



Support your local merchants

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 5, 2020 at 6:30 P.M.**

If you want to speak ON ANY ITEM ON THE AGENDA, PLEASE complete the Request to Speak Form

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

- 1. Call to Order**
- 2. Roll Call:** Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley, Vice Mayor Dee Jenkins, Mayor Charles German.
- 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) Regular Session – January 8, 2020 Page 5
 - 2) Regular Session – January 15, 2020 Page 11
 - 3) Special/Executive Session – January 28, 2020 Page 15
 - b) Set Next Meeting, Date and Time:**
 - 1) Friday February 7, 2020 Special/Executive Session
 - 2) Wednesday February 12, 2020 Work Session
 - 3) Wednesday, February 19, 2020 Regular Session
 - 4) Wednesday, March 4, 2020 Regular Session
 - c) Possible approval of Special Event Liquor License application for Verde Valley Rangers Sherriff's Posse for Spring Heritage Festival to be held on March 21, & March 22, 2020.** Staff Resource-Cindy Pemberton Page 17
 - d) Consideration and possible approval of the FY21 Budget Calendar** Staff Resource-Mike Showers Page 23
- 5. Special Announcements and presentations.**
 - **Presentation by Habitat for Humanity** Page 25
- 6. Discussion, consideration and possible approval of recommendations from the Town Attorney regarding the next steps in the investigation concerning the Citizen Complaint filed by Bruce George.** Following such recommendations, the Town Council

will give the Town Attorney direction concerning the next steps in the investigation process. Page 33

7. **Discussion, consideration and possible approval of recommendations concerning changes to Town Code provisions, procedures and practices to address possible lessons learned following the receipt of a recent Citizen Complaint.** Council will receive a report from the Manager and Town Attorney regarding the status of the investigation process resulting from the Citizens Complaint filed by Bruce George. The Town Council may authorize changes to Town Code provisions, procedures and practices based on such recommendations. Page 39
8. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))
9. **Presentation and Possible Discussion of Quarterly Reports.** Staff Resource-Melinda Lee Page 41
 - Planning & Zoning Commission
 - Board of Adjustments and Appeals
10. **Budget Amendment Request to Increase Staff Hours for Library Specialist Staff** Resource-Kathy Hellman Page 43
11. **Discussion and Possible Approval of FY20 Town of Camp Verde Job Descriptions** Staff Resource-Brandy Cabrera Page 45
12. **Discussion, consideration and possible approval of Resolution 2020-1038, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona calling for local regulations of short-term rentals to address the negative impacts on local communities.** (Requested by Mayor German) Page 117
13. **2020 Legislative Update** Staff Resource-Russ Martin Page 119
14. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**
15. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries

of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

- 16. Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council Member may request that the item be placed on a future agenda.

17. Adjournment

<p>CERTIFICATION OF POSTING OF NOTICE</p> <p>The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bhasas on <u>02-03-2020</u> at <u>2:00</u> m.</p> <p><u>Cindy Pemberton</u></p> <p>Cindy Pemberton, Town Clerk</p>
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Note: Pursuant to A.R.S. §38-431.03. (A)(1); (A)(2) and (A)(3), the Council may hold an 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.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. 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 at 928-554-0021

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DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 8, 2020 at 6:30 P.M.

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

1. Call to Order

Mayor German called the meeting to order at 6:30 p.m.

2. Roll Call

Mayor Charles German, Vice Mayor Dee Jenkins, Councilor Bill LeBeau, Councilor Robin Whatley, Councilor Joe Butner and Councilor Buck Buchanan are present. Councilor Jesse Murdock and are absent.

Also Present

Town Manager Russ Martin, Deputy Town Clerk Virginia Jones, Town Clerk Cindy Pemberton and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Mayor German led the Pledge.

Mayor German took a Point of Personal Privilege and asked for a moment of silence for the passing of Teresa Goodwin, Clerk of the Court, and Community Member Kevin Hauser.

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) November 20, 2019 Regular Session
- 2) December 4, 2019 Special Session
- 3) December 4, 2019 Regular Session

b) Set Next Meeting, Date and Time:

- 1) Wednesday, January 15, 2020 Regular Session
- 2) Wednesday, February 5, 2020 Regular Session
- 3) Wednesday, February 19, 2020 Regular Session

c) Possible approval of Resolution 2020-1033, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona

Setting the 2020 Meeting Dates and Times for meetings of the Council and all Commission/Committees, and superseding Resolution 2018-1016. (Staff Resource: Cindy Pemberton)

- d) **Approval and possible adoption of 2019 Policy Statement that authorizes the Mayor (as the Town's Chief Elected Official), to support or oppose bills introduced during Legislative Sessions when they affect the Town's interest and require an immediate response. (Town Code Section 2-2-4F).** (Staff Resource: Cindy Pemberton)
- e) **Possible approval of Resolution 2020-1034, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, establishing Hours of Operations, Superseding 2019-1018**

Councilor Butner would like to pull Item D for discussion. **Motion** made by Councilor LeBeau to approve the consent agenda with the exception of Item D. Second was made by Councilor Whatley. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, LeBeau, Butner and Buchanan approving.

Councilor Butner stated he is in favor of Item D but would like clarification. He said Policies and Procedures states that we go to Town Council and get a vote of approval from the majority of the Council. Mayor German feels that we already do this. Councilor Butner wants it to be clear. Councilor Whatley said if you look at the agenda item, at the end, it states: "and require an immediate response." That is the qualifier." Town Manager Martin stated this usually happens when it deals with legislative issues only. Councilor LeBeau suggested adding that the Council be notified as soon as practical if a letter is written without the majority vote. Mr. Martin stated that is standard practice for them.

Motion made by Councilor Whatley to approve Item 4.D. Second was made by Councilor Butner. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors Whatley, LeBeau, Butner and Buchanan approving.

5. **Special Announcements and presentations.**

- **5.1. Proclamation declaring January 26-February 1, 2020 as Camp Verde School Choice Week.**

Mayor German read the proclamation and declared it so.

- **5.2. Presentation by Camp Verde Marshal's Office to Appoint Staff Member to Administrative Lieutenant**

Marshal Rowley swore in the new Administrative Lieutenant Steven Butler. He thanked the Town of Camp Verde, his family and friends for their support.

6. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

Carol German gave an update on what's been happening with Yavapai College concerning a centralized Career and Technology Education Center. She has met with the president of the college to express the need for it to be centrally located to benefit Camp Verde and the entire eastern side of Verde Valley. They have toured a couple of buildings but they need partners that would be willing to support this type of thing. The President hosted a luncheon with several developer and key employers in the valley. After the luncheon the college sent their financial person, IT person and building personnel to meet with one of the building owners. They will meet with the other building owner later this month. Ms. German may come back and ask the Council to write resolution or a letter in support of having it centrally located. Ms. German met with the Verde Valley High School Principals and Superintendents and explained why this is important to have it centrally located.

Alice Morton spoke about noise throughout the Verde Lakes Subdivision. She has contacted the Code Enforcement Office and the Marshall's Office but feels she has been giving conflicting answers. She gave additional documents to the clerk.

Bruce George- The Tax Aid Service will be at the Senior Center offering free tax help for anybody. They are there Tuesday, Wednesday, Thursday and Saturday mornings. They will be at the Library Tuesday evenings. They will help with individual taxes only, not businesses.

7. Business - Legal action can be taken

7.1. Possible approval of Ordinance 2020-A451, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Town Code Article 6-1 Animal Control and Licensing, Section 6-1-12 Penalty. (Staff Resource and Presenter: Russ Martin/Corey Rowley)

Council Members were given information in their packet and had no questions about this item. **Motion** made by Councilor Whatley to approve Ordinance 2020-A451, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona amending Town Code Article 6-1 Animal Control and Licensing, Section 6-1-12 Penalty. Second was made by Vice Mayor Jenkins. Councilor Whatley is glad to see this move forward and mentioned the incredible volunteers that help out. **Motion** carried unanimously with Mayor German, Vice Mayor Jenkins, Councilors LeBeau, Butner and Buchanan approving.

7.2. Possible appointment of 1 member to the Planning & Zoning Commission for a term that expires January 2023.

Town Manager Russ Martin stated this position has been advertised and now has a re-appointment opportunity. Councilor Butner wanted to ask the applicant some questions. Councilor Butner asked applicant Bruce George his name, address and asked about him serving on the Town of Camp Verde Planning and Zoning Board, the Town of Camp Verde Board of Appeals and the Planning and Zoning Board for Yavapai County. Mr. George answered all of Counselor Butner's questions. Councilor Butner handed out copies of a legal complaint in which applicant Bruce George knew nothing about. Town Manager Martin called for a recess.

Recess: 6:59pm

Reconvene: 7:05pm

Town Manager Russ Martin stated that Mr. George has withdrawn his application at this time. Councilor Butner would like the legal paperwork to become part of the public record. Councilor Whatley-asked if this is legal. Mr. Martin asks that the meeting move on. Councilor Whatley the Town Manager was blindsided and added that Councilor's need to apprise the Manager of items *before* they are blindsided. She said shows a lack of decorum and courtesy and is a character assassination. Councilor Butner replied that this is not a character assassination and will not apologize for the situation. He again stated he would like to make sure the paperwork is part of the public record.

8. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)

No public comments.

9. Council Informational Reports. *These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.*

Councilor Butner- toured the new rodeo grounds.

Vice Mayor Jenkins- attended the Christmas Craft Fair in December put on by the Parks and Rec. Department, the Town Christmas Party put on by the Public Works Department, the CVMO Community Committee Meeting and the NACOG workforce Development Board for the County in Prescott.

Councilor Whatley- also toured the Rodeo Arena area and attended the CVMO Citizen's Committee Meeting. She announced that there is *Wild and Scenic Film Festival* scheduled at the Phillip England's Center for the Arts this Saturday.

Mayor German- attended the NACOG Council on Aging Meeting in Flagstaff. He also stated that he needs more documentation before he can sign some of the checks for the Rodeo Arena. They need to have a better breakout.

10. Manager/Staff Report *Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council*

will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

Town Manager Russ Martin:

- Thanked the Public Works Department for the Christmas Party. He also thanked Brian for stepping up.

Mayor German introduced the new Town Clerk Cindy Pemberton.

Councilor Buchannan asked when can the Council expect an update on Rodeo Arena. Mr. Martin said there will be an update at the next Council Meeting.

Councilor Whatley asked when are the bids due in for the park. Mr. Martin said next month.

11. Adjournment

Mayor German adjourned the meeting at 7:20 p.m.

Mayor Charles German

Attest: Town Clerk Cindy Pemberton

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 January 8, 2020. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2020.

Cindy Pemberton, Town Clerk

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Draft Minutes
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 15, 2020 at 6:30 P.M.

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

1. **Call to Order**
Mayor German called the meeting to order at 6:30 pm.
2. **Roll Call:** Council Members Joe Butner, Bill LeBeau, Robin Whatley, Vice Mayor Dee Jenkins, Mayor Charles German. Councilors Buck Buchanan and Jessie Murdock absent.
Also Present: Town Manager Russ Martin, Marshal Corey Rowley, Town Clerk Cindy Pemberton, Sgt. Jeff Patton, Economic Development Director Steve Ayers, Public Works Director Ron Long and Court Recorder Marie Moore.
3. **Pledge of Allegiance**
Mayor German led the 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) No minutes for approval
 - b) **Set Next Meeting, Date and Time:**
 - 1) Wednesday, February 5, 2020 Regular Session
 - 2) Wednesday February 19, 2020 Regular Session
 - 3) Wednesday March 4, 2020 Regular Session

On a motion by Councilor Whatley, seconded by Councilor Butner, Council approves the Consent Agenda. The motion carries with approval by Councilors Butner, LeBeau, Whatley, Vice Mayor Jenkins and Mayor German.

5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**

Kathy Davis spoke of being unsettled by the actions taken place toward Bruce George at the Council meeting on January 8, 2020 by Councilor Butner and requested Mr. George receive an apology from Council.

Nancy Floyd spoke of her feelings toward the actions taken place at the meeting on January 8, 2020 and what she understood the police report indicated and it was unethical on the part of Councilor Butner to act as he did. Ray Floyd gave Nancy Floyd his 3 minutes of public speaking time to finish. Nancy Floyd asked for censure in the future of the Councilors and requests that her written statement be included in the minutes.

Steve Vanlandingham indicated he feels Councilor Butner should be removed from the Town Council.

Alice Morton requested review of ordinance 2014A399 effective 11/14/2-14 adopting by reference section 11-1-5 Noise and requests the Marshal's office be supplied with proper equipment to measure noise. The statement read is attached and becomes a part of the record from review.

Christine McPhail spoke of her disappointment in the Council regarding past actions of Council members including the actions taken place at the last meeting.

Mary Phelps, Camp Verde Arena Association President gave a brief overview and update on the progress of the arena, working with other entities and agencies and donations that are in the future coming. APS is making changes to the engineering and will be submitted to the Town for permitting once it is received. Pictures of the progress of the arena is attached and a permanent part of the record.

6. **Presentation and Discussion on potential for creation of an Improvement District or similar mechanisms for funding local infrastructure improvements such as for wastewater improvements along Highway 260.** (Russ Martin)

Town Manager Russ Martin introduced Mark Reader, Managing Director from Stifel and Michael Cafiso Esq., who presented Council with a detailed Power Point Presentation regarding Utilization of Improvement District (I.D.) Financing of Funding Local Sewer Improvements in a Special Assessment Tax District. The presentation is attached and a permanent part of the record.

Town Manager Russ Martin indicated the project will potentially cost \$7-10 million dollars. Mr. Reader indicated the project will need to come up with a budget and how to fairly allocate the capital cost back to the property owners with the goal of 100% participation. Without voluntarily participation, property owners can be forced, but it is beneficial to avoid that scenario. Once an agreement is made, if a property is not able to make the payment due, it can be made in a special assessment payment over a term of 25 years.

Mayor German questioned how the opportunity zone will have an effect on the property owners. Mr. Reader explained once the public infrastructure is in place, it increases the property value and decreases the cost of improvements.

Mr. Reader explained the bonds are secured through the underlying properties and hold first lien on the properties only behind property taxes. If payment is not made, foreclosure can be placed on the property to recover fees.

Vice Mayor Jenkins clarified if all the property in question is private property. It was confirmed, it is private property.

Town Manager Russ Martin requested clarification on the foreclosure process and what the amount would be.

Vice Mayor Jenkins questioned if the Town has liability if a property owner does not make payment. Mr. Reader explained the Town is required to cover the payments until payment is received and it would be coming from general funds.

Vice Mayor Jenkins questioned how many property owners would be affected at this time. Russ Martin explained the properties affected.

Charlotte Salsmans requested clarification on the line going through Horseshoe Bend. Town Manager explained how the fees would be shared as fairly and equally as possible.

Councilor LeBeau left the meeting at 7:33 p.m. and returned at 7:35 p.m.

Michael Cafiso, Esq compared the assessment to a home mortgage with a lender borrower relationship and the Town is the guarantor who may need to catch up one assessment payment. Mr. Cafiso explained there must be preliminary plans of participation, engineered plans and estimate to go to the property owners with for review and consideration of agreement.

Steve Vanlandingham questioned if a person a property owner with an adequate septic system would be charged regardless if on the system. Michael Cafiso stated the boundaries could be drawn to not include a property that does not need to be included in the district.

Michael Cafiso explained the 30% plans, specifications, engineering and estimate must be paid up front but can be reimbursed to whomever covers the cost, either the property owners or the Town itself.

Economic Development Director Steve Ayers explained there is a 5-step process in order to receive the grant applied for and is currently 3 steps into the completion process of receiving the EDA grant. At this point, the Town has qualified for 40% of the cost of the sewer line expansion project. Yavapai College has agreed to do demographic data to include in the application for no cost. Once the proposal is submitted, there is a 90 day approval period. Once approval is received, the grant is further pursued and the 30% plans are required at that point.

7. **Discussion and consideration of the Town Manager’s performance review and/or negotiation of the Town Manager’s employment contract.** The Council may, by majority vote, recess the regular meeting, hold an executive session and then reconvene the regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(1).
This item has been pulled from the agenda and will be rescheduled for a different date and time.
8. **Adjournment**
Meeting adjourned at 8:02 p.m.

Mayor Charles German

Attest: Town Clerk Cindy Pemberton

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 Council Meeting of the Town Council of Camp Verde, Arizona, held on January 15, 2020. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2020.

Cindy Pemberton, Town Clerk

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**MINUTES
TOWN OF CAMP VERDE
SPECIAL EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
CAMP VERDE, AZ 86322
TUESDAY, JANUARY 28, 2020 at 4:30 P.M.**

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

1. Call to Order

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

2. Roll Call. Councilors: Joe Butner, Bill LeBeau, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German.

3. Pledge of Allegiance

Mayor German led the Pledge of Allegiance

Councilor Buck Buchanan arrived at 4:35 p.m.

Councilor Jessie Murdock arrived at 4:39 p.m.

4. Special Session – Legal action can be taken

4. A Discussion and consideration of the Town Manager’s performance review and/or negotiation of the Town Manager’s employment contract. The Council may, by majority vote, recess the regular meeting, hold an executive session and then reconvene the regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(1).

On a motion by Councilor Buchanan seconded by Councilor LeBeau, Council voted to go into Executive Session for Discussion and consideration of the Town Manager’s performance review and/or negotiations of the Town Manager’s employment contract. Council Members Butner, Buchanan, LeBeau, Murdock, Whatley and Vice Mayor Jenkins and Mayor German approved.

Recessed into Executive Session at 4:35 p.m.

5. Reconvene Open Session.

Mayor German Reconvened Open Session at 5:45 p.m.

6. Recess

Mayor German called a recess at 5:47 p.m.

7. Reconvene Open Session.

Mayor German Reconvened Open Session at 6:07 p.m.

Members Present: Councilors: Joe Butner, Bill LeBeau, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German.

Others Present: Town Manager Russ Martin, Town Attorney William Sims, Risk

Manager Carol Brown and Town Clerk Cindy Pemberton.

Special Session – Legal action can be taken

7. A Discussion or consultation for legal advice with the attorney and may also consider the Town’s position and instruct its attorney regarding pending or contemplated litigation that may have arisen from the January 8th, 2020 Town Council meeting. The Council may, by majority vote, recess the regular meeting, hold an executive session and then reconvene the regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A) ~~(4)~~. **(3) AND (4).**

On a motion by Councilor LeBeau seconded by Vice Mayor Jenkins, Council voted to go into Executive Session for Discussion for consultation with the attorney and may also consider the Town’s position and instruct its attorney regarding pending or contemplated litigation that may have arisen from the January 8th, 2020 Town Council Meeting. Council Members Butner, Buchanan, LeBeau, Murdock, Whatley and Vice Mayor Jenkins and Mayor German approved.

Recessed into Executive Session at 6.08 p.m.

8. Reconvene Open Session.

Mayor German Reconvened Open Session at 7:42 p.m.

9. Adjournment

Without objection, Mayor German adjourned the meeting at 7:42 p.m.

Mayor Charles German

Attest: Town Clerk Cindy Pemberton

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 Special Session of the Town Council of Camp Verde, Arizona, held on January 28, 2020. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2020.

Cindy Pemberton, Town Clerk

Agenda Item 4C



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: February 5, 2020

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

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title (be exact: Possible approval of Special Event Liquor License application for Verde Valley Rangers for Spring Heritage Festival to be held on March 21, & March 22, 2020. [Staff Resource: Virginia Jones]

List Attached Documents: – Application for Special Event License

Estimated Presentation Time: 0

Estimated Discussion Time: 0

Reviews Completed by:

- Department Head: Cindy Pemberton Town Attorney Comments: N/A
- Finance Department N/A

Fiscal Impact: None

Budget Code: N/A Amount Remaining: _____

Comments:

Background Information: Application was submitted to Clerk's Office on January 21, 2020 for Council Approval. No posting is required.

Recommended Action (Motion): Approve Special Event Liquor License application for Verde Valley Rangers for Spring Heritage to be held on March 21, 2020 and March 22, 2020 at 75 E Holloman Street Camp Verde.

