

RESOLUTION NO. 2026-15

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS, MARICOPA COUNTY, ARIZONA, ADOPTING AND ESTABLISHING THE 2026-27 BUDGET IMPLEMENTATION POLICY AND APPROVING THE TOWN ORGANIZATION CHARTS, THE 2026-27 PAY PLANS, THE SCHEDULE OF AUTHORIZED POSITIONS, THE EMPLOYEE JOB DESCRIPTIONS, AND THE 2026-27 COMPREHENSIVE FEE SCHEDULE

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 monies by monitoring expenditures, has determined it necessary to adopt a budget implementation policy for the fiscal year 2026-27 Town Budget (the “2026-27 Budget Implementation Policy”) governing the expenditures within the fiscal year 2026-27 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.

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

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

SECTION 2. The Town Council hereby adopts the 2026-27 Budget Implementation Policy substantially in 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 2026-27 Pay Plans, (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 2026-27 Comprehensive Fee Schedule, effective July 1, 2026, 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, this 2nd day of June, 2026.

FOR THE TOWN OF FOUNTAIN HILLS:

ATTESTED TO:

Mayor

Town Clerk

REVIEWED BY:

APPROVED AS TO FORM:

Town Manager

Town Attorney

EXHIBIT A
TO
RESOLUTION NO. 2026-15

[2026-27 Budget Implementation Policy]
See following pages

TOWN OF FOUNTAIN HILLS

2026-27 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 within the Capital Improvement Plan.
 - C. “Contingency” is a budget appropriation used for unforeseen, emergency, or critical needs when current budget appropriations are inadequate and revenues are adequate to support.
 - D. “Fund(s)” is a fiscal and accounting mechanism with a self-balancing set of accounts to record the receipt, use, and/or transfer of financial resources.
2. Transfer of budget authority.
 - A. Transfers within a Fund. After adoption of the fiscal budget by the Town Council, any Budget Unit may reprogram budget authority within the Budget Unit’s line items. Budget Units will be controlled by bottom line total only. Transfers between General Fund Budget Units are allowed with the approval of the Department Director, Chief Financial Officer, and Town Manager. Transfers of Contingency from the General Government Department more than the Town Manager’s purchasing authority must also be approved by the Town Council according to Section 10. A report on each transfer will be approved by the Department Director and submitted to the Finance Division through the financial accounting system for processing.
 - B. Transfers between Funds. After adoption of the fiscal budget by the Town Council, any transfer of budget authority between Funds will require approval from the Town Council according to the standards set forth in ARS §42-17106.
 - C. Reprogramming of Payroll Expenses. No budget authority may be reprogrammed to or from the “payroll expenses” section (5000 series Object Codes) 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, and the Town Manager will notify the Finance Division of approved transfers of budget authority to or from the “payroll expenses” section of the budget.

- D. Reprogramming of Capital Expenditures. No budget authority may be reprogrammed to or from the “capital expenditures” section (8000 series Object Codes) of the Budget Unit’s adopted budget without consultation with, and approval by, the Town Manager and 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 budget authority.
- 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 approval, and 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 budget, the Finance Division shall notify the Budget Unit, in writing, that the budget 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 of in the budget for the balance of the fiscal year or to request additional budget authority as set forth in Subsection 3(C) below.
- C. Requests for Additional Budget Authority. When additional budget authority is requested, the Finance Division and Town Manager must concur before the Budget Unit may use the additional budget authority. If the additional budget authority requires a transfer between Funds, the recommendation shall be forwarded to the Town Council for approval. Any Budget Unit that has exceeded its budget shall submit an expenditure reduction program to the Town Manager through the Finance Division as part of any request for additional budget authority. 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 use of existing budget authority, shall adhere to the Town of Fountain Hills Financial Policies, Amended and Restated May 5, 2020, or the most recent version of later-adopted editions of such financial policies.
5. Fiscal Priorities. The 2026-27 budget is intended to implement the Town Council's top fiscal priorities. The Council has provided directions to staff at various public meetings and workshops throughout the budget process before the adoption of the tentative and final budgets for the upcoming year.
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 an 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 the Administrative Services division, and Administrative Services will review job description and salary information prior to forwarding information to the Town Manager. The Town Manager will review and make a recommendation to the Town Council to either approve or deny the request.
 - (3) Intergovernmental agreements, grants, or other agreements 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 2026-27 Authorized Positions. The following lists position revisions:

Salary and/or Job Description Reclassifications:

- Executive Assistant to the Town Manager and Town Council / Deputy Town Clerk to Executive Assistant to the Town Manager and Town Council.
- GIS Technician/CAD Operator to GIS Specialist/CAD Operator
- Community Services Executive Assistant to Community Services Administrative Assistant

Added Positions:

- 0 full-time equivalent (FTE) (No FTE change) - Firefighter Recruit at an hourly salary range of \$25.95 - \$29.06
- 0 full-time equivalent (FTE) (No FTE change) – 3 Battalion Safety Officers from existing Firefighters at an hourly salary range of \$32.73 - \$46.80
- 1.0 FTE Firefighter at an hourly salary range of \$22.06 - \$31.55
- 0.5 FTE Groundskeeper I at an hourly salary range of \$22.94 - \$32.80
- 1.0 FTE Deputy Town Clerk at an annual salary range of \$92,861 - \$132,791

Other Changes:

- Minor edits to several job descriptions
- Chief Technology Administrator re-range

The Schedule of Authorized Positions, Pay Plan, organization charts and updated job descriptions are attached as Exhibit B to the Town Council Resolution that adopts this Policy (Resolution 2026-15).

7. Hiring Freeze. There is no hiring freeze in effect for FY 2026-27, 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, 2026, as follows:

- A. Individual Salaries. All Town of Fountain Hills employees, except those with individual employment contracts, shall receive a 3.8% increase beginning with the first full pay period after July 1, 2026. In the case of individual employment contracts, the terms of the contract will be administered.
 - B. Pay Ranges. The pay ranges for all exempt & non-exempt employees are increased by 3.8% effective with the first full pay period after July 1, 2026.
 - 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 minimum range 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 included as Exhibit C to the Town Council Resolution that adopts this Policy (Resolution 2026-15) and authorizes the fees for fiscal year 2026-27. 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.
10. Contingency Appropriation. The purpose of a Contingency appropriation is to maintain a reserve of budget authority from which specific amounts can be transferred after adoption of the annual budget to cover unforeseen, emergency, or critical needs if there are sufficient revenues to do so. Contingency appropriations will be established within the General Government Department for general purposes or in other Funds reserved for specific issues. All requests for the use of the 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 the transfer from Contingency appropriations.
11. Budget Adoption. This budget is being adopted by the Town Council at the Fund level. 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.
12. Recurring Goods and Services. The Town Council approves certain recurring materials or services in review of the budget each year in accordance with Town Code 3-3-5, which allows the Town Manager to approve contracts for those materials and services without further Council approval. Accordingly, the Town Council approved the specific following recurring materials and services within the fiscal year 2026-27 budget:

General Fund - Multiple Departments

- Environmental Program Services - Public Works Department
 - Wash & Dam Maintenance - \$450,000
 - Street Sweeping - \$135,920
 - Municipal Separate Storm Sewer System (MS4) Professional Fees - \$103,000
- Landscaping Services for Parks and Facilities - Community Services and Public Works Departments - \$363,439

Streets Fund - Public Works Department

- Pavement Management Program - \$6,000,000
- Other Streets Maintenance and Repairs (including road striping, signage and concrete repairs) - \$320,910
- Traffic signals - \$80,000
- Landscaping Services for Street Medians and Rights of Way - \$346,619

13. Vehicles/Equipment and Capital Projects. The Town Council approves budget authority to purchase vehicles/equipment and to complete capital projects as part of the fiscal year 2026-27 budget. Town Council approvals of budgeted capital projects are recorded as either “Green Light” or “Yellow Light” projects during the budget process. All Council-approved projects categorized as “Green Light” projects during final budget adoption within the Capital Improvement Plan will be fully authorized by Council to move forward to completion in accordance with Section 3-3-7 of Town Code, including vendor contracts and project expenditures. Town staff will seek subsequent Council approval only for substantial modifications to project scope or cost. For this fiscal year 2026-27 Budget Implementation Policy, “...substantial modifications to project scope or cost...” is defined as any increase higher than the Town Manager’s purchasing authority. Further, Council approval of “Yellow Light” projects includes approval of budget authority for each project and requires Town staff to obtain Council approval for vendor contracts, as applicable, and project costs in accordance with Section 3-3-7 of Town Code. During the fiscal year, requests for vehicles/equipment and capital expenditures are subject to the conditions below.

- A. Requests between \$10,001 and \$50,000. Vehicle/equipment requests and capital expenditure requests (8000 series Object Codes) must be approved by the Chief Financial Officer and the Town Manager. Approval is required when using existing budget authority or requesting additional budget authority. Requests shall be made in writing to the Chief Financial Officer and the Town Manager. The Town Manager shall either approve, deny or refer the item to the Town Council.
- B. Requests over \$50,000. All additional budget authority requests for vehicles/equipment and capital expenditure that exceed \$50,000, regardless of the funding source, must be submitted to the Finance Division and Town Manager for review. If the Town Manager recommends the request, it will

be submitted to the Town Council for approval.

The Town Council designated the following capital projects as “Green Light” in the fiscal year 2026-27 final budget:

Community Services Department

- Skyview Park (Final Construction) - \$1,400,000
- Fountain Park Lake Liner (Design) - \$1,000,000
- Sierra Madre Park (Design) - \$600,000
- Fountain Park Bollard Light Replacement - \$300,000
- Desert Vista Pump House (Multi-Year 2 of 2) - \$300,000
- Four Peaks Electrical Building (Multi-Year 2 of 2) - \$200,000
- Fountain Park Ramadas (Multi-Year 2 of 2) - \$200,000
- Fountain Park Turf Reduction, Grade and Drainage - \$75,000
- Golden Eagle Park – Pump House and Storage (Design) - \$75,000
- Community Center – Turf Improvement and Fitness Area (Multi-Year 1 of 2) - \$50,000

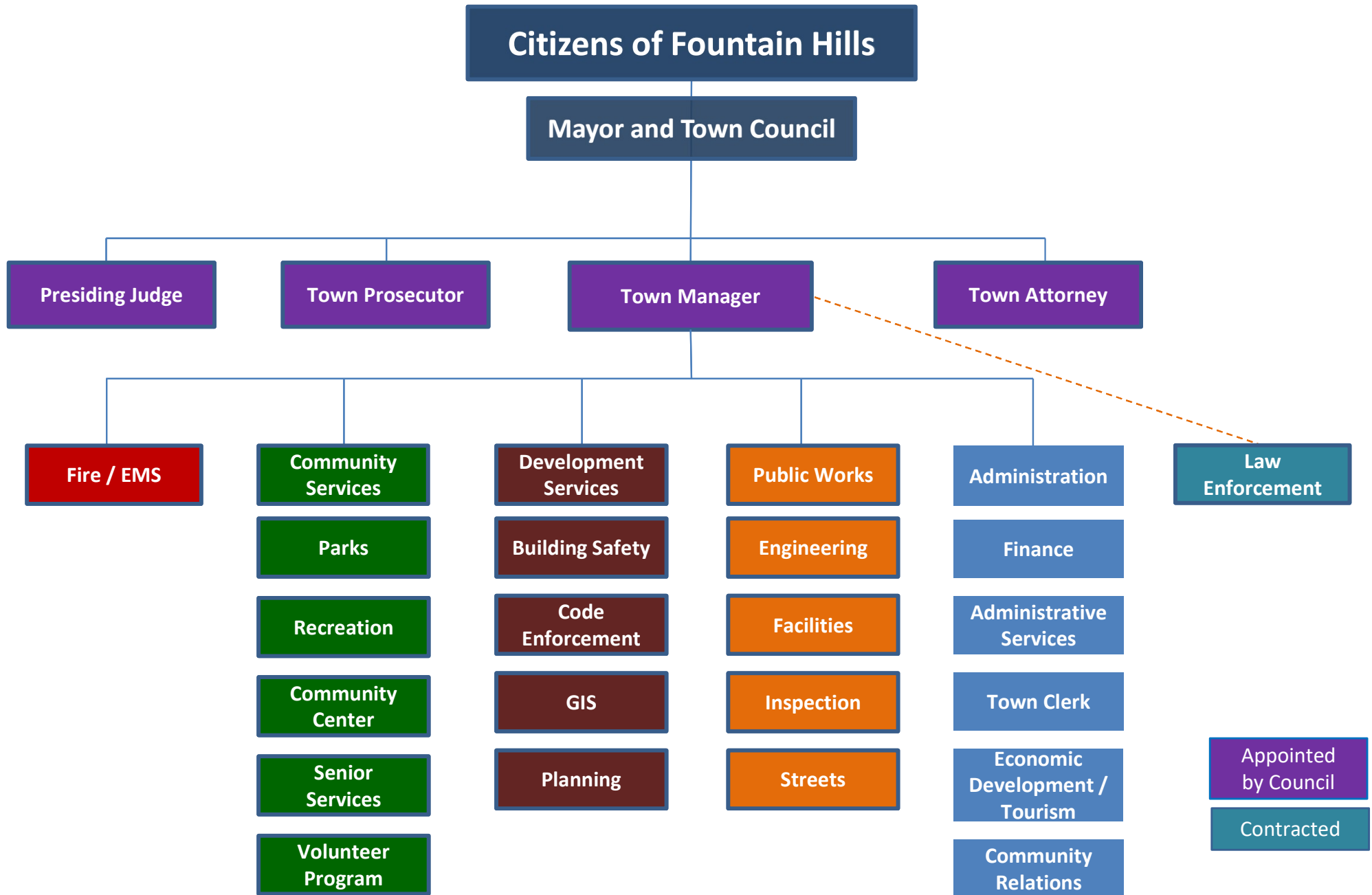
Public Works Department

- Downtown Streetscapes Improvements (Multi-Year 2 of 5) - \$2,003,000
- Shea Blvd Widening (Carryover budget) - \$1,000,000
- Town Hall Campus Buildings – Roof Rehabilitation - \$500,000
- Library/Museum/Community Center Air Handler Upgrades - \$400,000
- Sidewalk Infill and Design (Ongoing Program) - \$325,000
- Golden Eagle Impoundment Area Improvements – Phase II - \$325,000
- Ashbrook Wash Slope Stabilization (Multi-year 1 of 3) - \$250,000
- Pedestrian Marked Crosswalks (Ongoing Program) - \$150,000
- Dam Sediment Removal and Improvements (Ongoing Program) - \$100,000
- Guardrail replacement Town-wide (Ongoing Program) - \$50,000

