

COUNCIL MINUTES

April 9, 2015

The City Council of the City of Mesa met in a Study Session in the lower level meeting room of the Council Chambers, 57 East 1st Street, on April 9, 2015 at 7:34 a.m.

COUNCIL PRESENT

John Giles
Alex Finter
Christopher Glover
Dave Richins
Kevin Thompson

COUNCIL ABSENT

Dennis Kavanaugh
David Luna

OFFICERS PRESENT

Christopher Brady
Debbie Spinner
Dee Ann Mickelsen

Mayor Giles excused Vice Mayor Kavanaugh and Councilmember Luna from the entire meeting.

1-a. Hear a presentation and discuss an update of the City's Health and Wellness Center.

Human Resources Director Gary Manning introduced Employee Health and Wellness Manager Cristin Connor, who displayed a PowerPoint presentation (**See Attachment 1**) that outlined clinic utilization statistics for the Mesa Employee and Family Health and Wellness Center. He also introduced Primary Care Physician Cheryl Wathier, D.O. and Dr. Donna Milavetz, M.D., M.P.H., owner and founder of Onsite Care Incorporated, who were prepared to address the Council.

Ms. Connor displayed a chart that reported the monthly utilization of the Wellness Center and reported that the use of the center has exceeded the project's expectations and that staff is currently looking towards future expansion and growth. (See Page 2 of Attachment 1)

In response to a question from Councilmember Glover, Ms. Connor stated that the center has the capacity for expansion and added that there are currently three providers in the center, serving approximately 10% of the City's employee base.

Dr. Wathier continued with the presentation and displayed a chart that highlighted types of visits and reported that the center has a total of 1,214 patients and has had over 3,300 visits since the opening of the center. She added that 32% of sick and acute visits were during flu season. (See Page 3 of Attachment 1)

Dr. Milavetz commented that Onsite Care has had the privilege to serve numerous clients and municipalities throughout the state and noted that the Mesa Wellness Center has surpassed its goal of patients being served and credited the City's planning and dissemination of information for its success. She indicated that the difference between Mesa and other clinics is the level of

care for disease management; the rate at which dependents have utilized the services; and that employees and families are identifying the Wellness Center for primary care needs.

City Manager Christopher Brady thanked everyone for the presentation and reported a positive response from City employees relative to the Wellness Center. He commented on the need to increase employee and family health awareness and indicated that staff will continue to seek new approaches as the program continues to grow.

Councilmember Finter concurred on the excellent quality of service provided at the Wellness Center.

In response to a question from Councilmember Richins on how utilization will effect cost for employee healthcare, Mr. Brady responded that staff is comfortable that this service will assist in long-term medical payouts by providing preventive care and educating and identifying chronic disease.

Mayor Giles thanked everyone for the presentation and commended staff and Council for bringing the project forward.

1-b. Hear a presentation and discuss an update of the Photo Safety Program.

Assistant Police Chief Mike Dvorak addressed the Council and provided an update on the Photo Safety Program. He introduced Police Lieutenants Aaron Spicer and Michael Bellows, who were prepared to assist with the presentation.

Lieutenant Spicer displayed a PowerPoint presentation (**See Attachment 2**) and explained that through the Photo Safety Program, Mesa residents are learning better driving habits and car crashes have been reduced.

Lieutenant Spicer played a video that is used for social media outreach and highlighted the five directives from Council that are being implemented by Mesa's Photo Safety Steering Committee. He added that the Committee is comprised of various participating departments and agencies. (See Pages 3 through 5 of Attachment 2)

Lieutenant Spicer provided an update on each of the Council's directives as follows:

- Implement a system to ensure improvements in the program.
- Research the expansion of school zone cameras.
- Eliminate the photo enforcement vans.
- Reinvest funds back into the Traffic Safety Plan.
- Present a formal City Council Program review in one year.

Lieutenant Spicer reported that program improvements include establishing a Photo Safety Steering Committee, partnering with Mesa and Gilbert Schools, repurposing photo enforcement vans, and operating 20 photo safety intersections and five school zones. (See Pages 5 through 11 of Attachment 2)

Lieutenant Spicer provided a two year snapshot of photo enforcement violations mailed to Mesa residents and noted that violations have decreased by 7% when compared to non-residents, which he attributed to the educational traffic program. (See Page 12 of Attachment 2)

Lieutenant Spicer further reported that drivers are traveling slower through school zones and remarked that this is due to public awareness. He also displayed a chart of the regional comparison of change of average crashes before and after photo safety was installed in Mesa that illustrated a significant change of 37.5% in comparison to other valley cities.

Mayor Giles thanked staff for the presentation.

2. Information pertaining to the current Job Order Contracting projects.

Councilmember Richins requested an update on Job Order #1 - Red Mountain Softball Field Improvements. **(See Attachment 3)**

Parks, Recreation and Commercial Facilities Director Marc Heirshberg reported that improvements to the Red Mountain Softball Field include rehabilitation of the softball field for seasonal use.

3. Acknowledge receipt of minutes of various boards and committees.

3-a. Public Safety Committee meeting held March 26, 2015.

