2019
ANNUAL REPORT
# TABLE OF CONTENTS

1. **AMCA’s Mission Statement and Vision Statement**

2. **2018-2019 AMCA Executive Board**

3. **President’s Message/Annual Report**

4. **July 23, 2019 Annual Meeting Agenda**
   - a. Annual Meeting Minutes from July 24, 2018
   - c. 2019-2020 Annual AMCA Budget
   - d. 2018-2019 Committee Reports
      - i. Communication
      - ii. Education
      - iii. Election
      - iv. Handbook and Constitution
      - v. Legislative
      - vi. Membership/Mentoring/Regional Leaders
      - vii. Records Management
      - viii. Scholarship

5. **2019-2020 Committee Assignments**

6. **2019-2020 AMCA Executive Board**
MISSION STATEMENT

AMCA was founded in 1961. Our mission is to promote excellence and professionalism through support, communication and educational opportunities for each member. AMCA is committed to maintaining a high standard of leadership, respect, and integrity in all aspects of our operations and in our professional and business conduct. We strive to reflect the highest ethical standards in our relationships with members and provide educational and networking opportunities for the betterment and enrichment of the “Clerk” profession.

VISION STATEMENT

“The Arizona Municipal Clerks’ Association offers educational opportunities, networking solutions and mentoring to its members to promote professionalism, leadership and proficiency to the clerk profession.”
2018-2019 AMCA Executive Board

**President**
Tracie Bailey, MMC  
Chief Deputy Town Clerk  
Town of Payson  
303 N. Beeline Highway  
Payson, AZ 85541  
928-472-5002  
tbailey@paysonaz.gov

**Vice President**
Lisa Maxwell, CRM, MMC  
Town Clerk  
Town of Gilbert  
50 E. Civic Center Drive  
Gilbert, AZ 85296  
480-503-6861  
lisa.maxwell@gilbertaz.gov

**Treasurer**
Rhonda Geriminsky, MMC  
City Clerk  
City of Peoria  
8401 W. Monroe Street  
Peoria, AZ 85345  
623-773-7340  
rhonda.geriminsky@peoriaaz.gov

**Secretary**
Teresa Riza, CMC  
Open Meeting Law & Council Support Supervisor  
City of Phoenix  
200 W. Washington Street  
Phoenix, AZ 85003  
602-256-3186  
teresa.riza@phoenix.gov

**Immediate Past President**
Lynda Bushong, CMC  
City Clerk  
City of Yuma  
One City Plaza  
Yuma, AZ 85364  
928-373-5037  
lynda.bushong@yumaaz.gov
It has been a great year and it went by so fast! It has been an honor to serve as AMCA President. I want to thank the Board Members, Committees and Membership for their support. I am pleased to present the 2018/2019 Annual Report and confirm that the AMCA continues to be structurally and fiscally strong.

This year the Board had the first two-day retreat, October 9 and 10, 2018. The first day was dedicated to the Committees to discuss their goals and expectations for the year. The 2nd day the Board planned for the goals and set a time frame to carry out unfinished business.

- The Communication Committee launched Instagram in September 2018 and a public Facebook Page in October 2018. There are 89 members on Facebook, which is a 13% increase. The Committee developed and launched a program to celebrate Clerk’s Week annually. In January, the Board approved the redesign of the website and the Committee issued a survey to the membership regarding the redesign.

- The Education Committee coordinated several training sessions including a Fall Best Practices, two Athenian Dialogue’s, the Institute and Academy, and the Annual Conference. The Institute had 43 attending with 27 first time attendees and received positive feedback. The Academy had 29 in attendance with 4 attendees from out of state. The Board has received nothing but positive feedback.

- The Election Committee recommended language related to administration of the Certified Municipal Election Official test by a proxy. This language was approved by the Board and incorporated into the Handbook. The Committee coordinated and organized the Spring Best Practices training held April 30, 2019, and the 2019 AMCA Annual Elections Conference held on July 24-25, 2019.

- The Handbook and Constitution Committee recommended or incorporated multiple changes to the Handbook and completed an audit for both the Handbook and the Constitution. The Board approved the Handbook in its entirety in April 2019. During the upcoming year, the Committee’s focus will be on developing a Succession Planning Report with a committee duties checklist.

- The Legislative Committee continued to monitor and report legislative actions affecting clerk operations. Weekly telephone conference calls remained the primary method used to notify clerks of proposed legislation and to discuss the potential impact. The conference calls provided needed information and statistics as well as Clerk member opinions to aid the League in determining the appropriate course of action in support or opposition of proposed legislation.

- The Membership/Mentoring/Regional Leaders Committee sent out 38 new member welcome packets to new AMCA members that included an AMCA Welcome Letter from the Chair of the Membership/Mentoring Committee; AMCA Resource handbook and application for membership, AMCA pamphlets; IIMC informational brochures and application, plus the designated Region Leader and contact information was included. The AMCA has 196 active members and 16 retired members. The Committee will continue to work on increasing participation with the Mentoring Program for both recruiting Mentors and reaching out to new members who are requesting a Mentor.

Arizona Municipal Clerks’ Association

July 23, 2019
The Records Management Committee prepared an article for the Spring AMCA Newsletter explaining that an update to the Essential Records list (those records needed in the event of a disaster) was due by the end of the calendar year to the State Library and Archives. The Committee is drafting a document on best practices related to retaining social media records and a document on best practices related to unique methods for motivating employees who deal with records management and work outside of the Clerk’s office. The Committee is also drafting a document on best practices related to a Strategic Preservation Policy. These are for non-records, such as gifts received by the Mayor and City Council or City/Town Manager that stay with the City after those individuals move on. The policy will provide recommendations on what should and should not be kept and the best way to store or display the item.

The Scholarship Committee received two applications for the 2019 IIMC Annual Conference and the Board awarded the two available $600 scholarships for the conference. The Committee received five applications for the AMCA Institute and Academy. The Board awarded four $350 Institute scholarships. The Board awarded one Academy scholarship for $275. The Board asked the Committee to work on adding a new $100 scholarship, create a new application and define the criteria and point system that is part of the Scholarship Policy. The design of the new application will consolidate all of the available scholarships offered by AMCA into one application and will streamline the application process.

Despite the terrible travel days because of the storms in Dallas Texas, I made it to the IIMC Annual Conference and I had a great time! This was my first IIMC Conference and I had no idea what to expect. The opening ceremony was grand and I was proud to carry our Arizona flag in the flag parade. Sixteen Arizona clerks attended the IIMC Conference in Birmingham, Alabama.

The Region VIII Conference is September 23-25, 2020, in Park City, Utah. The venue for the event is the Park City Marriott and Conference Center. The conference promises to help attendees invest in their education with numerous entertaining presenters and educational sessions. After hours will be spent soaking up the beautiful mountain views, enjoying the blend of new and old elements on Historic Main Street from the town’s silver mining era and skiing history, to enjoying dinner at one of the over 150 restaurants located throughout Park City. Don’t forget to put the conference on your calendar!

The dedication and enthusiasm of the Board, its Committees and the AMCA Members continue to strengthen the AMCA. I want to say thank you to all of the committee members for their hard work assisting the Board with the goals this year! I look forward to continuing to serve as Past President.

Sincerely,

Tracie Bailey

Tracie Bailey, MMC
AMCA President 2018-2019
1. Call to Order - Roll Call
2. Pledge of Allegiance
3. Comments from Susan Farnsworth, Region VIII Annual Conference
4. Welcome and Introduction of the 2018-2019 Executive Board Members
5. President’s Message/Report
6. Discussion and possible approval of the July 24, 2018 AMCA Annual Business Meeting Minutes
8. Discussion and possible acceptance of the 2019-2020 AMCA Budget
9. Comments from Vicky Miel, 2019 Quill Award recipient
10. Presentation of Awards:
   a. Recognition of Clerk of the Year
   b. Recognition of Deputy Clerk of the Year
   c. Recognition of President’s Award of Distinction
   d. Recognition of Retired Clerks
   e. Recognition of Certified Municipal Clerk Designations
   f. Recognition of Master Municipal Clerk Designations
   g. Recognition of Certified Municipal Election Officials
   h. Recognition for Years of Service
   i. Recognition of Committees and Committee Chairs
   l. 2019 Conference/Election Training Presenters
   m. 2018-2019 Non-Paid Education and Training Presenters
11. Swearing In of 2019-2020 AMCA Executive Board Members
12. Comments from outgoing FY 2018-19 AMCA President Tracie Bailey
13. Comments from incoming FY 2019-20 AMCA President Lisa Maxwell
14. Comments from the AMCA Executive Board Members
15. Comments from the AMCA Membership
16. Adjournment

Tracie Bailey - AMCA President, 2018-2019
July 24, 2018

Annual Business Meeting
Minutes
1. Call to Order

The meeting was called to order by President Lynda Bushong at 11:57 a.m.

