Through my term as a Board member – I have learned quite a bit about the association and the members that it is made of. You guys are REALLY great!! You have stepped up to assist and participate, and for many of you, that meant you stepped out of your comfort zone. This can be a scary transition and I can relate. That is exactly how I felt when I submitted my application for the AMCA Secretary. I knew that as the Clerk for the City of Yuma, I certainly didn’t know everything - and wondered how am I going to be able to help? But through attending trainings, participating on committees, volunteering, reaching out on Listserv and as a Board member – I’ve grown personally and professionally. And I would sincerely like to thank ALL of you for that gift, because you are a huge part of it!!

As your President, I want to continue to roll in the direction that we are on because we are strong and gaining speed! I promise to listen to the membership, work closely with the Board, the AMCA committees and do the best that I can.

Plans for the new year...

- Work hand in hand with our all committees – promote ideas from veteran and new members
- Follow through with the goals set by our Strategic Planning committee. This Committee did an awesome job in a short period of time and now we need to work towards the 5 goals they set:
  - **Goal 1** – Continue to develop meaningful training and mentorship programs to assist members with professional development, knowledge of core functions of all aspects of the Municipal Clerk’s arena, including special projects, leadership, and public speaking.
  - **Goal 2** – Promote the role of the Municipal Clerk.
  - **Goal 3** – Structural Development for AMCA “for the good of the organization.”
  - **Goal 4** – Meaningful Membership.
  - **Goal 5** – Communication.
- Continue the endorsement of the Mentoring Committee – this program will be a huge asset to our membership
- Strengthen our membership – reach out to the cities/towns not represented in our membership and encourage them to join the association – continue the membership of our recent retirees with the hope that they will come forward and educate us with the wisdom of their many years served.

In closing, I want you to know the AMCA Board wants to hear YOU! You can pick up the phone or email any of the Board members OR you can be heard by getting involved, volunteering on a committee, submit your name for AMCA Secretary, participating during trainings, or even teaching a session – We all learn from each other! Volunteering your time/effort is what makes this association strong and we need each and every one of you.

2017-2018

**President**
Lynda Bushong, CMC
City Clerk, Yuma

**Vice President**
Tracie Bailey, MMC
Chief Deputy Town Clerk, Payson

**Treasurer**
Lisa Maxwell, CMC
Town Clerk, Gilbert

**Secretary**
Rhonda Geriminsky, MMC
City Clerk, Peoria

**Immediate Past President**
Susan Stein, MMC, CPM
City Clerk, Bullhead City

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Ann Kurasaki named AMCA “Clerk of the Year”

SHOW LOW — “When you work in public service, your orientation is customer service,” says Ann Kurasaki, Show Low City Clerk.

This statement is a perfect reflection of why Kurasaki was named “Clerk of the Year” by the Arizona Municipal Clerks’ Association. Kurasaki was presented with the distinguished award during the AMCA conference July 25 in Fountain Hills.

Hired as the Show Low Assistant City Clerk in 1997 and advancing to City Clerk in 2003, Kurasaki has been an active member of the Arizona Municipal Clerks Association and the International Institute of Municipal Clerks since 1997.

She earned the Certified Municipal Clerk and Master Municipal Clerk designations in 2000 and 2010, respectively. She is also a Certified Municipal Election Official and a Certified Election Officer through the Secretary of State’s Office. As Show Low Mayor Daryl Seymore explains, Kurasaki’s “level of professionalism and her abilities are unsurpassed. Her team approach makes her an invaluable employee, while her silent service all too often goes unrecognized.”

Of Japanese descent, Kurasaki was born on the island of Kauai, and raised primarily on the island of Oahu. Kurasaki says her parents raised her and her two brothers with the philosophy that “education is really important.” In fact, her father was a teacher with degrees in both English and social studies. “Like most kids our age, we didn’t understand and appreciate the weight that our father placed on education.”

Her early newspaper experience and her attention to detail seem a perfect recipe for the comprehensive, timely and precise press releases that she has been writing for the City of Show Low for many years. Kurasaki, while the ultimate professional, has always given time to others less able or less fortunate than herself.

