

PURSUANT TO A.R.S. SECTION 38-431.01, THE GILA COUNTY BOARD OF SUPERVISORS WILL HOLD AN OPEN MEETING IN THE SUPERVISORS' AUDITORIUM, 1400 EAST ASH STREET, GLOBE, ARIZONA. ONE OR MORE BOARD MEMBERS MAY PARTICIPATE IN THE MEETING BY TELEPHONE CONFERENCE CALL OR BY INTERACTIVE TELEVISION VIDEO (ITV). **ANY MEMBER OF THE PUBLIC IS WELCOME TO ATTEND THE MEETING VIA ITV WHICH IS HELD AT 610 E. HIGHWAY 260, BOARD OF SUPERVISORS' CONFERENCE ROOM, PAYSON, ARIZONA.** THE AGENDA IS AS FOLLOWS:

WORK SESSION - TUESDAY, JULY 29, 2014 - 10:00 A.M.

1. **CALL TO ORDER - PLEDGE OF ALLEGIANCE**
2. **REGULAR AGENDA ITEMS:**
 - A. Presentation of the Prison Rape Elimination Act (PREA). **(Justin Solberg)**
 - B. Information/Discussion regarding Amendment No. 2 to the Gila County Long Range Facilities Management Plan. **(Steve Stratton & Lonnie Brevick, P.E.)**
 - C. Information/Discussion regarding the adoption of a Food Code, food inspection form, risk-based food inspections, food handler card testing, and food establishment review plan. **(Michael O'Driscoll)**
 - D. Presentation by the Gila County Library District on electronic resources that are provided for all residents. **(Jacque Griffin)**
 - E. Presentation on the National Association of Counties (NACo) Prescription and Health Discount Program. **(Jacque Griffin)**
 - F. Information/Discussion regarding the procedures which accompany the adopted Community Agency and Economic Development Funding Policy No. BOS-FIN-016. **(Don McDaniel)**
3. **CALL TO THE PUBLIC:** Call to the Public is held for public benefit to allow individuals to address the Board of Supervisors on any issue within the jurisdiction of the Board of Supervisors. Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), at the conclusion of an open call to the public, individual members of the Board of Supervisors may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda for further discussion and decision at a future date.

IF SPECIAL ACCOMMODATIONS ARE NEEDED, PLEASE CONTACT THE RECEPTIONIST AT (928) 425-3231 AS EARLY AS POSSIBLE TO ARRANGE THE ACCOMMODATIONS. FOR TTY, PLEASE DIAL 7-1-1 TO REACH THE ARIZONA RELAY SERVICE AND ASK THE OPERATOR TO CONNECT YOU TO (928) 425-3231.

THE BOARD MAY VOTE TO HOLD AN EXECUTIVE SESSION FOR THE PURPOSE OF OBTAINING LEGAL ADVICE FROM THE BOARD'S ATTORNEY ON ANY MATTER LISTED ON THE AGENDA PURSUANT TO A.R.S. SECTION 38-431.03(A)((3).

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING.

ARF-2514

2. A.

Work Session

Meeting Date: 07/29/2014

Submitted For: Adam Shepherd, Sheriff

Submitted By: Sarah White,
Chief
Administrative
Officer,
Sheriff's Office

Department: Sheriff's Office

Fiscal Year: 2014-2015

Budgeted?: No

Contract Dates N/A

Grant?: No

Begin & End:

Matching No

Fund?: New

Requirement?:

Information

Request/Subject

Prison Rape Elimination Act (PREA) Presentation

Background Information

The Prison Rape Elimination Act (PREA) was introduced in 2003 as the first proactive step to curb the amount of sexual assaults in prisons and jails. The bill was passed in both houses of Congress without debate and signed by President Bush. It took 10 years for the standards to be compiled and adopted. There are 50 standards that apply to jails and state prisons. These standards cover inmate supervision, promotion and hiring of staff, inter-agency contracts, facility design, and reporting/detecting sexual assaults in the jail. The Justice Department will audit facilities and the governor is required to sign off on compliance of each facility in their state's jurisdiction.

Evaluation

N/A

Conclusion

The penalty for failure to comply is increased liability and possible reduction in grant funding at a rate of 5%.

Recommendation

To allow the Gila County Sheriff's Office to present the Prison Rape Elimination Act.

Suggested Motion

Presentation of the Prison Rape Elimination Act (PREA). **(Justin Solberg)**

Attachments

PREA Presentation

PRISONER RAPE ELIMINATION ACT OF 2003

Presented by: Sgt. David Kell
Gila County Sheriff's Office

Prisoner Rape Elimination Act

- The bill that would become PREA was introduced in 2003 by Congressman Frank R. Wolf of Virginia on April 9, 2003.
- The bill was passed by unanimous consent in the senate on July 21, 2003 and without objection in the house on July 25, 2003. President George W. Bush signed the bill into law on September 4, 2003.

Prisoner Rape Elimination Act



- The PREAct was the first bipartisan attempt to take steps at the federal level to combat sexual assaults in prisons and jails across the country.
- The act while having the safety of inmates in mind was also envisioned as a tool to modernize and standardize the deterrence and report of sexual assaults in places of incarceration.

Institutions that fall under PREA.

□ **Adult**

- All federal and state adult prisons.
- All local and county jails.
- 24 hour or less lock-ups.

□ **Juvenile**

- All state departments of juvenile corrections.
- County juvenile detention centers.

PREA and County Jails

- The PREAct has 50 standards that deal specifically with County Jails and State Prisons.
- These standards detail specific areas in which the county jail must become compliant.
- These standards are separated into specific areas of compliance as follows: **Prevention Planning, Responsive Planning, Training and Education, Screening for Risk of Sexual Victimization and Abusiveness, Reporting, Official Response Following an Inmate Report, Investigations, Discipline, Medical and Mental Care, Audits, Auditing and Corrective Action, State Compliance.**

Gaining Compliance

- Each agency must appoint a PREA Coordinator to oversee the development and implementation of policies and procedures to comply with PREA.
- The PREA Coordinator will work with PREA compliance managers in each facility to ensure that the policies are being implemented and complied with.

Determining Compliance

- The Justice Department in cooperation with the National Institute of Corrections and the PREA Resource Center will seek out and train auditors for each state that will go into the facilities to gauge compliance and determine whether the agency has complied with the standards and report this information to the governor and the justice department.

Penalties for Non-Compliance

- The PREA standards while not mandatory to comply with do have penalties for non-compliance. These include a loss of federal funding for law enforcement agencies and the ineligibility to apply for and receive federal grants or receive a smaller percentage of grants.
- Opening the agency and county entity to the civil liabilities that go along with non-compliance of federal standards.

Civil Liability

- The amount of civil liability that is generated by not complying with PREA is greater than the costs associated with becoming compliant with the standards.
- Each county can be held financially liable based on not complying with the standards due to the fact that other agencies will follow the standards and be used as comparison in lawsuits.

Overview and Conclusion



- The Gila County Jail has made every effort to become compliant with PREA, there are three areas that we are non-compliant due to the design of the facility.
- It is in the best interest of all counties to become compliant due to financial penalties and civil liability.

ARF-2667

2. B.

Work Session

Meeting Date: 07/29/2014

Submitted For: Steve Stratton, Public Works Division
Director

Submitted By: Dana Sgroi,
Contracts
Support
Specialist,
Finance
Division
Division: Administration

Department: Public Works Division

Division: Administration

Information

Request/Subject

Discussion of Amendment No. 2 to Gila County Long Range Facilities Management Plan.

Background Information

At the August 6, 2013, Board of Supervisors' regular meeting, the Board of Supervisors authorized staff to explore various alternatives for acquiring additional office space, including, if appropriate, submitting proposals on properties that would subsequently be considered by the Board for final approval. At the Board's February 25, 2014, work session, the Board of Supervisors reviewed and discussed the 1st Amendment to the Long Range Facilities Management Plan.

Evaluation

Per the request from the Board of Supervisors to explore other options to alleviate the need for the County to rent office space from outside sources, on April 2, 2014, a contract with L. Brevick Enterprises, Inc. was entered into for a second update to the Long Range Facilities Management Plan. Amendment No. 2 to the Long Range Facilities Management Plan is attached for review and discussion.

Conclusion

N/A

Recommendation

N/A

Suggested Motion

Information/Discussion regarding Amendment No. 2 to the Gila County Long Range Facilities Management Plan. **(Steve Stratton & Lonnie Brevick, P.E.)**

Attachments

2nd Amendment to Long Range Facilities Management Plan

PROFESSIONAL CONSULTING SERVICES CONTRACT NO. 032714 with L Brevick Enterprises, Inc.

GILA COUNTY
LONG RANGE FACILITIES MANAGEMENT PLAN
2nd AMENDMENT



April 2014

Prepared By:
L. Brevick Enterprises, Inc.

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APPENDIX B – FLOOR SPACE CALCULATIONS
APPENDIX C – BREAKDOWN OF ESTIMATED COSTS AND DATA

1.0 INTRODUCTION

Gila County determined that a 2nd amendment is required for the “Long Range Facilities Management Plan”. The current amended should be updated and amended to accurately reflect the short term (0-3 years) and the long term (3-7 years) options for the Globe area. The first amended plan that included actions for the Payson area and long term storage at the Globe Fair Grounds was accepted. After review and discussion of the Globe area options, the County requested that a 2nd amendment be completed to present additional options and information for consideration.

Information for the 2nd amendment was obtained from site investigations and interviews with County staff members.

This 2nd amendment to the “Plan” includes a description of the short term solutions currently in progress, or in the planning stages, as well as additional options for short and long term solutions for the Globe area.

2.0 SUMMARY

This amendment presents new options and information for short and long term plans for the Globe area. The 4 Amigos option that was included as a long term option in the first amendment is now to be considered a short term option. A new option has been added for consideration of the long term plans. The new option proposes constructing a new masonry building located in the area formally occupied by the County shop facilities. The new option will include a covered access to the Courthouse level.

The 2nd amendment includes costs for the following additions to the first amendment:

- Increased square feet area required by the Probation Department;
- Emergency generator systems for each of the new facilities and the remodeled Las Lomas building;
- Camera, card access and security systems for each of the new facilities and the remodeled Las Lomas building;
- Special mill work for the Assessor’s and School Superintendent’s areas plus bathroom relocation work for the 2nd floor of the Courthouse.

2.1 SUMMARY OF SHORT TERM ACTIONS TO SATISFY COUNTY NEEDS

Globe

Current plan is the relocation of the Superintendent of Schools to the Court House second floor and a remodel of the restroom entrances. A metal gate will be installed that will allow access to the restrooms while isolating the rest of the Court House from the public during Board of Supervisor hearings held during none work hours. The completion of the Assessor’s area remodel is planned for mid-2014.

In addition to the current planned work, an option for the short term is presented for consideration. A description and cost of the short term option is shown below.

Option One – 4 Amigos Lot

- Construct new masonry building on the 4 Amigos lot to house the Justice Court, Constable and Probation;
- New masonry building to be single story, L-shaped with two 50’ x 80’ areas;
- Remodel the Courthouse

- First Floor to house County Attorney, Court Administration, third court hearing room, Law Library storage, Jury Selection Room, common and utility areas;
- Second Floor to house Assessor, Recorder, Treasurer, Superintendent of Schools, Board of Supervisors, Board Hearing room, County Administration, and common areas;
- Third Floor to house Clerk of Court, Superior Courts, jury deliberation room, jury selection room and common area;
- Vacate and sell the Michaelson Building, that currently houses Child Support and County Attorney investigators, located at 157 S. Broad Street;
- Vacate the leased building, that currently houses the Probation Department, located at 1100 Monroe Street

Table 1 lists the estimated expenditures and savings that would be realized if this option is approved. For a detailed breakdown of the estimated costs, see Appendix C.

Table 1 - Estimated Expenditures and Savings - Globe 4 Amigos

Description of Action	Expenditure/(Savings)
Construct New Building and Parking	\$ 1,946,450
Remodel Court House	\$ 1,177,500
Subtotal Construction Costs	\$ 3,779,980
Description of Action	Expenditure/(Savings)
Design and Management Fee	\$ 312,395
Contingency	\$ 343,635
Total Project Cost	\$ 3,779,980
One Time Savings for Sale of Michaelson Bldg. – Child Support	(\$ 90,000)
Money available per year to service County debt – Monroe Bldg. rent and State Subsidy for Child Support	(\$ 200,000)

2.2 SUMMARY OF LONG TERM OPTIONS AVAILABLE TO SATISFY COUNTY NEEDS

Globe, Area

Two options have been developed for Globe. Option Number One is to enter into a long term lease for the Las Lomas School. Option Number Two is to construct a new masonry building on the old shop site.

The options are as follows:

1) Option One – Las Lomas School

- Long term lease and remodel of Las Lomas School to house Justice Court, Constable, Sheriff's substation, Board of Supervisors, Board Hearing Room, County Administration, Human Resources, Library District, and Finance;
- Install new security systems and emergency generator system:

- Remodel the Courthouse
 - First Floor to house County Attorney, Court Administration, third court hearing room, storage, common and utility areas;
 - Second Floor to house Assessor, Elections, Treasurer, Superintendent of Schools, jury selection room and common areas;
 - Third Floor to house Clerk of Court, Superior Courts, jury deliberation rooms, Law Library, and common area;
- Remodel Guerrero Building to house the Probation Department;
- Construct a new mail room building to be located on the Court House Complex Site;
- Additional new space of 22,404 square feet and 21,478 square feet of remodeled space added to County facilities total area for a cost of \$4,556,341;
- Vacate and sell the Michaelson Building, that currently houses Child Support and County Attorney investigators, located at 157 S. Broad Street;
- Vacate the leased building, that currently houses the Probation Department, located at 1100 Monroe Street

A sketch of the proposed floor layout for this option is shown in Appendix A. Table 2 lists the estimated expenditures and savings that would be realized if this option is approved. For a detailed breakdown of the estimated costs, see Appendix B.

Table 1 - Estimated Expenditures and Savings - Globe Option One

Description of Action	Expenditure/(Savings)
Remodel Las Lomas School	\$ 2,269,031
Remodel Court House	\$ 1,177,500
Remodel Guerrero Building	\$ 239,040
New Mail Room Building	\$ 80,000
Subtotal Construction Costs	\$ 37,65,571
Design and Management Fees	\$ 376,557
Contingency	\$ 414,213
Total Project Cost	\$ 4,556,341
One Time Savings for Sale of Michaelson Bldg. – Child Support	(\$ 90,000)
Money available per year to service County debt – Monroe Bldg. rent and State Subsidy for Child Support	(\$ 200,000)

2) Option Two – New Building Located At Old Shop Site

- Construct new 12,000 square feet, single story masonry building to house Justice Court, Constable, Sheriff's substation, Board of Supervisors, Board Hearing Room, County Administration, Human Resources, Library District, and Finance;
- New masonry building will have a 60' x 200' footprint;
- Install new security systems and emergency generator system;
- Remodel the Courthouse
 - First Floor to house County Attorney, Court Administration, third court hearing room, storage, common and utility areas;

- Second Floor to house Assessor, Elections, Treasurer, Superintendent of Schools, jury selection room and common areas;
- Third Floor to house Clerk of Court, Superior Courts, jury deliberation rooms, Law Library, and common area;
- Remodel Guerrero Building to house the Probation Department;
- Construct a new mail room building to be located on the Court House Complex Site;
- Additional new space of 12,000 square feet and 21,478 square feet of remodeled space added to County facilities total area for a cost of \$5,171,557;
- Vacate and sell the Michaelson Building, that currently houses Child Support and County Attorney investigators, located at 157 S. Broad Street;
- Vacate the leased building, that currently houses the Probation Department, located at 1100 Monroe Street

A sketch of the proposed floor layout for this option is shown in Appendix A. Table 2 lists the estimated expenditures and savings that would be realized if this option is approved. For a detailed breakdown of the estimated costs, see Appendix C.

Table 2 - Estimated Expenditures and Savings - Globe Option Two

Description of Action	Expenditure/(Savings)
Construct New Building	\$ 2,777,474
Remodel Court House	\$ 1,177,500
Remodel Guerrero Building	\$
New Mail Room Building	\$ 80,000
Subtotal Construction Costs	\$ 239,040
Design and Management Fees	\$ 427,401
Contingency	\$ 427,401
Total Project Cost	\$ 5,171,557
One Time Savings for Sale of Michaelson Bldg. – Child Support	(\$ 90,000)
Money available per year to service County debt – Monroe Bldg. rent and State Subsidy for Child Support	(\$ 200,000)

3.0 FLOOR SPACE REQUIRED AND AVAILABLE FOR OPTIONS

The office space and workstation standard used for the county staff is 150 square feet per person. This floor space standard is an average for all staff members and includes an allowance for common areas such as hallways, restrooms and reception area. The area standards comply with the Gila County Office Space and Workstation Standards, adopted by the Board on 11/24/1998, and nationally accepted standards. A detailed breakdown of the floor space calculations is contained in Appendix B.

4.0 COST ESTIMATES

The estimated costs in this report are Order of Magnitude costs and are intended to be used for option comparison only. The expected accuracy is $\pm 10/20$ %. The accuracy range of the estimate is that there is a possibility that the actual project expenditure could be as much as 10% less or 20% more than the estimated cost. A more accurate estimate can be completed when the scope of work is better defined and preliminary design has been completed.

In some of the remodel cost estimates, the amount of square feet used in the cost estimate was greater than the calculated required floor space for the number of staff members. The available floor space was used as the basis for remodel costs. The calculated floor space was used as a comparison to ensure the remodeled building or floor contained enough area to adequately house the department signed to occupy the space.

The cost data used to develop the expenditures includes historical remodel costs for past Gila County projects, current rental and storage expenses for Gila County and the 2014 edition of the "RSMeans Square Foot Costs" manual. The square foot costs used for this report represent the median costs given in the RSMeans manual. The definition of a median cost states that 50% of the projects studied were completed for less money than the estimated square foot cost and 50% percent of the projects were completed for more money than the estimated square foot costs. The RSMeans' analysis of typical courthouse construction projects determined that the cost range for this type of construction will be from a low of \$171 per square foot to high cost of \$278 per square foot.

Copies of budget quotes and historical cost information are included in Appendix C.

APPENIDX A

AERIAL SITE VIEWS AND BUILDING SKETCH OF OPTIONS

GILA COUNTY
LONG RANGE FACILITIES MANAGEMENT PLAN
2nd AMENDMENT



April 2014

Prepared By:
L. Brevick Enterprises, Inc.



