



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
REGION 9 COMMITTEE MEETING**

Thursday, October 26, 2023, 8:30 a.m.
Zoom Meeting
Meeting ID: 897 9320 7477
Passcode: 149430

The Region 9 members met on Thursday, October 26, 2023, at 8:32 a.m., virtually, Alma Andrade called the meeting to order.

1. **Call to Order.** 8:32 a.m.
2. **Roll Call**

City of Benson	Vicki Vivian	X	City of Bisbee	Ashlee Coronado	
	Denise Tapia	X		Nina Williams	
Huachuca City	Brandye Thorpe		City of Nogales	Leticia Robinson	
Town of Patagonia	Ron Robinson		City of Sierra Vista	Jill Adams	
City of Tombstone	Charissa Martinez Presti			Maria Marsh	X
	Shelly Kazda				
City of Douglas	Alma Andrade	X			
	Cynthia Acuña-Robles	X			

3. **Old Business:**
 - a. Discussion/Decision on approval of Meeting Minutes for June 13, 2023.

Motion by Vicki Vivian, second by Denise Tapia to approve the minutes as presented. Motion passed unanimously.

4. **New Business:**
 - a. Discussion on Records Retention Schedule

Ms. Andrade stated she included the item to get information as to how city's handle the federal records retention schedule for grants as most cities have or are awarded federal grants. Ms. Andrade added that her research was to see what type of certificate is required to submit to the records retention at the federal level and through her research she found a website which she forwarded to the grants coordinator and a certificate of documents was not found.

Several members expressed not knowing of a certificate required.

- b. Discussion on Elections 2024
 - i. E-equal, Pros and Cons

Ms. Andrade asked if any cities participate in the E-equal system for elections.

Ms. Vivian stated that in Benson they do not yet, they are interested in pursuing.

Ms. Andrade reported that Douglas is not participating at the time but she has registered and has started training. Ms. Andrade stated that there are no fee for municipalities.

Ms. Marsh reported that in Sierra Vista, Ms. Adams has access and also stated the county handles their elections.

Ms. Andrade stated she will be taking notes and will forward the link for the training.

Ms. Marsh reported when candidates hand in their signatures a print out their electronic forms is included.

Ms. Andrade inquired if the county handles the elections, would the cities be allowed to do E-equal.

Ms. Vivian stated she recalled being directed to look into it and go forward during election training. Ms. Vivian expressed they will not implement for the upcoming election.

Ms. Andrade reported she will implement it for the upcoming election

ii. Candidate Packets 2024

Ms. Andrade reported on a letter from Nancy Davidson, from Arizona League of Cities and Towns; that states the election manual has all the forms up to date. Ms. Andrade questioned if the financial disclosure statement the league has with the date of November 2023, and the county has the form updated to December of 2022, which would be the correct form to use.

Ms. Vivian stated she would use the League's form and contact Cochise County elections and let them know of the difference and use the most current form.

Ms. Andrade stated she is preparing packets and inquired if anyone prepares the packets in advance and when they have them available for candidates.

Ms. Vivian inquired if March 9th and April 8th would be the time to turn in candidate packets and stated she has notified her Mayor that she will not be working on packets until January 1, 2024.

Ms. Andrade inquired if the call for election would be published 150 days prior to November date.

Ms. Vivian stated she does a call to election, and a resolution for the January meeting and will speak at the call to the public and state that council packets are available. She added that in the past she has done a full display ad in the newspaper. She will also be holding a potential candidate forum at the end of February, to provide information about the council and the city.

Ms. Marsh commented that Ms. Adams meets personally and explains the packet with potential candidates and provides a disk with forms. The City of Sierra Vista publishes a display ad and will be printing a publicity pamphlet. Additionally, Ms. Marsh inquired of any printers used by other cities.

Ms. Andrade and Ms. Vivian reported they have used Runbeck for printing.

Ms. Andrade reported that this will be the first election on the state cycle, and also added that City of Douglas will have a general plan election in November.

Ms. Vivian commented that at one time the election calendar included a specific date for packets to be available.

Ms. Marsh reported that the City of Sierra Vista has statements of interest from three individuals.

Ms. Andrade reported she will be creating binder packets and that will be reviewed with each candidate and will include a signed receipt when review is completed.