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



Arizona Department of Liquor Licenses and Control
 800 W Washington 5th Floor
 Phoenix, AZ 85007-2934
 www.azliquor.gov
 (602) 542-5141

FOR DLLC USE ONLY

Received Date:
Job #:
CSR:
License #:

APPLICATION FOR SPECIAL EVENT LICENSE
 Fees: \$25.00 per day for 1-10 days (consecutive) Cash Checks or Money Orders Only
 A service fee of \$25.00 will be charged for all dishonored checks (A.R.S § 44-6852)

IMPORTANT INFORMATION: This document must be fully completed or it will be returned.
 The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event.

SECTION 1 Applicant must be a member of a qualifying nonprofit organization, political party, or Government entity and authorized by an Officer, Director, or Chairperson of the Organization.

1. Applicant: Rezzonico Tyler Scott [Redacted] [Redacted]
Last First Middle Date of Birth

2. Applicant's mailing address: Po Box [Redacted] Camp Verde AZ 86322
City State Zip

3. Applicant's home/cell phone: [Redacted] Applicant's business phone: () _____

4. Applicant's email address: rezzonico67@yahoo.com

SECTION 2 Name of Organization, Candidate or Political Party/Gov.: Camp Verde Promotions

SECTION 3 Non-Profit/IRS Tax Exempt Number: [Redacted]

SECTION 4 Event Location: Camp Verde Town Soccer Field
 Event Address: 75 E Hollaman St Camp Verde AZ 86322

SECTION 5 Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days.
 See A.R.S. § 4-244(15) and (17) for legal hours of service.

PLEASE FILL OUT A SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY

	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	<u>3-21-2020</u>	<u>Saturday</u>	<u>9 am</u>	<u>11 pm</u>
DAY 2:	<u>3-22-2020</u>	<u>Sunday</u>	<u>9 am</u>	<u>11 pm</u>
DAY 3:	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____

SECTION 6 What type of security and control measures will you take to prevent violations of liquor laws at this event?
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

1 Number of Police 4 Number of Security Personnel Fencing Barriers

Explanation: ONE CUMO officer on the field and Verde
Valley Rangers personnel will help with security.

SECTION 7 Will this event be held on a currently licensed premise and within the already approved premises? Yes No
(If yes, Local Governing Body Signature not required)

Name of Business	License Number	Phone (Include Area Code)
------------------	----------------	---------------------------

SECTION 8 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation and check one of the following boxes.

- Place license in non-use
- Dispense and serve all spirituous liquors under retailer's license
- Dispense and serve all spirituous liquors under special event
- Split premise between special event and retail location

(IF USING RETAIL LICENSE, PLEASE SUBMIT A LETTER OF AGREEMENT FROM THE AGENT/OWNER OF THE LICENSED PREMISES TO SUSPEND OR RUN CONCURRENT WITH THE PERMANENT LICENSE DURING THE EVENT. IF THE SPECIAL EVENT IS ONLY USING A PORTION OF THE PREMISES, AGENT/OWNER WILL NEED TO SUSPEND THAT PORTION OF THE PREMISES.)

SECTION 9 What is the purpose of this event?

- On-site consumption
- Off-site (auction/wine/distilled spirits pull)
- Both

SECTION 10

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?
 Yes No (if yes, attach explanation.)

2. How many special event days have been issued to this organization during the calendar year? 0
(The number cannot exceed 10 days per year.)

3. Is the Organization using the services of a Licensed Contractor?

Yes No If yes, please provide the following: Name of Licensed Contractor: _____

4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol?

Yes No If yes, please provide the following: Name of Licensee _____ License #: _____

5. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. The organization applying must receive 25% of the gross revenues of the special event liquor sales. Attach an additional page if necessary.

Name Verde Valley Rangers Sheriff's Posse Percentage: 100%

Address po Box [redacted] Camp Verde AZ 86322

Name _____ Percentage: _____

Address _____
Street City State Zip

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

Note: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.

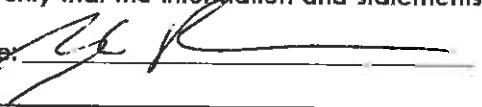
NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.

SECTION 11 License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.

ATTACH DIAGRAM

If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local government before submission to the Department of Liquor Licenses and Control. Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction.

I, (Print Full Name) Tyler Scott Perzomico hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: 

LOCAL GOVERNING BOARD

Date Received: 01-22-2020

I, Charles German Mayor recommend APPROVAL DISAPPROVAL
(Government Official) (Title)

On behalf of Town of Camp Verde
(City, Town, County) Signature Date Phone

DLIC USE ONLY

APPROVAL DISAPPROVAL BY: _____ DATE: ____/____/____

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

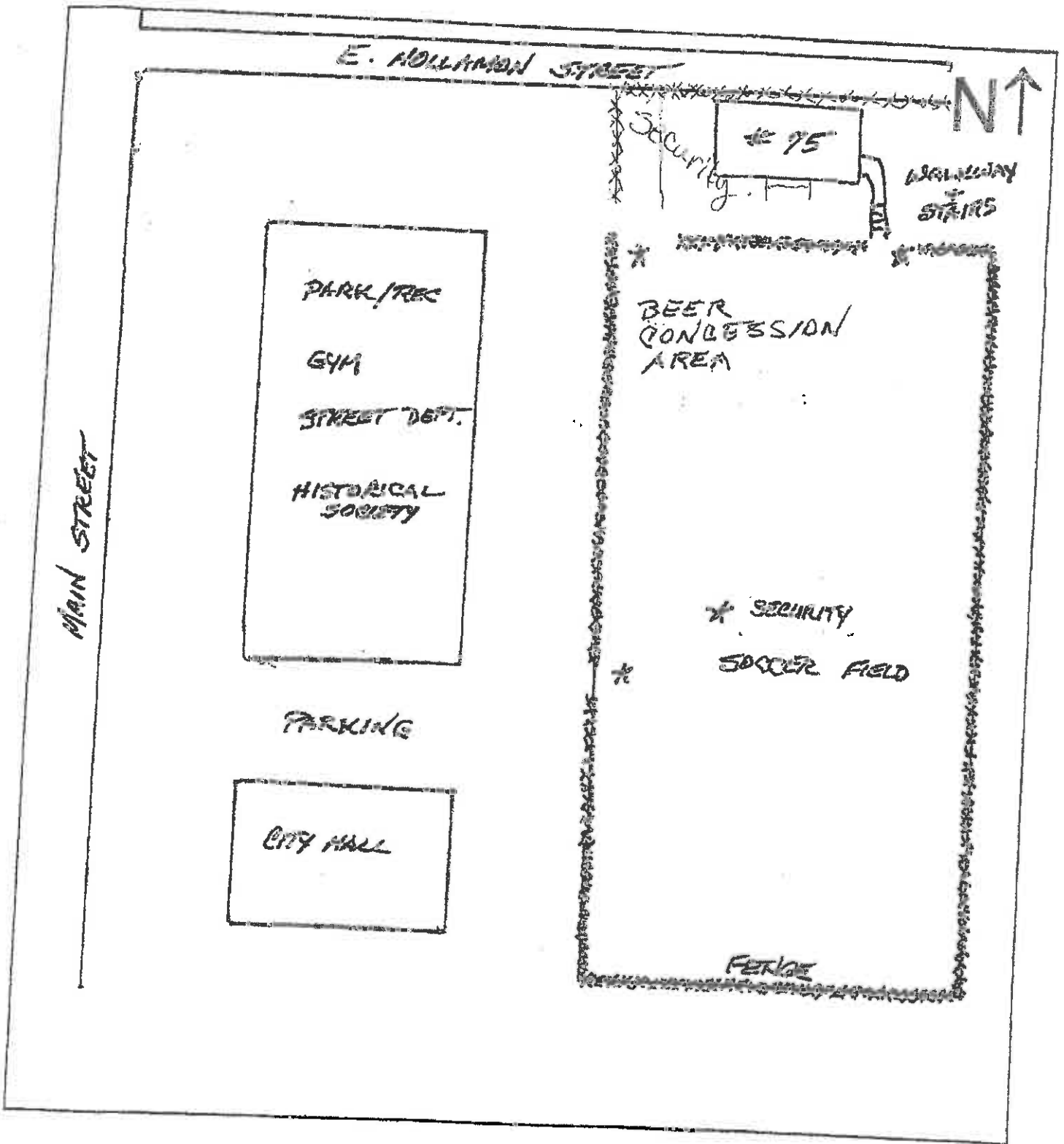
D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.

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

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



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Town of Camp Verde

Proposed Budget Calendar for FY 2020-21

<u>Date</u>	<u>Task</u>	<u>Day/Time</u>
Feb. 5 th , 2020	Approve budget calendar.	Wed: 6:30pm
Feb. 12 th , 2020	Strategic Plan development	Wed: 5:30-8:30pm
Mar. 25 th , 2020	CIP development	Wed: 5:30-8:30pm
Apr. 7 th , 2020	Day 1 of Council budget presentations	Tue: 5:30-8:30pm
Apr. 8 th , 2020	Day 2 of Council budget presentations	Wed: 5:30-8:30pm
May 1 st , 2020	Council review with Town Manager & Finance Director	Fri: 8:30-11:30am
May 6 th , 2020	Public hearing; Adoption of Town fees and Sanitary District debt levies	Wed: 6:30pm
June 17 th , 2020	Adoption of Tentative Budget and Capital Improvement Plan	Wed: 6:30pm
July 15 th , 2020	Public hearing; Adoption of final budget	Wed: 6:30pm

**Please note that dates are estimates only and may change if necessary.*

Agenda Item 5

























Since December 2016....

67 Homeowners helped with critical home repairs

16 New wheelchair ramps built








Habitat for Humanity repairing and improving homes in our community

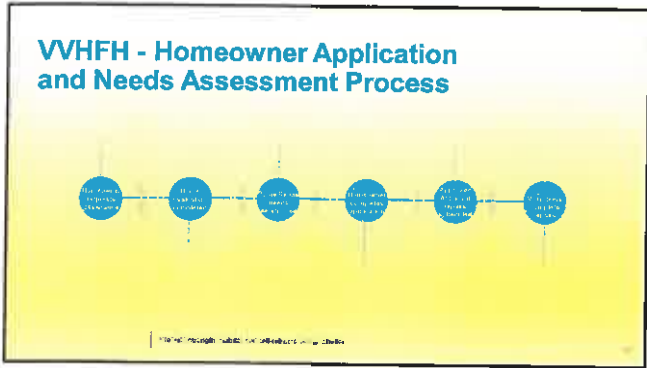
16 Camp Verde Residents helped with critical home repairs

Repairs consist of:

- Extreme yard clean up
- Door repairs & replacement
- Roof repairs
- Water damage repairs
- Exterior home painting
- Modified steps
- Wheelchair ramps

We build strength, stability, self-reliance & hope through home ownership.











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Agenda Item Submission Form – Section I

Meeting Date:

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

Requesting Department: Town Manager

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact: Discussion, consideration and possible approval of recommendations from the Town Attorney regarding the next steps in the investigation concerning the Citizen Complaint filed by Bruce George.

List Attached Documents: C 20-15 Complaint

Estimated Presentation Time:

Estimated Discussion Time:

Reviews Completed by:

- Department Head: _____ Town Attorney Comments: N/A
- Finance Department N/A
 Fiscal Impact: None
 Budget Code: _____ **Amount Remaining:** _____
 Comments:

Background Information:

Recommended Action (Motion):

Instructions to the Clerk:

RECEIVED
JAN 13 2020



**TOWN OF CAMP VERDE
CITIZEN COMPLAINT FORM**
473 S. Main Street, Suite 102 – Camp Verde, AZ
928-554-0023

FOR OFFICE USE ONLY	
Complaint #	C 20-15
Received By	U Jones
Date	1/13/2020
Forwarded To	R. Markin
Notified Council	
Review Deadline	1-28-2020
(10 working days)	

The Town of Camp Verde has initiated a policy for receiving citizen complaints to ensure a fair review of concerns of the public regarding policy, procedures, ordinances, codes, personnel, and/or similar issues.

The following two types of complaints are addressed below:

1. Issues related to specific department(s) or employee(s):
2. Complaints against Elected Officials

SECTION ONE: COMPLAINTS RELATED TO SPECIFIC DEPARTMENT(S) OR EMPLOYEE(S):

STEP #1: When to File a Formal Complaint: Prior to filing a Complaint in writing, please notify the Department Head of the issue. The Department Head shall supply a response to your Complaint. If you are not satisfied with the response, you may proceed to the next step by filing a Formal Written Complaint. Additionally, please check the appropriate box below affirming or denying if you have attempted to resolve the Complaint with the appropriate department.

Have you attempted to resolve your Complaint with the appropriate Department Head? Yes No

STEP #2: How to File a Formal Complaint:

Complete the written Complaint form following the instructions listed below. Complaint Forms are on file in the Clerk's Office at 473 S. Main, Ste. 102 or you can download a blank copy online at <http://www.campverde.az.gov/government/town-clerk/forms/>.

The Complaint must state specific dates, facts, and other pertinent information. Attach any relevant documents supporting the claim. Witness statements attached to the Complaint must be signed and dated by the witness. Electronic signatures are not accepted. The Complaint cannot be amended and the Clerk's Office cannot accept additional information related to the Complaint once it has been submitted.

Sign and date the written Complaint form and mail or hand-deliver to the Clerk's Office. **Electronic signatures, phone calls, emails, faxes or other forms of telecommunication cannot be accepted.**

TYPE OF COMPLAINT

Personnel: Complaints against town employees/volunteers are limited to their job performance or qualifications and shall be directed to the human resources (hr) department for evaluation.

NOTE: Town elected officials are not considered 'town personnel' and complaints concerning town elected officials are governed by Section Two below.

- Personnel** Name of Employee: _____
- Non-Personnel** Department: _____
- Zoning** Location: _____ Parcel#: _____
- Other** Be Specific: _____

What to expect:

1. **RECEIVING COMPLAINT:** Upon receipt of a written Complaint, the Town Clerk shall:

- a. Date stamp the Complaint, assign a Complaint Number (e.g. C-09-01) and forward the Complaint by e-mail to the appropriate Department Head and to the Town Manager. The Complainant shall receive a receipt noting the Complaint number, date received, and Department Head designated to file a Response to the Complaint.
 - b. Town Council shall be notified of the Complaint via e-mail with the Complaint #, general description of the Complaint, name of the Complainant and responsible Department Head within 24 hours of the time of filing.
2. **TOWN RESPONSE:** The Department Head shall file a written Response within ten (10) working days after the Complaint has been filed. Failure of the Department Head to provide a written Response within the ten (10) days, or request in writing up to a maximum of 30 days within which to respond, shall be deemed an admission of the allegations in the Complaint. The written Response shall be e-mailed and mailed by the Clerk to the Complainant and a copy shall be filed in the Clerk's Office. A copy of the Response shall be immediately forwarded by the Clerk to the Town Manager. All original Complaints and Responses shall remain on file in the Clerk's Office. Upon final resolution, the Town Council shall be notified by e-mail that the Complaint is closed.
3. **CITIZEN REPLY:** In the event the Response is not satisfactory to the Complainant, the Complainant may file a written Reply with the Clerk referencing the Complaint number within ten (10) working days from the date of the Response. A copy of the Reply shall be immediately forwarded by the Clerk to the Town Manager. Upon receipt of the aforementioned Complaint, Response, and Reply, the Town Manager shall file a written Manager's Response with the Clerk within ten (10) days delivering a copy by email and mail to the Complainant and e-mail to the Department Head. In the event the Town Manager requires an additional 30 days within which to file the Manager's Response, a written request shall be made to the Town Council setting forth the reasons for the delay with a copy provided to the Complainant. In the event the Town Manager's Response does not resolve the Complaint, the matter may be referred to the Town Council, the Town Attorney or an independent reviewing authority such as a city or town attorney from another jurisdiction or an attorney from the office of the County Attorney. All original Complaints, Responses and Replies shall remain on file in the Clerk's Office. Upon final resolution, the Town Council shall be notified by e-mail that the Complaint is closed.

SECTION TWO: COMPLAINTS AGAINST A TOWN ELECTED OFFICIAL(S):

Complete the written complaint form following the instructions listed below. Complaint Forms are on file in the Clerk's Office at 473 S. Main, Ste. 102 or you can download a blank copy online at <http://www.campverde.az.gov/government/town-clerk/forms/>.

The Complaint must state specific dates, facts, and other pertinent information. Attach any relevant documents supporting the claim. Witness statements attached to the Complaint must be signed and dated by the witness. Electronic signatures are not accepted. The Complaint cannot be amended and the Clerk's Office cannot accept additional information related to the Complaint once it has been submitted.

Sign and date the written Complaint form and mail or hand-deliver to the Clerk's Office. **Electronic signatures, phone calls, emails, faxes or other forms of telecommunication cannot be accepted.**

What to expect:

1. **RECEIVING COMPLAINT:** Upon receipt of a written Complaint, the Town Clerk shall:
 - a. Date stamp the Complaint, assign a Complaint Number (e.g. C-09-01) and forward the Complaint by e-mail to the Town Manager. The Complainant shall receive a receipt noting the Complaint number, date received, and the person(s) who will receive the written Complaint pursuant to Section 2 below.
 - b. Town Council shall be notified of the Complaint via e-mail with the Complaint #, general description of the Complaint, name of the Complainant and the Elected Official against whom the Complaint was filed within 24 hours of the time of filing.

2. **REVIEW OF COMPLAINT:** In the event the Complaint is not against both the Mayor and Vice-Mayor, a copy of the Complaint shall be forwarded to the Town Manager, Town Attorney and either the Mayor or Vice-Mayor, whichever elected official is not the subject of the Complaint. If the Complaint involves both the Mayor and the Vice-Mayor, the Complaint will only be forwarded to the Town Manager and the Town Attorney. The persons receiving a copy of the Complaint will forward a copy of the Complaint to the Elected Official who is the subject of the Complaint and will meet to decide: (i) to act directly on the Complaint pursuant to Section 15.10.B of the Town of Camp Verde Council Code of Conduct or (ii) to refer the Complaint

to an independent reviewing authority such as a city or town attorney from another jurisdiction or an attorney from the office of the County Attorney.

- 3. **COMPLAINT BRIEFING:** The Town Manager shall orally brief all Council members concerning the general nature of the Complaint and the anticipated procedure for handling the Complaint within 10 days from the filing date.
- 4. **FINAL RESPONSE:** The persons conducting the investigation into the Complaint must file the Response to the Complaint no later than 30 days from the date of filing. In the event additional time to file the Response is required, the Complainant and Town Council shall be provided with monthly updates informing the Complainant and Town Council of the reason(s) for the delayed Response. Upon filing the final Response or resolution of the Complaint, the Town Council shall be notified by e-mail. In the event a final resolution is not reached, the Town Council shall also be notified by e-mail.

Name: Bruce M. George Mailing Address: 706 S 86T WOODALL DR
 Physical Address: 706 S 86T WOODALL DR Telephone #: 928 567-9251

State the details of your Complaint or information. Use the reverse side if necessary. If you have any relevant documents, please attach photo copies only. **DO NOT ATTACH ORIGINAL DOCUMENTS.**

PLEASE SEE ATTACHMENT

The information presented in this complaint form is true, correct and complete to the best of my knowledge. Furthermore, I acknowledge that I have read and understand the procedures. A complaint is a public record and by law we must provide the name of the complainant.

X Bruce M. George
Signature

X 1-13-2020
Date

For Office Use Only

<input type="checkbox"/>	Copy to Manager _____	Date _____	Council Notified _____	Date _____
<input type="checkbox"/>	Sent to Department head for review _____	Date _____	Review Deadline _____	Date (10 working days) _____
<input type="checkbox"/>	Action Taken _____	Date _____		
<input type="checkbox"/>	Manager Review (if applicable) _____	Date (if applicable) _____	Review Deadline _____	Date (if applicable) _____

RELEVANT DEPARTMENT

<input type="checkbox"/> Administration	<input type="checkbox"/> Building	<input type="checkbox"/> Clerk's Office	<input type="checkbox"/> Public Works
<input type="checkbox"/> Parks & Recreation	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Library	
<input type="checkbox"/> Community Development	<input type="checkbox"/> Marshal's Office	<input type="checkbox"/> Magistrate Court	
<input type="checkbox"/> Commission: _____			

Town of Camp Verde Complaint Form

On January 8, 2020 while seeking reappoint to the Planning and Zoning Commission; Councilor Butner started asking questions in an interrogative manner trying to introduce some unsubstantiated allegations that only he knew about. Unfortunately he did make these allegations part of the public record. This is wrong! This was very unprofessional conduct and is against all the rules in the Town Code of Conduct. I refer to Town Council Policies, Rules, and Procedures Section 3.8 A 5: *"The Town Council will not tolerate harassment, personal attacks, or discrimination against each other or by members of appointed Boards, Commissions, or Committees. Any Town Council appointee who violates this provision will be subject to removal by a majority vote. Elected Officials who violate this section may be subject to the provisions of Section 15.11 Sanctions"*

And also: Section 15.6 A 4: No personal attacks of any kind, under any circumstances

"Council Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive."