KEYNOTES

1. SEE FIRE PROTECTION PLAN FOR ROOM 119 AREA.

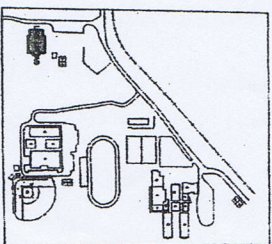


Architectural Planning, Design, Construction Management, and Interior Design Services. 401 N. W. 1st Street, Suite 100, Fort Lauderdale, FL 33301. Phone: (954) 571-1111. Fax: (954) 571-1112. Website: www.apic.com

ASFB Deficiency Renovations for
MIAMI AREA UNIFIED SCHOOL DISTRICT
LAS LOMAS ELEMENTARY SCHOOL
Miami, Arizona 85332

CONSTRUCTION DOCUMENT

NO.	DATE	DESCRIPTION
1	10/27/03	ISSUED FOR PERMIT
2	11/03/03	REVISION: CORRECTED ROOM 119 AREA
3	11/03/03	REVISION: CORRECTED ROOM 119 AREA
4	11/03/03	REVISION: CORRECTED ROOM 119 AREA
5	11/03/03	REVISION: CORRECTED ROOM 119 AREA
6	11/03/03	REVISION: CORRECTED ROOM 119 AREA
7	11/03/03	REVISION: CORRECTED ROOM 119 AREA
8	11/03/03	REVISION: CORRECTED ROOM 119 AREA
9	11/03/03	REVISION: CORRECTED ROOM 119 AREA
10	11/03/03	REVISION: CORRECTED ROOM 119 AREA



MASTER SITE PLAN

A2.1

LAS LOMAS ELEM
FLOOR PLAN
Package 1

LAS LOMAS ELEMENTARY FLOOR PLAN



- JP COURT & WAITING
- BD. SUPERVISORS
- FINANCE
- CTY ADMIN.
- HUMAN RESOURCES
- LIBRARY DISTRICT



	Gila County		Gila County			 0 20' 40' SCALE: 1"=40'	
	Public Works Steve Stratton, Director		Shop Area				
1400 East Ash Globe, AZ 85501		(928) 425-3231 FAX (928) 425-8104		Aerial		DWG. <u>1</u> OF <u>1</u>	
SURVEY BY: — DATE: —		DESIGN BY: — DATE: —		DRAWN BY: TUN DATE: 4/2014		INVD BY: — DATE: —	

APPENIDX B
FLOOR SPACE CALCULATIONS

GILA COUNTY
LONG RANGE FACILITIES MANAGEMENT PLAN
2nd AMENDMENT



April 2014

Prepared By:
L. Brevick Enterprises, Inc.

**Calculated Floor Space Required
4-Amigos**

Proposed Remodel of Court House					
Department	Number of Staff	Recommended Office Space Per Staff Member (sf)	Office Space Area Required For Staff (sf)	Building Floor Space Required (sf)	Floor Space Available With Remodel (sf)
First Floor					
County Attorney	27	150	4,050	4,050	
Court Administration	9	150	1,350	1,350	
Law Library				384	
Third Court Hearing Room - 16' x 24'				384	
Common Area, Storage and Maintenance				1,200	
Subtotal First Floor	36		5,400	7,368	15,317
Second Floor					
Assessor	13	150	1,950	1,950	
Recorder	6	150	900	900	
Treasurer	7	150	1,050	1,050	
Superintendent of Schools	4	150	600	600	
Board of Supervisors	13	150	1,950	1,950	
County Administration	4	150	600	600	
Jury Selection Room				384	
Board Hearing Room				1,140	
Common Area and Storage				1,200	
Subtotal Second Floor			7,050	9,774	14,238
Third Floor					
Clerk of Court	18	150	2,700	2,700	
Superior Court	16	150	2,400	2,400	
Jury Deliberation Room				384	
Hearing Room				384	
Common Area and Storage				1,200	
Subtotal Third Floor	34		5,100	7,068	10,521
Total Floor Space Required					
			17,850	24,510	40,076

Proposed New 4 Amigos Building				
Department	Number of Staff	Recommended Office Space Per Staff Member (sf)	Office Space Area Required For Staff (sf)	Building Floor Space Required (sf)
Justice Court	9	150	1,350	1,350
Constable	3	150	450	450
Probation	25	150	3,750	3,750
Waiting Room & Entrance Rooms				352
Conference Room				150
Justice Trial Court Room - 30' x 36'				1,080
Jury Deliberation Room - 16' x 24'				384
Jury Selection Room - 16' x 24'				384
Total Floor Space Required	37		5,550	7,900

**Calculated Floor Space Required
Las Lomas Remodel**

Proposed Las Lomas School Remodel					
Department	Number of Staff	Recommended Office Space Per Staff Member (sf)	Office Space Area Required For Staff (sf)	Building Floor Space Required (sf)	Floor Space Available With Remodel (sf)
Board of Supervisors	13	150	1,950	1,950	3,090
Justice Court	9	150	1,350	1,350	4,376
Sheriff Substation	1	150	150	150	470
County Administration & Manager	4	150	600	600	600
Human Resources	5	150	750	750	1,970
Finance	8	150	1,200	1,200	2,910
Library District	3	150	450	450	970
Purchasing	2	150	300	300	970
Justice Trial Court Room - 30' x 36'				1,080	4,376
Jury Deliberation Room - 16' x 24'				384	0
Hearing Room - 16' x 24'				384	672
Jury Selection Room				384	0
Board Hearing Room				2,000	2,000
Total Floor Space Required			6,750	10,982	22,404

Proposed Remodel of Court House					
Department	Number of Staff	Recommended Office Space Per Staff Member (sf)	Office Space Area Required For Staff (sf)	Building Floor Space Required (sf)	Floor Space Available With Remodel (sf)
First Floor					
County Attorney	27	150	4,050	4,050	
Court Administration	9	150	1,350	1,350	
Jury Selection Room				384	
Hearing Room - 16' x 24'				384	
Common area and Maintenance				1,153	
Subtotal First Floor			5,400	7,321	15,317
Second Floor					
Assessor	13	150	1,950	1,950	
Recorder	6	150	900	900	
Treasurer	7	150	1,050	1,050	
Superintendent of Schools	4	150	600	600	
Common Area				500	
Subtotal Second Floor			4,500	5,000	14,238
Third Floor					
Clerk of Court	18	150	2,700	2,700	
Superior Court	16	150	2,400	2,400	
Jury Deliberation Room				384	
Law Library				500	
Subtotal Third Floor			5,100	5,984	10,521
Total Floor Space Required			15,000	18,305	40,076

**Calculated Floor Space Required
Las Lomas Remodel**

Proposed Guerrero Building Remodel					
Department	Number of Staff	Recommended Office Space Per Staff Member (sf)	Office Space Area Required For Staff (sf)	Building Floor Space Required (sf)	Floor Space Available With Remodel (sf)
Probation	24	150	3,600	3,600	5,976
Conference Room 20' x 25'				500	
Waiting Area 20' x 30'				600	
Storage & common area				350	
Total Floor Space Required			3,600	5,050	5,976

**Calculated Floor Space Required
New Building (old shop site)**

Proposed New Building On Old Shop Site				
Department	Number of Staff	Recommended Office Space Per Staff Member (sf)	Office Space Area Required For Staff (sf)	Building Floor Space Required (sf)
Board of Supervisors				
Board of Supervisors	13	150	1,950	1,950
Board Hearing Room				2,000
Conference Room 28' x 28'				560
Subtotal Board of Supervisors			1,950	3,950
Justice Court				
Justice Court	9	150	1,350	1,350
Justice Trial Court Room - 30' x 36'				1,080
Jury Deliberation Room - 16' x 24'				384
Hearing Room - 16' x 24'				384
Jury Selection Room				384
Sheriff Substation	1	150	150	150
Subtotal Justice Court			1,500	3,732
County Administration & Manager	4	150	600	600
Human Resources	5	150	750	750
Finance	8	150	1,200	1,200
Library District	3	150	450	450
Purchasing	2	150	300	300
Training Room 20' x 30'				600
Conference Room 28' x 28'				560
Subtotal for Departments				4,460
Total Floor Space Required			10,200	12,142

Proposed Remodel of Court House					
Department	Number of Staff	Recommended Office Space Per Staff Member (sf)	Office Space Area Required For Staff (sf)	Building Floor Space Required (sf)	Floor Space Available With Remodel (sf)
First Floor					
County Attorney	27	150	4,050	4,050	
Court Administration	9	150	1,350	1,350	
Jury Selection Room				384	
Hearing Room - 16' x 24'				384	
Common area and Maintenance				1,153	
Subtotal First Floor			5,400	7,321	15,317
Second Floor					
Assessor	13	150	1,950	1,950	
Recorder	6	150	900	900	
Treasurer	7	150	1,050	1,050	
Superintendent of Schools	4	150	600	600	
Common Area					
Subtotal Second Floor			4,500	4,500	14,238
Third Floor					
Clerk of Court	18	150	2,700	2,700	
Superior Court	16	150	2,400	2,400	
Jury Deliberation Room				384	
Law Library				500	
Subtotal Third Floor			5,100	5,984	10,521
Total Floor Space Required			15,300	17,805	40,076

**Calculated Floor Space Required
New Building (old shop site)**

Proposed Guerrero Building Remodel					
Department	Number of Staff	Recommended Office Space Per Staff Member (sf)	Office Space Area Required For Staff (sf)	Building Floor Space Required (sf)	Floor Space Available With Remodel (sf)
Probation	24	150	3,600	3,600	5,976
Conference Room 20' x 25'				500	
Waiting Area 20' x 30'				600	
Storage & common area				350	
Total Floor Space Required			3,600	5,050	5,976

APPENIDX C
BREAKDOWN OF ESTIMATED COSTS AND DATA

GILA COUNTY
LONG RANGE FACILITIES MANAGEMENT PLAN
2nd AMENDMENT



April 2014

Prepared By:
L. Brevick Enterprises, Inc.

**Short Term Option Cost
4-Amigos Site**

Description	Qty.	Unit	Unit Cost	Total Cost
New Building Masonry on 4 Amigos Lot - single story, L-shaped, 2 ea 80' x 50' areas				
Justice Court	1350	sf	\$ 207.00	\$ 279,450
Constable	450	sf	\$ 207.00	\$ 93,150
Probation	3750	sf	\$ 207.00	\$ 776,250
Waiting Room & Entrance Rooms	236	sf	\$ 207.00	\$ 48,852
Conference Room	150	sf	\$ 207.00	\$ 31,050
Justice Trial Court Room - 30' x 36'	1080	sf	\$ 207.00	\$ 223,560
Jury Deliberation Room - 16' x 24'	384	sf	\$ 207.00	\$ 79,488
Jury Selection Room - 20' x 30'	600	sf	\$ 207.00	\$ 124,200
Parking	65	ea	\$ 1,480.00	\$ 96,200
Landscaping, Traffic Control and Utilities	1	lot	\$ 150,000.00	\$ 150,000
Emergency Generator System	1	ea	\$ 44,250.00	\$ 44,250
Subtotal New Building at 4 Amigos Lot	8000	sf	\$ 207.00	\$ 1,946,450
Remodel Court House				
Remodel 1st Floor	7,500	sf	\$ 65.00	\$ 487,500
Remodel 2nd Floor	2,000	sf	\$ 65.00	\$ 130,000
Special mill work for Assessor	1	ea	\$ 50,000.00	\$ 50,000
Relocate bathrooms	1	ea	\$ 120,000.00	\$ 120,000
Remodel 3rd Floor	6,000	sf	\$ 65.00	\$ 390,000
Subtotal Remodel Court House	15,502	sf	\$ 75.96	\$ 1,177,500
Subtotal Construction Costs				\$ 3,123,950
Design and Management Fees - 10% of Construction Costs				\$ 312,395
Subtotal of Project Cost				\$ 3,436,345
Contingency - 10% of Project Cost				\$ 343,635
Total Estimated Project Cost				\$ 3,779,980

Savings to County If Option Is Approved	
Sell Michaelson Bldg - 155 S. Broad St - one time savings	\$90,000
Stop rent on 1100 E. Monroe Bldg - yearly rental cost	\$160,000
State subsidy to County for Child Support Department	\$40,000
Office Costs - yearly savings	

**Long Term Option Cost
Remodel Las Lomas School**

Description	Qty.	Unit	Unit Cost	Total Cost
Remodel Las Lomas School				
Building remodel	22,404	sf	\$ 65.00	\$ 1,456,260
Card access, camera and security systems	1	ea	\$ 175,000.00	\$ 175,000
New membrane roofing	22,404	sf	\$ 11.50	\$ 257,646
Emergency generator system	1	ea	\$ 69,125.00	\$ 69,125
Site work	1	lot	\$ 50,000.00	\$ 50,000
Parking	75	ea	\$ 1,480.00	\$ 111,000
Landscaping, Traffic Control and Utilities	1	lot	\$ 150,000.00	\$ 150,000
Subtotal Remodel Las Lomas School	22,404		\$ 101.28	\$ 2,269,031
Remodel Court House				
Remodel 1st Floor	7,500	sf	\$ 65.00	\$ 487,500
Remodel 2nd Floor	2,000	sf	\$ 65.00	\$ 130,000
Special mill work for Assessor	1	ea	\$ 50,000.00	\$ 50,000
Relocate bathrooms	1	ea	\$ 120,000.00	\$ 120,000
Remodel 3rd Floor	6,000	sf	\$ 65.00	\$ 390,000
Subtotal Remodel Court House	15,502	sf	\$ 75.96	\$ 1,177,500
Remodel Guerrero Building	5,976	sf	\$ 40.00	\$ 239,040
New Mail Room Building	1	ea	\$ 80,000.00	\$ 80,000
Subtotal Construction Costs				\$ 3,765,571
Design and Management Fees - 10% of Construction Costs				\$ 376,557
Subtotal of Project Cost				\$ 4,142,128
Contingency - 10% of Project Cost				\$ 414,213
Total Estimated Project Cost				\$ 4,556,341

Savings To County If Option Is Approved	
Sell Michaelson Bldg - 155 S. Broad St - one time savings	\$90,000
Stop rent on 1100 E. Monroe Bldg - yearly rental cost	\$160,000
State subsidy to County for Child Support	\$40,000
Department Office Costs - yearly savings	

**Long Term Option Cost
New Building (old shop site)**

Description	Qty.	Unit	Unit Cost	Total Cost
New Building (old shop site)				
Board of Supervisors				
Board of Supervisors	1950	sf	\$ 175.00	\$341,250
Board Hearing Room	2000	sf	\$ 175.00	\$350,000
Conference Room 28' x 28'	560	sf	\$ 175.00	\$98,000
Subtotal Board of Supervisors	4510	sf	\$ 175.00	\$789,250
Justice Court				
Justice Court	1350	sf	\$ 207.00	\$279,450
Justice Trial Court Room - 30' x 36'	1080	sf	\$ 207.00	\$223,560
Jury Deliberation Room - 16' x 24'	384	sf	\$ 207.00	\$79,488
Hearing Room - 16' x 24'	384	sf	\$ 207.00	\$79,488
Jury Selection Room	384	sf	\$ 207.00	\$79,488
Sheriff Substation	150	sf	\$ 207.00	\$31,050
Subtotal Justice Court	3732	sf	\$ 207.00	\$772,524
County Administration & Manager				
County Administration & Manager	600	sf	\$ 175.00	\$105,000
Human Resources	750	sf	\$ 175.00	\$131,250
Finance	1200	sf	\$ 175.00	\$210,000
Library District	450	sf	\$ 175.00	\$78,750
Purchasing	300	sf	\$ 175.00	\$52,500
Training Room 20' x 30'	600	sf	\$ 175.00	\$105,000
Conference Room 28' x 28'	560	sf	\$ 175.00	\$98,000
Subtotal Departments	4,460	sf	\$ 175.00	\$780,500
Covered access to the Courthouse level				
Covered access to the Courthouse level	1	ea	\$ 75,000.00	\$75,000
Card access, camera and security systems				
Card access, camera and security systems	1	ea	\$ 175,000.00	\$175,000
Site work				
Site work	1	lot	\$ 50,000.00	\$50,000
Parking				
Parking	75	ea	\$ 1,480.00	\$111,000
Emergency Generator System				
Emergency Generator System	1	ea	\$ 49,200.00	\$49,200
Landscaping, Traffic Control and Utilities				
Landscaping, Traffic Control and Utilities	1	lot	\$ 150,000.00	\$150,000
Subtotal New Building				\$2,777,474
Remodel Court House				
Remodel 1st Floor	7,500	sf	\$ 65.00	\$487,500
Remodel 2nd Floor	2,000	sf	\$ 65.00	\$130,000
Special mill work for Assessor	1	ea	\$ 50,000.00	\$50,000
Relocate bathrooms	1	ea	\$ 120,000.00	\$120,000
Remodel 3rd Floor	6,000	sf	\$ 65.00	\$390,000
Subtotal Remodel Court House	15,502	sf	\$ 75.96	\$1,177,500
New Mail Room Building				\$80,000
Remodel Guerrero Building	5,976	sf	\$ 40.00	\$ 239,040
Subtotal Construction Costs				\$4,274,014
Design and Management Fees - 10% of Construction Costs				\$427,401
Subtotal of Project Cost				\$4,701,415
Contingency - 10% of Project Cost				\$470,142
Total Estimated Project Cost				\$5,171,557

Long Term Option Cost
New Building (old shop site)

Savings To County If Option Is Approved	
Sell Michaelson Bldg - 155 S. Broad St - one time savings	\$90,000
Stop rent on 1100 E. Monroe Bldg - yearly rental cost	\$160,000
State subsidy to County for Child Support	\$40,000
Department Office Costs - yearly savings	

Tommie C. Martin, District I
610 E. Highway 260, Payson, AZ. 85547
(928) 474-2029

Michael A. Pastor, District II
1400 E. Ash St. Globe, AZ. 85501
(928) 425-3231 Ext. 8753

John D. Marcanti, District III
1400 E. Ash St. Globe, AZ. 85501
(928) 425-3231 Ext. 8753



Don E. McDaniel Jr., County Manager
Clerk of the Board
Phone (928) 425-3231 Ext. 8761

Jeff Hessenius, Finance Director
Phone (928) 425-3231 Ext. 8743

FAX (928) 425-0319
TTY: 7-1-1

GILA COUNTY

www.gilacountyaz.gov

PROFESSIONAL CONSULTING SERVICES CONTRACT NO. 032714

SECOND UPDATE TO GILA COUNTY FACILITIES MANAGEMENT PLAN

THIS AGREEMENT, made and entered into this 02ND day of APRIL, 2014, by and between Gila County, a political subdivision of the State of Arizona, hereinafter designated the **COUNTY**, and L. Brevick Enterprises, Inc. of the City of Tucson, County of Pima, State of Arizona, hereinafter designated the **CONSULTANT**.

WITNESSETH: That the Consultant, for and in consideration of the sum to be paid him by the County, in the manner and at the time hereinafter provided, and of the other covenants and agreements herein contained, hereby agrees, for himself, his heirs, administrators, successors, and assigns as follows:

ARTICLE I – SCOPE OF SERVICES: The County has requested the Consultant to provide professional management and planning services to assist Gila County in the second update and amendment to the 2007 Long Range Facilities Management Plan.

ARTICLE II – CONSULTANT'S FEE: Refer to attached Attachment "A" to Professional Consulting Services Contract No. 032714, by mention made a binding part of this agreement as set forth herein.

ARTICLE III – INDEMNIFICATION CLAUSE: Consultant shall indemnify, defend, save and hold harmless the County of Gila and its officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death),

or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Consultant or any of its owners, officers, directors, agents, employees or subconsultants. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Consultant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Consultant from and against any and all claims. It is agreed that the Consultant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Consultant agrees to waive all rights of subrogation against the County, its officers, officials, agents and employees for losses arising from the work performed by the Consultant for the County.

ARTICLE IV - INSURANCE REQUIREMENTS: Consultant and subconsultants shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subconsultants.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The County in no way warrants that the minimum limits contained herein are sufficient to protect the Consultant from liabilities that might arise out of the performance of the work under this contract by the Consultant, his agents, representatives, employees or subconsultants and Consultant is free to purchase additional insurance as may be determined necessary.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE: Consultant shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- | | |
|---|-------------|
| • General Aggregate | \$2,000,000 |
| • Products – Completed Operations Aggregate | \$1,000,000 |
| • Personal and Advertising Injury | \$1,000,000 |
| • Each Occurrence | \$1,000,000 |

- a. The policy shall be endorsed to include the following additional insured language: **"The County of Gila shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Consultant".**

2. Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000

Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- a. Policy shall contain a **waiver of subrogation** against the County of Gila.