It was moved by Councilmember Glover, seconded by Councilmember Richins, that receipt of the above-listed minutes be acknowledged.

Mayor Giles declared the motion carried unanimously by those present.

4. Hear reports on meetings and/or conferences attended.

Councilmember Glover: Mesa Community College 50th Anniversary Celebration

Mayor Giles: East Valley Mayor's Prayer Breakfast
Mayors Day of Recognition for National Service

5. Scheduling of meetings and general information.

City Manager Christopher Brady stated that the meeting schedule is as follows:

Thursday, April 9, 2015, 9:00 a.m. – National Stand Up for Transportation Parade Day

Friday, April 10-12, 2015, 8:00 a.m. – Cyclo Mesa

Saturday, April 11, 2015, 9:00 a.m. – Household Hazardous Waste Collection Event

Thursday, April 16, 2015, 7:30 a.m. – Study Session

Saturday, April 18, 2015, 12:00 p.m. – Celebrate Mesa/Pioneer Park

6. Adjournment.

Without objection, the Study Session adjourned at 8:11 a.m.



JOHN GILES, MAYOR



ATTEST:



DEE ANN MICKELSEN, CITY CLERK

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Study Session of the City Council of Mesa, Arizona, held on the 9th day of April, 2015. I further certify that the meeting was duly called and held and that a quorum was present.



DEE ANN MICKELSEN, CITY CLERK

abg
(Attachments – 3)



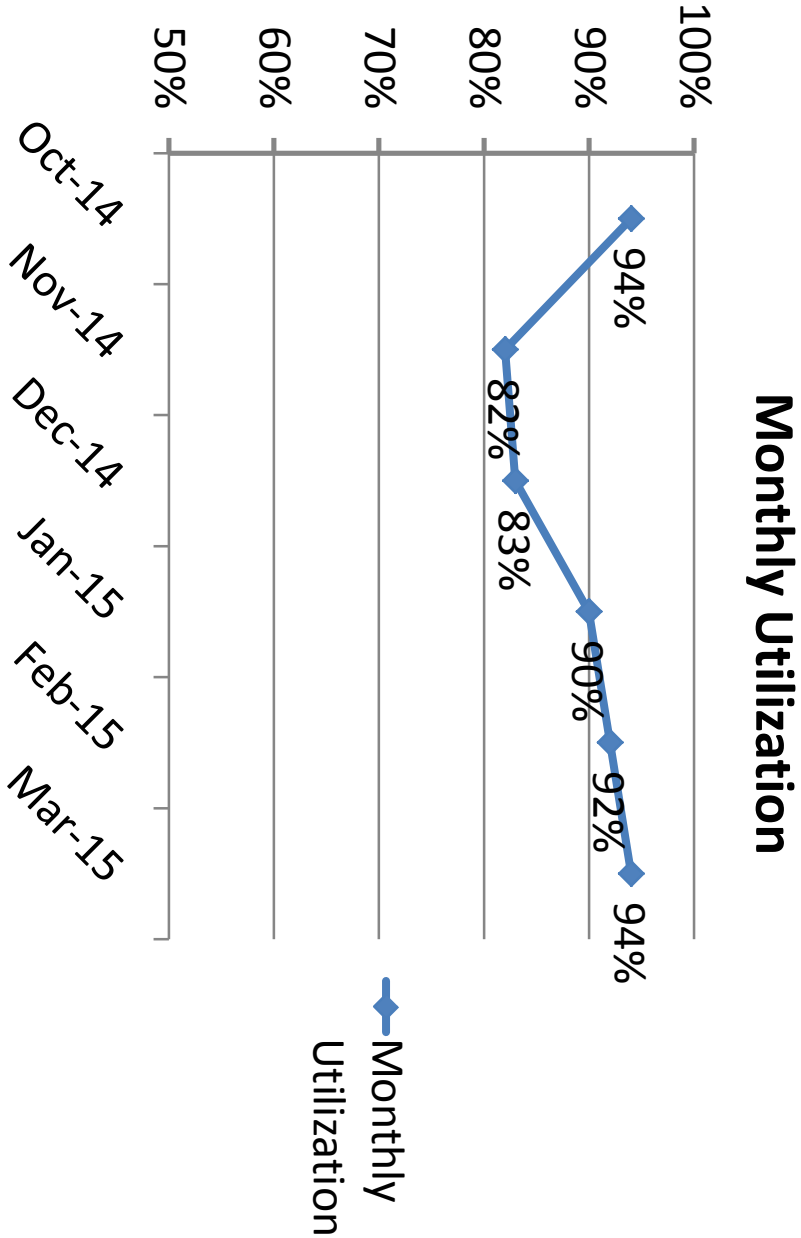
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Employee & Family

