

RESOLUTION 2019-26

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS, ARIZONA, ADOPTING AND ESTABLISHING THE 2019-20 BUDGET IMPLEMENTATION POLICY AND APPROVING THE TOWN ORGANIZATION CHARTS, THE 2019-20 PAY PLAN, THE SCHEDULE OF AUTHORIZED POSITIONS, THE EMPLOYEE JOB DESCRIPTIONS AND THE 2019-20 COMPREHENSIVE FEE SCHEDULE

RECITALS:

WHEREAS, the Mayor and Council of the Town of Fountain Hills (the "Town Council"), pursuant to ARIZ. REV. STAT. § 9-240 (B)(2), is vested with the power to determine the budgets of all Town departments; and

WHEREAS, the Town Council, in order to provide for consistent and uniform administration of the Town's monies and to maximize savings of funds by monitoring expenditures, has determined it necessary to adopt a budget implementation policy for the FY 2019-20 Town Budget (the "2019-20 Budget Policy") governing the expenditures within the FY 2019-20 Town of Fountain Hills budget; and

WHEREAS, pursuant to Subsection 3-1-1(H)(3) of the Town Code, the Town Council must approve the organization charts and job descriptions for employees of the Town.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF FOUNTAIN HILLS, as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The Town Council hereby adopts the 2019-20 Budget Policy in substantially the form and substance attached hereto as Exhibit A and incorporated herein by reference.

SECTION 3. The Town Council hereby approves and authorizes (i) the Town of Fountain Hills Organization Charts, (ii) the 2019-20 Pay Plan, (iii) the Schedule of Authorized Positions and (iv) the Employee Job Descriptions, all in substantially the form and substance attached hereto as Exhibit B and incorporated herein by reference.

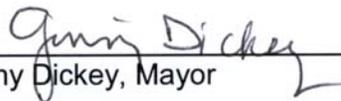
SECTION 4. The Town Council hereby approves the 2019-20 Comprehensive Fee Schedule, effective July 1, 2019, in the form attached hereto as Exhibit C and incorporated herein by reference.

SECTION 5. The Mayor, the Town Manager, the Town Clerk, and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

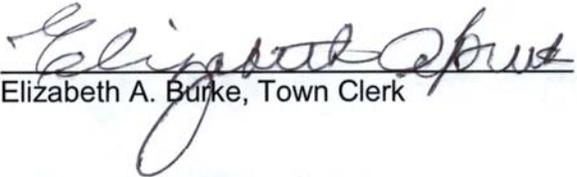
PASSED AND ADOPTED by the Mayor and Council of the Town of Fountain Hills, Arizona, June 4, 2019.

FOR THE TOWN OF FOUNTAIN HILLS:

ATTESTED TO:



Ginny Dickey, Mayor



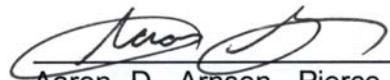
Elizabeth A. Burke, Town Clerk

REVIEWED BY:

APPROVED AS TO FORM:



Grady E. Miller, Town Manager



Aaron D. Arnson, Pierce Coleman PLLC
Town Attorney

EXHIBIT A
TO
RESOLUTION 2019-26

[2019-20 Budget Implementation Policy]

See following pages.

TOWN OF FOUNTAIN HILLS
2019-20 BUDGET IMPLEMENTATION POLICY

1. Definitions. The following definitions shall apply for purposes of this policy.
 - A. “Budget Unit” is a Town department as designated on the Town’s organization chart, including the Town Municipal Court.
 - B. “Capital Expenditures” are those capital expenditures exceeding \$50,000 that require the approval of the Town Manager and Town Council.
 - C. “Contingency” appropriation used for unforeseen emergency and critical needs when current budget appropriation is inadequate.
 - D. “Fund” is a fiscal and accounting mechanism with a self-balancing set of accounts recording cash and financial resources.

2. Transfer of Funds.
 - A. Transfers within a Fund. After adoption of the fiscal budget by the Town Council, any Budget Unit has the authority to reprogram funds within its department’s line items. These departments of the budget will be controlled by bottom line total only. Transfers between General Fund departments are allowed with the approval of the Department Director, Finance Director, Town Manager and Town Council according to the standards set forth in ARS §42-17106. A report of each transfer will approved by the Department Director and submitted to the Finance Division through the financial accounting system for processing; final approval shall be vested with the Town Manager, whose decision shall be final and conclusive.
 - B. Transfers between Funds. After adoption of the fiscal budget by the Town Council, any budgetary transfer between Funds will require approval or ratification of each transfer by the Town Council. Prior to any transfer, the Department must provide sufficient documentation to the Town Manager and the Town Council that funding exists.
 - C. Reprogramming of Wages. No funds may be reprogrammed to or from the “wages” section of the Budget Unit’s adopted budget without consultation with and approval by the Town Manager. The requesting Department Director must submit a memorandum and any necessary supporting documentation to the Town Manager; the Town Manager will notify the Finance Division of approved transfers of funds from the “wages” section of the budget.
 - D. Reprogramming of Capital Funds. No funds may be reprogrammed to or from the “capital expenditures” section of the Budget Unit’s adopted budget without consultation with and approval by the Town Manager and

ratification by the Town Council. The requesting Department Director must submit a memorandum and any necessary supporting documentation to the Town Manager. If approved by the Town Council, the Town Manager will notify the Finance Division of the reprogrammed funds.

- E. Carryover Appropriations. The Finance Division may approve appropriation transfers for carried over operating/capital items (i.e., IT infrastructure, equipment, vehicles and facility improvements) if the Town Council previously appropriated the operating/capital item in a prior fiscal year. All carryover appropriation transfers must be submitted to the Town Council for ratification; all carryover appropriation transfers shall be reflected in the appropriate budget reports.

3. Expenditure Restrictions.

- A. Budget Hold for Prior Exceedance. Any General Fund Budget Unit that exceeded its budget in the prior fiscal year may be subject to immediate budget hold status in the current fiscal year. However, if a Budget Unit exceeded its budget in the prior fiscal year due to a one-time emergency purchase, and proof of such an emergency (in a form acceptable to the Town Manager) can be shown, the budget hold status will be removed.
- B. Remedies for Budget Exceedance. Once a Budget Unit has exceeded its expenditure limitation, the Finance Division shall notify the Budget Unit, in writing, that the appropriate expenditure limit has been exceeded. The Budget Unit must then consult and reach an agreement with the Finance Division and the Town Manager regarding the remedies available to either restore spending to a level approved in the budget for the balance of the fiscal year or to request additional funds as set forth in Subsection 3(C) below.
- C. Requests for Additional Funds. When additional funds from other sources are requested, the Finance Division and Town Manager must concur before the Budget Unit may expend the additional funds. If the expenditure of additional funds will require a fund transfer, the recommendation shall be forwarded to the Town Council for approval. Any Budget Unit that has exceeded its limitations shall submit an expenditure reduction program to the Town Manager through the Finance Division as part of any request for additional expenditures. The expenditure reduction program shall include, but not be limited to, consideration of reductions in force of budgeted and authorized positions, termination of all travel expenditures, suspension or termination of contracts and such other expenditure reductions as the Budget Unit deems appropriate.

- 4. Fund Balance. All budget considerations, including expenditure of appropriated funds, shall adhere to the Town of Fountain Hills Financial Policies, Amended and Restated April 6, 2017, or the most recent version of later-adopted editions of

such financial policies.

5. Fiscal Priorities. The 2019-20 budget is intended to implement the Town Council's top fiscal priorities.

6. Positions.

A. General Provisions.

- (1) Section 3-1-1 of the Town Code states that the Town Manager shall be the administrative officer of the Town government and may appoint and, when necessary, suspend or remove all employees of the Town, except those officers appointed by the Town Council. All appointments and removals shall be based upon merit and upon the qualifications and disqualifications of such employee without regard to any political belief or affiliation; prior to any creation, combination, consolidation or deletion of any positions of employment, written job descriptions or amendments thereto shall have been approved by the Town Council.
- (2) All requests for new positions or reclassification of existing positions, regardless of the funding source, must be approved by the Town Council. Reclassification of existing positions (filled and vacant) should include justification of why budget savings, including savings from deleted positions, should be used to create new positions and how the position will align/impact Town strategic priorities and departmental goals. Departments must submit their requests to Administrative Services; Administrative Services will review job description and salary information prior to forwarding information to the Town Manager. The Town Manager will review and recommend/deny the position for approval by the Town Council.
- (3) Intergovernmental agreements, grants, etc. that require/authorize additional positions must be approved by the Town Council. The position and the budgetary impact must be fully disclosed to Administrative Services and the Finance Division, which shall be responsible for analyzing the input and presenting such analysis to the Town Council in conjunction with any request for approval as part of an intergovernmental agreement, grant, or other agreement.
- (4) All authorized positions must be fully funded by the General Fund, a Special Revenue Fund, or a grant. If a position becomes unfunded or under-funded by its original funding source, it must be fully funded immediately from other sources or eliminated. An under-funded position is a position for which a department/funding source has only 1% to 99% of the funding required to support it on an annualized basis. If eliminating unfunded or under-funded

positions results in a Reduction in Force, the Administrative Services Director shall prepare a layoff plan for approval by the Town Manager.

- B. Fiscal Year 2019-20 Authorized Positions. The following lists position revisions:

Salary and Job Description Reclassification:

- Part-time Senior Services Activities Assistant reclassified to part-time Senior Services Activities Coordinator
- Part-time Home Delivered Meals Coordinator reclassified to part-time Senior Services Activities Coordinator
- Groundskeeper II reclassified to Park Operations Lead
- Administrative Services Director reclassified to Deputy Town Manager / Administrative Services Director
- Part-time Civil Plans Examiner reclassified to Part-time Assistant Town Engineer in the Public Works division and position is increased from .5 full-time equivalent to .63 full-time equivalent

Added Positions:

- One Code Enforcement Officer added at the hourly pay range of \$22.23 - \$31.79
- One Senior Building Inspector added at the hourly pay range of \$28.58 - \$40.87
- One Procurement Officer added at the yearly salary range of \$61,140 - \$87,430
- One part-time Accounting Clerk added at the hourly pay range of \$17.61 - \$25.18
- One Street Maintenance Technician added at the hourly pay range of \$19.02 - \$27.20

Other Changes:

- Information Technology division moved to Administrative Services from Finance
- Minor edits to job descriptions

The schedule of authorized positions, pay plan, Town organization charts and updated job descriptions are attached as Exhibit B to the Town Council Resolution that adopts this Policy (Resolution 2019-26).

7. Hiring Freeze. There is no hiring freeze in effect for FY 2019-20, and positions that become vacant may be filled if the Town Manager determines that it is in the best interests of the Town to do so.
8. Salary Adjustment. Salary Adjustments will be effective beginning with the first full pay period after July 1, 2019, as follows:

- A. Individual Salaries. All Town of Fountain Hills employees, except those with individual employment contracts, shall receive a 2.0% increase beginning with the first full pay period after July 1, 2019. All Town of Fountain Hills employees, except those with individual employment contracts, shall receive an additional 1.5% increase beginning with the first full pay period after January 1, 2020. In the case of individual employment contracts, the terms of the contract will be administered.
 - B. Pay Ranges. The pay ranges for all Fountain Hills exempt & non-exempt employees are increased by 2.0% effective with the first full pay period after July 1, 2019; and an additional 1.5% effective with the first full pay period after January 1, 2020.
 - C. Reconciliation to New Pay Ranges. After the adjustments made in accordance with Subsection 8(A) and (B) above, any employees with salaries not meeting the range minimum shall be increased to the lowest pay in their newly adjusted pay ranges, except for those employees with individual employment contracts. In the case of employees with individual employment contracts, the terms of the contract will be administered.
- 9. Comprehensive Fee Schedule. The Comprehensive Fee Schedule is adopted by the Town Council and authorizes the fees for fiscal year 2019-20. In addition, the Community Services Department charges fees for classes and recreational activities that are not listed in the Fee Schedule. Those fees are established by the Community Services Director and are based on instructor cost, class size, program materials needed, and other related costs. The range for these fees is no cost up to \$550.
 - 10. Contingency Appropriation. The purpose of a Contingency appropriation is to maintain a reserve of expenditure authority from which specific amounts can be transferred to other appropriated budgets after adoption of the annual budget to cover emergency or critical items if there are sufficient revenues to do so. Contingency appropriations will be established within the General Government budget for general purposes or in other funds reserved for specific issues. All requests for General Government Contingency must be submitted to the Town Manager for review. If the Contingency expenditure exceeds the Town Manager's purchasing authority, the Town Council must approve or ratify all transfers from Contingency appropriations.
 - 11. Tax Levy. The Town's secondary property tax levy is exclusively for the annual debt service payment on General Obligation bonds issued and approved by the voters; the annual levy is based on the annual debt payment divided by the entire community's primary net assessed valuation multiplied by 100. An allowance for delinquency factor is included in the calculation (usually 1% or 2%). The Town does not have a primary property tax.
 - 12. Budget Adoption. This budget is being adopted by the Town Council at a fund level. Each fund is a fiscal and accounting mechanism with a self-balancing set

of accounts recording cash and other financial resources. The department level budget detail that is contained within the financial system is designed and used wholly as a management tool for the individual departments. A sub-fund may also be created to track a specific project or goal and is used as a tool for management purposes. A sub-fund would be an extension of a major fund such as a project fund.

13. Vehicles/Equipment and Infrastructure Projects. The Town Council will approve specific positions, vehicles, equipment and facility infrastructure projects as part of the fiscal year 2019-20 budget. Additional funding requested during the fiscal year must be submitted to the Town Council for approval or ratification.
 - A. Mid-year Requests. All mid-year General Fund vehicle and equipment requests that exceed \$10,000 and capital items (account series 8000) must be approved by the Finance Director. Approval is required when using existing resources or requesting additional resources. Requests shall be made in writing to the Finance Director, who shall grant or deny the request. If denied, a request for reconsideration may be presented to the Town Manager, whose decision is final.
 - B. Infrastructure Requests over \$50,000. All infrastructure project requests that exceed \$50,000, regardless of the funding source, must be submitted to the Finance Division for review prior to forwarding information to the Town Manager. The Town Manager will recommend the project for approval by the Town Council.
 - C. Capital Improvement Program/Vehicle Replacement Program. The Programs' Policy and Procedures as contained in the Adopted Budget book have been approved by Town Council and outline the procedures that should be followed in administering each individual program.

EXHIBIT B
TO
RESOLUTION 2019-26

[Organization Charts, 2019-20 Pay Plan, Schedule of Authorized Positions, and
Employee Job Descriptions]

See following pages.



Job Title: Accounting Clerk

Department: Administration

Immediate Supervisor: Town Clerk and Deputy Town Manager/Administrative Services Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs general clerical and accounting functions and other general support for the assigned functional areas such as payroll, accounts payable, records management, public records, accounts receivable, cash management, etc. Provides clerical support for the Town Clerk’s office and Administrative Services/Human Resources. Incumbents are required to exercise good judgment in handling sensitive information and maintaining confidentiality.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Processes bi-weekly employee payroll. Prepares manual checks when required. Processes court-related support orders and garnishments. Review and compare compensation and benefit information against pay records to ensure accuracy; be a resource to staff on an on-going basis responding to questions related to the payroll process; respond to payroll-related audit requests. Ensures Town compliance with year-end employee W-2 processing, accuracy, and distribution. Researches and processes monthly employee benefit invoices. Reconciles employee benefit withholdings.
2	S	Assists with employee programs and special events such as annual benefits open enrollment / benefits fair, employee appreciation functions, staff training workshops, etc.
3	S	Provides clerical assistance for a variety of Town Clerk functions including maintenance of both active and inactive records in various records management systems such as the Laserfiche records management document imaging system. Maintains records, files, and assists with archiving and records destruction schedules. Assists with meeting minutes, elections, public records requests, agenda postings and preparation, customer service, and various other duties that follow the procedures established in the Town Clerks office.

