

*Support your local merchants.*

**AGENDA  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, MAY 21, 2014 at 6:30 P.M.**

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
  - a) **Approval of the Minutes:**
    - 1) Work Session – April 30, 2014
    - 2) Special Session – April 2, 2014
    - 3) Executive Session – April 2, 2014 (Recorded)
  - b) **Set Next Meeting, Date and Time:**
    - 1) May 28, 2014 at 6:30 p.m. – Council Hears Planning & Zoning Matters
    - 2) June 4, 2014 at 6:30 p.m. – Regular Session
    - 3) June 11, 2014 at 5:30 p.m. – Work Session
    - 4) June 18, 2014 at 6:30 p.m. – Regular Session
    - 5) June 25, 2014 at 6:30 p.m. – Council Hears Planning & Zoning Matters
  - c) **Possible approval of a Special Event Liquor License application for the Verde Valley Rangers, Mounted Sheriff's Posse fundraiser to be held during the Cornfest on July 18 and 19, 2014.** Staff Resource: Debbie Barber
  - d) **Resolution 2014-922, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the "Town of Camp Verde Procedures and Operations", and superseding all resolutions or parts of resolutions adopted by the Town of Camp Verde in conflict with the provisions of this resolution or any part of this a resolution are hereby repealed, effective as of the date that this resolution is effective. Amendment includes replacing the "Hazard Communication and Chemical Safety" with the 'Hazard Communication Program' in the Risk Management policies and procedures/Town of Camp Verde Procedures and Operations Guide. Note: Staff Resource: Russ Martin/Carol Brown**
5. **Special Announcements and presentations:**
  - **Update and discussion relative to local, state, and county matters with County Supervisor Tom Thurman.** Staff Resource: Mayor German
6. **Call to the Public for Items not on the Agenda.**
7. **Update, followed by discussion, consideration, and possible authorization for the "Old Guys" to move forward with the concept and site location for the construction of an all-purpose building near the Ramada.** Staff Resource: Russ Martin

8. **Call to the Public for items not on the agenda**
9. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
10. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
11. **Adjournment**

Posted by: *V. Jones*

Date/Time: *5-15-2014 9:00 a.m.*

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

H. a. 1

**DRAFT MINUTES  
WORK SESSION  
MAYOR AND COMMON COUNCIL  
Of the TOWN OF CAMP VERDE  
COUNCIL CHAMBERS · 473 S. MAIN STREET ROOM 106  
WEDNESDAY, APRIL 30, 2014 at 4:00 p.m.**

Minutes are a summary of the discussion. They are not verbatim.  
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**

Mayor German called the meeting to order at 4:05 p.m.

2. **Roll Call**

Mayor Charlie German, Vice Mayor Jackie Baker, Councilors Bruce George, Brad Gordon, and Robin Whatley were present. Councilors Carol German and Jesse Jones were absent. Councilor Carol German arrived at 4:50 p.m.

**Also Present**

Town Manager Russ Martin, Economic Development Director Steve Ayres, Town Clerk Deborah Barber, Finance Director Mike Showers, Librarian Kathy Hellman, Marshall Nancy Gardner, Commander Bruce Girnt, Judge Harry Cipriano, Court Supervisor Veronica Pineda, Risk Manager Carol Brown, Community Development Director Mike Jenkins, Building Inspector Robert Foreman, and Recording Secretary Lynn Riordan.

3. **Pledge of Allegiance**

Mayor German led the pledge

4. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2014-15 Consent Agenda Tentative Budget. The council made no motions during this work session.**

a. **Revenues.** Martin presented the Council with a complete report of Town employees with departments, staff titles and wages and a comprehensive breakdown of Town revenues. Mr. Martin addressed the Council regarding the proposed budget, advising the revenue projection for FY 2014-15 is relatively the same as FY 2013-14 with only a small projected increase. Mr. Martin stated the sales tax revenue from last FY was less than projected, franchise fees were slightly higher than projected, and the projected minimal increase in revenue for FY 2014-15 will need to absorb all projected costs for FY 2014-15. Mike Showers provided the Council with a sales tax revenue chart and advised the Council that the State revenue will be increasing as well as the Town sales tax, however, the budget will be starting with a deficit from FY 2013-14, no large increases are expected, however, the CAP project are expected to increase revenue (VVMC and the Library projects).

b. **General Government.**

- **Municipal Court:** Judge Cipriano addressed the Council. The Court proposed FY 2014-15 budget is relatively the same as last year with the additions of required NJO training for the new Judge (Judge Cipriano is retiring), required Co-Jet training requirement (registration fees and travel) for all Court employees, and required court recording equipment (required). The proposed budget for the Court is only \$1,000 more than proposed by the Town Manager. Anticipated filings and revenue for the Municipal Court are anticipated to be higher than last year.
- **Library:** Kathy Hellman addressed the Council. Hellman advised the Council that some of the Library staff salaries are funded by NACOG and Library Services Grants. Currently the Library has four full time and three part-time staff. Ms. Hellman would like to change some of the distribution line items on the budget and believes the requested budget to allow an increase in books, publications and media is warranted as Library usage is changing as technology advances and costs to provide these materials increases. She will continue to find ways to increase the Library revenue including applying for grant money. Currently the Library has two grant applications pending.
- **Risk Management:** Carol Brown addressed the Council regarding the proposed budget. Ms. Brown noted that her position has been changed to accurately reflect the 65% of her time spent in Risk Management and the 35% she spends as Assistant to the Town Manager. This explains the increase in the salary line

item. Brown advised that she would like the Town to participate in a co-op with Clarkdale, Cottonwood and Sedona to hire a Safety Training Specialist to help reduce on the job injuries, Workman's Compensation claims, OSHA violations and sanctions, and put an HR strategic planning and employee-training program, and emergency operations center, in place. The costs for this request are reflected in the department's proposed budget.

Martin advised the Council there is limited money and the Town is starting FY 2014-15 with a deficit, therefore, he has proposed cuts in every department for any items that are not necessary. He advised that he would like to give every department everything they have proposed and requested, however, he cannot recommend support of several line items, as there is not enough revenue to cover all the proposed budgets and requests.

- **Economic Development:** Steven Ayres requested that Special Events be transferred to the Parks and Recreation Department budget. Ayres advised the Council that he has requested funds for marketing the Town for both attracting new business and tourism. Ayres stated that any money spent in this department is a long-term investment for the Town with the potential of creating increased revenue. Ayres also requested a part-time employee or a shared employee, specifically Barbie Bridge from the Clerk's Office. Ayres also advised that a \$25,000 grant is pending, and he will notify the Council if the grant is approved for Economic Development. Ayres stated he is aware of the confines of the budget, and will work with whatever money is approved to his department, as recommended by the Town Manager, to produce the best results possible.
- **Community Development:** Mike Jenkins addressed the Council regarding his proposed budget. The only line item that was of any concern was legal services. The budget proposed by the Town Manager is acceptable to the department. If any legal issues arise during the year, Mr. Jenkins stated he would bring it before the Council for funding if there is not enough money in his budget. No legal issues are expected.
- **Planning and Zoning:** Mike Jenkins advised the Council that this department is in need of a full-time Permit Technician and Plan Examiner that is reflected in his proposed budget. He advised that they just hired a part-time person to assist with the explosive growth that they are experiencing. He said that would like the part-time Permit Technician to become full time on July 1, 2014 and have the funds available to hire a full time Building Inspector mid-year if needed due to the possibility that VVMC and the Library projects construction that will start within the year. Jenkins advised that the increase in staff would only be realized if there is an increase in demand for services from this department. He supported the budget as recommended by the Town Manager (adjustments in Maps, General Plan and Consulting Services). Jenkins stated consulting services are necessary, and would be needed as demand increases. In the event that an over-ride of the approved budget is necessary, he will request additional funding.

