

**MINUTES
COUNCIL WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. MAIN STREET, ROOM #106
WEDNESDAY, FEBRUARY 20, 2015 AT 8:30 A.M.**

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

1. Call to Order

Mayor German called the meeting to order at 8:30 a.m.

2. Roll Call

Mayor German, Vice Mayor Jackie Baker, and Councilors Bruce George, Carol German, Brad Gordon, Robin Whatley, and Jessie Jones are present.

Also Present

Town Manager Russ Martin, Parks and Recreation Coordinator Mike Marshall, Public Works Director Ron Long, Deputy Public Works Director Troy Odell, Economic Development Director Steve Ayers, Finance Director Mike Showers, Camp Verde Marshall's Office Commander Bruce Girt and Marshall Nancy Gardner, Planning and Zoning Director Mike Jenkins, Magistrate Judge Paul Schlegel, Municipal Court Administrator Veronica Pineda, Library Director Kathy Hellman, Risk Manager Carol Brown, Waste and Storm Water Manager Jan Grogan, Town Clerk Virginia Jones and Recording Secretary Lynn Riordan.

3. Pledge of Allegiance

Mayor German led the pledge.

4. Discussion, presentation and updates from various Town departments to include, but not limited to responsibilities, duties and goals of each department.

Town Manager Russ Martin addressed the Mayor and Council advising of the format he requested by each department to give the Mayor and Council a brief summary of where their department is at this time and projected goals for the next two to five years. Mr. Martin advised that this format is a summary intended to share information and not budget preparation.

Town Manager Russ Martin addressed the Mayor and Council advising that he is working on a management certificate for each department, continues to provide staff opportunities to advance, create a positive work culture, and continue with internal training. Additionally, he will continue to evaluate facilities, capital improvements and long-term investment in building and facilities, which are always limited by revenue for desired expansion.

Risk Manager Carol Brown addressed the Mayor and Council advising of Risk Management's philosophy and accomplishments, stating that she encouraged pro-active discipline reducing the Town's expenses for insurance and litigation. The Town's Workers Compensation rating is currently .12% lower than the average for municipalities. Additionally, she continues to follow up and collect outstanding restitution owed to the Town. **Carol provided a handout to all Council; a copy is attached and becomes a permanent part of the record.**

Finance Director Mike Showers addressed the Mayor and Council advising the budget is very tight again this year, but each department is doing a good job staying within the budget. The current debt ratio is 9%, which is about average compared with other local municipalities. Mr. Showers stated the department will continue to provide comprehensible budget documents for the community to review and understand, and will continue to encourage effective communication with businesses and residents to establish trust and provide accurate information. Mr. Showers stated that Camp Verde is doing fine fiscally, taking in consideration the state of the economy, and he will continue to look for strategic investments. Mr. Showers stated the projection for finance in the next two to five years is approximately the same as it has been with a slight increase in revenue.

Economic Development Director Steve Ayers addressed the Mayor and Council advising there are currently two planning projects underway, The Focus Future and the Camp Verde General Plan. Mr. Ayers stated the Economic Development Department would concentrate on targets of opportunity, helping to develop commercial strip along Finnie Flat Road and key intersections along Highway 260. Mr. Ayres stated his department is interested in

development and advancement without changing the quality of life desired in the Town of Camp Verde. Future projects include increasing infrastructure capacity, increase in jobs and development, promoting tourism and combined agriculture-tourism, increasing Town revenue, investment by private business and partnerships between private business and local government, as well as written agreements/partnerships for trailheads (specifically the Homestead Trailhead and Jackson Flat), and application of grant money. Mr. Ayres stated he would be requesting additional funding next fiscal year for partnerships and for employees. The Mayor requested that Town Ordinances be presented to Council in a timely manner for adoption and/or modification to comply with progress, agreements and/or partnerships.

Magistrate Paul Schlegel addressed the Mayor and Council advising the Court was in need of a new Court facility for functionality and security. **Court Administrator Veronica Pineda** addressed the Mayor and Council advising the Court had a five-year strategic agenda that included an increase in communications, updating the current Records Management System and website, and electronic citation filing and e filing with the Court. Handouts were provided to all Council; a copy is attached and becomes a permanent part of the record.

Marshal Nancy Gardner addressed the Mayor and Council advising that over the past three years the Camp Verde Marshal's Office has implemented the use of body cameras for the officers and is currently in the process of implementing the use of e-citations. Marshal Gardner stated the Marshal's Office has received several grants in 2014, which made these changes possible. Marshal Gardner provided a handout to all Council; a copy is attached and becomes a permanent part of the record.

Marshal Gardner indicated that the department will be requesting budget changes (increases) in 2015-16. Marshal Gardner indicated that the Marshal's Office will be receiving a \$40,000 grant for communications. Marshal Gardner stated the Marshal's Office is using Spillman Records Management System and dispatch services through the Cottonwood Police Department and is considering changes in the next 3 to 5 years, as the current system does not allow enough flexibility and access to records. The cost for these possible changes are unknown at this time and will be re-visited and discussed during the budget process.

Commander Bruce Girt addressed the Mayor and Council advising the potential changes that will be requested during the budget process are primarily for officer safety, which is priority. Body cameras are a positive change. Girt indicated that relying on Cottonwood for Records Management and dispatch is no longer the best option for the Marshal's Office and changes and cost will be address during the budget process.

Planning and Zoning Director Mike Jenkins addressed the Mayor and Council advising the Planning and Zoning Department in is constant flux. Director Jenkins stated that a recent study analyzing the number of permits and inspections to see where the trend was going showed a steady flow with a slight increase. The department is expecting an increase in commercial permits and inspections with the development of Verde Valley Medical Center and the 260/Finnie Fiat corridor. Director Jenkins indicated that cross training of employees continues. Mr. Jenkins stated the current staff is doing an excellent job and he will address the need for additional employees during the budget process. Jenkins stated that Planning and Zoning has completed the maps and description for all of the new character areas, which is on schedule to go to the voters in 2016, and he will continue to keep the residents of the community update and informed of the General Plan. Mr. Jenkins stated that Planning and Zoning Commission Chairman B J Davis has done, and continues to do an excellent job. Director Jenkins stated that Code enforcement officers are being shared with the Marshal's Office for animal control and code enforcement. Additionally, the department oversees abatement issues, cleaning up of abandoned properties.

Public Works Director Ron Long addressed the Mayor and Council advising the Public Works Department currently has 23 employees and covers Parks and Recreation, Waste and Storm Water, and Streets and Building Maintenance. Mr. Long presented to the Mayor and Council two handouts that outlined the current status of projects and a projection of upcoming developments.

Deputy Public Works Director Troy O'Dell, and Waste Water Treatment Manager Jan Grogan addressed the Mayor and Council inviting the Mayor and Council to visit the Waste Water Plant for a tour. The Department is

currently working with the Forest Service with respect to a partnership (funding) for managing storm water particularly in the Bull Pen and Verde Lakes area (inherited issues), as the Storm Water problems are continuous. Ron Long advised that the department is expecting a decrease in funding of approximately 30% from the flood control district, and these matters will be addressed during the budget process. Additionally, assistance to acquire funding will be requested from NACOG (Federal Highway Funding) for the Verde Lakes area.

Library Director Kathy Hellman addressed the Mayor and Council advising the new library project in underway. There are some issues regarding traffic control on the Montezuma Highway during construction, however she is working with Public Works to find a solution to keep traffic flowing during construction. Ms. Hellman stated she was delighted to be part of a community that works so well together for the benefit of its residents. Director Hellman stated she is expecting a 50% increase in the use of the Library after completion of the new facility. Director Hellman stated that the library uses primarily volunteers and has one NACOG employee. Ms. Hellman stated she will continue to encourage community support and solicit more community (specifically children) participation.

Town Clerk Virginia Jones addressed the Mayor and Council stating she was proud to work for the Town of Camp Verde. The Clerk's Office is open for assistance to the public and the Council, and provided a handout to all Council; a copy is attached and becomes a permanent part of the record.

The Mayor and Council thanked Manager Martin for doing an excellent job and having such a comprehensive status presentation by the Town Departments. Manager Martin stated that he hopes Council will consider using a format similar to what was presented in the future to keep Council connected with all the departments.

Adjournment

On a **motion** by Councilor Gordon, seconded by Councilor Jones, the council unanimously voted to adjourn the meeting at 12:27 p.m.



Charles German, Mayor



Lynn Riordan, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on February 20, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 5th day of March, 2015.



Virginia Jones, Town Clerk



Loss Control Survey Report

*handout from
Carol Brown
2-20-2015*

Insured: Click here to enter text.

Location Surveyed: Click here to enter text.

Consultant: Click here to enter text.

Date Assigned: Click here to enter a date.

Date Surveyed: Click here to enter a date.

Date Report Completed: Click here to enter a date.

Person Interviewed: Click here to enter text.

Title: Click here to enter text.

Email address: Click here to enter text.

Person responsible for risk management (if same, leave blank): Click here to enter text.

Management Evaluation

(Cooperation, attitude, effective loss control, condition of premises)

| | | | | |
|--------------------------------------|--|---|-------------------------------|---|
| | Above Average <input type="checkbox"/> | Average <input type="checkbox"/> | Fair <input type="checkbox"/> | Poor <input type="checkbox"/> |
| Is renewal recommended | Yes <input type="checkbox"/> | Yes, with improvements <input type="checkbox"/> | No <input type="checkbox"/> | |
| Reasons to support management rating | | | | Click here to enter text. |

New or Modified Facilities

New buildings purchased or constructed since last survey
If yes, describe

Yes No
[Click here to enter text.](#)

Description of Operations

Administration

| | | |
|------------------------|--------------------------------|-------------------------------------|
| City/Town Manager | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| City/Town Clerk | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| City/Town Attorney | Staff <input type="checkbox"/> | Contracted <input type="checkbox"/> |
| City/HR Director | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| City/Town Risk Manager | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Use of inmate work crews
If yes:

Yes No

[Click here to enter text.](#)

| | | |
|--|------------------------------|-----------------------------|
| What areas are they assigned | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do inmates operate vehicles | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do inmates interact with the public | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do inmates interact with non-assigned staff | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do inmates interact with minors | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do inmates prepare or serve food to staff or public | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do inmates weld | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Inmate certifications (driving, food handling, welding, etc.) reviewed | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is staff trained to supervise inmates | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Public Works

| | | | |
|----------------|--------------------------------|-------------------------------------|-------------------------------|
| Water | Staff <input type="checkbox"/> | Contracted <input type="checkbox"/> | None <input type="checkbox"/> |
| Waste Water | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Streets | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Animal Control | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |



Loss Control Survey Report

Parks

~~Airport~~

~~Staff Contracted None~~

~~Staff Contracted None~~

~~Yes No~~

~~Click here to enter text.~~

~~Yes No~~

~~Yes No~~

~~Yes No~~

~~Click here to enter text.~~

~~Yes No~~

~~Yes No~~

~~Yes No~~

~~Click here to enter text.~~

~~Yes No~~

~~Click here to enter text.~~

~~Yes No~~

~~Yes No~~

~~Good Fair Poor~~

~~Click here to enter text.~~

~~Yes No~~

~~Yes No~~

~~Click here to enter text.~~

~~Yes No~~

~~Click here to enter text.~~

~~Yes No~~

~~Click here to enter text.~~

~~Yes No~~

~~Click here to enter text.~~

~~Yes No~~

~~Yes No~~

~~Yes No~~

~~Yes No~~

~~Yes No~~

~~Click here to enter text.~~

~~Yes No~~

Athletic fields

Number

Municipal sponsored transportation provided

Concession cooking on-site

Equestrian facilities/fields

Number

Municipal sponsored transportation provided

Concession cooking on-site

~~Cemetery~~

~~Number~~

Playgrounds

Number

Municipal sponsored transportation provided

Concession cooking on-site

Condition of playground equipment

If poor, describe

Playground accessible to the public

Is the yard fenced

Name responsible for maintenance

Swimming Pool/Splash pad/Water fixtures

Number and Type

Municipal sponsored transportation provided

Concession cooking on-site

Pool fenced and access controlled

Pool Rules Posted

Rescue Equipment Available

Depths Marked

Diving boards / slides

Lifeguards on duty

Lifeguards certified in lifesaving/CPR

Private parties held at Pool

Pool maintained/tested on a regular basis

Name responsible for maintenance/testing

Wheeled facilities (Skateboard/BMX/etc.)