4	S	May occasionally assist with coverage at customer service front desk as a backup when necessary. Answers inquiries or directs phone calls to appropriate parties throughout the Town. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality seamless customer service
5	S	Verifies transactions and complies with policies and procedures. Collects, prepares and coordinates computer data that relates to payroll and vendor invoices. Schedules payments according to vendor terms, and optimizes the use of discounts. Creates and maintains vendor files in system. Reconciles monthly vendor statements. Processes vendor credits
6	S	Performs other duties as needed and assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources.
Experience	A minimum of one year accounting experience. Must be computer literate. Knowledge of Microsoft Word, Microsoft Excel, Access, ActiveNet, Laserfiche, as well as payroll systems such as ADP, Paychex, and MUNIS preferred.
Certifications and Other Requirements	
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and comprehend complex written documents such as administrative guidelines, records retention policies, payroll reports and benefit documents, accounting guidelines, and various legal agreements.
Math	Work requires the ability to perform general math calculations rapidly and accurately such as addition, subtraction, multiplication, division. Ability to calculate and apply percentages, decimals and fractions is also required.
Writing	Work requires the ability to produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Budget Responsibility	Job has no responsibility for budget allocations.
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Incumbents are required to exercise good judgment in handling sensitive information and maintaining confidentiality.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, making copies, and faxing
Sitting	C	Deskwork
Walking	O	To and from office equipment, mailroom, and other departments
Lifting	R	Files, boxes, and books
Carrying	O	Files, office supplies, books, and boxes
Pushing/Pulling	R	File boxes
Reaching	F	For supplies, files, mail slots, telephone
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	N	N/A
Bending	O	Filing in lower drawers
Twisting	F	From computer to other desk areas
Climbing	R	Ladder to reach files, stairs
Balancing	R	While on ladder reaching for files
Vision	C	Reading, computer monitor
Hearing	C	Communicating with the public and personnel both in person and on the phone
Talking	F	Communicating with the public and personnel both in person and on the phone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculator, copier, fax machine, telephone, typewriter, printer, general office supplies, computer and related software such as MIP, Tyler, Access, Outlook and Excel

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Assistant Town Engineer

Department: Public Works

Immediate Supervisor: Public Works Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs various functions within the Engineering division including review and comment of engineering reports and plans for new development within the Town, review of CIP projects, updating Town engineering standards, assistance in the design of Town infrastructure and coordinating with other departments within the Town. Assists and acts as Town Engineer as delegated. Performs residential and commercial plan reviews by applying knowledge of applicable codes, ordinances and standards. Writes letters, interprets codes, and coordinates reviews with other Town departments. Provides direction to the public, architects, engineers, developers and contractors regarding Town development and permitting processes.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Assists the Town Engineer in planning, directing, coordinating, and managing general engineering, traffic engineering, development, construction, utilities and environmental compliance, in accomplishing the Town's objectives.
2	L	Reviews and comments on construction improvement plans and reports for water, sewer, reclaimed water, paving, landscape, street light, traffic signal, signing & striping, grading & drainage, fire line, and storm water pollution prevention. Ensures these documents comply with applicable zoning codes, ordinances, standards, and amendments governing uniform construction.
2	S	Prepares and maintains records of plan reviews, and enters project data into the Town's tracking system. May assist with the development, maintenance, and training in the use of electronic plan review software.
3	L	Approves or denies plans, reports, and encroachment permits related to infrastructure not limited to water, sewer, stormwater systems, streets, etc. Signs off on and if necessary obtains additional signatures as required for approved plans and reports.

4	S	Reviews and comments on zoning, site plans, preliminary plats, final plats, parking, lighting, maps of dedication, preliminary and master reports for water, sewer, reclaimed water, traffic, and drainage. Ensures these documents comply with applicable codes, ordinances, and standards. Assists in the review of rezone applications and general plan amendments.
5	S	Assists and acts as Town Engineer as delegated. Assists the Town Engineer in the creation, implementation and maintenance of engineering design standards.
6	L	May attend pre-application meetings and other meetings and provide external customers with guidelines to comply with town standards and ordinances; and presents known issues on projects.
7	S	Works directly with external customers and town staff to resolve potentially challenging situations related to plan and report requirements, permit procedures, status reviews, problem areas, changes needing correction, contractor responsibilities, etc. External customers include the general public, property owners, developers, contractors, engineers, architects, and consultants.
8	S	Performs other related duties as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Requires a Bachelor's degree in Civil Engineering, or a related field or equivalent years of education and experience. Requires ten (10) years of recent and responsible experience in a civil engineering environment (municipal experience preferred), including supervisory experience. Also requires extensive experience with engineering matters related to land development in a municipal environment including determination of compliance with Town codes and ordinances. Experience in the preparation of project cost estimates, value engineering, construction reviews and inspection procedures is also required.
Experience	Requires ten (10) years of recent and responsible experience in a civil engineering environment (municipal experience preferred), including supervisory experience.
Certifications and Other Requirements	A valid Arizona driver license is required. Registration as an Arizona professional engineer or ability to become registered in Arizona at the soonest available examination date after date of hire with the State of Arizona Board of Technical Registration. ICC (or equivalent) certification (s) related to plans examination is preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to read and understand general correspondence, technical manuals, codes, construction plans and engineering documents.
Math	Ability to perform basic addition, subtraction, multiplication, division, geometry, and algebra calculations.
Writing	Basic writing skills should include proper use of grammar and structure for the purpose of correspondence and report writing in order to ensure clear communication.
Managerial	None, but may provide advice/direction to an employee with less experience/skill or tenure.
Budget Responsibility	None, but may assist in the monitoring of expenditures throughout the year.
Supervisory / Organizational Control	None
Complexity	Broad application – requires skills and knowledge in approaches and systems, which may affect the design and implementation of programs, solutions for complex issues, and/or processes. Some decision-making abilities may be necessary to apply skills effectively.
Interpersonal / Human Relations Skills	Moderate – Interactions may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Front counter and job sites
Sitting	F	Desk work, plan review, driving
Walking	F	Office, job sites with un-even terrain
Lifting	O	Plan rolls, files, equipment
Carrying	O	Plan rolls, files, equipment
Pushing/Pulling	R	Doors, chairs, removing debris during investigations
Reaching	O	Filing, plans, conducting field observations
Handling	F	Paper, books, plans
Fine Dexterity	F	Phone, computer
Kneeling	R	Field reviews, inspections, investigations, observations
Crouching	R	Field reviews, inspections, investigations, observations
Crawling	R	Field reviews, inspections, investigations, observations
Bending	R	Field reviews, inspections, investigations, observations
Twisting	R	Field reviews, inspections, investigations, observations
Climbing	O	Stairs ladders, conducting investigations, observations
Balancing	O	Stairs ladders, conducting investigations, observations
Vision	C	Computer, desk work, writing, reading, use of office equipment, observations
Hearing	C	Personal communication, phone, meetings
Talking	C	Personal communication, phone, meetings
Foot Controls	R	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Telephone, copier, fax, general office supplies, computer, Microsoft Windows and other standard software, calculator, internet.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	S
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	S
Explosives	N	Physical Hazards	S
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	Y		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	X

- (1) Construction hazards at areas of proposed or ongoing construction
- (2) Areas of proposed or ongoing construction

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Code Enforcement Officer

Department: Development Services

Immediate Supervisor: Development Services Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs skilled technical work in enforcing Town Zoning Ordinances and Town code regulations. This position investigates potential violations of technical zoning, environmental, nuisance, building, and other Town codes through office and fieldwork. May perform a wide variety of specialized worker duties for technical field inspections in the enforcement of town codes. This position requires non-traditional work hours including occasional nights, weekends, early mornings, and occasional holidays.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Responds to complaints from the public, orally and in writing. Investigates possible violations of Town property maintenance, nuisance and zoning codes; identifies violations and properties not in compliance and follows up with warning notices and citations to ensure compliance with Town codes. Works with citizens, property and business owners to correct violations
2	L	Performs enforcement and conducts field inspections; inspects assigned areas of the Town to locate and observe violations of Town codes including zoning, nuisance, land disturbance, pools, and health and safety ordinance violations.
3	S	Is proactive and reactive in all matters and areas of code enforcement. Meets with residents to discuss violations, using diplomacy and tact.
4	S	Researches case histories, approval documents, approved blueprints, property ownership records, business licenses, aerial photos, microfiche records, utility records, and other related documents as necessary.
5	S	Provides information to the public, other Town departments, architects, engineers, contractors and interested parties regarding zoning and other regulations, and related departmental programs and policies.
6	S	Prepares cases for court actions, assists the Prosecutor's Office in determining appropriate disposition of outstanding cases and testifies in court. Prepares reports, documents, inspections, issues notices or letters, photographs property conditions and maintains required records. Uses a computer database for reporting and record keeping.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years of recent public contact experience, preferably including the application and interpretation of rules and regulations. One year of code enforcement experience preferred.
Certifications and Other Requirements	Possess a valid Arizona Driver's License for a minimum of two years with a good driving record. AACE certification is required within the first year of employment.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read codes and ordinances.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, written recommendations and documentation for non-compliance cases.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent evaluative judgment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	During inspections and dealing with the public.
Sitting	F	Deskwork
Walking	F	During inspections
Lifting	O	Tools and equipment
Carrying	O	Files and equipment
Pushing/Pulling	O	Equipment
Reaching	F	Files and telephone work
Handling	C	Paperwork and equipment
Fine Dexterity	O	Computer input
Kneeling	O	During inspections
Crouching	O	During inspections
Crawling	R	During inspections
Bending	F	During inspections
Twisting	O	During inspections
Climbing	O	During inspections
Balancing	O	During inspections
Vision	C	Reading, computer monitor, driving and conducting inspections
Hearing	C	Communications
Talking	F	Communicating with personnel and general public and telephone
Foot Controls	F	Frequent driving and during inspections

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

35 mm digital and Polaroid camera, computer and related software, vehicle

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	M
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	M
Communicable Diseases	N		
Physical Danger or Abuse	M		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	X
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Deputy Town Manager / Administrative Services Director

Department: Administration

Immediate Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Incumbents are responsible for broad policy planning and management oversight responsibilities and assisting the Town Manager with all phases of government and may include leadership of one or more departments. Acts for the Town Manager during the Manager's absence. Establishes goals, objectives, policies, procedures and priorities related to Administrative Services. Provides administrative direction for, and/or performs complex management and technical duties for Administrative Services including Human Resources, Risk Management, Purchasing, and Information Technology.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides counsel and advice to insure effective management of the Town's human resources through organization planning, recruitment and selection, placement, compensation, classification, employee relations, group benefits administration, safety and training. Ensures compliance with organization's policies and procedures, federal, state, and local laws/regulations. Establishes effective relationships with management throughout the organization in order to provide appropriate support for their activities. Provides information to others as needed in order to fulfill their responsibilities. Participates in relevant professional associations, establishes and maintains appropriate relationships with oversight agencies.
2	S	Assures effective communications with Town management, interprets and explains Federal, state and Town personnel rules and regulations; evaluates and analyzes policies and procedures, and recommends solutions; assures that policies and procedures are administered and interpreted in a fair and consistent manner.
3	S	Provides executive assistance to the Town Manager in daily operations of the organization, and acts for the Town Manager during the Manager's absence. Assists in making decisions related to all facets of municipal government. Represents the Town and Town Manager at various meetings.

4	S	Administers and participates in the development of the Town’s Risk Management Program, attends Loss Control Meetings, evaluates insurance coverage, loss exposure and potential loss in order to determine risks. Serves as the Town’s liaison with consultants and attorneys contracted by the Town to review general liability, claims, and other insurance programs and with other agencies contracted by the Town to investigate claims against the Town.
5	S	Provides supervision, direction, and oversight for the Information Technology and Purchasing divisions.
6	S	Manages special projects; analyzes Town operations; reviews and monitors status reports, and recommends appropriate actions and plan modifications. Establishes priorities and assures program objectives and standards are defined, attained and congruent with the overall goals of the Town.
7	S	Performs other related duties as assigned or required.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Bachelors Degree in Public/Business Administration or related field required. Master’s Degree preferred.
Experience	Nine (9) years professional experience in municipal government, including five (5) years supervisory and management experience required.
Certifications and Other Requirements	IPMA-CP or SPHR certification desirable.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Skill in reading, interpreting, understanding and applying personnel standards and procedures, applicable Federal rules and regulations, and Town policies and procedures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and to prepare statistics for budgets.
Writing	Work requires the ability to write general correspondence, articles, letters, and reports at a college level.
Managerial	Skill in effectively leading staff and creating a work environment that fosters teamwork and professionalism. Skill in managing multiple projects and prioritizing multiple tasks and demands.
Budget Responsibility	Oversees the budget of Administrative Services including the Human Resources, Risk Management, Purchasing, and Information Technology divisions.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed; performance evaluations and promotions.
Complexity	Skill in analyzing complex issues, collecting information, and recommending methods, procedures and techniques for resolution of issues. Skill in analyzing and interpreting technical documents, and preparing complex reports.
Interpersonal / Human Relations Skills	Skill in effective communication, both verbal and written. Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, presentations.
Sitting	C	Computer, desk work, paperwork, meetings, driving
Walking	C	Inter-office, to/from other buildings, to/from meetings
Lifting	R	Supplies
Carrying	R	Reports, supplies, files, paperwork
Pushing/Pulling	R	Boxes, doors, chairs, filing cabinet drawers
Reaching	F	Office supplies, files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard, writing, telephone keypad, calculator
Kneeling	R	Retrieving files
Crouching	R	Retrieving files
Crawling	N	
Bending	R	Retrieving files
Twisting	F	To/from computer to desk, retrieving files
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer, desk work, paperwork, writing, reading, use of office equipment, driving
Hearing	C	Telephone, co-workers, staff, supervisor, Council members, Town manager, directors, attorneys, representatives, meetings, presentations, training
Talking	C	Telephone, co-workers, staff, supervisor, Council members, Town Manager, directors, attorneys, representatives, meetings, presentations, training
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, calculator, general office supplies, computer and related software, laser or inkjet printer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Finance Director

Department: Finance
Immediate Supervisor: Town Manager
FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Establishes goals, objectives, policies, procedures and priorities related to activities of finance and budgeting. Provides administrative direction for accounts payable, sales and property tax, prepares annual budget and financial report. Researches, analyzes and develops recommendations on financial and budgetary issues.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is cross-trained. Develops, implements, and evaluates departmental policies, procedures, strategies and goals.
2	S	Attends management meetings and public meetings including making presentations to Council, civic and citizen groups.
3	S	Oversees preparation of audited financial statements and special audits by coordinating with external auditors, preparing Comprehensive Annual Financial Report, Management Discussion and Analysis, disseminates reports to bond rating agencies.
4	S	Manages budget procedures and monitors the Town's budget including revenues and expenditures. Oversees preparation of annual budget by coordinating department requests, developing management indicators, forecasting revenue projections, preparing budget message, making budget available to citizenry.
5	S	Coordinates with bond counsel, investment banking team for bond issuances and refinancing, bond ratings, covenant requirements.
6	S	Oversees maintenance of accounting ledgers and records on accounting software. Responsible for safeguarding Town's assets by implementing appropriate internal controls.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional field and specific knowledge of generally accepted accounting principles. Knowledge is normally acquired through four years of college resulting in a Bachelors of Science in Accounting.
Experience	Over five years experience in government finance including (3) years in direct supervision.
Certifications and Other Requirements	Certification by the State of Arizona as a Certified Public Accountant (CPA) preferred. Member of national and local Government Finance Officers Association is desired
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read federal, state, and local regulations, accounting manuals and promulgations, and computer manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division as well as interpolations, statistical analysis, and projections.
Writing	Work requires the ability to write reports, summaries, memos, letters, outlines, and requests; written reports need to be understandable by the general public.
Managerial	Planning responsibilities include allocation of personnel and resources to accomplish all assignments that have deadlines and communicating requirements for upcoming changes, deadlines, training and computer updates.
Budget Responsibility	The incumbent prepares the annual budget document that meets governmental standards (GFOA), prepares estimates of revenues, researches alternative funding resources and may recommend budget allocations for presentation to the Town Manager. Monitors actual versus budgeted revenues and expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed; performance evaluations and promotions.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with department heads, customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Talking with staff, making presentations to the public, Town Council or staff
Sitting	C	Deskwork, meetings
Walking	O	Talking with staff, attending meetings
Lifting	O	Files and office supplies
Carrying	O	Files and office supplies
Pushing/Pulling	R	Files and office supplies
Reaching	O	Filing and storage of files
Handling	C	Paperwork, telephone
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	R	Files and office supplies
Crouching	R	Files and office supplies
Crawling	N	None
Bending	O	Files and office supplies
Twisting	R	Files and office supplies
Climbing	R	Stairs
Balancing	R	Files
Vision	C	Reading, computer monitor
Hearing	C	Communicating with personnel and telephone
Talking	F	Communicating with personnel and telephone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, calculator, general office supplies, computer and related software, laser and/or inkjet printer

