

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

May 14, 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 4:30 p.m.

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

Guest present: Judge John Walker

3. REVIEW AND APPROVAL OF MINUTES

3a. April 23, 2012 minutes. Councilmember Croft moved Mayor Marley seconded to approve the minutes of the April 23, 2012 minutes. Passed

4. OLD BUSINESS

4a. Consideration of changes in Magistrate Job Description as requested by the General Services Director.

The General Services Director requested including the verbiage “should abide by procurement policy”. Judge Walker advised he abides by the procurement policy regardless of which funds are used. Discussion ensued regarding if same verbiage was included in other managers’ job description. Councilmember Hatch advised she would check into other job descriptions. Councilmember Croft moved Mayor Marley seconded, to accept the changes as requested by the General Services Director. Passed.

4b. Presentation by Magistrate John Walker regarding the status of an order enabling staff to call part time qualified magistrates, or other judges to temporarily handle court matters in the event of the disability of the Magistrate.

Judge Walker issued an order enabling staff to call in pro tems to handle temporarily court matters in the event he should become incapacitated. He will provide a copy of the order for the committee.

4c. Possible review of progress on changes in first section of town code relating to the magistrate and magistrate court.

Mayor Marley moved Councilmember Croft seconded to table item. Passed

5. NEW BUSINESS

5a. Review of wage and salary study preliminary information for Magistrate position; report by Linda Hatch on conversation with Matt Weatherly regarding the problems with the magistrate portion of the study and additional research on remuneration received by local magistrates and magistrates in towns of similar size located in Arizona.

Councilmember Hatch reported she spoke with Matt Weatherly regarding the magistrate position. He advised his findings are based on several towns of similar size and treated the position as a rank and file

employee not as a high-level employee. Councilmember Hatch is pursuing other wage ratings to present to Council in executive session on May 22.

- 5b.** Presentation by Magistrate John Walker on his recommendations for court improvement, what the history of the court, justification of a proposed salary for two (2) or four (4) years.

Judge Walker reported on the salaries, hours of operation, and personnel of other courts in the area. He advised Chino Valley court processes more cases than Sedona, Cottonwood or Camp Verde. He expressed the stability of a 4-year contract with bi-annual evaluation and the quarterly reports, setting goals and making adjustments. An evaluation mid fiscal year, January, to preview accomplishments and possible changes needed. End of fiscal year for the upcoming budget. He advised he has taken on several functions that should be staff functions, is writing a continuation of the Disaster plan on how to keep the court open, and spent court funds for improvement at the court, which do not come out of the Town's budget. He projected with the staff he has and the current projects within two (2) years the court will obtain the level of stability it has never had. Councilmember Hatch requested information on the location of the court's backup files.

- 5c.** Discussion of the value of a four (4) year or two (2) year appointment and contract vs. no contract for the position.

6. EXECUTIVE SESSION

Committee may elect to go into an executive session in order to discuss recommendations to be made to the full council regarding possible reappointment of Magistrate John Walker to a new two (2) year or four (4) year term (and terms of the contract such as salary and benefits, expectations, etc.) or to seek additional qualified applicants.

Mayor Marley moved Councilmember Croft seconded to close this portion of the meeting and go into executive session. Motion passed 3-0 at 5:10 pm. Councilmember Hatch reconvened at 5:23 pm.

Councilmember Hatch reported on executive session. The committee's recommendation to Council is:

- Offer the magistrate a two (2) year PSA with an option to continue for an additional 2 years.
- At the end of the first 2 years, the salary will be renegotiated.
- Salary with benefits for first two years of \$85,312, no furlough, plus benefits, pay grade 35 step 4.
- A provision written into the contract for a 60-day notice if magistrate decides to leave.

7. NEXT MEETING DATE

8. ADJOURN

Mayor Marley moved to adjourn, Councilmember Croft seconded passed at 5:25pm

Submitted this 12th day of June 2012.

By: Liz Hart, Town Clerk Assistant