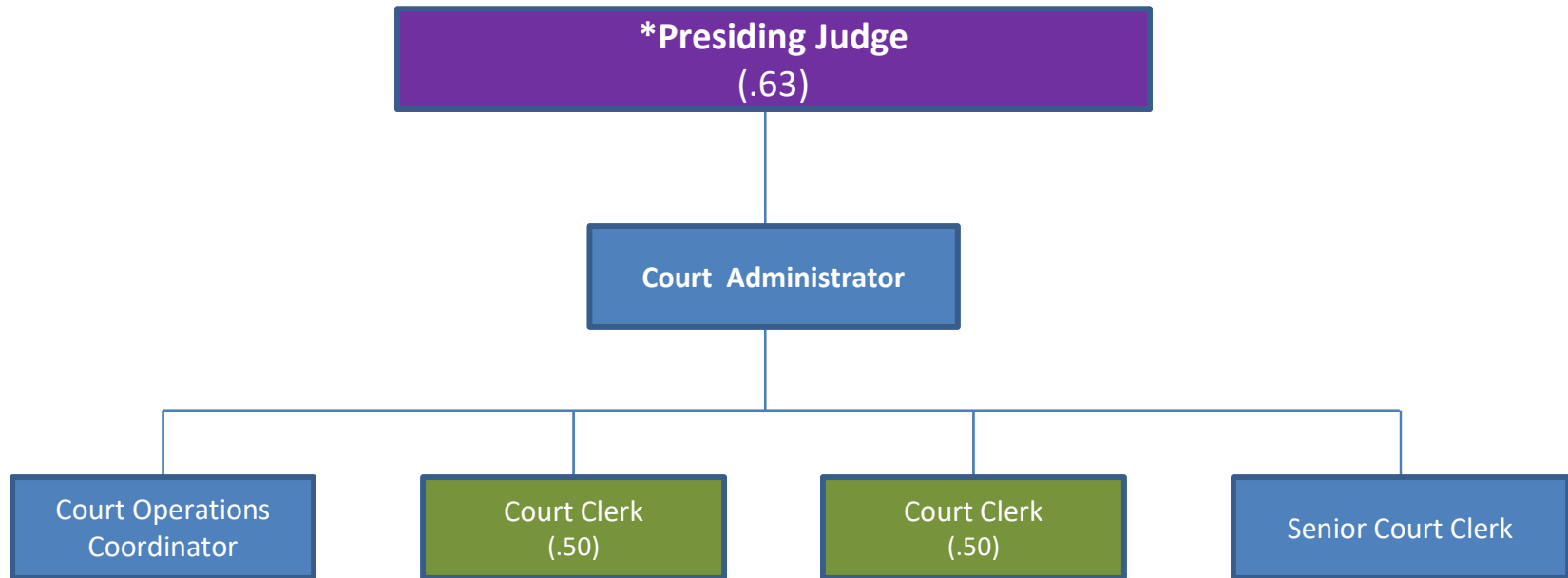
EXHIBIT B
TO
RESOLUTION NO. 2026-15

[Organization Charts, 2026-27 Pay Plans, Schedule of Authorized Positions, and
Employee Job Descriptions]
See following pages