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	C
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Network and Information Technology Administrator

Department: Administration

Immediate Supervisor: Deputy Town Manager / Administrative Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Manages the activities of Information Technology including application services, system and network operations, customer support, and telecommunications services.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Plans and organizes direction of the information technology activities of the Town including network, infrastructure, telecommunications, computer-related hardware and software, IT security, IT consulting and project management and new technology research. Works with departments in identifying computer software and hardware needs. Prepares special studies, analyses and projections.
2	L	Provides quality technical support by troubleshooting and analyzing systems with a high degree of customer service, technical expertise and timeliness to Town staff. Provides support for Council and Commission meetings. Provides Town website content and upkeep.
3	L	Manages the technical, programming, production aspects of the Town's government access channel and streaming media resources. Manages live televised public meetings held in Town Council Chambers. Contributes to Web content videos including; creating and collaborating on content; posting videos to the public website, internal media server; and troubleshooting Web video issues.
4	S	Analyzes, designs, installs, configures, maintains and repairs the Town's network infrastructure; Configures network devices of all new and existing hardware; Troubleshoots and resolves all network connectivity issues; maintains existing network infrastructure and all network equipment; Responsible for providing technical leadership and project management activities in support of operational objectives; communicates regularly with staff to maximize the effectiveness and efficiency of interdepartmental operations and activities; Provides customer service to all staff, internal customers as well as citizens of the Town of Fountain Hills; Utilizes communication, analytical, design, decision-making, project and problem solving skills to maximize the benefit of IT investments. Provides analysis to resolve and prevent long term system deficiencies; Maintains backup systems and procedures; executes system modifications, performance monitoring, and troubleshooting; Manages the implementation of enterprise level networking systems and maintains the health of the core infrastructure; analyzes, diagnoses and troubleshoots switching and routing issues; identifies, analyzes, architects, and

		proposes replacement solutions for all routing, switching and cabling systems reaching end of life; Monitors, analyzes and optimizes system performance and functionality for all routers, switches, firewalls and ancillary support devices; diagnoses problems and develops effective solutions for hardware and applications software.
5	S	Administers the division budget. Maintains Town-wide software licenses, software inventory, cell phones, pagers, and maintenance contracts. Provides end-user training to staff. Administers access control system by issuing building access and ID cards, adding and removing users.
6	S	Develops, implements, and manages operational standards and escalation procedures to ensure service levels are maintained at a consistent level. Documents, tracks, and monitors problems to ensure resolution in a timely manner with the least impact on Town operations.
7	S	Performs other duties as assigned or required.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires a Bachelor's Degree in Computer Science, Information Technology, or related field, knowledge of a specific vocational, administrative, or technical nature which may be obtained with advanced training or study past the high school equivalency. Junior college, vocational, business, or technical schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. **
Experience	Minimum of five (5) years experience as Network Administrator or I/T Technician.
Certifications and Other Requirements	Microsoft Certified Professional, A+ Certified, or advanced degree in Information Technology preferred. Possess a valid Arizona Driver's License for a minimum of two years with a good driving record. The Town currently designates this job as a "safety-sensitive position." Accordingly, the Town requires satisfactory completion of a drug and alcohol screening as a condition of employment.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read technical instructions, technical specifications, planning documents, letters, memos, and general correspondence.
Math	Work requires the ability to perform general math calculations.
Writing	Work requires the ability to write memos, presentations, and issue requests for proposals, letters, and general correspondence.
Managerial	Allocating resources and planning projects.
Budget Responsibility	Prepares and monitors annual Information Technology budget and makes recommendations to other Town departments for technology requests.
Supervisory / Organizational Control	Supervises Information Technology Support Specialist
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Work requires contact with others in the organization. In addition, work is performed with contact to others outside the Town who may belong to professional or peer organizations. Working with state and federal agencies may also be required. Vendors and suppliers may be called upon to provide information on purchases, supplies, or products. Meetings and discussions may be conducted with Town employees and outside sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Observing work duties and activities
Sitting	F	Deskwork and meetings
Walking	O	To and from office equipment, other departments, to/from job sites
Lifting	O	Files, office supplies, and computer equipment
Carrying	R	Files, office supplies, and computer equipment
Pushing/Pulling	O	Computer equipment
Reaching	O	Connecting equipment cables
Handling	O	Files, office supplies, and computer equipment
Fine Dexterity	O	Computer and telephone keypads, writing, setting jumpers on circuit boards
Kneeling	O	Working on computers on the floor
Crouching	O	Working on computers on the floor
Crawling	O	Working on computers on the floor
Bending	O	Working on computers on the floor
Twisting	R	Working on computers on the floor
Climbing	R	Ladders, stairs
Balancing	R	Ladders
Vision	C	Reading, computer monitor, driving, observing work activities
Hearing	C	Communicating with personnel and general public and on phone
Talking	C	Communicating with personnel and general public and on phone
Foot Controls	R	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Screw drivers, ladders, test meters, copy machine, fax machine, telephone, calculator, office supplies, computer and software, laser and/or ink jet printer

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	W	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 3 below)	-

- (3) N/A



Job Title: Procurement Officer

Department: Administration

Immediate Supervisor: Deputy Town Manager / Administrative Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Incumbent performs professional-level purchasing duties involving a wide variety of materials, supplies, equipment, and services. Responsibilities include communicating with suppliers, contractors, and staff regarding purchase requisitions, procurement card purchasing, specifications, bids, contracts, orders and related matters. The Procurement Officer performs complex formal and informal solicitations, manages evaluation teams and prepares evaluations for goods and services, and professional services agreements. As the centralized approval point for purchasing, incumbent provides guidance, assistance and training to staff on Town purchasing policies and procedures operating within the framework of all applicable laws, rules, and regulations related to procurement in a government agency.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Oversees the Town’s contracting and buying processes.
2	S	Performs professional procurement of a wide variety of materials, services, and equipment.
3	S	Conducts research and makes recommendations for informal and formal procurement types including invitations for bid, requests for proposal, requests for qualifications and experience, and other alternative procurements such as emergency, sole source, cooperative purchasing, and competition impracticable.
4	S	Works with the Town Attorney’s office in finalization of bids, proposals, and contracts.
5	S	Prepares and issues formal solicitations including invitations for bid, requests for proposals, and requests for qualifications and experience; evaluates responses to solicitations based on vendor qualifications, price, and conformance requirements; issues addenda to solicitations and amendments to contracts as required.
6	S	May assist in processing requisitions by determining the method of procurement to be used and may assist or perform the procurement using informal or formal procurement process; prepares purchase orders through a computerized system; reviews purchase orders for completeness, accuracy, and compliance with existing policies and procedures. Researches and complies department requirements to assist departments in determining the most cost effective and efficient method of meeting their needs.

		Compiles complex and technical data regarding cost analysis, contract usage and buying trends.
7	S	Creates, develops and manages annual contracts for a wide variety of supplies, services, consultants and capital equipment, including analysis, evaluations and approval of contractor change orders, and contract amendments; monitors and evaluates contractor performance, contract renewals and addressing vendor/contractor deficiencies; coordinates legal review as needed.
8	S	Conducts public pre-bid/proposal conferences and public solicitation openings and serves as chairperson/facilitator for evaluation meetings and requesting Best and Final Offers. Makes presentations at various meetings, including council meetings.
9	S	Serves as a commodity and service specialist and information resource to user departments, other government entities and the public to interpret, explain, and make decisions regarding public procurement law and division policies; provides training on procurement process to user departments.
10	S	Researches and advises user departments on market trends, new product and service developments and alternative source selections.
11	S	Prepares contract administration documents including contract expiration notices, contract summaries, reviews vendor deficiencies, hosts post award meetings, and conducts contract user surveys as applicable.
12	S	Drafts procurement ordinances and modifications for Council approval. Writes and implements procurement operating procedures. Drafts policies for senior management approval.
13	S	Maintains and tracks insurance documentations for all applicable contracts.
14	S	Assists the Deputy Town Manager / Administrative Services Director with related projects as assigned.
15	S	Maintain regular attendance and perform other related duties as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years from an accredited college/university resulting in a Bachelor's degree or equivalent. **
Experience	Minimum three years of professional-level experience involving the procurement of a wide range of commodities, equipment, professional services, supplies for a government agency or private company with a substantial purchasing program; experienced in developing, evaluating, and administering contracts, preferably for a municipal government.
Certifications and Other Requirements	Valid Arizona Driver's License; One or more of the following certifications is highly desirable: Certified Public Purchasing Buyer (CPPB); Certified Public Procurement Officer (CPPO); Certified Professional Purchasing Manager (CPPM); Certified Professional in Supply Management (CPSM).
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and comprehend documents such as research papers, legal documents, statutes, policies, procedures, Town Codes, financial research studies, pending legislation, business plans, engineering consultant reports, technical reports, Town Council communications, professional publications, organizational policies and procedures, regulatory publications, and financial analysis user manuals at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division as well as business math.
Writing	Work requires the ability to write in a clear and concise manner to Council Members, Town management, staff, and others in reports, correspondence, and memorandum at a college level. Work will require the ability to write or update solicitations, ordinances, codes, procedures, and other professional business materials.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to employees with less experience/skill or tenure.
Budget Responsibility	Work requires the ability to coordinate and prepare the division budget. Job requires the monitoring of division budget expenditures.
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Complexity	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work such as well as decisions with more significant impacts are typically reviewed prior to being finalized. Work requires analysis and judgment in accomplishing diversified duties.
Interpersonal / Human Relations Skills	In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Filing, making copies, faxing
Sitting	F	Deskwork
Walking	F	To and from office equipment, other offices, mailroom
Lifting	O	Files, office supplies, binders
Carrying	O	Files, mail, binders
Pushing/Pulling	R	File boxes
Reaching	F	For supplies, files, and mail
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	R	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	N	N/A
Bending	F	Filing in lower drawers
Twisting	F	From computer to other desk areas and bookcase
Climbing	O	Ladder to reach files, stairs
Balancing	N	N/A
Vision	C	Reading, computer monitor
Hearing	C	Communicating with the public and personnel both in person and on the phone
Talking	F	Communicating with the public and personnel both in person and on the phone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculator, copier, fax machine, telephone, typewriter, printer, general office supplies, computer and related software such as Excel, PowerPoint, and Word.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Senior Building Inspector

Department: Development Services

Immediate Supervisor: Chief Building Official / Plans Examiner

FLSA Status: Non - Exempt

BRIEF DESCRIPTION OF THE JOB:

Utilizing knowledge and training in town building, electrical, mechanical, plumbing, energy, zoning codes, and related laws and ordinances to provides combination inspections for residential and commercial buildings. Inspects buildings to verify compliance with codes, drawings, and contracts.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Using Town approved civil, structural, electrical, plumbing, mechanical & energy plans, performs combination inspections to assure compliance with adopted building codes, municipal codes and ordinances. Inspects all phases and disciplines of complex and large scale residential and commercial construction projects to include structural, electrical, plumbing, and mechanical; equitably enforces building and safety codes and regulations; assures that Town codes and policies are followed; performs duties within scope of authority and training; duties may vary according to job assignment.
2	M	Assists the Chief Building Official/Plans Examiner with business license inspections and investigating unpermitted work and closing expired building permits.
3	S	Writes compliance reports, performs data entry, reads and interprets codes and regulations, building plans and specifications and other specific requirements.
4	S	Provides assistance to clients on methods to meet code and ordinance requirements; interprets code for construction teams in a variety of building trades for methods of compliance in special circumstances.
5	S	Researches construction practices and building products, documents inspection procedures and findings, identifies compliance issues, and updates computer records and case reports.
6	S	Supports the relationship between the Town of Fountain Hills and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and Town staff; promotes the Town's goals and priorities, and complies with all Town policies and procedures.
7	S	Maintains confidentiality of work-related issues and Town information; Performs other related duties as required.

* See page 3 – Overall Physical Strength Demands

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Job sites
Sitting	F	Desk work, driving
Walking	F	Office, job sites with un-even terrain
Lifting	O	Plan rolls, ladders
Carrying	O	Plan rolls, ladders
Pushing/Pulling	F	Doors, gates
Reaching	F	Plan storage, at job sites
Handling	F	Paper, books, plans
Fine Dexterity	F	Phone, computer
Kneeling	F	During the course of inspections
Crouching	F	During the course of inspections
Crawling	F	During the course of inspections
Bending	F	During the course of inspections
Twisting	F	During the course of inspections
Climbing	F	During the course of inspections, climbing ladders
Balancing	F	During the course of inspections
Vision	C	During the course of inspections, reading plans and driving
Hearing	C	Personal communication, phone, meetings
Talking	C	Personal communication, phone, meetings
Foot Controls	F	Driving



Job Title: Senior Services Activities Coordinator

Department: Community Services (Senior Services)

Immediate Supervisor: Senior Services Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

This position is responsible for coordination and implementation of senior activities, presentations, programs, and the Home Delivered Meals (HDM) program. Non-traditional work hours are required including evenings, and occasional weekends, early mornings, and holidays.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Coordinates and implements senior activities, special presentations and events.
2	L	Coordinates and implements the Home Delivered Meals program including registering participants, verifying eligibility, assisting in the training and recruiting of volunteers for the program, organizing meal delivery routes, ordering meals from provider, preparing all support information, drive and deliver meals as needed.
3	L	Serves as back up to other Senior Services Activities Coordinators and to the Customer Service Representative at the front desk in the Community Center.
4	S	Performs routine clerical work such as designing flyers, creating signage, filing, making copies, answering phones, drafting public relations material, thank you letters, donation requests letters and other correspondence as needed.
5	L	Provides assistance to walk-in or phone-in customers. Assists customers with social service needs including the medical equipment loaner program.
6	S	Supervises program volunteers; demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality customer service.
7	L	Ensures rooms are prepared in advance of activities, presentations, and other programs including audiovisual equipment, tables, chairs, and other required materials. Assists with room set up and take down as needed for programs.
8	L	Promotes activities, presentations, and events through press releases, media outreach, website, social media, lobby kiosks, and newsletter.
9	L	Performs other related duties as assigned.

