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

**Thursday, May 23, 2024**
**8:30 a.m.**
Teams Meeting

1. **Call to Order. 8:34 a.m.**
2. **Roll Call.**

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|---|---|---|---|---|---|
| **City of Benson** | Vicki Vivian | X | **City of Bisbee** | Ashlee Coronado | |
| | Mandy Konrad | 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 | X | | 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 February 22, 2024.

**Motion by Vicki Vivian, second by Charissa Presti to approve the minutes as presented. Motion passed unanimously.**

4. **New Business:**
   i. Discussion on Raffle Basket "Visit Cochise County"

Ms. Andrade thanked Ms. Vivian for the items from Benson for the basket. She also reported that Douglas will be adding items and arranging the basket and Sierra Vista will be donating wine, chocolates and wine glasses.

Ms. Presti inquired of the due date for submission of basket items. She would like to add items from Tombstone.

Ms. Andrade stated items are needed in June to prepare a photo for submission. She commented that last year a gift card basket was donated, and this year's theme will be "Visit Cochise County". She stated she is open to other suggestions ideas.

ii. Discussion on AMCA Institute/Academy Trainings

- CMC Clerk Institute: June 3 – 7, 2024, Downtown Phoenix (Certified Municipal Clerk (CMC) | Bob Ramsey Executive Education (asu.edu); 2024 Institute Program Schedule Final.pdf (asu.edu)

- MMC Clerk Academy: June 18 – June 20, 2024, Downtown Phoenix. Master Municipal Clerk (MMC) | Bob Ramsey Executive Education (asu.edu); 2024 Academy Program Schedule Final.pdf (asu.edu).

Ms. Andrade offered to share training resources and assistance. She mentioned two new members from Tombstone and Sierra Vista and included training information for them. She encouraged others to reach out for additional training, information, or guidance and express her willingness to help in any way possible.

Ms. Presti reported she will be attending the institute.

Ms. Andrade inquired if it is possible to attend both the CMC Institute and the MMC Academy, noting that some clerks have mentioned they do so.

Ms. Vivian explains that attending the CMC for three years provides enough education to qualify for an initial certification. After completing that, one can pursue the second certification, which she is working towards. However, she has not been able to attend in recent years. She clarified that not having her MMC yet but aiming to achieve it. She believes the only prerequisite for the MMC is completing the CMC.

iii. Discussion on AMCA Annual Conference and Elections Training
- July 23 – 25, 2024, Fountain Hills (pending program).

Discussion was held on attendance to the annual conference and elections training.

Ms. Andrade stated the importance of attending elections training due to election laws constant change.

Ms. Vivian emphasizes the importance of staying updated with election law due to constant changes. She mentioned that recertification might be required every three or four years and that she needed to check her own status.

Ms. Andrade clarified recertification is every four years.

Ms. Presti inquired if others manage their own elections. She mentions that in the City of Tombstone, the county runs the actual election day, but the city handles distributing packets and managing filings.

Discussion was held on Cochise County handling elections for the cities in the county, and the need for a certified election officer with in each city.

iv. Next meeting date/venue.

Ms. Andrade suggests meeting during the AMCA annual conference in Fountain Hills, AZ for 15-20 minutes if everyone is available. She will be checking the program to find a suitable time and place for an in-person meeting and propose having this annual in-person gathering. She asked for thoughts on this idea.

Discussion was held on attendance and members agree to meeting.

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

Ms. Vivian provides updates on various projects and initiatives:
- Lions Park: The grant is progressing, with engineering about 50% complete.
- Splash Pad: Nearing completion with a fence already installed. Only the ADA-accessible sidewalk and benches remain to be added. Expected to open possibly by the end May 2024.
- City Hall: A new lighted sign has been installed in the lobby.
- Fourth of July: Preparations for the 100th celebration are ongoing.
- Organizational Efficiency Study: Preliminary drafts expected next week. The study also examines existing technology and how to improve efficiency despite staff shortages.
- Market Compensation Study: An RFP has been issued, and any adjustments will be retroactive to July 1st.
- Events: The Lantern Festival in September 2024 and an expanded Christmas event with an ice-skating rink to celebrate the city's 100th incorporation anniversary.
- Housing and Business Development: Century Complete has issued 199 permits since 2021. New businesses include a smoothie shop, insurance office, and Filiberto's. Maverick construction is ongoing on Highway 90.
- Animal Control Services: A new IGA with the county will provide an additional officer and expanded services, with an open house on June 8th.
- Visitor Center Staff: Two new staff members have joined, bringing excitement for future contributions.

Ms. Marsh reported upcoming events for the weekend of May 25 & 26, 2024 including the Summit Challenge and Wine, Beer, and Spirits Festival at the park, as well as budget meetings. She shared an executive report electronically with more information.

Ms. Presti provides several updates:

- Pool Opening: The municipal pool will open on the May 28, 2024 with lifeguards shared with Bisbee and Huachuca City. The pool is free and is the oldest working municipal pool in Arizona, dating back to 1883.
- Donations and Restoration: The Walter Ferguson Foundation donated $200,000 for the pool's restoration, in addition to a previous $500,000 donation for Shevlin Hall. The campaign for the pool is called "The Pool Too Tough to Die," and efforts are ongoing to make it ADA compliant.
- Reorganization: The office is undergoing reorganization after replacing a clerk of 47 years. Updates to code books and other processes are in progress. A new public works director, a local, has been hired.
- Budget Season: Budget preparations are starting, but they recently lost their financial consultant of 20 years. She may seek advice from neighboring cities. She aims to transition to managing the budget internally.
- Additional Needs: She is looking for new auditors and insurance companies and will reach out to other cities for recommendations.
- Upcoming Event: Wyatt Earp Days May 25 & 26, 2024.

Ms. Robles provides updates on recent and upcoming activities:

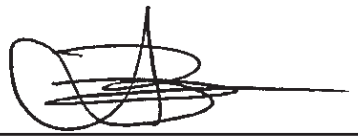
- Douglas Day Celebration: The event took place on May 17 & 18, 2024.
- Records Training: An essentials records training was held for staff, focusing on identifying and compiling essential records for state certification.
- Upcoming Training: Planning is underway for parliamentarian training and open meeting law training, aimed for late July for all boards and commission members.
- Municipal Pool Restoration: The city is undergoing a restoration of their municipal pool at Veterans Park, with more details to be provided at the next meeting.

6. **Next Meeting Date.**

Ms. Andrade will send the next meeting date once the program for the conference in July is available.

7. **Adjournment:**

**Meeting adjourned at 9:05 a.m.**



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