3. Professional Liability (Errors and Omissions Liability)

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Consultant warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

1. On insurance policies where the County of Gila is named as an additional insured, the County of Gila shall be an additional insured to the full limits of liability purchased by the Consultant even if those limits of liability are in excess of those required by this Contract.
2. The Consultant's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
3. Coverage provided by the Consultant shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, reduced in coverage or endorsed to lower limits except after thirty (30) days prior written notice has been given to the County. Such notice shall be sent directly to **Jeannie Sgroi, 1400 E. Ash St., Globe, AZ 85501** and shall be sent by certified mail, return receipt requested.

D. ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers duly licensed or approved unlicensed companies in the state of Arizona and with an "A.M. Best" rating of not less than B+ VI. The County in no way warrants that the above-required minimum insurer rating is sufficient to protect the Consultant from potential insurer insolvency.

E. VERIFICATION OF COVERAGE: Consultant shall furnish the County with certificates of insurance (ACORD form or equivalent approved by the County) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the County before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the

project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract shall be mailed directly to Jeannie Sgroi, 1400 E. Ash St., Globe, AZ 85501 or email to Jeannie Sgroi at jsgroi@gilacountyaz.gov. The County project/contract number and project description shall be noted on the certificate of insurance. The County reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time.

- F. **SUBCONSULTANTS:** Consultants' certificate(s) shall include all subconsultants as additional insured's under its policies or Consultant shall furnish to the County separate certificates and endorsements for each subconsultant. All coverage's for subconsultants shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the County Attorney, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

ARTICLE V – LEGAL ARIZONA WORKERS ACT COMPLIANCE: Consultant hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to Consultant's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Consultant shall further ensure that each subconsultant who performs any work for Consultant under this contract likewise complies with the State and Federal Immigration Laws.

County shall have the right at any time to inspect the books and records of Consultant and any subconsultant in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Consultant's or any subconsultant's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Contract subjecting Consultant to penalties up to and including suspension or termination of this Contract. If the breach is by a subconsultant, and the subcontract is suspended or terminated as a result, Consultant shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subconsultant, as soon as possible so as not to delay project completion.

Consultant shall advise each subconsultant of County's rights, and the subconsultant's obligations, under this Article by including a provision in each subcontract substantially in the following form:

"Subconsultant hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subconsultant's employees, and with the requirements of A.R.S. § 23-214 (A). Subconsultant further agrees that County may inspect the Subconsultant's books and records to insure that Subconsultant is in compliance with these requirements. Any breach of this paragraph by Subconsultant will be deemed to be a material breach of this contract

subjecting Subconsultant to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of Consultant. In the event that remedial action under this Article results in delay to one or more tasks on the critical path of Consultant's approved construction or critical milestones schedule, such period of delay shall be deemed excusable delay for which Consultant shall be entitled to an extension of time, but not costs.

ARTICLE VI – SCHEDULE & FEES: Refer to Attachment "A" to Professional Consulting Services Contract No. 032714, by mention made a binding part of this agreement as set forth herein. To the extent that the terms and conditions of this Professional Consulting Services Contract conflict with the Terms and Conditions of Attachment "A" to Professional Consulting Services Contract No. 032714, the terms and conditions of this contract will prevail and govern the contractual relationship between the parties.

ARTICLE VII – LAWS AND ORDINANCES: This agreement shall be enforced under the laws of the State of Arizona. Consultant shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Consultant. The Consultant shall comply with the applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and applicable federal regulations under the Act.

ARTICLE VIII – CANCELLATION: This agreement is subject to cancellation pursuant to A.R.S. § 38-511. If this Agreement is terminated, the County shall be liable only for payment for services rendered and accepted material received by the County before the effective date of termination. The Consultant shall be considered in default of this contract and such default will be considered as cause to terminate the contract for any of the following reasons if the Consultant:

- a. Fails to perform the work under the contract within the time specified in the "Notice to Proceed"; or
- b. Fails to perform the work or fails to provide sufficient workers, equipment or data to assure completion of work in accordance with the terms of the contract; or
- c. Performs the work unsuitably or neglects or refuses to follow the Scope of Work; or
- d. Discontinues the prosecution of the work; or
- e. Fails to resume work which as been discontinued within a reasonable time after notice to do so; or
- f. Becomes insolvent or is declared bankrupt, or commits any act of bankruptcy or insolvency; or
- g. Makes assignment for the benefit of creditors.
- h. If it is found that gratuities were offered or given by the Consultant or any agent or representative of the Consultant, to any officer or employee of the County.

ARTICLE IX – TERM: The term of the Contract shall commence upon award and remain in effect from date of award to December 31, 2014.

ARTICLE X – PAYMENT: The Scope of Services as outlined above will be performed on a time and material basis with a not-to-exceed without written authorization budget of \$8,328.00. Additional work, as authorized, will be performed on a Time and Materials basis per the rates as identified in Attachment "A" to Professional Consulting Services Contract No. 032714, by mention made a binding part of this agreement as set forth herein.

Each invoice must include itemized task and dollar figure for each task completed. Each invoice must show a signature by the County representative confirming services rendered and authorizing payment.

IN WITNESS WHEREOF, two (2) identical counterparts of this contract, each which shall include original signatures and for all purposes be deemed an original thereof, have been duly executed by the parties hereinabove named, on the date and year first above written.

In return for the performance of the Contract by the Consultant, the County agrees to pay Consultant on a time and material basis per the rates as identified in Attachment "A" to Professional Consulting Services Contract No. 032714, in an amount not to exceed \$8,328.00 including all applicable taxes.

GILA COUNTY:


Don E. McDaniel, County Manager

L. BREVICK ENTERPRISES, INC.:


Signature of Consultant

Lonnie Brevick
Print Name

L. BREVICK ENTERPRISES, INC
MANAGEMENT CONSULTANT

March 26, 2014

Mr. Don McDaniel
County Manager
1400 East Ash
Globe, AZ 85501

Mr. Steve Stratton
Director
Public Works Division
745 N. Rose Mofford Way
Globe, AZ 85501

RE: Proposal to complete 2nd Amendment to Gila County's Facilities Management Plan

Gentlemen:

Thank you for the opportunity to submit a proposal to provide professional management and planning services that will assist Gila County in the development of a second update and amendment to the Gila County Long Range Facilities Management Plan.

Introduction

Gila County completed an update and amendment to the Long Range Facilities Management Plan in February of 2014. After a review by the Board of Supervisors, it was determined that a second amendment should be developed that would present an additional options for the long term plan in the Globe area.

Plan of Approach

The project plan of approach is to amend the existing February, 2014 Long Range Facilities Management Plan Amendment. The new report will include the existing options for the Payson area and the revised plan for the Globe area. The Board of Supervisors requested that the revised Globe area plan include various short term and long term options for their consideration. All options will consider masonry buildings, pre-engineered metal buildings will not be considered.

Schedule

The goal is to complete the amended report within two months after a notice to proceed is issued.

Cost of Services

The estimated cost to complete the plan update is as follows:

Professional services labor	\$ 7,705
Expenses	\$ 623
Total Estimated Cost	\$ 8,328

The scope of work would be performed on a time and material basis with a cost not to exceed \$ 8,328 unless approved by Gila County.

The billing rates are as follows:

<u>Labor</u>	
Lonnie Brevick – project work	\$125/hour

Gila County

Proposal to Provide Professional Services
March 26, 2014

Lonnie Brevick – travel time
Administrative Assistant

\$ 75/hour
\$ 55/hour

Expenses

Personal auto travel
Travel expenses
Supplies & other expenses

\$0.565/mile
at cost
at cost

Attached is a breakdown of the estimated costs.

I am very interested in this opportunity to provide assistance to Gila County and look forward to working with the Gila County staff on this important project.

Sincerely,
L. Brevick Enterprises, Inc.



Lonnie Brevick, P.E.
President

Attachment

Gila County
Long Range Facilities Management Plan
2nd Amendment

Proposed Budget

3-28-14

Activity Description	Quantity	Estimated Labor Hours	Hourly Rate	Estimated Labor Cost
PROJECT MEETINGS				
Globe, AZ	3	6	\$ 125	\$ 750
Total for meetings	3	6	\$ 125	\$ 750
Develop and Assemble Project Documents				
Develop new building basic design	1	12	\$ 125	\$ 1,500
Complete new building estimate	1	8	\$ 125	\$ 1,000
Develop and assemble report - 1st draft				
Consultant	1	20	\$ 125	\$ 2,500
Administrative Assistant	1	4	\$ 55	\$ 220
Develop and assemble report - final				
Consultant	1	4	\$ 125	\$ 500
Administrative Assistant	1	2	\$ 55	\$ 110
Total for Project Documents	6	50		\$ 5,830
Travel Hours				
Globe, AZ				
Project Meetings	3	15	\$ 75	\$ 1,125
Total for Travel Hours	3	15		\$ 1,125
Total Estimated Labor Cost	0	71	\$ 188.52	\$ 7,705
Expense Costs	Quantity		Cost Each	Estimated Expense Cost
Auto travel - \$0.585/mile				
Globe round trip mileage - 220 mile round trip	3		\$ 124	\$ 373
Supplies	1		\$ 250	\$ 250
Total Estimated Expenses				\$ 623
Total Estimated Project Cost				\$ 8,328

ARF-2633

2. C.

Work Session

Meeting Date: 07/29/2014

Submitted For: Michael O'Driscoll, Director

Submitted By: Lauren Savaglio
Environmental
Health Manager
Health &
Emergency
Services Division

Department: Health & Emergency Services Division

Division: Health Services

Information

Request/Subject

Discussion of food code adoption, food inspection form, risk-based food inspections, food handler card testing, and food establishment review plan.

Background Information

Currently, Gila County Division of Health & Emergency Services (GCDHES) operates under the 1999 Food & Drug Administration (FDA) Food Code. The latest Food Code was released on November 13, 2013. This updated Food Code provides all levels of government and industry with practical, science-based guidance and manageable provisions for mitigation known risks of food-borne illness. The 2013 Food Code reflects the input of the regulatory officials (FDA, U.S. Department of Agriculture, Centers for Disease Control and Prevention, and U.S. Department of Health & Human Services), industry, academia, and consumers that participated in the 2012 meeting of the Conference for Food Protection. Such collaboration helps ensure the Food Code establishes sound requirements that prevent food-borne illness and injury and eliminates the most important food safety hazards in retail and food service facilities. Adopting the current 2013 FDA Food Code would put Gila County in line with the most up-to-date science-based recommendations to reduce the risk of food-borne illness, create uniform standards for retail food safety, and establish a more standardized approach to inspections.

The new food inspection form reflects the new requirements of the 2013 Food Code, as does the risk-based food inspection procedure. Currently, all food service facilities are inspected a minimum of twice a year. The purpose for the new rules is to place more emphasis on the higher risk establishments and those violations that directly contribute to food-borne illnesses. These rule amendments change the minimum required inspection frequency for food service facilities, define critical violations and explain how to deal with critical violations during an inspection.

Food handler card testing will also be changed to reflect new legislation. Currently, GCDHES issues food handler cards in an open book manner and requires that all food handlers have a Gila County card. House Bill 2436 requires that food handler training courses must meet American Society for Testing and Materials Standard E2659-09, and requires counties to accept other food handler cards as valid, so long as the training program meets this standard. In an effort to provide competitive, efficient, and convenient services to the residents of Gila County, GCDHES will be changing to an online and interactive food handling training course through a third-party handler, State Food Safety. This training ensures that residents are well informed and equipped to safely handle and serve food. Residents will be able to take this course, print out the certificate and bring it, along with proof of lawful presence, to GCDHES to receive their card. The cost of this service for each resident will be \$20, an increase of \$5.

With changes to the Food Code, a new food establishment plan review is proposed. It will require food establishments to fill out a packet detailing their establishment's physical structure (water source, disposal methods, including grease, etc.), menu offerings, and food-borne illness risk reduction plan. Currently, a plan review is required; however, this update includes the new Food Code changes.

Evaluation

Without the changes proposed, GCDHES would be at greater risk for food-borne illness and this will create an undue stress and burden on Gila County food establishments and residents.

Conclusion

Due to newly released best practices, the Board of Supervisors should consider adopting the 2013 Food Code, recommended food inspections processes and forms, and food establishment review plan.

Recommendation

Based on the information provided, the Health & Emergency Services Division Director recommends that the Board of Supervisors consider the changes to the Food Code, inspection process, and food handler card training.

Suggested Motion

Information/Discussion regarding the adoption of a Food Code, food inspection form, risk-based food inspections, food handler card testing, and food establishment review plan. **(Michael O'Driscoll)**

Attachments

Food Code Powerpoint

Understanding the Risk-Based Inspections

Food Inspection Form

Major Changes in 2013 Food Code

Food Code Summary of Changes

Food Establishment Plan Review Application



FDA Food Code 2013



Why do we inspect food establishments?

- Most common causes of outbreak in 2012:
 - Norovirus: 41% of reported outbreaks
 - Salmonella: 25% of reported outbreaks
- In 2012, in the food preparation setting, outbreaks originated at
 - Restaurants (60%)
 - Caterers or banquet facilities (13%)
 - Homes (13%)

Foodborne Disease Outbreaks, 2011-2012*

Outbreak reported:	1,632
Cases of illness:	29,112
Hospitalizations:	1,750
Deaths:	68

*Source: Foodborne Disease Outbreak Surveillance System, 2011-2012 are the most recent years for which outbreak data are finalized.

Major Changes in 2013 Food Code

- Cut leafy greens and cut tomatoes require refrigeration for safety.
- Packaged food labels must include a major food allergen statement.
- Holding temperature for hot food drops from 140°F to 135°F.
- Egg pooling requirements change.
- Egg cooking temperature requirements change.

Major Changes in 2013 Food Code

- Raw or undercooked animal products are prohibited on a children's menu.
- Partial cooking now requires plan review and approval.
- Grill marking provisions are added.
- Glove change/hand washing requirements have changed.

Major Changes in 2013 Food Code

- Unattended cooking and hot holding is prohibited.
- Variance and HACCP plan required for sous vide cooking.

Cut Leafy Greens and Tomatoes

- What are “cut leafy greens”?
 - Leaves removed from head, cut, shredded, sliced, chopped, torn.
 - Doesn't include harvest cut whole leaves that were only cut once on the farm, or whole heads from which leaves were removed and discarded.
 - Doesn't include fresh herbs (parsley, cilantro...).
- Responsible for numerous outbreaks of salmonella and e. coli.
- Now considered potentially hazardous foods.
- Need refrigeration for safety.

Cut Tomatoes

- Whole tomatoes may still be stored/ripened at room temperature.
- Must refrigerate once tomato is sliced or cut.
- Recipes using cut tomatoes must be refrigerated.
- Processed food containing cut tomatoes must be refrigerated unless the manufacturer doesn't require refrigeration (sun dried tomatoes, will be marked on container).

Washing Produce

- Running water rinse required.
- If soaked or “crisped” a running water rinse must follow.

Major Food Allergens

- Can cause life-threatening allergic reactions.
- Packaged foods offered for sale must be labeled.
- Foods wrapped on a per order basis does NOT require labeling.
- Most customer self-service items must be labeled.
- Must educate food workers about major food allergen ingredients and risks.

Labeling must also include

- Name of food
 - Ingredients
 - Name/address of manufacturer or distributor
 - Quantity of contents
-
- Recommended: Packaging date code for freshness and in case of recall.

Hot Food Holding Temperatures

- Research has shown upper limit of pathogen growth is around 125 ° F.
- Prior requirements was 140° F.
- Now is 135 °F.

Egg Pooling Changes

- Egg pooling are four or more eggs together and is prohibited unless pooled together immediately before cooking.
- Raw eggs must be cooked within 30 minutes after breaking, unless used in batters.
- Must use pasteurized eggs are required if recipes contain four or more eggs and is not cooking within 30 minutes after pooling.

More Eggs!

- Eggs cooked immediately after breaking for a single consumer order must be cooked to 145 °F.
- Eggs broken for multiple consumer orders must be cooked to 155 °F and must be cooked within 30 minutes after breaking. Includes quiche, flan, buffet and line scrambled eggs.
- For establishments ONLY serving highly susceptible populations (pre-school, elder care), undercooking eggs is prohibited.

Children's Menus

- Raw or undercooked eggs, meat, and seafood are prohibited.
- Raw or undercooked eggs, meat, seafood, and raw seed sprouts are prohibited in pre-schools and elder care facilities.

Partial Cooking (AKA Non-Continuous Cooking)

- Cooking food in which the heating of the food is intentionally halted so that it may be cooking and held for complete cooking at a later time.
- Requires a plan review/approval from the Health Dept
 - How to ensure thorough final cooking temperatures.
 - How to prevent cross contamination.

Grill Marking

- Heating not more than one minute per side.
- Not considered partial cooking as long as the food is:
 - Cooled immediately
 - Labeled and stored as raw animal product
 - Cooked to appropriate final temperature/time
 - Disposed if left over cooking/hot holding

Glove Changing & Hand Washing

- Prior: Hand wash required prior to putting on gloves.
- Now: No hand washing required when changing gloves if they are still at the same station doing the same task.
- Still requires gloves or utensil use for ready-to-eat foods.

Unattended cooking

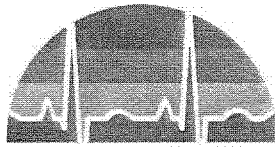
- Prohibits unattended cooking unless monitoring is provided for cooking temperature or oven temperatures.
- Purpose is to prevent undercooking.

Sous Vide

- Method of cooking food sealed in airtight plastic bags in water baths for longer than normal cooking times.
- Must be included in HACCP plans to prevent bacterial growth, botulism in particular.

Sources

- Centers for Disease Control and Prevention (CDC). 2014. New CDC data on foodborne disease outbreaks. Retrieved on June 12, 2014 from <http://www.cdc.gov/features/foodborne-diseases-data/>.
- U.S. Food and Drug Administration (FDA). 2013. Food Code 2013. College Park, MD.



Gila County
Health & Emergency Services
Prevent. Promote. Protect.

GILA COUNTY DIVISION of HEALTH and EMERGENCY SERVICES

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Understanding the New Risk-Based Inspection Rules

Beginning on ***, new rules became effective governing the inspection frequency of food service establishments based on risk categories, as established in the Food and Drug Administration's Voluntary Retail Food Standards.

Why were these risk-based frequency and critical violation rules passed?

The purpose for the new rules is to place more emphasis on the higher risk establishments and those violations that directly contribute to foodborne illnesses. These rule amendments change the minimum required inspection frequency for food service facilities, define critical violations and explain how to deal with critical violations during an inspection.

What are the new inspection frequencies?

Before ***, all food service facilities were required to be inspected a minimum of twice a year. With the new rules, each food service establishment has been put into one of four different risk categories:

Risk Category I establishments are to be inspected once per year.

Risk Category II establishments are to be inspected once every six months.

Risk Category III establishments are to be inspected once every four months.

Risk Category IV establishments are to be inspected once every three months.

Please note that the frequencies of inspections provided in the new rule are minimum standards, so permitted establishments may be inspected as often as necessary.

What is the definition of each risk category?