The Council stated concerns with the budget currently not showing an increase in revenue, but there is an increase in new employees. Martin supported the Planning and Zoning budget, with only a few line items being recommended for adjustment, stating there has been a 1.5 million dollar increase since 2011-12 and the revenues generated from this department exceeds there expenditures. A full-time building inspector will be needed for the VVMC project. This department needs to keep up with demand, so more staff and expenses reflected in the budget are warranted.

Robert Foreman provided a handout to the Council and requested the Council consider increasing building permit fees, as the Town is approximately 35% below the national average. This matter will be placed, and considered, at a Regular Council Meeting as an Agenda item.

- **Code Enforcement:** Discussion covered building abatement and nuisance abatement and cost recovery. Cost recovery has been primarily successful by billing property owners or filing property liens. Dangerous building abatement exceeded the budget FY 2013-14 and funds were obtained from the Contingency

Fund. If an emergency occurs during FY 2014-15, this department may need to apply for funds from the Contingency Fund. Town Managers proposed budget is recommended.

- **Town Clerk:** Debbie Barber addressed the Council regarding the Town Clerk proposed budget. Barber stated that she requested funds for a full-time administrative clerk. She advised that Barbie Bridge is currently part-time without benefits, and the department is requesting she be placed on full-time with benefits. The department lost this full-time Records Manager position four years ago due to budget cuts, and has been promised this position "next year" each budget year since. At this time, it is absolutely necessary to fund this position, as the Clerk's office is the central point for all departments in the Town and additional duties such as CDBG and Special Events have been assigned to the Clerk's Office without additional staffing to cover the work. She advised that this position is also being shared with Economic Development. The Clerk's office and Economic Development will work together for scheduling. The Clerk's office suggested making improvements the phone system improved so that callers can directly reach the department they are seeking. Barber also suggested better signage on the Town campus for each department to relieve a portion of the non-Clerk related traffic in the Town Clerk's office.

Discussion covered elections and contract labor services. Barber advised the Council that there were 65 Council sessions and 24 P&Z scheduled sessions last year at \$150 per session for transcriptionists. If P&Z paid for their own transcriptionists, a reduction in this Town Clerk line item would be acceptable. This is a necessary expense. Discussion covered the department's request for Computer Services/Software, with a consensus that this item may not be necessary for this FY2014-15.

Barber suggested that the Council consider increasing the current business license renewal fees from \$15 per year to \$25 per year to offset some of the increased salary needs for the full-time position. This matter will be placed, and considered, at a Regular Council Meeting as an Agenda item.

Martin again advised the Council that there is limited money and the Town is starting FY 2014-15 with a deficit, therefore, he cannot support these requests, as there is not enough revenue to cover all the proposed budgets and requests.

- **Mayor & Council:** At the request of Councilor Gordon, Martin advised the Council that having legal services is necessary, as many items the Council considers require legal advice. The Town needs to continue having legal services that the Mayor and Council Members can contact for legal issues relating to Town matters. Discussion covered travel and training, noting that this line item includes the travel costs for the Mayor and Council Members to attend the ALCT conference. It was recommended that at least some of the Mayor and Council Members should attend the conference.
- **Finance:** Mike Showers addressed the Council stating he accepts the Town Manager's recommendation with a reduction in consulting services. He advised the Council that the Pest Control line item covers all three buildings in the complex, not just the Finance Department. The contract item is necessary as it covers the costs for required audits.

Remaining Budget Items, Marshall's Office (including Animal Control), Capital Improvements, Human Resources, IT, Public Works (including Stormwater, Wastewater, Maintenance, Parks & Recreation, and Streets), and Non-Departmental will be addressed at future budget work sessions. A copy of the Work Session Agenda and the Proposed General Fund Budget is available at the Town Clerk Office.

**Adjournment.** Mayor German adjourned the work session at 7:25 p.m.

\_\_\_\_\_  
Charles German, Mayor

\_\_\_\_\_  
Lynn Riordan, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Budget Work Session of the Town Council of Camp Verde, Arizona, held on April 30, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Deborah Barber, Town Clerk

H.A.2

**DRAFT MINUTES  
SPECIAL SESSION  
MAYOR AND COUNCIL  
473 S MAIN STREET, SUITE 106  
WEDNESDAY, APRIL 2, 2014 at 4:30 P.M.**

Minutes are a summary of the discussion. They are not verbatim.  
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**

Mayor German called the meeting to order at 4:32 p.m.

2. **Roll Call**

Mayor German, Vice Mayor Baker, and Councilors George, German, Gordon, Jones, and Whatley

**Also Present**

Town Manager Russ Martin, Admin Asst to the Town Manager Carol Brown, Town Attorney W. J. Sims, and Town Clerk Deborah Barber

Mayor German recommended going into Executive Session.

On a motion by Councilor German, seconded by Baker, the Council voted unanimously to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and ARS §38-431.03(A)(4) discussion or consultation with the Town Attorney to consider to consider Council's position and instruct the Attorney(s) regarding Council's position in contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.

The Special Session was recessed at 4:32 p.m. and reconvened at 6:10 p.m.

3. **Discussion with the Town Attorney concerning standardized public records production policy, standardized personnel policy implementation, public records and Town mail distribution, performance review, whistle blower protection and procedure for reviewing personnel complaints.** Note: Council may Council took no action on this item.

4. **Adjournment**

On a motion by Whatley, seconded by George, the meeting was adjourned at 6:10 p.m.

\_\_\_\_\_  
Charles German, Mayor

\_\_\_\_\_  
Saepyol Choe, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions and/or discussion of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on April 2, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Deborah Barber, Town Clerk

H.C



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date: May 21, 2014**

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation

**Requesting Department: Clerk's Office**

**Staff Resource/Contact Person: Deborah Barber**

**Agenda Title (be exact: Possible approval of a Special Event Liquor License application for Verde Valley Rangers, Mounted Sheriff's Posse-for the 2014 Cornfest to be held on July 18<sup>th</sup> and 19<sup>th</sup>, 2014.**

**List Attached Documents: – Application for Special Event License**

**Estimated Presentation Time: 0**

**Estimated Discussion Time: 0**

**Reviews Completed by:**

Department Head: Deborah Barber       Town Attorney Comments: N/A

Finance Department N/A

**Fiscal Impact: None**

**Budget Code: N/A      Amount Remaining: \_\_\_\_\_**

**Comments:**

**Background Information:**

**Recommended Action (Motion): Approve Special Event Liquor License application for Verde Valley Rangers, Mounted Sheriff's Posse-for the 2014 Cornfest to be held on July 18<sup>th</sup> and 19<sup>th</sup>, 2014.**

**Instructions to the Clerk: Section II not required. Process application.**

**APPLICATION FOR SPECIAL EVENT LICENSE**

Fee = \$25.00 per day for 1-10 day events only  
A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

**NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.**  
PLEASE ALLOW 10 BUSINESS DAYS FOR APPROVAL

**\*\*Application must be approved by local government before submission to Department of Liquor Licenses and Control. (Section #20)**

DLLC USE ONLY  
LICENSE #

1. Name of Organization: VERDE VALLEY RANGERS, MOUNTED SHERIFF'S POSSE

2. Non-Profit/I.R.S. Tax Exempt Number: 86-0669881

3. The organization is a: (check one box only)

- Charitable     Fraternal (must have regular membership and in existence for over 5 years)  
 Civic     Political Party, Ballot Measure, or Campaign Committee  
 Religious

4. What is the purpose of this event? FUND RAISER

5. Location of the event: 75 E. HOLLAMON ST., CAMP VERDE, YAVAPAI, AZ 86322  
Address of physical location (Not P.O. Box)    City    County    Zip

**Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)**

6. Applicant: WILLIAMS, JAMES L.    5-22-33  
Last    First    Middle    Date of Birth

7. Applicant's Mailing Address: 2315 S. SUNSET DR., CAMP VERDE, AZ 86322  
Street    City    State    Zip

8. Phone Numbers: (928) 567-0535    —    (928) 567-6107  
Site Owner #    Applicant's Business #    Applicant's Home #

9. Date(s) & Hours of Event: (Remember: you cannot sell alcohol before 10:00 a.m. on Sunday)

	Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:	<u>7-18-14</u>	<u>FRIDAY</u>	<u>3 PM</u>	<u>10 PM</u>
Day 2:	<u>7-19-14</u>	<u>SATURDAY</u>	<u>9 AM</u>	<u>10 PM</u>
Day 3:	_____	_____	_____	_____
Day 4:	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____
Day 8:	_____	_____	_____	_____
Day 9:	_____	_____	_____	_____
Day 10:	_____	_____	_____	_____

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

11. This organization has been issued a special event license for 2 days this year, including this event  
(not to exceed 10 days per year).