Town of Fountain Hills Organization



MUNICIPAL COURT

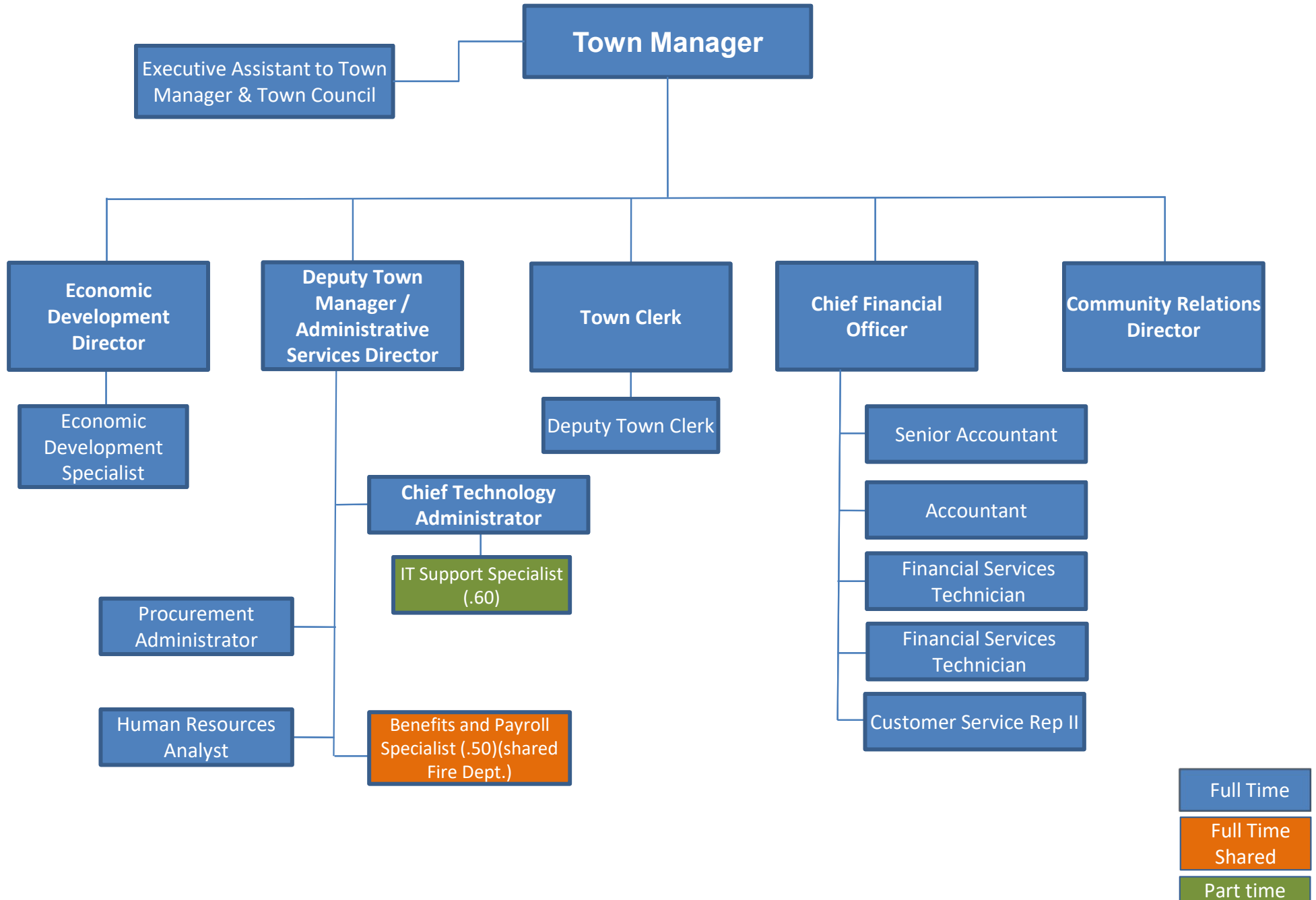


*Part time -
Appointed
by Council

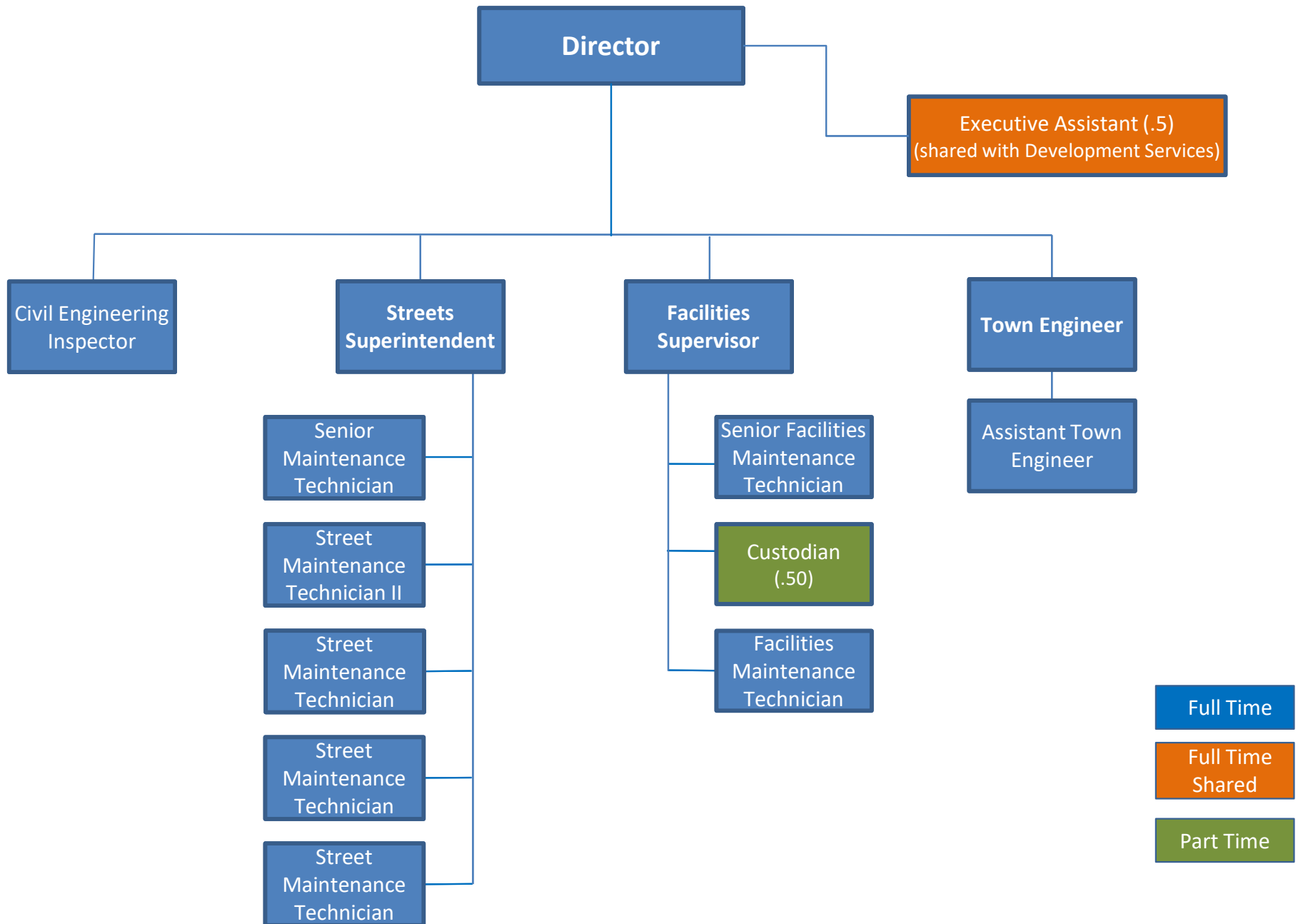
Full Time

Part Time

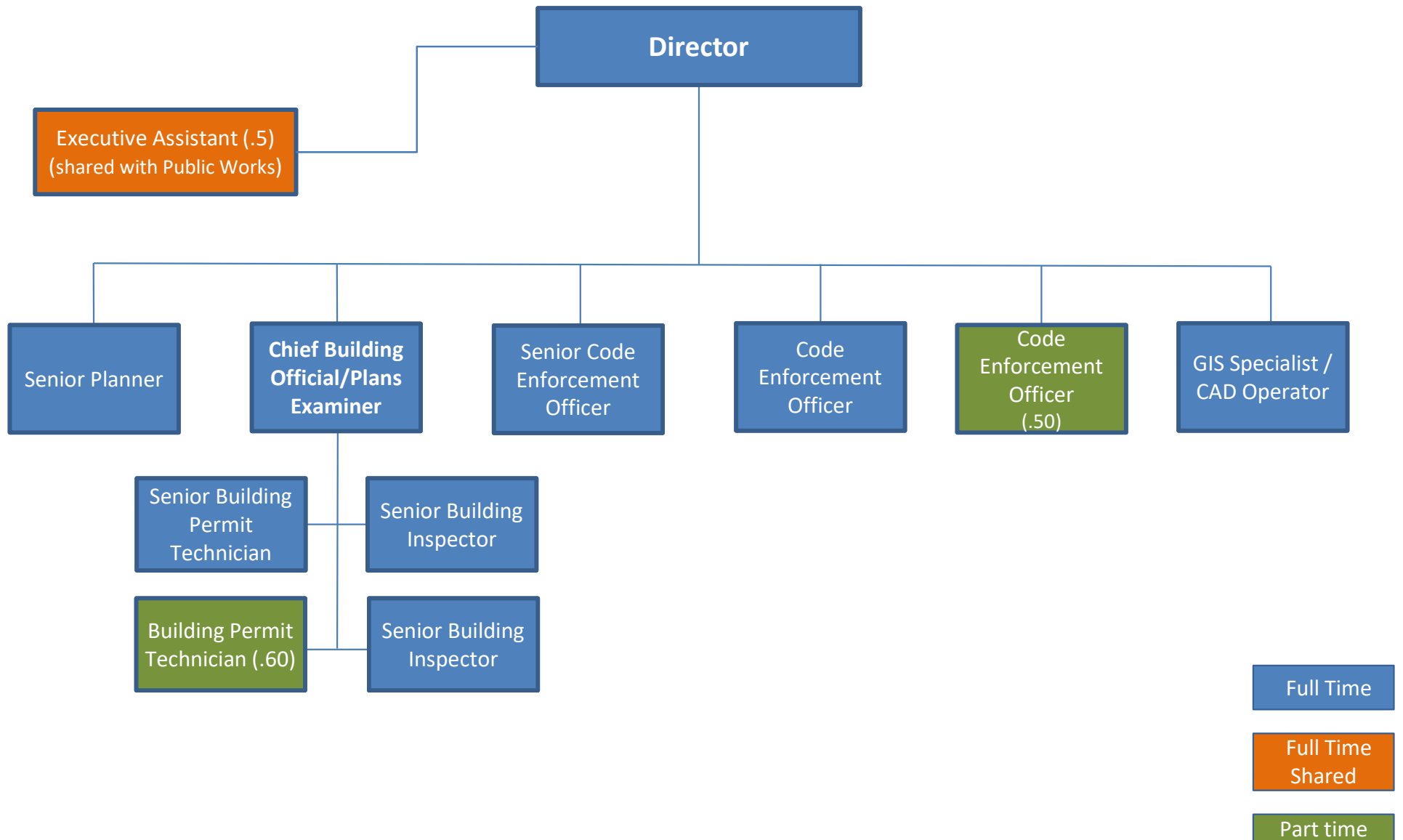
ADMINISTRATION DEPARTMENT



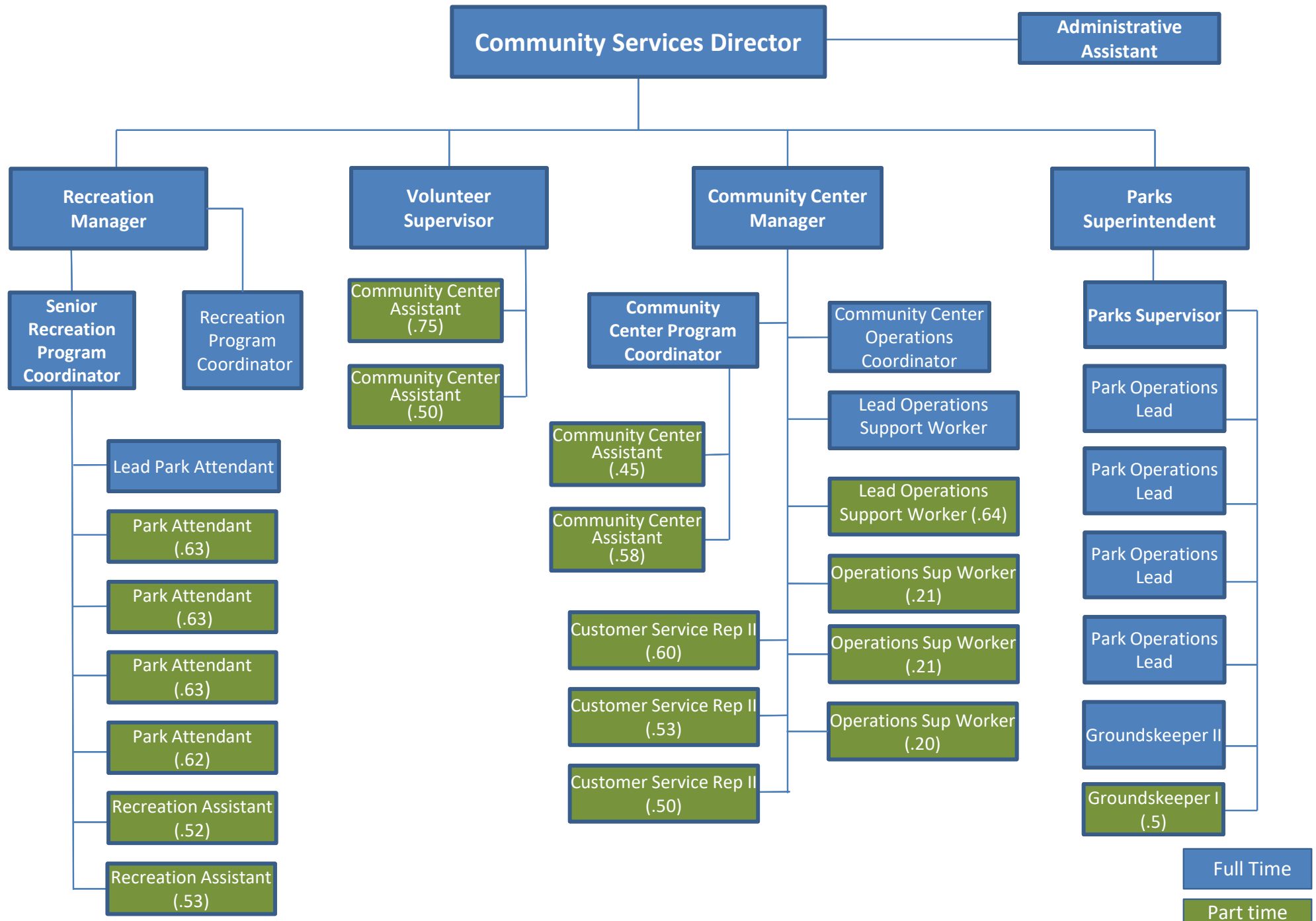
PUBLIC WORKS DEPARTMENT



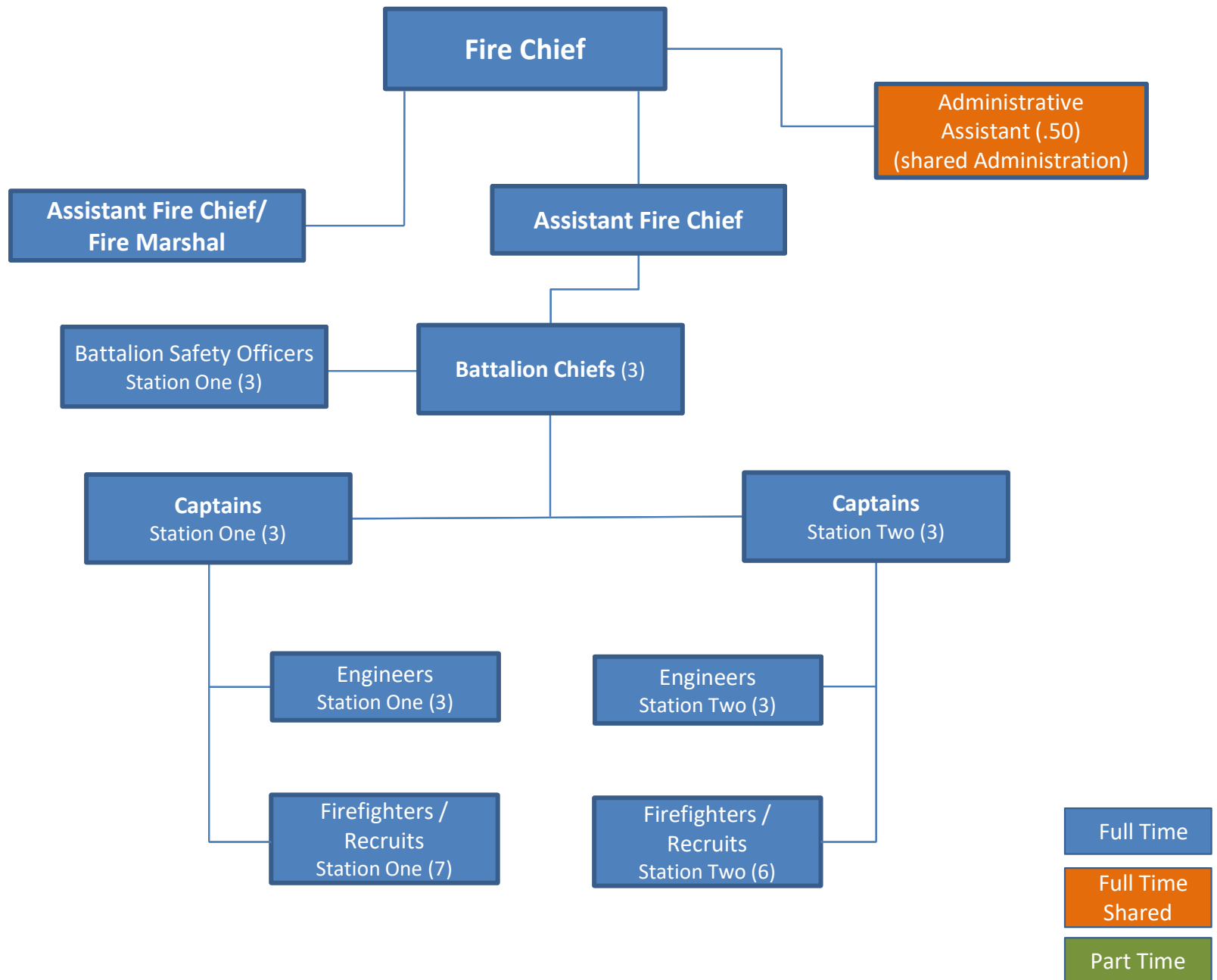
DEVELOPMENT SERVICES DEPARTMENT



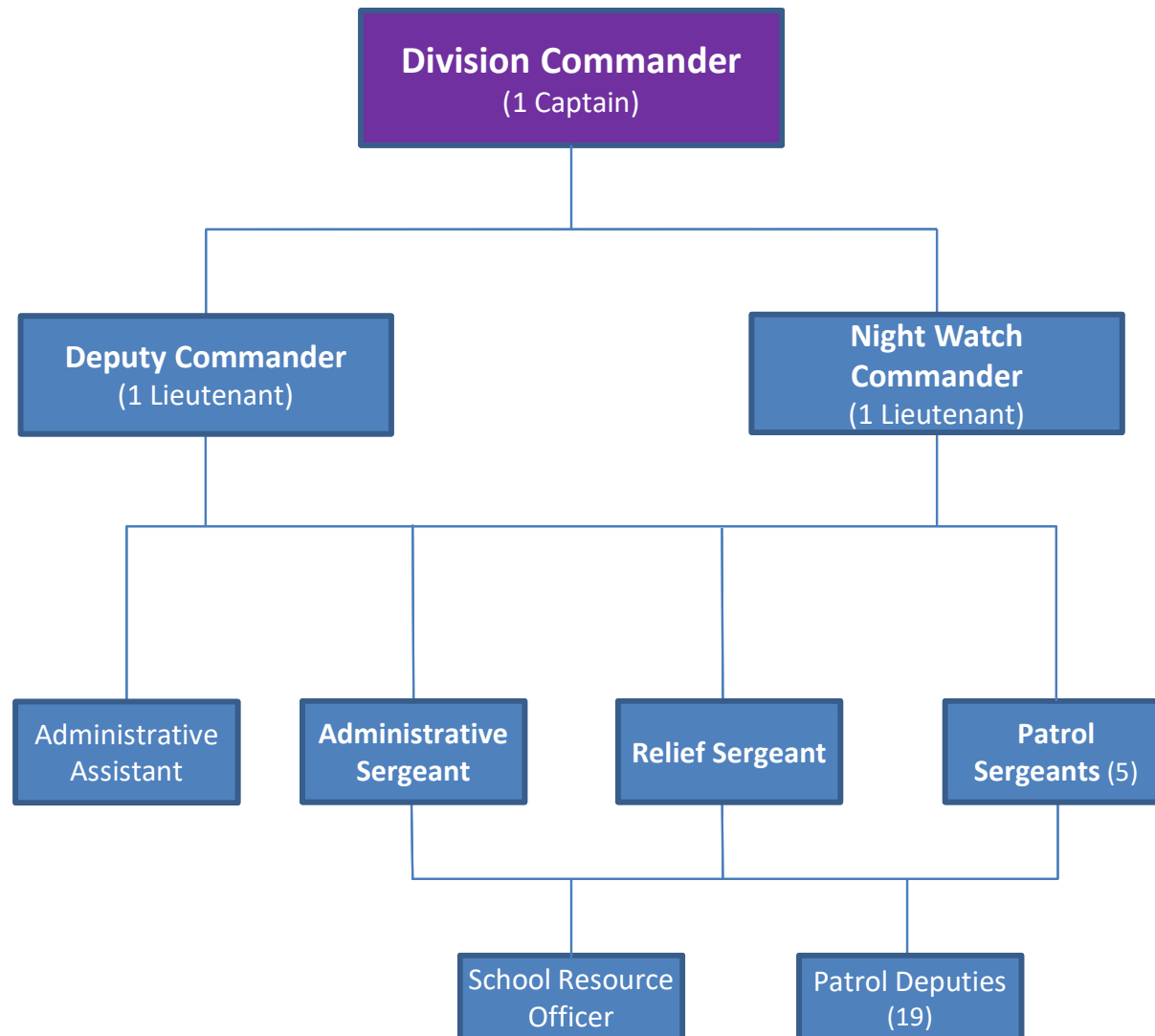
COMMUNITY SERVICES DEPARTMENT



FIRE DEPARTMENT



LAW ENFORCEMENT



FY 26-27 PAY PLAN (July 2026)

Exempt Position Title	Minimum	Maximum
Deputy Town Manager/Administrative Services Director	\$ 155,352	\$ 222,153
Chief Financial Officer	155,352	222,153
Public Works Director	145,193	207,626
Development Services Director	145,193	207,626
Town Clerk	135,694	194,042
Community Services Director	135,694	194,042
Economic Development Director	135,694	194,042
Chief Technology Administrator	135,694	194,042
Town Engineer	127,248	181,965
Community Relations Director	127,248	181,965
Assistant Town Engineer	108,168	154,680
Court Administrator	106,265	151,959
Chief Building Official/Plans Examiner	94,003	134,424
Recreation Manager	92,861	132,791
Parks Superintendent	92,861	132,791
Deputy Town Clerk	92,861	132,791
Community Center Manager	92,861	132,791
Senior Accountant	92,861	132,791
Procurement Administrator	92,861	132,791
Streets Superintendent	92,030	131,603
Senior Planner	91,654	131,065
Human Resources Analyst	81,163	116,063
Facilities Supervisor	80,177	114,653
Senior Recreation Program Coordinator	80,177	114,653
Volunteer Supervisor	80,177	114,653
Parks Supervisor	80,177	114,653
Economic Development Specialist	76,909	109,980
Accountant	71,173	101,777
Court Operations Coordinator	71,173	101,777
Community Center Program Coordinator	71,173	101,777
Executive Assistant to Town Manager and Council	71,173	101,777
Operations Coordinator - Community Center	71,173	101,777
Recreation Program Coordinator	71,173	101,777
Senior Code Enforcement Officer	71,173	101,777
Non-Exempt Position Title	Minimum	Maximum
Senior Building Inspector	\$ 38.07	\$ 54.44
Information Technology Support Specialist	37.22	53.22
GIS Specialist / CAD Operator	36.33	51.95
Civil Engineer Inspector	33.32	47.65
Benefits and Payroll Specialist	31.26	44.70
Executive Assistant	29.61	42.34
Code Enforcement Officer	29.61	42.34
Senior Maintenance Technician	28.89	41.31
Senior Facilities Maintenance Technician	28.89	41.31
Park Operations Lead	28.89	41.31
Senior Building Permit Technician	28.89	41.31
Street Maintenance Technician II	26.72	38.21
Facilities Maintenance Technician	26.72	38.21
Building Permit Technician	26.01	37.19
Senior Court Clerk	25.36	36.26
Street Maintenance Technician	25.36	36.26
Administrative Assistant	25.36	36.26
Court Clerk	24.23	34.65
Financial Services Technician	24.23	34.65
Groundskeeper II	24.23	34.65
Customer Service Representative II	23.46	33.55
Community Center Assistant	22.94	32.80
Lead Park Attendant	22.94	32.80
Lead Operations Support Worker	22.94	32.80
Groundskeeper I	22.94	32.80
Customer Service Representative I	20.91	29.90
Recreation Assistant	20.42	29.20
Operations Support Worker	20.42	29.20
Park Attendant	20.42	29.20
Custodian	18.86	26.97

FY 26-27 FIRE DEPARTMENT PAY PLAN (July 2026)

Salaried / Exempt Positions

<u>Position Title</u>	<u>Minimum</u>	<u>Maximum</u>
Fire Chief	\$ 155,352	\$ 222,153
Fire Assistant Chief / Fire Marshal	135,694	194,042

Hourly / Non-Exempt Positions

<u>Position Title</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Annualized Minimum</u>	<u>Annualized Maximum</u>	<u>Work Schedule</u>	<u>Designated FLSA Work Period</u>	<u>Average Hours Scheduled Per Year</u>	<u>Average Overtime Hours Scheduled Per Year</u>	<u>Average Scheduled Straight Time Hours Scheduled Per Year</u>
Fire Training Captain	50.10	71.64	104,208	149,011	Five 8 hour days / week	7 days = 40 hours	2,080	0	2,080
Fire Battalion Chief	42.67	61.02	129,439	185,104	48 hours worked / 96 hours off	14 days = 106 hours	2,912	243	2,669
Fire Captain	34.36	49.13	104,231	149,036	48 hours worked / 96 hours off	14 days = 106 hours	2,912	243	2,669
Lieutenant/Battalion Safety Officer	32.73	46.80	99,286	141,968	48 hours worked / 96 hours off	14 days = 106 hours	2,912	243	2,669
Fire Engineer	31.11	44.49	94,372	134,960	48 hours worked / 96 hours off	14 days = 106 hours	2,912	243	2,669
Firefighter	22.06	31.55	66,919	95,707	48 hours worked / 96 hours off	14 days = 106 hours	2,912	243	2,669
Firefighter Recruit	25.95	29.06	53,976	60,445	Five 8 hour days / week	7 days = 40 hours	2,080	0	2,080

Note: Hourly fire department staff with Paramedic Certification receive \$1.92 / hr added to their base hourly rate of pay.

