



Support your local merchants.

**AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JUNE 3, 2015 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**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Special-Work Session – May 19, 2015
 - 2) Work Session – May 13, 2015
 - b) **Set Next Meeting, Date and Time:**
 - 1) Wednesday, June 10, 2015 at 5:30 p.m. Work Session
 - 2) Wednesday, June 17, 2015 at 6:30 p.m. Regular Session
 - 3) Wednesday, June 24, 2015 at 6:30 p.m. Council Hears Planning & Zoning-and Adoption of Tentative Budget
5. **Special Announcements and presentations:**
 - **Proclamation Declaring June 30, 2015 A Day To Remember The Granite Mountain Hotshots.**
 - **Acknowledgement by the Insurance Services Office, Inc. (ISO) of new rate change and recognition to Building Department.** Staff Resource: Russ Martin
 - **Special recognition to Senior Wastewater Operator, Marshall Davis for receiving an award from Arizona Water Association as Wastewater Operator of the year for Small Systems.** Staff Resource: Jan Crogan
 - **Presentation of Governor's Archaeology Advisory Commission Award in Public Archaeology for 2015 for excellence in the category of Government Agency.** Staff Resource: Russ Martin
6. **Call to the Public for Items not on the Agenda.**
7. **Discussion, consideration, and possible appointment of Council Members as Town Representatives and alternates to various boards, committees, and organizations.** Staff Resource: Virginia Jones
8. **Discussion, and possible approval of an amendment to the Facilities Use Agreement with Yavapai College to include use of Town property by OLLI (Osher Lifelong Learning Institute) through June 30, 2016.** Staff Resource: Russ Martin
9. **Discussion, consideration and possible approval of amendments to the Town's Salary Plan with the addition or amendments of the following job descriptions; Property and Evidence Custodian, Property and Evidence Custodian Aide, Economic Development Specialist, Human Resource Specialist, Risk Manager, Financial Aide, Light or Modified Duty/Return-to-Work/Stay-at-Work Workers Compensation.** Staff Resource: Russ Martin

10. **Discussion, consideration and possible direction to staff relative to the Draft FY 2015-2016 Tentative Budget to include, but not limited to:**
 - **Capital Improvements**
 - **Revenues**
 - **General Government**

11. **Call to the Public for items not on the agenda.**

12. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Fire District, 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.

13. **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.

14. **Adjournment**

Posted by:



Date/Time:

5-28-2015

4:45 p.m

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

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

4.2

**DRAFT MINUTES
SPECIAL/WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. MAIN STREET, ROOM #106
TUESDAY, MAY 19, 2015 AT 4:30 P.M.**

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. Call to Order

Mayor German called the meeting to order at 4:30 p.m.

2. Roll Call

Mayor German, Vice Mayor Jackie Baker, and Councilors Bruce George, Carol German, Brad Gordon, and Robin Whatley. Councilor Jessie Jones arrived at 4:55 p.m.

Also Present

Town Manager Russ Martin, Economic Development Director Steve Ayers, Commander Nancy Gardner, Town Clerk Virginia Jones and Recording Secretary Lynn Riordan.

3. Pledge of Allegiance

Mayor German led the pledge.

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. Work Session – April 29, 2015
- 2. Work Session – May 1, 2015
- 3. Regular Session – May 6, 2015
- 4. Work Session – May 8, 2015

b) Set Next Meeting, Date and Time:

- 1. Wednesday, May 20, 2015 at 6:30 p.m. Regular Session-~~Cancelled~~
- 2. Wednesday, May 27, 2015 at 6:30 p.m. Council Hears Planning & Zoning-~~Cancelled~~
- 3. Wednesday, May 27, 2015 at 5:30 p.m. Budget Work Session **ADDED**
- 4. Wednesday, June 3, 2015 at 6:30 p.m. Regular Session
- 5. Wednesday, June 10, 2015 at 5:30 p.m. Work Session
- 6. Wednesday, June 17, 2015 at 6:30 p.m. Regular Session
- 7. Wednesday, June 24, 2015 at 6:30 p.m. Council Hears Planning & Zoning

Russ Martin requested another budget work session be set next week, suggesting that it be set on May 27, 2015, in place of the Council Hears Planning & Zoning meeting that has been cancelled. On a motion by Councilor George, seconded by Vice Mayor Baker, the council unanimously voted to approve the Consent Agenda with the addition of setting a Budget Work Session on Wednesday, May 27, 2015 at 5:30 p.m.

5. Special Announcements and presentations:

- Proclamation declaring May 22 and May 23, 2015 as Poppy Days in Camp Verde
Mayor German pronounced the Proclamation.

Vice Mayor Baker advised that the American Legion was disappointed with Bashas Corporate Office no longer allowing the Veteran poppies (and donation collection) to be held at any Bashas location; Bashas no

longer allows any non-profit or donation fund raisers at their stores (except Salvation Army bell ringers), and suggests that any resident that is unhappy with Bashas' Corporate policy to let Bashas know in person or in writing.

6. Call to the Public for Items not on the Agenda.

Steve Goetting advised the Mayor and Council that he attended the National Geo presentation at Blazin' M Ranch; there was a good attendance, and although it gets good support from the Council and Chambers, this presentation should have been open to the public (and advertised), not just by invitation only.

7. Discussion, consideration & possible approval for Finance Director to apply for and obtain a P-Card (Purchasing Card) system through MasterCard. Staff Resource: Michael Showers

On a motion by Councilor George, seconded by Councilor Whatley, the council voted to approve the P-Card system through MasterCard, with Vice Mayor Baker voting against approval of the P-Card system and Councilor Jones abstaining from voting on this matter.

Russ Martin advised the P-Card system is outline in the staff report presented to Council for consideration. Currently the Town has four credit cards that are individually checked-out (upon approval) for specific purposes, departments and department heads do not have their own credit cards, which results in requests for re-imbursement (processing time and expense in the current re-imbursement system). The P-Card System give the Town a specific aggregate credit limit, and each P-Card assigned out will have a small limit (based on what is reasonable for each department) with the limit per card available to be adjusted for specific purposes upon prior approval by the Finance Director or Town Manager. The P-Card system is not designed for large purchases, but is to be used for emergencies, travel and travel expenses, and will allows immediate and continuous access of activity by the Finance Director (and Council). Town purchasing policies will remain in full effect with the P-Card system and departments must still stay within their budget. Vice Mayor Baker and Councilor Whatley stated concerns over potential misuse of cards. Russ Martin stated cards will be monitored and if they are not managed properly by the department (or person assigned to), the card will be withdrawn from that department or person. Additionally many vendors are now requesting electronic payment (fuel motels, etc.) and no longer accepting Purchase Orders. Steve Ayres stated he did not expect an increase in spending, just a reduction in paperwork for the same purchases.

8. Discussion, consideration and possible approval of a budget amendment to the Capital Improvements Fund adding Computer Backup and Server Replacement(s) for up to \$40,000 to this year's 2014/15 Budget. Staff Resource: Russ Martin

On a motion by Councilor George, seconded by Councilor German, the council unanimously voted to approve the budget amendment to the Capital Improvements Fund adding computer Backup and Server Replacement 2014-15 (current) Budget in the amount of \$15,000.

Russ Martin advised the request for \$40,000 CIP for computer backup and server replacement would replace three servers and network backup (complete system); the Town is in desperate need of one server and network backup immediately which would be at a cost of \$15,000, with a budget item approval over the next three years to replace two more servers (at a cost of approximately \$25,000). The current system is at capacity. Councilor Gordon inquired as to current availability of funds for this CIP expenditure. Russ Martin advised that the Town has the money in the 2014-15 CIP budget for the \$15,000 expenditure, however, if the Town falls short of actual funds, adequate funds may be taken from the contingency fund to remedy this immediate need.

9. **Discussion, , consideration and possible approval of an Ordinance (2015-A405), an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to the Transaction Privilege Tax; amending the Tax Code of the Town of Camp Verde, Arizona by decreasing the rate of taxation for transaction privilege Tax from three point six five percent (3.65%) to a range of one percent (1%) to two percent (2%) on the portion of the single item retail price over a range of \$1,000 to \$10,000. Staff Resource: Manager Russ Martin**

On a motion by Councilor George, seconded by Mayor German, (originally seconded by Councilor Whatley, second withdrawn as Councilor Whatley left the Council meeting prior to vote due to a previous engagement) the council unanimously voted to approve Ordinance (2015-A405), an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, relating to the Transaction Privilege Tax; amending the Tax Code of the Town of Camp Verde, Arizona by decreasing the rate of taxation for transaction privilege Tax from three point six five percent (3.65%) to a range of one percent (1%) on the portion of the single item retail price over a range of \$5,000.

