

**NOTICE OF PUBLIC MEETING
PHOENIX CITY COUNCIL
PARKS, ARTS, TRANSPARENCY AND EDUCATION SUBCOMMITTEE**

Pursuant to A.R.S. Section 38-431.02, notice is hereby given to the members of the **PHOENIX CITY COUNCIL PARKS, ARTS, TRANSPARENCY AND EDUCATION SUBCOMMITTEE** and to the general public, that the **PHOENIX CITY COUNCIL PARKS, ARTS, TRANSPARENCY AND EDUCATION SUBCOMMITTEE** will hold a meeting open to the public on **Wednesday, February 26, 2013 at 9:00 a.m., located at Phoenix City Hall, 1st Floor Atrium, Assembly Rooms A, B, & C, 200 West Washington Street, Phoenix, Arizona.**

One or more Subcommittee members may participate via teleconference. The agenda for the meeting is as follows (items may be discussed in a different sequence than posted):

1.	Call to Order	Chair Pastor
2.	Approval of the October 23, 2013 Minutes. This item is for Action.	Subcommittee Page 6
Items 3-8 are for Information Only. No presentations are planned; however staff will be available to answer questions.		
3.	PARKS AND RECREATION BOARD UPDATE This report provides the Parks, Arts, Transparency and Education Subcommittee with information on agenda items heard by the Parks and Recreation Board on October 24, November 21, December 19, 2013, January 27, 2014, as well as tentative future agenda items. This item is for Information Only.	James P. Burke, Acting Parks and Recreation Director Page 15
4.	HEAD START MONTHLY REPORT NOVEMBER This report provides the Parks, Arts, Transparency and Education Subcommittee, which serves as the City of Phoenix Head Start Governing Board, with an updated summary on the financial and programmatic status of the program. This item is for Information Only.	Moises Gallegos, Acting Human Services Director Page 19
5.	HEAD START MONTHLY REPORT DECEMBER This report provides the Parks, Arts, Transparency and Education Subcommittee, which serves as the City of Phoenix Head Start Governing Board, an updated summary on the financial and programmatic status of the program. This item is for Information Only.	Moises Gallegos, Acting Human Services Director Page 25

6.	<p>HEAD START PROGRAM INFORMATION REPORT</p> <p>This report provides information to the Parks, Arts, Transparency and Education Subcommittee regarding the City of Phoenix Head Start Program Information Report (PIR) for the 2012 – 2013 school year.</p> <p>This item is for Information Only.</p>	<p>Moises Gallegos, Acting Human Services Director</p> <p>Page 31</p>
7.	<p>DOMESTIC VIOLENCE ROADMAP</p> <p>This report provides information to the Parks, Arts, Transparency and Education Subcommittee on the efforts of the Domestic Violence Work Group to evaluate and implement the recommendations in the Domestic Violence Roadmap, intended to enhance the City of Phoenix response to domestic violence and make Phoenix a national leader in preventing and addressing domestic violence.</p> <p>This item is for Information Only.</p>	<p>Moises Gallegos, Acting Human Services Director</p> <p>Page 35</p>
8.	<p>STATE OF DECEPTION AT PHOENIX PUBLIC LIBRARY</p> <p>This report provides the Parks, Arts, Transparency and Education Subcommittee with information on a traveling exhibit from the United States Holocaust Memorial Museum at Burton Barr Central Library Feb. 26 – June 1, and a series of programs that complement it.</p> <p>This item is for Information Only.</p>	<p>Rita Hamilton, City Librarian</p> <p>Page 63</p>
<p>Items 9-11 are for Consent. No presentations are planned; however staff will be available to answer questions.</p>		
9.	<p>APPROVAL TO DISPOSE OF FIXED ASSETS</p> <p>This memo requests approval from the Parks, Arts, Transparency and Education Subcommittee, as the Head Start Governing Board to dispose of Head Start equipment no longer needed for the program according to the disposition instructions from the Office of Head Start.</p> <p>This item is for Action.</p>	<p>Moises Gallegos, Acting Human Services Director</p> <p>Page 65</p>

10.	<p>APPROVAL TO APPLY FOR AND ACCEPT HEAD START FUNDS AND CONTRACT FUNDS</p> <p>This report requests the Parks, Arts, Transparency and Education Subcommittee recommend City Council approval to apply for and accept Fiscal Year 2014 – 2015 (Program Year 49) Head Start program grant funds from the U.S. Department of Health and Human Services (DHHS) up to \$27,614,128 for the period of July 1, 2014 through June 30, 2015.</p> <p>This item is for Action.</p>	<p>Moises Gallegos, Acting Human Services Director</p> <p>Page 67</p>
11.	<p>APPROVAL OF HEAD START SHARED GOVERNANCE DOCUMENTS</p> <p>This report requests the Parks, Arts, Transparency and Education Subcommittee, as the Head Start Governing Board, approve the Head Start Shared Governance, Bylaws, Impasse Procedures, and Policy Council Reimbursement Procedures.</p> <p>This item is for Action.</p>	<p>Moises Gallegos, Acting Human Services Director</p> <p>Page 75</p>
12.	<p>UPDATE FOR CHILD AND FAMILY OUTCOMES FOR HEAD START AND EARLY HEAD START</p> <p>This report provides the Parks, Arts, Transparency and Education Subcommittee an update on the results of the Phoenix Head Start and Early Head Start Child and Family Outcomes for the 2012 – 2013 school year.</p> <p>This item is for Information and Discussion.</p>	<p>Moises Gallegos, Acting Human Services Director</p> <p>Page 97</p>
13.	<p>NONPROFIT FACILITIES UPDATE</p> <p>This report provides the Parks, Arts, Transparency and Education Subcommittee with an update on the Parks and Recreation Department (PRD) nonprofit operated facilities.</p> <p>This item is for Information and Discussion.</p>	<p>James Burke, Acting Parks and Recreation Director</p> <p>Page 99</p>
14.	<p>HERITAGE SQUARE</p> <p>This report provides an update to the Parks and Arts Subcommittee on Heritage Square located in the heart of downtown Phoenix at 116 N. 6th Street.</p> <p>This item is for Information and Discussion.</p>	<p>James Burke, Acting Parks and Recreation Director</p> <p>Page 101</p>

15.	<p>MARGARET T. HANCE PARK MASTER PLAN INTERIM REPORT</p> <p>This report provides an update to the Parks, Arts, Transparency and Education Subcommittee on the master plan design process for Margaret T. Hance Park.</p> <p>This item is for Information and Discussion.</p>	<p>James Burke, Acting Parks and Recreation Director</p> <p>Page 103</p>
16.	<p>APPROVAL TO AWARD HEAD START SLOTS TO GPUL AND ENTER INTO CONTRACT</p> <p>This report requests the Parks, Arts, Transparency and Education Subcommittee recommend City Council approval to award 280 Head Start slots at Cartwright Child Care Center to Greater Phoenix Urban League (GPUL) and enter into contract for \$1,302,728 for the period of July 1, 2014 to June 30, 2015.</p> <p>This item is for Discussion and Action.</p>	<p>Moises Gallegos, Acting Human Services Director</p> <p>Page 105</p>
17.	<p>FABRICATION AND CONSTRUCTION OVERSIGHT CONTRACT FOR THE ROOSEVELT STREET IMPROVEMENTS PUBLIC ART PROJECT</p> <p>This report requests the Parks, Arts, Transparency and Education Subcommittee recommend City Council approval of a contract with Massachusetts artist Meejin Yoon, doing business as Howeler & Yoon Architecture, LLP, for an amount not to exceed \$375,000 to work with the Street Transportation Department to fabricate and oversee construction and installation of sculptural shade structures and seating as part of the Roosevelt Street Improvements Public Art Project.</p> <p>This item is for Discussion and Action.</p>	<p>Ginger Spencer, Special Assistant to the City Manager</p> <p>Page 107</p>
18.	<p>Call to the Public: Consideration, discussion, and concerns from the public. Those wishing to address the Subcommittee need not request permission in advance. Action taken as a result of the public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.</p>	<p>Chair Pastor</p>
19.	<p>Request for Future Agenda Items</p>	<p>Chair Pastor</p>
20.	<p>Adjournment</p>	<p>Chair Pastor</p>

For further information, please call Corey Williams, Management Assistant, City Manager's Office at 602-261-8875.

Persons paid to lobby on behalf of persons or organizations other than themselves shall register with the City Clerk prior to lobbying or within five business days thereafter, and must register annually to continue lobbying. If you

have any questions about registration or whether or not you must register, please contact the City Clerk's Office at 602-262-6811.

For reasonable accommodations, call Corey Williams at Voice/602-261-8875 or TTY/602-534-5500 as early as possible to coordinate needed arrangements.

February 19, 2014

**CITY OF PHOENIX
CITY COUNCIL PARKS AND ARTS SUBCOMMITTEE MEETING
Summary Minutes**

October 23, 2013

Phoenix City Hall
200 West Washington St., 1st Floor
Assembly Rooms A, B, & C
Phoenix, AZ 85003

City Council Members Present

Councilman Tom Simplot, Chair
Vice Mayor Bill Gates
Councilman Michael Nowakowski
Councilman Sal DiCiccio

Staff Present

Lisa Takata
Ginger Spencer
Jim Burke
Penny Parrella
Inger Erickson
Ken Vonderscher
Esther Avila
Ed Lebow
Brandon Mahoney
Danielle Poveromo
Tim Merritt
Dwight Walth
Bonnie Fish
Allan Smolko
Janice Stroud
Steve Bunyard
Corey Williams
Scott Steventon
Genevieve Siri

Others Present

Judy Gausman
Matthew Johnson
Dr. Judith Wolf
Ryan Taylor
Terri Haston
Vincent VanVleet
David Hemphill
Judy Guilds
Joseph Benesh
Joe Willie Smith
Daniel Mayer
Mary Lucking
Teresa Villegas
Betty and Tom Wagner
Robert Graham
Kevin Norton
Grace Guo
Terri Haston
Scott Giles

1. Call to Order

Chair Tom Simplot called the meeting to order at 10:05 A.M. with Vice Mayor Bill Gates, Councilman Michael Nowakowski, and Councilman Sal DiCiccio present.

2. Review and Approval of the September 25, 2013, Parks and Arts Subcommittee Meeting Minutes

Vice Mayor Gates motioned to approve the minutes. Councilman Nowakowski seconded the motion, which passed 4:0.

3. Parks and Recreation Board Update

4. Phoenix Sonoran Preserve Apache Wash Trailhead

Items 3 and 4 were for information only. Although no presentation was planned, staff was available to answer questions. There were no questions.

5. Update on 2006 Bond Funded Capital Cultural Projects

Chair Simplot announced that he had a conflict on a part of this item that pertains to the Phoenix Theatre because he serves on the board of the Phoenix Theatre, and Councilman Nowakowski had a conflict on the part of this item that pertains to the Arizona Opera because he serves on the Arizona Opera Board. Chair Simplot stated he and Councilman Nowakowski would leave the dais as the Subcommittee talks about these particular items.

Special Assistant to the City Manager Ginger Spencer thanked the Mayor and Council for their support. She introduced Director of Grants & Community Initiatives Dr. Dwight Walth and recognized Phoenix Arts and Culture Commission Chairperson Judy Guilds.

Ms. Spencer introduced the panel as follows: Arizona Opera Board Dr. Judith Wolf, Arizona Opera General Director Ryan Taylor, Ballet Arizona Board member Terri Haston, Phoenix Theatre Managing Director Vincent VanVleet, and Black Theatre Troupe Executive Director David Hemphill.

Dr. Walth expressed his excitement in sharing the final 2006 cultural bond projects. He described the projects' challenges and opportunities. He commended the contractors, architects and project managers for doing a terrific job maximizing the public/private partnership for each of these projects which promised to deliver increased cultural services to Phoenix residents.

Dr. Walth also thanked the Mayor and Council for supporting these projects. He went on to thank the City Manager's Office, Chair of the 2006 Bond Arts and Culture Subcommittee Bill McDonald, and the following departments: Budget and Research, Community and Economic Development, Environmental Programs, Equal Opportunity, Finance, Fire, Law, Neighborhood Services, Planning and Development Services, Public Information, Public Works, Street Transportation, and Water Services.

Dr. Walth presented a PowerPoint presentation which covered the following:

- Black Theatre Troupe Project: Helen K. Mason Performing Arts Center
- AZ Opera Project
- Ballet AZ Project
- Phoenix Theatre Project
- Other Bond Cultural Projects.

He recognized various contractor representatives in the audience. He added the City has 25-year operating agreements with each of these nonprofit organizations that are operating the buildings, and as part of the agreements, they are providing nonprofit cultural services.

Chair Simplot commended the presentation.

Councilman DiCiccio stated he is pro-art, and shared that in the 1990s, he led a proposal effort to save Ballet Arizona. He stated that he has called for a full restoration of services, given the City will have \$40 to \$70 million more in revenue, and asked the organizations to meet with him. He stated he wants to start the budget debate earlier, which will help with these capital projects.

6. Sustainable Landscape Management (SLM) Partnership with Arizona Landscape Contractors Association

Acting Parks and Recreation Department Director Jim Burke introduced the item. He said it was a pleasure to brief the Subcommittee on a new partnership where we have gone outside the organization and looked for experts in the field to help our staff on sustainable landscape maintenance. He said the partnership with AZ Landscape Contractors Association on sustainable landscape management is consistent with our tree, shade and green plans for the City. He added the City has had an opportunity to train and certify about 100 staff in the department in this technique which is designed to help reduce labor, save water, improve landscape efficiency, improve the quality of the landscape, reduce mileage to the landfill and help meet green goals of taking less green material to the landfill.

Mr. Burke introduced CEO of the Arizona Landscape Contractors Association (ALCA) Judy Gausman. She presented a PowerPoint presentation which covered the following:

- ALCA
- What's SLM?
- Who Endorses SLM?
- Where is SLM?
- How Did We Get Here?
- Why Are Sustainable Practices Important?
- Sustainable Practices Are Vital to the Health of Our Trees
- Shade Phoenix 2030
- Reduces Overall Cost by Generating Less Plant Waste
- Who Benefits from the Application of SLM Practices?
- Why Should You Embrace SLM?
- Protect Your Landscape Investment.

Ms. Gausman introduced ALCA Board President Matthew Johnson. Mr. Johnson spoke about how everyone tries to manage their landscape like they did in their original hometowns in other parts of the country, and how it does not necessarily work for the trees and shrubs in Arizona. He added that customers also have an expectation of contract landscapers to noticeably trim and cut shrubs and flowers, so education of SLM is needed. He noted everything gets to be less healthy as time goes on if we do not practice SLM. He spoke about the various benefits of SLM: reducing the heat island effect, saving water use and labor, more efficient processes, fewer trips to the landfill, and fewer contaminants.

Mr. Burke stated he mandated all department managers and foremen to take this training. He stated another partnership included Laborers' International Union of North America's payment for SLM training for some of their members.

Chair Simplot stated this presentation was great news.

Councilman DiCiccio stated he notices SLM landscape looks better.

Chair Simplot stated City Hall landscaping looks much better, but every now and then, we see power-shaped shrubs.

Mr. Burke stated staff is working on that issue, but staff sometimes get calls if the shrubs are not trimmed to be “saucer-shaped.”

Councilman DiCiccio pointed out there is an accurate way to do it, and it is going to be a growing process before you get to that point.

Councilman Nowakowski thanked the presenters and stated the topic would be great for one of the “On the Issues” or other Channel 11 shows.

Councilman Gates expressed his appreciation for the ALCA in educating government and helping the City do a better job. He asked if transitioning to more desert-friendly plants and landscaping is part of SLM.

Mr. Johnson stated they have a standard plant pallet that architects renew with new things they find or hybrids, and customers can choose from the pallet. Mr. Johnson spoke about the affordability of hand-pruning versus power-pruning the landscape.

Mr. Johnson stated Landscape Architect Janet Waibel who wrote the SLM book is working on a book on sustainable construction which would introduce more xeriscaping. Chair Simplot requested her SLM book for the Subcommittee.

8. Athletic Field Allocation Policy Review

Mr. Burke stated this item was requested by Councilman Nowakowski at the Subcommittee meeting in September 2013. Mr. Burke presented a PowerPoint presentation which covered the following:

- Athletic Field Allocation Priorities
- Types of Activities Receiving Allocation
- Team Requirements
- Allocation Availability
- Fees for Exclusive Use

He stated the current Athletic Field Allocation policy was approved by the Parks and Recreation Board and implemented in 2008 after multiple meetings with stakeholders, work study sessions with Parks and Recreation Board members and review with Subcommittee members. He stated field use throughout the department previously had been allocated by geographic division, and the new allocation process allocates fields citywide and addresses the increased demand for field space which has exceeded availability.

Mr. Burke stated part of the reason for the change was some of the bigger leagues that were starting to form were finding they had to make several applications to get fields across the city because they had representatives from all over the city. He stated we now allocate 140 fields and work with 185 organizations consisting of 3,000 teams and 43,000 participants. He added the primary time is that 6:00 to 8:00 p.m. Monday through Thursday. Mr. Burke explained staff took the time to think about priorities and programs and the maintenance schedule so staff can take into account the times the fields need to rest. He said staff prioritizes for youth organizations, adults, and Phoenix residents first, and he added staff also keeps available spaces for a small group or unorganized groups that can drop in and find a field.

Mr. Burke noted almost no one has been turned away, and the groups' needs change each year. He stated not everyone gets what they want since there are many applications. Mr. Burke explained staff keeps a chart, and staff is able to give most organizations 80 to 90% what they ask for initially. He stated as the groups turn allocations back in because they do not need them, then it works better and we get a better fit for remaining folks.