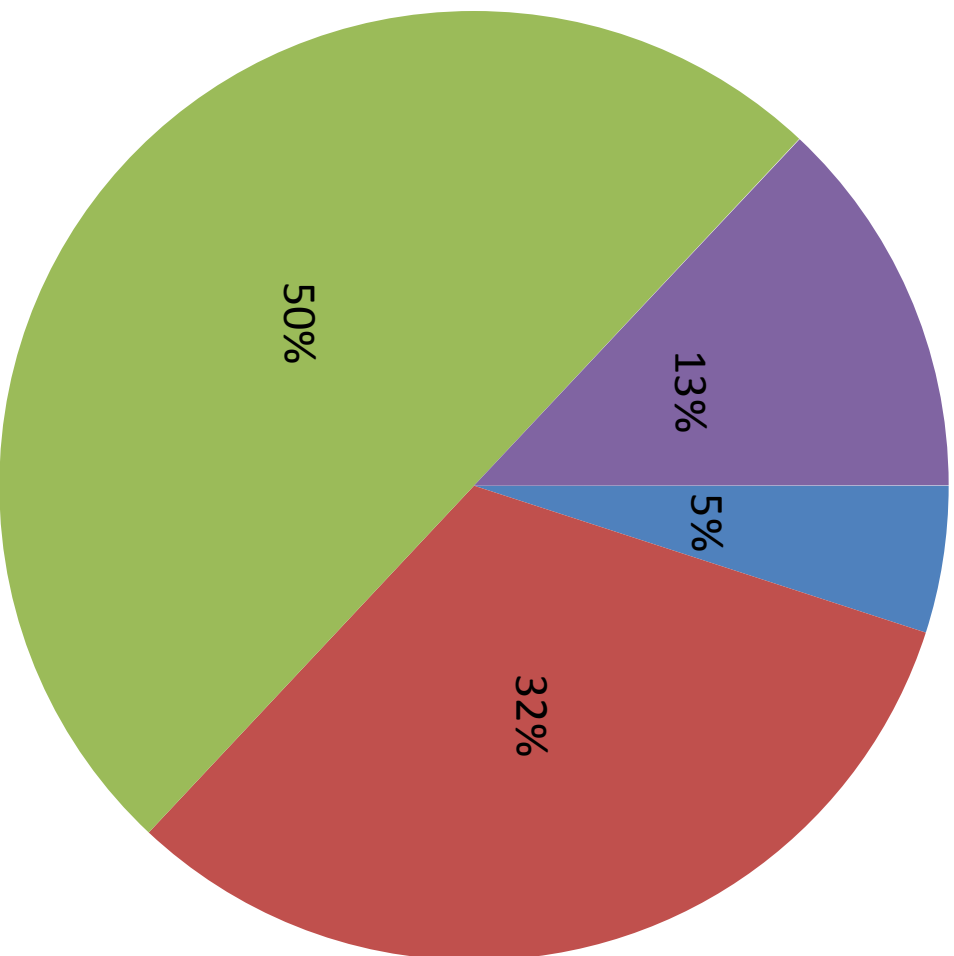
HEALTH & WELLNESS

Clinic Utilization



Scheduled Provider Visits / Total Available Provider Visits by month

Type of Visit



- Annual Wellness Visit
- Sick/Acute Visit
- Disease Management Visit
- Nurse Visits

Total # of New Patients Served: 1214 on 3/26/15
Total Provider Visits : 3306
Provider Telephone / Web encounters: 1373 (not included in above data)

Clinic Success

Chronic Disease In Treatment:

| | |
|-----------------------------|-----|
| • Diabetes: | 101 |
| • Heart Disease: | |
| • Hypertension: | 98 |
| • Hyperlipidemia: | 156 |
| • Cancer: | 10 |
| • Thyroid Disease: | 49 |
| • Musculoskeletal Disease: | 285 |
| • Depression/Anxiety: | 107 |
| • Insomnia/Sleep Disorders: | 127 |
| • Asthma: | 56 |
| • Gastrointestinal: | 40 |
| • Migraine: | 65 |

| | |
|-----------------------|-----|
| Annual Physical Exams | 179 |
|-----------------------|-----|

| | |
|-----------|----|
| CDL Exams | 39 |
|-----------|----|

Chronic Disease Education

- “Healthy Living With a Chronic Disease”:
 - 2 classes completed
 - 28 in attendance
- “Healthy Living with Diabetes”:
 - 1 class completed
 - 14 in attendance

Classes offered again in June

Nutrition Education

- “Food Facts” is a four week course on Macronutrients
 - Carbohydrates
 - Fat
 - Protein
 - Fiber
 - discovering new foods and how food effects our body chemistry
- Currently 2 courses offered on the learning center
 - Both are full at 14 attendees
 - Working with Fire Wellness to offer course for department

PHOTO SAFETY COMMITTEE PRESENTATION



April, 2015

The Traffic Safety Program Works!

- Mesa Residents are learning better driving habits
- Crashes have been reduced substantially compared to neighboring cities



April, 2015

The Traffic Safety Program Addresses these Situations



April, 2015



Council Directives

Directive 1 - Implement a system to ensure improvements in the program

Directive 2 - Research the expansion of school zone cameras

Directive 3 - Eliminate the photo enforcement vans

Directive 4 - Reinvest funds back into the Traffic Safety Plan

Directive 5 - Present a formal City Council program review in one year



April, 2015

Mesa's Photo Safety Steering Committee is a Cooperative Effort

Participating Departments and Agencies:

- Engineering
- Transportation
- Police
- American Traffic Solutions (ATS)
- Courts
- City Manager's Office
- PIO
- Purchasing/Procurement
- Mesa Residents
- Mesa and Gilbert Public Schools
 - Fully support the program
 - Sends out 63,000 notices to parents each Fall



April, 2015

Council Directives

Directive 1 - Implement a system to ensure improvements in the program.