According to the new rules, **Risk Category I** includes food service facilities that prepare only non-potentially hazardous foods. **Risk Category II** applies to facilities that cook and cool no more than two

potentially hazardous foods (PHF) and where potentially hazardous raw ingredients must be received in a ready-to-cook form. **Risk Category III** includes establishments that cook and cool no more than three PHF and they can have an unlimited amount of raw potentially hazardous food preparation. Finally, a **Risk Category IV** facility can cook and cool an unlimited number of PHF and can have an unlimited amount of raw PHF. This category also includes those facilities using specialized processes or serving a highly susceptible population.

What is a “potentially hazardous food”?

It is a food that supports the growth of microorganisms that cause foodborne illnesses. These foods normally include (but are not limited to) meats, poultry, dairy products, cooked vegetables, and cooked pasta, rice and beans.

What is a “critical violation”, as defined in the new rules?

It is a violation relating to any of the following risk factors that directly contribute to foodborne disease outbreaks:

- Improper hot and cold holding, cooling or reheating of potentially hazardous foods
- Inadequate cooking
- Poor personal hygiene of food handlers
- Cross-contamination of food-contact surfaces
- Food from unapproved sources

How does an inspector deal with critical violations (as defined above) during an inspection?

When an inspector observes a critical violation during an inspection, he/she will instruct the operator/manager to correct the violation as soon as possible during the course of the inspection. If the critical violation cannot be corrected on-site (for example, if a refrigerator is not maintaining proper temperature and cannot be fixed during the inspection), the inspector shall specify to the owner/manager a time frame of no more than 10 calendar days to correct the violation. In this instance the inspector may recommend interim measures to protect the foods from contamination.

When a critical violation is observed and not corrected on site, how does the inspector verify compliance within the 10-day time frame?

Critical violation corrections may be verified by the following:

- Returning to the establishment
- Verification logs (e.g., temperature, hand washing)
- An invoice documenting equipment repair
- E-mail or telephone communication

What if the critical violation is not corrected within the time frame specified?

An inspector may proceed with remedies such as legal, permit or other enforcement actions.

For More Information

Contact the Environmental Health Specialist for your establishment or call the Gila County Division of Health & Emergency Services at (928) 402-8811.



FOOD ESTABLISHMENT INSPECTION REPORT

Establishment Name	
Address	
Person in Charge	
Inspection Type	<input type="checkbox"/> Routine <input type="checkbox"/> Follow Up <input type="checkbox"/> Pre-Opening <input type="checkbox"/> Complaint <input type="checkbox"/> FBI <input type="checkbox"/> Other

Mark the designated compliance status for each item.
IN – In compliance
OUT – Not in compliance
NA Not applicable
NO – Not observed
COS – Corrected on site

FBI RISK FACTORS & PH INTERVENTIONS

	IN	OUT	NA	NO		COS
Demonstration of Knowledge						
1					Person in charge present, demonstrates knowledge, and performs duties	
Employee Health						
2					Management awareness; policy present	
3					Proper use of reporting & restriction	
Good Hygiene Practices						
4					Proper eating, tasting, drinking, or tobacco use	
5					No discharge from eyes, nose, and mouth	
Preventing Contamination by Hands						
6					Hands clean & properly washed	
7					No bare hand contact with RTE foods	
8					Adequate hand washing facilities supplied & functional	
Approved Source						
9					Food obtained from approved source	
10					Food received at proper temperature	
11					Food in good condition, safe & unadulterated	
Protection from Contamination						
12					Food separated & protected	
13					Food-contact surfaces cleaned & sanitized	
14					Proper disposition of returned, previously served, reconditioned, & unsafe food	
Potentially Hazardous Food Time/Temperature						
15					Proper cooking time/temperature	
16					Proper reheating procedures for hot holding	
17					Proper cooling time/temperature	
18					Proper hot holding temperatures	
19					Proper cold holding temperatures	
20					Proper date marking & disposition	
Consumer Advisory						
21					Consumer advisory provided for raw/undercooked foods	
Highly Susceptible Populations						
22					Pasteurized foods used	
23					Prohibited foods not offered	
Chemical						
24					Food additives approved & properly used	
25					Toxic substances properly ID'd, stored, used	

GOOD RETAIL PRACTICES

	IN	OUT	NA	NO		COS
Safe Food & Water						
26					Pasteurized eggs were used where required	
27					Water & ice from approved source	
28					Variance obtained for specialized processing method	
Food Temperature Control						
29					Approved thawing methods used	
30					Approved cooling methods used	
31					Thermometers provided & accurate	
Food Identification						
32					Food properly labeled; original container	
Prevention of Food Contamination						
33					Insects, rodents, animals absent	
34					Contam prevented during prep, storage, display	
35					Wiping cloths properly used, stored	
36					Washing fruits & vegetables	
Proper Use of Utensils						
37					In-use utensils properly stored	
38					Utensils, equip, & liners stored, dried, handled	
39					Single-use & single serve articles stored and used	
40					Gloves properly used	
Physical Facilities						
41					Hot & cold water available, adequate pressure	
42					Plumbing installed, proper backflow devices	
43					Sewage & waste water properly disposed	
44					Toilet facilities properly constructed, supplied, clean	
45					Garbage/refuge properly disposed, facility maintained	
46					Physical facilities installed, maintained & clean	
47					Adequate ventilation & lighting	
Prop 201						
48					Smoke Free Arizona Act followed properly	

Time In _____ **Time Out** _____

Page ____ **of** ____

Person in Charge Signature _____ Date _____

Inspector Signature _____ Date _____



FOOD ESTABLISHMENT INSPECTION REPORT

Item	Section	Description
1	2-102.11 2-102.11 A-C 2-103.11 A-O	Assignment Demonstration Person In Charge Duties
2	2-102.11 C 2-103.11M 2-201.11A-C, E	Demonstration Person In Charge Duties Responsibility of Permit Holder; Person In Charge; Conditional Employees
3	2-201.11 D, F 2-201.12-13	Responsibility of Permit Holder; Person in Charge; Conditional Employees-Responsibility of the PIC to Exclude or Restrict Exclusions & Restrictions; Removal, Adjustment, or Retention of Exclusions & Restrictions
4	2-401-11 3-301.12	Eating, Drinking, or Using Tobacco Preventing Contamination When Tasting
5	2-401-12	Discharges from Eyes, Nose, and Mouth
6	2-301.11 2-301.12 2-301.14-16	Clean Condition – Hands and Arms Cleaning Procedure When to Wash; Where to Wash; Hand Antiseptics
7	3-301.11 3-801.11 D	Preventing Contamination from Hands Pasteurized Foods, Prohibited Re-Service, and Prohibited Foods
8	5-202.12 5-203.11 5-204.11 5-205.11 6-301.11 6-301.12-14	Handwashing Sinks, Installation Handwashing Sinks-Numbers and Capacities Handwashing Sinks-Location and Placement Using a Handwashing Sink-Operation and Maintenance Handwashing Cleanser, Availability Hand Drying Provision; Handwashing Aids and Devices; Use Restrictions, Handwashing Signage
9	3-201.11-17 3-201.13-14 3-202.110 5-101.13	Compliance with Food Law; Food in a Hermetically Sealed Container; Fluid Milk and Milk Products; Fish; Molluscan Shellfish; Wild Mushrooms; Game Animals Eggs; Eggs and Milk Products, Pasteurized Juice Treated-Commercially Processed Bottled Drinking Water
10	3-202.11	Temperature
11	3-101.11 3-202.15	Safe, Unadulterated and Honestly Presented Package Integrity
12	3-302.11 3-304.11 3-304.15 A 30306.14 A	Packaged and Unpackaged Food-Separation, Packaging, and Segregation Food Contact with Equipment, Utensils, and Linens Gloves, Use Limitation Consumer Self-Service Operations
13	4-501.111-115 4-601.11 A 4-602.11-12 4-702.11 4.703.11	Manual Warewashing Equipment, Hot Water Sanitization Temperatures; Mechanical Warewashing Equipment, Hot Water Sanitization Temperatures; Mechanical Warewashing Equipment, Sanitization Pressure; Manual and Mechanical Warewashing Equipment, Chemical Sanitization-Temperature, pH, Concentration and Hardness; Manual Warewashing Equipment, Chemical Sanitization Using Detergent-Sanitizers Equipment, Food-Contact Surfaces, Nonfood-Contact Surfaces, and Utensils Equipment Food-Contact Surfaces and Utensils-Frequency; Cooking and Baking Equipment Before Use After Cleaning Hot Water and Chemical Methods
14	3-306.14 3-701.11	Returned Food and Re-service of Food Discarding or Reconditioning Unsafe, Adulterated, or Contaminated Food
15	3-401.11-12 3-401.14	Raw Animal Foods-Cooking; Microwave Cooking Non-Continuous Cooking of Raw Animal Foods
16	3-403.11	Reheating for Hot Holding
17	3-501.14	Cooling
18	3-501.16 A, B	Time/Temperature Control for Safety Food, Hot and Cold Holding
19	3-501.16 A, B	Time/Temperature Control for Safety Food, Hot and Cold Holding
20	3-501.17-18	Ready-To-Eat Time/Temperature Control for Safety Food, Date Marking; Ready-To-Eat



FOOD ESTABLISHMENT INSPECTION REPORT

		Time/Temperature Control for Safety Food, Date Disposition
21	3-603.11	Consumption of Animal Foods that are Raw, Undercooked, or Not Otherwise Processed to Eliminate Pathogens
22	3-801.11 A-C, E, G	Pasteurized Foods, Prohibited Re-Service, and Prohibited Food
23	3-801.11 A-C, E, G	Pasteurized Foods, Prohibited Re-Service, and Prohibited Food
24	3-202.12 3.302.14	Additives Protection from Unapproved Additives
25	7-101.11 7-102.11 7-201.11 7-202.11-12 7-203.11 7-204.11-14 7-205.11 7-206.11-13 7-207.11-12 7-208.11 7-209.11 7-301.11	Identifying Information, Prominence-Original Containers Common Name Working Containers Separation-Storage Restriction-Presence and Use; Conditions of Use Sanitizers, Criteria-Chemicals Chemicals for Washing, Treatment, Storage and Processing Fruits and Vegetables, Criteria; Boiler Water Additives, Criteria; Drying Agents, Criteria Incidental Food Contact, Criteria-Lubricants Restricted Use Pesticides, Criteria; Rodent Bait Stations; Tracking Powders, Pest Control and Monitoring Restriction and Storage-Medicines; Refrigerated Medicines, Storage Storage-First Aid Supplies Storage-Other Personal Care Items Separation-Storage and Display, Stock and Retail Sale
26	3-302.13	Pasteurized Eggs Substituted for Raw Eggs for Certain Recipes
27	3-202.16 5-101.11 5-102.11-14 5-104.12	Ice Approved System-Source Standards-Quality; Nondrinking Water; Sampling; Sampling Report Alternative Water Supply
28	8-103.11	Documentation of Proposed Variance and Justification
29	3-501.12-13	Time/Temperature Control for Safety Food, Slacking; Thawing
30	3-501.11 3-501.15 4-301.11	Frozen Food Cooling Methods Cooling, Heating, and Holding Capacities-Equipement
31	4-203.11-12 4-204.112 4-302.12 4-502.11 B	Temperature Measuring Devices, Food-Accuracy; Temperature Measuring Devices, Ambient Air and Water-Accuracy Temperature Measuring Devices-Functionality Food Temperature Measuring Devices Good Repair and Calibration
32	3-202.17 3-203.11 3-302.12 3-305.13 3-601.11-12 3-602.11-12	Shucked Shellfish, Packaging and Identification Molluscan Shellfish, Original Container Food Storage Containers Identified with Common Name of Food Vended Time/Temperature Control for Safety Food, Original Container Standards of Identity; Honestly Presented Food Labels; Other Forms of Information
33	2-403.11 6-202.13 6-202.15-16 6-501.111-112 6-501.115	Handling Prohibition-Animals Insect Control Devices, Design and Installation Outer Openings, Protected; Exterior Walls and Roofs, Protective Barrier Controlling Pests; Removing Dead or Trapped Birds, Insects, Rodents and other Pest Prohibiting Animals
34	3-202.19 3-303.11-12 3-304.13 3-305.11-12 3-305.14	Shellstock, Condition Ice Used as Exterior Coolant, Prohibited as Ingredient; Storage or Display of Food in Contact with Water or Ice Linens and Napkins, Use Limitations Food Storage-Preventing Contamination from the Premises Food Storage, Prohibited Areas Food Preparation



FOOD ESTABLISHMENT INSPECTION REPORT

	3-306.11-13 3-307.11 6-404.11	3-306.11 Food Display-Preventing Contamination by Consumers; Condiments, Protection; Consumer Self-Service Operations Miscellaneous Sources of Contamination Segregation and Location-Distressed Merchandise
35	3-304.14 4-101.16 4-901.12	Wiping Cloths, Use Limitation Sponges Use Limitation Wiping Cloths, Air Drying Location
36	7-204.12	Chemicals for Washing, Treatment, Storage and Processing Fruits and Vegetables, Criteria
37	3-304.12	In-Use Utensils, Between-Use Storage
38	4-801.11 4-802.11 4-803.11-12 4-901.11 4-903.11-12 4-904.11-13	Clean Linens Specifications-Laundering Frequency Storage of Soiled Linens; Mechanical Washing Equipment and Utensils, Air-Drying Required Equipment, Utensils, Linens and Single-Service and Single-Use Articles Storing; Prohibitions Kitchenware and Tableware-Preventing Contamination; Soiled and Clean Tableware; Preset Tableware
39	4-502.12-14 4-903.11-12 4-904.11	Single-Service and Single-Use Articles, Required Use; Single-Service and Single-Use Articles-Use Limitations : Shells, Use Limitations Equipment, Utensils, Linens and Single-Service and Single-Use Articles-Storing; Prohibitions Kitchenware and Tableware-Preventing Contamination
40	3-304.15 B-D	Gloves, Use Limitations
41	5-103.11-12 5-104.11	Capacity-Quantity and Availability; Pressure System-Distribution, Delivery, and Retention
42	5-101.12 5-201.11 5-202.11 5-202.13-15 5-203.13-15 5-204.12-13 5-205.12-15 5-301.11 5-302.11-16 5-303.11-13 5-304.11-14	System Flushing and Disinfection Approved-Materials Approved System and Cleanable Fixtures Backflow Prevention, Air Gap; Backflow Prevention Device, Design Standard; Conditioning Device, Design Service Sink; Backflow Prevention Device, When Required; Backflow Prevention Device. Carbonator Backflow Prevention Device, Location; Conditioning Device, Location Prohibiting a Cross Connection; Scheduling Inspection and Service for a Water System Device; Water Reservoir of Fogging Devices, Cleaning; System Maintained in Good Repair Approved-Materials, Mobile Water Tank and Mobile Food Establishment Water Tank Enclosed System, Sloped to Drain; Inspection and Cleaning Port, Protected and Secured; "V" Type Threads, Use Limitation; Tank Vent, Protected; Inlet and Outlet, Sloped to Drain; Hose, Construction and Identification Filter, Compressed Air; Protective Cover or Device; Mobile Food Establishment Tank Inlet System Flushing and Sanitization-Operation and Maintenance; Using a Pump and Hoses, Backflow Prevention; Protecting Inlet, Outlet and Hose Fitting; Tank, Pump and Hoses, Dedication
43	5-401.11 5-402.11-15 5-403.11	Capacity and Drainage Backflow Prevention; Grease Trap; Conveying Sewage; Removing Mobile Food Establishment Wastes; Flushing a Waste Retention Tank Approved Sewage Disposal System; Other Liquid Wastes and Rainwater
44	5-203.12 5-501.17 6-202.14 6-302.11 6-402.11 6-501.18-19	Toilets and Urinals Toilet Room Receptacle, Covered Toilet Rooms, Enclosed Toilet Tissue, Availability Conveniently Located Cleaning of Plumbing Fixtures; Closing Toilet Room Doors
45	5-501.11-16 5-501.18-19	Outdoor Storage Surface; Outdoor Enclosure; Receptacles; Receptacles in Vending Machines; Outside Receptacles; Storage Areas, Rooms and Receptacles, Capacity and Availability Cleaning Implements and Supplies; Storage Areas, Redeeming Machines, Receptacles and Waste Handling Units, Location



FOOD ESTABLISHMENT INSPECTION REPORT

	5-501.110-116 5-502.11-12 5-503.11 6-202.110	Storage Refuse, Recyclables and Returnables; Area, Enclosures and Receptacles, Good Repair; Outside Storage Prohibitions; Covering Receptacles; Using Drain Plugs; Maintaining Refuse Areas and Enclosures; Cleaning Receptacles Frequency-Removal; Receptacles or Vehicles Community or Individual Facility Outdoor refuse Areas, Curbed and Graded to Drain
46	4-301.15 4-401.11(C) 4-803.13 6-101.11 6-102.11 6-201.11-18 6-202.17-19 6-202.111-112 6-501.11-13 6-501.15-17 6-501.113-114	Clothes Washers and Dryers Equipment, Cloths Washers and Dryers, and Storage Cabinets, Contamination Prevention Use of Laundry Facilities Surface Characteristics-Indoor Areas Surface Characteristics-Outdoor Areas Floors, Walls and Ceilings-Cleanability; Floors, Walls, and Ceilings, Utility Lines; Floor and Wall Junctures, Coved, and Enclosed or Sealed; Floor Carpeting, Restrictions and Installation; Floor Covering, Mats and Duckboards; Wall and Ceiling Coverings and Coatings; Walls and Ceilings, Attachments; Walls and Ceilings, Studs, Joists, and Rafters Outdoor Food Vending Areas. Overhead Protection; Outdoor Servicing Areas, Overhead Protection; Outdoor Walking and Driving Surfaces, Graded to Drain Private Homes and Living or Sleeping Quarters, Use Prohibition; Living or Sleeping Quarters, Separation Repairing-Premises, Structures, Attachments, and Fixtures-Methods; Cleaning, Frequency and Restrictions; Cleaning Floors, Dustless Methods Cleaning Maintenance Tools, Preventing Contamination; Drying Mops; Absorbent Materials on Floors, Use Limitation Storing Maintenance Tools; Maintaining Premises, Unnecessary Items and Litter
47	4-202.18 4-204.11 4-301.14 6-202.11-12 6-303.11 6-304.11 6-305.11 6-403.11 6-501.14 6-501.110	Ventilation Hood Systems, Filters Ventilation Hood Systems, Drip Prevention Ventilation Hood Systems, Adequacy Light Bulbs, Protective Shielding; Heating, Ventilation, Air Conditioning System Vents Intensity-Lighting Mechanical-Ventilation Designation-Dressing Areas and Lockers Designated Areas-Employee Accommodations for eating / drinking/smoking Cleaning Ventilation Systems, Nuisance and Discharge Prohibition Using Dressing Rooms and Lockers
48	A.R.S. 36-601.01	Smoke-Free Arizona Act



GILA COUNTY DIVISION of HEALTH and EMERGENCY SERVICES

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Major Changes in 2013 Food Code

Cut leafy greens and cut tomatoes require refrigeration for safety.

- What are “cut leafy greens”?
 - Leaves removed from head, cut, shredded, sliced, chopped, torn.
 - Doesn’t include harvest cut whole leaves that were only cut once on the farm, or whole heads from which leaves were removed and discarded.
 - Doesn’t include fresh herbs (parsley, cilantro...)
- Responsible for numerous outbreaks of salmonella and e. coli.
- Now considered potentially hazardous foods.
- Need refrigeration for safety.
- Whole tomatoes may still be stored/ripened at room temperature.
 - Must refrigerate once tomato is sliced or cut.
 - Recipes using cut tomatoes must be refrigerated.
 - Processed food containing cut tomatoes must be refrigerated unless the manufacturer doesn’t require refrigeration (sun dried tomatoes, will be marked on container).

