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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, DECEMBER 5, 2018 at 6:30 P.M.**

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

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

1. Call to Order

2. Roll Call. Council Members Buck Buchanan, Joe Butner, Bill LeBeau, Jessie Murdock, Robin Whatley; Vice Mayor Dee Jenkins; and Mayor Charles German.

3. Pledge of Allegiance

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

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a) Approval of the Minutes:

1) Special Session – November 26, 2018

b) Set Next Meeting, Date and Time:

1) Wednesday, December 12, 2018 at 5:30 p.m. – Work Session - CANCELLED

2) Wednesday, December 19, 2018 at 6:30 p.m. – Regular Session

3) Wednesday, December 26, 2018 at 6:30 p.m. – Council Hears P&Z Matters– Meeting CANCELLED per Resolution 2018-994

4) Wednesday January 2, 2019 at 6:30 p.m. – Regular Meeting

5) Thursday, January 3, 2019 at 8:00 a.m. – Special Council Retreat

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c) Appointment of Michael A. Shaw as Assistant Magistrate for Camp Verde Municipal Court for a two (2) year term effective January 1, 2019 and re-appointment of Ron Ramsey, E. Eugene Neil, Esq. and Susan Oliver Worth-Howe for two (2) year terms effective July 1, 2018 and setting an hourly pay rate of \$50.00 per hour on an as needed basis with three (3) hour minimum. (Staff Resource: Judge Schlegel)

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d) Consideration and possible approval of the FY20 Budget Calendar. [Staff Resource: Mike Showers]

5. Special Announcements and presentations.

5.1. Appreciation presentation to Jackie Baker and Brad Gordon for their years of service on Council.

5.2. MUSCO Lighting Presentation. [Staff Resource Michael Marshall]

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

7. Business. Legal action can be taken.

13 **7.1. Review and possible approval of the following Library Policies: new - Security Camera Policy, updated - Photo Policy.** [Staff Resource: Kathy Hellman]

19 **7.2. Discussion and possible approval of new road name for park access road.** [Staff Resource: Michael Marshall]

21 **7.3. Discussion, consideration and possible approval of a Memorandum of Understanding (MOU) concerning predevelopment of an arena by the Camp Verde Arena Association (CVAA). The MOU will include generally agreed upon principals for the use of the initial \$80,000 for predevelopment activities.** [Staff Resource: Russ Martin]

33 **7.4. Discussion, consideration and possible appointment of Council members as Town Representatives and alternates to various boards, committees and organizations.**

35 **7.5. Discussion, consideration and possible approval of job description update for economic Development (ED) Director.** [Staff Resource: Russ Martin]

43 **7.6. Discussion, consideration and possible approval of the addition of the Economic Development Projects Manager position to the Salary Plan and Job Descriptions for the Town of Camp Verde.**

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

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

10. Manager/Staff Report Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council

member may request that the item be placed on a future agenda.

11. Adjournment

Posted by: _____ Date/Time: _____
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 at 928-554-0021

Agenda items may be taken out of order.

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

Pursuant to A.R.S. §38-431.03(A)(2) and (A)(3), the Council may vote to go into Executive Session for the purpose 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.

Camp Verde Council Meetings are recorded and may be viewed on the Camp Verde website. Pursuant to A.R.S. §1-602(A)(9), parents and legal guardians have the right to consent before the Town of Camp Verde makes a video or voice recording of a minor child. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request in advance to the Town Clerk that your child not be recorded.

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DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
CAMP VERDE, AZ 86322
MONDAY, NOVEMBER 26, 2018 at 5:30 P.M.

1. Call to Order

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

- 2. Roll Call.** Councilors: Jackie Baker, Buck Buchanan, Dee Jenkins, Brad Gordon, Robin Whatley, Vice Mayor Jessie Murdock; and Mayor Charles German were present.

Also Present: Town Manager Russ Martin; Council Members-elect Joe Butner, and Bill LeBeau; Municipal Judge Paul Schlegel; County Supervisor Tom Thurman; Deputy Clerk Virginia Jones; Town Clerk Judy Morgan.

3. Pledge of Allegiance

Mayor German led the Pledge of Allegiance

4. Special Session – Legal action can be taken

- 4.1. Canvass of General Election - Possible approval of Resolution 2018-1014, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting the results of the General Election on November 6, 2018.** [Staff Resource: Judy Morgan]

On a motion by Gordon, seconded by Baker, Council voted unanimously to approve Resolution 2018-1014, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting the results of the General Election on November 6, 2019. Motion carried with Mayor German, Vice Mayor Murdock, Councilors Jenkins, Baker, Gordon, Whatley and Buchanan approving.

- 4.2. Presentation of Certificate of Election to Mayor Charles C. German.**

Town Clerk Judy Morgan presented Mayor Charles German with a Certificate of Election.

- 4.3. Honorable Judge Paul Schlegel will administer Oaths of Office to the newly elected officials (Council Members: Joe Butner, Bill LeBeau, Robin Whatley; Mayor: Charles German), followed by the seating of the new Council Members.**

Judge Paul Schlegel administered the Oaths of Office to Mayor Charles German, Council Members Joe Butner, Bill LeBeau and Robin Whatley. The Mayor and Council took their seats at the dais.

Public Comment: Supervisor Thurman congratulated Council and reminded them that the job of Council is to work toward the betterment of the community, the County and the State, indicating more can get done at the local level.

4.4. Selection of a Vice-Mayor for a two-year term per Town Code Section 2-2-2 Vice-Mayor.

Mayor German requested nominations.

Councilor Buchanan nominated Dee Jenkins for the office of Vice-Mayor.
Councilor Whatley nominated Murdock for the position.

Mayor German called for a vote for Jenkins to serve a two-year term as Mayor. The vote was unanimous to appoint Dee Jenkins as Vice-Mayor for a two-year term per Town Code *Section 2-2-2 Vice Mayor*. Motion carried with Mayor German, Vice Mayor Murdock, Councilors Whatley, Butner, LeBeau, Buchanan, and Jenkins approving.

5. Adjournment

Without objection the Mayor adjourned the meeting at 5:42 p.m.

Mayor Charles German

Attest: Town Clerk Judy Morgan

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 Special Session of the Town Council of Camp Verde, Arizona, held on November 26, 2018. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2018.

Judy Morgan, Town Clerk



Agenda Item Submission Form – Section I

Meeting Date: December 5, 2018

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Magistrate Court

Staff Resource/Contact Person: Judge Paul Schlegel

Agenda Title (be exact): Possible appointment of Michael A. Shaw as Assistant Magistrate for Camp Verde Municipal Court for a two (2) year term effective January 1, 2019 and re-appointment of Ron Ramsey, E. Eugene Neil, Esq. and Susan Oliver Worth-Howe for two (2) year terms effective July 1, 2018. and setting an hourly pay rate of \$50.00 per hour on an as needed basis with three (3) hour minimum.

List Attached Documents: Resolution

Estimated Presentation Time:

Estimated Discussion Time:

Reviews and comments Completed by:

Town Manager: N/A Department Head: _____

Town Attorney Comments: _____

Risk Management: N/A _____

Finance Department
Fiscal Impact:
Budget Code: _____ Amount Remaining: _____
Comments: _____

Background Information:

Recommended Action (Motion):

Instructions to the Clerk:



CAMP VERDE MUNICIPAL COURT
YAVAPAI COUNTY, ARIZONA

435 S. Main Street, Suite 206, Camp Verde, AZ 86322
Phone: 928-567-6635 Fax: 928-567-9049

Paul A. Schlegel
Presiding Magistrate

Veronica Pineda
Court Supervisor

November 26, 2018

Re: Approval of Assistant Magistrate

Dear Camp Verde Town Council,

Judge Cipriano, Judge Ramsey and Judge Howe have acted as Assistant Magistrates whenever coverage was needed due to a conflict of interest or due to scheduled absences for judicial conferences or meetings. However, Judge Cipriano has informed the Court that he will no longer serve as Assistant Magistrate so he can fully enjoy his retirement. The availability of Judge Ramsey and Judge Howe, who are both retired, has declined due to ongoing extended trips and other commitments.

As such, it is necessary to add another Assistant Magistrate to the Court's list in order to ensure judicial coverage when needed. Attorney Michael A. Shaw, who is an established attorney in the Verde Valley, has agreed to serve as Assistant Magistrate. Mr. Shaw would be compensated per the same terms as Judge Cipriano--\$50.00/hr. with a three-hour minimum. However, unlike Judge Cipriano, who lives in Prescott, Mr. Shaw would not be compensated for any travel time.

The need for judicial coverage has been infrequent, however, on the rare occasion that it occurs, we need to be prepared. If approved as Assistant Magistrate, Mr. Shaw would attend the Limited Jurisdiction New Judge Orientation, with the first session being January 7-11 in Phoenix. The Court's yearly budget includes compensation for Assistant Magistrates, so there should not be any additional expense associated with this request.

I am requesting that this matter be placed on the Consent Agenda. If the Council requires additional information or a presentation, please let me know.