- Photo Safety is part of an overall **3 E's** Traffic Safety Plan comprised of:
 - **Engineering** (Road design, pavement markings, warning/regulatory signs, crosswalk countdown timers)
 - **Enforcement** (DUI, seatbelt, school zones, commercial vehicles, photo enforcement)
 - **Education** (Mesa Municipal Court school presentations, child safety seat, crash car, driver's education, Parent Teacher Organization meetings, "reasonable suspicion" training, safety meetings, crossing guard training, bike/walk to school programs, & bicycle helmet distribution)
- Program improvements:
 - Established Photo Safety Steering Committee
 - Updated Mesa Police Department Policies (TRF 2.3 & TRF 2.8)
 - Established a complaint tracking and auditing database
 - Standardized statistical reporting through Transportation
 - Utilizing Social Media



April, 2015

Council Directives

Directive 1 - Implement a system to ensure improvements in the program

Social media:

Mesa PD Facebook/Twitter *DON'T DRIVE
DRUNK! DON'T RUN RED LIGHTS!*
14,936 Views since November



Red Light PSA – Mesa Channel 11 /
YOUTUBE



Mesa PD Facebook/Twitter *DON'T RUN RED
LIGHTS!!* 64,064 Views since October



April, 2015

Council Directives

Directive 2 - Research the expansion of school zone cameras

- Established partnership w/ Mesa Schools and Gilbert Schools
- Completed speed/feasibility studies for alternative school zones. Below are the 5 priorities for expansion:
 1. Porter Elementary-installation underway
 2. Red Mountain High School
 3. Mountain View High School
 4. Westwood High School
 5. Highland Junior High School
 - After road re-design, under second review
- NOTE: Dobson High School road design not compatible with speed cameras



April, 2015

Council Directives

Directive 3 - Eliminate the photo enforcement vans

- Completed as of 03/01/2014
- Vans re-purposed into Fleet



Photo: eastvalleytribune.com

April, 2015

Council Directives

Directive 4 - Reinvest funds back into the Traffic Safety Plan

Speed Trailers (Education & Validation)



Driver Feedback Boards (Education)



Moving Radar Program (Enforcement)



April, 2015



Council Directives

Directive 5 - Present a formal City Council program review in one year

- Addressed directives in this presentation
- Current photo safety program overview
 - Part of the Enforcement portion of the Traffic Safety Program
 - 20 photo safety intersections and 5 school zones
 - Cooperative effort
 - Results



April, 2015

Citation Summary- City Residency

Over time, photo enforcement violations mailed to Mesa Residents have decreased 7%, when compared to Non-Residents

| YEAR | MESA RESIDENTS | NON-MESA RESIDENTS |
|------|----------------|--------------------|
| 2006 | 44.6% | 55.4% |
| 2008 | 41.5% | 58.5% |
| 2010 | 41.8% | 58.1% |
| 2012 | 36.8% | 63.2% |
| 2014 | 37.4% | 62.6% |



April, 2015

Results – Drivers are traveling slower through school zones

In school zones, motorists speed (as measured in 85th percentile) was 8.1 mph during school hours & 4.2 mph after school hours

| SCHOOL ZONE | (85%) SPEED BEFORE INSTALL | | (85%) SPEED AFTER PHOTO CAMERAS AND DRIVER FEEDBACK FLASHERS INSTALLED (2014 Data) | | REDUCTION IN (85%) SPEEDS | |
|---------------------|----------------------------|--------------------------------|---|--------------------------------|---------------------------|--------------------------------|
| | SCHOOL HOURS (35 mph) | AFTER SCHOOL HOURS (45 mph) | SCHOOL HOURS (35 mph) | AFTER SCHOOL HOURS (45 mph) | SCHOOL HOURS (35 mph) | AFTER SCHOOL HOURS (45 mph) |
| Franklin @ Brimhall | 43.5 | 50.5 | 34.9 | 46.7 | -8.6 mph | -3.8 mph |
| Freemont JHS | 44.6 | 50.0 | 36.8 | 44.8 | -7.8 mph | -5.2 mph |
| Mesa HS | 42.0 | 45.4 | 34.5 | 42.0 | -7.5 mph | -3.4 mph |
| Rhodes JHS | 46.6 | 48.2 | 36.8 | 45.3 | -9.8 mph | -2.9 mph |
| Skyline HS | 44.0 | 51.9 | 37.1 | 46.3 | -6.9 mph | -5.6 mph |
| AVERAGE | | | | | -8.1 mph | -4.2 mph |

Source: Speed Study Data City of Mesa Transportation Department



April, 2015

Results – Mesa Residents are Applying the Learning Citywide

Citywide Comparison of Change of Average Annual Crashes Before* and After** ATS Photo Safety was Installed in Mesa

| Intersection | % Change |
|----------------------------|----------|
| Active Photo Enforcement | -30.8 |
| Inactive Photo Enforcement | -35.7 |
| Comparison Locations *** | -27.9 |
| Citywide | -37.5 |

* 2001 to 2005
** 2007 to 2013
*** Comparison locations are selected signalized intersections where photo enforcement has not been installed
Characteristics are similar to photo enforcement locations



Results – The 3 E's work (Engineering, Enforcement, Education)

Mesa's Traffic Safety Program is a Success!