For these reasons I feel it is imperative that council follow the Sanctions 15.11 C. Council Members Behavior and Conduct

In addition to sanctions imposed pursuant to paragraph A.6 above, Town Council Members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the Town of Camp Verde or with inter-government agencies) or have official travel restricted.

Nobody who is volunteering their time for the benefit of Camp Verde should be treated in the manner that I was subjected to during this council meeting.

Respectfully,

Bruce M George

Camp Verde Resident

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Agenda Item Submission Form – Section I

Meeting Date: February 5, 2020

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

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin / Bill Sims

Agenda Title (be exact): Discussion, consideration and possible direction on recommendations concerning changes to Town Code provisions, procedures and practices to address possible lessons learned following the receipt of a recent Citizen Complaint.

List Attached Documents:

Estimated Presentation Time: 5 min

Estimated Discussion Time: 15 min

Reviews and Comments Completed by:

- Town Manager:** Russ Martin **Department Head:** _____
- Town Attorney Comments:** Reviewed and approved as submitted **Risk Management:** N/A
- Finance Department** N/A

Background Information:

The filing of the Citizen’s Complaint regarding the January 8, 2020 Council meeting has provided the opportunity to take steps based on “lessons learned.”

1. The Town should review public records policies and undertake training to make certain staff/Council are aware of the need for redacting information from police reports when the report is preliminary and not yet conclusive.
2. Council training including but not limited to the allowance for Town Council members the opportunity to review Town documents without having to file a public records request and the procedures for Council and public dissemination of the same.
3. The Town Code should be modified to clarify that any Council member, not just the proponent of an agenda item, should deliver materials that the Council member desires to circulate at a Council meeting to the Clerk a minimum amount of time prior to the Council meeting so that staff and all Council members are aware of the documents.
4. Investigations by the Marshal’s office should be completed as timely as possible.

5. The Town should adopt procedures for inquiring about the qualifications and background of persons applying to sit on Town boards and commission.

Recommended Action (Motion):

Move to direct staff to bring back changes based on the recommendations discussed to Town Code provisions, procedures and practices to address possible lessons learned following the receipt of a recent Citizen Complaint.

**QUARTERLY REPORT
Planning and Zoning Commission
October – December 2019**

Scheduled Meetings: 2

October 3, 2019:

Present: Norton, George, Vanlandingham, Blue, and Hough

Absent: McPhail and Baker

Discussion and recommendation to the Town Council regarding an application submitted by David Meier, for a PAD Final Site Plan of Wee Hollow Subdivision, a proposed Micro-Housing Residential Community, located at Fain and Nichols Streets, just east of Main Street, on APNs 404-30-029D, 404-23-013A, and 404-23-050A in Camp Verde, Yavapai County, Arizona.

October 10, 2019: Cancelled due to lack of business.

November 7, 2019: Cancelled due to lack of business.

November 14, 2019:

Present: McPhail (presided), Vanlandingham, Blue, Hough, and Baker

Absent: Norton and George

Public hearing and recommendation to the Town Council regarding an application submitted by Robert Witt, representative for multiple property owners of the Preserve at Clear Creek Subdivision, for a Zoning Map Change from R1L-18 (Residential: Single Family Limited, 18,000-Square-Foot Minimum Lot Size) to R1-18 (Residential: Single Family, 18,000-Square-Foot Minimum Lot Size) to allow MH Advantage housing types. The proposal involves 27 of 33 platted lots and is located east of Verde Lakes Drive, along Preserve Drive, Twin Leaf Circle, and Larson Lane; Parcel Nos. 404-13-470 through 404-13-483; 404-13-486 through 404-13-492; 404-13-495 through 404-13-499; and 404-13-502, in Camp Verde, Yavapai County, Arizona.

December 5, 2019: Cancelled due to lack of business.

December 12, 2019: Cancelled due to lack of business.

There were no items tabled by the Commission.

**QUARTERLY REPORT
Board of Adjustments
October – December 2019**

Regularly Scheduled Meetings, as needed: **0**

October 8, 2019 – Regular Session

Cancelled – No Business before the Board.

November 12, 2019 – Regular Session

Cancelled – No business before the Board.

December 10, 2019 – Regular Session

Cancelled – No business before the Board.

Special Session Meetings: **0**

Work Sessions: **0**

There were no applications approved.

There were no appeals denied.

There were no application denied.

There were no items discussed.

There were no items discussed in work sessions.

There were no presentations heard by the board.

There was no training.



Agenda Item Submission Form – Section I

Meeting Date: February 5, 2020

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

Requesting Department: Library

Staff Resource/Contact Person: Kathy Hellman, Library Director

Agenda Title (be exact): Budget Amendment Request to Increase Staff Hours for Library Specialist – Technical Services

List Attached Documents:

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews and comments Completed by:

Town Manager: _____ Department Head: 01/27/2020

Town Attorney Comments: N/A

Risk Management: _____

Finance Department
Fiscal Impact: \$11,600 for the remaining 5 months of FY20
Budget Code: 01-700-20-600000+ERE accounts **Amount Remaining:** _____

Comments: The projected impact on the Library FY21 budget is \$25,000

Background Information: The Library Specialist – Technical Services position is the only position at that level in the Library which is still operating at part-time. The Technical Services Library Specialist handles all the cataloging and technical processing of library materials including children’s books, DVDs, music CDs, audiobooks, and more. Though, Jaye Valles, our current cataloger is very efficient (working 19 hours/week he increased the number of items added to our collection by 27% in FY2019) two other library staff are needed to help support the workload for this position. Approximately 10 hours/week are spent processing Inter-Library Loans and another 10 hours/week are spent on collection development. The ability to make these duties the sole responsibility of the Technical Services Library Specialist, would free 20 hours/week to meet other demands such as developing computer classes, one-on-one appointments to help patrons using personal devices, classes in the use of library resources, and more.

Additionally, we have an opportunity to create Cataloging efficiencies that will better serve our patrons. We have access to but due to the part-time hours of the position, have not been able to take advantage of the Acquisitions module provided by our Library Network for tracking materials'-spending and items already on-order. Learning and using Acquisitions will eliminate duplicate purchases and allow our patrons to see what is coming so they can put their name on the HOLDS list. This can only be accomplished by moving this position to fulltime.

The impact to the budget to move Jaye Valles from part-time to full-time status for the rest of the fiscal year would mean an \$11,000 increase in the library's FY20 budget.

Recommended Action (Motion): *Approve the request to amend the Library FY20 Budget in order to move the Library Specialist – Technical Services position from part-time to full-time status.*

Instructions to the Clerk: *Need the projector and laptop, please*



Town of Camp Verde

Agenda Report Form – Section I

Meeting Date: February 5, 2020

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

Requesting Department: Human Resources Department

Staff Resource/Contact Person: Brandy Cabrera

Agenda Title (be exact): Discussion and possible approval of added and amended job descriptions & salaries for The Towns Job Classification and Salary Plan.

List Attached Documents: Job Descriptions for Administration, Community Development, CVMO, Economic Development, Library, Parks & Rec, & Public Works

Estimated Presentation Time: 5

Estimated Discussion Time: 10

Reviews and comments Completed by:

Town Manager: _____ X Department Head: Brandy Cabrera

Town Attorney Comments: N/A

Risk Management: N/A

X **Finance Department**
Fiscal Impact:
Budget Code: _____ **Amount Remaining:** _____

Comments: Salaries changed are currently within each departments' budget

Background Information:

Taking into consideration Department needs through several individualized sit down meetings it was decided that we would look over any current job description necessary for additions and changes. Human Resources recognized a few areas where we could improve upon for compliance and greater recruitment opportunities and together we collaborated to make each job description consistent and clear for any new potential hire.

- Additional job duties were added to most of the job descriptions within all departments without any changes to job classification or salary plan range to remain consistent with the actual duties of the staff member in that role.
- All Job descriptions within the packet now included specific details under the Physical Demands/Work Environment section for ADA compliance

- All CVMO Job descriptions had similar changes to include added certification/training requirements of CPR, First Aid, AED, and Narcan Training within the 1st year. Skills areas added communication via 2-way radio, and Physical Demands were made more specific for ADA.
- New section heading: Preferred Qualifications encompassing knowledge and skills for more accurate recruitment purposes to meet EEO standards.
- Job Title and Salary Grade Changes were completed on Recreation Leader: Life Guard, and Recreation Leader: Pool Supervisor. Recreation Leader is a current job description; however for our seasonal pool we require additional job duties and safety requirements/certifications for Lifeguard and Pool Supervisor. These have been changed from a salary range of (22) to a (25).
- New job descriptions have been developed and added within the currently salary plan structure. These include Administrative Support Manager (76), Library Supervisor (67) and Senior Planner (70) to meet the needs of the added description to meet the ever growing departmental needs and to remain in compliance with FLSA and ADA.

Recommended Action (Motion): Approve FY20 Job Description Additions, changes and Classification Updates

Instructions to the Clerk: N/A

Town of Camp Verde Salary Plan - Effective 10-2019

Range	Title		Minimum	Midpoint	Maximum	Status
99	Town Manager	Annual	\$117,608.00	\$144,070.00	\$170,532.00	Exempt
		Bi-Weekly	\$4,523.20	\$5,540.80	\$6,559.20	
		Hourly	\$56.54	\$69.26	\$81.99	
97	Town Marshal	Annual	\$84,502.00	\$103,515.00	\$ 122,528.00	Exempt
		Bi-Weekly	\$3,250.40	\$3,981.60	\$4,712.80	
		Hourly	\$40.63	\$49.77	\$58.91	
96	Public Works Director Town Engineer	Annual	\$71,690.18	\$87,820.84	\$103,950.51	Exempt
		Bi-Weekly	\$2,757.31	\$3,377.72	\$3,998.10	
		Hourly	\$34.47	\$42.22	\$49.98	
95	Finance Director	Annual	\$78,778.00	\$96,502.00	\$114,227.00	Exempt
		Bi-Weekly	\$3,029.60	\$3,712.00	\$4,393.60	
		Hourly	\$37.87	\$46.40	\$54.92	
94	Community Dev. Dir	Annual	\$73,637.00	\$90,205.00	\$ 106,773.00	Exempt
		Bi-Weekly	\$2,832.00	\$3,469.60	\$4,106.40	
		Hourly	\$35.40	\$43.37	\$51.33	
91	Commander	Annual	\$71,565.00	\$87,667.00	\$103,769.00	Exempt
		Bi-Weekly	\$2,752.50	\$3,371.81	\$3,991.12	
		Hourly	\$34.41	\$42.15	\$49.89	
90	Eco. Dev. Director	Annual	\$70,150.00	\$85,934.00	\$101,717.00	Exempt
		Bi-Weekly	\$2,698.40	\$3,304.80	\$3,912.00	
		Hourly	\$33.73	\$41.31	\$48.90	
88	HR Director	Annual	\$69,482.00	\$85,115.00	\$100,749.00	Exempt
		Bi-Weekly	\$2,672.38	\$3,273.65	\$3,874.96	
		Hourly	\$33.40	\$40.92	\$48.44	
91	Lieutenant	Annual	\$67,307.00	\$82,451.00	\$97,595.00	Exempt
		Bi-Weekly	\$2,588.80	\$3,171.20	\$3,753.60	
		Hourly	\$32.36	\$39.64	\$46.92	
84	P & R Director	Annual	\$66,651.00	\$81,647.00	\$96,644.00	Exempt
		Bi-Weekly	\$2,563.20	\$3,140.00	\$3,716.80	
		Hourly	\$32.04	\$39.25	\$46.46	
82	Town Clerk	Annual	\$62,649.00	\$76,745.00	\$90,841.00	Exempt
		Bi-Weekly	\$2,409.60	\$2,952.00	\$3,493.60	
		Hourly	\$30.12	\$36.90	\$43.67	
80	Deputy Public Wks Dir	Annual	\$61,839.00	\$77,988.00	\$94,096.00	Exempt
		Bi-Weekly	\$2,376.42	\$2,998.77	\$3,619.06	
		Hourly	\$29.73	\$37.48	\$45.24	
79	Police Sergeant	Annual	\$54,555.30	\$66,830.46	\$79,105.64	N-Exempt
		Bi-Weekly	\$2,098.28	\$2,570.40	\$3,042.52	
		Hourly	\$26.23	\$32.13	\$38.03	

Town of Camp Verde Salary Plan - Effective 10-2019

Range	Title		Minimum	Midpoint	Maximum	Status
78	Library Director	Annual	\$55,677.00	\$68,205.00	\$80,732.00	Exempt
		Bi-Weekly	\$2,141.60	\$2,623.20	\$3,104.80	
		Hourly	\$26.77	\$32.79	\$38.81	
76	Risk Manager	Annual	\$55,459.00	\$67,937.00	\$80,415.00	Exempt
	76 Admin Support Mgr	Bi-Weekly	\$2,132.80	\$2,612.80	\$3,092.80	
		Hourly	\$26.66	\$32.66	\$38.66	
71	Chief Building Official	Annual	\$52,556.00	\$64,381.00	\$76,206.00	Exempt
		Bi-Weekly	\$2,021.60	\$2,476.00	\$2,931.20	
		Hourly	\$25.27	\$30.95	\$36.64	
70	Wwater Div. Manager	Annual	\$42,262.61	\$51,771.70	\$61,280.78	N-Exempt
	70 Senior Planner	Bi-Weekly	\$1,625.49	\$1,991.22	\$2,356.95	
		Hourly	\$20.32	\$24.89	\$29.46	
69	Street Supervisor	Annual	\$45,372.00	\$55,581.00	\$65,790.00	N-Exempt
		Bi-Weekly	\$1,744.80	\$2,137.60	\$2,530.40	
		Hourly	\$21.81	\$26.72	\$31.63	
68	Planner	Annual	\$45,278.00	\$55,466.00	\$65,654.00	N-Exempt
	Police Officer 1	Bi-Weekly	\$1,741.60	\$2,133.60	\$2,524.80	
	WW Division Foreman	Hourly	\$21.77	\$26.67	\$31.56	
67	Dispatch Supervisor	Annual	\$40,303.99	\$49,372.09	\$58,441.19	N-Exempt
	67 Library Supervisor	Bi-Weekly	\$1,550.15	\$1,898.93	\$2,247.74	
		Hourly	\$19.38	\$23.74	\$28.10	
66	CAD Draftsman	Annual	\$43,012.00	\$52,690.00	\$62,368.00	N-Exempt
		Bi-Weekly	\$1,654.40	\$2,026.40	\$2,398.40	
		Hourly	\$20.68	\$25.33	\$29.98	
64	P & R Div. Manager	Annual	\$41,063.00	\$50,303.00	\$59,542.00	N-Exempt
		Bi-Weekly	\$1,579.20	\$1,934.40	\$2,290.40	
		Hourly	\$19.74	\$24.18	\$28.63	
62	Senior Accountant	Annual	\$39,731.00	\$48,671.00	\$57,610.00	N-Exempt
		Bi-Weekly	\$1,528.00	\$1,872.00	\$2,216.00	
		Hourly	\$19.10	\$23.40	\$27.70	
61	Court Supervisor	Annual	\$39,390.00	\$48,252.00	\$57,115.00	N-Exempt
		Bi-Weekly	\$1,515.20	\$1,856.00	\$2,196.80	
		Hourly	\$18.94	\$23.20	\$27.46	
60	Building Inspector	Annual	\$37,921.00	\$46,454.00	\$54,986.00	N-Exempt
	Deputy Town Clerk	Bi-Weekly	\$1,458.40	\$1,786.40	\$2,115.20	
		Hourly	\$18.23	\$22.33	\$26.44	
59	HR Specialist	Annual	\$37,447.00	\$45,873.00	\$54,298.00	N-Exempt
		Bi-Weekly	\$1,440.00	\$1,764.00	\$2,088.00	
		Hourly	\$18.00	\$22.05	\$26.10	

Town of Camp Verde Salary Plan - Effective 10-2019

Range	Title		Minimum	Midpoint	Maximum	Status
58	Plans Examiner	Annual	\$37,331.00	\$45,731.00	\$54,130.00	N-Exempt
		Bi-Weekly	\$1,436.00	\$1,759.20	\$2,081.60	
		Hourly	\$17.95	\$21.99	\$26.02	
56	Public Works Analyst	Annual	\$36,894.00	\$45,195.00	\$53,496.00	N-Exempt
		Bi-Weekly	\$1,419.20	\$1,738.40	\$2,057.60	
		Hourly	\$17.74	\$21.73	\$25.72	
55	Eco. Dev. Specialist	Annual	\$36,675.00	\$44,927.00	\$53,179.00	N-Exempt
		Bi-Weekly	\$1,410.40	\$1,728.00	\$2,045.60	
		Hourly	\$17.63	\$21.60	\$25.57	
54	Sr. WW Operator	Annual	\$36,435.00	\$44,633.00	\$52,831.00	N-Exempt
		Bi-Weekly	\$1,401.60	\$1,716.80	\$2,032.00	
		Hourly	\$17.52	\$21.46	\$25.40	
53	St. Maint. Foreman	Annual	\$36,200.00	\$44,345.00	\$52,490.00	N-Exempt
		Bi-Weekly	\$1,392.00	\$1,705.60	\$2,019.20	
		Hourly	\$17.40	\$21.32	\$25.24	
51	Recreation Supervisor	Annual	\$35,705.00	\$43,739.00	\$51,773.00	N-Exempt
		Bi-Weekly	\$1,373.60	\$1,682.40	\$1,964.80	
		Hourly	\$17.17	\$21.03	\$24.89	
49	Maintenance Foreman	Annual	\$35,237.00	\$43,166.00	\$51,094.00	N-Exempt
		Bi-Weekly	\$1,355.20	\$1,660.00	\$1,964.80	
		Hourly	\$16.94	\$20.75	\$24.56	
48	Civilian Investigator	Annual	\$35,129.00	\$43,033.00	\$50,937.00	N-Exempt
		Bi-Weekly	\$1,351.20	\$1,655.20	\$1,959.20	
		Hourly	\$16.89	\$20.69	\$24.49	
47	Assistant Planner Dispatcher	Annual	\$34,836.00	\$42,674.00	\$50,512.00	N-Exempt
		Bi-Weekly	\$1,339.85	\$1,641.60	\$1,942.40	
		Hourly	\$16.75	\$20.52	\$24.28	
46	Admin. Asst. To Mgr	Annual	\$34,280.00	\$41,994.00	\$49,707.00	N-Exempt
		Bi-Weekly	\$1,318.40	\$1,615.20	\$1,912.00	
		Hourly	\$16.48	\$20.19	\$23.90	
45	Accountant	Annual	\$33,822.00	\$41,432.00	\$49,042.00	N-Exempt
		Bi-Weekly	\$1,300.80	\$1,593.60	\$1,886.40	
		Hourly	\$16.26	\$19.92	\$23.58	
44	Prop & Evid. Custodian	Hourly	\$30,428.16	\$37,274.70	\$44,121.23	N-Exempt
		Annual	\$1,170.31	\$1,433.64	\$1,696.97	
		Bi-Weekly	\$14.63	\$17.92	\$21.21	
43	Code Enforcmt. Officer	Annual	\$33,426.00	\$40,947.00	\$48,468.00	N-Exempt
		Bi-Weekly	\$1,285.60	\$1,575.20	\$1,864.00	
		Hourly	\$16.07	\$19.69	\$23.30	