Russ Martin recommends the Council pass Ordinance 2015-A405, giving the Town a tool with which to work, gives business a competitive rate and encourages new business. The recommended cap for the single item retail price is \$5,000. An information package has been provided to council.

Public Comment:

Steve Goetting addressed the Mayor and Council in opposition of Ordinance 2015-A405; stating he did not believe enough statistical information was available that supported the claim that a tiered tax structure would encourage new business, and argued passionately that with the recent increase in sales tax, the new "tax break" proposed (tiered taxes) for big ticket items was an insult to current small businesses in Town – suggesting that all businesses get a tax break or no businesses get a tax break.

Tom Pitts addressed the Mayor and Council questioning whether enactment of Ordinance 2015-A405 would encourage a dealership in the vacant building on Hwy 260 or help develop the corridor along Hwy 260, knowing that Hwy 260 would be under construction for several years, and how such development would get traffic into downtown Camp Verde. Additionally, dealerships do not make their profit from sales, but from service, and the current vacant dealership on Hwy 260 is isolated – too far from Cottonwood and too far from downtown Camp Verde for residents to take advantage of services.

Steve Ayers addressed the Mayor and Council in support of passing Ordinance 2015-A405 suggesting that it may encourage business, a driving opportunity for development of Hwy 260, may potentially fill some of the Town's empty commercial buildings and bring revenue into the Town that we currently do not have.

Council Discussion: Councilor Whatley stated encouragement that Ordinance 2015-A405 will be an incentive to new business, not just car dealerships, into Camp Verde, potentially utilize empty commercial buildings and, since the Town did not enact a food tax, Ordinance 2015-A405 may generate needed revenue. Councilor German stated support for Ordinance 2015-A405, this may encourage business to fill the currently empty commercial buildings, however, in the spirit of good will and fairness to all Camp Verde businesses and residents, she would like to see an amendment reducing the tax rate from 3.65% to 3.0%. Vice Mayor Baker stated support of Ordinance 2015-A405, and stated that she would ask for an amendment be placed on a future agenda requesting the cap for the reduction be set at \$3,000 (instead of \$5,000) to not only encourage new business, but also benefit existing businesses in Camp Verde. With Yavapai College possibly asking for a 2% increase in property tax, the Town needs to support current business and encourage new business. Councilor George state support of Ordinance 2015-A405 stating that Hwy 260 will not be isolated for long, with a prospective tenant for the empty car dealer, development of Hwy 260 and Hwy 260 being a main corridor, businesses will be moving in. Councilor Jones stated support for Ordinance

2015-A405, stating that with new businesses, particularly big ticket item business, along with current businesses, the Town will not just benefit from sales tax, but also from jobs, donations, sponsorship and a long-term partnership/relationship with the Town and its residents. Mayor German stated support of Ordinance 2015-A405 stating that Hwy 260 development will be a long-term investment for the Town, currently the Town is at ground level with great potential for development along Hwy 260 and I-17, and with the new character areas, potential investors and new business will have certainty and clarity.

10. **Discussion, consideration, and possible direction to staff relative to flooding issues in and around Camp Verde Town Limits, including various studies required by different agencies, and the relation to current budget requests by Economic Development as it related to Forest and State Parks Land.**

Mayor German provided a handout (maps) stating studies need to be completed and budget requests will continue with respect to flood issues along Hwy 260, Clear Creek and Verde Lakes. Flood control issues will need to follow processes outlined by forest service, state parks and tribal lands (including a tribal burial site), and will include archeological and hydro studies as well as bio studies for endangered species. SHPO allows the forest service to utilize qualified volunteers, but the state parks (by regulation) does not. The Mayor requests that each council member look at the plans and maps, and consider needs for fiscal year 2015-16 CIP budget requests. Steve Ayres advised that if the Town has some money in the budget to support flood control issues, and show an interest in participating to make changes, perhaps we will be able to partner with the forest service, state parks and tribal lands for funding. Mayor German advised that as soon the next flood occurs (defined by any flooding that causes monetary damage), the USDA will be called and they will mobilize to assess the area and the needs/qualifications for federal assistance. Mayor German requested that homeowners in the area need to present costs they have incurred both out of pocket, paid by insurance, and increased costs of insurance rates for the USDA to consider in assessing the needs of the area. Additionally, staff will need to prepare documents for the homeowners to sign allowing the USDA onto their property to complete any assessments. This matter will be placed on the Agenda on a later date.

11. **Discussion with the newly formed Chamber of Commerce leaders, and possible presentation.
WITHDRAWN FROM THE AGENDA**

12. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2015-2016 Tentative Budget.**

Russ Martin stated the Mayor and Council have been provided a proposed operating budget and CIP budget for 2015-16, with supporting documents. Mr. Martin has requested each department forward CIP proposals that are functional, practical, and realistic and advise on what projects can be done in phases over two or more years if practical and possible. Mr. Martin would like all Council Members present for the final budget work sessions on May 27, 2016, June 3 and 10, 2015, with possible adoption of the (draft) proposed 2015-16 budget on June 24, 2015.

Councilor George requests the Town Manager and Council consider approving a cost of living increase for their most valuable assets – the Town employees. Councilor George stated the employees have not had an increase for quite some time, and the cost of living continues to increase. Additionally, the Town has valuable employees, has invested education and training for the employees, and does not want to see them seek out higher paid employment elsewhere. Mayor German agrees with the philosophy, and requested that this matter be presented and discussed at the operation budget work session on May 27, 2015.

13. **Call to the Public for items not on the agenda.**

Steve Goetting addressed the Mayor and Council in opposition of Town staff receiving any wage increases stating the Town just imposed an increase in sales tax upon residents and businesses due to lack of

revenue, it is not appropriate (if the Town has no money) to give raises.

14. **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 German stated she attended the Yavapai College Board Meeting in Prescott (today), and will provide copies of informational documents to all council members. The Yavapai College Board is considering a property tax increase of 2% - attendees stated objection to the increase – as Yavapai College does not need the additional revenue.

Vice Mayor Baker stated she also attended the Yavapai College Board Meeting in Prescott (today), and unfortunately, Yavapai College does not need voter approval for an increase in property taxes, the increase can be successfully imposed by vote of the Board Members only. The School Districts (particularly Prescott and Prescott Valley) are opposing the increase, as school districts are required to have voter approval (election) for an increase in property taxes, and Yavapai College operates outside the school district regulations.

Councilor George stated he attended the Verde Valley Mobility Meeting – which has been renamed to Verde Valley Transit, stating they are doing an excellent job.

Councilor Gordon stated he attended the Planning and Zoning General Plan meeting. All the major land use and character areas are done, and Planning and Zoning will be bringing the master plan update to the Council in the near future.

Mayor German stated he and the Town Manager attended the League meeting in Flagstaff where Camp Verde received an award for saving the Fort (and the excellent work on behalf of all volunteers).

15. **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.

Russ Martin stated the award was currently in the Town Manager's Office, and he will be requesting that a formal presentation of the award be placed on the Agenda at a future meeting.

Mr. Martin reminded the Council Members that the ADOT meeting (Hwy 260 construction) will be at Cliff Castle on Wednesday, May 20, 2015 TOMORROW at 5:30 p.m.

Adjournment

On a **motion** by Mayor German, seconded by Councilor Jones, the council unanimously voted to adjourn the meeting at 6:15 p.m.

Charles German, Mayor

Lynn Riordan, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special / Work Session of the Town Council of Camp Verde, Arizona, held on May 19, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2015.

Virginia Jones, Town Clerk



4.a.2

DRAFT MINUTES
WORK SESSION
MAYOR AND COMMON COUNCIL
Of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY MAY 13, 2015 at 5:30 p.m.

1. **Call to Order**

Mayor German called the meeting to order at 5:30 pm.

2. **Roll Call**

Mayor German, Vice Mayor Baker, Councilors George, Gordon, Jones and Whatley are present. Councilor Carol German is absent.

Also Present: Town Manager Russ Martin, Town Clerk Virginia Jones, Marshal Nancy Gardner, Parks and Recreation Director Michael Marshall, Public Works Director Ron Long, Sewer Department Jan Grogan and Recording Secretary Marie Moore.

3. **Pledge of Allegiance:**

Councilor Brad Gordon led the Pledge of Allegiance.

