



# The Clerk's Insider

WWW.AZCLERKS.ORG | FALL 2022

## PRESIDENT'S MESSAGE



Thank you for your trust in me to lead our Arizona Municipal Clerks' Association for the next year.

For this next year, I would like to revisit the 2017-2022 Strategic Plan as we have goals that have been completed as well as goals that have been incorporated into the committee tasks. To determine what our path should be moving forward, we will be asking you what is important to you, so be watching for a membership survey. As part of the survey, we

will be asking for your guidance on what you want the Board to focus on in the coming years, such as education options for learning, topics that you would like to see, and what you want from your membership in the AMCA.

The Board held a retreat on September 28 and discussed the strategic plan and some changes that will impact our educational goals. Linda Hess will no longer be the Institute Director for our Institute and Academy with ASU. She is still there; she will be transitioning into a more project management capacity. Our newly assigned Director is Michelle Hill, Program Manager with ASU's Bob Ramsey Executive Education. Other changes may be coming to the Institute/Academy programs as we examine the program and ways to make it cost effective for our members, ASU, and AMCA while maintaining the value to the AMCA members.

The Board heard from Lisa Garcia, our IIMC VP elect. She gave a brief update on what is happening with IIMC. We heard good news about the election that split Region 8 into two regions and the plan to bring two directors on board while still preserving the staggered terms. She brought forward an opportunity for AMCA to start an endowment that would be restricted to Arizona Clerks and their education with IIMC. The minimum start is \$1,000 and has potential to grow our dollars to provide educational opportunities for our members. The Board will be discussing this in further detail at our October meeting.

My goals for this year are pretty simple – leave the AMCA better than when I became President, update the plans based on member input for the new goals, reduce paper by making our Board binders all electronic, and to be a good resource for everyone in the AMCA. Going forward, my hope is that you all stay safe in these challenging times and that you see our group as your support system and sounding board.

Have a great rest of 2022 and if you need anything, please contact me, or anyone on the Board. We would be happy to assist.

Darcie McCracken  
AMCA President

## 2022-2023

### President

Darcie McCracken, MMC  
City Clerk, Goodyear

### Vice President

Jennifer Pena, CMC  
City Clerk, Apache Junction

### Treasurer

Carla Reece, MMC  
City Clerk, Tempe

### Secretary

Sarah Siep, CMC  
City Clerk, Prescott

### AMCA Past President

Teresa Riza, MMC  
Town Clerk, Cave Creek

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## Committee Updates

**The Executive Board** met October 29th and voted to begin an endowment through the IIMC Foundation to fund scholarships for members of IIMC who are in Arizona which would include Clerks, Deputies, etc. Members of the Board and your IIMC VP elect (Lisa Garcia) are opting to contribute personally to the endowment; discussed the survey questions to use in developing the next Strategic Plan; and considered having the annual conference and election training in other cities/towns in 2024 (VP Jennifer Pena will research). The next meeting will be November 16th at 10:00 a.m.

**The Campaign Finance Committee** has not met yet, but plans to schedule a meeting soon.

**The Communications Committee** met September 14th to review committee responsibilities, request volunteers for subcommittees, and discuss the Fall Newsletter. The next meeting will be November 14th at 11:00 a.m.

**The Education Committee** met October 20th to discuss the FY 22/23 timeline, Fall Best Practices, Athenian Dialogue, professional speakers RFP, and the strategic plan and goals.

**The Elections Committee** has not met yet, but plans to schedule a meeting soon.

**The Handbook and Constitution Committee** met October 13th to review the approved amendments to the Constitution, approve the 2022-2023 meeting schedule, and discuss the Executive Board's updates to the Handbook related to Board Strategic goals and the addition of an appendix with transition plan for Executive Board Members.

**The Legislative Committee** has not met yet, but plans to schedule a meeting in November. The Legislative Session begins January 2023.

