black shared that there is a lot of heavy equipment being driven on Mclaws Rd for a million-dollar project in the area. He stated that there are many concerns from citizens about the heavy equipment driving over the Porter Canyon bridge.

-Councilmember Tafoya reminded everyone that the Catholic Church is having a pool party and a movie this Saturday. She thanked the Chamber of Commerce and Tyretta Brown for organizing the Indian Dances. Ms. Tafoya was glad to see that work has started on the Cemetery fence.

-Councilmember Pacheco thanked City employees for working on the roads.

-Councilmember Dixon – No report.

SUMMARY OF CURRENT EVENTS-CITY MANAGER:

-Interim City Manager Sullivan has been busy meeting with Department Heads and City Councilmembers. He has a list of projects that are needed. He stated that he is a hands-on City Manager. Mr. Sullivan shared that City employees will be having a pool party. Lastly, he said that work has begun on the Cemetery wall.

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

ADJOURNMENT:

MOTION: Councilmember Black

SECONDED: Councilmember Pacheco

MOTION CARRIED

Meeting adjourned at 7:47 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 July 27, 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 10th day of August 2023.

Kathleen Smith, Mayor

**State of Arizona
Department of Liquor Licenses and Control**

Created 07/05/2023 @ 12:29:44 PM

Local Governing Body Report

LICENSE

Number:	010090017430	Type:	010 BEER AND WINE STORE
Name:	TRAVELCENTERS OF AMERICA		
State:	Pending		
Issue Date:		Expiration Date:	05/31/2023
Original Issue Date:	02/18/2022		
Location:	3747 EXPRESS DRIVE HOLBROOK, AZ 86025 USA		
Mailing Address:	255 WASHINGTON STREET STE 100 TWO NEWTON PLACE NEWTON, MA 02458 USA		
Phone:	(928)524-3006		
Alt. Phone:	(928)241-4023		
Email:	ASANTIAGO@MWE.COM		

Currently, this license has pending applications.

AGENT

Name:	CASEY LEE ANTHONY SCOTT
Gender:	Male
Correspondence Address:	255 WASHINGTON STREET STE 100 TWO NEWTON PLACE NEWTON, MA 02458 USA
Phone:	(928)241-4023
Alt. Phone:	
Email:	ASANTIAGO@MWE.COM

OWNER

Name: TA OPERATING LLC
Contact Name: VARIOUS AGENTS
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: R13764610 State of Incorporation: DE
Incorporation Date: 06/29/2007
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (202)298-1784
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

Officers / Stockholders

Name:	Title:	% Interest:
TRAVELCENTERS OF AMERICA INC	Shareholder	100.00
BABU VASEEKARAN RAJALINGAM	Director	
DENNIS EDWARD KING	Director, SR VP	
MAYRENA MARGARITA CASTILLO CHENG	Director	
DEBORAH CAROLYN BOFFA	Director,CEO	
JONATHAN MARCUS PERTCHIK	Director,EVP	
GREGORY ALLEN FRANKS	Director,PRES,CHAIRMAN	

TA OPERATING LLC - Shareholder

Name: TRAVELCENTERS OF AMERICA INC
Contact Name: VARIOUS AGENTS
Type: CORPORATION
AZ CC File Number: State of Incorporation: MD
Incorporation Date:
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (202)298-1784
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

TLK HOLDING COMPANY LLC - Shareholder

Name: BP PRODUCTS NORTH AMERICA INC
Contact Name: VARIOUS AGENTS
Type: CORPORATION
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (202)298-1784
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

BP COMPANY NORTH AMERICA INC - Stockholder

Name: BP CORPORATION NORTH AMERICA INC
Contact Name: VARIOUS AGENTS
Type: CORPORATION
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (202)298-1784
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

TA OPERATING LLC - Director

Name: MAYRENA MARGARITA CASTILLO CHENG
Gender: Female
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (928)681-5246
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

**BP PRODUCTS NORTH AMERICA INC -
Shareholder**

Name: THE STANDARD OIL COMPANY
Contact Name: VARIOUS AGENTS
Type: CORPORATION
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (202)298-1784
Alt Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

**BP CORPORATION NORTH AMERICA INC -
Stockholder**

Name: BP AMERICA INC
Contact Name: VARIOUS AGENTS
Type: CORPORATION
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (202)298-1784
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

**TRAVELCENTERS OF AMERICA INC - Vice-
President/CFO**

TA OPERATING LLC - Director

Name: BABU VASEEKARAN RAJALINGAM
Gender: Male
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (928)681-5246
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

**TRAVELCENTERS OF AMERICA INC - Executive
Vice President/General Counsel**

Name: MARK ROBERT YOUNG
Gender: Male
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (617)796-8157
Alt. Phone:
Email: MYOUNG@TA-PETRO.COM

TRAVELCENTERS OF AMERICA INC - Shareholder

Name: TLK HOLDING COMPANY LLC
Contact Name: VARIOUS AGENTS
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (202)298-1784
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

THE STANDARD OIL COMPANY - Shareholder

Name: BP COMPANY NORTH AMERICA INC
Contact Name: VARIOUS AGENTS
Type: CORPORATION
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (202)298-1784
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

BP AMERICA LIMITED - Shareholder

Name: BP HOLDINGS NORTH AMERICA LIMITED
Contact Name: VARIOUS AGENTS
Type: CORPORATION
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (202)298-1784
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

**BP HOLDINGS NORTH AMERICA LIMITED -
Shareholder**

Name: BP PLC
Contact Name: VARIOUS AGENTS
Type: CORPORATION
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (202)298-1784
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

**TRAVELCENTERS OF AMERICA INC -
President/Chairman
TA OPERATING LLC - Director,PRES,CHAIRMAN**

Name: GREGORY ALLEN FRANKS
Gender: Male
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (928)681-5246
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

**TRAVELCENTERS OF AMERICA INC - Executive
Vice President
TA OPERATING LLC - Director,EVP**

Name: JONATHAN MARCUS PERTCHIK
Gender: Male
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (617)796-8343
Alt. Phone:
Email: JPERTCHIK@TA-PETRO.COM

TRAVELCENTERS OF AMERICA INC - Secretary

Name: JASON ERIC ALVARADO
Gender: Male
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (928)681-5246
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

**TRAVELCENTERS OF AMERICA INC - SR Vice
President**

TA OPERATING LLC - Director, SR VP

Name: DENNIS EDWARD KING
Gender: Male
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (928)681-5246
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

BP AMERICA INC - Shareholder

Name: BP AMERICA LIMITED
Contact Name: VARIOUS AGENTS
Type: CORPORATION
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (202)298-1784
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

TRAVELCENTERS OF AMERICA INC - Treasurer

Name: SCOTT EDWARD ROUBIC
Gender: Male
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (928)681-5246
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

TA OPERATING LLC - Director,CEO

Name: DEBORAH CAROLYN BOFFA
Gender: Female
Correspondence Address: 255 WASHINGTON STREET
STE 100 TWO NEWTON PLACE
NEWTON, MA 02458
USA
Phone: (928)681-5246
Alt. Phone:
Email: ADENA.SANTIAGO@FOSTER.COM

APPLICATION INFORMATION

Application Number: 247175
Application Type: Acquisition of Control
Created Date: 05/26/2023