4. **Presentation by Dispatch Supervisor, Mary Newton of the Marshal's Office regarding a new notification system "Info Red" that will be implemented at the Marshal's Office, July 1, 2015 in order to notify different 'Groups' on emergencies, critical incidents, and EOC activations, etc. The Groups will consist of Mayor, Manager and Council members, Public Works, Department Heads, CVMO Sergeants, and Town Employees for EOC activations. Etc.**

Dispatch Supervisor Mary Newton explained the new emergency messaging system that the Marshal's Office will be putting in place effective July 1, 2015. Newton explained that in the event of an emergency Council will be notified by cell phone or e-mail. Council did not take any action but agreed this is a very important notification system and expressed gratitude to Mary and the Marshal's Office.

5. **Presentation by Camp Verde Marshal's Office VIP Coordinator Darby Martin, followed by discussion.**

Martin explained that in January the VIP Program (Volunteers in Police Service) had been suspended. The program has now been brought back to the Marshal's Office with job titles, polices and training guidelines. In reply to Council questions Martin stated there are currently five (5) active volunteers.

6. **Presentation and discussion with the Verde Valley Land Preservation Group.**

Councilor Gordon indicated that he is a liaison for the Group and discussed a handout regarding open space. Gordon indicated that in the past there was monetary support from the Town and they are now seeking it again, specifically a \$500 donation and in return the group would help represent the Town's interest.

Councilor George indicated there are several groups looking for monetary support and it would need to be taken into consideration which groups would be supported and by how much.

7. **Presentation and discussion with Howard Parrish representing the Camp Verde Cavalry group.**

Howard Parrish represented the Camp Verde Cavalry and explained that that the insurance cost has raised and they are required to have \$2 million worth of coverage and they are requesting monetary help with the insurance.

Howard informed council of all the events the Cavalry group has participated in and that the members have always covered all the costs associated with representing Camp Verde.

Councilor George questioned if the Colonel's daughter was included under the insurance requirement. Parrish indicated that the event is covered under their policy.

Councilor Gordon indicated the town would cover local events but it is the out of town events that would not be included under the town insurance most likely.

Mayor German indicated that he felt the Calvary group is a long standing group in the town and deserved support to continue to represent the Town as it has for numerous years in the past.

Vice Mayor Baker indicated that she felt this is a part of economic development with the town and favored supporting the request.

Councilor Whatley indicated that for 57 years the group has paid for everything on their own and feels that it is essential for the group to continue their activities and supported the request.

Public Input:

Tom Pitts stated he supported Council funding the Calvary's request.

8. ~~Presentation and discussion with Camp Verde District.~~ **PRESENTATION BY REPRESENTATIVE FROM THE VERDE VALLEY SENIOR CENTER, FOLLOWED BY DISCUSSION.**

Elaine Bremner gave a brief overview of what the Verde Valley Senior Center provides for Camp Verde and indicated that day alone 46 residents in Camp Verde were served by meals on wheels. Bremner explained the importance of the senior center and all that is put into making the program work but without monetary help they aren't going to be able to continue on.

Councilor Whatley inquired how much the center was requesting and Vice Mayor Baker requested the amount NACOG contributes to the program as well. Bremner explained that the Center is not only in need of monetary support but also an extra driver to volunteer a few hours of time each week. Councilor Jones requested information regarding the logistics for the volunteer program.

Public Input

Steve Goetting stated he agreed that there needs to be more volunteers but explained most residents can't afford to donate the time.

9. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2015-2016 Tentative Budget. Discussion may include, in no particular order, and not limited to the following budget units. Note: Any items not addressed at this meeting may be carried over to a subsequent meeting.**
- a. **Revenues**
 - b. **General Government**
 - c. **Capital Improvements**

Parks and Recreation Director Mike Marshall spoke regarding his strong advocacy toward the updating the website and indicated that it is difficult with the current website and the template they are working on would be very efficient and useful for events and scheduling. Marshall indicated the Town gym roof is in need of replacement and it is imperative for the Town to protect the investment of the new floor and bleachers. Marshall also discussed the impact of the possibility of the Magistrate Court moving to rooms 206 and 207 and questioned where the town would move the current inventory being stored.

Councilor Gordon requested to know what was wrong with the roof gym and why it is to cost so much. Marshall indicated he did not know specific details but supported the replacement.

Councilor George indicated that he felt the shade over the playground is not necessary at Butler park at this time and recommended looking into one of the 90 grants he found through the ECivics program for playgrounds.

Marshall discussed the flooring in room 204 and indicated the wood floor replacement cost would be \$7000. Mayor German questioned the increase in noise due to a change in flooring. Marshall indicated he did not think that it would be an issue.

Marshall discussed the need for a 15 passenger bus to be used primarily for transporting people on out of town trips and it would also be used for the library youth events as well. As of now, there are two vehicles that are available for use but with that is double the cost in fuel and additional drivers as well.

Waste Water / Sewer

Jan Grogan explained the need for a new sewer camera and how it would benefit the Department and Town. Councilor George inquired if this camera could be rented if needed. Jan indicated that yes it can be hired out and some local plumbers did have the service available.

Grogan indicated that there are no phone lines at the plant and they are not linked with the town system and having a phone would be beneficial for the Department for obvious reasons.

Public Works Deputy Director Troy Odell indicated that the Hwy 260 project and Community Development is currently working in conjunction with him in reviewing all the RFQ's received for services needed regarding the project. Odell indicated that it is essential for the town to implement the sleeves for sewer lines.

Public Input:

Tom Pitts questioned if the sewer has coordinated with other utility companies putting into the project. Odell indicated that they are in utility coordination meetings at the present time.

The Mayor called for a recess at 7:24 p.m. and reconvened at 7:34 p.m.

Public Works:

Public Works Director Ron Long explained to Council that at this time the most important need is a tractor. He discussed the cost of last year's repairs and explained that it couldn't be kept on the road.

Councilor George stated that he used a weed eater for a neighbor because the tractor was not working. Long indicated that the network connection is not adequate for the street yard and they are currently using a hotspot. Councilor George recommended linking into Century Link that is available. Marshal Gardner indicated that there is no phone service at the shelter either. Mayor German requested that Sudden Link be considered as a service provider as well.

Long discussed the need for a new sewer line at the animal shelter facility. Mayor German asked if there was cost savings in having town employees dig the trench and then fill it in.

Councilor George requested to postpone this request because currently the facility was functioning and this was not a priority.

Long explained the need for a digital sign board and the how the town had multiple needs for the board. Long strongly encouraged buying a new board rather than used. Councilor George questioned what methods are currently used during road closures and Long indicated barriers and spray paint on boards are the current method.

Mayor German questioned how often a board would be used and questioned if there was such an emergency with the town, the help from the county should be sought after. Long agreed but indicated that it could be used for community events and every day construction uses that affect traffic and safety

Maintenance:

Engineer Ron Long stated the current bucket truck is not road worthy and this truck in particular was "reconditioned" when it was purchased and it only lasted approximately 3 years before the town started having major problems with the truck. Councilor George indicated that it would be more cost effective to lease a truck when needed rather than purchasing the vehicle.

Councilor Whatley indicated that it would take 11 years of leasing to come up to the amount requested to purchase the vehicle. Mayor German asked if the \$5000 rental fee was only for banner hanging, and long indicated that was correct and if there was a bucket truck available then it would be used for minor tree trimming, etc. Councilor Jones inquired about other equipment that could be used to complete the needs at a potentially cheaper cost.

Long indicated that the Main Street Maintenance Yard was in need of additional storage and expansion, The gym roof issue will be determined once the roof is removed and all the damage to the roof deck is assessed. Currently it is estimated that 30% of the roof deck needs to be replaced.

Council George indicated he felt that the gym roof is a priority and should be handled this year.

Long spoke about the Butler playground and addressed the request regarding seeking grants for funding by explaining that there isn't enough staff to go after grants that may be available but feels it is an option.

Long also explained to Council that the Community Pool building roof has been continually patched and it needs a pitched roof rather than the flat roof it currently has. The skate park is in need of new lighting and the proper LED lighting is estimated at \$7000.00. Mayor German recommended that APS be contacted to in regards to any help toward the lights and Councilor Jones requested staff seek out information regarding the Dark Skies Program for aid as well.

Long discussed the necessity of clean out at Falkner Wash box culverts and the issues that arises due to flooding during monsoons. There is currently no equipment available through the town to clean out the culverts and it is necessary to hire a properly licensed, insured and equipped contractor.

Maintenance requested that the culverts used for various projects be replaced and requested the culverts be purchased in bulk to save on freight. Councilor Jones questioned whose culverts are being replaced. Long stated only ones in the towns right away, none for personal properties.

Camp Verde Promotions has requested two more sets of banner poles be placed in the town as well.