Packaged food labels must include a major food allergen statement.

- Can cause life-threatening allergic reactions.
- Packaged foods offered for sale must be labeled.
- Foods wrapped on a per order basis does NOT require labeling.
- Most customer self-service items must be labeled.
- Must educate food workers about major food allergen ingredients and risks.
- Labels must include:
 - Name of food
 - Ingredients
 - Name/address of manufacturer or distributor
 - Quantity of contents
 - Recommended: Packaging date code for freshness and in case of recall.

Holding temperature for hot food drops from 140°F to 135°F.

- Research has shown upper limit of pathogen growth is around 125 ° F.
- Prior requirements was 140° F.
- Now is 135 °F.

Egg pooling requirements change.

- Egg pooling is four or more eggs together and is prohibited unless pooled together immediately before cooking.
- Raw eggs must be cooked within 30 minutes after breaking, unless used in batters.
- Must use pasteurized eggs are required if recipes contain four or more eggs and is not cooking within 30 minutes after pooling.

Egg cooking temperature requirements change.

- Eggs cooked immediately after breaking for a single consumer order must be cooked to 145 °F.
- Eggs broken for multiple consumer orders must be cooked to 155 °F and must be cooked within 30 minutes after breaking. Includes quiche, flan, buffet line scrambled eggs.
- For establishments ONLY serving highly susceptible populations (pre-school, elder care), undercooking eggs is prohibited.

Raw or undercooked animal products are prohibited on a children's menu.

- Raw or undercooked eggs, meat, and seafood are prohibited.
- Raw or undercooked eggs, meat, seafood, and raw seed sprouts are prohibited in pre-schools and elder care facilities.

Partial cooking now requires plan review and approval.

- Cooking food in which the heating of the food is intentionally halted so that it may be cooking and held for complete cooking at a later time.
- Requires a plan review/approval from the Health Department:
 - How to ensure thorough final cooking temperatures.
 - How to prevent cross contamination.

Grill marking provisions are added.

- Heating not more than one minute per side.
- Not considered partial cooking as long as the food is:
 - Cooled immediately
 - Labeled and stored as raw animal product
 - Cooked to appropriate final temperature/time
 - Disposed if left over cooking/hot holding

Glove change/hand washing requirements have changed.

- Prior: Hand wash required prior to putting on gloves
- Now: No hand washing required when changing gloves if they are still at the same station doing the same task.
- Still requires glove or utensil use for ready-to-eat foods.

Unattended cooking and hot holding is prohibited.

- Prohibits unattended cooking unless monitoring is provided for cooking temperature or oven temperatures.
- Purpose is to prevent undercooking.

Variance and HACCP plan required for sous vide cooking.

- Method of cooking food sealed in airtight plastic bags in water baths for longer than normal cooking times.
- Must be included in HACCP plans to prevent bacterial growth, botulism in particular.



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Summary of Changes to Food Code

Chapter 2 Management and Personnel

Reportable illness sections were amended to add non-typhoidal *Salmonella* (NTS) as one of the reportable illnesses:

The Food Code has added non-typhoidal *Salmonella* (NTS) as one of the now six designated organisms listed in the as having high infectivity via contamination of food by infected food employees. The new changes require food employees to report a diagnosis of non-typhoidal *Salmonella* (NTS), prompts the person in charge to exclude food employees with diagnosis of NTS, and provides conditions for reinstatement of a food employee who has been diagnosed with NTS. This change may require an update to the food establishment's written health policies and training.

Employees must report to person in charge about their health relating to diseases that are transmissible through food.

Having been exposed to, including living in the same household, suspected source of a confirmed disease outbreak, ill or infected with any of:

- Norovirus within 48 hours of last exposure

- Shiga Toxin-Producing *Escherichia Coli* or *Shigella* within past 3 days of last exposure

- Salmonella Typhi* within past 14 days of last exposure

- Hepatitis A virus within past 30 days of last exposure

Has been exposed by attending/working in a setting where there is a confirmed disease outbreak, living in the same household where there is a confirmed disease outbreak.

Person in charge shall notify the Gila County Division of Health & Emergency Services when an employee is:

Jaundiced and/or

Diagnosed with a pathogen:

Norovirus

Hepatitis A virus

Shigella spp.

Shiga Toxin-Producing Escherichia Coli

Salmonella Typhi

Nontyphoidal Salmonella

Person in charge needs to explain how all employees need to comply with reporting responsibilities and the exclusion/restriction of foods (in particular food allergens).

Person in charge must verify foods delivered during non-operating hours are from approved sources and are placed in appropriate storage locations and maintained at required temperatures, protected from contamination, are unadulterated, and accurately present

Employees must be trained in food safety, including food allergy awareness.

Specified Cleaning Procedure for Hand Washing

Employees shall use the following cleaning procedure, for at least 20 seconds, in the order stated to clean their hands and exposed portions of their arms, including surrogate prosthetic devices for hands and arms:

1. Rinse under clean, running warm water.
2. Apply an amount of cleaning compound recommended by the cleaning compound manufacturer.
3. Rub together vigorously for at least 10 to 15 seconds while paying particular attention to removing soil from underneath the fingernails during the cleaning procedure, and creating friction on the surfaces of the hands and arms or surrogate prosthetic devices for hands and arms, finger tips, and areas between the fingers.
4. Thoroughly rinse under clean, running warm water.
5. Immediately follow the cleaning procedure with thorough drying method (disposable paper towels or similar clean barriers when touching surfaces such as manually operated faucet handles or handle of restroom door).

Addition When to Wash:

Before donning gloves to initiate a task that involves working with food.

New addition of section: Responding to Contamination Events

Food establishment shall have procedures to follow when responding to vomiting or diarrheal events that will minimize the spread of contamination and the exposure of employees, consumers, food, and surfaces.

Chapter 3 Food

A new provision allows bare hand contact with ready to eat foods that are subsequently going to be added to a product containing raw animal foods that will be fully cooked OR any other food product that will be subsequently cooked to a minimum of 145°F prior to consumption.

Amended to clarify that prior to sale or service, raw animal foods cooked using a non-continuous cooking process shall be cooked to a temperature and for a time as specified under ¶¶3-401.11 (A)-(C). Previous versions had required all products cooked under non-continuous conditions to be cooked to 165F.

Amended to add three new paragraphs to address the removal of reduced oxygen packaged (e.g. vacuum packed) frozen fish labeled that it should be kept frozen until use must be removed from its packaging before thawing to prevent *C. botulinum* toxin formation.

Amended ¶3-602.11(B)(2),(3),(5), and (7) to clarify the information that a label should include. The term “sub ingredients” was added to this subparagraph to clarify that individual component ingredients of a main ingredient must be disclosed in the statement of ingredients. This clarification helps to make clear that all individual ingredients in a packaged food will be disclosed in the statement of ingredients.

Chapter 4 Equipment, Utensils, and Linens

4-602.11 Equipment Food Contact Surfaces and Utensils

Amended to change the cleaning and sanitizing frequency for food contact surfaces or utensils that are in contact with a raw animal food that is a major food allergen such as fish, followed by other types of raw animal foods. With this change, in addition to evaluating the cooking temperature a concessioner will need to determine if the product is a major food allergen.

Amended to change the minimum temperature requirement for an iodine solution from "24°C (75°F)" to "20°C (68°F)" to be consistent with EPA iodophor registration protocols (CFR 2008-III-010).

Chapter 7 Poisonous or Toxic Materials

Allows the use of ozone on fruits and vegetables according to 21 CFR 173.368.

Chapter 8 Compliance and Enforcement

Adds a requirement for the permit holder to post a sign or placard notifying the public that inspectional information is available for review upon request.



GILA COUNTY DIVISION of HEALTH and EMERGENCY SERVICES

5515 South Apache Ave., Suite 100, Globe, AZ 85501

PHONE: (928) 402-8811 FAX: (928) 425-0794

Step-by-Step Procedures for Obtaining a Food Safety Permit

Please be aware that:

- Local zoning regulations require that properties are properly zoned to operate a food establishment. Please verify that the property is properly zoned.
- Building permits may not be issued by the City until plans are approved by this department. Please plan accordingly.
- All Plan Review Applications and any additional information or revisions will be reviewed in the order in which they are received.
- All food service establishments except Category III facilities shall have a Certified Food Service Sanitation Manager from the initial day of operation.
- All payments must be made by check, cash, or money order. Credit and/or debit cards are not accepted.

Step One – Initial Inquiry

- Contact the Gila County Division of Health & Emergency Services for a Plan Review Application Packet.

Step Two – Submit Plans

The following items must be submitted before your plans will be evaluated:

- A completed Plan Review Application.
- A labeled, scale drawing of your food establishment showing the location of major appliances, sinks, employee break areas, restrooms, etc.
- A copy of your proposed menu, including seasoning, off-site, and banquet menus).
- Manufacturer Specification sheets for each piece of equipment shown on the plan.
- Site plan showing location of business in building, location of building on site, including alleys, streets, and location of any outside equipment (dumpsters, well, septic system, if applicable).
- Equipment schedule.
- Water well inspection report (if applicable).
- Septic inspection (if applicable).
- Plan Review Fee – \$100.

Step Three – Review Process

- The plans will be reviewed **ONLY** after all the above required documents and fees have been submitted.
- An incomplete Plan Review Application Packet will be returned. This will delay the approval process. It will be reviewed for administrative completeness within thirty (30) days as per A.R.S. 36-136(H)(4).

Step Four – Approval Process

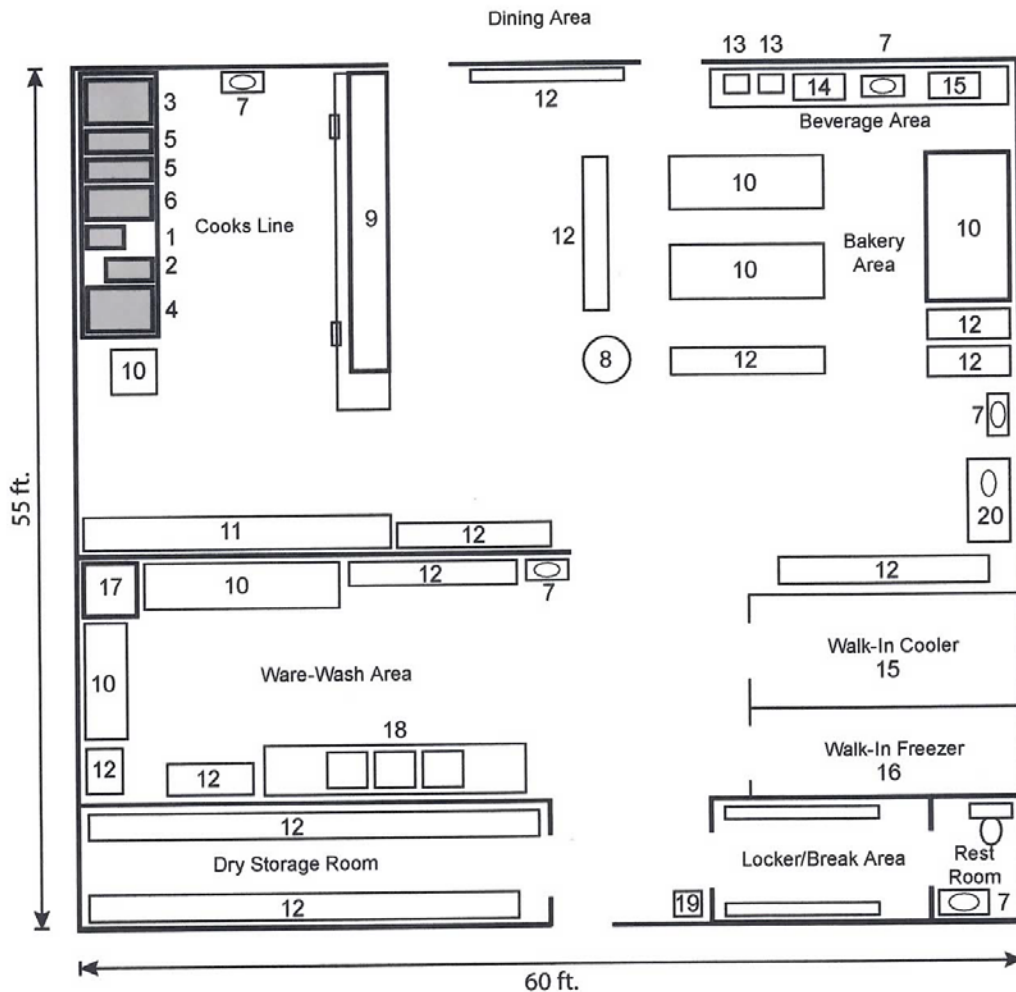
- Changes to your plans or additional information may be required prior to plan approval.
- Any changes to the submitted plans must be pre-approved by this department before construction begins.
- You must notify this department for approval should a change be made during construction.
- Substantive review will be completed within sixty (60) days as per A.R.S. 36-136(H)(4).

Step Five – Preliminary Inspection and Final Approval

- After your plans have been approved and interior work has begun, contact the Gila County Division of Health & Emergency Services to schedule a preliminary inspection. A Preliminary Inspection Report will be provided to you at this inspection. Items that require correction will be noted.
- When the establishment is finished and all equipment is in place and operational, a preopening inspection must be scheduled. All equipment must be on and functioning properly during this inspection. If the establishment meets code and no major corrections are needed, final approval to operate will be given. There should not be any food on the premises until after this approval is secured.
- Annual license fee and Permit to Operate must be paid prior to final approval to operate.
- Please allow at least one week to schedule preliminary or final inspections.

SAMPLE

Establishment Floor Plan



Equipment (Make and Model #)

- | | | |
|--------------------------|---|---|
| 1. Microwave (ABC #123) | 9. Refrigerator/Freezer Make-Table Unit w/ pass-thru and shelf (COLD #1P) | 14. Soda Machine (PDQ #2A) |
| 2. Steamtable (HOT #A1) | 10. Stainless Steel Table | 15. Walk-In Cooler (COLD#AZ1) |
| 3. Stove (AOK #22) | 11. Sliding 3 Door Refrigeration Unit (COLD #2A) | 16. Walk-In Freezer (COLD #AZ3) |
| 4. Griddle (AOK #Q17) | 12. Shelving Unit | 17. Dish Machine (Magic #15) |
| 5. Fryer (ABC #55) | 13. Coffee Maker (ABC #16) | 18. 3-Compartment Sink w/ 36" drainboards |
| 6. Charbroiler (HOT #A7) | | 19. Mop Sink |
| 7. Hand Sink | | 20. Prep Sink |
| 8. Mixer (EZ #99) | | |

Please include (at minimum): Major appliances; sinks; break areas; restrooms; prep areas; coolers; bar areas; server areas; utility sinks.



GILA COUNTY DIVISION of HEALTH and EMERGENCY SERVICES

Food Establishment Plan Review Application

___ NEW ___ REMODEL ___ CONVERSION

Name of Establishment: _____

Category (check one): ___ Restaurant ___ Institution ___ Daycare ___ Retail Market
___ Food Processor ___ Other _____.

Establishment Address: _____

Establishment Telephone if known: _____

Name of Owner: _____

Mailing Address: _____

Owner Telephone: _____

Applicant's Name and Title: _____

Applicant Mailing Address: _____

Applicant Telephone: _____

Plans/applications have been submitted to the following authorities on the following dates:

_____ Governing Board or Council _____ Zoning _____ Fire
_____ Planning _____ Other (specify _____)

For official use only:

Amount Received _____
Date of Payment _____

Check Number _____
Receipt Number _____

Days and Hours of Operation

	Hours of Operation	At what time does someone arrive to prepare food?
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Water Supply: ☐ Public ☐ Semi-Private Well ☐ Non-Community Well

Sewage Disposal: ☐ Public ☐ Private (Septic System)

Does this establishment cater? ☐ Yes ☐ No

I. General

Projected Opening Date _____

Number of Seats _____ Number of Staff (*maximum per shift*) _____

Total Square Feet of Establishment _____

Number of floors on which operations are conducted _____

Approximate number of meals to be served:

Breakfast _____ Lunch _____ Dinner _____

Will a highly susceptible population (elderly, young children, and/or immuno-compromised people) be served as the primary consumers? ☐ Yes ☐ No

Will food be transported to another location as with a catering operation or satellite kitchen?
☐ Yes ☐ No

If yes, please list all locations food will be transported to on a regular basis: _____

Will the establishment be seasonal? (i.e. establishments operate for 8 or fewer months per year)
☐ Yes ☐ No

If yes, please provide the dates of operation: _____

II. Food

Are all food supplies from inspected and approved sources?	___ Yes ___ No
Will all shellfish tags and invoices be maintained for 90 days?	___ Yes ___ No ___ N/A
Will canning or use of home-canned goods take place at the establishment?	___ Yes ___ No
Will frozen dairy desserts such as ice cream, gelato, or popsicles be made at the establishment?	___ Yes ___ No

Additional written procedures or plans are required to be submitted and approved before beginning operations of any of the following special processes. Contact the Gila County Division of Health & Emergency Services for more information on the documents that must be submitted.

Will any reduced oxygen packaging, such as vacuum packaging, cook/chill packaging, or sous vide take place at the establishment?	___ Yes ___ No
Will smoking of meat for preservation take place at the establishment?	___ Yes ___ No
Will any foods be cured or dried at the establishment?	___ Yes ___ No
Will the fermentation of sausages or other foods (such as in the making of kimchi, sauerkraut, pickles, yogurt, cheese, kefir, kombucha, miso or soybean paste) occur at the establishment?	___ Yes ___ No
Will any sprouting of seeds take place in the establishment?	___ Yes ___ No
Will the making of sushi or sushi rice take place in the establishment?	___ Yes ___ No

Storage:

Is adequate and approved freezer and refrigeration available to store frozen foods at 41°F and below?	___ Yes ___ No
Does each refrigerator have a thermometer?	___ Yes ___ No
Will raw meats, poultry (including eggs) and seafood be stored in the same refrigerators and freezers with cooked and/or ready-to-eat foods?	___ Yes ___ No
Will dry goods and single use items be stored at least 6 inches off the floor?	___ Yes ___ No
Is appropriate storage space provided for, based upon menu, meals, and frequency of deliveries?	___ Yes ___ No
Are containers constructed of safe materials to store bulk food products?	___ Yes ___ No

Number of refrigeration units: _____ Number of freezer units: _____

How will cross-contamination be prevented during storage? _____

Preparation:

List all foods prepared more than 12 hours in advance of service (such as coleslaw, dressings, potato salad, etc.) _____

Will ingredients for cold ready-to-eat foods such as tuna, mayonnaise and eggs for salads and sandwiches be pre-chilled before being mixed and/or assembled?	____ Yes ____ No ____ N/A
Will all produce be washed on site prior to use? If yes, what sink will be used? (reference the plan)	____ Yes ____ No ____ N/A
Will disposable gloves and/or utensils be used to prevent bare hand contact with ready-to-eat foods	____ Yes ____ No ____ N/A

All potentially hazardous foods which have been prepared or opened and will be held under refrigeration for more than 24 hours must be date marked to ensure the product is not held longer than 7 days, including the date of preparation.