Members Present:

Donna Ables, Wickenburg
Brenda Aguilar, Douglas
Jill Akins, Pinetop-Lakeside
Tracie Bailey, Payson
Sue Bennett, Williams
Linda Blas, Peoria
Katie Brady, Eagar
Melissa Buckley, Navajo County
Elizabeth Burke, Fountain Hills
Cathleen Butteweeg, Scottsdale
Sieanna Castillo, Coolidge
Edie Chapin, Star Valley
Valentina Cordova, Springerville
Ashlee Coronado, Bisbee
Dana DeLong, Chandler
Theo Fedele, Metro Water District
Jennifer Fuller, Huachuca City
Pamela Galvan, Williams
Rhonda Geriminsky, Peoria
Maria Gonzalez, Phoenix-Mesa Gateway Airport Authority
Agnes Goodwine, Mesa
Maria Hernandez, Florence
Hilary Hiser, Marana
Marianne Jimenez, Cottonwood
Virginia Jones, Camp Verde
Susanne Kennedy, Page
Brigitta Kuiper, Tempe
Ann Kurasaki, Show Low
Kim Larson, Page
Jami Lewis, Chino Valley
Joy Maglione, Queen Creek
Lisa Maxwell, Gilbert
Tina Abriani, Quartzsite
Sherry Aguilar, Surprise
Alma Andrade, Douglas
Vance Barlow, Colorado City
Gloria Bianco, Surprise
Julie Bower, Glendale
Amy Brown, Wickenburg
Vanessa Bueras, Maricopa
Lynda Bushong, Yuma
Marcella Carrillo, Peoria
Ruby Cervantes, Superior
Michael Claspell, Mesa
Sonia Cornielio, San Luis
Leah Cox, Sahuarita
Wendy Escoffier, Coconino County
Kandace French Contreras, Carefree
Ana Galaviz, Somerton
Lisa Garcia, Florence
Julie Gibson, Dewey-Humbolt
Crystal Hadfield, Willcox
Nolette Hernandez, Marana
Carolyn Jagger, Scottsdale
Sandra Jones, Wellton
Jim Keen, Carefree
Kris Kingsmore, Gilbert
Jeff Kulaga, Guadalupe
Karla Lange, Casa Grande
Gloria Leija, Casa Grande
Melissa Lopez, San Luis
Judy Martinez, Gilbert
Darcie McCracken, Goodyear
2. **Pledge of Allegiance**

President Bushong led the Pledge of Allegiance.

3. **Welcome and Introduction of the 2017-2018 Executive Board members**

President Bushong welcomed everyone to the Annual Business meeting and introduced the 2017-2018 AMCA Board.

4. **President's Message/Report**

President Bushong thanked the Executive Board members for their time, dedication and commitment.

President Bushong expressed gratitude to each of the Committee Chairs: Agnes Goodwine, Communications Committee; DeeAnn Mickelsen, Education/Election Committee; Natalie Gilstrap, Handbook and Constitution Committee Chair; Michael Claspell, Legislative Committee; Tamra Reidhead, Membership/Mentoring Committee; Ben Lane, Records Management Committee and Joy Maglione, Scholarship/Marketing Committee.
President Bushong thanked the League of Arizona Cities and Towns, as well as the AMCA membership for their positive ideas and their support.

President Bushong thanked Janet Pierson, Deputy City Clerk in Yuma for her support.

5. Discussion and possible approval of the July 25, 2017 AMCA Annual Business Meeting Minutes

Darcie McCracken (Goodyear) MOVED to approve the July 25, 2017 AMCA Annual Business Meeting Minutes; Sonia Cornelia (San Luis) SECONDED the motion, which CARRIED UNANIMOUSLY by a vote of the members present.


Sydney Muhle (Kingman), MOVED to approve the 2017-2018 Financial Report; Stacy Saltzburg (Flagstaff) SECONDED the motion, which CARRIED UNANIMOUSLY by a vote of the members present.

7. Discussion with possible acceptance of the 2018-2019 Budget

Brenda Aguilar (Douglas) MOVED to accept the 2018-2019 Budget; Sherry Aguilar (Surprise) SECONDED the motion, which CARRIED UNANIMOUSLY by a vote of the members present.

8. Presentation of Awards

a. Recognition of Clerk of the Year

President Bushong announced this year the AMCA Executive Board was pleased to name Carolyn Jagger, Scottsdale City Clerk, as the 2018 AMCA Clerk of the Year.

President Bushong read the nomination from Cathy Butteweg, which was supported by Scottsdale Councilmember Suzanne Klapp. Councilmember Klapp addressed the membership regarding Carolyn and stated that she has much respect for and trust in Carolyn.

Carolyn Jagger addressed the membership expressing gratitude for this great honor.

b. Recognition of Deputy Clerk of the Year

President Bushong stated this year the Board was pleased to announce Tamra Reidhead, Show Low Deputy City Clerk, as the 2018 AMCA Deputy Clerk of the Year.

President Bushong read the nomination from Ann Kurasaki. Ms. Kurasaki addressed the membership stating Show Low is a better place because of Tamra.

Tamra Reidhead addressed the membership expressing her gratitude for this award.
c. Recognition of President’s Award of Distinction

President Bushong announced the recipient of the President’s Award of Distinction was Retired Fountain Hills Clerk, Bev Bender.

President Bushong read the nomination, which was supported by Fountain Hills Mayor Linda Kavanagh and Town Administrator Grady Miller.

Mayor Kavanagh addressed the membership regarding Bev.

Bev Bender expressed gratitude for this recognition.

d. Recognition of Retired Clerks

A slideshow was displayed recognizing the retired/retiring clerks individually.

Bev Bender, Town of Fountain Hills          Sue Brungardt, City of Goodyear
June Catanzarite, Town of Prescott Valley   Jean Pannone, City of Goodyear
Eva Wilson, Town of Eager                   Marion Wiltbank, Town of Eager

e. Recognition of Certified Municipal Clerk Designations

Marcella Carrillo, City of Peoria
Leah Cox, Town of Sahuarita
Mary Ellen Dunn, Town of Clarkdale
Maria Gonzalez, Phx-Mesa Gateway Airport Authority
Kris Kingsmore, Town of Gilbert
Shawna Lee, City of Tucson
Sydney Muhle, City of Kingman
Jean Pannone, City of Goodyear
Terri Roth, City of Litchfield Park
Jamie Salentine, City of Mesa
Erica Smith, City of Scottsdale
Tamara Webster, City of Safford

f. Recognition of Master Municipal Clerk Designations

Vance Barlow, Town of Colorado City
Vanessa Bueras, City of Maricopa
Kim Kapin, Yavapai County
Kim Larson, City of Page
DeeAnn Mickelsen, City of Mesa
Debie Ogden, City of Bullhead City
Stacy Saltzburg, City of Flagstaff
g. Recognition of Certified Municipal Election Officials

Leah Cox, Town of Sahuarita
Kandace French Contreras, Town of Carefree
Anna Guerra, City of Casa Grande
Sandra Jones, Town of Wellton
Brooke Painter, Golder Ranch Fire District
Chaveli R. Sanchez, City of Maricopa
Tamara Webster, City of Safford

h. Recognition for Years of Service

**Years of Service – 10 years**

Kathy Bainbridge, Town of Clarkdale
Lynda Bushong, City of Yuma
Dana R. DeLong, City of Chandler
Rhonda Geriminsky, City of Peoria
Maria Hernandez, Town of Florence
Kim L. Larson, City of Page
Judy Morgan, Town of Camp Verde
Karen Norris, Town of Miami
Gloria Ruiz, Town of Winkelman

**Years of Service – 15 years**

James Keen, Town of Carefree
Carmen Martinez, City of Avondale
Jennifer Pena, City of Chandler
Tamra Reidhead, City of Show Low
Vicki Vivian, City of Benson

**Years of Service – 20 years**

Duncan Miller, Town of Paradise Valley
Remilie Miller, Town of Pinetop-Lakeside
Cynthia Nichols, Town of Duncan
Linda Stevens, City of Surprise

**Years of Service – 25 years**

Silvia Smith, Town of Payson
Years of Service – 30 years

Esperanza Castaneda, Town of Clifton
Terry Hinton, Town of Thatcher

i. Recognition of Committees and Committee Chairs

Communications Committee
Tracie Bailey, Payson – Board Liaison
Agnes Goodwine, Chair
Maria Gonzalez, Co-Chair
Lisa Cole
Judy Martinez
Vanessa Wisneski
Kelly Williams

Education/Elections Certification Committee
Tracie Bailey, Payson – Board Liaison
DeeAnn Mickelsen, Chair
Kris Kingsmore, Co-Chair
Linda Hess
Melissa Buckley
Cathie Butteweg
Leah Cox
Wendy Escoffier
Kim Larson
Sydnee Muhle
Debie Ogden
Janet Pierson
Diane Russell
Stacy Saltzburg
Robin Van Kirk
Kelly Williams

Handbook and Constitution Committee
Tracie Bailey, Payson – Board Liaison
Natalie Gilstrap, Chair
Brigitta Kuiper
Jayme Rush
Legislative Committee
Lynda Bushong, Yuma – Board Liaison
Michael Claspell, Chair
Jennifer Robinson, Co-Chair
Vance Barlow
Marcella Carrillo
Lisa Cole
Dana DeLong
Carrie Dyrek
Wendy Escoffier
Hilary Hiser
Ben Lane
Cris Meyer

Membership/Mentoring/Regional Leaders
Lisa Maxwell, Gilbert – Board Liaison
Tamra Reidhead, Chair
Sherry Aguilar, Co-Chair
Liz Burke
Sydnee Muhle
Edie Chapin
Vanessa Wisneski
Norma Ortiz
Gloria Leija
Yolanda Lozano
Leah Cox
Tami Webster
Brenda Aguilar

Records Management Committee
Lisa Maxwell, Gilbert – Board Liaison
Ben Lane, Chair
Linda Mendenhall, Co-Chair
Vance Barlow
Sue Bennet
Cathie Butteweg
Michael Claspell
Sonia Cornelio
Leah Cox
Karen Dingman
Wendy Escoffier
Ana Galaviz
Hilary Hiser
Nanette Kahl
Yolanda Lozano
Jayme Rush  
Chaveli Sanchez  
Robin Van Kirk

**Scholarship/Marketing Committee**  
Lisa Maxwell, Gilbert – Board Liaison  
Joy Maglione, Chair  
Stacy Anderson, Co-Chair  
Melissa Buckley  
Mary Ellen Dunn  
Nanette Kahl  
Sue Kennedy  
Kim Larson  
Jamie Lewis  
Judy Martinez  
Linda Mendenhall  
Debie Ogden  
Jamie Salentine  
Jean Pannone  
Robin Van Kirk

9. **Swearing in of 2018-2019 AMCA Executive Board Members**

Bev Bender, AMCA member, Past Executive Board President and Retired Town Clerk of Fountain Hills administered the oath of office to the 2018-2019 AMCA Executive Board.