Number and Type

Mixed/Simultaneous use:

Designed/maintained to AZ Rec. statutes:

Municipal sponsored transportation provided

Concession cooking on-site

Community Center

Number and Type

Municipal sponsored transportation provided

MK
7

Southwest Risk Services – Administrator

14902 North 73rd Street ♦ Scottsdale, Arizona 85260

Main: 602.996.8810 ♦ TF: 888.309.4339 ♦ Fax: 602.996.9045

www.AMRRP.org



Loss Control Survey Report

| | | | |
|---|---|-------------------------------------|------------------------------------|
| Concession cooking on-site | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Other (describe) | | Click here to enter text. | |
| <u>Library</u> | Number | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | Click here to enter text. | |
| <u>Visitor Center</u> | Number | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | Click here to enter text. | |
| <u>Museum</u> | Number | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | Click here to enter text. | |
| <u>Senior Citizens Center</u> | Number | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | Click here to enter text. | |
| | Staff <input type="checkbox"/> | Contracted <input type="checkbox"/> | None <input type="checkbox"/> |
| | | Click here to enter text. | |
| | Municipal sponsored transportation provided | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Kitchen/Cooking on-site | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Meals served on-site | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Meals delivered | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | Thrift Store on-site | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes to any on-site cooking, see Food Products section | | | |
| <u>Law Enforcement</u> | Staff <input type="checkbox"/> | Contracted <input type="checkbox"/> | Volunteer <input type="checkbox"/> |
| | | None <input type="checkbox"/> | |
| If yes, see Law Enforcement section | | | |
| <u>Fire Services</u> | Staff <input type="checkbox"/> | Contracted <input type="checkbox"/> | Volunteer <input type="checkbox"/> |
| | | None <input type="checkbox"/> | |
| If yes, see Fire Service section | | | |
| <u>Emergency Medical Services</u> | Staff <input type="checkbox"/> | Contracted <input type="checkbox"/> | Volunteer <input type="checkbox"/> |
| | | None <input type="checkbox"/> | |
| If yes, see EMS section | | | |
| <u>Other Departments</u> | | Click here to enter text. | |
| Number of Full-time Employees | | Click here to enter text. | |
| Number of Part-time Employees/Volunteers | | Click here to enter text. | |

Food Products (if food stored/served)

| | | |
|--|------------------------------|-----------------------------|
| Are food products properly stored | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Shelf lives noted | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Procedures to monitor shelf lives and disposal of expired food items | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Documented cleaning regimen of kitchen and dining areas | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Staff trained in food service sanitation practices | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Food and restaurant equipment purchased from reputable suppliers | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

General Liability

| | | |
|--|------------------------------|-----------------------------|
| Municipality aware of Certificates of Insurance (COI) from suppliers | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is there a program in place to follow up on COI | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If no, explain | Click here to enter text. | |
| Adequate exits, marked and unobstructed | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Emergency Lighting | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Emergency oxygen locations | Click here to enter text. | |
| Emergency plans in place | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Evacuation drills conducted regularly | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Slip, trip and fall exposures controlled | Yes <input type="checkbox"/> | No <input type="checkbox"/> |



Loss Control Survey Report

Intrusion Alarms Central Station Local Yes No
Smoking Adequately Controlled Yes No
Housekeeping Adequate Yes No
Heating & Air conditioning Maintained Yes No
Last Inspection Date Yes No
Electrical Systems Maintained Click here to enter text.
 Last Rewiring Date Yes No
Plumbing and Sewer Satisfactory Click here to enter text.
 Noticeable Water Damage Yes No
Roof Condition Yes No
 Areas of concern Good Fair Poor
 Last Reroofing Date Click here to enter text.
Locks Adequate for Exposure, Keys and Access Controlled: Yes No
Describe other Security Concerns and Control Measures Click here to enter text.

Special Events

Temporary structures (booths, stages, grandstands) Yes No
Entertainment / Concerts Yes No
~~Pyrotechnics~~ Yes No
Amusement rides Yes No
Inflatables Yes No
Animals Yes No
Parades Yes No
Liquor Yes No
COI from operator naming member as a named insured Yes No
Describe special events run by the insured Yes No
 Click here to enter text.

Drivers

Total number of drivers Click here to enter text.
Total number of CDL Drivers Click here to enter text.
Radius of Operations Click here to enter text.
Driver's License Yes No
Physical Exam (required for CDL) Yes No
Road Test Yes No
References Yes No
Other Yes No
Frequency of MVR Checks Click here to enter text.
 Click here to enter text.

Vehicle Inspection and Maintenance

Pre-trip inspections Yes No
Periodic inspections, service Yes No
Inspection and maintenance records maintained Yes No
Who is responsible for vehicle maintenance Click here to enter text.

Loss Control Survey Report

| | | |
|--|------------------------------|-----------------------------|
| First aid kits in vehicles | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Fire extinguishers in vehicles | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| AMRRP accident kit in vehicle | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Employees use personal vehicles for business | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, describe | Click here to enter text. | |
| Heavy equipment | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Forklift | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Inspections compliant w/OSHA | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Forklift Safety training current | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If no, explain all | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Click here to enter text.

Click here to enter text.

Employment Practices Liability

| | | |
|---|------------------------------|-----------------------------|
| Current employment application in place | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Pre-employment screening for staff | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Motor vehicle record | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Drug testing | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Criminal record | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Credit report | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Nationwide sexual offender | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| SSN Verification | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Employment Verification | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Education Verification | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Other | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Click here to enter text.

Employment Policies/Procedures

| | | |
|---|------------------------------|-----------------------------|
| Personnel Manual | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Operations Manual | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Fleet Manual | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Employee Grievance Policy | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Sexual Harassment Policy | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Describe policies/procedures in place to prevent sexual abuse | Click here to enter text. | |
| Progressive disciplinary policy | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Employee termination policy | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Written job descriptions | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Equal Employment Opportunity Commission (EEOC) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Americans with Disability Act (ADA) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Fair Labor Standards Act (FLSA) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Pets or service animals present | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Cell phone policy | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Click here to enter text.

Workers Compensation

| | | |
|---|------------------------------|-----------------------------|
| Safety policy statement in place and publicized | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|---|------------------------------|-----------------------------|



Loss Control Survey Report

| | | |
|--|---|--|
| Safety orientation conducted for all new employees | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Ongoing safety training | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Frequency of training | Click here to enter text. | |
| Mandatory Safety Training Current | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Type of Mandatory training | | |
| Bloodborne Pathogens | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Hazard Communication | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| First Aid | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| CPR | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| First Aid certified staff | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Certifications current/maintained | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Employee safety meetings | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Training methods used | Click here to enter text. | |
| Safety Committee(s) established | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Safety Committee meeting frequency | Click here to enter text. | |
| Periodic safety inspections/audits conducted | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Processes in place that allow the reporting of workplace hazards | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If no, explain all | Click here to enter text. | |
| All employee accidents/occupational illnesses investigated | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Corrective actions taken and documented | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| WC claims reported promptly | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Person(s) responsible for accident investigations | Click here to enter text. | |
| Designated medical facilities for employee injuries | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Return to work programs in effect | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Briefly describe policy | Click here to enter text. | |
| Light duty opportunities | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Briefly describe policy | Click here to enter text. | |
| Directed Care program in effect | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Name of physician/facility | Click here to enter text. | |
| Safety programs & policies formalized and implemented | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Briefly describe policy | Click here to enter text. | |
| Are there any occupational illness exposure | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, explain mitigation procedures | Click here to enter text. | |

Law Enforcement Liability

| | | |
|--|------------------------------|-----------------------------|
| Total full-time sworn officers | Click here to enter text. | |
| Total part-time sworn officers | Click here to enter text. | |
| Total reserve /volunteers | Click here to enter text. | |
| Total dedicated training officers | Click here to enter text. | |
| Confinement/detention or jail facility operated by insured | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes: Department of Corrections classification | Click here to enter text. | |
| Average number of formal bookings annually | Click here to enter text. | |
| Juvenile detention centers: | | |
| Considered overcrowded | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Medical staff on site | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Suicide watch program in place | Yes <input type="checkbox"/> | No <input type="checkbox"/> |



Loss Control Survey Report

Documented intake/search policies of arrested persons

- Mutual aid agreements in place Yes No
- Describe arrangement and entities involved Yes No
- Use of traffic light emergency control systems (Opticom, etc) Click here to enter text.
- Internal affairs and/or review board Yes No
- Critical incident review Yes No
- Canine use Yes No
- Monitoring private alarms Yes No

Law Enforcement Policy/Procedures

- Use of force/force continuum Yes No
- Use of deadly force and firearms / discharge of weapon Yes No
- Securing weapons after duty Yes No
- Firearms ownership Yes No
- Vehicle pursuit (initiation, termination, communication, caravans, PIT) Yes No
- Arrest procedures (mandatory cuff/frisk, double lock with key, etc.) Yes No
- Ride-along program (including use of waivers) Yes No
- Outside employment policy Yes No
- Officer discretion / professional conduct Yes No
- Command structure Yes No
- Collecting and processing evidence / custody of control/destruction Yes No
- Privacy and security of records Yes No
- Media relations Yes No
- Community notification of sex offenders Yes No
- Response to missing & endangered children Yes No
- Victim & witness assistance Yes No
- Juvenile operations Yes No
- Handling self-destructive persons / excited delirium Yes No
- Transportation of prisoners Yes No
- Last policy /procedure manual revision date Yes No
- Review and revision guidelines established Click here to enter text.
- Legal counsel involved in review and revision Yes No
- Documented Training processes in place Yes No
- Firearms training frequency Yes No
- Includes "off-duty" arms Click here to enter text.
- Includes others (TAZERS, batons, chemical, etc.) Yes No
- Other force training frequency Yes No
- Firing range owned/operated to AZPOST standard Click here to enter text.
- Non-agency use allowed Yes No
- Describe non-agency use and agreement for use of facility Click here to enter text.
- Hold harmless agreements in place Yes No
- Describe agreements Click here to enter text.

~~Fire Service Liability~~

Loss Control Survey Report

- Total full-time certified firefighters Click here to enter text.
- Total part-time certified firefighters Click here to enter text.
- Total reserve /volunteers certified firefighters Click here to enter text.
- Total dedicated training officers Click here to enter text.
- Total Fire Stations/facilities operated by insured Click here to enter text.
- Average number of fire responses over last 3 years Click here to enter text.
- Provide primary response out of jurisdiction boundary Yes No
- Radius of primary responsibility Click here to enter text.
- Mutual aid agreements in place Yes No
- Describe arrangement and entities involved Click here to enter text.
- Use of traffic light emergency control systems (Opticom, etc) Yes No
- Internal affairs and/or review board Yes No
- Critical incident review Yes No
- Aerial apparatus use Yes No
- Number and year Yes No
- Monitoring private alarms Click here to enter text.