QUESTIONS & ANSWERS

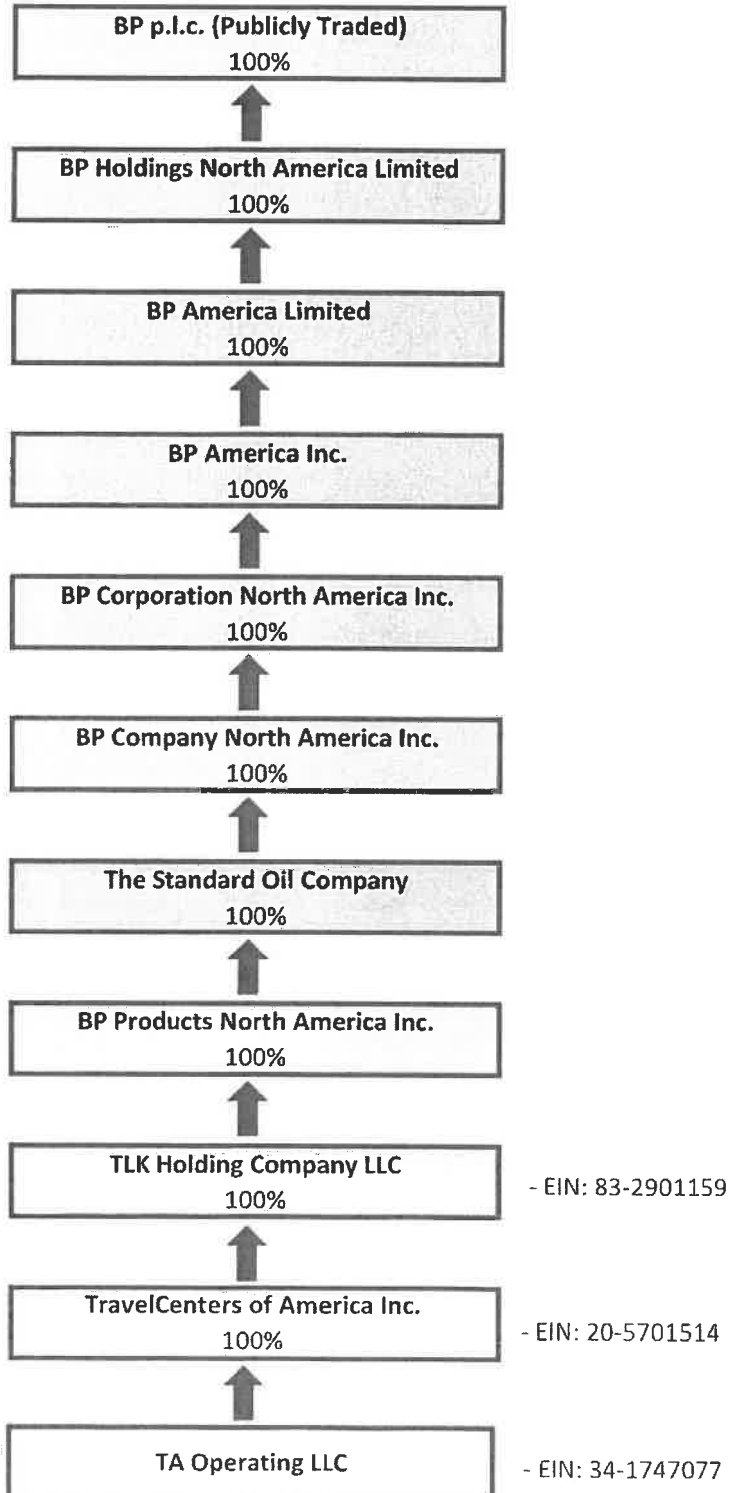
010 Beer and Wine Store

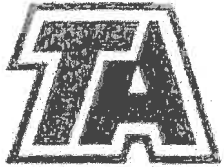
- 3) Have you submitted a questionnaire? Each person listed must submit a questionnaire and mail in a fingerprint card along with a \$22. processing fee per card.
Yes
- 4) Does the Business location address have a street address for a City or Town but is actually in the boundaries of another City, Town or Tribal Reservation?
Yes
If Yes, what City, Town or Tribal Reservation is this Business located in?
Navajo County

DOCUMENTS

DOCUMENT TYPE	FILE NAME	UPLOADED DATE
ORGANIZATIONAL DOCUMENTS	TAO Post BP close Organizational Chart up to TLK.pdf	05/26/2023
MISCELLANEOUS	Cover Letter_AZ DLLC.pdf	06/13/2023
ORGANIZATIONAL DOCUMENTS	COMBINED_ Questionnaire and Citizenship Forms Store 246.pdf	06/13/2023

**TA OPERATING LLC
ORGANIZATIONAL CHART**





**TravelCenters
of America**

June 28, 2023

23 JUL 5 Lic. Lic. PM1220

Ms. Selena Gonzales
Arizona Department of Liquor Licenses & Control
800 W. Washington, 5th Floor
Phoenix, AZ 85007

Re: TA Operating LLC - Change in Ownership and Officers

Dear Ms. Gonzales:

On June 13, 2023, with the assistance of our outside counsel, we filed applications reporting changes in officers and upper tier ownership on our Arizona liquor licenses. In follow-up communications with you, our attorney then submitted an ownership flowchart for the full structure (copy attached) reflecting BP PLC, a publicly traded company, as the ultimate parent, and was asked to submit information about the officers and directors of each entity in the chain of ownership.

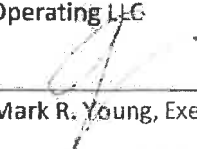
The officers and directors of the licensee entity, TA Operating LLC and its immediate parent company TravelCenters of America Inc. are as follows:

- Mayrena Margarita Castillo Cheng – Director
- Deborah Carolyn Boffa – Director, Chief Executive Officer
- Gregory Allen Franks – Director, President, Chairman
- Jonathan Marcus Pertchik – Director, Executive Vice President
- Mark Robert Young – Executive Vice President, General Counsel
- Dennis Edward King – Director Senior Vice President
- Babu Vaseekaran Rajalingam – Directors, Vice President, Chief Financial Officer
- Scott Edward Roubic – Treasurer
- Jason Eric Alvarado – Secretary

The officers for entities above TravelCenters of America Inc. do not have an ownership interest in this business or any other licensed Arizona business and are not involved in decision making for the Arizona licensed facilities. Therefore, we kindly request you rely on this letter and the attached chart as sufficient information about the ownership structure and management of this licensed entity.

Thank you.

TA Operating LLC

By: 
Mark R. Young, Executive Vice President and General Counsel

Two Newton Place, 255 Washington Street, Suite 100 / Newton, MA 02458 / 617-928-1300 / Fax: 617-969-4697



11. Provide your residence address information for the last five (5) years: Aug. 14 2015 Lic. PM1220

FROM Month/Year	TO Month/Year	RESIDENTIAL Street Address
10/14/2015	CURRENT	8205 Randall Ave., Joseph City, AZ 86032

(ATTACH ADDITIONAL SHEET IF NECESSARY)

12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises?
If you answered YES, then answer #13 below. If NO, skip to #14. Yes No
13. Have you attended a DLLC approved Basic & Management Liquor Law Training Course within the past 3 years? Yes No
14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? Yes No
15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) A.R.S. §4-202, 4-210 Yes No
16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes No
17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No
18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No

If you answered "YES" to any Question 14 through 18 **YOU MUST** attach a **signed statement**.
Give complete details including dates, agencies involved and dispositions.
CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

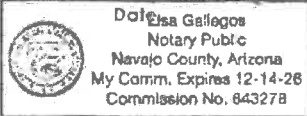
NOTARY

I (Print Full Name) Casey Scott hereby declare that I am the Agent/ Controlling Person / Premises Manager filing this application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature: [Signature] State of Arizona County of Navajo

The foregoing instrument was acknowledged before me this 21 Day of June 2023

My Commission Expires on: Dec. 14 2026



[Signature]
Signature of Notary

The licensee has authorized the person named on this questionnaire to act as manager for the above license.

