

**TOWN COUNCIL OF DEWEY-HUMBOLDT
SPECIAL MEETING NOTICE**

Tuesday, May 29, 2018, 6:30 P.M.

**COUNCIL SPECIAL MEETING
2735 S. HWY 69**

**COUNCIL CHAMBERS, TOWN HALL
DEWEY-HUMBOLDT, ARIZONA**

AGENDA

The issues that come before the Town Council are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Council believes that the meeting be a safe place for people to speak. With this in mind, the Council asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Council may vote to go into Executive Session for legal advice regarding any matter on the open agenda pursuant to A.R.S. 38-431.03 (A) (3), which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda. Agenda items may be taken out of order. Please turn off all cell phones. The Council meeting may be broadcast via live streaming video on the internet in both audio and visual formats. One or more members of the Council may attend either in person or by telephone, video or internet conferencing. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Council Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

1. Call To Order.

2. Roll Call. Town Council Members Jack Hamilton, Mark McBrady, Amy Timmons, Doug Treadway, Victoria Wendt, Vice Mayor John Hughes and Mayor Terry Nolan.

3. Special Meeting. Legal Action can be taken.

A. Contract for special Plan Check and Building Inspection services with Colibryn

B. Review of Tentative Budget by Funds and Departments (General Fund – Revenues, Expenditures: Town Council and Management, Town Clerk, Finance, Legal, IT, Magistrate Court, Public Safety, Engineering, Public Works, and Community Development, non-Departmental; HURF – Revenues, Expenditures: Engineering, Public Works; Grant Fund)

C. Employee Classification/Compensation Plan

4. Adjourn.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at 632-7362 at least 24 hours in advance of the meeting.

For Your Information:

Next Town Study Session: Tuesday, June 5, 2018, at 2:00 p.m.

Next Planning & Zoning Meeting: Thursday, July 5, 2018, at 6:00 p.m.

Next Town Council Regular Meeting: Tuesday, June 19, 2018, at 6:30 p.m.

If you would like to receive Town Council agendas via email, please sign up at AgendaList@dhaz.gov and type Subscribe in the subject line, or call 928-632-7362 and speak with Julie Gibson, Town Clerk.

Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the 24th day of May, 2018, at _____ p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.

By: _____, Town Clerk's Office.

[Page intentionally left blank]



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365

TOWN COUNCIL SPECIAL MEETING

May 29, 2018 – 6:30 p.m. Town Council Meeting Chambers

Agenda Item - #3. A. Contract for special Plan Check and Inspection services for the Giant Gas Station

To: Mayor and Town Council Members
From: Tom Wilson
Date submitted: May 24, 2018

Summary:

On November 16, 2017, D-H received a Building Permit Application for the construction of a Giant gas station at the intersection of State Routes 69 and 169. Since that time, the developer (Jack Sheehan) has been drafting the design, site, engineering and construction plans for the gas station. Primary oversight and review of the development of the plans, has – to date – been the singular responsibility of the Arizona Department of Transportation (ADOT) due to the site location at the intersection of the two State routes.

ADOT's approval of the plans occurred in the second week of May; at which time the plans were forwarded to the Yavapai County Flood control District for its review of the development's engineering and hydrology. On May 22nd, the Town received the Flood Control District's review and comment letter forwarded to the developer final adjustments in the plans.

It is expected that the plans will be approved in "final" form by the District within the next couple of weeks. At that time, Dewey-Humboldt will receive the plans for its plan check and the issuance of building permits followed by the Town's construction inspections.

As the Mayor and Council know, Don Roberts has been employed the Town to do plan checks and building inspections for the past few years. For more than six months, Don has had a number of surgeries/procedures on one of his feet and has been restricted from doing any field/inspection work. During this period, residential field only inspections have been done by Cindy Spahr. Cindy is not certified to do commercial inspections.

In light of these circumstances, and to ensure that the Town's plan check and inspection for the Giant project are made timely and are of the highest quality, I have sought an outside, highly experienced professional firm which can provide comprehensive plan check and subsequent inspection services exclusively for the Giant gas station project.

The firm proposed is Colibryn. Attached are resumes of the proposed professionals who would exclusively provide the project services:

- Adams Sessions – Pan Checking
- Randy Plumier – Inspections

Also attached is a profile of the Colibryn firm.

Recommendation:

Review and approve the contract for plan check and inspecto services with Colibryn exclusively for the Giant gas station project.



CONTRACT FOR PROFESSIONAL SERVICES

THIS CONTRACT is made and entered into on the ____ day of _____, 2018, by and between the Town of DEWEY-HOMBOLDT, hereinafter called DEVELOPMENT SERVICES, and Colibryn, hereinafter called CONSULTANT.

DEVELOPMENT SERVICES engages the CONSULTANT to perform professional plan review services.

SECTION I – SERVICES OF THE CONSULTANT

The CONSULTANT shall perform the following professional services to the standards of DEVELOPMENT SERVICES and in accordance with the degree of care and skill, which a professional plan reviewer employed in the State of Arizona would exercise under similar conditions:

- A. The CONSULTANT shall perform the services described in Exhibit A, which is attached hereto and incorporated herein by reference. CONSULTANT shall provide said services at the time, place, and in the manner specified in Exhibit A, subject to the direction of the County through its staff that it may provide from time to time.

SECTION II – PERIOD OF SERVICE

The services of CONSULTANT are to commence upon execution of this Agreement and shall continue until all authorized work is approved by DEVELOPMENT SERVICES.

CONSULTANT shall not be responsible for delays caused by circumstances beyond its reasonable control.

SECTION III – CONSULTANT’S COMPENSATION

CONSULTANT shall submit an invoice each month to DEVELOPMENT SERVICES for each plan review completed in accordance with the Schedule of Fees set forth in Exhibit B, which is attached hereto and incorporated herein by reference. Each invoice shall include a description of the services performed, the date on which the services were performed, the number of hours spent, and by whom, and a description of any reimbursable expenditures. DEVELOPMENT SERVICES shall make payments to the CONSULTANT within thirty (30) days after receipt of the progress report and detailed invoice. When payments made by DEVELOPMENT SERVICES equal 90% of the maximum fee provided for in this Agreement, no further payments shall be made until the final work under this Agreement has been accepted by DEVELOPMENT SERVICES. The phrase “final work” shall mean the second or final review of the same plan and shall be construed to be “accepted by DEVELOPMENT SERVICES” when the permit applicant

has been notified of the results of the review(s). This notification will trigger the remaining 10% payment to be released to Consultant.

