ARIZONA MUNICIPAL CLERKS' ASSOCIATION
REGION 2 COMMITTEE MEETING
(Conference Call)

Wednesday, June 14, 2023
10:00 a.m.
Remote Conferencing
Zoom Meeting ID: 872 2485 4285
Passcode: 110852

Committee Members: **Annie Meredith (Chair), Lynda Bushong, Sonia Cornelio, Shannon Davis, Tanya Fergueson, Sandra Jones, Melissa Lopez, Andrea Moreno, Debie Ogden, Janet Pierson, Amy Putnam, Flora Romero, Cara Smothers, Susan Stein, Kelly Williams.**

Call to Order and Roll Call

1. Welcome and Introductions

2. Approve Region 2 Minutes from March 7, 2023 **(Attachment A)**

3. Old Business:
   A. Discussion Regarding Region Baskets for the Annual Conference

4. New Business:
   A. Discussion Regarding Upcoming Educational Opportunities
      a. AMCA Institute- June 5th - 9th
      b. AMCA Academy- June 20th – 22nd
      c. AMCA Summer Athenian Dialogue- July 24th I love it here- Facilitated by Stephanie Smith
      d. AMCA Annual Conference and Elections Training- July 25th – July 27th
   B. Discussion Regarding Arizona State Library, Archives, and Public Records (ASLAPR) General Retention Schedule Updates from Records Committee
   C. Best Practices Quarterly Topics:
      a. How you train staff on minute taking.
   D. Discussion Regarding Region II Chair / Co-Chair Interest

5. AMCA Committee Updates & City/Town Updates
   a) Please notify Region 2 Leader of new clerk arrivals
   b) Please notify Region 2 Leader of clerk departures/retirements
   c) City/Town Updates Roundtable

6. Next Meeting – September 5th @ 10:00 a.m.
7. Adjournment

ATTACHMENT A

ARIZONA MUNICIPAL CLERKS' ASSOCIATION
REGION 2 MEETING MINUTES DRAFT

Tuesday, March 7, 2023
10:00 a.m.
Remote Conferencing
Zoom Meeting ID: 857 2001 4478
Passcode: 410018

Committee Members: **Annie Meredith (Chair), Lynda Bushong, Sonia Cornelio, Shannon Davis, Tanya Fergueson, Sandra Jones, Melissa Lopez, Andrea Moreno, Debie Ogden, Janet Pierson, Amy Putnam, Cara Smothers, Flora Romero, Susan Stein, Kelly Williams.**

Call to Order and Roll Call- Chair Meredith called the meeting to order at 10:02 A.M.

PRESENT: Annie Meredith (Chair), Lynda Bushong, Sonia Cornelio, Shannon Davis, Tanya Fergueson, Melissa Lopez, Debie Ogden, Janet Pierson, Amy Putnam, Flora Romero, Susan Stein and Kelly Williams.

ABSENT: Sandra Jones, Andrea Moreno, and Cara Smothers.

1. **Welcome and Introductions**
   Chair Meredith shared that there are some updates to make to the membership of Region II and noted that Tina Abriani, Francia Alonso, Jennifer Phillips, Marianne Salem, and Lori Wedemeyer are no longer members. She shared that there is a new member from Quartzite, Flora Romero and invited her to introduce herself.

   Member Romero shared that she is the new Clerk for Quartzite, replacing Tina Abriani. She said that she was the admissions clerk before being asked to step in. She said that this is a new position for her and that she is still learning. Chair Meredith welcomed Ms. Romero to Region II and told her to feel free to reach out to any members of Region II for support. Member Romero said that she has had the opportunity to reach out to a few Region II clerks and thanked them for their support.

2. **Approve Region 2 Minutes from September 6, 2022**
   Member Cornelio moved to approve the September 6, 2022, meeting minutes with the spelling correction on Item D- Councilmember Lin and noting member Cornelio as absent. Member Davis seconded and it unanimously carried.

