ARIZONA MUNICIPAL CLERKS' ASSOCIATION
REGION 2 COMMITTEE MEETING MINUTES

Tuesday, March 19, 2024
10:30 a.m.
Remote Conferencing
Teams Meeting Meeting ID: 222 607 549 931
Passcode: cuGBrz

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

1. **Call to Order**
   Chair Moreno called the meeting to order at 10:34 a.m.

2. **Roll Call**
   PRESENT: Andrea Moreno, Lynda Bushong, Sonia Cornelio, Shannon Davis, Melissa Lopez, Annie Meredith, Debie Ogden, Janet Pierson, Amy Putnam, Flora Romero, Cara Smothers, and Susan Stein

   ABSENT: Tanya Ferguson, Sandra Jones, Janet Taylor, and Kelly Williams

3. **Welcome and Introductions of New Members**
   Chair Moreno informed that there are no new members.

4. **Approval of Region 2 Minutes**
   a. **September 5, 2024**

      The minutes for September 5, 2024, will be placed on the next agenda for approval.

   b. **December 23, 2024**

MOTION: Member Meredith/Member Pierson to approve the minutes from December 5, 20233. The motion passed unanimously.

5. **New Business:**

   a. **Discussion Regarding Region Baskets for Annual Conference**

A discussion was held regarding the region baskets for the annual conference. Chair Moreno informed that she reached out to the Education Committee regarding the

concept of the basket and was informed that it would be the same concept as in previous years. She mentioned that this year, as in previous years, the region will be split into two (north and south) to create the baskets for this region. She stated that she was informed that baskets with gift cards seem to do the best. She reminded everyone to send their basket picture before the deadline.

b. Discussion Regarding Upcoming Educational Opportunities

Chair Moreno provided a list of the upcoming training opportunities. The list was reviewed by the members present.

i. **Virtual Spring Best Practices 4/23 & 4/24 from 9 a.m. - 12 p.m.**
ii. **Annual Conference/Elections Training 7/23 – 7/25 at Fountain Hills Community Center**
iii. **Virtual Fall Best Practices 12/10 & 12/11 from 9 a.m. – 12 p.m.**
iv. **Certified Municipal Clerk (CMC) Institute 6/03 – 6/07 at Arizona Center in Phoenix, AZ**
v. **Master Municipal Clerk (MMC) Academy 6/18 – 6/20 at Arizona Center in Phoenix, AZ**
vi. **2024 IIMC Annual Conference 5/19 – 5/22 in Calgary, AB, Canada**

Member Meredith informed that another training is the National Association of Government Archives and Records Administrators (NAGARA) Annual Conference to be held from July 16-19, 2024, in Atlanta, Georgia.

Member Cornelio reported that the Records Management Specialist for the City of San Luis will be attending the training in Atlanta, Georgia.

c. Discussion Regarding Arizona State Library, Archives, and Public Records (ASLAPR) General Retention Schedule Updates from Records Committee

Chair Moreno asked if there are any updates on the General Retention Schedule from the Arizona State Library, Archives, and Public Records.

Member Davis informed that she checks the schedules monthly and has not seen any updates.

d. Best Practices Quarterly Topics:
i. **Distribution of duties**

Member Meredith requested that this item be discussed regarding how the day-to-day duties are distributed amongst the department and how responsibilities are delegated to other staff members.

Member Bushong stated that in the City of Yuma, each City Clerk's Office staff member has their own assigned daily duties; even though some responsibilities fall under certain positions, staff are cross-trained.

Member Davis informed that in Lake Havasu City, there is a separation of duties as there is a department of three (3) members: Kelly Williams, the City Clerk, is responsible for elections, agendas, and handles the PSPRS meetings and minutes; the Assistant City Clerk is responsible for liquor license, public records requests, records management, and the other member of the department handles the boards and committees. Everybody is cross-trained on the duties other staff members do.

Member Bushong mentioned that her staff has a PlayBook that lists each individual's duties, which helps other staff members when the person responsible for a task is out of the office.

Member Meredith informed that her office also has a procedures manual, which is very helpful. She asked the City of Yuma to share their book as this will help her identify areas that need improvement on their current book.

Member Davis shared that Lake Havasu City also has standard operating procedures that list what needs to be done in case one is out of the office.

Member Stein informed that Bullhead City does the same as the other cities do, staff are cross-trained to take over when one is out of the office.

Member Cornelio informed that informed that San Luis does the same as the other cities have reported. San Luis does have a person in charge of public records requests, but when she is not in the office, the staff takes over the job. She mentioned that staff are cross-trained to perform the other duties, as it is not appropriate to have people call or come back another day until the person in charge is in the office. Furthermore, she mentioned that the City Manager approached her office as she wanted to designate the City Clerk's Office to take over all the city's boards and commissions to be clerk by the City Clerk's Office, which includes preparing minutes and clerk their meetings except for preparing the agendas.

Member Moreno replied that her office oversees the Industrial Development Authority and the Municipal Property Corporation; the other commission has its clerk.

Member Meredith informed that her office oversees all boards and commissions, but each of them has a staff liaison and a recording secretary. The Clerk's Office provides parliamentary and procedure training to them and assists them when needed.

Member Smothers informed that the City of Yuma's procedure is like Kingman's, the department receives the application and appointment process, but each has an

administrative assistant that creates the agenda, attends meetings, and prepares the minutes of the meeting.