PRINT NAME TA Operating LLC by Mark R. Young, Ex. VP, Gen. Couns. SIGNATURE: _____

CONFIDENTIAL

23 JUN 14 Lic. Lic. PH 3 40



Arizona Department of Liquor Licenses and Control
 800 W Washington 5th Floor
 Phoenix, AZ 85007-2934
 www.azliquor.gov
 (602) 542-5141

QUESTIONNAIRE
 A.R.S. §4-202, 4-210
 Type or Print with Black Ink

The fees allowed by R19-1-102 will be charged for all dishonored checks.

25393

ATTENTION APPLICANT: This is a legally binding document. Please type or print in **black ink**. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

Attention local governments: Social security and birth date information is confidential. This information may be given to law enforcement agencies for background checks only.

QUESTIONNAIRE IS TO BE COMPLETED BY EACH CONTROLLING PERSON, AGENT AND MANAGER BEING DISCLOSED TO THE DEPARTMENT. EACH PERSON COMPLETING THIS FORM MUST SUBMIT A BLUE OR BLACK LINED FINGERPRINT CARD ALONG WITH A \$22 FEE. FINGERPRINTS MUST BE DONE BY A LAW ENFORCEMENT AGENCY OR BONA FIDE FINGERPRINT SERVICE. FOR AN ADDITIONAL \$13 FEE, FINGERPRINTS MAY BE DONE AT THE DEPARTMENT OF LIQUOR WHEN ACCOMPANIED BY A COMPLETED APPLICATION.

Liquor License#: 010090017430 / # 24775

1. Check the Appropriate Box →

<input checked="" type="checkbox"/> Controlling Person	<input type="checkbox"/> Agent	<input type="checkbox"/> Premises Manager <small>(complete all questions except #12)</small>
--	--------------------------------	---

2. Name: Alvarado, Jason, Eric Birth Date: _____
Last First Middle (NOT a public record)

3. Social Security #: _____ Driver License #: _____ State: Texas

4. Place of birth: Austin, TX, USA Height: 5'9" Weight: 155 Eyes: Brown Hair: Black
City State COUNTRY (not county)

5. Name of current/most recent spouse: N/A Birth Date: _____
Last First Middle (NOT a public record)

6. Are you a bona fide resident of Arizona? Yes No If yes, what is your date of residency: N/A

7. Daytime telephone number: 928-524-3006 E-mail address: adena.santiago@foster.com

8. Business Name: TravelCenters of America Business Phone: 928 / 524 / 3006

9. Business Location Address: 3747 Express Drive, Holbrook, AZ, Navajo County, 86025
Street (do not use PO Box) City State County Zip

10. List your employment or type of business during the past five (5) years. If unemployed, retired, or student, list residence address.

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip)
11/01/14	CURRENT	Counsel, Corporate Governance	BP Corporation North America Inc., 501 Westlake Park Blvd. Houston, TX 77079

(ATTACH ADDITIONAL SHEET IF NECESSARY)

CONFIDENTIAL

11. Provide your residence address information for the last five (5) years: A.R.S. §4-202(D)

FROM Month/Year	TO Month/Year	RESIDENTIAL Street Address
07/01/17	CURRENT	6219 Wynnwood Ln., Houston, TX 77008
31		

(ATTACH ADDITIONAL SHEET IF NECESSARY)

- 12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises? If you answered YES, then answer #13 below. If NO, skip to #14. Yes No
- 13. Have you attended a DLLC approved Basic & Management Liquor Law Training Course within the past 3 years? Yes No
- 14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? Yes No
- 15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) A.R.S. §4-202, 4-210 Yes No
- 16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes No
- 17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No
- 18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No

If you answered "YES" to any Question 14 through 18 **YOU MUST** attach a **signed statement**.
Give complete details including dates, agencies involved and dispositions.
 CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

NOTARY

I (Print Full Name) Jason Eric Alvarado hereby declare that I am the Agent/ Controlling Person / Premises Manager filing this application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature: Jason Eric Alvarado State of Texas County of Harris

The foregoing instrument was acknowledged before me this 8th Day of June 2023

My Commission Expires on: 8-15-23 Date Day Month Year

Paul Aff
Signature of Notary

MANAL AFIFI
Notary Public, State of Texas
Comm. Expires 08-15-2023

The Licensee has authorized the Notary Public named on this questionnaire to act as manager for the above license.

PRINT NAME: _____ SIGNATURE: _____

'23 JUN 14 Lique. Lic. PM 3 40

Arizona Department of Liquor Licenses and Control

Questionnaire Signed Statement

TA Operating LLC is a wholly owned subsidiary of TravelCenters of America Inc. ("TA"), which is in turn a wholly owned indirect subsidiary of BP PLC a British publicly traded company trading on the London, Frankfurt and New York Stock Exchanges (NYSE: BP). BP through its wholly owned subsidiaries, owns and/or operates in excess of 220 travel centers across the United States, some of which serve and/or sell alcoholic beverages pursuant to retail licenses held by TA.

In addition, BP owns and/or operates convenience stores through other wholly owned subsidiaries in CA, FL, IL, IN, KY, NY, OH and TN, some of which sell/serve alcoholic beverages pursuant to the appropriate retail liquor licenses in these states. Some of the officers and directors of TA are also officers of these entities.

As officers and or/directors of TA and other BP subsidiaries, these individuals have a past or present interest in those retail licenses. Their affiliation with the alcoholic beverage retail licenses is solely in the capacity of corporate official.

None of the alcoholic beverage licenses described above has ever been revoked or cancelled, but some licenses have been voluntarily surrendered as a result of sale or closure of a licensed business. From time to time, some of the licensed locations have been the subject of alcoholic beverage regulatory inquiry leading to offers in compromise or, in limited cases, a brief suspension.

Name: Jason Eric Alvarado

Signature: 

Texas

DRIVER LICENSE

1 DL 07/13/2018 3 Class C 4b Exp 08/08/2024

3 DOB 1 ALVARADO 2 JASON ERIC

6 6218 WYNNWOOD LANE HOUSTON TX 77008

12 Restrictions A 5a End NONE 16 Hgt. 5' 09" 15 Sex M 18 Eyes BRO 5 DD 3261586017113297914



Jason Alvarado

23 JUN 14 149. Lic. PM 3 40

1908041 200807-01

Provision to be updated

has been filed as 101/1

CLASS: C-Single or comm with w/ GVWR's 25,000 lbs which transports placarded HAZMAT or

2 to pass, including driver

RES ID: TDYS - A - With competitive licenses

TEXAS ROADSIDE ASSISTANCE: 1-800-835-5555

Vehicle

Driver's reaction

to provide

to provide

ENDORSEMENTS:

None

REV. 06/2016

'23 JUN 14 Lic. Lic. PM 3:40

23 JUN 14 LIQ. Lic. PM 3:40

11. Provide your residence address information for the last five (5) years: A.R.S. §4-202(D)

FROM Month/Year	TO Month/Year	RESIDENTIAL Street Address
01/01/21	CURRENT	3731 Canoe Ln., Louisville, KY 40207
07/01/14	12/31/20	209 St. Heliers Bay Rd., Auckland 1071, New Zealand

(ATTACH ADDITIONAL SHEET IF NECESSARY)

12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises?
If you answered YES, then answer #13 below. If NO, skip to #14. Yes No
13. Have you attended a DLLC approved Basic & Management Liquor Law Training Course within the past 3 years? Yes No
14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? Yes No
15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) A.R.S. §4-202,4-210 Yes No
16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes No
17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No
18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No

If you answered "YES" to any Question 14 through 18 YOU MUST attach a signed statement.
 Give complete details including dates, agencies involved and dispositions.
 CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

NOTARY

I (Print Full Name) Deborah Carolyn Boffa hereby declare that I am the Agent/ Controlling Person / Premises Manager filing this application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature: Deborah C Boffa State of KENTUCKY County of JEFFERSONVILLE
 The foregoing instrument was acknowledged before me this

My Commission Expires on: MARCH 11, 2027 Date 8 Day of JUNE 2023 Day Month Year

Deborah Boffa
Signature of Notary

The Licensee has authorized the person named on this questionnaire to act as manager for the above license.