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

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

Name VERDE VALLEY RANGERS MOUNTED SHERIFF'S POST 90%  
Percentage

Address P.O. BOX 2866, CAMP VERDE, AZ 86322

Name CAMP VERDE PROMOTIONS 10%  
Percentage

Address P.O. BOX 1970, CAMP VERDE, AZ 86322  
(Attach additional sheet if necessary)

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

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

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

     # Police  Fencing  
4 # Security personnel  Barriers

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

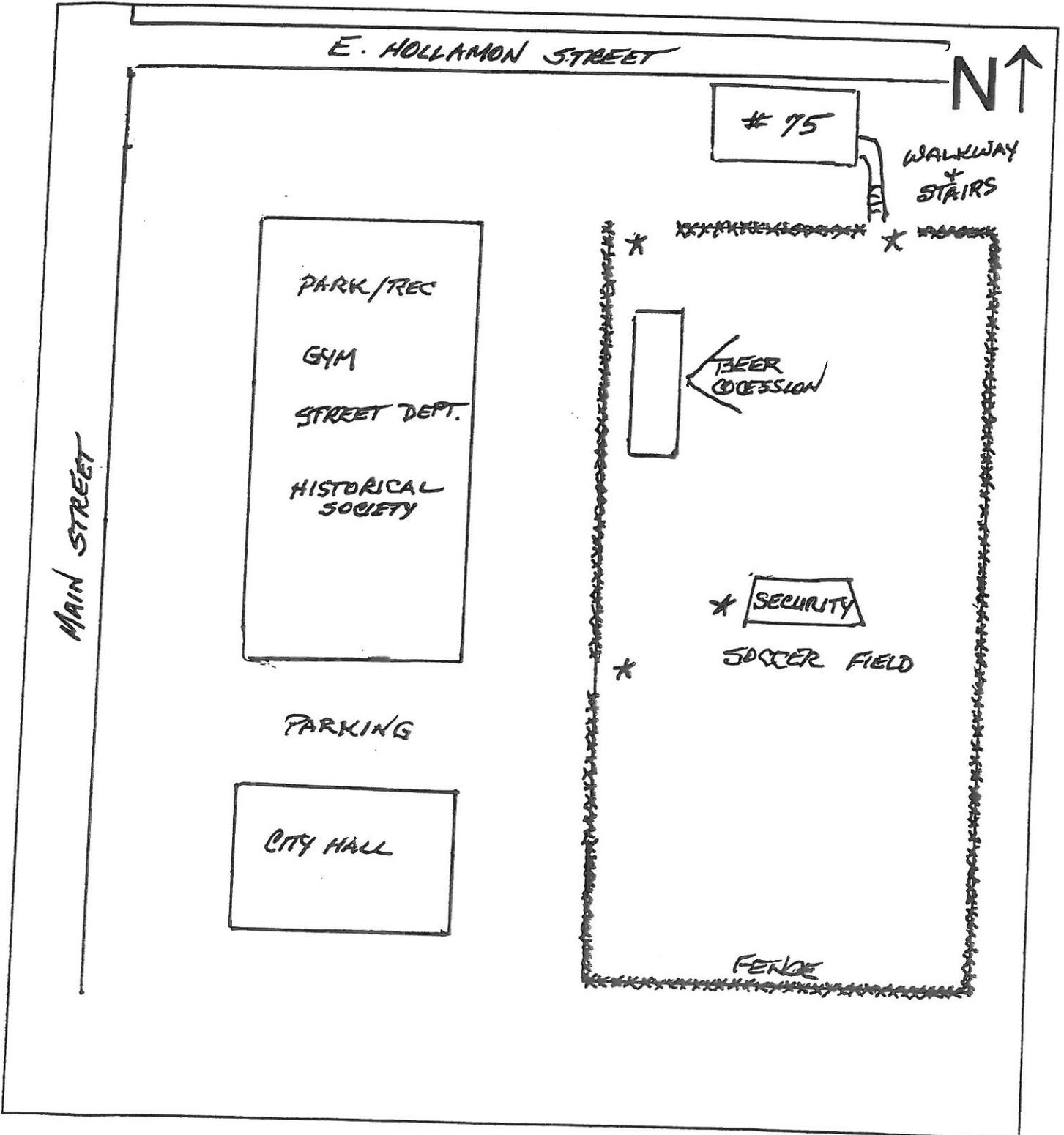
16. Is there an existing liquor license at the location where the special event is being held?  YES  NO  
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use?  YES  NO  
**(ATTACH COPY OF AGREEMENT)**

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

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

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

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



Verde Valley Rangers  
Mounted Sheriff's Posse  
P.O. Box 2866

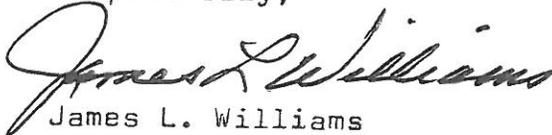
TO WHOM IT MAY CONCERN

The Verde Valley Rangers will be in charge of the Beer Concession for the Corn Fest to be held on July 18th & 19th in Camp Verde, AZ.

Camp Verde Promotions will be sponsoring and promoting this event, and requested the posse to take care of the beverage concession.

Proceeds from this event will be divided 90/10 percent.

Respectfully,

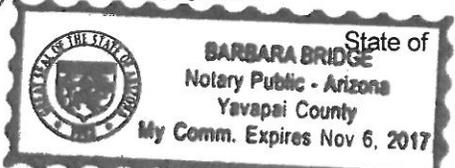


James L. Williams  
Verde Valley Rangers  
Camp Verde Promotion

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

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

X James L. Williams (Signature) Chairperson (Title/Position) 5-5-14 (Date) 928-567-6107 (Phone #)

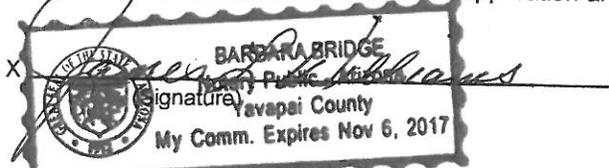


State of ARIZONA County of YAVAPAI  
The foregoing instrument was acknowledged before me this 5th Day MAY Month 2014 Year

My Commission expires on: NOV 6 2017 (Date) Barbara Bridge (Signature of NOTARY PUBLIC)

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

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



State of AZ County of YAVAPAI  
The foregoing instrument was acknowledged before me this 5th Day MAY Month 2014 Year

My commission expires on: NOV 6 2017 (Date) Barbara Bridge (Signature of NOTARY PUBLIC)

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

**LOCAL GOVERNING BODY APPROVAL SECTION**

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

**FOR DLLC DEPARTMENT USE ONLY**

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

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

4. d



Town of Camp Verde

**Meeting Date:** May 21, 2014

Revision to Policies and Procedures/ Hazard Communication Program

Consent Agenda       Decision Agenda       Executive Session Requested

Presentation Only       Action/Presentation

**Requesting Department:** Administration

**Staff Resource/Contact Person:** Russ Martin/Carol Brown

**Agenda Title (be exact):** Approve RESOLUTION 2014-922, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE "TOWN OF CAMP VERDE PROCEDURES AND OPERATIONS GUIDE" AND SUPERSEDING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS ADOPTED BY THE TOWN OF CAMP VERDE IN CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION OR ANY PART OF THIS RESOLUTION ARE HEREBY REPEALED, EFFECTIVE AS OF THE DATE THAT THIS RESOLUTION IS EFFECTIVE.

