

AGENDA



**REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, MARCH 7, 2007
at 6:30 P.M.**

1. **Call to Order**

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption of tonight's meeting.

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) **Approval of the Minutes:**

1) February 21, 2007 – Regular Session

b) **Set Next Meeting, Date and Time:**

1) Regular Session – March 21, 2007 at 6:30 p.m.

2) Council Hears Planning & Zoning – March 28, 2007 at 6:30 p.m.

3) Regular Session – April 4, 2007 at 6:30 p.m.

4) Regular Session – April 18, 2007 at 6:30 p.m.

5) Council Hears Planning & Zoning – April 25, 2007 at 6:30 p.m.

c) **Possible approval of the Design Review Board appointment schedule for Design Review Board Members to staggered terms consisting of two-year and three-year appointments.**

5. **Call to the Public for Items not on the Agenda.**

Mayor Gioia requested item #6 & 7:

6. **Presentation of a Certificate of Recognition to the Camp Verde Cowboy's Wrestling Team to honor their State Championship victory.**

7. **Presentation of a Certificate of Appreciation to the Camp Verde High School Key Club in recognition of their community service activities.**

8. **Yavapai Apache Nation Chairman Jamie Fullmer will update the Council on the Nation's activities and will present a check in the amount of \$47,221.50 to the Town as a contribution from the Cliff Castle Gaming Facility, pursuant to Section 12(d)(1) of the Tribal-State Gaming Compact.**

9. **Possible approval of the amended Exhibit A, Administrative Services 2007 Fee Schedule as established by Resolution 2007-718, adding miscellaneous building permit fee schedule for projects required to have a permit but not currently covered in the valuation chart from the Building & Safety Journal.**

10. **Discussion, consideration, and possible approval to purchase equipment, software, and service for the following:**

a. **Networking, software licenses for ArcGIS 9.2 - & permitting software - \$80,000 budget in the CIP;**

b. **File Label software – less than \$10,000 (unbudgeted); and**

- c. **Retain a consultant to assess department needs and prepare a RFP for permitting software – less than \$10,000, with \$4,000 coming from CIP.**
11. **Discussion, consideration, and possible authorization to advertise for a administrative assistant to provide support for the recently approved Home Rehabilitation Grant from the Arizona Department of Housing and to provide assistance for other ongoing housing and neighborhood revitalization efforts. This is an unbudgeted item; however, the Home Rehabilitation Grant for ADOH includes \$35,000 for administration costs that could be used to offset wages for a housing assistant.**
12. **Call to the Public for Items not on the Agenda.**
- There will be no Public Input on the following items:**
13. **Advanced Approvals of Town Expenditures**
a) **There are no advanced approvals.**
14. **Manager/Staff Report**
15. **Council Informational Reports** Individual members of the Council may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
16. **Adjournment**

Posted by: U JonesDate/Time: 3-2-07 9:15 a.m.

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

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

**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, FEBRUARY 21, 2007
6:30 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. **Call to Order**

The meeting was called to order at 6:30 p.m.

2. **Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors Smith, Baker, Kovacovich, Parrish and Parry were present.

Also Present: Town Manager Bill Lee, Town Attorney Brad Woodford, Finance Director Dane Bullard, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Smith.

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

- 1) February 7, 2007 – Regular Session
- 2) February 7, 2007 – Executive Session
- 3) January 24, 2007 – Council Hears Planning & Zoning
- 4) January 17, 2007 – Regular Session

b) Set Next Meeting, Date and Time:

- 1) Council Hears P&Z – February 28, 2007 at 6:30 p.m.
- 2) Regular Session – March 7, 2007 at 6:30 p.m.
- 3) Regular Session – March 21, 2007 at 6:30 p.m.
- 4) Council Hears Planning & Zoning – March 28, 2007 at 6:30 p.m.

c) Possible appointment of Patty (Pat) Gunnells to the position of Civil Hearing Officer.

d) Possible approval of the Notary Public Service procedures that will be added to Section II of the Clerk's Office Policies and Procedures Manual.

d) Possible approval of the amended Exhibit A, Administrative Services 2007 Fee Schedule as established by Resolution 2007-718, removing the charges associated with Notary Public Services, reducing the charge for duplicating CDs from \$5.00 to \$2.00, and increasing the cost for publicity pamphlet arguments from \$100 to \$200.

On a motion by Hauser, seconded by Parrish, the Consent Agenda was unanimously approved, with Item 4d) pulled.

Parrish and Gioia both requested that Item 4d) be pulled for separate consideration.

d) Possible approval of the amended Exhibit A, Administrative Services 2007 Fee Schedule as established by Resolution 2007-718, removing the charges associated with Notary Public Services, reducing the charge for duplicating CDs from \$5.00 to \$2.00, and increasing the cost for publicity pamphlet arguments from \$100 to \$200.

On a motion by Baker, seconded by Kovacovich, the Council unanimously approved Item 4d) as presented by the Clerk's Office.

The Council briefly reviewed with Barber the subject Fee Schedule and the requested changes in fees.

5. **Call to the Public for Items not on the Agenda.**

Ira Piper shared information regarding the old jail that he said was built in the 1930s; it was used as a holding cell and the inmates were transported to Prescott the next day.

Jerry Tobish requested that the tourism events that were cut out be restored for the original number of days; the newspapers report wrong number of days creating problem for tourists. The events help business on Main Street.

There was no further public input.

6. **Presentation of a Certificate of Congratulations to the Camp Verde Cowboys Wrestling Team.**

On a motion by Gioia, seconded by Hauser, the Council voted unanimously to continue Item 6.

Mayor Gioia noted that there were no members of the team to accept the Certificate, and the matter should be continued.

7. **Presentation by United Way Coordinator Deb Darby on the organization's activities in the Verde Valley.**

There was no action taken.

Deb Darby outlined her personal experience with United Way and her current position representing the Verde Valley United Way, a subset of Yavapai County United Way. Ms. Darby described the extensive networking benefits to the communities provided by United Way, and distributed copies of a brochure outlining the United Way services.

Mayor Gioia expressed appreciation for everything United Way does, and thanked Ms. Darby for meeting with the Council.

There was no public input.

8. **Presentation and discussion by Cocopai Trails Team Coordinator Bob Rothrock on how a regional trail plan might be developed.**

Bob Rothrock reviewed his Power Point presentation on establishing a regional trail plan, pointing out that the communities of Cottonwood, Sedona and Jerome have adopted a resolution in support.

The Council discussed the benefit of such a regional trails plan, including the questions of determining an equitable funding source between all the communities, establishing a trails map and protecting archaeological sites and artifacts.