SECTION IV – RESPONSIBILITIES OF DEVELOPMENT SERVICES

- A. DEVELOPMENT SERVICES shall send plans to CONSULTANT for review.
- B. DEVELOPMENT SERVICES shall provide CONSULTANT with a digital copy of pertinent code amendments; schedules; maps; snow, wind, and soil information; valuation schedules or tables; and any forms necessary for the plan review process.
- C. DEVELOPMENT SERVICES and CONSULTANT shall meet before commencement of plan review services after the execution of this contract. This meeting is intended to be a one-time meeting for the purpose of discussing general plan review procedures and not for the discussion of any specific plan. At that time, DEVELOPMENT SERVICES will provide CONSULTANT with any additional information regarding the review of building plans. DEVELOPMENT SERVICES will, if needed, provide CONSULTANT with any changes or clarifications to policies or ordinances that may impact the reviewing of plans. This will be without an increase in fees charged by CONSULTANT.

SECTION V – OWNERSHIP OF DOCUMENTS

All work products (electronically or manually generated) including but not limited to plans, studies, schedules, maps, tables, and any forms necessary for the DEVELOPMENT SERVICES plan review process, and other related products which are prepared in the performance of this contract are to be and remain the property of DEVELOPMENT SERVICES.

SECTION VI – NOT A JOINT VENTURE

This Agreement is not intended to be and shall not be construed to create a joint venture, partnership, or other employment relationship between the parties, or any one party and the employees of the other party. Neither party shall be responsible for any debt or obligation of the other party including (without limitation) the other party's obligation to withhold Social Security or to pay income taxes for itself or its employees.

SECTION VII – INSURANCE

Without limiting any of their obligations or liabilities, the CONSULTANT, at his own expense, shall purchase and maintain the minimum insurance specified below with companies duly licensed or otherwise approved by the State of Arizona, Department of Insurance, and with forms reasonably satisfactory to DEVELOPMENT SERVICES. Each insurer shall have a current A.M. Best Company, Inc. rating of not less than A-. Use of alternative insurers requires prior approval from the DISTRICT.

A. **General Clauses**

1. **Additional Insured.** The insurance coverage, except Workers' Compensation and in some cases Professional Liability required by this contract, shall name DEVELOPMENT SERVICES, its agents, representatives, directors, officials, employees, and officers, as additional insureds, and shall specify that insurance afforded the CONSULTANT shall be primary insurance, and that any insurance coverage carried by DEVELOPMENT SERVICES or its employees shall be excess coverage, and not contributory coverage to that provided by the CONSULTANT.
2. **Coverage Term.** All insurance required herein shall be maintained in full force and effect until Services required to be performed under the terms of the Contract are satisfactorily completed and formally accepted; failure to do so may constitute a material breach of this Contract, at the sole discretion of DEVELOPMENT SERVICES.
3. **Primary Coverage.** The CONSULTANT's insurance shall be primary insurance as respects DEVELOPMENT SERVICES and any insurance or self insurance maintained by DEVELOPMENT SERVICES shall be in excess of the CONSULTANT'S insurance and shall not contribute to it.
4. **Claim Reporting.** Any failure to comply with the claim reporting provisions of the policies or any breach of a policy warranty shall not affect coverage afforded under the policy to protect DEVELOPMENT SERVICES.
5. **Waiver.** The policies, except Workers' Compensation and Professional Liability, shall contain a waiver of transfer rights of recovery (subrogation) against DEVELOPMENT SERVICES, its agents, representatives, directors, officers, and employees for any claims arising out of the work of the CONSULTANT.
6. **Deductible/Retention.** The policies may provide coverage, which contain deductibles or self-insured's retentions. Such deductible and/or self-insured's retentions shall not be applicable with respect to the coverage provided to DEVELOPMENT SERVICES under such policies. The CONSULTANT shall be solely responsible for deductible and/or self insured retentions and DEVELOPMENT SERVICES may require the CONSULTANT to secure the payment of such deductible or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.
7. **Certificates of Insurance.** Prior to commencing services under this Contract, CONSULTANT shall furnish DEVELOPMENT SERVICES with Certificates of Insurance, or formal endorsements as required by the Contract, issued by CONSULTANT'S insurer(s), as evidence that policies providing the required coverages, conditions, and limits required by this Contract are in full force and effect. Such certificates shall identify this Contract number and shall provide for not less than forty-five (45) days advance Notice of Cancellation, Termination, or Material Alteration. Such certificates shall be sent directly to DEVELOPMENT

SERVICES.

B. Workers' Compensation

The CONSULTANT shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over CONSULTANT employees engaged in the performance of the Services; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 of disease coverage for each employee, and a \$500,000 disease policy limit.

In case services are subcontracted, the CONSULTANT will require the Sub-consultant to provide Workers' Compensation and Employer's Liability to at least the same extent as provided by CONSULTANT.

C. Automobile Liability

Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damages of not less than \$1,000,000, each occurrence regarding any owned, hired, and non-owned vehicles assigned to or used in performance of the CONSULTANT services. Coverage will be at least as broad as coverage Code 2 "owned auto" (Insurance Service Office policy form CA 0001 1/87 or any replacements thereof).

D. Commercial General Liability

Commercial General Liability insurance with an unimpaired limit of not less than \$1,000,000 for each occurrence. The policy shall include coverage for bodily injury, property damage, personal injury, products and blanket contractual covering, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office policy form CG 0001 1-11-88 or any replacement thereof.

In the event the general liability insurance policy is written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Services as evidenced by annual Certificates of Insurance.

Such policy shall contain a "severability of interests" provision (aka "Cross liability" and "separation of insured").

E. Professional Liability

The CONSULTANT, retained by DEVELOPMENT SERVICES, to provide the services required by the Contract, will maintain Professional Liability insurance covering errors and omissions arising out of the services performed by the CONSULTANT or any person employed by him, with an unimpaired limit of not less than \$50,000 for each claim and \$300,000 for all claims.