Town of Camp Verde Salary Plan - Effective 10-2019

Range	Title		Minimum	Midpoint	Maximum	Status
41	Lead Maint. Worker	Annual	\$32,621.00	\$39,960.00	\$47,300.00	N-Exempt
		Bi-Weekly	\$1,254.40	\$1,536.80	\$1,819.20	
		Hourly	\$15.68	\$19.21	\$22.74	
39	WW Operator	Hourly	\$32,471.00	\$39,777.00	\$47,083.00	N-Exempt
		Annual	\$1,248.80	\$1,529.60	\$1,811.20	
		Bi-Weekly	\$15.61	\$19.12	\$22.64	
38	Childrens Librarian	Hourly	\$31,598.00	\$38,708.00	\$45,818.00	N-Exempt
		Annual	\$1,215.20	\$1,448.80	\$1,762.40	
		Bi-Weekly	\$15.19	\$18.61	\$22.03	
37	Sr. Equip. Operator	Annual	\$31,310.00	\$38,355.00	\$45,400.00	N-Exempt
		Bi-Weekly	\$1,204.00	\$1,475.20	\$1,746.40	
		Hourly	\$15.05	\$18.44	\$21.83	
36	Records Specialist	Hourly	\$28,691.10	\$35,146.40	\$41,601.70	N-Exempt
		Annual	\$1,103.50	\$1,351.78	\$1,600.07	
		Bi-Weekly	\$13.79	\$16.90	\$20.00	
35	Permit Technician	Annual	\$30,801.00	\$37,731.00	\$44,661.00	N-Exempt
		Bi-Weekly	\$1,184.80	\$1,451.20	\$1,717.60	
		Hourly	\$14.81	\$18.14	\$21.47	
34	Parks & Rec Coordinator	Hourly	\$30,793.00	\$37,721.00	\$44,650.00	N-Exempt
		Annual	\$1,184.00	\$1,451.20	\$1,717.60	
		Bi-Weekly	\$14.80	\$18.14	\$21.47	
32	Animal Control Officer	Hourly	\$28,380.64	\$34,766.65	\$41,151.68	N-Exempt
		Annual	\$1,091.56	\$1,337.18	\$1,582.76	
		Bi-Weekly	\$13.64	\$16.71	\$19.78	
31	Admin. Assistant	Hourly	\$29,655.00	\$36,327.00	\$43,000.00	N-Exempt
		Annual	\$1,140.80	\$1,396.80	\$1,653.60	
		Bi-Weekly	\$14.26	\$17.46	\$20.67	
30	Equip. Operator	Annual	\$29,193.00	\$35,761.00	\$42,329.00	N-Exempt
		Bi-Weekly	\$1,123.20	\$1,375.20	\$1,628.00	
		Hourly	\$14.04	\$17.19	\$20.35	
29	Finance Clerk	Annual	\$29,186.00	\$35,753.00	\$42,320.00	N-Exempt
		Bi-Weekly	\$1,122.40	\$1,375.20	\$1,628.00	
		Hourly	\$14.03	\$17.19	\$20.35	
28	Court Clerk	Annual	\$29,137.00	\$35,693.00	\$42,248.00	N-Exempt
		Bi-Weekly	\$1,120.80	\$1,364.80	\$1,624.80	
		Hourly	\$14.01	\$17.06	\$20.31	
26	Library Specialist	Hourly	\$28,200.00	\$34,546.00	\$40,891.00	N-Exempt
		Annual	\$1,084.80	\$1,328.80	\$1,572.80	
		Bi-Weekly	\$13.56	\$16.61	\$19.66	

24	Maintenance Worker	Annual	\$26,862.00	\$32,905.00	\$38,949.00	N-Exempt
		Bi-Weekly	\$1,032.80	\$1,265.60	\$1,480.80	
		Hourly	\$12.91	\$15.82	\$18.51	
Town of Camp Verde Salary Plan - Effective 10-2019						
Range	Title		Minimum	Midpoint	Maximum	Status
25	Records Clerk	Annual	\$25,730.03	\$31,519.59	\$37,308.14	N-Exempt
25	Rec Leader: Pool Supv.	Bi-Weekly	\$989.62	\$1,212.29	\$1,434.93	
25	Rec Leader: Lifeguard	Hourly	\$12.37	\$15.15	\$17.94	
22	Sr. Library Clerk	Minimum Wage+ .50				N-Exempt
	Parks & Rec Leader					
21	Laborer	Minimum Wage				N-Exempt
	Janitor					
	VC Ambassador					
	Library Clerk					
	Receptionist					



RECREATION LEADER – POOL SUPERVISOR

Department:	Parks & Recreation	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision coordinate daily operation of the Heritage Pool with emphasis on scheduling and training of staff as well as customer relations for the Town of Camp Verde Parks & Recreation Division.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- The primary function is to coordinate monitoring of public use of the swimming pool by staff, including work scheduling, guard rotation and in-service training including staff evaluation and performing lifeguard duties.
- Able to perform duties of a Lifeguard including pool surveillance, in-water rescues, respond to emergency and first aid situations; coordinate and teach swimming and water safety skills; answer inquiries from the public.
- Ensures clean and safe recreation venues and events by performing cleaning and sanitation duties, ensures adherence to policies and procedures for efficient and safe operations. Enforces rules, regulations and safety precautions at recreation facilities and outdoor venues; maintains discipline, monitors behavior, resolves issues monitors program activities, and assists participants in recreation activities and special programs. Responds appropriately to injuries or other emergencies in the workplace. Reports and resolves complaints, requests, safety conditions, security issues and illegal activities
- Sets up and takes down equipment and prepares venues for activities and events; supervises and coaches participants; maintains equipment and facilities in clean and safe condition; communicates with general public, community resource agencies, and other organizations in order to conduct program activities; assists with special projects and special events as directed.
- Monitors and coordinates the use and maintenance of recreation facilities, equipment and materials; inspects facilities and grounds, and reports conditions needing repair or maintenance; Monitors, coordinates and accepts program registration paperwork; receipts funds for registration and appropriately compiles registration and revenue paperwork according to direction and procedures.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED equivalent AND a combination of education and experience to perform the duties of the position Prior experience as a Lifeguard is highly desirable but not required.

Required Licenses or Certifications:

- Must possess or obtain and maintain certification as a Lifeguard with CPR & First Aid

PREFERRED QUALIFICATIONS**Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of the Parks & Recreation Division.
- Customer service standards and protocols.
- Occupational hazards and safety precautions.
- Previous experience in scheduling, supervision of staff behavior, and training.

Skill in:

- Using initiative and independent judgment within established procedural guidelines.
- Interpreting a variety of technical instructions and program requirements.
- Working effectively with others to develop solutions for problems.
- Following safe work & recreation practices
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Operating standard office equipment, and a personal computer utilizing standard software
- Communicating clearly and concisely, both verbally and in writing
- Interact well with a variety of people in public settings.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in an aquatic facility environment indoors and outdoors during all weather conditions at Town recreation facilities, venues and off-site locations and includes nights and weekends; required to perform physical work needed to perform water rescues and provide first aid including CPR, and lift and carry up to 50 pounds.
- Performing necessary manual labor and skilled tasks that may require lifting and moving heavy objects, stooping, bending & twisting and participation in recreation activities.
- Ability to work in an indoor or outdoor aquatic environment that may include working in high temperatures, in adverse weather conditions, and while exposed to allergenic substances.
- Sufficient clarity of hearing, visual acuity and manual dexterity, with or without reasonable accommodation, which permits the employee to discern emergency situations, respond quickly in an emergency situation and operate control mechanisms and make fine adjustments, hear verbal instructions, discern colors, and comprehend written work instructions, and rules and regulations and use a telephones.
- Strength, body flexibility and balance to perform rescue and first aid operations and occupy a lifeguard station or chair which may be accessible by ladder/steps for up to 40 minutes in a rotation.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 25



RECREATION LEADER - LIFEGUARD

Department:	Parks & Recreation	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision assist patrons using the Heritage Pool with emphasis on water safety and emergency response for the Town of Camp Verde Parks & Recreation Division.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- The primary function is to monitor public use of the swimming pool, including pool surveillance, performing in-water rescue, response to emergency and first aid situations; teaching swimming and water safety skills; answering inquiries from the public
- Ensures clean and safe recreation venues and events by performing cleaning and sanitation duties, ensures adherence to policies and procedures for efficient and safe operations. Enforces rules, regulations and safety precautions at recreation facilities and outdoor venues; maintains discipline, monitors behavior, resolves issues, monitors program activities, and assists participants in recreation activities and special programs. Responds appropriately to injuries or other emergencies in the workplace. Reports and resolves complaints, requests, safety conditions, security issues and illegal activities
- Sets up and takes down equipment and prepares venues for activities and events; supervises and coaches participants; maintains equipment and facilities in clean and safe condition; communicates with general public, community resource agencies, and other organizations in order to conduct program activities, assists with special projects and special events as directed.
- Monitors and coordinates the use and maintenance of recreation facilities, equipment and materials, inspects facilities and grounds, and reports conditions needing repair or maintenance; Monitors, coordinates and accepts program registration paperwork; receipts funds for registration and appropriately compiles registration and revenue paperwork according to direction and procedures.
- May be assigned as a Head Lifeguard which requires employee to coordinate work of other staff and ensure that applicable policies and procedures are followed including emergency and customer complaints during a work period.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED equivalent OR still attending High School AND an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess or obtain and maintain certification as a Lifeguard with CPR & First Aid

Recreation Leader – Lifeguard

January 2020

PREFERRED QUALIFICATIONS**Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of the Parks & Recreation Division.
- Customer service standards and protocols.
- Occupational hazards and safety precautions.

Skill in:

- Using initiative and independent judgment within established procedural guidelines.
- Interpreting a variety of technical instructions and program requirements.
- Working effectively with others to develop solutions for problems.
- Following safe work & recreation practices
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Performing necessary manual labor and skilled tasks that may require lifting and moving heavy objects, stooping, bending & twisting and participation in recreation activities.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Operating standard office equipment, and a personal computer utilizing standard software
- Communicating clearly and concisely, both verbally and in writing.
- Interact well with a variety of people in public settings.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in an aquatic facility environment indoors and outdoors during all weather conditions at Town recreation facilities, venues and off-site locations and includes nights and weekends; required to perform physical work needed to perform water rescues and provide first aid including CPR, and lift and carry up to 50 pounds
- Ability to work in an indoor or outdoor aquatic environment that may include working in high temperatures, in adverse weather conditions, and while exposed to allergenic substances.
- Sufficient clarity of hearing, visual acuity and manual dexterity, with or without reasonable accommodation, which permits the employee to discern emergency situations, respond quickly in an emergency situation and operate control mechanisms and make fine adjustments, hear verbal instructions, discern colors, and comprehend written work instructions, and rules and regulations and use a telephones.
- Strength, body flexibility and balance to perform rescue and first aid operations and occupy a lifeguard station or chair which may be accessible by ladder/steps for up to 40 minutes in a rotation.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 25



LIBRARY SUPERVISOR

Department:	Library	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision of the Library Director, the Library Supervisor plans, coordinates, evaluates and supervises the Camp Verde Community Library Circulation, Public, Technical and Volunteer Services divisions in support of the day-to-day operations of the library.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. May provide backup duties related to other departmental positions as needed.*

- Plans, coordinates, and implements library processes, policies and services to meet the Library Director’s goals, objectives and priorities for library services in Camp Verde; organizes, supervises and implements public service standards; coordinates library practices and procedures across divisions to meet the educational, informational and recreational needs of the community; promotes literacy, educational, and recreational programs, resources and events; serves as library spokesperson.
- Provides supervision, training, and coordination of the work for circulation, technical and public services staff and volunteers; monitors activities to ensure that staff and volunteers adhere to policies and procedures as directed, prepares schedules to ensure coverage at public service points across divisions; communicates and enforces library policy, practices, procedures, and safety standards; maintains discipline, monitors behavior, resolves issues, and assists library patrons; reports and resolves complaints, requests, safety conditions, security issues and illegal activities.
- Oversees collection for condition, organization, quality control and inventory; researches, and identifies problems with cataloging records and processed materials and works with technical services staff resolve problems; reviews and evaluates current collection and recommends the removal of material and other resources that are no longer appropriate for the collection; coordinates with division staff to develop collection procedures, goals and objectives that meet the informational, educational and recreational needs of the community.
- Collects, compiles and reports data for statistical and analytical reports for Public, Technical and Volunteer Services divisions; monitors special collections, special reports and patron notices; maintains expertise in field of service through participation in applicable educational opportunities.
- Uses knowledge of Library collection and online tools to provide experienced customer service functions; performs basic library reference and research services using library catalog, databases, Internet services and Inter-library loan resources; issues library cards, maintains accuracy of patron records and registers patrons for library programs; assists customers in using computers and retrieving information; assists with developing, presenting and promoting library programs; collects fees and fines and reconciles cash account.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Supervises assigned staff and volunteers.

- Using auditory or visual methods, ability to clearly and concisely communicate in person and over the phone.
- Requires pushing heavy book carts and loaded dollies up to 100 pounds and routinely lifting up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 67

DRAFT



SENIOR PLANNER

Department:	Community Development	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, performs professional urban planning work in the Town of Camp Verde, and explains planning and zoning regulations and municipal standards for land use, development projects and technical issues; assures compliance to state and Federal regulations, and Town policies, procedures and goals.

PRIMARY DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Provides professional planning services, and reviews technical documents for compliance with Town standards; produces reports, presentations and recommendations on planning issues; reviews development proposals, subdivision plats, applications, zoning changes, and other land use applications; advises applicants within scope of authority and training.
- Prepares and presents project reports to the Town Council and regional boards and commissions; prepares technical ordinance and resolution documents for review; maintains and administers planning projects; reviews and processes applications, plans and project proposals, and tracks inter-departmental review process.
- Responds to questions from residents and provides information and customer service; investigates and resolves inquiries and complaints, enforces rules and regulations, and explains Community Development Department policies, codes, standards and procedures; monitors and reviews trends in planning and development programs, and recommends improvements.
- Coordinates addressing issues, zoning applications, and construction inspections; maintains and updates Town General Plan and ordinances.
- Reviews building permit applications for zoning compliance and performs inspections.
- Represents department on various boards and committees, attending associated meetings, seminars, and conferences.
- Provides GIS mapping function for development projects and other Town departments.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

Provides technical guidance to other department staff.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Urban Planning, Engineering, Business or Public Administration, or related field; ArcMap/Pro GIS and/or ArcGIS Online experience, AND three years' experience in planning and development programs; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Professional certification through the American Institute of Certified Planners (AICP) is preferred; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

PREFERRED QUALIFICATIONS**Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Principles of land use planning and urban design.
- Federal, State and local laws, rules, codes and regulations governing planning, zoning, building, safety, code enforcement, community planning and economic development.
- Town land use and development regulations, zoning codes, planning concepts and principles.
- Occupational hazards and safety precautions.
- Record keeping and file maintenance principles and procedures

Skill in:

- Analyzing planning issues and making logical recommendations based on findings.
- Interpreting and applying development standards and procedures, Federal and state rules and regulations, and Town policies and procedures
- Presenting and defending reports and information in a public speaking setting such as public hearings and neighborhood meetings.
- Reading and interpreting building plans and technical specifications, and checking details, estimates, plans, and specifications of projects.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in an office environment and in the field verifying accurate and adequate representations of submitted building plans on an as needed basis as determined by the Plans Examiner directly or the Building Official
- Ability to travel over rough terrain and work in extreme weather conditions as necessary.
- Work is performed in a standard office environment, with normal office noise.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- May frequently lift and move objects up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 70



Administrative Support Manager

Department:	Marshal's Office	Revised Date:	January 2020
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GENERAL PURPOSE: Manages the agency's Public Safety Answering Point (PSAP) and the 911 system, Spillman (rms), digital evidence equipment and network; analyzes and recommends the need for new or updated systems and applications; oversees the development, implementation and delivery of upgrades, updates and procedures; develops training materials and programs and oversees ongoing training of staff on operations, management and coordination of the PSAP. Acts as the Marshal's representative on local, regional, statewide and national initiatives regarding 911.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Represents the Town Marshal in administrative matters upon request.
- Prepares and maintains confidential reports and records
- Manages, through subordinate supervisors, and directs staff activities to provide timely services to other work units throughout the Department and ensure efficient daily operation of the work unit and accountability and adherence to applicable laws, policies and procedures.
- Interprets and disseminates information (e.g., time and activity, overtime, leave policies, statutes, laws, administrative rules, general policies and procedures, etc.)
- Supervises the personnel of the work unit, which includes: interviewing prospective employees; providing and/or recommending training; coordinating, scheduling and assigning work product;
- Performs various budgetary functions of the work unit including: monitoring, and analyzing the operating budget for assigned programs (e.g., state appropriations, federal grants and RICO monies); projecting future billings; monitoring and approving expenditures of funds; directing the payment of invoices; supervising the processing of purchase requisitions and purchase orders; managing open purchase orders; and auditing various accounts to ensure accuracy and compliance in the handling and use of funds
- Recommends changes and improvements to management regarding program policies and issues to improve productivity.
- Conducts needs assessment of user requirements to determine current and future needs (e.g., for updated equipment, programs, etc.) and develop and/or revise programs specific to assigned work unit.
- Prepares various reports (e.g., monthly activity, budgetary, financial, statistical, etc.) to provide accurate information, to make projections and recommendations, and to identify trends.
- Manages contracts to secure services and goods for assigned service. Reviews and oversees contracts, agreements, and/or leases to ensure compliance of contract and accuracy of figures.
- Recommends purchases and capital improvements to continue operation of assigned service. Manages cost options to purchase necessary supplies and equipment at most cost-effective price.

MANAGERIAL RESPONSIBILITIES

Manages Law Enforcement Support Services

MINIMUM QUALIFICATIONS

Education and Experience:

Associates Degree in Business or related field; AND 5 years office support and 5 years Law Enforcement computer system; OR an equivalent combination of education and experience. Knowledge of Law Enforcement dispatch is preferred.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- TOC Certifications (within one year of Hire)
- Spillman SAA Certification (with in one year of Hire)
- Additional technical certifications and training may be required for some incumbents in this job class.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of the assigned Department.
- Office administration processes and procedures, including accounting, budgeting and purchasing.
- Spillman CAD RMS
- PSAP
- Digital Evidence Systems

Skill in:

- Using initiative and independent judgment within established procedural guidelines
- Interpreting a variety of technical instructions and program requirements.
- Assessing and prioritizing multiple tasks, projects and demand.
- Preparing and writing reports and business correspondence.
- Operating standard office equipment, and a personal computer utilizing standard software.
- research, gather, manipulate, analyze and evaluate information and statistics.
- Providing effective customer service and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing
- develop, manage and monitor a budget

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a standard office environment, with normal office noise.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel, and reach with hands and arms.
- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Exempt

Salary Range: 76



ADMINISTRATIVE ASSISTANT

Department:	Various	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, performs a wide variety of administrative and office support functions of a highly responsible nature in relieving a Department head and other staff of administrative and technical activities and customer service duties.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees Department administrative workflow; depending on area of assignment, applies specific knowledge of policies and procedures in order to organize and coordinate work, and relieve the Department Director and staff of routine administrative detail; applies judgment to resolving problems, analyzing data, and making decisions.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the assigned Department; creates, edits and processes technical documents and other communications; maintains department files and database; collects and compiles statistical data; updates manual and computer records and tracking systems; creates management reports; coordinates special projects and assignments; may administer grants and process employee time reports.
- Maintains technical and administrative files; researches files and computer databases; provides advice and assistance to Department staff on compliance with laws, rules and regulations; coordinates office activities, prioritizes and develop schedules in order to meet critical deadlines; maintains departmental calendars and schedules for Department staff; coordinates and arranges meetings; reserves and arranges facilities; prepares agenda packets for Town Council and committee meetings; coordinates staff travel arrangements.
- Provides information and assistance to visitors and customers; provides customer services and resolves complex customer service issues; resolves problems within scope of authority; screens and routes calls to appropriate individuals, takes and delivers messages.
- Receives and processes invoices, statements, and payment vouchers; monitors and evaluates expenditures and budget; orders supplies, materials and equipment, and maintains inventory.
- Responsible for maintenance and supplies of printer and postage machine.
- Distribution of incoming mail for all departments and council
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None.

