

# The Clerk's Insider



**78th IIMC  
Annual Conference  
May 19 - 22, 2024  
Calgary, Alberta**



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Will we see you in Canada in May?  
See **page 12** for all the details!





# President's Message



Greetings! With the final pages of December waiting to be turned, we reflect on the year and are reminded of all the opportunities and challenges that took place this year. Good or bad, positive or negative, you survived. Every day you showed up in your personal life or for your municipality, significant time was put in that may not have been recognized by others, but you did it and your counterparts know what it takes. Thank you on behalf of the Association, for those that you helped along the way and for being your amazing self! You do “represent”, whether you know it or not.

This year I challenged you all to be bold, dare greatly, lean in, step up into the light, and empower yourself. 99% of the battle is getting yourself in the right state of mind.

So as the New Year rings loudly, say yes! Say yes to new things, to accepting the unknown, and growing you!

Look at all your accomplishments! Some days, just making it through that day was an accomplishment!

Don't waste your time looking back; it is not the direction you are headed. Just learn from the past lessons.

I cannot stress the value your Association is to you and the value you can find in IIMC. Please take advantage of the Best Practices, the Athenian Dialogues, and other training opportunities offered. Set your goals and enjoy the journey!

*Jennifer Pena*

Jennifer Pena, AMCA President 2023-2024



**DON'T FORGET**

**55th Annual Professional Municipal Clerks Week**

May 5 through May 11, 2024

...click here to learn more!

# Executive Board Officers

2023-2024

*You got THIS!*

*Appreciate you!*



**President**  
Jennifer Pena,  
Apache Junction



**Vice President**  
Carla Reece,  
Cave Creek



**Treasurer**  
Sarah Siep,  
Prescott

*THANK YOU*



**Secretary**  
Annie Meredith,  
Kingman



**Small Population Board Member**  
Terri Roth,  
Litchfield Park

*YOU Matter*



## EXECUTIVE BOARD CONTACT INFORMATION

[azclerksboard@gmail.com](mailto:azclerksboard@gmail.com)