Chair Simplot asked if the application period is open-ended so that people are encouraged to submit just in case teams drop out. Mr. Burke stated staff is constantly adjusting what is going on, and usually it is at the beginning of the season when staff knows quickly whether registration numbers were met.

Councilman Nowakowski stated he asked for the item for two reasons. He stated one reason was kids in one neighborhood had to go to a different neighborhood to practice. He suggested a proposal where if 75% of the kids in that league happen to live in that neighborhood, they should have a priority of using that park in their own neighborhood. Mr. Burke expressed support and stated staff does take that into account because some of the clubs and leagues are geographically restricted and some are citywide.

Mr. Burke stated the Laveen incident occurred because some fields were out of use and staff is working on this issue. Mr. Burke stated 30-40 fields are unlit and staff will bring up capital needs in the future.

Councilman Nowakowski stated we need to look at our intergovernmental agreements with the schools. He cited a situation where we were looking for allocations for the Laveen football league that went to the high school and their rental fees were high. He asked staff to look at their fees so our fees could be at market.

Mr. Burke stated the Council directed City fees to be modest and staff will look at the equity issue.

Councilman Nowakowski asked for the allocation to be online so people can see what teams are playing and which areas of town are their home areas. He added we want to avoid favoritism for certain teams.

Mr. Burke expressed his agreement and staff can put the info online. He stated the department's internal committee on this issue has representatives from across the department and the leader just rotated.

Councilman DiCiccio recounted that he faced these issues with lacrosse teams and he commended staff for meeting with lacrosse teams to work out issues.

He asked staff to work with the schools to find out their policies and resources, and do a cost comparison with the schools. He suggested working with the schools to see if fields can be used after-hours.

He asked staff to advance their lighting and capital requests.

Councilman DiCiccio also suggested turning over Little League games quickly back to back since Little League has a large presence. Mr. Burke stated he would work on the ideas.

Chair Simplot noted the Hance Park dog park is very busy.

8. Arizona Artists and Contractors Involved in the Public Art Program

Ms. Spencer introduced Director of Public Art Ed Lebow and Chairwoman Guilds.

Mr. Lebow introduced the following public artists: Teresa Villegas, Daniel Mayer, Mary Lucking, and Joe Willie Smith.

Mr. Lebow presented a PowerPoint presentation which included the following:

- Background
- Outreach
- Arizona Forward 2013 Environmental Excellence Merit Award
- Lift Station 53 at Las Palmaritas - coLab (Matt and Maria Salenger) &
- PHX Sky Train Terminal 4 Connector Bridges - Daniel Mayer
- Matthew Henson/Hope VI Gardens - Joe Willie Smith and John Randall Nelson
- 27th Avenue and Baseline Road Park and Ride - Mary Lucking
- Phoenix Sky Harbor Terminal 3 - Baggage Claim - Teresa Villegas
- 2013 Job of the Year - National Terrazzo and Mosaic Association
- PHX SkyTrain 44th Street Pedestrian Bridge - Daniel Martin Diaz
- 44th Street Station Platform Design - Fausto Fernandez
- East Economy Lot Station Platform Design - Anne Coe
- PHX SkyTrain Terminal 4 Station Platform - Daniel Mayer
- Who Builds Public Art?
- PHX Sky Train Terrazzo - More than 39,000 Hours of Labor
- Analysis of 79 Public Art Project Contracts
- Supporting Arizona Artists, Designers and Contractors

Chair Simplot asked about how the goal of involving Arizona artists/designers in at least 55% of the City's public art projects was reached, and whether that goal was related to difficulty in finding Arizona artists to compete at a certain level. Mr. Lebow replied that all the projects involve open competitions, and this year's percentage includes artists who are working on continuing projects, and projects that require specific community involvement where the artist would need to be here on a regular basis all the time.

Mr. Lebow added temporary projects are also going to involve Arizona artists, and the temporary arts program is about giving Arizona artists opportunities to learn the ropes in public art and then step into some of these larger projects.

Chair Simplot asked if there have been efforts to increase the 55% goal. Mr. Lebow stated the goal initially was 50%, and several years ago, the Commission decided to raise it to 55% largely because of the booming talent pool of artists here who now have the capabilities to compete locally with nationals competing for the same projects and compete nationally for projects in other cities.

Chair Simplot asked if the Commission looks at the number every year and revises its goal, dependent upon the talent pool. Mr. Lebow stated the goal is not looked at every year but every several years and staff provides recommendations.

Chair Simplot stated he would love to hear that the Commission is looking at the goal annually as Phoenix is now the incubator of future artists. Mr. Lebow stated he agreed.

Councilman Nowakowski thanked all the artists for putting Phoenix on the map when it comes to art and culture. He also commended Mary Lucking's your piece as a gateway into Laveen. He stated he would like to see how we can use art in a more educational way and get young people involved. He stated he would like to see 75% local artists involved in public art as a goal.

Vice Mayor Gates concurred with Councilman Nowakowski and commended the recent projects. He thanked staff for efforts to get public art at 32nd Street and recommended getting more public art in other parts of the City beyond Downtown Phoenix.

Chair Simplot said every single one of those projects and pieces are outstanding, and he hears folks coming in from the East Valley just to see the artwork at the 44th Street light rail station.

Chair Simplot shared that at the October 22 library event featuring an artist from China, the artist said that Phoenix is known for public art.

9. Call to the Public

Director of Phoenix Center for the Arts (PCA) Joseph Benesh spoke in favor of including the PCA in future funding for capital projects as a world-class, acoustically superior space for choirs and small symphonies.

10. Request for Future Agenda Items

A list was provided. There were no requests.

11. Adjournment

Chair Simplot adjourned the meeting at 11:08 a.m.

Respectfully submitted,

Genevieve Siri
Management Assistant II
Budget and Research Department

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CITY COUNCIL REPORT

TO: Lisa Takata
Deputy City Manager

FROM: James P. Burke
Parks and Recreation Acting
Director

SUBJECT: PARKS AND RECREATION BOARD UPDATE

This report provides the Parks, Arts, Transparency and Education Subcommittee with information on agenda items heard by the Parks and Recreation Board on October 24, November 21, December 19, 2013, January 27, 2014, as well as tentative future agenda items.

Agenda Items Heard on October 24, 2013:

Transfer of Communication Site License – The Parks and Recreation Board approved the transfer of telecommunication license, located at South Mountain Tower Site, from Una Vez Mas, LP to AZTECA International Corporation.

Sustainable Landscape Maintenance Partnership with Arizona Landscape Contractors Association – The Parks and Recreation Board was provided an informational report on the Arizona Landscape Contractor Association's Sustainable Landscape Management program which is designed to create cost efficient and attractive sustainable landscapes that reduce maintenance and water use and allow landscapes to retain the original design intent.

Nonprofit Facility Operators Update – The Parks and Recreation Board was provided an update regarding nonprofit agreements within the Parks and Recreation Department.

Phoenix Sonoran Preserve Apache Wash Trailhead – The Parks and Recreation Board was provided an update on the Apache Wash Trailhead in the Phoenix Sonoran Preserve located at 1600 E. Sonoran Desert Drive.

Sonoran Preserve Committee New Members to Subcommittee – The Parks and Recreation Board approved the appointment of three new members to the Phoenix Sonoran Preserves and Mountain Parks/Preserves Committee.

South Mountain/Laveen Village's Community Fair Request to Vend – The Parks and Recreation Board approved to allow the South Mountain/Laveen Village's Festival, Inc. to vend at El Reposo Park on November 2, 2013.

Parks and Recreation Department Capital Improvement Program – The Parks and Recreation Board was provided information on the Parks and Recreation Department Capital Improvement Program.

Proposed Unfenced Off-Leash Area Pilot – The Parks and Recreation Board was provided information regarding the feasibility of piloting a canine unfenced off-leash area within the Phoenix parks system.

Agenda Items Heard on November 21, 2013:

Boo Fest Celebration – The Parks and Recreation Board was provided an informational report about the Boo Fest Celebration at Paseo Highlands Park at 3435 W. Pinnacle Peak Road.

Phoenix Plays – The Parks and Recreation Board was provided an informational update on the efforts of the Phoenix Plays Youth Sports Task Force and their inaugural kick-off event.

Annual Election of Parks and Recreation Board Chair – November 21, 2013 – The Parks and Recreation Board nominated Board Member Roger Peck for the 2014 Chair position.

AT&T Tower Site Modifications - South Mountain Tower Sites – The Parks and Recreation Board approved to modify the AT&T Mobility Corporation's (AT&T) tower site located at the South Mountain Tower Complex.

Recommendation to Default and Terminate WaveVision contract 7401613 – The Parks and Recreation Board approved the termination of WaveVision's communication site license at the South Mountain Tower Complex.

Bike Share Program Station Approval – The Parks and Recreation Board approved stations to be installed and vending in conjunction with the Street Transportation Department's GRID bike share program on various park properties with a stipulation to come back in six months.

Dog Park in Northeast Phoenix – The Parks and Recreation Board approved a fenced dog park at Paradise Valley Park in City Council District 2.

Agenda Items Heard on December 19, 2013:

Hance Park Master Plan Update – The Parks and Recreation Board was provided an update on the Margaret T. Hance Park Master Plan.

Arizona Zoological Lease Amendment – The Parks and Recreation Board approved entering into an amended lease agreement with the Arizona Zoological Society at the Phoenix Zoo.

Reach 11 Sports Complex Food and Beverage RFP – The Parks and Recreation Board approved the Reach 11 Sports Complex food and beverage concessions Request for Proposal.

2014 Department Request to Vend – The Parks and Recreation Board approved vending at various park sites.

Agenda Items Heard on January 23, 2014:

Echo Canyon Recreation Area Management Plan – The Parks and Recreation Board was provided an informational report on the Echo Canyon Recreation Area Management Plan.

Phoenix Plays One Million Hours of Play – The Parks and Recreation Board was provided an update on the launch of the Phoenix Plays One Million Hours of Play campaign.

Phoenix Tennis Center User Fees – The Parks and Recreation Board was provided an informational report on Phoenix Tennis Center fee increase.

Margaret T. Hance Park Master Plan Update – The Parks and Recreation Board was provided an update on the interim design of Margaret T. Hance Master Plan.

Agenda Items tentatively scheduled to be heard in the next three months, February to April, 2014 include:

71st Avenue and East Meadows Loop Potential Land Sale – Requests Parks and Recreation Board consider a proposal for a potential land sale at 71st Avenue and Meadows Loop.

79th Avenue and West Virginia Avenue Potential Land Sale – Requests Parks and Recreation Board consider a proposal for a potential land sale at 79th Avenue and West Virginia Avenue.

My Phoenix My Park Volunteer Program Update – Provide an informational report on the My Phoenix My Park Volunteer Program.

Spring Training Overview – Provide an update on the 2013 Cactus League Spring Training wrap-up and update on baseball stadiums.

Update on Tovrea Castle – Provide an update on the renovations at Tovrea Castle.

Section 507 Tab A – Design Review Guidelines – Sonoran Preserve Edge Treatment – Provide guidelines of the Sonoran Preserve Edge Treatment.

Quarterly Shuttered Facilities Update – Provide an update on shuttered facility partnerships with non-profits.

Transfer of Communication Site License #34051 – Requests Parks and Recreation Board approval to transfer communication site license.

Community Bike and Safety Events Request to Vend – Requests Parks and Recreation Board approval to allow vending at community bike and safety events in various city parks.

BAPS Charities Walkathon Request to Vend – Requests Parks and Recreation Board approval for BAPS Charities to vend as part of a walk-a-thon at Steele Indian School Park on March 29, 2014.

Unfenced Off Leash Area Pilot – Requests Parks and Recreation Board approval to allow an unfenced off-leash area pilot program at Jackrabbit Park.

FitPHX Update – Provide an informational report on the FitPHX program.

Phoenix Tennis Center Fee Increase – Requests Parks and Recreation Board approval to increase fees at the Phoenix Tennis Center.

Phoenix Sonoran Preserve and Mountain Parks/Preserves Committee – Provide and update on the Phoenix Sonoran Preserve and Mountain Parks/Preserve Committee.

Park Ranger Program Analysis – Provides an update on the Park Ranger Program.

Basejumping – Provides the Parks and Recreation Board recommendations on basejumping in the City of Phoenix Mountain Parks and Preserves.

Desert West Sports Complex Contract Renewal – Requests Parks and Recreation Board approval to renew the Desert West Sports Complex Contract.

Parks and Recreation Board Policy 1.1 Rules of Procedure Review – Provides the Parks and Recreation Board a review of Policy 1.1. Rules of Procedure.

Hance Park Master Plan Report – Requests the Parks and Recreation Board approve the Final Master Plan on Wednesday March 26, 2014, and present to the community at a special Hance Park festival on Thursday, March 27th from 4:00-7:00 p.m.

RECOMMENDATION

This item is for information only. Staff will be available to answer questions regarding these items.

CITY COUNCIL REPORT

TO: Deanna Jonovich
Senior Executive Assistant To The
City Manager

FROM: Moises Gallegos
Acting Human Services Director

SUBJECT: HEAD START MONTHLY REPORT - NOVEMBER 2013

This report provides the Parks, Arts, Transparency and Education Subcommittee, which serves as the City of Phoenix Head Start Governing Board, with an updated summary on the financial and programmatic status of the program.

THE ISSUE

Under the Improving Head Start for School Readiness Act of 2007, each Head Start agency has the responsibility of sharing information on a monthly basis with the Governing Board and Policy Council about program planning, policies, and operations. In order to comply with the Act, the Head Start program provides this report on the following Head Start areas:

- Fiscal Expenditures
- Medical/Dental Exams
- School Attendance
- Enrollment Reports
- Ongoing Monitoring
- Program Information Summaries

Fiscal Expenditures: A report which includes all expenditures to the City of Phoenix Head Start grant is prepared and presented to the Governing Board and Policy Council for information each month. Attachment A shows Year-to-date expenditures for the Fiscal Year 2013 – 14 grant. The report includes a breakdown for each Delegate Agency, the Policy Council and staff support. Expenditures are tracked on a year-to-date basis including the percent expended for the fiscal year.

School Attendance in Head Start: Monthly information on school attendance is tracked by the Human Services Department Education Division. The monthly target for attendance set by the Office of Head Start is 85 percent and the year-to-date attendance is 91 percent.

Medical/Dental Exams: Monthly information on the number of medical and dental exams is also tracked by the Education Division. As part of the Head Start regulations, all Head Start children are required to have complete medical and dental exams each year. Through November, 5,705 of the 6,400 targeted for the year were complete.

Enrollment Reports: The Office of Head Start requires all programs to submit the total number of funded slots and children enrolled in the program on the last school day of the month. Attachment C indicates the program attained full enrollment at 3,204 children/slots.

Ongoing Monitoring: Eight of the nine Delegate Agencies have been monitored in the following areas: health and safety, special meal modifications and special health care needs. Based on the results of the monitoring, most Delegate Agencies have areas which will require improvement mainly in the outdoor environment. Play structures and the amount of resilient material in fall zones were the most common concerns. The Health Specialist noted not many Delegate Agencies were including necessary medical information on children's emergency cards. This issue will be addressed with all Delegate Agencies. The Nutrition Specialist found most Delegates to be in compliance with meal modifications based on allergies or other health related concerns.

Program Information:

Policy Council Orientation: On November 7, Head Start/Early Head Start held its annual Parent Policy Council Orientation at Travis L. Williams Family Service Center. The orientation was for newly elected policy council members from each of the delegate agencies and Early Head Start. During the Orientation new members were given information on the Arizona Open Meeting Law, how to participate in a formal meeting and a general overview of roles and responsibilities as Policy Council members.

Fire Department Partnership: On Monday, November 4, 2013 Head Start Cartwright Caseworkers coordinated car seat safety training with the Phoenix Fire Department. The 21 parents in attendance learned how to properly install car seats and were able to ask questions pertaining to car seat safety. Eighteen of the parents received new car seats through the training.

Practice-based Coaching Leadership Academy: From November 17 to 19, Head Start and Early Head Start staff participated in the Leadership Academy on Practice-based Coaching. Members of the National Center on Quality Teaching and Learning (NCQTL) Coaching team from Vanderbilt University, University of Florida, University of South Florida, University of Washington and the University of Virginia provided the training. The training provided information on how to develop a plan to support staff by enhancing their teaching skills with both children and adults. The plans assist supervisors in identifying support opportunities to enhance staff's interaction with children and their families. This should, in turn, result in increased child outcomes and improved engagement between parents and their children.

Head Start Praise Coming From a WESD Principal: A Washington Head Start teacher was visited by Principal Gupton of John Jacob Elementary School and was praised for the great job the former Head Start students, who are now in kindergarten, did in recent DIBELS testing (Dynamic Indicators of Basic Early Literacy Skills). The DIBELS test for kindergarten focuses on letters and sounds. According to Principal Gupton, many of last year's students from WESD Head Start's John Jacobs site are outperforming their peers with the first bench mark of the DIBELS test with two exceeding the benchmark.

RECOMMENDATION

This report is for information only.