Regional Comparison of Change of Average Annual Crashes Before* and After** ATS
Photo Safety was Installed in Mesa

| AGENCY | % CHANGE |
|-----------------|----------|
| Mesa | -37.5 |
| Phoenix | -20.2 |
| Arizona | -16.6 |
| Scottsdale | -14.5 |
| Maricopa County | -14.4 |
| Tempe | -14.3 |
| Chandler | -8.8 |
| Glendale | -2.9 |
| Gilbert | +25.3 |

* 2001 to 2005
** 2007 to 2013



April, 2015

Thank You



April, 2015

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| MESA POLICE Traffic Section Supplemental Manual | Photo Safety & Towing Unit Programs | TRF 2.3 Effective Date 1/26/15 |
| Approved by: Chief of Police | Chapter: Enforcement & Investigation | Page: 1 of 9 |

1. PURPOSE

This order establishes ~~provides~~ the requirements and procedures for the Mesa Police Department (MPD) Photo Safety & Towing Unit Programs.

2. PHOTO SAFETY PROGRAM

CITATION PROCESS:

- When a Photo Safety violation is received from the vendor, the designated Mesa Police Department (MPD) personnel will review every photograph for the following:
 - The vehicle matches the photograph.
 - The filing time has not expired.
 - The violation information is correct.
- LE WEB will be used to compare driver's license photos to the violator's photo for Arizona drivers/owners only.
- No citation will be accepted for submission to the City of Mesa Municipal Court unless all of the above information is correct and approved. Any questions or rejections will be submitted to the Traffic Program Coordinator.

DISMISSING AND REISSUING CITATIONS:

- When a registered vehicle owner provides proof (copy of driver's license) he/she is not the driver of the vehicle, the citation may be dismissed. If the information on the actual driver is supplied, the citation will be dismissed and re-issued to the responsible party.
- The citation must be re-issued within sixty (60) days of the original violation date.

CITATION ISSUANCE PROCESS:

- The original citation is mailed to the defendant by the vendor, in the time frame spelled out in the contract.
- When there is no response within thirty (30) days to the original citation, the following will occur:
 - The City of Mesa Municipal Court will generate a file from the citations, which have not had any defendant response within thirty (30) days from the original violation date.
 - The computerized file will be updated via the Vendor's Program and Court System. This will automatically update the Process Server file.

PROCESS SERVICE:

- The automated Process Service list will be updated by Vendor personnel for the Process Service vendor.

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- The Process Service vendor will develop copies of the citation to be served in person to the defendant. These citations are called "SIP's" (Served In Person) citations. The designated Photo Safety Enforcement member will:
 - Approve the Process Service list.
 - The Photo Safety Enforcement Unit will ensure Process Servers will adhere to the Arizona Rules of Civil Procedure, Rule 4, and will investigate any complaints made in reference to the process service.
 - Process service of the summons and complaint form must be completed within ninety (90) days after the complaint has been filed with the City Court. When the complaint is not served within the ninety (90) day time frame, the complaint shall be dismissed in accordance with civil procedures.

UNDELIVERABLE CITATIONS:

- Undeliverable citations shall be dismissed in the Vendors Program. This will update the Court ACIST system and the Process Server files.

VIOLATIONS ISSUED FOR CITY OF MESA (COM) VEHICLES:

- Refer to **DPM 1.8.40 On-Duty Members Receiving Photo Safety Violations** for guidelines related to Mesa Police Department (MPD) vehicles.
- Notice of Photo Safety Violations received for other City of Mesa (COM) employees driving City vehicles shall be sent to the affected Department Head for review, along with a request to identify the COM employee driving the offending vehicle.
 - The citation will be issued to the employee identified as the driver.
- The designated Photo Safety Enforcement member, or designated MPD personnel, shall testify in court on all citations issued to COM employees.

OUTSIDE AGENCY VIOLATIONS:

- Photo Safety violations received for other government agencies shall be sent to that agency for review with a request to identify the driver of the offending vehicle.
- A citation will be issued in the driver's name when the driver is identified.
- The outside government agency may request a dismissal of the citation only by submitting such a request on department letterhead. This request will be made by the supervisor of the offending employee.
- These requests will be reviewed and approved by the Traffic Program Coordinator or designee.