She dances with a local group that visits assisted living and care homes to perform for free. She will tell anyone that, “being raised in a culture where you hear the phrase ‘Aloha’ all the time makes you continually consider the needs of others.” She explained that “Aloha” means hello and goodbye, but can also be used to mean “love.” Giving your time and your patience to others is a form of love for Kurasaki. Perhaps this is why she is respected and admired on a personal and professional level. “I have had the pleasure of working with Ann in the position of city Clerk and Executive Assistant since 2003. She is an exemplary employee who always goes above and beyond what is expected,” Show Low City Manager Ed Muder said. “She most definitely deserves the honor of being named 2017 AMCA Clerk of the Year.”

“Ann has unselfishly devoted her time and talents to the improvement of the AMCA and has made significant contributions in the last 20 years by serving on committees, including playing an essential role as the chair of the Scholarship Committee for five years,” Seymore said. “She also volunteered to serve as interim AMCA board secretary in 2015 when there was a mid-term vacancy.”

When you ask Kurasaki about her role at the City of Show Low, she is steadfast in recognizing how important it is to work as a team. “In any endeavor, there is always a customer and a team serving that customer,” she said. “Everything here at the City of Show Low is a team effort, so it doesn’t really fall on any one person.” When she has free time, Kurasaki enjoys spending it outdoors and traveling with her husband.
Clerks in the News

Rhonda Geriminsky, City Clerk Peoria and New Board Secretary

Over the past ten years, I have been fortunate enough to learn from many great clerks in the community by serving on the AMCA Constitution Committee, AMCA Legislative Committee, AMCA Strategic Planning Committee and by attending many West Valley Clerks’ breakfasts where issues concerning municipal clerks are discussed at length. There is so much talent and knowledge out there and I feel inspired to build on the talent that we’ve seen in the clerk community and align that talent with the knowledge and innovation that society brings to us now. While attending a recent West Valley Clerks’ Meeting, it struck me that many clerks feel very similar to me about the opportunities that we have as clerks to frame the laws and practices that we adhere to on a day-to-day basis. This has given me inspiration to apply to sit on the AMCA Executive Board.

I am honored to be able to give back to the municipal clerk community by serving on the AMCA Executive Board as the incoming Secretary. I am grateful that I have this opportunity and I am humbled to be working alongside some of the most respected clerks in the industry. I am particularly excited to serve in the same regime as Lynda Bushong, AMCA’s incoming President. I know Ms. Bushong has some great ideas to continue the cycle of excellence that began with the first dedicated AMCA Executive Board many years ago.

Having served in the Federal, State, County and Municipal governments throughout my career, I bring knowledge and experience from all walks of public service. My municipal government career began in February of 2008 when I joined the City of Peoria as the Chief Deputy City Clerk - a title I held up until just a few years ago when I was selected to be Peoria’s next City Clerk in 2013.

Past AMCA Executive Boards have done a tremendous job of creating and organizing the exceptional professional association that we all enjoy today. In an effort to expand on the legacy of past Executive Boards, I would like to focus my attention in the next four years on: 1) expanding the roles of AMCA Subcommittees; 2) leveraging relationships with other entities in an effort to collaborate on issues that affect municipal clerk functions and 3) increasing the Organization’s regional influence. I look forward to serving the municipal clerk community and welcome comments, suggestions and ideas for continuing the AMCA legacy.

AMCA Committees

Have you ever thought about getting more involved in the Arizona Municipal Clerk Association (AMCA)? Taking part in committees not only provides a way to earn CMC/MMC points but it’s also a great way to meet other Clerks and build lasting relations.

To learn more about the committees, including specific roles and responsibilities, follow this link to the AMCA Handbook. You may also contact AMCA President Lynda Bushong at Lynda.Bushong@yumaaz.gov to obtain a Committee application.
Arlethe Rios, Clerk of the Cochise County Board of Supervisors, has been named one of thirty finalists by NextGen, a Washington, D.C. based organization inspiring government innovation. She is a finalist in the Courageous Champion category that recognizes a public servant that is blazing the path for their generation in government. Ms. Rios is one of six finalists in that category and only two of the thirty finalists are from Arizona.