# Region Leaders

2023-2024

## Region 1

Erin Deskins,  
Chino Valley



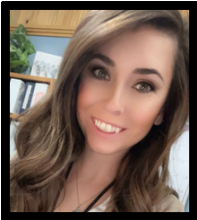
## Region 2

Andrea Moreno,  
Somerton



## Region 3

Jessica Vaughan,  
Eagar



## Region 4

Darcie McCracken,  
Goodyear

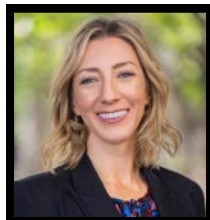


## Region 5

Kara DeArrastia,  
Tempe



Jennifer Ekblad,  
Chandler



## Region 6

Natasha Kennedy,  
Pinal County



## Region 7

Shannon Ortiz,  
Golder Ranch  
Fire District



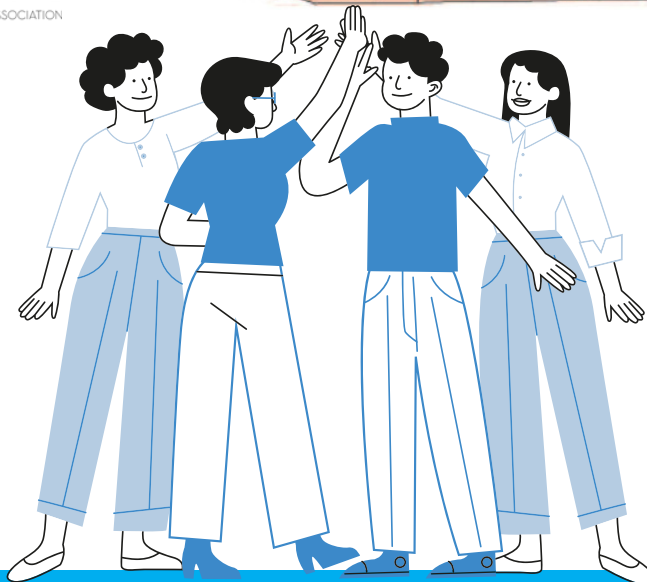
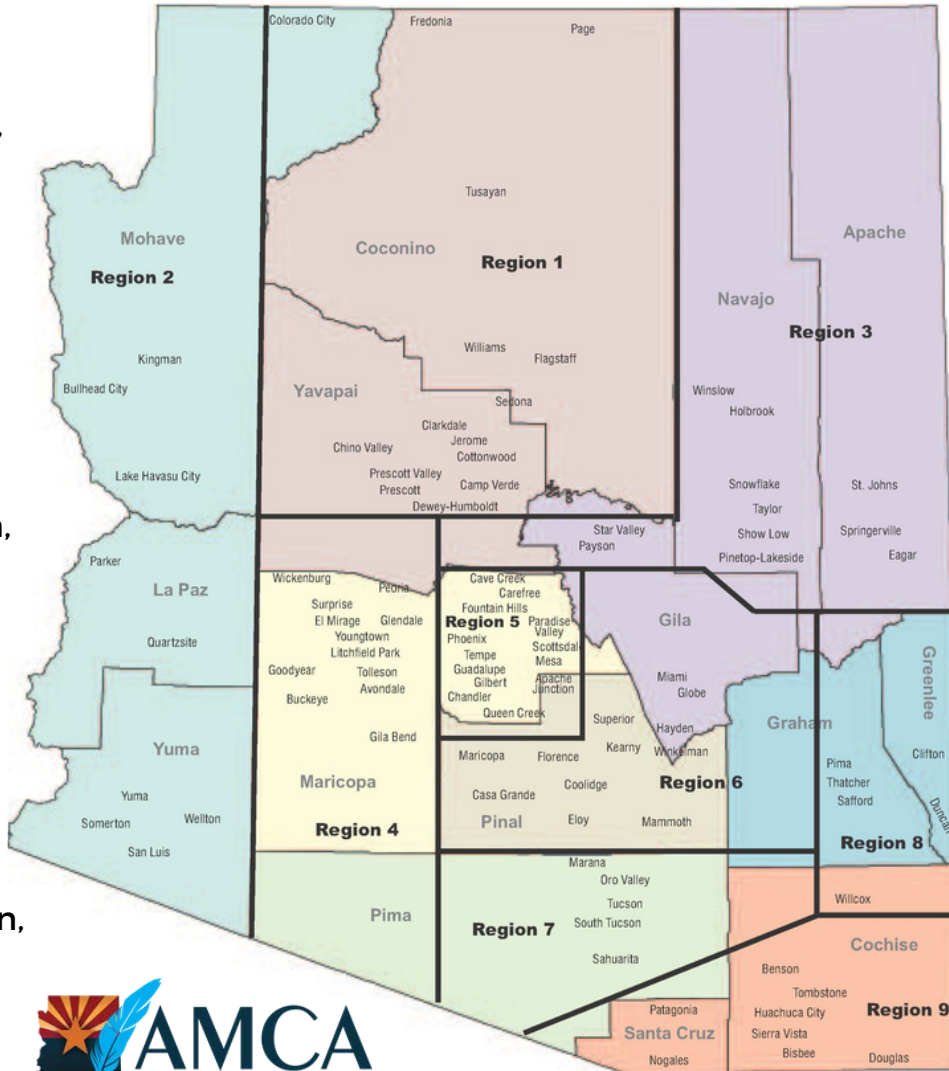
## Region 8

Crystal Hadfield,  
Willcox



## Region 9

Alma Andrade,  
Douglas



# MMC Spotlight



## MASTER MUNICIPAL CLERK

Crystal Zamora, MMC  
City Clerk  
City of Tolleson



### What is the best part of your job?

The best part of my job is serving the community of Tolleson that I grew up in! Community leaders, including a couple members of the current City Council, always believed in me and instilled in my mind that I could do anything I wanted to. They stressed the importance of education and returning to your community to serve, while inspiring the next generation to do the same. I even found a piece of paper from elementary school saying that I learned my ABCs, and it was signed by our Council Member! It's crazy to think she taught me my ABCs, and now she is one of my bosses. Tolleson is very unique because we are all so close and consider each other family. I am extremely blessed to be home-grown and serve as Tolleson's City Clerk, ensuring efficient operations, maintaining transparency in government, and delivering the best possible service to our residents.



### Fun fact:

Crystal loves to paint in her spare time! She says painting is relaxing and it gives her an opportunity to spend quality time with her mom! Crystal's family ALWAYS comes first! She says they are her heart and soul! Speaking of family... here is a picture of Crystal with her husband and two beautiful daughters.

# MMC Spotlight



## MASTER MUNICIPAL CLERK

Karen Norris, MMC  
Town Clerk  
Town of Miami



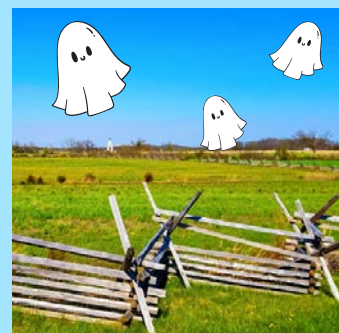
### What is the best part of your job?