Sincerely,

Paul A. Schlegel

Paul A. Schlegel
Camp Verde Municipal Court
Presiding Magistrate



Town of Camp Verde

Proposed Budget Calendar for FY 2019-20

<u>Date</u>	<u>Task</u>	<u>Day/Time</u>
Dec. 5 th , 2018	Approve budget calendar.	Wed: 6:30pm
Jan. 11 th , 2019	Strategic Plan development	Fri: 8:00-11:00am
Feb. 1 st , 2019	Day 1 of CIP development	Fri: 8:00-11:00am
Feb. 8 th , 2019	Day 2 of CIP development	Fri: 8:00-11:00am
Apr. 12 th , 2019	Day 1 of Council budget presentations	Fri: 8:00-11:00am
Apr. 19 th , 2019	Day 2 of Council budget presentations	Fri: 8:00-11:00am
May 3 rd , 2019	Council review with Town Manager & Finance Director	Fri: 8:00-11:00am
May 15 th , 2019	Public hearing; Adoption of Town fees and Sanitary District debt levies	Wed: 6:30pm
June 19 th , 2019	Adoption of Tentative Budget and Capital Improvement Plan	Wed: 6:30pm
July 17 th , 2019	Public hearing; Adoption of final budget	Wed: 6:30pm

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

Agenda Item 5.2.



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: December 5, 2018

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

Requesting Department: Public Works – Parks & Recreation

Staff Resource/Contact Person: Michael Marshall

Agenda Title (be exact): MUSCO Lighting presentation

List Attached Documents: None

Estimated Presentation Time: 20 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

- Department Head: reviewed by Ron Long Town Attorney Comments:

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal impact:

Budget Code: _____ Amount Remaining: _____

Comments:

Background Information: Presentation about Dark Sky LED lighting for Sports Complex.

Recommended Action (Motion): None

Instructions to the Clerk:

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Agenda Report form – Section I

Meeting Date: December 5, 2018

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

Requesting Department: Library

Staff Resource/Contact Person: Kathy Hellman

Agenda Title (be exact): Review and Possible Approval of the Following Library Policies:
New - Security Camera Policy, Updated - Photo Policy

List Attached Documents: Security Camera Policy, Photo Policy-edited, Photo Policy-final, Smile-to-

Post Estimated Presentation Time: 0

Estimated Discussion Time: 3

Reviews and comments Completed by:

- Town Manager: _____ **Department Head:** Kathy D Hellman
- Town Attorney Comments:** reviewed, edited and approved
- Risk Management:** reviewed, edited and approved
- Finance Department**
Fiscal Impact:
Budget Code: _____ **Amount Remaining:** _____
Comments:

Background Information: Photo Policy Update: having researched best practices in public libraries in Yavapai County and elsewhere, we would like to update our photo policy to allow us to better promote library programs and services to our community. The Smile-to-Post document will be displayed in a variety of places throughout the building. Security Camera Policy: we feel it prudent to have a security camera policy that defines our use of and access to images recorded by the cameras placed about the building.

Recommended Action (Motion): Approve the updated Photo Policy and the new Security Camera Policy

Instructions to the Clerk: Here is a link to [Current Library Policy](#) for Council to reference. It includes the Confidentiality Policy referenced in the Security Camera Policy.

SECURITY CAMERA POLICY

PRINCIPLE(S):

Security cameras are installed on LIBRARY premises for the safety and security of library users, staff, and property by discouraging violations of *Camp Verde Community Library Policies & Practices* while protecting individuals' right to privacy.

This policy should be interpreted with the understanding that the image of a person on library property is not protected, but information that would identify content of a library user is protected and held private in accordance with the LIBRARY's *Confidentiality Policy*.

PRACTICE:

Security cameras are positioned to monitor public areas of the LIBRARY where individuals lack a reasonable expectation of privacy and are not used in restrooms or positioned to record patron browsing, reading, listening or viewing practices.

Signs posted at the Library indicate that the facility is monitored by surveillance cameras. Because security cameras are not constantly monitored, staff and the public should take appropriate precautions for their safety and for the security of personal property. Neither the LIBRARY nor the Town of Camp Verde is responsible for loss of property or personal injury.

Images from the LIBRARY's security cameras are stored digitally on hardware in the Library based upon available storage. It is the intention of the LIBRARY to maintain images for a minimum of 28 days, if electronic space allows. As new images are recorded, the oldest images are automatically deleted. Typically the images are not reviewed unless an incident comes to the attention of the Library Director. Retained images can be reviewed and saved for as long as necessary.

Access to footage from LIBRARY security cameras in pursuit of documented incidents of criminal activity or violation of the Library's policies is restricted to designated staff. Only authorized LIBRARY staff, Information Technology staff, Town Manager, Risk Manager and/or law enforcement may view recordings.

Images from the security cameras will not be disclosed to patrons unless specifically authorized by law enforcement, the Town Manager, or the Mayor. At no time will Library staff release protected records, including video images, except through a process, subpoena, or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power.

Designated staff may have access to real-time images on monitors. Images will be viewed on monitors placed in secure areas to ensure privacy.

Exigent circumstances apply if anyone is in immediate physical danger on or off library property, law enforcement will be provided immediate access to security video footage without a subpoena in order to create a safe environment for library staff and patrons, as well as the public at large.

In situations involving banned and barred patrons, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images are destroyed.

PHOTO POLICY

PRINCIPLE(S):

~~Camp Verde Community Library~~ The LIBRARY frequently uses photos of patrons on its print and digital publications and posts this information including photos on to bulletin boards, to the LIBRARY website, and participates in Social Media sites like, Facebook, YouTube and Twitter to promote the value and use of library products and services.

PRACTICE:

Photos and videos that appear on Camp Verde Community Library's website, in social media posts and promotional materials may be gathered from public programs, events, and library spaces. The LIBRARY reserves the right to use photographs or video taken at the library or at library-sponsored programs and events for publicity and informational purposes in printed materials and online.

Attendance at programs and events sponsored or hosted by the LIBRARY may be recorded through photographs and/or video. All LIBRARY patrons consent to the use of their photo taken at the library or during library-sponsored programs and events, unless they specifically inform staff of an objection to such use prior to the program or event.

Attendance at LIBRARY programs, events, or library spaces constitutes consent to be photographed for use in print and/or electronic media.

To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian. ~~Photos of minors are used with signed permission from parents or guardians.~~

If a library patron finds an image of him/her or a family member that they would like removed from library publicity, social media or online sites, they must contact the LIBRARY to request it be removed.

PHOTO POLICY - final

PRINCIPLE(S):

The LIBRARY frequently uses photos of patrons on its print and digital publications and posts this to bulletin boards, the LIBRARY website, and Social Media sites like, Facebook, YouTube and Twitter to promote the value and use of library products and services.

PRACTICE:

Photos and videos that appear on Camp Verde Community Library's website, in social media posts and promotional materials may be gathered from public programs, events, and library spaces. The LIBRARY reserves the right to use photographs or video taken at the library or at library-sponsored programs and events for publicity and informational purposes in printed materials and online.

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To ensure the privacy of individuals and children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian.

If a library patron finds an image of him/her or a family member that they would like removed from library publicity, social media or online sites, they must contact the LIBRARY to request it be removed.



Smile!



Your attendance at programs sponsored by Camp Verde Community Library may be digitally recorded through photographs or video recordings. These images/videos may be posted on our website, on our digital screens, in our newsletter, on our social media outlets, or ultimately on the World Wide Web.

If you do not wish your image or the image of your minor child to be published, please notify a member of the Camp Verde Community Library staff before the program.

Images/videos of you will not be identified with your full name unless the library has a written photo release form.



Agenda Item Submission Form – Section I

Meeting Date: December 5, 2018

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Special Session

Requesting Department: Public Works – Parks & Recreation

Staff Resource/Contact Person: Michael Marshall

Agenda Title (be exact): Discussion and possible approval of new road name for park access road.

List Attached Documents: email from Peggy Dickey

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

Department Head: reviewed by Ron Long **Town Attorney Comments:**

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal impact:

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

Comments:

Background Information: The current entrance road into the WWTP will also be the entrance road into the new Camp Verde Sports Complex. The current entrance road will be extended into the sports complex and continue to S. McCracken Ln. The road to the WWTP will be realigned as a side road off the main entrance road. On March 21 Council directed staff to obtain road name suggestions from the elementary school students. Staff approached the CVES and received suggestions back, see attached email. We are proposing that the road extending from Rte 260 into and through the Sports Complex to S. McCracken Ln. be named “Champion Way”. Champion Way has been approved by 911.

Recommended Action (Motion): Move to approve “Champion Way” as the name for access roads to the Sports Complex.

Instructions to the Clerk:

Michael Marshall

From: Peggy Dickey <pdickey@campverdeschools.org>
Sent: Monday, May 21, 2018 8:23 AM
To: Michael Marshall; Shawna Figy
Subject: Re: Street name update

More street names...

Cowboy Way (Mrs. Showers)
Champion Way or Street of Champions (Mrs. Brooks)
The Good Place (Mrs. Lewy)
Active Drive (Mr. Wattenbarger)
Yo'Momma Rd (Mrs. Wattenbarger)

On Mon, May 21, 2018 at 7:30 AM, Peggy Dickey <pdickey@campverdeschools.org> wrote:
Hi there,

Below is what we have so far on the street names. These come directly from the minds of students.

We're doing a last call this morning to see if we will get any more.