Along with statutory records and management functions for the elected Board Office, Ms. Rios has also taken on a leadership role for county programs that include the Cochise County Legacy Project, which focuses on county department’s history, services, and staff. She also spearheaded the County’s four-year participation in the United States of America Vietnam War Commemoration, a national program to commemorate the 50th anniversary of the Vietnam War and to honor veterans and their families. Ms. Rios has also taken a leadership role in community outreach programs that include food and book drives and internal programs that focus on health, training and development for employees.

“In a democratic society, participation by all is critical, and having young people get involved in government is important for our future. Government impacts so many parts of our lives that it is truly necessary to get involved and voice our thoughts, ideas, and concerns. Working for Cochise County continues to give me that ability,” said Ms. Rios.

Arlethe Rios joined Cochise County in 2008. She was appointed Clerk of the Board in 2013, making her one of the youngest Clerks appointed in Arizona’s history. Before coming to work at the County, she served in the U.S. Army as a medic, serving in Germany and performing a tour of duty in Iraq in 2004. Ms. Rios holds a Bachelor’s Degree in Business Administration from the University of Phoenix and is serving her second term as a Commissioner on the State of Arizona’s Veteran’s Service Advisory Commission.


NextGen, managed under the GovLoop network, established in 2008 in Washington, DC. connects over 250,000 federal, state, and local government innovators. NextGen educates, inspires, and promotes innovation and positive growth for government. They provide leadership and training opportunities and help bridge the generation gap to develop and retain new talent. More information about GovLoop and NextGen can be found at www.govloop.com.
CLERKS IN THE NEWS

Stacy Saltzburg, CMC
City of Flagstaff
Deputy City Clerk of the Year

Elizabeth Burke, MMC
City of Flagstaff
2017 AMCA President’s Award

Flagstaff Deputy City Clerk Stacy Saltzburg (Deputy City Clerk of Year), Flagstaff Deputy City Manager Shane Dille, and AMCA President’s Award of Distinction awardee Flagstaff City Clerk Elizabeth Burke. (L-R)

2017 ANNUAL BUSINESS MEETING

AMCA President Sue Stein recognized the certification of professional designations, election officials, tenures, committee membership and thanked everyone for their contributions.

Past President administering the oath of office to the 2017-2018 Executive Board Members.
2016-2017 Retirements

Barbara Flake
City of Snowflake
15 years of service in government
11 as Town Clerk
Retired July 1, 2017

Janet LeBlanc
City of Goodyear
15.5 years of service in government
as a Records Administrator
Retired April 11, 2017

Marla Paddock
City of Chandler
33 years of service in government
15 years in Clerk’s position
Retired July 7, 2017

Kay Savard
City of Tempe
30 years of service in government
20 years in Clerk’s position
Retired July 14, 2017
What is an Athenian Dialogue?

Dialogues are conversations in which clerks share their experience and understanding as it relates to the ideas of the author and the relevance of those ideas to their public leadership role.

Visit Athenian Leadership Society for upcoming dialogues and approved book list information.

2017 CONFERENCE / ELECTION TRAINING HIGHLIGHTS

The AMCA Conference started with a big bang with speaker Jody Urquhart who presented “This Would Be Funny if It Weren’t Happening to Me” & “I Love My Job, It’s the People I Can’t Stand!” Ms. Urquhart provided a humorous and motivational workshop that focused on “Change Management” and the “4 Behavioral Types” to best handle the most difficult of situations and challenging people.

The afternoon session speaker was Bob Harris whose workshop focused on “Managing the Time of Your Life”. The following topics were discussed:

• Assumptions of Time
• Time Wasters
• Prioritizing
• Procrastination
• Delegating
• Tips for Saying “No” to Unfair Requests
• 5 Time Management Tips
We are pleased to announce that the fundraisers at the Annual Conference and Election Training raised a total of $2,064.50.

Once again this year, the generosity from the members of our association was outstanding and we topped last year’s total! Thank you to everyone that put together the awesome region baskets. The participation, assistance and donations from everyone was much appreciated. The Board and the Scholarship Committee would like to encourage members to apply for scholarships and put our AMCA scholarship funds to good use.

This year we mixed it up a little and had a daily drawing for the 50/50 instead of one winner at the end of the training. It proved to be successful and profited almost $200 more than previous years.