Public Input:

Jan Osterhout Manager at Trails End RV Park spoke to council regarding Falkner Wash and explained that having been there 5 years the RV park worries due to their location so close to the wash and indicated that it has to be maintained yearly. Mayor German questioned if the county had been contacted regarding help and equipment, Troy Odell stated funding was denied and the county hires out all work for similar problems.

10. **Adjournment**

On a motion by Baker, seconded by Jones, the meeting adjourned at 8:30 pm.

Charles German, Mayor

Marie Moore, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on May 13, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2015.

Virginia Jones, Town Clerk



PROCLAMATION

In memory of the
GRANITE MOUNTAIN HOTSHOTS
June 30, 2015

WHEREAS, *The Granite Mountain Interagency Hotshot Crew was founded as a fuels mitigation crew in 2001, and became the first municipal hotshot crew in the United States; and*

WHEREAS, *The Granite Mountain Hotshots were an elite ground firefighting crew, which hailed from diverse backgrounds and worked long hours in extreme environmental conditions while performing physically demanding fire line tasks; and*

WHEREAS, *On June 30, 2013 nineteen of the Granite Mountain Hotshots gave their lives in Yarnell protecting Arizona; and*

WHEREAS, *The loss of these 19 firefighters makes the Yarnell Hill Fire the worst wildland firefighter fatality incident in the United States; and*

WHEREAS, *The 19 members of the Granite Mountain Hotshots who lost their lives are:*

| | | | | |
|-----------------|-----------------|---------------|-----------------|-----------------------|
| Andrew Ashcroft | Robert Caldwell | Travis Carter | Dustin Deford | Christopher MacKenzie |
| Eric Marsh | Grant McKee | Sean Misner | Scott Norris | Wade Parker |
| John Percin Jr. | Anthony Rose | Jesse Steed | Joe Thurston | Travis Turbyfill |
| William Warneke | Clayton Whitted | Kevin Woyjeck | Garret Zuppiger | |

WHEREAS, June 30, 2013 is a day that all Arizona residence shall never forget.

THEFORE, BE IT RESOLVED that the Mayor and Common Council of the Town of Camp Verde do hereby proclaim June 30, 2015 a day to remember all of the Granite Mountain Hotshots that gave their life in the line of duty.

Passed and approved by a majority vote of the Common Council at the Regular Session of June 3, 2015

Charles German, Mayor

Date

Attest:

Virginia Jones, Town Clerk



1000 BISHOPS GATE BLVD., SUITE 300 MT. LAUREL, NJ 08054 (856) 787-0412 (800) 444-4554

May 19, 2015

Mr. Robert Foreman, Building Official
Camp Verde
473 S. Main St., Suite 108
Camp Verde, AZ 86322

RE: Building Code Effectiveness Grading Schedule Results
Camp Verde, Yavapai County, AZ

Dear Mr. Foreman:

We wish to thank you for the cooperation given to our representative, Timothy J. Perella, during our recent survey. We have completed our analysis of the building codes adopted by your community and the efforts put forth to properly enforce those codes. The resulting Building Code Effectiveness Grading Classification is 3 for 1 and 2 family residential property and 2 for commercial and industrial property.

The Insurance Services Office, Inc. (ISO) is an insurer-supported organization with the primary mission of providing advisory insurance underwriting and rating information to insurers. There is no requirement that insurers use our advisory material. Insurers may have adopted, or may be in the process of adopting, an ISO insurance rating program that will provide rating credits to individual property insurance policies in recognition of community efforts to mitigate property damage due to natural disasters. These insurers may use the Building Code Effectiveness Grading Classification we have recently developed for your community as a basis for the credits used. While individual insurers may use different credits or different effective dates, the ISO program will apply credits to new construction within Camp Verde that has been issued a Certificate of Occupancy in the year 2015 and forward.

We will email our report which provides additional information about our classification process and how we have graded various aspects of your community's building codes and their enforcement.

We want to highlight the fact that the Building Code Effectiveness Grading Schedule is an insurance underwriting and information tool; it is not intended to analyze all aspects of a comprehensive building code enforcement program nor is it for purposes of determining compliance with any state or local law or for making property/casualty loss prevention and life safety recommendations.

If you have any questions about the Classification that was developed, please let us know. Additionally, if you are planning on any future changes in your building codes or their enforcement, please advise us as these changes may affect our analysis and your community's grading classification.

Sincerely,

Mary Lucidi

Building Code Technical Analyst

Enclosure

cc: Mr. Russ Martin, Town Manager
Camp Verde
473 S. Main St., Suite 102
Camp Verde, AZ 86322



Agenda Item Submission Form – Section I

Meeting Date: June 3, 2015 Regular Session

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

Requesting Department:

Staff Resource/Contact Person: Jan Crogan

Agenda Title (be exact): *Special Recognition to Senior Wastewater Operator, Marshall Davis, for receiving an award from Arizona Water Association as Wastewater Operator of the year for Small systems.*

Estimated Presentation Time: 5

Estimated Discussion Time: 5

Reviews Completed by:

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

Background Information:

Recommended Action (Motion): No Action is necessary

Instructions to the Clerk: None

5.10.15
Governor's Archaeology Advisory Commission
AWARD IN PUBLIC ARCHAEOLOGY

2015

Presented to



Town of Camp Verde

for excellence in the category of
Government Agency

Awards in Public Archaeology are presented to individuals and/or programs that have significantly contributed to the protection and preservation of, and education about, Arizona's non-renewable archaeological resources.



James W. Garrison

James W. Garrison
State Historic Preservation Officer

Douglas A. Ducey

Douglas A. Ducey
Governor, State of Arizona



Thomas H. Wilson

Thomas H. Wilson
Chair, Governor's Archaeology Advisory Commission



Agenda Item Submission Form – Section I

Meeting Date: June 03, 2015

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

Requesting Department: Mayor & Council

Staff Resource/Contact Person: Virginia Jones

Agenda Title (be exact): Discussion, consideration, and possible appointment of Council members as Town representatives and alternates to various boards, committees, and organizations

List Attached Documents:

Estimated Presentation Time:

Estimated Discussion Time: 10

Reviews Completed by:

Department Head: Virginia Jones **Town Attorney Comments:** N/A

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

Background Information: At the first meeting in June of each year, Council members volunteer to represent the Town on various boards, committees, and organizations. Members should update the Council on their respective committees throughout the year.

Recommended Action (Motion): Direct staff to prepare a new Committee chart based on Council's selection

Instructions to the Clerk: N/A

2015/2016 COUNCIL-COMMITTEE ASSIGNMENTS

DRAFT COUNCIL MEETING 06-03-2015

| COMMITTEES | 2014/15 | 2015-2016 | MEETING TIME | MEETING PLACE | CONTACT PERSON |
|---|---------------------|---------------------------------------|---|---|--|
| CV FIRE DISTRICT LIAISON | GORDON/BAKER | | 3 RD THURSDAY AT 2:30 P.M. | 417 S MAIN – TRAINING ROOM http://www.campverdefire.org | ROBIN COOK 567-9401 EXT 102 |
| CV SCHOOLS EDUCATION FOUNDATION | GEORGE/BAKER | | QUARTERLY | CVUSD 410 Camp Lincoln Rd. | MARY HUDSON 567-8008 |
| YAVAPAI COLLEGE BOARD | GEORGE/BAKER | | 2 ND TUESDAY AT 1:00 P.M. | SEE ATTACHED | KAREN JONES-EXECUTIVE ASSIS 928-776-2307 |
| CHAMBER OF COMMERCE | 2015 INACTIVE | | | | |
| LIASON TO YAVAPAI-APACE NATION | BAKER/CAROL GERMAN | | THURSDAY AT 9:00 A.M. | 2400 W DATSI STREET | KARLA REIMER 567-1003 (Call Weekly to verify meeting) |
| INTERGOVERNMENTAL ASSOCIATIONS/MEETINGS | ALL MEMBERS | | | COMMUNITY ROTATION | |
| NACOG-REGIONAL COUNCIL | BAKER/MAYOR GERMAN | | QUARTERLY-4 TH THURSDAY AT 10:00 A.M. | HIGH COUNTRY CONFERENCE CENTER | 928-774-1895 |
| VVREO | WHATLEY/BAKER | | 1 ST FRIDAY AT 9:00 A.M. | YC BOARD ROOM – 6 TH STREET-COTTONWOOD | ROBYN PRUD’HOMMEBAUER 634-8100 |
| LEAGUE RESOLUTIONS COMMITTEE | MAYOR GERMAN | | ANNUALLY | LEAGUE OF CITIES AND TOWNS CONFERENCE | KEN STROBECK EXECUTIVE DIRECTOR |
| VERDE VALLEY LAND PRESERVATION | GORDON/CAROL GERMAN | | MONTHLY | ALTERNATE LOCATIONS | BOB ROTHROCK 634-3633 |
| ARIZONA MUNICIPAL RISK RETENTION POOL (elected position only) | BAKER | | MONTHLY | PHOENIX | |
| VERDE VALLEY TRANSPORTATION ORG | RON LONG/GEORGE | | EVERY OTHER MONTH | COTTONWOOD | |
| VERDE VALLEY MOBILITY VERDE VALLEY TRANSIT COMMITTEE | GEORGE | | MONTHLY | | JASON KELLY |
| VV WATER USERS LIAISON | GORDON/CAROL GERMAN | | AS NEEDED | AS NEEDED | AS NEEDED |
| YC LOCAL DROUGHT IMPACT GROUP | INACTIVE | | ANNUALLY | TO BE ANNOUNCED | YC EXTENSION AGENT |
| YC WATER ADVISORY COMMITTEE- MIDDLE VERDE WATER ADVISORY | BAKER/MAYOR GERMAN | BOARD OF SUPERVISORS DISBANDED WAC | 3 RD WEDNESDAY AT 2:00 P.M. | YC BOARD ROOM - 6 TH STREET – COTTONWOOD 1015 FAIR STREET-PRESCOTT | 3 RD WEDNESDAY 2:00 |
| VERDE RIVER BASIN PARTNERSHIP | GEORGE/JONES | | QUARTERLY | YAVAPAI COLLEGE | |