F. Umbrella/Excess Liability

Umbrella/Excess Liability insurance with an unimpaired limit of not less than \$1,000,000 per occurrence combined limit Bodily Injury and property Damage, that “follows form” and applies in excess of the Commercial General Liability, Automobile Liability, and Employer’s liability, as required above.

G. Valuable Papers

Valuable Papers insurance sufficient to assure the restoration of any documents, memoranda, reports, or other similar data relating to the services of the CONSULTANT used in the completion of this contract.

SECTION VIII – CONFLICT OF INTEREST

This contract is subject to cancellation for conflicts of interest under the provisions of A.R.S. § 38-511.

SECTION IX – LEGAL ARIZONA WORKERS ACT COMPLIANCE (A.R.S. § 41-4401)

The parties warrant that at all times during the term of this contract they will comply with all state and federal immigration laws applicable to the parties, and their employees, and with the requirements of A.R.S. § 23-214(A). The parties shall further ensure that each subcontractor who performs work under this contract will likewise comply with all applicable state and federal immigration laws. Failure to comply with this provision shall constitute a material breach of the contract.

The parties reserve the right to inspect relevant contractor and subcontractor records to verify compliance with the foregoing.

SECTION X – NON-APPROPRIATION

CONSULTANT acknowledges that Town of Dewey-Hombolt is a governmental entity and that contract validity is based upon the availability of public funding. In the event that public funds are not appropriated for the performance of the Town of Dewey-Hombolt’s obligations under this Agreement, then this agreement shall automatically expire without penalty to Town of

Dewey-Hombolt thirty (30) days after written notice is sent to CONSULTANT of the non-appropriation of public funds.

SECTION XI – ASSIGNMENT AND SUBCONTRACTING

Neither party to this agreement may assign its rights or responsibilities under this agreement without the written consent of the other party. CONSULTANT shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of DEVELOPMENT SERVICES. If DEVELOPMENT SERVICES consents to such subcontract, CONSULTANT shall be fully responsible to DEVELOPMENT SERVICES for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between DEVELOPMENT SERVICES and subcontractor nor shall it create any obligation on the part of DEVELOPMENT SERVICES to pay or to see to the payment of any monies due to any such subcontractor.

SECTION XII – TERMINATION

Either party may terminate upon 15 days written notice to the other party. Notice of termination shall be effective upon actual receipt. Any termination of the agreement shall not relieve the other party of responsibility for costs incurred prior to the effective date of the termination.

SECTION XIII – INDEMNIFICATION

To the fullest extent permitted by law, CONSULTANT (as “indemnitor”) shall defend, indemnify, and hold harmless DEVELOPMENT SERVICES (as “indemnitees”), its officers, officials, employees, agents, volunteers, successors, and assigns (“indemnified group”) for claims, damages, losses, liabilities, and expenses of any nature whatsoever (including, but not limited to, reasonable attorney’s fees, court costs, costs of appellate proceedings, and all claim adjusting and handling expenses) relating to, arising out of, resulting from or alleged to have resulted from the indemnitor’s acts, errors, mistakes or omissions relating to any action or inaction of the Agreement (collectively “Claims”) including, but not limited to, work, services, acts, errors, mistakes, or omissions in the performance of this Agreement by anyone directly or indirectly employed by or contracting with the indemnitor, or any person whose acts and liabilities are the obligation of the indemnitor.

If any claim, action or proceeding is brought against the Indemnified Group, indemnitor shall have a duty, at its sole cost and expense, to resist or defend such claim or action on behalf of the Indemnified Group but only to the extent that such claims result in vicarious/derivative liability to the indemnitee and are caused by the act, omission, negligence, misconduct or other fault of the indemnitor, its officers, officials, agents, or employees, provided, however, that the indemnitor shall have no obligation to indemnify the Indemnified Group for the Indemnified Group’s passive negligence.

Insurance provisions in this Agreement, if any, are separate and independent from indemnity provisions, and neither the insurance provisions nor the indemnity provisions shall be construed in any way to limit the scope, magnitude or enforcement of the other provisions.

The indemnity provisions of this Agreement shall survive the termination of this Agreement.

SECTION XIV – WAIVER

The parties hereto expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court.

SECTION XV – INTERPRETATION

The terms and conditions of this Agreement shall be construed and governed in accordance with the laws of the State of Arizona.

SECTION XVI – ISRAEL BOYCOTT CERTIFICATION

CONSULTANT hereby certifies that it is not currently engaged in, and will not for the duration of this Agreement engage in, a boycott of Israel as defined by A.R.S. § 35-393.01. Violation of this certification by CONSULTANT may result in action by Town of Dewey-Humbolt up to and including termination of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first written above.

Town:

CONSULTANT:

Mayer
Dewey-Humboldt

Cindy Sessions, Principal
Colibryn

Town Council
Dewey-Humboldt

Dewey-Humboldt Town Attorney

Attachments: Exhibit A – Scope of Services
Exhibit B – Schedule of Fees
Exhibit C – Colibryn Schedule of Charges

EXHIBIT A

SCOPE OF SERVICES

PLAN REVIEW SERVICES

Plan Review: Colibryn will perform plan reviews to cover one or more of the following disciplines: architectural, structural, mechanical, electrical, plumbing, disabled access and energy requirements - all as modified or amended by the jurisdiction, and per the jurisdictions currently adopted building codes. Colibryn will provide a first and second check for each review, and a brief third review based on the attached Schedule of Fees (see Exhibit B). Extensive third reviews (or more) shall be billed on an hourly basis per the rate schedule (see Exhibit C – addendum).

Comment Lists and Plans Delivery: Plan reviews result in typed lists of comments which refer to specific details and drawings, and reference applicable code sections. Colibryn will transport plans and comments to Jurisdiction in person, or via email, FAX, and/or reliable overland carrier. Overnight delivery is available at no additional cost. Depending on the Jurisdiction’s preferred process, Colibryn will provide plan check comments and perform rechecks directly with the (1) Jurisdiction, or (2) the applicant/designer, returning approved documents to the Jurisdiction after the plan review process is completed.

Turn-Around Schedules: Plan reviews will generally be completed and returned to Jurisdiction within approximately ten (10) working days of the date the plans are received by Colibryn. Other turnaround schedules will be accommodated at request of Jurisdiction. Large, unusually complex plan reviews may require up to a fifteen (15) working days turn-around.