Schedule of Authorized Positions

Position Title	FY 23-24 Authorized FTE	FY 24-25 Authorized FTE	FY 25-26 Authorized FTE	FY 26-27 Proposed FTE
<u>Municipal Court</u>				
Presiding Judge	0.63	0.63	0.63	0.63
Court Administrator	1.00	1.00	1.00	1.00
Senior Court Clerk	1.00	1.00	1.00	1.00
Court Operations Coordinator	1.00	1.00	1.00	1.00
Court Clerk	1.00	1.00	1.00	1.00
Authorized FTE	4.63	4.63	4.63	4.63
<u>Administration</u>				
Town Manager	1.00	1.00	1.00	1.00
Deputy Town Manager/Administrative Services Dir.	1.00	1.00	1.00	1.00
Exec. Asst. to Town Mgr & Council/Deputy Town Clerk	-	-	1.00	-
Executive Asst to Town Mgr/Council	1.00	1.00	-	1.00
Deputy Town Clerk	-	-	-	1.00
Town Clerk	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	-	-
Economic Development Specialist	-	-	1.00	1.00
Economic Development Director	1.00	1.00	1.00	1.00
Community Relations Director	1.00	1.00	1.00	1.00
Chief Technology Administrator	1.00	1.00	1.00	1.00
Information Technology Support Specialist	1.00	1.00	0.60	0.60
Chief Financial Officer	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Financial Services Technician	2.00	2.00	2.00	2.00
Procurement Administrator	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Benefits and Payroll Specialist	0.50	0.50	0.50	0.50
Customer Service Representative II	1.00	1.00	1.00	1.00
Authorized FTE	17.50	17.50	17.10	18.10
<u>Public Works</u>				
Public Works Director	1.00	1.00	1.00	1.00
Civil Engineering Inspector	1.00	1.00	1.00	1.00
Executive Assistant	0.50	0.50	0.50	0.50
Town Engineer	1.00	1.00	1.00	1.00
Assistant Town Engineer	1.00	1.00	1.00	1.00
Facilities Supervisor	1.00	1.00	1.00	1.00
Senior Facilities Maintenance Tech	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	1.00	1.00	1.00	1.00
Custodian	0.50	0.50	0.50	0.50
Streets Superintendent	1.00	1.00	1.00	1.00
Senior Maintenance Technician	1.00	1.00	1.00	1.00
Street Maintenance Technician II	-	1.00	1.00	1.00
Street Maintenance Technician	3.00	2.00	3.00	3.00
Authorized FTE	13.00	13.00	14.00	14.00

Development Services

Development Services Director	1.00	1.00	1.00	1.00
Executive Assistant	0.50	0.50	0.50	0.50
Senior Planner	1.00	1.00	1.00	1.00
GIS Technician/CAD Operator	1.00	1.00	1.00	-
GIS Specialist / CAD Operator	-	-	-	1.00
Senior Code Enforcement Officer	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.50	1.50	1.50	1.50
Chief Building Official/Plans Examiner	1.00	1.00	1.00	1.00
Senior Building Inspector	1.00	2.00	2.00	2.00
Senior Building Permit Technician	-	-	1.00	1.00
Building Permit Technician	2.00	2.00	0.60	0.60

Authorized FTE	10.00	11.00	10.60	10.60
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Community Services

Community Services Director	-	1.00	1.00	1.00
Deputy Town Manager/Community Services Dir.	1.00	-	-	-
Recreation Manager	1.00	1.00	1.00	1.00
Recreation Program Coordinator	1.00	1.00	1.00	1.00
Recreation Assistant	0.50	1.05	1.05	1.05
Senior Recreation Program Coordinator	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	-
Administrative Assistant	-	-	-	1.00
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Superintendent	1.00	1.00	1.00	1.00
Park Operations Lead	3.00	4.00	4.00	4.00
Lead Park Attendant	1.00	1.00	1.00	1.00
Park Attendant	1.96	1.96	2.51	2.51
Groundskeeper II	2.00	1.00	1.00	1.00
Groundskeeper I	-	-	-	0.50
Customer Service Representative II	1.63	1.63	1.63	1.63
Community Center Manager	1.00	1.00	1.00	1.00
Operations Coordinator - Community Center	1.00	1.00	1.00	1.00
Operations Support Worker	0.37	0.37	0.62	0.62
Lead Operations Support Worker	1.64	1.64	1.64	1.64
Community Center Program Coordinator	1.00	1.00	1.00	1.00
Community Center Assistant	2.28	2.28	2.28	2.28
Volunteer Supervisor	1.00	1.00	1.00	1.00
Volunteer Coordinator	-	-	-	-

Authorized FTE	25.38	25.93	26.73	27.23
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Fire Department

Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief / Fire Marshal	1.00	1.00	2.00	2.00
Fire Battalion Chief	-	-	3.00	3.00
Fire Captain	6.00	6.00	6.00	6.00
Fire Captain - Training	1.00	1.00	-	-
Fire Lieutenant	-	-	-	-
Fire Battalion Safety Officer	-	-	-	3.00
Fire Engineer	6.00	6.00	6.00	6.00
Firefighter	18.00	18.00	15.00	13.00
Administrative Assistant	1.00	1.00	0.50	0.50

Authorized FTE	34.00	34.00	33.50	34.50
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Total Authorized FTE	<u>104.51</u>	<u>106.06</u>	<u>106.56</u>	<u>109.06</u>
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**Job Title: Deputy Town Clerk****Department:** Administration**Immediate Supervisor:** Town Clerk**FLSA Status:** Exempt**BRIEF DESCRIPTION OF THE JOB:**

Performs high-level administrative, professional, technical, and statutory work in support of the Town Clerk's Office. Assists in planning, coordinating, and administering Clerk's Office programs and functions, including Council agenda management, public meeting compliance, official records, public records requests, records retention, elections, boards and commissions support, and official document processing. Exercises discretion and independent judgment in interpreting and applying legal requirements, Town policies, procedures, deadlines, and records standards. Serves as Acting Town Clerk in the absence of the Town Clerk when designated and is intended to provide succession-level continuity for the Town Clerk function.

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	Assists the Town Clerk in planning, organizing, coordinating, and administering Town Clerk's Office operations, including official records, public meetings, public records requests, elections, agenda management, boards and commissions support, and statutory compliance functions.
2	S	Serves as Acting Town Clerk in the absence of the Town Clerk when designated; exercises delegated authority to maintain continuity of Clerk's Office operations, respond to time-sensitive issues, and coordinate official Town Clerk functions.
3	S	Coordinates and performs preparation, assembly, posting, and distribution of Town Council meeting agendas, packets, notices, minutes, and related materials, including electronic agenda packet preparation and website posting.
4	S	Attends Town Council meetings and other public meetings as assigned; prepares minutes, records official actions, tracks follow-up items, and maintains related official records.

5	S	Interprets and applies laws, regulations, policies, procedures, deadlines, and records requirements related to Town Clerk functions, including Arizona Open Meeting Law, public records, records retention, election administration, and public meeting procedures.
6	S	Coordinates the public records request process by reviewing requests, determining appropriate routing and collection needs, tracking deadlines, coordinating department responses, assisting with legal review as needed, and ensuring accurate and timely production of records.
7	S	Administers and improves records management practices, including preservation, retention, destruction, indexing, scanning, retrieval, staff guidance, and access to official Town records in accordance with state law, Town policy, and retention requirements.
8	S	Coordinates and performs election-related work, including candidate packets, nomination papers, petitions, campaign finance filings, election notices, ballot materials, coordination with Maricopa County and the Arizona Secretary of State's Office, canvass materials, and related reports and records.
9	S	Develops, updates, implements, and recommends improvements to Town Clerk procedures, forms, calendars, checklists, training materials, agenda processes, public records workflows, election processes, and records management practices.
10	S	Provides guidance and training to departments regarding agenda procedures, Open Meeting Law requirements, public records, records retention, document management, and Clerk's Office procedures.
11	S	Provides staff support to boards, commissions, committees, districts, and other public bodies as assigned, including meeting notices, agenda materials, minutes, records, follow-up, and procedural guidance.
12	S	Maintains ordinances, resolutions, contracts, agreements, minutes, and other official records; assists with updates to the Town Code and other official Town documents.
13	S	Administers oaths of office, attests to official documents, applies or safeguards the Town Seal as authorized, and provides notary services for Town business.
14	S	Assists with budget tracking, contract administration, software coordination, public notices, transcription services, records systems, training, and other administrative matters for the Town Clerk's Office.
15	S	Provides information and assistance to elected officials, Town staff, residents, candidates, outside agencies, vendors, and members of the public regarding Town Clerk functions; performs other related duties as assigned.

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad administrative and technical knowledge of municipal government, Town Clerk functions, records management, legal compliance, public administration, elections, and public meeting procedures. Associate's degree or advanced coursework in public administration, business administration, records management, legal studies, or a related field preferred. Bachelor's degree preferred. Knowledge of Arizona Open Meeting Law, public records requirements, records retention, agenda management, elections administration, and related software systems is preferred, including familiarity with Microsoft, Laserfiche, agenda management, records management, and Adobe professional software programs. Federal and State laws; local laws, codes and regulations is preferred.
Experience	Two years of progressively responsible administrative, records management, municipal clerk, legal, elections, or public-sector administrative experience. Experience in a city or town clerk's office and experience sufficient to serve as backup to the Town Clerk are preferred.
Certifications and Other Requirements	Certified Municipal Clerk (CMC) designation preferred at the time of hire and required within two years of hire, subject to eligibility. Training with the Secretary of State's Office and/or Maricopa County in the area of elections is preferred at the time of hire and required within a timeframe established by the Town or at the next available certification cycle, subject to eligibility. Must maintain required election certification or recertification. Notary Public designation required within six months of hire. Valid Arizona driver license may be required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read administrative and technical documents, statutes, codes, ordinances, resolutions, minutes, contracts, procedures, manuals, election materials, public records requirements, and records retention schedules.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, percentages, decimals, and budget-related calculations.
Writing	Work requires the ability to write correspondence, procedures, agenda materials, notices, minutes, reports, recommendations, training materials, and public-facing communications.
Managerial	Assists in planning, coordinating, and administering major Town Clerk functions, including agenda management, public records, records management, elections, boards and commissions support, and statutory compliance. Carries out assignments under broad objectives and serves as Acting Town Clerk when designated.
Budget Responsibility	Assists with budget development and tracking for the Town Clerk's Office, elections, software, public notices, transcription services, records systems, training, and related contracts.
Supervisory / Organizational Control	May provide functional direction to temporary staff, interns, election workers, administrative support staff, or department staff on assigned Clerk's Office processes. In the Town Clerk's absence, may coordinate day-to-day Clerk's Office workflow as Acting Town Clerk when designated.
Complexity	Work is governed by statutes, Town Code, broad objectives, policies, procedures, deadlines, and legal requirements. Work requires accuracy, discretion, independent judgment, confidentiality, neutrality, organization, and the ability to evaluate and resolve time-sensitive matters of significance within the Town Clerk function.
Interpersonal / Human Relations Skills	This position interacts with elected officials, the Town Manager, Town Attorney, department directors, Town staff, residents, candidates, vendors, outside agencies, and members of the public. Work requires discretion, neutrality, professionalism, judgment, and the ability to explain complex legal or procedural requirements clearly.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ 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, and faxing
Sitting	C	Desk work
Walking	F	To and from office equipment and other departments
Lifting	F	Files, office supplies, and books
Carrying	F	Files, office supplies, and books
Pushing/Pulling	F	Doors
Reaching	F	For telephone and files
Handling	C	Paper work
Fine Dexterity	C	Computer keyboard, calculator, telephone keypad, and writing
Kneeling	O	Filing and connecting computer components
Crouching	R	Filing and connecting computer components
Crawling	R	N/A
Bending	F	Filing in lower drawers
Twisting	F	From computer to telephone to drawer
Climbing	F	Stairs
Balancing		N/A
Vision	C	Reading and use of computer monitor
Hearing	C	Communicating with external and internal customers
Talking	C	Communicating with external and internal customers
Foot Controls		N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, telephone, copier, scanner, and other general office equipment

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	M		
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	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Executive Assistant to Town Manager and Town Council

Department: Administration

Immediate

Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Provides high-level, confidential administrative support to the Town Manager, Mayor, and Town Council. Coordinates and prioritizes executive calendars, meetings, communications, travel, purchasing, budget support, special projects, and administrative workflows that affect Town operations. Exercises discretion and independent judgment in screening requests, coordinating responses, tracking assignments, preparing information for decision-making, and handling sensitive or confidential matters. Provides administrative and project support to other Administration divisions, including Economic Development, Information Technology (I.T.), Finance, Procurement, and Human Resources. Serves as a key administrative contact for internal departments, outside agencies, and members of the public. May provide administrative coordination and general support to the Town Clerk's Office as assigned, in coordination with the Town Clerk and Deputy Town Clerk

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 high-level and confidential administrative support to the Town Manager, Mayor, and Town Council by coordinating meetings and events, managing executive calendars, relaying and prioritizing information, and preparing documents including correspondence, reports, manuals, proclamations, and presentations.
2	S	Screens, prioritizes, and coordinates requests, assignments, and follow-up items for the Town Manager's Office and Town Council; exercises discretion and independent judgment in determining urgency, appropriate routing, required information, and next steps within established objectives and policies.
3	S	Coordinates conference and seminar registrations, makes travel arrangements, prepares detailed itineraries, and processes related documentation and follow-up using tools such as Word, PowerPoint, Excel, and Publisher.
4	S	Provides administrative and project support to other Administration divisions, including Economic Development, Information Technology (I.T.), Finance, Procurement, and Human Resources, as assigned; tracks action items, coordinates interdepartmental information, assists with budget or purchasing matters, and supports administrative workflow improvements.

5	S	Conducts research, analyzes information, prepares background materials, develops recommendations on administrative matters, accomplishes special projects, and serves on committees as assigned.
6	S	May provide administrative coordination and general support to the Town Clerk's Office as assigned, in coordination with the Town Clerk and Deputy Town Clerk.
7	S	Responds to requests or concerns from Town residents and serves as liaison to Town departments on a variety of administrative issues. Responds to requests from public officials in other governmental agencies and regional organizations.
8	L	Coordinates Town meetings, receptions, special events, and intergovernmental meetings involving the Town Manager, Mayor, Town Council, or Administration Department.
9	S	Acts as staff liaison to the Strategic Planning Advisory Commission, Municipal Property Corporation, and other boards or commissions as assigned by the Town Manager.
10	S	Prepares and monitors budgets for the Town Manager and Town Council; reviews, processes, and codes P-card purchases and related transactions in accordance with established financial procedures.
11	S	Orders office supplies and handles purchasing functions for the Town Manager, Mayor, Town Council, and other Administration divisions as assigned.
12	S	Performs other related duties as assigned.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical, or correspondence schools are likely sources. Bachelor's degree preferred. Knowledge of municipal office administration, executive-level administrative support, customer service, meeting coordination, budget and purchasing support, project coordination, records handling, and common office software is preferred.
Experience	Five years experience as an Executive Assistant, Administrative Assistant, or equivalent high-level administrative support position, preferably in a municipal or public-sector setting. Experience supporting executive leadership, elected officials, or multiple operating divisions is preferred.
Certifications and Other Requirements	Notary Public designation preferred or required within a timeframe established by the Town, if assigned. Valid Arizona driver license may be required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read policies, procedures, handbooks, agreements, contracts, town ordinances, Council reports, newsletters, brochures, and related administrative materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, ratios, and percentages.
Writing	Work requires the ability to write memos, letters, emails, meeting notes, proclamations, reports, and general correspondence.
Managerial	Administrative coordination and project management responsibilities include coordinating executive calendars, cross-department assignments, administrative workflows, special projects, purchasing, budget support, and follow-up on matters involving the Town Manager's Office, Town Council, and Administration divisions.
Budget Responsibility	Assists in preparing and monitoring Town Manager and Council budgets; reviews, processes, and codes purchases and related transactions in accordance with established financial procedures.
Supervisory / Organizational Control	No direct supervisory responsibility. May provide functional coordination of administrative assignments, workflow deadlines, vendors, and project-related tasks involving other staff or divisions.
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires discretion, independent judgment, confidentiality, initiative, organization, and the ability to evaluate priorities and coordinate responses on matters affecting the Town Manager's Office, Town Council, and Administration divisions.
Interpersonal / Human Relations Skills	This position has frequent contact with elected officials, the Town Manager, department directors, Town staff, residents, outside agencies, vendors, professional organizations, and other Administration divisions. Work requires tact, discretion, neutrality, professionalism, and strong customer service skills.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ 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, faxing, retrieving mail, distributing
Sitting	F	Deskwork, meetings
Walking	F	To and from office equipment and other departments
Lifting	R	Files, office supplies, tables and chairs
Carrying	F	Files, office supplies
Pushing/Pulling	R	Office cart
Reaching	R	For items on higher shelves
Handling	F	Files, office supplies
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator
Kneeling	R	Filing
Crouching	R	Filing, retrieving items from shelves
Crawling	R	N/A
Bending	O	Filing in lower drawers, retrieving items from lower shelves
Twisting	O	From computer to telephone
Climbing	F	Stairs
Balancing	O	Carrying files, office supplies
Vision	C	Reading, computer monitor
Hearing	C	Communicating with personnel and general public and on telephone
Talking	C	Communicating with personnel and general public and on telephone

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, general office supplies, telephone, 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:

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	O
Other (see 3 below)	

- (3)



Job Title: Town Clerk

Department: Administration

Immediate Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Plans, manages, and directs the activities of the Town Clerk's Office. Serves as the official records custodian, Elections Official, and primary administrator for Town Council agenda preparation, meeting notices, minutes, official records, public records requests, records retention, ordinances, resolutions, contracts, and Town Clerk compliance functions. Supervises the Deputy Town Clerk and any assigned staff, temporary staff, interns, or election workers. Provides guidance to Town departments, elected officials, candidates, boards and commissions, and members of the public regarding Town Clerk functions. This position also serves as the District Clerk for Town facilities districts, maintenance districts, or other special districts as assigned.