For me, the best part is all the different hats I get to wear. I also do records management and human resources. I like that I am not doing the same thing everyday and the challenges that come with the different aspects of each of the jobs. I have also filled in as Interim Town Manager when necessary; from that, I have learned that I am happy to fill in temporarily but not interested in ever pursuing a Town Manager position. I love that I have learned and continue to learn so much about municipal government and that I love serving my community as Miami Town Clerk.

### How did you become a Clerk?

I was working for another municipality at the time and our Town Clerk resigned. The Town Manager asked me if I would take the position but declined. They hired a different person as the Town Clerk and I learned everything I could from her. She eventually resigned and the Town Manager asked me AGAIN if I would take the position; this time, I decided to take the position. I was most scared of doing elections and decided that elections would be what I needed to learn right away. The first election training I went to was all Greek to me. I had no idea what they were talking about, I felt lost. I quickly learned that other Clerks would be the best resource to help me learn to navigate elections and give guidance. After my first election, things started making sense and falling into place. I still get nervous when it comes to elections, but I think we all do at times. As I grew in my position, I have learned so much and continue to learn new things. I found that I actually love being a Town Clerk and all that comes with the position.

**Fun fact:** Karen is obsessed with everything paranormal. She loves ghost stories and real haunted houses. She once participated in a ghost hunt with a paranormal team out of the Valley. They investigated the Miami Memorial Library and captured a young boy who said his name was Thomas! The Miami Memorial Library was previously the Miami High School Gym. She watches all the ghost hunting shows including the ones on YouTube. She believes spirits are all around and wants to know more about them. **She also loves history and has an ultimate goal of going to Gettysburg, for both the history and to hunt ghosts!**



# CMC Spotlight



## CERTIFIED MUNICIPAL CLERK

Tanya Ferguson, CCM  
Deputy City Clerk  
City of Kingman



### What is the best part of your job?

Working with staff and citizens to help improve the City for the better!

### Fun fact:

Tanya adopted her son 17 years ago! She was called about the adoption on a Monday and 5 days later he was born - Saturday at 4:00 a.m. She calls him her "5 Day Baby".



**BUY NOW**



**2024 ACMA Clerk's Institute**  
June 3th - June 7th  
Phoenix, Arizona  
[Register Online](#)

**2024 ACMA Clerk's Academy**  
June 18th - June 20th  
Phoenix, Arizona  
[Register Online](#)



## CALL FOR IDEAS

Submit your newsletter ideas or articles to the Communications Committee by April 1st for inclusion in the 2024 spring newsletter!

Stacy Fobar, Chair, at [stacy.fobar@flagstaffaz.gov](mailto:stacy.fobar@flagstaffaz.gov)  
and/or

Marcella Sarmiento (Carrillo), Co-Chair, at [msarmiento@avondaleaz.gov](mailto:msarmiento@avondaleaz.gov)



# NEW MEMBERS

## WELCOME TO AMCA

ARIZONA MUNICIPAL CLERKS ASSOCIATION

**Brooklyn Angle**, Finance Intern, Town of Thatcher

**Jennifer Obeso**, Court Clerk, Town of Oro Valley

**Christina Garcia**, Records Assistant, City of Peoria

**Samantha Trimble**, Deputy Clerk of the Board of Supervisors, Gila County

**Sara Robinson**, City Clerk Assistant, City of Mesa

**Davvid Welch**, Management Assistant II, City of Phoenix

**Jessica Guzman**, Administrative Assistant, City of Safford

**Kary Holloway**, Deputy City Clerk, City of Page

**Shelly Kazda**, Deputy City Clerk, City of Tombstone

**Charissa Martinez Presti**, City Clerk, City of Tombstone

**Dana Aguiluz**, City Clerk Specialist, City of Glendale

**Dana Tucker**, Deputy Clerk of the Board of Supervisors, Pinal County

**Andrea Shelton**, Planning Administrative Assistant, Yavapai County

**Ashley Benally**, Deputy City Clerk, City of Page

**Nereida Macias**, Administrative Specialist, City of Prescott

**Eileen Neill**, Executive Assistant, Town of Wickenburg

**Andrea Linford**, Board Support Specialist, Central Arizona Project

*The list above includes all new memberships to AMCA for the 2023-2024 year.*



### ANDREA LINFORD

#### Why did you join Central Arizona Project (CAP)?

Andrea joined CAP because the organization has a reputation of being a great place to work. She is working with the Board of Directors and enjoys working with state statutes and all the different people.