* See page 3 – Overall Physical Strength Demands

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
---	---	---	---	---------------------------

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Greeting clients, filing, filling kiosks; preparing rooms for activities;
Sitting	C	Preparing all paperwork.
Walking	F	Touring the building with clients; preparing rooms for activities
Lifting	F	Files; preparing rooms for activities
Carrying	F	Files; preparing rooms for activities
Pushing/Pulling	F	Using pushcart to move supplies for programs and events.
Reaching	F	While doing desk work, filling kiosks, preparing rooms for activities
Handling	F	Paperwork, telephone
Fine Dexterity	N	N/A
Kneeling	R	Filing
Crouching	O	Preparing rooms for activities
Crawling	N	N/A
Bending	O	Filing; preparing rooms for activities
Twisting	F	While doing desk work; preparing rooms for activities
Climbing	N	N/A
Balancing	N	N/A
Vision	C	Reading, computer work
Hearing	C	Communicating with personnel, general public and on the telephone
Talking	C	Communicating with personnel, general public and on the telephone
Foot Controls	F	Driving to deliver Home Delivered Meals



Job Title: Senior Services Activities Coordinator

Department: Community Services (Senior Services)

Immediate Supervisor: Senior Services Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

This position is responsible for coordination and implementation of senior activities, presentations, programs, and the Home Delivered Meals (HDM) program. Non-traditional work hours are required including evenings, and occasional weekends, early mornings, and holidays.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Coordinates and implements senior activities, special presentations and events.
2	L	Coordinates and implements the Home Delivered Meals program including registering participants, verifying eligibility, assisting in the training and recruiting of volunteers for the program, organizing meal delivery routes, ordering meals from provider, preparing all support information, drive and deliver meals as needed.
3	L	Serves as back up to other Senior Services Activities Coordinators and to the Customer Service Representative at the front desk in the Community Center.
4	S	Performs routine clerical work such as designing flyers, creating signage, filing, making copies, answering phones, drafting public relations material, thank you letters, donation requests letters and other correspondence as needed.
5	L	Provides assistance to walk-in or phone-in customers. Assists customers with social service needs including the medical equipment loaner program.
6	S	Supervises program volunteers; demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide quality customer service.
7	L	Ensures rooms are prepared in advance of activities, presentations, and other programs including audiovisual equipment, tables, chairs, and other required materials. Assists with room set up and take down as needed for programs.
8	L	Promotes activities, presentations, and events through press releases, media outreach, website, social media, lobby kiosks, and newsletter.
9	L	Performs other related duties as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. Must be literate in Microsoft Word, Excel, PowerPoint, and Microsoft Outlook.
Experience	Minimum of two years experience in progressively responsible program planning and coordination.
Certifications and Other Requirements	CPR/AED Certification. Possession of a valid driver's license for a minimum of two years with a good driving record. The Town currently designates this job as a "safety-sensitive position." Accordingly, the Town requires satisfactory completion of a drug and alcohol screening as a condition of employment.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and understand reports, letters, correspondence, schedules, budget material and purchase orders.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, letters, flyers, correspondence, schedules and purchase orders.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contacts others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Greeting clients, filing, filling kiosks; preparing rooms for activities;
Sitting	C	Preparing all paperwork.
Walking	F	Touring the building with clients; preparing rooms for activities
Lifting	F	Files; preparing rooms for activities
Carrying	F	Files; preparing rooms for activities
Pushing/Pulling	F	Using pushcart to move supplies for programs and events.
Reaching	F	While doing desk work, filling kiosks, preparing rooms for activities
Handling	F	Paperwork, telephone
Fine Dexterity	N	N/A
Kneeling	R	Filing
Crouching	O	Preparing rooms for activities
Crawling	N	N/A
Bending	O	Filing; preparing rooms for activities
Twisting	F	While doing desk work; preparing rooms for activities
Climbing	N	N/A
Balancing	N	N/A
Vision	C	Reading, computer work
Hearing	C	Communicating with personnel, general public and on the telephone
Talking	C	Communicating with personnel, general public and on the telephone
Foot Controls	F	Driving to deliver Home Delivered Meals

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, telephone, calculator, fax, copier

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

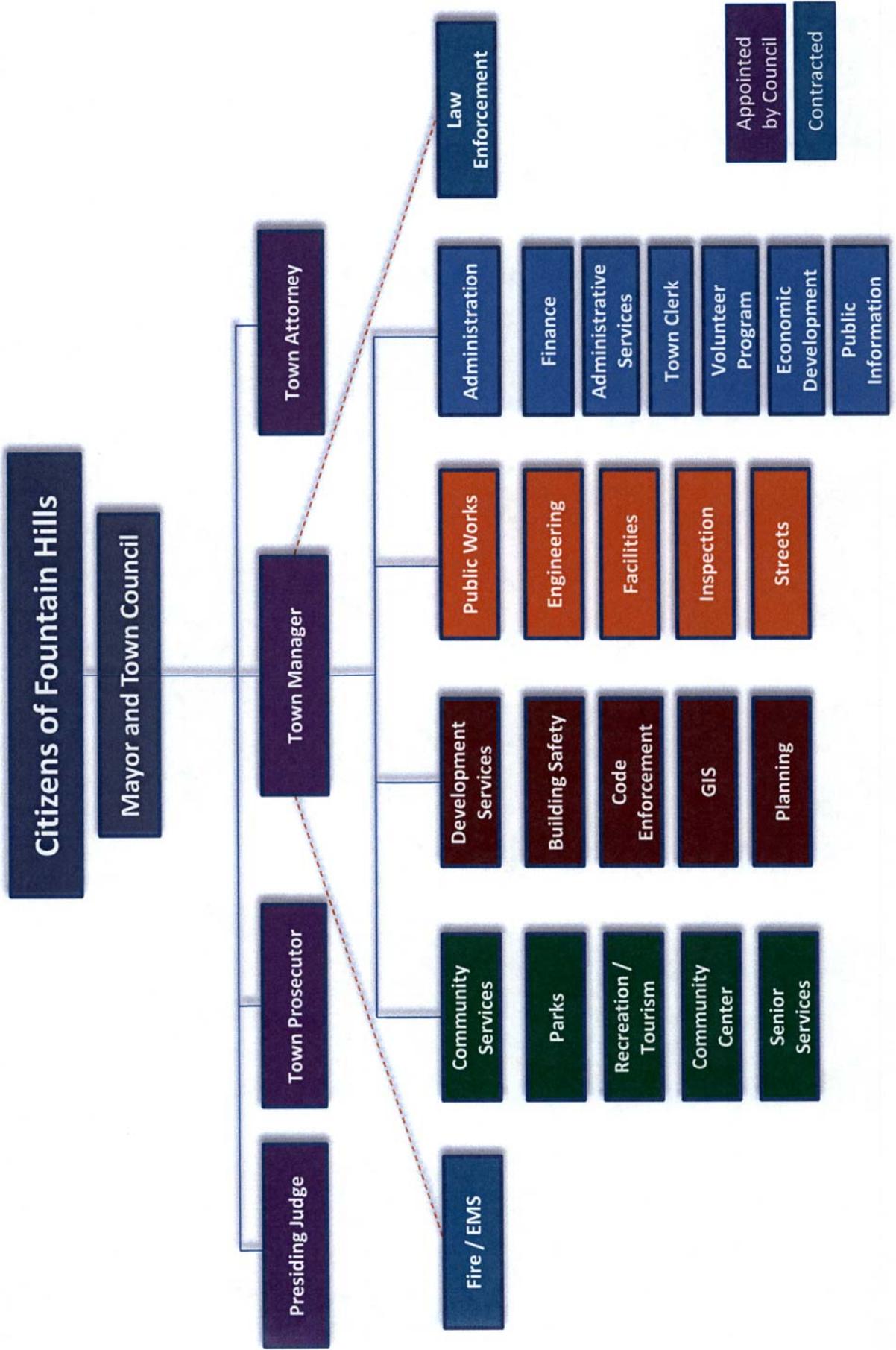
NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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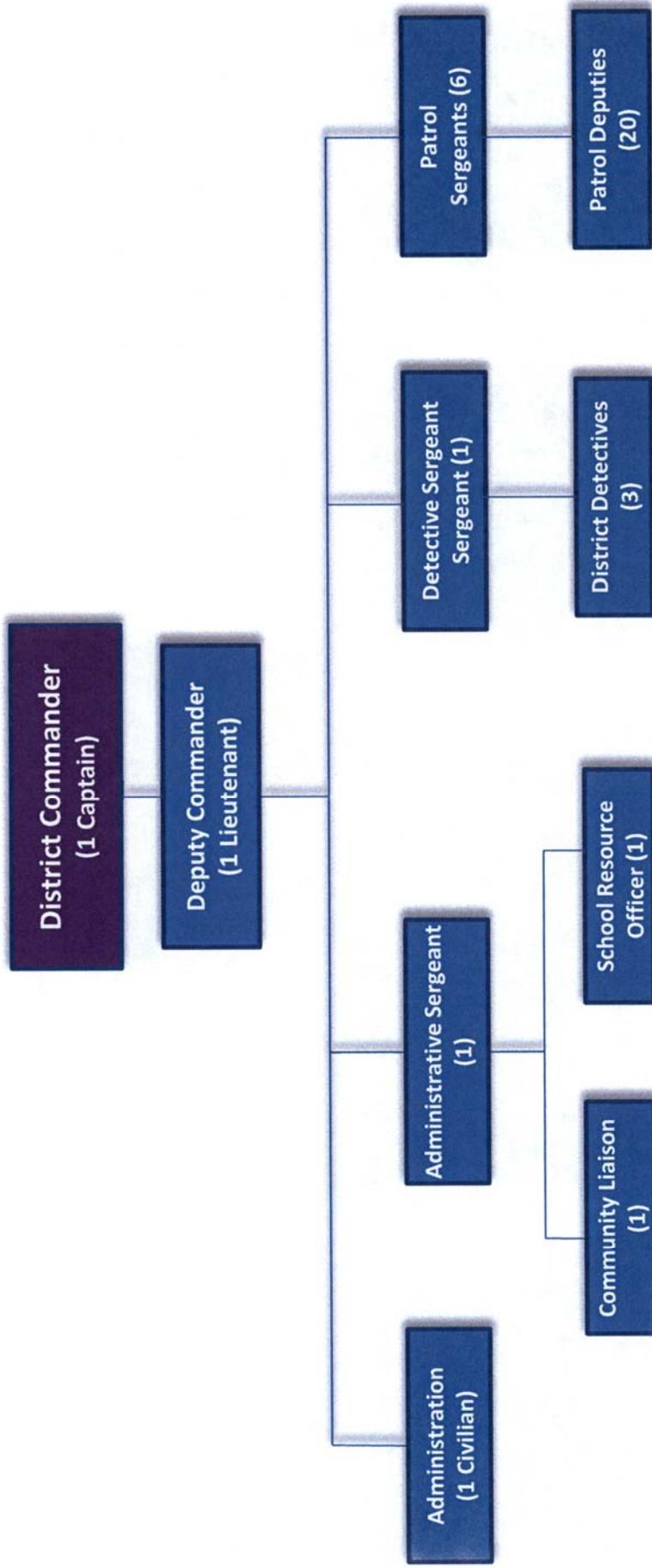
NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	N
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)