Job Description

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED equivalent; AND two year's office support and computer experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Additional technical certifications and training may be required for some incumbents in this job class.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of the assigned Department.
- Office administration processes and procedures, including accounting, budgeting and purchasing.
- Customer service standards and protocols.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Using initiative and independent judgment within established procedural guidelines.
- Interpreting a variety of technical instructions and program requirements.
- Assessing and prioritizing multiple tasks, projects and demands.
- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Preparing and writing reports and business correspondence.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a standard office environment, with normal office noise.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 31



ANIMAL CONTROL OFFICER

Department:	Marshal's Office	Revised Date:	January 2020
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GENERAL PURPOSE: Under limited supervision, and consistent with general orders, performs general duty and investigative work in the enforcement of local and state statutes relating to animal control, dog licensing, and rabies control. Work normally consists of investigating animal bites, impounding stray animals, quarantine of animals, care and feeding of impounded/quarantined animals, and implementing adoption programs for unclaimed animals.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Patrols the Town of Camp Verde for animals at large; apprehends stray and rabid animals; answers calls/radio complaints involving violations of Chapter 6 of the Town Code; writes reports and completes forms and/or computer entries providing record of daily activity and documentation.
- Conducts investigations of animal bites, imposes quarantines as a result of animal bites, collects evidence, identifies witnesses and issues citations if appropriate; interviews witnesses and victims, gathers information and prepare detailed reports; prepares cases for trial, including review of information, conferring with attorneys and testifying.
- Participates in annual and other regular training programs in animal control methods and procedures, and related subjects.
- Performs duties such as care and feeding of animals located at the animal shelter, prepare rabies specimens for the state laboratory, administer euthanasia, disinfects kennels, arranges for annual rabies vaccination clinics, distribute dog tags, and other related activities.
- Performs public relations duties such as educating public on rabies prevention and animal control, offering information and guidance, participating in community activities and events, and implementing animal adoption programs.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None

MINIMUM QUALIFICATIONS:

Education and Experience:

High school or GED equivalent; AND one-year full time experience working with animals; OR any combination of education, training, and experience that provides the desired knowledge, skills, and other characteristics.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Must obtain CPR/First Aid/AED Training within (1) year.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town and department policies and procedures.
- Geography and streets of the Town of Camp Verde.
- Animal habits, behaviors, and demeanors.

Skill in:

- Basic animal control methods, practices and procedures, with the ability to recall and apply in specific situations.
- Dealing courteously and fairly with people, getting along well with others.
- Using good judgment and making effective decisions.
- The use of dart tranquilizer weapons, animal traps, and other tools and equipment utilized by animal control.
- Preparing clear, comprehensive and accurate reports.
- Office administration processes and procedures, including accounting, budgeting and purchasing.
- Reading and writing English at a level adequate to comprehend complex laws, rules, policies, reports, and other material and in writing.
- Collection of fees for release of animals, records for accurate payments & issue animal licenses
- Conveying information orally, in person or via 2 way radio
- Operating a motor vehicle safely.
- Concentrating on and completing tasks despite distractions and interruptions.
- Meeting attendance schedule with dependability and consistency.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work ordinarily consists of work in vehicle, office, and animal shelter.
- Work may involve personal danger. Hazards: Exposure to bodily fluids and infectious diseases (both human and animal)
- Routine exposure to violent or short-tempered people and animals, and to inclement weather, including extreme heat and rain; occasional exposure to airborne particles and fumes.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- Lifting heavy animals; pushing and pulling animals into truck; kneeling and crouching to pick up animals.
- Strength sufficient to lift, carry and move 25-50 lbs.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 32



ASSISTANT PLANNER / ADMINISTRATIVE ASSISTANT

Department:	Community Development	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, assists with planning and zoning functions, and performs administrative and office support functions of a highly responsible nature in relieving the Department Director and other staff of administrative and technical activities and customer service duties.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers inquiries and assists the public in matters relating to planning, zoning, ordinances, procedures, and application review, and other Town development standards and regulations; reviews and processes applications for zoning map changes, amendments, permits and variances; completes special projects as assigned; assists with plan reviews; updates code revisions; provides information on land use and planning issues within scope of authority.
- Oversees Community Development Department administrative workflow; applies specific knowledge of policies and procedures in order to organize and coordinate work, and relieve the Department Director and staff of routine administrative detail; applies judgment to resolving problems, analyzing data and making decisions.
- Maintains technical and administrative files; provides advice and assistance to Department staff on compliance with laws, rules and regulations; coordinates office activities, prioritizes and develop schedules in order to meet critical deadlines; maintains departmental calendars and schedules for Department staff; coordinates and arranges department meetings; assembles information packets, and coordinates public meetings of Community Development Boards, Commissions and Council.
- Receives and processes invoices, statements, and payment vouchers; monitors and evaluates expenditures and budget; orders supplies and materials and maintains inventory. Assists department heads with budget process by providing statistics and expenditures as well as conducting research for short and long-range needs/goals.
- Provides Department information and customer service; answers questions as first point of contact for customers; responds to customer questions on zoning, building, land use, permit readiness, project fees and other issues; explains policies, codes, standards, and procedures; answers questions on land use and planning issues within scope of authority and training.
- Reviews and accepts development plans and permit applications; reviews applications for completeness, calculates and collects applicable fees, and forwards applications to appropriate staff for review; assists Community Development Department staff; provides administrative support services as needed, including receptionist functions; researches issues as requested; processes documents and maintains permit records, files and activity log.
- Creates, updates and tracks a variety of electronic and paper files, records, applications, reports, and technical documents; enters department and customer information and other data into Town computer systems; accesses and locates information for customers, staff, authorized agencies and others; notifies other agencies and departments as needed; compiles operational information for regular activity reports; tracks permit activity and monitors expiration dates.
- Works with outside agencies and their technology to assist mutual customers with their needs.

- Books meetings and conferences and makes travel arrangements as necessary.
- Assists in the onboarding & training of new hires in areas within scope and authority.
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent; AND two year's office support and computer experience, including one year of planning and zoning experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Federal, State and Town rules, regulations and ordinances governing land use, planning and zoning.
- Office administration processes and procedures, including accounting, budgeting and purchasing.
- Customer service standards and protocols.
- Record keeping and file maintenance principles and procedures.
- Reading and interpreting plans
- Taking effective minutes
- Coordinating meetings and travel
- Computer software to include iWorQ's, Microsoft Outlook, Word and Excel, as well as Adobe Acrobat and Adobe Creative Cloud

Skill in:

- Interpreting and applying land use regulations, and state and Federal laws.
- Assessing and prioritizing multiple tasks, projects and demands.
- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Preparing and writing reports and business correspondence.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Shared/open office with moderate noise (employees, customers, phones and office equipment)
- Ability to get up and down frequently and sit/stand for extended periods of time assisting customers and/or using office equipment and computers.
- Constantly uses fingers, hands and arms.

Assistant Planner/Administrative Assistant

Non-Exempt (47)

- Daily activities include talking, listening, walking, standing and occasional lifting, carrying, kneeling, bending, squatting and reaching.
- Normal ranges of hearing, vision, and speaking is essential for giving/receiving information through normal conversations and to prepare and inspect documents.
- Occasionally lift or move objects weighing 5 to 10 lbs.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 47



BUILDING INSPECTOR

Department:	Community Development	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, reviews plans and specifications, and inspects commercial and residential construction projects for compliance with all building, safety and construction codes and regulations, and with the approved building plans.

PRIMARY DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Inspects residential and commercial building construction and all building trades activities conducted under permits issued by the Town; assures construction activities are in compliance with all applicable codes, ordinances and regulations; inspects building, electrical, mechanical, and plumbing construction; approves work which conforms to Town codes and zoning regulations; requires corrections to be made when deficiencies are discovered; coordinates inspection work with other departments, agencies and utility providers.
- Reviews plans and specifications of projects to gain familiarity with the projects prior to inspection; performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations; notes deficiencies and deviations from plans; interprets regulations, and issues citations, notices of violation, stop work orders, and occupancy certificates within scope of authority.
- Maintains communications with developers and builders on commercial and residential construction and inspection projects; analyzes practices, identifies problems, and recommends improvements; maintains and updates inspection records, project documentation and Department files.
- Answers inquiries and assists customers with application process, compliance issues, permit review, code enforcement, and other Town standards and regulations; responds to requests for information; provides technical information and assistance to Town staff as authorized; provides assistance to the public within scope of authority; reviews and approves business license and permit applications; generates reports as required.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent; AND three year's building trades or inspection experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- International Code Council (ICC) Commercial & Residential Inspector certification is required within one year; Plans Examiner certification is preferred; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

PREFERRED QUALIFICATIONS**Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Principles and practices of the construction industry and building trades.
- Principles and practices of building, electrical, mechanical, and plumbing inspection.
- Building material specifications and product installation standards.
- ICC Building and Fire Codes, National Electric Code and related state and local statutes and regulations.
- Occupational hazards and safety precautions in construction areas.
- Geography, roads, and landmarks of Town and surrounding areas.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Applying technical knowledge of building trades work and using sound inspection methods to determine workmanship and materials quality, and detect deviations from plans, specifications and standard installation practices.
- Reading and interpreting building plans and specifications and applying Town codes and policies.
- Providing advice and consultation on construction methods and technical requirements.
- Analyzing situations accurately, making independent decisions while working in the field, and following established procedures.
- Interpreting and applying ordinances, regulations, and state and Federal laws.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in an office environment, and in internal and external environments with exposure to inclement weather
- Field work requires frequent visits to construction sites with possible safety hazards.
- Physical demands may include sitting for extended periods of time and typing, climbing, balancing, stooping, kneeling, crouching or crawling
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Occasionally lift, carry and move up to 50 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 60



CHIEF BUILDING OFFICIAL

Department:	Community Development	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, manages the administrative and operational duties of the Building Safety Division. Renders interpretations of the Town Administrative Building Code and adopted Technical Codes. Adopts and sets policies and procedures for the Building Safety Division, appoints and supervises technical officers, inspectors, plan examiners, code enforcement officers, and other employees with the concurrence of the Community Development Director. Responsible for implementing all Town activities related to setting and ensuring compliance with building standards including plan check, inspections and correction of hazards; to supervise and perform the more difficult inspections; and to approve plans and specifications, as necessary.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, coordinates and supervises the operations of the building inspection work group, including customer service, plan review, building inspection, and code enforcement; provides direction and guidance in technical processes and procedures; manages and trains professional and support staff; assigns and coordinates tasks and projects; reviews staff work for conformance with Town codes and Department standards; coordinates with Community Development Director on plan reviews, building code administration, and enforcement issues.
- Inspects commercial and residential building construction and all building trades activities conducted under permits issued by the Town; assures construction activities are in compliance with all applicable codes, ordinances and regulations; inspects building, electrical, mechanical, and plumbing construction; approves work which conforms to Town codes and zoning regulations; requires corrections to be made when deficiencies are discovered; coordinates inspection work with other departments, agencies and utility providers.
- Reviews plans and specifications of projects to gain familiarity with the projects prior to inspection; performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations; notes deficiencies and deviations from plans; interprets regulations, and issues citations, notices of violation, stop work orders, and occupancy certificates within scope of authority.
- Maintains communications with developers and builders on commercial and residential construction and inspection projects; analyzes practices, identifies problems, and recommends improvements; maintains and updates inspection records, project documentation and Department files.
- Makes presentations to Town Council, Commissions and other groups; explains Division policies to the public, developers and builders.
- Prepares and administers the Division budget.
- Develops and implements Division goals, objectives, policies, procedures, and priorities.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Directly supervises inspectors, plans examiners and administrative staff.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED equivalent; AND five year's building trades and inspection experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Applicable International Code Council (ICC) certifications; must be certified as a Building Official, Commercial & Residential Inspector and Plans Examiner; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Federal, state and local building, housing and safety laws, rules, ordinances, codes and regulations.
- Principles and practices of the construction industry and building trades.
- Principles and practices of building, electrical, mechanical, and plumbing inspection.
- Building material specifications and product installation standards.
- Uniform Building and Fire Codes, National Electric Code, Arizona Uniform Plumbing Code, Uniform Mechanical Code, and related state and local statutes and regulations.
- Occupational hazards and safety precautions in construction areas.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Interpreting and applying statutes, rules, ordinances, codes and regulations.
- Reading and interpreting building plans and technical specifications, and checking details, estimates, plans, and specifications of projects.
- Applying technical knowledge of building trades work and using sound inspection methods to determine workmanship and materials quality, and detect deviations from plans, specifications and standard installation practices.
- Providing advice and consultation on construction methods and technical requirements.
- Analyzing situations accurately, making independent decisions while working in the field, and following established procedures.
- Interpreting and applying ordinances, regulations, and state and Federal laws.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a standard office environment, with frequent visits to construction sites.
- Administrative work is performed in a standard office environment with normal office noise.
- Physical demands may include sitting for extended periods of time, typing and occasional lifting of objects between 25-50 lbs.
- Field work requires frequent visits to construction sites with possible safety hazards.
- Physical demands may include climbing, balancing, stooping, kneeling, crouching or crawling.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Exempt

Salary Range: 71



CODE ENFORCEMENT OFFICER

Department:	Community Development	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, performs field inspections and administrative support work in the investigation of complaints and violations of the Town of Camp Verde Municipal Codes.

PRIMARY DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Proactively identifies and resolves code violations, inspects properties for compliance with property maintenance, health and safety, nuisance, housing, zoning, sign code, business license, housing safety regulations, lighting and other various municipal code violations
- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances, interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Maintain accurate documentation and case files on all investigations, inspections, compliance actions; and other job-related activities including accurate and detailed information regarding code enforcement compliance activity to substantiate violations; draw diagrams and illustrations and take photographs.
- Determines enforcement action necessary; issues violation notices, civil citations, or seeks criminal charges as necessary
- Conducts research of prior case reports, property ownership, and city and state records to facilitate resolution of complaints
- Pursues necessary abatement action including court ordered abatements to resolve property maintenance complaints
- Identifies properties that are hazardous and aids with decisions including demolition of structures based on property conditions
- Prepares for and conducts community education meetings related to code compliance concerns and serve as a resource to other city departments, divisions, the general public, and outside agencies in the compliance of zoning regulations; interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other interested groups in the field, over the counter, and on the telephone.
- Prepares information for court hearings, analyzes technical materials and testifies to assist in the prosecution of violators
- Prepare a variety of written reports, memos, and correspondence related to compliance activities
- May assist in the managing and development of community clean projects and activities
- May assist in researching, drafting, and rewriting municipal codes; participate in the development of forms and processes utilized to address various issues.
- Presents a variety of information and statistics in the form of written, graphic, or oral reports for use by elected and appointed officials, special committees, or community organizations involved in code compliance matters.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS

Education and Experience:

High School Diploma or G.E.D. and (1) year code enforcement experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Applicable federal, state, and local codes, laws, regulations, policies, and procedures
- Basic investigation techniques
- Occupational hazards and safety precautions.
- Geography, roads, and landmarks of Town and surrounding areas.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Providing exceptional customer service.
- Analyzing situations accurately, making independent decisions while working in the field, and following established procedures.
- Conflict resolution.
- Ability to read maps and use navigation tools.
- Interpreting and applying ordinances, regulations, and state and Federal laws.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.
- Use of computers and related software applications.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in an office environment, and in internal and external environments with exposure to inclement weather.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 15 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 43



DEPUTY TOWN CLERK

Department:	Town Clerk's Office	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, coordinates and performs a variety of technical and administrative functions in support of Town Clerk's Office operations; assists in managing and maintaining the Town's official records; prepares and processes public and legal documents.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in the preparation, distribution, retention, and maintenance of Town Council meeting agendas, minutes, addendum and official documents for the Council, other departments, the media, and the general public; assists with compiling, preparing and distributing public meeting information packets for the Town Council; attends meetings, records and transcribes proceedings, and develops official meeting minutes for review and approval; prepares, reviews, tracks, and files correspondence, contracts, bid proposals, ordinances, and resolutions.
- Assists with the publication of official notices, agendas, ordinances and resolutions; assists with Town elections; performs administrative and research functions for Town Council; manages and maintains records for all Town departments in accordance with State regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal and open meeting records.
- Provides information and assistance to constituents, visitors and others having business with the Town; responds to requests for information within the scope of authority; explains laws, rules, regulations, policies, and procedures; assists with website updates.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the Town Clerk; creates, edits and processes technical documents and other communications; maintains department files and database.
- Process new business license application and renewals.
- Process Liquor license and Special Event Liquor License applications.
- Update record room and purging documents.
- Maintains absolute confidentiality of work-related issues, records and Town information.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED equivalent; AND two year's office support and computer experience, preferably in municipal government; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

- Designation as **Certified Municipal Clerk** and **Certified Municipal Elections Official** or ability to obtain within (2) years of hire.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Arizona Revised Statutes and Town regulations governing municipal government administration, open meetings, and elections.
- Principles and practices of records retention, record keeping and file maintenance.
- Customer service standards and protocols.

Skill in:

- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Coordinating the maintenance of records for all Town departments.
- Preparing and writing reports and business correspondence.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a standard office environment, with normal office noise.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move boxes up to 15lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 60



DEPUTY MARSHAL/PEACE OFFICER

Department:	Marshal' Office	Revised Date:	January 2020
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GENERAL PURPOSE: Under limited supervision, and consistent with general orders, performs general duty and investigative police work in the protection of life and property through the enforcement of laws and ordinances. Work normally consists of routine patrol, preliminary investigations, and traffic control on assigned shifts. Incumbents may be assigned to work on special assignments, which necessitate specialized abilities and knowledge. Special assignments can be of short or long duration and are subject to reassignment or cancellation at the sole discretion of the Town Marshal, who may assign officers for cross training purposes or for reasons of departmental efficiency.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prevents and discovers commission of crimes; apprehends criminals and offenders; makes presence known consistent with community policing and in a manner that contributes to deterrence and solving of crimes. Answers calls/radio complaints involving traffic, fire, vehicle accidents, robberies, domestic violence, neighborhood disturbances, and other misdemeanors, felonies, or service calls; secures accident and/or crime scene. Writes reports and completes forms and/or computer entries providing record of police activity and documentation for legal action reviewed by supervising personnel.
- Administers first aid, conducts preliminary investigations, gather evidence, identifies witnesses and issues citations or makes arrests if appropriate; interviews witnesses and victims, gathers information and prepare detailed reports; prepares cases for trial, including review of information, preparing physical evidence, conferring with attorneys and testifying.
- Participates in annual and other regular training programs in police methods and procedures, weapons training, proficiency skills and related subjects.
- Performs specialized duties such as Detective, K-9 Officer, School Resource Officer, FTO instructor, Firearms instructor, training officer, traffic control, crime prevention, community relations, and other specialized activities.
- Performs public relations duties such as problem resolution, comforting distraught citizens, offering information and guidance, participating in community activities and events, mediating disputes and demonstrating crime prevention techniques.
- Performs other related, similar or logical duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School diploma or GED equivalent; AND meet all minimum qualifications as established by AzPOST. At least 30 hours of college credit or four years military experience desirable.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Must obtain AzPOST certification.
- Must obtain CPR/AED/First Aid/Narcan Training within (1) year.

PREFERRED QUALIFICATIONS

Knowledge of:

- Geography and streets of the Town of Camp Verde.
- Town and Department policies, procedures, and general orders.