**Fun fact:** Andrea moved from Utah a year and a half ago.

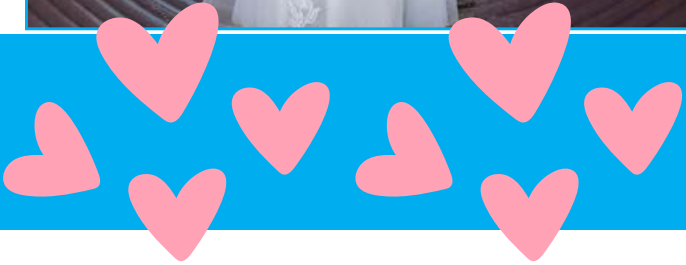
# GOOD NEWS



**Chelsea Varney**, Deputy City Clerk for Dewey-Humboldt, got married to her sweetheart Arizona on May 30, 2023!



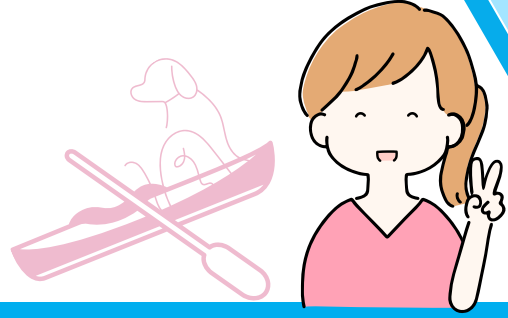
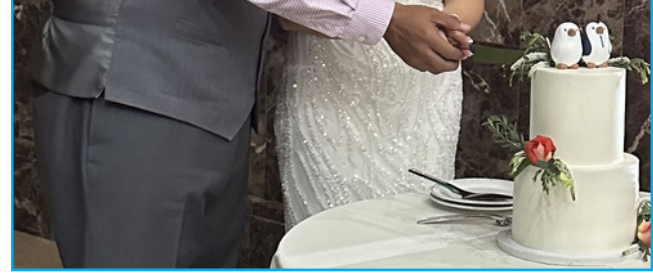
**Larysa Feyti**, Records Coordinator for Flagstaff, was awarded a 2023 NAGARA Conference Scholarship for 1st time attendees! NAGARA covered conference fees, plane fare, and hotel accommodations! The conference taught Larysa invaluable information for record managers and had amazing networking opportunity, and she received a plethora of resources in records management. She gave a huge THANK YOU to NAGARA and Executive Director, Johnny Hadlock.



**Sue Kennedy**, Deputy City Clerk for Page, retired on November 2, 2023! Sue can now be found taking her dogs to the beaches of Lake Powell, riding her bike, landscaping, kayaking & camping. She traded her desk chair for some fresh air!



**Marcella Sarmiento (Carrillo)**, City Clerk for Avondale, got married on Nov. 11, 2023!



# GOOD NEWS PROMOTIONS



**Rommel Cordova and Victoria Roedig** have been promoted to the positions of Deputy City Clerks for the City of Scottsdale! Congratulations!

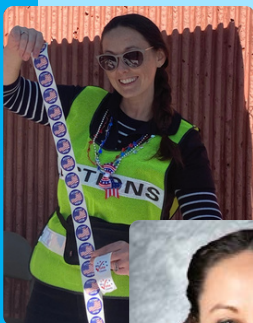
*Congratulations*

After serving as Interim City Clerk for 8 months, **Kara DeArrastia** was appointed to the City Clerk position for the City of Tempe at the October 26, 2023 City Council meeting [[click here to watch the video of the meeting](#)].

Kara started her career in the Tempe City Clerk's Office in 2013 as Executive Assistant and was promoted to Deputy City Clerk in 2019. She proudly served as Interim City Clerk from February 2023 until her recent appointment. Congratulations!



# SPECIAL DISTRICT & COUNTY FRIENDS



**Whitney Juszczak** is the Assistant Director of Elections for Coconino County! Her department (the Elections Department) reports to the Board of Supervisors. Coconino County is the second largest County geographically in the contiguous United States, covering over 18,600 square miles. With a population of 145,000, the population density is 7.8 people per square mile (Census, 2023). Approximately half of the County's population resides within the City of Flagstaff (County seat). The remaining half of the population inhabits small rural communities scattered throughout the County. City and Town Clerks have unique roles and responsibilities, including records retention. While Elections also has records management tasks, the workload is much lower.

VOTE!