**AMENDMENT INCLUDES REPLACING THE 'HAZARD COMMUNICATION AND CHEMICAL SAFETY' WITH THE 'HAZARD COMMUNICATION PROGRAM' IN THE RISK MANAGEMENT POLICIES AND PROCEDURES/TOWN OF CAMP VERDE PROCEDURES AND OPERATIONS GUIDE.**

**List Attached Documents:**

1. Resolution 2014-922
2. Town's Revised Hazard Communication Program – Exhibit A
3. Draft of Inventory List of Hazardous Chemicals in the Town's workplace – Exhibit B

**Power Point Presentation:** No

**Estimated Presentation Time:** N/A

**Estimated Discussion Time:** N/A

**Reviews Completed by:**

**Department Head:** Same

**Town Attorney Comments:** Bill Sims reviewed and approved attached resolution

**Finance Department**

**Fiscal Impact:** None

**Budget Code:** N/A **Amount Remaining:** N/A

Comments: None

**Background Information:**

The purpose of this proposed revision to the 2011 Town adopted Policies and Procedures/ Hazard Communication and Chemical Program is to meet the current, international, requirements in standardizing all hazard communication programs.

To elaborate, in 2012 OSHA adopted new hazardous chemical labeling requirements as part of its revision to the Hazard Communication Standard bringing it into alignment with the United Nations' Globally Harmonized System (GHS). The fairly significant changes will help ensure improved quality and consistency in the classification and labeling of all chemicals and will also enhance worker understanding. As a result, workers will have better information available on the safe handling and use of hazardous chemicals, thereby allowing them to avoid injuries and illnesses related to exposures to hazardous chemicals.

Implementation of the program included the opportunity to phase in the changes through specific deadlines. Those deadlines are referenced in the Exhibit A (attached).

Additionally, this revision also meets a FY 14/15 Risk Management performance objective to revise the Hazard Communication Program.

The following is required when the program is approved:

1. The Town's contract template will require a revision due to the following clause in the program: The Contractor shall furnish all SDS's for the chemicals they will use at the Construction/Job Site, simultaneously, with the execution of the Agreement between the Town and Contractor.
2. An electronic copy must be downloaded to the Town's network site POG- PROCEDURES AND OPERATIONS GUIDE.
3. A hard copy will need to be available in all Town departments for reference.

**Recommended Action (Motion): Approve RESOLUTION 2014-922, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE "TOWN OF CAMP VERDE PROCEDURES AND OPERATIONS GUIDE" AND SUPERSEDING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS ADOPTED BY THE TOWN OF CAMP VERDE IN CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION OR ANY PART OF THIS RESOLUTION ARE HEREBY REPEALED, EFFECTIVE AS OF THE DATE THAT THIS RESOLUTION IS EFFECTIVE**

**AMENDMENT INCLUDES REPLACING THE 'HAZARD COMMUNICATION AND CHEMICAL SAFETY' WITH THE 'HAZARD COMMUNICATION PROGRAM' IN THE RISK MANAGEMENT POLICIES AND PROCEDURES/TOWN OF CAMP VERDE PROCEDURES AND OPERATIONS GUIDE.**

**Instructions to the Clerk:** Upon Executing Resolution, please add revised policy to POG on the S Drive

TOWN OF CAMP VERDE



**Resolution: 2014-922**

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE "TOWN OF CAMP VERDE PROCEDURES AND OPERATIONS GUIDE" AND SUPERSEDING ALL RESOLUTIONS OR PARTS OF RESOLUTIONS ADOPTED BY THE TOWN OF CAMP VERDE IN CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION OR ANY PART OF THIS RESOLUTION ARE HEREBY REPEALED, EFFECTIVE AS OF THE DATE THAT THIS RESOLUTION IS EFFECTIVE**

**AMENDMENT INCLUDES REPLACING THE 'HAZARD COMMUNICATION AND CHEMICAL SAFETY' WITH THE 'HAZARD COMMUNICATION PROGRAM' IN THE RISK MANAGEMENT POLICIES AND PROCEDURES/TOWN OF CAMP VERDE PROCEDURES AND OPERATIONS GUIDE.**

WHEREAS, OSHA has made substantial modifications to the *Hazard Communication Program*, effective 2012; and

WHEREAS; OSHA adopted new hazardous chemical labeling requirements as part of its revision to the Hazard Communication Standard bringing it into alignment with the United Nations' Globally Harmonized System (GHS); and

WHEREAS, it is required that the Town adopt the *Hazard Communication Program* and make it available for the benefit of all parties; and

WHEREAS, workers will have better information available on the safe handling and use of hazardous chemicals, thereby allowing them to avoid injuries and illnesses related to exposures to hazardous chemicals;

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde hereby resolve to approve and adopt the *Hazard Communication Program*, attached hereto as Exhibit A.

**ADOPTED AND APPROVED by a majority vote of the Mayor and Common Council at the regular meeting of May 21, 2014.**

\_\_\_\_\_  
Charlie German, Mayor

\_\_\_\_\_  
Date

Attest: Approved as to form:

\_\_\_\_\_  
Deborah Barber, Town Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
William Sims, Town Attorney

\_\_\_\_\_  
Date

**TOWN OF CAMP VERDE**

**DRAFT**

**HAZARD COMMUNICATION PROGRAM**  
**Globally Harmonized System (GHS)**

The purpose of this program is to ensure that potential hazards and hazard control measures for chemicals, materials and substances used by this Town are understood by Town employees.

This written program is available for employee review at any time. An electronic copy is located on the Town's network site POG-PROCEDURES AND OPERATIONS GUIDE and a hard copy is available in All Departments.

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**I. CONTAINER LABELING:**

*The Town staff* will verify that all containers received for use by this Town will:

Be clearly labeled (see sample below) as to the contents; matching identification on the Safety Data Sheets (SDS's).

List the name and address of the manufacturer.

Note the appropriate symbol or pictogram (see below)

Note the appropriate hazard signal wording \*

“DANGER” or “WARNING”

- **Physical Hazards** (16)
  - Explosives
  - Flammable Gases
  - Flammable Aerosols
  - Oxidizing Gases
  - Gases Under Pressure
  - Flammable Liquids
  - Flammable Solids
  - Self-Reactive Substances
  - Pyrophoric Liquids
  - Pyrophoric Solids
  - Self-Heating Substances
  - Substances which, in contact with water, emit flammable gases
  - Oxidizing Liquids
  - Oxidizing Solids
  - Organic Peroxides

Corrosive to Metals

**Health Hazards** (10)

Acute Toxicity

Skin Corrosion/Irritation

Serious Eye Damage/Eye Irritation

Respiratory or Skin Sensitization

Germ Cell Mutagenicity

Carcinogenicity

Reproductive Toxicology

Target Organ Systemic Toxicity – Single Exposure

Target Organ Systemic Toxicity – Repeated Exposure

Aspiration Toxicity

**Hazardous to the Aquatic Environment:**

Acute Aquatic Toxicity

Chronic Aquatic Toxicity

Bioaccumulation Potential

Rapid Degradability

Labels (Nine symbols): No deviation of the colors

<p><u>Flame over circle</u></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p><u>Flame</u></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self Reactives</li> <li>• Organic Peroxides</li> </ul>	<p><u>Exploding bomb</u></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self Reactives</li> <li>• Organic Peroxides</li> </ul>
<p><u>Skull and crossbones</u></p>  <ul style="list-style-type: none"> <li>• Acute toxicity (severe)</li> </ul>	<p><u>Corrosion</u></p>  <ul style="list-style-type: none"> <li>• Corrosives</li> </ul>	<p><u>Gas cylinder</u></p>  <ul style="list-style-type: none"> <li>• Gases under pressure</li> </ul>
<p><u>Health Hazard</u></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<p><u>Environment</u></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p><u>Exclamation mark</u></p>  <ul style="list-style-type: none"> <li>• Irritant</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic effects</li> <li>• Respiratory Tract Irritation</li> <li>• Hazardous to Ozone Layer</li> </ul>

**Table 3: GHS Label Elements for Flammable (and Combustible) Liquids**

	Category 1	Category 2	Category 3	Category 4
<b>Symbol</b>				No symbol
<b>Signal Word</b>	Danger	Danger	Warning	Warning
<b>Hazard Statement</b>	Extremely flammable liquid and vapor	Highly flammable liquid and vapor	Flammable liquid and vapor	Combustible liquid

### SAMPLE LABEL

PRODUCT IDENTIFIER

CODE \_\_\_\_\_

Product Name \_\_\_\_\_

SUPPLIER IDENTIFICATION

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking.  
 Only use non-sparking tools.  
 Use explosion-proof electrical equipment. Take precautionary measure against static discharge.  
 Ground and bond container and receiving equipment.  
 Do not breathe vapors.  
 Wear Protective gloves.  
 Do not eat, drink or smoke when using this product.  
 Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.