PUBLIC INPUT

Perry Haddon, Chairperson of the Trails Commission, asked about the scope of participation, and suggested a volunteer from the Trails Commission to help save resources.

Ira Piper said that access for the handicapped, including use of quads, is important, and questioned why the public has to pay to use public lands.

Mayor Gioia quoted Section 4 of the proposed resolution; Councilor Smith said he understands that 87% of the fees collected go back into development and maintenance of trails

There was no further public input.

9. **Discussion, consideration, and possible approval of Resolution 2007-719, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County,**

Arizona supporting the establishment of a Verde Valley Regional Trail Plan Committee to be comprised of one staff member each from the incorporated communities in the Verde Valley, Yavapai County, and State, Federal, and Tribal Land Management agencies so as to provide assistance with the development of this Regional Trail Plan. On a motion by Gioia, seconded by Baker, the Council voted unanimously to approve Resolution 2007-719 a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona supporting the establishment of a Verde Valley Regional Trail Plan Committee to be comprised of one staff member **and/or Commission member of the Trails & Pathways Commission** each from the incorporated communities in the Verde Valley, Yavapai County, and State, Federal, and Tribal Land Management agencies so as to provide assistance with the development of this Regional Trail Plan.

On a motion by Gioia, seconded by Baker, the Council voted unanimously to amend the original motion to include (in boldface), "...and/or Commission member of the Trails & Pathways Commission **or an appointed representative from the community** each....."

PUBLIC INPUT

Perry Haddon suggested authorizing the Trails Commission to appoint a volunteer from the community as a representative.

There was no further public input.

9a. **REPORT BY TOWN MANAGER REGARDING THE SANITARY DISTRICT BID OPENING DATED FEBRUARY 15, 2007 FOR SEWER LINE EXTENSION AND TREATMENT PLANT, FOLLOWED BY DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF FINANCIAL ASSISTANCE AND/OR RECOMMENDATIONS CONCERNING THE FINANCING OF THE SEWER LINE EXTENSION AND TREATMENT PLANT.**

There was no action taken.

Staff was directed to prepare the requested information for Council as soon as possible, Finance Director in cooperation with Sanitary District and Manager's resources research financial possibilities, evaluate information coming from tomorrow's meeting, and compile for Council with cost benefit analysis of various increments, if funds invested.

Town Manager Lee gave an overview of his attendance at the bid openings on the subject sewer line extension.

Rob Witt, Chairman of the Sanitary District Board, made a detailed presentation in support of a request for financial assistance based on what he described as an opportunity for the Town and the Sanitary District to work together and that the sewer is critical to the health as well as the economy of the community.

The Council discussed the information and options presented by Witt that included rezoning and selling off a portion of the Sanitary District acreage, and suggestions for alternatives including funding from businesses that have been operating on vault and haul systems, and pre-selling hookup fees.

PUBLIC INPUT

George Young described the problems with the property based on his experience serving on the Board, saying that the problems can be overcome, and that rezoning to M-1 looks like an excellent idea, but it cannot be done within the 120 days proposed by Witt. Young further stated that there is the risk of losing the existing loan or grant money if a new situation comes up. As for selling property, some of the land is encumbered by loans.

Jerry Tobish said he knows nothing about the Sanitary District, but questioned selling off District property which may be needed in the future; he agreed with going out to businesses on I-17 and disagreed with the rezoning proposal.

Mitch Dickinson spoke at length reviewing his past experience with the Sanitary District planning as a Council member and Mayor and outlining several alternate options for financing, stressing that the Town needs to be bold and aggressive; we need the sewer. *Mayor Gioia said the calculations cited by Dickinson sound good and that it was the third time he has heard them, requesting Lee to follow through and research that information.*

Paul Clawson said that 16 years is a long time to wait for the sewer, but we can wait longer and that the Council needs to know more before approving the request; the Water Company is more important. The suggestions by Mitch are worth looking into.

John McReynolds said that it is time for the Council to step up and hit the ball; the sewer is the No. 1 priority that has been promised for years and the Council needs to take control and get it done.

There was no further public input.

After further discussion, including a suggestion for a special session for further study of the issues, Mayor Gioia said that staff had its directions, as previously discussed.

10. **Discussion, consideration, and possible approval of the Chamber of Commerce's final draw of \$33,669 for the quarter covering April, May, and June 2007.**

On a motion by Baker, seconded by Smith, the Council unanimously approved the Chamber of Commerce's final draw of \$33,669 for the quarter covering April, May and June 2007, to be distributed in April.

Roy Gugliotta, Chamber of Commerce Director, distributed copies of brochures, excerpts from magazine ads, and literature in support of his ensuing overview of what the Chamber is doing and has done so far, noting that there has been a 52% increase in visitors. Gugliotta said the new website is up and is constantly being updated, and businesses are starting to support what the Chamber is doing.

PUBLIC INPUT

Jerry Tobish listed a number of complaints including what he perceives as a lack of Chamber support for the downtown businesses, the problem with the office of tourism at the I-17 junction refusing to help Camp Verde. He approves of giving the money to the Chamber, but said that many businesses see no reason to continue to be members.

Rob Witt commented that the money for the TEAM grant is not needed now, just the commitment; we are getting heavy criticism from downtown merchants and we are trying to get their participation. The Chamber does need to support the downtown; the bigger attractions are used to do that. *A lengthy discussion ensued concerning the merits of website advertising and billboard advertising costs and the loss of small businesses.*

John McReynolds said that his business totally relies on local people; advertising goes to hotels and RV parks; he has seen a definite improvement and believes that what money goes in to the Chamber comes back.

Ginger Mason spoke in defense against the complaints stated by Mr. Tobish and outlined her personal efforts as a Board member and merchant to help promote his business. She also noted that the tourism information center at the junction was a detriment to Camp Verde tourism.

Gary Blair believes that the Chamber is doing an excellent job, and suggested that the Chamber put up signs at the big tourist draws, such Out of Africa and the Casino, directing people to the downtown area.

There was no further public input.

Note: Vice Mayor Hauser left the meeting at 10:04 p.m.

11. **Discussion, consideration, and possible approval of payment in the amount of \$36,000 to the Chamber of Commerce to participate in the TEAM Grant Program. This is an unbudgeted amount from the General Fund.**

On a motion by Parry, seconded by Parrish, the Council unanimously approved payment in the amount of \$36,000 to the Chamber of Commerce to participate in the TEAM Grant Program; this amount to be included in the 07-08 Budget.