Technical Support: When mutually agreed between the Jurisdiction and Colibryn as vital to project success, Colibryn’s staff will attend pre-construction or pre-design meetings, field visits upon request, and provide support for field inspection personnel **on an as-needed basis**.

INSPECTION SERVICES

Colibryn will provide building inspector(s) as requested by the County. The scope of inspection services to be provided will be defined listed below or as defined uniquely for each project or as determined by Colibryn and the Jurisdiction. Inspector(s) will report directly to the County Building Official or other person designated by the County for all project-related work.

In general, the inspection services to be provided may include, but are not limited to, field observation of all construction activity, preparation of daily reports, review of submittals and other duties as assigned.

EXHIBIT B SCHEDULE OF FEES

Building Plan Review Fees

Fees for comprehensive plan reviews, performed at Colibryn's office, will be equal to Seventy-Five percent (75%) of the plan review fees as calculated per the jurisdiction. The County will provide Colibryn with jurisdiction plan review fees (project-by-project) for use in calculating Colibryn's fees based on 2009 valuation table published by ICC and the 1997 Table 1-A.

The above fee covers all services associated with the typical plan review, including:

- Delivery of design documents to the jurisdiction.
- First, second, and third quick reviews, if necessary, to approve projects
- Pre-application, pre-construction, or additional meeting attendance that is necessary for unusual or complex projects.

Additional plan reviews (extensive third reviews or more) that may be required will be charged on an hourly rate (per attached Exhibit C – Schedule of Charges).

Partial Plan Reviews for Building Departments

Structural-only plan review fees will be fifty percent (50%) of the plan review fees as calculated per the jurisdiction. Special project fees (e.g., plumbing / mechanical / electrical-only, URM) can be based on a percentage of the plan review fee, hourly rate or other fee methods mutually agreeable to both parties.

Other Potential Fee Types for Building Departments

For projects where percentage fees are not applicable, or for plan review projects requiring services far exceeding the normal expectations, the attached hourly rate listed in Colibryn's Schedule of Charges will be used. (Exhibit C)

Inspection Fees for Building Departments

On-site field inspection related support services are performed on an hourly fee basis as listed in the attached Schedule of Charges (Exhibit C). Overtime hours are assessed at an additional twenty-five percent (25%) of the hourly rate, when mutually agreed upon by the jurisdiction and Colibryn. When

requested by the jurisdiction, Colibryn's inspection staff can provide their own transportation to inspection sites, with fees associated to mileage within the jurisdiction charged at the current IRS mileage rates + 15%.

Public Works Support & Inspections

Public Works design, plan review, map checking or field inspection can be supplied on an hourly basis. See the attached Exhibit B for the rates and reimbursable costs associated with this type of work.

EXHIBIT C
SCHEDULE OF CHARGES

Personnel Charges – Plan Review and Inspection Services

<u>Personnel Description:</u>	<u>Hourly Billing Rate:</u>
Principal	\$115
Plans Examiner	\$75
Permit Technician	\$55
Clerical Support	\$45
Supervisor of Inspectors	\$110
Senior Inspector/Project Manager	\$90
Inspector II	\$80
Inspector I	\$70
Inspector-In-Training	\$60

These rates are effective through December 31, 2018 and may be increased every year thereafter. Overtime will be charged at 150% of the standard hourly rates, with prior authorization from the client. No overtime will be charged without prior authorization.

Reimbursable Expenses

Reimbursable expenses shall include, but not be limited to, the following:

Mileage	Per current IRS rate
Domestic Travel Per Diem	(\$50/day plus lodging)
Outside Consultants	(at cost plus 15%)
Other Direct Project Expenses	(at cost plus 15%) including:
<ul style="list-style-type: none"> • Public transportation, charter, or rental • Printing, graphics, photography, and reproduction • Rental or purchase of special equipment and materials • Long distance telephone and special shipping 	

*** Hours for inspections in excess of 40 hours (per week) will also be billed as overtime at the rate shown above. When inspection overtime is requested, (on days when inspector has not already performed inspections on the site), inspection overtime services will be provided in 4-hour minimum segments. When the inspection overtime services (on days when inspector has not previously performed inspection on the site) are in excess of 4 hours they will be billed as an eight hour day.*

Adam Sessions

819 E Sun Valley Farms Ln., San Tan Valley, AZ 85140 | 928-245-4957 | adamrsessions@gmail.com

Objective

To utilize my skills in plan review and inspection with the City of Phoenix AFP program.

Abilities

Adam is well versed in construction procedures and jurisdictional process, and as such, is an asset to both groups. Whether he is providing plan review or building inspection service his understanding of the whole, allows him to facilitate the developmental process in an expedited manner. Additionally, Adam is constantly re-inventing his service, with a willingness to take on any new assignment that will assist the jurisdiction to achieve their goals.

Further, his involvement with instructing several seminars related to the construction industry, shows a genuine need to educate and improve the standards of this profession. It should also be noted that Adam is bilingual, and can speak, read, and write fluent Spanish – which is often an asset in any construction related situation.

Experience

Senior Plans Examiner

Shums Coda Associates (December 12, 2011 to Present)

Served at the City of Mountain View California (Silicon Valley) as support for the Building Official and Senior Inspector. Responsibilities included reviewing and approving construction drawings and plans, and ensuring the proposed construction was compliant with the Uniform Building Code. Performed inspections equivalent to those performed by a “Structural Inspector II”. Currently manages the Arizona Office of Shums Coda Associates.

Senior Plans Examiner

Bureau Veritas North America, Inc (December 1, 2004 to December 2011)

Lead Inspector for Bureau Veritas’ contract for housing inspections with the Navajo Housing Authority. In-facility plans examiner for the Palazzo Resort in Clark County Nevada. Supervised and managed BV contracts in Northern Arizona and Nevada. Supervised the inspection and plan review staff in the BV Arizona Regional Office as well as serving as LEED Plan Reviewer.

Inspector / Plans Examiner

Brown and Associates (January 2004 to December 1, 2004)

Building Inspector and in-house plans examiner with a long-term (7 month) assignment for the City of Kingman, AZ.

Chief Building Inspector

Town of Eagar (May 1995 to May 1997 and August 1999 to August 2002)

Chief Building Inspector for the Town, responsible for code compliance building inspections, review of plan submittals for compliance with building and zoning ordinances, department records maintenance, and preparation of staff reports for Planning and Zoning Commission or Town Council Meetings.