Verde Sports Way (Mrs. Padilla)
Jump Street Road (Mrs. Hicks)
Sport Verde Road (Mrs. Reddell)
Supersport Lane (Mrs. King)
Champion Way (Mrs. Mezulis)
Sports Street (Mrs. Lowman)
Sporty Sports St. (Mrs. Meyers)
(three choices) 1. Champoins Way, 2. Grand Champions Way, 3. Fun Park Lane (Mrs. Howe)

Thanks,
Peggy

On Thu, May 17, 2018 at 11:58 AM, Peggy Dickey <pdickey@campverdeschools.org> wrote:
Hi Shawna and Mike,

Teachers are still handing in names. Just wanted to keep you in the loop.

We extended the deadline. Hopefully, they'll all be in by the end of the day.

Thanks,
Peggy

NOTICE TO RECIPIENT: This information is confidential - do not forward. This communication is intended only for the person or entity to whom it is addressed, and the contents of this message may constitute a

Agenda Item 7.3.



Town of Camp Verde

Meeting Date: December 5, 2018

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

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, consideration and possible approval of a Memorandum of Understanding (MOU) concerning predevelopment of an arena by the Camp Verde Arena Association (CVAA). The MOU will include generally agreed upon principals for the use of the initial \$80,000 for predevelopment activities.

List Attached Documents:

Draft Agreement with exhibits

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 20 minutes

Reviews Completed by:

- Department Head: Russ Martin** (comments included in report)
- Town Attorney Comments:** Attached is the proposed MOU that has been reviewed and "approved to form" by the Town attorney. This addresses the potential liabilities and more significantly the constitutional requirements ("Gift" clause) that utilizing the Town resources in the predevelopment stages needing to be addressed. This is NOT a lease agreement for the property nor does it address the issues that will need to be addressed in a lease agreement, if these initial steps in development are accomplished. This MOU is limited to these predevelopment issues and the use of up to \$80,000.
- Finance Department:** The \$80,000 was not budgeted specifically but was directed to be out of the CIP undesignated projects funds. Regular review of submitted requests for reimbursement and expenditures will be per the MOU and our financial policies.

Background Information: The Camp Verde Arena Association (CVAA) has met with staff to formalize this MOU to address with more clarity the use of the funding allocated in the previous meeting. This includes several items of clarity for both entities. Specifically, staff will point out # 4 in the Towns responsibilities as critical for council agreement uses up to the \$80,000 for reimbursables for design, development, engineering, and economic impact study, coverage as required by this agreement (first year) both of which are expected to be a few thousand a piece.

Additionally, items in # 4 includes a significant investment in completing the parts necessary for 1 large arena. This is only to complete the arena we currently have (incomplete) and is attached to the agreement and require lead time for

manufacturing. This is also a bid from the same company that the original parts come from but are expected to take 3 + months to fabricate.

Finally, the Town is asked to provide for the initial costs associated with incorporation/paperwork necessary to get this far and including the costs associated with the initial phases of marketing and fundraising. Unfortunately, per their requests we cannot front load costs directly but will be able to pay from direct requests for these costs per the MOU.

This agreement essentially requires CVAA to address all liability certificates/waivers per Town requirements and monitor to ensure proper liabilities are addressed with volunteer work/equipment. Additionally, they need to continue to provide regular updates and follow the rules/laws regulating activities on the site until we consider a lease agreement for the property.

Finally, the CVAA is requested to move swiftly (as soon as the MOU is signed) with clearing and grubbing activity as the opportunity to get the volunteers during the winter is much greater. Staff is concerned for the potential of clearing an area without more items in place, in case there is a change in direction or needs of the site, as generally part of the development review process that has really yet to begin without the engineering design and input obtained through that process.

Recommended Action (Motion):

Move to approve the MOU between the Town and the Camp Verde Arena Association.

**Memorandum of Understanding
between
CAMP VERDE ARENA ASSOCIATION
and
THE TOWN OF CAMP VERDE**

The parties to this agreement are CAMP VERDE ARENA ASSOCIATION, “CVAA” and the TOWN OF CAMP VERDE, “the Town”.

Camp Verde Arena Association and the Town of Camp Verde, for their mutual benefit enter into this Agreement as of the _____ day of _____, 2018.

PURPOSE

The purpose of this MOU is to articulate the working agreement and responsibilities between CVAA and the Town in regards to the planning, organizing and initial stages of development of a new community equestrian arena (“arena”) general located as shown in Exhibit A.

BACKGROUND

Camp Verde Arena Association, a 501(c)(3) organization in good standing, to plan and carry out development of a new arena in the Town of Camp Verde. The Town has had an arena that it has used intermittently for a multitude of public purposes and events in the last decade. The Town has been working with and through the development of the CVAA and recently agreed to put community funding into the proposal from CVAA to develop a Camp Verde arena for the benefit of the public. CVAA was formed for the purpose of taking the lead in development of the arena gathering passionate people from all ages who are familiar with and experienced with rodeo events and arenas. The goal is to be able to work effectively together to develop this opportunity as soon as possible. This agreement is intended to not only show the commitment of each entity, but to spell out some initial workings in order that both entities have the best opportunity to help each other achieve the above stated goal.

STATEMENT OF MUTUAL INTEREST AND BENEFITS

The Town of Camp Verde has a community service as well as an economic interest in developing an arena for the benefit of the public. The Town also has an obligation to its residents to preserve, interpret and promote its cultural heritage, and the development of a public arena will help accomplish these goals. The Town of Camp Verde wishes to work with Camp Verde Arena Association to develop Camp Verde into a community that prepares its youth and promotes its heritage by developing the arena and the events that would come from its completion. As a 501(c)(3), CVAA must operate publicly and for a genuine charitable cause.

IN CONSIDERATION OF THE ABOVE, THE PARTIES AGREE AS FOLLOWS

The Town will:

- 1) Provide one point of contact through which all information necessary for Town requests shall be made.
- 2) Waive all costs associated with Town processing the development application.
- 3) Coordinate with CVAA to complete the initial stages of the arena development to include but not limited to:
 - a. Development of a site plan and associated engineering necessary to complete a use permit for the arena site through the Town's Community Development Department.
 - b. Development of a budget associated with the stages of improvements.
 - c. Pay costs associated with production of materials necessary to complete the above tasks.
 - d. any future changes to the area in Exhibit A for the arena, including the arena, will be discussed with CVAA.
- 4) Utilize the initial \$80,000 allocated by Town Council action to do the following:
 - a. Design and development costs in 3 above.
 - b. Pay the costs of the Economic Impact Study
 - c. Pay the initial year of Liability Coverage for CVAA procured by CVAA. Please note: the Town's Risk Pool will not insure the entity.
 - d. Purchase the necessary parts set forth on Exhibit B, currently estimated at cost of approximately \$46,000 in order to augment/complete main arena. Pay for the actual "out of pocket" expenses, i.e. fuel or other materials directly associated with initial clearing and grubbing of area in Exhibit A.
 - e. Reimburse initial costs associated with marketing and fundraising as well as items such as fees to incorporate.
- 5) Make a town-owned water truck available for use by volunteers approved by the Town and reuse water to maintain proper dust control on site. Approved volunteers shall present a valid driver's license to the Town's HR Department. Subsequently, said driver's license will be checked against MVD records.
- 6) Receive, approve and record the waivers of volunteers who help in performing the clearing and grubbing.

Volunteers shall sign a Town approved Waiver of Liability and Release that: waives, releases, indemnifies, and forever discharges the Town of Camp Verde, its officers, officials, agents and employees from and against any and all claims, demand, action, or causes of action for costs, expenses or damages to personal property or personal injury, or death which may result from the volunteer's participation in these activities.
- 7) Receive from CVAA, approve and record the certificates of liability insurance and the corresponding endorsements naming the "Town as additionally insured" for liability and any and all equipment used by companies in the clearing and grubbing
- 8) Continue to work in good faith to develop a final long-term lease agreement to the benefit of the public.

CVAA will:

- 1) Provide a point of contact through which all information necessary for CVAA requests shall be made
- 2) Be the coordinator for all items above including working with the vendors and volunteers in collection of proper liability/workman's compensation and waivers, ensuring those on site have adequate paperwork as determined by the Town Risk Manager.
- 3) Proceed with clearing and grubbing only after written confirmation of permission to do so from the Town. Any person CVAA provides for clearing and grubbing shall sign a Town approved Waiver of Liability and Release that: waives, releases, indemnifies, and forever discharges the Town of Camp Verde, its officers, officials, agents and employees from and against any and all claims, demand, action, or causes of action for costs, expenses or damages to personal property or personal injury, or death which may result from the volunteer's participation in these activities
- 4) Provide an itemized accounting for any and all requests for reimbursement on costs identified above.
- 5) Continue to work in good faith to develop a final long-term lease agreement to the benefit of the public.
- 6) Provide regular updates to Town Council on progress.
- 7) any future changes to the area in Exhibit A for the arena, including the arena, will be discussed with the Town.
- 8) Provide documentation as may be necessarily requested by Town for compliance with federal, state and local laws.

Insurance Requirements:

CVAA shall (as per the Town's Risk Management policy requirements):

Procure and maintain at their own expense (see attached Certificate example):

- 1) Commercial general liability insurance with minimum limits in the amount of \$1,000,000 per occurrence/\$2,000,000 per Aggregate. In the Description of Operations box of the Certificate: Name the Town as additionally insured for all activities and events conducted by CVAA on Town premises.
- 2) As necessary, Liquor Liability Insurance with minimum limits in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate, if alcoholic beverages are sold (*per Council motion February 2009*). In the Description of Operations box of the Certificate: Name the Town as additionally insured for all activities and events conducted by CVAA on Town premises.
- 3) FOR BOTH general liability insurance and liquor liability insurance provide the corresponding endorsement relative to the Town (as certificate holder) being named as additionally insured.