Describe the date marking procedures that will be utilized. _____

Describe the procedure used for minimizing the length of time potentially hazardous foods will be kept in the temperature danger zone (41°-135°F) during preparation. _____

Thawing:

Food must be thawed using one of the following methods. Next to the thawing method, list which food items will be thawed using that method.

____ No foods will be thawed.

Thawing Method	Food Items
Refrigerated	
Under Running Water less than 70°F	
Microwave (as part of the cooking process)	
Cooking from Frozen State	
Other (describe)	

Cooking:

Will food thermometers be used to measure the final cooking and reheating temperatures?	___ Yes ___ No ___ N/A
Will a consumer advisory be posted or added to the menu for all foods which are raw or undercooked?	___ Yes ___ No ___ N/A

List all potentially hazardous foods which will routinely be served raw or under cooked such as sushi, steak tartar, oysters, hollandaise or béarnaise sauce, Caesar dressing, meringue, or egg-fortified beverages: _____

List all equipment used for cooking: _____

Hot and Cold Holding:

List all equipment that will be used to maintain a temperature of 135°F or above for all potentially hazardous foods being hot held during service: _____

List all equipment that will be used to maintain a temperature of 41°F or below for all potentially hazardous foods being cold held during service: _____

If you will be using ice, as a supplement, for keeping food cold (such as in a salad bar), how will food be stored in the ice? Describe the procedure to maintain ice levels: _____

If food is going to be transported and/or served off site, how will food temperatures be maintained? List specific equipment and procedures _____

Cooling:

All potentially hazardous foods must be cooled from 135°F to 70°F within 2 hours and to 41°F within another 4 hours. List the food items that will be cooled next to the cooling method to be used.

____ No foods will be cooled.

Cooling Method	Food Items
Shallow Pans	
Ice Baths	
Reduce Volume or Size of Food (smaller portions or containers)	
Rapid Chill	
Other (describe)	

Reheating:

List all equipment that will be used to rapidly reheat food to a temperature of 165°F within 2 hours for hot holding: _____

III. Personnel

Will employees be trained in good food sanitation practices, including hand washing?	___ Yes ___ No
Is there a written policy to exclude or restrict food workers how are sick or have infected lesions?	___ Yes ___ No
Are dressing rooms or lockers provided for employees' personal belongs? If no, where will personal belongings be stored?	___ Yes ___ No
Will employees be required to use effective hair restraints?	___ Yes ___ No

IV. Structure

Floors, Wall, and Ceilings:

Are all floors constructed of a smooth, durable, easily cleaned material?	___ Yes ___ No
Is carpeting used as flooring in any area other than the dining area?	___ Yes ___ No
Are all walls and ceilings light-colored, smooth, non-absorbent, and easily cleanable?	___ Yes ___ No
Are all light fixtures, vent covers, wall-mounted fans, decorative materials, and similar equipment attached to walls and ceilings, easily cleanable?	___ Yes ___ No
Is there adequate lighting in all areas of the kitchen, walk-in coolers, ware washing areas, restrooms and storage areas?	___ Yes ___ No
Are shields provided for all lighting in food storage, preparation, service, and display units; as well as areas where utensils and equipment are cleaned and stored?	___ Yes ___ No

Equipment:

Specify how many of each are available:

Small Equipment	Number
Slicers	
Mixers	
Microwaves	
Other (describe)	
Other (describe)	
Other (describe)	

Are all food contact surfaces, easily cleanable, and nonabsorbent?	___ Yes ___ No
Is all non-portable equipment that is placed on tables or counters either sealed to the table or counter or elevated on legs 4 inches off the table or counter?	___ Yes ___ No
Is all floor-mounted equipment, unless readily moveable, sealed to the floor or elevated on legs to provide a 6 inch clearance?	___ Yes ___ No

Sinks:

Do all sinks have hot and cold running water?	___ Yes ___ No
Is there a food preparation sink?	___ Yes ___ No
Is there a hand washing sink in each food preparation and ware washing area?	___ Yes ___ No
Do all hand washing sinks have a mixing valve or combination faucet?	___ Yes ___ No
If applicable, do “push button” style hand sink faucets provide a flow of water for at least 15 seconds without reactivation?	___ Yes ___ No ___ N/A
Is soap available at all hand sinks?	___ Yes ___ No
Are paper towels or air dryers available at all hand sinks?	___ Yes ___ No
Are waste receptacles provided at each hand sink?	___ Yes ___ No
Are dump sinks available at all bar and beverage stations?	___ Yes ___ No ___ N/A
Is there a mop sink?	___ Yes ___ No
Is there a three compartment sink?	___ Yes ___ No
Does the largest pot and pan fit into each compartment of the three compartment sink?	___ Yes ___ No
Are there drain boards on both ends of the three compartment sink?	___ Yes ___ No
Is there a dish machine?	___ Yes ___ No
If the dish machine is hot water sanitizing, is there a booster heater and mechanical ventilation?	___ Yes ___ No ___ N/A
Do all dish machines have temperature/pressure gauges as required that are accurately working?	___ Yes ___ No ___ N/A

Plumbing:

Is the hot water generator sufficient for the needs of the establishment?	___ Yes ___ No
Is there a water treatment device?	___ Yes ___ No
Are there backflow prevention devices where required?	___ Yes ___ No

Sewage Disposal:

Are grease traps provided? ___ Yes ___ No

If yes, where are they located? _____

Hoods:

How is the ventilation hood system cleaned? Include how often it is cleaned. _____

Restrooms:

Do all restrooms have hand sinks with hot and cold running water, soap, and paper towels or air drying devices?	___ Yes ___ No
To avoid re-contamination of hands, are paper towels available for food employees to use when touching surfaces such as the faucet handles of hand washing sinks or the handles of rest room doors?	___ Yes ___ No
Are covered waste receptacles available in each rest room?	___ Yes ___ No
Are all rest room doors self-closing?	___ Yes ___ No
Are all restrooms equipped with mechanical ventilation?	___ Yes ___ No

Pest Control:

Will all outside doors be self-closing and rodent proof?	___ Yes ___ No
Are screen doors provided on all entrances left open to the outside?	___ Yes ___ No
Do all openable windows have a minimum #16 mesh screening?	___ Yes ___ No
Will all pipes and electrical conduit chases be sealed; ventilation systems exhaust and intakes protected?	___ Yes ___ No
Is area around building clear of unnecessary brush, litter, boxes and other harborage?	___ Yes ___ No
Will air curtains be used? If yes, where?	___ Yes ___ No
Who will be the pest control provider for the establishment?	___ Yes ___ No

Garbage and Refuse:

Will a dumpster be used? If yes, how many will be used? If yes, how frequent is pickup?	___ Yes ___ No
Do all dumpsters have closeable lids?	___ Yes ___ No
Will a compactor be used?	___ Yes ___ No
Are all dumpsters, compactors, cans, and grease disposal containers located on concrete or asphalt?	___ Yes ___ No
Is the dumpster shared by more than one business? If yes, list all businesses utilizing dumpster.	___ Yes ___ No

Miscellaneous:

Will linens be laundered on site?	___ Yes ___ No
Is a laundry dryer available?	___ Yes ___ No

Where will clean linen be stored? _____

Where will dirty linen be stored? _____

Sanitizing:

How will utensils and equipment be sanitized (list the concentration) in the three compartment sink?

____Chlorine ____PPM ____Hot Water ____°F

____Quat ____PPM ____Other _____, ____PPM

How will utensils and equipment be sanitized (list the concentration) in the dish machine ? ____N/A

____Chlorine ____PPM ____Hot Water ____°F

____Quat ____PPM ____Other _____, ____PPM

How will cooking equipment, cutting boards, counter tops, and other food contact surfaces which cannot be submerged in sinks or put through the dish machine be sanitized (list the concentration)?

____Chlorine ____PPM

____Quat ____PPM ____Other _____, ____PPM

Will test strips be provided to measure the concentration strength? ____Yes ____No

Toxics:

Are insecticides/rodenticides/herbicides stored separately from cleaning and sanitizing agents?	____Yes ____No
Are all toxics for use on the premises or for retail sale (this includes personal medication), stored away from food preparation and storage areas?	____Yes ____No
Are all containers of toxics including spray bottles clearly labeled?	____Yes ____No

By signing, I certify that the above information is correct and I fully understand the following:

- **The plan review expires one year from the date of approval. If construction or remodeling is not started within that time period, it may be necessary to resubmit for a new review of the plans.**
- **Any changes or alterations to plans must have prior approval by Gila County Division of Health & Emergency Services.**
- **Approval of these plans by the Gila County Division of Health & Emergency Services does not indicate compliance with any other code, law, or regulation that may be required. It further does not constitute endorsement or acceptance of the completed establishment.**
- **A final inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the Food & Drug Administration 2013 Food Code.**

Applicant Signature

Date

ARF-2690

2. D.

Work Session

Meeting

Date: 07/29/2014

Submitted By: Jacque Griffin, Asst. County
Manager/Librarian, Asst County
Manager/Library District

Department: Asst County Manager/Library District Division: Library District

Information

Request/Subject

Presentation by Gila County Library District on Electronic Resources that are provided for all residents.

Background Information

The Gila County Library District has had some recent changes and additions to the variety of electronic resources that are provided.

The collection of online research tools that are provided by the Arizona State Library, Pima County Library District and the county libraries throughout Arizona have recently changed the subscription to Gale Products. Included in these databases are the Chilton Auto Manuals online, Britannica and Reference USA along with various reference and research databases, articles, and educational resources. In addition, the Library District provides e-books, e-audiobooks, over 100 current magazines in e-book format, and a language learning product.

Evaluation

N/A

Conclusion

N/A

Recommendation

N/A

Suggested Motion

Presentation by the Gila County Library District on electronic resources that are provided for all residents. **(Jacque Griffin)**

ARF-2693

2. E.

Work Session

Meeting Date: 07/29/2014

Submitted By: Jacque Griffin, Asst. County
Manager/Librarian, Asst
County Manager/Library
District

Department: Asst County Manager/Library District

Information

Request/Subject

Presentation on the National Association of Counties (NACo) Prescription and Health Discount Program.

Background Information

The NACo Prescription & Health Discount Program provides relief to uninsured and underinsured Americans who face high prescription and health costs. The program is free to NACo member counties and it has been offering real savings to county residents across the country since 2004. Gila County has participated since 2009.

The Prescription & Health Discount Program, which is administered by CVS Caremark, includes discounts on prescriptions, vision care, LASIK & PRK vision procedures, hearing aids & screenings, prepaid lab work, prepaid diagnostic imaging and diabetic supplies. A resident can begin saving on prescriptions as soon as he/she receives a free prescription discount card. To add additional health services, memberships are available on a monthly or annual subscription basis for both individuals and families and discounts are available immediately upon enrollment. For individuals, the fee is \$6.95 a month or \$69 a year. For families, the fee is \$8.95 a month or \$79 a year.

The NACo Prescription Discount Card program helps residents save money on their prescription medications any time their prescriptions are not covered by insurance. The free cards are distributed in the sponsoring county and may be used at any participating retail pharmacy. County residents can also print a card from the Internet. The discount card is not insurance.

Average savings are 24%; some discounts may be more, and some less, depending on the drug and quantity purchased. Cardholders may save on pet prescriptions also used to treat human conditions at participating pharmacies.

The cards may be used by all county residents regardless of age, income or existing health coverage. There is no enrollment form, no membership fee and no restrictions or limits on frequency of use. Cardholders and their family members may use the card any time their prescriptions are not covered by insurance.

Evaluation

N/A

Conclusion

N/A

Recommendation

N/A

Suggested Motion

Presentation on the National Association of Counties (NACo) Prescription and Health Discount Program. **(Jacque Griffin)**

Attachments

NACo Fact Sheet

NACO Health Discount Program FAQ

NACo Prescription Discount Card Program



NACo Prescription Discount Card Program Fact Sheet

- What It Is:** The NACo Prescription Discount Card program helps residents save money on their prescription medications any time their prescriptions are not covered by insurance. The free cards are distributed in the sponsoring county and may be used at any participating retail pharmacy. County residents can also print a card from the Internet. The discount card is not insurance.
- Savings:** Average savings are 24%; some discounts may be more, and some less, depending on the drug and quantity purchased. Cardholders may save on pet prescriptions also used to treat human conditions at participating pharmacies.
- Who It's For:** The cards may be used by all county residents regardless of age, income or existing health coverage. There is no enrollment form, no membership fee and no restrictions or limits on frequency of use. Cardholders and their family members may use the card any time their prescriptions are not covered by insurance.
- What It Costs:** Unlike many other card programs, there is no enrollment cost or membership fee. The cardholder pays the negotiated discount price or the pharmacy's retail price, whichever is lower. The average discount is 24%.
- Participating Pharmacies:** More than 60,000 pharmacies nationwide accept the card including most chain pharmacies and many independent pharmacies.
- Additional Benefits:** The program has a safety feature that alerts pharmacists when one medication may have an interaction with another medication the cardholder is taking, if the prescriptions were obtained with the NACo Prescription Discount Card.
- The NACo Prescription Discount Card program is a useful option with Medicare Part D. For example, the card can be used when a Medicare Part D plan doesn't cover a medication.
- About CVS Caremark:** The program is administered by CVS Caremark, which has broad experience in managing prescription discount cards since 1992. CVS Caremark negotiates with pharmacies to offer a discount on their retail prices. Most pharmacies contract to participate because it draws customers to their stores.

NACo HEALTH DISCOUNT PROGRAM

FREQUENTLY ASKED QUESTIONS

The NACo Health Discount Program is offered exclusively to NACo Member Counties and provides a **NEW** way to save more on health care.

What discounts are included in this program?

- Vision Care
- Prescription
- Prepaid Lab
- Hearing
- LASIK and PRK Vision
- Diabetic Supply
- Prepaid Diagnostic Imaging

Does this program include discounts on Prescription Medications?

Yes! Your residents can save an average of 24% on all commonly prescribed medications.

Does this program include Dental discounts?

No, but with **7 unique discounts for products and services**, the NACo Health Discount Program can help your residents save money and live healthy.

My county already has the NACo Prescription Discount Card Program, can I add the new NACo Health Discount Program?

Yes! Counties can offer both the FREE prescription card & the paid health discount program.

Does my county need to participate in the NACo Prescription Discount Program if we want to offer the new NACo Health Discount Program?

No. You do not need to offer the prescription card; the health card is a NEW separate program. All NACo Member Counties are free to sign up for the NACo Health Discount Program.

What happens to residents' existing NACo Prescription Discount Card, if they buy a NACo Health Discount membership?

Absolutely nothing changes. Residents just enjoy more savings with their new health discount card. Existing prescription discount cards still offer uninterrupted savings. Either card will work at the pharmacy!

Does the NACo Prescription Discount Card program still exist?

Yes! The program that has provided over \$500 Million in savings is still available for your residents.

What do my residents get when they join the NACo Health Discount Program?

A complete welcome kit with instructions on how to choose local participating providers will be sent by mail. Plus, a temporary ID card for **SAME DAY SAVINGS** is sent immediately upon enrollment by email.

How do I sign my county up for the NACo Health Discount Program?



Visit us at **Booth #619** at NACo Annual, contact NACo Member Services at **1-888-407-6226** and ask for *membership* or learn more online at www.naco.org/health

ARF-2687

2. F.

Work Session

Meeting Date: 07/29/2014

Submitted By: Don McDaniel Jr., County
Manager, County Manager

Department: County Manager

Information

Request/Subject

Community Agency and Economic Development Funding Policy and Procedures

Background Information

The Board of Supervisors adopted the existing Policy No. BOS-FIN-016, Community Agency and Economic Development Funding, at their Regular Meeting on February 5, 2013.

Subsequently, at their Work Session on May 28, 2013, the Board discussed and raised some concerns about the procedures that accompany the policy. The Board suggested making some changes to the procedures to streamline the process of funding the various eligible entities in Gila County.

Evaluation

The procedures have been revised in accordance with the Board's suggestions and are attached as Community Agency and Economic Development Funding (Revised 7/29/14).

Conclusion

For Discussion

Recommendation

For Discussion

Suggested Motion

Information/Discussion regarding the procedures which accompany the adopted Community Agency and Economic Development Funding Policy No. BOS-FIN-016. **(Don M
(Don McDaniel)**

Attachments

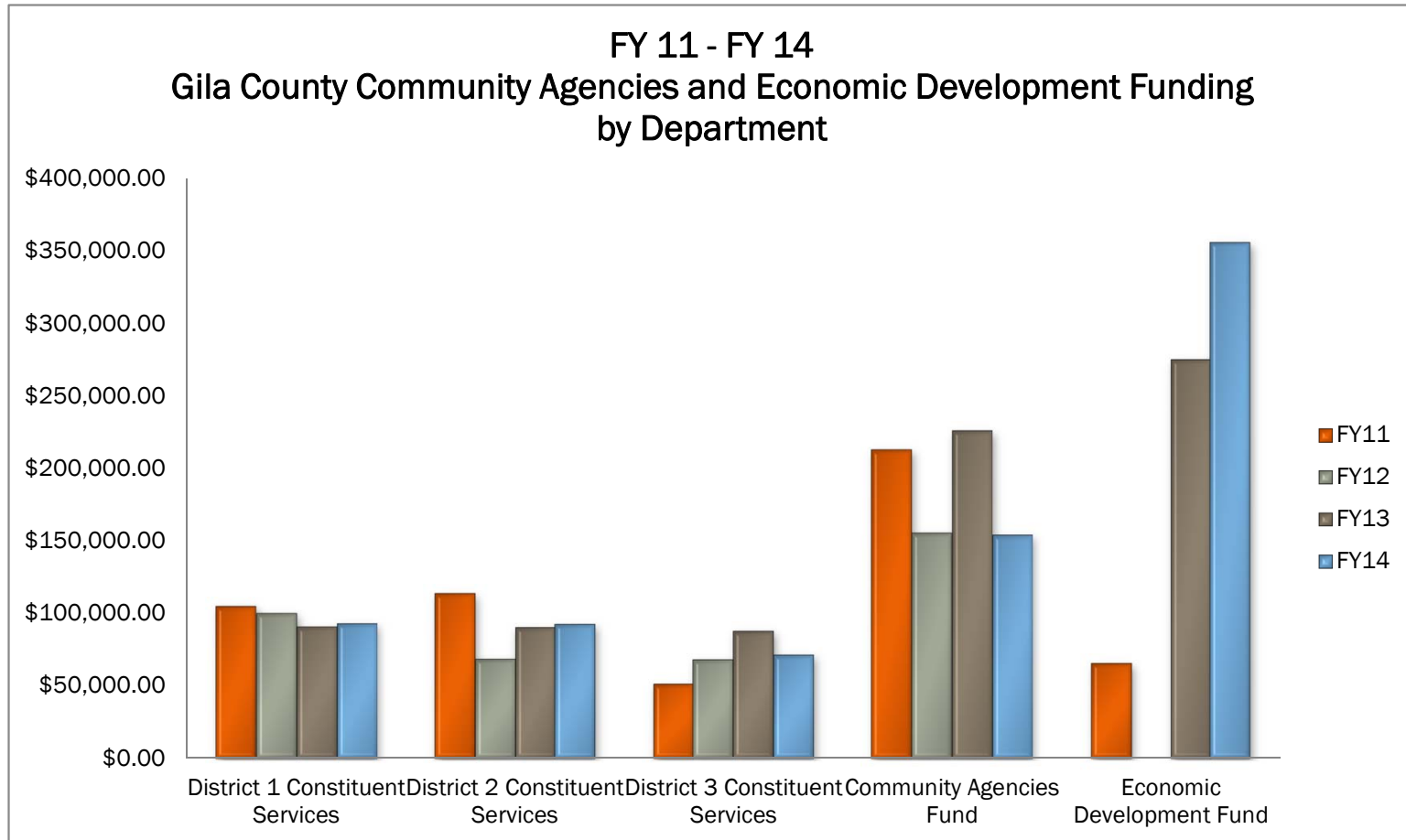
CAEDF Report

Com Agen Econ Dev Fund Rev

Adopted Com Agen Econ Dev Policy

Gila County Community Agencies and Economic Development Funding Report

Department	FY11	FY12	FY13	FY14	Grand Total
District 1 Constituent Services	\$104,749.30	\$99,844.48	\$90,615.44	\$92,892.78	\$388,102.00
District 2 Constituent Services	\$113,529.27	\$68,430.20	\$90,250.65	\$92,373.34	\$364,583.46
District 3 Constituent Services	\$51,129.10	\$68,021.08	\$87,645.89	\$71,263.09	\$278,059.16
Community Agencies Fund	\$212,773.16	\$155,500.00	\$225,918.12	\$153,980.58	\$748,171.86
Economic Development Fund	\$65,000.00		\$275,000.00	\$355,916.74	\$695,916.74
Grand Total	\$547,180.83	\$391,795.76	\$769,430.10	\$766,426.53	\$2,474,833.22