**The Membership/Mentoring/Region Leaders Committee** met September 19th to introduce themselves and share updates from their respective regions and to review the committee duties, AMCA Handbook assignments, and projects for 2022-2023. The next meeting will be November 21st at 2:00 p.m.

**The Records Management Committee** has not met yet, but plans to schedule a meeting soon. The focus for 2022-2023 will be reviewing and updating the Records Management Manual on the AMCA website, finalizing the AMCA Retention Schedule, and notifying the membership of any updates to the State Retention Schedule.

**The Scholarship Committee** met September 14th to recap the recent fundraising efforts and to discuss future goals for the committee.

## Welcome new AMCA Members!!

*New AMCA Members, July 2022 – September 2022*

- \* **Brett Klein, Town Manager/Clerk**  
Town of Jerome
- \* **Letitia Macaraeg, Administrative Assistant**  
Town of Wickenburg
- \* **Amy Beyleryan, Town Clerk Specialist**  
Town of Gilbert
- \* **Ashley Doering, Town Clerk Specialist**  
Town of Gilbert
- \* **Margaret Carey, Deputy City Clerk**  
City of Avondale
- \* **Regina Guisto, Management Assistant**  
City of Chandler
- \* **Terry Hinton, Town Manager/Clerk**  
Town of Duncan
- \* **Jessica Sweet, Senior Administrative Assistant**  
City of Chandler
- \* **Sehreh Goodman, Records Management Coordinator**  
Town of Prescott Valley
- \* **Jill Boltz, Deputy City Clerk**  
City of Peoria
- \* **Beth Sanchez, Deputy Town Clerk**  
Town of Gila Bend
- \* **Nicole Harding, City Clerk Assistant**  
City of Tempe
- \* **David Udall, Town Clerk**  
Town of Marana
- \* **Logan Keel, Town Clerk**  
Town of Tusayan



### A Wonderful “Welcome Gift”: Invite a New Employee to Join the AMCA

Do you know a new employee who may benefit from AMCA membership through engaging in the Association’s educational opportunities, networking solutions, and mentoring relationships? Perhaps this person is new to the municipal clerk field. Or, they may work in a department that often collaborates with the clerk’s office on certain tasks or projects. Or, they could be interning for your organization and occasionally have questions about the roles and responsibilities of the municipal clerk.

Whatever the scenario may be, if you have a potential AMCA member in mind, please notify Membership/Mentoring Committee Chair Kara DeArrastia at (480) 350-8947 or [Kara\\_Dearrastia@tempe.gov](mailto:Kara_Dearrastia@tempe.gov), so she can send them information about the AMCA and invite them to become a member if they are interested.



## 2022 AMCA President's Award of Distinction: Darcie McCracken, MMC, City Clerk, City of Goodyear



DARCIE MCCRACKEN

*Congrats!*



For a complete list of awards from the 2022 AMCA Annual Conference, please see the [Honors & Accomplishments page](#) on the AMCA website!

### AMCA Members are the 'Heart' of the Association: Support Each Other Through Mentoring



During the first day's morning session at the AMCA Annual Conference in July, speaker Maureen G. Mulvaney (MGM) encouraged the attendees to exuberantly repeat the phrase, "Better-Stronger-Together", while waiving red pom-poms. As AMCA members, when we are better, stronger, together, we can accomplish anything. The work we do every day is the right thing to do. We can embrace opportunities for improvement and build our future. We can also help others who are new to the Association or the municipal clerk field through mentoring.

By building a positive and productive mentoring relationship, the Mentor can:

- ♥ Be the Heart through listening to, supporting, encouraging, and guiding the Mentee.
- ♥ Show pride in the Mentee by telling others who they are and celebrating their accomplishments (TOOT TOOT!).
- ♥ Create a positive, magical environment where both members honestly confide in each other, genuinely appreciate each other, and frequently thank each other.
- ♥ Encourage each other to be joyful in the work they do and exhibit a positive attitude every day.