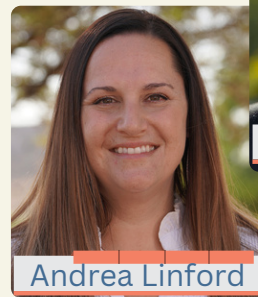


**Fun fact:** Coconino County was created in 1891 by the 16th Territorial Assembly and was carved out of Yavapai County, with an initial population of 4,000.

**Megan Casey** is the Board Relations Program Manager for Central Arizona Project (CAP) and **Andrea Linford** is the Board Support Specialist! The Board Relations team is part of CAP's Public Affairs Department and supports our 15-member elected Board of Directors. Wow, 15 elected officials!!

**What is CAP?** CAP is a special taxing district that runs the canal that brings Arizona's share of Colorado River water into the state. CAP's main responsibility is to deliver water and repay the Federal government for construction of the CAP canal. The Board's main duties are to set property tax rates and water rates, approve the district's budget, and set policy for the organization.

**Fun fact:** They host tours of water-related infrastructure throughout the Colorado River Basin for Board Members!



Andrea Linford



Megan Casey



# SPECIAL DISTRICT & COUNTY FRIENDS



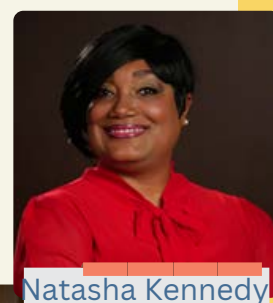
**Andrea Shelton** is the Planning Administrative Assistant for the Yavapai County Development Services Department! Andrea has been with her County for 20 years in a variety of positions. In her current role, she is solely in charge of organizing and conducting meetings for the Planning & Zoning Commission, Board of Adjustment, and subcommittee meetings. Additional duties include overseeing general management by-laws for the Commission and Board of Adjustment, publishing notices for hearings to the public required by Arizona Revised Statutes, responding to



public records requests, and drafting dispositions for all hearings pertaining to Planning items. Yavapai County continues to increase in planning applications which include changing of zoning, use permits, subdivisions, and PADs.

**Fun fact:** It is her responsibility (and not that of the IT Department), to manage and host all meetings through Webex. She says it feels like she is mission control during meetings!

**Natasha Kennedy** is the Clerk of the Board for Pinal County! Unique to County Clerks, the Clerk of the Board of Supervisors office oversees the Board of Equalization Hearings. This crucial responsibility ensures property taxes are fairly assessed and distributed among property owners. The Clerk of the Board of Supervisors plays a vital role in facilitating the hearings and managing all relevant documentation and records. Like a true leader, Natasha included a picture of her supportive team that stands beside her and assists in carrying out their tasks.



A lovely message from Natasha about her team, "I am grateful for their effort and dedication, and I recognize their significant role in ensuring our office runs smoothly and efficiently. Pinal County Clerk of the Board Office, working collaboratively to provide the best possible service to our community, and I'm proud to be a part of it."

*Pinal County Clerk of the Board Team: Natasha Kennedy, Clerk of the Board; Kelsey Pickard, Deputy Clerk (Agenda Mgmt), Dana Tucker, Deputy Clerk (Records Management), and Julie Clark, Assistant to the Clerk of the Board.*



# IIMC ONLINE TRAINING OPPORTUNITIES

## Changing Health Behaviors Zoom Webinar

**Date:** February 8, 2024

**Time:** 9:00 AM - 11:00 AM (PT)

**Cost:** \$60

**Points:** 1 CMC or 1 MMC Point

[Click Here for Details](#)

## Virtual Athenian Dialogue: Year Of Yes

**Date:** February 6-7, 2024

**Time:** 10:00 AM - 1:00 PM (ET)

**Cost:** \$100

**Points:** 3 CMC or 3 MMC Points

[Click Here for Details](#)



## Virtual Athenian Dialogue: The Gifts of Imperfection

**Date:** February 22/29, 2024

**Time:** 12:30 PM - 3:30 PM (ET)

**Cost:** \$100

**Points:** 3 CMC or 3 MMC Points

[Click Here for Details](#)

## FEMA Courses

**Date:** Self-Paced Courses

**Cost:** \$ FREE \$

**Points:** 1 CMC or 1 MMC\* Point  
Per Every 6 Hours of Training

*\*MMC point are only valid on  
Intermediate and Advanced courses*

[Click Here for Details](#)

## GET READY FOR WHAT'S COMING SOON...

Do you want to go to the IIMC Annual Conference with zero registration fees? Do you want to go to a future AMCA training for **FREE**? If so, be on the lookout for the Annual Scholarship Application in early February. If awarded, your municipality will be reimbursed directly. We encourage you to apply once the applications open. The application process is simple!