The Town Manager or his/her designee (e.g. the Risk Manager) reserves the right to make the final decision to waive, increase or decrease insurance requirements depending on the risks/exposures for either volunteers or the vendors to protect the Town's best interest.

TOWN: CAMP VERDE, ARIZONA

CHARLIE GERMAN, MAYOR

RUSS MARTIN, TOWN MANAGER

APPROVED AS TO FORM:

TOWN ATTORNEY

ATTEST:

JUDY MORGAN, TOWN CLERK

CAMP VERDE ARENA ASSOCIATION:

NAME

TITLE

EXHIBIT B

W W MFG
8832 HWY 54
Thomas, OK. 73098
800-999-1214

Date	11/26/2018		10/25/2018	Salesman	Butch		
Sold To					5/16/2018		
Company	City of Camp Verde						
Address							
City							
State	AZ						
Zip							
Contact	Bob Weir						
Ph#							
Fax#							
	QTY	PART #	DISCRIPTION	COST	TOTAL	DWG	HAVE
	ORDER						
3311-504-000			504	\$195.00	\$0.00	1	1
3311-506-000	1	2-478	506	\$228.00	\$228.00	1	
5345-506-800	2	2-000	506-8	\$348.00	\$696.00	4	2 ??
3311-508-000	13	2-216	508	\$268.00	\$3,484.00	16	3
3311-510-100	4		510 Half Sheeted	\$475.00	\$1,900.00	5	1
3311-512-000	6	2-218	512	\$366.00	\$2,196.00	104	98
3311-514-000	1	2-219	514	\$444.00	\$444.00	1	
5344-510-000	2		510G5 RC Gate	\$891.00	\$1,782.00	2	??
3315-510-000	1	2-226	510 G4	\$589.00	\$589.00	1	
3314-508-096	21	2-231	508 HPG 9'6"	\$762.00	\$16,002.00	21	
3314-509-096	1		509 HPG 9'6"	\$1,062.00	\$1,062.00	1	
3318-200-000	41	2-235	2WP 6'	\$76.00	\$3,116.00	139	98
3318-300-000	63	2-236	3WP 6'	\$90.00	\$5,670.00	69	6
3318-400-000	10	2-237	4WP 6'	\$101.00	\$1,010.00	11	1
3319-101-000	3	2-256	PMB Left	\$76.00	\$228.00	3	
3319-102-000	3		PMB Right	\$76.00	\$228.00	3	
3332-130-001	285	2-247	POST PAD OPTION	\$17.00	\$4,845.00	285	?
5346-028-000	1		28" ACF CLASSIC	\$293.00	\$293.00	1	?
5346-128-000	2		28" ACG CLASSIC	\$472.00	\$944.00	2	?
3313-132-000	2	2-244	32" ACG	\$432.00	\$864.00	4	2
5341-602-000	2		90,7', Sht Metal, 601-6,603,32" acf	\$1,373.00	\$2,746.00	2	
5310-101-000	1		Steer Strip Chute (Kirbys)	\$1,108.00	\$1,108.00	1	
3341-602-400	1	2-000	6 X 2'-4"	\$134.00	\$134.00	1	
3341-608-000	1	2-292	6X8	\$261.00	\$261.00	1	
3341-610-000	8	2-283	6X10	\$268.00	\$2,144.00	155	147
3341-612-000	6	2-284	6X12	\$295.00	\$1,770.00	42	36
5344-516-600	2	2-000	6X16-6 RC Panel Pin on End	\$605.00	\$1,210.00	2	
	2	2-000	6X12 RC Gate Panel 133" OSM	\$284.00	\$568.00	2	
3344-612-096	1	2-287-96	6X12 HPG 9'6"	\$765.00	\$765.00	1	
8329-100-000	4	5-118	Pin to Pin adaptors	\$18.00	\$72.00	4	
3332-310-300	20	2-570	Triple Sockets	\$14.00	\$280.00	20	
	2		Sets Post Pins and Clips	\$17.00	\$34.00	2	
5313-100-000	1		C6X6 CT for Arrow	\$279.00	\$279.00	2	1
5313-200-000	4		C6X6 GIF CT for Arrow	\$343.00	\$1,372.00	12	8
					\$0.00		
					\$0.00		
					\$0.00		

					\$0.00
					\$0.00
				TOTAL	\$58,324.00
				DISC	0.7
					\$40,826.80
				Frt rate may change at time of shipping	
				FOB	\$40,826.80
					Plus Frt.

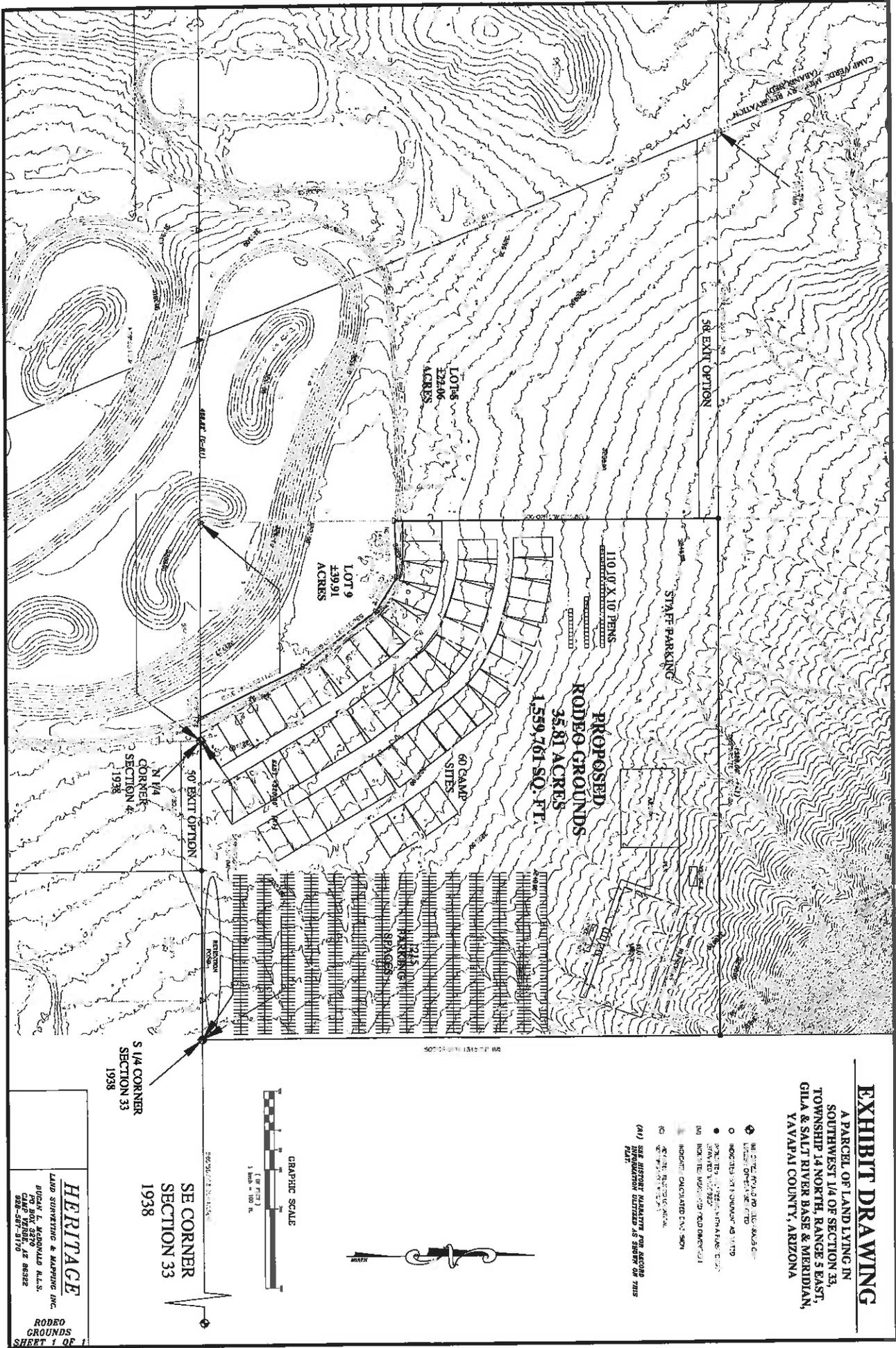


EXHIBIT DRAWING

A PARCEL OF LAND LYING IN
 SOUTHWEST 1/4 OF SECTION 33,
 TOWNSHIP 14 NORTH, RANGE 5 EAST,
 GILA & SALT RIVER BASE & MERIDIAN,
 YAVAPAI COUNTY, ARIZONA

- ◆ BOUNDARY POINTS TO ADJACENT PARCELS
 - ▲ BOUNDARY POINTS TO ADJACENT PARCELS
 - ▼ BOUNDARY POINTS TO ADJACENT PARCELS
 - ◆ BOUNDARY POINTS TO ADJACENT PARCELS
 - ▲ BOUNDARY POINTS TO ADJACENT PARCELS
 - ▼ BOUNDARY POINTS TO ADJACENT PARCELS
- (A) SEE AIRPORT MAPS FOR ACCORD INFORMATION UTILIZED AS SHOWN ON THIS PLAN.