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 3, 2015

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Town Manager

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, and possible approval of an amendment to the Facilities Use Agreement with Yavapai College to include use of Town property by OLLI (Osher Lifelong Learning Institute) through June 30, 2016.

List Attached Documents: First Amendment to the Facilities Use Agreement

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

Department Head: Russ Martin

Town Attorney Comments:

Finance Department – N/A – No costs are expected.

Background Information: On February 2, 2015, College and Town entered into a Facilities Use Agreement authorizing the College to utilize certain Town-owned properties within the corporate limits of the Town, for the period from January 12, 2015 through June 30, 2016, and at the time OLLI was not contemplated for use of Town property at that time. Since then a group has formed to bring OLLI to Camp Verde residents. This amendment would allow for that to begin as soon as programs using our facilities could be scheduled.

Recommended Action (Motion): Move to approve the first amendment to the Facilities Use agreement with Yavapai College through June 30,2016.

FIRST AMENDMENT TO FACILITIES USE AGREEMENT

Between
The Town of Camp Verde
And
**Yavapai Governing Board of Yavapai County
College District DBA: Yavapai College**

Witnesseth:

The parties to this First Amendment to Facilities Use Agreement are the Yavapai Governing Board of Yavapai County College District DBA: Yavapai College (herein referred to as the "College") and the Town of Camp Verde, Yavapai County, Arizona, a municipal corporation of the State of Arizona (herein referred to as the "Town").

Whereas, on February 2, 2015, College and Town entered into a Facilities Use Agreement authorizing the College to utilize certain Town-owned properties within the corporate limits of the Town, for the period from January 12, 2015 through June 30, 2016, and;

Whereas, the College and Town each desire to extend the Agreement to allow the College's Osher Lifelong Learning Institute (herein referred to as "OLLI") authorization to utilize certain Town-owned properties within the corporate limits of the Town, for the period from January 12, 2015 through June 30, 2016;

NOW, THEREFORE, IT IS MUTUALLY AGREED BY COLLEGE AND TOWN THAT SAID AGREEMENT IS AMENDED AS FOLLOWS:

1. The term of the Agreement shall extend to allow the College's Osher Lifelong Learning Institute (herein referred to as "OLLI") authorization to utilize certain Town-owned properties within the corporate limits of the Town, for the period from January 12, 2015 through June 30, 2016
2. **Pricing shall remain the same.**
3. Except as expressly amended herein, the pricing, terms and conditions set forth in said original agreement shall remain in full force and effect.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS FIRST AMENDMENT TO AGREEMENT TO BE SIGNED ON THEIR BEHALF BY THEIR DULY AUTHORIZED REPRESENTATIVES.

For the Town:

Charlie German, Mayor

Date: _____

For the College:

Ryan Bouwhuis, Director of Purchasing & Contracting

Date: _____



Town of Camp Verde

Meeting Date: June 3, 2015

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

Requesting Department: Human Resources

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact):

Discussion, consideration and possible approval amendments to the Town’s Salary Plan with the addition or amendments of the following job descriptions; Property and Evidence Custodian, Property and Evidence Custodian Aide, Economic Development Specialist, Human Resource Specialist, Risk Manager, Financial Aide, Light or Modified Duty/Return-to-Work/Stay-at-Work Workers Compensation

List Attached Documents:

- 1) Job Descriptions
 - a. Property and Evidence Custodian
 - b. Property and Evidence Custodian Aide
 - c. Economic Development Specialist
 - d. Human Resource Specialist
 - e. Risk Manager
 - f. Financial Aide
 - g. Light or Modified Duty/Return-to-Work/Stay-at-Work Workers Compensation
- 2) Salary Plan

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

- Department Head:** All comments below reflect various departments
- Town Attorney Comments:** N/A
- Finance Department:** N/A

Background Information: These are ongoing updates to job descriptions reflecting more accurately jobs actually being held by staff as well as we would like to participate in the Northern Arizona Council of Governments (NACOG) Work Experience (WEX) program to hire youth who will acquire job skills in a professional environment. We need job descriptions appropriate to this opportunity and created the job descriptions and salary range beginning with minimum wage for those, if eligible the NACOG WEX program is 100% subsidized by federal funds. Additionally, we are adding a job description for Light Duty/Modified Duty/Stay at Work/Return to Work. The purpose of this job description is to:

- Provide an opportunity to assist employees who are temporarily restricted from performing their regular assigned duties as a result of a work-related injury/illness while under the scope of Town employment.
- The positive aspects of this light/modified work include: getting the employee back to a productive environment, increasing morale, maintaining good customer relations, diminishing costs associated with training another employee to backfill someone else's position and controlling Workers' Compensation insurance premiums.

Recommended Action (Motion): Move to approve amendments to the Town's Salary Plan with the addition or amendments of the following job descriptions; Property and Evidence Custodian, Property and Evidence Custodian Aide, Economic Development Specialist, Human Resource Specialist, Risk Manager, Financial Aide, Light or Modified Duty/Return-to-Work/Stay-at-Work Workers Compensation.

Instructions to the Clerk: None

912
Job Description



Property and Evidence Custodian

Salary Range 43

| | | | |
|-------------|------------------|---------------|-----------|
| Department: | Marshal's Office | Revised Date: | June 2015 |
|-------------|------------------|---------------|-----------|

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 found property and return safekeeping property to owners in a timely manner. All while maintaining the integrity and security of the Evidence Storage Room.

Additional duties may also include Crime Scene Technician. The employee will assist the Investigation Section in 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.

The employee must respond to subpoenas for trials, hearings and depositions to give testimony regarding legal cases associated with the crime scene and/or duties performed in the process of a crime scene investigation, chain of custody and storage of evidence.

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.*

Job Description of the Property and Evidence Custodian

- The employee is 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 presentation 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

Job Description

disposition research and other related information involving the classification and disposition of property items.

- Coordinate the disposal of unclaimed property and special disposal of narcotics, explosives, bio-hazardous specimens, and firearms.
- Stay abreast of local, state, and federal laws involving property/evidence handling and recommend appropriate changes.
- Maintain a clean, secure and orderly property storage facility.

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:

- Possess a valid Arizona motor vehicle operator's license with a good driving record.
- The applicant must be able to pass a rigorous background investigation and other selection process criteria.
- Successfully attain ACJIS certification within six 6 months of hire date.

Required Knowledge of:

- General police work, records keeping and records management;
- 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.
- 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.

Required Skill in:

- Accurately entering data and information into police computer systems.
- Copy transferring of photo files and recorded videos; managing, auditing, reconciling property and inventory items
- Retrieving and running a variety of reports from the computer 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.
- Meeting attendance requirements.
- High frequency contact with the public, requiring the person to have good interpersonal and communication skills.

Job Description

- Must communicate professionally orally and in writing, and be able to operate a computer terminal, and.
- 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 position will require lifting (up to 50 lbs), bending, stooping, and prolonged time on your feet; therefore, the applicant must be physically capable of completing the required tasks.
- Is subject to call out during off-duty hours.