Contact Crystal Hadfield at [chadfield@willcox.az.gov](mailto:chadfield@willcox.az.gov) or (520) 766-4203 for more information.



# IIMC ANNUAL CONFERENCE

MAY 19 - 22, 2024 - CALGARY, ALBERTA, CANADA

## STEP 1 - ASK YOUR SUPERVISOR

Complete the Conference Justification Letter and present it to your supervisor for approval. [Click here for a template of the letter.](#) [click here]

## STEP 2 - REGISTER FOR THE CONFERENCE

After you receive approval to attend the conference, register for the conference for the early bird pricing! You will register through your IIMC member portal [\[click here\]](#).

## STEP 3 - CHECK YOUR PASSPORT

After you register for the conference, you will want to check your passport! If you do not yet have a passport, you can find more information online [\[click here\]](#).

## STEP 4 - BOOK YOUR FLIGHT

After you have your passport, book your flight to YYC Calgary International Airport [\[click here\]](#) to learn more about traveling to Calgary].

**Tip: When booking your flight, pick a flight that allows you to attend the opening ceremony and the last night's banquet! You don't want to miss those events!**



## STEP 5 - BOOK YOUR HOTEL

Final step, book your hotel [\[click here\]](#).

## WIN A FREE CONFERENCE

The IIMC Foundation is offering an opportunity to win free registration and four nights lodging for the 2024 IIMC Annual Conference valued at \$1,600! Tickets are \$10 for one and \$25 for three. The deadline is March 13!



## SCHOLARSHIP OPPORTUNITIES

IIMC Annual Conference Grants Program application period closes on February 12, 2024! [Click here for more information!](#) APPLY TODAY!!!

## WIN A TRIP TO HAWAII

The IIMC Foundation is offering an opportunity to win a week-long trip to Hawaii for two travelers, including airfare and hotel! Tickets are \$25 each or 3 for \$50. The trip is donated annually by American Legal Publishing. Deadline is May 20!





# IIMC ANNUAL CONFERENCE

MAY 19 - 22, 2024 - CALGARY, ALBERTA, CANADA

## LIST OF ATTENDEES FOR THE UPCOMING CONFERENCE



**Adriana Carpio**, Deputy City Clerk, City of Maricopa  
Adriana.Carpio@maricopa-az.gov

**Amy Rebenar**, Management Analyst, Paradise Valley  
arebenar@paradisevalleyaz.gov



**Annie Meredith**, City Clerk, Kingman  
ameredith@cityofkingman.gov

**Fatima Fernandez**, Town Clerk, Prescott Valley  
ffernandez@prescottvalley-az.gov



**Janet Pierson**, Deputy City Clerk, City of Yuma (tentative)  
Janet.Pierson@yumaaz.gov



**Jennifer Pena**, City Clerk, Apache Junction  
jpena@apachejunctionaz.gov

**Julie Bower**, City Clerk, City of Glendale  
jbower@glendaleaz.com



**Kristen Benavidez**, Records Program Coord., Goodyear  
Kristen.Benavidez@goodyearaz.gov

**Lynda Bushong**, City Clerk, City of Yuma (tentative)  
Lynda.Bushong@yumaaz.gov



**Lisa Garcia**, Deputy Town Manager/Town Clerk, Florence  
lisa.garcia@florenceaz.gov

**Marcella Sarmiento (Carrillo)**, City Clerk, Avondale  
msarmiento@avondaleaz.gov



**Maria Gonzalez**, Town Clerk, Queen Creek  
maria.gonzalez@queencreekaz.gov

**Regina Guisto**, Management Assistant, Chandler  
regina.guisto@chandleraz.gov



**Sarah Siep**, City Clerk, Prescott  
sarah.siep@prescott-az.gov



**Stacy Saltzburg**, City Clerk, Flagstaff  
stacy.saltzburg@flagstaffaz.gov

**Teresa Riza**, Town Clerk, Cave Creek  
triza@cavecreekaz.gov





# IIMC ANNUAL CONFERENCE

MAY 19 - 22, 2024 - CALGARY, ALBERTA, CANADA

## TOP 5 REASONS TO ATTEND

1. Earn CMC / MMC POINTS... Working towards that certification? The IIMC Conference provides a great opportunity to earn points!
2. Network with peers... As shown by the pictures on the previous page, the conference provides for laughter, fun, and networking opportunities!
3. Stay up-to-date on latest best practices... Attendees are given an opportunity to pick through a variety of classes that interest them.
4. Get inspired... Attendees will receive the opportunity to hear from various motivational speakers during the event. You will leave the event feeling inspired to do more!
5. Show support for **Lisa Garcia**, Florence Town Clerk, who will be sworn in as the next IIMC President during the conference! Let's show up and shower her with some Arizona love and support!