Fire Service Policy/Procedures

- Emergency response policy (vehicles operation) Yes No
- Incident command system Yes No
- Fire-ground operations policy compliant with NFPA standard Yes No
- Physical fitness/personal training policy Yes No
- Type of physical fitness/personal training Click here to enter text.
- Apparatus inspection policy Yes No
- SCBA inspection policy Yes No
- SCBA tank filling station (Cascade) Owned Third Party provides
- If owned provide last inspection date Click here to enter a date.
- If third party, provide name Click here to enter text.
- Turnouts and PPE to NFPA standards Yes No
- Non-apparatus equipment inspection policy (ladders, poles, etc) Yes No
- Ride-along program (including use of waivers) Yes No
- Firefighter discretion/professional conduct Yes No
- Outside employment policy Yes No
- Privacy and security of records Yes No
- Media relations Yes No
- Last policy /procedure manual revision date Click here to enter text.
- Review and revision guidelines established Yes No
- Legal counsel involved in review and revision Yes No
- Documented training processes in place Yes No
- Training facility owned/operated to NFPA standard Yes No
- Non-agency use allowed Yes No
- Describe non-agency use and agreement for use of facility Click here to enter text.
- Hold harmless agreements in place Yes No
- Describe agreements Click here to enter text.
- ISO Town Class Click here to enter text.

Loss Control Survey Report

Automatic Sprinkler Protection

Area Protected

Sprinklers Maintained Properly

Control Valve Open

Last Sprinkler System Inspection Date

Date of last Flow Test

Fire/Smoke Alarms

Area Protected

Detector Type

Central Station Local

Fire Extinguishers Adequate:

Date tested/tagged

Or date of receipt

~~Firefighter responses in personal vehicles~~

~~Policy for personal vehicle responses~~

Yes No N/A

Click here to enter text.

Yes No

Yes No

Click here to enter text.

Click here to enter text.

Yes No

Click here to enter text.

Click here to enter text.

Yes No

Click here to enter text.

Click here to enter text.

Yes No

Yes No

Emergency Medical Service Liability

~~Total full-time EMT/Paramedics~~

~~Total part-time EMT/Paramedics~~

~~Total reserve /volunteer EMT/Paramedics~~

~~Total dedicated training officers~~

~~Total stations/facilities operated by insured~~

~~Average number of EMS responses over last 3 years~~

~~Provide primary response out of jurisdiction boundary~~

~~Radius of primary responsibility~~

~~Mutual aid agreements in place~~

~~Describe arrangement and entities involved~~

~~Use of traffic light emergency control systems (Opticom, etc)~~

~~Internal affairs and/or review board~~

~~Critical incident review~~

~~Medical direction received from~~

Click here to enter text.

Yes No

Click here to enter text.

Yes No

Click here to enter text.

Yes No

Yes No

Yes No

Click here to enter text.

Emergency Medical Service Policy/Procedures

~~Emergency response policy (vehicles operation)~~

~~Operations policy compliant with ADHS~~

~~Physical fitness/personal training policy~~

~~Type of physical fitness/personal training~~

~~Apparatus inspection policy~~

~~PPE inspection policy~~

~~Equipment inspection policy~~

~~Ride-along program (including use of waivers)~~

~~EMT/Paramedic discretion/professional conduct~~

~~Outside employment policy~~

~~Privacy and security of records (HIIPA compliant)~~

Yes No

Yes No

Yes No

Click here to enter text.

Yes No

Loss Control Survey Report

| | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|---|---|-----------------------------|
| Media relations | | |
| Last policy /procedure manual revision date | Click here to enter text. | |
| Review and revision guidelines established | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Legal counsel involved in review and revision | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Documented training processes in place | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Hold harmless agreements in place | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Describe agreements | Click here to enter text. | |
| EMT/Paramedic responses in personal vehicles | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Policy for personal vehicle responses | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Medications Dispensed or Administered | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Medication control log | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Medications in secured location | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Narrative Report

The narrative section should be used describe any notable exposures and controls not covered by risk assessment report, additional commentary on items noted in the report or any special underwriting information requests:

[Click here to enter text.](#)

| | |
|---|---|
| Saved as (example - Benson Sep2014) | Click here to enter text. |
| Sent to LC Manager for approval (email) | Click here to enter a date. |
| Returned for revision (if needed) | Click here to enter a date. |
| Revised and submitted for approval | Click here to enter a date. |
| Approved by LC Manager | Click here to enter a date. |
| Added to member file by LC Manager | Click here to enter a date. |

Camp Verde Parks & Recreation Division
Council budget update February 20, 2015

*Handed from
Mike Marshall
2-20-15*

- **Why are we even here?**
 - o From our mission statement
 - Provide quality recreational, educational, cultural, fitness, social & environmental opportunities for a diverse community.
 - o "Provide fun & interesting stuff for people to do and places to do it"
- **Who makes it happen?**
 - o One full-time P & R Coordinator
 - o One part-time temporary seasonal assistant
 - Help w/office and direct programs 2 – 16 hours a week for part of the year
 - o Various part-time sports officials - referees, umpires, scorekeepers
 - o Volunteer coaches – largest & most important group for Grasshopper basketball
 - o Seasonal pool staff of 12 – 16 - lifeguards and cashiers
- **What do we do all day?**
 - o Schedule, approve and coordinate the use of all Park & Rec facilities. This covers all fields and field lights, meeting rooms, the gym, picnic ramadas and Heritage pool for use by Town departments, our programs, partner programs, private groups and businesses.
 - Gym - 824 uses last year, average of 70 per month
 - Refurbishment is great, people are impressed when they come in
 - Needs new roof in CIP to protect investment
 - Little League, AYSO, Youth Football, SVHS and other schools, Ditch associations, Lions Club, church groups, our exercise and dance classes and commercial groups.
 - o Work w/ groups to plan special events such as Fort Verde Days & Sesquicentennial activities
 - Time in planning and coordinating as well as during set-up and operation.
 - o Operate Heritage Pool including hiring, training and supervising seasonal staff who provide swim lessons, Aqua Zumba, Water Aerobics and private parties as well as Open swim
 - 8,700 visits last year including 6,000 by kids
 - Pool is run at a loss as a service to the community
 - Not realistic to expect Pool to cover all operating expenses with user fees
 - o Provide direct programs to the public. Plan, organize, market and direct programs. Recruit and hire staff and volunteers as needed
 - Continuing programs include
 - Grasshopper basketball grades 1 – 8, over 120 kids per year
 - Adult Co-Ed softball for over 100 adults
 - Diamondbacks bus trips
 - Halloween Trunk or Treat Main Street
 - Christmas Craft Bazaar and Parade of Lights w/ Santa
 - New programs within the past two years include
 - Free Family Movie nights w/ Community Library – 12 per year, plus others
 - Day trips to various locations for various audiences – 16 this year
 - Parent/Child Campouts – 2 per year
 - These programs are designed to be as revenue neutral as possible with revenues covering most expenses.
 - Cost to the Town in FY 2013/14 of \$3,500 - \$2,000 for Halloween candy

- We have greatly increased our program offerings while reducing the net expense to the Town in this budget section by 59% in FY 2013/2014.
 - Imagine what we could do with additional staff and eventually more facilities
- **How could we do better & how do we get there?**
 - o More staff
 - With only one fulltime person there is a limit to what can be accomplished
 - Can only be in one place at a time
 - Strategic and future planning capability is limited
 - Part time staff is hard to recruit & retain & has limited strategic assistance
 - Joint CIP planning w/ Maintenance is needed
 - Grant money is available but need staff to find, apply for and administer
 - o More facilities
 - Need more baseball, softball, soccer and football fields
 - The pressure on our current playing fields is enormous
 - Creates problems w/ scheduling w/ competing users
 - Creates problems with time for adequate Maintenance
 - Limits participation because of field availability
 - Meeting/activity room space is limited & high demand, especially nights & weekends
 - Two rooms (204 & 206/207) receive 810 uses annually, average of 68 per month
 - Frequently need to “bump” users due to scheduling conflicts
 - Room 206/207 will be going away when the Court takes over
 - o CIP proposal to renovate old Weight Room to replace the space
 - o Create a multi-use space able to be divided into two spaces each with direct access to the Gym
 - o Will need to find space to replace current storage in weight room
 - Broaden the range of activity spaces available to residents
 - Walking /exercise spaces
 - Playgrounds, family & event spaces
 - Trails to improve connectivity throughout the Town and the Verde Valley
 - River access and shoreline access
 - Other sport spaces – tennis, equestrian
 - o Provide more numerous and broader range of activities and programs
 - Need something for every interest, available time and budget
 - Day trips are proving to be popular
 - Potential for expansion – limited by transportation
 - o Need to consider CIP for a 15 passenger bus
- **What is our most pressing need?**
 - o What do we need to move the Division forward and expand opportunities for residents?
 - **Additional staff**
 - Without enough staff we cannot simultaneously meet the needs of our current users, expand our offerings in a revenue neutral way and plan for future expansion and improvement

*handout from
Ron Long 2-20-2015*

TOWN OF CAMP VERDE

Public Works Department
395 S Main Street Camp Verde, AZ 86322
Office (928) 554-0820 Fax (928) 567-1540
www.campverde.az.gov



To: Camp Verde Town Council
From: Ron Long, Public Works Director
Date: February 20, 2015
Re: Council, Manager, & Department Head Retreat

Public Works Department Divisional Updates: The Public Works Department is comprised of an Administration Staff and 5 Divisions; Parks & Recreation, Waste Water, Stormwater, Facilities Maintenance, and Streets with 23 Full Time Employees.

Public Works Administration/Engineering (General Fund Sewer District, & HURF)

- Current Budget; \$116,340
- Staffing (5); 2 Engineers, PW Analyst, & 2 Administrative Assistants
- Main Duties;
 - Administrative Support for the Public Works Department – All Divisions
 - Public and Internal Contact & Information Point
 - Representative for the Town/Public Works with State & Regional Government Entities
 - Budget Development & Oversight, Payroll, & Billings
 - Personnel Issues
 - Generation and Tracking of Work Orders
 - Records & Files Management
 - Grant Procurement, Reporting, & Administration
 - Engineering Services
 - Project Management & Administration Services
- Goals For FY 16
 - Relocate Utility Division Services/Billing to PW Office
 - Digitize Plans & Records
 - Prepare a Public Improvement Ordinance
 - Update Town's Engineering Standards for Streets, Stormwater, & Waste Water

Facilities Maintenance Division (General Fund)

- Current Budget; \$542,150
- Staffing (5); Supervisor, Forman, Building Maintenance Worker, 2 Grounds Maintenance Workers
- Main Duties;
 - Maintain Town Buildings; Marshal's Office, Downtown Campus, Pool, & Street Yard

- Maintain Heritage Pool
- Maintain Town Parks; Butler, Downtown, & Arturo
- Maintain Skate Park
- Maintain Vehicles & Equipment
- Maintain Town Grounds & Properties
- Manage Facility Improvement Projects
- Goals For FY 16
 - Purchase a Man Lift to Replace the Bucket Truck
 - Move maintenance into Shop & Yard on Fain Street
 - Re-roof the Pool Building & Gym
 - Improve Irrigation Well for Main Street & Town Grounds
 - Replace Playground Equipment in Butler Park
 - Complete Various Upgrades to Doors & Lighting on Town Grounds & Buildings

Streets Division (HURF & General Fund)