Skill in:

- Basic police methods, practices and procedures, with the ability to recall and apply in specific situations.
- Dealing courteously and fairly with people.
- Using good judgment and making effective decisions under pressure.
- Use of firearms and other police equipment.
- Preparing clear, comprehensive and accurate reports.
- Reading and writing English at a level adequate to comprehend complex laws, rules, policies, reports, and other material and in writing.
- Understanding and anticipating problems and to reach logical conclusions from information.
- The use of a computer.
- Performing math.
- Conveying information orally, in person, and via two way radio.
- Operating a motor vehicle safely.
- Concentrating on and completing tasks despite distractions and interruptions.
- Working under heavy stress.
- Get along well with others.
- Meet attendance schedule with dependability and consistency.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work ordinarily consists of routine patrol in assigned vehicles, foot patrol, preliminary or on-going investigations or assigned to special duty areas. Work may involve personal danger. Hazards: Exposure to bodily fluids and infectious diseases; routine exposure to violent or short-tempered people and to inclement weather, including extreme heat and rain; occasional exposure to airborne particles and fumes.
- Must be able to lift at minimum 50lbs.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 68



DISPATCHER

Department:	Marshal's Office	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, responds to emergency and non-emergency calls for service, identifies and dispatches appropriate law enforcement and emergency service units, and gathers and relays critical information; follows Camp Verde Marshal's Office (CVMO) policies and procedures to assure the safety of officers and the public.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides Public Safety Dispatch services for CVMO; keeps track of a wide variety of law enforcement and emergency services resources, personnel, incidents and trends; answers incoming emergency and non-emergency calls; interviews callers and gathers details; prioritizes calls for service and determines appropriate personnel to respond; dispatches emergency responders; relays pertinent information to law enforcement officers in a concise, organized and understandable manner; maintains records and logs.
- Provides detailed call information to officers as needed; maintains status and awareness of CVMO patrol unit locations and unit's status; monitors message traffic and relays information to officers; follows all CVMO policies and procedures to assure that officer and public safety is the top priority; contacts other law enforcement and emergency services agencies for additional information and resources as needed, and relays information regarding incidents.
- Performs inquiries and criminal history checks for law enforcement personnel through Arizona Criminal Justice Information System (ACJIS); enters emergency assistance calls into the dispatch incident logs; inputs information into the ACJIS computer system; enters data for warrants, records and reports; queries system databases as requested.
- Provides information, instructions and assistance to the public within scope of authority; assists and coordinates with other emergency services personnel and outside organizations.
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required, including cross-training as Evidence Custodian, or taking a lead dispatch role including scheduling (stipend for this additional duty if assigned).

MANAGERIAL RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED equivalent; AND one year of clerical, computer, and customer service experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license, and a clear criminal record.

- Must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System
- Must obtain CPR/First Aid/AED training within (1) year.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Policies, procedures, functions, operations, and services of the Camp Verde Marshal's Office.
- Equipment utilized in emergency communications including radio, computer and dispatch equipment.
- State and Federal laws and regulations governing public safety dispatch and legal records.
- Law enforcement patrol procedures and terminology.
- Principles of record keeping, case files and records management.
- Local geography, traffic patterns, and the location of all streets, landmarks and buildings.
- Federal and state laws, statutes, and Town ordinances governing law enforcement activities.

Skill in:

- Obtaining information from hostile or emotional citizens.
- Communicating clearly and concisely and relaying details accurately.
- Handling multiple tasks simultaneously, under pressure, and in emergency and stressful situations.
- Remembering names, numbers and locations, and reading maps quickly and accurately.
- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a fast paced, high volume call center environment.
- Work is performed in a standard office environment, with normal office noise.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 47



Economic Development Specialist

Department:	Economic Development	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, assists with Economic Development functions in a highly responsible manner, relieving the Department Director and other staff of administrative, technical and customer service duties

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all the duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties and may be required to perform additional position-specific duties.*

- Oversees the daily operations of the Camp Verde Visitor Center including recruiting, coordinating and scheduling staff, maintaining the Center's budget, developing tourism marketing programs and ensuring quality customer service
- Assist the director in promoting business attraction, retention and expansion, workforce development, arts and culture, outdoor recreation, economic resiliency, infrastructure expansion and place making development
- Performs departmental administrative responsibilities including accounting, purchasing, business correspondence and maintenance of departmental records, reports and data bases
- Maintains and updates the department's websites and assist in the enhancement of online marketing
- Develops, writes and maintains the Town's newsletter
- Coordinates, liaisons and serves as departmental representative with community and regional organizations, state and federal agencies, and other entities and individuals whose work promotes and assist with the goals of the Economic Development Department
- Attends and participates in trade shows, seminars, conventions, symposiums, workshops and other informational gatherings as necessary
- Responsible for developing, writing and administering a variety of economic development related grants, contracts, and projects
- Provides assistance to department staff on compliance with laws, rules and regulations
- Prioritizes and develops schedules in order to meet critical deadlines, coordinates and arranges department meetings, as well as public meetings
- Conducts research and surveys
- Maintains absolute confidentiality in all work-related matters, records and information
- Performs other duties as assigned or required

MANAGERIAL RESPONSIBILITIES

- None

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's Degree from an accredited college or university with major course work in urban planning, economic development, marketing, public or business administration, finance, or a

related field or equivalent experience of three (3) years of progressively responsible experience in an economic development, marketing, business attraction and/or development research, community development planning, or a related field. Significant experience in marketing, brand development, and promotional material creation. Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be considered.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license

PREFERRED QUALIFICATIONS**Knowledge of:**

- Knowledge and thorough understanding of the economic development strategies of the Town of Camp Verde and the goals of economic development.
- Knowledge of the Town business environment and existing businesses
- Knowledge of municipal planning including the General Plan, other strategic planning documents and capital improvement plans

Skill in:

- Excellent written and oral communication skills
- Strong computer skills
- Strong research and analysis skills
- Skill in obtaining critical business data
- Skill in project management
- Ability to organize and present statistical, financial and factual data in a manner easily understood by the audience
- Ability to collaborate with citizens, regional organizations, business owners and development professionals with diverse backgrounds and interests
- Ability to work successfully in a team-oriented atmosphere that provides business, citizens and employees with accurate information and excellent customer service

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 15 pounds and occasionally lift and move up to 25 pounds of office equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Although most work is performed in an indoor office environment, individual projects may be performed outdoors, in rough terrain and on uneven surfaces
- Some travel is required. Individuals must be physically capable of operating motor vehicles safely.

Economic Development Specialist

Non-Exempt (55)

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 55

January 27, 2020



LIBRARY SPECIALIST

Department:	Library	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision of the Library Supervisor, the Library Specialist plans, coordinates, and provides experienced patron and technical support in the provision of library, programs, materials, and customer services. This is a frontline position responsible for catalog/library materials maintenance, knowledge of technical functions using library systems, marketing and promoting the library, development and implementation of library programs and services.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. May provide backup duties related to other divisional positions as needed.*

- Assists patrons with computer usage and reference questions; searches files and indexes to assist customers with research; issues library cards and updates records; checks library materials in and out, processes old and damaged materials, and updates bibliographic records; assists with administrative office duties; assists with opening and closing of the library; cross-trains and coordinates the work of volunteers and junior staff.
- Uses knowledge of Library collection and research tools to provide experienced customer service functions in a courteous and respectful manner within scope of training; responds to requests for information within the scope of authority; performs technical support activities for library computer systems as directed; explains library services, policies and procedures; maintains records, archives and files; gathers and compiles data for ongoing library records and reports.
- Performs library loan functions; searches, identifies, and retrieves materials requested by patrons, and materials requested by other libraries; searches online database to find and request materials; manages receipt and delivery of books and materials, and maintains transactional statistics.
- Oversees collection development and maintains current collection; orders, receives and/or catalogues books and other media and materials to national and Yavapai Library Network standards. Researches, identifies and resolves problems with cataloged records and processed materials; prepares library materials for circulation; corrects file records and makes minor repairs to library materials.
- Plans, develops, coordinates, supervises, and promotes library programs, events and services to meet the educational, informational and recreational needs in the community; organizes, supervises and implements special activities and community events; conducts community outreach programs to promote library programs and events.
- Represents the Library at regional advisory committee meetings.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Provides direction and training to Library Clerks, Aides, and volunteers.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in a relevant field AND three years' experience working in a library or customer service position; OR an equivalent combination of education and experience. Master's degree in Library and Information Science or Library Practitioners Certification is desirable.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and **safety** of library programs and facilities.
- Library operations, methods for developing and maintaining library collections and research techniques.
- Dewey Decimal System of classification and standard library cataloging conventions.
- Techniques and protocols for researching online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Customer service, procedures, standards and protocols.
- Arizona Revised Statutes governing patron privacy, access, and behavior in the library.

Skill in:

- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.
- Recognizing and resolving conflicts in library data entry.
- Performing clerical library support functions.
- Organizing workload to keep pace with flow of library materials.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in an active library environment; requires concentration on details with frequent interruption.
- Frequently required to reach using fingers, hands and arms, to grasp, handle, feel or operate objects, tools, or controls; to sit, stand, walk, bend, twist, stoop, knee, balance and/or crouch.
- Ability to lift stacks and/or boxes of books, equipment, supplies, tables, chairs and other library materials.
- Hand-eye coordination needed to operate computers and various office equipment including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Using auditory or visual methods, ability to clearly and concisely communicate in person and over the phone.
- Requires pushing heavy book carts and loaded dollies up to 100 pounds and routinely lift or carry up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 26



LIEUTENANT

Department:	Marshal's Office	Revised Date:	January 2020
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GENERAL PURPOSE: Under direction of the Town Marshal, serves as the commanding officer of one or more divisions within the police department.

PRIMARY DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Assists in the planning, coordination, and evaluation of law enforcement personnel and operations; implement and train subordinates in the policies, regulations, and general orders of the Marshal's Office; directly supervises the sergeants, civilian supervisors, and officers/deputies assigned to their division and indirectly supervises civilian full-time and volunteers; regularly inspects functions within their command for compliance and quality control.
- Trains and develops departmental personnel; maintains departmental discipline and the conduct and general behavior of assigned personnel; conducts periodic performance evaluations and planning sessions for assigned personnel; counsels personnel on job performance and disciplinary matters; conducts internal affairs investigations of departmental personnel.
- Prepares and submits periodic reports to the Marshal regarding department activities and prepares a variety of other reports as appropriate; supervises the investigation of suspected crimes; takes command of major events and disasters.
- Participates in a variety of meetings with staff to discuss/resolve issues, concerns, complaints, and problems; consults with Town Marshal in the development of overall goals and objectives; promotes, develops, and implements crime prevention programs and other community based programs.
- Performs other related, similar or logical duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Directly supervises first-line supervisors and other assigned law enforcement division.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in criminal justice, management, or a closely related field; AND five years experience in police work with at least three years in a supervisory capacity; OR any combination of education, training, and experience that provides the desired knowledge, skills, and other characteristics.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Must obtain AzPOST certification
- Must obtain AzPOST general instructor certification
- Must obtain CPR/First Aid/AED/Narcan Training within (1) year.

PREFERRED QUALIFICATIONS**Knowledge of:**

- Crime prevention and criminal investigation theories, techniques, methods and procedures.
- The standards by which "quality police service" is measured.
- The geography, addresses and building locations within and surrounding Camp Verde.
- The equipment used in law enforcement including weaponry, communications and vehicles.
- Town and Department procedures, rules, regulations, and general orders.
- Office administration processes and procedures, including accounting, budgeting and purchasing.
- Pertinent case law and federal and state laws, statutes, as well as Town ordinances effecting law enforcement.
- Basic leadership and supervisory practices and techniques.
- Law enforcement liability and loss prevention practices.

Required Skill in:

- Planning, organizing, directing, and evaluation of police department programs.
- Establishing and maintaining effective relationships with school system officials, other law enforcement agencies, general public, Town officials and Town staff.
- Applying and teaching police methods, practices and procedures, with the ability to recall and apply in specific situations.
- Directing, assigning, and supervising the work of law enforcement officers.
- Use of firearms and other police equipment.
- Using good judgment in making effective decisions under pressure.
- Evaluating the work of subordinate staff to ensure achievement of departmental objectives and standards
- Communicating effectively both orally and in writing.
- Fostering and maintaining a high level of morale and discipline.
- Grant Writing

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Administrative work is performed predominantly in office setting.

Lieutenant

Exempt (91)

- Outdoor work is required for field inspections, participating in training exercises, and investigating crimes.
- The noise level for the office environment is usually quiet to moderate; in the field it is moderate to noisy.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Strength sufficient to lift, carry and move 25-50 lbs.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Exempt
Salary Range: 91



Office Receptionist

Department:	Various	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, performs front desk reception and administrative support functions by assisting front office staff.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs basic clerical duties, including data entry, recordkeeping, preparing and processing various documents, basic bookkeeping, and maintaining files.
- May provide customer service, information and assistance to visitors and others having business with the Marshal' Office; assists visitors in a courteous and respectful manner within scope of training, and responds to requests for information within the scope of authority.
- Answers incoming telephone calls and directs the caller to the correct person or work group, or takes and relays messages as appropriate.
- Processes incoming and outgoing mail; may draft and type correspondence, and prepare mailing lists, labels, posters, and flyers; cross-trains in other clerical duties as needed.
- Maintains absolute confidentiality of work-related issues, records and Town information; refers matters requiring policy interpretation to supervisor for resolution.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED equivalent; AND one year of general work experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Basic computer applications including word processing and data entry.
- Basic recordkeeping practices.
- Customer service standards and protocols.

Skill in:

- Providing effective customer service, and dealing tactfully and courteously with the public.
- Closely following verbal and written instructions and procedures.
- Communicating clearly and concisely, both verbally and in writing.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is regularly performed within an inside office environment.
- The noise level is varied but usual to that of an inside office environment.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Strength sufficient to lift, carry and move ten (10) lbs.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt
Salary Range: 21



RECREATION SUPERVISOR

Department:	Parks and Recreation	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision of the Parks & Recreation (P&R) Division Manager assists the P&R Manager with the direction, management and supervision of the Parks & Recreation Division.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists with the direction, management and supervision of the Parks & Recreation Division and assumes responsibility for the Division as the Acting Division Manager in the event of the Manager's absence. May be assigned responsibility for specific areas and programs within the Division.
- Assists with; developing and monitoring division budget, goals, objectives and policies; preparing special and recurring reports; monitoring program costs and revenue; preparing reports of division activities, operations and financial data; reviewing and approving purchase requests; preparing Requests for Proposals as needed, and managing bidding process and park projects; researching and identifying grant opportunities that meet Town needs and are consistent with department plans; managing grant projects according to procedures.
- Assists with developing, planning, coordinating, and supervising recreation programs for the Parks & Recreation Division; programs include special adult's and children's programs, recreation and skills classes, special events, community activities, the Heritage Pool, and sports programs. Plans, organizes, promotes, supervises, and evaluates special events, community activities, and special programs suited to the needs of the community. Monitors participation in Town's recreation programs and events, tracks services provided, evaluates the results, and recommends program changes.
- Provides supervision, training, and coordination of the work of staff and volunteers; monitors activities to assure that staff maintains clean and safe recreation venues and events, and that everyone adheres to policies and procedures for efficient and safe operations. Prepares schedules for work, events, and facility uses. Assists with establishing and enforcing rules, regulations and safety precautions at recreation facilities and outdoor venues; maintains discipline, monitors behavior, resolves issues, monitors program activities, and assists participants in recreation activities and special programs. Reports and resolves complaints, requests, safety concerns, security issues and illegal activities.
- Oversees or sets up and takes down equipment and prepares venue for activities and events; supervises and coaches participants; maintains equipment and facilities in clean and safe condition; communicates with general public, community resource agencies, and other organizations in order to coordinate and promote program activities; manages and coordinates special projects and special events as directed.
- Supervises the use and maintenance of recreation facilities, equipment and materials; inspects facilities and grounds, and identifies conditions needing repair or maintenance; maintains administrative records, coordinates with maintenance staff to assist with requests like setting up gym, turning on electric power, etc., as they relate to facility use.
- Schedule reservations for the use and rental of all Town facilities; ensures that the facility users provide the proper insurance coverage, scheduling field lights for sports, signing out keys, and processing facility use agreements.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

- This position assists with the development and management of the Parks & Recreation Division including budget, programs and activities, facility uses and rentals. Trains and supervises Division staff and volunteers.

MINIMUM QUALIFICATIONS**Education and Experience:**

High school diploma or GED equivalent; AND three year's parks and recreation experience; OR an equivalent combination of education and experience. Bachelor's Degree in Recreation, Business, Public Administration or related field is preferred.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- May require First Aid & CPR certification or position specific certification during employment.
- Professional certifications such as CPRP, AFO or CPO are preferred and encouraged.

PREFERRED QUALIFICATIONS**Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Parks & Recreation Division.
- Policies, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment.
- Purpose, use and benefits of municipal recreational activities.
- Customer service standards and protocols.
- Occupational hazards and safety precautions.
- Federal, State and Town rules and regulations governing public events.
- Record keeping and analysis principles and procedures.

Skill in:

- Using initiative and independent judgment
- Supervising and controlling recreation activities and participants
- Coordinating work activities and training of recreation staff and volunteers.
- Promoting and enforcing safe work practices.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Operating standard office equipment, and a personal computer utilizing standard software
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a standard office environment, as well as indoors and outdoors at Town recreation facilities, venues and off-site locations and includes nights and
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 51



Planner

Department:	Community Development	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, performs professional urban planning work in the Town of Camp Verde, and explains planning and zoning regulations and municipal standards for land use, development projects and technical issues; assures compliance to state and Federal regulations, and Town policies, procedures and goals.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Provides professional planning services, and reviews technical documents for compliance with Town standards; produces reports, presentations and recommendations on planning issues; reviews development proposals, subdivision plats, applications, zoning changes, and other land use applications; advises applicants within scope of authority and training.
- Prepares and presents project reports to the Town Council and regional boards and commissions; prepares technical ordinance and resolution documents for review; maintains and administers planning projects; reviews and processes applications, plans and project proposals, and tracks inter-departmental review process.
- Responds to questions from residents and provides information and customer service; investigates and resolves inquiries and complaints, enforces rules and regulations, and explains Community Development Department policies, codes, standards and procedures; monitors and reviews trends in planning and development programs, and recommends improvements.
- Coordinates addressing issues, zoning applications, and construction inspections; maintains and updates Town General Plan and ordinances.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

May provide technical guidance to other department staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree in Urban Planning, Engineering, Business or Public Administration, or related field; AND one-year experience in planning and development programs; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Professional certification through the American Institute of Certified Planners (AICP) is preferred; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

PREFERRED QUALIFICATIONS**Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Principles of land use planning and urban design.
- Federal, State and local laws, rules, codes and regulations governing planning, zoning, building, safety, code enforcement, community planning and economic development.
- Town land use and development regulations, zoning codes, planning concepts and principles.
- Occupational hazards and safety precautions.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Analyzing planning issues and making logical recommendations based on findings.
- Interpreting and applying development standards and procedures, Federal and state rules and regulations, and Town policies and procedures.
- Presenting and defending reports and information in a public speaking setting such as public hearings and neighborhood meetings.
- Reading and interpreting building plans and technical specifications, and checking details, estimates, plans, and specifications of projects.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.
- ArcMap and/or ArcPro GIS Mapping experience.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in an office environment and in the field
- Field inspections will be required to evaluate project sites for proposals, to check for compliance on zoning clearances, and to manage addressing/street databases.
- Physical use of tools to install/uninstall temporary signs for posting public notices.
- Ability to travel over rough terrain and work in extreme weather conditions as necessary.
- Work is performed in a standard office environment, with normal office noise.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- May frequently lift and move objects up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 68



Plans Examiner

Department:	Community Development	Revision Date:	January 2020
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GENERAL PURPOSE: Under minimum supervision, examines building plans of new residential & commercial buildings for compliance with the adopted technical building codes and other applicable regulations and ordinances.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews residential & commercial building plans for compliance with the adopted technical building codes and ordinances.
- Answers questions from and assists the public regarding the codes and application process regulating building construction.
- Maintain records and reports as needed in accordance with the policies and procedures of the department.
- Reviews and accepts development plans and permit application as needed/available; reviews applications for completeness, calculates and collects applicable fees, and forwards, application to appropriate staff for review; assists Community Development Department staff; provides administrative support services as needed, including receptionist functions; researches issues as requested; processes documents and maintains permit records, files and activity log.
- Creates, updates and tracks a variety of electronic and paper files, records, applications, reports, and technical documents; enters department and customer information for customers, staff, authorized agencies and others; notifies other agencies and departments as needed; compiles operational information for regular activity reports.
- Trains new employees in procedures for completion of assigned duties.
- Acts as liaison with other divisions and applicants through the preliminary code review process for residential projects and small commercial projects.
- Performs other job specific duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED equivalent: AND three years of experience with municipal or county building permit processes and working with the International Code Council building codes.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- International Code Council (ICC) Residential & Commercial Plans Examiner certification is required within one year of hire. Incumbent may be required to obtain additional technical certifications.