PRINT NAME:

SIGNATURE:



23 JUN 14 11:47 AM 3 40

Arizona Department of Liquor Licenses and Control

Questionnaire Signed Statement

TA Operating LLC is a wholly owned subsidiary of TravelCenters of America Inc. ("TA"), which is in turn a wholly owned indirect subsidiary of BP PLC a British publicly traded company trading on the London, Frankfurt and New York Stock Exchanges (NYSE: BP). BP through its wholly owned subsidiaries, owns and/or operates in excess of 220 travel centers across the United States, some of which serve and/or sell alcoholic beverages pursuant to retail licenses held by TA.

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As officers and or/directors of TA and other BP subsidiaries, these individuals have a past or present interest in those retail licenses. Their affiliation with the alcoholic beverage retail licenses is solely in the capacity of corporate official.

None of the alcoholic beverage licenses described above has ever been revoked or cancelled, but some licenses have been voluntarily surrendered as a result of sale or closure of a licensed business. From time to time, some of the licensed locations have been the subject of alcoholic beverage regulatory inquiry leading to offers in compromise or, in limited cases, a brief suspension.

Name: Deborah Carolyn Boffa

Signature: 

'23 JUN 14 Lic. Lic. # 340

Kentucky
DRIVER'S LICENSE
NOT FOR FEDERAL IDENTIFICATION

DL No. 01-13-2024

BOFFA
DEBORAH CAROLYN
2731 CANDE LANE
LOUISVILLE, KY 40207

JEFFERSON COUNTY
DOB: 8-03

None

None

None

03-30-2021

CONFIDENTIAL

23 JUN 14 Lic. Lic. # 341



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

QUESTIONNAIRE
A.R.S. § 4-202, 4-210
Type or Print with Black Ink

The fees allowed by R19-1-102 will be charged for all dishonored checks.

825.393

ATTENTION APPLICANT: This is a legally binding document. Please type or print in **black ink**. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

Attention local governments: Social security and birth date information is confidential. This information may be given to law enforcement agencies for background checks only.

QUESTIONNAIRE IS TO BE COMPLETED BY EACH CONTROLLING PERSON, AGENT AND MANAGER BEING DISCLOSED TO THE DEPARTMENT. EACH PERSON COMPLETING THIS FORM MUST SUBMIT A BLUE OR BLACK LINED FINGERPRINT CARD ALONG WITH A \$22 FEE. FINGERPRINTS MUST BE DONE BY A LAW ENFORCEMENT AGENCY OR BONA FIDE FINGERPRINT SERVICE. FOR AN ADDITIONAL \$13 FEE, FINGERPRINTS MAY BE DONE AT THE DEPARTMENT OF LIQUOR WHEN ACCOMPANIED BY A COMPLETED APPLICATION.

Liquor License#: 010090017430 # 847775

1. Check the Appropriate Box →

<input checked="" type="checkbox"/> Controlling Person	<input type="checkbox"/> Agent	<input type="checkbox"/> Premises Manager (complete all questions except #12)
--	--------------------------------	--

2. Name: Cheng, Mayrena, Margarita Castillo Birth Date: _____
Last First Middle (NOT a public record)

3. Social Security # _____ Driver License # _____ State: Illinois

4. Place of birth: Porlamar, Venezuela Height: 5'3" Weight: 170 Eyes: Brown Hair: Brown
City State COUNTRY (not county)

5. Name of current/most recent spouse: Umana, Juan, Carlos Birth Date: _____
Last First Middle (NOT a public record)

6. Are you a bona fide resident of Arizona? Yes No If yes, what is your date of residency: N/A

7. Daytime telephone number: 928-524-3006 E-mail address: adena.santiago@foster.com

8. Business Name: TravelCenters of America Business Phone: 928 / 524 / 3006

9. Business Location Address: 3747 Express Drive, Holbrook, AZ, Navajo County, 86025
Street (do not use PO Box) City State County Zip

10. List your employment or type of business during the past five (5) years. If unemployed, retired, or student, list residence address.

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip)
06/01/98	CURRENT	VP Midstream	BP Corporation North America Inc., 30 S. Wacker Drive, Chicago, IL 60606

(ATTACH ADDITIONAL SHEET IF NECESSARY)

11. Provide your residence address information for the last five (5) years: *A.R.S. §4-202(D)*

23 JUN 14 Lic. Lic. PM 3:41

FROM Month/Year	TO Month/Year	RESIDENTIAL Street Address
01/21/21	CURRENT	1130 Ironwood Ln., Lisle, IL 60532
07/23/17	01/21/21	Av. de los Poetas 100 San Mateo, Cuajimalpa de Morelos, 05600 Mexico City, CDMX, Mexico

(ATTACH ADDITIONAL SHEET IF NECESSARY)

12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises?
If you answered YES, then answer #13 below. If NO, skip to #14. Yes No
13. Have you attended a DLLC approved Basic & Management Liquor Law Training Course within the past 3 years? Yes No
14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? Yes No
15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) *A.R.S. §4-202, 4-210* Yes No
16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes No
17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? *A.R.S. §4-202(D)* Yes No
18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? *A.R.S. §4-202(D)* Yes No

If you answered "YES" to any Question 14 through 18 YOU MUST attach a signed statement.
Give complete details including dates, agencies involved and dispositions.
CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

NOTARY

I (Print Full Name) Mayrena Margarita Castillo Cheng hereby declare that I am the Agent/ Controlling Person / Premises Manager filling this application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature: *Mayrena Castillo Cheng* State of IL County of DuPage
The foregoing instrument was acknowledged before me this

My Commission Expires on: 12/12/2026 31st Day of June, 2023
Date Day Month Year

Official Seal
Samantha Chi
Notary Public State of Illinois
My Commission Expires 12/12/2026

Samantha Chi
Signature of Notary

The Licensee has authorized the person named on this questionnaire to act as manager for the above License.

PRINT NAME: _____

SIGNATURE: _____

23 JUN 14 11:41 AM

Arizona Department of Liquor Licenses and Control

Questionnaire Signed Statement

TA Operating LLC is a wholly owned subsidiary of TravelCenters of America Inc. ("TA"), which is in turn a wholly owned indirect subsidiary of BP PLC a British publicly traded company trading on the London, Frankfurt and New York Stock Exchanges (NYSE: BP). BP through its wholly owned subsidiaries, owns and/or operates in excess of 220 travel centers across the United States, some of which serve and/or sell alcoholic beverages pursuant to retail licenses held by TA.

