

**Town of Chino Valley
SPECIAL MEETING MINUTES
AD HOC MAGISTRATE EVALUATION COMMITTEE**

**April 23, 2012
4:30 P.M.**

**COUNCIL CHAMBERS CONFERENCE ROOM
202 N. STATE ROUTE 89, CHINO VALLEY, AZ**

Councilmember Linda Hatch called the meeting to order at 4:30p.m.

ROLL CALL

Members present: Councilmember Linda Hatch (Chair), Councilmember Darryl Croft, Mayor Chris Marley

Guests present: Judge Walker

3. REVIEW AND APPROVAL OF MINUTES

3a. Councilmember Darryl Croft moved, Mayor Chris Marley seconded to approve the March 26, 2012 minutes. Passed

4. DISCUSSION OF MODIFIED MAGISTRATE JOB DESCRIPTION

The committee discussed job description modifications:

- Adding Fair Labor Standard Act (FLSA) exempt status.
- Adding job qualifications of Doctor of Jurisprudence (JD), Bachelor of Laws (LLB), membership in the Arizona bar or equivalent degree.

5. DISCUSSION OF PROBLEMS WITH CURRENT TOWN CODE

The committee discussed following items for correction:

- Section 34.02A2 - correction to include "May appoint associate magistrate or special magistrates".
- Paragraph 3 - add provision "as assigned by Council" regarding time(s) the magistrate would be incapacitated.
- Have a list of back-up appointment(s), used on a temporary basis.
- Paragraph B2 - Powers and Duties of the Magistrate – clarify the wording of "docket".
- Paragraph 3 - the magistrate shall include the responsibility for fixing and receiving all bonds and bails. Revise the terms bond and bail and the court
- Paragraph 5 – submitting a monthly report to Council - revise – "provides oral or written periodic reports to Town Council on the state of the judicial branch".
- Paragraph 6 – preparation of a schedule or traffic violations not involving the death of a person. Clarification of the terms bail, bond, and fine.

6. NEXT MEETING DATE

Next meeting scheduled for May 14 at 4:30 p.m.

- Discuss contract vs. appointed employee
- Magistrate goals
- Evaluation

7. ADJOURN

Councilmember Darryl Croft moved, Mayor Chris Marley seconded adjournment. Passed 5:16 p.m.

Submitted this 15th day of May 2012.

By: Liz Hart, Town Clerk Assistant