If you are interested in learning more about how you can serve as a Mentor in the AMCA or to apply, please visit the [Mentoring Program webpage](#). Please contact Membership/Mentoring Committee Chair Kara DeArrastia at (480) 350-8947 or [Kara\\_Dearrastia@tempe.gov](mailto:Kara_Dearrastia@tempe.gov), if you have any questions.

## Professional Designations & Certifications

Congratulations to the following individuals for completing their designation of Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) from the International Institute of Municipal Clerks (IIMC). Both programs require an extensive educational component achieved by dedicating time and effort.

# Master Municipal Clerk (MMC)

## Holly Mosely, MMC

City Clerk, City of Mesa

You did it!  
*Congratulations*

### Why are you proud to work as a clerk?

I have always been a lifelong learner, a rule follower, and a public servant at heart. I'm proud to work as a clerk because it allows me to embrace each of these traits daily. Clerks are responsible for knowing and following the many laws and rules that pertain to our duties, and that requires research, ongoing education and active communication. I'm proud knowing my city can depend on me to get the job done.

### Fun or Interesting Fact About Me:

I moved from Florida twelve years ago and instantly fell in love with the beautiful scenery of Arizona. I never expected to like the desert views, but I also never knew that within a short drive north, I can experience pine trees, red rocks, and twenty-degree cooler weather! Florida is hot and humid, and just flat, so our weekend pastime was being on the lakes or the beach. In Arizona, we can go kayaking, hiking, camping, off-roading, etc. So many fun options! I think Sedona is my favorite place and our first 'Pink Jeep Tour' led to the purchase of a Jeep, which gets a lot of use in Arizona and plenty of time in Utah as well. I will admit that I'm too chicken for most of the crazy stunts, so I gladly step out of the jeep and climb the rocks where I can take videos for my husband. Hiking trails with rocks I must climb are my absolute favorite and living in the Valley grants me endless opportunities to explore fun trails. I am so grateful to have moved out west and even during our hot summers, I can drive a few hours north to camp or be found kayaking down the Salt River. Outdoor adventures are the best for my mind, body and soul.

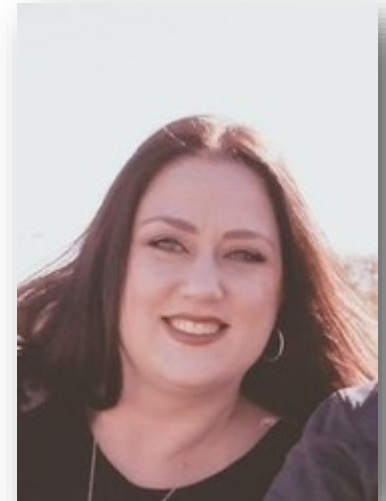




## Professional Designations & Certifications

# Crystal Hadfield, CMC

City Clerk, City of Willcox



### How did I become a City Clerk?

I have been with the City of Willcox for a combined total of almost 16 years. I started out as a Streets/Parks Administrative Assistant for Public Works. I worked in that position for about six months when an opportunity at City Hall in the Finance Department became available, an Account Clerk II position. I interviewed and was promoted to the position. I worked in that position for seven years while obtaining my undergraduate degree in Commerce. Once I graduated from the University of Arizona (Go Wildcats!), I started to feel antsy. I applied for a job at my local hospital as a Finance Supervisor. After interviewing I was offered the job and started two weeks later, only to find that I absolutely disliked it. I gave it one full year and then decided to move on to the local Middle School as a 7<sup>th</sup> Grade Math Teacher. I absolutely loved the job and kids that I taught. After my first year, my former supervisor at the city decided to retire and I knew I wanted to go back to the city. I was hired back in her position, Finance Director, and it was like coming home after a long vacation. I have been back over eight years now. In December of 2016, my former City Manager offered me the City Clerk's position after my predecessor decided to go to another town. I wasn't sure because my whole background was in Finance, and I was completely overwhelmed and nervous, but I told him that I would do whatever was best for the city. We combined the two positions, and I started right away having no idea what I was doing. I did a lot of research, reading statutes and asking other clerks and my City Attorney what I needed to do. I went into my first election knowing nothing! I credit my success to the AMCA Listserv and the other City Clerks who helped me learn what I was doing. After the first year, I felt that I was getting the hang of things, although, our roles in the clerk's office are ever-changing. I try to attend all the training sessions that I can and read as much literature as I can on the clerk's role. I decided to become as involved in the AMCA as possible. I have served and chaired on a few committees and met so many wonderful clerks by doing so. I recently obtained my Certified Municipal Clerk's Designation, and I can't thank my fellow clerks enough for their part in my success. Being a City Clerk has been an incredible experience, and I can't wait to see what the future holds.