Public input had been taken in the previous Item 10.

12. **Call to the Public for Items not on the Agenda.**

There was no public input.

13. **Advanced Approvals of Town Expenditures**

- a) **Possible approval of a \$3,000 increase in the Transcriptionist contract to cover additional meetings and increased work hours as a direct result of the establishment of the Housing Commission and Design Review Board.**

On a motion by Gioia, seconded by Baker, the Council unanimously approved a \$3,000 increase in the Transcriptionist contract as noted.

14. **Manager/Staff Report**

Finance Director Bullard advised the Council that a CPA firm out of Flagstaff had been retained to review the Water Company.

15. **Council Informational Reports**

Smith reported on attending a recent Candidate Forum and recommended that the community attend future events to become informed on the issues.

16. **Adjournment**

On a motion by Baker, seconded by Gioia, the meeting was adjourned at 10:12 p.m.

Tony Gioia, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 21st day of February 2007. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2007.

Debbie Barber, Town Clerk

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular

Meeting Date: March 7, 2007

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Visual

AGENDA TITLE: (Be Exact): Possible approval of Design Review Board appointment schedule for Design Review Board Members to staggered terms consisting of two-year and three-year appointments.

PURPOSE AND BACKGROUND INFORMATION: On January 3rd of 2007, the Town Council appointed all seven Design Review Board Members with the request that the newly appointed Design Review Board make a recommendation to Council for term appointments. As such the Design Review Board has recommended the following appointment schedule: Board Members Jim Binick, Paul Holguin and Shirley Brinkman to serve three year terms (January 07 through September 2010) and for Board Members Dugan McDonald, Steve Darby and Michael Hough to serve two year terms (January 07 through September 09). As Board Member Bullard sits on the Design Review Board as the six-month Planning & Zoning Commission Representative, his term expires June 30, 2007.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: None

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund:

Line Item/:

Submitting Department: Housing & Neighborhood Revitalization **Contact Person:** Matt Morris

Town Manager/Designee: _____

Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

This certificate is awarded to

CAMP VERDE WRESTLING TEAM

*In recognition of winning
State Championship*



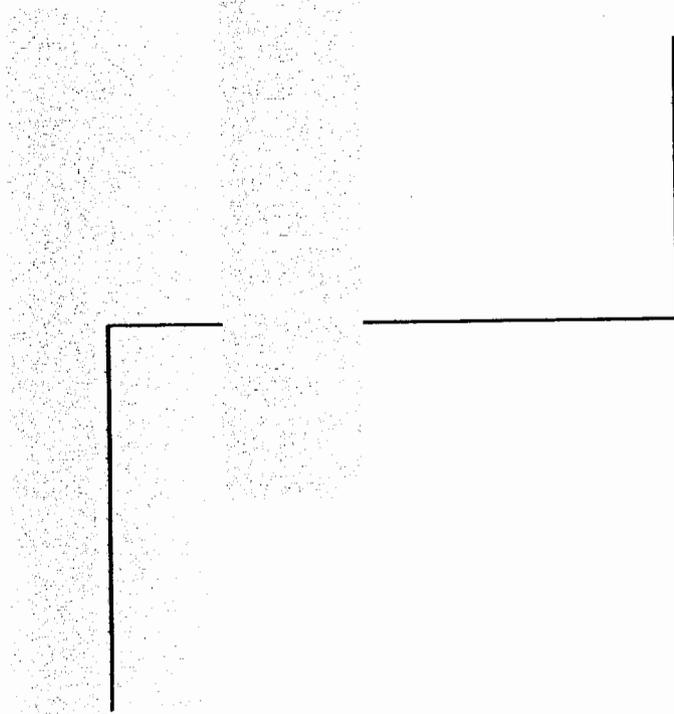
TOWN OF CAMP VERDE

A handwritten signature in black ink, appearing to read 'Tony Gioia'.

Mayor Tony Gioia

2-21-07

Date



This certificate is awarded to

**CAMP VERDE HIGH SCHOOL KEY
CLUB**

*In recognition of their Community
Service Activities*



TOWN OF CAMP VERDE

Tony Gioia
Mayor Tony Gioia

9/28/02
Date



Yavapai-Apache Nation

Phone: (928) 567-3649

Fax: (928) 567-3994

02-20-07P04:22 RCVD

February 7, 2007

Town of Camp Verde
P.O. Box 710
Camp Verde AZ, 86322

Dear Camp Verde Town Council:

The Yavapai-Apache Nation is very pleased to present the Town of Camp Verde with a check for \$47,221.50. This check represents a portion of the tribe's allocation of local revenue sharing for the 2006 annual payout. The Nation would request that these funds be prioritized with the Nations choices and request the following distribution for the funds.

Total to Town of Camp Verde: \$47,221.50 where:

- \$14,166.45 or 30% go to the Towns Priority of infrastructure
- \$14,166.45 or 30% go to Camp Verde Schools Native American Clubs
- \$ 18,888.60 or 40% go to Parks and Recreation Youth Programs

The Nation appreciates our relationship with the Town of Camp Verde and we recognize the unique relationship that the Town and the Tribe have in our beautiful Valley. When we work together on critical issues, there is much that can be accomplished. We look forward to the continued success of government to government relationships and partnerships with the Town in order to better all of Camp Verde and support the Verde Valley now and in the future.

Finally, the Nation would like to thank the Citizens of Camp Verde that enjoy themselves in the Cliff Castle Casino. You all have helped to keep us the number one Casino eight years in a row!

Sincerely,


Jamie Fullmer, Chairman
Yavapai-Apache Nation

Cc: Y-A Tribal Council

2400 W. Datsi Street, Camp Verde, AZ 86322

YAVAPAI-APACHE NATION

118046

Payee TOWN OF CAMP VERDE
Vendor ID TOWCV

Account #:

118046
02/02/2007

| Check Description | Amount |
|--------------------------------|-------------|
| RFVENUE SHARING FUNDS FOR 2006 | \$47,221.50 |