**In Case of Fire:** use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.

**First Aid**  
 If exposed call Poison Center.  
 If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS



SIGNAL WORD

Danger

HAZARD STATEMENT

Highly flammable liquid and vapor.  
May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

**Directions for use**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fill weight: \_\_\_\_\_ Lot Number \_\_\_\_\_

Gross weight: \_\_\_\_\_ Fill Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

No Containers Will Be Released For Use Until The Above Data Is Verified.

## **II. 16 SECTION SAFETY DATA SHEETS (SDS):**

1. Product and Company Identification
2. Hazard Identification
3. Composition / Information On Ingredients
4. First Aid Measures
5. Fire Fighting Measures
6. Accidental Release Measures
7. Handling and Storage
8. Exposure Control / Personal Protection
9. Physical and Chemical Properties
10. Stability and Reactivity
11. Toxicological Information
12. Ecological Information
13. Disposal Considerations
14. Transport Information
15. Regulatory Information
16. Other Information

Applicable SDS's for specific hazardous products to which employees may be exposed will be kept at the following departments:

- **Animal Impound**
- **Library**
- **Marshal's Department**
- **Pool**
- **Public Works**
  - Maintenance Division
  - Streets Division
  - Sewer Division (Wastewater Treatment Plant)
  - All "field vehicles"
- **Swimming Pool**
- **Town Hall – Janitor Closet**
- **Town network**

**The tasks below are primarily the responsibility of Department/Division Managers** (or their designees as individuals ordering chemicals for their department/division). The primary user of chemicals in their daily routine are assigned the tasks of ensuring that SDS's are:

- Obtained for the new chemicals
- Placed and indexed in their departmental SDS Binder for review to all affected employees during each work shift.
- Updating SDS Binders every 3 years

- Chemical containers are properly labeled and provide employees (EE's) with effective information and training on hazardous chemicals whenever EE's have not been previously trained about the chemical being introduced in the work area.

The Public Works Department: Maintenance /Janitorial, Sewer Utility, and the Streets Divisions are the primary users of chemicals.

The Risk Manager will be available to offer help with respect to SDS's and labels: how to obtain, etcetera.

### **III. EMPLOYEE TRAINING and INFORMATION:**

Each employee will be provided the following training and information before working in areas where hazardous chemicals exist. In addition, if a new hazardous product is introduced into the workplace, affected employees will be given new training and information concerning the new product.

#### **A. TRAINING:**

##### **Minimum Information to be Provided:**

1. All operations and locations in the workplace areas where hazardous chemicals are present.
2. The location and availability of the written Hazard Communication program, including the inventory list of hazardous products/chemicals used and their SDS's.
3. The method the Town will use to inform employees of potential hazards of non-routine tasks (jobs that are not typically routine for an employee because of infrequency, location or type).
4. Details of the Town's Hazard Communication program including an explanation of the new GHS labeling system, the new GHS format of SDS's and how to obtain and use the appropriate hazard information.

Upon completion of the Global Harmonizing System training program, each employee, will sign the training roster.

#### **B. Hazardous Non-Routine TASKS:**

When & Where Applicable: If Town employees are required to perform hazardous tasks that are not routine or part of the employees job assignment, such as welding in a confined space or cleaning a tank once every 6 months, the Town MUST address what hazardous materials and/or procedures are involved and specific hazards to which the employees will be exposed to. What Personal Protective Equipment (PPE) will be provided and who will be responsible/accountable to oversee the operation/job task.

Typically, administrative staff do not perform 'Hazardous, Non-Routine Tasks' in their offices.

**C. Chemicals in Unlabeled Pipes:**

Camp Verde has the following Town-owned unlabeled pipes located at the Swimming Pool. A mixture of chlorine and hydrochloric is piped to the pool in unlabeled pipes.

The Town's Maintenance Supervisor (or his/her designee) MUST inform his employees of those hazards associated with the above chemicals.

**D. Informing Outside Contractors Performing Work at the Town's Location:**

It is the responsibility of Division Supervisor or Manager to provide contractors and their employees with the following information:

1. Hazardous chemicals to which employees may be exposed to while on/at the job site/area.
2. Measures the employees may take to reduce the possibility of exposure.
3. Steps the Town has taken to reduce the risks.
4. The location of the SDS's for which the employees may be exposed to.
5. Procedures to follow when the employees are exposed to the hazardous products.

**E. Outside Contractors Informing the Town:**

To avoid exposing Town employees to hazardous products brought on Town premises by Outside Contractors performing their job tasks the following shall be done:

1. Prior to commencing work Town Division Supervisors/Managers overseeing the project shall advise Contractor's during the Bid Process that the contract includes a clause to provide SDS's covering their own hazardous products.
2. The Contractor shall furnish all SDS's for the chemicals they will use at the Construction/Job Site, simultaneously, with the execution of the Agreement between the Town and Contractor.
3. Division Supervisors/Managers shall ensure that employees at the site are notified of the chemicals that are being used and what PPE the employee is required to wear at said site.

(Example: If a pest control company comes on your site to apply their pesticides, then Town employees may be exposed and develop adverse chemical reactions to those pesticides. Make certain that your employees are aware of the SDS's of the hazardous

products PRIOR to application so that your employees can take appropriate precautions to prevent exposure).

**F. Completion Date Requirements:**

**December 1, 2013: Employers** must train employees on the new label elements and SDS format.

**June 1, 2015\* Chemical manufacturers, Importers, Distributors and Employers** must comply with all modified provisions of this final rule, except **Distributors** may ship products labeled by manufacturers under the old system until **December 1, 2015**.

**June 1, 2016:** Employer's Must update alternative workplace labeling and hazard communication program as necessary, and provide additional employee training for newly identified physical or health hazards.

Transition Period Comply with either 29 CFR 1910.1200 (this final standard), or the current standard, or both for all chemical manufacturers, importers, distributors and employers.

**IV. INVENTORY LIST of HAZARDOUS  
CHEMICALS/PRODUCTS in the WORKPLACE:**

See attached draft lists (table of contents from a few SDS binders).

This is project is a work-in-progress.