Attachments

Amendment A

Yr 48 Head Start Financial Summary Fund 1630
 Planned level of Expenditures 42%
 For the Month Ending November 30, 2013

Fund Center	Program	FTE	Revised Estimate Budget 2014	FY14 YEAR-TO-DATE Expenditures	FY14 YEAR-TO-DATE % Spent
8940050001	HS Administration	10	2,202,651	718,051	33%
8940050004	HS T&TA	-	239,070	7,487	3%
8940050012	HS Policy Council	-	18,792	8,757	47%
8940050015	HS Mental Health	5	501,106	211,353	42%
8940050016	HS Casework Support	59	4,463,437	1,805,995	40%
8940050017	HS Classroom Support	15	1,553,192	669,175	43%
	Total City of Phoenix	89	8,978,248	3,420,818	38%
8940051001	Alhambra	-	2,060,523	515,479	25%
8940051003	Booker T Washington	-	1,327,659	554,633	42%
8940051005	Washington	-	2,520,176	541,100	21%
8940051006	Deer Valley	-	762,248	126,052	17%
8940051007	Golden Gate (ACA)	-	160,113	160,113	100%
8940051008	Murphy	-	774,588	89,385	12%
8940051010	Greater Phoenix Urban League	-	1,798,361	783,040	44%
8940051011	Roosevelt	-	1,822,598	145,888	8%
8940051013	Wilson	-	580,755	139,688	24%
8940051116	Fowler	-	684,219	109,566	16%
8940051117	PUL (aka GGT)	-	1,054,740	384,597	36%
	Total Delegates	-	13,545,980	3,549,542	26%
8940505021	Early Head Start Operations Support	44	3,237,761	1,360,527	42%
8940505024	Early Head Start T&TA	-	80,944	2,192	3%
	Total Early Head Start	44	3,318,705	1,362,719	41%
	Grand Total	133	25,842,933	8,333,078	32%

Delegate Agency data is one month behind due to the billing process, with the exception of Booker T. Washington and Greater Phoenix Urban League.

Staff is addressing all agencies not performing at 42% or greater.

Amendment B

Percentage of School Attendance

Target: 85%

YTD Percent: 91%

Goal:

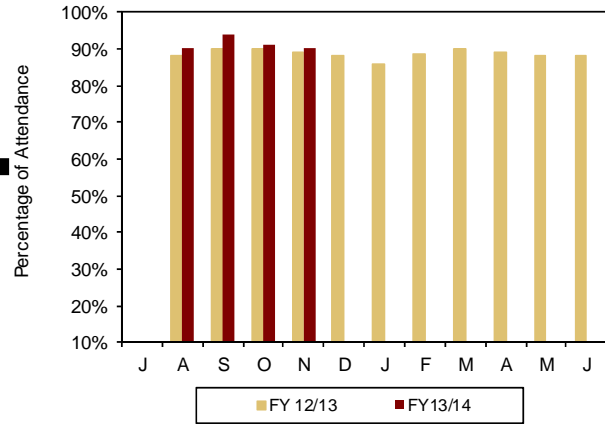
Increase attendance of Head Start kids

Target:

85% of school days attended

Significance:

Attendance is a key factor in being able to get kids ready to attend kindergarten.



Medical and Dental Exams Completed

Target: 6,400 exams

YTD Exams: 5,705

Goal:

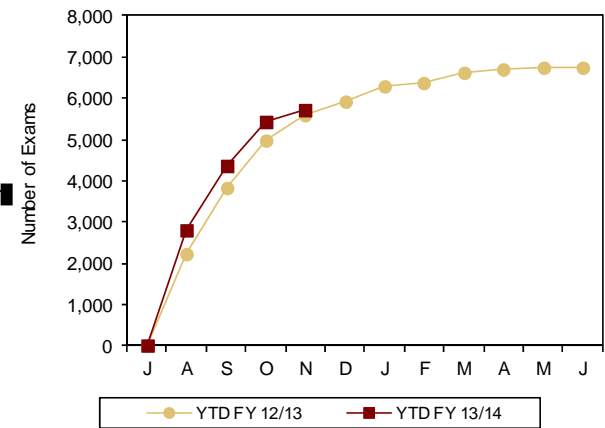
Ensure Head Start kids receive necessary medical and dental exams

Target:

6,400 exams

Significance:

Head Start kids are required to have medical and dental exams as part of Head Start regulations.



Amendment C

City of Phoenix Head Start Enrollment
--

<u>Month</u>	<u>Enrolled</u>	<u>Funded</u>	<u>Status</u>
July 2013	300 ¹	3,204	9.4%
August 2013	3,037 ²	3,204	94.8%
September 2013	3,204	3,204	100.0%
October 2013	3,204	3,204	100.0%
November 2013	3,204	3,204	100.0%
December 2013			
January 2014			
February 2014			
March 2014			
April 2014			
May 2014			
June 2014			

¹ Early Head Start was fully enrolled. Head Start was not operational during the month of July.

² All sites are fully enrolled with the exception of Murphy in which classes began September 3rd.

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CITY COUNCIL REPORT

TO: Deanna Jonovich
Senior Executive Assistant to the
City Manager

FROM: Moises Gallegos
Acting Human Services Director

SUBJECT: HEAD START MONTHLY REPORT – DECEMBER, 2013

This report provides the Parks, Arts, Transparency and Education Subcommittee, which serves as the City of Phoenix Head Start Governing Board, an updated summary on the financial and programmatic status of the program.

THE ISSUE

Under the Improving Head Start for School Readiness Act of 2007, each Head Start agency has the responsibility of sharing information on a monthly basis with the Governing Board and Policy Council about program planning, policies, and operations. In order to comply with the Act, the Head Start program provides this report on the following Head Start areas:

- Fiscal Expenditures
- Medical/Dental Exams
- School Attendance
- Enrollment Reports
- Ongoing Monitoring
- Program Information Summaries

Fiscal Expenditures: A report which includes all expenditures to the City of Phoenix Head Start grant is prepared and presented to the Governing Board and Policy Council for information each month. Attachment A shows Year-to-date expenditures for the Fiscal Year 2013 – 14 grant. The report includes a breakdown for each Delegate Agency, the Policy Council and staff support. Expenditures are tracked on a year-to-date basis including the percent expended for the fiscal year.

School Attendance in Head Start: Monthly information on school attendance is tracked by the Human Services Department Education Division. The monthly target for attendance set by the Office of Head Start is 85 percent and the year-to-date attendance is 91 percent.

Medical/Dental Exams: Monthly information on the number of medical and dental exams is also tracked by the Education Division. As part of the Head Start regulations, all Head Start children are required to have complete medical and dental exams each year. Through the end of December, 5,900 of the 6,400 targeted for the year were complete.

Enrollment Reports: The Office of Head Start requires all programs to submit the total number of funded slots and children enrolled in the program on the last school day of the month. Attachment C indicates the program attained full enrollment at 3,204 children/slots.

Ongoing Monitoring: During the month of December Program Assistants completed random health and safety observations at one site of each Delegate Agency, using the Health and Safety Checklist. The Delegates also completed monthly observations using the same tool. By the 10th of each month the Delegates submit their Ongoing Monitoring Report, which identifies any major health or safety concerns they have had during the month and how they are resolving the issue.

Based on December observation results and reports by Delegates the major areas of concern continue to be the depth of resilient material in fall zones on playgrounds, and bathroom fixtures in older buildings.

Program Information:

Budget Update: Education Division staff participated in a webinar presented by the National Head Start Association on the 2014 federal budget. They reported the House and Senate have tentatively agreed to a compromise funding bill for \$100 billion. The bill would also end sequestration. It is not a guarantee, though, that the bill will pass the full House and Senate. The webinar also covered the new Strong Start Act that would expand EHS and provide for universal preschool.

Human Services Department Staff Resource Fair: On December 9, the Head Start Community Partnership Specialist coordinated the Human Services Department Staff Resource Fair for caseworkers. Twelve community-based programs sent representatives to discuss the services they provide. Participants received bags provided by United Health Care, which had been filled with items donated by Phoenix Children's Hospital and Native Health. A total of 39 caseworkers attended the Resource Fair.

RECOMMENDATION

This report is for information only.

Attachments

Attachment A

Yr 48 Head Start Financial Summary Fund 1630
 Planned level of Expenditures 50%
 For the Month Ending December 31, 2013

Fund Center	Program	FTE	Revised Estimate Budget 2014	FY14 YEAR-TO-DATE Expenditures	FY14 YEAR-TO-DATE % Spent
8940050001	HS Administration	10	2,202,651	848,312	39%
8940050004	HS T&TA	-	239,070	8,387	4%
8940050012	HS Policy Council	-	18,792	9,647	51%
8940050015	HS Mental Health	5	501,106	255,317	51%
8940050016	HS Casework Support	59	4,463,437	2,192,317	49%
8940050017	HS Classroom Support	15	1,553,192	815,396	52%
	Total City of Phoenix	89	8,978,248	4,129,376	46%
8940051001	Alhambra	-	2,060,523	673,055	33%
8940051003	Booker T Washington	-	1,327,659	648,279	49%
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8940051008	Murphy	-	774,588	230,980	30%
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8940051011	Roosevelt	-	1,822,598	620,362	34%
8940051013	Wilson	-	580,755	188,695	32%
8940051116	Fowler	-	684,219	216,398	32%
8940051117	PUL (aka GGT)	-	1,054,740	488,993	46%
	Total Delegates	-	13,545,980	5,184,209	38%
8940505021	Early Head Start Operations Support	44	3,237,761	1,595,688	49%
8940505024	Early Head Start T&TA	-	80,944	24,297	30%
	Total Early Head Start	44	3,318,705	1,619,986	49%
	Grand Total	133	25,842,933	10,933,571	42%

Delegate Agency data is one month behind due to the billing process, with the exception of Booker T. Washington and Greater Phoenix Urban League.

Attachment B

Percentage of School Attendance

Target: 85%

YTD Percent: 91%

Goal:

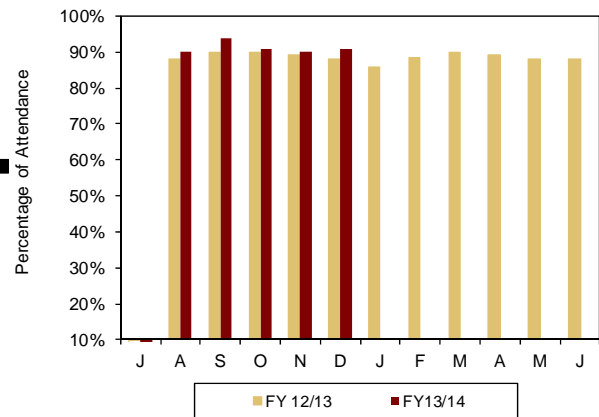
Increase attendance of Head Start kids

Target:

85% of school days attended

Significance:

Attendance is a key factor in being able to get kids ready to attend kindergarten.



Medical and Dental Exams Completed

Target: 6,400 exams

YTD Exams: 5,900

Goal:

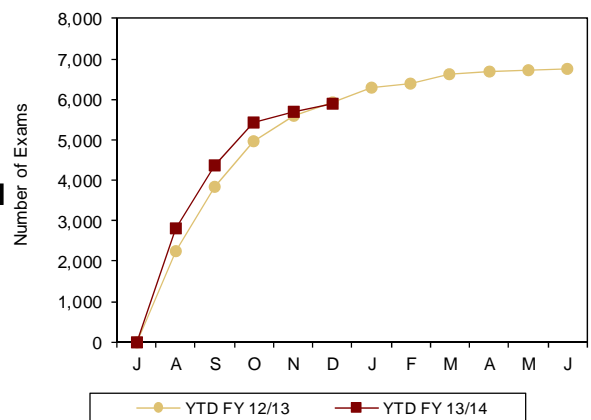
Ensure Head Start kids receive necessary medical and dental exams

Target:

6,400 exams

Significance:

Head Start kids are required to have medical and dental exams as part of Head Start regulations.



City of Phoenix Head Start Enrollment
--

<u>Month</u>	<u>Enrolled</u>	<u>Funded</u>	<u>Status</u>
July 2013	300 ³	3,204	9.4%
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September 2013	3,204	3,204	100.0%
October 2013	3,204	3,204	100.0%
November 2013	3,204	3,204	100.0%
December 2013	3,204	3,204	100.0%
January 2014			
February 2014			
March 2014			
April 2014			
May 2014			
June 2014			

³ Early Head Start was fully enrolled. Head Start was not operational during the month of July.

⁴ All sites are fully enrolled with the exception of Murphy in which classes began September 3rd.

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CITY COUNCIL REPORT

TO: Deanna Jonovich
Senior Executive Assistant to the
City Manager

FROM: Moises Gallegos
Acting Human Services Director

SUBJECT: HEAD START PROGRAM INFORMATION REPORT

This report provides information to the Parks, Arts, Transparency and Education Subcommittee regarding the City of Phoenix Head Start Program Information Report (PIR) for the 2012 – 2013 school year. This report is for information only.

THE ISSUE

The Office of Head Start Program Information Report (PIR) is an annual report required of all Head Start programs in the country. It is one source of data for tracking grantee and delegate program performance. The Office of Head Start utilizes the PIR indicators to assess grantee strengths and challenges and to target technical assistance to those areas needing improvement. This information is also made available to federal legislators and the public.

OTHER INFORMATION

In 2012 – 2013, the City of Phoenix Head Start program served over 3,627 children and the Early Head Start program served 512 children and 17 pregnant women. Some key demographics of the children and families served include the following:

- Age at enrollment:
 - 4% under 1 year
 - 4% 1 year
 - 4% 2 years
 - 21% 3 year
 - 67% 4 years
- Ethnicity:
 - 80% Hispanic
 - 7% Black/African American
 - 5% White
- Family Status:
 - 60% two parent families
 - 40% single parent families
- Employment Status:
 - 71% have at least one parent who is employed.

The following indicators compare Phoenix Head Start with grantees in Arizona and nationally in 2013:

Head Start	Phoenix	AZ	National
Multiple year enrollment:	21.60%	23.30%	30.70%
Children enrolled less than 45 days:	5.50%	4.20%	4.30%
Dropped out and didn't return:	16.80%	16.60%	15.70%
Children with health insurance:	96.60%	91.40%	96.60%
Children with medical home:	99.30%	98.00%	96.80%
Children with up-to-date, or all possible, immunizations:	99.80%	98.70%	97.60%
Children with dental home:	92.70%	86.10%	92.70%
Percentage of Funded Enrollment reported as children with a disability:	11.10%	10.50%	12.20%
Children up to date on a schedule of Preventative and Primary Health Care:	91.10%	88.90%	89.40%
Children needing medical treatment:	12.30%	12.10%	13.00%
Children receiving medical treatment:	99.50%	96.00%	94.10%
HS Children with a disability receiving special services:	93.50%	95.80%	97.10%
Children receiving dental exams:	95.10%	87.30%	86.20%
Children needing dental treatment:	49.30%	31.90%	19.50%
Children receiving dental treatment:	92.70%	91.40%	80.20%
Families receiving family services:	71.20%	57.70%	73.70%
Percentage of preschool teachers that meet 9/13 requirements:	82.60%	37.50%	66.60%
Percentage of preschool teacher assistants that meet 9/13 requirements:	82.40%	88.60%	89.30%

Early Head Start	Phoenix	AZ	National
Multiple year enrollment:	58.00%	42.10%	43.80%
Children enrolled less than 45 days:	3.70%	5.10%	5.70%
Dropped out and didn't return:	44.40%	29.70%	30.40%
Children with health insurance:	98.80%	93.70%	94.50%
Children with medical home:	100.00%	92.90%	93.60%
Children with up-to-date, or all possible, immunizations:	98.60%	96.80%	93.80%
Children with dental home:	18.20%	71.30%	76.40%
Percentage of Funded Enrollment reported as children with a disability:	19.50%	13.00%	13.60%
Children up to date on a schedule of Preventative and Primary Health Care:	90.40%	89.80%	84.40%
Children needing medical treatment:	3.70%	14.80%	10.30%
Children receiving medical treatment:	100.00%	73.40%	94.90%
Families receiving family services:	83.90%	71.20%	80.10%

As indicated by the chart, this year the City of Phoenix Head Start had very similar results to the Arizona and National levels on all indicators except the Early Head Start children with a dental home. It is believed the discrepancy is due to differences in interpreting the indicator. The indicator should only represent children being seen by a licensed dentist, which the majority of Early Head Start children are not.

RECOMMENDATION

This report is for information only. No action is needed.

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CITY COUNCIL REPORT

TO: Deanna Jonovich
Senior Executive Assistant To The
City Manager

FROM: Moises Gallegos
Acting Human Services Director

SUBJECT: DOMESTIC VIOLENCE ROADMAP UPDATE

This report provides information to the Parks, Arts, Transparency and Education Subcommittee on the efforts of the Domestic Violence Work Group to evaluate and implement the recommendations in the Domestic Violence Roadmap, intended to enhance the City of Phoenix response to domestic violence and make Phoenix a national leader in preventing and addressing domestic violence.

THE ISSUE

On December 19, 2012, the Mayor and City Council instructed the City Manager and staff to develop and present a plan to enhance domestic violence prevention and services. A diverse workgroup of 50 community leaders developed a comprehensive five-year strategic work plan consisting of an overarching media campaign and five pillar strategies: Community Awareness, Phoenix as a Model, Systems Reform, Coordinated Service Delivery, and Partnerships. On March 13, 2013 the Domestic Violence Roadmap was approved by the Mayor and City Council.

Since approval of the Plan, City staff, in partnership with community leaders such as the Arizona Coalition to End Sexual and Domestic Violence, and the O'Connor House Program for Women and Justice, have worked with pillar work groups to review and address the items included in the five-year plan.

Community Awareness

In December 2013, the City was awarded Juvenile Accountability Block Grant (JABG) funds to implement healthy relationship prevention education for teens in community based programs and high schools. A Request for Proposal (RFP) was issued on January 9, 2014 to select a provider to implement an evidence-based prevention curriculum. The contract will be awarded in early April, and run through December 31, 2014.