3. **New Business:**
   A. Discussion Regarding Upcoming Educational Opportunities **(Attachment B)**
      a. Virtual Spring Best Practices- April 18th and 19th

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Chair Meredith shared that the Spring Best Practices will be held virtually on April 18th and 19th from 9:00am-Noon each day. She said that the save the date has gone out but the registration is not yet available.

b. AMCA Institute- June 5th - 9th
Chair Meredith shared that the AMCA Institute will be held June 5th-9th in the same location in downtown Phoenix.

c. AMCA Academy- June 20th – 22nd
Chair Meredith shared that the AMCA Academy will be held June 20th-22nd at the same location in downtown Phoenix.

d. AMCA Summer Athenian Dialogue- July 24th I love it here- Facilitated by Stephanie Smith
Chair Meredith shared that the AMCA Summer Athenian Dialogue save the date was sent out and that she has already purchased her book. She said that the registration should be coming out soon.
Chair Meredith shared that the Save the Date for the AMCA Athenian Dialogue has gone out.

e. AMCA Annual Conference and Elections Training- July 25th – July 27th
Chair Meredith shared that the AMCA Annual Conference and Elections training is coming up and will be held in Fountain Hills again. She asked if there were any committee representatives that had anything to add on these items.

Member Pierson said that they just finalized the agenda for Spring Best Practices and will be having the League send out the registration. She said that there will be a presentation from the Ombudsman's office, a presentation on leadership by Lisa Garcia, a presentation on Parliamentary Procedure, and a shortened presentation from the Arizona Department of Liquor.

Member Putnam reminded everyone to watch the listserv for notifications from the scholarship committee. She said that last year there were not a lot of takers for scholarships.

B. Discussion Regarding Arizona State Library, Archives, and Public Records (ASLAPR) General Retention Schedule Updates from Records Committee
Chair Meredith shared that she did not have an update from the Records Committee. She asked if Member Davis had an update to share.

Member Davis said that the last update she saw was from January 2023 in the Health and Medical records. She said that she hasn't seen an update since then.

Chair Meredith said that the committee will send out an update when they have one.

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Member Williams said that the last update from the committee was with the records Member Davis mentioned. She recommended that if you did not receive that notification, to make sure you are on the distribution list.

C. Best Practices Quarterly Topics:
   a. **Reviewing Public Records:** How do agencies facilitate in-person reviews of public records? Do they print the documents? Do they have a computer for the public to view records electronically?
   Member Bushong said that they have recently ventured into NextRequest for their public records request process. She shared that the system has been a really great asset for communication and response to the requestor. She said that they still process them over the counter, but encourage them to fill it out online. She shared that it has been a user-friendly process. Member Putnam asked what the cost for the software was. Member Bushong said that it was around $7,500 a year. Member Williams asked about commercial requests and if they can collect the fee online before the records are released. Member Bushong said that it is capable of that, but they are not using that feature at this time. She asked if anyone else was using a software for their records requests. Chair Meredith said that Kingman does not. Member Putnam said that Parker does not either. Member Bushong asked how Chair Meredith how many requests Kingman receives annually. Chair Meredith said that for 2022, they had 431. Member Bushong asked if that is normal and Chair Meredith said that it didn't used to be that many, but they have streamlined the departments that were doing public records requests outside of the process. She shared that the majority of the requests they get right now are for building permits, site plans, utility locations and those types of requests. Member Bushong said that they get the majority for community services and building safety, as well as accounting requests for bids. Member Cornelio shared that San Luis does use a software for their requests and they also have people submit requests in person. She said that they average about 120 requests annually. Member Bushong asked what software San Luis uses and Member Cornelio said they use Destiny Software through Agenda Quick for $9,100 a year.