**President:** Tracie Bailey, Chief Deputy Town Clerk, Town of Payson  
**Vice-President:** Lisa Maxwell, Town Clerk, Town of Gilbert  
**Treasurer:** Rhonda Geriminsky, City Clerk, City of Peoria  
**Secretary:** Teresa Riza, TITLE, City of Phoenix  
**Immediate Past President:** Lynda Bushong, City Clerk, City of Yuma

10. **Comments from outgoing FY 2017 – 18 AMCA President Lynda Bushong**

Immediate Past President Bushong presented incoming President Bailey with the gavel.

11. **Comments from incoming FY 2018-19 AMCA President Tracie Bailey**

President Bailey addressed the AMCA membership and thanked them for their support. President Bailey welcomed incoming Secretary Riza, and presented a gift to Immediate Past President Bushong and thanked her for her service. President Bailey stated she is looking forward to the upcoming year.

12. **Comments from the AMCA Executive Board Members**

None.
13.  Comments from Liz Burke, IIMC Region VIII Director

Liz Burke, IIMC Region VIII Director, addressed the AMCA membership and encouraged them to get involved with IIMC, and to also share thoughts and ideas with her so that together we can make IIMC better.

14.  Comments from the AMCA Membership

Jennifer Fuller, AMCA member, Huachuca City, addressed the membership expressing gratitude for the level of respect and comradery she has experienced and she is honored to be a part of the clerk group.

15.  Adjournment

President Bailey adjourned the meeting at 12:59 p.m.

Respectfully submitted by:

______________________________
Rhonda Geriminsky, Secretary
2018-2019

Financial Report
## FY 2018-2019 Budget Report

### INCOME

<table>
<thead>
<tr>
<th>Conferences &amp; Trainings</th>
<th>FY 19 Budget</th>
<th>Expected FY19</th>
<th>Over/(Under) Budget</th>
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<tbody>
<tr>
<td>Annual/Elections Conference</td>
<td>20,000</td>
<td>20,595</td>
<td>595</td>
</tr>
<tr>
<td>Fall Training</td>
<td>3,000</td>
<td>2,320</td>
<td>(680)</td>
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<tr>
<td>Spring Trainings</td>
<td>2,500</td>
<td>3,230</td>
<td>730</td>
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<tr>
<td>Institute &amp; Academy (June)</td>
<td>19,000</td>
<td>22,725</td>
<td>3,725</td>
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<tr>
<td>Athenian Dialogues</td>
<td>4,175</td>
<td>4,175</td>
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<tr>
<td><strong>Total Conferences &amp; Trainings</strong></td>
<td>44,500</td>
<td>53,045</td>
<td>4,820</td>
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<td>Gifts, Donations &amp; Misc Fundraising</td>
<td>600</td>
<td>1903</td>
<td>1,303</td>
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<tr>
<td>Grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Interest Income</td>
<td>30</td>
<td>43</td>
<td>13</td>
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<tr>
<td>Membership Dues</td>
<td>18,700</td>
<td>20,945</td>
<td>2,245</td>
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<td>Scholarship Fundraising</td>
<td>1,000</td>
<td>1,310</td>
<td>310</td>
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<tr>
<td>Sponsorships</td>
<td>6,000</td>
<td>7,000</td>
<td>1,000</td>
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<td><strong>Total Income</strong></td>
<td>70,830</td>
<td>84,246</td>
<td>13,416</td>
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### EXPENSE

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<tr>
<th>Conference &amp; Trainings</th>
<th>FY 19 Budget</th>
<th>Expected FY19</th>
<th>Over/(Under) Budget</th>
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<tr>
<td>Awards</td>
<td>2,000</td>
<td>1,989</td>
<td>(11)</td>
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<tr>
<td>Board Expenses</td>
<td>1,000</td>
<td>1,709</td>
<td>709</td>
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<tr>
<td>Charitable Contributions</td>
<td>100</td>
<td>0</td>
<td>(100)</td>
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<tr>
<td>Annual/Elections Conference</td>
<td>18,000</td>
<td>27,756</td>
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<tr>
<td>Fall Training</td>
<td>1,200</td>
<td>1,123</td>
<td>(77)</td>
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<tr>
<td>Spring Training</td>
<td>1,200</td>
<td>1,757</td>
<td>557</td>
</tr>
<tr>
<td>Institute &amp; Academy (June)</td>
<td>17,000</td>
<td>18,984</td>
<td>1,984</td>
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<tr>
<td>Athenian Dialogues</td>
<td>2,378</td>
<td>2,378</td>
<td>0</td>
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<td><strong>Total Conferences &amp; Trainings</strong></td>
<td>37,400</td>
<td>51,998</td>
<td>12,614</td>
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<tr>
<td>IIMC &amp; Regional Conferences</td>
<td>5,000</td>
<td>1,527</td>
<td>(3,473)</td>
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<tr>
<td>IIMC Director Expenses</td>
<td>1,720</td>
<td>550</td>
<td>(1,170)</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>1,200</td>
<td>934</td>
<td>(266)</td>
</tr>
<tr>
<td>Accommodations / Lodging</td>
<td>1,350</td>
<td>884</td>
<td>(466)</td>
</tr>
<tr>
<td>Meals</td>
<td>165</td>
<td>98</td>
<td>(67)</td>
</tr>
<tr>
<td><strong>Total IIMC &amp; Regional Conferences</strong></td>
<td>9,435</td>
<td>3,993</td>
<td>(5,442)</td>
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<td>Scholarships</td>
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<tr>
<td>Institute (3 @ $350)</td>
<td>1,050</td>
<td>1400</td>
<td>350</td>
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<tr>
<td>Academy (3 @ $275)</td>
<td>825</td>
<td>275</td>
<td>(550)</td>
</tr>
<tr>
<td>IIMC (2 @ $600)</td>
<td>1,200</td>
<td>1100</td>
<td>(100)</td>
</tr>
<tr>
<td><strong>Total Scholarships</strong></td>
<td>3,075</td>
<td>2,775</td>
<td>(300)</td>
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<tr>
<td>Support Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>5,200</td>
<td>5,200</td>
<td>0</td>
</tr>
<tr>
<td>Financial Services</td>
<td>5,265</td>
<td>5,265</td>
<td>0</td>
</tr>
<tr>
<td>Supplies</td>
<td>3,500</td>
<td>3,871</td>
<td>371</td>
</tr>
<tr>
<td>Web Hosting</td>
<td>800</td>
<td>905</td>
<td>105</td>
</tr>
<tr>
<td><strong>Total Support Services</strong></td>
<td>14,765</td>
<td>15,241</td>
<td>476</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>67,775</td>
<td>77,705</td>
<td>9,930</td>
</tr>
<tr>
<td><strong>Revenues Over (Under) Expenditures</strong></td>
<td>3,055</td>
<td>6,541</td>
<td></td>
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</tbody>
</table>

### Ending Balances - FY 2018-2019

- **Checking:** $55,305
- **Savings:** $89,608
- **Total:** $144,913
## AMCA FY 2019-2020 BUDGET
(Adopted at May 16, 2019 Board Meeting)

### Income

<table>
<thead>
<tr>
<th>Conferences &amp; Trainings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual/Elections Conference</td>
<td>22,000</td>
</tr>
<tr>
<td>Fall Training</td>
<td>2,600</td>
</tr>
<tr>
<td>Spring Training</td>
<td>2,600</td>
</tr>
<tr>
<td>Athenian Dialogues</td>
<td>4,500</td>
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<tr>
<td>Institute &amp; Academy (June)</td>
<td>25,000</td>
</tr>
<tr>
<td><strong>Total Conferences &amp; Trainings</strong></td>
<td>56,700</td>
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<tr>
<td>Gifts, Donations &amp; Misc Fundraising</td>
<td>900</td>
</tr>
<tr>
<td>Grants</td>
<td>0</td>
</tr>
<tr>
<td>Interest Income</td>
<td>40</td>
</tr>
<tr>
<td>Membership Dues</td>
<td>20,000</td>
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<tr>
<td>Scholarship Fundraising</td>
<td>1,100</td>
</tr>
<tr>
<td>Sponsorships</td>
<td>8,000</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>86,740</td>
</tr>
</tbody>
</table>