The City celebrated February 2014 as Paint Phoenix Purple Teen Dating Violence Prevention and Awareness Month, in partnership with the City's Youth and Education Office, and the Phoenix Union High School District. On February 4, 2014, more than 50 parents and 143 students attended a Youth Town Hall at Maryvale High School where Councilwoman Pastor read a Proclamation from Mayor Stanton acknowledging February as Dating Violence Awareness Month. In addition, four resource fairs and a poetry contest on Healthy Relationships were facilitated by the Youth and Education Office in the month of February.

Phoenix as a Model

The City's Human Resources Department updated policies and training for new employees and supervisors to include A.R.S. 13-4439 regarding the Right to Leave Work for victims of domestic violence. The City's Employee Manual was also updated to include increased information on domestic violence and the resources available to victims and supervisors. Both the policies and manual are in final review.

Systems Reform

The City reinstated the Domestic Violence Fatality Review Team in July 2013. The team completed case reviews and submitted an annual report to the Attorney General's Office on January 31, 2014 (see Attachment A). The report makes recommendations in line with the goals of the Domestic Violence Roadmap including: increased community awareness for the issue of domestic violence; increased education for advocates on lethality indicators; and increased education and advocacy for victims regarding Orders of Protection.

In February 2014, Phoenix Municipal Court, Phoenix Police, and the Human Services Department Family Advocacy Center (FAC) partnered to implement a six-month Order of Protection pilot project. An FAC Victim Advocate will act as the Order of Protection Service Coordinator to facilitate the service of difficult to serve orders, or orders for which service is not requested at the time the order is obtained, without the victim's direct involvement in the process. In addition, victims will receive enhanced advocacy and education services.

Coordinated Service Delivery

On December 19, 2012, Phoenix City Council approved funding for Domestic Violence Assistance. Through a Request for Proposal process, the Arizona Coalition to End Sexual and Domestic Violence was selected to implement a Centralized Screening program, which provides screening for shelter and service requests in Maricopa County. For the six-month period of July through December 2013, 25 percent of the 2,806 phone calls were for shelter or the DVSTOP shelter overflow program.

Partnerships to End Domestic Violence

On January 30, the Mayor's Faith Forum on Homelessness and Domestic Violence was held at Steele Indian School Park. Approximately 111 faith and community based organizations attended. Councilwoman Gallego also attended. A panel discussion, comprised of two community based organizations, two faith based organizations and the Mayor, provided information on how government, the faith community and agencies work together on to address issues of homelessness and domestic violence. The event's closing remarks were delivered by Police Chief Garcia, followed by a "call to action" by the Arizona Coalition to End Homelessness and the Arizona Coalition Against Sexual and Domestic Violence. Call to Action cards were completed by participants indicating their interest in staying involved.

An Employers Toolkit was developed and made available to local employers engaged in Partnership Group activities. The toolkit provides information pertinent to domestic violence issues in the workplace. Through Employer Partners, best practices have been implemented and serve as examples of ways to increase awareness of domestic

violence in the workplace and to create a culture of change. Grand Canyon University (GCU) participated in Paint Phoenix Purple activities in October 2013 and directed the development of an online learning module intended to educate staff and students about domestic violence. GCU also challenged each student to consider what he/she will do to develop healthy relationships and help others who experience domestic violence.

RECOMMENDATION

This report is for information only.

Attachment A – 2013 Domestic Violence Fatality Review Team Report

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City of Phoenix
Domestic Violence Fatality Review Team
2013 Annual Report
Submitted To:
Tom Horne, Arizona Attorney General
January 31, 2014



City of Phoenix

January 31, 2014

To the Arizona Domestic Violence Community;

As Co-chairs of the Phoenix Domestic Violence Fatality Review Team (PDVFRT), we are pleased to share our annual report with you. The Phoenix team was appointed by the Phoenix City Manager effective July 1, 2013 and this is the second full report submitted to the Attorney General's Office. This report provides information on domestic violence related murder-suicide cases and provides recommendations for system change/improvement as well as updates on the implementation of previously identified recommendations.

Domestic violence calls represent the fourth largest call for service to the Police Department. In 2013 the Phoenix Police Department received 41,756¹ 9-1-1 and Crime Stop calls for domestic incidents with approximately 15,000 investigations conducted. Domestic violence is a public safety issue, representing danger not only for the victim of the relationship, but also for family members of that victim, law enforcement and the community in general. This team is dedicated to identifying system gaps or areas for improvement in an effort to reduce the numbers of domestic violence homicides in our community.

Handwritten signature of Elizabeth Bissa in blue ink.

Elizabeth Bissa
DVFRT Co-Chair
Family Advocacy Center Director
Human Services Department

Handwritten signature of Mary Roberts in black ink.

Commander Mary Roberts
DVFRT Co-Chair
Family Investigations Bureau
Phoenix Police Department

¹ Any calls for service that had missing or incorrect information may not be properly depicted in this report. Calls are based on the final call type as entered by communications and for Patrol.

Membership

The Phoenix Domestic Violence Fatality Review Team (DVFRT) Co-Chairs and team members are appointed by the Phoenix City Manager (Appendix I). All Team members are appointed to serve two-year terms. Upon appointment, Team members receive instruction on Open Meeting Law as well as the governing legislation (ARS § 41-198). Team members represent positions and organizations on the team. When Team members no longer fill the roles they were appointed to represent, they may be replaced through the process outlined in the Team By-Laws (Appendix II).

The DVFRT was appointed mid-year and worked diligently to complete the review by calendar year's end. The Co-Chairs would like to thank the Team members who dedicated a tremendous amount of time to the process. The knowledge and experience represented by the Team members was of great value to the process.

Team Members

<u>Appointee</u>	<u>Organization</u>
Libby Bissa*	Family Advocacy Center
Bryan Coley	Phoenix Police Department
Blaine Gadow	Maricopa County Attorney's Office
Will Gonzalez	City Prosecutor's Office
Kelly Gremmel	City Prosecutor's Office (retired)
Bill Hart	ASU Morrison Institute
Candice Hewitt	Family Advocacy Center
Carl Mangold	Offender Treatment & Mental Health
Dana Martinez	A New Leaf
Kerry Ramella	Phoenix Fire
Mary Roberts*	Phoenix Police Department
Beya Thayer	AZ Coalition Against Domestic Violence (resigned)
Joe Tomory	Phoenix Police Department
Heidi Gilbert**	Law Department
Don Taylor**	Municipal Court
Anissa Blair***	Family Advocacy Center

*Co-Chairs

**Liaisons

***Team Staff

Executive Summary

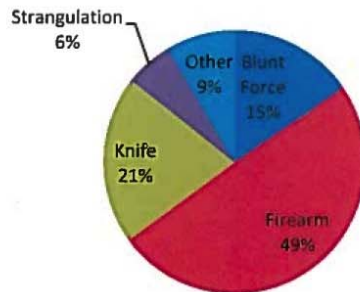
In 2006, the City of Phoenix established its first Domestic Violence Fatality Review Team. The team was the first of its kind in the state of Arizona and developed many of the processes and protocols utilized as reference for other teams established in the state. The team was housed out of the City's Family Advocacy Center.

In 2009, the Team was in the midst of a review when budget reductions and City reorganization caused the team to be placed on hiatus. The team is housed out of the Family Advocacy Center and Co-Chaired by the Family Advocacy Center Director and the Family Investigations Bureau Commander. Upon the re-establishment of the team in 2013, it was determined that the case reviews in progress in 2009 should be incorporated into the 2013 review and report. The report incorporates data from 2004 to 2013 as available.

The team chose to focus on murder-suicide cases that were intimate partner relationships and evaluated the cases for review accordingly. There were 26 homicide cases that met the criteria and resulted in 31 victim deaths when children and other family members were killed in addition to the intimate partner.

The use of firearms appears to be more prevalent in murder-suicide cases. From 2004 to 2012 there were 168 domestic violence homicides with 93 (52%) of the homicides committed with a firearm². In that same timeframe, firearms were used in 23 of the 26 murder-suicide cases (88%).

**Weapon Used in Homicide
2004-2012**



² Detailed statistical data was not available for 2013 at the time this report was written. 2013 data where available and referenced in the report is noted as such.

**Weapon used in Murder-Suicide Incidents
2013**



The Team spent a great deal of time reviewing the overall dynamics of the murder-suicide cases, searching for commonalities and items of system intervention or gap. The Team sought to identify recommendations for system change that would impact the safety of victims and their families.

In an effort to gain a full understanding of the dynamics of some of the relationships represented in the review process, family members, friends and co-workers were interviewed for three of the 26 cases. Case detectives were also interviewed for multiple incidents and provided a perspective not readily found in written reports.

Where information was available, it appeared that most of the victims had attempted to manage their abuser and that effort became the norm in the relationship. In addition, the victims went to great lengths in several of the cases to provide for what they believed was safety by taking varying routes to work, having family escorts for safety to and from vehicles, and having family present to move belongings. In each of the cases the victims knew there was danger, but there was Police contact in only seven cases.

Our findings appear to support that the presence of children does not indicate a reduction of violence. In addition, the resulting trauma cannot be fully quantified for the children left behind. In 18 of the 26 (69%) relationships there were children common to both the victim and abuser and in 10 (38%) cases children were present at the time of the homicide. In three (11%) of the cases children were also victims of the homicide, and children were injured in an additional two (8%) cases.

The existence of domestic violence, both physical and emotional, in the cases reviewed was known to others in 20 of the 26 (77%) cases with reports of threats to the victim by the abuser in half and threats of self-harm by the abuser in three cases. Six (23%) of the cases indicated stalking behavior by the abuser.

Victims had separated from their abuser in eight (31%) of the cases, six of which had been separated less than three months. Separation is known to be a factor for increased lethality and in four of the eight cases, the victim had obtained an Order of Protection (OPs) since the separation. Only five (19%) of the 26 cases had obtained and served OPs. OPs continue to be important tools for victims of domestic violence, but some victims expressed concern that OPs might trigger increased violence. Increased education for victims on the availability of OPs, how to maintain OPs, and safety planning would be valuable. In addition, ongoing and appropriate education for all participants in the court system, family lawyers and advocates related to lethality indicators and safety planning for victims obtaining OPs would be beneficial.

In each of the three cases that involved in-depth review, the victims were accomplished women who maintained the financial health of the family. In one of those cases, the abuser had not worked in years and in another, the abuser repeatedly lost jobs due to his attitude and interaction with others. Each of the three cases with in-depth review, the victim obtained an Order of Protection, and each of them were fully prepared to move forward as the head of household with their children.

Process

The Team chose to review domestic violence murder-suicide cases in 2009. This decision was in part due to the ability to more quickly review the cases as they were considered post-adjudication. In addition, the team chose to only include intimate partner cases in their review. This focus was continued with the 2013 Team appointment and the team met seven times between July 1, 2013 and January 30, 2014 at the Family Advocacy Center. The Team utilized various methods of investigation to review the cases including:

- Police Department Reports (DRs)
- Interviews with homicide investigators
- Interviews with victim's friends, family members, co-workers and school administrators
- Reviews of forensic medical examiner reports

Prior to meetings staff developed case synopsis, charted data, collected additional information, drafted meeting materials, arranged presentations, and organized research for meeting review. The Team reviewed and discussed each case at length and made report recommendations. Staff collected and analyzed data to draft the report, developed statistical charts, and facilitated changing the bylaws. All members of the Team provided input and assisted with providing research data.

Key Findings

The following key findings have been identified by the Phoenix Domestic Violence Fatality Review Team:

- Victims attempted to manage their abusers and that effort became the norm in the relationship.
- Victims think they are good evaluators of their abusers potential violence, but their constant attempts to manage their abuser can cloud true judgment of lethality.
- OPs were used infrequently in these cases. OPs can be a great tool to hold abusers accountable however understanding that it has the potential to trigger or escalate violence is important. Victims might be a good gauge of this potential.
- The presence of other friends or family members did not provide for safety in the murder-suicide cases reviewed. Frequently others were either immediately present or just outside a door when the violence occurred and in at least one case the individual who was thought to provide security was also killed in the homicide incident.
- A decline in finances appeared to be a factor in the relationships for six of the 26 cases.

Recommendations

The Phoenix Domestic Violence Fatality Review Team makes the following recommendations based on consideration of all the factors discussed in the review process:

- Increase community awareness activities regarding the dynamics of domestic violence and the resources available to victims of domestic violence. In addition, the information provided should address how victims tend to normalize such relationships.
- Education for Victim Advocates on lethality assessments and evaluating lethality indicators such as financial decline and depression. Education should include information for Victim Advocates on understanding the value of the victim's perception of the danger and potential lethality of the relationship.
- Increased education for victims on the availability of OPs, how to maintain Ops, and safety planning would be valuable. In addition, ongoing and appropriate education for all participants in the court system, family lawyers and advocates related to lethality indicators and safety planning for victims obtaining OPs would be beneficial.
- Education for victims on how the criminal justice system works and how to provide for individual and family safety. This education could be provided when OPs are obtained or through work with a Victim Advocate.

Recommendation Updates from 2007 Report

Various recommendations were made in the 2007 report and have been addressed in the time since the report was published:

- *A need for increased use of lethality assessments by law enforcement to improve the usage of resources.* In June 2011, the Phoenix Police Department implemented a program that reviewed cases for coercive control and grouped cases accordingly. Coercive control is viewed as an indicator of heightened lethality cases are prioritized accordingly by investigators. The 26 murder-suicide cases were evaluated for coercive control, given the information available in reports or through interviews, with half of the cases found to have coercive control behaviors. This research-based protocol is utilized with each domestic violence investigation to evaluate the potential lethality of the case and to connect victims with Victim Advocates in all cases that contain coercive control.
- *Increase the use of forensic medical exams in domestic violence cases.* In July 2012, a protocol for forensic medical exams in domestic violence strangulation cases was implemented. More than 452 exams have been provided in the City of Phoenix since that time with a resulting increase in felony case filings from 14% to 62%. In addition, the victims that receive strangulation exams are evaluated for injury and the need for immediate and long-term medical and domestic violence intervention. This protocol was not in effect for the majority of the cases reviewed for this report and as such is not represented in the report.

Statistical data was obtained through the Phoenix Police Department's Crime Analysis and Research Unit. Counts are based on the ARS Statute code listed on the departmental report. ARS Statute codes are auto-assigned in PACE based on radio code and are subject to change based on case agent review. Updates that CARU makes as part of UCR review process are not included in the ARS data.

Appendices

- I Letter of Appointment**
- II Team Bylaws**
- III Confidentiality Agreement**
- IV Mission Statement**
- V Family Interview Form**



City of Phoenix

To: Addressee **Date:** May 30, 2013

From: David Cavazos
City Manager

Subject: APPOINTMENT OF PHOENIX DOMESTIC VIOLENCE FATALITY REVIEW TEAM

This memorandum officially appoints members to the City of Phoenix Domestic Violence Fatality Review Team.

On April 18, 2005, Governor Janet Napolitano signed Senate Bill 1071 (A.R.S. § 41-198) into law, which supports the establishment of domestic violence-related fatality review teams in the State of Arizona. This law enabled the City of Phoenix to appoint its first Domestic Violence Fatality Review Team in May 2006, the first such team in Maricopa County.

The City of Phoenix Domestic Violence Fatality Review Team was established to examine domestic violence-related fatalities in order to make recommendations for systemic improvement in an effort to prevent future fatalities.

As a team member you will participate in the effort to gather statistical data on domestic violence-related fatalities and will conduct at least one comprehensive case review each year. A summary of the Teams' findings will be presented to the Mayor and Council and will be outlined in a report to be submitted to the Arizona Attorney General's Office.

I hereby appoint the individuals listed below to serve on the Review Team, which will be co-chaired by Family Investigations Bureau Commander Sandra Renteria and Family Advocacy Center Director Libby Bissa, for a two-year period. This appointment is effective July 1, 2013.

Thank you for your time and dedication to this project.

Addresses:

Appointees:

Libby Bissa (Co-Chair), Family Advocacy Center
Bryan Coley, Police Family Investigations Bureau
Blaine Gaddow, Maricopa County Attorney's Office
Will Gonzalez, Prosecutor's Office
Kelly Gremmel, Prosecutor's Office / Victim Services
Bill Hart, ASU Morrison Institute

Candice Hewitt, Family Advocacy Center
Carl Mangold, Dynamic Living Counseling, Offender Treatment
Dana Martinez, A New Leaf – DV STOP
Kerry Ramella, Fire Department Crisis Response Unit
Sandra Renteria (Co-Chair), Police Family Investigations Bureau
Beya Thayer, Arizona Coalition Against Domestic Violence
Joe Tomory, Police Homicide Bureau
Amy Abolos, Maricopa Integrated Health System

Liaisons:

Heidi Gilbert, Law Department
Don Taylor, Municipal Court



City of Phoenix

Bylaws and Rules of Procedures for the Domestic Violence Fatality Review Team of the City of Phoenix.

ARTICLE I – ORDINANCE AUTHORITY

The Domestic Violence Fatality Review Team is created by the Phoenix City Manager in accordance with Arizona State Senate Bill 1071 (A.R.S. § 41-198) and as subsequently amended.

