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**AGENDA
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 28, 2022 at 5:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/87618502093?pwd=NGNKZWJmK1Q5MVdZVmVCC0U3UWRrdz09>

Phone: 1-669-444-9171 or 1-669-900-9128

Meeting ID: 876 1850 2093

Passcode: 236401

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

1. **Call to Order**
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Set Next Meeting, Date and Time:

- 1) Regular Session – Wednesday October 5, 2022 at 6:30 p.m.
 - 2) Work Session – Wednesday October 12, 2022 at 5:30 p.m.
 - 3) Regular Session – Wednesday October 19, 2022 at 6:30 p.m.
 - 4) Regular Session – Wednesday November 2, 2022 at 6:30 p.m.
5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

6. Special Announcements and Presentations:

pg. 4 • **Quarterly Report from Library.** Staff Resource Kathy Hellman

pg. 12 • **Quarterly Report from the Marshal's Office.** Staff Resource Corey Rowley

• **Quarterly Report from Courts.** Staff Resource Veronica Pineda

7. Discussion, Consideration and Possible Approval for a part-time Court Security Officer for the Courts Department with an amendment to the Town's Salary Plan by adding. Staff Resource: Veronica Pineda pg. 25

8. Discussion, Consideration and Possible Direction to develop a Committee or Commission for Parks and Recreation. pg. 46

9. Discussion and Direction to the Town Manager regarding the prioritization in filling the FY2023 Budgeted New Position Requests. pg. 93

10. Update by the Town Manager and Discussion regarding the Town's Project Manager position, Job Description and project assignments. pg. 95

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

12. Council Informational Reports. These reports are relative to the committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

13. Manager/Staff Report Individual members of the Staff may provide brief summaries of current events, activities and follow up from prior citizen complaints. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

14. Adjournment

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes: (1) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1)); (2) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2)); (3) Discussion or consultation for legal advice with the attorneys of the public body. (A.R.S. §38-431.03(A)(3)); (4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation (A.R.S. § 38-431.03(A)(4)); (5) Discussion or consultation with designated representatives of the public body to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5)); (6) Discussion, consultation or consideration for negotiations by the town or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6)); (7) Discussion or consultation with designated representatives of the town to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(7)).

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 09-22-2022 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk



Agenda Item Submission Form – Section I

Meeting Date: September 21, 2022

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

Requesting Department: Camp Verde Community Library

Staff Resource/Contact Person: Kathy Hellman, Nicole Metz-Andrews

Agenda Title (be exact): Library's In-Person Quarterly Report to Council

List Attached Documents: April – July Library Use Statistics
Memorandum to Council for Quarterly Report

Estimated Presentation Time: 20 minutes

Estimated Discussion Time: 5 minutes

Reviews and comments Completed by:

- Town Manager: _____ Department Head: Kathy D Hellman
 Town Attorney Comments: _____
 Risk Management: _____
 Finance Department
Fiscal Impact:
Budget Code: _____ Amount Remaining: _____
Comments:

Background Information: n/a

Recommended Action (Motion): n/a

Instructions to the Clerk: We need access to the projector and computer for a PPT to accompany the in-person presentation.

April - July Library Use Statistics

	2022	2021	2020	2019	2018
Traffic Count	26,951	25,103	9,483	35,184	30,917
Circulation					
Self-Checkout Use	7,943	10,411	5,386	3,834	
Items Checked Out	13,726	14,741	10,472	20,443	18,961
Items Checked In	15,799	15,358	11,629	20,843	19,362
Renewed Items	6,347	6,203	3,889	3,186	3,192
Total Circulation	35,872	36,302	25,990	44,472	41,515
In-Library Activity					
New Cards Issued	280	214	148	258	339
Computer Use - All Ages	7,042	3,109	1,111	5,862	6,289
Laptops & iPads - All Ages	321	95	33	109	38
PC Helpdesk Answered Calls	794	562			
Requests for PC/Mobile Device Help	425	243	93	555	487
Reference Questions	158	326	117	622	554
Total in-Library Activity	9,020	4,549	1,502	7,406	7,707
Library & Community Programs					
Community Programs Attendance	704	666	108	1,502	1,504
Adult Program Attendance	947	801	194	1,030	624
Children's Program Attendance	3,245	3,867	929	952	493
Teen Program Attendance	324	135	135	420	354
Study Room Use - People Served	343	248	56	276	206
Total Library Program Attendance	5,220	5,469	1,366	3,904	2,975
Library Room Use					
Room Use by Community Groups	145	126	19	226	192
Room Use by Library - Adults	58	73	6	85	79
Room Use by Library - Children	143	96	31	89	71
Room Use by Library - Teens	63	72	67	71	44
Study Room Uses	234	159	43	232	179
Total Library Room Use	643	526	166	703	565
Circulation Tracking					
DVDs & Movies	6,101	5,270	4,234	7,056	7,111
eBooks	3,223	3,375	3,327	2,477	1,476
Children's Material	5,767	6,325	2,051	3,964	4,025
Teen's Material	1,223	1,715	992	2,186	2,656
Transits, HOLDS & InterLibrary Loans					
HOLDS Filled	3,327	3,953	4,081	4,357	3,713
Transit Items Sent & Received	5,856	6,254	6,273	6,857	6,192
CVCL ILL Items Going Out	107	44	38	141	115
ILL Items for CVCL Patrons	22	18	7	39	46
Total Transit, HOLDS & ILL Activity	9,312	10,269	10,399	11,394	10,066
Collection & Development					
New Kids & Teen Material Added	215	239	137	326	233

Books, Magazines, and A/V Items Added	637	739	891	1,032	1,272
Library Volunteers					
Number of Volunteers	101	83	53	112	139
Number of Hours Given	1,475	1,628	934	1,918	2,261
Average Hours/Volunteer	14.6	19.6	17.6	17.1	16.3
Mending & Donations					
Items Mended or Repaired	827	283	0	564	1,043
Donations Processed	11,170	10,406	1,347	7,171	7,227
Donations Cataloged	117	118	213	186	330
Donations Shared					
Yavapai County Jail Library	537				
Little Laundromat Library	431				
Total Shared	18	56	0	93	106

**Note: cells with not data available are intentionally left blank*

MEMORANDUM TO COUNCIL FOR QUARTERLY REPORT

TO: RUSS MARTIN, TOWN MANAGER
FROM: KATHY HELLMAN, LIBRARY DIRECTOR
SUBJECT: QUARTERLY REPORT COVERING APRIL – JULY 2022
DATE: SEPTEMBER 21, 2022
CC: DEPARTMENT HEADS, TOWN COUNCIL

Report from the Library Director:

The library supported the following events with staff and volunteers: Town of Camp Verde and YAN joint celebration of Earth Day, Earth Day story time at the Tunli Community Center, Farmer’s Market Family Day, Cornfest, Back to School Family Night at CVUSD, Verde Valley STEM Promotion Event, Engaging Community Conversations Training/Planning. The library director met with individual fulltime staff on a weekly basis and with staff collectively at bi-weekly staff meetings in support of idea development, access to needed resources, and direction. She played an integral role in the development of a [Town Social Media Use Policy](#) and accompanying documentation.

Various library staff participated in the following training and developmental activities:

- Whole-Hearted Librarianship Training with [Michael Stephens](#)
- Collection Development and Weeding classes
- What’s New in Youth Literature
- Linux, Apple iOS, MS Office, Office 365, Teams, Zoom Rooms
- Yavapai Conversations/Civic Engagement
- NASA Astro Camp
- Narcan Opioid Overdose Training
- GovDelivery Training
- Building a Dynamic Social Media Presence
- Youth Mental Health Awareness Conference
- Planning a Dynamic CSLP Summer Reading Program
- Personalize Every Interaction with Aspen Discovery
- Transitioning to Libby: Live Q&A with Team OverDrive

Report from Adult Services: Carson Ralston, Library Specialist II in charge of adult services, scheduled and assisted in the setup for 145 requests to use library meeting rooms. He continued to clean and sanitize the furniture and ensured that each group had a good experience from the time they made contact with him to the time the program ended. Carson oversees the library social media and marketing efforts, manages the library events calendar, and updates the library events on the Town website. He wrote and submitted 2-4 press releases per week, created a Facebook event for each, updated all events on the events calendars and sponsored an additional 58 library programs attended

by 947 adults. Carson filled in at the PC Helpdesk 1-2 times per week during staff/volunteer shortages due to vacations, appointments, and illness.

Report from the Children's Library: The Children's Library, managed by Letty Ancira, hosted 400 visitors using the library for 74 Supervised visits in addition to planned programs and daily visitors. The highlight of this quarter was the 6-week, high-quality Summer Reading Program (SRP) for children ages 0-11 that enriched their understanding of oceans and its creatures along with six subjects related to the theme. One important fact that stands out is that children learned all the connections the Verde River makes along the way with other bodies of water until it reaches the Sea of Cortez. Parents who participated with their children found this information to be valuable and important to know. Toddlers got to experience the SRP theme through a selection of books about ocean stories and fun crafts suited for their age. It was a wonderful experience to see SRP so successful in-person with over 180 participants and many of our families actively involved throughout the summer. The library was brightly decorated and colorful to the theme of "Oceans of Possibilities" that the children took notice of.

April

- In addition to our regular programming, we introduced two new programs, Lego Saturday every second Saturday of the month and Children's Game Play every second and fourth Thursday of the month.
- Preschool story time had a visit from local author Leland P. Gamson and book illustrator Karen Camden Welsh one week and by a young hedgehog another week. It was the first time the children had seen a real hedgehog, touched its quills, and learned that they prey on snakes.
- Head Start had their first playgroup since Covid to help children gather and socialize.
- We celebrated Easter and Earth Day.

May

- We celebrated Cinco de Mayo and Mother's Day. Children participated in a BioBlitz program where we headed to the Verde River to take pictures of plants, animals, birds, and insects to document native and invasive plants along the river.

June

- The Summer Reading Program (SRP) kicked off with a special guest performer telling stories, doing magic tricks, and encouraging audience participation around the SRP theme, Oceans of Possibilities.
- The Children's area was active and busy with young readers selecting books and participating in free programs. They enjoyed SRP STREAM Hour presented by volunteer, Sally Epperson preparing detailed lessons on Science-Coral Reefs, Technology-Lighthouses, River-Verde River, and Engineering-Decoding.
- Children had a blast creating ocean art using florescent glow in the dark paint to decorate the mural painted by local artist, Mary Rush.
- Preschool story time grew to 40+ children plus parents or caregivers and had to be moved from the Children's library to the Terracotta Room.

July

- We ended this year's SRP with an evening reception for the ocean mural inviting the community to enjoy the children's artwork in the dark under blacklights which made the mural come alive with the vibrant and fluorescent colors. Children got to see how their work when combined with the work of other children created a completed and beautiful ocean scene.
- We also had the opportunity to take a fieldtrip to the Odyssey Aquarium to expose the children to real ocean animals and subjects taught during STREAM Hour and Ocean Art classes. Many children were brave enough to touch a sting ray's sandpaper-textured skin which made them feel happy and proud!

Report from Circulation: It is true that, as activities are increasing in libraries, the heart of library services remains the circulation of library materials to patrons with library cards. The front desk, managed by Alice Gottschalk, handles more questions and has more contact with the public than any other place

in the library. This quarter, two part-time library clerks supported by 10 regular volunteers welcomed nearly 27,000 visitors as they walked through the front door, on average 325 people per day. They smiled and happily answered questions all while

- checking out 13,726 items,
- checking in and reshelving 15,799 items (and continuing to clean and sanitize incoming materials),
- issuing 280 new library cards,
- filling, processing, and shelving 3,327 holds,
- staying informed about the 600+ events scheduled at the library so they could answer questions,
- and receiving, sorting, and handling 5,856 items from the transit tubs

Report from the PC Helpdesk: Library Specialist, Wendy Cook-Roberts, supported by one part-time clerk and two regular volunteers

- checked out and tracked laptops and Wi-Fi hotspots over 95 times,
- monitored 1,735 public computer users and ___ people using the public printer
- provide one-on-one assistance to 425 requests for help with mobile devices such as cellphones, tablets, and laptops, and more
- answered 794 phone calls,
- researched 158 reference questions,
- signed 343 people in and out of the Quiet Study Rooms,

Additionally, Wendy provided tech support for the Online Public Access Catalogs, the PC Management software, the presentation equipment in the Zoom Room and managed to setup, configure, and create documentation for 20 new cellular iPads, 10 new Wi-Fi-only iPads, 10 new Wi-fi Hotspots, 10 cellular Chromebooks, 20 new Wi-Fi-only Chromebooks for use by the public. She researched and ordered new downloadable audiobooks from Overdrive, submitted the final reports for two grants - Community Connect Digital Access at Home and Libraries Connecting You to Coverage - and wrote and received the Color Increasing Community Access to Testing grant.

Report from Technical Services: Jaye Valles, the library's cataloger works predominately behind the scenes although he did fill in at the PC Helpdesk and in the Children's Library as needed. Technical Services handles the collection development of new Adult Fiction, manages the display of new materials, tracks and processes InterLibrary Loan requests, and catalogs of all new and donated materials. This quarter Jaye

- worked with the Friends of the Library Book Nook volunteers to oversee the 11, 170 donations of books and movies received by the library. He chose to add about 1% of the donations as "New to Us" items for our library shelves.
- worked closely with 3 volunteers who handle the covering of new books, mending damage/broken library materials, and physical processing of DVDs for cataloging.
- added a total 637 items through the Yavapai Library Network cataloging module, a tedious and exacting process.
- oversaw an in-depth weeding project focused on culling items from the adult nonfiction area and analyzing the collection for updates in specific subjects in FY2023.

Report from the Teen Library:

April

- A Youth Advisory Council student and I participated in Earth Day, a hybrid event with video and an in-person drive-through and pick-up for bags were filled with literature on living green, energy efficient light bulbs donated by APS and a small selection of trees, vegetable plants, and flowers.
- We hosted the [Life Skills Enrichment Academic Program](#) (LEAP) on Maker Mondays. The kids in LEAP enjoyed tinkering with the Little Bits kits.
- I attended training for [NASA's Astro Camp](#). The program is versatile and applicable for students pre-K through to college with over 100 activities that can be tailored to a specific audience.

May

- Traditionally May begins a dip in program attendance as kids spend time with their families and friends often traveling for extended periods. Kids continue to show up for Game Nite, the most popular program in the Teen library.

June

- At the beginning of the month, I hosted a School's Out celebration with pizza and gaming activity. Parks and Recreation brought kids to the library as part of their summer camp activities.
- We finished filming the STEAM Careers Project with Yavapai Broadcasting and are waiting on the final editing before we publicize it.
- My wife and I welcomed our first child, Isla Rose into our family on June 13. After several weeks of paternity leave, I returned to work on August 8.

Report from Volunteer Services: AmeriCorps VISTA worker, Nicole Metz-Andrews oversees library volunteers and Friends of Camp Verde Library communications, training, scheduling, and activities. She researched a solution for managing volunteer onboarding, scheduling, training, and communication and worked with Parks & Recreation to implement Volgisitcs. She configured the setup and trained volunteers to use it. Additionally, she

- Met with countless community members both inside the library and out to promote library services and confirm collaboration and commitment
- Wrote and received a grant from Aspen to place a Little Library in the local laundromat then worked with Friends of the Library to improve the space and install the Little Laundromat Library. The LLL, managed by the Friends has taken 431 donated books to the laundromat for children and families to use and keep at no charge.
- Recruited volunteers for positions such as Dungeon Master, Page, Technology Teacher, Little Laundromat Liaison, DVD Prep, STEAM Teacher, Story Time Reader, and more to fill slots never before filled by volunteers.
- Created a program, Adopt-a-Plot, modeled on the Adopt-a-Highway program and recruited sponsors to kick-off the program with two plots adopted and planted.
- Started a program collaborating with Yavapai County Jail to donate materials such as paperbacks and textbooks that are donated to the library but not useful to add to the circulating collection or sellable by the Book Nook. The jail library has picked up 537 books for use by incarcerated individuals.
- Volunteers installed six donated shelving units in the Friend's Book Nook receiving and sorting area. Little Laundromat Library, County Jail Library,

Check out the [Library website](#), [Events Calendar](#) or, to really keep up with what is going on at the library, follow us on Facebook at: <https://www.facebook.com/campverdelibrary>



CVMO QUARTERLY REPORT

Status of Major Projects this Quarter

- Digital Communication Transition – Completed
- Council Approved Mobile Data Computer refresh- Order has been placed
- Transition all cellular mdc's and phones to FirstNet for Law Enforcement - completed
- Digital In-car and Handheld Radio's- Ordered, Received, and Deployed
- No currently awarded CIP projects are outstanding

CVMO Staffing



New Hires

Hired 4 New Employees:

Lost 4 employees due to

1 termination, 2 resignations, 1 retirement

2 officers in the background
process

1 New Dispatchers

3 Vacancies

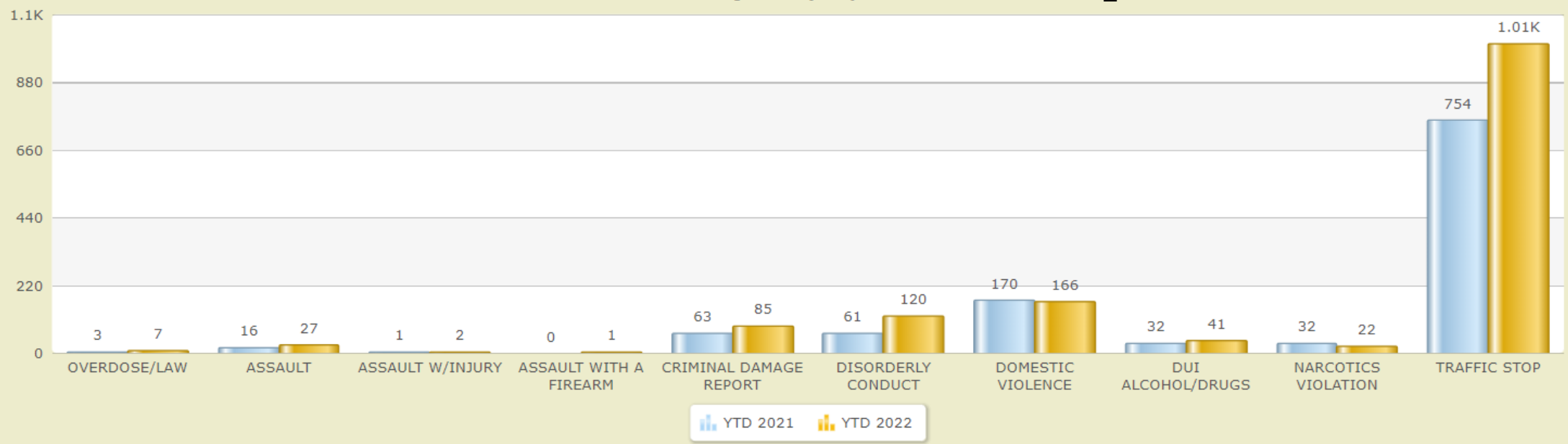
- 2 Deputies
- 1 Animal Control
- 2 Dispatchers