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, organizes, manages, and directs the operations of the Town Clerk's Office, including official records, public meetings, public records requests, elections, agenda management, and statutory compliance functions.
2	S	Supervises the Deputy Town Clerk and any assigned staff, temporary staff, and interns; assigns and reviews work, provides training and direction, evaluates performance, supports professional development, and ensures continuity of Clerk's Office operations, including preparing the Deputy Town Clerk to serve as Acting Town Clerk when designated.
3	S	Directs the preparation of Town Council meeting agendas; coordinates and schedules Council meetings; prepares and assembles agenda packets, including electronic packets; posts documents to the Town's website; instructs internal and external parties on agenda procedures; attends Council meetings, prepares or oversees preparation of minutes, and records official actions taken.
4	S	Manages official Town records; establishes, updates, and implements policies and procedures for records maintenance, retention, destruction, retrieval, and public access; ensures records activities comply with state public records requirements and records retention schedules.

5	S	Oversees the Town's public records request process, including intake, tracking, coordination with departments, legal review as needed, production, documentation, and compliance with applicable legal requirements.
6	S	Responds to questions and attests to official actions of the Town Council; maintains the Town's official Code Book and other official records; administers oaths to newly elected and appointed officials; ensures appropriate use of the Town Seal; and coordinates responses to requests for information from staff, elected officials, and the general public.
7	S	Interprets laws and regulations relating to the work performed by the Town Clerk's Office; provides information and organizes material in compliance with laws, regulations, and policies; administers provisions of the Town Code and applicable state and federal requirements as they relate to the Town Clerk's Office.
8	S	Serves as the Town's Elections Official; plans, organizes, and directs Town elections; coordinates election services; oversees candidate filing, nomination papers, petitions, campaign finance filings, notices, ballot materials, canvass documents, and related reports and records; ensures election-related activities comply with federal, state, county, and local laws and regulations.
9	S	Coordinates Town Clerk support for boards, commissions, committees, districts, and other public bodies as assigned, including public meeting notices, agenda materials, minutes, records, and follow-up.
10	S	Serves as District Clerk for Town facilities districts, maintenance districts, or other special districts as assigned.
11	S	Provides guidance and training to departments regarding agenda procedures, Open Meeting Law requirements, records retention, public records, document management, and Clerk's Office procedures.
12	S	Coordinates with the Town Attorney, outside counsel, Maricopa County, Arizona Secretary of State's Office, Arizona Municipal Clerks Association, League of Arizona Cities and Towns, vendors, and other outside agencies on Town Clerk matters.
13	S	Prepares, monitors, and administers the Town Clerk's Office budget, including elections, public notices, agenda management, records systems, transcription services, software, training, and related contracts.
14	S	Responds to subpoenas for records and appears in court as required; coordinates legal records matters with the Town Attorney or outside counsel.
15	S	Performs other related duties as assigned.

JOB REQUIREMENTS	
**Formal Education / Knowledge	Knowledge of municipal functions; modern management principles, practices, and techniques of public administration; office management methods, procedures, and computerized equipment essential to the Town Clerk's Office, including familiarity with Microsoft, Laserfiche, agenda management, records management, and Adobe professional computer software programs; Federal and State laws; local laws, codes and regulations; Arizona Open Meeting Law; public records and records retention requirements; election administration; and Council support functions. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or through considerable progressively responsible municipal clerk, public administration, records management, elections, or related experience. Work requires broad knowledge in a related profession or technical field.
**Experience	Three years of progressively responsible experience in municipal clerk, records management, elections, public administration, or closely related work, including significant experience in a city or town clerk's office. Supervisory, lead, or management experience is required or strongly preferred.
Certifications and Other Requirements	Certified Municipal Clerk (CMC) designation required at the time of hire or within one year of hire, subject to eligibility. Master Municipal Clerk (MMC) designation preferred. State Certified Election Officer designation or comparable Arizona municipal election certification required at the time of hire or within a timeframe established by the Town or at the next available certification cycle, subject to eligibility. Must maintain required election certification or recertification. Notary Public designation required within 6 months of hire. Valid Arizona driver license may be required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted, except where a certification is stated as required by the Town.
Reading	Work requires the ability to read administrative and technical documents, statutes, codes, ordinances, resolutions, contracts, election materials, records retention schedules, legal correspondence, and manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, percentages, decimals, and budget-related calculations.
Writing	Work requires the ability to write correspondence, reports, procedures, agenda materials, notices, minutes, policy language, and public-facing communications, and knowledge of a variety of computer software applications.
Managerial	Planning and management responsibilities include supervising staff, managing elections, coordinating meeting agendas and packet materials, maintaining records systems, overseeing public records processes, managing Clerk's Office calendars, and ensuring continuity of operations.
Budget Responsibility	Responsible for preparing and monitoring the Town Clerk's Office budget, including election costs, public notices, transcription services, records management systems, agenda management software, training, and related outside service contracts.
Supervisory / Organizational Control	Supervises the Deputy Town Clerk and any assigned staff, temporary staff, or interns. Provides direction, training, work review, performance feedback, and coordination of Clerk's Office workload.
Complexity	Work is governed by statutes, Town Code, broad instructions, objectives, policies, and legal deadlines. Work requires substantial initiative, independent judgment, confidentiality, neutrality, accuracy, and analytical and evaluative judgment.
Interpersonal / Human Relations Skills	This position interacts with the Town Manager, Town Attorney, Mayor and Town Council, department directors, Town staff, candidates, residents, vendors, state and county agencies, professional organizations, and members of the public. Work requires professionalism, discretion, neutrality, patience, and the ability to explain complex legal or procedural requirements clearly.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ 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, and faxing
Sitting	C	Desk work
Walking	F	To and from office equipment and other departments
Lifting	F	Files, office supplies, and books
Carrying	F	Files, office supplies, and books
Pushing/Pulling	F	Doors
Reaching	F	For telephone and files
Handling	C	Paper work
Fine Dexterity	C	Computer keyboard, calculator, telephone keypad, and writing
Kneeling	O	Filing and connecting computer components
Crouching	R	Filing and connecting computer components
Crawling	R	N/A
Bending	F	Filing in lower drawers
Twisting	F	From computer to telephone to drawer
Climbing	F	Stairs
Balancing		N/A
Vision	C	Reading and use of computer monitor
Hearing	C	Communicating with external and internal customers
Talking	C	Communicating with external and internal customers
Foot Controls		N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, telephone, copier, scanner, and other general office equipment

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	M		
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	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Administrative Assistant

Department: Community Services

Immediate

Supervisor: Community Services Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Provides support services and administrative assistance for the Director and Division Supervisors of the department by performing secretarial, clerical, and administrative duties. Serves as a budget clerk, handling entry, filing, and routine monitoring for all divisions of the department. Coordinates Commission meetings by preparing packets, postings, and minutes, and assists with Commission interviews.

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 administrative support to Department management in preparing budget materials and routine reports. Assists with bidding processes and maintains related contract files. Provides general support to managers and supervisors on projects through reporting, file management, and document coordination.
2	S	Prepares and distributes Commission Meeting packets and postings; secures meeting rooms, attends Commission meetings, transcribes Commission minutes. Prepares paperwork pertaining to Commission recruitment and attends recruitment interviews.
3	S	Provides administrative support for the day-to-day operations of the department. Reviews incoming mail, distributes it accordingly, and responds to correspondence as directed.
4	S	Prepares requisitions and receives products on purchase orders using the ERP (Enterprise Resource Planning) system. Maintains a department purchase card and codes purchases. Monitors and orders departmental supplies. Calls for equipment repair when necessary. Monitors and stocks the department's brochures and flyers in kiosks.
5	S	Provides support for the Town Hall CSRs (Customer Service Representatives); assists in participant registration and park facility bookings, and other areas as needed.
6	S	Conducts basic research and assists with assigned special projects. Responds to routine requests for information from staff and the general public, and routes matters for follow-up as appropriate.

7	S	Maintains records/documents for the department. Adheres to the records retention requirements.
8	S	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 two years in progressively responsible administrative work.
Certifications and Other Requirements	Possess a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combination 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, correspondence, schedules and purchase orders.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work involves a variety of duties requiring attention to detail, accuracy, and the ability to follow established procedures. Tasks may involve selecting appropriate methods or approaches within clearly defined policies, standards, and guidelines.
Interpersonal / Human Relations Skills	The incumbent has regular contact with other Town staff, vendors, suppliers, and external agencies. These interactions may involve exchanging information, coordinating purchases or projects, and providing or receiving approvals. Occasional contact with professional organizations, customers, or sales representatives may also occur.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ 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, copying, assembling packet materials, and assisting the public
Sitting	F	Deskwork and meetings
Walking	O	To and from office equipment and other departments and during programs
Lifting	O	Receiving and restocking supplies
Carrying	R	Light weight equipment and office supplies
Pushing/Pulling	R	Light weight equipment
Reaching	O	For supplies and files
Handling	C	Paperwork, resolving problems associated with software systems
Fine Dexterity	C	Computer keyboard and calculator
Kneeling	O	Retrieving filing items and organizing equipment and supplies
Crouching	O	Retrieving filing items and organizing equipment and supplies
Crawling	R	Retrieving small pieces of equipment and supplies under tables
Bending	O	Retrieving filing items, small equipment, and supplies
Twisting	O	Retrieving filing items, small equipment, and supplies
Climbing	O	Stairs
Balancing	R	Filing
Vision	C	Reading, computer monitor, driving, observing work activities
Hearing	C	Communicating with staff and the general public on the telephone
Talking	C	Communicating with staff and the general public on the phone and in person
Foot Controls	O	Transcription/recording equipment

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, copy machine, laminator, paper autofolder machine, binding machine, recording equipment, telephone, calculator, general office supplies, 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:

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	R
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)

**Job Title: Groundskeeper I****Department:** Community Services**Immediate Supervisor:** Parks Supervisor**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

Performs routine park, landscape, and grounds maintenance work in Town parks, athletic fields, and related facilities. This position assists with cleaning and maintaining landscaped areas, exterior facilities, playgrounds, courts, ramadas, restrooms, sidewalks, and athletic field areas. Work is performed under direction and includes coordination with Park Attendants and Recreation Assistants for facility setup, event support, and day-to-day park operations.

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	Maintain park grounds by removing trash and litter, cleaning ramadas and restrooms, blowing off sidewalks and dugouts, pulling weeds, and assisting with general park cleanup.
2	M	Assist with routine landscaping tasks including planting, pruning, trimming, watering, and maintaining turf, trees, shrubs, and landscaped areas.
3	M	Prepares and cleans athletic fields, including dragging, raking, lining, painting, and setting up fields.
4	M	Perform routine maintenance and cleaning of playgrounds, tennis courts, basketball courts, volleyball courts, ramadas, walkways, and related park facilities.
5	M	Assist with irrigation maintenance by reporting problems, checking system operation, and completing basic repairs under direction.
6	L	Assist with fertilization, weed control, and pest control activities under direction of qualified staff and in accordance with safety procedures.
7	L	Assist with event, program, and facility setup and teardown in coordination with Park Attendants, Recreation Assistants, and other Community Services staff.
8	M	Inspect assigned work areas and equipment for safety concerns, report hazards, and follow established safety procedures.
9	L	Assist the Park Operations Lead, Groundskeeper II, and other staff with contractors, seasonal staff, temporary staff, and special projects as assigned.
10	S-M	Performs related duties as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational or technical processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One year of landscape maintenance, groundskeeping, parks maintenance, general maintenance, or related experience.
Certifications and Other Requirements	Possess a valid Arizona Driver's License for a minimum of two years with a good driving record; Playground Equipment and Safety training (within one year of hire); CPR certification; First Aid Certification preferred. 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 work schedules, basic equipment instructions, standard operating procedures, SDS labels, safety instructions, and equipment labels.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to fill out forms such as timesheets, leave requests, inspection checklists, and basic work records.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Normal tasks require use of definite procedures, with close supervision and little deviation. Work requires limited analysis.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization, including Parks, Recreation, and Community Services staff. These contacts are generally to coordinate work tasks, facility setup, event support, and routine operational needs.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☒ Medium	☐ Heavy	☐ 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	At job site
Sitting	F	Driving Town vehicles and equipment
Walking	F	Around jobsite
Lifting	F	Tools and equipment
Carrying	O	Boxes, equipment
Pushing/Pulling	F	Equipment
Reaching	F	Trimming and general grounds maintenance
Handling	F	Equipment
Fine Dexterity	F	Landscaping, basic irrigation repair, and equipment use
Kneeling	O	Picking up trash, pulling weeds, irrigation work
Crouching	F	Picking up trash, pulling weeds, irrigation work
Crawling	R	Picking up trash, pulling weeds
Bending	F	Picking up trash, pulling weeds
Twisting	O	Picking up trash, pulling weeds, lifting equipment
Climbing	O	Ladder use
Balancing	R	On ladder
Vision	C	Observing work activities
Hearing	C	Communicating with personnel and on radio
Talking	F	Communicating with personnel and on radio
Foot Controls	O	Driving Town vehicles and operating small equipment

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand tools, blowers, weed cutter, power washer, mower, utility cart, basic irrigation tools, small power equipment, and other grounds maintenance equipment.

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	W	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	M
Electrical Hazards	R	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	M
Explosives	N	Physical Hazards	R
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

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

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, hearing protection, hard hat, steel-toed shoes, dust mask, and other protective equipment as 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	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: GIS Specialist / CAD Operator

Department: Development Services

Immediate

Supervisor: Development Services Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

The GIS Specialist / CAD Operator serves as the Town's primary subject matter expert on Geographic Information Systems (GIS) and Computer-Aided Design (CAD), providing high-level technical expertise and strategic insight into the application of geospatial technologies across municipal operations. This position is responsible for developing, maintaining, analyzing, and distributing spatial data and geospatial products. The role supports planning, infrastructure, engineering, asset management, and public service operations across departments. Working independently with minimal supervision, the GIS Specialist / CAD Operator provides professional-level expertise to all Town departments, particularly Development Services, Community Services, and Public Works, including Engineering.