### Expense

| Awards                                           | 2,000  |
| Board Expenses                                   | 1,500  |
| Charitable Contributions                         | 0      |
| Conferences & Trainings                          |        |
| Annual/Elections Conference                      | 22,000 |
| Fall Training                                    | 1,800  |
| Spring Training                                  | 1,800  |
| Athenian Dialogues                               | 3,000  |
| Institute & Academy                              | 20,000 |
| **Total Conferences & Trainings**                | 48,600 |
| IIMC & Regional Conferences                      |        |
| IIMC Director & Region Rep                       | 5,000  |
| Registration Fees                                | 1,720  |
| Accommodations / Lodging                         | 1,200  |
| Transportation                                   | 1,350  |
| Meals                                            | 235    |
| **Total IIMC & Regional Conferences**            | 9,505  |
| Scholarships                                     |        |
| Institute (3 @ $350)                             | 1,050  |
| Academy (3 @ $275)                               | 825    |
| IIMC (2 @ $600)                                  | 1,200  |
| Misc Scholarships (3 @ $100)                     | 300    |
| **Total Scholarships**                           | 3,375  |
| Support Services                                 |        |
| Administrative                                   | 6,200  |
| Financial Services                               | 5,360  |
| Supplies                                         | 3,500  |
| Web Hosting / Listserv                           | 7,700  |
| **Total Support Services**                       | 22,760 |
| **Total Expense**                                | 87,740 |

| Revenues Over (Under) Expenditures               | -1,000 |
Budget Narrative

INCOME

CONFERENCES & TRAININGS – This item includes revenues from the Annual Conference, Elections Training, Institute & Academy and any other possible training events. This revenue is intended to cover all event expenses, plus provide approximately $3,000-$5,000 in net revenue to the AMCA to support other programs throughout the year.

GIFTS, DONATIONS & MISCELLANEOUS FUNDRAISING – This item includes funds received as a voluntary contribution, raffle income and any money collected from the sales of cookbooks, card holders, etc.

GRANTS – This item is reserved for the possible collection of funds received through grants programs for educational trainings.

INTEREST INCOME – Both the savings account and the CD provide interest.

MEMBERSHIP DUES – Dues are collected from the membership by FY. There are three membership categories which include full member, associate member and retired member.

SCHOLARSHIP FUNDRAISING – This item includes funds received from the gift basket fundraiser.

SPONSORSHIPS – This is revenue collected through the League’s coordination of an AMCA corporate sponsorship program.

EXPENSE

AWARDS – Each year awards (certificates & plaques) are given at the annual meeting for service to the AMCA. This item would also include retirement gifts.

BOARD EXPENSES – This category includes conference call charges and all other charges necessary to support the day-to-day activities and meetings of the Board.

CHARITABLE CONTRIBUTIONS – For the last few years, tragic events within our organization have been remembered with a gift or contribution. Donations have also been made by a vote of the membership to the Red Cross for their efforts helping those Cities and Towns affected by forest fires.

Please note: In the future, if the Board decides to approve a charitable contribution, that contribution can come out of the Support Services – Supplies line item. That’s how we handle them for the League since you can’t really anticipate those expenses and the Supplies line item includes “other miscellaneous.”

CONFERENCES & TRAININGS – This item includes all expenses incurred at the Annual Conference, Elections Training and any other possible training events. The Institute & Academy item includes expenses incurred from the annual Institute and Academy trainings as stated in the contract with ASU.

IIMC & REGIONAL CONFERENCES – This budget item includes costs associated with attendance at IIMC conferences. The AMCA will reimburse registration and travel costs for the IIMC Executive Director, the Regional Representative, the AMCA President and AMCA Education Chairman to attend the IIMC Annual Conference.

SCHOLARSHIPS – Annually scholarships are awarded to successful applicants to offset the cost of the registration fee for training opportunities.

SUPPORT SERVICES –

- Administrative – League support services
- Financial Services – Contract accounting service
- Supplies – General office supplies, copies, postage, shipping, credit card processing fees, online registration fees and other miscellaneous
- Web Hosting - Website maintenance and domain
Committee Reports
2018-2019

Communication
Education
Election
Handbook and Constitution
Legislative
Membership/Mentoring/Region Leaders
Records Management
Scholarship
COMMUNICATIONS COMMITTEE

CHAIRPERSON/MEMBERS

Chair: Maria Gonzalez, Phoenix-Mesa Gateway Airport Authority
Co-Chair: Vanessa Wisneski, Mesa
Members: Lisa Cole, Sahuarita; Judy Martinez, Gilbert; H. Michelle Stanley, Payson; Kelly Williams, Lake Havasu City
Board Liaison: Rhonda Geriminsky, Treasurer

PURPOSE

The purpose of the Communications Committee is to receive, gather and organize information for the membership, as well as share the information with the membership via available resources such as the AMCA website, social media, newsletter and email.

KEY RESPONSIBILITIES

- Receive, gather and organize information for the membership, as well as share the information with the membership via available resources such as the AMCA website, social media, newsletter and email.
- Distribute reminder to members via the ListServ regarding deadline for submission of articles for newsletter.
- Identify effective ways (e.g. e-mail, forums, Web, and other social media) to communicate with members.
- Develop and maintain a Communication Committee succession plan.
- Maintain the AMCA website, hosted by govoffice.com, with updates/changes provided by the AMCA Board, Communication Committee Chair and Committee, and membership.
- Maintain a calendar of events and listings of Board and Committee meetings which shall be posted prominently on the website.

HIGHLIGHTS (JULY – MAY)

- Celebrated seven CMC Certifications and seven MMC Certifications
- Launched Instagram in September 2018 and public Facebook (FB) Page in October 2018
- Developed and launched a program to celebrate Clerks Week annually
- Issued a survey to the membership regarding a redesign to the AMCA website
- 89 Total Members on FB, a 13% increase in FB Group Members
- 234 FB Posts, an increase of 1.7k%
- 371 Comments to posts, an increase of 1.2k%
- 2,285 Reactions † to posts, an increase of 1.3k%
- Achieved 1,500 likes on FB
- Celebrated 100 posts on Instagram
- Post engagements ‡ between April/May increased by 705%

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† Six emoji reactions of Like, Love, Laugh, Wow, Sad or Angry on a post.
‡ Defined as post clicks, likes, shares and comments.
EXPECTATIONS

AMCA STRATEGIC PLAN

GOAL 2: PROMOTE THE ROLE OF THE MUNICIPAL CLERK

Continuous efforts to promote AMCA and its membership were made via social media, the AMCA & League of AZ Cities & Towns newsletters and e-mail blasts through the ListServ. In addition, a program on promoting Clerks Week was developed and approved by the Board in February 2018.

The program was introduced to the membership via the Spring issue of “The Clerk’s Insider,” and went into effect on April 1, 2019. Participants were featured on AMCA’s Facebook Group and public Page, AMCA’s Instagram, the League’s Twitter feed, and IIMC’s Facebook Page.

In collaboration with the League of AZ Cities & Towns, the Committee achieved the creation and development of:

- AMCA Clerks Week video averaged a reach of 6,007 people and received 520 engagements. The video was shared by the International Institute of Municipal Clerks, Lake Havasu City, City of Flagstaff, City of Camdenton, City of Peoria, Missouri, Golden Circle Municipal Officers Association, AZ Cities, Oklahoma Clerks, Treasurer’s & Finance Officials Association, and various individuals from California, Virginia, Missouri, Illinois, Michigan, Louisiana, Kansas, Oklahoma, Arkansas, and Alabama.
- Photo filters (3) for Facebook users, reaching 919 people and receiving 96 engagements.

GOAL 4: MEANINGFUL MEMBERSHIP

Although it was desired to provide a “Brag Board” on the AMCA website for the purpose of highlighting a member’s success, the Communications Committee tabled the task for future review/discussion aligned with the website redevelopment project supported by the Executive Board.

Regarding Work-Life Balance tips, the Committee promoted Best Practices on “Stress Resilience” from Faith Wood and “20 Ways to Improve your Attitude” from Matt Booth; both presented at the 2018 AMCA Conference. In addition, work related tips were included in “The Clerk’s Insider” on notary services, memory improvement techniques, managing email, etc.

GOAL 5: COMMUNICATION

In FY19, the Committee elevated AMCA’s social media presence by launching an Instagram account in September 2018 and a Facebook Page (public) in November 2018 to promote new memberships.

The FY19 newsletter schedule was approved by the committee in September 2018 and the membership received quarterly newsletters on time.

The development of a “Clerk’s Wall of Fame” was tabled for future review/discussion aligned with the website redevelopment project supported by the Executive Board.