CVMO Statistics

Summary this Quarter June 1, 2022 – August 31, 2022
CVMO Responded to 956 calls for service

Vip's Donated 704 hours

Focused Stats Year to Date Comparison



[Reset View](#)

[Toggle Groups](#) [Update View](#)

<input checked="" type="checkbox"/> Nature	YTD 2021	YTD 2022	Total
<input checked="" type="checkbox"/> OVERDOSE/LAW	3	7	10
<input checked="" type="checkbox"/> ASSAULT	16	27	43
<input checked="" type="checkbox"/> ASSAULT W/INJURY	1	2	3
<input checked="" type="checkbox"/> ASSAULT WITH A FIREARM	0	1	1
<input checked="" type="checkbox"/> CRIMINAL DAMAGE REPORT	63	85	148
<input checked="" type="checkbox"/> DISORDERLY CONDUCT	61	120	181
<input checked="" type="checkbox"/> DOMESTIC VIOLENCE	170	166	336
<input checked="" type="checkbox"/> DUI ALCOHOL/DRUGS	32	41	73
<input checked="" type="checkbox"/> NARCOTICS VIOLATION	32	22	54
<input checked="" type="checkbox"/> TRAFFIC STOP	754	1006	1,760

Accidents



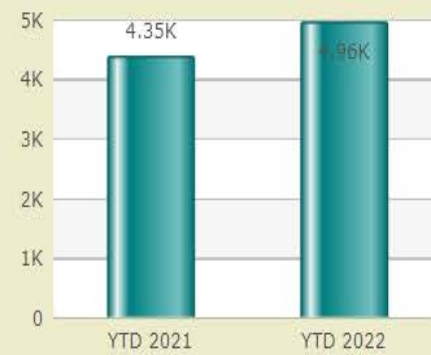
Arrests



Citations

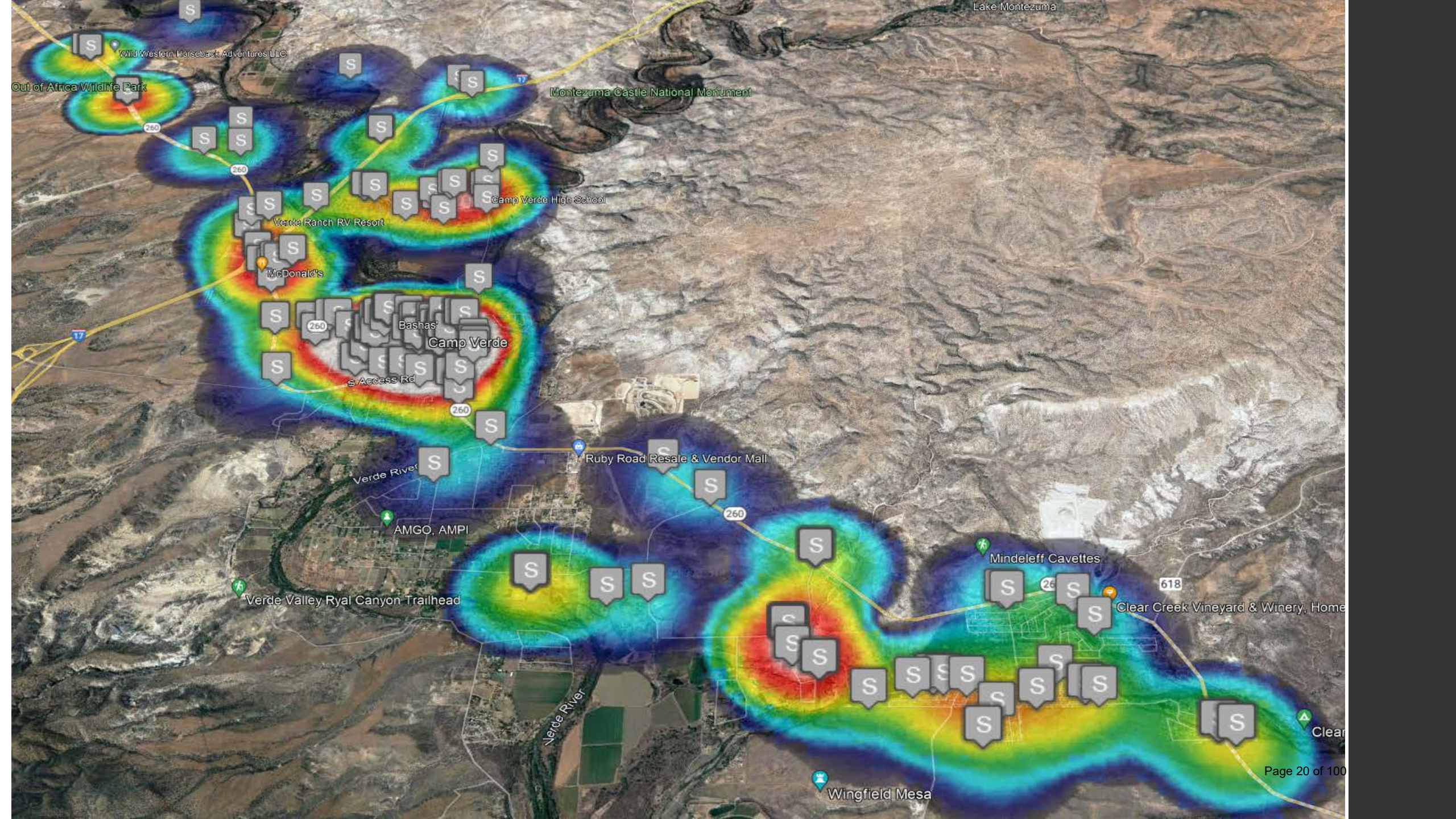


Incidents



Warnings





Major Incidents

Death(Natural)Calls -23

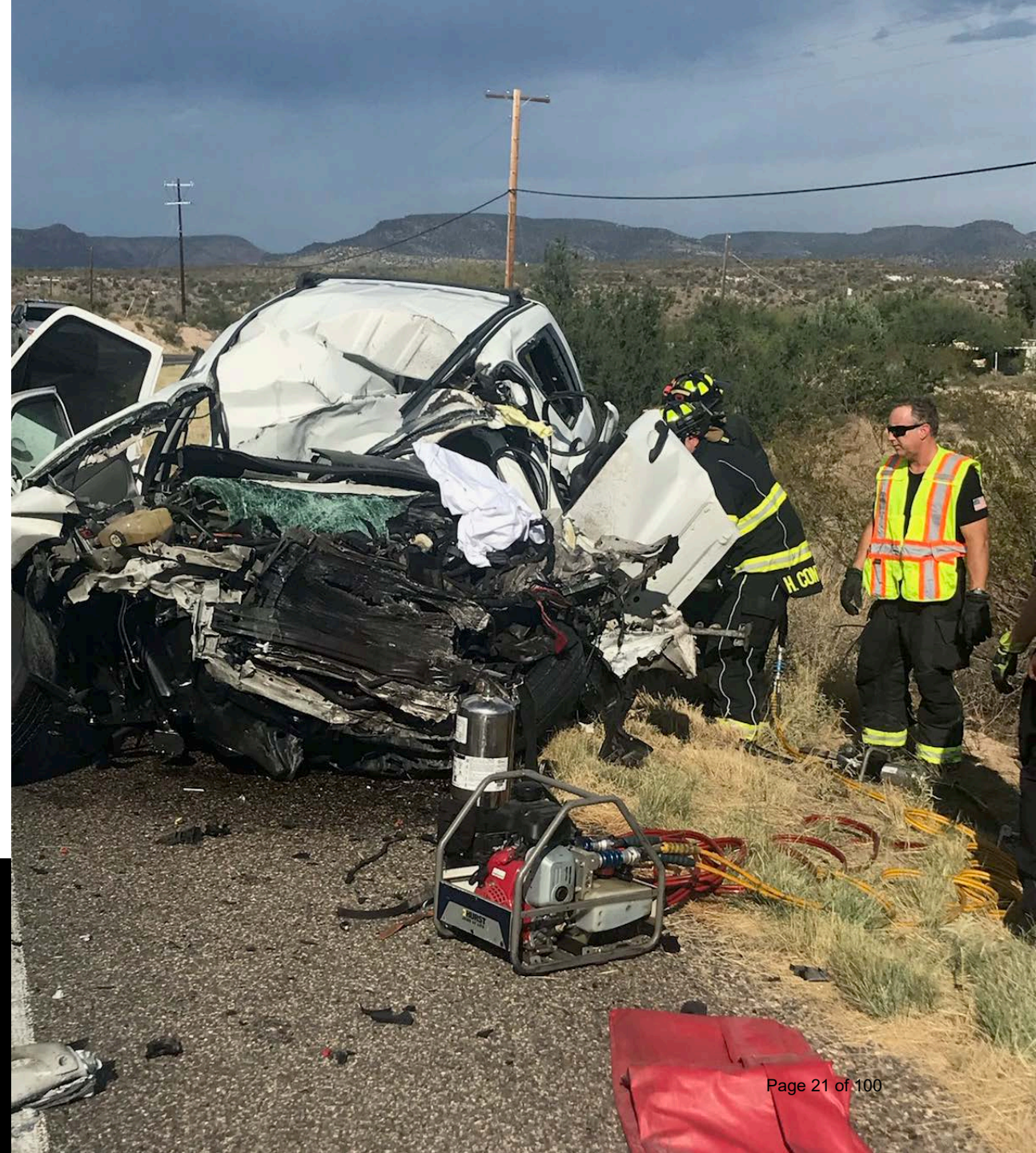
Suicide Deaths - 3

Fatal Accidents- 3

Drug Overdoses – 4

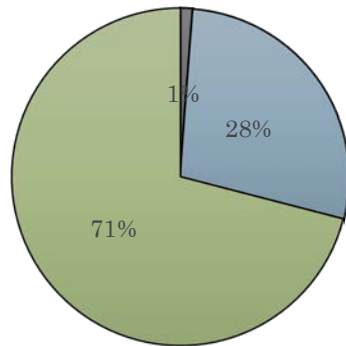
Fraud Schemes - \$61,733

(across 5 different jurisdictions)



COMM CENTER ACTIVITY

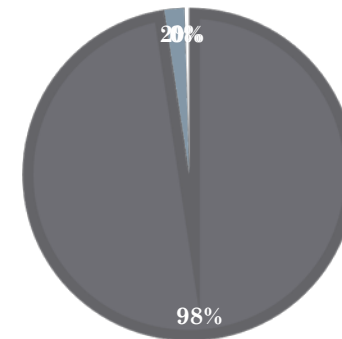
Total Calls Received 6,744



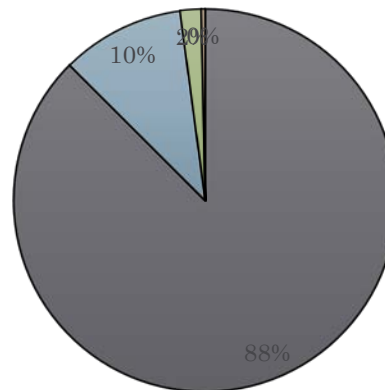
- Total Abandoned Calls 83
- Total 911 Calls Answered 1898
- Total Administrative Calls Answered 4846

Call Answer Times

- Calls Answered Within 10 Seconds 6581
- Calls Answered 10 to 20 Seconds 132
- Calls Answered 20 to 30 Seconds 16
- Calls Answered over 30 seconds 15



911 Calls by Origination



- Wireless 1724
- Wired Line 205
- VOIP Calls 35
- Unknown 6

Records Division

- Received Public Records Request – 207
- Agency Background Requests – 63
- Felony Cases Processed – 8
- Misdemeanor Cases Processed 17
- 20 Day Impound Hearings Conducted - 6



Hosted the National Assoc. of
School Resource Officer Training
24 Different Agencies from across
the United States in Attendance



Agenda Item Submission Form – Section I

Meeting Date:

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

Requesting Department: Court

Staff Resource/Contact Person: Gary Horton/Veronica Pineda

Agenda Title (be exact): Discussion, Consideration and Possible Approval for a part-time Court Security Officer for the Courts Department with an amendment to the Town’s Salary Plan by adding

List Attached Documents:

1. Court Security job description
2. Court Security Standards
3. Court quarterly stats with 5-year trend

Estimated Presentation Time: 10 mins

Estimated Discussion Time:

Reviews and comments Completed by:

- Town Manager: N/A
 Department Head: _____
 Town Attorney Comments: _____
 Risk Management: N/A _____
 Finance Department
 Fiscal Impact:
 Budget Code: _____ Amount Remaining: _____
 Comments: _____

Background Information: The establishment of the Court Security Position is made necessary by requirements set forth in the Arizona Supreme Court’s Administrative Order AO2017-15 titled Adoption of the Court security standards and implementation of committee recommendations. The standards provide policy and measurement tools to provide increased personal safety and security of the public, judges, attorneys, and court staff while at the Court.

The Order mandates that Courts meet all standards by year three. We have been advised that it will not be possible for this Court to meet required standards through continued use of CVMO to provide security. The attached job description illustrates that the duties required go far beyond screening of persons entering the Court.

The establishment of this position is a necessary to ensure not only compliance with mandates, but more importantly to ensure the safety of all who work at or have business with the Court.

As per Human Resources direction and recommendation, the Court Security Officer will enter at a level ten position. This is a budgeted position. Funding has been approved as part of the Court's FY23 budget. This pay rate appears to reflect the minimum skills required for the position and is comparable with wages earned within the State for similar positions.

Therefore, the Court seeks expeditious approval of a new Court Security Position and of the Court Security Job Description.

Recommended Action (Motion): Move to approve establishment of the Court Security Officer position and amending the Salary structure to include said position.

Instructions to the Clerk:



Court Security Officer

Department: **Magistrate Court** Class Code:
Reports to: **Court Administration** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under limited supervision, performs court security activities in maintaining the safety and security of the Court.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Maintains order within the courtroom.
- Administers court rules and procedures. Analyzes and updates court security manual as needed.
- Lead court security officer. Administers risk management and emergency planning.
- Provides routine daily inspections of the courthouse.
- Provides court security training to court staff and conducts training.
- Monitors closed circuit TV and various fire and security alarm systems; provides security escort services as requested; responds to emergencies and implements emergency procedures when appropriate and as directed; responds to medical emergencies to summon assistance and monitor situation.
- Identifies potential security/safety concerns; prepares and submits reports on security incidents.
- Participates in local and state committees in relation to court security standards; administer bi-annual meeting for Camp Verde SEPC and its members. Attends mandatory training as required by the state.
- Provides assistance to attorneys, witnesses and the general public as requested.
- Sets up and maintains the courtroom for daily use, court trials, and hearings.
- Assists Court Administrator with review and updates to court website; analyzes and reviews policies with court administrator and magistrate.
- Maintains confidentiality of cases, issues and records. Handle sensitive information with tact and discretion.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and one year of experience as a security guard, police officer, military police officer or an equivalent combination of education, training and experience. Extensive background check required. Bi-lingual speaking capacity preferred.

Required Licenses or Certifications:

Must complete the Court Security Officer Academy within 6 months of hire. Must comply with the Arizona Code of Conduct of Judicial Employees and Arizona Committee on Judicial education and training yearly accreditation is required.

Required Knowledge of:

- Court systems, procedures, and protocols.
- Detention and arrest procedures.
- Applicable provisions of the Arizona Revised Statutes.
- Principles and practices of risk management and emergency planning.
- Basic first aid and CPR procedures and methods.
- Use of an AED.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, attorneys, defendants, witnesses, victims and families, vendors, contractors and the general public.
- Work under pressure in a highly dynamic work environment with changing demands and priorities.
- Assess and diffuse potentially volatile situations while maintaining a peaceful and cooperative environment.
- Perform close quarter use of a firearm or taser.
- Administer laws and regulations; make decisions; maintain composure; and work effectively under stressful conditions.
- Provide courteous service to the public.
- Communicate effectively, both orally and in writing.

Physical Demands / Work Environment:

- Work is performed in a formal courtroom/office environment.
- May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or bulky items. Good physical strength and condition to apply restraining techniques, defensive tactics, react to physical confrontations, and emergency situation, may be exposed to potentially violent individuals.
- The ability to stand, walk, and sit for extended periods of time.
- May be exposed to potential physical harm, infectious diseases and or physical violence; may be required to physically restrain persons, and effectively deal with stressful and potentially life-threatening emergency situations.

IN THE SUPREME COURT OF THE STATE OF ARIZONA

In the Matter of:)
)
ADOPTION OF COURT SECURITY) Administrative Order
STANDARDS AND IMPLEMENTATION) No. 2017 - 15
OF COMMITTEE RECOMMENDATIONS)
)
)
_____)

Administrative Order No. 2015-104, entered on November 25, 2015, established the Court Security Standards Committee. Pursuant to Administrative Order No. 2015-104, the Court Security Standards Committee issued its final report in December 2016, recommending mandatory court security standards and related recommendations for the implementation of those standards, including a three-year phased implementation period and a tiered approach to entryway screening. At its December 2016 meeting, the Arizona Judicial Council recommended adoption of the final report, court security standards, and related implementation recommendations.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED that the Court Security Standards and related implementation recommendations in Appendix A are adopted effective July 1, 2017. All courts shall comply with the court security standards as adopted.

IT IS FURTHER ORDERED that the standards be implemented in a phased three-year period as provided in Appendix B and that entryway screening requirements be established based upon the tiered structure provided in Appendix C.

IT IS FURTHER ORDERED that the Administrative Director of the Administrative Office of the Courts shall have the authority to issue Administrative Directives as necessary to implement these standards including, but not limited to, adopting a process to request an exception to a security standard.

Dated this 8th day of February, 2017.

SCOTT BALES
Chief Justice

APPENDIX A

**COURT SECURITY STANDARDS
AND RELATED RECOMMENDATIONS**

Governance and Administration

1. Court Security and Emergency Preparedness Committees. The presiding judge of the county shall establish a court security and emergency preparedness committee (county SEPC) chaired by the presiding judge of the county or a designee.¹ The county SEPC shall consist of a representative cross-section of each local SEPC in the county. The presiding judge may appoint other members as deemed necessary. The committee shall meet at least twice a year.