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	Design, create, and maintain GIS datasets and maps using commonly adopted municipal platforms such as ArcGIS and AutoCAD or similar. Perform complex spatial analysis, data conversion, and cartographic design to support Town initiatives, planning efforts, and decision-making. Maintain metadata and conduct rigorous quality control audits to ensure accuracy and consistency in geospatial data.
2	S	Oversee the end-to-end development, deployment, and ongoing optimization of web-based maps, dashboards, and mobile GIS tools, ensuring intuitive design and optimal performance for diverse user groups. Provide timely GIS support to Town staff and respond to data/map requests from internal departments, public agencies, developers, and residents. Convert field sketches, as-built drawings, and historical maps into digital formats using CAD and GIS tools. Assist with field data collection using GNSS receivers or drone-based imagery when applicable. Prepare Signing and Striping plans to support Town-initiated roadway projects under the direction of the Town Engineer. Provides new address assignments for new subdivisions, commercial and utility structures, and coordinates with related agencies. Assists in the preparation of survey maps, property descriptions, plans, details and exhibits related to the Town projects and Capital Improvement Program.

3	S	Lead or significantly contribute to the successful completion of complex and multi-departmental GIS projects, from initial requirements gathering through final implementation and user adoption. Proactively identify opportunities for GIS applications to improve Town operations, efficiency, and public service delivery, then develop and champion solutions. Develop and deliver targeted training and guidance to Town staff on GIS best practices, data integrity, and effective use of geospatial tools to enhance departmental capabilities. Quarterly mapping updates of town maps. Prepare and check routine survey legal descriptions. Prepare Exhibits and legal descriptions for various Easement, Right-of-Way and Real Property Acquisitions and Abandonments.
4	L	Develop and maintain comprehensive documentation for GIS standards, workflows, metadata, and procedures. Operate GIS-related hardware such as large-format plotters, scanners, GPS units, and field tablets. Support asset and infrastructure mapping, including utilities, facilities, parks, signage, and public amenities. Perform slope analysis checks. Obtains surveying and engineering field data. Performs routine surveying and engineering calculations. Performs occasional site development and public works inspections. Prepares schedules and cost estimates.
5	L	Coordinate regularly with staff in Public Works and Community Services to fulfill mapping, planning, and data integration needs. Assist in preparing legal descriptions, exhibits, and property-related maps for easements, rights-of-way, and acquisitions. Maintain engineering and planning files, including as-builts and digital drawing archives. Maintains engineering, planning and facility drawing files, as-builts and GIS. Scanning coordination of archives. Develops written and graphic standards.
6	S	Collaborates with the Mayor, Town Council, and Town Manager on a variety of high-priority initiatives. Coordinates with public agencies, regional partners, and emergency services as needed to support strategic goals and community priorities.
7	S	Performs other related duties as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Associate's degree in GIS, Geography, Engineering Technology, Urban Planning, or related field; bachelor's degree preferred.
Experience	Minimum of four (4) years of professional experience in GIS and CAD applications in a municipal or similar setting.
Certifications and Other Requirements	Preferred qualifications include GISP (Certified Geographic Information Systems Professional) designation and relevant ESRI Technical Certifications (e.g., Enterprise Geodatabase Management, ArcGIS Pro, ArcGIS Online). Exceptional ability to operate independently with minimal supervision, effectively manage multiple simultaneous projects, prioritize competing demands, and deliver high-quality results in a dynamic environment. Familiarity with scripting tools (e.g., Python, SQL) for workflow automation or analysis. Knowledge of field data collection tools and methodologies, including GNSS equipment and mobile mapping apps. Familiarity with general plan mapping, land use planning principles, and infrastructure design.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read civil engineering design guidelines, construction specifications and details, property legal descriptions, engineering plan review submittal forms and plans.
Math	Work requires the ability to perform routine surveying and engineering calculations, general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write reports, property legal descriptions and general correspondence.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work is governed by specific instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	This position requires contact with others within the organization such as the Street Division, Community Services Department, Administration and Planning & Zoning, and Fire Department. In addition contact may be required 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 citizens, realtors, developers, etc.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ 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	Routine office mobility
Sitting	C	Computer work
Walking	R	To and from office equipment and other departments
Lifting	R	Plotting paper rolls, Files, office supplies, books, boxes
Carrying	R	Plotting paper rolls, Files, office supplies, books, boxes
Pushing/Pulling	R	Plotting paper rolls, Files, office supplies, books, boxes
Reaching	R	Plotting paper rolls, Files, office supplies, books, boxes
Handling	O	Plotting paper rolls, Files, office supplies, books, boxes
Fine Dexterity	F	Computer keyboard, plotters, calculator, telephone keypad, writing
Kneeling	R	Plotting paper rolls, Files, office supplies, books, boxes
Crouching	O	Plotting paper rolls, Files, office supplies, books, boxes
Crawling	N	
Bending	R	Retrieving items from lower shelves
Twisting	R	From computer to telephone
Climbing	N	
Balancing	N	
Vision	C	Reading computer monitor
Hearing	C	Communicating with personnel and general public and telephone
Talking	F	Communicating with personnel and general public and telephone
Foot Controls	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Plotter, printer, copier, planimeter, calculator, light table, label maker, multi-line telephone, binding machine, fax machine, computer and related software.

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	N
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	S
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:

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	C
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Firefighter Recruit

Department: Fire Department

Immediate Supervisor: Fire Captain or designee

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

This is an entry-level training position that prepares an employee to serve as a certified Firefighter for the Fountain Hills Fire Department. The position attends and must successfully complete a departmentally acceptable fire academy; learns and practices firefighting, rescue, hazardous materials awareness, emergency medical, and fire prevention functions; participates in community service and public education activities as assigned; and ensures readiness through facility, apparatus, equipment, and personal maintenance. Work is performed under close supervision and in accordance with academy, Town, and Fire Department requirements. During the academy, day-to-day direction, training, and evaluation may be provided by an assigned Recruit Training Officer, academy instructor, or other Fire Department designee.

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	VH	Participates in fire academy and related training to protect life and property by learning and practicing firefighting, rescue, emergency medical care, patient movement, hose, ladder, ventilation, forcible entry, salvage/overhaul, and incident scene support activities under direct supervision.
2	M	Assists with community services by participating in community education and/or school-based education programs, emergency medical standby and public relation services at Town special events, nonemergency services, and commercial fire safety inspection activities as assigned and under supervision.
3	VH	Performs facility, apparatus, equipment, and personal maintenance by participating in health/wellness and physical conditioning programs, performing station cleaning and grounds maintenance, assisting with vehicle inspections and minor maintenance, and conducting routine inspection and maintenance of emergency service equipment.
4	H	Maintains and develops emergency service skill levels by participating in academy instruction, regularly scheduled skill-based training exercises, continuing education programs, and review of emergency service policies, procedures, professional journals, and technical literature.

5	L	Performs general administrative and training-related functions by completing assignments, examinations, training records, logs, forms, mapping, support service activities, patient encounter documentation, and incident response data entry as assigned.
6	M	Performs other duties as assigned.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires a high school diploma, GED, or equivalent and the ability to successfully complete vocational or technical fire academy training. Appropriate fire service certification may be awarded upon satisfactory completion of required academy training.
Experience	No prior firefighting experience is required. Successful completion of a departmentally acceptable fire academy is required for continued employment and advancement to Firefighter. NIMS 100, 200, 700, and 800 are required or must be obtained as directed by the Department.
Certifications and Other Requirements	Valid driver's license; at least 18 years of age; valid and active Arizona and/or National Registry Emergency Medical Technician or Paramedic certification at time of application; valid Healthcare Provider CPR certification; current CPAT from an IAFF/IAFC-licensed agency within six months of application; ability to pass annual physical and other Town and Fire Department requirements.
Fire Apparatus operation	Not required at hire as a Firefighter Recruit. Required to obtain Fountain Hills certification to drive and operate fire apparatus within one year of appointment to Firefighter, if assigned.
Reading	Work requires the ability to read academy materials, technical reports, administrative policies and procedures, operational guidelines, training manuals, maps, and codes and standards.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, and algebra.
Writing	Work requires the ability to complete training assignments, patient information forms, incident reports, daily activity reports, logs, professional memos, and correspondence.
Managerial	Planning responsibilities include organizing daily academy, training, and assigned station activities.
Supervisory / Organizational Control	No formal supervisory responsibility.
Complexity	Work is structured by academy, Town, and Fire Department requirements. The position requires learning procedures, analyzing situations, and exercising judgment within the limits of policies, standards, and direction from supervisors and instructors.
Interpersonal / Human Relations Skills	The incumbent contacts others within the organization, academy staff, other public safety agencies, patients, and the public. Contacts require professionalism, teamwork, clear communication, and the ability to follow direction in a structured emergency services environment.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☐ Medium	☒ Heavy	☐ 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	Academy/training operations, station functions, presentations, special events
Sitting	F	Classroom training, deskwork
Walking	F	Academy/training operations, station functions, fire prevention activities
Lifting	F	Academy/training operations, patient movement, equipment movement, physical conditioning
Carrying	F	Academy/training operations, equipment movement
Pushing/Pulling	O	Training operations, physical conditioning, hoseline operations
Reaching	F	Training operations
Handling	F	Training operations, equipment movement
Fine Dexterity	O	Patient intervention skills, equipment operation
Kneeling	F	Training operations, patient intervention, station/equipment maintenance, physical conditioning
Crouching	O	Training operations, community education
Crawling	O	Academy/training operations
Bending	F	Training operations, patient intervention, station/equipment maintenance, physical conditioning
Twisting	O	Training operations, physical conditioning
Climbing	O	Ladders, station maintenance
Balancing	O	Ladder operations, vehicle inspections/maintenance, training operations
Vision	C	Training operations, station functions, deskwork
Hearing	C	Communicating with personnel, patients, instructors, and the public
Talking	C	Communicating with personnel, patients, instructors, and the public
Foot Controls	F	Driving as assigned or during training

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Firefighting apparatus, FF hand tools, emergency service communications, emergency medical equipment, FF power tools, rescue tools, facility, vehicle, equipment repair tools and equipment, computer and related software

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	D	Extreme Temperatures	D
Chemical Hazards	D	Noise and Vibration	D
Electrical Hazards	D	Wetness/Humidity	D
Fire Hazards	D	Respiratory Hazards	D
Explosives	D	Physical Hazards	D
Communicable Diseases	D		
Physical Danger or Abuse	D		
Other (see 1 Below)	S		

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

(1) Snakes

(2) Emergency Scenes, Fire Station

PROTECTIVE EQUIPMENT REQUIRED:

Firefighting protective ensemble including SCBA, infectious disease protective equipment.

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	F
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	O
Noisy/Distracting Environment	F
Other (see 3 below)	F

(3) Interruption of sleep and meals



Job Title: Battalion Safety Officer
Department: Fire Department
Immediate Supervisor: Battalion Chief
FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

This position supports emergency incident operations and department safety by functioning as an operational safety officer within the Incident Command System for the Fountain Hills Fire Department. The Battalion Safety Officer protects life and property by monitoring incident-scene safety, identifying hazards, advising the Incident Commander and Battalion Chief on risk mitigation, supporting personnel accountability, and assisting with emergency medical, fire suppression, rescue, hazardous materials, wildland, and other all-hazard responses. The position also supports training, after-action review, injury and exposure documentation, safety inspections, wellness and injury prevention efforts, operational readiness, and compliance with department operational guidelines, safety standards and practices. This position performs related work as required.

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	H	Responds to emergency incidents and functions within the Incident Command System as assigned, with primary responsibility for monitoring personnel safety, identifying unsafe conditions, evaluating risk, and communicating safety concerns to the Incident Commander and Battalion Chief.
2	H	Evaluates incident-scene hazards related to fire suppression, emergency medical service, traffic and roadway operations, wildland incidents, hazardous materials, technical rescue, structural conditions, electrical hazards, heat exposure, rehabilitation, and other all-hazard emergency operations; recommends appropriate control measures and operational adjustments.
3	M	Supports the Battalion Chief and Incident Commander by assisting with personnel accountability, crew safety, resource awareness, incident documentation, rehabilitation coordination, exposure concerns, and post-incident safety follow-up.
4	H	Protects life and property through emergency incident response by performing firefighting, rescue, emergency medical, hazardous materials, and related incident scene activities as assigned and within the limits of training, certification, department policy, and operational guidelines.
5	M	Performs administrative safety functions by documenting safety observations, exposure concerns, on-duty injury information, near-miss issues, after-action review items, corrective actions, and safety-related recommendations.
6	M	Supports department safety training and professional development by assisting with safety topics, operational drills, incident safety officer training, after-action review, near-miss review, OSHA/ADOSH-related safety requirements, and reinforcement of department operational guidelines.

	Physical Strength Code	ESSENTIAL FUNCTIONS
7	M	Assists with review of facilities, apparatus, equipment, personal protective equipment, and work practices to identify safety concerns, recommend corrective action, and support operational readiness.
8	L	Facilitates communication with shift personnel, Fire Administration, Human Resources/Risk Management, regional safety partners, outside agencies, and other Town departments to support safety, training, wellness, and injury prevention efforts.
9	H	Maintains emergency services skill level by participating in regularly scheduled skill-based training exercises, continuing education programs, health and wellness activities, physical conditioning, and review of current emergency service professional journals and technical literature.
10	M	Performs other 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.
Experience	Minimum of five years of experience in the fire service, including at least twelve months of experience serving as a Captain, Acting Captain, Lieutenant, or equivalent company officer/operational leadership role. Company officer experience is preferred.
Certifications and Other Requirements	Valid Arizona Operator's Driver's License; Firefighter I/II; Arizona State Certified Emergency Medical Technician or Paramedic; Hazardous Materials Operations; Basic Wildland Firefighting; Incident Safety Officer certification; NIMS/ICS 100, 200, 300, 400, 700, and 800. Fire Instructor I, Fire Officer I or II, FDSOA Incident Safety Officer certification, and Regional Battalion Chief Academy preferred; completion of Regional Battalion Chief Academy within twelve months of appointment is expected if not completed at time of appointment. Ability to pass annual physical. Ability to maintain required certifications and operate within department operational guidelines.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read professional journals, technical reports, administrative policies and procedures, operational guidelines, training manuals, maps, incident documents, safety data sheets, codes, standards, and safety-related laws or regulations.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, percentages, and basic algebra.
Writing	Work requires the ability to write incident reports, patient information forms, daily activity shift reports, safety observations, exposure documentation, injury or near-miss documentation, after-action review notes, professional memos, correspondences, and recommendations.
Managerial	Planning responsibilities include organization and prioritization of incident safety activities, assigned safety projects, training support, safety reviews, inspections, after-action follow-up, customer service requests or issues, and department short- and long-range planning as assigned.
Budget Responsibility	The incumbent conducts research, compiles data, obtains cost estimates, prepares recommendations, and may assist with monitoring budget expenditures related to assigned safety, training, equipment, or operational readiness needs.
Supervisory / Organizational Control	Work requires functioning as an operational safety officer and lead worker within assigned responsibilities; includes advising command, communicating safety concerns, directing immediate safety corrections when unsafe conditions are identified, assisting with training, and coordinating safety-related work with supervisors and personnel.
Complexity	Work is governed by broad instructions, objectives, policies, operational guidelines, and safety standards. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment, including judgment under emergency conditions.
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 such as Police 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, products, training, or safety equipment. Meetings and discussions may be conducted with customers, brokers, sales representatives, regional fire service partners, and safety or risk management representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	☐ Light L=Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	☐ Medium M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	☒ Heavy H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	☐ Very Heavy VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.
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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	Incident operations, station functions, presentations, inspections, special events
Sitting	F	Deskwork, meetings, incident documentation, incident command vehicle or field observation
Walking	F	Incident operations, station functions, facility/safety reviews, commercial inspections, training
Lifting	F	Incident operations, patient movement, equipment movement, physical conditioning
Carrying	F	Incident operations, equipment movement
Pushing/Pulling	O	Incident operations, physical conditioning, hoseline operations
Reaching	F	Incident operations, equipment movement
Handling	F	Incident operations, equipment movement
Fine Dexterity	O	Patient intervention skills, radio/computer use, equipment checks, safety documentation
Kneeling	F	Incident operations, patient intervention, station/vehicle maintenance, physical conditioning
Crouching	O	Incident operations, safety reviews, community education
Crawling	O	Incident response, training, limited-access safety assessments
Bending	F	Incident operations, patient intervention, station/vehicle maintenance, physical conditioning
Twisting	O	Incident response, physical conditioning, equipment movement
Climbing	O	Ladders, apparatus, station functions, incident safety observation as assigned
Balancing	O	Ladder operations, vehicle inspections/maintenance, uneven terrain, incident operations
Vision	C	Incident response, hazard observation, station functions, driving, maps, deskwork
Hearing	C	Communicating with personnel, patients, telephone, radio communications
Talking	C	Communicating with personnel, patients, telephone, radio communications
Foot Controls	F	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Firefighting apparatus, FF hand tools, emergency service communications, emergency medical equipment, FF power tools, rescue tools, facility, vehicle, and equipment repair tools and equipment, personal protective equipment, SCBA, safety monitoring equipment, mapping and incident documentation tools, computer and related software, and general office equipment.