PREFERRED QUALIFICATIONS

Knowledge of:

- The organization of the ICC building codes in their different sections, Town adopted amended technical codes and all codes adopted by the Town pertinent to residential construction.
- Geography, roads and landmarks of the Town and surrounding areas.
- Record keeping and file maintenance principles and procedures.
- Reading and interpreting building plans and specifications, and applying Town adopted codes and policies.

Skill in:

- Analyzing situations accurately, making independent decisions on the application of the Town adopted building codes and following established procedures.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.
- Permits, requirements, fees and processes.
- Computer software to include iWorQ's, Microsoft Outlook, Word, and Excel, as well as Adobe Acrobat and Adobe Creative Cloud.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in an office environment and in the field verifying accurate and adequate representations of submitted building plans on an as needed basis as determined by the Plans Examiner directly or the Building Official.
- Ability to travel over rough terrain and work in extreme weather conditions as necessary.
- Work is performed in a standard office environment, with normal office noise.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- May frequently lift and move objects up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 58



Property & Evidence Custodian

Department:	Marshal's Office	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision the primary role of this position is to securely store and document the chain of custody for all items received by the Marshal's office during normal operations. This includes the proper documentation of evidence from receipt, to preparation and potential release to the court for trial and ultimate disposal or return as per Arizona Revised Statutes. In addition, enter the information on the property and evidence received into the computer system after verifying the completeness of the impound reports., research the potential owner of the found property and return safekeeping property to owners in a timely manner. All while maintaining the integrity and security of the evidence storage room.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responsible for maintaining security and control of property and evidence that the Marshal's Office acquires through normal duties and responsibilities.
- The duties of the employee require initiative and resourcefulness
- Organize work assignments and establish priorities with minimum supervision.
- Maintain a working relationship with a variety of individuals and organizations.
- Log, classify, store, dispense, destroy and release property or evidence to its rightful owner, for court presentations and/or destruction and auction.
- Maintain evidence, found and safekeeping property, in such a manner that the individual items are secure from theft, loss, or contamination, and can be located in a timely manner.
- Maintain property reports with proper notations of any and all actions associated with the property, commonly referred to as the "CHAIN OF CUSTODY".
- Ensure the timely and legally correct notification of owners and release/disposal of property recovered, found, or seized by the Marshal's Office. Operate computer terminals in case disposition and other related information involving the classification and disposition or property items.
- Coordinate the disposal of unclaimed property and special disposal of narcotics, explosives, biohazards specimens, and firearms.
- Stay abreast of locate, and federal laws involving property/evidence handling and recommend appropriate changes.
- Maintain a clean, secure and orderly property storage facility.
- Cross Train to assist as a crime scene technician by processing major crime scenes as well as be a resource to patrol in their investigation of calls for service. The crime scene technician works on the scene of a crime collecting and persevering potential evidence, photographing, packaging and transporting the evidence collected.
- Cross Train to assist as a 911 dispatcher to fill in when scheduling necessitates to provide public safety dispatch services for CVMO,
- Responds to subpoenas for trials, hearing and depositions to give testimony regarding legal cases associated with the crime scene and/or duties performed in the process of an investigation, chain of custody and storage of evidence.

- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

None.

MINIMUM QUALIFICATIONS

Education and Experience:

- Applicants must be at least 18 years of age, a high school graduate or equivalent and a United States citizen. Preference will be given to candidates with previous law enforcement, investigative and trial experience. Education and/or experience in handling/collecting evidence (including hazardous and bio-hazardous materials), forensic science, and investigations.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license with a good driving record
- The applicant must be able to pass a rigorous background investigation and other selection process criteria.
- Must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System (ACJIS) within six months of hire date.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town policies and procedures.
- Policies, procedures, functions, operations, and services of the Camp Verde Marshal's Office.
- Equipment utilized in emergency communications including radio, computer and dispatch equipment.
- Principles of record keeping, case files and records management.
- Rules of evidence, the Arizona Revised Statutes, Town Codes, and other codes as they apply to the evidence/property function
- Public confidentiality requirements of police records and information
- Federal and state laws, statutes, and Town ordinances governing law enforcement activities.

Skill in:

- Communicating professionally orally and in writing and be able to operate a computer terminal to retrieve and run a variety of reports.
- Copy transferring of photo files and recorded videos; managing, auditing, reconciling property and inventory items
- Using judgment in releasing police information with due regard to privacy of victims, need for confidentiality while a crime is being investigated, and public right to access public records.
- Handling multiple tasks simultaneously, under pressure, and in emergency and stressful situations.
- Accurately entering data and information into a police computer system and maintaining electronic records, files and databases.
- Packaging and organizing numerous items of evidence in an orderly fashion for storage and retrieval.
- High frequency contact with the public, requiring the person to have good interpersonal and communication skills.
- Establishing and maintaining cooperative working relationships with co-workers, law enforcement personnel, agents of the court and the public

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a standard office environment, with normal office noise.
- Frequent stopping, bending, and prolonged time on your feet.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; type; use hands to finger, handle or feel; and reach with hands and arms.
- Must frequently lift and move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- May be required to come in during off duty hours as necessary to complete the tasks of the position. May be required to work in inclement weather and on rough terrain.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 44



Public Works Analyst

Department:	Public Works	Revised Date:	January 2020
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GENERAL PURPOSE: Under the general supervision of the Public Works Director, performs a variety of administrative and technical duties providing support to the Public Works Department; performs research to identify and track funding opportunities, prepares a wide range of grant applications and proposals including completion of background research on project needs, description, and fit with funding guidelines ensures compliance with reporting requirements funding agencies; prepares reports and presentations for Council and other meetings; monitors department operational and capital project budgets; works with the Finance Department to ensure that revenues and expenditures are properly accounted for and that invoices and progress payments for material and work are paid; acts as liaison with the public and contractors providing up to date information regarding bids, CIP projects, billings, work orders; project progress and timelines, on-line auctioning of Town property, and performs other related duties as necessary.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Assist Public Works staff with capital projects including preparation of technical specifications, development of project timelines; addendum; change orders; periodic pay estimates; project files; or any other task associated with project administration. Prepares contract documents including specifications, cost estimates, labor utilization, schedules and budgets for various public works projects.
- Prepare staff reports and presentations for Town Council and other meetings, attends Council meetings, conferences, seminars, and community functions as directed.
- Develops monitors and manages the budgets of the Public Works Department including operational budgets, capital improvement budgets, provides monthly budget updates to division managers and assists the managers in overseeing their budgets.
- Works with division managers to ensure that purchasing procedures are understood and followed.
- Selects, supervises and evaluates the performance of the Public Works Administrative Assistant position; provides for staff training and development opportunities; implements disciplinary and termination processes as necessary.
- Review grants and funding literature from local, state, federal and national foundations to identify resource availability; prepare grant applications and grant administration activities in partnership with other governmental agencies.

Job Description

- Organize, write, and coordinate written applications and supporting materials (such as site plans, letters of support, project budgets, etc.) in response to requests for proposal, and grant opportunities; coordinate the work of others who may assist in the application process.
- Monitor Public Works activities to ensure adherence to grant timelines and budgets; coordinate and/or submit requests for extensions and amendments as necessary.
- Perform wet and dry weather monitoring and sampling of the storm water outfalls within the Town per ADEQ MS4 compliance requirements.
- Performs the technical and administrative duties required for compliance with the State of Arizona's Small Municipal Storm Sewer System (MS4) general permit. Ensure compliance with MS4 requirements, maintain records on-site or readily available for inspections and assist Town facilities in meeting ADEQ record keeping and reporting requirements.
- Responds to council, citizen, and staff questions, concerns, complaints, and requests for information regarding streets, drainage, and facilities; prepares work orders and reports on the status of action taken on the issue.
- Utilize the public on-line auction to sell surplus Town/public property.
- Performs general administrative work including preparing reports and correspondence, conducting and attending meetings, reviewing mail and literature, ordering supplies and equipment, copying and filing documents, entering and retrieving computer data, answering the telephone, and other duties as required.

MANAGERIAL RESPONSIBILITIES

This Position supervises the Public Works Administrative Assistant and other staff as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience

An Associate's degree or equivalent in accounting, business, public administration, economics or a related field, with a minimum of five years of progressively responsible experience in public administration and/or construction administration; municipal and/or private sector budgeting, accounting, and finance methods; grant funding research and administration. Related experience may be considered as a substitute for educational requirements

Required Licenses or Certifications

- Must possess State of Arizona Driver's license.
- Incumbent may be required to obtain specific technical certifications.
- **Complete relevant training and receive approval to become the (DRO) Delegated Responsible Officer for (MS4) compliance within (6) months.**
 - This user acts on the behalf of the RCO to: assist overseeing all myDEQ account activities, receive email records of all certified myDEQ activities, assumes all responsibilities for any and all activities completed within their account. Previous training & experience preferred.

PREFERRED QUALIFICATIONS:

Knowledge of:

- Town policies and procedures.

Job Description

- Applicable Federal, State and local laws, ordinances, rules, regulations and policies.
- Principles of municipal and private sector budgeting, accounting, and finance methods;
- Principles and practices of grant writing, administration, and accounting.
- Standards for accounting for financial transactions and preparation of financial reports.

Skill in:

- Perform required mathematical computations with accuracy.
- Interpret, analyze and apply pertinent federal, state and local laws, rules and regulations.
- Work safely and promote a safe working environment.
- Use a personal computer, accounting applications, data, scheduling, and project management software.
- Prepare clear, concise and competent reports, correspondence and other written materials.
- Effectively and clearly communicate orally and in writing with staff, members of the public, commissions, contractors, and the Council.
- Develop and maintain effective working relationships with staff, Commission members, residents, contractors, and Council members.
- Ability to organize, analyze, and manage large amounts of data and records.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Work is regularly performed within an inside office environment.
- The noise level is varied but usual to that of an inside office environment.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle, climbing flights of stairs.
- Perform field observations and storm water sampling on rough terrain in all weather conditions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 56



RECORDS CLERK

Department:	Marshal's Office	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, process and maintain criminal records information and performs a wide variety of general and confidential duties as required by the marshal's office. Receive, process, and distribute information to various agencies, organizations, and the public. Processes civil case subpoenas, civil traffic and accident reports. Maintains and ensures quality control of files daily entry and assists supervisors and other staff as required.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responds to requests from the public and law enforcement/criminal justice community by determining the requestor's right to information, accessing one or more databases and/or manual systems, interpreting responses, pulling files, determining the status of the case, redacting information, copying files, collecting fees and logging requests, processing information in accordance with current laws, within time constraints, and ensuring correct processing to avoid civil and criminal liability to the department and the Town of Camp Verde.
- Processes paperwork completed by deputies and detectives by reviewing for correct classification as established by federal guidelines, copying and distributing to criminal investigative unit, prosecuting agencies, and other agencies, determining case status according to local, state, and federal guidelines.
- Indexes information from police reports into manual and automated systems by ensuring completeness and accuracy of the information, compares new entries with existing records, conducts research as necessary, and consolidates files.
- Performs related duties by processing subpoenas, performing quality control on collision reports to ensure compliance with state and federal guidelines, and assists in training and cross training of personnel.
- Performs related duties to telephone and lobby assistance for the department by assisting other agencies, organizations and the general public in their requests.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None

MINIMUM QUALIFICATIONS:**Education and Experience:**

High school or GED equivalent; AND two years clerical, keyboard experience, and/or customer service experience; OR any combination of education, training, and experience to provide the desired knowledge, skills, and other characteristics.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license, and a clear criminal record.
- Must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System within (1) year.

PREFERRED QUALIFICATIONS**Knowledge of:**

- Town and department policies and procedures.
- Modern office filing procedures.
- Streets, buildings, and geography of the Town of Camp Verde.
- Functions, operations, and services of the Marshal's Office and the Town of Camp Verde.
- Public records statutes and confidentiality requirements of police records and information.

Skill in:

- Coding and accurately entering data and information into police records systems.
- Retrieving and running a variety of reports from the records system.
- Establishing and maintaining effective working relationships with law enforcement personnel, agents of the Court, and the public.
- Understanding and following complex and detailed written and oral instructions.
- Operating a variety of office equipment including computer terminals, typewriters, telephones, fax machines, and copiers.
- Meeting attendance requirements.
- Using judgment in releasing police information with due regard for right to privacy of victims, need for confidentiality while a crime is being investigated, and the public right to access public records.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a standard office environment, with normal office noise.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Records Clerk

Non-Exempt (25)

- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 25



RECORDS SPECIALIST

Department:	Marshal's Office	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, performs supervisory and clerical duties in establishing and maintaining the records and records systems of the Marshal's Office.

PRIMARY DUTIES AND RESPONSIBILITIES

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and supervises police records including verifying ACJIS warrant and property entries, coordinating with the Court on warrant entries; handles and supervises the release of information to a variety of agencies, to businesses and to the public; performs records checks for other agencies, responds to subpoenas for police records as the records custodian.
- Transcribes as needed for internal investigations; takes fingerprints; compiles and distributes a variety of police department reports on a monthly, quarterly, and annual basis; transcribes correspondence and memos dealing with employee issues and department expenditures; attends and provides information needed for meetings.
- Supervises Records clerks, coordinates their time off, checks computer entries and monthly officer case reports; compiles a variety of data for administrative and operational/budgetary reports; performs a variety of office support tasks including copying, faxing, filing, and updating manuals; answer questions and provide information regarding general police operations, and policies and procedures.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES

Directly supervises police records support personnel.

MINIMUM QUALIFICATIONS

Education and Experience:

High school or GED equivalent; AND five years full time employment in office dealing with volume records, at least two years specifically dealing with police records: OR any combination of education, training, and experience to provide the desired knowledge, skills, and other characteristics.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license, and a clear criminal record.

- Must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System

PREFERRED QUALIFICATIONS

Knowledge of:

- Town and department policies and procedures.
- Principles and practices of office supervision.
- Modern police filing procedures.
- Streets, buildings, and geography of the Town of Camp Verde.
- Functions, operations, and services of the Marshal's Office and the Town of Camp Verde.
- State statutes and Town ordinances concerning public records, effective administration and individual rights of privacy.

Skill in:

- Operating office equipment including personal computers, ACJIS terminal, two-way radio, typewriter, and 10-key adding machine.
- Using judgment in releasing police information with due regard for right to privacy of victims, need for confidentiality while a crime is being investigated, and the public right to access public records.
- Speaking clearly and in communicating effectively orally and in writing.
- Establishing, updating, and maintaining file systems.
- Meeting attendance schedule with dependability and consistency.
- Communicating clearly and concisely and relaying details accurately.
- Participate in the budget process.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is regularly performed within an inside office environment.
- The noise level is varied but usual to that of an inside office environment.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Strength sufficient to lift, carry and move 25 lbs.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 36



RISK MANAGER

Department:	Administration	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision of the Town Manager plans, develops, and manages the Risk Management Department and is responsible for the control of risk.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Performs work in a multi-faceted program that includes, but is not limited to, a proactive focus on the Town’s valuable human, financial and physical assets and is sometimes of substantial difficulty.

- Establishes Risk Management program for conformance to standards and applicable Town, State and Federal regulations/codes; trains end users
- Manages, organizes, and establishes goals, work plans, policies and procedures, selects, trains, evaluates, motivates and hires/fires employees in the Risk Management Department.
- Develops Risk Management budgets; forecasts financial needs for financing risk, staffing, equipment, materials and supplies; implements approved budget; and monitors expenditures
- Acts as liaison to insurance companies, legal counsel, risk carrier, management and individuals with respect to risk matters including liability, safety, training, insurance, while identifying the law, regulation or policy required to meet the standard
- Assesses/monitors, transfers and mitigates Risk
- Participates in litigation management with attorneys and may make recommendations to Council and Town Manager on same, processes claims, and monitors the Workers’ Compensation program
- Reviews and determines proper levels of insurance coverage or risk transfer on Town contract/bids, facilities, equipment and vendors
- Conducts/participates in loss control site reviews of equipment, facilities, employee work patterns
- Facilitates Safety Committee and their meetings; prepares agendas; ensures meeting minutes are produced
- Maintains the absolute confidentiality of Town Records & Information
- Provides HR consultation as requested by HR Director or the Town Attorney:
 - As an optional resource for Town employees the incumbent may address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
 - Participates in interview panels in order to help departments evaluate/recommend candidates for positions and to orient prospective employees to the Town’s Risk Management culture

MANAGERIAL RESPONSIBILITIES:

Directly supervises the employees in the Risk Management Department

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor’s degree from an accredited college or university in public or business administration, risk management, finance or a minimum of four years’ experience in commercial or public insurance,

Risk Manager

Exempt (76)

including experience with Workers Compensation claims, safety programs/loss control liability/contractual risk transfer techniques.

Required Licenses or Certifications:

- Must possess valid State of Arizona Driver's license
- OSHA 10 Hour Certification within 6 months of hire
- ARM or CPCU certification is desired, but not required

PREFERRED QUALIFICATIONS

Knowledge of:

- Principles and practices of the insurance industry: property and casualty, legal liability, Workers' Compensation, risk financing techniques and procurement
- Effective methods of investigating, evaluating, negotiating, and settling liability claims
- State (e.g. ADOSH) and Federal (e.g. OSHA) regulations, Town ordinances, policies, procedures and mission relating to public liability management
- Workers' Compensation and general liability, (reviewing/investigating/processing claims)
- Financial analysis and number skills
- Town organization operations, policies and procedures facilities, and equipment
- Conflict resolution skills
- Business and personal computers and spreadsheet software applications

Skill in:

- Communicating clearly and concisely both verbally and in writing
- Analyzing and interpreting insurance information
- Planning, organizing and managing a Risk Management Department/Program
- Management of Personnel Resources - Motivating, developing, and directing people as they work, identifying the best people for the job
- Establishing and maintaining effective working relationships with co-workers/public

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- May require outdoor work relative to identifying and assessing risks by participating in walk-about, accident, site investigations and audits
- Attendance at meetings including evening and other Council meetings; as appropriate to Risk Management or at the Town Manager's direction
- Work is performed in a standard office environment, with normal office noise.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Exempt

Salary Range: 76



SERGEANT

Department:	Marshal's Office	Revised Date:	January 2020
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GENERAL PURPOSE: Under general supervision, performs general duty police work and supervises deputies/police officers and other assigned personnel during a shift. This includes scheduling, providing daily assignments, reviewing reports, and performance of assigned law enforcement personnel, evaluating work incidents, tactical plans, performance evaluations, and other reports pertinent to performance, training, and discipline.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Supervises assigned unit staffing to ensure adherence with performance and department standards; personally participates in complex/difficult police and/or investigative problems; instructs subordinate personnel in proper methods/techniques of police work; performs same duties as Deputies/Police Officers, i.e., routine patrol of designated areas of Town and/or areas of high incidence of accident/crimes and school zones.
- Schedules, assigns, and supervises the work of subordinate personnel; supervises and manages department and division programs including public relations, investigations, training, citizen police academy, patrol, and updating of standard operating procedures; trains new officers in F.T.O. and coaches them on pertinent federal, state, and local laws, regulations, and ordinances.
- Keep subordinate personnel informed of new laws, court decisions, and changes in department policy and procedure; reviews officer reports and confers on problems encountered in investigative work; enforces department regulations and orders; supervises assigned personnel.
- Investigates and supervises personnel and others investigating suspected crimes; participates in periodic/regular training activities; monitors, critiques, and instructs police personnel in the completeness, accuracy and quality of their reports; assists in the preparation of department budget; secures crime scenes, conducts preliminary investigations, gathers evidence, obtain witnesses, issue citations and makes arrests.
- Performs other related, similar or logical duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Directly supervises Deputies/Officers and other assigned police department personnel during a shift.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates degree in criminal justice, management, or closely related field; AND three years experience in police work; OR any combination of education, training, and experience that provides the desired knowledge, skills, and other characteristics.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- Must obtain AzPOST certification
- Must obtain AzPOST general instructor certification
- Must obtain CPR/First Aid/AED/Narcan Training within (1) year.
- Must complete a minimum of 40 hours Managerial Training or AZ Leadership Program within (1) year.