Here is a list of our lucky winners:

- ★ 50/50 Raffle - Day 1 - Michelle Stine, Oro Valley ($276)
- ★ 50/50 Raffle - Day 2 - Michelle Smythe, Tolleson ($220)
- ★ 50/50 Raffle - Day 3 - Sonia Cornelio, San Luis ($158.50)

Winners of the region baskets (total profit of $1,410) included: Carolyn Jagger; Wendy Escoffier; Liz Burke; Brooke Painter; Ann Roberts; Hilary Hiser; Jennifer Robinson; Dee Ann Mickelsen; Julie Gibson; Teresa Riza; Bev Bender; Kim Larson and Michelle Smythe.

Congratulations and thank you to all who participated.

The Scholarship Committee would like to thank everyone for their help with another successful fundraiser!

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**SCHOLARSHIP COMMITTEE**

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<tr>
<th>Tracie Bailey</th>
<th>Pam Galvan</th>
<th>Kim Larson</th>
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<tr>
<td>Jamie Lewis</td>
<td>Joy Maglione</td>
<td>Carmen Martinez</td>
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<td>Sydney Muhle</td>
<td>Silvia Smith</td>
<td>Vicki Vivian</td>
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**HELPFUL LINKS**

- IIMC Athenian Leadership Society
- IIMC Educational Programs / Guidelines
- IIMC Constitution
- IIMC News Digest
- AMCA Bob Ramsey Education
- AZ League of Cities and Towns
- AZ League’s YouTube Channel
The Education Committee is currently working on the Fall Best Practices to be held in either late October or early November. Additional information will be posted on the AMCA website once details are available.

If your City or Town is interested in hosting a future Conference/Training or if you know of a speaker you would like the Education Committee to consider for the 2018 Conference, forms are available on the AMCA website at www.azclerks.org

Additional League Trainings

The League offers several trainings and events over the course of the year. To view upcoming training opportunities, click here to be directed to the League’s website.

IIMC Education Department Approves New Online Learning Opportunities

For more information click here.

Congratulations

The following AMCA Members received their professional designations!

Jean Pannone, CMC
City Clerk Specialist, Goodyear

Mary Ellen Dunn, CMC
Deputy Clerk, Clarkdale

Melissa Buckley, CMC
Clerk of the Board of Supervisors, Navajo County

Terri Roth, CMC
Deputy City Clerk, Litchfield Park

Vanessa Bueras, MMC
City Clerk, Maricopa
New and Upcoming

*Save the Date*

AMCA Executive Board
would like to invite Committee Chairs,
Co-Chairs & Region Leaders to attend the

2017 AMCA Retreat

Tuesday, October 10, 2017

10:00am ~ 4:00pm
1820 W. Washington Street
Phoenix, AZ 85007

[Input from the Committees will be scheduled at the beginning of the agenda, so you can leave early if you need to—phone bridge will also be available]

More info to come ...

IIMC Region VIII is now on Facebook!!
Visit the page at www.facebook.com/IIMCRegionVIII

Please like and share!
Sponsor Highlight #1

Konica Minolta Offers Cooperative Purchasing Contracts to Arizona Cities and Towns

Konica Minolta has been bringing innovative hardware and software solutions to communities nationwide, addressing such challenges as document and print management, privacy and easier monitoring and tracking usage. Making these products even more attractive are two key contracts that provide for an Arizona compliant buying process. These contracts — the State of Arizona ADSPO13-050372 and the Mojave Educational Services Cooperative (MESC) 15M-KMBS-0128 contracts — are available from Konica Minolta’s statewide coverage via direct sales branches and authorized dealers.

The company offers a wide array of efficient document and electronic content management solutions for businesses and institutions of all sizes that want to enhance processes for workflow, privacy and print management requirements. It offers such solutions as versatile multifunction devices (MFDs), money-saving production print copier/printers, and exciting 3D printers where businesses can generate models of products prior to going to launch, saving valuable time and money. All of these products come backed by Konica Minolta’s solid reputation for high quality service and its long legacy of imaging experience.

Specifically on the State of Arizona contract are multi-function printers, wide format printers, production print devices and software solutions. On the Mohave contract are MFDs, software, wide format printers, managed print services, production print copiers/printers, mailroom services and 3D printers. The multi-function devices — Konica Minolta’s bizhub series — serve as the hub of any department’s activities as they can be configured with such dynamic software solutions as:

- **Scan, Capture, Route:**
  - Dispatcher Phoenix - An award-winning document workflow application that includes a variety of automated processing features which help all types of business environments streamline their document workflow.