91b

Job Description



Property and Evidence Custodian Aide

Salary Range: Minimum wage plus

| | | | |
|--------------------|-------------------------|----------------------|------------------|
| Department: | Marshal's Office | Revised Date: | June 2015 |
|--------------------|-------------------------|----------------------|------------------|

GENERAL PURPOSE: Under general supervision, the primary role of this position is to assist the property and evidence custodian with various tasks including but not limited to data entry into a computer system, verifies completeness of impound reports and other case documents, assists in the audit, tracking, bar coding of items impounded or stored within a police property room. Assists in the disposition of property and all other administrative duties at the direction of the Property and Evidence Custodian.

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 in maintaining security and control of property and evidence that the Marshal's Office acquires.
- Primary assignment is to assist the Property and Evidence Custodian to log, classify, store, dispense, destroy and release property or evidence to its rightful owner, for court presentation and/or destruction and auction.
- Assist to 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.
- Assist the Property and Evidence Custodian to maintain property reports with property notations of any and all actions associated with the property.
- Assist the Property and Evidence Custodian to 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 research and other related information involving the classification and disposition of property items.
- Assist the Property and Evidence Custodian with the disposal of unclaimed property and special disposal of narcotics, explosives, bio-hazardous specimens, and firearms.
- Learn and develop knowledge related to local, state, and federal laws involving property/evidence handling and recommend appropriate changes.

Job Description

- Assist to maintain a clean, secure and orderly property storage facility.

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.
- Knowledge of general police work, records keeping and records management; attention to detail and accuracy; operating a personal computer utilizing a variety of business software; familiar with copy transferring of photo files and recorded videos; managing, auditing, reconciling property and inventory items.

Required Licenses or Certifications:

- Possess a valid Arizona motor vehicle operator's license with a good driving record.
- The applicant must be able to pass a rigorous background investigation and other selection process criteria including a polygraph exam.

Required Knowledge of:

- 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.
- Confidentiality requirements of police records and information
- Basic knowledge and / or desire to learn the Rules of Evidence, the Arizona Revised Statutes, Town Codes, and other codes as they apply to the evidence/property function.

Required Skill in:

- 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 basic detailed written and oral instructions.
- Effectively organize work assignments and establish priorities with minimum supervision
- 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 position will require lifting (up to 50 lbs), bending, stooping, and prolonged time on your feet; therefore, the applicant must be physically capable of completing the required tasks.

9/12



Economic Development Specialist

Salary Range: 45

| | | | |
|-------------|-----------------------------|---------------|------------------|
| Department: | Economic Development | Revised Date: | June 2015 |
|-------------|-----------------------------|---------------|------------------|

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
- 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

Job Description

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

Required 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

Required 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:

- May be performed in a standard office environment

91.d
Job Description



HUMAN RESOURCES SPECIALIST

Salary Range 45

| | | | |
|-------------|-----------------------|---------------|------------------|
| Department: | Administration | Revised Date: | June 2015 |
|-------------|-----------------------|---------------|------------------|

GENERAL PURPOSE: Under general supervision performs professional work of overseeing a range of administrative functions related to human resource management, employee development and customer service; trains employees and supervisors; performs related work 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.*

- Maintains absolute confidentiality of all work-related matters, personnel records and information.
- Prepare or maintain employment records related to events such as processing hiring-related paperwork, termination, leaves, transfers, or promotions, using human resources management system software.
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.
- Interpret and explain human resources policies, procedures, laws, standards, or regulations
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA) industry trends and Federal and State employment legislation and ensures Town's compliance pertaining to all personnel matters.
- Confer with management to develop or implement personnel policies or procedures and ensure proper compliance is followed.
- Assists and advises management on the following:
 - a) In the annual review, preparation and administration of Agency wage and salary program.
 - b) Potential problem areas and recommends/implements solutions as appropriate.
 - c) Assists in carrying out their responsibilities on personnel matters.
- Coordinates and/or conducts exit interviews to determine reasons behind separation.

Job Description

- Consults with legal counsel as appropriate, and/or as directed by the Human Resources Director on personnel matters.
- Recommends, evaluates, and participates in Staff Development for the Town.
- Administers health and welfare plans including enrollments and terminations of such benefits including: Retirement Plans, medical/dental, leave of absence, Flexible Spending, Health Savings Accounts, Sick Leave Bank and Workers' Compensation. Processes required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions.
- Conducts new employee orientations and counsels employees/applicants including Town executives to ensure employees acquire an understanding of benefit plans and enrollment provisions in order that they can make informed benefit decisions about their health care.
- Manages annual open enrollment period annually. Arranges for distribution of materials from carriers, assists with, communicating changes to employees and arranges for on-site representation by providers, Conducts employee presentations. Processes changes within deadlines.
- Acts as liaison between employees and insurance providers to resolve benefit related problems and ensure effective utilization of plans and positive employee relationships.
- Strives to ensure employee understanding of benefit programs by, regularly generating communication and counseling employees/dependents as situations arise. Resolves employee complaints related to health and welfare plans.
- Performs recruitment activities. Maintains records related to same.
- Performs outreach to community resources as needed.
- Performs other related duties as assigned or required.

Job Description

MANAGERIAL RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree in Business or related field AND two year's office support and computer experience, including one year Human Resource experience;

Required Licenses or Certifications:

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

Required Knowledge of:

- Town policies and procedures.
- Federal, State and Town rules, regulations and ordinances governing public and legal records.
- Office administration processes and procedures, including accounting, payroll and purchasing.
- Customer service standards and protocols.
- Record keeping and file maintenance principles and procedures.

Required Skill in:

- Ability to maintain absolute confidentiality of all work-related matters, personnel records and information.
- Interpreting and applying Town policies, and state and Federal laws.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating clearly, concisely and effectively, both verbally and in writing.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.
- 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.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.

9/18
Job Description



RISK MANAGER

Salary Range 69

| | | | |
|-------------|-----------------------|---------------|------------------|
| Department: | Administration | Revised Date: | June 2015 |
|-------------|-----------------------|---------------|------------------|

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
- 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

Job Description

MANAGERIAL RESPONSIBILITIES:

Directly supervises the employees in the Risk Management Department

This is FSLA Exempt

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, 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

Required 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

Required 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:

- Work is performed primarily in a standard office environment while sitting at a desk
- May require outdoor work relative to identifying and assessing risks by participating in walkabouts, 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

912
Job Description



FINANCE AIDE

Salary Range: Minimum wage plus

| | | | |
|-------------|----------------|---------------|------------------|
| Department: | Finance | Revised Date: | June 2015 |
|-------------|----------------|---------------|------------------|

GENERAL PURPOSE: Assist the Finance Director with short-term specified projects.

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.*

- Review, link and update sales tax records, business license information and physical business location of local businesses.
- Verify current businesses have valid Town business license and are remitting sales tax.
- Notify Finance Director of any perceived non-compliance issues.
- Assist with any other projects that may arise or become necessary to complete.
- Assist with some clerical office duties, such as filing, if needed.
- Maintains the absolute confidentiality of all records and information.

MANAGERIAL RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

- Should have experience with general computer use.
- Knowledge of Word and Excel is a plus.
- Able to communicate professionally with Town staff and local business owners/managers, both verbally and in writing.
- Current valid Driver's License.

Physical Demands / Work Environment:

- Most work will be performed in a standard office environment. Minimal, local driving may be required.

919



Light or Modified Duty/Return-to-Work/Stay-at-Work
Workers' Compensation

| | | | |
|-------------|------------------------------------|---------------|-----------|
| Department: | Town Manager/Workers' Compensation | Revised Date: | June 2015 |
|-------------|------------------------------------|---------------|-----------|

GENERAL PURPOSE: Under direct supervision of the Department Head or their designee (for the department in which you are temporarily assigned for light duty); performs a wide variety of administrative/office support or miscellaneous duties of a general nature in relieving staff of same.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following may not include all of the duties listed nor does the examples include all tasks which may be done by employees working in this program, only a representative summary of the primary duties and responsibilities.