DISTRICT 1 CONSTITUENT SERVICES

Organization	FY11	FY12	FY13	FY14	Grand Total
Beaver Valley Fire District		\$5,000.00			\$5,000.00
Christopher Kohls Fire Bells Auxiliary		\$3,766.00			\$3,766.00
Coalition of Arizona/New Mexico Counties				\$2,600.00	\$2,600.00
Community Educational Recreational and Civic Org	\$15,400.00	\$1,102.02			\$16,502.02
Copper Valley Relay for Life		\$1,000.00			\$1,000.00
Credit Card Revolving Fund	\$1,315.47	\$2,043.91	\$1,164.32	\$1,653.09	\$6,176.79
Friends of Payson Parks and Recreation Inc.			\$3,000.00		\$3,000.00
Gila County Fleet Management	\$1,267.30	\$2,163.63	\$3,038.88	\$1,920.08	\$8,389.89
Gila County Sheriffs Posse				\$4,500.00	\$4,500.00
Humane Society of Central Arizona	\$20,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$45,000.00
Ironhorse Signs	\$1,852.11				\$1,852.11
Kismet Print Shop	\$475.64				\$475.64
Northern Gila County Cert Inc		\$1,500.00			\$1,500.00
Payson Community Kids, Inc			\$500.00	\$3,000.00	\$3,500.00
Payson Multi Purpose Senior Center	\$10,000.00	\$10,000.00			\$20,000.00
Payson Pro Rodeo		\$10,000.00	\$2,800.00	\$2,500.00	\$15,300.00
Payson Rodeo Committee	\$10,000.00	\$6,000.00	\$7,000.00		\$23,000.00
Payson Rotary Club Foundation		\$1,250.03			\$1,250.03
Payson Senior Center			\$10,000.00	\$10,000.00	\$20,000.00
Payson Womans Club				\$6,500.00	\$6,500.00
Personnel Safety Zee Medical			\$67.97		\$67.97
Pine/Strawberry Food Bank	\$2,500.00	\$5,000.00	\$8,000.00	\$5,000.00	\$20,500.00
Rim Country Arizonans for Children, Inc.		\$10,000.00	\$10,000.00		\$20,000.00
Rim Country Classic Auto Club		\$500.00			\$500.00
Rim Country Food Bank	\$10,000.00	\$15,000.00	\$10,000.00	\$5,000.00	\$40,000.00
Rim Country Friends of Ferals		\$5,000.00	\$5,000.00	\$5,000.00	\$15,000.00
Rim Country Literacy Program		\$1,000.00		\$2,000.00	\$3,000.00
Rim Country Quilt Roundup	\$5,100.00	\$2,600.00	\$2,600.00	\$2,600.00	\$12,900.00
Rim Country Regional Chamber of Commerce	\$4,175.00	\$3,000.00	\$175.00	\$175.00	\$7,525.00
Rim Country Rotary Club Foundation				\$10,000.00	\$10,000.00
Senior Citizens Affairs Foundation		\$5,750.00	\$5,000.00	\$5,000.00	\$15,750.00
Southwest District Kiwanis Foundation			\$2,500.00		\$2,500.00
Strawberry Patchers	\$5,000.00				\$5,000.00
Time Out Inc				\$5,000.00	\$5,000.00
Tonto Natural Resource Conservation	\$4,500.00				\$4,500.00
Tonto Rim Search and Rescue				\$9,500.00	\$9,500.00
Town of Payson	\$12,500.00	\$2,500.00	\$8,600.00		\$23,600.00
World West LLC DBA Payson Roundup	\$663.78	\$668.89	\$1,169.27	\$944.61	\$3,446.55
Grand Total	\$104,749.30	\$99,844.48	\$90,615.44	\$92,892.78	\$388,102.00

DISTRICT 2 CONSTITUENT SERVICES

Organization	FY11	FY12	FY13	FY14	Grand Total
Action Container Solutions	\$4,978.62				\$4,978.62
Andres Associates Public Relations and Media - Apache Jii		\$1,500.00			\$1,500.00
Arizona Department of Revenue	\$4.64				\$4.64
Arizona Public Service - Ballfield Little League APS Pmts	\$11,954.88	\$6,739.63	\$9,870.07	\$10,599.19	\$39,163.77
Boys and Girls Club of Globe	\$7,500.00				\$7,500.00
Bullion Plaza Cultural Center and Museum	\$1,000.00	\$6,000.00		\$2,500.00	\$9,500.00
Chapman, Margarita G.			\$16.66		\$16.66
City of Globe Recreation Department	\$4,500.00	\$1,500.00			\$6,000.00
City of Globe Senior Center			\$5,000.00		\$5,000.00
Clayton, Patsy A.			\$171.40		\$171.40
Cobre Valley Center for the Arts	\$500.00	\$500.00	\$500.00	\$250.00	\$1,750.00
Cobre Valley Regional Medical Center			\$1,000.00	\$1,500.00	\$2,500.00
Copper Cities Youth Basketball League			\$2,250.00		\$2,250.00
Copper Valley Relay for Life		\$5,000.00	\$1,250.00	\$1,250.00	\$7,500.00
Credit Card Revolving Fund	\$5,118.98	\$3,252.67	\$7,620.52	\$1,470.65	\$17,462.82
Dell Marketing				\$2,479.54	\$2,479.54
DJ's Companies Inc		\$46.00	\$546.00		\$592.00
Employee Travel Reimbursement			\$200.00		\$200.00
Encompass - A division of PPEP	\$500.00	\$300.00		\$250.00	\$1,050.00
Gila Community College				\$2,698.50	\$2,698.50
Gila Community Food Bank Inc	\$1,000.00				\$1,000.00
Gila County Community Development	\$863.03				\$863.03
Gila County Fleet Management				\$5.40	\$5.40
Gila County Globe Shop Repair	\$10.00				\$10.00
Gila County Historical Society Inc		\$2,500.00			\$2,500.00
Gila County Public Works	\$129.12			\$86.40	\$215.52
Gila County Solid Waste				\$777.99	\$777.99
Gila House		\$1,000.00			\$1,000.00
Globe High School Alumni Association		\$1,706.92			\$1,706.92
Globe Miami Chamber of Commerce	\$2,000.00				\$2,000.00
Globe Miami Habitat for Humanity	\$1,000.00				\$1,000.00
Hayden Winkelman Little League			\$1,250.00	\$600.00	\$1,850.00
Horizon Human Services			\$250.00	\$500.00	\$750.00
Internal Invoice		\$144.00			\$144.00
Journal Entry				\$1,292.87	\$1,292.87
Los Vecinos Y Companeros		\$1,000.00		\$2,500.00	\$3,500.00
March of Dimes			\$250.00	\$250.00	\$500.00
Miami Arizona Boomtown Spree Association Inc		\$1,500.00			\$1,500.00
Miami Genesis Inc				\$300.00	\$300.00
Miami Sports Hall of Fame			\$5,000.00	\$5,000.00	\$10,000.00
Midstate Pipe & Supply Co Inc		\$91.78			\$91.78
Pastor, Michael				\$198.00	\$198.00
Pinal Gila Council for Senior Citizens				\$390.00	\$390.00
Pinal Mountain Foundation For Higher Education Inc				\$200.00	\$200.00
Pinal Mountain Little League	\$2,000.00	\$2,500.00		\$5,000.00	\$9,500.00
Rodríguez Constructions Inc		\$1,979.20			\$1,979.20
Special Olympics Arizona Inc				\$500.00	\$500.00
Stepshouse Inc	\$1,000.00				\$1,000.00
Superior Environmental Solutions				\$11,600.00	\$11,600.00
Temporary Employees	\$62,970.00	\$30,170.00	\$52,076.00	\$32,174.80	\$177,390.80
Town of Miami	\$1,500.00	\$1,000.00	\$1,000.00	\$6,000.00	\$9,500.00
Town of Payson	\$5,000.00		\$2,000.00		\$7,000.00
United Fund of Globe-Miami				\$1,000.00	\$1,000.00
University of Arizona				\$1,000.00	\$1,000.00
Grand Total	\$113,529.27	\$68,430.20	\$90,250.65	\$92,373.34	\$364,583.46

DISTRICT 3 CONSTITUENT SERVICES

Organization	FY11	FY12	FY13	FY14	Grand Total
American Legion Auxiliary				\$300.00	\$300.00
Andres Associates Public Relations and Media - Apache Jii		\$1,500.00			\$1,500.00
Arizona Department of Revenue	\$105.34				\$105.34
Arizona State Prison Globe	\$21.00				\$21.00
Blazers Softball Team	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$4,000.00
Boys and Girls Club of Globe	\$7,500.00	\$300.00			\$7,800.00
Boys and Girls Club of the East Valley Globe				\$5,000.00	\$5,000.00
Canyon Day Community		\$1,000.00		\$1,000.00	\$2,000.00
City of Globe		\$5,000.00			\$5,000.00
City of Globe Recreation Department	\$4,500.00	\$2,500.00			\$7,000.00
City of Globe Senior Center			\$2,000.00	\$5,000.00	\$7,000.00
Cobre Valley Center for the Arts	\$500.00	\$1,000.00	\$500.00	\$500.00	\$2,500.00
Copper Valley Relay for Life	\$2,500.00	\$2,500.00	\$1,250.00	\$1,250.00	\$7,500.00
Credit Card Revolving Fund	\$1,899.00	\$952.13		\$108.29	\$2,959.42
Encompass - A division of PPEP	\$100.00		\$100.00		\$200.00
Fort Apache Scout		\$36.00	\$36.00	\$18.00	\$90.00
Gila Community Food Bank Inc		\$10,000.00			\$10,000.00
Gila County Arc Development Learning Center			\$12,500.00		\$12,500.00
Gila County Community Development		\$130.00			\$130.00
Gila County Fuel Management	\$184.04	\$485.70	\$92.13		\$761.87
Gila County Historical Society Inc		\$12,500.00	\$2,938.75		\$15,438.75
Gila County Motor Pool		\$235.35			\$235.35
Gila County Public Works	\$414.72				\$414.72
Globe Downtown Association			\$30,000.00		\$30,000.00
Globe High School Alumni Association		\$5,000.00			\$5,000.00
Globe Miami Chamber of Commerce	\$2,000.00				\$2,000.00
Hayden High School				\$2,000.00	\$2,000.00
Hayden Winkelman Little League			\$1,250.00	\$600.00	\$1,850.00
Hayden-Winkelman School District				\$2,054.38	\$2,054.38
High Desert Humane Society		\$5,000.00		\$250.00	\$5,250.00
Horizon Human Services				\$800.00	\$800.00
Industrial Development Authority of Gila				\$5,000.00	\$5,000.00
Journal Entry				\$1,138.17	\$1,138.17
Los Vecinos Y Companeros				\$2,500.00	\$2,500.00
Payson Helping Payson		\$1,000.00			\$1,000.00
Pinal Gila Council for Senior Citizens			\$15,000.00	\$17,500.00	\$32,500.00
Pinal Lumber & Hardware		\$777.90			\$777.90
Pinal Mountain Foundation For Higher Education Inc				\$200.00	\$200.00
Pleasant Valley Community Center	\$5,000.00	\$10,000.00			\$15,000.00
Pleasant Valley Community Council				\$10,000.00	\$10,000.00
RU2 Systems Inc.			\$8,365.01		\$8,365.01
San Carlos Apache Moccasin				\$44.25	\$44.25
San Carlos Apache Tribe				\$5,000.00	\$5,000.00
San Carlos Apache Youth Council			\$1,000.00		\$1,000.00
Signal Peak Community Foundation			\$500.00		\$500.00
Temporary Employees	\$25,098.00	\$7,104.00	\$9,114.00		\$41,316.00
Time Out Inc			\$2,000.00		\$2,000.00
Town of Miami				\$5,000.00	\$5,000.00
Town of Star Valley				\$5,000.00	\$5,000.00
Woodie, Randy	\$307.00				\$307.00
Grand Total	\$51,129.10	\$68,021.08	\$87,645.89	\$71,263.09	\$278,059.16

COMMUNITY AGENCIES FUND

Organization	FY11	FY12	FY13	FY14	Grand Total
Agriculture Education Foundation				\$10,000.00	\$10,000.00
Blueline Rental LLC				\$436.63	\$436.63
Bullion Plaza Cultural Center and Museum			\$25,000.00		\$25,000.00
Christopher Kohls Fire Bells Auxiliary			\$13,000.00		\$13,000.00
Coalition of Arizona/New Mexico Counties	\$5,000.00				\$5,000.00
Credit Card Revolving Fund	\$389.57		\$218.12		\$607.69
DJ's Companies Inc				\$1,170.00	\$1,170.00
Gila County Cattle Growers Association		\$4,000.00			\$4,000.00
Gila County Public Works	\$9,383.59				\$9,383.59
Gila County Rodeo Committee		\$10,000.00			\$10,000.00
Gila County Rodeo Committee	\$5,000.00				\$5,000.00
Globe Miami Chamber of Commerce	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$120,000.00
Globe Stockyard				\$1,245.15	\$1,245.15
Northern Gila County Economic Development Corp	\$50,000.00				\$50,000.00
Northern Gila County Fair		\$15,000.00			\$15,000.00
Northern Gila County Fair	\$15,000.00				\$15,000.00
Payson Pro Rodeo	\$1,500.00				\$1,500.00
Payson Womans Club				\$6,100.00	\$6,100.00
Pinal Gila Council for Senior Citizens	\$21,500.00	\$21,500.00	\$21,500.00	\$21,500.00	\$86,000.00
Pleasant Valley Gila County Fair	\$5,000.00	\$5,000.00	\$5,000.00		\$15,000.00
Pleasant Valley Volunteer Fire Department			\$13,000.00		\$13,000.00
Reed, Nathaniel				\$1,300.00	\$1,300.00
Rim Country Arizonans for Children, Inc. (PADS)			\$10,000.00		\$10,000.00
Rockin B Productions LLC				\$2,200.00	\$2,200.00
Slash M Rodeo Co Inc			\$10,000.00	\$8,800.00	\$18,800.00
Time Out Inc	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$40,000.00
Town of Miami			\$28,200.00		\$28,200.00
Tri City Fire District				\$1,228.80	\$1,228.80
University of Arizona - College of Agriculture (Coop Ext)	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$240,000.00
Grand Total	\$212,773.16	\$155,500.00	\$225,918.12	\$153,980.58	\$748,171.86

ECONOMIC DEVELOPMENT FUND 1115

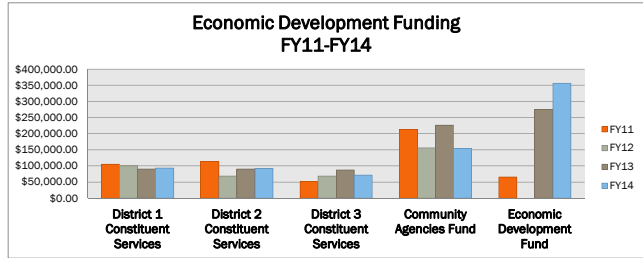
Organization	FY11	FY13	FY14	Grand Total
Bullion Plaza Cultural Center and Museum			\$25,000.00	\$25,000.00
City of Globe	\$65,000.00			\$65,000.00
City of Globe Senior Center			\$10,000.00	\$10,000.00
Credit Card Revolving Fund			\$16.74	\$16.74
Gila Community College		\$275,000.00	\$250,000.00	\$525,000.00
Gila County Historical Society Inc			\$5,000.00	\$5,000.00
Payson Rodeo Committee			\$10,000.00	\$10,000.00
Rim Country Education Foundation			\$12,500.00	\$12,500.00
Town of Payson			\$43,400.00	\$43,400.00
Grand Total	\$65,000.00	\$275,000.00	\$355,916.74	\$695,916.74