The function of each county SEPC includes, but is not limited to, setting goals for implementation of the court security standards, review of local court security plans and self-assessments, coordination of security needs countywide, and ensuring continuous court security improvement.

Additionally, each court building or court complex shall have a court security and emergency preparedness committee (local SEPC) that meets at least quarterly. The chairperson of the local SEPC shall be the presiding judge of the court or a designee and the chairperson shall appoint members of the local SEPC. Local SEPCs shall include at least one representative from law enforcement and a first responder.² Local SEPCs shall meet at least quarterly.

The functions of each local SEPC include, but are not limited to, implementation of court security standards adopted by the Arizona Supreme Court within each court; development and allocation of resources necessary for security needs; and coordination of security self-assessments, security drills, and testing of security equipment.

Comment: The make-up of SEPCs should be based on the needs of the varied geographical size and population of each county as well as the structure of each county's court system. Survey results indicate 57.8% of respondent court employees work in courts co-located in buildings with other agencies or entities. The role other agencies or businesses may play in court safety and security is an important aspect of security and emergency preparedness planning that requires inclusion of representatives from those other agencies or entities.

2. Court Security Manual. The Arizona AOC shall develop and promulgate a court security manual addressing the basic tenets of court safety and security. The manual shall include court security standards, security assessment tools, security incident and threat reporting forms, personal security tips for judges and court personnel, and templates for written policies on evacuations, hostage situations, sheltering in place, and bomb threats. The manual should also include practical tools, checklists, and templates for use by local courts. Each court shall add additional security-related information unique to the needs and security plans of the court.³

¹ See AO-2005-32, Presiding Judges Authority (establishing duties over court security and facilities).

² First Responders as used here refers to medical and emergency personnel such as fire, rescue, or paramedic.

³ Security manuals shall not be open to the public per Rule 123(e)(4), Arizona Rules of Supreme Court.

3. Court Security Self-Assessment. Courts shall conduct a court security self-assessment at least every three years.⁴ The local SEPC shall conduct the self-assessment using a security assessment template or checklist and summarize the assessment in a report.⁵ However, court security assessments may be conducted by an outside team with members who have knowledge of court security best practices or who are not employed by the court being assessed. Reports of court security self-assessments shall be shared with local and county SEPCs for use in developing plans for security improvement and for resource justification.

4. Response to a Negative Event.⁶ Court staff shall have a way to report negative events. Each court shall have access to an emergency phone number or access and contact information for a control center operated by law enforcement. Courts shall develop policies related to reporting negative events and shall train employees on those policies.

5. Incident and Threat Reporting.⁷ The court administrator, lead clerk, or a designee shall report all significant threats made against a court, a judge, or a court employee and all significant incidents that occur within the courthouse or its perimeter. The AOC shall establish a process for reporting incidents and threats and shall develop guidelines for defining criteria for what is a major incident or significant threat.

Recommendation: Two levels of incident reporting are recommended: (a) contemporaneous reporting of significant security threats and incidents to the AOC and to employees and stakeholders to be defined by the AOC, and (b) annual reporting of security incident data by courthouse. Information from the first type of incident report shall be securely shared in real time.⁸ The second form of incident reporting should include reports to local and county SEPCs and the AOC.⁹

The second type of report should serve as a basis for determining areas for security improvement and should provide resource and funding request justification from local funding authorities. Moreover, these reports should be required as part of funding requests for monies from the statewide court security fund. This standard follows the national best practice of maintaining records of all threats and incidents for use in local decision-making related to security measures and funding.¹⁰

⁴ Security assessments and security assessment reports shall not be open to the public per Rule 123(e)(4), Arizona Rules of Supreme Court.

⁵ See Court Security Guide, 2005, pp. 6-8, National Association for Court Management. Committee members reviewed the detailed Court Security Assessment tool and report template used by the Superior Court in Pima County.

⁶ See the Glossary for definition of 'negative event'.

⁷ See the Glossary for definition of 'incident', 'threat', and 'significant threat'.

⁸ The committee recommends use of a tiered alert system as used by many government agencies and colleges around the country for alerting those in need of emergency alert information.

⁹ Incident and threat reports are not open to the public per Rule 123(e)(4), Arizona Rules of the Supreme Court.

¹⁰ See Hall, et. al. *Steps to Best Practices for Court Building Security*, pp. 9-10.

Entryway Screening

6. Entryway Screening.

(a) Entrances. Each court shall establish one main entrance through which the public can enter the court building. Additional entryways for the public are allowed if the additional entryways are staffed and use entryway screening of at least one handheld metal detector (magnetometer). Additional entrances may be established to comply with Americans with Disabilities Act (ADA) standards; however, appropriate screening of individuals using such entrances is required.

(b) Screening Devices. Based upon court activity levels, courts will be categorized into one of three tiers, which will determine the level of entryway screening of visitors to the courthouse, using walk through, or handheld metal detectors (magnetometers). (See Appendix C.) Courts that will not be required to have entryway screening due to low court activity levels shall establish policy and procedure for screening during a high conflict or high-risk event. Courts may also choose to use x-ray (fluoroscope) machines in conjunction with metal detector screening.

Courts that do not have a walk through or handheld metal detector at the time these standards are initially adopted shall obtain at least one handheld device for use in the event of a high-risk event¹¹ until such time as the entryway screening protocol based on the courts activity level can be accomplished. Entryway screening shall be by trained court security personnel or law enforcement.

(c) Prohibited Item Signage. Each court building shall have signage posted at each entrance stating that all persons are subject to search by security personnel and that firearms and dangerous weapons are prohibited pursuant to law. Each court shall provide secure lockers at the entryway for storage of firearms pursuant to law. Law enforcement who come to the court for personal business¹² rather than professional business shall be required to store their firearms in secure lockers the same as other persons.¹³ (See Standard 8, Armed Court Personnel in Courthouses for when law enforcement may carry a firearm in a court building.)

(d) Screening Device Training and Calibration. Court personnel or security personnel who conduct entryway screening shall be trained and receive refresher training on the operation of the devices that they use. Each court shall ensure that regular calibration and testing of metal detectors and x-ray machines occur.

(e) Prohibited items. Courts shall develop a list of items prohibited in the court building.¹⁴ The list shall be a part of the local materials in the court security manual and all employees shall be trained on what are prohibited items.

¹¹ 'High risk event' is defined in the Glossary.

¹² E.g. party to a legal matter, witness in a legal proceeding in a capacity other than official law enforcement duties, or an observer of a legal proceeding where not involved in an official law enforcement capacity.

¹³ See Arizona Supreme Court AO 2005-32 and A.R.S. § 38-1113(C)(2) et. seq. (current through 2016).

¹⁴ E.g., Arizona Supreme Court AO 2005-32 establishing authority for presiding judge of county over court security including prohibiting or regulating possession of weapons of potential weapons in the court; e.g. Superior Court for Pima County AO 2014-05 list of items prohibited in the Superior Court of Pima County; Arizona Supreme Court AO 98-0008, list of prohibited items in the Arizona Supreme Court

Policies and procedures shall be developed for the confiscation, handling, and disposition of prohibited items found during entryway screening.¹⁵ Courts shall track the types and amount of contraband detected through screening and maintain monthly reports reflecting that information.

Comment: It is recommended that the AOC develop a list of standard prohibited items that courts should include as a minimum standard in local administrative orders and policies. This list should be part of the tools available in the court security manual for use by local courts.

7. Court Employee Screening. In jurisdictions that do not conduct full entryway screening of all employees, each court must develop a policy on, and randomly carry out, court employee screening upon entry to the courthouse.

Comment: Unfortunately, workplace violence is all too common. It is the risk of workplace violence that can be mitigated through periodic employee screening for prohibited items.

8. Armed Court Personnel in Courthouses. The presiding judge of the county shall determine whether court security officers may carry firearms in the courthouse for the purpose of maintaining court security.¹⁶ Once the AOC Administrative Director adopts a firearms training program, such training must be completed prior to actively carrying a firearm in the courthouse.¹⁷ Contract security guards with valid armed guard cards shall have six months to complete that training. Moreover, courts with armed court security shall develop protocols for court security officer involved shootings.¹⁸

Presiding judges of the county shall establish written policies on the carrying of firearms for personal safety by judicial officers or other court staff. Specifically, the policy shall address the following points: who may carry a firearm, the process for registering or otherwise notifying the court and court security of the status of being armed, the process for confirming training requirements, type of firearm and ammunition that can be carried, and the conformance with all applicable state and local statutes and ordinances.¹⁹ Additionally, until such time as AOC adopts firearm training standards, judges or other court staff authorized to carry firearms shall meet the requirements of Arizona law.

¹⁵ Such policies and procedures shall be in accord with A.R.S. § 12-941 on the disposal of unclaimed property.

¹⁶ See Arizona Supreme Court AO-2005-32, Presiding Judges Authority (establishing duties over court security). Cf. Arizona Supreme Court AO 98-0008 (weapons in the Arizona State Courts Building); Superior Court of Pima County AO 2014-05 (weapons in Pima County Superior Court).

¹⁷ This training requirement does not apply to law enforcement meeting the training requirements of A.R.S. § 38-1113 (current through 2016) or sheriff's officers who are present pursuant to A.R.S. § 11-411 (current through 2016).

¹⁸ The existing use of force code section for armed probation officers would be an example of a comprehensive use of force policy. See ACJA § 6-112.

¹⁹ Ariz. Rev. Stat. § 13-3102(D) (judges carrying firearms in conformance with orders of presiding judge not subject to offense of misconduct involving weapons).

Comment: It is recommended that courts adopt a policy prohibiting law enforcement officers from carrying firearms in the courthouse unless the officers are appearing for official business, providing court security, or responding to an emergency.²⁰ The committee further recommends all law enforcement officers who are allowed to carry firearms in the courthouse be required to sign in and record the purpose for the officer's presence at the court and the courtroom(s) in which the officer has business. This sign-in process allows court security to be aware of the officers' location in the courthouse and the official purpose for which they are present. As a general guiding principal, in policy formulation, law enforcement officers should not be permitted to carry weapons in the courthouse when they are present for personal business or in a personal capacity, such as a party to a case or witness or observer to a case where they were not acting in an official law enforcement capacity.²¹

In-Custody Defendants

9. Entrance for In-Custody Defendants. Courts shall ensure in-custody defendants are brought into and leave the court building through an entrance separated from any public entrance to the courthouse.

Comment: Courts that cannot meet this standard because of the architectural construction of a building shall have written procedures for ensuring that in-custody defendants are segregated from the public when entering and exiting the court to ensure the safety of all.

10. In-Custody Defendants; Transport and Control. In-custody defendants must be transported, controlled, and monitored at all times by appropriately trained court security personnel or law enforcement officer(s).

11. In-Custody Defendants; Protocols for Taking Individuals into Custody. Courts shall have written protocols for taking individuals into custody and securing individuals into custody for transport to a detention facility. Courts should make every effort to alert security personnel or law enforcement responsible for transporting detainees in advance if it is anticipated a litigant will be taken into the immediate custody of a county jail or correctional facility, or otherwise taken into custody.

Facilities, Alarms, and Equipment

12. Duress Alarms.

(a) At Public Transaction Counters. Courts are required to have at least one active and monitored duress alarm "panic button" behind each public transaction counter.

²⁰ See A.R.S. § 38-1113(C)(2) et. seq. (authority to prohibit officers from carrying firearm unless appearing in official capacity or providing security or responding to an emergency).

²¹ See A.R.S. § 38-1113(C)(2) et. seq.; Arizona Supreme Court AO 2005-32.

(b) In the Courtroom. Courts are required to have active and monitored duress alarm “panic buttons” at the judges’ or other judicial officers’ benches and at the courtroom clerks’ stations.

(c) Training on and Testing of Duress Alarms. The court administrator, lead clerk, or a designee shall physically show all employees working in a court building the location of duress alarm “panic buttons” and how and when to use them. The court administrator, lead clerk, or a designee shall ensure testing of duress alarm systems occurs at least quarterly and that such testing is documented. Reports of duress alarm system testing shall be reported to local and county SEPCs.

13. Locking Protocols.

(a) Locked Courtrooms. Courts shall keep public doors to courtrooms locked at all times when a courtroom is not in use. Courts shall install or obtain a type of locking mechanism that will allow the courtroom and judicial chambers to be locked from the inside to allow for the ability to shelter in place, but will also allow emergency exit, such as crash bars, one way door handles, alarmed doors, or remote locks.

(b) Locked Jury Deliberation Rooms. Courts shall keep jury deliberation rooms locked when not in use, unless jury deliberation rooms are behind secured areas.

14. Courtroom, Jury Room, and Perimeter Sweeps. Court security, bailiffs, or designees of the presiding judge or court administrator, shall ensure sweeps of courtrooms, hearing rooms, jury deliberation rooms, and the perimeter of the court building are conducted at least daily. Reports of these sweeps shall be maintained.

15. Secured Access to Non-Public Areas. Areas of the court not open to the public shall be electronic card-key or hard-key controlled. The court administrator, the lead clerk, or a designee shall ensure that doors remain locked at all times and are not propped open.

16. Security Cameras. Courts shall have video cameras in areas including, but not limited to, entryways and common public areas. Security camera systems shall be equipped with recording capability.

17. Exterior Lighting. Each court location shall have exterior lighting at building entrances and exits.

Comment: Where a court facility includes parking areas, it is recommended such parking areas also have exterior lighting.

18. Protection of Critical Locations. Courts shall prevent unauthorized vehicular access to critical areas with obstacles such as, but not limited to, bollards or natural landscapes.

Comment: Courts that cannot meet this standard because of the architectural construction of a building shall have written procedures for ensuring monitoring of areas where vehicle accessibility is within close proximity to the building.

19. Window Coverings. Court windows shall have coverings to prevent views from the outside into the court building. Window coverings must allow visibility from inside to the outside.

20. Creation of Barriers at Public Transaction Counters. Clerk transaction counters and public service windows shall have a barrier between the public customers and court staff. The type and manner of barrier shall be a local decision, based upon evaluation of each courts' design and operations.

21. Bullet-Resistant Material in Courtrooms. Courtroom benches and staff work areas in courtrooms shall be reinforced with bullet-resistant material.

22. Data Centers and Electronic Equipment. Courts with computer data centers shall have separate, secure electronic key-card or hard-key controlled, limited access areas for computer data centers, network equipment, video recording systems, and other critical electronic equipment. Courts shall maintain disaster recovery "hot sites" pursuant to ACJA § 1-507.

Training

23. New Hire Security Training Requirements. All court employees, including judges, shall participate in and complete, whether in person or online, a course in court security. That course should address general security principals, the court security manual, personal safety on the job, emergency preparedness including what to do in a negative event, evacuation routes, and sheltering in place protocols.²²

Comment: It is recognized that judges are subject to a separate orientation program pursuant to ACJA § 1-302 and that court security is generally addressed in that program. However, the committee emphasizes that court security is not a one-size-fits-all topic. As such, court security training provided to newly hired employees, including judges, should not be limited to a one-size-fits-all course that provides generalized content only. Each court will have its own policies and procedures on court security topics such as, but not exclusively: who provides security, what evacuations routes are, how to respond to negative events, who to report security threats and incidents to, and courtroom and courthouse lockdown procedures. In order for effective training to occur, each new employee, including judges, needs to receive training specific to the courthouse they will be working in. Therefore, the committee recommends that the AOC develop new orientation training on court security that has statewide applicability but that the AOC also work with local courts to develop guidelines for training specific to local courts.

²² The committee notes ACJA § 1-302(J)(2) requires new hire orientation for all staff within 90 days of hire. The committee recommends that an amendment be made to § 1-302(J)(2) reducing this time frame to within 30 days of hire.

24. Annual Security Training Requirements. All employees of the Arizona Judicial branch, including judicial officers,²³ shall be required to engage in court security-related training or drills annually.

Comment: Security training in the form of broadly applicable training videos is useful for many security-related topics; however, local training and drills that require employees to actively engage the security protocols of a given court are proved to be the most effective method of ensuring employees are prepared to appropriately react to and manage security incidents. As such, the focus of annual training shall be local court security-related drills and training.

25. In-Service Court Security Officer Training. Court security officers employed by a court must receive annual training including, but not limited to:

- use of force training;²⁴
- metal detection devices and x-ray machines, based on what is used at the officer's court;
- de-escalation tactics;
- defensive tactics;
- active shooter;
- incident reporting;
- policies and procedures on the handling of prohibited items; and
- emergency preparedness.

26. Contract Court Security Training. Private contract court security officers shall be subject to the minimum court security training standards established by the AOC for in-house court security officers. Once implemented, contract security with valid guard cards shall complete AOC training within 6 months of hire by a court.

27. Security Officer Equipment. Court security officers shall restrict equipment and tools carried on their person to items for which they are trained in the use of and, where applicable, certified in the use of. Security officers shall restrict equipment to items approved by the court security officer-training program adopted by the AOC or otherwise designated by the AOC. Court security officers who are armed shall wear a bulletproof vest that is rated to at least the caliber weapon the officer carries.

28. Courtroom, Jury Deliberation Room, and Perimeter Sweep Training. Court employees or court security assigned to conduct daily courtroom, jury deliberation room, or perimeter sweeps shall be trained on how to conduct such sweeps, identification of suspicious items or

²³ The committee recommends judges should receive the same amount of security-related training as employees because they are an integral part of security in the courts and they face similar security risks. The committee recommends the ACJA be amended to include specific court security requirements for judges in keeping with the training structure set forth in the ACJA.

²⁴ The committee recommends that use of force regulations that are similar to ACJA § 6-112 be adopted for court security officers, excluding law enforcement whom the committee recognizes are governed by separate specific use of force laws and regulations.

conditions, protocols for reporting suspicious items or conditions, and securing of the location if a suspicious item or condition is identified.

29. Court Security Officer Training. Court security officers shall be trained in accordance with a court security officer training program developed by or approved by the AOC Administrative Director. The Committee makes the following recommendations related to court security officer training:

- A security training workgroup should be developed to collaborate with the AOC Education Services Division to determine the specific training curriculum and annual training hours necessary for an effective, security officer training, education, and certification program.
- Trainers be approved by the AOC or AZ POST certified.
- There be a method for establishing the proficiency of current security officers for purposes of determining if any court security officer training program adopted or approved by the AOC needs to be completed in whole or in part by the officer.
- Court security officers, including contracted private court security, be readily identifiable via clothing or some type of marking on their clothing.

30. Firearms Training. Any person providing court security to a court, excluding POST certified law enforcement officers, shall complete training in the use of firearms as designated by the AOC before being allowed to carry a firearm within the court. Contract security with a valid guard card for armed guards shall have six months to complete AOC training.