PREFERRED QUALIFICATIONS

Knowledge of:

- Town and department procedures, rules, regulations, and general orders.
- Pertinent case law and federal and state laws, statutes, as well as Town ordinances effecting law enforcement.
- Basic leadership and supervisory practices and techniques.
- Crime prevention and criminal investigation theories, techniques, methods and procedures.
- The geography, addresses and building locations within and surrounding Camp Verde.
- Law enforcement liability and loss prevention practices.

Skill in:

- Applying and teaching police methods, practices and procedures, with the ability to recall and apply in specific situations.
- Directing, assigning, and supervising the work of police officers.
- Crime scene management, fingerprinting, finding and interviewing witnesses.
- Use of firearms and other police equipment.
- Using good judgment in making effective decisions under pressure.
- Teaching and preparing comprehensive and accurate reports.
- Ability to evaluating work of subordinate staff to ensure achievement of departmental objectives and standards.
- Communicating effectively both orally and in writing and via two way radio.
- Fostering and maintaining a high level of morale and discipline.

Physical Demands / Work Environment:

- Work ordinarily consists of routine patrol in assigned vehicles, foot patrol, preliminary or on-going investigations or assigned to special duty areas. Work may involve personal danger.
- Hazards may include exposure to bodily fluids and infectious diseases; routing exposure to violent or short-tempered people and to inclement weather, including extreme heat and rain; occasional exposure to airborne particles and fumes.
- Administrative work is performed predominantly in office setting. Outdoor work is required for field inspections, participating in training exercises, and investigating crimes. The noise level for the office environment is usually quiet to moderate; in the field it is moderate to noisy.
- Must be able to lift a minimum of 50lbs.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 79



TOWN CLERK

Department:	Town Clerk's Office	Revised Date:	January 2020
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GENERAL PURPOSE: This job is located in the Town Clerk's office within the Town of Camp Verde and is under the direction of the Town Manager. The Town Clerk is primarily responsible for providing leadership in the Town's efforts of transparency, accurate record keeping, and quality customer service. In these efforts the Town Clerk is responsible for managing staff activities and specific operations which involve serving as Clerk to the Town Council.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Work requires frequent contact with the Mayor and Town Council, general public, outside agencies, Town officials, and varied organizational personnel in order to obtain or provide information concerning official Town business, documents, meeting records, ordinances/regulations, and other related information.
- Prepares, distributes, and maintains official records of Town Council meeting agendas, minutes, addendum and official documents for the Council, other departments, the media, and the general public; compiles, prepares and distributes public meeting information packets for the Town Council; attends meetings, records and transcribes proceedings, and develops official meeting minutes for review and approval
- Ensures the publication of official notices, agendas, ordinances and resolutions; coordinates Town elections; performs administrative research and making recommendations concerning improvements to existing systems, procedures or functions for Town Council. Manages and maintains records for all Town departments in accordance with State regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal and open meeting records
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the Town Clerk; prepares, reviews, tracks, and files correspondence, contracts, bid proposals, ordinances, and resolutions. Creates, edits and processes technical documents and other communications; maintains department files and database
- Codification of the Town of Camp Verde Municipal Code; updating the Records Retention Manual; preparation of the Town Council Agenda electronically; assists with website updates
- Processing all liquor licenses, special events liquor license requests & business licenses
- Provides information and assistance to constituents, visitors and others having business with the Town; responds to requests for information within the scope of authority; processing Public Record Requests; explains laws, rules, regulations, policies, and procedures
- Prioritizing and directing development of department's budget, goals and objectives, three-year forecast and cost allocations. Meetings are held with the Town Manager wherein work results are appraised as to attainment of program accomplishments; effectiveness and economy of management; and adherence to policies, directives, and regulations
- Monitoring legislation relating to elections, Open Meetings Act and Arizona Public Records Law
- Coordinating efforts with the Yavapai County Election's Department in the conduction of all Town elections. The Town Clerk is responsible for campaign reports for officer elections and financial disclosure statements

- Maintains absolute confidentiality of work-related issues, records and Town information.
- Performs other related duties as assigned or required.
- Oversees special projects as assigned by Town Manager.

MANAGERIAL RESPONSIBILITIES:

- Supervise and manage staff and operations of the Town Clerk's Office.
- Establish and maintain effective working relationships with staff, public officials, general public, and various outside agency representatives.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in management, business, public administration, or a closely related field; AND ten year's office support and computer experience, preferably in municipal government; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid Arizona Driver's license.
- Designation as Certified Municipal Clerk or ability to obtain within two (2) years of hire
- Notary Public Certification or ability to obtain within six (6) months of hire
- Designation of Municipal Elections Officer Certification or ability to obtain within three (3) years of hire

PREFERRED QUALIFICATIONS

Knowledge of:

- Applying administrative principles and practices.
- Town policies and procedures or previous experience in municipal government.
- Principles, practices, techniques, and methods of management, budget preparation, and program/project evaluation.
- Arizona Revised Statutes and Town regulations governing municipal government administration, open meetings, and elections.
- Principles and practices of records retention, record keeping and file maintenance.
- Effective records management, entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Federal State, Local and Town laws and regulations pertaining to records principles, systems, procedures and processes.

Skill in:

- Ability to ensure maintenance of files and official Town documents and records.
- Preparing and writing reports and business correspondence.
- Budgeting procedures and techniques.
- Operating standard office equipment, and a personal computer utilizing standard software and evaluating and improving existing programs, systems, and procedures.
- Establishing and maintaining effective working relationships with co-workers and the public and other entities. Providing effective customer service and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.
- Work under pressure with strict deadlines, make independent decisions & exercise confidentiality at the highest level.

- Modern office procedures and methods including computer equipment, word processing, spreadsheet, database, graphic presentations and other needed specialized software applications, and internet and electronic communication.
- Ability to interpret and perform work of the position to ensure compliance with local, state, and federal regulations.
- Achieve goals by arranging employee and Council trainings related to Open Meeting Law and Records Management

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in a standard office environment.
- Primarily inside but requires periodic travel in order to conduct official Town business.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Occasionally required to work hours beyond normal scheduled workday.
- Occasional travel to meetings, conferences or seminars out of town.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Exempt

Salary Range: 82

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Agenda Item Submission Form – Section I

Meeting Date: February 5, 2020

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

Requesting Department: Mayor German

Staff Resource/Contact Person: Mayor German

Agenda Title (be exact): Discussion, consideration and possible approval of Resolution 2020-1038, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona calling for local regulations of short-term rentals to address the negative impacts on local communities

List Attached Documents: Resolution 2020-1038

Estimated Presentation Time: N/A

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

- Department Head: _____ Town Attorney Comments: N/A
- Finance Department N/A

Fiscal Impact:

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information:

Recommended Action (Motion): Move to approve Resolution 2020-1038, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona calling for local regulations of short-term rentals to address the negative impacts on local communities

Instructions to the Clerk: N/A – Process Resolution if approved



RESOLUTION 2020-1038

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA CALLING FOR LOCAL REGULATION OF SHORT-TERM RENTALS TO ADDRESS THE NEGATIVE IMPACTS ON LOCAL COMMUNITIES.

WHEREAS the use of short-term rentals has increased with many visitors staying at short-term rentals rather than Hotels, Motels/Bed and Breakfast or areas zoned for appropriately for this type of use; and

WHEREAS many residential homeowners have benefited from the economic success of short-term rentals without being held to the same standards as traditional Hotels/Motels/Bed and Breakfast leading to unfair competition, business impartiality and safety inspections; and

WHEREAS short-term rentals lead to issues affecting surrounding neighbors such as:

- Increased traffic and street congestion
- Noise violations and large parties
- Loss of housing stock and increased rental rates for full-time residents
- Loss of neighborhood character
- Frustrated neighbors with little recourse to resolve issues and problems
- Unfair competition with Hotels/Motels and Bed and Breakfast

NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, HEREBY DECLARES AS FOLLOWS:

THAT we support laws and regulations that allow local governments to regulate short-term rentals to address the negative impacts to local communities as follows:

1. Include a provision in A.R.S. § 9-500.39 that allows “vacation rentals” or “short term rentals” to be regulated in the same manner as all transient lodging activities described in A.R.S. § 42-5070; and
2. Amend A.R.S. § 9-1301(10) to specify that the definition of “residential rental dwelling unit” does not include “vacation rentals” or “short term rentals.”

PASSED AND ADOPTED AT A REGULAR SESSION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA ON FEBRUARY 5, 2020.

Charles C. German, Mayor

Date

Attest:

Approved as to Form:

Cindy Pemberton

Town Attorney

Agenda Item 13

From: [Maya Perez](#)
To: [Maya Perez](#)
Subject: League of Arizona Cities and Towns: Legislative Bulletin Issue 1 - January 17th, 2020
Date: Friday, January 17, 2020 4:50:22 PM

<http://www.leagueaz.org/bulletin/i/header600.jpg>



Issue 1 – January 17, 2020

Legislative Update

Today is day five of the second session of the 54th Legislature, which convened on Monday to hear Governor Ducey's State of the State address. During his speech, he highlighted the state's successes in building a robust economy that is attracting new residents and investments in the manufacturing, science and technology industries. The governor touted the "Arizona Way" of policy-making as the reason for the state's accomplishments, including the adoption of universal recognition of occupational licensing, cutting red tape, investments in the rainy-day fund and in infrastructure, among others. He renewed his pledge to not increase taxes to the crowd of lawmakers and guests; "no new taxes; not this session, not next session; not here in this chamber, not at the ballot box, not on my watch."

His speech prefaced the initiatives he will focus on this year, which are included in the executive budget that was released to the public today. The budget prioritizes new investments, including expedited replacement of the Gila River Bridge on the I-10 between Casa Grande and Phoenix to three lanes in both directions, additional funding for rural broadband deployment, state parks, tourism, and a rural jobs initiative to strengthen small business and grow the economies outside of Maricopa County.

Executive Budget

The executive budget includes the following items of interest to cities and towns:

- Elimination of the income tax on public service pension pay, retroactive to tax year 2020, will reduce General Fund revenues by \$45.5M (this includes a \$6.875M reduction to Urban Revenue Sharing)
- Targeted transportation investment of \$28M to widen the Gila River

Bridge in both directions on I-10; the bridge will have capacity of 4 lanes in each direction but will not open additional lanes until construction of other portions of the I-10 are complete

- Expansion of the Arizona Advanced Technology Corridor where \$4.1M will be provided to the Arizona Commerce Authority to establish technology programs at community colleges in rural areas of Arizona
- \$500k to the Arizona Office of Tourism to expand programs promoting rural tourism
- An expansion of the grant program established for rural broadband from \$3M last year to \$10M in the FY2021 budget
- Nearly \$49.7M invested in a Smart Highways Corridor where 514 miles of conduit for future broadband infrastructure will be installed along all I-40, I-19 from Nogales to Tucson, and I-17 from Anthem to Flagstaff
- Adding \$7.5M to the DUI Abatement Fund where local jurisdictions can apply for grants to fulfill the objectives of the program
- Full funding for the Water Quality Assurance Revolving Fund (WQARF) for a total of \$15M
- Future closure of the Florence Prison with staff ultimately moving to Eyman Prison

Transportation

Earlier this week, League Executive Director Tom Belshe presented to the House Transportation Committee on the transportation needs of Arizona cities and towns, along with representatives from the County Supervisors Association and the Arizona Department of Transportation.

Last year, the League collected information from our cities and towns on deferred maintenance and transportation projects. We received responses from approximately two-thirds of municipalities, totaling \$5.4 billion in both deferred maintenance and transportation project funding needs:

- \$3.1 billion in deferred maintenance needs
- \$2.3 billion in transportation projects

House Transportation Committee Chairman, Representative Noel Campbell (R-Prescott), has been working with stakeholders over the past few sessions to find a revenue source to address the state's backlog of deferred maintenance. Arizona's fuel tax is 18 cents per gallon and has not been increased since 1991 – this tax partially funds the Highway User Revenue Fund (HURF). Municipalities receive a portion of HURF to maintain local streets, roads, and traffic control systems.

The League will continue to work with stakeholders in continued discussions related to HURF and the gas tax.

Session Deadlines

Every session has deadlines pertaining to bill submissions and hearings. This year, the schedule is as follows:

January

1/13 – First day of session

1/16 – House 7-bill Introduction Limit Begins (5 p.m.)

February

2/4 – Senate Bill Introduction Deadline (5 p.m.)

2/10 – House Bill Introduction Deadline (5 p.m.)

2/17 - 2/21 – Last week to hear bills in the chamber of origin

March

3/23 – 3/27 – Last week to hear bills in the opposing chamber

April

4/17 – Last Day for Conference Committees

4/25 – 100th Day of Session

Monday Legislative Update Calls

The League will continue to host a weekly conference call to report on the status and impact of various bills in the 2020 session. The calls are scheduled for Monday mornings at 10:00 a.m. However, because of Opening Day and State of the State Address, and the Martin Luther King, Jr. holiday, the first call will be held at **10:00 a.m. on Tuesday, January 21**. Mayors, councilmembers, managers and other city or town staff who are interested in legislative activities are invited to participate. Call-in numbers and a brief agenda will be sent out prior to the calls. If you would like to receive the Monday agendas, please contact league@azleague.org and request to be added to the distribution list for the Monday conference call.

Legislative Intern

The League is pleased to welcome Maya Perez as the 2020 APS Legislative Intern. She is a junior at Arizona State University studying political science and global studies with a minor in public service and public policy and two certificates in international studies and political entrepreneurship through leadership. Her interest in politics and government made her a strong candidate for the position, and we are proud to have her on the legislative affairs team this session.

She participated in the McCain Institute Policy Design Studio program while living and interning in Washington D.C. during the Fall. She is extremely happy to have been placed in this position and to be working with so many people who can help her understand the role of local government and how the League advocates for local decision-making at the state legislature.

Your Voice at the Capitol

The 2020 edition of [Your Voice at the Capitol](#), our listing of state senators and representatives, is available here. Please use this document to access contact information for your delegation. Early contact with your legislators is strongly recommended to establish a relationship with the elected officials representing your district. Maintaining good communications with your legislators provides them with valuable insight as to how proposed legislation may impact the communities in their districts.

Additionally, you can contact our legislative division at (602) 258-5786 or email using the information below:

Nick Ponder, legislative director: nponder@azleague.org

Tom Savage, senior legislative associate: tsavage@azleague.org

Roxanna Pitones, legislative associate: rpitones@azleague.org

Maya Perez, legislative intern: mperez@azleague.org

Legislative Bill Monitoring

All bills being actively monitored by the League can be found [here](#).

Legislative Bulletin is published by the League of Arizona Cities and Towns.
Forward your comments or suggestions to league@azleague.org.

All messages created in this system belong to the Town of Camp Verde and should be considered a public record subject to disclosure under the Arizona Public Records Law (A.R.S. § 39-121 et seq.) Town employees, Town public officials, and those who generate email to them, should have no expectation of privacy related to the use of this technology. The content of this message may contain the private views and opinions of the sender and does not constitute a formal view and/or opinion of the Town unless specifically stated. The contents of this email and any attachments may contain confidential and/or proprietary information, and is intended only for the person/entity to whom it was originally addressed. Any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this email in error please notify the sender immediately by return e-mail and delete this message and any attachments from your system.

Furthermore, to ensure compliance with the Open Meeting Law, Council or Board / Commission / Committee members who are recipients of this message should not forward it to other members of the Council or Board / Commission / Committee of the Town of Camp Verde. Council Members or Board / Commission / Committee members may reply to a staff member regarding this message, but they should not send a copy of a reply to other Council or Board / Commission / Committee members.

Please consider our environment before printing this email. 

From: [Tom Savage](#)
To: [Tom Savage](#)
Subject: League of Arizona Cities and Towns: Legislative Bulletin Issue 2 - January 24, 2020
Date: Friday, January 24, 2020 5:53:53 PM

<http://www.leagueaz.org/bulletin/i/header600.jpg>



Issue 2 – January 24, 2020

Legislative Overview

Today marks the 12th day of the legislative session. To date, 1,005 bills have been introduced, which is a 34% increase in bill introductions over last year at this point (749) and 61 memorials have been introduced, a 38% increase from last year at this point of the session (44). It is common to see more bills during an election year, but this year's introductions are the largest in recent memory. There are rumors of several outstanding bills being drafted by Legislative Council staff, which means we are likely to see more legislation in the coming weeks. League staff is working very hard to identify any bills that will impact local decision-making and shared-revenue distributions.

Lawmakers in the Senate have until Monday, February 3 to introduce legislation, while the House deadline is Monday, February 10.

Transportation

During this week's House Transportation Committee, mayors and representatives from the cities of Sierra Vista, Willcox, and Globe spoke to the committee about the transportation needs in each of their communities.

Mayor Rick Mueller of Sierra Vista emphasized that while the city is slowly coming out of the recession, revenues and growth have been declining for the past eight years. Although Sierra Vista dedicates 1.95% of its local TPT rate to road maintenance, increasing materials and personnel costs make it challenging to improve road conditions.

Willcox Mayor Michael Laws thanked the committee for previous investments made by the Legislature that directly benefitted the city by promoting their booming wine industry and increasing access to Northern Cochise hospitals. On the topic of transportation, the mayor shared that the city dedicates 33% of its tax base to road maintenance and repairs. Despite this, to repair the city's infrastructure would require them to triple their current investment.

Paul Jepson, city manager for Globe, stated, "we repair what we can, with the money we have", adding that the city budgets \$1.2M a year for road maintenance. Nevertheless, approximately one-third of Globe's roads are seriously damaged. Jepson also highlighted the challenges facing rural communities in Arizona, such as the difficulty in securing contracts for construction projects and often the lack of bidders for these projects.

Throughout the next few weeks the committee's chairman, Rep. Noel Campbell (R-Prescott), will host additional city and town mayors as well as county supervisors from across the state to speak to the committee about the challenges they face in addressing deferred maintenance and ongoing transportation needs.

League Resolutions - Executive Session

HB 2053 executive sessions; security plans., sponsored by Rep. Espinoza (D-Tolleson), passed the House Technology committee this week with unanimous approval. This measure allows public bodies, including city and town councils, to discuss issues related to building security and IT security in executive session. The bill is a product of the League's resolution process and has received support from the County Supervisors Association and the Arizona School Boards Association.

The bill was double-assigned and is scheduled for an additional hearing in the House Government Committee next week. A mirror measure, sponsored by Senator Borrelli (R-Lake Havasu City), is also pending a hearing in the Senate Government Committee.

Legislative Bill Monitoring

All bills being actively monitored by the League can be found [here](#).

Legislative Bulletin is published by the League of Arizona Cities and Towns.
Forward your comments or suggestions to league@azleague.org.

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From: [Tom Savage](#)
To: [Tom Savage](#)
Subject: League of Arizona Cities and Towns: Legislative Bulletin Issue 2 - January 24, 2020
Date: Friday, January 24, 2020 5:53:53 PM

<http://www.leagueaz.org/bulletin/i/header600.jpg>



Issue 2 – January 24, 2020

Legislative Overview

Today marks the 12th day of the legislative session. To date, 1,005 bills have been introduced, which is a 34% increase in bill introductions over last year at this point (749) and 61 memorials have been introduced, a 38% increase from last year at this point of the session (44). It is common to see more bills during an election year, but this year's introductions are the largest in recent memory. There are rumors of several outstanding bills being drafted by Legislative Council staff, which means we are likely to see more legislation in the coming weeks. League staff is working very hard to identify any bills that will impact local decision-making and shared-revenue distributions.

Lawmakers in the Senate have until Monday, February 3 to introduce legislation, while the House deadline is Monday, February 10.

Transportation

During this week's House Transportation Committee, mayors and representatives from the cities of Sierra Vista, Willcox, and Globe spoke to the committee about the transportation needs in each of their communities.

Mayor Rick Mueller of Sierra Vista emphasized that while the city is slowly coming out of the recession, revenues and growth have been declining for the past eight years. Although Sierra Vista dedicates 1.95% of its local TPT rate to road maintenance, increasing materials and personnel costs make it challenging to improve road conditions.

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