Influential in creating and fostering methods to assist the public through the permitting process, including providing Spanish translation services. Acted as the Building Official for the Town, responsible for code interpretations, Building Department budgets, maintaining staff training and education programs and managing the Town's safety program.

Deputy Building Official

Town of Queen Creek (1997 to 1999)

Supervised five staff members and maintained all Community Developmental Department services related to building construction. While his primary duties were to assist with the preparation of budgets and reports, he completed and supervised all plan review and inspection activities for the Town. Emphasis was to facilitate the completion of building construction with applicants, through an emphasis on education of code requirements and providing bi-lingual information as needed.

Carpenter, Concrete Finisher, Tradesman, Superintendent

Various Companies (1974 to 1995)

Framing and finish carpentry, concrete forming, placing and finishing, commercial construction superintendent. Worked on projects as large as 4 stories and 65,000 square feet in area as well as many single family dwellings using cast-in-place concrete.

ICC Certifications

Building Inspector, Mechanical Inspector, Plumbing Inspector, Electrical Inspector, Combination Inspector Legacy (certification includes Building, Mechanical, Plumbing, and Electrical for both commercial and residential inspector).

Building Plans Examiner, Mechanical Plans Examiner, Plumbing Plans Examiner, Accessibility Inspector/Plans examiner, and Commercial Energy Plans Examiner.

CINDY SESSIONS

Cindy@colibryn.com
928-245-2687

OBJECTIVE

To be a liaison from the town to the public / contractors for the purpose of keeping the town safe through building codes.

SKILLS

I am very good at organizing large groups of people and Completing the task at hand in a very through and quick manner

02-2018

Started Colibryn
A Consulting Firm
to
Building Dept in AZ

EXPERIENCE

EDUCATION CHAIR FOR AZBO

2015 – present

I am in charge of the 2 Institutes a year that are put on by AZBO. (Arizona Building Officials) My duties are to educate and organize a week long CEU institute where as anyone in the building industry can be educated on current codes and industry standards. We have up to 1200 students per Institute.

SESSIONS REAL ESTATE

2003 – Present

I am the Broker/Owner of Sessions Real Estate. I have been working in the 2nd Home, Land, Residential and Commercial Markets.

MARKETING DIRECTOR FOR A CONSULTING FIRM FOR THE STATE OF AZ

10-2014 – 12-2018

I was in charge of finding clients and getting contracts with various Jurisdictions through out the state to handle all of the overflow from Inspecting to Building Official for municipalities. I have worked with the city of Goodyear, Saherita, Eloy, Avondale, Cottonwood and many more. Also the counties of Cochise and Yavapai.

VOLUNTEER EXPERIENCE OR LEADERSHIP

I was the Vice President of the Grand Canyon Chapter of AZBO for 2 years ending in 1-2018

I Teach a Tiny Homes class for the Grand Canyon Chapter of ICC and AZBO also for the Southern States Chapter of Waste Water Management Association.

My Education Chair position for AZBO is volunteer.

Randall Pluimer

1135 N. Summer Sweet Lane
Dewey, AZ, 86327
(928) 308-7928 e-mail: randy.pluimer@gmail.com

Highly qualified individual with 30 years of varied inspection, plan review and supervision experience. Self-starter with creative problem solving skills and effective management techniques. Has performed the duties of Chief Building Official for the past 11 years.

Current ICC Certifications:

Certified Building Official (9/20/18)	Accessibility Inspector/Plans Examiner (9/20/18)
Building Inspector (6/5/20)	Building Plans Examiner (9/20/18)
Residential Building Inspector (9/20/18)	Plumbing Inspector (5/5/21)
Commercial Plumbing Inspector (9/20/18)	Structural Welding Special Inspector (9/20/18)
Structural Steel & Welding S.I. (9/20/18)	Structural Masonry S.I. (9/20/18)
Reinforced Concrete S.I. (9/20/18)	Commercial Building Inspector (9/20/18)
Spray Applied Fire Proofing S.I. (9/20/18)	Structural Steel & Bolting S.I. (9/20/18)
Residential Plumbing Inspector (9/20/18)	Prestressed Concrete Special Inspector (9/20/18)
	Residential Energy Inspector/Plans Ex. (9/20/18)

Arizona State Certified:

Level II Arson Investigator

Experience:

January 2018 to May 2018 **Chief Building Official/Deputy Fire Marshall** City of Prescott, AZ

- Building Official Duties and
- Management of up to 20 employees
- Balancing 1.2 million dollar budget
- Performed Arson investigations
- Business Liscence Inspections

July 2007 to January 2018 **Chief Building Official** City of Prescott, AZ

- Coordinated and supervised the plans examining and inspection division
- Intrepeted and enforced building codes and city ordinances
- Established general policies and operating procedudres
- Prepared and administered the division budget
- Consulted with builders, developers, contractors, engineers, and attorneys
- Offered solutions to technical problems and made final decisions on code intrepretations
- Supervised and created new, efficient systems and processes for 2000 annual permits to completion
- Performed plan review as required to ensure timely permit issuance
- Oversaw code adoptions and wrote city ordinances
- Performed ISO audits to ensure city compliance

January 2006 to July 2007 **Inspection Supervisor** City of Prescott, AZ

- Coordinated daily inspections on residential and commercial projects
- Oversaw multiple large projects
- Helped train inspectors for consistency

September 2005 to January 2006 **Building Inspector** City of Prescott, AZ

- Performed daily inspections of residential and commercial projects
- Submitted written compliance reports
- Assisted with plan review as needed

November 1992 to August 2005 **Various Inspection/Plan Review/Supervision** Las Vegas area, NV

- Performed inspections for jurisdictions on mega resorts
- Performed materials testing
- Supervised junior inspectors
- Owned independent inspection and testing company
- Managed up to 40 people
- Ran unique, specialized code projects (Luxor pyramid and Circus Circus dome)

References:

Mary Jacobsen, City of Prescott, Human Resources Director (928) 777-1216

Don Devendorf, City of Prescott, Fire Marshall (928) 925-7316

Chuck Moore, City of Prescott, Fire/Building Inspector/Plan Reviewer (928) 713-6436

Sandy Griffis, Yavapai County Contractor's Association Director (928) 778-0040

Ernie Favel, Contractor (928) 458-9358

[Page intentionally left blank]



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365

TOWN COUNCIL SPECIAL MEETING

May 29, 2018 – 6:30 p.m. Town Council Meeting Chambers

Agenda Item - #3. B. Review of Tentative Budget by Funds and Departments (General Fund – Revenues, Expenditures: Town Council and Management, Town Clerk, Finance, Legal, IT, Magistrate Court, Public Safety, Engineering, Public Works, and Community Development, non-Departmental; HURF – Revenues, Expenditures: Engineering, Public Works; Grant Fund).