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Name: Mayrena Margarita Castillo Cheng

Signature: 

'23 JUN 14 Lic. Lic. PM 3 41

ILLINOIS Jesse White • Secretary of State USA

Federal Limits Apply



06 LIC#
07 DOR
08 EXP **02/18/2027**
09 **CASTILLO CHENG**
10 **MAYRENA M**
11 **1130 IRONWOOD LN**
12 **LISLE, IL 60532**

03 CLASS: **D** 04 **NQNE**
05 REG: **B**

13 SEX: **F** 14 **6'-03"**
15 WGT: **150 lbs** 16 **BRN**
17 **ORG**

18 SIC: **11302022209183094**

Mayrena Castillo Cheng

CITIZENSHIP REGISTRATION

REGISTRATION

No. 27700000

USCG Registration No. A088222996

I certify that the description given is true, and that the photograph affixed hereto is a likeness of me.

Sex: **FEMALE**

Height: **5 feet 3 inches**

Marital status: **MARRIED**

Country of former nationality: **VENEZUELA**

(Complete and true signature of holder)

I do know that, pursuant to an application filed with the Secretary of Homeland Security

at: CHICAGO, ILLINOIS

The Secretary having found that:

MAYRENA MARGARITA CASTILLO CHENG

residing at: LISLE, ILLINOIS

having complied in all respects with all of the applicable provisions of the naturalization laws of the United States, being entitled to be admitted as a citizen of the United States, and having taken the oath of allegiance in a ceremony conducted by

U.S. CITIZENSHIP AND IMMIGRATION SERVICES

at: CHICAGO, ILLINOIS

on: MAY 26, 2015

such person is admitted as a citizen of the United States of America.

for signing
U. S. Citizenship and Immigration Services



CONFIDENTIAL

'23 JUN 14 Lic. Lic. PM 3:41



Arizona Department of Liquor Licenses and Control
 800 W Washington 5th Floor
 Phoenix, AZ 85007-2934
 www.azliquor.gov
 (602) 542-5141

QUESTIONNAIRE
 A.R.S. § 4-202, 4-210
 Type or Print with Black Ink

The fees allowed by R19-1-102 will be charged for all dishonored checks.

825-393

ATTENTION APPLICANT: This is a legally binding document. Please type or print in black ink. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

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Liquor License#: 010090017430 / # 247775

1. Check the Appropriate Box →

<input checked="" type="checkbox"/> Controlling Person	<input type="checkbox"/> Agent	<input type="checkbox"/> Premises Manager <small>(complete all questions except #12)</small>
--	--------------------------------	---

2. Name: Franks, Gregory, Allen Birth Date: _____
Last First Middle (NOT a public record)

3. Social Security #: _____ Driver License #: _____ State: Texas

4. Place of birth: Sandusky, OH, USA Height: 5'10" Weight: 177 Eyes: Green Hair: Red
City State COUNTRY (not county)

5. Name of current/most recent spouse: Franks, Carol, Sue Birth Date: _____
Last First Middle (NOT a public record)

6. Are you a bona fide resident of Arizona? Yes No If yes, what is your date of residency: N/A

7. Daytime telephone number: 928-524-3006 E-mail address: adena.santiago@foster.com

8. Business Name: TravelCenters of America Business Phone: 928 / 524 / 3006

9. Business Location Address: 3747 Express Drive, Holbrook, AZ, Navajo County, 86025
Street (do not use PO Box) City State County Zip

10. List your employment or type of business during the past five (5) years. If unemployed, retired, or student, list residence address.

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip)
04/01/21	CURRENT	SVP	BP Corporation North America Inc., 30 S. Wacker, Suite 900, Chicago, IL, 60606
01/01/16	03/31/21	SVP	7-Eleven Inc., 3200 Hackberry Road, Irving, TX 75063

(ATTACH ADDITIONAL SHEET IF NECESSARY)

11. Provide your residence address information for the last five (5) years: A.R.S. §4-202(D)

FROM Month/Year	TO Month/Year	RESIDENTIAL Street Address
03/01/21	CURRENT	828 El Cielito St., Denton, TX 76205
02/01/17	03/01/17	4800 Aurora Ct., Flower Mound, TX 75028

(ATTACH ADDITIONAL SHEET IF NECESSARY)

- 12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises?
If you answered YES, then answer #13 below. If NO, skip to #14. Yes No
- 13. Have you attended a DLLC approved Basic & Management Liquor Law Training Course within the past 3 years? Yes No
- 14. Have you been ~~called, arrested, indicted, convicted, or summoned~~ into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? Yes No
- 15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) A.R.S. §4-202,4-210 Yes No
- 16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes No
- 17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No
- 18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No

If you answered "YES" to any Question 14 through 18 YOU MUST attach a signed statement.
Give complete details including dates, agencies involved and dispositions.
CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

NOTARY

I (Print Full Name) Gregory Allen Franks hereby declare that I am the Agent/ Controlling Person / Premises Manager filing this application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature: *[Handwritten Signature]* State of IL County of Cook
 The foregoing instrument was acknowledged before me this

My Commission Expires on: June 29, 2023 1st Day of June 2023
 Day Month Year

OFFICIAL SEAL
K CONDON
 NOTARY PUBLIC, STATE OF ILLINOIS
 MY COMMISSION EXPIRES JUN. 29, 2023

[Handwritten Signature]
 Signature of Notary

The Licensee has authorized the person named on this questionnaire to act as manager for the above license.

PRINT NAME: Gregory A Franks SIGNATURE: *[Handwritten Signature]*

Arizona Department of Liquor Licenses and Control

Questionnaire Signed Statement

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Name: Gregory Allen Franky

Signature: 

Texas

DRIVER LICENSE

USA
TX



DL

Iss 10/23/2017

9

Class C

4th Exp 10/08/2024

1

DOE

2

FRANKS

3

GREGORY ALLEN

4 4800 AURORA CT

FLOWER MOUND TX 75028

12 Restrictions A

5th End

NONE

16 Hgt 5'-11"

15 Sex M

Eyes GRN

5 DD 05619781005213315654



CONFIDENTIAL

'23 JUN 14 10:41 AM 3:41



Arizona Department of Liquor Licenses and Control
 800 W Washington 5th Floor
 Phoenix, AZ 85007-2934
 www.azliquor.gov
 (602) 542-5141

QUESTIONNAIRE
 A.R.S. § 4-202, 4-210
 Type or Print with Black Ink

The fees allowed by R19-1-102 will be charged for all dishonored checks.

805.393

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Liquor License#: 010090017430 / # 2977E

1. Check the Appropriate Box →

<input checked="" type="checkbox"/> Controlling Person	<input type="checkbox"/> Agent
<input type="checkbox"/> Premises Manager (complete all questions except #12)	

2. Name: King, Dennis, Edward Birth Date: _____
Last First Middle (NOT a public record)

3. Social Security #: _____ Driver License #: _____ State: Ohio

4. Place of birth: Winchester, MA, USA Height: 6'0" Weight: 180 Eyes: Hazel Hair: Brown
City State COUNTRY (not county)

5. Name of current/most recent spouse: King, Emily, Lauren Birth Date: _____
Last First Middle (NOT a public record)

6. Are you a bona fide resident of Arizona? Yes No If yes, what is your date of residency: N/A

7. Daytime telephone number: 928-524-3006 E-mail address: adena.santiago@foster.com

8. Business Name: TravelCenters of America Business Phone: 928 / 524 / 3006

9. Business Location Address: 3747 Express Drive, Holbrook, AZ, Navajo County, 86025
Street (do not use PO Box) City State County Zip

10. List your employment or type of business during the past five (5) years. If unemployed, retired, or student, list residence address.