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COURT PACKETS AND PROCEEDINGS:

- Photo Enforcement packets for court proceedings are obtained via the Vendor's Program by Photo Safety Enforcement members and Vendor personnel. Vendor personnel will provide court testimony as needed.
- ~~The Photo Radar Enforcement Packet will include the following:~~
 - ~~○ Copy of the subpoena~~
 - ~~○ Copy of the citation~~
 - ~~○ Driver's license photograph~~
 - ~~○ Outlined testimony~~
 - ~~○ Deployment Log~~
 - ~~○ 2 front, and 1 license plate photograph (3 photos total)~~
 - ~~○ Camera Log Report~~
- The Red Light, Speed on Green and Fixed Speed Enforcement Packets will include at least the following:
 - Copy of the subpoena
 - Copy of the Citation
 - Driver's license photograph
 - Outlined testimony
 - Intersection diagram/Location diagram
 - 1 front, 2 rear, and 1 license plate photograph (4 photos total)
 - Camera Log Report
- Photo Safety Enforcement members and Vendor personnel shall arrive at the designated court at least fifteen (15) minutes prior to the hearing to explain the violation to the driver and provide him/her with copies of the photographs.
- Traffic Program Coordinator or designee will conduct random checks at the court to ensure that Photo Safety Vendor personnel are in compliance with current contract policies.

VENDOR BILLING:

- Each month a billing invoice will be received from both the Photo Safety vendor and the Process Service vendor. Each invoice shall be reviewed for accuracy and then submitted to the Traffic Lieutenant or designee for payment.

STATUTES AND RULES:

The following Statutes and Rules must be adhered to for Photo Enforcement:

- ARS 28-1201 thru 1205
- ARS 28-1592
- ARS 28-1593

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- ARS 28-1602
- Rule 4 of the Rules of Civil Procedure

3. TOWING UNIT PROGRAM- GENERAL GUIDELINES

Unit Process

- Verify all the information relating to the vehicle towed to include, but not limited to:
 - Vehicle year, make, model, license plate number, state and VIN number.
 - Owner and driver information.
 - Officer information, to include officer's signature and reason for the impoundment.
 - Location, date and Department Report (DR) number of the incident.
 - Tow company information.
 - Supervisor's signature.

Unit Forms

DPM 3.1.90F1

- Distribution
 - Original sent to the Records Section.
 - Towing Unit copy - Tow information is tracked by entering the tow details into the Excel database by year, month, date and type of tow to include:
 - Abandoned
 - Accident
 - Stolen
 - Assist
 - Arrest
 - Scan the tow form into electronic format for storage by year and month

DPM 2.7.40F1

- Distribution
 - Original sent to Records Section
 - One (1) copy sent to Senior Program Assistant in Towing Unit
 - Two (2) copies to be used for processing in the Towing Unit. The Towing Unit copy is then tracked by entering the tow details into the Excel database; day, year, month and date under 30 Day Tow.
 - Scan the tow form into electronic format for storage by year and month.

30 Day Impoundment

Pursuant to ARS 28-3511, the following procedures are to be followed:

- Collect vehicle information from ACIC/NCIC along with contacting the Officer, Tow Company, MVD and/or verification of vehicle information obtained through CAD, RMS and DMS.
- Enter the driver's information/reason for the 30-Day Impoundment in the Monthly Impound Summary Report.

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- Run vehicle VIN Number for repeat offenders and verify Letter of Agreement signed for possible citation. If the vehicle owner/spouse is a repeat offender within the last twelve (12) months and the owner/spouse fits the criteria for a 30-Day Mandatory Hold, make notes on the DPM 2.7.40F1 and notify the Police Investigator I responsible for issuing the citation pursuant to ARS 28-3512J.
- Enter the appropriate data in the 30-Day **Impound Tracking** database and perform the following process:
 - Assemble packets for processing the release of the vehicle to include; **Notice of Impoundment, Letter of Agreement, Authorization for Release, ACJIS/NCIC information**, and any other necessary information concerning the vehicle.
 - Prints letters for the owner, and any party, other than the owner, identified on the Department's record as having an interest in the vehicle. Letters will include information and be mailed first class, pursuant to ARS 28-3514, Sections C and D.
 - File the vehicle packets by Tow Company and chronologically by DR number order.
- On a daily basis, run CAD History and RMS inquiries to extract 30-Day Impound information and check for missing paperwork and reports indicated by CAD and RMS.
- Retrieve telephone messages and respond to them in a timely manner. Record all messages and calls on the Towing Unit phone log sheet.
- Assist MPD Members, other agencies, lien holders, tow companies and citizens with general information on impounded vehicles, departmental policies and Arizona State Statutes via email, phone, letters, or in meetings.
- Assist citizens on the phone and at the service window by providing the proper information for the vehicle impounded by the condition of impoundment. Conditions of Impoundment to include:
 - General tows being held by the tow company that may be released directly to the owner.
 - 30-Day Impound tows that require a Police Department release form from the Towing Unit.
 - Evidence tows that require a Police Department Member disposition to be released from the Evidence Section.
- Process releases to owners of 30-Day Impound tows by determining factors pursuant to ARS 28-3512 to include verification of:
 - Owner's/Spouse valid driver's license. Marriage certificate presented if the spouse is not listed as co-owner on the vehicle registration at the time of impoundment.
 - If the vehicle has been impounded for thirty (30) days and the owner is having another person drive the vehicle for them:
 - Owner's valid ID must be presented.
 - Authorized driver must have a valid driver's license.

