

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
Tuesday, July 25, 2017**

A work session of the Cochise County Board of Supervisors was held on Tuesday, July 25, 2017 at 1:30 p.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Ann English, Chairman; Patrick G. Call, Vice-Chairman; Peggy Judd, Member

Staff Present: Edward T. Gilligan, County Administrator
Britt W. Hanson, Chief Civil Deputy County Attorney
Arlethe G. Rios, Clerk of the Board

Attendees: Jerry Stabley, Planning and Zoning Director
Dora Flores, Zoning Administrator, Planning and Zoning Division
Paul Esparza, Planning Manager, Planning and Zoning Division
Nike Noack, Budget Manager, Finance Department
Lynette Nowlan, Finance Director
Mike Izzo, County Building Official

Chairman English called the meeting to order at 1:30 p.m.

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION

PLEDGE OF ALLEGIANCE

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

INTRODUCTIONS

ITEMS FOR DISCUSSION

Community Development

1. Discussion and possible direction regarding proposed updates to the Community Development, Planning & Zoning Division Fee Schedule.

Mr. Stabley presented this item using a PowerPoint presentation. He noted that he was bringing this before the Board because it was good practice to revise fees from time to time to ensure they were reasonable and appropriate.

He went over the goals:

- Better align development fees with staffing costs or industry standards
- Simplify for clients and staff

- Remove unnecessary fees
- Include Intergovernmental Agreement fees

He moved on to how fees were generated:

- Building Safety uses International Code Council numbers when available
- Intergovernmental Agreements
- Industry Standards
- County Costs

He noted that in order to collect data on County costs, he had staff calculate staff hours spent on projects. He then went over the process to calculate County costs:

- Develop a spreadsheet that includes: Tasks, Position level responsible for task, Cost per hour for position, including EREs, Indirect costs such as: Support staff, Administrative costs, and Overhead
- Plug in hours spent to calculate costs

He moved through several slides that compared current and proposed fees and also showed a slide on how the current County fees compared to all counties in Arizona.

Supervisor Judd said that she thought the rates proposed seemed reasonable.

Mr. Izzo said that there are certain plan reviews that have to be handled differently.

Ms. Noack added that there is a specific statute that applies to solar projects and how much the County can charge them.

Supervisor Judd stated she would like the costs to stay reasonable for County residents, but also balanced with how much the County subsidized the program.

Vice-Chairman Call asked how much it was costing the County.

Ms. Noack said that it was close to \$1,000,000.

Vice-Chairman Call asked Mr. Gilligan for his recommendation.

Mr. Gilligan said that he recommended that the fees increased, but would work with staff to come up with the appropriate amount and look at a phasing approach.

The Board said that the information today was not complete and in order to give clear direction, they would need staff to put together a clearer picture. The Board directed staff to return in four weeks with a clearer plan.

Chairman English adjourned the meeting at 2:40 p.m.

APPROVED:

Ann English, Chairman

ATTEST:

Arlathe G. Rios, Clerk of the Board