- Filing
- Processes the Town's mail
- Shredding documents
- Greeting the public and directing them; as appropriate
- Answering telephones and returning customer's call
- Accepting funds on behalf of the Town, preparing receipts and taking to finance
- Writing correspondence/Word Processing
- Preparing certificates of appreciation, etc.
- Data entry (may include taking laptop home) e.g. enter contact information or Accounts Payable (depending on abilities)
- Scan/upload/update information e.g. Safety Data Sheets for Global Harmonizing System
- Chemical labeling: verify existing/adding/making labels for single-use containers
- Prepare agenda for Town Manager's Department Head meetings
- Do safety inspections, report findings, prepare a safety report and present to the Safety Committee and/or employees
- Work at the Library sorting and replacing library materials
- Volunteer at the Camp Verde Senior Citizens Center
- Attend on-line safety training videos/webinars
- Bilingual (interpreter) from primarily Spanish to English/vice versa

The following duties would only be appropriate for employees already working at the Camp Verde Marshal's Office (CVMO):

- Assist in Property and Evidence
- Take documents to the County Attorney's office (felony complaints)
- Code Enforcement (basics)

MANAGERIAL RESPONSIBILITIES:

- None

Job Description

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED equivalent

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license

Required Knowledge of:

- Town policies and procedures
- Customer service standards and protocols

Required Skill in:

- Using initiative and independent judgment within established procedural guidelines
- Establishing and maintaining effective working relationships with co-workers and the public
- Providing effective customer service, and dealing tactfully and courteously with the public

Physical Demands / Work Environment:

- May be performed in a standard office environment

Town of Camp Verde
Salary Plan

Effective 06/03/15

| Position | Range | | Minimum | Midpoint | Maximum |
|---|-------|-----------|-------------|-------------|-------------|
| Deputy Town Clerk; Children's Librarian <i>E</i> Recreation Supervisor; Building Inspector | 49 | Annual | \$35,044.00 | \$44,184.00 | \$53,324.00 |
| | | Bi-weekly | \$1,347.85 | \$1,699.38 | \$2,050.92 |
| | | Hourly | \$16.85 | \$21.24 | \$25.64 |
| Admin Asst to Town Manager; Dispatch Supervisor; Maintenance Foreman Civilian Investigator; Public Works Analyst; Senior Wastewater Operator | 48 | Annual | \$34,189.00 | \$43,106.00 | \$52,023.00 |
| | | Bi-weekly | \$1,314.96 | \$1,657.92 | \$2,000.88 |
| | | Hourly | \$16.44 | \$20.72 | \$25.01 |
| Assistant Planner; Plans Examiner Accountant | 46 | Annual | \$32,542.00 | \$41,029.00 | \$49,517.00 |
| | | Bi-weekly | \$1,251.62 | \$1,578.04 | \$1,904.50 |
| | | Hourly | \$15.65 | \$19.73 | \$23.81 |
| HR Specialist; Special Events Coordinator; Code Enforcement Officer; Economic Development Specialist | 45 | Annual | \$31,748.00 | \$40,029.00 | \$48,309.00 |
| | | Bi-weekly | \$1,221.08 | \$1,539.58 | \$1,858.04 |
| | | Hourly | \$15.26 | \$19.24 | \$23.23 |
| Lead Maintenance Worker Wastewater Operator | 44 | Annual | \$30,974.00 | \$39,052.00 | \$47,131.00 |
| | | Bi-weekly | \$1,191.31 | \$1,502.00 | \$1,812.73 |
| | | Hourly | \$14.89 | \$18.78 | \$22.66 |
| Dispatcher; Records Specialist; Senior Equipment Operator; Property and Evidence Custodian | 43 | Annual | \$30,219.00 | \$38,100.00 | \$45,981.00 |
| | | Bi-weekly | \$1,162.27 | \$1,465.38 | \$1,768.50 |
| | | Hourly | \$14.53 | \$18.32 | \$22.11 |
| Administrative Assistant Permit Technician | 42 | Annual | \$29,481.00 | \$37,170.00 | \$44,860.00 |
| | | Bi-weekly | \$1,133.88 | \$1,429.62 | \$1,725.38 |
| | | Hourly | \$14.17 | \$17.87 | \$21.57 |
| Court Clerk Finance Clerk | 40 | Annual | \$28,061.00 | \$35,379.00 | \$42,698.00 |
| | | Bi-weekly | \$1,079.27 | \$1,360.73 | \$1,642.23 |
| | | Hourly | \$13.49 | \$17.01 | \$20.53 |
| Library Specialist Equipment Operator | 39 | Annual | \$27,376.00 | \$34,517.00 | \$41,657.00 |
| | | Bi-weekly | \$1,052.92 | \$1,327.58 | \$1,602.19 |
| | | Hourly | \$13.16 | \$16.59 | \$20.03 |
| Animal Control Officer | 38 | Annual | \$26,709.00 | \$33,675.00 | \$40,641.00 |
| | | Bi-weekly | \$1,027.27 | \$1,295.19 | \$1,563.12 |
| | | Hourly | \$12.84 | \$16.19 | \$19.54 |
| Records Clerk | 37 | Annual | \$26,057.00 | \$32,853.00 | \$39,649.00 |
| | | Bi-weekly | \$1,002.19 | \$1,263.58 | \$1,524.96 |
| | | Hourly | \$12.53 | \$15.79 | \$19.06 |
| Animal Shelter Operator | 36 | Annual | \$25,422.00 | \$32,052.00 | \$38,682.00 |
| | | Bi-weekly | \$977.77 | \$1,232.77 | \$1,487.77 |
| | | Hourly | \$12.22 | \$15.41 | \$18.60 |
| Maintenance Worker | 34 | Annual | \$24,197.00 | \$30,508.00 | \$36,818.00 |
| | | Bi-weekly | \$930.65 | \$1,173.38 | \$1,416.08 |
| | | Hourly | \$11.63 | \$14.67 | \$17.70 |
| Senior Library Clerk Laborer | 33 | Annual | \$23,607.00 | \$29,763.00 | \$35,920.00 |
| | | Bi-weekly | \$907.96 | \$1,144.73 | \$1,381.54 |
| | | Hourly | \$11.35 | \$14.31 | \$17.27 |
| Receptionist | 32 | Annual | \$23,031.00 | \$29,038.00 | \$35,044.00 |
| | | Bi-weekly | \$885.81 | \$1,116.85 | \$1,347.85 |
| | | Hourly | \$11.07 | \$13.96 | \$16.85 |
| Library Clerk | 29 | Annual | \$21,386.00 | \$26,964.00 | \$32,542.00 |
| | | Bi-weekly | \$822.54 | \$1,037.08 | \$1,251.62 |
| | | Hourly | \$10.28 | \$12.96 | \$15.65 |
| Janitor | 28 | Annual | \$20,865.00 | \$26,307.00 | \$31,748.00 |
| | | Bi-weekly | \$802.50 | \$1,011.81 | \$1,221.08 |
| | | Hourly | \$10.03 | \$12.65 | \$15.26 |