ENVIRONMENTAL FACTORS:

D = Daily W = Several Times Per Week M = Several Times Per Month S = Seasonally N = Never

HEALTH AND SAFETY ENVIRONMENTAL FACTORS			
Mechanical Hazards	D	Extreme Temperatures	D
Chemical Hazards	D	Noise and Vibration	D
Electrical Hazards	D	Wetness/Humidity	D
Fire Hazards	D	Respiratory Hazards	D
Explosives	D	Physical Hazards	D
Communicable Diseases	D	Physical Danger or Abuse	D
Other (see 1 Below)	S		

(1) Snakes; traffic and roadway incidents; emergency scenes; fire station.

PROTECTIVE EQUIPMENT REQUIRED:

Firefighting protective ensemble including SCBA, infectious disease protective equipment, eye and hearing protection, traffic safety vest, wildland PPE, and other protective equipment as assigned.

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
NON-PHYSICAL DEMANDS				
Time Pressures			F	
Emergency Situations			F	
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			O	
Noisy/Distracting Environment			F	
Other (see 3 below)			F	

(3) Interruption of sleep and meals; decision-making under emergency conditions.

PRIMARY WORK LOCATION

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

(2) Emergency scenes, fire station, training sites, and other Town or regional fire service locations as assigned.

EXHIBIT C
TO
RESOLUTION NO. 2026-15

[2026-27 Comprehensive Fee Schedule]
See following pages



**TOWN OF FOUNTAIN HILLS
COMPREHENSIVE FEE SCHEDULE
FISCAL YEAR 2026-2027**

Description	Adopted Fee	Units
Clerk		
Campaign Fees:		
Pro/Con Argument Fee	\$200.00	per request
Campaign Finance - Late Filing Fee	\$10.00	per business day

Community Services

<i>Parks Fees</i>		
Park Rental Fees - Resident/Non-Profit:		
Standard Ramada - 2 hour minimum	\$20.00	per hour
Saguaro Ramada - 2 hour minimum	\$40.00	per hour
Meeting Rooms 2 hour minimum	\$15.00	per hour
Athletic Fields - 2 hour minimum	\$20.00	per hour
Sports Courts - 1 hour reservation	\$10.00	per hour
Half Day Open Park space, including Amphitheater, Avenue of the Fountains Plaza, Plaza Fountainside Ramada, Great Lawn, Centennial Circle and other lawns	\$800.00	flat fee
Full Day Open Park space, including Amphitheater, Avenue of the Fountains Plaza, Plaza Fountainside Ramada, Great Lawn, Centennial Circle and other lawns	\$1,500.00	flat fee
Park Rental Fees - Non-Resident/Commercial:		
		Renters - Nonresident
Small Ramada - 2 hour minimum	\$30.00	per hour
Saguaro Ramada - 2 hour minimum	\$50.00	per hour
Meeting Rooms 2 hour minimum	\$20.00	per hour
Athletic Fields - 2 hour minimum	\$30.00	per hour
Sports Courts - 1 hour reservation	\$15.00	per hour
Half Day Open Park space, including Amphitheater, Avenue of the Fountains Plaza, Plaza Fountainside Ramada, Great Lawn, Centennial Circle and other lawns	\$1,350.00	flat fee
Full Day Open Park space, including Amphitheater, Avenue of the Fountains Plaza, Plaza Fountainside Ramada, Great Lawn, Centennial Circle and other lawns	\$2,350.00	flat fee
Park Rental Fee Extras:		
Power Distribution Box Rental Fee & Deposit	\$25.00 plus \$200 deposit	per box per day
Quick Coupler	\$25.00 plus \$200 deposit	per box per day
Athletic Field Lights (2 hour minimum)	\$15.00	per hour per field
Athletic Field Prep – Baseball/Softball	\$30.00	per field
Athletic Field Prep – Soccer/Football	\$500.00	per field
Batting Cage Rental - 1 hour	\$10.00	per hour
Pitching Mound Rental	\$30.00	per use
Ball Field Fencing Rental	\$25.00	per use
Alcohol Permit with Park Reservation (NON-REFUNDABLE)	\$20.00	per permit
Staff - 2 hour minimum	\$55.00	per hour per staff member

<i>Community Center Fees</i>		
Community Center Rentals - Resident/Non-Profit:		
Weekday Rates: Monday thru Thursday		
Classrooms - Minimum 2 hours	\$25.00	per hour
Ballroom - Per Ballroom; Minimum 4 hours	\$50.00	per hour
Lobby - Minimum 4 hours	\$50.00	per hour



**TOWN OF FOUNTAIN HILLS
COMPREHENSIVE FEE SCHEDULE
FISCAL YEAR 2026-2027**

Description	Adopted Fee	Units
Weekend Rates: Friday & Saturday (no rentals on Sunday)		
Ballroom - Per Ballroom; Minimum 2 Ballrooms for 4 hours	\$75.00	per hour
Lobby - Minimum 4 hours	\$75.00	per hour
Ballroom Damage Deposit	\$100.00	per Ballroom
NonVetted Caterer	\$100.00	per rental
NonVetted Bartender	\$100.00	per rental
Community Center Rentals - Non-Resident/Commercial:		
Weekday Rates: Monday thru Thursday		
Classrooms - Minimum 2 hours	\$50.00	per hour
Ballroom - Per Ballroom; Minimum 2 Ballrooms for 4 hours	\$100.00	per hour
Lobby - Minimum 4 hours	\$100.00	per hour
Weekend Rates: Friday & Saturday (no rentals on Sunday)		
Ballroom - Per Ballroom; Minimum 4 hours	\$150.00	per hour
Lobby - Minimum 4 hours	\$150.00	per hour
Ballroom Damage Deposit	\$100.00	per Ballroom
NonVetted Caterer	\$100.00	per rental
NonVetted Bartender	\$100.00	per rental
Community Center Extra Service Fees:		
Video Projector	\$55.00	per rental
Flat Screen TV	\$55.00	per rental
Small Screen	\$55.00	per rental
Large Screen (8' x 10')	\$55.00	per rental
Ping Pong Table	\$55.00	per rental
Sound Reinforcement		
Wireless Microphones	\$25.00	per rental
Portable Sound System (Includes Mixing Board and/or Portable Speaker)	\$85.00	per rental
Electricity (per booth)	n/a	
Portable White Board	\$5.00	per rental
Walker Display Board	\$5.00	per rental
Items for Sale	\$5.00	per rental
Miscellaneous	n/a	
Dance Floor - per 4' x 4' parquet square (16' x 16')	\$225.00	per rental
Dance Floor - per 4' x 4' parquet square (20' x 20')	\$280.00	per rental
Dance Floor - per 4' x 4' parquet square (24' x 24')	\$325.00	per rental
Staging 6' x 8' section (1 piece)	\$25.00	per rental
Coffee Service	\$30.00	per request
Portable Bar	\$50.00	per request
Labor Charges	\$55.00	per hour per staff
MCSO Charges - Minimum 4 hours	Actual Cost	pre-paid/no refunds
Piano Tuning	Actual Cost	pre-paid/no refunds
Drop-In Fee for Presentations/Classes	\$5.00	per presentation/class
Senior Services Annual Membership Fees:		
Resident	\$35.00	per year
Non - Resident	\$50.00	per year

Special Event Fees

Special Events Permits:		
<i>Special Event Permits - Food/Event Vendors</i>		



TOWN OF FOUNTAIN HILLS COMPREHENSIVE FEE SCHEDULE FISCAL YEAR 2026-2027

Description	Adopted Fee	Units
Application Fee	Up to \$500.00	based on event size
<i>Special Event Permits - Business/Commercial</i>		
Application Fee - Business (If submitted at least 60 days prior to the event date)	\$300.00	per application
Application Fee - If submitted 59 days or less prior to the event date	\$550.00	per application
Permit Fee	\$50.00	per application
<i>Special Event Permits - Non-Profit</i>		
Application Fee - Charitable Organization (If submitted at least 60 days prior to the event date)	\$150.00	per application
Application Fee - If submitted 59 days or less prior to the event date	\$275.00	per application
Permit Fee	\$50.00	per application
<i>Special Event Permits - Extra Fees</i>		
Special Event Liquor Application Fee	\$25.00	per application
<i>Special Event Permits - Park Fee (Open Park space, including Amphitheater, Avenue of the Fountains Plaza, Plaza Fountainside Ramada, Great Lawn, Centennial Circle and other lawns)</i>		
<i>Non-Profit:</i>		
Small Event	\$400.00/\$750.00	half day/full day
Medium Event	\$2,500.00	full day
Large Event	\$3,500.00	full day
<i>Business/Commercial:</i>		
Small Event	\$750.00/\$1,400.00	half day/full day
Medium Event	\$2,500.00	full day
Large Event	\$3,500.00	full day
<i>Special Event Permits - Deposit</i>		
Events with less than 1,000 attendance	\$500.00	per event
Events with 1,000 - 1,999 attendance	\$1,000.00	per event
Events with 2,000 - 5,000 attendance	\$2,500.00	per event
Events with over 5,000 attendance	\$5,000.00	per event
<i>Special Event Permit Fees - Road Closure Admin Fees</i>		
Events with less than 1,000 attendance	\$500.00	per event
Events with 1,000 - 1,999 attendance	\$750.00	per event
Events with 2,000 - 5,000 attendance	\$1,000.00	per event
Events with over 5,000 attendance	\$1,500.00	per event
<i>Special Event Permit Fees - Vendor Compliance Fine</i>		
First time penalty	\$250.00	per incident
Recurring penalty	\$750.00	per incident
Film permit application	\$85.00	per application
Electronic message board rental	\$150 per message board (maximum 2)	per event
Small, non-vehicular special event sign rental	\$25 for up to 10 signs plus \$100 deposit	per event

Municipal Court Fees		
Court Enhancement fee	\$50.00	per incident (ARS 22-404E)
Non-Sufficient Funds (checks returned to Court)	\$50.00	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 incident



TOWN OF FOUNTAIN HILLS

COMPREHENSIVE FEE SCHEDULE

FISCAL YEAR 2026-2027

Description	Adopted Fee	Units
Warrant	\$65.00	per warrant issued
Diversion Program Fee	\$150.00	per case (ARS 9-500.22)
Diversion Program Rescheduling	\$30.00	per incident
Probation fee - Maricopa County Fee	\$150.00	per year
Order modification fee	\$25.00	per modification
Contract administration fee	\$10.00	per contract or modification
Court Clerk	\$17.00	per request (ARS 22-404)
Court User	\$10.00	per charge
Public Records Search	\$17.00	per name (ARS 22-404)
Certified Copies	\$17.00	per copy

Development Services

Planning Fees

Administrative Use Permit/Temporary Sign Permit	\$50.00	per request
Appeal of a Decision by the Zoning Administrator	\$1,530.00	per appeal
Comprehensive Sign Plans and amendments	\$280.00	per request
Commercial/Industrial/Multi-Family Site Plan Review	\$680.00 for first 5,000 square feet of property, then \$130.00 for every thousand square feet thereafter	
Minor Site Plan Amendment	25% of Site Plan Review Fee	per request
Continuance at Applicant Request	\$140.00	per request
Cut & Fill Waiver	\$350.00	per request
Development Agreements	\$3,975.00 for up to 5 acres, plus \$795.00 per acre thereafter	
Development Agreements - Amendment	\$1,900.00 for up to 5 acres plus \$380.00 per acre thereafter	
Final Plats	\$1,690.00 for up to 10 lots plus \$169 per lot thereafter	
General Plan Amendments - Minor	\$2,500.00 for the first 5 acres plus \$500.00 per acre thereafter	
General Plan Amendments - Major	\$3,760.00 for the first 40 acres plus \$94.00 per acre thereafter	
Hillside Protection Easement (HPE)	\$170.00 Plus recording fees	
Golf Ball Fence, Administrative Review	\$280.00	per review
Landscape Plan Review	\$50.00	per review
Public Notice in Newspaper (for all actions requiring newspaper notifications)	\$260.00 (1)	
Notification fee (for all actions requiring mailed notifications)	\$175.00 (2)	
Planned Area Developments (PAD)	\$3,620.00 for the first 5 acres plus \$725.00 per acre thereafter	
Planned Area Developments (PAD) - Amendment	\$1,850.00 for the first 5 acres plus \$370.00 per acre thereafter	
Plat Abandonments	\$1,150.00 plus County Fees (3)	
Preliminary Plats	\$2,045.00 for the first 10 lots, plus \$205.00 per lot thereafter	
Recording Fees (subject to change without notice)	\$150.00	per request
Replats (lot joins, lot divisions, lot line adjustments)	\$575.00	
Rezoning (Map)	\$3,623.00 up to 10 acres plus \$360.00 per acre thereafter	
Saguaro Cactus Permit	\$110.00	per permit
Special Use Permits (SUP) and amendments	\$2,000.00	



TOWN OF FOUNTAIN HILLS COMPREHENSIVE FEE SCHEDULE FISCAL YEAR 2026-2027

Description	Adopted Fee	Units
SUP Patio Covers	10% of SUP Fee	
Temporary Use Permits	\$230.00 plus notification	
Temporary Visitor Permit (RV Parking):	\$50.00	per permit
Tract Housing	\$325.00 plus \$100.00 per façade	
Variances	\$1,190.00 for the first variance plus \$300.00 for each additional variance	
Zoning Verification Letter	\$280.00	per verification
Community Residence Registration	\$350.00	per registration
Community Residence Annual Renewal	\$250.00	per renewal