Approved by Resolution: **Resolution: 2014-922**

## Animal Control - Safety Data Sheets (SDS)

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# Safety Data Sheets (SDS) - Janitorial

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# Safety Data Sheets (SDS) - Janitorial

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Kleen-Up Solvent

Liberator 531

Merit 0.5 G Herbicide

## Safety Data Sheets (SDS) - Janitorial

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No Bite Solid Stick

No Bite Wearable Band

Patch 15

Pramitol 25E

Prentox 5lb. Malathion Spray

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Totally Orange

Touch Up Lacquer-Aerosol

Trophy Gym Finish

Universal Pain Exterior & Interior Latex

WD-40

**Amdro Pro Fir Ant Bait**

**Armor It**

**B-29**

**Black Flag Flying Insect Killer**

**Black Gym Marking Paint**

**Blaster**

**Blazon Blue 2x2.5**

**Broadleaf Herbicide for Turf**

**Brush Whacker**

**CMR Herbicide Activator**

**Coating, Resins and Related Materials**

**Carbon Steel Covered Welding Electrodes**

**Fire Extinguisher**

**Gordon's TRIMEC Classic Brand Broadleaf Herbicide**

**Graffiti-X**

## Safety Data Sheets (SDS) - Janitorial

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**Hand Spring II**

**Impact**

**Insta-Solder**

**Kilz**

**Kleen-Up Solvent**

**Liberator 531**

**Merit 0.5 G Herbicide**

**No Bite Pump Spray Lotion**

**No Bite Solid Stick**

**No Bite Wearable Band**

**Patch 15**

**Pramitol 25E**

**Prentox 5lb. Malathion Spray**

**QuickSilver T&O Herbicide**

**Rid-X Septic System Treatment**

## Safety Data Sheets (SDS) - Janitorial

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**Roundup Herbicide**

**Rust Raider Metal Etch**

**Son of Sam**

**5-Star 4-Hour All Purpose Varnish**

**7-Star Acethane Polyurethane Varnish**

**7-Star Super Spar Varnish**

**Suspend SC Insecticide**

**Timed Metered Air Freshener**

**Totally Orange**

**Touch Up Lacquer-Aerosol**

**Trophy Gym Finish**

**Universal Paint Exterior & Interior Latex**

**WD-40**

# Material Safety Data Sheets ( SDS)

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**Agenda Item Submission Form – Section I**

**Meeting Date:** May 21, 2014

- Consent Agenda       Decision Agenda       Executive Session Requested
- Presentation Only       Action/Presentation       Pre-Session Agenda

**Requesting Department:** Clerk’s Office

**Staff Resource/Contact Person:** Russ Martin

**Agenda Title (be exact):** Update, followed by discussion, consideration, and possible approval to move forward with the concept and site location near the Ramada for an all-purpose building to be constructed on Town Grounds.

**List Attached Documents:** Updated Plans, Copy of minutes from 01-15-2014

**Estimated Presentation Time:** 5

**Estimated Discussion Time:** 10

**Reviews Completed by:**

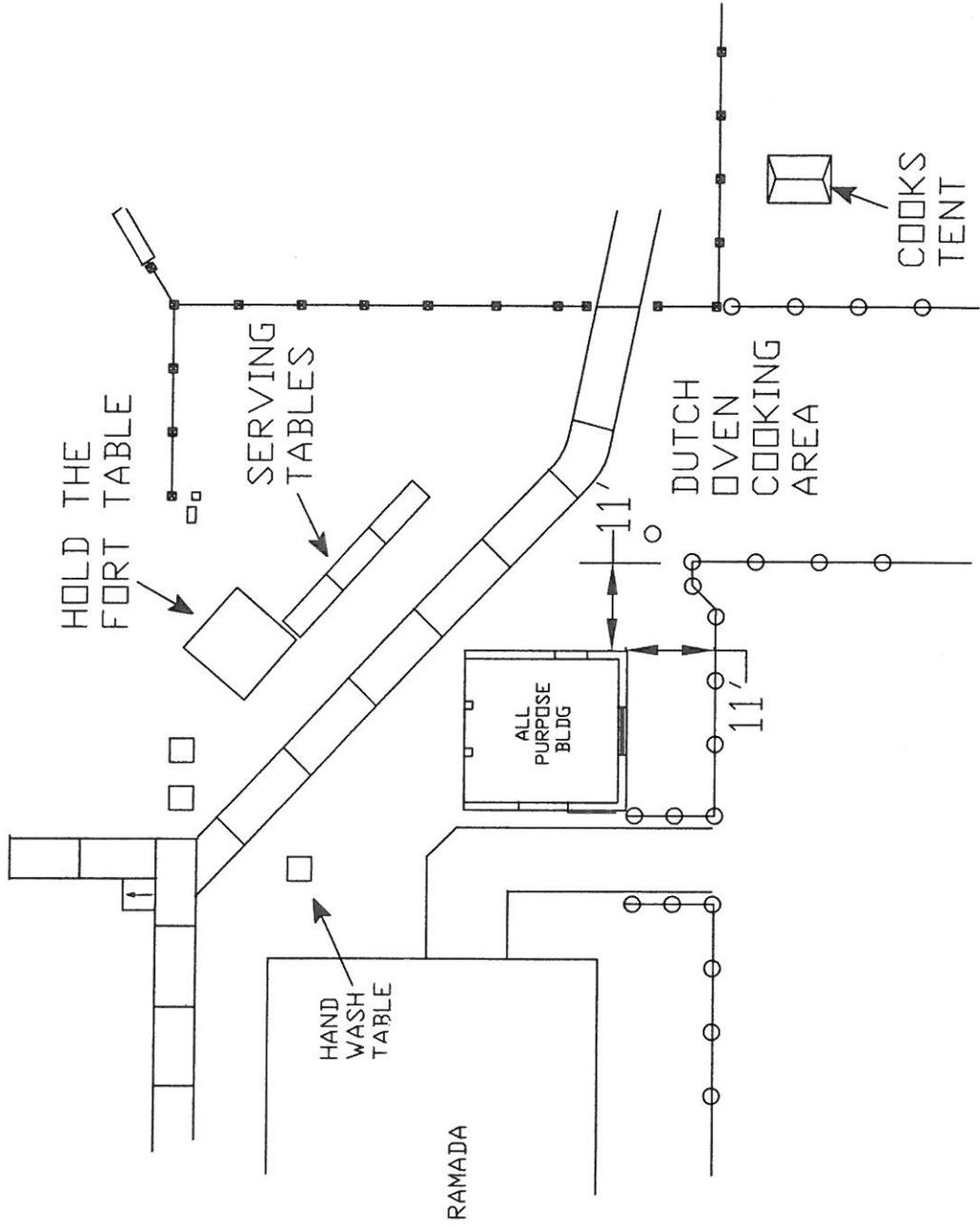
- Department Head:** Russ Martin       **Town Attorney Comments:** N/A
- Finance Department** N/A  
**Fiscal Impact:** None  
**Budget Code:** N/A      **Amount Remaining:** \_\_\_\_\_  
**Comments:**

**Background Information:** On January 15, 2014 Council approved the concept and the location near the Ramada for the construction of an all-purpose building by the “Old Guys” volunteer organization and requested they come back to Counsel for final approval before Commencements. The volunteer group would like to move forward with the Building Permit Process.