At the Executive Board’s request, an online form was developed and added to the AMCA website allowing members to submit questions, comments or suggestions. This task was completed in December 2018.
### AMCA HANDBOOK

#### SCHEDULE A MINIMUM OF FOUR (4) COMMITTEE MEETINGS
- The Committee held its first meeting on August 15, 2018 and established the frequency of meetings to be monthly. Meeting information was added to the AMCA web calendar.  
  COMPLETED 8/2018
- Per the AZ Open Meeting Law, the preparation, distribution and posting of the Agendas & Minutes were accomplished for each meeting the Committee held in FY19.  
  COMPLETED (As Held)

#### MENTOR MEMBERS AND PROMOTE ACTIVE COMMITTEE PARTICIPATION
- At the October 2018 Retreat, the Executive Board indicated that the Facebook account served as an outlet to support and promote the AMCA leadership roles and mission statement.  
  ONGOING

#### ANNUALLY REVIEW THE AMCA HANDBOOK AND POLICIES
- The Committee proposed changes to the Handbook and Policies document to the Executive Board. Responsibilities and verbiage were clarified and incorporated the Webmaster’s duties.  
  COMPLETED 2/2019

#### MAINTAIN SOCIAL MEDIA EFFORTS THAT AMCA PARTICIPATES IN TO ENSURE CONTENT IS ACCURATE AND WITHIN AMCA GUIDELINES
- The FY18 Committee accomplished the creation of a Facebook Group for the membership.  
  COMPLETED 11/2017
- The Executive Board requested the Committee to develop a process for the administration of AMCA’s social media accounts. The process will be included with the Executive Board’s request for all committees to develop a “succession plan” for incoming respective Chair/Co-Chair.  
  ONGOING
- The Executive Board approved the creation of an Instagram account and a quick “how-to” guide for the membership was referenced in “The Clerk’s Insider” in Fall 2018.  
  COMPLETED 9/2018
- It was discovered that AMCA had a Twitter account that has been inactive since 2010. After several unsuccessful attempts to officially close the account, it remains inactive. The direct connection from the AMCA website was removed and is no longer promoted.  
  COMPLETED 9/2018

#### MAINTAIN APPLICABLE/CURRENT INFO ON THE AMCA WEBSITE
- Updates/changes to the AMCA website are processed through the Committee and Executive Board. Once approved, they are coordinated with and managed by the Webmaster. The AMCA web calendar is meant to host/promote AMCA events and meetings of the membership and is managed by the Webmaster.  
  ONGOING
Note: Only AMCA Members can subscribe and join the ListServ. Currently 83% of the FY19 AMCA Members are subscribers.
MEMBERS

Chair: Dee Ann Mickelsen
Vice Chair: Michelle Stine
Members: Kelly Williams, Terri Roth, Mary Reynolds, Brooke Painter, Yolanda Lozano, Kim Larson, Lisa Garcia, Wendy Escoffier, Leah Cox, Linda Hess
Board Liaison: Lisa Maxwell

KEY RESPONSIBILITIES

Develop, promote and provide innovative quality education opportunities to municipal clerk professionals on behalf of the Arizona Municipal Clerk’s Association.

SUMMARY OF ACCOMPLISHMENTS

The Education Committee coordinated several training sessions including a Fall Best Practices, two Athenian Dialogue’s, the Institute and Academy, and the Annual Conference.

- Fall Best Practices

  The Fall Best Practices was held at the Glendale Regional Public Safety Training Center on December 13, 2018 and covered the legislative process, Council Orientation, the IIMC Certification process, liquor licenses, and legal process service.

  Overall there was positive feedback regarding the sessions and location, and the survey results continue to provide great input for future training topics.

- Spring Athenian Dialogue

  This was the first Athenian Dialogue held this year on April 29 at SkySong in Scottsdale. This dialogue was facilitated by Susan Domen, and the book was The Gatekeeper: Missy LeHand, FDR, and the Untold Story of the Partnership That Defined a Presidency by Kathryn Smith.

  The Education Committee in coordination with the League sent out survey’s to attendees to solicit feedback on location, food, facilitator, books, and recommendations for future books from the approved list.

  This was the first time a dialogue was held in the same location and within a day of a best practices. This allowed 20 out of the 24 that attended the dialogue to return the next day
for the best practices. One suggestion for next year is to start planning earlier and hold a dialogue with the Fall best practices.

- **Summer Athenian Dialogue**

  This was the second Athenian Dialogue held this year on July 22, during the first week of the Conference. The dialogue was led by Camilla Pitman, and the book was *Hidden Figures* by Margot Lee Shetterly. Both dialogues held this year were well received and well attended.

- **2019 Institute & Academy**

  The Institute/Academy Subcommittee worked with Linda Hess, ASU Institute Director, on sessions and speakers for the Institute and Academy at the ASU Mercado in Phoenix.

  The Institute held on June 10-14, covered the following topics: Clerk’s Panel – Best Practices, Critical, Creative and Transformational Thinking, Foundations and Understanding Politics, Influencing Others, Multiple Disciplines Working Together, From Peer to Boss, Engaging Small Staff, Intergenerational Workforce, and Shifting Gears & Changing Lanes.

  The Institute had 43 attending with 27 first time attendees and received positive feedback.

  The Academy held on June 18-20, covered the following topics: Succession Planning, Fostering Inclusion, Shared Knowledge Management, Emotionally Intelligent Leadership, Interpersonal Behavior, and Navigating Change.

  The Academy had 29 attending with 4 attendees from out of state and received positive feedback.

- **2019 Annual Conference**

  The 2019 Annual Conference was held in Fountain Hills on July 23. The morning session addressed Running on Empty and Fear Factor by Brenda Viola. The afternoon session addressed Leadership Lessons from Hollywood by Andy Masters.

**UPDATE ON STRATEGIC PLAN GOALS**

The Education Committee continues to address Strategic Plan goals including engaging professional speakers at the AMCA conference, promoting online training opportunities provided by the IIMC and their sponsors, seek Clerk’s as subject matter experts for AMCA trainings, and providing one to two AMCA sponsored Athenian Dialogue sessions each year.

**SUMMARY**

In summary, the Education Committee held several meetings (most via conference call), dozens of subcommittee conference calls, and many e-mails. The overall theme this past year has continued to be one of providing relevant educational sessions for all clerks and
helping to promote the municipal Clerk as a professional member of the municipal management team.

League staff continues to provide vital assistance with registration, logistics, and speaker input. Their partnership and work with the Education Committee and the AMCA is greatly appreciated.
MEMBERS

Chair: Cathie Butteweig  
Vice Chair: Linda Mendenhall  
Members:  Agnes Goodwine, Darcie McCracken, Janet Pierson, Lisa Garcia, Roger Randolph and Sylvia Smith  
Board Liaison: Lisa Maxwell

KEY RESPONSIBILITIES

- Develop, promote and provide innovative quality election related educational opportunities.  
- Develop and maintain election certification and recertification policy on behalf of the Arizona Municipal Clerk’s Association.  
- Secure the facility, develop programming and implementation of annual Election Training for the AMCA or any Best Practice training session deemed appropriate.  
- Develop, review, and update Election Certification/Recertification program in conjunction with the League of Arizona Cities and Towns to continue the three-year Election Certification Program.  
- Disseminate information regarding additional election training opportunities available to clerks.

SUMMARY OF ACCOMPLISHMENTS

- Recommended language related to administration of Certified Municipal Election Official test by a proxy. This language was approved by the Board and incorporated into the Handbook.  
- Coordinated and organized the Spring Best Practices seminar held April 30, 2019.  

UPDATE ON STRATEGIC PLAN GOALS

OUTSTANDING COMMITTEE ASSIGNMENTS

- At present there are no outstanding committee assignments. However, developing and implementing quality election training is an ongoing assignment. We are always in the development and planning mode.
<table>
<thead>
<tr>
<th>FY2019-20 GOALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Develop programming and implementation of the annual Election Training for the AMCA or any Best Practice training session deemed appropriate.</td>
</tr>
<tr>
<td>• Work with League of Cities and Towns to develop, review, and update Election Certification/Recertification program to continue the three-year Election Certification Program.</td>
</tr>
<tr>
<td>• Disseminate information regarding additional election training opportunities available to clerks.</td>
</tr>
</tbody>
</table>
Handbook and Constitution Committee
Annual Report

MEMBERS

Chair – Vicki Vivian, Chair, City of Benson; Co-chair – Jayme Rush, Yavapai County; Kristina Roman, City of Peoria; Byron Jones, City of Goodyear; and Lisa Maxwell, Board Liaison, Town of Gilbert