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- If the vehicle has been impounded for thirty (30) days and the owner is not present, and the owner is having a person act as their agent:
 - Legible copy of the owner's valid ID must be presented.
 - Notarized letter from the owner/or Power of Attorney for the owner's vehicle.
- Proof of valid registration for the vehicle.
- Proof of financial responsibility for the vehicle.
- Proof of the interlock device if required.
- Funds for the Administrative Fee to be collected.
- Process releases to other parties with a valid interest in the vehicle of 30-Day Impound tows by determining factors pursuant to ARS 28-3512 to include verification of:
 - Copy of the title.
 - Affidavit of Repossession by the Lien Holder, or foreclosure documents.
 - Proof of financial responsibility by the Lien Holder.
 - Letter for the Mesa Police Department to be held harmless regarding the release of the vehicle to the Lien Holder.
 - Representative's valid driver license. Representative must provide validation to act as a representative and authorization for the release of said vehicle for the Lien Holder or party with a vested interest.
 - Any documentation required to provide proof of ownership/interest in the vehicle.
- Collect Administrative Fee for the release of the vehicle.
- Provide an **Authorization for Release** form to the interested party for presentation to the tow company, a copy of the **Authorization for Release** to the party for their records, and a copy of the signed **Letter of Agreement** to the party for their own record (if required).
- Enter the release information in the **Impound Tracking** database.
- Enter all release forms into DMS.
- Count and verify all funds collected for the Administrative Fees on 30-Day Impound tow releases on a daily basis. Verify starting amount before opening and at close of business day.
- Schedule and conduct Hearings on 30-Day Impound tows pursuant to ARS 28-3514 according to the following guidelines:
 - A record of **Administrative Impound Vehicle Hearing** form needs to be properly filled out and attached to the packet used for the release of the vehicle.
 - Hearings will be scheduled telephonically or in person at the Mesa Police Department Towing Unit location.
 - Hearing must be requested by the registered owner, or any party having an interest in the vehicle identified on the Department's record at the time of impoundment, within ten (10) calendar days of the **Notice of Impoundment** letter date.

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- Hearing shall be held within five (5) business days, excluding weekends and holidays, after the receipt of the request.
- Failure to request the hearing within the ten (10) calendar days, or to appear for the scheduled hearing, satisfies the post storage hearing requirements.
- Fill out citations for repeat offenders as required and mail them certified mail with return receipt.
 - Forward a copy of the citation to the Traffic Unit.
 - Record and track the citation in the Log Book and in the Excel database.
 - Track the return receipt through the mail process.
 - Track the citation through the Mesa Court.
- Collect monthly reports from the tow companies for vehicles they have filed and received titles for through the MVD. Towing Unit members will process the release paper work for titles received by the tow company and issue the **Authorization for Release** form to them.
- Attend inter-departmental meetings within the City of Mesa (COM) Police Department Towing Unit.

4. COURT PROCEDURES

ARS 28-3512J and ARS 28-3512K Citations

- Subpoenas:
 - Each subpoena shall be logged in the Towing Unit Court Subpoena Log Book. Subpoena will be assigned and given to the member of the Towing Unit as they are received from the court.
 - Member will be given two (2) subpoenas
 - Sign and return Copy #1 to the Senior Program Assistant.
 - The remaining copy of the subpoena is the member's court verification record.
 - Member will sign the Court Subpoena Log Book.
- Court Packets:
 - Packets for the court will be prepared by each Towing Unit member according to their case.
 - Packets will include a copy of the citation, return receipt notification (if served through mail), **Agreement Letter** signed by defendant, violation evidence and/or material required to process the case.
- Trial:
 - Court appearances shall not be missed.
 - If you are late or miss your court appearance, your case will be dismissed.
 - Write a memo immediately to the Senior Program Assistant explaining why you did not appear for your case. Unexcused absences from court may result in disciplinary action.
 - After the court hearing, write the disposition of the case in the Towing Unit Disposition Log Book/Excel database.

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- Always conduct yourself in a professional manner in court and at all times while representing the COM Police Department. Follow appropriate dress code procedures when appearing in court.

5. SENIOR PROGRAM ASSISTANT

In addition to those duties required by the Towing Unit, the following duties shall be followed:

- Train and monitor Police Investigator I Officers working in the Mesa Police Department Towing Unit regarding the following:
 - Arizona Revised Statutes (ARS).
 - City of Mesa Codes and Compliance ordinances.
 - City of Mesa Police Department policies and procedures.
 - General processes and procedures within the Mesa Police Department Towing Unit including;
 - Processing of all MPD impounded vehicles.
 - Hearings on ARS 28-3511 impounded vehicles.
 - Releases of ARS 28-3511 impounded vehicles.
 - Credit/Debit Card and Cash handing procedures used in obtaining the Administrative Fee on ARS 28-3511 impounded vehicles.
 - Instruction on the proper use of any equipment to perform the Police Investigator I job duties.
 - Establish workflow procedures and programs concerning all areas of towing and impoundment of vehicles within the City of Mesa Police Department. Audit and maintain tracking programs used in the Towing Unit for performance in quality and accuracy of work in the Towing Unit.
 - Edit and revise forms, letters, documents, and WEB pages as mandated by changes in Arizona State Statutes, MPD Orders, hours of operation, and for improvements in services provided by the Towing Unit.
 - Monitor currency and credit card transactions on tow releases for accuracy and compliance with departmental procedures and policies.
 - Write reports, memos, and follow through with documentation concerning issues arising from impounded vehicles.
 - Attend Hearing Officer meetings with other Police Agencies to establish guidelines and solicit improvements to the impounding and releasing of impound vehicles pursuant to Arizona State Statutes.
 - Prepare weekly, monthly and yearly Stat Reports on impounded vehicle tows, releases, hearings, revenue generated through ARS 28-3511, and other criteria concerning the MPD Towing Unit.