SE CORNER SECTION 33 1938
 S 1/4 CORNER SECTION 33 1938
 N 1/4 CORNER SECTION 4 1938

HERITAGE
 LAND SURVEYING & MAPPING INC.
 8024 N. W. WOODLAND AVE.
 CAMP VERDE, AZ 86322
 928-587-8170

RODEO GROUNDS
 SHEET 1 OF 1

EXHIBIT "A"

The following is a description of a parcel of land located within the Southeast Quarter of the Southeast Quarter of Section 33, Township 14 North, Range 5 East, of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, Said parcel being more particularly described as follows:

BEGINNING at found GLO brass Cap marking the South Quarter corner of said section 33; From which a found GLO brass cap marking the Southeast corner of said section 33 Bears, South 89° 59' 53" East, [Basis of Bearing] at a distance of 2644.23 feet;

Thence North 00° 02' 46" East, a distance of 1315.51 feet, along the mid section line of section 33, to a found plastic cap atop a ½" rebar stamped L.S. 26925, marking the Center South 1/16 corner of section 33;

Thence North 89° 52' 20" West, a distance of 1320.00 feet, to a found plastic cap atop a ½" rebar stamped L.S. 26925, marking the Center Southwest 1/16 corner of section 33;

Thence South 00° 02' 15" West, a distance of 824.82 feet, to a calculated corner;

Thence North 87° 45' 47" East, a distance of 144.27 feet, to a calculated corner;

Thence South 58° 24' 41" East, a distance of 102.57 feet, to a calculated corner;

Thence South 36° 57' 39" East, a distance of 230.69 feet, to a calculated corner;

Thence South 26° 11' 36" East, a distance of 291.38 feet, to a calculated corner;

Thence South 89° 55' 12" East, a distance of 59.07 feet, along the South line of section 33, to a GLO brass cap, marking the North Quarter corner of section 4 Township 13 North Range 5 East;

Thence North 89° 58' 30" East, a distance of 761.57 feet, along the North line of said section 4 also being the South line of said section 33, to a found GLO brass cap marking the South Quarter corner of section 33; and the TRUE POINT OF BEGINNING;

Subject parcel of land contains 35.81 acres more or less, and is subject to all exceptions, easements and other items of the public record that may be pertinent to the subject parcel.

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Agenda Item 7.4.
2018-2019 COUNCIL-COMMITTEE ASSIGNMENTS
 COUNCIL MEETING 12-05-2018

COMMITTEES	2016-2017	2018-19	MEETING TIME	MEETING PLACE	CONTACT PERSON
CV FIRE DISTRICT LIAISON	GORDON/BAKER		3 RD WEDNESDAY AT 9:30 A.M.	417 S MAIN – TRAINING ROOM http://www.campverdefire.org	ROBIN COOK 567-9401 EXT 102
YAVAPAI COLLEGE GOVERNING BOARD	BUCHANAN/BAKER		2 ND TUESDAY AT 1:00 P.M.	SEE ATTACHED	KAREN JONES-EXECUTIVE ASSIS 928-776-2307
LIASON TO YAVAPAI-APACE NATION	MAYOR GERMAN/BAKER		THURSDAY AT 9:00 A.M.	2400 W DATSI STREET	KARLA REIMER 567-1003 (Call Weekly to verify meeting)
INTERGOVERNMENTAL ASSOCIATIONS/MEETINGS	ALL COUNCIL			COMMUNITY ROTATION	
NACOG-REGIONAL COUNCIL	BAKER/GERMAN Appointed on 9-17-2016		QUARTERLY-4 TH THURSDAY AT 10:00 A.M.	HIGH COUNTRY CONFERENCE CENTER	928-774-1895
VVREO	MURDOCK/GORDON		FRIDAY. QUARTERLY AT 10:00 A.M.	YC BOARD ROOM – 6 TH STREET- COTTONWOOD	634-8100
LEAGUE RESOLUTIONS COMMITTEE	MAYOR GERMAN		ANNUALLY	LEAGUE OF CITIES AND TOWNS CONFERENCE	KEN STROBECK EXECUTIVE DIRECTOR
ARIZONA MUNICIPAL RISK RETENTION POOL (elected position only)	BAKER		EVERY OTHER MONTH	PHOENIX	
VERDE VALLEY TRANSPORTATION ORG	LONG/BUCHANAN		EVERY OTHER MONTH	COTTONWOOD	
VERDE VALLEY TRANSIT COMMITTEE	BUCHANAN		MONTHLY		JASON KELLY
VV WATER USERS LIAISON	GORDON/BUCHANAN		AS NEEDED	AS NEEDED	AS NEEDED
MIDDLE VERDE WATER ADVISORY (WAS WAC)	BAKER/GERMAN		AS NEEDED	YC BOARD ROOM - 6 TH STREET – COTTONWOOD 1015 FAIR STREET-PRESCOTT	3 RD WEDNESDAY 2:00
VERDE VALLEY HOMELESS COALITION	BAKER/GORDON				
MENTAL HEALTH COALITION-VERDE VALLEY (added 09-23-2015)			MONTHLY		
VERDE FRONT	MAYOR GERMAN/GORDON		QUARTERLY	COTTONWOOD REC CENTER	
VERDE VALLEY STEERING COMMITTEE OF MATFORCE	BAKER/JENKINS		2 ND WEDNESDAY OF EACH MONTH 12-1:30 P.M.	PUBLIC SAFETY BUILDING IN COTTONWOOD	MERILEE FOWLER mfowler@matforceaz.org
PUBLIC SAFETY PERSONNEL RETIREMENT BOARD CHAIRMAN	BYLAWS INDICATE THAT MAYOR OR CHIEF ELECTED OFFICE OR A SESIGNEE SHALL SERVE AS CHAIR-MAYOR GERMAN		AS NEEDED	MARSHAL'S OFFICE TRAINING ROOM	MARY NEWTON

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Agenda Item 7.5.



Town of Camp Verde

Meeting Date: December 5, 2018

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

Requesting Department: *Administration*

Staff Resource/Contact Person: *Russ Martin*

Agenda Title (be exact): *Discussion, consideration and possible approval of job description update for Economic Development (ED) Director.*

List Attached Documents:

Current Job Description

Proposed Job Descriptions

Estimated Presentation Time: *5 minutes*

Estimated Discussion Time: *10 minutes*

Reviews Completed by:

- Department Head:** *Russ Martin (comments included in report)*
 Town Attorney Comments: *N/A*
 Finance Department: *N/A*

Background Information:

Per our current policy Council shall have the responsibility to approve changes, updates and new job descriptions and salary plans. This request has been a while in the making as the transition from administrative work to actual projects has created a need to address this transition. Additionally, adjusting the ED Director's for a more sustainable/accurate reflection of the changes over the years. Ironically, this is 6 years to the date that staff made the request to address this department formally and thus an update is warranted.

When originally conceived in 2012, the Economic Development Department had a single primary mission, grow the economy without destroying those things we all hold dear of Camp Verde. And it had a single employee, the department director. However, over the last five years, the mission of growing Camp Verde's economy while preserving and enhancing the assets we all cherish has proven to be anything but singular. Done correctly, growing the economy requires a broad set of strategies focused on all aspects of economic

development, such as workforce development, business attraction, business retention, business expansion, entrepreneurship, marketing, capital creation, retail attraction, expanding opportunities for local youth, availability of health care options, recreational amenities, adequate and affordable housing stock, resource protection and infrastructure expansion, all play a significant role in economic growth. The width and breadth of these initiatives was spelled out in detail in the 2015 Focused Future II Strategic Community and Economic Development Strategic Plan. Whether any given project provides jobs or amenities, economic development projects are time consuming and involve juggling a number of balls simultaneously.

Recommended Action (Motion):

Move to approve the changes to the job description of ED Director.

Town of Camp Verde

Job Description

Position: Economic Development Director

Exempt: Exempt

Salary Range: \$70,150 to \$101,717(Range 90)

Department: Administration

Reports To: Town Manager

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY:

Plans, organizes, manages and implements the activities of Business Development, Marketing and Community Relations, Business Retention and Expansion, and project management programs for the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This is a professional level position which requires an extremely high degree of independent judgment and decision making. This individual must be capable of receiving general policy direction and organizing efficient and effective implementation programs. This position plans, organizes and manages economic development projects related to generating business and development opportunities for the Town from inception to completion. This position fosters a positive, flexible 'can-do' environment, projecting a cooperative and innovative team-playing image to current business owners, potential businesses, and residents of the community.

This position directs Town response to requests for information from potential clients and consultant groups. This position is responsible for critical financial and economic analysis on projects through research and utilization of available Town resources. This position develops strong, trusting relationships with clients and businesses, and researches, prepares and communicates information to attract new clients. This key position projects and maintains the Town's image of an effective, positive, welcoming environment to both new and expanding businesses.

This position facilitates community outreach, bringing Town Council and Staff closer to residents. Coordination of networking events and management of written communication to the community via email, Web, Social Media and direct mail will be an integral part of the position. In addition, public education relating to business development, budget and other Town issues will be provided by this position.