**Fun fact:** There have only been two IIMC Presidents from Arizona. Vicky Miel (Phoenix) in 1999 & Donna Culbertson (Phoenix) in 1978.

## 5 Steps For Strategizing Your Career In The New Year

by Andrew Fennell, Forbes, ([full article link](#))

The run-up to New Year often leads people to make changes and focus on self-improvement; enjoying a fresh start and making plans for the coming 12 months. In a professional capacity, this often means taking stock of where you are in your career and setting new goals for the year ahead. But it doesn't matter whether these goals are seeking a promotion, securing a pay rise, or finding a new job, they won't just fall into place without any effort. These goals must be achieved by taking a proactive approach and planning strategically...here are five crucial steps to strategically plan your career and goals for the year ahead:



### **Take stock of where you are right now**

Every good strategy starts by taking stock of your current situation. You need to think about what you do on a daily basis, what you enjoy, what you don't, where you excel, and what you'd like to do more of in the new year. This can be a great starting point to help you determine what you'd like to achieve in the near future. For example, would you like to be earning more? Do you need new skills or perhaps you want to join a company that you are more passionate about? Whatever the case may be, it's important to take your time over this stage as it can be a crucial part of your strategy in the coming months.

### **Set clear career goals**

Armed with a better understanding of where you are and where you want to be, it's crucial to get some clear career goals in place. Now, it doesn't matter how long you've been in the industry or how far you've come in your career, using the SMART method will always be the best way to do this. The idea is that you break your larger goals down into smaller targets that are specific, measurable, actionable, realistic, and timely. Rather than simply stating 'I want to get a new job', think about the different stages of the process, as well as how and when you will achieve these. By taking this strategic approach, you can break your goals down into more manageable targets and actionable insights, helping you start the new year on the right foot.

[Click here for Steps 3 -5](#)

## Committee Updates



### Campaign Finance

The Campaign Finance Committee created a new cover sheet for the Campaign Finance Reports. The new cover page will be a fillable form and will be sent out soon. Keep an eye open for it!

### Communications

The Communications Committee met on November 30, 2023 to discuss the winter newsletter. The Spring 2024 newsletter deadline is April 1, 2024.

### Education

This committee held several meetings and also began meeting in subcommittees; the first being to plan the Fall Best Practices that were held successfully on November 28-29, 2023. A subcommittee met to plan the virtual Athenian Dialogue that was held on December 6, 2023. Additional subcommittees will now begin meeting to plan topics and presenters for the upcoming Spring Best Practices and Clerk Institute/Academy.

### Election

The Elections Committee will have a meeting in January to start planning for the Annual Elections Training.

### Handbook & Constitution

The Handbook and Constitution Committee is continuing to review and update the Handbook and Constitution as needed.

### Legislative

This committee met on January 4, 2024, to discussed the new legislative beginning on January 8th, last session's bills, monitoring, and goals.

### Membership/Mentoring/Region Leaders

Region Leaders have been busy meeting with their regional members as well as welcoming new members to their region, or bidding farewell to members leaving or retiring. The Committee met on January 9th, to begin discussions about the AMCA Mentoring Program.

### Records Management

The Records Management Committee last met November 2, 2023, to discuss committee duties, member expectations, and possible goals for the upcoming year. Areas of focus for this year will include developing a best practices guide related to essential records; reviewing and updating the AMCA's retention schedules; and the updating the Committee's succession plan. The next Records Management Committee meeting is scheduled for January 25, 2024.

### Scholarship

This committee met on January 3, 2024, to discuss committee assignments and any needed changes to the application. They will have the scholarship application out in early February and encourage everyone to apply!

# REGION MEETINGS...



The City of El Mirage hosted the AMCA **Region 4** breakfast meeting on December 13, 2023. Attendees discussed topics related to public records requests, redactions, and upcoming elections.



AMCA **Region 1** members met virtually on October 25, 2023 and discussed liquor license fees, liquor license software, and reporting essential records to the Arizona State Library, Archives & Public Records.