KEY RESPONSIBILITIES

Maintain and update the AMCA Handbook
Maintain and codify the AMCA Constitution

FY18-19 ASSIGNMENTS FROM THE EXECUTIVE BOARD

- **Handbook/Constitution Committee**
  - New Board Liaison assignments: Communication Committee to Treasurer, Election Committee to Vice President and Membership Committee to Secretary (from the Executive Board and approved at 8/16/2018 meeting)
  - Update Board Liaison expectations (November Executive Board meeting) (10/10/2018)
    - Communication with Chair before Committee meetings
    - Non-voting liaison
    - Provide Executive Board information/direction
    - Provide information to Executive Board in absence of Chair and Vice Chair
    - Communication with Chair regarding Committee assignments
  - Incorporate updated Non-Paid Presenter Gift Policy and approved at 10/10/2018 Workshop
  - Remove Range Rider Program from the Handbook and Constitution (10/10/2018)
  - Update Treasurer duties:
    - Include maintenance and updates to Strategic Plan (10/10/2018)
    - Quill and PEG Awards to be a combined effort with the League (10/10/2018)
  - Correct typo on page 15 of the Handbook (last sentence of the 1st paragraph of the Legislative Committee section) (10/10/2018)
  - Add to all Committee responsibilities: (10/10/2018)
    - Submit Committee updates regarding efforts in support of strategic plan/goals
    - Submit Committee reports for the AMCA quarterly newsletter
  - Add to Region Leader responsibilities: (10/10/2018/)
    - Submit Region reports for the AMCA quarterly newsletter
  - Move membership/mentoring responsibilities from Board Secretary to Membership/Mentoring Committee (10/10/2018)
• Add two-way communication in Committee chair responsibilities (with Executive Board, Vice Chair and committee members) (8/16/2018 and 10/10/2018)
• Update Handbook to reflect Chair or Vice Chair as Communications Liaison (10/10/2018)
• Add attendance at Executive Board meetings and review of Executive Board meeting minutes to Committee Chair responsibilities (10/10/18)
• Update the Handbook to include references to the fee schedule (when and if removed from the Constitution and approved by a vote of the membership).
• Clarification from Board regarding Treasurer vs. Treasurer/Historian (title is different in Constitution and Handbook)
• Develop Succession Planning Report with committee duties check list

SUMMARY

On October 24, 2017, the AMCA Executive Board voted to rename the “Constitution Committee” to the “Handbook and Constitution Committee” and reassigned maintenance and oversight of the AMCA Handbook to the newly renamed Handbook and Constitution Committee.

In December, 2018 Committee Chair Natalie Gilstrap resigned and Vicki Vivian was assigned to the Chair position effective January, 2019.

During an Executive Board meeting there was a brief discussion on the latest Constitution version – the League had a 2015 version, but the Handbook and Constitution Committee had been reviewing an earlier 2009 version. After reviewing the Executive Board minutes and enlisting the assistance of Sandy Morari from the League, (who reviewed and compared all of the document versions (2009, 2013, 2015) it was decided the 2015 version should be used. The Committee Chair then sent a memo to the Executive Board informing them of the situation.

The Handbook and Constitution Committee met telephonically five times over the course of the fiscal year and recommended or incorporated multiple changes to the Handbook; all the changes were approved by the Executive Board and are listed on the attachment.

The Committee Chair then completed an audit for both the Handbook and the Constitution using Executive Board packets from 2018. Once this was completed, the Executive Board approved the Handbook in its entirety in April, 2019.

The two proposed Constitution amendments were previously approved by the 2016-2017 Executive Board and not presented to the AMCA body for an official vote, but are to be presented for a vote. These proposed amendments are also shown on the attachment.

Further discussion regarding the historical changes to the Constitution and Handbook resulted in direction for documents to be maintained by the Treasurer (as part of the historian duties). These documents will also be sent to the League each year by the Treasurer.

All of the assignments from the Executive Board were completed, with the exception of the Succession Planning Report.
During the upcoming year, the Handbook and Constitution Committee will focus on completing the outstanding assignment of developing a Succession Planning Report with committee duties check list. The Committee has discussed this and has a planned direction, but due to time constraints and other events, has been unable to meet and complete the assignment. The Succession Planning Guidelines will then be placed in the appendix to the Handbook, as will the Newsletter Guidelines and the RFP Guidelines and Speaker Form. These guidelines, with the exception of the Succession Planning Guidelines, were previously approved and were to be added to the Handbook, but were not. At the Executive Board meeting on May 16, 2019, the Executive Board discussed the placement of the guidelines and agreed that these should be in an appendix to the Handbook. The Handbook and Constitution Committee will complete this task and bring the final changes to the Executive Board.

The chair or co-chair will continue attending future Executive Board meetings to stay current with any new directions from the Executive Board and will make additional changes to the Handbook once they are approved by the Executive Board.

A complete list of Handbook and Constitution amendments will be submitted to the Treasurer for recordkeeping.

There will also be a review of the Handbook and Constitution to propose amendments (if needed) to the Executive Board for consideration.
2019 LEGISLATIVE COMMITTEE REPORT

Chairperson/Members
Chair: Sarah M. Siep – Prescott
Co-Chair: N/A
Board Liaison: Tracie Bailey - Payson
Members: Marcella Carrillo – Avondale; Cheryl “Annie” Meredith – Kingman; Lisa Cole – Sahuarita; Ben Lane – Phoenix; Suzanne Mesich – Tucson; Elizabeth Burke – Fountain Hills; Hilary Hiser - Marana

Overview of Legislative Session
The 2019 Legislative Session began on January 14th and ended at 1:00 a.m. on May 28th sine die. A total of 1,289 bills and 96 memorials & resolutions were introduced in this session. The general effective date of adopted legislation without an emergency clause is August 27, 2019.

As in past years, the Legislative Committee worked closely with the League of Cities and Towns to monitor bills potentially impacting Clerk operations. Both Tom Belshe, Deputy Director and Christina Estes-Werther, League General Counsel provided great help to the Committee and Arizona’s Clerks in monitoring and addressing any concerns with proposed bills.

Committee Activities
Weekly telephone conference calls remained the primary method used to notify clerks of proposed legislation and to discuss the potential impact. Brief summary and notes from all conference calls, attached herein, were prepared by Committee Chair Sarah M. Siep. The telephone conference calls provided a forum to discuss the introduced bills and to identify any issues, concerns, questions and the impact of a bill. Additionally, conference calls provided needed information and statistics as well as Clerk member opinions to aid the League in determining the appropriate course of action in support or opposition of proposed legislation. In those situations where a bill impacted specific cities or towns more directly or significantly, but did not present a concern for all municipalities, the conference call discussion provided jurisdictions with information to identify unique circumstances and determine the appropriate steps to address their concerns.

A total of ten conference calls were held during the 2019 session to discuss proposed Bills. The telephone conference call summaries are attached herein. There was change in the Chair and Co-Chair positions mid-session, with former Co-Chair Sarah M. Siep taking over as chair. In light of the change in positions a number of responsibilities and posting that had been done in previous legislative sessions did not take place during the 2019 legislative session. Legislation was tracked and a summary of the highlighted items for the Legislative Committee were:

- SB1154 (Gowan) – Primary Date; this bill makes effective in the 2020 Election, the primary date will now be the first Tuesday of August. Signed by Governor.
- SB1030 (Leach) – Remote online notarization; this bill establishes the rules for online notarization. Signed by Governor.
- SB1054 (Ugenti-Rita) – Early Ballots; this bill would require the officer in charge of election to make reasonable efforts to contact the voter and allow them to correct the deficiency, if information is missing/ illegible from ballot envelope. Signed by Governor.
- SB1072 (Ugenti) – Early Voting Centers; this bill requires voters that appear at early ballot locations to present identification to receive a ballot. Signed by Governor.
- SB1090 (Ugenti) – Emergency Voting Procedures; this bill allows board to establish emergency voting centers and identification requirements. Signed by Governor.
• SB1188 (Ugenti) – Permanent Early Voting List; this bill requires a voter be removed from the PEVL if the voter fails to vote in the primary election and in the general election for two consecutive primary and general elections. Died
• SB1289 (Gowan) – Candidate Petitions; this bill moves the deadline for filing candidate nomination petitions to no less than 90 days and no more than 105 days before the primary election or nonpartisan election, instead of no less than 90 days and no more than 120 days before the election. Died.
• SB1451 (Leach) – Statewide Ballot Measures; this bill expands the information that must be included on an application for paid circulators and nonresident circulators to register with the SOS in order to circulate statewide initiative and referendum petitions, include to require a notarized affidavit from the register circulator that declares the person’s eligibility to register under penalty of perjury. To Governor for Signature.
• HB2023 (Kavanagh) – Political Signs; this bill modifies the current statute to address ballot measures for political signs. Signed by Governor.
• HB2039 (Townsend) – Federal Form Voter Registrations; this bill requires county recorders to report to the SOS and post on their website the number of voters who register using the federal or state forms. Sent to Governor.
• HB2080 (Kavanagh) – Civic Rights Restoration; this bill repeals and replaces statutes governing the restoration of civic rights after felony convictions. Signed by Governor.
• HB2133 (Thorp) – Voter Registration; this bill modifies the notices that county recorder’s send to voters, providing for the internet address to update voter registration information. Signed by Governor.
• HB2134 (Cobb) – Municipal Elections; this bill specifies that a writ-in candidate must receive the minimum number of votes required on a nomination petition to advance to a general/run-off election. Sent to Governor.
• HB2139 (Fillmore) – Candidate Signs; this bill increases the number of days in which political signs may be posted. Died.
• HB2238 (Townsend) – Election Procedures; this bill requires the SOS to issue an official election instruction and procedures manual by Dec. 31 of each odd-numbered year immediately preceding the general election. Signed by Governor.
• HB2281 (Weninger) – Liquor Omnibus; this bill includes various changes relating to liquor licenses and control. Signed by Governor.
• HB2453 (Griffin) – Land Use Plans; this bill requires municipal general land use plans to include information on how to locate existing mines from the AZ Geological Survey, consideration of existing mining operations & suitable geologic resources. Signed by Governor.
• HB2616 (Townsend) – Registration of Voters; this bill makes it a class 1 misdemeanor to pay or receive money or any other thing of value for registering a person to vote. Being Reconsidered.
• HB2721 (Lawrence) – Town Elected Officials; this bill allows, by majority vote, to initiative term limits for city/town elected officials. Signed by Governor.