### Fun Fact

I love to cook! My husband and I search recipes on social media and try most of them! My favorite is Indian Food!

**Certified Municipal Clerk (CMC)**

## Professional Designations & Certifications

# Certified Municipal Clerk (CMC)

### ▶ **Maria James, CMC**

City Clerk Specialist, City of Avondale

### ▶ **Karla Lange, CMC**

Deputy City Clerk, City of Casa Grande



### ▶ **Andy Juarez, CMC**

Records Administrator, City of Maricopa

## Leaving, Retiring, or Being Promoted? Let us know!

- ▶ Are you leaving your organization?
- ▶ Will you be retiring soon?
- ▶ Have you recently received a promotion?



Don't forget to let the AMCA know! If any of the above scenarios apply to you or another AMCA member in your workplace, please notify Membership/Mentoring Committee Chair Kara DeArrastia at (480) 350-8947 or [Kara\\_Dearrastia@tempe.gov](mailto:Kara_Dearrastia@tempe.gov), so she can keep the Association informed of any changes to the membership. Did you know that exiting members are eligible to receive a gift depending on the length of time they have been a member of the AMCA? In addition, retiring clerks are recognized for their service at the Annual Business Meeting Presentation. The Association also likes to honor our new retirees and newly promoted professionals in the AMCA Newsletter and through postings on Facebook and LinkedIn.

So, if your employment status changes, make sure "Notify the AMCA" is on your "To Do" Checklist!

## Best Practice Ideas

# An Insider Look into Transferring Records to the Arizona State Library, Archives & Public Records

Did you know that all government agencies within the State can transfer their permanent records to the Arizona State Library, Archives & Public Records for permanent preservation? The City of Avondale recently did just that and transferred 63 boxes of City Council Meeting Agenda Packets to the state agency. Provided below are the steps we took to complete the project.

- \* Note: By transferring your records to the State, you are giving up custody of your records; therefore, I highly recommend you scan your records before you transfer them to the Arizona State Library, Archives & Public Records.

## 1. Digitize the Records

When we began our project, most of our agenda packets were not scanned so they were not quite ready to be sent and we did not have staff who could devote time to scanning. Therefore, we hired a scanning vendor to complete our scanning. We contacted DocuLynx (a State vendor) and asked for a quote (be honest with the vendor if you do not have the budget for the project, advise them that you would like a quote to help you build your budget for next year).

Once we had a quote, we drafted our budget supplemental request through our normal budget process. We were very lucky to have had this project approved through our budget process.

 [Budget Request Example](#)

 [Contract with Scanning Vendor](#)

## 2. Prepare for the Transfer of the Records

Following the Transfer Guidelines set by the State, label each box accordingly and complete both a log and a transfer form. Once you have completed the required items, you are ready to submit your records to the State!

Visit the [Ask a Question](#) website, and complete the online form.