Gila County Community Agencies and Economic Development Funding Report

ALL DEPARTMENTS

Organizations	FY11	FY12	FY13	FY14	Grand Total
Action Container Solutions	\$4,978.62				\$4,978.62
Agriculture Education Foundation				\$10,000.00	\$10,000.00
American Legion Auxiliary				\$300.00	\$300.00
Andres Associates Public Relations and Media - Apache J		\$3,000.00			\$3,000.00
Arizona Department of Revenue	\$109.98				\$109.98
Arizona Public Service - Ballfield Little League APS Pmts	\$11,954.88	\$6,739.63	\$9,870.07	\$10,599.19	\$39,163.77
Arizona State Prison Globe	\$21.00				\$21.00
Beaver Valley Fire District		\$5,000.00			\$5,000.00
Blazers Softball Team	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$4,000.00
BlueLine Rental LLC				\$436.63	\$436.63
Boys and Girls Club of Globe	\$15,000.00	\$300.00			\$15,300.00
Boys and Girls Club of the East Valley Globe				\$5,000.00	\$5,000.00
Bullion Plaza Cultural Center and Museum	\$1,000.00	\$6,000.00	\$25,000.00	\$27,500.00	\$59,500.00
Canyon Day Community		\$1,000.00		\$1,000.00	\$2,000.00
Chapman, Margarita G.			\$16.66		\$16.66
Christopher Kohls Fire Bells Auxiliary		\$3,766.00	\$13,000.00		\$16,766.00
City of Globe		\$5,000.00			\$5,000.00
City of Globe	\$65,000.00				\$65,000.00
City of Globe Recreation Department	\$9,000.00	\$4,000.00			\$13,000.00
City of Globe Senior Center			\$7,000.00	\$15,000.00	\$22,000.00
Clayton, Patsy A.			\$171.40		\$171.40
Coalition of Arizona/New Mexico Counties	\$5,000.00			\$2,600.00	\$7,600.00
Cobre Valley Center for the Arts	\$1,000.00	\$1,500.00	\$1,000.00	\$750.00	\$4,250.00
Cobre Valley Regional Medical Center			\$1,000.00	\$1,500.00	\$2,500.00
Community Educational Recreational and Civic Org	\$15,400.00	\$1,102.02			\$16,502.02
Copper Cities Youth Basketball League			\$2,250.00		\$2,250.00
Copper Valley Relay for Life	\$2,500.00	\$8,500.00	\$2,500.00	\$2,500.00	\$16,000.00
Credit Card Revolving Fund	\$8,723.02	\$6,248.71	\$9,002.96	\$3,248.77	\$27,223.46
Dell Marketing				\$2,479.54	\$2,479.54
DJ's Companies Inc		\$46.00	\$546.00	\$1,170.00	\$1,762.00
Employee Travel Reimbursement			\$200.00		\$200.00
Encompass - A division of PPEP	\$600.00	\$300.00	\$100.00	\$250.00	\$1,250.00
Fort Apache Scout		\$36.00		\$18.00	\$90.00
Friends of Payson Parks and Recreation Inc.			\$3,000.00		\$3,000.00
Gila Community College			\$275,000.00	\$252,698.50	\$527,698.50
Gila Community Food Bank Inc	\$1,000.00	\$10,000.00			\$11,000.00
Gila County Arc Development Learning Center			\$12,500.00		\$12,500.00
Gila County Cattle Growers Association		\$4,000.00			\$4,000.00
Gila County Community Development	\$863.03	\$130.00			\$993.03
Gila County Fleet Management	\$1,267.30	\$2,163.63	\$3,038.88	\$1,925.48	\$8,395.29
Gila County Fuel Management	\$184.04	\$485.70	\$92.13		\$761.87
Gila County Globe Shop Repair	\$10.00				\$10.00
Gila County Historical Society Inc		\$15,000.00	\$2,938.75	\$5,000.00	\$22,938.75
Gila County Motor Pool		\$235.35			\$235.35
Gila County Public Works	\$9,927.43			\$86.40	\$10,013.83
Gila County Rodeo Committee		\$10,000.00			\$10,000.00
Gila County Rodeo Committee	\$5,000.00				\$5,000.00
Gila County Sheriffs Posse				\$4,500.00	\$4,500.00
Gila County Solid Waste				\$777.99	\$777.99
Gila House		\$1,000.00			\$1,000.00
Globe Downtown Association			\$30,000.00		\$30,000.00
Globe High School Alumni Association		\$6,706.92			\$6,706.92
Globe Miami Chamber of Commerce	\$34,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$124,000.00
Globe Miami Habitat for Humanity	\$1,000.00				\$1,000.00
Globe Stockyard				\$1,245.15	\$1,245.15
Hayden High School				\$2,000.00	\$2,000.00
Hayden Winkelman Little League			\$2,500.00	\$1,200.00	\$3,700.00
Hayden-Winkelman School District				\$2,054.38	\$2,054.38
High Desert Humane Society		\$5,000.00		\$250.00	\$5,250.00
Horizon Human Services			\$250.00	\$1,300.00	\$1,550.00
Humane Society of Central Arizona	\$20,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$45,000.00
Industrial Development Authority of Gila				\$5,000.00	\$5,000.00
Internal Invoice		\$144.00			\$144.00
Ironhorse Signs	\$1,852.11				\$1,852.11
Journal Entry				\$2,431.04	\$2,431.04
Kismet Print Shop	\$475.64				\$475.64
Los Vecinos Y Companeros	\$475.64	\$1,000.00		\$5,000.00	\$6,000.00
March of Dimes			\$250.00	\$250.00	\$500.00
Miami Arizona Boomtown Spree Association Inc		\$1,500.00			\$1,500.00
Miami Genesis Inc				\$300.00	\$300.00
Miami Sports Hall of Fame			\$5,000.00	\$5,000.00	\$10,000.00
Midstate Pipe & Supply Co Inc		\$91.78			\$91.78
Northern Gila County Cert Inc		\$1,500.00			\$1,500.00
Northern Gila County Economic Development Corp	\$50,000.00				\$50,000.00
Northern Gila County Fair		\$15,000.00			\$15,000.00
Northern Gila County Fair	\$15,000.00				\$15,000.00
Pastor, Michael				\$198.00	\$198.00
Payson Community Kids, Inc			\$500.00	\$3,000.00	\$3,500.00
Payson Helping Payson		\$1,000.00			\$1,000.00
Payson Multi Purpose Senior Center	\$10,000.00	\$10,000.00			\$20,000.00
Payson Pro Rodeo	\$1,500.00	\$10,000.00	\$2,800.00	\$2,500.00	\$16,800.00
Payson Rodeo Committee	\$10,000.00	\$6,000.00	\$7,000.00	\$10,000.00	\$33,000.00
Payson Rotary Club Foundation		\$1,250.03			\$1,250.03
Payson Senior Center			\$10,000.00	\$10,000.00	\$20,000.00
Payson Womens Club				\$12,600.00	\$12,600.00
Personnel Safety Zee Medical			\$67.97		\$67.97
Pinal Gila Council for Senior Citizens	\$21,500.00	\$21,500.00	\$36,500.00	\$39,390.00	\$118,890.00
Pinal Lumber & Hardware		\$777.90			\$777.90
Pinal Mountain Foundation For Higher Education Inc				\$400.00	\$400.00
Pinal Mountain Little League	\$2,000.00	\$2,500.00		\$5,000.00	\$9,500.00
Pine/Strawberry Food Bank	\$2,500.00	\$5,000.00	\$8,000.00	\$5,000.00	\$20,500.00
Pleasant Valley Community Center	\$5,000.00	\$10,000.00			\$15,000.00
Pleasant Valley Community Council				\$10,000.00	\$10,000.00
Pleasant Valley Gila County Fair	\$5,000.00	\$5,000.00	\$5,000.00		\$15,000.00
Pleasant Valley Volunteer Fire Department			\$13,000.00		\$13,000.00
Reed, Nathaniel				\$1,300.00	\$1,300.00
Rim Country Arizonans for Children, Inc.		\$10,000.00	\$10,000.00		\$20,000.00
Rim Country Arizonans for Children, Inc. (PADS)			\$10,000.00		\$10,000.00
Rim Country Classic Auto Club		\$500.00			\$500.00
Rim Country Education Foundation				\$12,500.00	\$12,500.00
Rim Country Food Bank	\$10,000.00	\$15,000.00	\$10,000.00	\$5,000.00	\$40,000.00
Rim Country Friends of Ferals		\$5,000.00	\$5,000.00	\$5,000.00	\$15,000.00
Rim Country Literacy Program		\$1,000.00		\$2,000.00	\$3,000.00
Rim Country Quilt Roundup	\$5,100.00	\$2,600.00	\$2,600.00	\$2,600.00	\$12,900.00
Rim Country Regional Chamber of Commerce	\$4,175.00	\$3,000.00	\$175.00	\$175.00	\$7,525.00
Rim Country Rotary Club Foundation				\$10,000.00	\$10,000.00
Rockin B Productions LLC				\$2,200.00	\$2,200.00
Rodriguez Constructions Inc		\$1,979.20			\$1,979.20
RU2 Systems Inc.			\$8,365.01		\$8,365.01
San Carlos Apache Moccasin				\$44.25	\$44.25
San Carlos Apache Tribe				\$5,000.00	\$5,000.00
San Carlos Apache Youth Council			\$1,000.00		\$1,000.00
Senior Citizens Affairs Foundation		\$5,750.00	\$5,000.00	\$5,000.00	\$15,750.00
Signal Peak Community Foundation			\$500.00		\$500.00
Slash M Rodeo Co Inc			\$10,000.00	\$8,800.00	\$18,800.00
Southwest District Kiwanis Foundation			\$2,500.00		\$2,500.00
Special Olympics Arizona Inc				\$500.00	\$500.00
Stephouse Inc	\$1,000.00				\$1,000.00
Strawberry Patchers	\$5,000.00				\$5,000.00
Superior Environmental Solutions				\$11,600.00	\$11,600.00
Temporary Employees	\$88,068.00	\$37,274.00	\$61,190.00	\$32,174.80	\$218,706.80
Time Out Inc	\$10,000.00	\$10,000.00	\$12,000.00	\$15,000.00	\$47,000.00
Tonto Natural Resource Conservation	\$4,500.00				\$4,500.00

Departments	FY11	FY12	FY13	FY14	Grand Total
District 1 Constituent Services	\$104,749.30	\$99,844.48	\$90,615.44	\$92,892.78	\$388,102.00
District 2 Constituent Services	\$113,529.27	\$68,430.20	\$90,250.65	\$92,373.34	\$364,583.46
District 3 Constituent Services	\$51,129.10	\$68,021.08	\$87,645.89	\$71,263.09	\$278,059.16
Community Agencies Fund	\$212,773.16	\$155,500.00	\$225,918.12	\$153,980.58	\$748,171.86
Economic Development Fund	\$65,000.00		\$275,000.00	\$355,916.74	\$695,916.74
Grand Total	\$547,180.83	\$391,795.76	\$769,430.10	\$766,426.53	\$2,474,833.22



Dept
Community Agencies Fund
District 1 Constituent Ser...
District 2 Constituent Ser...
District 3 Constituent Ser...
Economic Development F...

Gila County Community Agencies and Economic Development Funding Report

Tonto Rim Search and Rescue				\$9,500.00	\$9,500.00
Town of Miami	\$1,500.00	\$1,000.00	\$29,200.00	\$11,000.00	\$42,700.00
Town of Payson	\$17,500.00	\$2,500.00	\$10,600.00	\$43,400.00	\$74,000.00
Town of Star Valley				\$5,000.00	\$5,000.00
Tri City Fire District				\$1,228.80	\$1,228.80
United Fund of Globe-Miami				\$1,000.00	\$1,000.00
University of Arizona				\$1,000.00	\$1,000.00
University of Arizona - College of Agriculture (Coop Ext)	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$240,000.00
Woodie, Randy	\$307.00				\$307.00
World West LLC DBA Payson Roundup	\$663.78	\$668.89	\$1,169.27	\$944.61	\$3,446.55
Grand Total	\$547,180.83	\$391,795.76	\$769,430.10	\$766,426.53	\$2,474,833.22

GILA COUNTY COMMUNITY AGENCY AND ECONOMIC DEVELOPMENT FUNDING PROCEDURES

(Revised 7/29/14)

I. DEFINITIONS:

NONE

II. PROCEDURES:

A. General Requirements and Objective

Annually, County staff shall develop a Community Agency and Economic Development Funds list consisting of non-profit entities (community agencies), cities, towns and other governmental agencies to be considered for funding in the next annual budget. The list shall be made up of agencies funded in the previous budget year and any new or known requests for the upcoming budget year.

The list is for staff purposes only and will not be published in the budget, but will be used each year to assist in establishing the proposed funding levels for the budget line items of Constituent Funds – Districts I, II, and III, the Community Agency Fund, and the Community/Economic Development Fund. Agencies not included on the list may be considered for funding depending upon the availability of funds.

B. Consideration for Funding

Eligible recipients of funding are limited to non-profit agencies, cities, towns or other governmental agencies. The purpose of the funding shall be to provide services to the public which Gila County is authorized to provide in conformance with Arizona Revised Statute §11-251. Powers of the board; or for economic development activities which the Gila County Board of Supervisors determines are for the benefit of the public in conformance with Arizona Revised Statute §11-254. Contribution for economic development; and §11-254.04. Expenditures for economic development; definition.

When a request is being considered for funding, Gila County may, with mutual consent of the recipient, provide in-kind services, staffing, operators, equipment, and material in lieu of funding to meet the needs of specific requests.

C. Funding Process

1. Funding requests must be submitted to the Gila County Finance Department on the letterhead of the non-profit entity, city, town or other governmental agency.
2. Gila County shall provide an intergovernmental agreement (IGA), a memorandum of understanding (MOU) or a contract which enumerates the specific services or activities to be funded and provided **for all requests in excess of \$500**. The IGA, MOU or contract must be **approved and** signed by both parties.
3. **Funding requests for \$500 or less shall be submitted with a Payment Request directly to the Finance Department without an IGA, MOU or a contract.**
4. **Funding requests in excess of \$500 and for \$10,000 or less shall be submitted to the Finance Department and the IGA, MOU or contract must be approved and signed by the County Manager.**
5. **Funding requests in excess of \$10,000 shall be submitted to the Finance Department and the IGA, MOU or contract must be approved by the Board of Supervisors and signed by the Chairman.**
6. **Once the funding request and applicable agreement is approved and signed, distribution of funds from the County to the recipient shall be made within 30 days.**
7. Non-profit entities are defined as those enjoying federal tax exempt status with the Internal Revenue Service.
8. Proof of non-profit tax exempt status must be furnished with the **funding request**, intergovernmental agreement, memorandum of understanding or contract.

D. Constituent Funds

Annually, Constituent Funds are appropriated for each of the three (3) members of the Gila County Board of Supervisors for use within their respective districts for purposes each Supervisor deems appropriate. While these discretionary funds can be

used for a wide range of projects, services, and activities, each Supervisor is bound by Arizona law and Gila County policies in their use. For example:

1. The use of Constituent Funds to hire temporary employees is subject to all of Gila County's open and competitive recruiting, selection and hiring policies and procedures. See Section E. Hiring Temporary Employees with Constituent Funds in these Procedures.
2. The use of Constituent Funds to support non-profit entities, cities, towns and other governmental agencies that provide services to the public which the Gila County Board of Supervisors is authorized to provide, or for economic development activities which are determined to benefit the public, are subject **to the provisions of paragraph C. in this Procedure** and to the customary process and requirements of an intergovernmental agreement, memorandum of understanding or contract.
3. The use of Constituent Funds to purchase products, goods or services is subject to all Gila County open and competitive bidding and award policies and procedures.
4. Any other use of Constituent Funds not enumerated above is subject to prior approval of the Gila County Board of Supervisors.

E. Hiring Temporary Employees with Constituent Funds

1. Submit a completed Request to Post form to the Gila County Human Resources Department. (Note: Allow a minimum of three (3) weeks to hire a temporary employee).

The Request to Post form shall include the following information:

- a) A description of the specific Gila County purpose and task to be accomplished.
 - b) The job classification title, grade, and salary.
 - c) The name of the department/division or elected office to whom the temporary employee will report. The County elected official or department/division director will assign a direct supervisor.
 - d) The start and end date of the temporary position.
2. All temporary positions shall be posted and/or advertised for a minimum of five (5) regular working days.

3. Hiring will be based upon the results of an interview and background check of the qualified applicants.
4. The “effective date” of hire cannot precede the interview completion date.
5. Once the candidate has been selected, a Personnel/Payroll Authorization form shall be completed and submitted to the Human Resources Department and approved by the County Manager. No temporary employee shall be allowed to start work until this process is completed.

F. Requests For Non-monetary Support

- 1. Requests to provide services, staffing, operators, furniture, small equipment, and large mechanical equipment must be submitted to the County Manager’s office on the letterhead of the requesting non-profit entity, city, town or other governmental agency.**
- 2. Gila County shall provide an IGA, MOU, contract or a letter agreement as appropriate, which enumerates the specific services, staffing, operators, furniture, small equipment, large mechanical equipment or material to be provided which must be approved and signed by both parties to become effective.**

Gila County Policy Community Agency and Economic Development Funding	Policy Number: BOS-FIN-016	Page
	Adopted by BOS: 00-00-0000 Revised: 00-00-0000	1 of 1

I. PURPOSE:

The Community Agency and Economic Development Funding Policy is adopted to allow the Gila County Board of Supervisors and staff to provide economic development activities by funding non-profit entities, (community agencies), cities, towns and other governmental agencies in Gila County to perform economic development services and activities.

DEPARTMENTS AFFECTED: All Gila County Divisions/Departments and Elected Offices.

II. POLICY:

It is the policy of the Gila County Board of Supervisors to annually consider funding for non-profit entities (community agencies), cities, towns, and other governmental agencies for economic development activities which the Gila County Board of Supervisors determines are for the benefit of the public in conformance with Arizona Revised Statutes §11-254. Contribution for economic development; and §11-254.04. Expenditures for economic development; definition.

SIGNATURES:



CHAIRMAN, BOARD OF SUPERVISORS

2/5/13

DATE

+ See attached administrative procedures.

GILA COUNTY COMMUNITY AGENCY AND ECONOMIC DEVELOPMENT FUNDING PROCEDURES

I. DEFINITIONS:

NONE

II. PROCEDURES:

A. General Requirements and Objective

Annually, County staff shall develop a Community Agency and Economic Development Funds list consisting of non-profit entities (community agencies), cities, towns and other governmental agencies to be considered for funding in the next annual budget. The list shall be made up of agencies funded in the previous budget year and any new or known requests for the upcoming budget year.

The list is for staff purposes only and will not be published in the budget, but will be used each year to establish the proposed funding levels for the budget line items of Constituent Funds – Districts I, II, and III, the Community Agency Fund, and the Community/Economic Development Fund. Agencies not included on the list may be considered for funding depending upon the availability of funds.

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Eligible recipients of funding are limited to non-profit agencies, cities, towns or other governmental agencies. The purpose of the funding shall be to provide services to the public which Gila County is authorized to provide in conformance with Arizona Revised Statute §11-251. Powers of the board; or for economic development activities which the Gila County Board of Supervisors determines are for the benefit of the public in conformance with Arizona Revised Statute §11-254. Contribution for economic development; and §11-254.04. Expenditures for economic development; definition.

When a request is being considered for funding, Gila County may, with mutual consent of the recipient, provide in-kind services, man power, equipment, and material in lieu of funding to meet the needs of specific requests.

C. Funding Process

1. Funding requests must be submitted to the Gila County Finance Department on the letterhead of the non-profit entity, city, town or other governmental agency.
2. Gila County will provide an intergovernmental agreement, a memorandum of understanding or a contract which enumerates the specific services or activities to be funded and provided. The intergovernmental agreement, memorandum of understanding or contract must be signed by both parties.
3. Non-profit entities are defined as those enjoying federal tax exempt status with the Internal Revenue Service.
4. Proof of non-profit tax exempt status must be furnished with the intergovernmental agreement, memorandum of understanding or contract.

D. Constituent Funds

Annually, Constituent Funds are appropriated for each of the three (3) members of the Gila County Board of Supervisors for use within their respective districts for purposes each Supervisor deems appropriate. While these discretionary funds can be used for a wide range of projects, services, and activities, each Supervisor is bound by Arizona law and Gila county policies in their use. For example:

1. The use of Constituent Funds to hire temporary employees is subject to all of Gila County's open and competitive recruiting, selection and hiring policies and procedures.
2. The use of Constituent Funds to support non-profit entities, cities, towns and other governmental agencies that provide services to the public which the Gila County Board of Supervisors is authorized to provide, or for economic development activities which are determined to benefit the public, are subject to the customary process and requirements of an intergovernmental agreement, memorandum of understanding or contract.
3. The use of Constituent Funds to purchase products, goods or services is subject to all Gila County open and competitive bidding and award policies and procedures.

4. Any other use of Constituent Funds not enumerated above is subject to prior approval of the Gila County Board of Supervisors.

E. Hiring Temporary Employees

1. Submit a "Request to Post" and a "Payroll Authorization" to the Gila County Human Resources Department. (Note: Allow a minimum of three (3) weeks to hire a temporary employee).

The "Request to Post" shall include:

- a) A description of the specific Gila County purpose and task to be accomplished
 - b) The job classification title and its salary, grade, and step.
 - c) The name of the department/division or elected office to whom the temporary employee will report (County elected official or department/division director will assign a direct supervisor).
 - d) The start and end date of the temporary position.
2. All temporary positions shall be posted and/or advertised for a minimum of five (5) regular working days.
 3. Hiring will be based upon the results of an interview and background check of the qualified applicants.
 4. The "effective date" of hire cannot precede the interview completion date.