Comment: The committee recommends that any person, whether court security armed for court security purposes or judges or other court employees authorized to carry a firearm for personal security, complete training similar to that established for Arizona probation officers in the Arizona Code of Judicial Administration. The committee further recommends that firearms standards be adopted for armed court security, excluding POST certified law enforcement officers that are similar to the standards in the Arizona Code of Judicial Administration. The committee recommends that the AOC Administrative Director approve such training and standards.²⁵

²⁵ The committee notes A.R.S. § 13-3102(D) provides for judges to be held to the standard for those who obtain a concealed carry permit. However, the committee strongly encourages that all persons authorized to carry a firearm in a court, excluding law enforcement who have separate training standards, be trained and held to a uniform standard.

IMPLEMENTATION RECOMMENDATIONS

1. The Court Security Standards will be implemented via a three-year, phased implementation period for the court security standards. (See Appendix B.)
2. The AOC has established a preliminary structure of tiers for categorizing courts by activity level, which will be used to determine the level of entryway screening. (e.g., Appendix C.)
3. The AOC has developed a process for courts to seek an exception to the standards at the request of the Presiding Judge based either on a request from the court's funding authority or on the Presiding Judge's own initiative, with exceptions encompassing both delay and timing of implementation or departure from standards. Requests for exceptions shall be made on a yearly basis on the form approved by the Administrative Office of the Courts and shall be submitted to the Administrative Director.
4. The AOC shall pursue legislation to establish a statewide court security fund to assist local courts with one-time outlays for security equipment and security system improvements. The fund will be non-lapsing and non-reverting. The AOC shall determine the best source of monies for the fund.

Local courts will continue to pursue local funding for court security personnel and ongoing security-related court operations.

5. The AOC has secured the services of Donald Jacobson as a consultant to assist in the implementation of the court security standards.
6. The AOC shall develop policies and procedures for assessment of or accountability for compliance with the court security standards, particularly standards that require training, certification, and testing.
7. The term of the Court Security Standards Committee is extended by separate Administrative Order.

GLOSSARY

The following definitions govern the meaning of terms within the standards:

Standard - A court security standard is a policy or measure that is required to be in place in order to improve the general state of security in a court building and to ensure the personal safety and security of the public, judges, judicial officers, court staff, city and county employees, and the law enforcement officers and court security officers that protect them.

Guideline - A court security guideline is a policy or measure that is recommended to be in place in order to improve the general state of security in a court building and to ensure the personal safety and security of the public, judges, judicial officers, court staff, city and county employees, and the law enforcement officers and court security officers that protect them.

Incident - An incident is an action or communication that causes or threatens to cause personal injury, property damage, or disruption of courthouse proceedings.

Hierarchy of seriousness of incident - In descending order: (1) incident against persons, (2) incident against property, (3) threats without violence.

High-risk event – The following characteristics are commonly associated with high-risk events: multiple victims involved in the matter, incidents involving female victims and multiple offenders, homicides that involve intimate partners and family relationships, celebrated or featured articles or media coverage that are associated with the matter, and demonstrations that may occur before, during, or after hearings or otherwise are associated with the events of the case.²⁶

Negative event - A negative event is an event that has potential to, or does cause interruption of court operations or poses a risk to the safety and security of those in and around a court facility. Negative events may include, but are not limited to, threats, such as threats to the physical safety of someone on or associated with a court, bomb threats, or suspicious or unattended packages; security incidents such as physical violence, active shooter, hostage taking; and other incidents such as cyber-attacks, medical emergencies, fires, severe weather, or power outages.

Significant threat – Any threat against court personnel, including judge and court staff that impacts operations of the court.

Threat - A statement of an intention to inflict pain, injury, damage, or other hostile action on someone (court employee) or an institution (court building) in retribution for something done or not done now or in the future. A threat is synonymous with a threatening remark, warning, or ultimatum such as a menace to a person or institution. A threat can be a person or a thing likely to cause damage or danger.

²⁶ See National Association for Court Management, *Court Security Guide* p. 24. June 2005

APPENDIX B

**CHART OF PHASED THREE-YEAR
IMPLEMENTATION PLAN**

Standard	Year 1	Year 2	Year 3
Governance & Administration Court Security Committee (SEPC) Security Self-Assessment & Report Security Manual Incident Response Policies Incident Reporting Policies Policy on Armed Personnel Other Security Policies	✓		
In-Custody Defendants	✓		
Training <div style="text-align: right; padding-right: 20px;">New Hire Training</div> <div style="text-align: right; padding-right: 20px;">Annual Court Employee Training</div> <div style="text-align: right; padding-right: 20px;">Task Specific Training</div> <div style="text-align: right; padding-right: 20px;">Security Officer Training</div> <div style="text-align: right; padding-right: 20px;">Firearms Training</div>		✓	
		✓	
			✓
Facilities & Equipment <div style="text-align: right; padding-right: 20px;">Duress Alarms</div> <div style="text-align: right; padding-right: 20px;">Locking Protocols</div> <div style="text-align: right; padding-right: 20px;">Courtroom, Jury Room, Perimeter Sweeps</div> <div style="text-align: right; padding-right: 20px;">Secured Access to Non-Public Areas</div> <div style="text-align: right; padding-right: 20px;">Cameras</div> <div style="text-align: right; padding-right: 20px;">Exterior Lighting</div> <div style="text-align: right; padding-right: 20px;">Window Coverings</div> <div style="text-align: right; padding-right: 20px;">Public Counters, Benches, & Clerk Stations</div> <div style="text-align: right; padding-right: 20px;">Protecting Critical Areas</div>		✓	
Entryway Screening <div style="text-align: right; padding-right: 20px;">Visitors</div> <div style="text-align: right; padding-right: 20px;">Employees</div>			✓

APPENDIX C

**TIERED ENTRYWAY SCREENING REQUIREMENTS
BASED ON COURT ACTIVITY LEVEL**

Court Hearing Frequency & Judicial Officers	Level of Entryway Screening
1. One or more full-time judicial officers, court proceedings occur throughout daily business hours and on a daily basis	Entryway screening during courthouse business hours e.g., business hours are 8:00 a.m. – 5:00 p.m. ²⁷
2. Full-time or part-time judicial officer(s), court proceedings held to 2 to 3 days a week and occur only a few hours a day (court proceedings do not occur daily throughout the week)	Entryway screening during hours of court proceedings. e.g., court proceedings occur Tuesday and Wednesday 8:30 a.m. to noon.
3. Single full-time judicial officer or part-time judicial officer(s), court proceedings occur infrequently (generally occur 1 to 2 days a week and only a few hours each day)	Request for exemption from regular entryway screening standard; however, entryway screening should occur upon request of a judicial officer for a high conflict or high-risk hearing.

²⁷ National Center for State Courts Best Practices for Court Security, 2016, recommends screening stations be staffed 30 minutes before and after business hours or court proceeding hours.



Agenda Item Submission Form – Section I

Meeting Date: September 28, 2022

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, Consideration and Possible Direction to develop a Committee or Commission for Parks and Recreation

List Attached Documents:

1. Background Information provided by Mayor on Committees/Commissions and samples of activity in other jurisdictions
2. Memo on status of similar entities

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 30 minutes

Reviews and Comments Completed by:

- Town Manager: Russ Martin Department Head:
- Town Attorney Comments: N/A Risk Management: N/A
- Finance Department: N/A.

Background Information: This is a formal follow up discussion about the direction by Council to form a Parks and Rec Commission. Detailed direction on how to form needs to be discussed.

Recommended Action (Motion):

Move to direct staff to formalize a direction and bring back for formal approval at a future Town Council meeting.

ARTICLE 3-4

FINANCIAL POLICIES

SECTION 3-4-1 BUDGET POLICY

The Town of Camp Verde has a responsibility to its citizens to carefully account for public funds, manage the finances wisely, and plan for adequate funding of services that are desired by the public. The budget policy, as outlined in the Financial Operations Guide, provides guidance for preparing the Town of Camp Verde's annual budget (all funds) as well as adoption, implementation, and monitoring of the budget.

SECTION 3-4-1.1 BUDGET PHILOSOPHY

The Town of Camp Verde's budget philosophy includes funding the service delivery system using the resources provided through current revenue collection while planning for future needs through capital funding and maintenance.

SECTION 3-4-1.2 BALANCED BUDGET

Arizona law (Title 42 Arizona Revised Statutes) requires the Town Council to annually adopt a balanced budget. The Town of Camp Verde will develop a balanced budget where projected revenues meet or exceed projected expenditures. In the event that projected revenues are not adequate to sustain the service delivery system desired by the Town's citizens, a draw on fund balance may be authorized by the Town Council. In addition, the Town will not use one-time (non-recurring) revenues to fund continuing (recurring) expenditures.

CHAPTER 4
BOARDS, COMMISSIONS AND COMMITTEES

ARTICLE 4-1

MEMBERSHIP (2000-A164) (2003-A260) (2003-A261)(2019-A448)

- A. Membership and Organization. Each board and commission shall be made up of seven members appointed by the Council in accordance with the procedures contained in subsection B of this Article, with the exception of the Boards of Adjustments and Appeals which will be made up of Five (5) Members. The organization of boards and commissions shall include a chairperson, and vice-chairperson who are elected from the membership in accordance with Article 4-2.
- B. Selection of New Members. (2000-A164) (2002-A231) (2003-A261)

Prior to the expiration of terms for board and commission members, the Town Clerk shall call for letters of interest from the general public. Such letters shall be filed with the Town Clerk in accordance with the time lines and other related procedures established by the Council. Membership requirements for appointees are subject to the requirements established in the appropriate resolution or ordinance that created the board or commission. The Council may establish any other requirements at the time such appointments are sought for the purpose of aiding the Council in completing the selection process. Any member of a board or commission appointed by the Council shall reside within the corporate limits of the Town. However, Council may waive the residency requirement with good cause, except for appointments to the Planning and Zoning Commission, Board of Appeals and Board of Adjustments. If a member holding a position relocates outside of the Town limits, other than within 90 days from the end of the appointed term, he or she shall resign from the board or commission. (Rev. 2004 by Ord 2003-A261)

C. Terms of Members. (2000-A164) (2003-A260)

All members are appointed to boards and commissions to three (3) year terms that begin on January 1 of the year such appointment is made. Members may be re-appointed to additional terms. Such terms are to be staggered so that the terms of no more than three members shall expire in any given year.

D. Removal. Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

ARTICLE 4-2

ORGANIZATION (2008-A355) (2008-A360)

A. First Meeting. Each board and commission, during its first meeting of the month of January of each calendar year, shall:

1. **Elect a Chairperson.** The board or commission shall accept nominations from its membership for a chairperson. Such nominations shall be made, and seconded, and selection of one chairperson shall result upon a majority vote of the full membership of the board or commission.
2. **Elect a Vice-Chairperson.** The board or commission shall accept nominations from its membership for a vice-chairperson. Such nominations shall be made, and seconded, and selection of one vice-chairperson shall result upon a majority vote of the full membership of the board or commission.
3. **Set the Regular Meeting Schedule.** The Council shall establish regular meeting dates and times and regular meeting place by resolution in January of each year. Commissions may schedule special meetings and work sessions subject to approval of the Town Manager.

B. Duties of Officers/Members. (2008-A355)

The duties and powers of the various officers and members of the boards and commissions are as follows:

1. Chairperson. The chairperson shall preside at all meetings and hearings of the board or commission, decide all points of order or procedure, and perform any duties required by law, ordinance or the requirements established in this chapter. The term of the chairperson shall be one year, unless reelected to succeeding terms by a majority vote of the membership. The chairperson shall be responsible for becoming familiar with and adhering to the provisions of the open meeting law. The chairperson shall also become familiar with the provisions of Roberts Rules of Order, and although general informality in such rules of order may prevail, shall adhere to such rules in the conduct of meetings where emotional content of the subject matter or the conflict of personalities may otherwise interfere with the orderly conduct of business. The chairperson may, to the extent necessary, work with the department head assigned to the board or commission to assist with special needs, requirements for assistance from the staff, reviewing monthly budget reports and preparation of agendas. The chairperson will determine whether he/she, staff liaison, or designee, will provide a written report to the Mayor and Council summarizing the board or commission activities during the prior quarter, identifying upcoming activities and reviewing any problems, concerns or proposals. Such reports are to be submitted to the Town Clerk for distribution to the Council. Meetings may be scheduled with Council as needed and/or on a regular quarterly basis. In addition, the chairperson shall sign all minutes and resolutions of the board or commission.
2. Vice-Chairperson. The vice-chairperson shall have the responsibility of assuming all of the duties and responsibilities of the chairperson in the event that the chairperson should be absent or the position vacant. Additional duties or activities may be assigned by the chairperson upon majority approval of the board or commission as determined necessary.

ARTICLE 4-3

MEETINGS (2008-A355) (2009-A360)

- A. Agendas and Minutes. Each board and commission's supporting department shall provide for the posting of agendas and the preparation and approval of minutes for all meetings. The following minimums shall apply to agendas and minutes:
 1. Agendas. Agendas shall be posted on the Town Hall bulletin board a minimum of twenty-four hours in advance of all regular, special, and work session meetings of the board or commission and in other locations as deemed necessary.
 - a. Format. The order of the agenda items may be arranged according to the format approved by the board or commission and additional items may be added. The agenda format shall include at least the following:
 - 1) Name of board or commission
 - 2) Date, time, and place of meeting with a statement that the meeting place is handicapped accessible
 - 3) Call to order
 - 4) Roll call
 - 5) Discussion and possible action on the following items
 - 6) Consent agenda
 - 7) Approval of the minutes
 - 8) Call to the public
 - 9) New business
 - 10) Set next meeting, time and date
 - 11) Adjournment

- b. Call to the Public. The "Call to the Public" item shall allow for public input on items either on the agenda or other items that may reasonably affect the board or commission. The board or commission may call for non-agenda item input at this time if appropriate input is allowed during all discussion items. The open meeting law prohibits the board or commission from discussing or making decisions on non-agenda items, however, the board or commission may choose to delegate Town staff to handle the issue or place the item for discussion on a future agenda.
 - c. Special or Work Sessions. The board or commission may, upon majority vote and approval of the Town Manager, set a special meeting or work session. In addition, if determined necessary by the affected department head, a special meeting or work session may be called upon discussion with the chairperson.
 - d. Agenda Packets. Upon completion of agenda posting and preparation of attachments to the agenda, copies of the agenda and any attachments shall be made available to the members of the board or commission in the manner deemed appropriate by the department head. Copies of the complete agenda packets shall be placed in the front reception area of Town Hall for disbursement to interested members of the public a minimum of twenty-four hours in advance of the meeting.
 - e. Agenda Items. The department head, depending upon the format of the board or commission, shall determine the content of the agenda discussion items. If determined prudent for the board or commission, the chairperson may set the agenda with concurrence from the department head. Such procedures are determined necessary to ensure that the business of the board or commission is conducted in a timely manner. Should a member wish to place an item on the agenda, the member may request such at the next regular meeting of the board or Commission. In the case of conflicts, items may be brought to the board or commission for a vote to consider whether or not the item should be agendaized. In the case of the planning and zoning commission and the board of adjustments and appeals, all current applications which require review of the board or commission must be agendaized in accordance with state law and may not be removed from the agenda until a vote on the matter has occurred.
2. Minutes. The Town Manager will provide for secretarial/ recording services for the commissions. Digital recording of work sessions is preferred, but if not possible, detailed minutes shall be taken by hand by the secretary or recording secretary assigned by the department head. The following procedures shall be followed:
- a. Approval. Minutes of the previous meeting(s) shall be presented at the most reasonable date following the meeting, usually the next meeting of the board or commission. Such minutes shall be reviewed and approved by a majority vote of the board or commission.
 - b. Filing. Upon approval of minutes, the signed original shall be provided to the Town Clerk within two (2) working days for Council and ten (10) working days for commissions of approval. In addition, the affected department shall maintain copies for public review.
 - c. Disbursement. Within three (3) working days of a meeting, the draft minutes shall be posted to the Town's webpage. Within two (2) working days following the approval, the final copy of the minutes shall be posted to the Town's webpage. Copies of minutes may be released and appropriate copy fees charged to the requesting party in accordance with Town Council policy.

- d. Content. Minutes shall contain, at minimum, the date, time, and place of the meeting, the members of the public body recorded as either present or absent, a general description of the matters considered, an accurate description of all legal actions proposed, discussed, or taken, and the names of members that propose each motion. The minutes shall also include the names of persons as given, making statements or presenting materials to the public body and a reference to the legal action about which they made statements or presented material.. If a roll call vote is conducted, the name and vote of all members shall be listed. The minutes shall be as complete as possible with emphasis on discussion to determine the reason(s) for the board or commission's action on an item.
- B. Voting Procedures, Quorums and Abstentions. The action of any board or commission shall be taken by a vote of the membership. Voting procedures shall be in accordance with Robert's Rules of Order to the extent practicable and in accordance with the Town Of Camp Verde Policies And Operations Guide and shall include the minimum:
1. Motion. A member of the board or commission may make a motion, and such motion shall only take place after the introduction of an agenda item. If an agenda item is listed as a public hearing, such motion shall not take place until the public hearing has been called and closed.
 2. Second. A motion must receive a second from a member of the board or commission. Once a second is received, additional discussion may take place on the item before the vote is taken. If a motion is not seconded, the motion dies.
 3. Voting. The chairperson shall call for a vote upon completion of a motion, second, and any discussion. Such vote shall consist of votes in favor, votes in opposition, or abstentions. For a motion to pass, a minimum of four votes shall be in favor of the motion. If less than four votes are received in favor, the motion is then considered to be a vote of denial of the motion. Items may be tabled or referred to a later agenda if it is determined, by majority vote, that such decision would best be rendered upon receiving more information or if requested by the applicant. Tabling or delaying of agenda items should be based upon a definitive time frame and reason. Such should only be considered when necessary or if the applicant is absent or requests a delay.
 4. Quorum. A majority of the membership of the board or commission (four) is considered a quorum. If a quorum is present, the meeting shall commence and voting may occur. An affirmative vote shall be unanimous if only four members are present.
 5. Abstentions/Conflict of Interest.(2008-A355). If a member of a board or commission determines that they have a conflict of interest, they shall remove themselves from the meeting room and not take part in either the discussion or the vote. Such conflict should be stated prior to the item being introduced or just after introduction but prior to discussion. A *Conflict of Interest Disclosure Memorandum* form must be completed, signed, and submitted to the Clerk's Office for each conflict that is declared. A member may abstain from voting on an item even if a conflict of interest is not present; however, this is not a preferred action.