The 2019 New Laws Report is pending for distribution by the League. The adopted bills and the actions necessary for implementation, as well as the changes to the Municipal Election Manual, will be discussed at the annual Elections Training in July 2019.

Thank you,
Sarah M. Siep
Jan. 29, 2019 – Legislative Conference Call

- There have been issues within the legislature which is getting the session off to a rocky start
- Lots of bills related to elections
- League will put in comments of report whether bills are supported or opposed or just being watched (“Bills of Interest”)
- For bills of interest, League will not take a position but will track
- Once list has been received from League committee can put together its own, particularly for election bills

I. Bill Review
   a. Political Signs (H2023) – will be heard 1/29 and League will be monitoring. Scottsdale likes this bill because of issues they’ve run into in the past so they will be supporting. League is likely to support as well because of no selective enforcements
   b. S1135 – League is concerned about this bill as it could cause issues (10 day response rule), however, no cities expressed any issues with it. If no cities have issues League will support
   c. Finance Bills – have not established support or oppose at this time, they are simply being tracked
   d. Important to get “wayfare” bill passed this year (taxes for online orders)
   e. H2158 – food for home consumption bill is also a big one to keep an eye on
   f. H2019 – highway safety fee elimination (to pay for DPS operations); Republicans have issues with it and want in general fund
   g. Digital goods – focus on one exemption (software as a service), hasn’t been assigned a number as of yet but it is on the Finance list
   h. 2340 – unsure if this bill will get a hearing, but it is being added to the watch list just in case

II. Legislative Committee
   a. Marcella is new chair
   b. Will put general comments (oppose, support, monitor, interest) to be added to list for the League
   c. Items noted as of interest will be added to committee list and removed from league list
III. Bill Review
  a. Elections:
    i. There are a number of bills across the House and Senate that have same focus with similar amendments to current law (ie – Political Signs, Primary Election Date, Reinstatement of Rights, Early Voting etc)
    ii. H2043 – Opposed
    iii. H2026 – Opposed
    iv. H2134 – Write in Candidates; Kingman will be testifying in favor. (Support)

**general consensus amongst the League counsel is that most Democrat bills will not move forward. However, they will continue to monitor anything that would potentially have a significant impact at the local level just to be sure**

**one more week for bills to drop in the House**
**Feb. 22nd Deadline for bills to be heard in chamber of origin**

b. Clerk Bills:
  i. S1135 – General concerns expressed regarding having to provide an estimate to requestors (Peoria in particular has issues with this), League will be verifying the confusing language contained in the summary which seems to conflict with full bill text (Monitoring)

**reminder that all “Bills of Interest” will be removed from the League list and should be added as necessary to the Committee list**
Feb. 12, 2019 – Legislative Conference Call

I. Bill Review
   a. Election Bills
      i. H2043 – League will be testifying against this bill; City of Peoria expressed that their Council would like to be able to select their own magistrate and this would take that option away potentially which doesn’t sit well with them. League is in agreement with this sentiment
      ii. H2139 – League testifying against – extension to 120 days prior to election for signs (extends time by double); if the proposed amendments go through they would likely not oppose, but it does need to be amended
      iii. 1188 & 1054 – no major opinion
      iv. None of the bills being heard this week are related to changes in the Primary date
   b. Clerk Bills
      i. No hearings this week
      ii. League does not feel that the Public Records bill will get a hearing but they are continuing to monitor it
   c. Finance Bills
      i. S1460 – Digital Goods and Services would take web versions of software and make them non-taxable. Hearing is scheduled for Wednesday, this is a big bill to which the League is strongly opposed. Cities are encouraged to retweet information and express opposition to the bill
      ii. S1147 – League is opposed, however they think they will be able to get rid of the bill altogether so it is continued to be monitored
   d. Misc Bills
      i. H2473 – Liquor Board Representation hearing is scheduled for today this is on the clerk list for special focus and League will support
      ii. H2201 – Partisan Election: City of Mesa asked about this bill in particular; League does not think it will moved passed the floor but they are monitoring
   e. City of Tempe – asked about the status of S1164 which opens up viewing of e-session minutes to ombudsman (not included on the current list). Perspective is that this needs clarification. Per the League of the 20% of inquiries from the ombudsman only ½ lead to an investigation so it is really only a handful
Feb. 19, 2019 – Legislative Conference Call

The meeting was called to order at 10:00 a.m. via teleconference by Ms. Christina Estes-Werther, League of Arizona Cities and Towns.

Ms. Estes-Werther indicated that Mr. Tom Belshe, Deputy Director of the League of Arizona Cities and Towns would be joining the call while enroute to a conference. Ms. Estes-Werther explained that this is the last week for bills to be heard in committees in the chamber of origin. Next week the League would have a detailed review of which bills have actually moved. They will remove from the list those bills which were not heard since they were not moving.

Clerk’s Bills:

- **HB 2281: Liquor Omnibus**

  The League requested input on a possible amendment that would allow the Director of the Arizona Department of Liquor to approve any ‘Temporary Special Event’ application if the City or Town takes no action within the 60-day time frame. The industry wanted it automatically approved. The League pushed back, and so instead, the proposal is that if the local jurisdiction takes no action within 60 days, the AZDLLC Director may make the decision.

  Questions were raised from several participants about how the State would know if an application has been filed with the local jurisdiction. Some smaller jurisdictions don’t have these types of applications filed very often. There are times when Clerks don’t hear back from the AZDLLC in a timely manner. Applicants sometimes give only two weeks notice. Local jurisdictions do not always receive applications 60 days in advance. We need a safeguard included where the AZDLLC Director would know if an application has been filed with the City or Town. Applicants cannot be allowed to circumvent the local jurisdictions.

- **HB2453: Land Use Plans; Contents; Aggregates**

  This bill is on the list for clerks with multiple roles. The bill will apply to a City or Town if their General Plan requires Clerks to provide information and coordinate with the Geological Survey about existing mines. This bill requires an annual update with the Geological Survey.

- **SB1135: Public Records; Responses**

  This bill is not scheduled for a committee hearing and therefore, does not appear to be moving.
**Elections Bills:**

- **HB2043:** Muncipal Judges; Terms; Retention Election

Ms. Estes-Werther stated that this bill was dual assigned to two committees. It was heard in one committee last week and will be heard in the other this week. The League is opposed. It will be a logistical problem if it passes. There are a lot of gaps in the bill, such as how judges get on the ballot in the first place, what happens to jurisdictions that contract with the JP instead, do they have to be on the ballot twice, etc. Hopefully, this bill will stop moving so some of the concerns can be addressed.

- **HB2108:** Real Estate Signs; Cities; Counties

This turned into a striker bill which will posted soon. It will not have anything to do with Clerks.

- **HB2127:** Nomination Petitions; Filing Period

This bill changes the nomination petition filing period to earlier dates. Filing period would be 120-150 days before the primary election. Ms. Estes-Werther indicated that there are other bills also changing the nomination paper filing period. It is unclear which if any will be adopted. This one will be heard in committee this afternoon. There have been no objections to the bill. Clerks will need to be aware that they will have to have candidate packets ready earlier.

- **HB2134:** Muncipal Elections; Write-in Candidates

This is a bill written to address an issue that occurred in Kingman with a write-in candidate. It codifies what we are already doing in practice. This bill makes it clear that the law applies to non-partisan elections.

- **HB2139:** Candidate Signs

Allows posting of signs 75 days before the election. It passed unanimously in through the House Rules Committee, so the League doesn’t see much opposition to this bill.

- **HB2201:** Partisan Offices; Cities; Towns

Ms. Estes-Werther indicated that HB 2201 requires General Law cities and towns must print a party designation on the ballot for all candidates. It would eliminate non-partisan elections. The bill passed through House Rules on 2/18/19. The House attorney was very clear that he strongly believes this bill violates the State Constitution for Charter cities.

- **HB2616:** Registration of Voters; Payment; Prohibition

This bill was scheduled to be heard in the Elections Committee today (2/19/19). The bill prohibits people from being paid to register people to vote. However, it exempts political parties. The sponsor said her bill is misunderstood, so the League will learn more when it is heard in committee.

- **HB2721:** Town Elected Officials; Term Limits

Upon the filing of an initiative, this bill allows the electors of a city or town to vote to enact, enforce, or repeal term limits for the common council members of the mayor. It will be heard in House
Government Committee on Thursday, 2/21. Ms. Estes-Werther was asked if the League is taking a position on this bill. Mr. Belshe indicated that they are opposing it. The legal ramifications are significant.

- SB1451: Statewide Ballot Measures; Circulators; Procedures

This bill establishes more provisions for paid circulators. It amends A.R.S. 19-1231.01, which allows Clerks to remove sheets that are not properly grouped by the circulator. Passed through Senate Rules Committee. It is moving.

- SB1484: Election Recounts; Bond; Procedure

This bill allows any person to file an action requesting a recount. They would have to post bond, but does apply to all elections. The League will monitor.

**Finance Bills**

- HB2019: Highway Safety Fee; Repeal; VLT

The League will oppose this bill. It would repeal the public safety fee.

Construction Sales Tax bill will become a Study Committee.

- HB2702 Wayfair Bill – going through committee this week. The League is supporting it.