To: Mayor and Town Council Members
From: Tom Wilson
Date submitted: May 24, 2018

Summary:

The Town Manager and Staff prepared the Town's proposed Tentative Budget for fiscal year 2018/19.

At this time revenues are still the State's March 2018 preliminary estimates – final State-Shared Revenue figures are expected any day. It can be said that, historically, the March preliminary estimate are slightly lower than the final figures for shared revenues.

The Tentative Budget provides a complete statement of proposed expenditures for the new 2018/19 fiscal year including:

- Salary & Wages
- Benefits
- Contract Services
- Leases
- Maintenance
- Mayor & Council Initiatives
- Highway User Funds
- Capital program

For reference and analysis the Tentative Budget papers provide the comprehensive figures for this year's budget (2017/18) with expenditure projections to the end of this year's budget.

Recommendation:

The Mayor & Council review, discuss and analyze the proposed 2018/19 Tentative Budget and approve with directions for any adjustments.

22-May-18

FY 2017-18

Account Number	Account Title	2017-18 Current year Budget	2017-18 Current year projected to end of year	2018-19 Proposed Budget
GENERAL FUND				
Revenues				
10-100-3100	Local Sales Tax	500,000.00	485,500.00	475,000.00
10-100-3202	Building Fees	90,000.00	96,625.00	96,615.00
10-100-3310	Income Tax	501,453.00	501,507.00	497,059.00
10-100-3320	State Sales Tax	379,739.00	386,700.00	401,860.00
10-100-3330	Vehicle License Tax	259,574.00	238,700.00	282,098.00
10-100-3403	Planning & Zoning Fees	5,000.00	19,700.00	19,680.00
10-100-3420	Public Works Fees	4,000.00	2,200.00	2,000.00
10-100-3425	Utility Franchise Fees	8,000.00	7,045.00	8,500.00
10-100-3501	Court Revenues	40,000.00	35,000.00	28,800.00
10-100-3801	Interest Earnings	5,000.00	14,000.00	15,000.00
10-100-3804	Miscellaneous	500.00	1,185.00	500.00
Total Revenues:		1,793,266.00	1,788,162.00	1,827,112.00
Expenditures				
Town Council and Management				
10-413-4000	Salary and Wages	80,088.00	74,793.48	84,048.00
10-413-4100	Allowances	8,560.00	3,156.94	4,560.00
10-413-4110	Health Insurance	10,636.00	1,702.48	532.00
10-413-4111	Dental & Vision Insurance	900.00	111.94	-
10-413-4120	Retirement	9,611.00	7,114.99	10,086.00
10-413-4150	Medicare	1,162.00	1,130.27	1,219.00
10-413-4160	State Unemployment	280.00	590.55	191.00
10-413-4170	Workers Compensation	350.00	241.00	400.00
10-413-6010	Dues & Memberships	12,409.00	7,949.00	12,500.00
10-413-6020	Training and Travel	17,540.00	7,000.00	17,000.00
Total Town Council and Management:		141,536.00	103,790.65	130,536.00
Town Clerk & Records Management				
10-414-4000	Salary & Wages	82,476.00	48,920.00	49,879.00
10-414-4110	Health Insurance	21,296.00	10,640.92	10,490.00
10-414-4111	Dental & Vision Insurance	1,680.00	626.30	673.00
10-414-4120	Retirement	9,898.00	5,871.00	5,986.00
10-414-4150	Medicare	1,196.00	711.13	730.00
10-414-4160	State Unemployment	560.00	296.35	191.00
10-414-4170	Workers Compensation	350.00	171.00	220.00
10-414-5100	Software (Granicus, AmerLegal)	18,000.00	15,331.04	18,000.00
10-414-5300	Elections	-	-	-
10-414-6010	Professional Memberships	385.00	228.00	300.00
10-414-6020	Training and Travel	2,500.00	2,200.00	2,900.00
10-414-6100	Newsletter	17,000.00	18,000.00	18,000.00
10-414-6200	Print, Publish, Advertise	5,000.00	4,601.30	6,100.00
10-414-6380	Software Maintenance	2,500.00	2,497.80	2,500.00
10-414-7400	Capital Equipment	5,000.00	930.00	5,000.00
Total Town Clerk and Public Records:		167,841.00	111,024.84	120,969.00