ARTICLE II – POWERS AND DUTIES OF THE DOMESTIC VIOLENCE FATALITY REVIEW TEAM (DVFRT)

- A. **Advisory Body.** The DVFRT is an advisory body to the Phoenix City Council and the Attorney General's Office whose purpose is to provide advice to the City to better enable the City to meet the needs of its residents. Its powers are advisory only unless additional powers and authority is provided by ordinance or state or federal law or regulation.
- B. **Powers and Duties.** The powers and duties of the DVFRT shall be:
 - a. **Examine incidents of domestic violence related fatalities and near fatalities to better understand the dynamics of these incidents.**
 - b. **Report to the office of the Attorney General its findings and recommendations as to how incidents of domestic violence related fatalities and near fatalities may be prevented and how the system can be improved. The report shall not contain any information that identifies individuals in specific incidents of domestic violence related fatalities.**
 - c. **Determine the number and type of incidents it wishes to review.**

ARTICLE III – MEMBERSHIP AND OFFICERS

- A. **Membership.** The DVFRT shall consist of no more than 20 appointed members. Members shall be City staff and community members engaged in responding to and serving victims of domestic violence. At a minimum, those members may represent:

Arizona Coalition Against Domestic Violence Representative
Family Investigations Bureau

City Victim Services Professionals
Faith Community Representative
Family Advocacy Center Director
Maricopa County Attorney's Office
Medical Professional
Mental Health Professional
Offender Treatment Professional
Phoenix Police Department Domestic Violence Lieutenant
Phoenix Domestic Violence City Prosecutor's Office
Phoenix Police Department Homicide Lieutenant
Public Defender
Valley Shelter Professional

- B. Appointment. Co-Chairs and Members shall be appointed by the City Manager on a bi-annual basis. Team liaisons shall also be appointed by the City Manager on a bi-annual basis. Team members and liaisons and the agency each represents will sign a confidentiality agreement.
- C. Term. Members shall serve terms of two years and may be reappointed to successive terms. In the event a member becomes incapacitated or resigns or is unable to perform the duties of the office or is otherwise removed, an interim member may be named in his/her place through the end of that calendar year and officially replaced at the beginning of the next year.

Team liaisons shall serve terms of two years and may be reappointed to successive terms. In the event a Team liaison becomes incapacitated or resigns or is unable to perform the duties of the office or is otherwise removed, another member may be chosen to fill the unexpired term of the member replaced.

In the event that a member is replaced in his/her position, the new position member may assume the role.

- D. Removal of Members. A Team member may be removed by the City Manager for nonattendance at three consecutive meetings, conviction of a crime involving moral turpitude, repeated disruptive behavior after warning, or when in the opinion of the City Manager removal is in the best interest of the Team.
- E. Officers/Staff/Representation.
- a. Co-Chairs. The Co-Chairs shall be appointed by the City Manager to serve for a term of two years. Co-Chairs may be appointed to serve successive terms as deemed appropriate by the City Manager. In the event the Co-Chair resigns, becomes incapacitated or unable to perform the duties of office or is otherwise removed, the City Manager will appoint a replacement.

- i. Duties of Co-Chairs. The Co-Chairs shall be responsible for:
 1. Establishing a regular meeting schedule;
 2. Presiding over Team meetings, including deciding upon all points of order or procedure;
 3. Appointing board members to serve on committees, ad-hoc committees, and subcommittees of the;
 4. Prior to Team meetings and other such mutually convenient times review with the staffing department agenda items for future meetings;
 5. Consider other such matters and concerns of the commission or board as set forth in these bylaws or as directed by the Mayor and City Council.
 - b. Staff. The Family Advocacy Center Director shall appoint a member or members of the department's staff to serve as Staff to the Team. The Staff person shall not be a member of the Team. The Staff person shall take all minutes of Team meetings and keep all Team reports in accordance with Arizona statutes. The minutes of all Team meetings shall be provided to the Team in summary/verbatim form. All documentation shall be kept and maintained at the Family Advocacy Center.
 - c. Legal Representation. The City Attorney, or his/her designee, shall provide legal representation, parliamentary procedure and advice to the Team as necessary.
- F. Committees. The Team shall establish such committees, ad-hoc committees, and subcommittees as the Team deems necessary and appropriate for carrying out Team business. The Co-Chairs shall appoint the members of the committees, ad-hoc committees, and subcommittees created. Such committees report to the Team in an advisory capacity and such committee shall exist only so long as necessary to fill the purposes for which they were created. Members of committees, ad-hoc committees, and subcommittees are not required to be DVFRM Members. The Co-Chairs may remove a committee member at any time with or without cause. Removal of a committee member who is also a Team member does not remove that individual from the Team, it merely relieves the individual from his/her duties on that committee.

The Chairperson of committees, ad-hoc committees and subcommittees will be appointed by the Team Co-Chairs only so long as necessary to fill the purposes for which the committee was created. The Chairperson of such committees must be a Team member.

Meetings shall be called by the Chairperson of such committee or upon petition by a majority of the committee's members. Notice of all meetings shall be given in accordance with the Arizona Open Meeting Law and with the assistance of the Team Staff person. All meetings shall be conducted in accordance with the Arizona Open Meeting Law. Robert's Rules of Order shall govern meeting procedure.

Committee recommendations are to be forwarded to the DVFRT for official action.

G. Compensation.

- a. The membership of the Team as well as officers, serve in a voluntary capacity but will be reimbursed for out of pocket expenses as approved by the Co-Chairs and the City Manager or his/her designee.

ARTICLE IV – MEETINGS

- A. Schedule. When there exists business to be conducted and a quorum can be obtained, the Team shall meet a minimum of quarterly and at such other times when called by the Co-Chairs after consultation with Team members, and the staffing department.
- B. Quorum. A quorum of the Team shall consist of a majority of its appointed members (half plus one). Any action voted on by a majority vote of the quorum present shall be considered an action of the Team. In the event a quorum is not present for a meeting, the Team is prohibited from discussing any items from the agenda and the meeting shall be rescheduled. In the event a quorum is present at the beginning of a meeting and is not maintained throughout the meeting, no votes requiring action may be taken after the loss of a quorum.
- C. Open Meetings. The Team and its committees, ad-hoc committees, and subcommittees shall hold all meetings and conduct all business in accordance with Arizona Open Meeting Laws A.R.S. § 38-431 *et seq* and shall be open to the public. DVFRT meetings are closed to the public and are not subject to title 38, chapter 3, article 3.1 if the Team is reviewing a domestic violence fatality case.
- D. Procedure Not Contained in Bylaws. All meetings of the Team shall be, to the extent not in conflict with these bylaws, conducted according to the latest edition of Roberts Rule of Order which shall govern meeting procedure.

- E. Proxy Voting, Telephonic Participation.
 - a. Proxy voting shall not be permitted.
 - b. Telephonic participation may be permitted where, in the opinion of the Co-Chairs, members can participate fully by speaker phone.

- F. Agenda Items. Items for the agenda may be proposed by any member of the Team. The Co-Chairs shall approve the agenda for each Team meeting or committee, ad-hoc committee and subcommittee meeting.

ARTICLE V – MISCELLANEOUS

- A. Conflict of Interest. Any member of the Team who has a substantial interest as defined in A.R.S. § 38-502 in the outcome of any matter brought before the Team shall make known that interest and the minutes of the meeting shall reflect that the member made such fact known. The member shall refrain from voting or in any way participating in that matter.

- B. Amending Bylaws. These bylaws may be amended at any meeting of the Team after not less than seven (7) days notice has been given to all members of the Team and a copy of the proposed amendment sent with notice. A change in the bylaws shall require a concurring vote of three-fifths of the members present.



 Domestic Violence Fatality Review Team
 Co-Chair

1/28/14

 Date



 Domestic Violence Fatality Review Team
 Co-Chair

1-31-14

 Date



 Approved as to Form
 City Attorney

1/28/14

 Date



**CITY OF PHOENIX
DOMESTIC VIOLENCE FATALITY REVIEW TEAM
Individual Confidentiality Agreement**

The purpose of the City of Phoenix Domestic Violence Fatality Review Team (DVFRT) is to conduct a complete retrospective analysis of family or intimate partner violence death incidents. I, the undersigned, as a representative of _____ swear or affirm that I shall not divulge any information, records, discussions and opinions disclosed during any closed meeting to review a specific death. Such information, records, discussions and opinions shall remain confidential and shall not be used for reasons other than those required under § 41-198 of the *Arizona Revised Statutes* or by court order. **Violation of this agreement is a Class 2 Misdemeanor.**

Print Name

Signature

Date



City of Phoenix

Domestic Violence Fatality Review Team

The mission of this team, which is comprised of representatives from the criminal justice system, advocacy community, municipal government and other community resources, is to examine domestic violence fatalities. The team will analyze the circumstances of past fatalities in an effort to better understand the dynamics of such deaths and make recommendations for prevention and system improvements. The purpose of this project is not to lay blame, but rather to actively improve all systems that serve persons involved with domestic abuse, and to prevent violence and fatalities in the future.



City of Phoenix
DOMESTIC VIOLENCE FATALITY REVIEW TEAM
FAMILY QUESTIONNAIRE

The relationship between _____ and _____
When/how did they meet?

What were the dynamics surrounding their relationship?

What was the history of abuse? When did it start, what type of abuse was it?

Was there isolation during the relationship?

Was there any escalation of controlling behavior after the separation?

The Children

How old were children at the time of the victim's death?

How much did children witness of the abuse and homicide?

Were children used by the suspect to manipulate the victim and if so how?

What is child's current connection to perpetrator or perpetrator's family?

Was there any abuse to the children by perpetrator?

Perpetrator & His Family

Were there suicidal or homicidal statements by perpetrator prior to the homicide?

Have you had contact with perpetrator's family, what has that contact been like?

Law Enforcement/Court

Was there previous interaction with law enforcement? Where and why?

What were the situations/incidents as they were explained to you?

Were there any cases in the court system?

Was there an Order of Protection at the time of the homicide, had there been previous violations of that order? Were there previous orders?

Were there any other illegal activities on the part of the perpetrator?

Did law enforcement/the courts see perpetrator as dangerous?

Health Care

Were there hospital visits as a result of victim's relationship with perpetrator?
When and where?

Did you receive any counseling after the final incident, what type?

Did the relationship affect the health of children?

Friends/Schools/Church

Did the victim's friends know or children's friends know, of the violence?

Did victim and/or children attend church? Was the church aware of the situation? Did the church provide any help after the final incident?

Employment

Did victim's employer know of the violence, and if so, did the employer know what to do?

Was the perpetrator working or seeking employment?

The system

How do you feel perpetrator may have manipulated the system?

Do you feel the system 'failed'? If so where and how?

How were you notified of victim's death?

How were you, children and family members treated at the scene of the homicide?

How were you, children treated by the system after the homicide?

Miscellaneous

What was the impact of violence on children and other family members?

Presence of weapons; when and where were they were purchased? Was the victim aware?

Have you had interaction with the perpetrator since the incident?

What rights does perpetrator have with regard to child while he is incarcerated?
Are there any rights stipulated for after his release?

Are you in fear of the perpetrator's release, and what rights does he have to child while he is incarcerated?

Is there anything else you would like to share with us that may help us understand the situation for victim?

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CITY COUNCIL REPORT

TO: Deanna Jonovich
Senior Executive Assistant to the
City Manager

FROM: Rita Hamilton
City Librarian

SUBJECT: "STATE OF DECEPTION" AT PHOENIX PUBLIC LIBRARY

This report provides the Parks, Arts, Transparency and Education Subcommittee with information on a traveling exhibit from the United States Holocaust Memorial Museum at Burton Barr Central Library Feb. 26 – June 1, and a series of programs that complement it.

THE ISSUE

Phoenix Public Library is hosting "State of Deception: The Power of Nazi Propaganda" on the second floor of Burton Barr Central Library February 20 through June 1. The 3,000-square-foot exhibit, which includes multimedia components and a text message guided tour, is on loan from the United States Holocaust Memorial Museum in Washington, DC. The free exhibit is a thought-provoking exploration of Nazi propaganda, challenging visitors to think critically about the messages they receive today.

To provide students and community groups an even deeper understanding of this challenging topic, 14 volunteer docents will conduct tours of the exhibit on Tuesdays and Thursdays. More than 20 groups have already reserved a tour.

In addition, a full slate of programming has been developed to complement the exhibit. The programming further explores the themes introduced in the exhibit. Program highlights include:

- "Deceptive Images: Nazi Propaganda, World War II and the Holocaust" – panel discussion with Arizona State University (ASU) faculty members and the exhibit curator.
- "The Jewish Experience" – Dr. Larry Bell will lead a book talk about the effects and aftermath of the Holocaust.
- "The Image of the Enemy" – Dr. David Welch (University of Kent) will discuss how different countries have targeted enemies in the 20th century using film and television.

- “Reporting the Message: Media and Propaganda” – a panel of ASU Cronkite School of Journalism and Mass Communication faculty will discuss the relationship between media and propaganda.

OTHER INFORMATION

Additional information about the exhibit, the slate of programs, a complementary film series and Library resources for students and others is available at phoenixpubliclibrary.org.

The exhibition is produced by the United States Holocaust Memorial Museum and is underwritten by grants from Katherine M. and Leo S. Ullman and The Blanche and Irving Laurie Foundation, with additional support from the Lester Robbins and Sheila Johnson Robbins Traveling and Special Exhibitions Fund established in 1990 and Dr. and Mrs. Sol Center. Additional support for the Phoenix presentation of the exhibition is provided by the Rosenbluth Family Foundation, Barry and Barbara Zemel, and Andrew and Amy Cohn. Promotional support provided by Jewish News. The program series is sponsored by the Friends of the Phoenix Public Library.

RECOMMENDATION

This report is for information only.

CITY COUNCIL REPORT

TO: Deanna Jonovich
Senior Executive Assistant to the
City Manager

FROM: Moises Gallegos
Acting Human Services Director

SUBJECT: APPROVAL TO DISPOSE OF FIXED ASSETS

This memo requests approval from the Parks, Arts, Transparency and Education Subcommittee, as the Head Start Governing Board to dispose of Head Start equipment no longer needed for the program according to the disposition instructions from the Office of Head Start.

THE ISSUE

The Office of Head Start regulations allow grantees to utilize grant funding to purchase equipment to benefit the program. If the value of the equipment is over \$5,000, the grantee must request disposition instructions from the Office of Head Start to dispose of the equipment. Head Start Policy Council and governing board approval is required to dispose of the equipment.

OTHER INFORMATION

Arizona's Childrens Association is no longer providing Head Start classes at Golden Gate Community Center. The organization determined it was unable to continue to provide Head Start services after August 31, 2013. Golden Gate Community Center has two large refrigeration units on the roof of the center purchased with Head Start funds in 1999 for \$13,040 per unit. The units are fully depreciated.

The Human Services Department received disposition instructions from the Office of Head Start to sell the refrigeration units to Golden Gate Community Center for \$200. The proceeds from the sale will be kept by Phoenix Head Start.

The Head Start Policy Council approved the Office of Head Start disposition instructions on January 13, 2014.

RECOMMENDATION

This memo requests approval from the Parks, Arts, Transparency and Education Subcommittee, as the Head Start Governing Board to dispose of Head Start equipment no longer needed for the program according to the disposition instructions from the Office of Head Start.

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CITY COUNCIL REPORT

TO: Deanna Jonovich
Senior Executive Assistant to the
City Manager

FROM: Moises Gallegos
Acting Human Services Director

SUBJECT: APPROVAL TO APPLY FOR AND ACCEPT HEAD START FUNDS AND
CONTRACT FUNDS

This report requests the Parks, Arts, Transparency and Education Subcommittee recommend City Council approval to apply for and accept Fiscal Year 2014 – 2015 (Program Year 49) Head Start program grant funds from the U.S. Department of Health and Human Services (DHHS) up to \$27,614,128 for the period of July 1, 2014 through June 30, 2015.

In addition, the Human Services Department requests the subcommittee recommend City Council approval to contract with Delegate Agencies to operate the Phoenix Head Start Program.

THE ISSUE

The Phoenix Head Start program currently provides comprehensive education and social services to 2,904 Head Start and 300 Early Head Start low-income children and families. Many services are provided through contractors, known as Delegate Agencies. This is a non-competitive grant due to DHHS Region IX by March 31, 2014.

Grantees are required to submit a full application once every three years, with a new budget and updated program information submitted the other two years. The Grantee must conduct a comprehensive Community Assessment to prepare for the full application. In the subsequent years, the Community Assessment is updated. The results of the assessment must be used to guide the program approach in five key areas. The City of Phoenix is required to submit the update application for 2014 – 2015.

OTHER INFORMATION

This appreciation includes a 1.3% cost of living increase on operations, and funding to operate an additional 186 Head Start slots lost due to sequestration cuts from 2013 – 2014. The grant period is July 1, 2014 through June 30, 2015. Funding has been awarded in the following areas.

Program Area	Funding	Funded Enrollment
Head Start Program Operations	\$24,013,210	3,090
Head Start Training and Technical Assistance	\$239,070	
Early Head Start Program Operations	\$3,279,852	300
Early Head Start Training and Technical Assistance	\$81,996	
TOTAL	\$27,614,128	3,390

The results of the updated Community Assessment are used to help make necessary revisions in the following five areas. As a result of the decisions made in the five areas, no changes have been made to the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Plan for 2014 – 2015.

- **Determine the program’s philosophy and long-range and short-range objectives** – The goals and objectives for 2013 – 2016 are shown in Attachment A. No changes were made.
- **Determine the type of services and program option or options to be provided** – Phoenix Head Start will continue to provide center-based services, part-day sessions. The full-day session previously operated by Alhambra Head Start will be eliminated for 2014 – 2015 due to budget constraints. Head Start is only able to serve approximately 25 percent of the eligible children. The center-based program meets the needs of most families. Early Head Start will continue to provide home-based services. Early Head Start is only able to serve less than 3 percent of the eligible children. The home-based model offers the greatest impact due to the intensive work with parents.
- **Determine the recruitment area of the program** – Phoenix will continue to recruit children from all areas of the service boundaries. Each Delegate Agency has an established service and recruitment area. No changes have been made to the recruitment area.
- **Determine the locations of centers** – In 2014 – 2015, several changes are planned for classroom sites. Greater Phoenix Urban League will move a three year old classroom of 17 slots currently in the Phoenix Elementary School District to Pendergast School District. In addition, 20 slots will be moved to M.C. Cash Elementary School in the Laveen Elementary School District. The Phoenix Elementary School slots are being moved due to low enrollment and the additional slots are being moved to M.C. Cash Elementary School because of high demand. The location of the 186 Head Start slots being restored from the sequestration cuts will be determined by April 2014 utilizing the Community Assessment data.
- **Set the criteria that defines the types of children and families that are given priority for recruitment and selection** – The Early Head Start Selection Criteria is included in Attachment B. Each Delegate Agency’s governing board and policy committee will approve the criteria for its own area.