- Current Budget; \$638,465
- Staffing (5); Supervisor, Forman, Senior Equipment Operator, 2 Street Maintenance Workers
- Main Duties;
 - Provide Street Maintenance for over 120 Miles of Roads, Crack Seal, Patch, & Stripping
 - Roadside/ROW Maintenance for over 240 Miles of Roadside/ROW, Mow, Trim, & Grade
 - Maintain Vehicles & Equipment
 - Maintain Stormwater Infrastructure (10% of Staff Time)
 - Manage Street Improvement Projects
- Goals For FY 16
 - Purchase a Tractor with Mower & Trimmer Attachments for ROW Maintenance
 - Re-Pave Salt Mine Road with Asphalt Milling Mix
 - Re-Pave Townsite Streets; Arnold, 3rd, 4th, 5th, & Arnold Terrace
 - Work with County to Improve Middle Verde Road (Gravel Section)
 - Re-Pave Zellner Lane
 - Road Side Shoulder & Ditch Improvements, Rebuild shoulders & Re-grade Ditches on numerous Town Roads

PUBLIC WORKS PROJECT STATUS REPORT:

| PROJECT: | CURRENT STATUS: |
|--|---|
| Public Library | Town Council awarded job to Woodruff. The design of the steel structure is underway. |
| Public Works Office Remodel/Improvements | Construction underway, Town forces have done the front gate/counter, and interior walls. The front windows have been installed and door will happen soon. |
| Court Improvements: Remodel of Rooms 206, 207, & 208 | Design this fiscal year, construction next fiscal year. A concept plan from the architect has been completed and is being reviewed. |
| Transit/Bus Stops | One bus stop by Burger King completed and in place. Second bus stop at Basha's Center under design will be finished by end of fiscal year. |
| Finnie Flat Channel Phase II including; Cliffs Parkway Detention Basin, Cliffs Parkway Culvert Extension and Vault, and Finnie Flat Curb and Townhome Entrance | Cliffs Parkway Detention Basin is complete for now (some future seeding, and groundwater recharge work may be done later). The Cliffs Parkway Culvert Extension has been completed and the plans for the vault and grate at its end are complete and will go out to Job Order Contractors for quote in late January. Construction of the vault and grate will occur in March. The grate has been purchased and has been delivered. The Finnie Flat Curb and Townhome Entrance Plan is 95% complete and we estimate releasing to Job Order Contractors for quote in late February. The grated road crossing for this Townhome Entrance has been delivered and is ready to install. |
| Verde Lakes Drive Drainage | Construction Plans for improvement of drainage ditches along Verde Lakes Drive from Clinton Drive to West Clear Creek and from Highway 260 to Bull Pen Wash are underway and are 30% complete. Anticipate plan completion and construction in early to mid-2015. Will be quoted as a JOC project. |
| Finnie Flat Sidewalk | Construction Plans at 95%, Will be constructed at same time as the sidewalk along Highway 260 from Cliffs Parkway to Main Street by the ADOT appointed contractor, estimation is that ADOT will bid both projects in October of 2015, ADOT will be the project manager. |
| Hollaman Street Parking Lot Improvements | Survey is complete and design will commence this fiscal year. |
| Community Park | A Request for Qualifications is underway by staff for finding a consultant to complete the Park Site Plan. A Request for Quote will be done by staff to choose a consultant for a reclaim water line design to transport |

| | |
|--|--|
| | reclaim water from the treatment plant to the park, revision of the Aquifer Protection Permit to include reclaim water use at the community park, and to obtain the necessary effluent Re-Use Permit. |
| HSIP – Sign Replacement Program 1 st half/phase | The sign inventory for this portion of the Sign Replacement Program is complete and the signs are currently being manufactured. The Camp Verde Streets Crew will install the total of 895 new signs in this portion of the program in 4 separate phases over the next 2 years. |
| Tri-Intersection - NACOG Project | PARA Study is complete. HDR was selected as the design firm and is preparing a scope of work. Design will be completed between January of 2015 and June of 2015. Construction is slated for FY 2016/17. |
| Gaddis Wash Box Culvert Crossings | Box Culverts for Streets Yard Entrance Crossing is manufactured and has been delivered and stored on-site until construction of the crossing and new entrance road. The Streets Yard Entrance Crossing and entrance road have been relocated by the adjacent property owner (whose property they cross) and will be re-surveyed and re-drawn. The second crossing on Industrial Drive has been surveyed and design plans are underway (10%). |
| Industrial Drive Round-A-Bout | ADOT is currently at the 30% design phase and will be potholing to assure no utility conflicts. Construction will be in fiscal year 2016. |
| Town-site Paving Phase III - CDBG | This project is currently in design/engineering. We are currently having a topographic survey and base maps done of the project area. |
| Wastewater Treatment Plant Headworks | Headworks Rehabilitation Plan is 90% complete. We are currently bidding fabrication of key parts for the headworks grit settling chamber. Plans should be completed and go out to Job Order Contractors for quote in March of 2015. |
| Wastewater Treatment Plant Garage/ Shop Building | Building is erected and almost completed. Overhead doors should be installed by the end of February. The interior is almost completed by one of our JOC contractors and should be complete by the end of February. Wastewater Division staff are outfitting the building with shelves, worktables, desks, and furniture. Building should be in use in March. |
| Wastewater Treatment Plant Tertiary Filtration | The tertiary filter system and ultraviolet disinfection system upgrades have both been chosen and plans for these two items must be combined and will be underway by the end of March, 2015. These plans will need to be submitted to ADEQ for review. Construction of these items will be done in next fiscal year. |

| | |
|--|--|
| <p>Wastewater Treatment Plant UV Disinfection Upgrades</p> | <p>The tertiary filter system and ultraviolet disinfection system upgrades have been chosen and plans for these two items must be combined and will be underway by the end of March, 2015. These plans will need to be submitted to ADEQ for review. Construction of these items will be done in next fiscal year.</p> |
| <p>Wastewater Treatment Plant Sludge Drying Beds</p> | <p>We anticipate the design of the sludge drying beds will begin early in the next fiscal year. These plans will need to be submitted to ADEQ for review. Construction of this item will be done also in the next fiscal year.</p> |
| <p>Banner Poles on Main Street</p> | <p>Banner Poles have been installed. Staff has outfitted the poles and will do cross cables with the first banner installation. We are awaiting the banner.</p> |
| <p>State Route 260 Sewer Master Plan Sleeve Placement Plan</p> | <p>Preparing Request for Qualifications to invite experienced and qualified engineering firms to submit Statements of Qualification on a scope of services for the Master Plan and Sleeve Plan.</p> |
| <p>Finnie Flat Corridor Design</p> | <p>Design to be underway by the end of this fiscal year. Staff is currently preparing a Request for Qualifications for the design.</p> |
| <p>Cliffs Parkway & Finnie Flat Signal Traffic Detection Cameras</p> | <p>Cameras/Controls need to be procured and installed. Completion by the end of fiscal year 2015.</p> |
| <p>Quarterhorse Lane/Overman Access Road & Drainage Channel</p> | <p>Awaiting answer from YAN to allow the Town to use the easement road for access and drainage. Road/Channel then needs designed and constructed.</p> |
| <p>Public Works Yard Sewer Line</p> | <p>Needs to be staked by Ron/Troy and constructed.</p> |
| <p>MS4 Software & New Permit</p> | <p>Have started utilizing software and are currently comparing the new draft permit to the current one determining improvements and additions that must be made to operations, management plans, ordinances, maintenance, and inspections to be in proper compliance with the conditions of the permit.</p> |



TO: Camp Verde Town Council
FROM: Marshal Nancy Gardner
DATE: February 20, 2015
Subject: Accomplishments for 2014
Goals for 2015

New Assignments 2014

- ❖ Laura Robinson promoted to Sergeant - Assigned to Patrol
- ❖ Sergeant Steve Butler - Assigned to Patrol / FTO Sergeant
- ❖ Sergeant Steve Ganis - Assigned to Detectives
- ❖ Deputy Steve McClure - Assigned to Detectives
- ❖ Deputy Jennifer Zwak - Assigned to the Middle School (SRO)
- ❖ Deputy Dan Jacobs - Assigned as traffic officer, FTO
- ❖ Debbie Hughes - Assigned to Property and Evidence
- ❖ Volunteer Bill Leubo (retired NYPD) - Assigned to Review VIP Program

SUBJ: Patrol Accomplishments

- ❖ Worked with ADOT to implement Eticket / Tracs system which will be an ongoing project into 2015
- ❖ Created a CVMO challenge coin
- ❖ Filled a patrol sergeant position
- ❖ Worked with Community Development to update Noise Ordinance
- ❖ Conducted a RMS (Spillman) system audit with vendor to determine use capabilities
- ❖ **Revised, updated and created new policy and procedures – this is in the review process and will be implemented in early 2015**
- ❖ Obtained Body Camera's for all Sworn
- ❖ Audit completed of the current Records Management System (RMS)
- ❖ Held a multi-agency Active Shooter training
- ❖ Worked to enhance community relationships through programs such as monthly Coffee with a Cop, Therapy Dog program
- ❖ Hosted a Crime Scene training class and trained 5 employees regarding processing crime scenes
- ❖ **\$40,623. Homeland Security Grant** for the continued project for inter-operability of radio communication among neighboring law enforcement agencies
- ❖ **\$12,500. GOHS Grant** for overtime
- ❖ **\$2,000. 100 Club Grant** to replace an emergency release button for the K-9 truck

SUBJ:**Investigations Accomplishments**

- ❖ Joshep Monteil case – pled to life in prison without parole for killing his estranged wife and burying her in desert
- ❖ In 2014 the Marshal's Office investigated four fatal traffic collisions. One of these collisions was a single vehicle in the 500 block of Montezuma Castle Hwy. resulting in one death. The other three collisions were on State Route 260 between Horseshoe Bend and Old 279. In the collisions along 260 8 individuals were injured to include 5 children and two adults and one unborn child lost their lives.

SUBJ:**Traffic Unit Accomplishments**

- ❖ Coordinated multi-agency DUI task forces
- ❖ Coordinated 2 DUI check points
- ❖ Focused patrols near the schools, neighborhoods and on the 260 where collisions have been occurring
- ❖ Investigated 4 collisions which resulted in deaths
- ❖ Deputy Dan Jacobs and Debbie Hughes attended intoxilyzer training as the compliance managers for the DUI intoxilyzer

SUBJ:**Fleet Accomplishments**

- ❖ The 6 Crown Vics and 2 VIP vehicles were repainted after Maco determined a flaw in first paint job (Cost was zero)
- ❖ The Command Van is being prepared for auction (has mechanical, engine problems)
- ❖ Received a GOHS Grant in the amount of \$7,500.00 to outfit a current F150 truck with response equipment to process traffic collisions, crime scenes

SUBJ:**Records**

- ❖ Continues to be the professional / friendly employees to citizens who visit CVMO
- ❖ Cailin became records certified after attending an RMS (Spillman) conference
- ❖ Purged cases per records retention laws
- ❖ Citations processed to Courts and entered in database – 684
- ❖ Reports released to the public – 485
- ❖ Written Warnings/Repair Orders processed and entered in database – 1273

SUBJ:**Property / Evidence**

- ❖ Complete the property/evidence manual policy and procedures
- ❖ Debbie Hughes took on the assignment of Quartermaster in order to track assigned equipment and department purchased equipment
- ❖ Conducted 2 prescription drug collection days resulting in 161 pounds of unwanted prescription and non-prescription drugs were collected and removed from the community

- ❖ The evidence custodian assisted on 3 crime scenes when either additional assistance was needed or CSI personnel were not available.
- ❖ Over 1,570 items in 759+ cases were released or disposed of during 2014.
- ❖ During 2014 the evidence custodian prepared and sent a total of 255 items to auction. Items were sent over to be to **Public Works and were posted to the website in February & July they sold a total of \$1,237.00.**

- ❖ In 2014 the evidence custodian coordinated 2 separate "trade auctions" of the legal firearms.
 - ✚ As a result of the first auction we received **\$1,900.00 in department guns and ammunition.**
 - ✚ As a result of the second auction we had **\$1,256.42 paid on our behalf to our radio equipment vendors.**

SUBJ: SRO Program Accomplishments

- ❖ Placed an SRO into the Middle School – with the funding to pay for the salary by the school
- ❖ Continued to develop a mentoring and fostering relationship with the students
- ❖ Worked with faculty to coordinate special events such as SciTech fair, prom events etc.