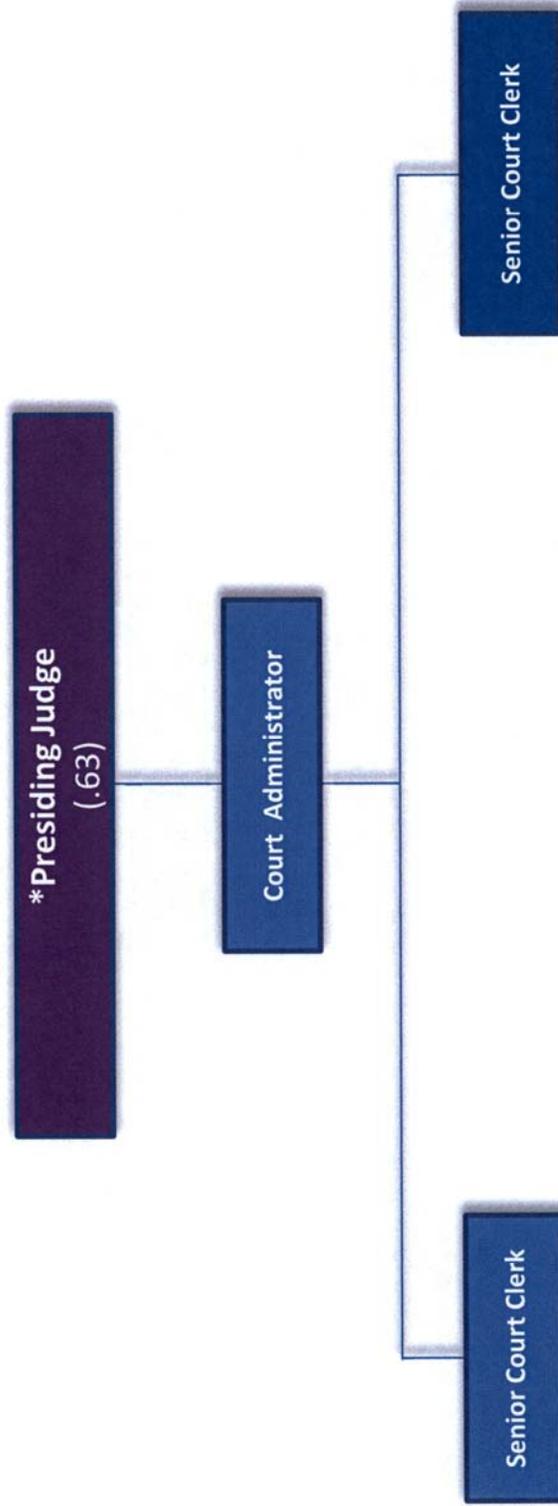
Town of Fountain Hills Organization



LAW ENFORCEMENT



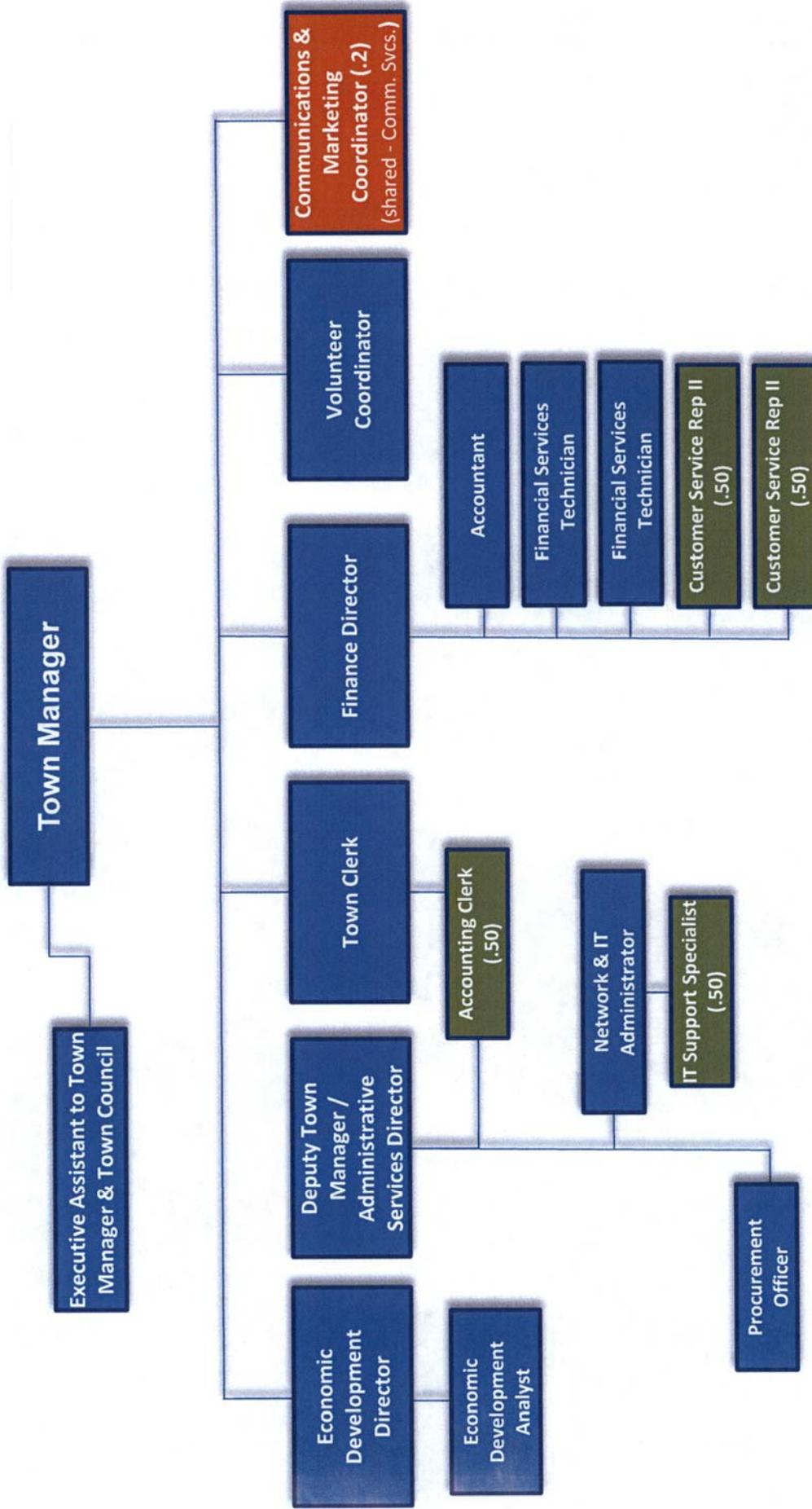
MUNICIPAL COURT



*Part time -
Appointed
by Council

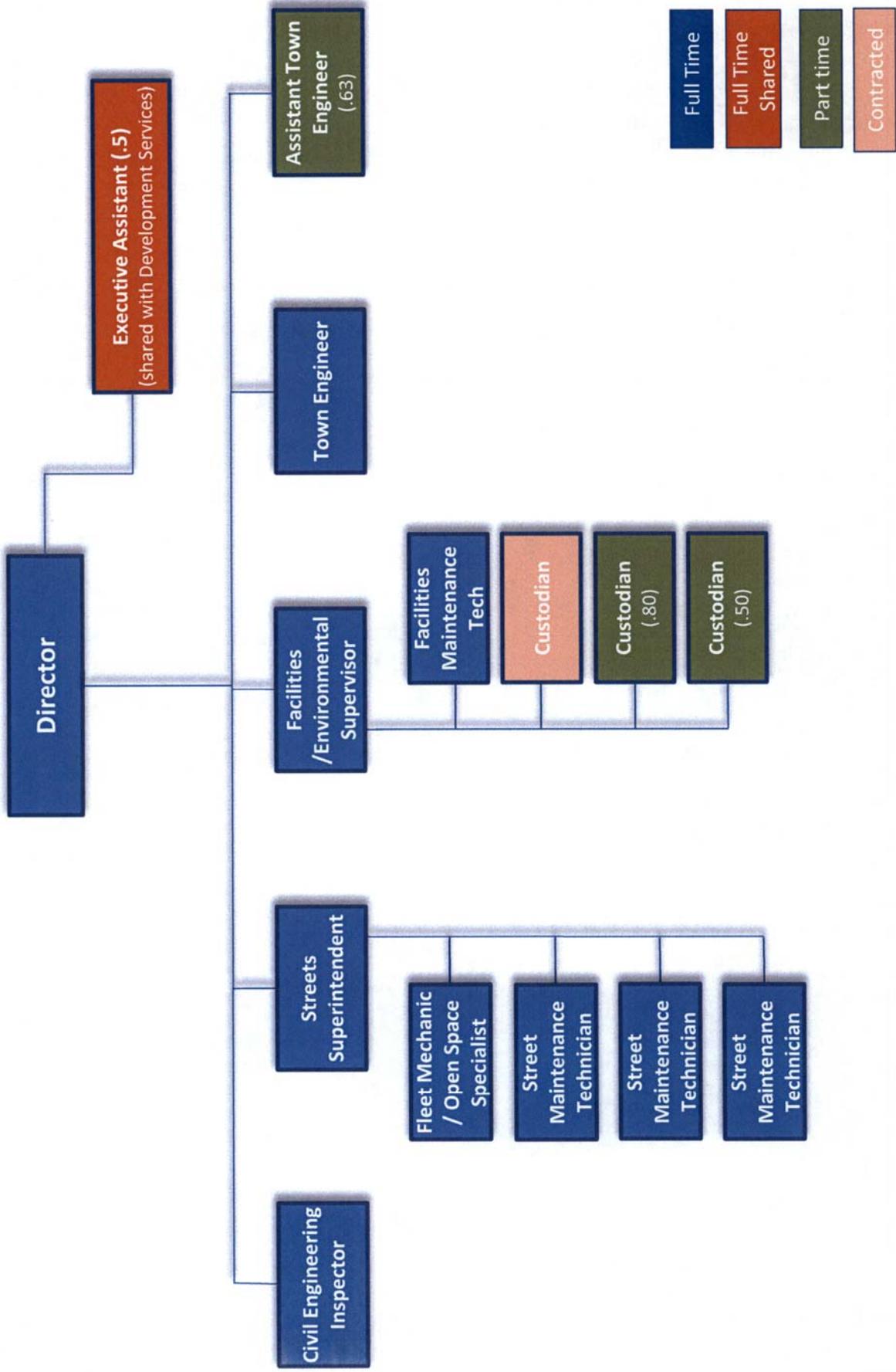
Full Time

ADMINISTRATION DEPARTMENT



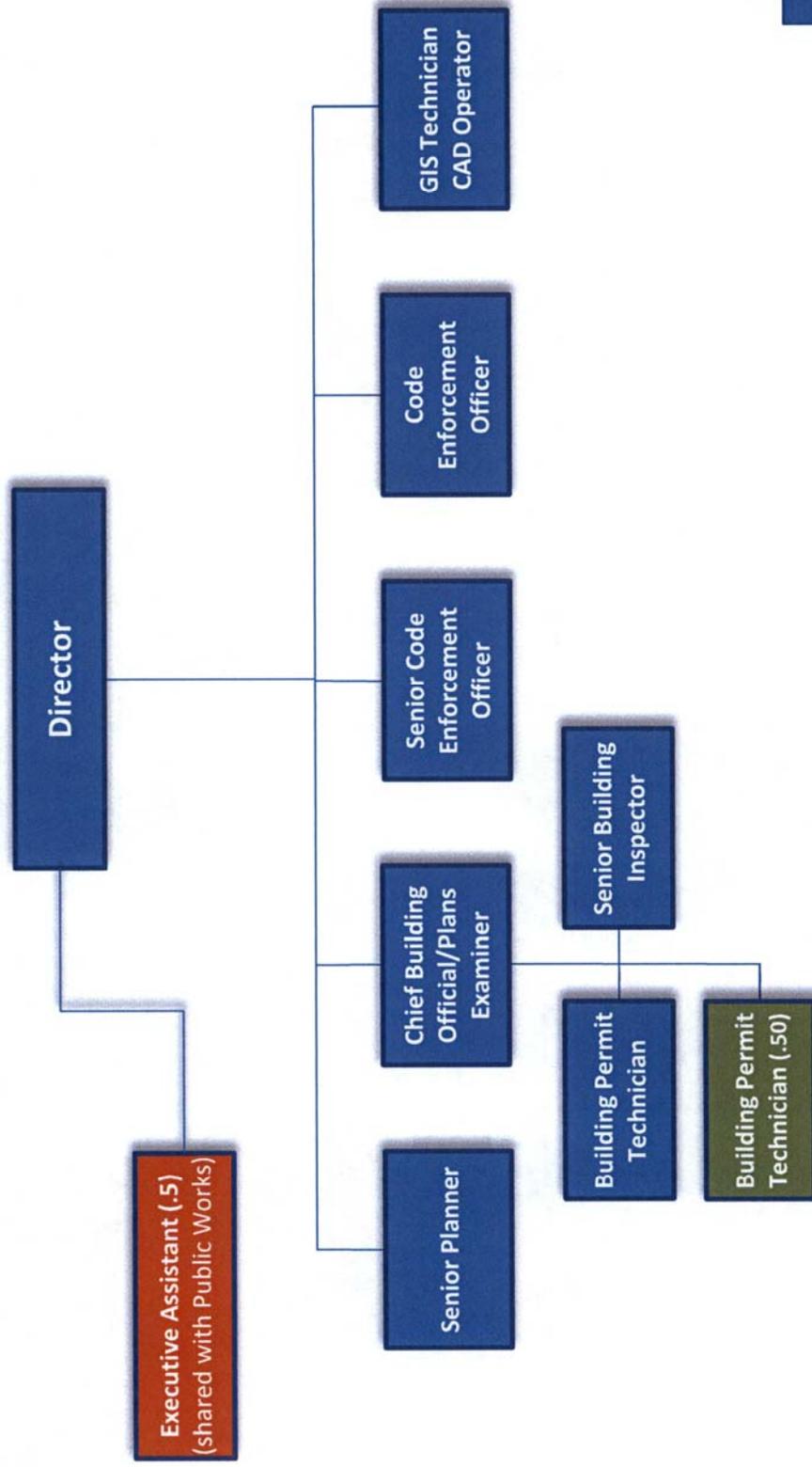
Full Time
Shared
Full Time
Part time

PUBLIC WORKS DEPARTMENT



Full Time
Full Time Shared
Part time
Contracted

DEVELOPMENT SERVICES DEPARTMENT

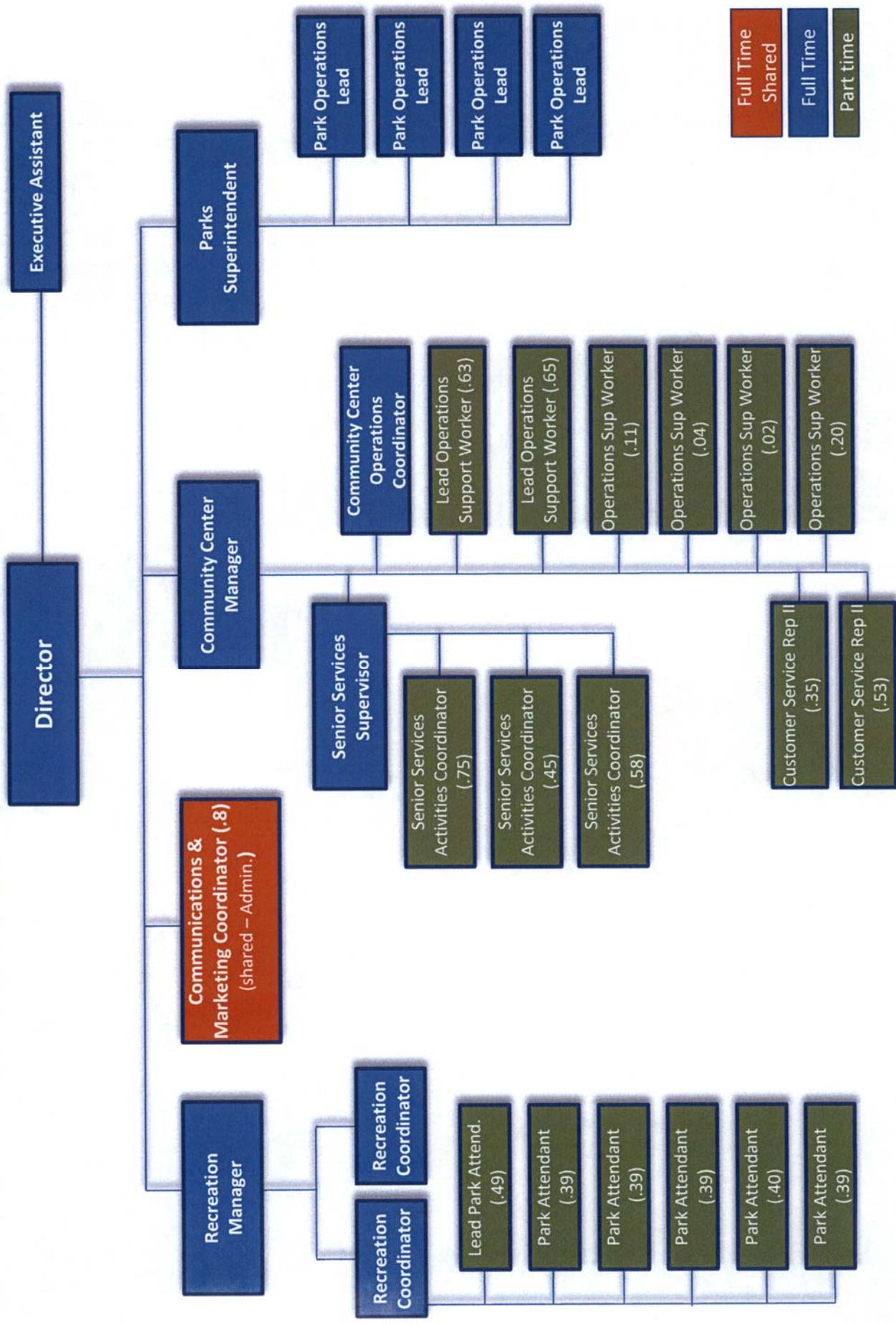


Full Time

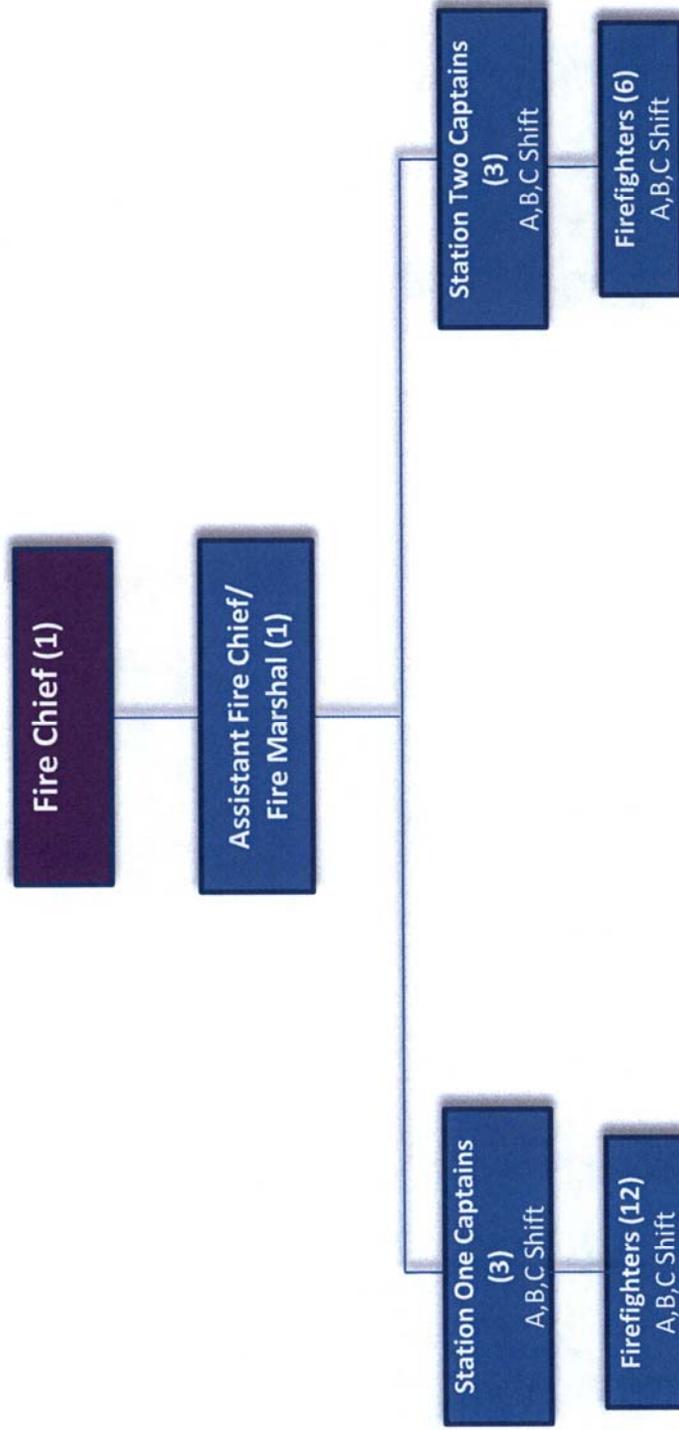
Full Time Shared

Part time

COMMUNITY SERVICES DEPARTMENT



FIRE DEPARTMENT



FY 19-20 PAY PLAN

(July 2019)