**Region 7** met in-person on Tuesday, December 18th. The group had the opportunity to tour the Pima County Recorder's Office and meet with Recorder Cázares-Kelly. During the tour, participants learned about the functions and responsibilities of the office, gaining insights into the crucial role it plays in recording and maintaining official documents, and voter registration functions. A highlight of the event was a question and answer session with Pima County Recorder Cázares-Kelly, providing a valuable opportunity for attendees to engage directly with the office's leadership, seek clarification, and gain a deeper understanding of its operations. The meeting served as a platform for information exchange, fostering greater awareness and collaboration within Region 7. The next meeting is planned for March 2024.



During the recent **Region 9** meeting, significant discussions revolved around records retention schedules, particularly focusing on federal grants and determining the appropriate forms for documentation. The participants also discussed Elections 2024, exploring topics such as the use of E-Qual and thoroughly examining its pros and cons. Additionally, there was a comprehensive conversation on the preparation and content of candidate packets for the upcoming 2024 elections. The meeting provided a comprehensive overview of these vital subjects, ensuring a thorough understanding and preparation for the region's administrative and electoral processes.

# EXECUTIVE BOARD MEETING...

The next AMCA **Executive Board** meeting will be held on January 24, 2024 at 10:00 a.m. on Teams. Watch out for the agenda through the AMCA ListServe! All AMCA members are welcome to listen!

# CLERKS CONVERSATION....



The next **Clerks Conversation** session will be held on January 30, 2024 at 02:00 p.m. on Teams. All AMCA members are welcome to join the open forum conversation!

# Best of Listserv



We all know that the greatest resources for municipal clerk offices are each other and that the AMCA Listserv is one great way to get information fast, but did you know that the listserv posts are archived on the AMCA website?

Here is one example of a listserv question from the past that may be helpful and can be found in the listserv archives!

## Questions:

How much do you charge for a Special Event Liquor License?

## Responses:

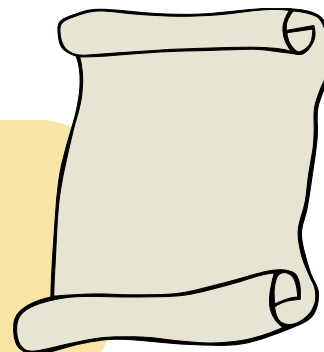
City/Town	Cost	Notes
Apache Junction	No Fee	No Fee
Avondale	\$25	Per Application
Buckeye	No Fee	No Fee since all SELLS are nonprofit benefits
Bullhead City	\$50	Per Event
Carefree	No Fee	No Fee
Casa Grande	No Fee	No Fee
City of Maricopa	No Fee	No Fee
Coolidge	No Fee	No Fee
Flagstaff	No Fee	No Fee
Florence	No Fee	No Fee
Gilbert	\$50	Per Event
Goodyear	No Fee	No Fee
Kingman	\$50	n/a
Lake Havasu	\$65	Application fee per event
Miami	No Fee	No Fee
Page	No Fee	No Fee
Paradise Valley	\$25	Per Application (Even if it is multiple days)
Phoenix	Varies	Based on attendees (per duration of the event): 0 – 500 attendees= \$290 501- 2,500 attendees = \$300 2501-5,000 attendees = \$310 Over 5,000 attendees = \$450
Pinetop-Lakeside	\$25	Waives fees for non-profits
Prescott	\$78	Per Day (Adjusted based on CPI July 1st of each year).
Prescott Valley	\$75	Per Duration of Event
Queen Creek	No Fee	No Fee
Scottsdale	\$25	Per Day
Sedona	\$25	Per Event
Show Low	\$25	Per Event/ Application
Sierra Vista	\$25	For each type of temporary liquor license, regardless of length of event.
Wickenburg	No Fee	No Fee

# Clerk Resources

## Sample Proclamations

The Texas city secretaries have generously shared sample proclamations online that are available to modify for use.

<https://municlerks.unt.edu/proclamations.html>



## Special Event Liquor License Status Check

The Arizona Department of Liquor posts all approved special event liquor licenses on their website daily. This is a great tool to use if you are curious if your applicant received approval from the state.

[https://www.azliquor.gov/query/results\\_specialevents.cfm](https://www.azliquor.gov/query/results_specialevents.cfm)



## Records Retention

Visit the Arizona State Library, Archives, and Public Records website to browse the General Retention Schedules to determine the proper retention of a record.

<https://azlibrary.gov/arm/retention-schedules>



## Historical Records

Are you working on a history project and need more information or photos? Visit the Arizona Memory Project website for more records!

<https://azmemory.azlibrary.gov/>



## Records Retention

Are you ever not sure how long you should keep a record? Use the “ASK A QUESTION?” button on the Arizona State Library, Archives, and Public Records website and ask the experts!

<https://azlibrary.gov/branches/archives-records-management>



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