SUBJ: K9 Unit Accomplishments

- ❖ K-9 Memorial placed in front of CVMO (donated memorial and donated labor)
- ❖ Conducted approximately 20 Public Demos to include National Night Out, Fort Verde Days, Science Tech Exhibit, School functions, Crime fairs.
- ❖ Created a shoulder patch for the K9 uniform
- ❖ Replaced the quick door release on the K9 truck using 100 Club Grant funding (approximately \$2,500.00)
- ❖ Purchased a metal box with drawers and locking mechanism to store training aides and weapons in the rear of the K9 tuck

SUBJ: Animal Control Accomplishments

- ❖ Revised the Animal Control Town Ordinances
- ❖ Updated the Animal Control Policy and Procedure
- ❖ Hired 2 new Animal Control/Code Enforcement Officers (David Marshall and Britt Allan)

SUBJ: Homeland Security Accomplishments

- ❖ Marshal Gardner participated in the revision and update of the Yavapai County Emergency Operation Plan

SUBJ: Volunteer Program (VIPS) Accomplishments

- ❖ The Volunteers assisted with crime scenes, special events and other necessary ancillary duties at CVMO
- ❖ The program was temporarily suspended pending revision of the policy, implementing a standard recruiting/hiring procedure, and a standard training program.

SUBJ:**Goals for 2015 / 2016**

- ❖ Hold a citizens academy
- ❖ Work with surrounding agencies (Cottonwood, YCSO, Sedona, Clarkdale) to form a "critical response team" for shootings, homicides, serious/fatal accidents
- ❖ Work with surrounding agencies to coordinate efforts between FTO sergeants – expose new officers to more incidents
- ❖ Implement the revised VIP program
- ❖ Conduct an audit of the property/evidence room
- ❖ Begin to move the property/evidence room to teen center (budget permitting)
- ❖ Create an Inventory log of officer issued equipment and department purchased equipment into the RMS (records management system)
- ❖ Looking to increase security in the lobby of CVMO by adding bullet proof glass (maintenance may have some extra) adding some type of panic alarm/phone system, adding a door just before hallway.
- ❖ Implement the E-ticket system
- ❖ Implement a Motorcycle Officer
- ❖ Create a Taser instructor
- ❖ Create a defensive tactics instructor
- ❖ Look at implementing a part-time fleet person for the CVMO vehicle
- ❖ Need for daily or at a minimum weekly squad briefings between patrol sergeant and deputies (unable to conduct due staffing)

SUBJ:**Training Needs for 2015 / 2016**

- ❖ Put on a training for Patrol regarding how to work with the K-9 handler/dog
- ❖ Proper procedures for packaging property
- ❖ Sgt. Laura Robinson will attend Leadership training at AZPOST
- ❖ Training for a Taser instructor
- ❖ Training for a defensive tactics instructor
- ❖ Training for Motor school

SUBJ**Speculated Budget items for 2015 / 2016**

| | |
|-------------------------------------|--------------------|
| ❖ 6 new Tasers (RICO) | \$6,000.00 |
| ❖ 16 Eticket Scanners (RICO) | <u>\$5,000.00</u> |
| RICO Total | \$11,000.00 |
| ❖ Additional 6 Tasers | \$6,000.00 |
| ❖ Property room move to teen center | \$50,000.00 |
| ❖ Two patrol vehicles | \$80,000.00 |
| ❖ Two deputies | \$80,000.00 |
| ❖ Part time fleet person | <u>\$30,000.00</u> |
| Total | \$246,000.00 |

Handout of 1/10/13
Judge 2-26-2013

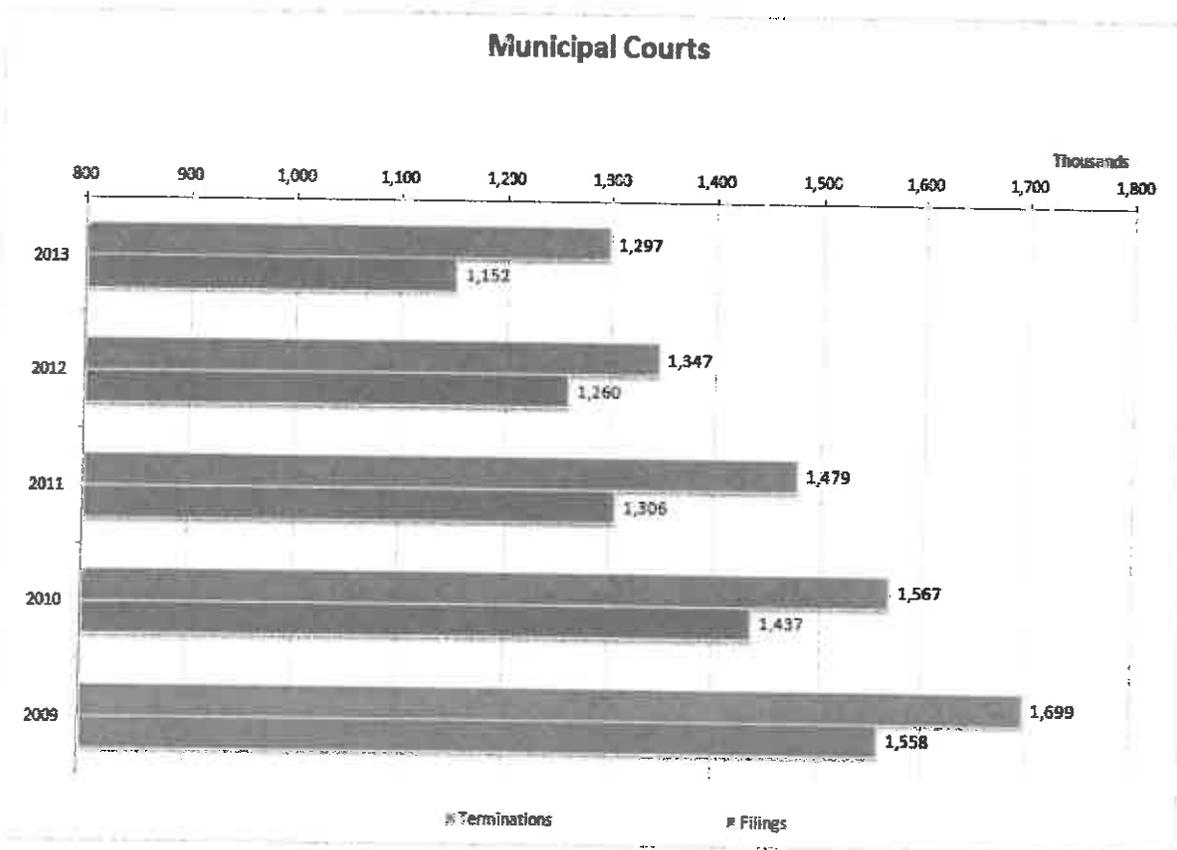
Fiscal Year 2013

Caseload and Financial Highlights In FY 2013 as compared with FY 2012

- Statewide, there were 2,118,498 case filings in FY 2013 in the Arizona Courts (Appellate, Superior, Justice and Municipal Courts) resulting in 148,573 less filings compared to FY 2012, a decrease of 6.6%. That equates to an average of 8,473 cases filed among the Arizona courts every working day.
- Statewide, revenue trends in FY 2013 are following case filing trends. Case filings decreased by 6.6%, while revenue decreased by 2.9%.
- Arizona courts have collected more than \$4.1 billion in additional revenue over the \$70 million benchmark established in FY 1988.
- Statewide, civil traffic case filings account for 56.9% of all case filings in Justice and Municipal Courts. Civil traffic filings decreased by 92,322, or 7.8% from FY 2012 to FY 2013.
- There were 71,326 DUI charges filed in Justice and Municipal Courts. This represents a decrease of 1,409 case filings from FY 2012, or a 1.9% decrease. (Case filings in Justice and Municipal Courts are primarily counted by charge, not by defendant).
- Superior Court case filings decreased by 5.4% statewide. In Maricopa and Pima counties, filings decreased by 4.4% and 3.2%, respectively, while rural counties reported a decrease of 9.2%. The statewide decrease in total case filings was driven by a 12.5% decrease in the civil case category.
- Superior Court mental health filings increased by 7.6% from FY 2012 to FY 2013. During the same period, terminations of mental health cases decreased by 13.0%.
- Felony filings in Superior Court decreased 6.9% from FY 2012 to FY 2013. Superior Court criminal jury trials also decreased by 10.3% in FY 2013 when compared with FY 2012.
- Within Superior Court, the case type categories with the most significant numerical case filing increase include; other domestic relations (13.0%), estate (6.4%), adoption (12.4%) and juvenile dependency (7.3%).
- In FY 2013, juvenile dependency filings increased by 7.3% compared to FY 2012 and 69.1% when compared to FY 2011. During the same period, juvenile delinquency filings decreased by 14.6% and 24.9%, respectively.
- Justice Court case filings decreased by 3.7% in FY 2013. Case filings in the Maricopa and rural county justice courts decreased by 5.0% and 4.7%, respectively. While Pima county case filings increased 1.2%.
- Statewide, Justice Courts civil traffic case filings were down 1.8%, while felony case filings increased 23.1%.
- Municipal Court case filings decreased by 8.5% statewide. In Maricopa and Pima counties, Municipal Court case filings decreased by 7.2% and 12.3% respectively, while rural county cases filings decreased 9.9%. The overall decrease was driven by a 10.5% decrease in civil traffic filings.