   Chair Meredith said that the other part of this discussion is how the municipalities handle in person reviews of documents. She shared that she has only had one request for someone to come in and see records. She said that the majority of their information is available online. Member Bushong asked how much they charge for printing documents. Chair Meredith said that they charge .20 cents per page after the second page. She asked if anyone is charging for commercial records requests, because the City of Kingman does not have a fee that differentiates for commercial and non-commercial. Member Bushong said that Yuma does. Chair Meredith asked for them to share their fee structures. Member Cornelio said that they have a records request process in place and that there is one community member that likes to inspect the records before getting his copies. She said that they charge .50 cents per page for copies on non-commercial requests and $19.04 per hour for commercial requests plus .50 cents per page. Chair Meredith said that they send the bulk of their requests through email and do not charge for that. Member Cornelio said that they do, and that it is the same fee. She said that they prepare an invoice

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for the requestor. Member Bushong said that statute only allows you to recoup for costs incurred, so if they aren't scanning them in, there couldn't be a charge unless it is commercial. Member Cornelio said that is how they are doing it. Chair Meredith asked if there was anything additional on this item. Member Williams said that they don't often get requests for viewing records in person. She said that some times the building department will get a request. Member Stein said that is the same thing that Bullhead City gets. Member Williams said that most of their requests exceed the email limit size and so they give them the option to get a disc or printed copies. Chair Meredith shared that they have had some lately that are so large that they provide a secure link to upload them. Member Bushong said that they utilize secure share. She said that their City does not like to put things on a thumb drive for safety. Member Williams asked if the portal allows the City or Town to put in an expected status for receiving the records. Member Bushong said that they are allowed to set a deadline. Member Cornelio said that they use an internal deadline. Member Davis asked if the software allows them to send it to multiple departments. Member Bushong said that it does.

b. **Purchasing Cards:** How do agencies control access to P-Cards? Do only supervisors have them? How do individuals without P-Cards pay for training, hotels, etc.? Chair Meredith shared that the City of Kingman tightened up their procurement policies and only department heads and a couple others received purchasing cards. She said that her card is shared among the administration team. Member Bushong said that is a good idea. She said that Yuma is a little looser, and that three of the four people in her office have a purchase card. She said that it is like that throughout their city. She said it is smart to have better control. She said that her public works teams have put vending machines in place for supplies they routinely use. She said it helps track the inventory. Chair Meredith shared that her public works departments put in one also for personal protective equipment. Member Lopez shared that they have their purchasing cards assigned to each department. She said that they have purchasing restrictions in place. She said that if you are going to go over your limit, then you have to get permission. Member Romero said that they do not have purchase cards in Quartzite, that everything goes through a requisition form. Member Putnam said that all of their department heads and supervisors have purchase cards in Parker. Member Bushong asked Member Romero how they pay for a hotel and travel expenses. Member Romero said that the finance department makes their reservations. Chair Meredith said that Kingman also has travel cards that employees can check out if they don't have a purchase card.

4. AMCA Committee Updates & City/Town Updates

a) Please notify Region 2 Leader of new clerk arrivals
Chair Meredith thanked Member Bushong for sharing new arrival information.

b) Please notify Region 2 Leader of clerk departures/retirements

c) City/Town Updates Roundtable
Member Bushong said that they have a lot of events going on right now. She said that they will not have an election until 2024. Member Pierson said that

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they are talking about preparing candidate packets already. Member Williams said that she was on the Clerk's Conversations call and it was interesting to see how many municipalities were already handing out packets. She said that there was one city that is putting on a disclaimer on the materials that they are responsible to make sure they are getting updated forms when available. Member Stein said that she just did a press release to make packets available starting on Monday. Member Bushong asked if anyone was using Equal. Member Stein said they are not. Chair Meredith said that they used it last year. Member Williams asked if it still only lets them collect up to the minimum and then if they want extra they turn in paper petitions. Chair Meredith said yes and that they used it last year and it was really easy. She said that she was surprised how under utilized it was by candidates. Member Bushong said that they may have been scared. Chair Meredith shared that the Secretary of States office does not provide support to candidates, that it is the responsibility of the clerk's office. Member Pierson said that she is on the Best Practice Committee and that if there are any topics such as this that the group would like to have at a future best practice, to let her know.