Exempt Positions

Position Title	Minimum	Maximum
Deputy Town Manager/Administrative Services Director	\$ 107,100	\$ 153,153
Public Works Director	102,000	145,860
Finance Director	102,000	145,860
Development Services Director	102,000	145,860
Town Clerk	96,900	138,567
Economic Development Director	96,900	138,567
Community Services Director	96,900	138,567
Town Engineer	95,514	136,585
Assistant Town Engineer	81,192	116,105
Court Administrator	79,763	114,061
Chief Building Official/Plans Examiner	70,560	100,901
Recreation Manager	69,702	99,674
Parks Superintendent	69,702	99,674
Community Center Manager	69,702	99,674
Streets Superintendent	69,080	98,784
Senior Planner	68,796	98,378
Network and Information Technology Administrator	64,737	92,574
Procurement Officer	61,140	87,430
Facilities/Environmental Supervisor	60,181	86,059
Events and Operations Supervisor	58,518	83,681
Senior Services Supervisor	58,286	83,349
Executive Assistant to Town Manager/Council	57,876	82,763
Civil Plans Examiner	57,729	82,552
Economic Development Analyst	57,729	82,552
Volunteer Coordinator	53,423	76,395
Senior Code Enforcement Officer	53,423	76,395
Recreation Program Coordinator	53,423	76,395
Operations Coordinator - Community Center	53,423	76,395
Accountant	53,423	76,395
Communications and Marketing Coordinator	53,423	76,395

Non-Exempt Positions

Position Title	Minimum	Maximum
Senior Building Inspector	\$ 28.58	\$ 40.87
Information Technology Support Specialist	27.94	39.95
GIS Technician/CAD Operator	27.27	39.00
Civil Engineer Inspector	23.68	33.86
Executive Assistant	22.23	31.79
Code Enforcement Officer	22.23	31.79
Fleet Mechanic/Open Space-Landscape Specialist	21.68	31.00
Park Operations Lead	21.68	31.00
Facilities Maintenance Technician	20.06	28.69
Building Permit Technician	19.54	27.94
Senior Court Clerk	19.02	27.20
Street Maintenance Technician	19.02	27.20
Court Clerk	18.18	26.00
Financial Services Technician	18.18	26.00
Groundskeeper II	18.18	26.00
Accounting Clerk	17.61	25.18
Customer Service Representative II	17.61	25.18
Senior Services Activities Coordinator	17.22	24.62
Lead Park Attendant	17.22	24.62
Lead Operations Support Worker	17.22	24.62
Customer Service Representative I	15.68	22.42
Operations Support Worker	15.33	21.92
Custodian	14.17	20.26
Park Attendant	14.17	20.26

FY 19-20 PAY PLAN (January 2020)

Exempt Positions

<u>Position Title</u>	<u>Minimum</u>	<u>Maximum</u>
Deputy Town Manager/Administrative Services Director	\$ 108,707	\$ 155,451
Public Works Director	103,530	148,048
Finance Director	103,530	148,048
Development Services Director	103,530	148,048
Town Clerk	98,354	140,646
Economic Development Director	98,354	140,646
Community Services Director	98,354	140,646
Town Engineer	96,947	138,634
Assistant Town Engineer	82,410	117,846
Court Administrator	80,959	115,771
Chief Building Official/Plans Examiner	71,618	102,414
Recreation Manager	70,748	101,170
Parks Superintendent	70,748	101,170
Community Center Manager	70,748	101,170
Streets Superintendent	70,116	100,266
Senior Planner	69,828	99,854
Network and Information Technology Administrator	65,708	93,962
Procurement Officer	62,057	88,742
Facilities/Environmental Supervisor	61,084	87,350
Events and Operations Supervisor	59,396	84,936
Senior Services Supervisor	59,160	84,599
Executive Assistant to Town Manager/Council	58,744	84,004
Civil Plans Examiner	58,595	83,791
Economic Development Analyst	58,595	83,791
Volunteer Coordinator	54,224	77,540
Senior Code Enforcement Officer	54,224	77,540
Recreation Program Coordinator	54,224	77,540
Operations Coordinator - Community Center	54,224	77,540
Accountant	54,224	77,540
Communications and Marketing Coordinator	54,224	77,540

Non-Exempt Positions

<u>Position Title</u>	<u>Minimum</u>	<u>Maximum</u>
Senior Building Inspector	\$ 29.01	\$ 41.48
Information Technology Support Specialist	28.36	40.55
GIS Technician/CAD Operator	27.68	39.58
Civil Engineer Inspector	24.04	34.38
Executive Assistant	22.56	32.26
Code Enforcement Officer	22.56	32.26
Fleet Mechanic/Open Space-Landscape Specialist	22.01	31.47
Park Operations Lead	22.01	31.47
Facilities Maintenance Technician	20.36	29.11
Building Permit Technician	19.83	28.36
Senior Court Clerk	19.31	27.61
Street Maintenance Technician	19.31	27.61
Court Clerk	18.45	26.38
Financial Services Technician	18.45	26.38
Groundskeeper II	18.45	26.38
Accounting Clerk	17.87	25.55
Customer Service Representative II	17.87	25.55
Senior Services Activities Coordinator	17.48	25.00
Lead Park Attendant	17.48	25.00
Lead Operations Support Worker	17.48	25.00
Customer Service Representative I	15.92	22.77
Operations Support Worker	15.56	22.25
Custodian	14.38	20.56
Park Attendant	14.38	20.56

Schedule of Authorized Positions

Position Title	FY 15-16 Authorized FTE	FY 16-17 Authorized FTE	FY 17-18 Authorized FTE	FY 18-19 Authorized FTE	FY 19-20 Proposed FTE
<u>Municipal Court</u>					
Presiding Judge	0.63	0.63	0.63	0.63	0.63
Court Administrator	1.00	1.00	1.00	1.00	1.00
Senior Court Clerk	1.00	1.00	1.00	2.00	2.00
Court Clerk	1.00	1.00	1.00	-	-
Authorized FTE	3.63	3.63	3.63	3.63	3.63

Administration

Town Manager	1.00	1.00	1.00	1.00	1.00
Deputy Town Manager/Administrative Services Dir.	-	-	-	-	1.00
Administrative Services Director	1.00	1.00	1.00	1.00	-
Executive Asst to Town Mgr/Council	1.00	1.00	1.00	1.00	1.00
Town Clerk	1.00	1.00	1.00	1.00	1.00
Volunteer Coordinator	1.00	1.00	1.00	1.00	1.00
Economic Development Analyst	-	-	1.00	1.00	1.00
Economic Development Specialist	1.00	-	-	-	-
Economic Development Director	-	1.00	1.00	1.00	1.00
Communications and Marketing Coordinator	-	-	0.20	0.20	0.20
Information Technology Administrator	1.00	-	-	-	-
Network & Information Technology Administrator	-	1.00	1.00	1.00	1.00
Information Technology Support Specialist	-	-	-	0.50	0.50
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00
Financial Services Technician	1.00	1.00	1.00	2.00	2.00
Procurement Officer	-	-	-	-	1.00
Accounting Clerk	0.63	1.25	1.25	-	0.50
Customer Service Representative II	1.00	1.00	1.00	1.00	1.00
Authorized FTE	11.63	12.25	13.45	13.70	15.20

Public Works

Public Works Director	-	1.00	1.00	1.00	1.00
Civil Engineering Inspector	1.00	1.00	1.00	1.00	1.00
Executive Assistant	-	0.50	0.50	0.50	0.50
Town Engineer	-	-	-	1.00	1.00
Assistant Town Engineer	-	-	-	-	0.63
Facilities/Environmental Supervisor	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	1.00	1.00	1.00	1.00	1.00
Custodian	1.30	1.30	1.30	1.30	1.30
Streets Superintendent	1.00	1.00	1.00	1.00	1.00
Fleet Mechanic/Open Space-Landscape Spec	1.00	1.00	1.00	1.00	1.00
Traffic Signal Technician II	1.00	1.00	1.00	-	-
Street Maintenance Technician	1.00	1.00	1.00	2.00	3.00
Authorized FTE	8.30	9.80	9.80	10.80	12.43

Position - Title	FY 15-16 Authorized FTE	FY 16-17 Authorized FTE	FY 17-18 Authorized FTE	FY 18-19 Authorized FTE	FY 19-20 Proposed FTE
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Development Services

Development Services Director	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	0.50	0.50	0.50	0.50
Town Engineer	1.00	1.00	1.00	-	-

Senior Planner	1.00	1.00	1.00	1.00	1.00
GIS Technician/CAD Operator	1.00	1.00	1.00	1.00	1.00
Senior Code Enforcement Officer	-	-	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	-	-	1.00
Chief Building Official/Plans Examiner	1.00	1.00	1.00	1.00	1.00
Senior Building Inspector	-	-	-	-	1.00
Civil Plans Examiner	-	-	0.50	0.50	-
Building Permit Technician	1.00	1.00	1.50	1.50	1.50

Authorized FTE	8.00	7.50	8.50	7.50	9.00
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Community Services

Community Services Director	1.00	1.00	1.00	1.00	1.00
Recreation Manager	-	-	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	-	-	-
Recreation Program Coordinator	2.00	2.00	2.00	2.00	2.00
Tourism Coordinator	1.00	1.00	-	-	-
Communications and Marketing Coordinator	-	-	0.80	0.80	0.80
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Parks Supervisor	1.00	1.00	1.00	-	-
Parks Superintendent	-	-	-	1.00	1.00
Park Operations Lead	1.00	3.00	3.00	3.00	4.00
Lead Park Attendant	0.49	0.49	0.49	0.49	0.49
Park Attendant	1.96	1.96	1.96	1.96	1.96
Groundskeeper	3.00	1.00	-	-	-
Groundskeeper II	-	-	1.00	1.00	-
Customer Service Representative II	-	-	-	0.88	0.88
Customer Service Representative I	0.88	0.88	0.88	-	-
Community Center Manager	-	-	1.00	1.00	1.00
Events & Operations Supervisor - CC	1.00	1.00	-	-	-
Operations Coordinator - Community Center	1.00	1.00	1.00	1.00	1.00
Operations Support Worker	1.65	1.65	1.65	0.37	0.37
Lead Operations Support Worker	-	-	-	1.28	1.28
Senior Services Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Services Activities Coordinator	0.58	0.58	0.58	0.58	1.78
Home Delivered Meals Coordinator	0.75	0.75	0.75	0.75	-
Senior Services Activities Assistant	0.45	0.45	0.45	0.45	-

Authorized FTE	20.76	20.76	20.56	20.56	20.56
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Total Authorized FTE	<u>52.32</u>	<u>53.94</u>	<u>55.94</u>	<u>56.19</u>	<u>60.82</u>
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EXHIBIT C
TO
RESOLUTION 2019-26

[2019-20 Comprehensive Fee Schedule]

See following pages.

Description	Proposed Fee FY19-20
MISCELLANEOUS FEES	
Services	
Notarization	\$2.00 per signature
Affix Town Seal	\$2.00 each
Faxing Service - Local Only	\$2.00 First Page, \$.50 Each Additional Page
Faxing Service - Long Distance	\$3.00 First Page, \$.50 Each Additional Page
Email Document Service	\$0.00
Returned Check Fee	\$30.00
Incoming Wire Transfer Fee	\$35.00
ActiveNet Transaction Fee	\$2.50 per transaction
Convenience Fee - credit card payment	\$3.00 per transaction
Art Commission	20% of selling price
Campaign Fees	
Pro/Con Argument Fee	\$100.00
Campaign Finance - Late Filing Fee	\$10.00 per business day (per ARS 16-918)
Copies - Non - Commercial	
Photocopies (B&W) 8 1/2 x 11	\$.25 per page
Photocopies (B&W) 8 1/2 x 14	\$.30 per page
Photocopies (B&W) 11 x 17	\$.40 per page
Photocopies (Color) 8 1/2 x 11	\$.50 per page
Photocopies (Color) 8 1/2 x 14	\$.60 per page
Photocopies (Color) 11 x 17	\$.70 per page
Copies - Commercial	
Photocopies (B&W) 8 1/2 x 11	\$.50 per page
Photocopies (B&W) 8 1/2 x 14	\$.60 per page
Photocopies (B&W) 11 x 17	\$.80 per page
Photocopies (Color) 8 1/2 x 11	\$1.00 per page
Photocopies (Color) 8 1/2 x 14	\$1.20 per page
Photocopies (Color) 11 x 17	\$1.40 per page
Documents (CD Only)	
Town Code	\$25.00 each
Zoning Ordinances	\$25.00 each
Subdivision Code	\$25.00 each
CAFR (Annual Financial Report)	\$25.00 each
Annual Budget	\$25.00 each
Land Use Analysis	\$25.00 each
Council Meeting	\$25.00 each
Other Materials	\$25.00 each
Reports	
License Report (Non - Commercial Use)	\$25.00 (CD or hard copy)
License Report (Commercial Use)	\$50.00 (CD or hard copy)
Adopt A Street	
Fee, per sign	\$30.00

Description	Proposed Fee FY19-20
MISCELLANEOUS FEES (CONT.)	
Maps	
8 1/2" x 11" (B&W)	\$0.50
8 1/2" x 11" (Color)	\$2.00
8 1/2" x 11" (Photo)	\$3.00
11" x 17" Street/Index Map "Typical" (B&W)	\$6.00
11" x 17" Street/Index Map "Typical" (Color)	\$8.00
11" x 17" Aerial Site Plan (Photo)	\$20.00
24" x 36" Custom Map (B&W)	\$20.00
24" x 36" Custom Map (Color)	\$30.00
36" x 36" Bldg/Plat/Zoning Map (B&W)	\$30.00
36" x 36" Bldg/Plat/Zoning Map (Color)	\$40.00
60" x 60" Street/Bldg/Develop/Plat/Plot (B&W)	\$50.00
60" x 60" Street/Bldg/Develop/Plat/Plot (Color)	\$80.00
Map Book	\$25.00
DOG LICENSE	
Non - neutered dog	\$0.00
Spayed/Neutered dog	\$0.00
Over 65 with neutered dog	\$0.00
Service Dog	\$0.00
Replacement Dog Tag	\$0.00
Late fee neutered dog (per month)	\$0.00
Late fee non - neutered dog (per month)	\$0.00
BUSINESS LICENSE FEES	
Providers of services, wholesalers and manufacturers with a fixed place of business within the town limits	\$50.00/application and first year fee - non-refundable
Retail merchants, restaurants, bars, contractors and renters of real and personal property with a fixed place of business within the town limits and persons engaging in the sale of real estate	\$50.00/application and first year fee - non-refundable
Wholesalers, manufacturers and providers of services without a fixed place of business within the town	\$50.00/application and first year fee - non-refundable
Retail merchants, etc. (as above) without a fixed place of business within the town limits	\$50.00/application and first year fee - non-refundable
Annual renewal fee for business within the town	\$35.00 - non-refundable
Annual renewal fee for business without a fixed place of business within the town limits	\$50.00 - non-refundable
Late fee for renewal of business license fee	25% of renewal fee
Penalty for operating a business without a license	\$100.00

Description	Proposed Fee FY19-20
<i>BUSINESS LICENSE FEES (CONT.)</i>	
Peddlers, solicitors and mobile merchants	\$250.00/calendar quarter or fraction thereof - non-refundable
Peddler investigation fee (per person)	\$41.00 - non-refundable
Promoters of entertainments, circuses, bazaars, etc., who receive a percentage of receipts or other consideration for their services. Each such promoter shall also obtain liability insurance of a minimum of \$1 million naming the Town as insured	\$100.00/week
Animal Show	\$100.00/week
Circus Parade Only	\$50.00/day
Handbill Distributor	\$10.00/day
Amusement Company, such as ferris wheel, merry-go-round, etc., not part of a circus. Tent Show. Wrestling Exhibition. Road Show. Carnival or Circus.	\$100.00/day
Practice of palmistry, phrenology, astrology, fortune telling, mind reading, clairvoyancy, magic or any healing practices not licensed by the State of Arizona, or any similar calling without a fixed place	\$50.00/day
Duplicate Business License	\$10.00 - non-refundable
Verification of License Letter	\$10.00 - non-refundable
<i>FALSE ALARM SERVICE CHARGES (PER CALENDAR YEAR)</i>	
First and second	None
Third	\$50.00
Fourth	\$75.00
Fifth and Sixth	\$100.00
Seventh or more	\$200.00 each
<i>ALARM SYSTEM LICENSE PERMIT</i>	
License fee	\$25.00/annually - non-refundable
<i>WIRELESS COMMUNICATIONS (CELL TOWER ON TOWN PROPERTY)</i>	
Lease Agreement Application Fee, each location	\$250.00, per location - non-refundable
Amendments to Cell Tower Lease Agreements	\$250.00, per location - non-refundable
Small Cell Wireless Facilities: (all fees are non-refundable)	
ROW Use Fee	\$50.00/year x number of small wireless facilities
Authority utility pole attachment	\$50.00/year per utility pole attachment
Small Wireless Facilities (SWF) collocation	\$100.00 per SWF up to five
Small Wireless Facilities (SWF) collocation	\$50.00 for SWF over five
Batched applications for up to 25 SWF's	\$100.00 per SWF up to five (at \$100 each) (\$500 maximum fee)
Batched applications for up to 25 SWF's	\$50.00 per SWF 6 - 20 sites (\$1,000 maximum fee)
Applications for new, replacement or modified utility poles NOT subject to zoning review	Not to Exceed \$750.00
Applications for new, replacement or modified utility poles and collocation of wireless facilities subject to zoning review	Not to Exceed \$1,000.00