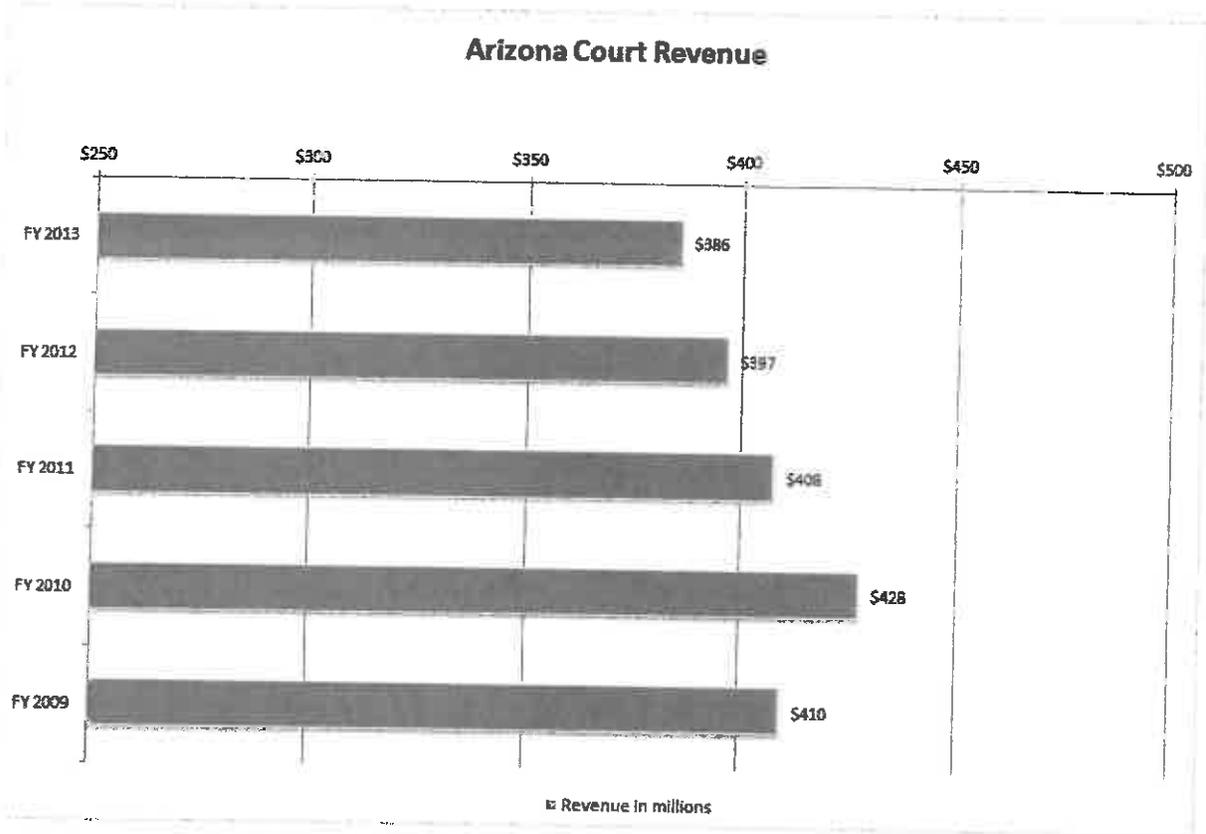
MUNICIPAL COURTS

- Case filings in FY 2013 decreased 8.5% from FY 2012. Total case terminations decreased 3.7% during the same period.
- Civil and criminal traffic filings, which comprise about three-fourths of all municipal court cases, decreased 9.8%, from 938,748 in FY 2012 to 846,377 in FY 2013.
- Criminal misdemeanor case filings decreased 2.0% from 215,591 in FY 2012 to 211,174 in FY 2013. Criminal misdemeanor case terminations decreased 5.6% from 270,760 in FY 2012 to 255,472 in FY 2013.
- Domestic Violence petitions decreased 0.5% from 12,989 in FY 2012 to 12,927 in FY 2013. Petitions for Injunctions Against Harassment decreased 1.9%, from 7,280 in FY 2012 to 7,144 in FY 2013.
- Total cases pending decreased 13.3%, from 823,040 on July 1, 2012 to 713,520 on June 30, 2013.

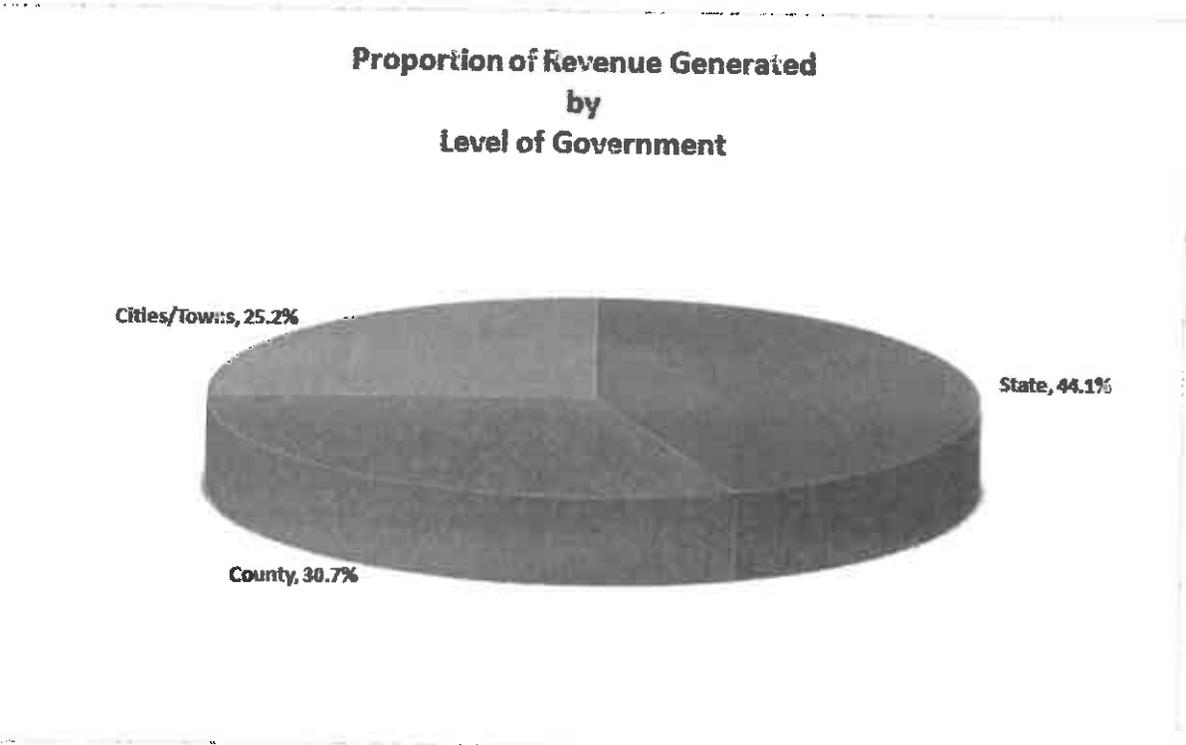
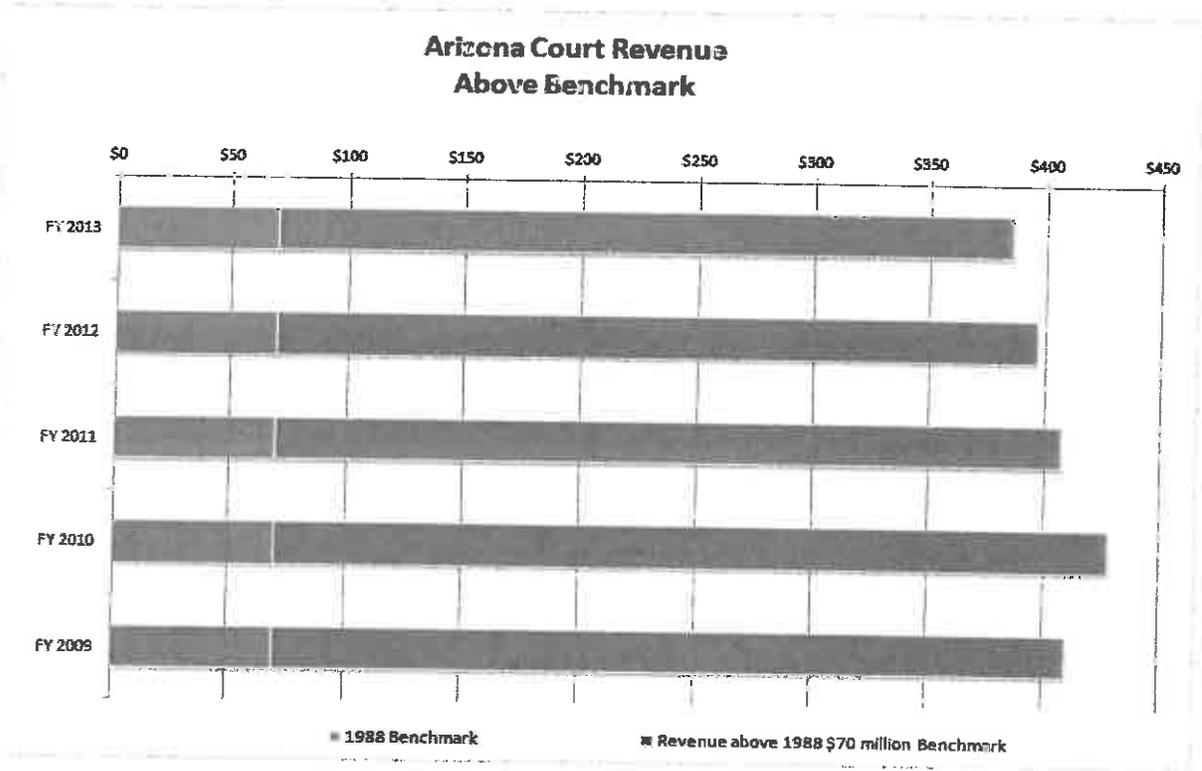


ANNUAL REVENUE SUMMARY

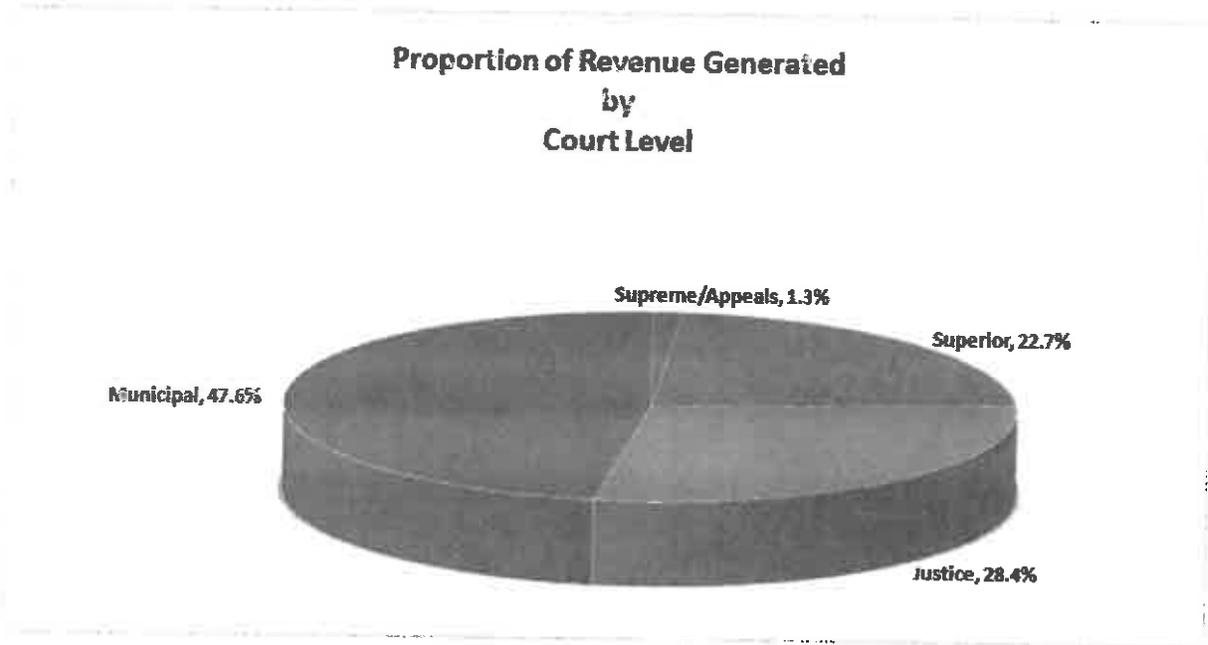
- Total statewide court revenue decreased 2.9% from \$397.0 million in FY 2012 to \$385.6 million in FY 2013. While revenue decreased by 2.9%, case filings decreased by 6.6% during the same period, reflecting the continuing efforts of the courts statewide to collect court-ordered fines, fees, and surcharges.