- **Print Management:**
  - Nuance’s Equitrac and ACDI’s PaperCut - Control and reduce costs by tracking, managing and enforcing print policies which curtail wasteful printing habits.

- **ECM:**
  - Hyland OnBase and Global Search’s Square9 - Reduce operating costs by eliminating expensive paper forms and improving record creation and processing efficiencies.

- **Document Management:**
  - Prism’s DocRecord – Effectively expedite the flow of documents throughout businesses across building complexes and facilities.

- **Fax Server Technology:**
  - OpenText’s Rightfax - Minimize costs associated with managing multiple fax Machines, and analog telephone lines using our fax server technology.

Aside from those contract solutions, the Keystone Purchasing Network (KPN) contract covers such exciting Konica Minolta products as Promethean interactive white boards, interactive tables, Casio HD projectors, Microsoft Pro 4 tablets and Surface Pro Books, which helps add to and expand the latest technology to benefit all levels of staff.

For additional information please contact Chip Ryan:
(602) 798-7341 or at chip.ryan@kmbs.konicaminolta.us
You may ask why codification is necessary.

On a practical basis, determining the status of an ordinance is difficult unless ordinances are codified. If the amending provisions are not inserted in their proper positions and obsolete ordinances are not removed from the books, this forces the custodian of the records (or an enforcement official) to go back to the original minute books. An alternative is to keep copies of amending ordinances with the ordinances that they amend, but this requires the user to look at two or more documents simultaneously and hold their differences in mind--a skill that not many people have. Another alternative is a comprehensive index and tables, but keeping them up-to-date is a time-consuming chore. Still, without a separate volume of the valid ordinances, must return to the original minute books time after time.

Conducting municipal business without a code is equal to making a plow out of two-by-fours every spring when a farmer needs to plant a field. Not only does he have to do the work each time, he must create his tools from scratch each time. It works, but it’s very inefficient.

A code that is well-arranged, well-edited, easy to read and up-to-date is a cost-effective management tool for government. It eliminates many chores that are a strain on staff members that are already pushed to the limit of their capacity by reduced budgets and increased tasks. In this regard, undergoing codification is much like buying a piece of time-saving equipment. Just the physical convenience of having all the relevant material in one binder with tabs for the major sections is a time-saver. City officials find that judges prefer a certified professionally edited, typeset, and printed page for court purposes. Having a fresh pair of eyes look at what you have done is invaluable.

Finally, a badly arranged volume forces you to recodify sooner, and thereby undergo more expense. A well-thought-out classification and numbering system can prolong the useful life of a volume by years.

So how do you judge a codification? A codification should have a preface that explains how to use the book, a table of contents, text printed in an easy-to-read format, the location of ordinances included in the code, and an index. A superior codification includes cross references to related provisions within the code, state law references to relevant state law, charter references if the municipality has a charter and explanatory editor’s notes where necessary for clarity. A truly outstanding code will be edited both for consistency with state law and internal consistency, both of ideas and format, and arranged to anticipate growth.

After the code is compiled, the ancillary benefits of the code come too. You can get the code on the Internet; get it in PDF, Word or HTML. You can update the code (print and electronic); post the ordinances in between supplements; receive reprints of separate chapters of the code; and even provide outside purchasers copies of the code; and there you have it--a short course in codification.

Steffanie Rasmussen lives in Tallahassee, Florida, and holds a Master’s degree in Business Psychology from Kansas State University. As an organizational leader at Municode, Steffanie has been educating clients, citizens, and municipal staff about the codification process for the last six years. Her professional experience and knowledge regarding municipal code publishing make her a key resource for anyone interested in code development and maintenance. To learn more, contact the Arizona representative Stephen Hall at shall@municode.com.
We thank the sponsors listed below for their support of the AMCA. Be sure to click on the image to be directed to their website.

NEWSLETTER ARTICLE SUBMITTALS
The deadline for the Winter publication is December 8, 2017. Please send your articles and events to Agnes Goodwine (agnes.goodwine@mesaaz.gov) or Maria Gonzalez (mgonzalez@gatewayairport.com).

Thank you!