Member Stein shared that they have their candidate packets available but have not began using Equal. She said that most of their people are not that computer friendly and that it would be a lot of work for them. She said that they are getting ready to do a chicken ordinance. She asked if anyone else has had a request for that. She shared that the bought the Daily News building and are turning it into an animal shelter and police storage area. She said that they are busy with sports tournaments and snow bird visitors. Chair Meredith shared that they have not updated their chicken ordinance, but that they are watching it. She shared that they had one citizen that was afraid that they wouldn't be able to have any chickens.

Member Cornelio said that she doesn't have an update, but that she has a question to ask. She asked about old committees that were created. She said that they came across committees that were created in 2003 and haven't filed any campaign finance reports. She asked what forms they would need to use if they came in to close them. Member Bushong said that since they are filing in current years, that they should file the current reports. Member Cornelio said that they aren't going to charge late fees, that the City Attorney just wants them to close the committees. Member Putnam asked how they could even track them down. Member Cornelio said that she sent certified mail and hasn't received anything back at this time. Member Putnam said that since she has sent certified mail and not received a response that she may be able to close them administratively. Member Cornelio said that she will wait the 30 days and then go through the process to close them.

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Member Williams said that last year their city council created a community resource commission that was tasked with allocating up to 1 million in ARPA funding to various community service organizations. She said that they have met several times and reviewed applications that will go to council for approval to fund various social services. She said that they haven't made packets available yet, but that they just released an updated campaign finance report. Member Stein asked if anyone was able to open the link that came out, because she wasn't able to open it. Member Putnam said that the link didn't open for her, but the attachment did. Member Stein said that she was able to go to the SOS website and get the dates needed. Member Williams asked if there was anyone who had candidate from the last campaign that didn't terminate. She said that she has a couple and asked if they only need to file at the next scheduled election. Member Pierson said that they would need to file the last quarter of this year. Member Williams clarified that if they aren't a new candidate they wouldn't need to file until 2024, but if they are new candidate they would need to file on the candidate schedule. Member Bushong said she thinks that is correct. Member Stein said that if they are spending and collecting in 2023 they will need to report that. Member Bushong said that the candidate committees were split from political action committees and are tied to the election. She said that they are responsible to file their reports during the election term. Member Stein said that she will look into that and let everyone know.

Member Romero shared that they are going to be having their Western Days coming up. She said that this is their 3rd or 4th year. She said that they have a good turn out for the event. She shared that their community center is going to have a dance for each month there isn't an event going on. She asked who decides when the election packets are ready. Member Bushong said that usually you will get an inquiry, but they can be ready as soon as after the last election because that is what the numbers are based off of. She said that the forms change so it is important to have the disclosure.

Member Putnam said that since the last meeting, she has resigned as the interim town manager for Parker. She said that they hired IPM to bring in an interim, and right now it is Charlie Casson. She said that they are working on hiring a new full-time town manager. She said that it has been a lot of work keeping everyone together. She said that they have been working with Senator Borrelli on SB1194 regarding animal vaccinations and being able to have a certified rabies vaccinator be able to administer rabies shots. Chair Meredith said that it was good to hear that she was able to get rid of one of the hats that she had been wearing.

Chair Meredith shared that they just had a large snow storm in Kingman. She said that council has been talking about capital improvement projects,

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specifically roads. She shared that they would be reviewing the options in upcoming budget meetings. She said that they just completed their annual strategic planning retreat and worked on reviewing and updating the actions. She said that she usually has candidate packets available towards the end of the year, but that if someone wanted a packet they could get one. She said that they will be using Equal again, in case any of the candidates wanted to use it.

5. **Next Meeting** – Chair Meredith asked to move the next meeting to June 14, 2023 @ 10:00 A.M. due to being on vacation. Member Stein said that they will need to talk about doing their baskets for the upcoming Annual Conference. Chair Meredith asked if they are good doing the north/south spit for two baskets and the group thought that was good.

6. **Adjournment-** Chair Meredith adjourned the meeting at 11:23 A.M.

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