02-20-07P04:22 RCVD

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER



YAVAPAI-APACHE NATION

2400 W. DATSI STREET
CAMP VERDE, ARIZONA
(928) 567-3649
GENERAL FUND ACCOUNT

BANK ONE
CAMP VERDE, AZ 86322

91-2/1221

118046

118046

****Forty Seven Thousand Two Hundred Twenty One and 50/100 Dollars

WL200811C-11-03 *

DATE

AMOUNT

02/02/2007

\$47,221.50

PAY
TO THE
ORDER
OF

TOWN OF CAMP VERDE
FINANCE DEPARTMENT
395 SOUTH MAIN STREET
CAMP VERDE, AZ 86322

Jamie Fulmer



AUTHORIZED SIGNATURE

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

⑈ 118046⑈ ⑆ 122100024⑆ 1249⑈ 7296⑈

MEMO

Date: February 14, 2007

To: Bill Lee, Town Manager

From: Nancy Buckel, Community Dev. Dir. *NB*

Attached you will find a fee schedule the permit techs have put together for items not covered in the Building Journal Fee Schedule that require building permits. . In the past, they have either contacted Cottonwood or the County Building Dept to get an appropriate fee for the permit. Because we want to be consistent in our fees, our department felt that we needed a schedule written down. It is based on what has been historically charged in the past, the Yavapai County current fees or what seems reasonable for the project. Should we take this to Council to approve even though it wasn't done at the time the fee schedule was approved or wait until next year? We have to charge something and the fee for utility structures is too high for most of these projects. Direction would be appreciated

ELEVATOR PERMIT FEES

Table 3-E

New Installations:

| | |
|---|--|
| Passenger or Freight elevator, Escalator, moving walk | Up to and including \$40,000.00 of valuation - \$89.00. Over \$40,000.00 of valuation - \$89.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$40,000.00 |
| Dumbwaiter or private residence elevator | Up to and including \$10,000.00 of valuation is \$25.00. Over \$10,000.00 of valuation is \$25.00 plus \$1.65 for each \$1,000.00 or fraction thereof over \$10,000.00 |
| Major Alterations: Fees for major alterations shall be as set forth in Table 3-A. Installation fees include charges for the first year's annual inspection fee and charges for electrical equipment on the conveyance side of the disconnect switch. | |

ELEVATOR ANNUAL CERTIFICATES OF INSPECTION FEES

Table 3-F

| | |
|-------------------------------|---------|
| Each Elevator | \$41.50 |
| Each Escalator or Moving Walk | \$24.65 |
| Each Commercial Dumbwaiter | \$16.75 |

(Each Escalator or Moving Walk unit powered by one motor shall be considered as a separate Escalator or Moving Walk)

GRADING PLAN REVIEW FEES

Table 3-G

| | |
|---|--|
| 50 Cubic Yards (38.2 m ³) or less | No Fee |
| 51 to 100 Cubic Yards (40 to 76.5 m ³) | \$23.50 |
| 101 to 1,000 Cubic Yards (77.2 to 764.6 m ³) | \$37.00 |
| 1,001 to 10,000 Cubic Yards (765.3 to 7645.5 m ³) | \$49.25 |
| 10,001 to 100,000 Cubic Yards (7646.3 to 76 455 m ³) | \$49.25 for the first 10,000 Cubic Yards (7645.5 m ³) plus \$24.50 for each additional 10,000 Cubic Yards (7645.5 m ³) or fraction thereof. |
| 100,001 to 200,000 Cubic Yards (76 456 to 152 911 m ³) | \$269.75 for the first 100,000 Cubic Yards (76,455 m ³), plus \$13.25 for each additional 10,000 Cubic Yards (7645.5 m ³) or fraction thereof. |
| 200,001 Cubic Yards (152 912 m ³) or more | \$402.25 for the first 200,000 Cubic Yards (152 911 m ³), plus \$7.25 for each additional 10,000 Cubic Yards (7545.5 m ³) or fraction thereof. |
| OTHER FEES: Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed | \$50.50* |

**Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.*

GRADING PERMIT FEES

Table 3-G

| | |
|--|--|
| 50 Cubic Yards (38.2 m ³) or less | \$23.50 |
| 51 to 100 Cubic Yards (40 to 76.5 m ³) | \$37.00 |
| 101 to 1,000 Cubic Yards (77.2 to 764.6 m ³) | \$37.00 for the first 100 Cubic Yards (76.5 m ³), plus \$17.50 for each additional 100 Cubic Yards (76.5 m ³) or fraction thereof. |
| 1,001 to 10,000 Cubic Yards (765.3 to 7645.5 m ³) | \$194.50 for the first 1,000 Cubic Yards (764.6 m ³), plus \$14.50 for each additional 1,000 Cubic Yards (764.6 m ³) or fraction thereof. |
| 10,001 to 100,000 Cubic Yards (7646.3 to 76 455 m ³) | \$325.00 for the first 10,000 Cubic Yards (7645.5 m ³), plus \$66.00 for each additional 10,000 Cubic Yards (7645.5 m ³) or fraction thereof. |
| 100,001 Cubic Yards (76 456 m ³) or more | \$919.00 for the first 100,000 Cubic Yards (76 455 m ³), plus \$36.50 for each additional 10,000 Cubic Yards (7645.5 m ³) or fraction thereof. |

OTHER INSPECTIONS AND FEES:

| | |
|---|--|
| Inspection outside of Normal Business hours | \$50.50 ₂ per hour (minimum charge two hours) |
| Re inspection fees assessed under provisions of Section 305.8 | \$50.50 ₂ per inspection |
| Inspection for which no fee is specifically indicated | \$50.50 ₂ per hour (minimum charge one-half hour) |

1. The fee for a grading permit authorizing additional work to that under a valid permit shall be the difference between the fees paid for the original permit and the fee shown for the entire project.

2. Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

FEEES FOR ALL OVER THE COUNTER PERMITS

When no plan review is required, an over the counter permit may be issued for Electrical, Mechanical, Building and Plumbing as long as all work follows the Building Codes adopted by the Town Of Camp Verde.

Each permit will require the following fee for issuance:

| | |
|------------|---------|
| Electrical | \$50.00 |
| Mechanical | \$50.00 |
| Plumbing | \$50.00 |
| Building | \$50.00 |

For combination permits the first permit will be issued at the full fee and each additional permit will be issued at 50 % of the regular fee.

Separate permits will be required for each construction project.

ADDITIONAL SPECIFIC VALUATION DATA

VALUATION DATA AS NOTED

****PLUS ANY UTILITIES INSTALLED**

• **AGRICULTURAL BUILDINGS**

| | |
|--|----------------|
| A. Barn (wood) (Metal or Masonry; depends on classification during plan review) | \$28.65 SQ. FT |
| B. Shade/Mare Motel/Pole Barn | \$15.00 SQ. FT |
| C. Greenhouse | \$15.00 SQ. FT |

• **ALTERATION TO AN EXISTING STRUCTURE - RESIDENTIAL**

Where no additional floor area or roof coverage is created, such as the conversion of a patio or garage to habitable space, etc., the valuation shall be determined as the difference in valuation between the two occupancies plus utilities unless noted otherwise.