The Human Services Department also seeks approval to enter into contracts with the following delegate agencies, for up to the specified amounts in order to operate the Head Start program from July 1, 2014 through June 30, 2015. The total contract amount includes the base amount, which covers personnel and operations costs, and

training and technical assistance (T&TA) amount which covers the training and technical assistance for staff and parents to maintain high quality services and programs.

DELEGATE AGENCY	BASE AMOUNT	T&TA AMOUNT	TOTAL CONTRACT
Alhambra Elementary School District	\$2,069,329	\$21,500	\$2,090,829
Booker T. Washington Child Development Center	1,334,105	8,200	1,342,305
Deer Valley Unified School District	755,747	7,900	763,647
Fowler School District	679,033	6,000	685,033
Greater Phoenix Urban League	3,120,064	19,887	3,139,951
Murphy School District No. 21	770,704	6,680	777,384
Roosevelt School District No. 66	1,805,012	11,330	1,816,342
Washington Elementary School District	2,539,096	0	2,539,096
Wilson School District No. 7	553,680	7,700	561,380
Subtotal – Delegate Agency Contracts	\$13,626,770	\$89,197	\$13,715,967

The remainder of the Head Start grant award (\$13,898,161) will be utilized within the Human Services Department to provide direct services, pay for administrative costs, and also includes the funding for operation of Head Start classrooms due to the restoration of the sequestration cuts. The department will return to the Subcommittee in March to recommend and request authorization to issue a Request for Proposal for operation of 186 Head Start slots in the highest need areas of the city.

RECOMMENDATION

The Human Services Department requests the Parks, Arts, Transparency and Education Subcommittee recommend City Council approval to apply for and accept 2014 – 2015 Fiscal Year Head Start program grant funds from the U.S. Department of Health and Human Services (DHHS) to \$27,614,128 for the period of July 1, 2014 through June 30, 2015. In addition, the Human Services Department requests the subcommittee recommend City Council approval to contract with Delegate Agencies to operate the Phoenix Head Start Program.

Attachments

**City of Phoenix Education Division
Strategic Plan
2013 – 2016**

Mission

To develop a foundation of knowledge, skills and life-long learning by building strength and well-being with families, children and communities.

Vision

Children, families, and communities are engaged and connected to ensure school readiness for all children.

Values

The following values guide our decision making and program delivery as it applies to children, families, communities and staff of Early Head Start and Head Start.

We value:

- *the unique strengths of families and children*
- *partnerships with families and communities*
- *work that demonstrates our respect for each child, family, community and employee*
- *a learning environment that is inclusive and developmentally appropriate to the strengths and needs of children and families*
- *diversity as a communitywide strength*

Focus Area 1: Strengthen the safety net of social services available to protect those who are most vulnerable or in crisis.

The City of Phoenix will assure those most in need have access to basic needs such as shelter and food. The City will connect the homeless, working poor, elderly, disabled, and victims of violent crimes to core services needed to stabilize their lives.

Strategy: Enhance the coordination of emergency programs to streamline client access to services.

Goal 1.1: Develop and implement collaborations to provide outreach to the most vulnerable populations such as refugee, foster, and homeless families.

Objective 1.1: The number of children served from vulnerable populations will increase by a minimum of 10% per year.

Focus Area 2: Enhance the quality of life for low-income or at-risk individuals and families.

The City of Phoenix will empower all residents to live in safe, affordable housing and achieve economic self-sufficiency through access to social, employment, and other economic resources needed to maximize their quality of life.

Strategy: Promote linkages to job training and other employment and educational resources empowering low-income households to realize a livable wage.

Goal 2.1: Expand Financial Literacy services for Head Start and Early Head Start families to improve financial management skills.

Objective 2.1: 50% of parents who participate in the services will increase financial competencies.

Strategy: Enhance the community's capacity to provide at-risk populations, including the disabled, elderly, and chronically homeless, with access to supportive services leading to greater self-sufficiency.

Goal 2.2: Increase awareness of mental health needs of Early Head Start and Head Start families.

Objective 2.2: The number of families receiving mental health education will increase by 10% per year.

Strategy: Develop performance-based measures, such as a "Return on Investment" (ROI) to promote effective program management and responsible fiduciary stewardship of fiscal resources.

Goal 2.3: Develop and implement an attendance tracking system to better address chronic absenteeism.

Objective 2.3: A comprehensive attendance tracking system will be designed and implemented.

Goal 2.4: Develop and implement a School Readiness tracking system to identify families most in need of intervention and program improvements.

Objective 2.4: A School Readiness report will be implemented in CMS.

Focus Area 3: Build healthy, caring communities.

The city of Phoenix will promote rich, diverse, and innovative networks of public, community, and faith-based programs, services, and facilities to maximize the potential of every community. The city will serve as a resource and a catalyst in strengthening neighborhoods and building community capacity.

Strategy: Enhance and expand the formal and informal networks connecting the social services sector (non-profits, faith community, etc.) to individuals and families in high need neighborhoods.

Goal 3.2: Develop partnerships in high-need communities to identify an infrastructure of free or reduced fee dental care for families.

Objective 3.2: A plan will be developed to address accessible dental care for families.

Focus Area 4: Promote early literacy and prepare young children for academic success.

Early childhood development is critical in preparing youth for success in school and developing a foundation of knowledge, skills, and life-long learning in families and the community.

Strategy: Promote the increased access to early childhood development, health, and social service programs.

Goal 4.1: Promote the increased knowledge about the linkage between early education and a qualified work force.

Objective 4.1: Develop and implement a comprehensive awareness plan.

Strategy: Collaborate with community resources to ensure all children have access to preventative and continuous health care, including physical, oral, mental, and nutritional health.

Goal 4.2: Connect families with community resources to provide preventative and continuous health care.

Objective 4.2: 100% of children will be up-to-date on state medical, dental, and immunization requirements.

Strategy: Support families with the information and services they need to help their children achieve academic success.

Goal 4.3: Develop and implement a comprehensive Parent, Family, and Community Engagement Program.

Objective 4.3: Families will progress on all domains of the Family Outcome Matrix and School Readiness Goals.

Strategy: Partner with institutions of higher education and other resources to train well-qualified early childhood teachers and care providers.

Goal 4.4: Develop and maintain the highest skilled, most qualified workforce.

Objective 4.4: 100% of Head Start and Early Head Start staff will meet and maintain compliance with the federal and state minimum qualification requirements.

**City of Phoenix Early Head Start
2014– 2015 Selection Criteria**

INCOME	SCORE
Income Eligible – 0 – 25% FPL	10
Income Eligible – 26 – 50% FPL	8
Income Eligible – 51 – 75% FPL	6
Income Eligible – 76 – 100 % FPL	4
Over Income	0
AGE	
Pregnant Women (high risk)	10
0 – 12 months	10
12- 23 months	8
24 – 36 months	6
DISABILITIES	
Child born premature (before 36 weeks)	10
Has a current IFSP	10
Child with documented referral or diagnosis	8
No IFSP – Receiving therapy from private agency	6
Parent concerned about child's development and/or behavior	4
Had disability evaluation - DNQ	0
PARENTAL STATUS	
Foster Child	10
Teen Parent at time of registration	10
Parent/Guardian has Mental Health diagnosis	8
Legal Guardian	8
Adopted Child	6
Parent Incarcerated	6
Pregnant Women	4
Single parent	4
OTHER FACTORS	
Homeless/Shelter	10
Refugee family	10
TANF/SSI	8
Crisis: CPS/Drug/Alcohol/Domestic Violence	8
Parent education below 8 th grade	6
Three children under the age of five	4
Parent in School/Training	4
Transfer from other EHS program	0
TOTAL POINTS	

CITY COUNCIL REPORT

TO: Deanna Jonovich
Senior Executive Assistant to the
City Manager

FROM: Moises Gallegos
Acting Human Services Director

SUBJECT: APPROVAL OF HEAD START SHARED GOVERNANCE DOCUMENTS

This report requests the Parks, Arts, Transparency and Education Subcommittee, as the Head Start Governing Board, approve the Head Start Shared Governance, Bylaws, Impasse Procedures, and Policy Council Reimbursement Procedures.

THE ISSUE

The Parks, Arts, Transparency and Education Subcommittee has been designated by the City Council as the governing board for the Head Start program. The Head Start Policy Council (Policy Council), composed of Head Start parents, community representatives, and the Head Start Governing Board share the governance of the program. The Head Start Act requires an annual review be provided to the governing body and Policy Council of each Head Start program to inform them of their roles and responsibilities related to implementing high quality services to children and families served by Head Start (See Attachment A).

OTHER INFORMATION

The program governance process allows the City Council Subcommittee and Policy Council members to make key decisions about the program which impact services to children and families. Through this process, both the Subcommittee and the Policy Council share authority over the Head Start program.

Shared Governance Procedures: The Shared Governance procedures include communication between the Subcommittee and Policy Council. It also includes information related to planning, policies, and operations. There are no changes to the Shared Governance Procedures, which were last revised in February 2009 (See Attachment B).

Bylaws: The Bylaws are written procedures which outline how the Policy Council will function as an entity within the program. It includes how members are elected, outlines member roles and responsibilities, and includes measures to ensure there is no member conflict of interest. There are no changes to the Bylaws (See Attachment C).

Impasse Procedures: Impasse procedures provide guidance and process when the City Council and the Policy Council disagree on a proposed work program, approval of grant requests, program operations, or major changes to the Head Start budget. As a result of reauthorization, the Office of Head Start indicated they will issue nationwide

impasse procedures which all Head Start programs will be required to follow. Until that time, the current procedures programs have in place should continue. There are no changes to the impasse procedures which were last revised in October 2008 (See Attachment D).

Policy Council Reimbursement Procedures: Head Start regulations allow for reimbursement to Policy Council members for reasonable expenses to allow parents to fully participate in program governance. Phoenix Head Start reimburses for child care and mileage. There are no changes to the Policy Council Reimbursement Procedures (See Attachment E).

The Head Start Policy Council approved this item on December 9, 2013.

RECOMMENDATION

The Human Services Department requests the Parks, Arts, Transparency and Education Subcommittee, as the Head Start Governing Board, approve of the Head Start Shared Governance, Bylaws, Impasse Procedures, and Policy Council Reimbursement Procedures.

Head Start Shared Governance Overview

Shared governance is achieved by coordinating the efforts of two distinct entities. First, the City Council has assigned to the Subcommittee the governance role for the Phoenix Head Start program. Second, the Policy Council provides a mechanism for parental and community involvement in the decision making process. The Subcommittee and the Policy Council “share” authority with each other through a combination of unique and shared responsibilities:

The roles and responsibilities for the Governing Body include the following:

- Legal and fiscal responsibilities
- Approve shared decision making procedures, including impasse policies
- Approve all funding applications and amendments
- Review program budget reports
- Approve or disapprove key decisions about the program
- Establish the internal control to safeguard federal funds
- Provide direction and broad oversight
- Ensure that effective organizational planning and evaluation occur
- Determine new services and monitor ongoing program and services
- Act as a liaison with the community
- Interact with and communicate with Policy Council and staff

The roles and responsibilities for Policy Council include the following:

- Approve or disapprove key decisions about the program
- Approve the Long/Short range goals and objectives
- Approve of the hiring and termination of Head Start personnel
- Approve all funding applications and amendments
- Review and approve personnel policies & procedures related to Head Start staff
- Approve written shared decision making procedures and impasse policies
- Act as a liaison with the community
- Interact with and communicate with the Subcommittee and staff



City of Phoenix

**Human Services Department
Head Start Policy Council
Shared Governance Procedures**

The Human Services Department (HSD) shall afford Head Start parents every opportunity to participate in policy making and other decisions concerning the Head Start program by providing staff support for a governing body comprised of parents and community representatives entitled the Policy Council (Policy Council). The Policy Council shall advise and assist the Governing Board entitled the City Council Subcommittee (Subcommittee) and HSD in initiating, developing and sustaining policies, programs and services to meet the needs of Head Start children and families.

The Policy Council and Subcommittee shall work in partnership with key management staff to develop, review, and approve or disapprove the policies and procedures as outlined in “Article III: Functions” contained in the Policy Council Bylaws.

The City of Phoenix, including the Subcommittee, and the Policy Council shall utilize the following shared decision-making procedures as outlined in Appendix A of the Performance Standards:

PLANNING:

Planning Procedures shall be reviewed and approved by Policy Council and Subcommittee annually.

Three-Year Program Goals and objectives shall be reviewed and approved by the Subcommittee and Policy Council, based on the Community Assessment Report. Goals will describe, in broad terms, how the program plans to address issues/needs of Head Start families that were chosen as priorities. Objectives describe measurable actions to be taken to attain the three-year goals.

The selection of delegate agencies and their service areas shall be reviewed and approved by Policy Council and the Subcommittee as needed.

All funding applications, amendments, and any other fiscal obligations and/or support to the program shall be reviewed and approved by Policy Council and Subcommittee. Ongoing fiscal reports shall be shared with both policy groups to allow for consistent oversight of fiscal matters within the program.

Policy Council members shall be invited to participate in the annual Self-Assessment Process. The Self-Assessment process shall be presented to Policy Council for

approval. A Quality Improvement Plan will be presented to Policy Council with a description of the areas that require corrective action to fully comply with requirements.

GENERAL:

HSD staff and delegate agencies shall work jointly to follow the Bylaws in electing representatives to serve as Policy Council members. Grantee staff shall have ongoing communication with the delegate agency staff through meetings, site visits, telephone calls, email messages, representation and attendance at Policy Council meetings.

Procedures describing the roles and responsibilities of the Subcommittee shall be reviewed annually and presented to the Subcommittee and Policy Council when major changes are made.

Orientation is conducted with both Policy Council and the Subcommittee to review their roles and responsibilities with regards to oversight and involvement within the program.

Policy Council members will be encouraged to attend Subcommittee meetings when Head Start items are on the agenda and there is a need for discussion and/or if action is required. Results will be reported at the next Policy Council meeting.

The Policy Council and Subcommittee shall annually review Bylaws, Shared Governance and Impasse Procedures and seek approval for changes or amendments as needed.

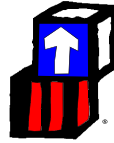
Policy Council and the Subcommittee work to make sure internal controls are established and implemented to safeguard federal funds.

Fiscal and programmatic reports shall be provided to Policy Council and Subcommittee.

The program has established and maintained Impasse Procedures in the event of a disagreement between the Policy Council and City of Phoenix, including the Subcommittee. The procedures shall be implemented when a disagreement on any programmatic and/or fiscal matters impacting the delivery of services has occurred.



City of Phoenix



Human Services Department

**Head Start Policy Council
BYLAWS**

ARTICLE I: NAME

The name of this organization shall be the Head Start Policy Council and shall be hereinafter referred to as the Policy Council.

ARTICLE II: PURPOSE

The purpose of the Policy Council is to create a body for shared governance through which Head Start and Early Head Start parents can participate in policy making decisions about the program. The Policy Council shall serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve. The Policy Council shall advise and assist the Phoenix City Council Subcommittee and the Human Services Department (HSD) in initiating, developing and sustaining policies, programs and services to meet the needs of preschool children.

ARTICLE III: FUNCTIONS

The POLICY COUNCIL shall:

- 1) Work in partnership with key management staff and the City Council or its designee to develop, review, and approve or disapprove the following:
 - a) All funding applications and amendments to funding applications for Head Start and Early Head Start , including Administrative services prior to the submission of

such applications to The U.S. Department of Health and Human Services (DHHS);

- b) Procedures describing how the City Council Subcommittee and the Policy Council will implement shared decision-making;
- c) Procedures for program planning;
- d) The program's philosophy and long and short-range program goals and objectives;
- e) The selection of delegate agencies and their service areas;
- f) The composition of the Policy Council and members who are chosen;
- g) Criteria for defining recruitment, selection, and enrollment priorities;
- h) The annual self-assessment of the grantee;
- i) Program personnel policies, including standards of conduct for program staff, consultants and volunteers within the legal framework of the city's merit system;
- j) The resolution of internal disputes, including impasse procedures between the Policy Council and the City Council Subcommittee.
- k) The hiring of Head Start and Early Head Start employees must be approved by Policy Council with the exception of:
 - i) Staff used through a temporary services agency.
 - ii) City employees placed into Head Start and Early Head Start by Human Services or City Personnel. Policy Council will be notified of these placements.
 - iii) On occasion, hiring key personnel prior to Policy Council approval may be necessary for positions that are very critical to the implementation of service delivery and/or operations of the program. Based upon staff input, the Deputy Human Services Director will determine if waiting for Policy Council approval will cause a major disruption to services to children and families. If so, the Deputy Director will discuss this matter with the Policy Council Chair for concurrence and provide information to Policy Council at the next regularly scheduled meeting. Key staff include the Early Head Start Family Advocate (Home Visitor).
- l) The termination of Head Start and Early Head Start employees must be approved by Policy Council with the exception of:
 - i) Staff used through a temporary services agency
 - ii) Employees on Probation
 - iii) Employees hired in temporary grant funded positions
 - iv) Employees removed as a result of City Personnel Policies regarding seniority rights.