Member Pierson added that the City of Yuma used to provide training to the boards and commissions, but this has not been done for many years. However, this is something that the department will start doing again.

Member Davis mentioned that Lake Havasu City is like the City of Kingman; the department oversees the boards and posts the agendas. The department responsible for the board/commission designee is responsible for preparing the agenda, attends the meeting, and prepares the minutes. The City Clerk's Office offers training to its members.

Member Stein mentioned that Bullhead City does not have many boards and commissions, and the City Clerk's Office is task to staff all of them, just like a council meeting. The reason is that in the past, staff members were not knowledgeable about what they were doing, and for this reason, the clerks took over this task.

Chairman Moreno asked Member Cornelio if the department is still evaluating whether or not to take over the responsibility of clerking the boards and commission for San Luis.

Member Cornelio replied that the department has no choice on this one. The department will take over all boards and commissions except Planning & Zoning. She informed that they currently have their clerk, but there have been complaints from them that they feel intimidated or uncomfortable. She added that for this reason, the City Manager decided to assign the City Clerk's office to take them over, as she believes that the person clerking the board or commission needs to be certified, even though that is not the case. Furthermore, she asked the members to share their information regarding holding an election for the renewal of the Southwest Gas Franchise Agreement.

Members Stein, Bushong, and Meredith indicated that they would share information about their franchise election.

Member Meredith mentioned that she held a franchise election in 2022, Unisource. During this election, she worked closely with their team to put together the pamphlet. They paid for anything associated with the costs, including a portion of the publicity pamphlet, which was part of the agreement.

6. AMCA Committee Updates & City/Town Updates

a. City/Town/Committee Updates Roundtable

Member Meredith informed that Bullhead City hired a city manager who will start on April 22, 2024. He is well-known in the community. She reported that in this candidate

season filing, her city has received three (3) candidates who have filed and is hoping that other people will file in the coming weeks. There are five (5) available in the primary election. The department is currently working on the budget. She mentioned that she has done the Public Information Officer position for one (1) year, but the City Council has decided to place this position in next fiscal year's budget.

Member Stein informed that she will be retiring on May 1, 2024, and Debbie Ogden will take over the City Clerk position as the City Council has approved her contract. The position of Deputy City Clerk was posted internally, and have found that person who will start on April 1, 2024. She mentioned that Bullhead City is also preparing for the Primary Election, where they will include an Alternative Limitation Proposition, as well as four (4) council seats.

Member Davis reported that in Lake Havasu City, three (3) council positions are up; there were 13 Statements of Interest filed, but only three (3) have officially filed for their candidacy. The city has opened its new courthouse, where the council chambers will be located on the second floor of the courthouse. Lake Havasu is also working on preparing the new fiscal year budget. She informed that they will be holding their annual records destruction week.

Member Bushong informed that Yuma will hold an election in the fall; as a charter city, the election was held on odd number of years. However, with the consolidated election, the city had to go with an even number of years; the last election was held during a state election. She mentioned that the charter states that the city should base the signature count for candidacy on 3% and 5% of ballots cast; for this reason, the signature requirement for this coming election came up at 675 minimum. This has been a huge challenge for candidates; there are four (4) council positions, only four (4) statements of interest filed, and no petitions have been turned in. She added that staff is currently working on the essential records listing.

Member Cornelio informed that staff is getting ready for the Special Election to be held on May 21, 2024, regarding Proposition 422 in regard to the Primary Property Tax and the Primary Election to be held on July 30, 2024. She mentioned that San Luis received fourteen (14) Statements of Interest, and only one (1) has officially filed his candidacy.

Member Romero informed that Quartzsite has four (4) available seats this year, and five (5) Statements of Interest were received. She commented that a new Dollar General that has broken ground, Black Bear, and Starbucks will also head down to Quartzsite. Furthermore, she added that Quartzsite has been trying to expand the bridge of Exit 17, and it was mentioned that this project will take up to 20 years; staff applied for a grant, and it is believed that the town was awarded the grant. This will allow for this project to move forward, and it could be completed in the next 5 to 6 years. She also reported that the General Plan will be on the ballot of the November General Election.

Chair Moreno reported that Somerton received six (6) Statements of Interest, and none has been officially filed. There will also be two (2) propositions on the ballot; one will be the Franchise Agreement with Southwest Gas and Home Rule Expenditure Limitation. She added that Somerton received a $1 million grant to renovate the downtown area. Furthermore, she informed that Kara DeArrastia contacted her to ask if any members have participated in the AMCA Mentoring Program and if anybody is interested in participating in the Spotlight of Mentors and Mentees with photos in the upcoming newsletter to contact Ms. DeArrastia. She also informed that Municipal Clerk's Week is May 5-11, 2024, and asked if anybody would be doing anything special on that day. She mentioned that Somerton would present a proclamation.

Member Davis stated that Lake Havasu City also presents a proclamation, and the department puts on a special game, and departments are invited to participate every day; the game changes and treats are provided for those participating. She mentioned that she would share the game that they had put together with the group.

b. Reminder to notify the Region 2 Leader of new clerk arrivals, departures/retirements, or promotions.

7. Next Meeting – Tuesday, June 11, 2024, at 10:30 a.m. via Microsoft Teams Meeting.

There was no opposition to holding the meeting on June 11, 2024.

8. Adjournment

The meeting was adjourned at 11:43 a.m.