Description	Proposed Fee FY19-20
SPECIAL EVENT PERMITS	
Special Event Permits - Food/Event Vendors	
Application Fee - Local (Fountain Hills) Business	\$100.00 - non-refundable
Application Fee - Non-Local Business	\$350.00 - non-refundable
Special Event Permits - Business	
Application Fee - Business (If submitted at least 60 days prior to the event date)	\$100.00 - non-refundable
Application Fee - If submitted 59 days or less prior to the event date	\$300.00 - non-refundable
Permit Fee	\$50.00 per day (not to exceed \$400.00)
Special Event Permits - Non-Profit	
Application Fee - Charitable Organization (If submitted at least 60 days prior to the event date)	\$50.00 - non-refundable
Application Fee - If submitted 59 days or less prior to the event date	\$200.00 - non-refundable
Permit Fee	\$25.00 per day (not to exceed \$200.00)
Special Event Permits - Extra Fees	
Special Event Liquor Application Fee	See alcohol license application fees - non-refundable
Utility Fees	Actual cost of usage
Park/Open Space Fees, including Amphitheater, Avenue of the Fountains Plaza, Great Lawn, Centennial Circle and other lawns - Event with less than 5,000 attendance	\$2,500.00/day
Park/Open Space Fees, including Amphitheater, Avenue of the Fountains Plaza, Great Lawn, Centennial Circle and other lawns - Event with more than 5,000 attendance	\$3,500.00/day
Special Event Permits - Deposit Fees	
Events with less than 1,000 attendance	\$500.00
Events with 1,000 - 1,999 attendance	\$1,000.00
Events with 2,000 - 5,000 attendance	\$2,500.00
Events with over 5,000 attendance	\$5,000.00
Special Event Permit Fees - Road Closure Admin Fees	
Events with less than 1,000 attendance	\$500.00
Events with 1,000 - 1,999 attendance	\$750.00
Events with 2,000 - 5,000 attendance	\$1,000.00
Events with over 5,000 attendance	\$1,500.00
Special Event Permit Fees - Vendor Compliance Fine	
First time penalty	\$250.00
Recurring penalty	\$750.00
Film permit application	\$50.00 non-refundable

Description	Proposed Fee FY19-20
ALCOHOL LICENSE APPLICATION	
Person Transfer Fee	\$150.00 - non-refundable
Location Transfer Fee	\$150.00 - non-refundable
Probate/Will Assignment/Divorce Decree	\$150.00 - non-refundable
Extension of Premise	\$50.00 - non-refundable
Sampling Permit	\$50.00 - non-refundable
Acquisition of Control/Restructure/Agent Change	\$100.00 - non-refundable
Initial/Interim Application Fee	
01 - In State Producer	\$500.00 - non-refundable
02 - Out of State Producer	\$500.00 - non-refundable
03 - Domestic Microbrewery	\$500.00 - non-refundable
04 - In State Wholesaler	\$500.00 - non-refundable
05 - Government	\$500.00 - non-refundable
06 - Bar, All Spirituous Liquors	\$500.00 - non-refundable
07 - Beer & Wine Bar	\$500.00 - non-refundable
08 - Conveyance	\$500.00 - non-refundable
09 - Liquor Store	\$500.00 - non-refundable
10 - Beer & Wine Store	\$500.00 - non-refundable
11 - Hotel/Motel	\$500.00 - non-refundable
12 - Restaurant	\$500.00 - non-refundable
13 - Domestic Farm Winery	\$500.00 - non-refundable
14 - Private Club	
15 - Special Event	\$25.00 - non-refundable
16 - Wine Festival/Wine Fair	\$25.00 - non-refundable
ADULT ORIENTED BUSINESS LICENSE	
Application Fee - Business	\$500.00 - non-refundable
Application Fee - Provider	\$100.00 - non-refundable
Application Fee - Manager	\$100.00 - non-refundable
Application Fee - Employee (per person)	\$50.00 - non-refundable
License Fee - annual - Business	\$200.00 - non-refundable
License Fee - annual - Provider	\$100.00 - non-refundable
License Fee - annual - Manager	\$100.00 - non-refundable
CABLE LICENSE	
Initial License Application	\$2,500.00 - non-refundable
Transfer of ownership	\$2,000.00 - non-refundable
License modification, pursuant to 47 USC Sec 545	\$2,500.00 - non-refundable
Other License modification	up to \$2000.00 - non-refundable
License fee - quarterly	5% of gross receipts
Late fee (afeeter 30 days)	5% plus interest of 1 1/2% per month

Description	Proposed Fee FY19-20
EXCAVATIONS/IN - LIEU FEES	
Base fee (per excavation)	\$250.00 plus:
Trench cut fees:	
Newly paved or overlaid 0 - 1 yrs.	\$55.00 per lineal feet
Newly paved or overlaid 1 - 2 yrs.	\$45.00 per lineal feet
Newly paved or overlaid 2 - 3 yrs.	\$35.00 per lineal feet
Newly paved or overlaid 3 - 4 yrs.	\$25.00 per lineal feet
Newly paved or overlaid 4 - 5 yrs.	\$15.00 per lineal feet
Newly paved or overlaid 5 - 6 yrs.	\$10.00 per lineal feet
Slurry or chip sealed 0 - 2 years	\$4.00 per lineal feet
Pavement replacement greater than 300 feet in	\$2.50 per square yard
Utility Pit fees:	
Newly paved or overlaid 0 - 1 yrs.	\$5.00 per square feet
Newly paved or overlaid 1 - 2 yrs.	\$4.50 per square feet
Newly paved or overlaid 2 - 3 yrs.	\$3.50 per square feet
Newly paved or overlaid 3 - 4 yrs.	\$2.50 per square feet
Newly paved or overlaid 4 - 5 yrs.	\$1.50 per square feet
Newly paved or overlaid 5 - 6 yrs.	\$1.00 per square feet
Slurry or chip sealed 0 - 2 years	\$5.00 per square feet
Adjustment (MH, valve, monument, etc.)	\$500.00 each
Striping	\$.55 per linear feet
Lane Markers	\$150.00 each
Stop Bars	\$2.50 per square feet
Crosswalks	\$.79 per square feet
RPMs	\$7.00 each
Seal-Coat	\$2.00 per square yard
ENCROACHMENT/ENGINEERING PERMITS	
Base Permit Fee	\$70.00 - non-refundable
2"/6" Paving A.C.	\$.35 per square yard
1" Paving - Overlay or Top Course	\$.15 per square yard
1" ABC or Select Subbase	\$.05 per square yard
Permanent Barricading	\$25.00 each
Guard Rail/Hand Rail	\$.20 per linear feet
Survey Monuments	\$10.00 each
Concrete Aprons	\$15.00 each
Scuppers	\$15.00 each
Review for Adjustments MH, etc.	\$10.00 each
4" Paving - PC Concrete	\$.22 per square yard
Decorative Sidewalk or Paving	\$.30 per linear feet
Sidewalk & Bike path	\$.30 per linear feet
Curb & Gutter	\$.20 per linear feet
Valley Gutter	\$.50 per linear feet
Sign (regulator, street etc.)	\$5.00 each
Pavement Cuts	\$2.00 per linear feet
Driveway/Driveway Modifications	\$30.00 each
Utility, Water Line, Sewer Line Trench	\$.15 per linear feet
Drywells (maxwell or similar)	\$100.00 each
Storm Drain Pipe	\$2.00 per linear feet
Catch Basins, Headwells	\$50.00 each

Description	Proposed Fee FY19-20
ENCROACHMENT/ENGINEERING PERMITS (CONT.)	
Cutoff Walls	\$.35 per linear feet
Slope Protection	\$.30 per square yard
Rip Rap	\$.90 square feet
Retaining Wall	\$1.53 per linear feet
Cut/Fill (Materials Moved)	\$.40 per cubic yard
Box Culverts	5% of attached estimate
Miscellaneous	5% of attached estimate
Landscaping	5% of attached estimate
Irrigation	5% of attached estimate
Lighting	5% of attached estimate
Grading	5% of attached estimate
Utility Splice/Repair Pits (outside pvmt)	\$2.00 square feet (minimum \$50.00)
Other	5% of attached estimate
In Lieu Payments	Calculated for cuts greater than 300 feet in length - per MAG section 336
Traffic Control Plan Review	\$200.00
Engineering Plan Review Fee	\$350.00 per sheet
Failure to obtain an Encroachment Permit	\$200.00
Failure to obtain a Final Inspection	\$100.00
Reinspection Fee	\$150.00
Investigation Fee for Work Done Without Permit	\$250.00 or the permit fee, whichever is greater, but not to exceed \$2,500.00 for every day or a portion of a day from the time unpermitted work began until a permit is obtained
Oversize/Overweight Vehicle Permit	\$210.00
Haul Route Permit (greater than or equal to 500 cubic yards)	\$210.00
Failure to barricade or improper barricading	Up to \$1,000.00
Permit Extension	\$50.00
Penalty for work w/o permit	50% of Permit Fee
Minimum Plan Review	\$70.00 per hour (1 - hour Minimum)
ENVIRONMENTAL FEE	
Environmental fee:	
per residential solid waste account	\$3.00 per month per parcel; billed \$36.00 annually
per multifamily solid waste account (with a range for number of units)	to be determined
commercial solid waste accounts (license fee and/or cost per commercial account)	to be determined
late fee for paying the environmental fee	\$5.00 per month up to a maximum of \$35.

Description	Proposed Fee FY19-20
DEVELOPMENT SERVICES FEES	
Easement or Right-of-Way Abandonment	\$350.00
Hillside Protection Reconfiguration and/or Replacement of Hillside Protection Easement	\$350.00
Revocation Administrative Fee	\$300.00
Engineering Plan Review Fee	\$350.00 per sheet
Final Plat Improvement:	
Plan Checking	\$350.00 per sheet (includes 2nd and 3rd reviews)
Except water and sewer plans	\$175.00 per sheet (includes 2nd and 3rd reviews)
Water and sewer plans only	\$200.00 per sheet with corrections (4th+ reviews); \$75.00 per sheet for addendums (changes made after approval).
Engineering Report/Calculations Review Fee (Drainage, Environmental, Traffic, Structural, Water, Sewer, etc.)	\$350.00 per report
New/Address Change	\$25.00
DEVELOPMENT FEES	
Single Family Residential	\$1,601.00
Multi - Family Residential	\$1,601.00/dwelling
Commercial	\$0.243/square feet
Office	\$0.243/square feet
Hotel	\$0.243/square feet
Industrial	\$0.243/square feet
Fee Detail (From Above)	
Park & Recreation	
Residential (1)	\$1,301.00/dwelling
Fire and Emergency	
Residential (1)	\$300.00/dwelling
Non - Residential (2)	\$0.243/square feet
<i>(1) Residential includes single and multi - family dwelling units</i>	
<i>(2) Non - residential includes commercial and industrial square footage</i>	

Description	Proposed Fee FY19-20
PLANNING & ZONING FEES	
Administrative Use Permit/Grand Opening Sign	\$25.00
Appeal of a Decision by the Zoning Administrator	\$1,000.00 plus notification *^
Area Specific Plans and amendments	\$3,000.00 plus \$ 100.00 per acre ^
Comprehensive Sign Plans and amendments	\$200.00
Commercial/Industrial/Multi-Family Site Plan Review	\$500.00 plus \$200.00 for every 5,000 square feet or portion thereof ^
Condominium Plats	\$1,500.00 plus \$50.00 per unit ^
Continuance at Applicant Request	\$250.00
Cut & Fill Waiver	\$300.00
Development Agreements	\$5,000.00 plus \$100 per acre or portion thereof
Development Agreements - Amendment	\$5,000.00
Final Plats	\$1,500.00 plus \$ 50.00 per lot, unit or tract ^
General Plan Amendments	Minor \$ 3,000.00 plus \$ 100.00 per acre ^
	Major \$ 5,000.00 plus \$ 100.00 per acre ^
Hillside Protection Easement (HPE)	\$20.00 + applicable recording fees
Land Disturbance Fee	\$10.00 per square feet plus revegetation
Landscape Plan Review	\$420.00 plus \$ 2,500.00 refundable deposit **
Public notice in Newspaper	actual newspaper posting cost plus \$10.00 processing
Notification fee	\$5.00 per mailing label plus actual newspaper posting cost plus \$10.00 processing.
Ordinances (Text Amendments)	\$2,000.00 plus notification *
Planned Area Developments (PAD)	\$2,000.00 plus \$100.00 per acre or portion thereof plus notification *
Planned Area Developments (PAD) - Amendment	\$2,000.00
Planned Unit Developments (PUD)	\$2,000.00 plus \$100.00 per acre or portion thereof plus notification *
Planned Unit Developments (PUD) - Amendment	\$2,000.00
Plat Abandonments	\$500.00 ^
Preliminary Plats	\$2,000.00 plus \$50.00 per lot, unit or tract^
Recording Fees (<i>subject to change without notice</i>)	\$10.00 plus actual cost
Replats (lot joins, lot divisions, lot line adjustments)	\$500.00 up to three lots, more than 3 lots use Final Plat fees ^
Rezoning (Map)	\$2,000.00 plus \$100.00 per acre or portion thereof plus notification *^
Saguaro Cactus Permit	\$90.00
Special Use Permits and amendments	\$500.00 plus notification *^ - non-refundable
Temporary Use Permits	\$200.00 plus notification * - non-refundable
Temporary Visitor Permit (RV Parking):	\$25.00
Time Extension Fee	\$100.00
Tract Housing	\$500.00 per Standard Plan + \$100 per
Variances	\$1,000.00 plus \$300.00 for each additional variance
Zoning Verification Letter	\$200.00
*\$5.00 per mailing label plus actual newspaper posting cost plus \$10.00 processing.	
**Deposit required for Certificate of Occupancy (C of O) if landscaping is not installed; refundable upon landscaping approval by Town within six (6) months.	

^All fees include up to 3 reviews by staff. Any additional reviews will be subject to an additional fee equal to 25% of the original fee. The "recording fee" is per Maricopa County's Fee Schedule and is, therefore, subject to change.