ECONOMIC DEVELOPMENT DIRECTOR

This position will promote and be the primary Town liaison and assist in the operations for Fort Verde. They will also integrate other community facilities and interests such as the Visitors Center, Historical Society, and Historic Jail with other private destination and tourism components of Camp Verde.

Additionally, this position:

1. Is responsible for delivering verbal and written presentations to Town Management, Town Council, boards, commissions, other citizens groups in a professional and effective manner.
2. Provides recommendations to existing Town businesses, needing assistance with Town processes, codes or regulations, and tracks community development progress. Liaises with business Owners and Town departments to facilitate and expedite permitting and licensing processes. Develops and maintains various project management databases as needed. Analyzes and researches parameters for Town incentives for discussion with developers and other businesses working with the Town. Also works closely with Town Attorney.
3. Researches and assists in development of alternative economic development policies, strategies and implementation techniques. Plans, develops and implements informational strategies to attract growth industries and companies.
4. Develops and monitors development agreements with businesses. Provides staff support to various Town boards, commission, and citizens groups.
5. Liaises with local and regional Chambers of Commerce, Verde Valley Regional Economic Organization, Wine Consortium, Archaeological Society, Historical Society and other local business and special interest groups as well as various federal state and local government agencies. Provides quality customer service and ensures that Town programs provide quality customer service.

MANAGERIAL RESPONSIBILITIES (If Applicable): May exercise direct supervision over clerical staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal State, County and Municipal economic planning and development laws, rules, regulations and ordinances;
- Building and zoning codes and ordinances;
- Administrative and management policies, practices and procedures;
- Supervisory methods and practices;
- Long term operational plan and major policy development practices and principles;
- Contract development, mediation and administration;
- Financial management and budget development practices and procedures: and
- Public relations and customer service practices, methods and techniques.

ECONOMIC DEVELOPMENT DIRECTOR

Page 2 of 3

Skill in:

- Effective oral and written communications
- Mediating and negotiating differences between developers, contractors, builders, planners and community organizations to best meet the needs of the Town:
- Handling and prioritizing multiple funding sources: projects and programs:
- Creating and maintaining a positive image among community groups, individuals, media and governmental entities;
- Identifying organizational systems and staffing functions;
- Identifying and projecting fiscal impacts of trends or projects on community tax base; and
- Establishing and maintaining effective working relationship with others.

Ability to:

- Effectively plan and organize the activities of the economic development programs.
- Analyze, interpret and report economic, demographic and sociological research findings.
- Manage multiple top priority projects at one time.
- Exercise initiative and independent judgment.
- Establish and maintain effective working relationships with business, industrial and community leaders.
- Communicate effectively verbally and in writing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Vision is required to perform essential functions; occasional standing, bending, and stooping. Work is performed in an office environment. Requires the use of a Town vehicle on Town business. Individuals must be physically capable of operating the vehicles safely.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public or business administration or a related field and two years experience in an economic development real estate or marketing environment. Municipal experience is preferred.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

Job Description



ECONOMIC DEVELOPMENT DIRECTOR

**SALARY RANGE 90
EXEMPT**

Department:	Economic Development	Revised Date:	November 2018
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GENERAL PURPOSE: Under limited supervision and general policy direction, creates, develops, plans, organizes, manages and implements the activities of Business Development, Marketing, Community Relations, Business Attraction, Retention and Expansion, Creative Placemaking and project management programs for the Town. The position requires an extremely high degree of independent judgment and decision making.

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.*

- Creates, develops, plans, organizes and manages economic development projects related to generating business and development opportunities for the Town, attracting public and private capital investment and diversifying employment.
- Fosters a positive, flexible 'can-do' environment, projecting a cooperative and innovative team-playing image to current businesses, potential businesses, other departments within the organization, regional partners and residents of the community
- Works with Town departments in providing guidance through local and state permitting process to individuals and companies wanting to establish, relocate, or expand their businesses within the community.
- Assist in the planning, research and coordination of community development and other town sponsored projects that support voter and council approved planning documents
- Interprets the Town's economic development policies; prepares and recommends policies pertaining to economic development matters and coordinates with industrial, business, governmental, and private organizations in developing long and short range plans for economic development programs
- Becomes familiar with the existing inventory of available public and private buildings, businesses and residential development sites within the community
- Investigates economic development grant sources; prepares, or directs the preparation of, and reviews, grant applications
- Initiates and manages capital improvement projects related to economic development
- Assists with the negotiation, preparation, processing and implementation of such documents as development agreements, public/private partnership agreements, public facility buy-in

Job Description

agreements, professional service contracts, requests for proposals/qualifications, memorandums of understanding and intergovernmental agreements

- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development, and to represent the interest of the Town of Camp Verde on matters related to economic development
- Is responsible for delivering verbal and written presentations to Town Management, Town Council, boards, commissions and citizens groups in a professional and effective manner.
- Analyzes and researches parameters for Town incentives for developers and other businesses working with the Town.
- Liaises and maintains strong relationships with the general public, area businesses, clients, media, local and regional business organizations, marketing organizations, non-profits and special interest groups as well as various federal state and local government agencies while maintaining the Town's image of an effective, positive, welcoming environment
- Directs the activities of the Department staff; plans, budgets, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops departmental goals and priorities.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Manages Economic Development Department staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in public or business administration or a related field and two years' experience in economic development, real estate or marketing environment. Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

Required Knowledge of:

- Federal, State, County and Municipal economic plans and development laws, rules, regulations and ordinances
- State of Arizona and Town of Camp Verde building and zoning codes and ordinances
- Administrative and management policies and procedures
- Supervisory methods and practices
- Long term operational plans and major policy development practices and procedures.
- Contract development, mediation and administration.
- Financial management and budget development practices and procedures
- Public relations and consumer service practices, methods and techniques

Required Skill in:

- Effective oral and written communications
- Mediating and negotiating differences between developers, contractors, builders, planners and community organizations to best meet the needs of the Town

Job Description

- Handling and prioritizing multiple funding sources: projects and programs
- Creating and maintaining a positive image among community groups, individuals, media and governmental entities
- Identifying organizational systems and staffing functions
- Identifying and projecting fiscal impacts of trends or projects on community tax base
- Establishing and maintaining effective working relationship with others.

Physical Demands / Work Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 25 pounds and occasionally lift and move up to 50 pounds of office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Although most work is performed in an indoor office environment, some work may be performed outdoors, on uneven surfaces and in inclement weather
- Some travel is required. Individuals must be physically capable of operating motor vehicles safely

Agenda Item 7.6.



Town of Camp Verde

Meeting Date: December 5, 2018

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

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): *Discussion, consideration and possible approval of the addition of the Economic Development Projects Manager position to the Salary Plan and Job Descriptions for the Town of Camp Verde.*

List Attached Documents:

Proposed Job Description

Estimated Presentation Time: *5 minutes*

Estimated Discussion Time: *10 minutes*

Reviews Completed by:

- Department Head:** *Russ Martin, HR and Steve Ayers ED Director (comments included in report)*
 Town Attorney Comments: *N/A*
 Finance Department: *N/A*

Background Information:

Per our current policy Council shall have the responsibility to approve changes, updates and new job descriptions and salary plans. This request has been a while in the making as the transition from administrative work to actual projects has created a need to address this transition.

In FY2016, the Town of Camp Verde added a second position to the department in an effort to keep up with the growth and success of the previous three years. That position was envisioned as a specialist, one who could take on one or two of the strategies at a time and begin to attain the goals behind the strategies. But reality has clearly demonstrated, and the recent influx of opportunities now demands, that the second position in the department take on a much larger scope of work. That is why we are requesting the creation of a new position called Economic Development Projects Manager. The current specialist is no more a specialist than the director is. She has created and carried our several Public/Private projects over the last two years. The "Specialist" runs the Visitor Center, a small business development center, has worked side-by-side with the community development director and planner to address difficult issues in the business

community, become an indispensable liaison with both the business community and the schools, created and managed an affordable housing project and recently developed a workforce development initiative that was warmly embraced by the business community. It has, in fact, become a model for developing internship opportunities and is now being replicated by Yavapai College's Regional Economic Development Center and Arizona Works, the statewide workforce development program for the Department of Economic Security.

Camp Verde is growing. The new Opportunity Zone designation is the envy of our neighboring communities and a catalyst that will, over the next ten years or more, see an influx of capital investment that will drive development opportunities in ways we have only dreamt of. If we are to continue to provide the customer service our businesses, our partners, the public the developers and the youth of our community deserve, it is necessary we have the individuals on staff who are capable of "juggling a number of balls simultaneously." Individuals capable of doing that and doing it well are not specialist. They are managers who have the imagination, skill and ability to drive complex project from inception to completion. This job description you have before you outline the responsibilities and the qualities of just such an individual. We ask that you add it to the list of positions within the organization so we can continue our upward trajectory.

Recommended Action (Motion):

Move to approve the addition of the ED Projects Manager position making changes to the Salary Plan and Job Descriptions for the Town of Camp Verde.



Economic Development Project Manager

Salary Range: 68

Department:	Economic Development	Revised Date:	September 2018
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GENERAL PURPOSE: General responsibilities include creating, developing and implementing projects and programs that support business attraction; business retention and expansion; small business development initiatives; workforce development initiatives, tourism marketing and other related economic development programs and projects. Work is oriented either toward short-term or multi-year projects. This position also supervises the Camp Verde Visitor Center staff as well as departmental interns, and manages contracts a variety of outside consultants and vendors. Duties are performed under the general supervision of the Economic Development Director who evaluates performance based upon results. The increased responsibility and difficulty of assignments differentiate this class from the economic development specialist position(s).