(1) Plus actual newspaper posting costs

(2) Plus \$5 per mailing label

(3) Minimum \$150 recording fee

Building Fees

Building Permit/Plan Check Single Family Residential:		
Single Family Homes & Additions (Includes Permit and Plan Review)		
Livable Area with A/C	\$0.73	square feet
Covered Area: Garage and/or Patio (non A/C)	\$0.55	square feet
Single Family Remodel	\$0.24	square feet
Single Family Remodel non A/C	\$0.15	square feet
Specialized Permits (Includes Permit and Plan Review)		
Solar Photovoltaic	\$150.00	per request
Fence Walls	\$200.00 for first 100 feet plus \$2.00 per linear foot thereafter	
Retaining Walls	\$300.00 for 100 linear feet plus \$3.20 per linear foot thereafter	
Pools & Spas Attached	\$320.00 up to 450 square feet plus \$0.72 per square foot above 450	
Stand Alone Spas	\$140.00	per request
Landscape Deposit	\$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	
Miscellaneous Plan Review or Inspection (1 hour minimum)	\$115.00	per hour
One Discipline Permit	\$140.00	per permit
Addendum	\$115.00	per addendum
Demolition (minor)	\$60.00	per request
Third-Party or Expedited Plan Review & Inspections	Actual costs for third party	
Plan Review Add On (After 3rd Review)	50% of Bldg Permit/Plan Review Fee	
Reinspection Fee	\$170.00	per inspection
Permit Extensions - Residential new and additions (If Town has all records and within current Code cycle)	\$460.00	per extension
Permit Extensions - Residential remodel only (If Town has all records and within current Code cycle)	\$120.00	per extension
Penalty for failure to obtain a building permit	100% of Bldg Permit/Plan Review Fee	per incident
Refund for cancelled Building permit (must be done in writing)	35% of building permit fee paid - request must be made within 180 days of original payment	per request



TOWN OF FOUNTAIN HILLS COMPREHENSIVE FEE SCHEDULE FISCAL YEAR 2026-2027

Description	Adopted Fee	Units
Building Permit/Plan Check Commercial:		
<i>Commercial/Tenant Building Permit & Additions (Includes Permit and Plan Review)</i>		
Area with A/C	\$0.80	per square foot
Covered Area (non A/C)	\$0.65	per square foot
<i>Commercial Remodel (Existing)</i>		
Area with A/C	\$585.00 for 3,000 square feet plus \$0.20 per square foot thereafter	
Covered Area (non - A/C)	\$275.00 for 3,000 square feet plus \$0.09 per square foot thereafter	
<i>Apartments/Condominiums</i>		
Livable Area with A/C	\$1.10	per square foot
Covered Area (non - A/C)	\$0.75	per square foot
Landscape Plan Review	\$50.00	per request
Miscellaneous Permits (Plan Review Fee is Separate)	\$13.00	per permit
Minimum Permit (one discipline)	\$140.00	per permit
Sign Permit, less than 32 square feet (New/Modified)	\$85.00	per permit
Sign Permit, 32 or greater square feet (New/modified)	\$105.00	per permit
Miscellaneous Plan Review or Inspection (1 hour minimum)	\$115.00	per hour
Revisions to Approved Plans	\$170.00	per hour
Plumbing - Water heater replacement/solar (minor)	\$140.00	per request
Mechanical - HVAC replacement (minor)	\$140.00	per request
Electrical - panel repair (minor)	\$150.00	per request
Demolition (minor)	\$60.00	per request
Third-Party or Expedited Plan Review & Inspections	Actual costs for third party	
Plan Review Add On (After 3rd Review)	50% of Bldg Permit/Plan Review Fee	per review
Reinspection Fee	\$170.00	per inspection
Permit Extensions - Commercial new construction only (If Town has all records and within current Code cycle)	\$460.00	per extension
Permit Extensions - Commercial remodel only (If Town has all records and within current Code cycle)	\$120.00	per extension
Penalty for failure to obtain a building permit	100% of Bldg Permit/Plan Review Fee	per incident
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	per request
Appeal of Decision by Building Official/Fire Marshal	\$1,000.00 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	
Public Art Contribution Fee*		
Commercial Construction Projects of \$1 million or less	1% of construction cost	per project
Commercial Construction Projects between \$1 million and \$10 million	0.75% of construction cost	per project
Commercial Construction Projects above \$10 million	0.50% of construction cost	per project

*The Town will calculate the Total Construction Cost based on the standards in the building code for purposes of determining the fee. That amount calculated will be posted on the permit application.



**TOWN OF FOUNTAIN HILLS
COMPREHENSIVE FEE SCHEDULE
FISCAL YEAR 2026-2027**

Description	Adopted Fee	Units
Single Family Residential	\$8,816.00	per dwelling
Multi - Family Residential	\$5,462.00	per dwelling
Commercial	\$4,815.00	per 1,000 square feet
Office	\$4,503.00	per 1,000 square feet
Institutional	\$4,719.00	per 1,000 square feet
Industrial	\$2,095.00	per 1,000 square feet
<i>(Above fees are split between Parks & Recreation, Fire, and Streets development fees. See Resolution for allocations.)</i>		

Development Services - Miscellaneous

Maps:		
8 1/2" x 11"	\$3.00	per map
11" x 17" Street/Index Map "Typical"	\$5.00	per map
11" x 17" Aerial Site Plan	\$18.00	per map
24" x 36" Custom Map	\$20.00	per map
36" x 36" Bldg/Plat/Zoning Map	\$25.00	per map
60" x 60" Street/Bldg/Develop/Plat/Plot	\$35.00	per map
Map Book	\$100.00	per map book
Other:		
Easement or Right-of-Way Abandonment	\$730.00	per request
Hillside Protection Reconfiguration and/or Replacement of Hillside Protection Easement	\$350.00	per request
Revocation Administrative Fee	\$60.00	per request
Engineering Plan Review Fee / Final Plat Improvement	\$1,610.00	per request
New/Address Change	\$50.00	
Third-Party or Expedited Plan Review & Inspections	Actual costs for third party	
Inspections not associated with an active Building Permit	\$60.00	per inspection
Off-Hours Inspections (Nights & Weekends)	\$85.00	per inspection

Fire Fees

Residential Automatic Sprinkler System Plan Review/Inspection	\$340.00 for up to 4,400 square feet then \$0.08 per square foot	
Commercial Automatic Sprinkler System Plan Review/Inspection	\$340.00 for the first 3,000 square feet then \$0.11 per square foot	
Commercial Auto Sprinkler System Modification Plan Review/Inspection	\$195.00	per request
Commercial Hood System Plan Review/Inspection	\$290.00	per request
Commercial Fire Alarm System Plan Review/Inspection	\$385.00	per request
Commercial Fire Alarm System Modification Plan Review/Inspection	\$385.00	per request
Residential LPG Installation Review/Inspection	\$170.00	per request
Annual Adult Residential Group Care Inspection	\$130.00	per request
Annual Commercial Fire Inspection Fee	\$0.00	per request
Tent Permit Fee (any tent over 200 square feet & any canopy over 400 square feet)	\$65.00	per request
Reinspection Fee (beyond one re-check)	\$150.00	per request
Inter-Agency Educational Charges	Actual Cost	pre-paid
Fire Dept Personnel - 4 hour minimum	\$55.00	per hour



TOWN OF FOUNTAIN HILLS

COMPREHENSIVE FEE SCHEDULE

FISCAL YEAR 2026-2027

Description	Adopted Fee	Units
Abatement Fees:		
Inspection fee	\$340.00	per hour
Reinspection fee	\$340.00	per inspection
Finance		
Services:		
Notarization	\$10.00	per request
Affix Town Seal	\$5.00	per request
Returned Check Fee	\$50.00	per check
Convenience Fee - credit card payment	\$4.00	per transaction
Art Commission	\$35.00	per transaction
Copies		
Photocopies 8 1/2 x 11	\$0.65	per page
Photocopies 8 1/2 x 14	\$0.70	per page
Photocopies 11 x 17	\$0.75	per page
Reports:		
License Report (Non - Commercial Use)	\$30.00	CD or hard copy
License Report (Commercial Use)	\$30.00	CD or hard copy
Business License Fees:		
New Business License	\$50.00	per application and first year fee - non-refundable
Annual renewal fee for business within the Town limits	\$35.00	per renewal
Annual renewal fee for business without a fixed place of business within the Town limits	\$50.00	per renewal
Late fee for renewal of business license fee	25% of renewal fee	per renewal
Late fee for renewal of mobile food vendor license fee	10% of renewal fee	per renewal
Penalty for operating a business without a license	\$150.00	per incident
Peddlers, solicitors and mobile merchants	\$250.00	calendar quarter or fraction thereof - non-refundable
Mobile Food Vendor License	\$250.00	per year
Annual renewal fee for Mobile Food Vendor within Town limits	\$250.00	per renewal
Peddler investigation fee (per person)	\$55.00	per person
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.	\$150.00	per week
Handbill Distributor	\$50.00	per 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.	\$150.00	per 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 of business	\$50.00	per day
Duplicate Business License	\$15.00	per request
Verification of License Letter	\$15.00	per request
False Alarm Service Charges:		
First and Second	\$0.00	each
Third	\$100.00	each
Fourth	\$150.00	each
Fifth and Sixth	\$175.00	each



TOWN OF FOUNTAIN HILLS

COMPREHENSIVE FEE SCHEDULE

FISCAL YEAR 2026-2027

Description	Adopted Fee	Units
Seventh or more	\$275.00	each
Wireless Communications:	Per State Statute	
Wireless Tower Lease	\$4.75	per square foot
Lease Agreement Application Fee, each location	\$285.00	per location - non-refundable
Amendments to Cell Tower Lease Agreements	\$285.00	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 (SWF)
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
Batched applications for up to 25 SWF's	\$50.00	per SWF 6 - 25 sites
Applications for new, replacement or modified utility poles NOT subject to zoning review	\$750.00	per application
Applications for new, replacement or modified utility poles and collocation of wireless facilities subject to zoning review	\$1,000.00	per application
Alcohol License Application:		
Person Transfer Fee	\$200.00	per request
Location Transfer Fee	\$200.00	per request
Probate/Will Assignment/Divorce Decree	\$200.00	per request
Extension of Premise	\$200.00	per request
Sampling Permit	\$200.00	per request
Acquisition of Control/Restructure/Agent Change	\$200.00	per request
Initial/Interim Application Fee		
01 - In State Producer	\$600.00	per request
02 - Out of State Producer	\$600.00	per request
03 - Domestic Microbrewery	\$600.00	per request
04 - In State Wholesaler	\$600.00	per request
05 - Government	\$600.00	per request
06 - Bar, All Spirituous Liquors	\$600.00	per request
07 - Beer & Wine Bar	\$600.00	per request
08 - Conveyance	\$600.00	per request
09 - Liquor Store	\$600.00	per request
10 - Beer & Wine Store	\$600.00	per request
11 - Hotel/Motel	\$600.00	per request
12 - Restaurant	\$600.00	per request
13 - Domestic Farm Winery	\$600.00	per request
14 - Private Club	\$600.00	per request
Alcohol Permit Renewal	\$200.00	per year
Short-Term/Vacation Rentals		
Annual Registration Fee	\$250.00	per year
Public Works		
Excavations/In-Lieu Fees:		
Base fee	\$250.00	Per excavation
Trench cut fees:		
Newly paved or overlaid 0 - 1 yrs.	\$55.00	per linear foot



TOWN OF FOUNTAIN HILLS

COMPREHENSIVE FEE SCHEDULE

FISCAL YEAR 2026-2027

Description	Adopted Fee	Units
Newly paved or overlaid 1 - 2 yrs.	\$45.00	per linear foot
Newly paved or overlaid 2 - 3 yrs.	\$35.00	per linear foot
Newly paved or overlaid 3 - 4 yrs.	\$25.00	per linear foot
Newly paved or overlaid 4 - 5 yrs.	\$15.00	per linear foot
Newly paved or overlaid 5 - 6 yrs.	\$10.00	per linear foot
Slurry or chip sealed 0 - 2 years	\$4.00	per linear foot
Pavement replacement greater than 300 feet in length	\$2.50	per square yard
Utility Pit fees:		
Newly paved or overlaid 0 - 1 yrs.	\$5.50	per square foot
Newly paved or overlaid 1 - 2 yrs.	\$4.50	per square foot
Newly paved or overlaid 2 - 3 yrs.	\$3.50	per square foot
Newly paved or overlaid 3 - 4 yrs.	\$2.50	per square foot
Newly paved or overlaid 4 - 5 yrs.	\$1.50	per square foot
Newly paved or overlaid 5 - 6 yrs.	\$1.00	per square foot
Slurry or chip sealed 0 - 2 years	\$5.00	per square foot
Adjustment (MH, valve, monument, etc.)	\$500.00	each
Striping	\$3.00	per linear foot
Lane Markers	\$175.00	each
Stop Bars	\$3.00	per linear foot
Crosswalks	\$3.00	per linear foot
RPMs	\$7.00	each
Seal-Coat	\$3.00	per square yard
Encroachment/Engineering Permits:		
Base Permit Fee	\$200.00	
2"/6" Paving A.C.	\$2.25	per square yard
Permanent Barricading	\$220.00	each
Guard Rail/Hand Rail	\$1.50	per linear foot
Survey Monuments	\$145.00	each
Concrete Aprons	\$145.00	each
Scuppers	\$145.00	each
Review for Adjustments MH, etc.	\$145.00	each
4" Paving - PC Concrete	\$1.45	per square yard
Decorative Sidewalk or Paving	\$2.70	per linear foot
Sidewalk & Bike path	\$2.70	per linear foot
Curb & Gutter	\$1.70	per linear foot
Valley Gutter	\$1.45	per linear foot
Sign (regulator, street etc.)	\$145.00	each
Pavement Cuts	\$1.45	per linear foot
Driveway/Driveway Modifications	\$145.00	each
Utility, Water Line, Sewer Line Trench - Paved	\$2.00	per linear foot
Utility, Water Line, Sewer Line Trench - Unpaved	\$1.45	per linear foot
Storm Drain Pipe	\$1.70	per linear foot
Catch Basins, Headwells	\$145.00	each
Cutoff Walls	\$1.45	per linear foot
Slope Protection	\$1.45	per square yard
Rip Rap	\$1.45	per square yard
Retaining Wall	\$1.45	per linear foot
Cut/Fill (Materials Moved)	\$2.00	per cubic yard
Box Culverts	5% of engineer estimate	
Miscellaneous	5% of engineer estimate	
Landscaping	5% of engineer estimate	



**TOWN OF FOUNTAIN HILLS
COMPREHENSIVE FEE SCHEDULE
FISCAL YEAR 2026-2027**

Description	Adopted Fee	Units
Irrigation	5% of engineer estimate	
Lighting	5% of engineer estimate	
Grading	5% of engineer estimate	
Utility Splice/Repair Pits Up to 25 square feet (outside pvmt)	\$140.00	flat fee
Other	5% of engineer estimate	
In Lieu Payments	n/a	n/a
Traffic Control Plan Review	\$170.00	per request
Engineering Plan Review Fee	\$575.00 per sheet (includes three reviews) \$190 per sheet for each subsequent review	per sheet
Failure to obtain an Encroachment Permit	\$230.00	per incident
Failure to obtain a Final Inspection	\$170.00	per incident
Reinspection Fee	\$150.00	per incident
Investigation Fee for Work Done Without Permit	\$400.00 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.	per incident
Land Disturbance Fee	\$10.00 per square foot plus revegetation	per square foot
Oversize/Overweight Vehicle Permit	\$250.00	per permit
Haul Route Permit (greater than or equal to 500 cubic yards)	\$160.00	per permit
Failure to barricade or improper barricading	\$1,000.00 to \$5,000.00	per incident
Permit Extension	\$50.00	per request
Penalty for work w/o permit	50% of Permit Fee	per incident
Minimum Plan Review	\$115.00	per hour
Traffic Study - Cost to recover staff time and materials	\$150.00 base fee plus \$50.00 per additional location request	per request
<u>Public Works - Miscellaneous</u>		
Adopt a Street:		
Fee, per sign	\$200.00	per request
Honorary Street Naming:		
Application Fee and Sign	\$300.00	per application
Electric Vehicle Charging		
Charging Station Fee - 2 hour maximum	\$4.00	per hour