- 2) Guide HSD staff in establishing a method of hearing and resolving community concerns about the Head Start Program.
- 3) Speak on behalf of and advocate for children enrolled in the Head Start Program.
- 4) Be consulted concerning actions in the following areas:
 - a) Identification of child development needs in the area to be served
 - b) Assurance that standards for acquiring space, equipment and supplies are met

ARTICLE IV: COMPOSITION AND ELECTIONS

- 1) ***The Policy Council shall be comprised of two types of representatives: parents of currently enrolled children and community representatives.***
- 2) Parent Members
 - a) Each Delegate Agency and Early Head Start shall have two representatives and two alternates to the Policy Council.
 - b) Each Delegate Agency staff shall notify parents of currently enrolled children of an election meeting of parent Policy Council members to be held no later than October 30th of each year.
 - c) At the election meeting, parents shall elect the two parent representatives and two alternates.
 - d) Early Head Start will select one representative from each Parent Committee. The six representatives will elect the two Policy Council representatives and two alternates. This will occur no later than October 30th of each year.
- 3) Community Members
 - a) Each year, the Policy Council shall elect a maximum of nine community members to the Policy Council.
 - b) Members may be drawn from the public or private sector, civic and professional organizations, the Human Services Commission and others who are familiar with resources and services for low income children and their families including parents of formerly enrolled children.
- 4) Vacancies occur when:
 - a) A Policy Council member is removed for cause or absenteeism.
 - b) A Policy Council member resigns.
 - c) A Delegate Agency Policy Committee removes their representative.
 - d) A Head Start Delegate Agency is terminated.
- 5) Alternates - An alternate shall serve in the capacity of the elected representative in their absence.

- 6) Membership - Membership begins in November and ends in October the following year. Membership terms must be limited to no more than three term years as required by Head Start Performance Standards.
- 7) Reimbursement
 - a) HSD shall reimburse income eligible members for mileage and child care costs incurred due to participation in Policy Council meetings, Policy Council events, and for extended day child care for out-of-town travel.
 - b) For the purposes of reimbursement, the child care provider cannot be the member's spouse or significant other living in their home.
 - c) Reimbursement cannot be claimed for children over 12 years of age, for time children should be in school; or for times children are normally in the care of others, unless approved by the Policy Council.
- 8) Quorum
 - a) A majority of members of the Policy Council shall constitute a quorum for the transaction of any business meeting.
 - b) For the months of June and July, a majority of Delegate Agencies, including the Early Head Start Program, shall constitute a quorum. A meeting shall not be deemed regularly constituted unless the quorum requirements are met.
- 9) Voting
 - a) A vote of a majority of the Policy Council members when a quorum is present in person, or by phone, shall decide any matter.
 - b) No proxy or absentee voting shall be permitted.
- 10) Regular Meetings
 - a) Regular meetings shall be scheduled on the same day each month as designated by the Policy Council and the Deputy Human Services Director or designee.
 - b) The meeting day and time can be changed upon approval of the Policy Council and Grantee staff.
- 11) Special Meetings
 - a) Shall be held within the City of Phoenix
 - b) May be called at the discretion of the Chairperson or upon request by two-third (2/3) of the members of the Policy Council.
- 12) Executive Session - The Policy Council may meet in executive session for the purposes permitted by Open Meeting Law. All discussions held in executive session shall be held confidential by members.
- 13) Notices
 - a) There shall be at least four (4) calendar days public notice for any regular meeting of the Policy Council and two (2) calendar days public notice for special meetings.

- b) Notice of all the meetings shall be given in accordance with the Arizona Open Meeting Law and notice shall include for all Policy Council members the minutes of the previous meeting.
- c) Policy Council members shall make an effort to confirm their attendance prior to each meeting by calling the Education Division designated Secretary or designee.

ARTICLE V: OFFICERS

- 1) Powers and Duties of Policy Council Officers
 - a) Chairperson - The Chairperson shall be a current or former Head Start parent within the last two years. The Chairperson shall be responsible for presiding over meetings, calling Special Committee meetings, officially representing the Policy Council at all functions, providing input on agenda items as needed, and performing such other duties as the Policy Council may direct.
 - b) Vice Chairperson - The Vice-Chairperson shall serve in the absence of the Chairperson.
 - c) Treasurer - The Treasurer shall present budget reports to the Policy Council and provides input about Head Start budget issues and other fiscal matters as needed.
- 2) ***The Education Division designated Secretary shall keep Policy Council meeting minutes including the disposition of all motions of the Policy Council in accordance with the Arizona Open Meeting Law. The Secretary shall give Public Notice of Policy Council meetings including time, place and agenda. The Deputy Human Services Director or designee shall have charge of records of the Policy Council.***

ARTICLE VI: ELECTION OF POLICY COUNCIL OFFICERS

- 1) Election - The election of Policy Council officers shall take place each year at the regularly scheduled November meeting.
- 2) Term of Office - The term of office for all officers shall be from the time of one election to the next. No person may serve in the same capacity for more than two consecutive years.
- 3) Vacancy - In the event of a vacancy between elections, the officer or chair shall be filled by a special election or at the next regularly scheduled meeting when at least four (4) days notification is given and a quorum is present.
- 4) Removal of Policy Council Officers - Any Policy Council officer may be removed from office at any time upon the affirmative vote of two-thirds (2/3) of the Policy Council members present and voting at a regularly constituted meeting; provided, however, that at least four (4) days prior written notice is given to all Policy Council

members of said meeting and the proposed removal action is included on the agenda.

ARTICLE VII: REMOVAL OF POLICY COUNCIL MEMBERS

- 1) A member who misses three consecutive meetings or who misses a total of four meetings will be deemed to have vacated his/her membership on the Policy Council.
- 2) Removal for Cause: Upon the affirmative vote of at least two-thirds (2/3) of the members present and voting at a meeting, the Policy Council may remove a Policy Council member for cause. A member who does not follow the Code of Ethical Conduct may be removed for cause (See Attachment A).
- 3) Whenever a vacancy occurs on the Policy Council for any reason, the vacancy may be filled by special election in a manner consistent with Article IV.

ARTICLE VIII: FINANCIAL, EMPLOYMENT, AND MEMBER CONFLICT OF INTEREST

- 1) Ineligible Persons - No member can serve on Policy Council when or if there is a conflict of interest. By definition, a conflict of interest is when a member of the Policy Council meets the following criteria:
 - a) Has an immediate family member either by blood, marriage or legal adoption (a spouse, a sibling, a significant other, or a child) who is employed by the Head Start program or any of its delegate agencies.
 - b) Holds a contract or has an immediate family member, as defined above, that holds a contract with the Head Start program or any of its delegate agencies.
- 2) The Policy Council shall abide by all current Federal, State and City regulations regarding financial conflict of interest as well as nepotism in employment, the acceptance of gifts, gratuities and prohibition against partisan political activity.
- 3) Every member shall read and sign the City of Phoenix Conflict of Interest Affidavit (See Attachment B).

ARTICLE IX: AMENDMENT

These Bylaws may be altered, amended or repealed at any regular meeting by a two-third (2/3) vote of the members present, provided that the amendment has been submitted in writing at a previous regular meeting.



City of Phoenix



Head Start Policy Council

Code of Ethical Conduct

We believe it is the role of every person in Head Start to treat staff, families, children and the general community with respect and dignity. It is the expectation that members of the Policy Council conduct themselves in a professional manner. Being a representative of a delegate agency or Early Head Start Program is very important as it relates to program governance and general operations in Head Start.

Members of Policy Council are expected to conduct themselves in the following manner:

- By being respectful (interacting positively with each other)
- By showing courtesy (waiting your turn to talk, give input, etc)
- By dressing appropriately (business casual is recommended)
- By accepting cultural differences and expectations (accepting one's values)
- By staying on task during meetings (limiting side bar conversations)

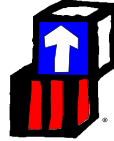
The following behaviors will not be accepted under any circumstances:

- Making threats to staff, children and families
- Swearing, cursing, or smoking at any Head Start Event/ Activity/ Meeting
- Bringing drugs, alcohol, or weapons to Head Start Sites
- Violating any program policies and procedures

If any of the above behaviors occur, members of the Policy Council will be asked to stop the inappropriate behavior immediately. If members continue to conduct themselves in an inappropriate manner, he or she will be asked to leave the meeting/activity and/or may be removed from Policy Council permanently.



City of Phoenix



Head Start Policy Council

Conflict of Interest Affidavit

Name

Program

I have read and accept full responsibility for my role as a Policy Council member as outlined in the Policy Council Bylaws and the Code of Ethical Conduct.

I pledge that I do not have an immediate family member who is a City of Phoenix Head Start employee nor do I or any member of my family have a contract with the City of Phoenix Head Start program or any of its Delegate Agencies.

If at any time during my membership a conflict of interest occurs, I shall immediately notify the City of Phoenix Head Start Program.

Signature

Date



City of Phoenix



Human Services Department Head Start Policy Council Impasse Procedures

An impasse and/or internal dispute shall be defined as when the City Council and the Policy Council disagree on a proposed work program, approval of grant requests, program operations, or major changes to the Head Start budget. An impasse occurs when the City Council and the Policy Council have not come to an agreement within fifteen (15) working days or by the next regularly scheduled Policy Council meeting, whichever occurs later. It is expected that the City Council and Policy Council will make every effort to resolve the disagreement prior to adopting the mediation and/or arbitration procedures.

Mediation is processes in which trained mediators help the involved parties reach a negotiated resolution. Mediation allows the parties involved to retain control of a disagreement and jointly explore and reconcile differences themselves. It empowers the parties involved to create their own solutions and allows for direct communication between all parties in hopes of gaining a better understanding of each other's views. In addition, mediation saves money and allows for disagreements to be resolved in an efficient process. Failing resolution at the mediation level, the City Council and Policy Council shall move to arbitration.

Mediation Procedures

The following mediation procedures shall be adopted in an effort to resolve a disagreement:

1. When a disagreement arises between members of the City Council and the Policy Council, each policy group shall designate a subcommittee of no more than three (3) members. The members shall have direct discussion with each other at a public meeting to make a good faith effort to resolve their differences on an amicable basis. The subcommittee shall follow Open Meeting Law Guidelines.



2. Failing resolution at the discussion level, the subcommittee shall make a recommendation to the City Council and Policy Council at their next regularly scheduled meeting to make a motion to engage in mediations.
3. The Education Division shall inform the HSD Director in writing as soon as possible that mediation is taking place to resolve a disagreement.
4. The subcommittee shall, at a joint meeting, select a mediator utilizing the list of mediators provided by the City of Phoenix. The qualified mediators will not have any affiliation with HSD.
5. If the disagreement between the City Council and the Policy Council relates to termination or denial of refunding the Head Start Grant, HSD shall notify the Regional Office within ten (10) working days. If the Council is proposing to deny the refunding application, HSD shall notify the Regional Office immediately, or no later than ninety (90) days prior to the refunding date.
6. The mediator shall hold as many subcommittee meetings as reasonably necessary to resolve the disagreement in a timely manner. All meetings will be held in compliance with the Open Meeting Law Guidelines.
7. Failing resolution at the mediation level, the subcommittee shall make a recommendation to the City Council and the Policy Council at their next regularly scheduled meeting to make a motion to engage in arbitration to resolve the impasse. See "Arbitration Procedures."
8. Mediator fees may be charged to the Head Start grant in the amount equal to the usual and customary fees charged within the City of Phoenix market area with the approval of the responsible Federal official.

Arbitration Procedures

The following procedures shall be adopted if the impasse moves to arbitration:

1. The Policy Council shall submit a written notice regarding the impasse to the City Council and the City Manager or the City Manager's designee. The notice will be delivered with three (3) working days if the impasse was not resolved through mediation. The written notice will describe the nature of the impasse and request from the City Manager or designee a list of qualified arbitrators. The City Council and Policy Council shall each designate a subcommittee of no fewer than three (3) people to select and brief the arbitrators as described below.
2. The City Manager or designee shall forward a list of qualified arbitrators to the subcommittee within three (3) working days after receipt of written notice from the subcommittee. The qualified arbitrators on the list will not have any affiliation with HSD.

3. The subcommittee of the City Council and the Policy Council shall each select an arbitrator for representation, respectively. If a selected arbitrator is unable to serve, the impacted subcommittee shall select another arbitrator from the list. Upon agreeing to serve, the arbitrators shall meet within five (5) working days of selection. The arbitrators shall select a third arbitrator from the approved list. This third arbitrator will serve as the Arbitration Committee Chair.
4. Within three (3) working days of selecting their prospective arbitrator, each subcommittee shall provide each arbitrator with, a one-page outline of the impasse, the position and requested remedy of the City Council and Policy Council respectively.
5. The Arbitration Committee Chair shall call a public meeting, in accordance with Open Meeting Law Guidelines, of the Arbitration committee within ten (10) working days after the complete formation of the Arbitration Committee. The Committee Chair will facilitate discussion between the arbitrators. In the event of an impasse, the Committee Chair will make a final decision on the impasse. The findings of the Arbitration Committee shall be final and binding on the City Council and the Policy Council. A final report of the Arbitration Committee shall be forwarded to the City Manager, the City Council and the Policy Council.
6. The Human Services Department will notify the Federal Regional Office of the decision and pay related arbitration and mediation costs.

	CITY OF PHOENIX Human Services Department Education Division	
Reimbursement Procedures	POLICY NUMBER: PG -04	
Subject: Reimbursement Procedures	PERFORMANCE STANDARD(S): 1304.50(f)	
PROGRAM AREA: Program Governance		

POLICY:

The program must enable low-income members to participate fully in their group responsibilities by providing, if necessary, reimbursements for reasonable expenses incurred by the members.

OPERATIONAL PROCEDURES:

1. The program monitors the delegate agencies for procedures for implementing reimbursements to their Policy Committee members during the program year.
2. Reimbursements procedures are implemented at the Policy Council level for childcare, mileage and travel as necessary. See attached reimbursement procedures.

Policy Council Reimbursement Policy

Members of the City of Phoenix Head Start Policy Council, whose family income meets the federal poverty income criteria, may receive reimbursement for mileage, and child care expenses incurred because of Policy Council meetings. Reimbursement for training and activities are subject to pre-approval by the Head Start Program Coordinator. The procedures necessary to secure reimbursement are outlined below:

Mileage

Policy: Policy Council members may receive reimbursement at the approved fixed rate, when using their personal vehicle to travel to and from official meetings. These rates are based on delegate agency's distance to Phoenix City Hall.

Policy Council Mileage Reimbursement:

\$5.00:	Booker T. Washington
\$8.00	Alhambra, Murphy, Greater Phoenix Urban League (GPUL) Central, Roosevelt, Wilson,
\$10.00	GPUL Cartwright
\$12.00	Fowler, WESD
\$15.00	GPUL West
\$22.00	Deer Valley

Procedure: To receive reimbursement members must submit and update the following:

1. Certificate of Eligibility.
2. Head Start Reimbursement: Claim Form.

Members who use public transportation will be provided bus tickets. They will be ineligible for travel reimbursement.

All part day travel reimbursements will be paid in cash, when possible, on the day reimbursement claim form is submitted or at the next scheduled Policy Council meeting.

All day in- and out-of-State travel reimbursements will be paid by check. The member or person receiving the reimbursement may have to provide the following:

1. W9 Form
2. Social Security Number

Child Care

Policy: Policy Council members may receive child care reimbursement for child(ren) up to 12 years of age or for older child(ren) with disabling conditions. A \$5.00 per hour rate for the first child and \$1.00 per hour for each additional child up to a maximum of \$9.00 per hour for five or more children will be paid.

First child = \$5.00 per hour	Fourth child = \$8.00 per hour
Second child = \$6.00 per hour	Fifth child = \$9.00 per hour
Third child = \$7.00 per hour	

Procedure: To receive reimbursement for child care expenses members must submit and update the following:

1. Certificate of Eligibility
2. Head Start Reimbursement Claim Form

Payment of child care reimbursement is allowable when someone outside of the home cares for a member's child(ren) during their participation as a Policy Council member.

Reimbursement for child care services will not be paid to any person who is the natural parent, step parent, legal guardian of the child(ren) or significant other to the member.

All part day child care reimbursements will be paid in cash, when possible, on the day reimbursement claim form is submitted or at the next scheduled Policy Council meeting.

Full day child care and travel reimbursements for pre-approved activities (out of City and State conferences) will be paid by check only. Submit a Head Start claim form and allow a minimum of two weeks for payment.

**Head Start Policy Council Member
Reimbursement Certificate of Eligibility
2012 – 2013
Please complete and bring to first meeting.**

The City of Phoenix Human Services Department Head Start Policy Council provides for the payment of reimbursement for actual expenses for mileage and child care per month of income eligible members of the Policy Council.

I understand that the payment of child care reimbursement is allowable when someone outside of my household cares for my child(ren) during my participation as a Policy Council Member.

I understand that I must have a valid driver's license and automobile insurance to receive travel reimbursement.

I certify that my total family income makes me income eligible for reimbursement and there are _____ persons in my household.

List your child(ren's) name(s) and age(s):

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

I certify that the following information makes me eligible for travel reimbursement.

1. Driver's License No. _____
2. Expiration Date _____
3. Name of Insurance Company _____
4. Policy Number _____

I further certify that should my status change in the future so that I am no longer eligible for such benefits, either because I am no longer a member of the Policy Council, or because my income no longer meets the poverty income criteria as defined by the federal government, I will notify the Head Start staff person(s) who works with the council/committee(s) of which I am (or have been) a member.