• **SINGLE ALTERATION TO AN EXISTING STRUCTURE – RESIDENTIAL**

| | |
|---|----------------|
| A. Enclose Exterior Wall Opening | \$5.00 SQ. FT |
| B. Add or Remove Interior Partition (includes utilities) | \$30.00 SQ. FT |
| C. Install Window or Sliding Glass Door | \$7.50 SQ. FT |
| D. Install Exterior Siding | \$4.00 SQ. FT |
| E. Plastering (with no structural changes) | |
| Interior | \$2.00 SQ. FT |
| Exterior (stucco) | \$4.00 SQ. FT |
| F. Add Stone or Brick Veneer (with no structural changes) | \$4.00 SQ. FT |

• **AWNING OR CANOPY (SUPPORTED BY BUILDING)**

| | |
|-----------|---------------|
| A. Canvas | \$4.00 SQ. FT |
| B. Metal | \$8.00 SQ. FT |

• **BALCONY** \$15.00 SQ. FT

• **CARPORT**

| | |
|----------|----------------|
| A. Wood | \$15.00 SQ. FT |
| B. Metal | \$15.00 SQ. FT |

- **DEMOLITION OF AN EXISTING STRUCTURE**

- A. Per structure on Assessor Parcel Number \$50.00
- B. After two structures on *same* Assessor Parcel Number \$25.00

- **FIREPLACE/FREE STANDING STOVE (other than new construction)**

- A. Concrete or Masonry (plans required) Valuation
- B. Pre-Fabricated Metal (no plans required) Valuation
- C. Exterior Fireplace/Barbeque (plans required) Valuation

- **MANUFACTURED HOUSING (FOUNDATION) \$5.00 L.F.**

- **MASTER PLAN FEE**

- A. First Floor plan (per plan) 65% of Building Fee
- Each additional Floor Plan \$100.00

- **PATIO/DECK/PORCH**

| | |
|---|-----------------|
| Covered Patio at Grade Level | \$15.00 SQ. FT. |
| Covered Deck Elevated | \$15.00 SQ. FT. |
| Open Deck Elevated | \$10.00 SQ. FT. |
| Screened-In Porch Under Existing Roof Cover | \$6.00 SQ. FT. |
| Pre Fabricated Metal Awning | \$6.00 SQ. FT. |
| Gazebo/Ramada | \$12.50 SQ. FT. |

- **BLOCK WALL \$5.00 SQ. FT**
(Fence or Free Standing Wall)

- **RETAINING WALL**
(Measured from bottom of footing to top of wall; All retaining walls over 4 feet require engineered plans)

- A. CMU, Concrete \$15.00 SQ. FT
(length X height to calculate square footage)
- B. Brick Reinforced \$15.00 SQ. FT
- C. Un-Reinforced Manufactured Unit \$15.00 SQ. FT
(keystone, pavestone or versa lock, etc.)

- **ROOF STRUCTURE REPLACEMENT**
(Includes trusses, rafters, sheeting and roofing materials)
 - A. Asphalt Shingles Valuation
 - B. Clay Tile Valuation
 - C. Wood Shake or Shingle Valuation
 - D. Rolled Roofing Valuation
 - E. Built Up or Hot Mopped w/Aggregate Valuation

- **SHELL BUILDING** \$50.00 SQ. FT.

Definition – A **shell building** is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes are not shown on the plans and for which NO SPECIFIC USE or TENANT has been noted. A separate permit with plans for tenant improvements will be required at a later date for completion of a shell building. A “**Shell Only**” building may include a fire extinguishing system as needed for fire protection requirements and minimal electric for lighting (house panel only) and main under slab sewer drain (not to include fixtures) along with slab floor. Warehouses and industrial buildings shall not be considered as a shell building. NO Certificate of Occupancy shall be issued for any building permitted as a **SHELL BUILDING** under this definition.

- **RESIDENTIAL STORAGE BUILDING OR SHED** \$15.00 SQ. FT.
(Over 200 sq. ft.)

- **SWIMMING POOL**** \$25.00 SQ. FT.
Sq. ft. of water surface area based on length X
Width or nearest dimension if irregularly

- **SPA OR WHIRLPOOL** \$25.00 SQ. FT.
(Includes utilities)

- **STAIRS** \$7.00 SQ. FT.

- **TENANT IMPROVEMENTS**** VALUATION

- **ABOVE GROUND WATER TANK**
(Over 5000 gallons)
 - A. Residential \$100.00 each flat fee
 - B. Commercial \$400.00 each flat fee

UTILITIES

- **SINGLE PERMIT; ELECTRICAL OR PLUMBING OR MECHANICAL EACH TRADE**

| | |
|-----------------------|---|
| A. Up to \$6,000.00 | \$50.00 |
| B. \$6,001.00 Or More | Building Permit Fee Only Per Valuation |

- **COMBINED PERMIT;
FOR SINGLE EQUIPMENT INSTALLATIONS ONLY**
(Such as Electric and Mechanical for A/C equipment, Building and Electric for wood stove, plumbing and Mechanical for heater, etc.)

| | |
|-----------------------|---|
| A. Up to \$6,000.00 | \$50.00 |
| B. \$6,001.00 Or More | Building Permit Fee Only Per Valuation |

- **FOR NEW CONSTRUCTION OR ADDITION**

| | |
|---------------|----------------|
| A. Plumbing | \$3.50 SQ. FT. |
| B. Electrical | \$2.50 SQ. FT. |
| C. Mechanical | \$1.50 SQ. FT. |

EQUIPMENT

- **AIR CONDITIONING**

| | |
|--------------------------------|----------------|
| A. Commercial (plans required) | \$4.00 SQ. FT. |
|--------------------------------|----------------|

- **FIRE ALARM**

| | |
|----------------|---------------|
| A. Commercial | \$.50 SQ. FT. |
| B. Residential | \$.25 SQ. FT. |

- **KITCHEN TYPE I OR II HOOD SYSTEM**
(Plans required)

VALUATION

- **SOLAR INSTALLATION (plans required)**

- A. Up to \$6,000.00

- B. \$6,001.00 Or More

\$150.00 Flat Fee
Per Valuation

- **SPRINKLER SYSTEM**

- A. Commercial

- B. Residential

\$2.60 SQ. FT.

\$2.60 SQ. FT.