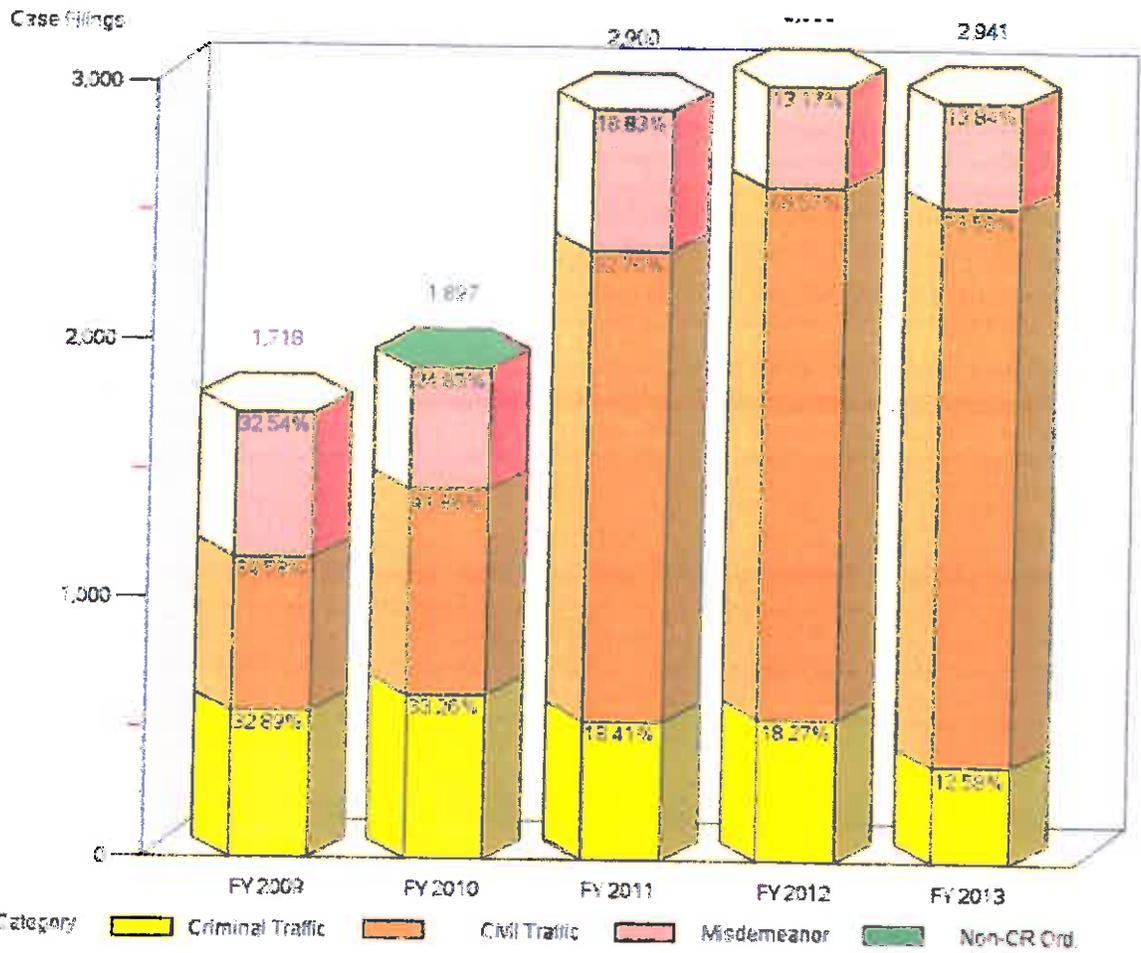


- This graph represents the trend in increased court revenue above the \$70 million benchmark established in FY 1988. Since that time, courts have collected approximately \$4.129 billion in additional revenue.
- Of the total court system revenue, the state received 44.1%, counties received 30.7% and cities and towns 25.2%.



- 47.6% of total court revenue was generated by municipal courts, 28.4% by justice courts, 22.7% by Superior Court and 1.3% by appellate courts.
- Total restitution payments for victims collected by Courts decreased by 4.7% from \$18.7 million in FY 2012 to \$17.8 million in FY 2013.





Each bar displays total number of case filings and case type percentages. Smaller percentages may not display.



ADVANCING JUSTICE

TOGETHER



COURTS & COMMUNITIES | 2014-2019





FROM CHIEF JUSTICE
SCOTT BALES

Our State's greatest strength is the diversity of our people and places. The vibrant mosaic formed by our varied communities and cultures has attracted many to Arizona and continues to define us. Throughout our history, Arizonans, whether native or newcomers, have been optimistic, hard-working, and determined to build a better future.

Arizonans also are one in believing that all people should be treated fairly, their rights should be respected, and they should be well served by a government that follows the law. Our courts exist to secure these goals. Every day, more than 300 judicial officers and thousands of other judicial branch employees work diligently to serve their communities by administering justice for all Arizonans, whether they live in our largest cities or our more sparsely populated deserts and mountain areas.

The court's new strategic agenda, Advancing Justice Together: Courts and Communities, reflects input from court personnel and the public throughout our State. It reaffirms goals successfully pursued under prior Chief Justices and other court leaders, and it builds on our well-established and nationally recognized tradition of excellence in judicial administration, education, and innovation.

Our first goal is to promote access to justice as technology and our State's population and economy continue to change. By implementing electronic case filing and access statewide, identifying best practices for various court operations, and developing new programs like lateral courts and the use of video remote interpreters, we will strive to better serve our communities, including those who are most vulnerable, such as children, the elderly, and victims of human trafficking or other crimes.

Advancing justice in Arizona requires courts and communities to work together. Our courts can provide timely and accessible justice only if they have adequate resources and other public support, including the many volunteers who serve on foster care review boards, hearing officers, on judicial nominating committees, and in other court-related roles. To earn the support of our communities, we who work in the judiciary must continue to exemplify our deep commitment to fairness, integrity, efficiency, and equal justice under law.

I look forward to our work in advancing justice together.

-Scott Bales, Chief Justice

PROMOTING ACCESS TO JUSTICE

Arizona legal aid courts protect self-represented litigants and resolve disputes fairly and efficiently. In some cases, Arizona's judicial branch must work to ensure that all individuals have effective means to justice. This goal is achieved not only by expanding legal representation for individuals and low-income persons, but also by helping self-represented litigants and others navigate the judicial process and by using technology to make courts more accessible to all.

Access to justice

Courts should work with others in government and communities to assess the legal needs of modest to low-income individuals and to develop strategies to better serve those needs.

- Create a statewide commission, including members of the public, to study and recommend ways to promote access to justice.
- Identify ways to promote participation by litigants in access to justice initiatives and recognize them for their professional and financial contributions.
- Identify ways to improve funding for the judicial branch and the courts' ongoing ability to provide access to courts.

Services for self-represented litigants

Many people cannot afford or choose not to obtain legal representation in court proceedings. Consequently, the courts must be prepared to assist self-represented individuals in understanding court processes and legal procedures.

- Expand access to web-based forms, e-filing, and information describing legal terms and court procedures.
- Ensure court forms and information, whether in electronic or paper form, are easily understandable.
- Collaborate with legal services agencies and the Arizona Foundation for Legal Services and Education to develop strategies to expand legal and other self-help services for modest to low-income litigants.
- Provide front-end triage and referral services to assist self-represented litigants in identifying and obtaining appropriate services.
- Explore programs to recruit and train college students and other volunteers to work in legal self-help centers to:
 - Assist with legal work sheets,
 - Help complete legal forms, and
 - Provide information and referrals.
- Explore the use of technology-based access to justice solutions being developed in other courts.

Services for limited English proficient litigants, defendants, and other court participants

Limited English language skills should not be a barrier to accessing justice. Arizona's courts have significantly expanded access to interpreter services and translator forms, instructions, and court information. Work remains to be done, however, particularly given our evolving and diverse population and changing technology.

- Develop strategies for increasing the availability and quality of court interpreters and interpreter services, including:
 - Expanding the court video interpreting project, and
 - Identifying other opportunities to use technology in providing language assistance services to litigants, witnesses, and others.
- Develop strategies to expand the use of alternative language court forms, instructions, and information both at courthouses and online.

Access to courts and court information using technology

Technological change provides ongoing opportunities for the court system to enhance and increase access to courts, court proceedings, and court information. Previous technological initiatives have seen Arizona courts on a path to increased electronic access for the public and court community alike. This expands initiatives that efforts and seeks to further enhance the ability for court users to locate information, file documents and receive court notifications electronically, and readily participate in court proceedings.

- Expand electronic access to court documents and data with appropriate protections for security and privacy.
- Extend e-filing to courts statewide.
- Establish a web-based online payment system for drivers wanting to plead responsible and pay delinquent tickets and minor misdemeanor charges.
- Create an electronic notifying system to remind parties, probationers, and other court participants of upcoming court dates.
- Identify other opportunities for video hearings and other remote electronic court appearances.



ADVANCING JUSTICE TOGETHER | 2016-2019

PROTECTING

CHILDREN, FAMILIES, AND COMMUNITIES

Regulating the practice of law to protect the public

The Supreme Court regulated the practice of law in order to protect the public. Litigant, and other represented parties expect competence and professionalism from their lawyers. The Supreme Court promotes these goals by establishing and enforcing standards of competency and ethical conduct and by taking disciplinary action against those who violate these mandates.

Review attorney admission requirements and protocols to determine if changes are needed to promote higher standards of lawyer competence and professionalism.

Review the current Supreme Court rules relating to the State Bar to assess how well the current governance structure allows the State Bar to fulfill its mission of protecting the public and improving the legal profession.

Review rule changes proposed by the American Bar Association's "Commission on Ethics 20/20" to determine if changes to the ethical rule for Arizona attorneys are desirable.

Continue to evaluate the Arizona Bar examination requirements to ensure that the exam is evidence-based, tests lawyer competencies, protects the public, and improves the legal profession.

Develop best practices training for parents' counsel in juvenile dependency cases.

Explore ways to enhance mentoring for new attorneys.

Human trafficking

Human trafficking, often referred to as modern-day slavery, is commanding increased attention from courts and communities across the nation. Trafficking threatens some of our most vulnerable individuals, including young people who have been involved in the foster care system or juvenile courts. Human trafficking raises many challenges for state courts, which need to better identify human trafficking crimes and victims, develop strategies to handle such cases, assist parents who are victimized, and protect these at particular risk of becoming victims.

Collect and analyze information on the scope and impact of human trafficking-related case in Arizona courts and develop recommendations on the appropriate role of the state court system in addressing this issue.



The Arizona judiciary has long made it a priority to protect our state's most vulnerable populations. We have reformed our juvenile courts to provide timely hearings and due process in child neglect and dependency cases. We have reformed our public defender system to ensure our children have adequate representation, exploitation and abuse. Every day, we protect our communities by holding juveniles and adult probationers accountable and providing the treatment and rehabilitative services they need to become responsible productive and law-abiding members of the community.

While continuing our commitment to protecting the young and elderly, we also should expand the use of problem-solving courts to better serve individuals who may have specialized needs. Our communities look to courts not only to decide cases, but also to solve problems.

Center for evidence-based practices

"Evidence-based practices" are identified by rigorously studying the effects of different policies and processes. Important research regarding evidence-based practices in the legal system is underway throughout the nation. Although the Arizona judiciary has successfully incorporated evidence-based practices in probation services, Arizona's courts must stay current with this research and remain a leader in implementing successful approaches. The Arizona Center for Evidence-Based Practices will support these efforts. The Center will bring together judicial leaders, researchers, and practitioners to design the best programs to promote juvenile and adult offender accountability, rehabilitation, crime reduction, and community protection.

Improve and expand the use of evidence-based practices to determine pre-trial release conditions for high-risk offenders.