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip)
05/01/20	CURRENT	SVP	TravelCenters of America, 24601 Center Ridge Rd, Westlake, OH, 44145
05/01/14	04/30/20	Associate Partner	McKinsey & Company, 950 Man Ave #1200, Cleveland, OH, 44113

(ATTACH ADDITIONAL SHEET IF NECESSARY)

CONFIDENTIAL

23 JUN 14 11:41 AM '11

11. Provide your residence address information for the last five (5) years: A.R.S. §4-202(D)

FROM Month/Year	TO Month/Year	RESIDENTIAL Street Address
06/01/13	CURRENT	20562 Stratford Ave., Rocky River, OH 44116

(ATTACH ADDITIONAL SHEET IF NECESSARY)

- 12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises?
If you answered YES, then answer #13 below. If NO, skip to #14. Yes No
- 13. Have you attended a DLLC approved Basic & Management Liquor Law Training Course within the past 3 years? Yes No
- 14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? Yes No
- 15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) A.R.S. §4-202,4-210 Yes No
- 16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes No
- 17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No
- 18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No

If you answered "YES" to any Question 14 through 18 YOU MUST attach a signed statement.
Give complete details including dates, agencies involved and dispositions.
 CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

NOTARY

I (Print Full Name) Dennis Edward King hereby declare that I am the Agent/ Controlling Person / Premises Manager filing this application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature: *Dennis King* State of Ohio County of Cuyahoga

The foregoing instrument was acknowledged before me this 16 Day of June, 2013

My Commission Expires on: July 30, 2024 Date

Day: _____ Month: _____ Year: _____

Ramonita Agosto
Signature of Notary

RAMONITA AGOSTO
 NOTARY PUBLIC, STATE OF OHIO
 Recorded in Lorain County
 My Comm. Expires July 30, 2024

The licensee has authorized the person named on this questionnaire to act as manager for the above license.

PRINT NAME: _____ SIGNATURE: _____

Arizona Department of Liquor Licenses and Control

Questionnaire Signed Statement

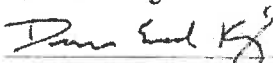
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None of the alcoholic beverage licenses described above has ever been revoked or cancelled, but some licenses have been voluntarily surrendered as a result of sale or closure of a licensed business. From time to time, some of the licensed locations have been the subject of alcoholic beverage regulatory inquiry leading to offers in compromise or, in limited cases, a brief suspension.

Name: Dennis Edward King

Signature:  _____

'23 JUN 14 Lique. Lic. PM 3:42

Ohio DRIVER LICENSE **NOT FOR FEDERAL ID**

FORM
DENNIS E
20502 STRATFORD AVE
ROCKY RIVER, OH 44116

SEX M **HAIR** BRN **EYES** BRN

DOB 08-10-1967

UCD6222
08-10-1967



CONFIDENTIAL

23 JUN 14 11:42 AM '12



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

QUESTIONNAIRE
A.R.S. § 4-202, 4-210
Type or Print with Black Ink

The fees allowed by R19-1-102 will be charged for all dishonored checks.

825.393

ATTENTION APPLICANT: This is a legally binding document. Please type or print in black ink. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

Attention local governments: Social security and birth date information is confidential. This information may be given to law enforcement agencies for background checks only.

QUESTIONNAIRE IS TO BE COMPLETED BY EACH CONTROLLING PERSON, AGENT AND MANAGER BEING DISCLOSED TO THE DEPARTMENT. EACH PERSON COMPLETING THIS FORM MUST SUBMIT A BLUE OR BLACK LINED FINGERPRINT CARD ALONG WITH A \$22 FEE. FINGERPRINTS MUST BE DONE BY A LAW ENFORCEMENT AGENCY OR BONA FIDE FINGERPRINT SERVICE. FOR AN ADDITIONAL \$13 FEE, FINGERPRINTS MAY BE DONE AT THE DEPARTMENT OF LIQUOR WHEN ACCOMPANIED BY A COMPLETED APPLICATION.

Liquor License#: 010090017430 # 297175

1. Check the Appropriate Box →

<input checked="" type="checkbox"/> Controlling Person	<input type="checkbox"/> Agent	<input type="checkbox"/> Premises Manager (complete all questions except #12)
--	--------------------------------	--

2. Name: Rajalingam, Babu, Vaseekaran Birth Date: _____ (NOT a public record)

3. Social Security #: _____ Driver License #: _____ State: UK

4. Place of birth: Kandy, Sri Lanka Height: 6'0" Weight: 160 Eyes: brown Hair: black

5. Name of current/most recent spouse: Peterson, Danielle, Nicole Birth Date: _____ (NOT a public record)

6. Are you a bona fide resident of Arizona? Yes No If yes, what is your date of residency: N/A

7. Daytime telephone number: 928-524-3006 E-mail address: adena.santiago@foster.com

8. Business Name: TravelCenters of America Business Phone: 928 / 524 / 3006

9. Business Location Address: 3747 Express Drive, Holbrook, AZ, Navajo County, 86025

10. List your employment or type of business during the past five (5) years. If unemployed, retired, or student, list residence address.

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip)
08/01/15	CURRENT	Director, VP, CFO	BP PLC, 1 St. James, London SW1Y 4 PD, UK

(ATTACH ADDITIONAL SHEET IF NECESSARY)

CONFIDENTIAL

23 JUN 14 Lic. Lic. PM 3:42

11. Provide your residence address information for the last five (5) years: A.R.S. §4-202(D)

FROM Month/Year	TO Month/Year	RESIDENTIAL Street Address
06/01/12	CURRENT	3 Dunsany Rd., London, W14, 0JP, UK

(ATTACH ADDITIONAL SHEET IF NECESSARY)

12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises?
If you answered YES, then answer #13 below. If NO, skip to #14. Yes No
13. Have you attended a DLLC approved Basic & Management Liquor Law Training Course within the past 3 years? Yes No
14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? Yes No
15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) A.R.S. §4-202,4-210 Yes No
16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes No
17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No
18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No

If you answered "YES" to any Question 14 through 18 YOU MUST attach a signed statement.
Give complete details including dates, agencies involved and dispositions.
CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

NOTARY

I (Print Full Name) Babu Vaseekaran Rajalingam hereby declare that I am the Agent/ Controlling Person / Premises Manager filing this application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature: Babu V. Rajalingam State of County of England County of City of London
The foregoing instrument was acknowledged before me this

My Commission Expires on: with life Date 7th Day of JUNE, 2023
Date Day Month Year

MARTIN ANTHONY CHARLTON
Notary Public of London, England
My Commission expires with life Signature of Notary M.A. Charlton

The licensee has authorized the person named on this questionnaire to act as manager for the above license.

PRINT NAME: _____ SIGNATURE: _____

Arizona Department of Liquor Licenses and Control

Questionnaire Signed Statement

TA Operating LLC is a wholly owned subsidiary of TravelCenters of America Inc. ("TA"), which is in turn a wholly owned indirect subsidiary of BP PLC a British publicly traded company trading on the London, Frankfurt and New York Stock Exchanges (NYSE: BP). BP through its wholly owned subsidiaries, owns and/or operates in excess of 220 travel centers across the United States, some of which serve and/or sell alcoholic beverages pursuant to retail licenses held by TA.