Name *	<input type="text" value="Marcella Carrillo"/>
Email *	<input type="text" value="mcarrillo@avondaleaz.gov"/>
Phone number	<input type="text" value="6233331214"/>
Organization Name (if applicable)	<input type="text" value="City of Avondale"/>
Question *	<input type="text" value="Submitting Files to the State"/>
Details	<input type="text" value="I would like assistance with submitting our permanent records to the state."/>

 [Resource - Transfer Guidelines](#)

 [Transfer Form](#)

 [Transfer Labels](#)

 [Transfer Inventory Sheet](#)

### 3. Await a Response and Schedule a Pickup

After I had submitted the Ask a Question form, I waited about a week and a half for a response. It was a very easy process at this point. Here is my timeline on working with the State:

- \* May 26<sup>th</sup> – I submitted the Ask a Question form.
- \* June 9<sup>th</sup> – The State emailed me asking for the required [Transfer Form](#)
- \* June 13<sup>th</sup> – I emailed back the completed form.
- \* June 13<sup>th</sup> – The State emailed me back saying everything looks good and that they would send my contact information over to their facilities manager.
- \* June 14<sup>th</sup> – The State's facilities manager emailed me to coordinate the pickup.
- \* June 16<sup>th</sup> – The State's facilities manager arrived to pick up the records.

#### Need More Information?

I am most definitely not an expert in transferring records to the State, but I am more than happy to guide you along the way! Please feel free to reach out to me at any time.

Marcella Carrillo, City Clerk

Email / Teams: [mcarrillo@avondaleaz.gov](mailto:mcarrillo@avondaleaz.gov)

Phone: (623) 333-1214





## Educational Opportunities

- ◆ **November 30th, 2022 AMCA Fall Athenian Dialogue—Virtual**  
**Eat Mor Chikin: Inspire More People. Doing Business the Chick-fil-A Way**  
 by S. Truett Cathy  
 Cost: \$50 (early bird by October 28th); [[Register Here](#)]  
 After October 28th \$60 AMCA Members, \$65 non-members
- ◆ **December 6 & 7th, 2022 AMCA Fall Best Practices—Virtual**  
 Cost: \$25 per day separately, or \$40 for both [[Register Here](#)]
- ◆ **December 8th, Workforce Strategies for Municipal Leaders** (IIMC sponsored)  
 Cost: FREE [[Register Here](#)]  
 Tim Rahschulte, CEO of Professional Development Academy
- ◆ **December 15-16, 2022 Newly Elected Officials Training** (League sponsored)  
 Cost: \$150 per person [[Register Here](#)]  
 Location: Desert Willow Conference Center, 4340 E Cotton Center Blvd, Phoenix,
- ◆ **IIMC Online Learning Opportunities** [[Visit the IIMC website](#)]

### Coming Soon:

- 2023 Spring Best Practice
- 2023 Athenian Dialogue
- May 14-17, 2023 IIMC Annual Conference  
Minneapolis, Minnesota
- June 2023 AMCA CMC Institute
- June 2023 AMCA MMC Academy
- July 2023 AMCA Annual Conference  
and Elections Training

### Interested in Attending a Meeting Hosted by Another AMCA Region?

The AMCA is composed of nine Regions, and each Region is represented by a Region Leader. Not sure which Region you are in? Check out the AMCA Region Map at [www.azclerks.org](http://www.azclerks.org).

In addition to attending your own region's quarterly meetings which you will receive invites for from your Region Leader, you are also welcomed to attend the meetings of other regions. Due to the physical distance between municipalities, many of the regions hold their meetings over the phone, via Zoom or another virtual platform, or both in-person and virtually (hybrid).

Information about scheduled regional meetings, including links to their agenda, are posted on the AMCA Calendar at [www.azclerks.org](http://www.azclerks.org). If you see agenda topics that are of interest to you or are curious about your neighboring region, reach out to the Region Leader to find out how you can attend their next regional meeting. Contact information for current Region Leaders are posted under the Members Only section on the AMCA website at [www.azclerks.org](http://www.azclerks.org).



Special thanks to all the AMCA Region Leaders for their leadership and service. Looking forward to another productive fiscal year!