ARTICLE 4-4

GENERAL DUTIES AND REQUIREMENTS

All boards and commissions are established by a separate document that conveys the specific duties and powers of the group. The following general duties and requirements apply to all members of boards and commissions.

- A. The board or commission must operate under the statutory requirements of the Arizona Revised Statutes. Upon appointment to a board or commission, such member shall obtain information regarding open meeting law and shall become familiar and abide by all statutory requirements. All members of a board or commission are to be provided with copies of this chapter upon appointment and shall become familiar with the duties and requirements of this chapter and other ordinances, resolutions, or information affecting the board or commission and the general subject matter/department which they discuss.
- B. Actions of a board or commission are recommendations only, and final action shall be taken by the Council upon items involving financial matters or other items affecting the duties of the staff or creation of new rules and regulations in accordance with state law. The decisions of the board of adjustments and appeals are final unless appealed to superior court.
- C. A subcommittee of members of the board or commission may meet to discuss special projects as long as such subcommittee is less than a majority of members, such special subcommittee may be assigned only from the membership and shall not be construed to allow for appointment of non-members to any special committee or group unless approved by the Council in advance of such action.
- D. Boards and commissions should review the proposed budget of the affected department where appropriate. Such review should provide general guidance to the department. No formal changes to the proposed budget can be made without the department head's approval. Should conflicts arise, such may be referred to the Town Manager in writing, if deemed appropriate.
- E. Boards and commissions shall annually review, as necessary, the operating policies and procedures for that activity within their purview. Changes deemed appropriate by the board or commission shall be forwarded, in writing, to the department head and Town Manager and may be provided for consideration by the Mayor and Council if necessary.
- F. Boards and commissions shall annually, if necessary, conduct a review of the facilities to include buildings, grounds or any other real property or facilities operated by the Town that are within their purview. A report of the review shall be issued for consideration by the department head and Town Manager and referred to the Council if necessary for formal consideration.
- G. A development plan may be developed by the board or commission regarding the department activities that they are empowered to act upon. Such plan should be forward-thinking (five years) and include considerations for the facilities, staffing, equipment, materials, and other items. The board or commission shall submit such report to the department head and Town Manager for review for final consideration.
- H. Members of boards and commissions are hereby encouraged to interact with persons serving in similar capacities in other communities as well as those regional and state officials whose duties include an advisory capacity to them. The purpose of this chapter is not to encumber each of the boards and commissions with specific duties and responsibilities as to interfere with the opportunity for expression of imagination and creativity. Rather, it is the intent of this chapter to assure the orderly and timely conduct of the business of boards and commissions. Structured activity, procedures, and policies are needed to ensure that the work of the board or commission is worthwhile, productive, and successful.
- I. A board or commission may vote to consider a request for scheduling a joint work session with the Council. Such request may be made in writing after approval of the board or commission and shall include a description of the reason(s) for the meeting. Such request shall then be presented to the Town Manager for consideration of the Council. The Council may also request joint work sessions with any board or commission and may set any items for discussion at such meeting.
- J. All powers and authorities of the Town are reserved to the Mayor and Council, except to the extent that they are specifically delegated to various members of the staff or board or commission by the Mayor and Council or by statute. Boards and commissions serve in an advisory capacity. Notwithstanding such reservation, the following powers and authorities are delegated to the boards or commissions:

1. Each board or commission shall have the power and the express authority to review those matters specifically assigned to it by ordinance or statute. They shall have the power and authority to issue reports and to discuss such reports with the manager and the Council and to hold any necessary public forums required to assist them in the development of any such reports. Said public forums may include discussion with the press, discussions with the public in general, special meetings and public hearings. In no case, however, shall a board or commission have the power or authority to enter into a contract or to obligate the Town to expend funds. Any such contract or obligation of funds shall be undertaken by request submitted to the Town Manager. Such request shall be responded to, in writing, either positively or negatively within thirty days of receipt of such request by the Town Manager.
2. Executive sessions, as may be allowed pursuant to ARS 38-431.03, as may be amended, to discuss legal matters or property acquisition, shall be requested by the chairman and scheduled jointly with the Council.

ARTICLE 4-5

COMMITTEES (2004-A289)

The Council may appoint temporary *ad hoc* committees for limited purposes. All committees are required to follow the procedures for meetings as set forth in Article 4-3. A quorum for all *ad hoc* committees will consist of four (4) members present at any meeting.

CHAPTER 5 MUNICIPAL COURT

ARTICLE 5-1

MUNICIPAL COURT ESTABLISHED; JURISDICTION

There is hereby established in the Town a municipal court that shall have jurisdiction of all violations of this code and jurisdiction concurrently with justices of the peace of precincts in which the Town is located of violations of laws of the state committed within the limits of the Town.

ARTICLE 5-2

PRESIDING OFFICER

(2001-A183)(2002-A243)

SECTION 5-2-1 TOWN MAGISTRATE (2001-A183) (2002-A243)

The presiding officer of the magistrate court and such other magistrates as deemed necessary by the Council shall be appointed by the Council. A magistrate shall serve for a term of either two or four years. During such term, a magistrate may be removed only for cause.

SECTION 5-2-2 POWERS AND DUTIES OF TOWN MAGISTRATE (2001-A183) (2008-A355) (2018-A431)



**NOTICE OF A REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
OF THE TOWN OF CLARKDALE
WEDNESDAY, SEPTEMBER 14, 2022 AT 5:00 PM**

Held via Zoom only:

Join Zoom Meeting

TOWN OF CLARKDALE is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83421170403?pwd=N3VnU3RFL3FuYzJBN1ZITW5jcTJWdz09>

Meeting ID: 834 2117 0403

Passcode: 896272

AMENDED (to include updated Zoom information)

PURSUANT TO A.R.S. §38-431.02, NOTICE IS HEREBY GIVEN that the Parks and Recreation Commission of the Town of Clarkdale will hold a Regular Meeting on Wednesday, May 11, 2022, at 5 p.m. Members of the Parks and Recreation Commission will attend either in person, telephone or via Zoom. A quorum of Town Council members may be present at this meeting; however, they will not deliberate or take any action on items. All members of the public are welcome to attend.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

1. CALL TO ORDER

2. PUBLIC COMMENT

The Parks and Recreation Commission invites the public to provide comments at this time. Members of the Commission may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01 (G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. Persons interested in making comments on a specific agenda item are asked to complete a brief form and submit it to the Commission Liaison during the meeting. Each Speaker is asked to limit their comments to five minutes.

3. REPORTS

A. Special Interest Report (submitted electronically)

- Verde River @ Clarkdale

- Concerts in the Park
- Land Water Conservation Fund (LWCF) Grant Update
- 4th of July update
- Upcoming community events

4. CONSENT AGENDA

Items on the consent agenda are of a routine nature or have been previously studied by the Town Council at a work session or during New Business discussion. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately.

A. Approval of Minutes

Consider and act upon the draft minutes from the meeting held on May 11, 2022.

5. NEW BUSINESS

A. PARKS AND RECREATION STRATEGIC PLAN

Discuss, consider and act upon approving a list of values for the Parks and Recreation Strategic Plan.

B. CABALLERO PARK REVITALIZATION PLAN

Discuss, consider and act upon the Caballero Park Revitalization Plan.

C. CLARKDALE TRAILS MASTER PLAN

Discuss, consider and act upon future development of a comprehensive Clarkdale Trails Master Plan.

D. 2022 HALLOWEEN EVENT PLANNING

Discuss, consider and act upon the 2022 Halloween Event Plan.

6. FUTURE AGENDA ITEMS

The Parks and Recreation may propose items to be placed on a future agenda. This item is for discussion only.

7. ADJOURNMENT

Persons with a disability may request reasonable accommodations by contacting the Town Hall at 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.



Staff Report

Item Number: 4.A.

-
- Agenda Item:** **Approval of Minutes**
Consider and act upon the draft minutes from the meeting held on May 11, 2022.
- Staff Contact:** Joni Westcott, Parks Manager
- Meeting Date:** September 14, 2022
- Background:** Review of the draft minutes from the meeting held on May 11, 2022.
- Budget Impact:** No budget impact.
- Recommendation:** Staff recommends approval of the draft minutes from the meeting held on May 11, 2022.



**MINUTES OF A REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
OF THE TOWN OF CLARKDALE
WEDNESDAY, MAY 11, 2022 AT 5:00 PM**

In Person: Clark Memorial Clubhouse, 19 N. Ninth St., Clarkdale AZ

A regular meeting of the Parks and Recreation Commission of the Town of Clarkdale was held on Wednesday, March 9, 2022, at 5 p.m. in the Clark Memorial Clubhouse Men's Lounge, 19 N. Ninth Street, Clarkdale, Arizona.

Chairperson: Allyn Backus
Vice Chairperson: Cheryl Kessel
Commissioners: Jeri Miuccio

Town Staff:
Parks and Recreation Manager: Joni Westcott
Parks and Recreation Coordinator: Chell Smart

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

1. CALL TO ORDER – Chair Backus called the meeting to order at 5:06 p.m.

2. PUBLIC COMMENT – There was no public comment.

3. REPORTS

A. Special Interest Reports – (submitted electronically – Included at end of minutes)

Reports regarding regional organizations submitted electronically

- Chairperson's report – *There was no Chairperson's report.*
- Staff Report – Manager Westcott shared information about the upcoming repairs to the gazebo in Town Park
 - Town Park Gazebo and Play System
- Verde River @ Clarkdale - Outfitter Updates
- NACOG - CDBG Grant for Caballero Park
 - Tract K Park in Crossroads
- Concerts in the Park

- River Adventure Day
- Programs

4. Approval of Minutes

Approval of the minutes of the Regular Meeting held on March 12, 2022.

Action: Approval of the minutes of the Regular Meeting held on March 12, 2022.

Motion: Chair Backus

Second: Vice Chair Kessel

Vote: 3-0

Voting Member	Aye/Nay
Chairperson Allyn Backus	Aye
Vice Chairperson Cheryl Kessel	Aye
Commissioner Gail Worden	Absent
Commissioner Jeri Miuccio	Aye
Commissioner Ben Kramer	Absent

NEW BUSINESS

5. CLARKDALE'S OLD-FASHIONED 4TH OF JULY CELEBRATION

The Commission discussed and approved Clarkdale's Old-Fashioned 4th of July Celebration event elements as proposed.

Action: Approval of the 4th of July event as presented with all traditional components.

Motion: Vice Chair Kessel

Second: Chair Backus

Vote:

Voting Member	Aye/Nay
Chairperson Allyn Backus	Aye
Vice Chairperson Cheryl Kessel	Aye
Commissioner Gail Worden	Absent
Commissioner Jeri Miuccio	Aye
Commissioner Ben Kramer	Absent

6. LOWER TAPCO RESTROOM

Commission discussed and considered implementation of the restroom facility at Lower TAPCO. Manager Westcott shared the new design concept for the restroom facility with the group.

Action: Approval of the design concept of the new restroom facility at Lower TAPCO as presented and request that Staff investigate hand sanitizer options.

Motion: Chair Backus

Second: Vice Chair Kessel

Vote:

Voting Member	Aye/Nay
Chairperson Allyn Backus	Aye
Vice Chairperson Cheryl Kessel	Aye
Commissioner Gail Worden	Absent
Commissioner Jeri Miuccio	Aye
Commissioner Ben Kramer	Absent

7. RIVER ADVENTURE DAY

Discussion and direction regarding the 2022 River Adventure Day event. *Manager Westcott discussed elements of past River Adventure Day events with Commissioners. Commissioner Miuccio was named as the lead volunteer to manage the event under the direction of Parks and Recreation. Some changes are anticipated based upon staffing availability. More information will be provided at a future meeting.*

8. FUTURE AGENDA ITEMS

Town Council will propose items to be placed on future agenda. This item is for discussion only.
Caballero Park Plan
Volunteer Appreciation (to be noted in future reports)

9. ADJOURNMENT – Meeting adjourned unanimously at 6:15 p.m.

APPROVED:

Chairperson, Allyn Backus

SUBMITTED BY:

Parks and Recreation Coordinator, Chell Smart



Staff Report

Item Number: 5.A.

Agenda Item: **PARKS AND RECREATION STRATEGIC PLAN**
Discuss, consider and act upon approving a list of values for the Parks and Recreation Strategic Plan.

Staff Contact: Joni Westcott, Parks Manager

Meeting Date: September 14, 2022

Background: The Parks and Recreation Department is pursuing the creation of a comprehensive Parks and Recreation Strategic Plan. This plan will establish a vision, goals, objectives and implementation strategies for Parks and Recreation in Clarkdale. Staff will present completed work as well as work currently in progress.

The Town of Clarkdale has recently completed a Strategic Plan, which includes goals related to Parks and Recreation. The Commission will review this document and evaluate potential content to include in the Parks and Recreation Strategic Plan.

Once the values are approved, future work sessions will be planned to complete the following:

1. Brainstorming of Parks and Recreation strengths, weaknesses, opportunities, and threats.
2. Strategic analysis to identify and prioritize major issues/goals. Incorporate goals from the Parks and Recreation Master Plan, Townwide Strategic Plan, and General Plan.

Budget Impact: No budget impact.

Recommendation: Staff recommends the Parks and Recreation Commission complete and approve the list of values for the Parks and Recreation Strategic Plan.

Completed Work (approved May 12, 2021):

Vision Statement:

It is our vision to create a happy and healthy community where residents can live, learn, and play together.

Mission Statement:

Enhance the quality of life in Clarkdale by providing safe and beautiful community public spaces and recreational opportunities that promote and sustain our unique environment, resources, and history.

Work in Progress: Discussed at Sept. 8, 2021, meeting, not yet approved. Commissioners were in favor of the following values and noted that some proposed values and definitions may be "reworded or combined for clarity and effect":

Values:

Connections – *Connect people, trails, and outdoor recreation spaces. Collaborate with partners to share resources and further shared goals. Develop partnerships to further goals related to programming, events, volunteers, and community partners.*

Education – *Identify, promote, and develop educational opportunities, especially those focused on the Verde River.*

Equity – *Parks should be distributed evenly throughout the community with access for all. Provide parks, facilities, and program services in a just, fair, and equitable manner, so that residents from all neighborhoods and of diverse backgrounds, physical abilities, age, groups, races, and genders can access Clarkdale's recreation resources in a non-discriminatory manner.*

Fun (Quality of life) – *Encourage play, quality of life, fun and entertainment in Clarkdale.*

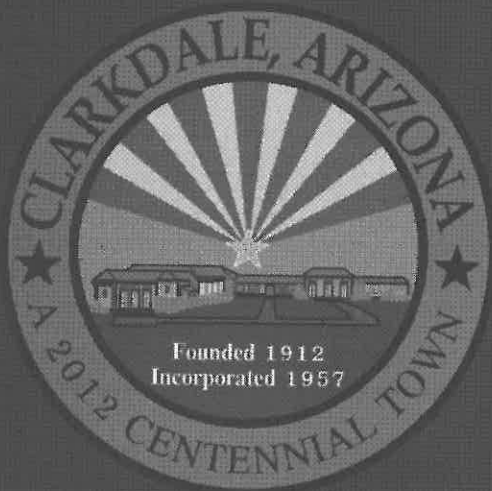
Safety – *Design and promote a safe and healthy environment for all who work and play in our parks, facilities, and programs.*

Stewardship – *Preserve open space including the Verde River, parks, and trails to meet the needs of current and future residents.*

Sustainability – *Plan for a sustainable future for parks and recreation in Clarkdale. Sustainability means meeting the needs of the present without compromising the ability of future generations to meet their own needs. Because decisions related to sustainability can have long-term impacts on the environment, society, culture, and economy. We commit to practicing sustainability by considering a full range of potential impacts before moving forward with balanced and responsible decisions.*

Volunteerism – *Support and encourage volunteerism from Clarkdale citizens.*

Strategic Plan 2022/2024



Clarkdale Town Council

Mayor Robyn Prud'homme-Bauer

Vice Mayor Debbie Hunseder

Council Member Marney Babbitt-Pierce

Council Member Lisa O'Neill

Council Member Bill Regner



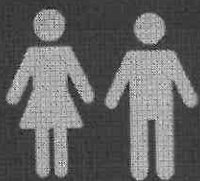
The History of Clarkdale

Established in 1912 and built by Senator William Andrews Clark, Clarkdale was founded as a modern copper-smelting company town for the employees of the mines in Jerome and their families. Ahead of its time, Clarkdale is renowned as the first master planned community in the State of Arizona. The Town of Clarkdale was incorporated in mid-1957.

Organizational Structure

Clarkdale is operated under a Council Manager form of government. The Town Council and Mayor are elected at large and serve four year terms. They are responsible for adopting the annual budget, making policy decisions, adopting ordinances, and with hiring and supervising the Town Manager and the Magistrate Judge.

The Town Manager's responsibilities include proposing the annual budget and overseeing daily operations, the budget, and the workforce.



48
Team
Members

Vision

The Town of Clarkdale connects our unique history, proximity to the Verde River, and small-town charm to a future with a vibrant economy. We cultivate an environment where residents and businesses can thrive; providing services and jobs for our residents and capitalizing upon tourism. We sustainably enhance our infrastructure, support the arts and education, and develop recreational opportunities to create a bright future for our entire community.

Mission

The Town of Clarkdale serves the community by providing amenities, infrastructure, services and public safety to enhance quality of life. We are stewards of our history while we sustainably and resiliently plan for the future with an emphasis on community engagement and transparency.

Values

Values are the guiding principles that provide an organization with purpose and direction. The Town of Clarkdale's organizational values are:

COPPER

Customer Focused

Open, transparent and equitable

Preserving our history, charm, and environment

Planning for a sustainable future

Economic and social resiliency

Resourceful and innovative

Strategic Planning at a glance...



Kayakers enjoying the Verde River in Clarkdale.

Strategic Planning Process

- Annually, the Town Council, in coordination with Staff revisit the Vision, Mission and Values.
- The Council, Leadership Team, and Staff Members collaboratively identify organizational strengths, weaknesses, opportunities and threats (SWOT). These items come from a variety of sources, including: feedback from citizens, key performance indicators (metrics), regulatory requirements, changing legislation, studies assessments of existing infrastructure, feedback from employees, new technology, economic conditions, budget outcomes and more.
- The SWOT, Vision, Mission and Values are then used to identify key organizational goals and metrics to determine success.
- Once goals are set, the organization looks for strategies and tactics to achieve the goals.
- Council meets in work sessions to evaluate the strategic plan and ultimately adopts the annual plan.
- All strategies are placed on a project matrix that is updated by the Leadership Team monthly and provided to the Town Council.
- This is an annual process so projects are continually assessed to determine relevancy. It is a living document so the organization can pivot to take advantage of emerging opportunities.