In addition, BP owns and/or operates convenience stores through other wholly owned subsidiaries in CA, FL, IL, IN, KY, NY, OH and TN, some of which sell/serve alcoholic beverages pursuant to the appropriate retail liquor licenses in these states. Some of the officers and directors of TA are also officers of these entities.

As officers and or/directors of TA and other BP subsidiaries, these individuals have a past or present interest in those retail licenses. Their affiliation with the alcoholic beverage retail licenses is solely in the capacity of corporate official.

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Name: Babu Vasekaran Rajalingam

Signature: Babu V Rajalingam

23 JUN 14 11:42 AM '03

UNITED STATES OF AMERICA PERMANENT RESIDENT

RAJALINGAM 8107 27 88V

Surname: **RAJALINGAM**
Given Name: **BABU V**
Category: **IR6**
Country of Birth: **Sri Lanka**
Card Expires: **12/26**
Resident Since: **03/31/03**



CONFIDENTIAL

23 JUN 14 Lic. Lic. PM 3 42



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

QUESTIONNAIRE
A.R.S. § 4-202, 4-210
Type or Print with **Black Ink**

The fees allowed by R19-1-102 will be charged for all dishonored checks.

805.393

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Liquor License#: 010090017430 /# 247775

1. Check the Appropriate Box

<input checked="" type="checkbox"/> Controlling Person	<input type="checkbox"/> Agent	<input type="checkbox"/> Premises Manager (complete all questions except #12)
--	--------------------------------	--

2. Name: Roubic, Scott, Edward Birth Date: _____ (NOT a public record)

3. Social Security #: _____ Driver License #: _____ State: Ohio

4. Place of birth: Chardon, OH, USA Height: 5'6" Weight: 152 Eyes: blue Hair: brown

5. Name of current/most recent spouse: Roubic, Susan, Marie Birth Date: _____ (NOT a public record)

6. Are you a bona fide resident of Arizona? Yes No If yes, what is your date of residency: N/A

7. Daytime telephone number: 928-524-3006 E-mail address: adena.santiago@foster.com

8. Business Name: TravelCenters of America Business Phone: 928, 524, 3006

9. Business Location Address: 3747 ExpressDrive, Holbrook, AZ, Navajo County, 86025

10. List your employment or type of business during the past five (5) years. If unemployed, retired, or student, list residence address.

FROM Month/Year	TO Month/Year	DESCRIBE POSITION OR BUSINESS	EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip)
06/01/19	CURRENT	VP - Finance and Treasury	TA Operating LLC, 24601 Center Ridge Rd., Westlake, OH 44145
10/01/93	10/01/18	VP-Audit, Asset Protection & Real Estate	Jo-Ann Stores Support Center Inc., 5555 Darrow Rd., Hudson, OH 44236

(ATTACH ADDITIONAL SHEET IF NECESSARY)

11. Provide your residence address information for the last five (5) years: A.R.S. §4-202(D)

FROM Month/Year	TO Month/Year	RESIDENTIAL Street Address
06/01/06	CURRENT	16 Jefferson Dr., Hudson, OH 44236

(ATTACH ADDITIONAL SHEET IF NECESSARY)

- 12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises?
If you answered YES, then answer #13 below. If NO, skip to #14. Yes No
- 13. Have you attended a DLLC approved Basic & Management Liquor Law Training Course within the past 3 years? Yes No
- 14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years? Yes No
- 15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) A.R.S. §4-202,4-210 Yes No
- 16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes No
- 17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No
- 18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D) Yes No

If you answered "YES" to any Question 14 through 18 **YOU MUST** attach a signed statement.
Give complete details including dates, agencies involved and dispositions.
CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

NOTARY

I (Print Full Name) Scott Edward Roubic hereby declare that I am the Agent/ Controlling Person / Premises Manager filing this application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature: [Signature] State of Ohio County of Columbus

The foregoing Instrument was acknowledged before me this

My Commission Expires on: Nov 13, 2028 Date 7th Day of June Year 2018

Date
CARY M TOTH
CARY M. TOTH
NOTARY PUBLIC * STATE OF OHIO
My commission expires Nov. 13, 2028

[Signature]
Signature of Notary

The Licensee has authorized the person named on this questionnaire to act as manager for the above License.

PRINT NAME: _____ SIGNATURE: _____

'23 JUN 14 Liq. Lic. PM 3 42

Arizona Department of Liquor Licenses and Control

Questionnaire Signed Statement

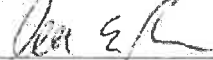
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Name: Scott Edward Roubic

Signature:  _____

'23 JUN 14 Lic. Lic. # 34

Ohio DRIVER LICENSE NOT FOR FEDERAL ID

09-22-2020

ROUBIC
SCOTT EDWARD
16 JEFFERSON DR.
HUDSON, OH 44236

SEX: M HEIGHT: 5-06 HAIR: BLU
DOB: 09-06-2022 EYES: B
CLASS: D EXPIRES: 09-22-2028

1985 09-22-1985

C50692945

650692945

REPUBLIC OF THE STATE OF OHIO

12 Year
13 - Chronic License

650692945

PROCLAMATION

GENERAL AVIATION APPRECIATION MONTH

WHEREAS, Holbrook in the state of Arizona has a significant interest in the continued vitality of general aviation, aircraft manufacturing, aviation educational institutions, aviation organizations, and community airports; and

WHEREAS, general aviation and the Holbrook Municipal Airport have a significant economic impact on the City of Holbrook; and

WHEREAS, the 2021 Arizona Aviation Economic Impact Study found that the general aviation airports in the state support an annual economic impact of \$3.3 billion; in addition, state airports overall support more than 386,000 jobs, and a total payroll of over \$20.4 billion; and

WHEREAS, according to the FAA, the state has 78 general aviation airports. These airports serve more than 26,000 pilots and 7,800 registered aircraft; and

WHEREAS, according to the FAA, the state is home to 155 repair stations, 24 FAA-approved pilot schools, almost 8,000 student pilots, and almost 5,000 flight instructors; and

WHEREAS, general aviation not only supports Arizona's economy, it improves overall quality of life by supporting emergency medical and healthcare services, law enforcement, firefighting and disaster relief, investments in sustainable fuels and technologies, and investments in innovative experimental technology like Vertical Takeoff and Landing vehicles, and by transporting business travelers to their destinations quickly and safely; and

WHEREAS, the United States faces a shortage of aviation professionals, leaders should invest in this critical infrastructure to ensure future economic growth and our next generation of aviation professionals and pilots;

NOW, THEREFORE, I, Kathleen Smith, Mayor of the City of Holbrook, do hereby proclaim August 2023 as **GENERAL AVIATION APPRECIATION MONTH**.

Kathleen Smith, Mayor

Signed this 10th day of August 2023

City of Holbrook
Council Action Form

Tab Number: 4

Meeting Date: August 10, 2023

To: Mayor and City Council

From: Interim City Manager

Subject: Amending the fees for commercial and non-commercial public information requests

Discussion: The City of Holbrook charges fees to process information requests. The fees have not been updated since 2003. Chief Christensen has been researching what other agencies charge and this would make us comparable. This will also align the fees that City Hall charges for public information requests.

Fiscal Impact: unknown

Recommendation: Approve rates for Commercial and Non-Commercial public information requests.