- **TOWER (plans required)**
(New installation)

- A. Up to \$6,000.00

- B. \$6,001.00 Or More

\$185.00 Flat Fee
Per Valuation

- **CO-LOCATE EXISTING TOWER (plans required)**

- A. Up to \$5,000.00

- B. \$5,001.00 Or More

\$165.00 Flat Fee
Per Valuation

**AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF
ADOPTED CODES**

**** PLUS ANY UTILITIES INSTALLED**

- **DEPOSITS**

To expedite the processing of permit applications, the following deposit will be collected at the time of plans submission. Exact fees will be computed during the plan check process.

| | |
|---|----------|
| New Commercial Project | \$300.00 |
| New Residence | \$150.00 |
| Residential Remodel/Addition And Commercial Remodel/Addition | |
| Up to \$5,000.00 | \$25.00 |
| \$5,001.00 to 10,000.00 | \$50.00 |
| \$25,001.00 and Up | \$100.00 |
| Grading | |
| Up to 1000 CU. YDS. | \$20.00 |
| 1001 CU YDS. Or More | \$100.00 |

- **REFUNDS**

| | |
|---|---|
| Plan Check Fees | No Refunds once the plan check process has begun |
| Plan Withdrawn | Retain \$50.00 Per Hour (minimum charge on hour or calculated plan review fee whichever is greater) |
| Building Permit Fees (no work started and no inspections called) | Retain \$25.00 or 25% whichever is greater |
| Plumbing, Electrical, Mechanical Fees (no work started and no inspections called) | Retain \$10.00 or 25% whichever is greater |

**TOWN OF CAMP VERDE
Council Agenda Action Form**

3-2-07

Meeting Type: Regular

Meeting Date: 2-28-07

Consent: Executive Session/Confidential: Type(s) of Presentation: Visual

AGENDA TITLE: (Be Exact): Discussion and possible approval for staff to spend money on the acquisition of equipment, software and services by using CIP dedicated funds along with the current budgeted monies from Planning Department and Community Development.

PURPOSE AND BACKGROUND INFORMATION: Approval of this item will allow the Community Development Department to operate more efficiently with existing staff and provide more timely service to our customers. As presented at the budget hearing, our staff currently spends much of their time entering repetitive information in different reporting formats. Tracking projects are difficult as no shared database is available for staff to access. Many minutes a day are wasted while staff tries to respond to inquiries from customers on the status of their business whether it is a complaint, permit or project.

The following items are contained in this request:

1. Network the Community Development office for label production, sharing of data among employees and map referencing. This would include any upgrades required in hardware and software for all employees to work in the same environment, allow for back up of daily work and storage of data and sharing the use of the plotter.
2. Purchase software licenses for ArcGIS 9.2. (Funding -Part of the CIP (\$80,000))
3. Purchase label software, printer to print labels for future files, and new folders for existing files with labels installed by the software company (<\$10,000)
4. Hire a consultant to assess our department's needs and write the scope of work for an RFP to obtain permitting software. (<\$10,000) (There is a fund of \$4,000 currently for planning consultant in CIP)
5. Purchase permitting software that would be able to eventually interact with all divisions within the department and reference the GIS data. This could be implemented in stages. The initial setup would serve the Building and Planning Depts. to issue and track applications. This item is budgeted for in the CIP (\$80,000).

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: Monthly financial reports as of 2-21-07 for Community Development, Planning Department, Building Department, and CIP funds

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input checked="" type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$
Comments:

Fund: 03-50-00
01-50-54

Line Item/: 6094 & 6095
6800

Submitting Department: P&Z

Contact Person: Nancy Buckel

Personnel Manager/Designee: _____

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

Run date: 02/21/2007 @ 15:51
 Bus date: 02/21/2007

TOWN OF CAMP VERDE, ARIZONA
 R/E Act vs Bud W/Encumbrance

Select...: A03 50-XX XXXX
 GLREAB4.L02 Page 1

03 50-00 CIP FUND

| scription | Fiscal year thru period ending 02/28/2007 | | | | | |
|-------------------------------------|---|-------------------|----------------|---------------------|-------------------|--------------|
| | Month to date | Year to date | Ytd encumbrnce | Annual budget | Annual var | % used |
| 5015 VERDE LAKES DRIVE | .00 | .00 | .00 | 150,000.00 | 150,000.00 | .0% |
| 5016 FINNIE FLATS DRAINAGE | .00 | .00 | .00 | 30,000.00 | 30,000.00 | .0% |
| 5035 WATER CO DEBT SERVICE ENCUMBER | .00 | .00 | .00 | 250,000.00 | 250,000.00 | .0% |
| 5080 CVMO VEHICLES | .00 | 57,001.16 | .00 | 73,000.00 | 15,998.84 | 78.1% |
| 5081 POLICE RADIO UPGRADES | 5,156.32 | 5,156.32 | .00 | 5,200.00 | 43.68 | 99.2% |
| 5086 PARKS VEHICLES | .00 | 10,293.25 | .00 | .00 | (10,293.25) | - |
| 5089 POOL REMODEL | .00 | .00 | .00 | 30,000.00 | 30,000.00 | .0% |
| 5091 DUCT WORK-ADULT LITERACY | .00 | .00 | .00 | 10,000.00 | 10,000.00 | .0% |
| 5095 ROLLING FILE CABINETS | .00 | .00 | .00 | 20,000.00 | 20,000.00 | .0% |
| 5096 COURT REMODEL | .00 | 6,462.39 | .00 | 10,000.00 | 3,537.61 | 64.6% |
| 5111 CVMO WELL | .00 | 35.84 | .00 | .00 | (35.84) | - |
| 5115 CVMO REMODEL | .00 | 141,156.06 | .00 | 397,000.00 | 255,843.94 | 35.6% |
| 5116 CVMO REMODEL-FURNITURE/EQUIP | .00 | 2,666.97 | .00 | .00 | (2,666.97) | - |
| 5180 IMPACT FEE STUDY | .00 | 4,644.00 | .00 | 45,000.00 | 40,356.00 | 10.3% |
| → 6094 P&Z CONSULTANT | .00 | .00 | .00 | 4,000.00 | 4,000.00 | .0% |
| → 6095 PERMIT SOFTWARE (COMM DEV) | .00 | .00 | .00 | 80,000.00 | 80,000.00 | .0% |
| 8090 CHAMBER OF COMMERCE | .00 | 101,007.00 | .00 | 134,676.00 | 33,669.00 | 75.0% |
| Total EXPENDITURE | 5,156.32 | 328,422.99 | .00 | 1,238,876.00 | 910,453.01 | 26.5% |