**Recommended Action (Motion):**

**Instructions to the Clerk:**

STREET

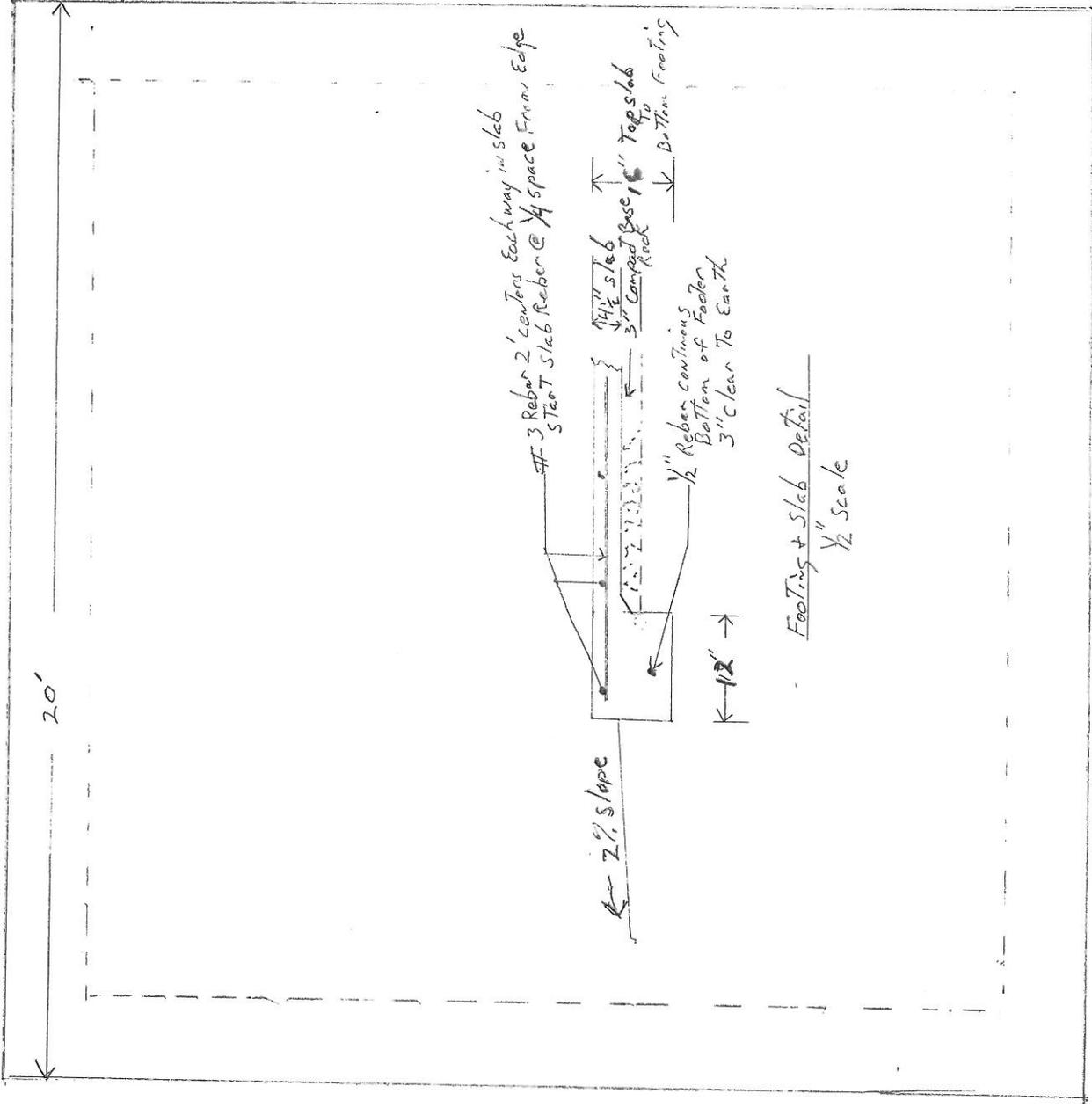


George Dvorak  
Nov 17 2013

ALL PURPOSE BUILDING

CAMP VERDE

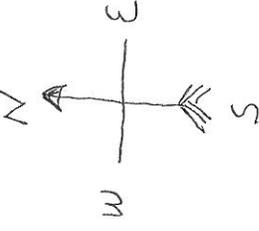
18"



Footing + Slab Detail  
1/2 Scale

20'

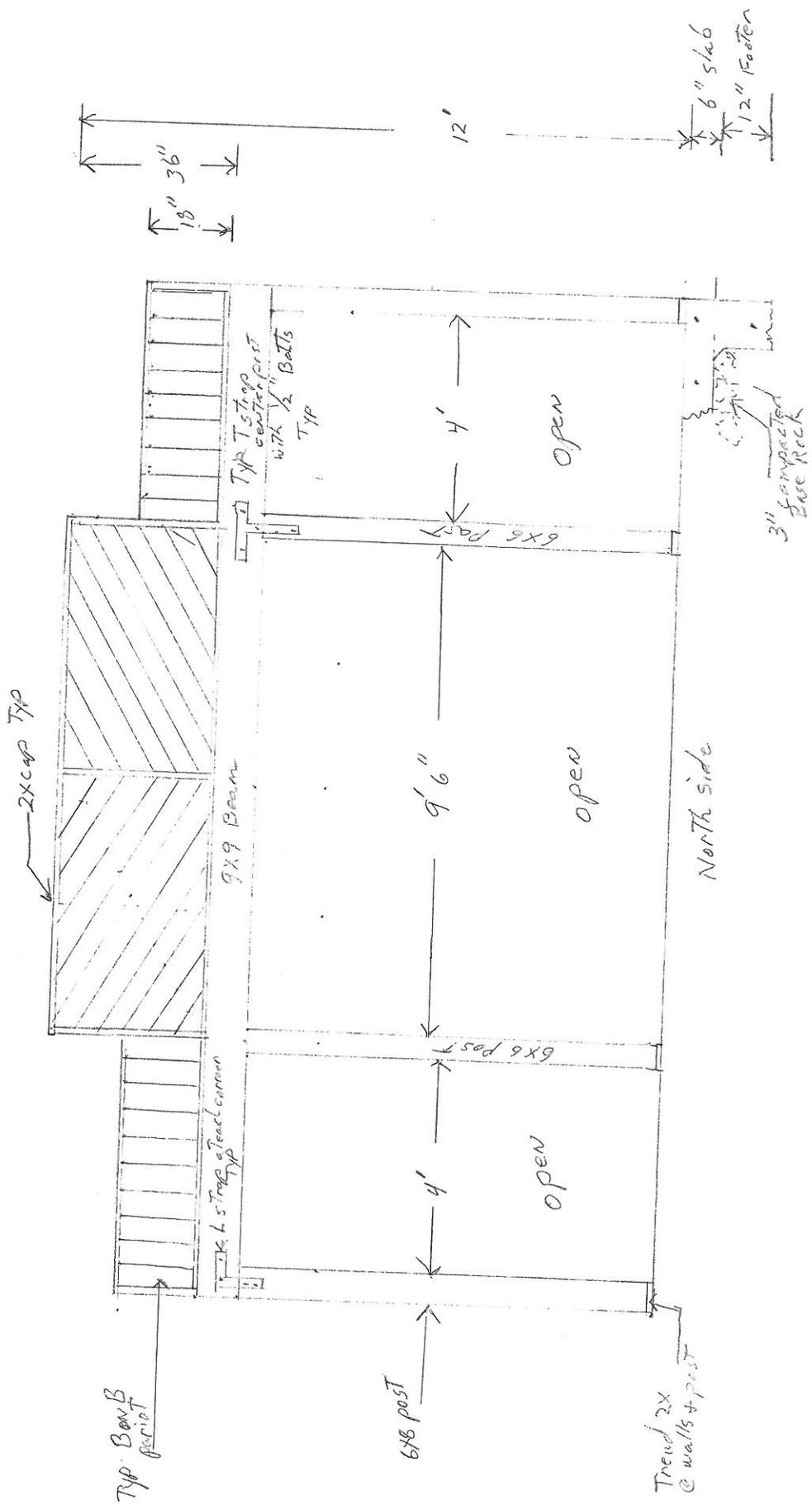
20'



ALL Purpose Building  
Town Camp Verde  
Holloman ST.