Description	Proposed Fee FY19-20
BUILDING PERMIT/PLAN CHECK – SINGLE FAMILY RESIDENTIAL	
Single Family Homes (Includes Permit and Plan Review)	
Livable Area with A/C	\$.75 square feet
Covered Area: Garage and/or Patio (non A/C)	\$.45 square feet
Single Family Addition Area non A/C	\$.75 square feet \$.45 square feet
Single Family Remodel Area non A/C	\$.23 square feet \$.14 square feet
Specialized Permits (Includes Permit and Plan Review)	
Solar Photovoltaic	\$140.00
Fence Walls	\$70.00 plus \$.15 LF (Linear Footage)
Retaining Walls	\$70.00 plus \$1.53 LF (Linear Footage)
Pools & Spas Attached	\$290.00 plus \$.90 square feet
Stand Alone Spas	\$235.00
Landscape Plan Review	\$420.00 plus \$ 2,500.00 refundable deposit **
Miscellaneous Permits (Plan Review Fee Extra)	
One Discipline Permit	\$70.00 (building, plumbing, electrical or
Combination Permit	\$210.00
Miscellaneous Plan Review	
Minimum Plan Review	\$70.00 per hour (1 - hour Minimum)
Revisions to Approved Plans	\$70.00 per hour (1 - hour Minimum)
Over the Counter Permits (No Plan Review Fee Required)	
Plumbing - Water heater replacement/solar (minor)	\$70.00
Mechanical - HVAC replacement (minor)	\$70.00
Electrical - panel repair (minor)	\$70.00
Demolition (minor)	\$120.00
Plan Review Add On (After 3rd Review)	50% of Bldg Permit/Plan Review Fee
Reinspection Fee	\$150.00 per Trip
Plan copies 24x36	\$3.00 per page - B&W \$5.00 per page - Color
Permit Extensions - Residential new	\$400.00
Permit Extensions - Residential remodel only (If Town has all records and within current Code cycle)	\$100.00
Refund for cancelled Single Family Home permit	35% of building permit fee paid - request must be made within 180 days of original payment
Penalty for failure to obtain a building permit	50% of Bldg Permit/Plan Review Fee

Description	Proposed Fee FY19-20
BUILDING PERMIT/PLAN CHECK - COMMERCIAL	
Commercial Building Permit (Includes Permit and Plan Review)	
Area with A/C	\$.75 square feet
Covered Area (non A/C)	\$.45 square feet
Commercial Building Addition	
Area with A/C	\$.75 square feet
Covered Area (non - A/C)	\$.45 square feet
Commercial Remodel (Existing)	
Area with A/C	\$145.00 plus \$.23 square feet
Covered Area (non - A/C)	\$145.00 plus \$.14 square feet
Shell Only for Commercial & Multi - Family	
Area with A/C	\$205.00 plus \$.50 square feet
Covered Area (non - A/C)	\$70.00 plus \$.45 square feet
Commercial Tenant Improvement	
Area with A/C	\$145.00 plus \$.23 square feet
Covered Area (non - A/C)	\$145.00 plus \$.14 square feet
Apartments/Condominiums	
Livable Area with A/C	\$.75 square feet
Covered Area (non - A/C)	\$.45 square feet
Apartments/Condominiums with 4 or more units & recurring floor plans (0 -100,000 livable square feet)	
Livable Area with A/C	\$.60 square feet
Covered Area (non - A/C)	\$.37 square feet
Apartments/Condominiums with 4 or more units & recurring floor plans (Over 100,000 livable square feet)	
Livable Area with A/C	\$.53 square feet
Covered Area (non - A/C)	\$.33 square feet
Specialized Permits (Includes Permit and Plan Review)	
Solar Photovoltaic	\$140.00
Fence Walls	\$70.00 plus \$.15 Lf (Linear Footage)
Retaining Walls	\$70.00 plus \$1.53 LF (Linear Footage)
Pools & Spas Attached	\$290.00 plus \$.90 square feet
Stand Alone Spas	\$235.00
Landscape Plan Review	\$420.00 plus \$ 2,500.00 refundable deposit **
**Deposit required for Certificate of Occupancy (C of O) if landscaping is not installed; refundable upon landscaping approval by Town within six (6) months.	

Description	Proposed Fee FY19-20
BUILDING PERMIT/PLAN CHECK – COMMERCIAL (CONT.)	
Miscellaneous Permits (Plan Review Fee is Separate)	
Minimum Permit (one discipline)	\$70.00 (or \$210.00 for building, plumbing, electrical and mechanical)
Minimum Combination (all disciplines)	\$210.00
Sign Permit, less than 32 square feet (Face	\$50.00 per sign
Sign Permit, greater than 32 square feet (Face Replacement Only)	\$100.00 per sign
Sign Permit, less than 32 square feet (New)	\$190.00 per sign
Sign Permit, greater than 32 square feet (New)	\$240.00 per sign
Miscellaneous Plan Review	
Minimum Plan Review	\$70.00 per hour (1 - hour Minimum)
Revisions to Approved Plans	\$70.00 per hour (1 - hour Minimum)
Over the Counter Permits (No Plan Review Fee Required)	
Plumbing - Water heater replacement/solar (minor)	\$70.00
Mechanical - HVAC replacement (minor)	\$70.00
Electrical - panel repair (minor)	\$70.00
Demolition (minor)	\$120.00
Plan Review Add On (Afeeter 3rd Review)	50% of Bldg Permit/Plan Review Fee
Reinspection Fee	\$150.00 per trip
Permit Extensions - Commercial new construction only (If Town has all records and within current Code cycle)	\$400.00
Permit Extensions - Commercial remodel only (If Town has all records and within current Code cycle)	\$100.00
Penalty for failure to obtain a building permit	50% of Bldg Permit/Plan Review Fee
Refund for cancelled Commercial Building permit (must be done in writing)	35% of building permit fee paid - request must be made within 180 days of original payment
Appeal of Decision by Building Official/Fire Marshall	\$1,000.00 plus notification *^
*\$5.00 per mailing label plus actual newspaper posting cost plus \$10.00 processing.	
^All fees include up to 3 reviews by staff. Any additional reviews will be subject to an additional fee equal to 25% of the original fee. The "recording fee" is per Maricopa County's Fee Schedule and is, therefore, subject to change.	

Description	Proposed Fee FY19-20
<i>FIRE SAFETY FEES</i>	
Residential Automatic Sprinkler System Plan Review/Inspection	\$.05 square feet (minimum \$25.00)
Commercial Automatic Sprinkler System Plan Review/Inspection	\$.10 square feet (minimum \$50.00)
Commercial Auto Sprinkler System Modification Plan Review/Inspection	\$75.00
Commercial Hood System Plan Review/Inspection	\$100.00
Commercial Fire Alarm System Plan Review/Inspection	\$100.00
Commercial Fire Alarm System Modification Plan Review/Inspection	\$50.00
Residential LPG Installation Review/Inspection	\$50.00
Annual Adult Residential Group Care Inspection	\$100.00 per year
Annual Commercial Fire Inspection Fee	\$0.00
Tent Permit Fee (any tent over 200 square feet & any canopy over 400 square feet)	\$100.00
Reinspection Fee (beyond one re-check)	\$150.00 per trip
<i>ABATEMENT FEES</i>	
Inspection fee	\$70.00 per hour (1 - hour minimum)
Reinspection fee	\$150.00 per trip
<i>PARK FACILITY RENTALS</i>	
Park Rental Fees - Resident/Organization ⁽¹⁾	
Small Ramada - 2 hour minimum	Per Hour \$10.00
Medium Ramada - 2 hour minimum	\$15.00
Large Ramada - 2 hour minimum	\$20.00
Meeting Rooms 2 hour minimum	\$10.00
Multi-Purpose Fields - 2 hour minimum	\$15.00
Tennis Courts - 90 minute reservation	\$5.00 without lighting
Tennis Courts - 90 minute reservation	\$7.00 with lighting
Open Park space, including Amphitheater, Avenue of the Fountains Plaza, Great Lawn, Centennial Circle and other lawns	\$400.00/half day (4 hours or less) \$750.00/full day (over 4 hours)
⁽¹⁾ 10% wedding discount when combined with Community Center Rental	

Description	Proposed Fee FY19-20
PARK FACILITY RENTALS (CONT.)	
Park Rental Fee Extras	
Power Distribution Box Rental Fee & Deposit	\$15.00/box per day; \$100.00 deposit per box and power cable
Athletic Field Lights (2 hour minimum)	\$10.00 per hour
Athletic Field - Prep & Bases	\$25.00 per field
Alcohol Permit with Park Reservation	\$10.00 for 50 Consuming Adults - non-refundable
Fountain Operation	\$265.00 Per Half - Hour
Staff (2 hour minimum)	\$21.00 - \$38.00 Per Hour
Park Rental Fees - Non-Resident/ Commercial Per Hour	
Small Ramada - 2 hour minimum	\$15.00
Medium Ramada - 2 hour minimum	\$22.50
Large Ramada - 2 hour minimum	\$30.00
Meeting Rooms - 2 hour minimum	\$15.00
Multi-Purpose Fields - 2 hour minimum	\$22.50
Tennis Courts - 90 minute reservation	\$10.00 without lights
Tennis Courts - 90 minute reservation	\$14.00 with lights
Open Park space, including Amphitheater, Avenue of	\$750.00/half day (4 hours or less)
the Fountains Plaza, Great Lawn, Centennial Circle	\$1,400.00/full day (over 4 hours)
and other lawns	
⁽¹⁾ 10% wedding discount when combined with Community Center Rental	
Park Rental Fee Extras	
Power Distribution Box Rental Fee & Deposit	\$15.00/box per day; \$100.00 deposit per box and power cable

Legal - Exhibit C - Comprehensive Fee Schedule FY19-20.xlsx

Athletic Field Lights - 2 hour minimum	\$10.00 per hour
Athletic Field - Prep & Bases	\$25.00 per field
Alcohol Permit with Park Reservation	\$10.00 for 50 Consuming Adults - non-refundable
Fountain Operation	\$265.00 Per Half - Hour
Staff - 2 hour minimum	\$21.00 - \$38.00 Per Hour
Recreation Fees	
Program Cancellation Fee	\$10.00
Description	Proposed Fee FY19-20
COMMUNITY CENTER RENTALS	
Community Center Rental - Resident/ Organization (Tier 2) ⁽²⁾	Per Hour
Any Meeting Room - 2 hour minimum	\$17.00
One Ballroom (30 - 90 people) Minimum 4 hours	\$36.00
Two Ballrooms *(91 - 160 people) Minimum 4 hours	\$72.00
Three Ballrooms*(161 - 250 people) Minimum 4 hours	\$108.00
Grand Ballroom *(251 - 450 people) Minimum 4 hours	\$144.00
Lobby ⁽²⁾	Per Hour
4 hour minimum	\$34.00
Grand Ballroom & Lobby ⁽²⁾	
All Day Rate (Monday - Thursday 7:00 am to Midnight)	\$1,760.00
All Day Rate (Friday - Saturday 7:00 am to Midnight)	\$2,200.00
Weekend Rates: Friday & Saturday ⁽²⁾	Weekend Rates: Friday-Sunday
Ballroom 3 (includes patio access and views)* 4 hour minimum	Per Hour \$41.00

Ballroom 4 (includes patio access and views)	
4 hour minimum	\$41.00
Tier 2 Groups meeting 6 or More Times per Year:	
4 hour minimum with contract	50% of Resident/Non-Profit rate
*Ballroom 3 not available as a standalone rental	
⁽²⁾ 10% wedding discount when combined with a Park Rental	
Description	Proposed Fee FY19-20
COMMUNITY CENTER RENTALS (CONT.)	
Community Center Rental - Non-Resident/ Commercial (Tier 3) ⁽²⁾	Per Hour
Any Meeting Room	\$39.00
One Ballroom (30-90 people)	
4 hour minimum	\$83.00
Two Ballrooms *(91 - 160 people)	
4 hour minimum	\$166.00
Three Ballrooms*(161 - 250 people)	
4 hour minimum	\$249.00
Grand Ballroom *(251 - 450 people)	
4 hour minimum	\$332.00
Lobby ⁽²⁾	
4 hour minimum	\$69.00
Grand Ballroom & Lobby ⁽²⁾	
All Day Rate (Monday - Thursday 7:00 am to	\$4,400.00
All Day Rate (Friday - Saturday 7:00 am to Midnight)	\$5,500.00
Weekend Rates: Friday & Saturday ⁽²⁾	Weekend Rates: Friday-Sunday
Ballroom 3 (includes patio access and views)*	Per Hour
4 hour minimum	\$124.00
Ballroom 4 (includes patio access and views)	
4 hour minimum	\$124.00
Tier 3 Groups meeting 6 or More Times per Year:	
4 hour minimum with contract	50% of Non-Resident/Commercial Rate
*Ballroom 3 not available as a standalone rental	
⁽²⁾ 10% wedding discount when combined with a Park Rental	

Description	Proposed Fee FY19-20
COMMUNITY CENTER RENTALS (CONT.)	
Community Center Extra Service Fees - Resident/Non-Profit	
Video Projector - Note Vission 3,000 Lumens	\$40.00
Overhead Projector	\$15.00
Slide Projector	\$15.00
27" TV	\$15.00
Flat Screen TV	\$25.00
TV/VCR (or DVD)	\$0.00
VCR or DVD Player	\$10.00
Small Screen	\$5.00
Large Screen (8' x 10')	\$10.00
Large Screen Border	\$15.00
Ping Pong Table	\$15.00 per rental
Internet Access	
Hard Wire	\$125 per day
Sound Reinforcement	
Wireless Microphones	\$5.00
Speaker Table (Includes Mixing Board)	\$15.00 each
Conference Phone	\$10.00
Portable Sound System (Includes Mixing Board and/or Portable Speaker)	\$25.00
CD Player	\$10.00
Electricity (per booth)	
110 V	\$15.00
220 V	\$40.00
Other	
Easel	\$5.00
Papers & Markers	\$10.00
Portable White Board	\$5.00
Walker Display Board	\$5.00
Items for Sale	
25' Extension Cord	\$15.00 each
Power Strip	\$15.00 each
Masking Tape	\$5.00 per roll
Miscellaneous	
Dance Floor - per 3' x 3' parquet square	\$3.00
Staging 6' x 8" section	\$5.00
Piano - Tuning Extra	
Upright	\$25.00
Grand	\$50.00
Coffee Service	\$5.00 per 8 cup pack

Description	Proposed Fee FY19-20
COMMUNITY CENTER RENTALS (CONT.)	
Community Center Extra Service Fees - Non - Resident/Commercial	
Video Projector - Note Vission 3,000 Lumens	\$75.00
Overhead Projector	\$30.00
Slide Projector	\$30.00
27" TV	\$30.00
Large Flat Panel Monitor	\$50.00
Flat Screen TV	\$50.00
VCR or DVD Player	\$20.00
Small Screen	\$10.00
Large Screen (8' x 10')	\$20.00
Large Screen Border	\$30.00
Ping Pong Table	\$30.00 per rental
Internet Access	
Hard Wire	\$125.00 per day
Sound Reinforcement	
Wireless Microphones	\$15.00
Speaker Table (Includes Mixing Board)	\$15.00 each
Conference Phone	\$20.00
Portable Sound System (Includes Mixing	\$50.00
CD Player	\$20.00
Electricity (per booth)	
110 V	\$25.00
220 V	\$75.00
Other	
Easel	\$10.00
Papers & Markers	\$20.00
Portable White Board	\$10.00
Walker Display Board	\$10.00
Items for Sale	
25' Extension Cord	\$15.00 each
Power Strip	\$15.00 each
Masking Tape	\$5.00 each
Miscellaneous	
Dance Floor - Per 3' x 3' parquet square	\$5.00
Staging 6' x 8" section	\$10.00
Piano - Tuning Extra	
Upright	\$50.00
Grand	\$100.00
Coffee Service	\$5.00 per (10) 8oz cup pack
Portable Bar	\$50.00
Labor Charges	\$25/hour
NOTE: All Rentals Are Subject To Applicable Arizona Sales Taxes	
Description	
Proposed Fee FY19-20	
SENIOR SERVICES ANNUAL MEMBERSHIP FEES (CALENDAR YEAR)	

Legal - Exhibit C - Comprehensive Fee Schedule FY19-20.xlsx

Resident	\$20.00
Non - Resident	\$30.00
COURT FEES	
Non-Sufficient Funds (checks returned to Court)	\$30.00 per check
Public Defender	Actual costs for appointed attorney
Jail Reimbursement	Actual costs billed by County for jail time served
Jury Costs (assessed if jury trial canceled within five days of trial)	Actual administrative costs
Civil Traffic Default	\$50.00 per defaulted charge
Warrant	\$50.00 per warrant issued
Diversion Program Rescheduling	\$25.00
Court Clerk	\$17.00
Court User	\$30.00 per charge, plus surcharges
Public Records Search	\$2.00 per name
Copies	\$0.50 per page
Certified Copies	\$17.00
Copies of CDs	\$17.00
NOTE: Court fees are subject to change throughout the fiscal year in accordance with State Law and Arizona Supreme Court Rules.	