Run date: 02/21/2007 @ 15:47
 Bus date: 02/21/2007

TOWN OF CAMP VERDE, ARIZONA
 R/E Act vs Bud W/Encumbrance

Select...: A01 50-XX XXXX
 GLREAB4.L02 Page 5

01 50-22 PLANNING DEPARTMENT

| .scription | Fiscal year thru period ending 02/28/2007 | | | | | |
|-----------------------------------|---|------------------|----------------|-------------------|-------------------|--------------|
| | Month to date | Year to date | Ytd encumbrnce | Annual budget | Annual var | % used |
| 5000 TRAINING | .00 | 95.00 | .00 | 2,000.00 | 1,905.00 | 4.8% |
| 5001 TRAVEL | .00 | 10.92 | .00 | 2,000.00 | 1,989.08 | .6% |
| 5002 FUEL/OIL/LUBE | 67.81 | 889.48 | .00 | 2,500.00 | 1,610.52 | 35.6% |
| 5003 AUTO MAINTENANCE/REPAIR | .00 | 463.97 | .00 | 1,500.00 | 1,036.03 | 30.9% |
| 6000 SALARIES | 2,831.75 | 46,570.67 | .00 | 112,744.00 | 66,173.33 | 41.3% |
| 6002 HEALTH INSURANCE | 432.28 | 6,941.15 | .00 | 19,419.00 | 12,477.85 | 35.7% |
| 6003 DENTAL INSURANCE | 27.16 | 370.07 | .00 | 929.00 | 558.93 | 39.8% |
| 6010 SUBSCRIPTION/MEMBERSHIPS | 181.69 | 202.69 | .00 | 800.00 | 597.31 | 25.3% |
| 6011 BOOKS/TAPES/PUBLICATIONS | .00 | 169.51 | .00 | 500.00 | 330.49 | 33.9% |
| 6020 OFFICE SUPPLIES | 537.75 | 1,944.49 | .00 | 3,000.00 | 1,055.51 | 64.8% |
| 6021 OFFICE EQUIPMENT/MAINTENANCE | .00 | 95.30 | .00 | 1,750.00 | 1,654.70 | 5.5% |
| →6030 COMPUTER SERVICES/SOFTWARE | .00 | .00 | .00 | 2,000.00 | 2,000.00 | .0% |
| →6031 COMPUTER EQUIPMENT | .00 | 463.20 | .00 | 3,200.00 | 2,736.80 | 14.5% |
| 6032 COPIER MAINTENANCE | .00 | .00 | .00 | 1,000.00 | 1,000.00 | .0% |
| 6033 CELL PHONE | .00 | 512.47 | .00 | 1,000.00 | 487.53 | 51.3% |
| 6040 PRINTING | .00 | 4.00 | .00 | 500.00 | 496.00 | .8% |
| 6041 MAPS/CARTOGRAPHY | .00 | 49.50 | .00 | 1,000.00 | 950.50 | 5.0% |
| 6050 SAFETY EQUIPMENT | .00 | 72.28 | .00 | 250.00 | 177.72 | 28.9% |
| 6051 GENERAL PLAN | .00 | .00 | .00 | 2,500.00 | 2,500.00 | .0% |
| 6052 COMMISSION EXPENSES | .00 | 1,608.57 | .00 | 1,800.00 | 191.43 | 89.4% |
| →6053 CONSULTING SERVICES | .00 | .00 | .00 | 1,000.00 | 1,000.00 | .0% |
| 6075 ADVERTISING | 504.13 | 3,512.95 | .00 | 3,000.00 | (512.95) | 117.1% |
| 6800 PROPERTY CLEANUP | .00 | .00 | .00 | 10,000.00 | 10,000.00 | .0% |
| 7011 UNEMPLOYMENT | .00 | 215.42 | .00 | 216.00 | .58 | 99.7% |
| 7012 WORKMAN'S COMP | .00 | 595.83 | .00 | 2,460.00 | 1,864.17 | 24.2% |
| 7013 MEDICARE | 41.05 | 643.26 | .00 | 1,635.00 | 991.74 | 39.3% |
| 7014 FICA | 175.56 | 2,750.50 | .00 | 6,990.00 | 4,239.50 | 39.4% |
| 7015 RETIREMENT | 202.18 | 3,855.76 | .00 | 10,260.00 | 6,404.24 | 37.6% |
| Total EXPENDITURE | 5,001.36 | 72,036.99 | .00 | 195,953.00 | 123,916.01 | 36.8% |

01 50-54 COMMUNITY DEVELOPMENT

| .scription | Month to date | Year to date | Ytd encumbrnce | Fiscal year thru period ending 02/28/2007 | | |
|-----------------------------------|---------------|--------------|----------------|---|------------|--------|
| | | | | Annual budget | Annual var | % used |
| 6000 SALARIES | 2,337.75 | 37,638.16 | .00 | 74,412.00 | 36,773.84 | 50.6% |
| 6002 HEALTH INSURANCE | 221.21 | 2,936.35 | .00 | 7,001.00 | 4,064.65 | 41.9% |
| 6003 DENTAL INSURANCE | 13.58 | 157.11 | .00 | 310.00 | 152.89 | 50.7% |
| 6009 TRAINING | .00 | 744.00 | .00 | 1,000.00 | 256.00 | 74.4% |
| 6010 TRAVEL | .00 | 12.00 | .00 | 1,000.00 | 988.00 | 1.2% |
| 6011 SUBSCRIPTIONS/MEMBERSHIPS | .00 | 401.00 | .00 | 800.00 | 399.00 | 50.1% |
| 6020 FUEL/OIL/LUBE | .00 | 64.50 | .00 | 600.00 | 535.50 | 10.8% |
| 6031 OFFICE EQUIPMENT/MAINTENANCE | .00 | 43.33 | .00 | 300.00 | 256.67 | 14.4% |
| 6032 COPIER | .00 | .00 | .00 | 250.00 | 250.00 | .0% |
| 6040 OFFICE SUPPLIES | 31.17 | 442.95 | .00 | 600.00 | 157.05 | 73.8% |
| 6041 PRINTING | .00 | .00 | .00 | 10.00 | 10.00 | .0% |
| 6042 BOOKS/TAPES/PUBLICATIONS | .00 | 50.00 | .00 | 10.00 | (40.00) | 500.0% |
| 6049 TELEPHONE | .00 | .00 | .00 | 10.00 | 10.00 | .0% |
| 6065 FILM/DEVELOPING | .00 | .00 | .00 | 10.00 | 10.00 | .0% |
| 6070 ADVERTISING | .00 | 711.31 | .00 | 500.00 | (211.31) | 142.3% |
| 6201 COMPUTER SERVICES/SOFTWARE | .00 | .00 | .00 | 10.00 | 10.00 | .0% |
| 6204 COMPUTER SYSTEM | .00 | .00 | .00 | 500.00 | 500.00 | .0% |
| → 6800 CODE REVISIONS | .00 | .00 | .00 | 75,000.00 | 75,000.00 | .0% |
| 7011 UNEMPLOYMENT INSURANCE | .00 | .00 | .00 | 72.00 | 72.00 | .0% |
| 7012 WORKMAN'S COMPENSATION | .00 | 226.08 | .00 | 357.00 | 130.92 | 63.3% |
| 7013 MEDICARE | 33.90 | 545.76 | .00 | 1,079.00 | 533.24 | 50.6% |
| 7014 FICA | 144.94 | 2,333.58 | .00 | 4,614.00 | 2,280.42 | 50.6% |
| 7015 RETIREMENT | 212.74 | 2,827.83 | .00 | 6,772.00 | 3,944.17 | 41.8% |
| 8010 ECONOMIC DEVELOPMENT | 65.01 | 117.03 | .00 | 20,000.00 | 19,882.97 | .6% |
| Total EXPENDITURE | 3,060.30 | 49,250.99 | .00 | 195,217.00 | 145,966.01 | 25.2% |