Goals

The Town of Clarkdale has selected the following goals for Fiscal Years 2022-2023 and 2023-2024, based upon the SWOT analysis, vision, mission and input from stakeholders and staff.



GOAL AREA 1

Preserve and celebrate Clarkdale's unique, complex history.



GOAL AREA 2

Enhance the quality of life for residents, businesses and visitors to Clarkdale.



GOAL AREA 3

Enhance the quality and availability of parks, recreation and cultural opportunities.

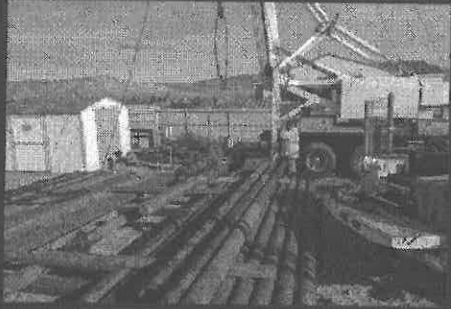


GOAL AREA 4

Strengthen and diversify our economy through cultivating a business friendly climate for business attraction and strategically capitalizing upon tourism.

Goals

The Town of Clarkdale has selected the following goals for Fiscal Years 2022-2023 and 2023-2024, based upon the SWOT analysis, vision, mission and input from stakeholders and staff.



GOAL AREA 5

Plan for the maintenance and growth of quality infrastructure that is sustainable and resilient.



GOAL AREA 6

Strategically invest in organizational development to enhance efficiency and service delivery and to attract and retain an exemplary workforce.

Strategies and Tactics



GOAL AREA 1

Preserve and celebrate Clarkdale's unique, complex history.

MEASUREMENT

- ◆ Retain national historic status.
- ◆ Growing opportunities to share and highlight our history.
- ◆ Condition indexes of facilities.

1. Implementation of a Historic Preservation Ordinance. (2022)
2. Preserve historic integrity of Town Complex to maintain the historic nature of the structures, as identified in the CIP. (Ongoing)
3. Support community partners and their historic preservation efforts. (Ongoing)
4. Complete an assessment of the Town campus to determine all deferred maintenance needs. (2022/2023)
5. Apply for grants and seek funding to make needed repairs identified in the assessment. (Ongoing)
6. Implement short term repairs to complex identified in the CIP for 2022/2023.
7. Work with the Historic Preservation Society to reopen the museum to the public. (2022/2023)
8. Complete a neighborhood revitalization plan to position the Town to apply for additional CDBG funds for Patio Park. (2023)
9. Replace faded history boards throughout Town. (2022/2023)
10. Work with the Museum or Historic Preservation Board to utilize oral history and use of QR codes in the self guided tours of the history boards and buildings. (Ongoing)
11. Create and maintain inventories of historic properties, sites, landscapes, signage, and other historic features. (HP Strat Plan: Ongoing)
12. Develop a program of public education regarding historic preservation and its importance to Clarkdale. (HP Strat Plan: Ongoing)
13. Develop an education program along the Verde River regarding its historic importance to Clarkdale (trading route, home to Sinaquas, Yavapais and Apaches). 2023/2024
14. Consider design review for commercial and multi-family in the historic district via the historic preservation ordinance. (2022/2023)
15. Assist residents with planning and execution of the preservation of historic properties (establish list of resources). (Ongoing)

Strategies and Tactics



GOAL AREA 2

Enhance the quality of life for residents, businesses and visitors to Clarkdale.

MEASUREMENT

- ◆ Crime stats.
- ◆ Citizen satisfaction.
- ◆ Affordable housing options.

1. Ensure adequate staffing, training and equipment for Police Department and Code Enforcement. (Ongoing)
2. Implement a Town reverse 911 system. Promote thoroughly. (2022)
3. Conduct exercises to prepare for emergency situations. (Ongoing)
4. Seek a variety of communication methods to ensure we are reaching our residents with important Town information. (Ongoing)
5. Seek ways to grow inclusiveness in the Town through workgroups, public forums, focus groups, surveys and relationship building. (Ongoing)
6. Conduct outreach to promote diverse board participation and volunteerism and build upon the robust board process. (Ongoing)
7. Actively work to keep the heart of the community, downtown, vibrant through economic development activities, code enforcement, public infrastructure investment and maintenance.
8. Identify the type(s) of new housing needed to achieve a vibrant economy. (2022/2023)
9. Identify parcels appropriate for the diversity of housing needed for a vibrant economy. (2022/2023)
10. Identify those aspects of the Town that give it the "small town charm" and retain them. (Ongoing)
11. Advocate for equitable funding for the Junior College in the Verde Valley. (Ongoing)
12. Educate new residents about water and fire and its impact on sustainability in Clarkdale. (Ongoing)
13. Launch a Citizen Police Academy. (2023)
14. Host a National Night Out Event. (2022)
15. Continue Neighborhood Clean Ups. (Ongoing)
16. Review Codes. (Ongoing)

Strategies and Tactics



GOAL AREA 3

Enhance the quality and availability of parks, recreation and cultural opportunities.

MEASUREMENT

- ◆ Park space per capita.
- ◆ Trail miles.
- ◆ Satisfaction surveys.
- ◆ Quantity, quality and attendance at events and programming.

1. Produce a map showing trails and future connectivity. (2023/2024)
 - Put trails map on Town website and kiosks.
 - Promote trails connectivity via work with Verde Front.
2. Complete Selna Mongini park project. (2022-2024)
3. Evaluate bike lanes for new/reconstruction of roadways. (Ongoing)
4. Update the gazebo. (2022)
5. Utilize CDBG funds to revitalize Caballero Park. (2022/2023)
6. Implement a park maintenance schedule. (2023)
7. Add a public works staff member to ensure park maintenance goals are met. (2022/2023)
8. Continue working with developers to add parks and amenities to new developments. (Ongoing)
9. Annually update or replace aging park infrastructure. Work toward establishing a five-year replacement plan. (Ongoing)
10. Partner with other entities for events and programming; specifically those that support the environment and sustainability as well as the arts. (Ongoing)
11. Continue to enhance services and amenities related to the Verde River. (Bathrooms, RAPS, dust control and parking.) (Ongoing)
12. Actively work on a plan to connect our neighborhoods through trails, sidewalks, pathways and bike lanes. (Ongoing)
13. See strategy for an arts incubator in Goal 4.
14. Develop specific programming for each park. (Ongoing)
15. Ensure all park amenities are listed on the website. (2022)

Strategies and Tactics



GOAL AREA 4

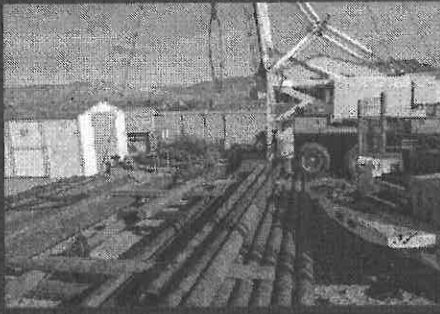
Strengthen and diversify our economy through cultivating a business friendly climate for business attraction and strategically capitalizing upon tourism.

MEASUREMENT

- ◆ Sales tax.
- ◆ Business sustainability.
- ◆ Stability of population.
- ◆ Jobs/employment.

1. Continue partnering with the Verde Canyon Railroad. (Ongoing)
2. Continue operations of Verde River. (Ongoing)
3. Explore the feasibility of Broadband in Clarkdale. 2022/2023
4. Provide water/wastewater infrastructure along 89A for future residential and commercial growth. (2023/2024)
5. Strategically assist with economic development opportunities in the downtown area, on the 89 Bypass and Broadway. (Ongoing)
6. Establish a Tourism Marketing Working Group. (2022)
7. Work with community to identify marketing brand. (2022)
8. Fiscally capitalize upon tourism (Retail development). (Ongoing)
9. Retain a consultant to work with site selectors to attract businesses that meet the needs of Clarkdale. (2023)
10. Collaborate regionally to provide workforce housing. (Ongoing)
11. Partner with the college as an asset for workforce training as well as business services and lifelong learning opportunities. (Ongoing)
12. Support entrepreneurship and attract "locate anywhere" businesses, using VVREO, SBDC, REDC, ACA & Local First. (Ongoing)
13. Conduct analysis and study with ASU to develop an arts incubator and/or pop up shops in downtown. (2023/2024)
14. Implement local "shop online" educational campaign. (2023)
15. Create an economic development web page with tools and referrals to business start up assistance. (2023)
16. Complete an updated study on the Bittercreek Industrial Area in partnership with ASU. Develop a strategic plan for the Bittercreek Area involving the stakeholders and the understanding of being located next to a Class 1 Airshed: Residential, commercial businesses, light manufacturing. (2023)
17. Begin study of a wayfinding program. (2023/2024)
18. Establish a business development working group. (2023)
19. Promote light industrial freight as a regional asset. (Ongoing)

Strategies and Tactics



GOAL AREA 5

Plan for the maintenance and growth of quality infrastructure that is sustainable and resilient.

MEASUREMENT

- ◆ Annual investment in capital projects.
- ◆ Condition of roadways (condition indexing).
- ◆ Line breaks.
- ◆ Customers on water and sewer.

1. Auditorium AC Upgrade. (2022)
2. Broadway Overlay Phase II (2022-2024)
3. 89A Water and Sewer Improvements (2022-2024)
4. Continue annual CIP planning process with addition of scoring methodology and public participation. (Ongoing)
5. Get projects shovel ready so we may seek grants for major capital projects. (Ongoing)
6. Complete the IIP (Infrastructure Improvement Plan) and Rate Study for water and wastewater. (2022/2023)
7. Implement 2022/2023 CIP projects.
8. Ensure adequate funding is budgeted for maintenance of water and wastewater plants. (Ongoing)
9. Complete a plan for ongoing street maintenance to extend the life of our paved system. (2023/2024)
10. Bring Mescal Well online. (2022-2024)
11. Begin planning for new storage tank in the next three years. (2024)
12. Possibly begin design of Bitter Creek Bridge II (pending grant outcome). (2022)
13. Work on preparing for road connectivity—particularly Black Hills Drive and Centerville. (2022-2024)
14. Expand wastewater capture and add more re-use of effluent (purple pipe). (2022-2024)

Strategies and Tactics



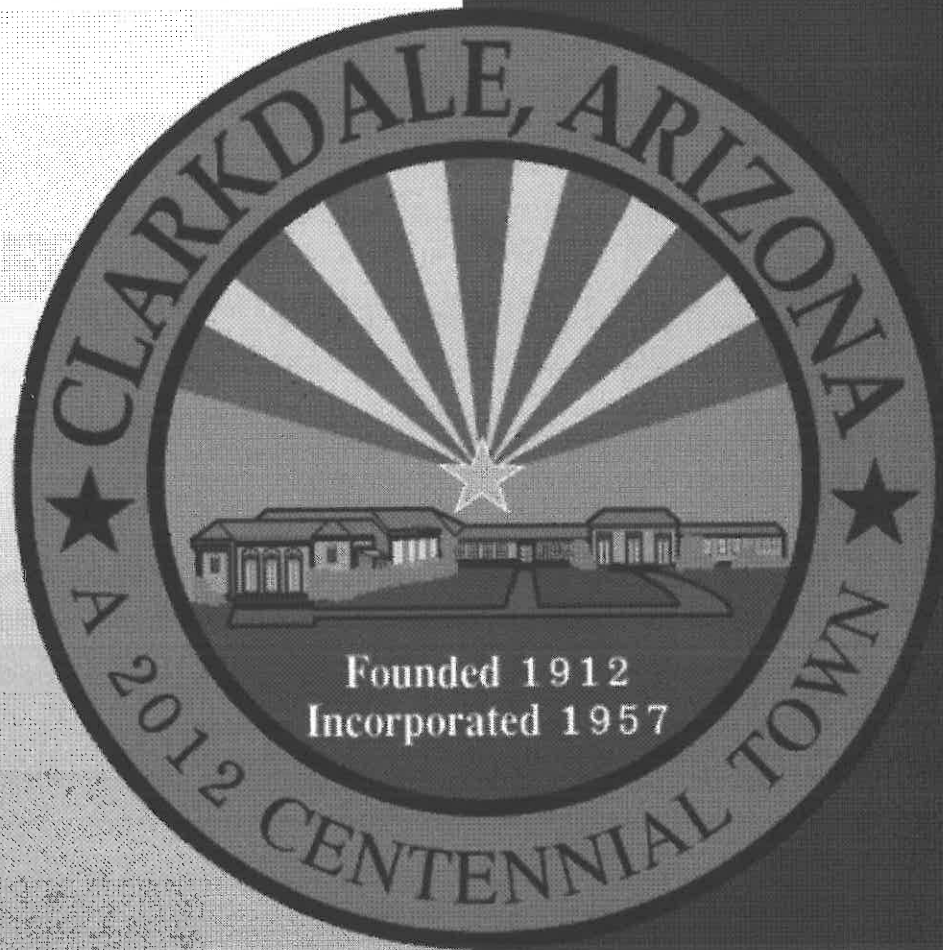
GOAL AREA 6

Strategically invest in organizational development to enhance efficiency and service delivery and to attract and retain an exemplary workforce.

MEASUREMENT

- ◆ Turnover of staff metrics.
- ◆ Time with vacancies.
- ◆ Employees per capita.
- ◆ Citizen satisfaction survey.
- ◆ Employee satisfaction survey.
- ◆ Process improvement events and outcomes (Kaizen).
- ◆ Completion of DMAIC projects).

1. Continue recently implemented employee newsletter. (Ongoing)
2. Continue adding low cost/high impact benefits. Determine which benefits are most highly valued by staff. (2023)
3. Host employee appreciation events quarterly. (Ongoing)
4. Do annual 1 on 1s with all employees to discuss compensation.
5. Ensure quarterly 1 on 1s with supervisors and direct reports are occurring and are documented. (Ongoing)
6. Investigate and select an electronic time keeping system. (2023)
7. Begin early steps of launching a Six Sigma program; balance with creative hot-washes (lessons learned). (Ongoing)
8. Establish key performance indicators (metrics) maintained monthly. (Ongoing)
9. Establish a succession planning process and look for opportunities to create career ladders. (2022-2024)
10. Improve organizational onboarding process. (2023)
11. Assess options to outsource non specialized tasks. (Ongoing)
12. Seek technological and process improvement through process mapping events (Kaizen) and auditing IT risks. (Ongoing)
13. Continue online employee training program. (Ongoing)
14. Conduct annual benchmarking for pay and benefits. (Ongoing)
15. Create safety committee (to minimize risk and control costs.
16. Launch customer service training program. (2023/2024)
17. Put in place customer service complaint portal so residents can check the status of issues. (2022/2023)
18. Review policies related to response time and other operational topics to update employee manual. (2022/2023)
19. Maintain use of project matrix to establish priorities. (Ongoing)
20. Revamp performance review process. (2023)
21. Implement Incode improvements (P.O.s, etc.) (2023/2024)
22. Do the Q12 employee survey every two years. (Ongoing)



Town of Clarkdale

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Staff Report

Item Number: 5.B.

Agenda Item: **CABALLERO PARK REVITALIZATION PLAN**
Discuss, consider and act upon the Caballero Park Revitalization Plan.

Staff Contact: Joni Westcott, Parks Manager

Meeting Date: September 14, 2022

Background: In early 2022, staff learned that the Town would be eligible for the Community Development Block Grant (CDBG) through the Arizona Department of Housing (ADOH). Council approved moving forward with the CDBG application on Feb. 8, 2022, for an estimated \$348,000 to be used for Caballero Park rehabilitation and neighborhood revitalization. Staff has since learned that the amount of the qualifying award for the project has increased to \$356,016, of which \$13,000 will be used toward administrative costs to NACOG, leaving approximately \$344,000 for the park project.

As part of the grant application process, an income survey was conducted by mail and in-person through door-to-door attempts. In addition, a neighborhood meeting was held for residents to come and share what they would like to see in the park. We wanted to know how the park is currently used by our residents. Do they desire more playground equipment or larger gathering spaces? This was their chance to share what best suits the needs of their neighborhood. A full accounting of all documented responses is included in the Community Engagement Result sheet.

The income survey results indicated that the neighborhood qualified to receive the grant funds for the project. The Arizona Department of Housing is currently conducting an Environmental Record Review (ERR) for the park property. The estimated project timeline is as follows:

CONTRACT SCHEDULE	CONTRACT DATE
Environmental Review	10/1/2022
Contract Execution	11/1/2022
Finalize plans and specs	11/1/2022
Obtain bids and select contractors	2/1/2023
Begin construction	4/1/2023
Complete construction	11/1/2023
Inspection period	12/1/2023
Contract close-out	2/1/2024

Planning work for the project includes the following:

- Finalize the overall park plan schematic (e.g., layout)
- Define park equipment (e.g., detailed description, dimensions, etc.)

- Define grading, drainage & erosion control plan and concrete work
- Define surfacing (materials, area, schematic layout, etc.)

The project budget that was submitted with the grant application is included with this report. Staff will present a draft park plan for Commission review, comments, and possible approval.

Budget Impact: CDBG Revenue \$356,016 (25-4-4000-4500)
CDBG Expense Misc. \$356,016 (25-5-0000-7999)

Recommendation: Staff recommends approval of the Caballero Park Revitalization plan.

