

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

**August 13, 2012  
4:30 P.M.**

The Ad Hoc Magistrate Evaluation Committee of the Town of Chino Valley, Arizona, convened for a regular meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona.

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

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

Members absent: Lon Turner

Staff present: Magistrate John Walker, General Services Director Cecilia Watts, Rhonda Apolinar, Ron Grittmann

**3. REVIEW AND APPROVAL OF MINUTES**

**3a.** July 23, 2012 minutes

Councilmember Croft moved Councilmember Hatch seconded to approve the minutes, passed.

**4. OLD BUSINESS**

**5. NEW BUSINESS**

**5a. Discussion of court budget**

Judge Walker advised on types of court funds:

- Court Improvement Fund – \$27.00 court improvement fee used to fund court improvements, technologies, operations. Current balance approximately \$43,000.00
- Judicial Collections Enforcement Fund (JCEF) – A state statute surcharge a percentage allotted to the courts primarily used for collection efforts and training, seminars, and can be used for court operations. Current balance approximately \$37,754.00
- Fill the Gap Fund – authorized by state statute is a multifunctional fund, employee retention. Money is set aside but must apply to the Supreme Court for use. Current balance approximately \$22,604.00
- Collections Fund – set up by Town ordinance. June 2012 balance was \$41,723.00 and historically the balance is rolled-over at the end of the year currently per Caselle the fund is at \$19,000.00. The fund used to pay for fifty percent a part time clerk starting in October 2010.
- General Fund – Town's funding for the 2011-2012 budget was \$275,000.00 of which personnel costs was \$175,000.00 (authorized salaries and benefits).

**5b. Discussion of status of unidentified funds, projected availability, approximate amount available to the town**

Rhonda Apolinar reported on her efforts to account for approximately \$40,000.00 in unidentified funds. She worked with the Administrative Office of the Court (AOC) who provided Crystal reports from 1990 to current on Bond accounts and compared them to court accounting. Approximately \$950.00 in bonds was paid-out and the Bond account is now current and accurate.

AOC ran Crystal reports on Restitution accounts checking restitution payment to victims and she is currently working on reconciling the account. It is estimated approximately 6-7 thousand dollars may need to be paid-out to victims.

The court has established balance sheets/spread sheet to help insure payment go into and come out of the correct accounts.

It is estimated approximately \$36,000.00 will remain in unidentified funds and upon determining which funds are abandoned the State, County, Town, and Court will determine how the remaining funds are distributed.

**5c. Presentation and discussion of availability and potential use of court funds under the control/supervision of the AZ Supreme Court – referred to Council**

**5d. Presentation and discussion of the three individual court support positions including general funding, salary ranges and benefits, town personnel policies regarding these positions – Referred to Council.**

Judge Walker discussed the Comp, Class positions of supervisors in the Town being at grade 24, and supervised employees being (5) five grades down. This Court Administrator position assigned grade 21 causing other employees 5 grades down at grade 17. He questioned the method of determining the grade, if it is job description and its equality. Judge Walker advised there is a difference in pay between Justice and Superior court.

**5e. Discussion of potential use of funding controlled by the court system in support of these positions – referred to Council**

**5f. Discussion about surveying other legal options for maintaining a magistrate court**

The council discussed the following topics

- An increase of fine fees as an option
- Change in various town code to parrot State codes on civil traffic violations
- Hire a Justice of the Peace court
- Shared court

**6. EXECUTIVE SESSION**

**7. NEXT MEETING DATE**

Next meeting scheduled for August 27, 2012 at 4:30 p.m.

**8. ADJOURN**

Councilmember Darryl Croft moved Councilmember Linda Hatch seconded to adjourn the meeting. Passed at 5:40 p.m.

Submitted this 24th day of September 2012

By: Liz Hart, Town Clerk Assistant