Finance and Budget

Account Number	Account Title	2017-18 Current year Budget	2017-18 Current year projected to end of year	2018-19 Proposed Budget
10-415-4000	Salary & Wages	64,857.00	44,284.61	45,025.00
10-415-4110	Health Insurance	10,780.00	10,409.64	10,445.00
10-415-4111	Dental & Vision Insurance	900.00	626.30	673.00
10-415-4120	Retirement	6,143.00	4,946.64	5,403.00
10-415-4150	Medicare	912.00	650.99	653.00
10-415-4160	State Unemployment	560.00	200.00	191.00
10-415-4170	Workers Compensation	300.00	144.00	200.00
10-415-5001	OSP Audit Services	13,000.00	13,500.00	14,000.00
10-415-5100	OSP Proj Development Agreement	-	-	18,000.00
10-415-5200	OSP Contracts	30,000.00	18,423.80	20,000.00
10-415-6010	Professional Memberships	500.00	220.00	500.00
10-415-6020	Training and Travel	1,000.00	300.00	2,000.00
10-415-6380	Software Maint and Acquisition	7,000.00	2,841.00	4,000.00
Total Finance and Budget:		135,952.00	96,546.98	121,090.00
Legal				
10-416-5001	OSP Town Attorney	51,175.00	50,000.00	60,000.00
10-416-5005	OSP Ethics Hearing Officer	-	-	-
Total Legal:		51,175.00	50,000.00	60,000.00
Information Technology				
10-417-5100	OSP Technical	28,500.00	28,400.00	28,500.00
10-417-5110	Website & such	2,500.00	2,296.88	2,800.00
10-417-6380	Software Maint and Acquisition	1,000.00	1,350.00	1,400.00
10-417-6900	Equipment - Non Capital	7,500.00	-	7,500.00
10-417-6950	IT Hardware & Equipment	30,000.00	24,811.00	8,000.00
Total Information Technology:		69,500.00	56,857.88	48,200.00
Magistrate Court				
10-421-4000	Salary and Wages	53,233.00	49,474.26	54,817.00
10-421-4120	Retirement	2,662.00	2,474.48	2,741.00
10-421-4150	Medicare	772.00	717.50	795.00
10-421-4160	State Unemployment	560.00	219.27	381.00
10-421-4170	Workers Compensation	200.00	148.00	204.00
10-421-5001	OSP Public Defender	500.00	180.00	500.00
10-421-5003	OSP Prosecutor	21,600.00	21,600.00	21,600.00
10-421-5005	OSP Specialized Court Fees	4,000.00	800.00	4,000.00
10-421-5303	Lease, Magistrate Court	3,983.00	3,610.00	3,983.00
10-421-6010	Professional Memberships	400.00	365.00	400.00
10-421-6020	Training and Travel	2,000.00	2,000.00	3,000.00
10-421-6300	General Supplies	1,000.00	720.00	1,000.00
10-421-6301	Supply:Books & Subscriptions	1,500.00	461.57	1,500.00
10-421-6500	Utilities (electricity & gas)	1,500.00	1,300.00	1,500.00
10-421-6520	Telephone	500.00	500.00	510.00
10-421-6900	Equip Supply	3,000.00	2,250.00	3,000.00
Total Magistrate Court:		97,410.00	86,820.08	99,931.00
Public Safety				
10-425-5300	OSP Sheriff Services	415,912.00	415,912.00	415,912.00
10-425-5301	OSP Emergency Response	1,800.00	1,674.00	1,800.00

Account Number	Account Title	2017-18 Current year Budget	2017-18 Current year projected to end of year	2018-19 Proposed Budget
10-425-5501	Facilities Sheriff Office	10,134.00	10,335.00	10,400.00
10-425-6500	Utilities (electricity)	2,500.00	2,500.00	2,500.00
Total Public Safety:		430,346.00	430,421.00	430,612.00
Engineering				
10-430-4000	Salary and Wages	60,000.00	57,692.25	63,038.00
10-430-4110	Health Insurance	10,512.00	10,450.00	10,490.00
10-430-4111	Dental & Vision Insurance	900.00	700.00	700.00
10-430-4120	Retirement	7,200.00	7,000.00	7,565.00
10-430-4150	Medicare	870.00	840.00	915.00
10-430-4160	State Unemployment	280.00	190.40	191.00
10-430-4170	Workers Compensation	3,000.00	2,360.00	3,000.00
10-430-5001	OSP Design (Clearview)	5,000.00	-	60,000.00
10-430-6010	Professional Memberships	200.00	-	200.00
10-430-6020	Training and Travel	1,000.00	-	1,000.00
Total Engineering:		88,962.00	79,232.65	147,099.00
Public Works & Facilities				
10-431-4000	Salary & Wages	102,313.00	114,304.58	133,985.00
10-431-4010	Overtime	-	1,000.00	1,000.00
10-431-4110	Health Insurance	31,112.00	29,000.00	41,430.00
10-431-4111	Dental & Vision Insurance	2,700.00	1,832.93	2,700.00
10-431-4120	Retirement	12,278.00	11,962.65	16,000.00
10-431-4150	Medicare	1,484.00	1,746.31	1,928.00
10-431-4160	State Unemployment	840.00	1,130.00	762.00
10-431-4170	Workers Compensation	4,500.00	5,000.00	6,310.00
10-431-5200	OSP Janitorial Services	3,000.00	5,428.00	5,700.00
10-431-5500	Facilities, Town Hall Rental	38,991.00	39,769.44	39,780.00
10-431-5503	Facility Maintenance	500.00	300.00	500.00
10-431-5900	OSP Other	2,500.00	2,283.37	2,500.00
10-431-5903	Liability & Auto Insurance	28,000.00	27,224.00	28,000.00
10-431-6020	Training and Travel	200.00	275.00	200.00
10-431-6300	General Supplies - Town	8,000.00	8,000.00	8,500.00
10-431-6500	Facilities, Electric Utilities	7,000.00	7,215.40	7,500.00
10-431-6510	Facilities, Gas Utilities	1,000.00	850.00	1,000.00
10-431-6520	Facilities, Telephone	6,500.00	6,000.00	6,000.00
10-431-6530	Facilities, Cellular	1,200.00	1,200.00	1,440.00
10-431-6595	Vehicle Maintenance	500.00	600.00	500.00
10-431-6600	Facilities, Fuel	500.00	500.00	500.00
10-431-6900	Capital Equipment	-	-	70,000.00
10-431-7001	ROW Acquisition	13,000.00	-	5,000.00
10-431-7006	OS Trails & Parks	500.00	450.00	10,500.00
Total Public Works:		266,618.00	266,071.68	391,735.00
Community Development				
10-465-4000	Salary & Wages	131,991.00	135,657.64	159,994.00
10-465-4010	Overtime	-	-	3,000.00
10-465-4110	Health Insurance	21,308.00	11,360.00	11,761.00
10-465-4111	Dental & Vision Insurance	1,800.00	1,300.00	1,344.00
10-465-4120	Retirement	12,916.00	12,900.00	13,828.00