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| MESA POLICE Traffic Section Supplemental Manual | Photo Safety & Towing Unit Programs | TRF 2.3 Effective Date 1/26/15 |
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- Monitor emergency towing contracts established with the COM Police Department by the following procedures;
- Work with and monitor contracted tow companies for compliance with Arizona State Statutes and COM Codes and Compliance issues.
- Review billing invoices sent to the COM Police Department for accuracy and accountability.
- Audit contracted tow companies for compliance with COM Police Department established contracts to include, but not limited to:
- Accuracy of billing invoices to citizens for vehicles towed under COM contract.
- Procedures for keeping vehicles safeguarded and processed accurately and within contract specifications.
- Maintenance of contracted tow companies facilities and equipment.
- Ability of contracted company's employees to assist citizens and MPD members efficiently and accurately.
- Review monthly activity and abandoned filing reports supplied by the contract tow companies for performance and accountability.
- Work with COM Police Department, Procurement Office, City Manager and City Council members in the process of establishing contracts for towing. This process to include;
- Writing proposals for monitoring and auditing guidelines and improvements on existing contracts.
- Attending meetings within the COM Police Department, Manager's Office, Procurement Office and City Council.
- Involvement in the bidding process and review of bids.
- Awarding of said contracts.

Reference:

- DPM 1.8.40 On-Duty Members Receiving Photo Safety Violations
- DPM 3.1.90F1 Vehicle Recovery Towing Information Sheet
- DPM 2.7.40F1 30 Day Impound Tow

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| MESA POLICE Investigations Policy Manual | Photo Safety/Towing Unit Member Guidelines | TRF 2.8 Effective Date 1/26/15 |
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1. PURPOSE

This order provides unit members with duty guidelines and uniform requirements.

3. GENERAL GUIDELINES

Attendance

- In addition to the requirements reported in **DPM 1.4.45 Duty Requirements**, members shall adhere to the following:
 - Report for duty as scheduled in the Mesa Police Department (MPD) Towing Unit Office.
 - Do not leave prior to the end of the assigned shift without notice/approval of the supervisor.
 - Absences
 - Must report out sick by notification to the Senior Program Assistant/Traffic Program Coordinator
 - Leave Time
 - Complete a Leave of Absence request through **Kronos** allowing time for approval from Senior Program Assistant/Traffic Program Coordinator

4. UNIFORM GUIDELINES

Non-sworn member uniform

Class C

- Will be worn by Photo Safety and Towing Unit Police Investigators I members.
- The uniform will consist of :
 - Dark blue polo shirt (long or short sleeve)
 - MPD cloth breast badge sewn on the left side over the pocket
 - Dark blue trousers, including BDU style, are authorized
 - Dark blue jackets and sweaters are authorized per **DPM 1.9.5A1 Authorized Uniform List**
 - Footwear
 - Uniform shoes will be black with plain toe
 - Oxford shoe or Wellington boot
 - Soles will be leather, rubber or manmade material. Refer to **DPM 1.9.5A1 Authorized Uniform List** for more information
 - Belts
 - Will be black with a smooth finish, free of any visible hardware

Court Appearances

- During court appearances, Photo Safety and Tow Unit Police Investigators 1, are authorized to wear their daily uniform.

References:

- DPM 1.4.45 Duty Requirements

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- DPM 1.9.5A1 Authorized Uniform List

JOC Mesa Subcontractor Participation (Cumulative) as of 04/09/2015

| JOC Contractor | JOC Type | No. of Job Orders Awarded to date | Total Construction Costs to date | Mesa Subcontractor Dollars | Mesa Subcontractor Percentage |
|--------------------|--------------------|--------------------------------------|-------------------------------------|-------------------------------|----------------------------------|
| Valley Rain | Landscaping | 25 | \$5,934,177 | \$1,082,388 | 18% |
| Talis Construction | Transportation | 50 | \$15,964,410 | \$3,396,895 | 21% |
| B&F Contracting | Utilities | 41 | \$7,417,022 | \$1,664,434 | 22% |
| PCL Construction | Plant Facilities | 2 | \$358,636 | \$3,235 | 1% |
| Felix Construction | Plant Facilities | 8 | \$2,688,995 | \$312,481 | 12% |
| Caliente | General Contractor | 8 | \$1,903,486 | \$201,005 | 11% |