Caballero Park Community Engagement Results

Feature	Mentions (each representing input from one or more persons in party)
Shade	10
Tables	5
Benches	5
Ramadas	5
Grill. A nicer BBQ	5
Swings	5
More play stuff. More playground eqpt. Play gym eqpt. Renewed play area.	4
Wifi	4
Grass	3
Improve bball court (full size, markings)	3
Cats – pest control	3
Soccer field	2
Crow's nest playset high climbers.	2
Tall playground eqpt w/climber	2
Monkey bars	2
Spinny thing, like merry-go-round	2
A real see-saw	2
Slides	2
Tunnels	2
Climbing wall	2
Drinking fountain (human / pet)	2
Closing gate	2
Soft ground for kids to play	1
More level surface	1
Trees	1
Trail from park to river	1

Feature	Mentions (each representing input from one or more persons in party)
Shaded play area	1
Zipline	1
Firefighter pole	1
Splash pad	1
Climbers: wishbone, switchback, hula loop	1
Early childhood climbers, clubhouse	1
Early childhood sculpture play	1
Pretend play: independent events	1
Motion play: rope w/twist	1
Motion play: spring rider, wobble, rocker	1
Bridges: floating stones	1
Play structures	1
Fire truck themed play eqpt	1
Activity panels (tic-tac-toe, math)	1
Frisbee golf putting basket	1
Handball court	1
Bike rack	1
"Parkour set up" (? Parcouse?)	1
Repair sign	1
"Leave old Caballero sign"	1
Ash can	1
Closed refuse receptacle	1
Community garden or at least yard compost collection	1
Lighting	1
Spotting scope in crow's nest	1
Fence	1

CABALLERO PARK REVITALIZATION BUDGET

ITEM	COST
EQUIPMENT	
Playground system w/shade structure	65,746
Ramada	23,205
Picnic tables (2)	3,500
Grill	929
Inclusive swing "Oodle"	6,360
Solar shade table (ADA) w/WiFi and charging station	10,000
Basketball Goalpost w/ backboard	1,741
Court markings and surfacing	2,500
Fencing (incl. install)	18,625
Park signage	2,500
FREIGHT/SHIPPING	7,020 (play system + swing) 1,197 (ramada) 715 (bball post) 396 (grill) 700 (engineered wood surface)
INSTALLATION	39,372 (play system + swing) 8,155 (ramada) 1,759 (bball goal) 3,388 (Oodle swing) 3,630 (wood chip surface)
DRAWINGS	2,245 (ramada)
GRADING / DRAINAGE EXCAVATION / DISPOSAL	20,000
CONCRETE	9,348 (ramada footers) 34,055 (curbing, 357 ln/ft – <i>perimeter</i>)
LINE LOCATION	1,338
DG ROCK (supply / install)	8,333 (2" depth, 2,725 sf)
WOOD FIBER SURFACE (supply/install)	3,960 (110 CY)
SUBTOTAL	280,717
SALES TAX	18,247
PERFORMANCE / PAYMENT BOND	9825
CONTINGENCY (e.g., inflation)	34,727
TOTAL	343,516



Staff Report

Item Number: 5.C.

-
- Agenda Item:** **CLARKDALE TRAILS MASTER PLAN**
Discuss, consider and act upon future development of a comprehensive Clarkdale Trails Master Plan.
- Staff Contact:** Joni Westcott, Parks Manager
- Meeting Date:** September 14, 2022
- Background:** Clarkdale Trails were identified in a 2020 Town survey as a top recreational need and providing for trails is a stated goal in the Town's 2022 General Plan.
- Clarkdale has just a few fully developed trails and some that are partially developed. The future considerations of new trail development are also important. The need for a comprehensive trails plan to guide Clarkdale now and in the future is imperative to making sure all things are being considered, from community needs to open space planning.
- Volunteer Felicia Coates has assisted with the creation of a *scope of work* document to assist with identifying companies that will be able to provide support for a trails plan.
- Budget Impact:** Trails Planning and Development CIP-Professional Services \$30,000
(24-5-0800-8023)
- Recommendation:** Staff recommends approval to move forward with the future development of a comprehensive Clarkdale Trails Master Plan.



Town of Clarkdale Trails Master Plan: SCOPE

Background

Trails have been identified in a 2020 Town survey as a top recreational need. Providing for trails is a stated goal in the Town's General Plan.

There are several trails within the Town of Clarkdale. Several more have been proposed, including trails that would connect not only within Clarkdale but to the Verde Valley Circle Trail (Clarkdale, Cottonwood, Camp Verde, Sedona) and to surrounding National Forest trails.

The Town has identified the need for a Trails Master Plan.

Trails Master Plan Objectives

- To serve as a guide and implementation tool for the development and management/maintenance of trails in Clarkdale.
- To meet the recreational needs of the Clarkdale community.

Trail Master Plan Criteria

Address interests of the community for trails.

Increase trail opportunities within the Town and beyond consistent with the General Plan and Park & Recreation Department's Vision and Mission statement.

Accommodate a variety of trail users in a safe and environmentally sensitive manner.

Provide equitable and inclusive access to trails.

Site trails in areas highlighting Clarkdale's culture and history (Native American, railroad, etc.).

Provide trail connectivity to surrounding communities and forest land.

Promote Clarkdale sustainably.

Trails Master Plan Deliverables

Trail map.

Definition of the following:

- Trails for range of age groups and users (bicycle, pedestrian, equestrian).
- Necessary ancillary services (e.g., parking).
- Implementation plan (incl. challenges and options to address, needed land acquisitions and easements, definition of path of least resistance, etc.).
- Maintenance plan.
- Recommendations for branding and marketing.
- Liability considerations.
- Best funding options.



Staff Report

Item Number: 5.D.

Agenda Item: **2022 HALLOWEEN EVENT PLANNING**
Discuss, consider and act upon the 2022 Halloween Event Plan.

Staff Contact: Chell Smart, Parks Coordinator

Meeting Date: September 14, 2022

Background: The annual Safe Trick-or-Treating event for Clarkdale started approximately 25 years ago.
In 2006, a costume contest in Town Park was added to the event.

Safe Trick-or-Treating Halloween involves street closures to vehicular traffic to provide a safe area for kids and families to walk and trick-or-treat along upper Clarkdale streets. The closures include Main Street from Eleventh Street to Sixteenth Street, First North Street and First South Street. The streets are closed from 5 p.m. to 7 p.m. so attendees can roam safely along the upper Clarkdale streets. Resident packets are hand-delivered a month prior to notify them that the event is taking place and include information on road closures, as well as a sign for residents to put up if they wish not to participate. A form to request supplemental candy is also included. Additionally, Clarkdale Police Department, Verde Valley Fire District, and local volunteers are enlisted to assist with road closures and traffic control. The average annual attendance of trick-or-treaters alone is about 1,300. This does not include family members that accompany them.

The Town also conducts a costume contest that takes place in Town Park with judging and awards (cash prizes totaling \$300) for winners in various categories. The costume contest traditionally begins at 5:30 p.m.

A "Best Decorated Halloween House" contest was initiated in 2019 and has continued thru 2021, taking a pause in 2020 for COVID. In 2021, this event had a sponsor, and a \$100 prize was awarded to the best house in Upper Clarkdale. The "Spirit of Clarkdale" award went to the best decorated house in all other neighborhoods but preregistration was required. Unfortunately, only one house preregistered, and judges drove around neighborhoods to make their final selection. The "Spirit of Clarkdale" award was two tickets on the Verde Canyon Railroad, sponsored by the train.

Staff worked to recruit a sponsor and to assist with the purchase of new lighting and decorations to be installed at the Town Park gazebo. This was a success and received positive feedback from the community.

The 2021 Halloween event reintroduced most elements, including the Safe Trick-or-Treating, costume contest, house decorating contest, and decorating the gazebo. Due to staffing concerns, there was no movie in the park in 2021. Past movie attendance has also been hampered by poor weather, with an estimated attendance between 40-300 in 2018 and 2019.

Candy is typically purchased for amounts between \$1500 - \$3500 from Fry's, Dollar General and Walmart. \$1000 of these funds comes from the Town's General Fund, while the remaining amount comes from donated funds.

Budget Impact:

General Fund Halloween Expense \$1000 (01-5-2602-7800)
Halloween Donation Fund Revenue \$4500 (80-4-2600-4003)
Halloween Donation Fund Expense \$4500 (80-5-2600-8003)

Recommendation:

Staff recommends approval of the 2022 Halloween event plan.

Proposed 2022 Halloween Event Plan

- Safe Trick-or-Treating – Recommend no changes.
- Costume Contest – Recommend no changes.
- Best Decorated Halloween House Contest – Recommend awarding one home in Upper Clarkdale on Halloween day without requiring pre-registration. Consider feasibility of creating an 'honorable mention' category and awarding the "Spirit of Clarkdale" to a home representing all neighborhoods outside of the Upper Clarkdale area.
- Halloween Movie – Recommend foregoing a Halloween movie this year and planning for a movie in the park in 2023 after considering staffing and weather concerns.
- Gazebo Decorating -Recommend considering a volunteer decorating team and setting priorities for theme/types of decorations to purchase.
- Consider bulk purchase of candy for a more efficient process.

Other items of note:

Volunteer participation totaled **52 volunteers** in 2021:

- (10) Gazebo decorating volunteers.
- (9) Candy Bagging.
- (10) Candy Delivery.
- (12) Roadblocks.
- (4) Costume Contest.
- (3) House Contest.
- (2) Town Park Booth Candy.
- (2) Audio Tech.



**Parks, Arts and Recreation Commission
Regular Meeting**

7401 E. Skoog Blvd, Crystal Room
5:30 p.m., Tuesday, August 9, 2022

Minutes

1. Call to Order & Welcome

The meeting of the Parks, Arts and Recreation Commission was called to order at 5:30 p.m.

2. Roll Call

Parks, Arts, and Recreation Commission Members present: Scott Byrum, Kay Gorman, Andy Sinclair, Nancy Smith, Zach Moss, and Kari Ann Ingerson. Members absent: Brett Poliakon and Gary Cabato. Staff Present: Casey Van Haren, Community Services Director, Elyse Badal, Recreation Manager, Tess Willis, Community Services Administrative Supervisor, Heather Westcott, Administrative Support, Robert Kieren, Community Services Deputy Director, and Breanna Eastlick, Marketing Coordinator.

3. Approval of Agenda

Chair Scott Byrum asked if there were any changes to the agenda. Hearing none, he asked the commission for a motion to approve the agenda as presented.

Commissioner Nancy Smith made a motion to approve the June 14, 2022, agenda as presented. Secretary Kay Gorman seconded the motion. Motion carried unanimously by those members present.

4. Approval of the Minutes – June 14, 2022, Regular meeting minutes.

Chair Byrum asked if there were any changes to the June 14, 2022, Regular meeting minutes. Hearing none, he asked for a motion to approve the minutes as presented.

Commissioner Nancy Smith made a motion to approve the June 14, 2022, regular meeting minutes as presented. Secretary Kay Gorman seconded the motion. Motion carried unanimously by those members present.

5. Scheduled Announcements – Commission, Public, and Staff

(If discussion by the Commission is necessary, that item will be moved to another place on the agenda and considered separately.)

- a. Parks & Recreation Update. Elyse Badal, Receptions Manager, reported the following-
 - Program and Class Update:
 - Class Participation: Slight decrease in July due to monsoons
Open Swim- Avg 168 entries per day
Athletics- Avg 168 participants



Town of Prescott Valley

Community Services Department
Parks, Arts, and Recreation

7501 E. Skoog Blvd.
Prescott Valley
Arizona 86314

- Rentals Update: Ramada/Pavilion- Steady Rentals throughout July
- Aquatics Update:
 - Aug 7th - last day of regular Open swim
 - Post-season swim- Sat/Sun only 12-6 pm (Aqua aerobics, Lap swim, Open swim)
 - End of Aug Bradshaw Mt Swim Team will utilize the pool
 - Lifeguard training, in-service & testing continue
 - Partnered with the library's "Oceans of Possibilities" summer reading program which featured a professional mermaid.
 - Plan for more aquatic-themed events next season.
- Athletics Update:
 - Summer Soccer has 8 teams
 - Fall Volleyball to start in Sep
 - Fall Softball to start in Sep
 - Anticipated signup changes to rules for softball limiting signup to one team.
- Arts and Culture Update:
 - Music on the Green Series 7/30/22-9/3/22 (Civic Center Amp)
 - Summer Garden Art Show reception- 25 guests, 5 art pieces sold
 - Watercolor Show reception- 50 guests, Friends of Parks & Recreation offered winners gift cards
 - NAZ Watercolor Society to start meeting at Library ea. month
 - P&R Arts Showcase 8/15/22-8/30/22
 - Idle Hands Showcase 9/6/22-10/14/22
 - Famous AZ Stars Showcase Oct-Nov
 - New pocket maps art locations- Civic Center & area Parks
 - Working on map kiosk locations
 - Virtual tour to be completed Sep
 - Anticipating metal art display @ Sunflower Park
- Special Events Update:
 - Red, White & Boom review-

Red, White, and Boom, event on July 4th was very successful with approximately 5,000 participants, 17 bounce houses, 7 food trucks, and a beer garden provided by the Chamber of Commerce. Recommended changes for next year pertain to parking and staking of the bounce houses to protect the irrigation lines and the overall safety of the guests.

Fandomania

Fandomania will be held at the Findlay Toyota Center Saturday, August 13, 2022 from 10 a.m. to 4 p.m. There will be a suggested donation fee



of \$1 that will go to The Friends of the Library. Fandomania is a Comicon event with workshops, vendors, and a cosplay contest. There will also be around 45 comic and movie-inspired vehicles on display outside the event center.

Winter Spectacular

Prescott Valley Winter Spectacular is planned for Saturday, December 3rd from 2 to 6 p.m. It will be a family-friendly event including ice skating, a mini Polar Express-themed train, food vendors, and arts & crafts. The event will be both indoor and outdoor. Performances and youth performances will be provided by the Chamber of Commerce. Following will be a light parade. The winner of the parade will be given the honor of turning on the Civic Center Lights.

- Marketing Update:
 - FB & Instagram likes are up for both P&R and A&C
 - 32 new followers on Instagram
- Parks Update:

Deputy Director Kieren, reported on the following-

 - The pickleball courts at Antelope Park are complete and open with just a few minor projects remaining such as sidewalk completion, retaining wall, and landscaping.
 - The restroom (for which Park?) has been ordered and may not be in until April.
 - The LED lights, playground, and ramada for Sunflower and Antelope Parks Additional upgrades being considered for the Sunflower Park include a sand volleyball area, new Multi-Use Path (MUP), electrical, new irrigation on the fields, and additional parking.
 - New athletic fencing and backstops should be installed by October 2022. New asphalt, overlay, and handrail for parts of the Central Core MUP and outside the right-of-way MUP will go up for bid in September.
 - A new basketball court at Tonto North is in the preliminary development phase and will go up for bids in September 2022 with hopes to be completed in October 2022.
 - The Ball field lights at Antelope as well as the new synthetic turf at soccer field 1 at Mountain Valley Park (MVP) are projected to be installed in December 2022.

Commissioner Sinclair inquired about the debris and bridge at Fain Lake. Deputy Director, Kieren explained, that for safety reasons, no cleanup can take place until the weather has improved. Commissioner Sinclair suggested that the walking bridge be replaced with a more attractive



one. Deputy Director Kieren explained that they are aware the bridge needs repairs and have looked at a free-standing bridge. However, a new bridge will be very expensive.

6. Department Update – For Review and Possible Action

- a. Chairperson’s Report –Chair Byrum welcomed Rebecca Riffle-Bakody. She will be sworn in as a new commissioner on Thursday, August 11 during the regular council meeting.
- b. Tree Advisory Board –Deputy Director Kieren reported that 3 plaques were installed in previously planted trees today. The most popular area, Mountain Valley Park Memorial Hill is now getting full and new locations for future memorial tree applications will have to be considered.

7. Old Business

- a. Commissioner Sinclair asked about the waterfall, not in operation at Fain Lake. Deputy Director, Kieren explained there is currently a power issue in that area. It will be a very expensive project and there are no funds available to cover it. He added that the fountain in the water oxygenates the water currently. Commissioner Sinclair suggested putting together a list of projects that may qualify for grants.
- b. Commissioner Smith inquired about the Civic Center waterfall. Deputy Director, Kieren, and Recreation Manager, Badal updated that the plan is to repaint and reface the waterfall walls to be more appealing-

8. New Business

- a. Youth Athletics Agreement, Discussion, and Vote- Recreation Manager, Badal reports we are currently in the process of streamlining the criteria for youth organization free fields starting 2023. Parameters will be put in place to see who fits the free field criteria.

Commissioner Byrum made a motion to approve the Youth Athletics Agreement as presented. Commissioner Andy Sinclair seconded the motion. Motion carried unanimously by those members present.

- b. Vendor Permit – Special Events & General Use, Discussion and Vote- Recreation Manager, Badal reports we are implementing new Vendor Permits for Town Special Events & General Use. Both permits will include a required percentage of gross sales paid back to the Town, and a fee for vendor booths during Town Special Events.

Commissioner Smith made a motion to approve the Vendor Permit- Special Event & General Use as presented. Commissioner Andy Sinclair seconded the motion. Motion carried unanimously by those members present.

- c. Vice Chair Nominations and Vote- Commissioner Smith was unanimously nominated and voted as the new Vice-Chair to replace the current Vice-Chair Scott Byrum.



9. Director's Report

- a. Director, Casey Van Haren is happy to report that the Parks and Recreation staff requirements are now full. The recent addition to the team is the New Marketing Coordinator, Breanna Eastlick.
- b. Director Van Haren also acknowledged Parks Manager, Nick Groblewski for his ability to manage various simultaneous projects effectively and efficiently.

10. Unscheduled Public Appearances

(Comments from the Public: Those members of the public wishing to address the Parks and Recreation Commission need not request permission in advance. We ask that you please provide your name and address for the record prior to providing any comments. Any remarks provided tonight shall be addressed to the Commission as a whole and not any member thereof. Such remarks shall be limited to five (5) minutes per person, as indicated by the time unless additional time is granted by the Chairperson. At the conclusion of the unscheduled comments, individual members of the Commission may respond to the item addressed at the discretion of the Chairperson, or they may ask the Director to review the matter or ask that the matter be placed upon a future agenda.)

A member of the public who introduced herself as Janelle was given the opportunity to voice her concerns regarding the newly constructed Disc Golf in her area of residence. Chair Byrum acknowledged the issues presented and recommended a review of said issues.

11. Next Meeting

- a. Regular Meeting: Tuesday, September 13, 2022, at 5:30 pm, Crystal Room

12. Adjournment

With no further questions or comments, Chairperson Byrum said the meeting stands adjourned. The meeting adjourned at 6:41 p.m.

Respectively submitted by:

Heather Westcott, Administrative Staff

Commissioner Kay Gorman, Secretary

Date:

Telephone (928) 759-3100 • Fax (928) 759-3125 • prescottvalley-az.gov • TTY (928) 759-3000



Town of Prescott Valley

Community Services Department
Parks, Arts, and Recreation

7501 E. Skoog Blvd.
Prescott Valley
Arizona 86314

DRAFT



Town of Camp Verde
Parks & Recreation Division
395 S. Main Street, Camp Verde, AZ 86322
928-554-0820 opt. 3 Fax 928-567-1540

Memo To Council

September 12, 2022

This memo is being written to provide information about other municipalities that have Parks and Recreation Commissions. The information will be broken down by community and include how the Commission was established, how many people are appointed and how, meeting information and any additional information I was able to gather that may be useful. There is supplemental documentation including Ordinances, agendas, and minutes from some of these Commissions if it is needed.