Ms. Vivian inquired if anyone reads the manuals.

Ms. Andrade answered she did.

Ms. Vivian commented she intentionally avoids memorizing specific details due to the frequent changes in such laws. They prioritize providing customer service but prefer to double-check to ensure that required documents are substantially complete. She added only a few candidates have required detailed campaign finance reports in the past 20 years, and her involvement in complaints or legal matters related to these reports has been minimal. Lastly, she mentioned that typically these reports are only reviewed if requested as public records or by individuals filling their own reports.

Ms. Tapia announced she was leaving the City of Benson on January 4, 2024.

- c. Discussion with possible decision on Region 9 meeting participation, meeting days/time and 2024 schedule.

Ms. Andrade inquired if quarterly meetings on Thursdays or Fridays would work best at 8:30 a.m.

Ms. Vivian reported Thursdays work best for her.

Ms. Marsh reported Thursday and Friday mornings work for her.

Ms. Andrade expressed concern about the lack of participation from certain cities and towns possibly because of a lack of engaging agenda items. While acknowledge everyone's busy schedules she seeks feedback on how to improve participation. Ms. Andrade suggested shorter, more concise meetings with engaging agenda items to encourage participation.

Ms. Vivian discussed how setting specific meeting dates well in advance, such as through "save the date" notifications, helps her manage her busy schedule. Additionally, she suggest that stating expected meeting durations upfront, even if slightly exceeded, could encourage participation.

Ms. Andrade agreed to sending meeting invites for the specific dates on the scheduled Thursdays at 8:30 a.m. so that it could be added to the calendars.

Motion by Maria Marsh, second by Vicki Vivian to approve Quarterly meetings on a Thursday at 8:30 a.m. Motion passed unanimously.

5. Good of the Order/Comments from Committee Members.

Ms. Vivian provided an update on the city's relocation to the City Hall Annex building, delayed due to a paving contract. She discussed efforts to transition to electronic records and mention plans to send permanent records to the State Library for storage. Additionally, she outlined plans for demolition and construction of new city facilities. Ms. Vivian added highlights ongoing projects, including the construction of a splash pad and park improvements funded partly by a state parks grant. She expressed excitement about upcoming initiatives, such as a mural painting on the water tower and further park enhancements. Despite the numerous projects, she acknowledged the need for more management resources and anticipate the hiring of a deputy city manager to help with the workload.

Ms. Robles provided upcoming city events consisting of a shred-a-thon and prescription drug take-back at Castro Park October 28, 2023 from 10:00 a.m. to 2:00 p.m., followed by the annual City of Douglas Trunk or Treat event at Copper King Stadium October 31, 2023 from 4:00 p.m. to 7:00 p.m. She also highlighted the upcoming holiday events, including the Christmas light parade and tree lighting ceremony on November 25, 2023 as well as a Douglas Toys for Tots event in mid-December.

Ms. Andrade reported that the mayor and city manager traveled to Tijuana, Mexico, for a binational Border Bridges meeting regarding the port of entry. They plan to present on the port of entry soon, with the groundbreaking for the West expansion, including the commercial port of entry, expected to occur in about three weeks to a month. Additionally, they will break ground for temporary wastewater and water facilities to facilitate construction, eagerly anticipating the project's completion. Ms. Andrade also reported on the Energized Douglas event that was implemented and hosted by Council Member Danya Acosta will be on Friday, October 27, 2024. The event consists of live music, food vendors, face painting, games for the kids.

She added it is for the community to walk downtown G avenue and to see what the local businesses have to offer.

Ms. Robles congratulated Ms. Andrade on receiving her MMC certificate.

Ms. Vivian reported on Second annual Zombie Run.

Ms. Marsh reported on a concert in the park on October 27, 2023; Halloween Party on October 28, 2023; 16th annual Halloween Fun on October 31, 2023; and a Skate Park party on November 3, 2023.

6. Next Meeting Date.

Ms. Andrade reported she will be sending out the calendars and save the dates.

7. Adjournment:

Motion by Vicky Vivian, second by Denise Tapia to adjourn the meeting at 9:21 a.m.



Alma Andrade, City of Douglas Clerk
Region 9 Leader | (520) 417-7301