Approved by: _____
Randall L Sullivan Jr, Interim City Manager

RESOLUTION 23-08

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF HOLBROOK, NAVAJO COUNTY, ARIZONA, AMENDING THE FEES FOR OBTAINING PUBLIC RECORDS FOR COMMERCIAL AND NON-COMMERCIAL USES IN THE CITY OF HOLBROOK

WHEREAS The City of Holbrook charges fees for public records requests; and,

WHEREAS a portion of the expenses should be offset by the fees collected; and,

WHEREAS, the Mayor and Council have determined that it is in the best interest of the citizens to amend the fees.

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

SECTION 1: The following fees shall be charged and collected for non-commercial requests.

- A. Emailed document produced via e-mail and readily available – no cost per page.
- B. Emailed reports more than 20 pages \$10.00.
- C. Hard copies of routine records and reports - \$10.00 each up to 20 pages and \$.25 a page after.
- D. Audio, CDs, DVDs \$15.00 each.
- E. Video/Body Camera DVD \$25.00 each.

SECTION 2: The following fees shall be charged and collected for commercial requests.

- A. The value of reproduction on the commercial market is best determined by the public body.
- B. A reasonable fee for the cost of time, materials, equipment, and personnel in producing such reproduction.
- C. A portion of the cost for obtaining the original or copies of the documents, printouts, or photographs as per A.R.S. § 39-121.03(D).

SECTION 3: The Mayor is authorized to execute the Resolution.

SECTION 4: The City manager is authorized to implement the new fees.

PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HOLBROOK, ARIZONA, THIS 10th DAY OF AUGUST 2023.

APPROVED/EXECUTED:

Kathleen Smith, Mayor

ATTESTED:

Lisa Hunt, City Clerk

APPROVED AS TO FORM:

Bradley A. Burns, City Attorney

City of Holbrook
Council Action Form

Tab Number: 5

Meeting Date: August 10, 2023

To: Mayor and City Council

From: Interim City Manager

Subject: Public Participation Policy

Discussion: The City needs to update the General Plan and to do so needs to get public input and engagement for a more comprehensive plan.

Fiscal Impact: None

Recommendation: adopt the policy to give Mayor, Council, and Staff guidance when engaging public on the planning and decision-making process

Approved by: _____
Randall L Sullivan Jr, Interim City Manager

City of Holbrook Public Participation Policy

ARS 9-461.06 requires municipalities in the State of Arizona to adopt a public involvement policy to guide the update and amendment of general plans. This policy describes the basic steps that the City of Holbrook (the City) will take to inform residents, business owners, and other stakeholders of updates and amendments to the City of Holbrook General Plan (the General Plan) and to involve them in the general plan planning and decision-making processes.

The process described below details the minimum which will be conducted during the process to ensure public interaction is engaged and received. Additional public engagement methods could be added to the process if more methods appear to be needed to get more effective public responses.

Public Involvement Goals and Policies

GOAL: PROVIDE OPPORTUNITIES FOR EFFECTIVE AND ENGAGED PUBLIC PARTICIPATION THROUGHOUT THE GENERAL PLAN PROCESSES.

Policy 1:

Make reasonable efforts to involve the public and affected entities in the planning process of the General Plan.

IMPLEMENTATION MEASURES

- a. Provide public outreach via various medias including not but limited to: electronic media, print, public hearings, and in person events.

Policy 2:

Support open communication for comment and review of the General Plan through: public engagement at a local event, elementary or high school engagement, digital engagement through digital review and surveys, and public discussions at the City Planning Commission and City Council during the General Plan process.

IMPLEMENTATION MEASURES

- a. Provide public ability to provide comment by contacting City staff and the project team through in person events, e-mail comments, website comments, and mail in comments.

Policy 3:

Provide effective, early and continuous public participation that encourages involvement from all geographic, ethnic and economic areas of the City.

IMPLEMENTATION MEASURES

- a. Form a General Plan Stakeholder Team early in the process to provide regular and ongoing technical support and expertise to the General Plan process.
- b. Invite to the Stakeholder Team representatives from:

- City Departments;
 - Local, regional and state agencies;
 - Adjacent jurisdictions;
 - Other public institutions (such as school districts); and
 - Major Employers and Land Owners
- c. Hold at least four Stakeholder Team meetings during the preparation of the General Plan at major project milestones;
 - d. Seek guidance from the Council and City manager to identify major stakeholders;
 - e. Information posted on the City's web page;
 - f. Information articles in City newsletters or utility bills;
 - g. Press releases to the local press or newsletters of general circulation;
 - h. Attendance to special engagements such as community festivals and events;
 - i. Conduct one public meeting prior to the legislatively required Planning and Zoning Commission and City Council Public Hearings;
 - j. Accept written comments at all public events and public hearings and in advance of the hearing via email or handwritten.

Policy 4:

Provide effective notice of public hearings and meetings regarding the preparation of the General Plan.

IMPLEMENTATION MEASURES

- a. Mail notice of the Planning and Zoning Commission and City Council public hearing as required by State Law to the following:
 1. Arizona Commerce Authority;
 2. Arizona State Land Department;
 3. Adjacent Jurisdictions and Native Tribes;
 4. School Districts;
 5. Public Utility Companies;
 6. Navajo County Public Works Department;
 7. Civic, Educational, Professional and Other Organizations;
 8. Property Owners and Residents; and
 9. Any other entities or individuals that notify the City, in writing, of their desire to be notified about the preparation of the General Plan.

Policy 5:

Distribute the proposed plan draft and maps in viewable and easy to access formats.

IMPLEMENTATION MEASURES

- a. Make digital copies of the plan available to the entities required by State Law and to members of the public who request a copy of the plan as well as on the City website.
- b. Publish at least once notice in a newspaper of general circulation regarding the General Plan details for scheduled public meetings containing the date, time, and location and staff contact information where the public can comment and find more information.

- c. Make available a paper copy for review of the draft plan of the General Plan at City Hall and the local library
- d. At least sixty (60) days before the General Plan is noticed, the City of Holbrook shall submit a digital copy for review and further comment as part of the required **60-day Agency Review** period to:
 - 1. The Planning & Zoning Division of Navajo County;
 - 2. Adjacent jurisdictions and any nearby Native Tribes;
 - 3. The Arizona Department of Transportation (ADOT);
 - 4. The Arizona State Land Department (ASLD);
 - 5. The Arizona Commerce Authority;
 - 6. The Arizona Department of Water Resources (ADWR); and
 - 7. The Arizona Department of Environmental Quality (ADEQ).
- e. Provide a digital copy to any person or entity that requests in writing to receive a review copy.

City of Holbrook
Council Action Form

Tab Number: 6

Meeting Date: August 10, 2023

To: Mayor and City Council

From: Interim City Manager

Subject: Manager Selection Plan

Discussion: The City attorney asked for a Manager Selection Plan. These are some suggested steps to take during the process.

Fiscal Impact: currently no impact

Recommendation: approve plan with any other suggestions

Approved by: _____
Randall L Sullivan Jr, Interim City Manager

MANAGER SELECTION PLAN

ACTION	RESPONSIBILITY	2023-2024 Fiscal Year	Complete
Create a City Strategic plan and Mission Statement	Council	August/September	
Bring to Council options for search firm or utilize other options to create manager profile	Interim Manager/Council	August/September	
Create City Manager Profile and advertise for applications	Council/Interim Manager	October/November	
Supply Council with pool of candidates and select for interviews (selection should be no more than 5)	Interim Manager/Council	January	
Set interview process and dates with Council (may include City Employees and Community)	Council	February	
Council final selection	Council	March	
New Manager offer and negotiations	Council/City Attorney	March	
Manager Contract agreement	Council	March	
Manager starts		April	