Evaluate and, as appropriate, implement new or expanded evidence-based programs for Arizona's adult and Juvenile Probation Services. Programs to evaluate include:

- Supervision of the serious, mentally ill,
- Pre-trial adult mentoring of juvenile probationers,
- Effective practices to reduce the risk of violence, especially gun violence involving probationers,
- Effective community re-entry for adults and youth after incarceration or detention,
- Family inclusive probation supervision and services, and
- Effective community provision programs to reduce adult and juvenile recidivism.

Encourage and support the use of evidence-based services and interventions for children and families for reunification and permanency in dependency cases.

Encourage and support the educational needs of all youth under court supervision as a critical factor in future well-being.

Problem-solving courts

Problem-solving courts must all follow evidence-based practices to succeed. Although some Arizona courts have implemented problem-solving courts, there is a continuing need to create courts designed to serve the distinct needs of certain individuals, such as business courts, drug courts, veterans courts, and mental health courts.

Collaborate with justice partners, treatment providers, and other community service entities to expand problem-solving courts including drug, homeless, veterans, mental health, and domestic violence courts.

Develop evidence-based practices bench books, training, and other information for judges assigned to problem-solving courts. Identify strategies, including technology changes, allowing multi-court collaboration and use of technology to establish and expand problem-solving courts across jurisdictional boundaries.

IMPROVING COURT PROCESSES

TO BETTER SERVE THE PUBLIC

And, that means to better improve our court system itself. From our policies and our own judicial processes and systems. Which means offering more efficient case management and use of information and resources. Judges and the staff of the appropriate agencies and groups to ensure effective and efficient case management and processes effectively. They are doing it. They are doing it. And the public should be able to access courts and court information in the most efficient way possible. While implementing financial technology improvements, we must also find ways to improve governing structure and policies to deliver exceptional public resources in the most efficient, effective, and economical way.



Judicial system process improvements

As case filings increase and more people interact with the courts each day, the court system must continue to identify ways to improve judicial system processes. This effort requires that judges, clerk, court administrators, and staff have the tools needed to timely and efficiently process cases.

- Improve timeliness and efficiency of civil, criminal, juvenile, family, and probate case processing in Arizona courts by:
 - Adopting case processing time standards
 - Rationalizing caseload management efforts statewide, including principles of differentiated case management, court control over the pace of litigation, and compliance with rules governing case processing time requirements
 - Providing case management system enhancements, including reporting capabilities, implementing e-filing tools that allow judges to more efficiently manage and resolve cases
 - Providing judicial workload tools to assist presiding judges when making case assignments, and
 - Implementing relevant performance, customer service, and case management measures
 - Identify and implement ways to improve the process of jury selection and service
 - Review certain Arizona Rules of Court to restyle, simplify, and clarify the rules
 - Identify and implement case management and judicial officer assignment practices for commercial litigation to timely resolve cases and reduce costs to litigants and the court.

Courthouse facilities and security

- Arizona's courts are a forum for resolving difficult issues that affect people in vital aspects of their lives, including cases involving domestic relations, parental rights, and individual liberty. Emotions can run high in court proceedings. Our courthouses must be a safe place for all who enter their doors.
- Establish courthouse and courtroom security standards
 - Conduct a needs assessment for courthouse security infrastructure
 - Develop training standards and skill development opportunities for court security officers.

Next generation case management systems

- Case management systems support the work of the courts and probation services. Many of these systems have been in place for more than a decade and require updating or replacement. This effort will evaluate and consider the merits of human and financial capital.
- Implement Arizona Judicial Automated Case System (AJACS) in limited jurisdiction courts.
 - Fully implement Justice On-Line Tracking System (JOLTS) in juvenile courts.
 - Integrate Adult Probation Enterprise Tracking System (AETS) with AJACS.
 - Enhance or replace existing case management systems.

Court data repositories and justice system data exchanges

- Technology has enriched the court system to widely improve court processes and provide quick access to court information. New technologies and data exchanges provide create new opportunities for data sharing among justice system entities. The judicial branch must continue initiatives to provide criminal justice system participants access to accurate and complete data needed to perform their duties.
- Implement the Central Case Index System to enable the flow of critical court data to and from Federal, State, and local justice system entities.
 - Collaborate with other justice system entities to develop and implement data collection and exchange strategies that leverage technology, including:
 - Expanding e-warrant project to other justice system entities
 - Modernizing the state's warrant repository system, making mental health court orders available to appropriate criminal justice and treatment officials.
 - Making condition of release information available to appropriate criminal justice officials, and
 - Improving security and completeness of the state's criminal history repository and National Instant Criminal Background Check System (NICS).



ADVANCING JUSTICE TOGETHER | 2014-2019

ENHANCING PROFESSIONALISM WITHIN ARIZONA'S COURTS

Judicial Branch Leadership

Develop effective court leadership is essential to maintaining a high level of professionalism and competency within the judicial branch.

Develop judicial leadership and leadership train programs.

Prepare a court leadership for next generation case management systems and technology. Provide resources for presiding judges and other court leaders to effectively plan for succession in court management.

Workforce Development

Judicial branch employees who are not judges must possess the tools and skills needed to properly and timely process cases, accurately maintain court records, and properly supervise juvenile and adult offenders in the community. Our workforce development plans must include training methods that are convenient, timely, and relevant.

Enhance the use of web-based video/audio conference capability to train court employees.

Develop guidelines on the use of social media by court employees in the workplace.

Continue efforts to recruit and retain a culturally diverse workforce at all levels within the judicial branch.

Evaluate the need for wellness initiatives for judicial and other court staff.



Judicial excellence, staff competency, and professionalism are critical to maintaining Arizona's national reputation for innovation and leadership within its judiciary. Court personnel at every level must maintain the highest level of service and professionalism exhibited daily in courts across the state.

Judicial Excellence

A highly respected judiciary is at the core of judicial excellence. The judicial branch must continue the professional development of new and veteran judges to ensure they adhere to the highest standards of competence, conduct, integrity, professionalism, and accountability.

Examine current systems for ensuring new and veteran judges are well-prepared for the courtroom, including but not limited to:

- Assessing new judge training and orientation,
- Establishing a skill enhancement program for experienced judges based on mentoring and educational services, and
- Ensuring an efficient and effective judicial oversight process exists to monitor judge's performance and to address public concerns.

Expand educational opportunities for appellate judges.

Collaborate with the State Bar on educational programs of mutual interest to judges and lawyers.

Conduct a judicial education needs assessment to identify new or enhanced training for judges including, but not limited to:

- Cultural competency and implicit bias,
- Procedural fairness,
- Forensic science,
- Delinquency case processing, and
- Effective use of technology on the bench, in chambers, and remotely.

Develop web-based training on best judicial practices for protective order procedures and criminal case proceedings involving child victims.



ADVANCING JUSTICE TOGETHER 2014-2019

IMPROVING COMMUNICATIONS AND PARTICIPATION

COMMUNITY

GOALS

The importance of the role of the judicial branch and what courts do can greatly benefit the essential to ensuring that our legal system is a judicial system that creates a more fair and impartial system for all. With so many of the and social networking choices available today, courts can improve how they inform the public about court events and opportunities to serve as volunteers.



Plaintiff

Arizona's courts at all levels depend on volunteers to assist in fulfilling the judiciary's many functions and responsibilities—from judicial selection and performance review to foster care review boards and CJA volunteers—to providing community outreach. While each component of the judiciary continually seeks out a talented and diverse volunteer base, the judicial branch as a whole can do more to enhance the importance and reward of serving as a volunteer in court programs.

- Establish public service recruitment and recognition programs to further engage community participation in our judicial system.
- Identify ways to enlist the help of retired judges and lawyers to provide community outreach and to act as ambassadors for the judiciary.
- Continue efforts to recruit volunteers who reflect the diversity of our communities.

Communications with the public and education communities

- In a world of nearly instantaneous access to information, Arizona courts must be proactive in communicating with the general public, elected officials, and other government entities.
- Communicate effectively with the public about the role of courts in a free society. Law courts serve our communities and progress in achieving this goal.
- Promote civic education by supporting programs such as "We the People," Mock Trial, and Civics, partnering with teachers and others in the education community, and conducting appealable arguments in local schools and other community locations.
- Use your "doorknob" to provide prospective jurors with information about the role of courts and public involvement in the justice system.
- Update speaker's toolkit for judges and other court leadership to use with a variety of presentations.
- Increase use of social media to improve communications with the public.

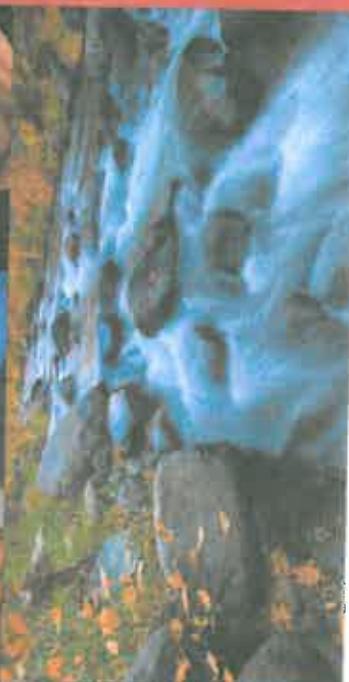
Communications within the branch and with other branches of state and local government

- The judicial branch has many components. Although increased integration and technology have improved communication, Arizona courts should strive to further enhance communications across programs, jurisdictions, and branches of government.
- Reinstate the "View from the Bench" program for the Superior Court and limited jurisdiction courts and invite local and state policy makers to participate.
- Publish an electronic newsletter and identify other ways to improve communication within the branch regarding projects and important events.
- Identify ways to improve communication among the branches of county and city governments.





ADVANCING
JUSTICE
TOGETHER



All the great things are simple, and many can be expressed in a single word: freedom, justice, honor, duty, mercy, hope.

—Winston Churchill



Arizona Supreme Court
Administrative Office of the Courts

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azcourts.gov

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*handout from
Mike Jenkins 2-20-2015*

Community Development



Building

Robert Foreman – Building Official

Permits

Kendall Welch – Permit Technician and Emily Diver – Permit Technician



Planning

Michael Jenkins & Jenna Owens



Code Enforcement

Dave Marshall & Britt Allen

handout from
Virginia Jones
2-20-2015



VIRGINIA JONES – TOWN CLERK
JULIE SCOTT- ADMINISTRATIVE ASSISTANCE
MARIE MOORE-TRANSCRIPTIONIST
SEBRA CHOE – TRANSCRIPTIONIST
LYNN RIORDAN - TRANSCRIPTIONIST

RESPONSIBILITIES OF THE CLERK

The Clerk's Office is responsible for keeping a true and correct record of all business transacted by the Council and any other records that pertain to the business of the Town or that Council directs.

DUTIES OF THE CLERK

Keeping an accurate records include:

- ★ Ordinances
- ★ Resolutions
- ★ Public Notices
- ★ Deeds & Easements
- ★ Vehicle Title
- ★ Agreements
- ★ Correspondence
- ★ Minutes

This also means that all records shall be kept convenient for public inspection Records Requests

Other duties include:

- ★ Election Official
- ★ Issuing Business License
- ★ Processing Liquor License applications
- ★ Updating Clerk's web page

GOALS

Immediate:

- ★ Training for Julie Scott
- ★ Possible Recall Election
- ★ Budget
- ★ Update Records Management Manual
- ★ Vacation

Near Future:

- ★ 2016 Candidate Election & Franchise Election if Franchise is not held in 2015
 - Candidate Packets will be available in April For the August Primary
- ★ Training for Council and Staff – Records Management-Public Records Request
- ★ Citizens Academy
- ★ Work with Carol Brown – Bid/quote process-streamline and train staff

Long Term Goals:

- ★ Update Council Chambers
- ★ Improve Audio quality
- ★ Records