01 50-21 BUILDING DEPARTMENT

| Description | Fiscal year thru period ending 02/28/2007 | | | | | |
|-------------------------------------|---|-------------------|----------------|-------------------|------------------|--------------|
| | Month to date | Year to date | Ytd encumbrnce | Annual budget | Annual var | % used |
| 5000 TRAINING | .00 | 1,124.00 | .00 | 2,800.00 | 1,676.00 | 40.1% |
| 5001 TRAVEL | .00 | 790.93 | .00 | 1,600.00 | 809.07 | 49.4% |
| 5002 FUEL/OIL/LUBE | 91.05 | 1,066.51 | .00 | 3,000.00 | 1,933.49 | 35.6% |
| 5003 AUTO MAINTENANCE REPAIRS | .00 | 502.88 | .00 | 1,000.00 | 497.12 | 50.3% |
| 6000 SALARIES | 5,098.88 | 83,713.24 | .00 | 136,680.00 | 52,966.76 | 61.3% |
| 6002 HEALTH INSURANCE | 868.30 | 14,461.31 | .00 | 26,222.00 | 11,760.69 | 55.2% |
| 6003 DENTAL INSURANCE | 54.32 | 764.95 | .00 | 1,239.00 | 474.05 | 61.7% |
| 6010 SUBSCRIPTION/MEMBERSHIPS | .00 | 21.00 | .00 | 750.00 | 729.00 | 2.8% |
| 6011 BOOKS/TAPES/PUBLICATIONS | 53.00 | 673.78 | .00 | 1,000.00 | 326.22 | 67.4% |
| 6020 OFFICE SUPPLIES | 131.03 | 1,226.45 | .00 | 1,750.00 | 523.55 | 70.1% |
| 6021 OFFICE EQUIPMENT/MAINTENANCE | 5.41 | 35.09 | .00 | 500.00 | 464.91 | 7.0% |
| 6024 CREDIT CARD PROCESSING CHARGES | .00 | 30.95 | .00 | 5,000.00 | 4,969.05 | .6% |
| 6025 CREDIT CARD MACHINE PURCHASE | .00 | 50.16 | .00 | 802.00 | 751.84 | 6.3% |
| 6030 COMPUTER SERVICES/SOFTWARE | 152.08 | 152.08 | .00 | 750.00 | 597.92 | 20.3% |
| → 6031 COMPUTER EQUIPMENT | .00 | .00 | .00 | 2,500.00 | 2,500.00 | .0% |
| 6032 COPIER MAINTENANCE | .00 | .00 | .00 | 500.00 | 500.00 | .0% |
| 6033 CELL PHONE | .00 | 451.71 | .00 | 1,500.00 | 1,048.29 | 30.1% |
| 6040 PRINTING | 14.79 | 14.79 | .00 | 250.00 | 235.21 | 5.9% |
| 6050 SAFETY EQUIPMENT | .00 | 72.27 | .00 | 200.00 | 127.73 | 36.1% |
| 6053 CONSULTING SERVICES | .00 | .00 | .00 | 500.00 | 500.00 | .0% |
| 6075 ADVERTISING | .00 | .00 | .00 | 500.00 | 500.00 | .0% |
| 7011 UNEMPLOYMENT | .00 | .00 | .00 | 288.00 | 288.00 | .0% |
| 7012 WORKMAN'S COMP | .00 | 1,507.04 | .00 | 2,167.00 | 659.96 | 69.5% |
| 7013 MEDICARE | 73.44 | 1,213.36 | .00 | 1,982.00 | 768.64 | 61.2% |
| 7014 FICA | 313.99 | 5,188.07 | .00 | 8,474.00 | 3,285.93 | 61.2% |
| 7015 RETIREMENT | 464.00 | 7,617.91 | .00 | 12,438.00 | 4,820.09 | 61.3% |
| Total EXPENDITURE | 7,320.29 | 120,678.48 | .00 | 214,392.00 | 93,713.52 | 56.3% |

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Type: Regular

Meeting Date: March 7, 2007

Consent: **Executive Session/Confidential:** **Type(s) of Presentation:** PowerPoint

AGENDA TITLE: (Be Exact): Discussion, consideration, and possible authorization to advertise for a administrative assistant to provide support for the recently approved Home Rehabilitation Grant from the Arizona Department of Housing and to provide assistance for other ongoing housing and neighborhood revitalization efforts. This is an unbudgeted item; however the Home Rehabilitation Grant for ADOH includes \$35,000 for administration costs and could be used to offset wages for a housing assistant.

PURPOSE AND BACKGROUND INFORMATION: With the recent approval and selection by the Arizona Department of Housing (ADOH) for a Home Rehabilitation Grant, combined with ongoing efforts, the department is in need of additional assistance. Many of the tasks currently being completed by the Director could be delegated to an administrative assistant, including many of the upcoming tasks associated with the administration of the ADOH Grant. Tasks include the following: detailed filing and record organization as required per grant requirements, preparation of Town Council & Housing Commission Agendas and packets, web page updating, public notification, public meeting coordination & preparation, updating of current Revolving Loan Fund balances and loans, etc.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS:

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund:

Line Item/:

Submitting Department: Housing & Neighborhood Revitalization Contact Person: Matt Morris

Town Manager/Designee: _____

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.