COTTONWOOD

- *City of Cottonwood decommissioned their Commission. They struggled to fill the seats and having a quorum at meetings which is why it was decommissioned mid-2021.
- *It was established by Ordinance.
- *It did consist of 7 people appointed to their positions by Council.
- *This Commission was advisory in nature working with both the Council and Parks & Recreation Director when it came to budget priorities for facilities and programming. They reviewed plans for projects through the City Manager. They also had input on policies, rules, and regulations relating to facilities.
- *Cottonwood currently use community led work groups for any project or item needing outside input.

CLARKDALE

- *Clarkdale established their Commission via ordinance.
- *It is made up of 5 people appointed by Council.
- *The Commission assists Council in purchasing, sale, and lease of land, establishing priorities, setting regulations, developing fees, and acceptance of gifts for Parks & Recreation.
- *They have a placeholder every month for meetings, but only have meetings when there are actions items or items for review.
- *Clarkdale staff did note that it takes quite a bit of time to prepare for meetings and develop agendas and minutes.

PAYSON

- *Payson's Commission was established by Ordinance in April of 1976.
- *It consists of 7 people who are nominated and appointed by Council. They serve 3 year terms.
- *It was originally established for providing Use Permits and related matters, but that is not what the Commission does currently. They make recommendations to Council regarding park priorities, fees, and events.
- *This Commission is required to meet at least 4 times per year.

PRESCOTT

- *Prescott has a Parks & Recreation Board that was formed in 2008.
- *The Board was established via Resolution.
- *The Board consists of 5 people appointed by Council serving 2 year terms.
- *The Board's objectives are to make recommendations to Council regarding the development and maintenance of recreational facilities, activities, and services of Parks & Recreation for the public.
- *The Board meets on an as needed basis.

COCONINO COUNTY

- *Coconino County's Commission is a 10 member Board appointed by the Board of Supervisors.
- *Members serve a 6 year term. They currently have 3 vacant seats on the Commission.
- *The purpose of the Commission is to provide a citizen body that is responsive to the community to make recommendations regarding the development and operation of a well-balanced system of parks, programs, trails, and events.
- *Commission holds meetings as needed but have placeholder for the first Thursday of each month at 4:00 pm.
- *This is the only Commission that mentions to be a member, they prefer knowledge or experience in park management, special event coordination, marketing, and tourism. The Board also prefers members have an affiliation with partner organizations such as social services groups, university community, local businesses, and conservation groups.



Agenda Item Submission Form – Section I

Meeting Date: September 28, 2022

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion and Direction to the Town Manager regarding the prioritization in filling the FY2023 Budgeted New Position Requests.

List Attached Documents:

1. FY 23 New Position Sheet

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviews and Comments Completed by:

Town Manager: Russ Martin Department Head: N/A

Town Attorney Comments: N/A Risk Management: N/A

Finance Department: N/A.

Background Information: This was at the request of the Mayor to have an update on the status of the hiring process for new positions in the FY23 Budget and have Town Council input on priorities.

Recommended Action (Motion):

Move to direct the Town Manager.

TOWN OF CAMP VERDE
FY23 New Position Requests

Dept	Position	Requested			Manager Recommended			Council Direction				Status?	
		Hours	An. FTE's	Wages	ERE	An. FTE's	FY23 Budget	An. Impact	An. FTE's	Hire Date	FY23 Budget		An. Impact
Administration													
	Deputy Town Manager	40	1.00	\$130,000	\$40,000	1.00	\$170,000	\$170,000	1.00	7/1/2022	\$170,000	\$170,000	Advertise October
	Town Attorney	20	0.50	\$100,000	\$20,000	0.00	\$0	\$0	0.00	N/A	\$0	\$0	Readvertising Currently
	EconDev Dir 3-month Overlap	40	0.25	\$25,300	\$10,120	0.25	\$35,420	\$0	0.25	N/A	\$35,420	\$0	Council Review In October then advertise
Public Works													
	Engineer	40	1.00	\$66,560	\$26,650	1.00	\$93,210	\$93,210	1.00	7/1/2022	\$93,210	\$93,210	Approval of Job Description then out to Advertise ASAP
	Stormwater Tech	40	1.00	\$58,240	\$24,990	0.25	\$20,808	\$83,230	0.25	4/1/2023	\$20,808	\$83,230	Job Description once Utl. Director Starts, then advertise in March 2023
	Maintenance	40	1.00	\$31,200	\$20,565	1.00	\$51,765	\$51,765	1.00	7/1/2022	\$51,765	\$51,765	Filled
	Maint Seasonal		0.25	\$7,200	\$890	0.25	\$8,090	\$8,090	0.25	7/1/2022	\$8,090	\$8,090	Seasonal
Community Development													
	Sen. Code Officer	40	1.00	\$61,300	\$26,295	0.25	\$21,899	\$87,595	0.00	N/A	\$0	\$0	Not approved
	Sen. Bldg Inspector	40	1.00	\$58,390	\$25,680	1.00	\$84,070	\$84,070	1.00	7/1/2022	\$84,070	\$84,070	Not started
	Planner	40	1.00	\$55,600	\$25,090	0.25	\$20,173	\$80,690	0.25	4/1/2023	\$20,173	\$80,690	Advertise October
CVMO													
	Quartermaster	40	1.00	\$39,210	\$22,095	1.00	\$61,305	\$61,305	1.00	7/1/2022	\$61,305	\$61,305	Hired
	Admin Assist	40	1.00	\$31,200	\$20,490	1.00	\$51,690	\$51,690	1.00	7/1/2022	\$51,690	\$51,690	Hired
Wastewater													
	Operator	40	1.00	\$37,340	\$21,740	0.50	\$29,540	\$59,080	0.50	1/1/2023	\$29,540	\$59,080	Waiting Revenue (Reuse) Ordinance
	Director	40	1.00	\$104,000	\$32,500	1.00	\$136,500	\$136,500	1.00	7/1/2022	\$136,500	\$136,500	Nearly Hired
Library													
	Library Manager	40	1.00	\$57,930	\$24,925	1.00	\$82,855	\$82,855	1.00	7/1/2022	\$82,855	\$82,855	1/2 year cost only
	Library Clerk	19.5	0.50	\$13,580	\$1,205	0.50	\$14,785	\$14,785	0.50	7/1/2022	\$14,785	\$14,785	
	Library Clerk	19.5	0.50	\$13,580	\$1,205	0.00	\$0	\$0	0.00	N/A	\$0	\$0	
	Library Clerk	19.5	0.50	\$13,580	\$1,205	0.00	\$0	\$0	0.00	N/A	\$0	\$0	
	Increased hours	3	0.10	\$2,120	\$725	0.10	\$2,845	\$2,845	0.10	7/1/2022	\$2,845	\$2,845	
Parks & Rec													
	Coordinator	40	1.00	\$39,585	\$21,595	1.00	\$61,180	\$61,180	1.00	7/1/2022	\$61,180	\$61,180	Hired
	Rec Leader*	40	0.75	\$4,700	\$14,180	0.75	\$18,880	\$18,880	0.75	10/1/2022	\$18,880	\$18,880	Hired
Total		16.4		\$950,615	\$382,145	12.1	\$965,014	\$1,147,770	11.9		\$943,115	\$1,060,175	
				\$1,332,760									

* - The Rec Leader position request includes removing 2 part-time positions
What is shown is the net increase over the 2 current positions.



Agenda Item Submission Form – Section I

Meeting Date: September 28, 2022

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Update by the Town Manager and Discussion regarding the Town’s Project Manager position and project assignments.

List Attached Documents:

1. Updated CIP Sheet

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviews and Comments Completed by:

Town Manager: Russ Martin Department Head: N/A

Town Attorney Comments: N/A Risk Management: N/A

Finance Department: N/A.

Background Information: This was at the request of the Mayor to have an update on the status of the projects the Project Manager is working on and position department change and any possible direction to Town Manager

Recommended Action (Motion):

Move to direct the Town Manager.

Project ID	PROJECT Name	Budgeted	Approved by Council Date	Funding Source	GL Account Assigned	Spent	Encumbered Balance	Remaining Balance	Assigned to
	Animal Control Facility Upgrades	\$12,000.00	8/4/2021	ARPA Funds	21-610-20-790302	\$ 7,719.85		\$4,280.15	CVMO/Jeff kobel
	Box T Trailhead	\$106,000.00		State Grant				\$106,000.00	Jim Waters
	Building 300 Bathroom Renovation	\$105,000.00	8/4/2021	ARPA Funds	21-800-20-810000			\$105,000.00	Jeff Kobel
21-08-00006	Building 300 generator	\$175,000.00	8/4/2021	ARPA Funds	21-800-20-800000			\$175,000.00	Jim Waters
	Court Replace HVAC	\$12,360.00		General Fund				\$12,360.00	Jim Waters
21-11-00004	Court Security Checkpoint - #1	\$60,000.00	2/17/2021	Court Fund	05-330-20-821900			\$60,000.00	Jim Waters
21-11-00004	Court Security Checkpoint - #2	\$50,500.00	8/4/2021	ARPA Funds	21-300-20-811224	\$ 14,512.20		\$35,987.80	Jim Waters
	Equestrian Center Concession Stand	\$167,000.00		General Fund				\$167,000.00	Const Plans Appr
21-08-00003	Gazebo Replacement - #1	\$43,000.00	2/17/2021	Az Cares Act	03-420-20-751600			\$43,000.00	Jim Waters
21-08-00003	Gazebo Replacement - #2	\$5,000.00	6/2/2021	Az Cares Act	03-420-20-751600			\$5,000.00	Jim Waters
	Industrial Drive & Wilshire Roundabouts	\$34,000.00	9/2/2020	Az Cares Act	03-480-20-804000	\$ 15,013.04		\$18,986.96	Steve Ayers/Jim Waters
21-08-00008	Library LED lights Up Grade - #1	\$54,000.00	1/20/2021	SGIAC Grant	08-701-20-811211			\$54,000.00	Jeff Kobel
21-08-00008	Library LED lights Up Grade - #2 (Match)	\$54,000.00	1/20/2021	Az Cares Act	08-701-20-811211		\$47,791.88	\$6,208.12	Jeff Kobel
	Wayfinding Signs	\$185,000.00	8/4/2021	ARPA Funds	21-170-20-804000			\$185,000.00	Jim Waters
	Council Chambers	\$28,000.00	8/4/2021	ARPA Funds	21-180-20-704000	\$ 28,252.97		\$0.00	Cindy
	Radio Tower Repairs & Improvements	\$110,000.00	8/4/2021	ARPA Funds	21-600-20-804000			\$110,000.00	CVMO/Jim
	CVMO Dispatch consoles	\$135,000.00	11/3/2021	ARPA Funds	21-600-20-800000			\$135,000.00	
	Bldg 300 Entry Doors	\$30,000.00	8/4/2021	ARPA Funds	21-800-20-811211			\$30,000.00	Jeff/Steve D.
	ComDev Scanner	\$5,500.00	8/4/2021	ARPA Funds	21-500-20-800000	\$ 6,284.48		\$0.00	John Knight
	Sports Complex Broadband	\$125,000.00	8/4/2021	ARPA Funds	21-800-20-804000	\$ 76,491.19	\$0.00	\$48,508.81	Russ
	Mobile STEM Learning Lab	\$25,000.00	8/4/2021	ARPA Funds	21-700-20-800000	\$ 22,124.31		\$2,875.69	Kathy
	Main St. Sewer Line Replacement	\$960,000.00	8/4/2021	ARPA Funds	31-490-20-804011	\$ 70,333.80	\$606,064.00	\$283,602.20	Troy O
	Dickison Erosion Repair	\$348,500.00	8/4/2021	ARPA Funds	31-490-20-804012	\$ 42,686.50	\$48,750.00	\$257,063.50	Troy O
	Hauler Station Upgrades	\$300,000.00	8/4/2021	ARPA Funds	31-490-20-804013	\$ 62,411.98	\$71,556.10	\$166,031.92	Troy O
	3rd St. Residential Hook-ups	\$55,000.00	8/4/2021	ARPA Funds	31-490-20-804014		\$0.00	\$55,000.00	Chet/Troy
	Separate Main St. Comm Connections	\$35,000.00	8/4/2021	ARPA Funds	31-490-20-804014	\$ 35,000.00	\$0.00	\$0.00	Chet/Troy
		\$10,423.00	4/6/2022	ARPA Funds		\$ 10,724.57		\$0.00	
	Main St. Lift Station Repairs	\$35,000.00	8/4/2021	ARPA Funds	31-490-20-804014		\$0.00	\$35,000.00	Chet/Troy
	Yaqui Circle Line Replacement	\$57,500.00	8/4/2021	ARPA Funds	31-490-20-804014		\$0.00	\$57,500.00	Chet/Troy
	Repair Main North of I-17	\$45,000.00	8/4/2021	ARPA Funds	31-490-20-804014		\$7,000.00	\$38,000.00	Chet/Troy
	3rd St. & Maryvale Siphon Repair	\$100,000.00	8/4/2021	ARPA Funds	31-490-20-804014		\$0.00	\$100,000.00	Chet/Troy

Status / Phase	Associated Documents	Anticipated Time Frame	Start Date	Contractor	Contractor POC
Design					
Council	il Approved 8-17-22/Contractor verified existing bid id ok to hold. Contract signed 1st meeting on Sept 1st with TVB	Additional Funding Granted	4/14/2022	Tierra Verde	John Bassous
					Teirra Verde Builders
Design	Generator location has changed need to re-bid, metting with two contractors to rebid	3 Weeks		Received 2 bids	TBD
Design	Plans are approved by JW, working with Dorie to send to bid room			Out to bid	
Design	Project plans are approved, 1 Pre bid so far, est \$107,000 working with Dorie to get it out to bid.			Out to bid	
Design	1 Bid so far, \$107,000			Out to bid	
ove, need water and	Jim Approved plans. Need to sent to Bid room, working with Dorie			TBD	
Out to Engineer	Hired Joel Westervelt to provide a eng approved plans to use as a bid doc	3 months		TBD	
Out to Engineer	replacing all posts and new foundation 2' x 2' x 4' deep footing	3 months		TBD	
Adot Permit	Signs have been deliver to Maint yard, Street crew can't install, trying Abbco Sign installer for quote	is acceptable 3 to 4 weeks for install		In House	Jim Waters
Design	Install new LED lights	40 days		Connolly Electric	Charly Hazen
Design	Install new LED lights	40 days		Connolly Electric	Charly Hazen
Design	ed original designer and engineer, eng has retired, working with new arch and eng to see if they will take on the project				
Complete	Audio? Video?				
21					
Initial		TBD			
Complete					
Design		April-June 2022		TBD	TBD
Initial					
Design 20%					
Design 60%					
In Progress					
In Design	Working on two existing tie in's, to figure out where they are tied in ??				
Finished	Finished				
Finished					
In Design					
Scheduling Work	Materials Ordered and at the Sewer Plant, Contractor Notified to start work.				
Finished	Job Finished				
In Design					

Job Description



CIP Project Manager

Department:	Administration	Revised Date:	August 2021
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GENERAL PURPOSE: Under general supervision provides high-level professional and technical project management services leading a multi-disciplinary team in the planning and implementation of capital improvement project(s) from inception through completion of construction.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, coordinates, directs, and administers contracts for the design and construction of Capital Improvement Projects in the Town.
- Develops a project's scope of work and schedules for design and construction.
- Leads and supervises the construction administration supervisors and inspectors and manages the work of design and construction, providing technical expertise, guidance, and leadership for project completion of capital improvement projects.
- Resolves highly technical and varied project issues by analysis, review with stakeholders and developing and evaluating alternatives.
- Manages the scope, schedule, and budget of Capital Improvement Projects, including financial accountability for expenditures, procurement and budget creation and adherence.
- Responsible for obtaining all necessary permits from all applicable jurisdictional entities involved.
- Resolves procedural, operational, and other work-related design or construction problems, scheduling conflicts, or contract disagreements by meeting with staff, impacted agencies, contractors, consultants, developers, architects, and other project stakeholders.
- Provides professional advice and collaborative relationships with Town departments.
- Provides plan and specification review and clarification.
- Reviews and evaluates the work of technical consultants and contractors including design, calculations, utility coordination, inspections, testing and problem resolution.
- Determines land rights, bid packages and specifications, recommending contract awards, processing submittals, progress payments and change orders including managing bid requests, RFP's and RFQ's.
- Prepares, presents, and recommends technical reports, project presentations and Council reports to management, Council, Boards and Commissions.
- Conducts meetings with residents, owners, developers, architects, engineers, utility companies and partnering agencies relating to design expectations and engineering requirements for Capital Improvement Projects.

Job Description

- Communicates with the general public, local and other governmental officials, other Town employees, management, and contractors to provide information and direction in the coordination of project design and construction.
- Provides customer service by responding to various concerns and complaints from residents and local business owners in relation to projects.
- Works with an assigned agent for all right-of-way and easement acquisitions.
- Regular and reliable attendance; works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.
- Perform other duties as assigned.

MANAGERIAL RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

Education and Experience:

- A Bachelor's Degree in public or business administration, architecture, engineering, construction management, or related field: and four (4) years' experience in construction project management, civil engineering or similar area
- An equivalent combination of education and job-related experience may substitute for the educational requirement.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license;

Required Knowledge of:

- Town policies and procedures.
- Town safety rules and regulations, occupational hazards and safety precautions.
- Basic tools and equipment used in construction and maintenance. Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations and procedures, including Federal and State regulations and principles and practices of civil engineering, and the methods and techniques used in design and construction of capital improvement projects.
- Knowledge of project planning and principles; management techniques.
- Knowledge of alternative project delivery including On-Call Design, Job Order Contracting (JOC), Construction Manager at-Risk (CMAR) and Design Build (DB).

Required Skill in:

- Skill using computer software applications, including Microsoft Office products.
- Ability to manage large, complex and multi-disciplinary projects.
- Ability to understand business implications of decisions, complex engineering, and construction issues.
- Ability to refine project scopes to work within established budgets; develop and implement value engineering and cost saving measures at a project level to achieve overall project goals and objectives.
- Ability to utilize Town financial reporting and project scheduling to prepare, monitor and update Capital Improvement project budgets.

Job Description

- Ability to effectively communicate verbally and in writing and to prepare and present clear and concise reports and presentations to Town Boards and Commissions, Town Council, citizens, public agencies, and private entities.
- Ability to observe, review and check the work of contractors to ensure conformance to standards and local, state, and federal agencies.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This classification involves work that requires:

- Ability to establish and maintain effective working relationships with staff, other Town departments, and the general public. Work is generally performed in an indoor environment, although periods of outdoor activity will be required to include regular on-site project oversight.
- Attendance at meetings including evening and other Council meetings; as appropriate to Risk Management or at the Town Manager's direction
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

FLSA: Exempt

Salary Range: (21)