I understand that to receive the benefits to which I am entitled, I must submit the Head Start Reimbursement Claim Form after each meeting. Any omissions or misstatements are grounds for not receiving reimbursement in the future.

Signature _____

NAME (Printed or Typed) _____

Address and Zip Code _____

Telephone Number _____

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CITY COUNCIL REPORT

TO: Deanna Jonovich
Senior Executive Assistant to the
City Manager

FROM: Moises Gallegos
Acting Human Services Director

SUBJECT: CHILD AND FAMILY OUTCOMES REPORT FOR HEAD START AND
EARLY HEAD START

This report provides the Parks, Arts, Transparency and Education Subcommittee an update on the results of the Phoenix Head Start and Early Head Start Child and Family Outcomes for the 2012 – 2013 school year.

THE ISSUE

The Office of Head Start mandates every Head Start program have a well-balanced child assessment system, which is aligned with their curriculum to gather data on the eight domains of learning and development: language, literacy, math, science, art, social/emotional development, approaches to learning, and physical health and development. Currently, Head Start programs are required to assess children three times a year to strengthen classroom teaching and evaluate children's progress.

Pivotal to the success of the Head Start child is the strength and stability of the family. Although not federally mandated, tracking Head Start family outcomes is as important as gathering the required child outcome data. In 2003, the Phoenix Head Start program initiated a Family Outcomes Pilot Project. Utilizing a locally designed Family Outcomes Matrix as the primary assessment tool, staff rates each family on a scale of one to ten in the areas of Adult Health, Child Health, Education, Employment, Food/Nutrition, Housing, Income, and Language /Literacy. Ratings are conducted twice a year.

OTHER INFORMATION

Child Outcomes

The ongoing assessment system used by Phoenix Head Start is the Teaching Strategies Gold Assessment System, which is also utilized by the Arizona Department of Education preschool programs. Children are assessed in seven domains of development and learning that incorporate all eight of the Office of Head Start domains, using a nine point scale. Data for the 2012 – 2013 school year showed the majority of Head Start children met or exceeded the widely held program expectations for their age, and growth in all areas. Children made the most significant gains in the areas of Math and Literacy.

The ongoing assessment system used by Early Head Start is the Early Learning Achievement Profile (E-LAP), which assesses children in six domains of development and learning that incorporate all eight of the Office of Head Start domains. Data for the

2012 – 2013 school year showed the majority of Early Head Start children made progress for their age, and growth in all areas. Children made the most significant gains in the areas of Physical – Fine Motor, Cognitive Development, and Physical – Gross Motor.

Family Outcomes

Analysis for the past year indicates Head Start families improved across all eight targeted domains, with average improvement ranging from a low of .22 points in Food and Nutrition to a high of 1.14 points in Employment. As a result of the comprehensive approach of the Head Start program, families made significant gains in key areas.

The 2012 – 2013 school year was the first time Early Head Start utilized the Family Outcomes Matrix to assess family progress. Parent-Child Relationships was added as a domain to reflect the primary focus of program services. The Early Head Start families progressed in all nine domains, ranging from .34 points in Education to 2.46 points in Parent-Child Relationship.

The Child and Family Outcomes results are illustrated in Attachment A, Tables 1 – 4.

RECOMMENDATION

This report is for informational purposes only.

CITY COUNCIL REPORT

TO: James P. Burke, Acting Parks and
Recreation Director

FROM: Ann Wheat, Acting Deputy Director
Downtown Division

SUBJECT: NONPROFIT FACILITY OPERATORS UPDATE

This report provides the Parks, Arts, Transparency and Education Subcommittee with an update on the Parks and Recreation Department (PRD) nonprofit operated facilities.

ISSUE

Beginning in 2012, PRD operating agreements have required nonprofit facility operators to submit quarterly reports demonstrating their progress fulfilling service delivery levels outlined within their operating agreements. Reported information includes: number of participants served, total hours of services provided, types of activities provided, volunteer service, facility usage by outside sources, highlights and challenges.

OTHER INFORMATION

For fiscal year 2012-13, 14 nonprofit operators submitted quarterly reports, including ten nonprofits selected through the RFP process for shuttered facilities and four of the Department's longstanding affiliated nonprofit operators: Japanese Friendship Garden, Irish Cultural Center, Shemer Art Center and Museum, and Heritage Park Guild. These long-term operators voluntarily agreed to participate in the quarterly and annual reporting process to help PRD develop a more accurate picture of the considerable value its nonprofit partners bring to the community.

Third Quarter Trends

A comparison of quarterly reporting from April-June 2012 to April-June 2013 showed the following trends:

- Total user visits for the quarter increased from approximately 32,000 to 46,000
- Total hours of services provided increased from approximately 81,000 to over 91,000
- Average length of user experience decreased from 2.5 to 2.0 hours
- Volunteer participation decreased from approximately 875 to 700
- Total volunteer hours decreased from approximately 16,000 to 12,000
- Value of volunteer service decreased from approximately \$320,000 to \$240,000

Annual Trends

During Fiscal Year 2012/13, nonprofit operators reported providing a total of 555,609 hours of public services for Phoenix residents. Services included visual and performing arts classes, sports, afterschool and general recreation activities, academic support, teen programs, special events and festivals, environmental education, guided hikes, mountain rescue training, arts and cultural programs and exhibits, and equestrian

activities. Additionally, a total of 4,258 volunteers provided 65,350 volunteer hours valued at approximately \$1,274,985.

Achievements for the fiscal year included the following:

- In spite of current economic challenges, all but one of the nonprofit operators selected through the RFP process are still successfully operating PRD shuttered facilities. In December 2013, 100 Black Men of Phoenix, the nonprofit operator of South Phoenix Youth Center, gave notice to terminate its agreement due to insufficient resources to cover operating expenses.
- Tovrea Carraro Society at Tovrea Castle added an additional tour day for which tickets sold quickly. Docent and volunteer training and recruitment was expanded to help meet demand, and the Board of Directors submitted a comprehensive business plan for Tovrea's operation.
- Phoenix Center for the Arts increased class enrollment by 110% and offered the first Phoenix Festival for the Arts, at Margaret T. Hance Park, with more than 10,000 attendees.
- Victoria Foundation at Grant Park, Phoenix Day at Central Park, and Downtown Urban Community Kids at Smith Park continued offering afterschool programming that provided structure and safety to school age youth.
- North Mountain Visitor Center expanded services to include Girl Scout programs, Wilderness EMT certification trainings, and launched an outdoor music festival.
- An operating agreement for Camp Colley was completed with Arizona Parks and Recreation Fellowship, a 501(c)(3) nonprofit organization, to assume program responsibilities, with Camp Colley Foundation continuing its commitment to raising funds for camp operations and capital improvements.
- All facilities noted that PRD was helpful in resolving facility issues in a timely manner.

Operators reported several challenges, the most common being difficulty identifying funding sources to meet operating costs. As part of its quarterly nonprofit operators meetings, in June 2013, the Department offered a free collaborative fundraising workshop conducted by a Certified Fundraising Professional, for all nonprofit operators. The workshop was well received and a number of arts and cultural organizations have begun planning their first festival at Margaret T. Hance Park. Lastly, in an effort to streamline reporting for the nonprofits, staff created an online report template. The transition has gone fairly smoothly and staff continues to refine the process to ensure that consistent and accurate information is reported.

RECOMMENDATION

This report is for information only.

CITY COUNCIL REPORT

TO: Lisa Takata, Deputy City Manager

FROM: James Burke, Acting Parks and
Recreation Director

SUBJECT: HERITAGE SQUARE

This report provides an update to the Parks and Arts Subcommittee on Heritage Square located in the heart of downtown Phoenix at 116 N. 6th Street.

THE ISSUE

Heritage Square and Science Park is one of Phoenix's rare gems, where the community can gather, see its past, and imagine the future. Heritage Square is the oldest remaining residential block in the City of Phoenix, and is a striking reminder of the City's vibrant past. Heritage Square is a highly sought after location to present downtown festivals, weddings and special events, with approximately 450,000 people entering the park each year. High profile events such as the Matsuri and Rainbows Festivals draw hundreds of thousands into the Square and allow the community to celebrate its rich cultural heritage. The Rosson House is the cornerstone of the park, with nine other historic buildings serving as fine dining restaurants, a wine bar, a coffee shop, a gift shop, a beautiful Lath House pavilion and another small museum. Heritage Square rightfully boasts being designated as a City of Phoenix Protocol House, City of Phoenix Landmark, and a Phoenix Point of Pride.

OTHER INFORMATION

While many historic sites across the country are suffering, Heritage Square flourishes as a good example of how a public/nonprofit partnership can create sustainability. While the Parks and Recreation Department continues to provide minimum staffing to oversee the infrastructure of the Square and large scale special events, the City also holds a longstanding partnership with the Rosson House-Heritage Square Foundation and Guild (Foundation), the official affiliated nonprofit of Heritage Square. Established in 1980, the Foundation ensures good stewardship of the Square by assisting with upkeep of park structures, contributing revenue from long and short-term rentals toward park enhancements and collaborating on public and private events. Foundation activities include providing public access to the Rosson House Museum, coordinating educational opportunities, managing sub-permits for tenants, renting the Lath Pavilion for special events and serving as the concierge of the Square. In addition, the Foundation provides informational brochures, walking tours, and interpretive talks that enhance visitors' experience.

Heritage Square's historic buildings and surrounding grounds are currently undergoing renovations thanks to an investment of Phoenix Parks and Preserves Initiative funding. The following projects are in the final planning stages or have been completed:

- Restore the cedar shake roofs—construction to begin after the first of the year.
- Replace all HV/AC units at the Rosson House—completed summer 2012.
- Replace and reinforce flooring at Rose and Crown—completed summer 2011.

Additional projects have been completed around Heritage Square in collaboration with the Foundation, including the following:

- Replaced window screens at the duplex and the Steven Haustgen Houses.
- Reinforced, repaired, and painted railings on the front porch of the Rosson House.
- Repainted front, back and second story porches at the Rosson House.
- Repaired windows at the Thomas House.
- Tree grates have been adjusted and leveled.
- Sidewalk pavers have been leveled or replaced in several areas around the park.

RECOMMENDATION

This report is for information only

CITY COUNCIL REPORT

TO: Lisa Takata
Deputy City Manager

FROM: James P. Burke
Acting Parks and Recreation
Director

SUBJECT: MARGARET T. HANCE PARK MASTER PLAN INTERIM REPORT

This report provides an update to the Parks, Arts, Transparency and Education Subcommittee on the master plan design process for Margaret T. Hance Park.

THE ISSUE

Margaret T. Hance Park (Hance Park) is a 32.5 acre park built in 1990 atop 19 bridges over the Interstate 10 (I-10) freeway tunnel between 5th Avenue on the west and 3rd Street on the east. The park was created as an amenity to help mitigate the impact of building a freeway through the surrounding neighborhoods.

In 2010, the community surrounding Hance Park expressed a strong interest in reactivating the park. Following recommendations of the Parks and Recreation Board, and the Hance Park Master Plan Steering Committee, a Request for Qualifications (RFQ) process was released in December 2012 to select an experienced firm to provide a conceptual design master plan for Hance Park. Weddle Gilmore Architects was selected, bringing team members with local, national and international park design experience to the process.

The Department and the Hance Park Master Plan Design Team's (Design Team) goal is to create a master plan for a vibrant urban park and signature destination that becomes a catalyst for positive change in the community. Based on information gathered from an extensive public process, the following items were identified as key program and design elements for the master plan:

- Urban Design and Park Integration—Connectivity; Cultural Institutions; Visibility; Lighting
- Programming and Operations—Programming, Daily Activation and Events; Integration with Existing Programs; Restrooms; Safety

Since the last update to this Subcommittee on September 25, 2013, the Hance Park Master Plan Program Report was submitted on November 14, 2013. It provides additional details on the community's priorities for Hance Park and is available for review on the Department's website.

Approximately 150 citizens attended the presentation of the Concept Design at a community meeting held on November 20, 2013. The Concept Design received strong community input and support, and feedback was used by the design team in development of the Interim Design.

In addition to the January 23, 2014 Parks and Recreation Board presentation, the Interim Design was presented to the Hance Park Master Plan Advisory Panel on January 21, 2014 and to the general public on January 22, 2014 at the Phoenix Art Museum. The interim design is a more refined concept design that will move toward the final master plan. More than 200 community members attended.

OTHER INFORMATION

The Final Master Plan will be presented to the Parks, Arts, Transparency and Education Subcommittee and the Parks and Recreation Board for approval on March 26, 2014. The plan will be presented to the community at a special Hance Park festival on March 27, 2014, from 4:00 to 7:00 p.m. Three sponsoring organizations are helping the Department make this event possible: the McDowell Mountain Music Festival, which is donating use of its stage and festival set-up, and Hance Park Conservancy, which will help underwrite event costs, secure volunteers, and promote community participation. A VIP gathering sponsored by the Phoenix Parks Foundation will be held at the Cutler Plotkin Jewish Heritage Center preceding the Design Team's presentation.

RECOMMENDATION

This report is for information only.

CITY COUNCIL REPORT

TO: Deanna Jonovich
Senior Executive Assistant to the
City Manager

FROM: Moises Gallegos
Acting Human Services Director

SUBJECT: APPROVAL TO AWARD HEAD START SLOTS TO GPUL AND ENTER
INTO CONTRACT

This report requests the Parks, Arts, Transparency and Education Subcommittee recommend City Council approval to award 280 Head Start slots at Cartwright Child Care Center to Greater Phoenix Urban League (GPUL) and enter into contract for \$1,302,728 for the period of July 1, 2014 to June 30, 2015.

THE ISSUE

Arizona's Children Association, dba Golden Gate Community Center, operated Head Start classrooms at the Cartwright Early Childhood Center since 2010. The organization determined it was unable to continue to provide the services after August 31, 2013. The slots were awarded to Greater Phoenix Urban League on a temporary basis to operate the slots for the remainder of 2013 – 2014.

OTHER INFORMATION

In order to identify a permanent vendor to operate the Cartwright slots, a Request for Proposals was issued on August 29, 2013, with a due date of November 8, 2013. Two proposals were received by the due date.

The Evaluation Committee, comprised of Human Services Department staff and a community expert in early childhood, reviewed the proposals on December 16, 2013. The committee unanimously recommended the slots be awarded to Greater Phoenix Urban League (GPUL).

The Head Start Policy Council approved this item on January 13, 2014.

RECOMMENDATION

The Human Services Department requests the Parks, Arts, Transparency and Education Subcommittee recommend City Council approval to award 280 Head Start slots at Cartwright Child Care Center to Greater Phoenix Urban League and enter into contract for \$1,302,728 for the period of July 1, 2014 to June 30, 2015.

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CITY COUNCIL REPORT

TO: Ed Zuercher
Acting City Manager

FROM: Ginger Spencer
Special Assistant to the City Manager

SUBJECT: FABRICATION AND CONSTRUCTION OVERSIGHT CONTRACT FOR
THE ROOSEVELT STREET IMPROVEMENTS PUBLIC ART PROJECT

This report requests the Parks, Arts, Transparency and Education Subcommittee recommend City Council approval of a contract with Massachusetts artist Meejin Yoon, doing business as Howeler & Yoon Architecture, LLP, for an amount not to exceed \$375,000 to work with the Street Transportation Department to fabricate and oversee construction and installation of sculptural shade structures and seating as part of the Roosevelt Street Improvements Public Art Project.

THE ISSUE

The FY 2013-18 Public Art Project Plan includes the Roosevelt Street Improvements Public Art Project, to fabricate and install shade structures designed by Meejin Yoon as part of the narrowing of Roosevelt Street between Central Avenue and 4th Street. Creation of the works would coincide with the improvement of that segment of Roosevelt Street by the Street Transportation Department.

The City Council approved a contract with Meejin Yoon, on May 17, 2012, to design shade structures as part of the Roosevelt Street improvement project. The artist has worked with City staff and the community to design sculptural shade structures to bolster the identity and pedestrian comfort of a street renowned for arts-related businesses and events.

The structures, a series of geometric parasols 14 feet in height, would be made with durable powder-coated perforated steel and installed at three sites along Roosevelt Street. The sites include public spaces on: 1) the street triangle on the north side of Roosevelt Street between 3rd and 4th Street; 2) the west side of the Nash, at 110 East Roosevelt Street; and 3) the east side of Carly's Bistro, at 128 East Roosevelt Street. The design and locations of the shade structures are integrated into the overall Roosevelt Street improvement project, which also includes widened sidewalks and the addition of shade trees. The shade structures will have integrated solar cells, to provide sustainable power for night lighting. The project also includes up to 24 powder-coated perforated steel benches with durable seating.

OTHER INFORMATION

The Roosevelt Street Improvements Public Art Project is one of 60 projects in the Fiscal Year 2013-18 Public Art Project Plan approved by City Council on July 3, 2013. The project budget includes \$395,500 in non-GO percent-for-art funds from the Streets and Water Capital Programs. The proposed \$375,000 contract will cover all of the artist's costs to fabricate, install and provide construction oversight services for the

shade structures. The remaining \$20,000 would be used for project administration.

RECOMMENDATION

This report requests the Parks, Arts, Transparency and Education Subcommittee recommend City Council approval of a contract with Massachusetts artist Meejin Yoon, doing business as Howeler & Yoon Architecture, LLP, for an amount not to exceed \$375,000 to work with the Street Transportation Department to fabricate and oversee construction and installation of sculptural shade structures and seating as part of the Roosevelt Street Improvement Public Art Project.