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.*

- Designs and implements programs designed to support and build relationships with existing businesses, media information sources, the tourism industry, non-profits and regional partners
- Manages marketing campaigns that support business attraction, business retention, business expansion, downtown and small business support, as well as tourism
- Proactively identifies and develops solutions to addresses community business climate issues
- Develops and manages creative placemaking projects consistent with carrying out the Town's strategic plans
- Applies for and manages grants that support departmental goals and strategies;
- Builds departmental capacity through professional partnerships, internship programs, and leveraging regional resources
- Facilitates community engagement with residents, businesses and non-profits, concerning economic development issues and problems
- Collaborates with Town departments, governmental agencies and non-governmental organizations to engage the business community and assist business clients
- Represents the Town as a liaison to local and regional economic development entities, tribal partners, business, marketing, and related associations and at meetings, conferences, and trade shows
- Presents oral and written reports to Town Council, business groups, and other interested parties.

Job Description

MANAGERIAL RESPONSIBILITIES:

- Supervises Visitor Center Ambassadors
- Supervises departmental interns

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 or five (5) 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 project management, marketing, brand development, community engagement, business 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:

- Economic development goals and strategies as outlined in council approved strategic planning documents, such as Focused Future, Verde River Recreation Plan and the Town's General Plan
- Town business environment and existing businesses

Required Skill in:

- Project management
- Innovative problem solving
- Creative program development
- Self-motivation and time management
- Written and oral communication skills
- Leadership and collaboration with groups and individuals of 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
- Employee management
- Event planning and meeting facilitation
- Computer software
- Research, analysis and presentation of information

Physical Demands / Work Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Job Description

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds and occasionally lift and move up to 50 pounds of office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Although most work is performed in an indoor office environment, individual projects may be performed outdoors, in rough terrain and on uneven surfaces
- Some travel is required. Individuals must be physically capable of operating motor vehicles safely

Town of Camp Verde Salary Plan - Effective 7-2018

Range	Title		Minimum	Midpoint	Maximum	Status
99	Town Manager	Annual	\$117,608.00	\$144,070.00	\$170,532.00	Exempt
		Bi-Weekly	\$4,523.20	\$5,540.80	\$6,559.20	
		Hourly	\$56.54	\$69.26	\$81.99	
97	Town Marshal	Annual	\$84,502.00	\$103,515.00	\$ 122,528.00	Exempt
		Bi-Weekly	\$3,250.40	\$3,981.60	\$4,712.80	
		Hourly	\$40.63	\$49.77	\$58.91	
95	Finance Director	Annual	\$78,778.00	\$96,502.00	\$114,227.00	Exempt
		Bi-Weekly	\$3,029.60	\$3,712.00	\$4,393.60	
		Hourly	\$37.87	\$46.40	\$54.92	
94	Community Dev. Dir	Annual	\$73,637.00	\$90,205.00	\$ 106,773.00	Exempt
		Bi-Weekly	\$2,832.00	\$3,469.60	\$4,106.40	
		Hourly	\$35.40	\$43.37	\$51.33	
92	Public Works Director Town Engineer	Annual	\$71,690.00	\$87,820.00	\$103,951.00	Exempt
		Bi-Weekly	\$2,757.60	\$3,377.60	\$3,998.40	
		Hourly	\$34.47	\$42.22	\$49.98	
90	Eco. Dev. Director	Annual	\$70,150.00	\$85,934.00	\$101,717.00	Exempt
		Bi-Weekly	\$2,698.40	\$3,304.80	\$3,912.00	
		Hourly	\$33.73	\$41.31	\$48.90	
88	HR Director	Annual	\$67,647.00	\$82,862.00	\$98,089.00	Exempt
		Bi-Weekly	\$2,601.60	\$3,187.20	\$3,772.80	
		Hourly	\$32.52	\$39.84	\$47.16	
86	Commander	Annual	\$67,307.00	\$82,451.00	\$97,595.00	Exempt
		Bi-Weekly	\$2,588.80	\$3,171.20	\$3,753.60	
		Hourly	\$32.36	\$39.64	\$46.92	
84	P & R Director	Annual	\$66,651.00	\$81,647.00	\$96,644.00	Exempt
		Bi-Weekly	\$2,563.20	\$3,140.00	\$3,716.80	
		Hourly	\$32.04	\$39.25	\$46.46	
82	Town Clerk	Annual	\$62,649.00	\$76,745.00	\$90,841.00	Exempt
		Bi-Weekly	\$2,409.60	\$2,952.00	\$3,493.60	
		Hourly	\$30.12	\$36.90	\$43.67	
80	Deputy Public Wks Dir	Annual	\$61,839.00	\$77,988.00	\$94,096.00	Exempt
		Bi-Weekly	\$2,376.42	\$2,998.77	\$3,619.06	
		Hourly	\$29.73	\$37.48	\$45.24	
78	Libray Director	Annual	\$55,677.00	\$68,205.00	\$80,732.00	Exempt
		Bi-Weekly	\$2,141.60	\$2,623.20	\$3,104.80	
		Hourly	\$26.77	\$32.79	\$38.81	
76	Risk Manager	Annual	\$55,459.00	\$67,937.00	\$80,415.00	Exempt
		Bi-Weekly	\$2,132.80	\$2,612.80	\$3,092.80	
		Hourly	\$26.66	\$32.66	\$38.66	

73	Police Sergeant	Annual	\$54,555.00	\$66,830.00	\$79,105.00	Non-Exempt
		Bi-Weekly	\$2,098.40	\$2,570.40	\$3,042.40	
		Hourly	\$26.23	\$32.13	\$38.03	
71	Chief Building Official	Annual	\$52,556.00	\$64,381.00	\$76,206.00	Exempt
		Bi-Weekly	\$2,021.60	\$2,476.00	\$2,931.20	
		Hourly	\$25.27	\$30.95	\$36.64	
69	Street Supervisor	Annual	\$45,372.00	\$55,581.00	\$65,790.00	N-Exempt
		Bi-Weekly	\$1,744.80	\$2,137.60	\$2,530.40	
		Hourly	\$21.81	\$26.72	\$31.63	
68	Planner	Annual	\$45,278.00	\$55,466.00	\$65,654.00	N-Exempt
		Bi-Weekly	\$1,741.60	\$2,133.60	\$2,524.80	
		Hourly	\$21.77	\$26.67	\$31.56	
67	Police Officer 1	Annual	\$43,492.00	\$53,278.00	\$63,064.00	N-Exempt
		Bi-Weekly	\$1,672.80	\$2,048.80	\$2,425.60	
		Hourly	\$20.91	\$25.61	\$30.32	
66	CAD Draftsman	Annual	\$43,012.00	\$52,690.00	\$62,368.00	N-Exempt
		Bi-Weekly	\$1,654.40	\$2,026.40	\$2,398.40	
		Hourly	\$20.68	\$25.33	\$29.98	
65	Wwater Div. Manager	Annual	\$42,263.00	\$51,772.00	\$61,281.00	N-Exempt
		Bi-Weekly	\$1,625.30	\$1,991.20	\$2,356.80	
		Hourly	\$20.32	\$24.89	\$29.46	
64	P & R Div. Manager	Annual	\$41,063.00	\$50,303.00	\$59,542.00	N-Exempt
		Bi-Weekly	\$1,579.20	\$1,934.40	\$2,290.40	
		Hourly	\$19.74	\$24.18	\$28.63	
63	Dispatch Supervisor	Annual	\$40,304.00	\$49,372.00	\$58,440.00	N-Exempt
		Bi-Weekly	\$1,550.40	\$1,899.20	\$2,248.00	
		Hourly	\$19.38	\$23.74	\$28.10	
62	Senior Accountant	Annual	\$39,731.00	\$48,671.00	\$57,610.00	N-Exempt
		Bi-Weekly	\$1,528.00	\$1,872.00	\$2,216.00	
		Hourly	\$19.10	\$23.40	\$27.70	
61	Court Supervisor	Annual	\$39,390.00	\$48,252.00	\$57,115.00	N-Exempt
		Bi-Weekly	\$1,515.20	\$1,856.00	\$2,196.80	
		Hourly	\$18.94	\$23.20	\$27.46	
60	Building Inspector	Annual	\$37,921.00	\$46,454.00	\$54,986.00	N-Exempt
		Bi-Weekly	\$1,458.40	\$1,786.40	\$2,115.20	
		Hourly	\$18.23	\$22.33	\$26.44	
59	HR Specialist	Annual	\$37,447.00	\$45,873.00	\$54,298.00	N-Exempt
		Bi-Weekly	\$1,440.00	\$1,764.00	\$2,088.00	
		Hourly	\$18.00	\$22.05	\$26.10	