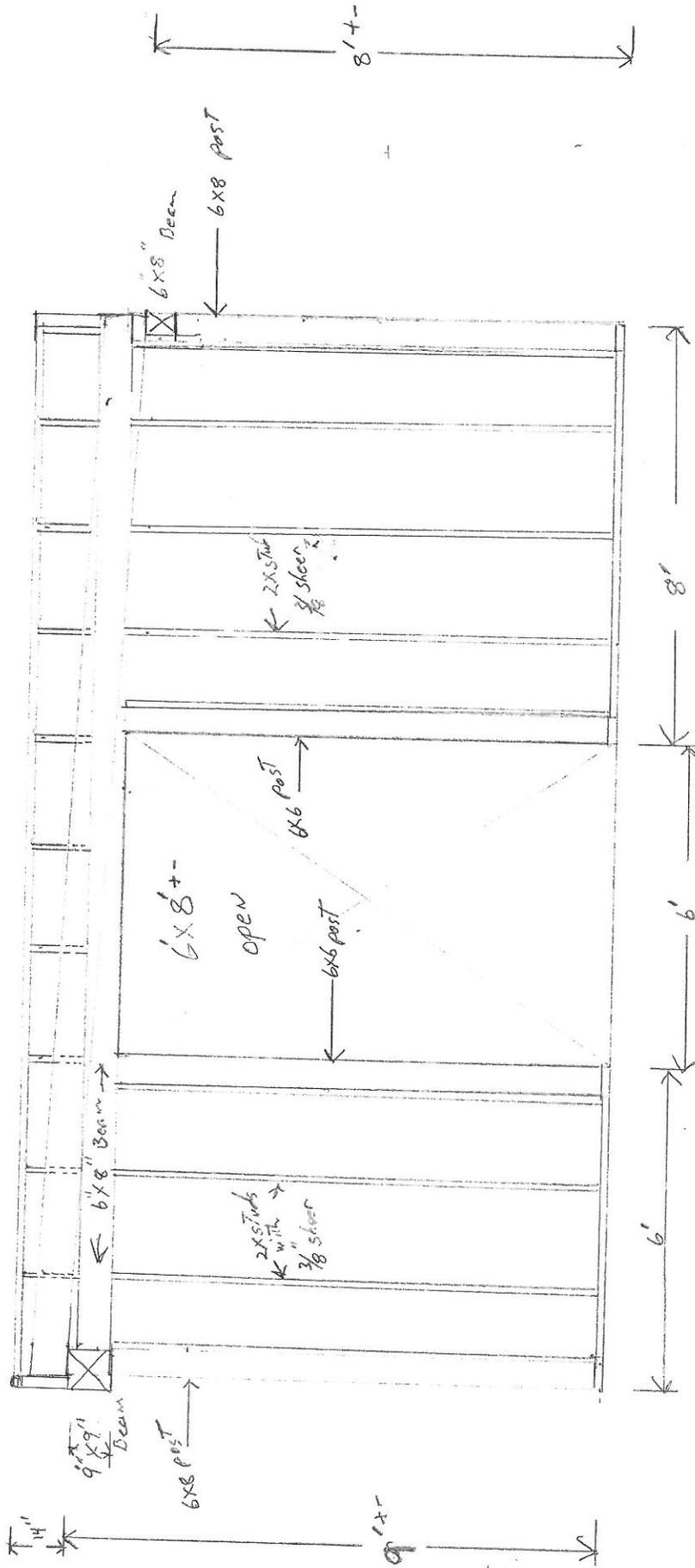
20' x 20' x 6" concrete slab  
#3 Rebar Each way  
with 3" compact Base Roc

#3 Rebar 2' centers Each way in slab  
Start Slab Rebar @ 4" space From Edge  
4 1/2" slab  
3/4" concrete Top slab  
3" compact Base rock  
Bottom Footing  
1/2" Rebar continues  
Bottom of Footer  
3" Clear To Earth









East & West 8' on Trans

Priscilla Smith with Team Native Spirit informed Council that she is preparing for the Saving the Sweet Heart Cancer Walk, which will be held on 02/15/2014 at 7:00am and invited Council members to participate; noting that Mayor German and the Chairman of the Yavapai-Apache Nation are honored participants.

Patricia Bassi spoke on behalf of ALCO closing and asked the Town to contact the corporate headquarters to encourage them to keep the store open.

Jennifer Wilson, Alco Operations Manager advised that sales were up 125% as of Monday and that she hopes ALCO will reconsider their decision to close the Camp Verde store.

Connie Welsh stated that ALCO and Healthy Thymes are closing and asked for more town participation to keep businesses open.

7. **Presentation, discussion, consideration, and possible acceptance of the FY 2012/13 Town of Camp Verde's Audit.** Staff Resource: Mike Showers  
On a motion by Councilor German, seconded by Vice Mayor Baker, the Council voted unanimously to accept the FY 2012/13 Town of Camp Verde, Audit.

Finance Director Mike Showers introduced Scott Graff from Colby & Powell CPA from Gilbert, Arizona. Graff complimented the Finance Department, noting that the staff is well qualified and their work was outstanding. He explained the audit process and noted that there were no reportable items. He advised that there were no errors, fraud, or misstatements. The Town has currently applied for a Certificate of Achievement as it has met and exceeded normal standards. The Town will be notified in approximately 4 to 6 months of the award.

**Public Input**

There was no public input.

8. **Discussion, consideration, and possible recommendation of approval of a Class 13 Domestic Farm Winery liquor license application submitted by Salt Mine Wine, LLC located 536 W. Salt Mine Road in Camp Verde.** Staff Resource: Debbie Barber  
On a motion by George, seconded by Councilor Whatley, the Council voted unanimously to recommend approval of a Class 13 Domestic Farm Winery liquor license application.

Town Clerk Barber advised that the liquor license application had been posted for the required 20 days and that no comments were received.

Applicant, Chip Norton was present and available for questions. There were none.

**Public Input**

There was no public input.

9. **Discussion, consideration, and possible approval of the concept and site location near the Ramada for a future all-purpose building to be constructed on Town grounds.** Staff Resource: Ron Long  
On a motion by Councilor Whatley, seconded by Councilor Baker, the Council voted unanimously to approve the concept and the location near the Ramada for the construction of an all-purpose building by the "Old Guys" volunteer organization and come back to counsel for final approval before commencement.

Ray Floyd presented a drawing of a proposed all-purpose building, noting that the appearance would be similar to that of the old jail. He explained the need for such a building, noting its use for Dutch-oven cooking or musical entertainment during Town events. The building will be approximately 20ft x20ft and will meet all of Community Developments requirements.

**Public Input**

Bob Johnson asked about the specific use of the building.

Murray Lichty expressed concern that the location would block the Ramada view and suggested an alternative site behind the jail.

10. **Discussion, consideration, and possible approval of Resolution 2014-909, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to approve and execute IGA 13-0002982-I between the Town of Camp Verde and Arizona Department of Transportation for improvements to State Route 260 from Interstate-17 to Thousand Trails Rd. Staff Resource: Ron Long**

On a motion by Councilor George, seconded by Councilor German, the Council voted unanimously to approve Resolution 2014-909, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona to approve and execute IGA 13-0002982-I between the Town of Camp Verde and Arizona Department of Transportation for improvements to State Route 260 from Interstate-17 to Thousand Trails Rd.

Long advised that this project will bring over \$60 million to our community and improve safety. He gave accolades to Russ Martin, Town Manager for his dedication to the project.

**Public input**

There was no public input.

11. **Discussion, consideration, and possible award of separate Job Order Contracts to Fann Environmental, Kinney Construction, McDonald Brothers Construction, and Tiffany Construction in order to provide a variety of Public Works, Streets, Stormwater, and general maintenance construction services. Staff Resource: Ron Long**

On a motion by Councilor German, seconded by Councilor Whatley, the Council voted to direct staff to bring this matter back to Council as soon as possible, with attorney review, along with taking Council recommendation to include all 12 contractors on the separate job order contracts. Councilor George opposed.

Long explained that the concept of job order contracting is to save time and money that would be spent on the bid packages and advertising. He noted that JOC would also streamline the workload, specifically for the wastewater treatment plant. He advised that local contractors would continue to be used for projects outside the JOC process; therefore, this process would not be taking away any work they could be doing for the Town.

Councilor George expressed his disapproval that eight contractors were eliminated from the application process and asked how they could be considered in the future if the JOC process offered 3-year contract extensions.

**Public Input**

Jess Mulcaire with Mulcaire & Son Contracting stated that he is a local resident and one of the eight applicants that were eliminated from the selection process. He indicated his disapproval with not supporting local contractors and informed the Council that Mulcaire & Son Contracting just recently completed an \$800,000 wastewater treatment expansion project at Flagstaff Ranch, nothing that this should have qualified his company to complete the work described for Job Order Contractors.

Marlin Parker with Rocky Construction, another disqualified local applicant, inquired about future jobs available through the Town and expressed his concern of the 4 year time limit before he could bid on future jobs.

Chip Norton stated he was not connected to this process in any way, but that he had experience as a retired contractor and selecting job order contractors. He explained that JOCs are usually used for emergency purposes and not for general construction purposes.