Account Number	Account Title	2017-18 Current year Budget	2017-18 Current year projected to end of year	2018-19 Proposed Budget
10-465-4150	Medicare	1,914.00	1,967.00	2,320.00
10-465-4160	State Unemployment	840.00	1,200.00	1,333.00
10-465-4170	Workers Compensation	2,000.00	2,249.00	3,184.00
10-465-5001	OSP P&Z Management	28,000.00	4,750.00	28,000.00
10-465-5005	IGA Library Service	43,711.00	43,711.00	38,656.00
10-465-5100	Clean Up Days	-	-	13,500.00
10-465-5110	Firewise	-	-	6,600.00
10-465-5120	MOW meal purchase	-	-	7,500.00
10-465-5501	Facilities, Library (rental+repair)	28,080.00	28,080.00	28,000.00
10-465-5900	OSP Abatements	-	75.00	25,000.00
10-465-6010	Professional Memberships	500.00	431.00	1,100.00
10-465-6020	Training and Travel	2,500.00	2,000.00	2,500.00
10-465-6100	Supply: Book Subscriptions	200.00	-	-
10-465-6380	Software maint (windoware; GIS)	2,100.00	2,166.03	2,500.00
10-465-6950	Community Outreach	36,680.00	30,000.00	12,500.00
10-465-6951	Fee Refund	500.00	5,891.50	-
Total Community Development:		315,040.00	283,738.17	362,620.00
Non-Departmental				
10-499-9994	Transfer out to HURF	28,886.00	28,886.00	-
10-499-9995	Cost Overruns Contingency	200,000.00	-	200,000.00
Total Non-Departmental:		228,886.00	28,886.00	200,000.00
GENERAL FUND REVENUE TOTAL:		1,793,266.00	1,788,162.00	1,827,112.00
EXPENDITURES before transfer/Contingency		1,764,380.00	1,564,503.93	1,912,792.00
GENERAL FUND EXPENDITURE TOTAL:		1,993,266.00	1,593,389.93	2,112,792.00
Net Excess no contingency(under):		28,886.00	223,658.07	(85,680.00)
Net Increase (decrease) in FUND BALANCE:		(200,000.00)	194,772.07	(285,680.00)
Highway User Revenue Fund (HURF)/ Restricted Revenues				
20-100-3340	HURF	342,172.00	194,451.01	323,660.00
20-100-3600	Interest Earnings	1,600.00	2,908.00	2,000.00
20-100-3700	Transfer-in from General Fund	28,886.00	-	-
Total Revenues:		372,658.00	197,359.01	325,660.00
Expenditures				
20-430-6380	Software Maint and Acquisition	3,000.00	3,131.32	-
20-430-7002	CAPITAL ROAD IMPROVEMENT	16,000.00	2,200.00	-
Total Engineering Expenditures		19,000.00	5,331.32	-
Expenditures				
20-431-5900	OSP Road Maintenance	43,000.00	47,000.00	29,000.00
20-431-6300	Software Maint & Acquisition	-	-	3,200.00
20-431-6595	Vehicle Maintenance	2,500.00	1,500.00	3,000.00
20-431-6600	Facilities, Fuel	6,000.00	11,500.00	15,000.00
20-431-6900	Heavy Equip Maintenance	12,000.00	12,000.00	15,000.00

FY 2017-18		2017-18	2017-18	2018-19
		Current year	Current year	Proposed
Account Number	Account Title	Budget	projected to end of year	Budget
20-431-7001	ROW Maint Materials	13,000.00	13,000.00	24,000.00
20-431-7006	CAPITAL ROAD Maint (OSP)	236,000.00	44,652.90	234,900.00
Total Public Works Expenditures:		460,750.00	270,600.57	324,100.00
HURF FUND REVENUE TOTAL:		372,658.00	197,359.01	325,660.00
HURF FUND EXPENDITURE TOTAL:		479,750.00	275,931.89	324,100.00
Net HURF FUND:		(107,092.00)	(78,572.88)	1,560.00
GRANT FUND				
Revenues				
22-100-3390	Misc. Grants	1,505,000.00	20,000.00	500,000.00
22-100-3400	Flood Control Reimbursement	65,000.00	65,000.00	65,000.00
Total Revenues:		1,570,000.00	85,000.00	565,000.00
Expenditures				
22-430-7810	Misc Grant Expenditure	1,505,000.00	20,000.00	500,000.00
22-430-7820	Flood Control Expenditure	65,000.00	65,000.00	65,000.00
Total Expenditures		1,570,000.00	85,000.00	565,000.00
Net GRANT FUND:		-	-	-
GRAND TOTALS - ALL FUNDS				
REVENUES		3,735,924.00	2,070,521.01	2,717,772.00
EXPENDITURES		4,043,016.00	1,954,321.82	3,001,892.00
NET GRAND TOTALS		(307,092.00)	116,199.19	(284,120.00)



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365

TOWN COUNCIL SPECIAL MEETING

May 29, 2018 – 6:30 p.m. Town Council Meeting Chambers

Agenda Item - #3. C. Employee Classification/Compensation Plan

To: Mayor and Town Council Members

From: Tom Wilson

Date submitted: May 24, 2018

Summary:

“Best Practices” in human resources, personnel and employment utilize Employee Classification Compensation plans which help an employer be in compliance with State and Federal employment/labor law.

Employee Classifications provide for the various types/classifications of work an employer uses and are articulated by specific job descriptions. Employee compensation plans set for the compensation for each classification and define employees as being exempt or eligible for overtime in consonance with State and Federal Law.

The proposed plan is supported by job descriptions for each position. The compensation schedules reflect current incumbent salaries for the hourly, non-exempt positions and recommended salary range for the exempt positions.

Recommendation:

Review and approve with any adjustments.

2018/19 POSITION CLASSIFICATION AND COMPENSATION PLAN

<u>EXEMPT/SALARY</u>	
<u>POSITION</u>	<u>SALARY RANGE</u> *
TOWN MANAGER	BY CONTRACT
TOWN CLERK	\$50,000 - \$75,000
FINANCE MANAGER	\$42,000 - \$67,000
COMMUNITY DEVELOPMENT DIRECTOR	\$55,000 - \$80,000
PUBLIC WORKS DIRECTOR	\$55,000 - \$80,000
TOWN MAGISTRATE/JUDGE	BY CONTRACT
CHIEF BUILDING OFFICIAL/INSPECTOR	\$30,000 - \$55,000
PROSECUTOR	BY CONTRACT
* \$25,000 from "entry" of Range to "top" of Range	
<u>NON-EXEMPT/HOURLY</u>	
<u>POSITION</u>	<u>SALARY-HOURLY</u>
ADMINISTRATIVE ASSISTANT I	\$15.00
ADMINISTRATIVE ASSISTANT II	\$16.50
BUILDING INSPECTOR	\$25.00
COURT SUPERVISOR	\$17.39
OPERATOR/LABORER - LEAD	\$15.00
OPERATOR/LABORER	\$14.00
LABORER	\$11.50