## Top 3 Reasons to Choose Professional Codification Over Self-Publishing Codification

*The most important thing any community can do is keep its municipal code regularly maintained so it remains a reliable resource for the entire community. Choosing a professional codifier over having municipal staff do the work is the smart choice financially, from a time- and resource-savings perspective, and ensuring the code's enforceability.*

### The Realities of Self-Publishing Codification

When it comes to making important code updates, some municipalities are considering doing the work themselves — or bundling their code update process with another solution in hopes of giving themselves greater flexibility. However, municipalities that choose the self-publishing route may be surprised — even shocked — by the realities of self-codification.

Taking the code update process “in-house” will require training to get staff up to speed — technologically and legislatively — costing time and money. The annual subscription fee for the self-publishing software will be an added expense to your online code hosting. And even the most popular self-publishing solution might not be able to deliver the accuracy, consistency, and unique formatting that a community needs and expects in its code.

### Self-Codifying? Consider This

Before attempting self-publishing codification, contemplate these top 3 considerations for using a professional codifier instead:

**Dedicated Resources Required.** Does your municipality have the ability to assign a dedicated staff member to maintain updates to the code, especially for frequent legislative changes? Does that person have the know-how and bandwidth to ensure that both your distributed printed books and online code remain consistently updated?

**Knowledge of the Codification Process.** Does your municipal staff have the expertise to identify proper placement of information in your municipal code, and create and maintain a consistent numbering structure? Can they handle history links, disposition of ordinances and references to state and local amendments? And for the complex, graphically structured zoning code, do they have the skills to ensure that images, tables, and color coding are maintained in all printed books and the online code?

**Legislative Research and Analysis.** Does your staff have the resources to keep up with statutory changes that can affect local ordinances? Will they be able to see potential issues with cross-references, missing language, and conflicting provisions?

## Why a Professional Codifier is Your Best Choice

The priority of an expert codifier is to keep your code up-to-date and enforceable so your staff can focus their time on the important business of running your municipality and serving constituents.

A professional codifier also possesses unique skills and expertise that keep your municipal code clear and understandable by ensuring that all appropriate material and legislation that impact your code are incorporated, are current, are consistently presented, and free of errors.

Additionally, an expert codifier is always on the lookout for:

- laws that no longer make sense
- outdated provisions that conflict with new ones
- obsolete information and language that doesn't keep up with current times
- old laws that have been replaced by new laws
- non-current fees, fines, and penalties (which could mean missed revenue)

## Why Choose an experienced codifier over self-publishing codification?

Working with a codifier, your community gets:

- A highly accurate, enforceable code
- A responsive team of experienced attorneys, legal editors, and online publishers
- Alerts when supplements are needed and information on new legislative trending topics
- Codification technology experts who are adept at maintaining an electronic version of your code

Founded in 1989 in Seattle, WA, Code Publishing Company is the West Coast's premier legal document publisher, meeting the unique needs of our customer with innovation, integrity, and friendly, responsive service. Now a member of the General Code family of companies, our reach continues to grow, giving us the ability to provide high-quality codification services to thousands of new communities across 44 U.S. states, 10 tribal governments and a Canadian province.

## How can we help your municipality?

**Emily Wood**  
Codification Account Manager  
310-686-3417  
[ewood@codepublishing.com](mailto:ewood@codepublishing.com)



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## THANK YOU!

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.



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Interested in submitting an article for the Newsletter? We are always looking for:

- ◆ **Clerks in the News**  
*(professional designations, awards, retirements, promotions)*
- ◆ **Funny Work Anecdotes**  
*(Think Reader's Digest Workplace Humor)*
- ◆ **Training Opportunities**  
*(online or in person professional training for clerks)*
- ◆ **New Technology & Software**  
*(things that make work/life better)*

## Deadline for the Winter Newsletter is January 2nd!

Please send article ideas to:

Michelle Stanley, Chair, at [hstanley@paysonaz.gov](mailto:hstanley@paysonaz.gov)

Or

Stacy Fobar, Co-Chair, at [stacy.fobar@flagstaffaz.gov](mailto:stacy.fobar@flagstaffaz.gov)

### 2022-2023

#### AMCA CLERKS INSIDER NEWSLETTER CALENDAR