Town of Camp Verde
Salary Plan

Effective 06/03/15

| Position | Range | | Minimum | Midpoint | Maximum |
|---|-------|-----------|--------------|--------------|--------------|
| Town Manager <i>E</i> | 93 | Annual | \$103,864.00 | \$130,953.00 | \$158,042.00 |
| | | Bi-weekly | \$3,994.77 | \$5,036.65 | \$6,078.54 |
| | | Hourly | \$49.93 | \$62.96 | \$75.98 |
| Town Marshal/ HR Director <i>E</i> | 82 | Annual | \$79,160.00 | \$99,805.00 | \$120,451.00 |
| | | Bi-weekly | \$3,044.62 | \$3,838.65 | \$4,632.73 |
| | | Hourly | \$38.06 | \$47.98 | \$57.91 |
| Public Works Director/ Town Engineer <i>E</i> | 78 | Annual | \$71,715.00 | \$90,419.00 | \$109,122.00 |
| | | Bi-weekly | \$2,758.27 | \$3,477.65 | \$4,197.00 |
| | | Hourly | \$34.48 | \$43.47 | \$52.46 |
| Community Development Director <i>E</i> | 77 | Annual | \$69,966.00 | \$88,213.00 | \$106,461.00 |
| | | Bi-weekly | \$2,691.00 | \$3,392.81 | \$4,094.65 |
| | | Hourly | \$33.64 | \$42.41 | \$51.18 |
| Finance Director <i>E</i> Economic Development Director <i>E</i> | 73 | Annual | \$63,385.00 | \$79,917.00 | \$96,448.00 |
| | | Bi-weekly | \$2,437.88 | \$3,073.73 | \$3,709.54 |
| | | Hourly | \$30.47 | \$38.42 | \$46.37 |
| Parks & Recreation Director <i>E</i> Commander; | 72 | Annual | \$61,839.00 | \$77,968.00 | \$94,096.00 |
| | | Bi-weekly | \$2,378.42 | \$2,998.77 | \$3,619.08 |
| | | Hourly | \$29.73 | \$37.48 | \$45.24 |
| Library Director <i>E</i> Risk Manager <i>E</i> | 69 | Annual | \$57,424.00 | \$72,401.00 | \$87,377.00 |
| | | Bi-weekly | \$2,208.62 | \$2,784.65 | \$3,360.65 |
| | | Hourly | \$27.61 | \$34.81 | \$42.01 |
| Special Projects Administrator <i>E</i> | 68 | Annual | \$56,023.00 | \$70,635.00 | \$85,246.00 |
| | | Bi-weekly | \$2,154.73 | \$2,716.73 | \$3,278.69 |
| | | Hourly | \$26.93 | \$33.96 | \$40.98 |
| Town Clerk <i>E</i> | 67 | Annual | \$54,657.00 | \$68,912.00 | \$83,167.00 |
| | | Bi-weekly | \$2,102.19 | \$2,650.46 | \$3,198.73 |
| | | Hourly | \$26.28 | \$33.13 | \$39.98 |
| Chief Building Official <i>E</i> Wastewater Manager | 64 | Annual | \$50,754.00 | \$63,992.00 | \$77,229.00 |
| | | Bi-weekly | \$1,952.08 | \$2,461.23 | \$2,970.35 |
| | | Hourly | \$24.40 | \$30.77 | \$37.13 |
| Sergeant (Police) | 62 | Annual | \$48,309.00 | \$60,908.00 | \$73,508.00 |
| | | Bi-weekly | \$1,858.04 | \$2,342.62 | \$2,827.23 |
| | | Hourly | \$23.23 | \$29.28 | \$35.34 |
| Senior Planner <i>E</i> | 59 | Annual | \$44,860.00 | \$56,559.00 | \$68,259.00 |
| | | Bi-weekly | \$1,725.38 | \$2,175.35 | \$2,625.35 |
| | | Hourly | \$21.57 | \$27.19 | \$32.82 |
| Streets Supervisor/ Inspector | 56 | Annual | \$41,657.00 | \$52,521.00 | \$63,385.00 |
| | | Bi-weekly | \$1,602.19 | \$2,020.04 | \$2,437.88 |
| | | Hourly | \$20.03 | \$25.25 | \$30.47 |
| Senior Accountant | 55 | Annual | \$40,641.00 | \$51,240.00 | \$61,839.00 |
| | | Bi-weekly | \$1,563.12 | \$1,970.77 | \$2,378.42 |
| | | Hourly | \$19.54 | \$24.63 | \$29.73 |
| Deputy (police officer) | 53 | Annual | \$38,682.00 | \$48,771.00 | \$58,860.00 |
| | | Bi-weekly | \$1,487.77 | \$1,875.81 | \$2,263.85 |
| | | Hourly | \$18.60 | \$23.45 | \$28.30 |
| Streets Maintenance Foreman | 52 | Annual | \$37,739.00 | \$47,581.00 | \$57,424.00 |
| | | Bi-weekly | \$1,451.50 | \$1,830.04 | \$2,208.62 |
| | | Hourly | \$18.14 | \$22.88 | \$27.61 |
| Court Supervisor | 50 | Annual | \$35,920.00 | \$45,289.00 | \$54,657.00 |
| | | Bi-weekly | \$1,381.54 | \$1,741.88 | \$2,102.19 |
| | | Hourly | \$17.27 | \$21.77 | \$26.28 |

CAPITAL IMPROVEMENT PROJECTS
FY 2015/2016

| Project Description | Why is it Needed | Department | Budget |
|---------------------------|--|---------------|------------|
| John Deere Tractor/Mower | The current mower will not mechanically hold-up under the heavy daily use of another mowing season. | STREETS | \$ 135,000 |
| Sewer Connection | Connect P/W & Animal Shelter to Sewer - apx. 1,200 linear ft. | STREETS | \$ 74,000 |
| Man Lift | Used for: hanging Main St. banners, Xmas decorations, street light repair, trimming trees. Bucket truck in not operational. The rental cost for one event is \$1,000. (*add \$5,000 to 420 if not approved) | MAINTENANCE | \$ 60,000 |
| Fain St. Maintenance Yard | Complete remodel for office and equipment storage | MAINTENANCE | |
| Gymnasium Roof | Will take the roof down to decking, repair underlayment, leaks and replace w/40-yr roof. | MAINTENANCE | \$ 100,000 |
| Skate Park Lights | Ballast has burnt out - replace w/LED's will save apx \$1,800 per year & there will not longer be a need to replace ballasts | MAINTENANCE | \$ 7,650 |
| Butler Playground | Over past years unsafe playground equipment has been removed so only a slide & swings remain. Plan is to add equipment suitable for 2 -12 yr. olds. A shade structure will provide protection for both the children and the equipment. (Equip = \$75,300 Cover = \$22,700) | MAINTENANCE | \$ 98,000 |
| Pool Building Roof | Flat roof: underlayment is rotten, scuppers leak into office. Add slope to roof prior to sealing will prevent water from standing | MAINTENANCE | \$ 22,000 |
| JOC Drainage Projects | Falkner Wash - clean out culvert crossing & re grade upstream. Culvert crossing FF Rd. is 3/4 full potential for topping FF Road | STORMWATER | \$ 37,500 |
| | Culvert Package - purchase culverts for stormwater maintenance and emergency repairs | STORMWATER | \$ 20,000 |
| | Quarterhorse- (YAN Easement) - 3185 ft., trench & two ea. 55' cross culverts | STORMWATER | \$ 59,800 |
| | Gaddis Wash- paved section on Industrial Dr. install box culverts and repave road section | STORMWATER | \$ 121,000 |
| Room 204 - Flooring | Replace worn carpeting in Room 204 with laminate | Parks/Rec | \$ 7,000 |
| 15- Passenger Van | Use by Parks & Rec to transport people to out-of town trips, Library for planned events/activities, Community Development and Admin. could have use for a vehicle with this capacity. | Parks/Rec | \$ 40,000 |
| Inspection Camera | Re-outfit, update sewer camera, camera van and van computers | WWTP | \$ 80,000 |
| Remodel | Remodel of rooms 206, 207, 208 (Current budget of 160K) this would be in addition | Court/Council | \$ 100,000 |

CAPITAL IMPROVEMENT PROJECTS
FY 2015/2016

| Project Description | Why is it Needed | Department | Budget |
|-------------------------------------|---|--------------------------|---------------------|
| Special Events | 2 (ea) sets banner poles | Special Events | \$ 7,500 |
| Flooring | Carpet/ solid surface flooring for entire facility, including repair of floor in training room | CVMO | \$ 32,000 |
| Traffic/Emergency Mgmt. | Digital Sign Boards used for traffic control, management of emergencies, notice of special events (price is for 2 digital sign boards) | Streets, CVMO, Parks/Rec | \$ 31,500 |
| Sewer Sleeves | 260 Highway Development | Sewer/Town | \$ 200,000 |
| Audio Visual Presentation Equipment | The training lab and both large meeting rooms need presentation equipment, sound equipment and laptops. | Library/Clerk | \$ 30,000 |
| RFID Self-Checkout stations | Placing these self-help stations in the library can free staff and volunteers to do other tasks, reduce wait times for patrons and allow us to cover required duties with fewer staff and volunteers. | Library | \$ 18,000 |
| 40 Computers | Current Library and Town Staff Computers 5 years old (25 library 15 staff) | Library/Town | \$ 60,000 |
| Renew Town Website | Current Website 5 years old / update to newer users (pads/phone) | Town | \$ 20,000 |
| Arch Center Road | Economic Development | ED | \$ 250,000 |
| 4 Door Car | Staff has numerous older (85K + miles vehicles) looking to have at least one reliable new fuel efficient car for travel beyorid local | Town | \$ 25,000 |
| Evidence Room - Teen Center Remodel | Current Evidence Room out of space | CVMO | \$ 250,000 |
| Community Park Road | Establish Road | Parks | \$ 150,000 |
| River Recreation Plan | our portion of the Recreation Plan | ED | \$ 10,000 |
| Directional Signs | Comprehensive directional signage along main street/finnie flat for attraction | ED/Town | \$ 15,000 |
| ED Projects line item | General ED projects Trail/Recreation/Business Promotional projects | ED | \$ 15,000 |
| New Servers/Storage | running out of space as well as 5 year old out of warranty equipment | IT | \$ 50,000 |
| Drainage USFS Study(ies) | Archeological/Environmental Studies to move drainage projects in the Forest Service for | Town | \$ 75,000 |
| Admin Building Restrooms | Upgrade the facilities | Town | \$ 25,000 |
| | | | |
| | | Total | \$ 2,225,950 |
| | | | |
| | 6 Patrol Vehicles | | \$ 240,000 |
| | Smaller Motor Grader | | \$ 125,000 |
| | Seal Coat Machine | | \$ 50,000 |
| | Total Equipment (included with equipment needs in list) | | \$ 675,000 |