58	Plans Examiner	Annual	\$37,331.00	\$45,731.00	\$54,130.00	N-Exempt
		Bi-Weekly	\$1,436.00	\$1,759.20	\$2,081.60	
		Hourly	\$17.95	\$21.99	\$26.02	
57	Deputy Town Clerk	Annual	\$37,139.00	\$45,495.00	\$53,852.00	N-Exempt
		Bi-Weekly	\$1,428.80	\$1,749.60	\$2,071.20	
		Hourly	\$17.86	\$21.87	\$25.89	
56	Public Works Analyst	Annual	\$36,894.00	\$45,195.00	\$53,496.00	N-Exempt
		Bi-Weekly	\$1,419.20	\$1,738.40	\$2,057.60	
		Hourly	\$17.74	\$21.73	\$25.72	
55	Eco. Dev. Specialist	Annual	\$36,675.00	\$44,927.00	\$53,179.00	N-Exempt
		Bi-Weekly	\$1,410.40	\$1,728.00	\$2,045.60	
		Hourly	\$17.63	\$21.60	\$25.57	
54	Sr. WW Operator	Annual	\$36,435.00	\$44,633.00	\$52,831.00	N-Exempt
		Bi-Weekly	\$1,401.60	\$1,716.80	\$2,032.00	
		Hourly	\$17.52	\$21.46	\$25.40	
53	St. Maint. Foreman	Annual	\$36,200.00	\$44,345.00	\$52,490.00	N-Exempt
		Bi-Weekly	\$1,392.00	\$1,705.60	\$2,019.20	
		Hourly	\$17.40	\$21.32	\$25.24	
51	Recreation Supervisor	Annual	\$35,705.00	\$43,739.00	\$51,773.00	N-Exempt
		Bi-Weekly	\$1,373.60	\$1,682.40	\$1,964.80	
		Hourly	\$17.17	\$21.03	\$24.89	
49	Maintenance Foreman	Annual	\$35,237.00	\$43,166.00	\$51,094.00	N-Exempt
		Bi-Weekly	\$1,355.20	\$1,660.00	\$1,964.80	
		Hourly	\$16.94	\$20.75	\$24.56	
48	Civilian Investigator	Annual	\$35,129.00	\$43,033.00	\$50,937.00	N-Exempt
		Bi-Weekly	\$1,351.20	\$1,655.20	\$1,959.20	
		Hourly	\$16.89	\$20.69	\$24.49	
47	Assistant Planner	Annual	\$34,836.00	\$42,674.00	\$50,512.00	N-Exempt
		Bi-Weekly	\$1,340.00	\$1,641.60	\$1,942.40	
		Hourly	\$16.75	\$20.52	\$24.28	
46	Admin. Asst. To Mgr	Annual	\$34,280.00	\$41,994.00	\$49,707.00	N-Exempt
		Bi-Weekly	\$1,318.40	\$1,615.20	\$1,912.00	
		Hourly	\$16.48	\$20.19	\$23.90	
45	Accountant	Annual	\$33,822.00	\$41,432.00	\$49,042.00	N-Exempt
		Bi-Weekly	\$1,300.80	\$1,593.60	\$1,886.40	
		Hourly	\$16.26	\$19.92	\$23.58	
43	Code Enforcmt. Officer	Annual	\$33,426.00	\$40,947.00	\$48,468.00	N-Exempt
		Bi-Weekly	\$1,285.60	\$1,575.20	\$1,864.00	
		Hourly	\$16.07	\$19.69	\$23.30	

41	Lead Maint. Worker	Annual	\$32,621.00	\$39,960.00	\$47,300.00	N-Exempt
		Bi-Weekly	\$1,254.40	\$1,536.80	\$1,819.20	
		Hourly	\$15.68	\$19.21	\$22.74	
39	WW Operator	Hourly	\$32,471.00	\$39,777.00	\$47,083.00	N-Exempt
		Annual	\$1,248.80	\$1,529.60	\$1,811.20	
		Bi-Weekly	\$15.61	\$19.12	\$22.64	
38	Childrens Librarian	Hourly	\$31,598.00	\$38,708.00	\$45,818.00	N-Exempt
		Annual	\$1,215.20	\$1,448.80	\$1,762.40	
		Bi-Weekly	\$15.19	\$18.61	\$22.03	
37	Sr. Equip. Operator	Annual	\$31,310.00	\$38,355.00	\$45,400.00	N-Exempt
		Bi-Weekly	\$1,204.00	\$1,475.20	\$1,746.40	
		Hourly	\$15.05	\$18.44	\$21.83	
36	Dispatcher	Annual	\$30,837.00	\$37,775.00	\$44,714.00	N-Exempt
		Bi-Weekly	\$1,186.40	\$1,452.80	\$1,720.00	
		Hourly	\$14.83	\$18.16	\$21.50	
35	Permit Technician	Annual	\$30,801.00	\$37,731.00	\$44,661.00	N-Exempt
		Bi-Weekly	\$1,184.80	\$1,451.20	\$1,717.60	
		Hourly	\$14.81	\$18.14	\$21.47	
34	Parks & Rec Coordinator	Hourly	\$30,793.00	\$37,721.00	\$44,650.00	N-Exempt
		Annual	\$1,184.00	\$1,451.20	\$1,717.60	
		Bi-Weekly	\$14.80	\$18.14	\$21.47	
33	Prop & Evid. Custodian	Hourly	\$30,428.00	\$37,274.00	\$44,120.00	N-Exempt
		Annual	\$1,170.40	\$1,433.60	\$1,696.80	
		Bi-Weekly	\$14.63	\$17.92	\$21.21	
31	Admin. Assistant	Hourly	\$29,655.00	\$36,327.00	\$43,000.00	N-Exempt
		Annual	\$1,140.80	\$1,396.80	\$1,653.60	
		Bi-Weekly	\$14.26	\$17.46	\$20.67	
30	Equip. Operator	Annual	\$29,193.00	\$35,761.00	\$42,329.00	N-Exempt
		Bi-Weekly	\$1,123.20	\$1,375.20	\$1,628.00	
		Hourly	\$14.04	\$17.19	\$20.35	
29	Finance Clerk	Annual	\$29,186.00	\$35,753.00	\$42,320.00	N-Exempt
		Bi-Weekly	\$1,122.40	\$1,375.20	\$1,628.00	
		Hourly	\$14.03	\$17.19	\$20.35	
28	Court Clerk	Annual	\$29,137.00	\$35,693.00	\$42,248.00	N-Exempt
		Bi-Weekly	\$1,120.80	\$1,364.80	\$1,624.80	
		Hourly	\$14.01	\$17.06	\$20.31	
27	Records Specialist	Hourly	\$28,691.00	\$35,147.00	\$41,602.00	N-Exempt
		Annual	\$1,103.20	\$1,352.00	\$1,600.00	
		Bi-Weekly	\$13.79	\$16.90	\$20.00	

26	Animal Control Officer	Hourly	\$28,381.00	\$34,766.00	\$41,152.00	N-Exempt
		Annual	\$1,091.20	\$1,336.80	\$1,582.40	
		Bi-Weekly	\$13.64	\$16.71	\$19.78	
25	Library Specialist	Hourly	\$28,200.00	\$34,546.00	\$40,891.00	N-Exempt
		Annual	\$1,084.80	\$1,328.80	\$1,572.80	
		Bi-Weekly	\$13.56	\$16.61	\$19.66	
24	Maintenance Worker	Annual	\$26,862.00	\$32,905.00	\$38,949.00	N-Exempt
		Bi-Weekly	\$1,032.80	\$1,265.60	\$1,480.80	
		Hourly	\$12.91	\$15.82	\$18.51	
23	Records Clerk	Annual	\$25,730.00	\$31,519.00	\$37,308.00	N-Exempt
		Bi-Weekly	\$989.60	\$1,212.00	\$1,435.20	
		Hourly	\$12.37	\$15.15	\$17.94	
22	Sr. Library Clerk	Annual	\$24,874.00	\$30,471.00	\$36,068.00	N-Exempt
		Bi-Weekly	\$956.80	\$1,172.00	\$1,387.20	
		Hourly	\$11.96	\$14.65	\$17.34	
21	Laborer	Annual	\$23,835.00	\$29,198.00	\$34,561.00	N-Exempt
		Bi-Weekly	\$916.80	\$1,123.20	\$1,329.60	
		Hourly	\$11.46	\$14.04	\$16.62	
20	Library Clerk	Annual	\$23,486.00	\$28,770.00	\$34,055.00	N-Exempt
		Bi-Weekly	\$903.20	\$1,106.40	\$1,309.60	
		Hourly	\$11.29	\$13.83	\$16.37	
19	Receptionist	Annual	\$23,483.00	\$28,766.00	\$34,050.00	N-Exempt
		Bi-Weekly	\$903.20	\$1,106.40	\$1,309.60	
		Hourly	\$11.29	\$13.83	\$16.37	
17	Janitor	Annual	\$22,354.00	\$27,384.00	\$32,413.00	N-Exempt
		Bi-Weekly	\$860.00	\$1,053.60	\$1,246.40	
		Hourly	\$10.75	\$13.17	\$15.58	
15	Parks & Rec Leader	Annual	\$21,965.00	\$26,907.00	\$31,849.00	N-Exempt
		Bi-Weekly	\$844.80	\$1,035.20	\$1,224.80	
		Hourly	\$10.56	\$12.94	\$15.31	
14	VC Ambassador	Annual	\$21,840.00	\$26,787.00	\$32,542.00	N-Exempt
		Bi-Weekly	\$840.00	\$1,034.40	\$1,220.80	
		Hourly	\$10.50	\$12.88	\$15.26	