Mr. Belshe summarized by saying this is the last week to hear bills in the house of origin. The League will be cleaning up the lists and removing the bills that didn’t get a hearing or that failed committee. Because this is usually a slow week, so there may not be a call next week. The League will let us know.
March 5, 2019 – Legislative Conference Call

The meeting was called to order at 10:00 a.m. via teleconference by Mr. Tom Belshe, Deputy Director of the League of Arizona Cities and Towns. He was joined by Ms. Christina Estes-Werther, League of Arizona Cities and Towns.

Mr. Belshe said that a number of bills have fallen out through the session and those have been removed from the list, he continued onto the bills of primary concern.

As a reminder, March 25th is the next deadline to be heard in opposite Chamber

I. Bill Review
   a. Election Bills
      i. H2026 – (Watching) passed on reconsideration. Likely to either die or be heavily amended. League is watching and will assist with the amendment, should changes be made they would have a neutral opinion
         1. Ms. Estes-Werther said the biggest concern was anyone could come and complain, but the amendment states a suit could only come after the AG review/finds no violation. Therefore court action is discouraged. Would also be able to recoup costs for fees and fines
      ii. H2043 – (Watching) passed out of House, still not calendared which is a good sign that it likely won’t go for a vote.
      iii. H2127 – (Watching) passed out of chamber, but likely to be removed
      iv. H2134 – (Support) moving and will likely pass. This bill was done on behalf of City of Kingman and is very positive
      v. H2139 – (Opposed) this bill has a lot of support, so it is likely that it will pass. Will extend the time on political signage to 75 Days Prior to Primary Election
      vi. H2201 – (Opposed) has not been placed on calendar and will likely die
      vii. H2616 – (Watching)
      viii. H2721 – (Opposed) bill is difficult to fight because of charter authority for cities and is likely to pass
      ix. S1046 & 1054 – (Watching)
      x. S1154 – Proposal to move date of Primary Election to 1st Tuesday in August. Christina is working with the County’s Associations and attending meetings, Counties would like a Floor Amendment on this allowing earlier filing (150-180 days prior to 1st Tuesday of August, making it early March). Concern regarding this bill is that as the dates change other responsibilities of the Clerk are not impacted. All parties seem amenable to making changes and working together to make it work
   b. Clerk Bills
      i. Currently watching two bills
         1. H2453 – will likely have problems in the senate
         2. Liquor Omnibus – Issues are being worked out
      ii. Public Records Request bill that many clerks had issues with has been killed
   c. Finance Bills
      i. There is a lot going on with both the online lodging and wayfair bills. Cities need to be vigilant and ensure that alerts going to Mayors are addressed timely

Next week, bills will be in opposite Chambers to be calendared
March 12, 2019 – Legislative Conference Call

The meeting was called to order at 9:58 a.m. via teleconference by Mr. Tom Belshe, Deputy Director of the League of Arizona Cities and Towns. He was joined by Ms. Christina Estes-Werther, League of Arizona Cities and Towns.
Mr. Belshe said that this would be a short call as there was not a lot to be updated on. He reminded the group that next week committees are likely to pick up so there should be more to discuss, this will be the case the following week as well and then slowing down as the session will likely be coming to an end for these types of bills. No bills are officially defeated/done until the week of March 25th.

I. Bill Review
   a. Election Bills
      i. H2043 – (Watching) this bill has shown up and then been removed a number of times; at this time the league believes the bill is dead and we will likely not see it again.
      ii. H2134 – (Support) this bill is continuing to move and a hearing will likely take place next week and it will move through to senate. Good bill for all cities
      iii. H2201 – (Opposed) similar situation to H2043
      iv. H2616 – (Watching)
      v. H2721 – (Opposed) bill is difficult to fight because of charter authority for cities and is likely to pass
      vi. S1046 & 1054 – (Watching)
      vii. S1154 – Proposal to move date of Primary Election to 1st Tuesday in August. Christina discussed the ongoing work of various groups regarding amendments to this bill to ensure everything is covered and the transition is done smoothly if it does pass. Continues to move forward
   b. Clerk Bills
      i. No discussion regarding any Clerk Bills
   c. Finance Bills
      i. No discussion regarding any Finance Bills

Meeting adjourned at 10:07 a.m.
March 19, 2019 – Legislative Conference Call

The meeting was called to order at 10:01 a.m. via teleconference by Ms. Christina Estes-Werther, League of Arizona Cities and Towns. Tom Belshe, Deputy Director, was not present for the call.

Ms. Estes-Werther began the discussion with a review of the Clerk Bills.

I. Bill Review

a. Clerk Bills
   i. H2281 – Liquor Omnibus
      1. There are no issues or concerns with this bill currently and it will be moving forward
      2. Referred to Senate Conference Committee and awaiting scheduling
   ii. H2453 – Land Use Plans
      1. Bill is moving through the floor

b. Election Bills
   i. H2026 – Public Resources & Influencing Elections
      1. Allows a resident to sue municipality
      2. There has been a great deal of work behind the scenes on this bill to get amendments (ie – can only file suit if AG or County Attorney has not started investigation within 120 days; there are multiple complaints; if a suit is filed and ruling has already been made they would have to reimburse attorney fees if they lose)
      3. Goal is to make it workable for everyone
      4. Will likely pass
   ii. H2616 – (Watching) Registration of Voters
      1. Has made it through the House but is a bit behind, passed yesterday
      2. Concern in Yuma County regarding fraud in previous elections. This would require groups to get forms back within 10 business days
      3. Sponsors are working with committee
   iii. H2721 – (Opposed) Term Limits
      1. Bill is difficult to fight because of charter authority for cities and is likely to pass
   iv. S1054 – (Watching) Early Ballots
      1. Counties are working with sponsors to make it work
      2. Drawback is possible delay in receiving canvas
   v. S1072 – Early Voting Centers ID Required
      1. Similar to a regular poll voter
   vi. S1090 – Emergency Voting Procedures
      1. ID and Affidavit Form
      2. League has reviewed for enforcement burden that would be placed on Clerks
      3. BOS determining emergency voting centers
   vii. S1154 – Primary Election Date – First Tuesday of August
      1. Ongoing work of various groups regarding amendments to this bill to ensure everything is covered and the transition is done smoothly if it does pass.
      2. Continues to move forward
      3. Would also bring forward filing date by 30 days
4. Bill will be heard today in House Elections and putting on the record their requests for amendments and awaiting feedback on changes

   c. Finance Bills
     i. No discussion regarding any Finance Bills

Ms. Estes-Werther asked Clerks for feedback on whether the 150 day would be cause for concerns before due to recall issues

Meeting adjourned at 10:16 a.m.
March 26, 2019 – Legislative Conference Call

The meeting was called to order at 10:00 a.m. via teleconference by Mr. Tom Belshe, Deputy Director, League of Arizona Cities and Towns.

Mr. Belshe began the discussion with an overview of the fact that this is the last week for bills to be heard in opposite chambers, therefore, if a bill is not scheduled it is considered dead. There are only two bills which we have been following closely that are scheduled this week and at this time there are no major concerns.

I. Bill Review
   a. Clerk Bills
      1. No specific discussion
   b. Election Bills
      i. S1289 – Candidate Petitions Filing Period (tied to S1154)
         1. League is working closely with Counties and Sponsor on amendments
         2. They are likely to allow changes and things are looking positive
   c. Finance Bills
      i. No discussion regarding any Finance Bills

There were no questions from anyone on the call. Mr. Belshe reminded everyone that after this week we will be at the point where we’ll know what bills are considered viable/what is dead/what may still be of concern.

Budget discussion – typically Arizona modifies the State Statute to reflect any budget/tax changes made at the federal level. This has created a situation where more funds will be brought into the state. At this time, however, there is dissention between what the Governor wants to do (put in “rainy day fund”) versus what the House/Senate want to do (tax cuts). Because consensus has not been reached the session is being slowed down. It may be a month or more until they are ready to vote on the budget and at that time final work can be done on Bills

At the end of session new laws report will be released.

Final committee hearings will take place next week.

Meeting adjourned at 10:06 a.m.
April 2, 2019 – Legislative Conference Call

The meeting was called to order at 9:59 a.m. via teleconference by Mr. Tom Belshe, Deputy Director, League of Arizona Cities and Towns.

Mr. Belshe turned the discussion over to Christina Estes-Werther to review status of bills that the Committee and the League have been tracking.

I. Bill Review
   a. Clerk Bills
      1. H2134 – Municipal Elections, Write-In Candidates: this bill was to fix an issue that Kingman experienced. League is in support of this bill and we are currently waiting on floor action for this matter
      2. H2281 – Liquor Omnibus: moving forward, there are no real concerns with this matter
      3. H2453 – Land Use Plans: likely to go to a third reading
   b. Election Bills
      1. H2139 – Candidate Signs; Prohibition/Primary: increases by 15 days the allowable time before a primary election that signs may be placed. League is opposed. This bill has a striker and is likely dead.
      2. H2616 – Registration of Voters: Counties are in support of this bill, but it has been controversial because they don't want to discourage. At this time awaiting rules committee review
      3. H2721 – Term Limits: this bill is moving forward, authorizes term limits. Moving forward
      4. S1054 – Early Ballots Uniform Time Period: 5 days after the election to fix any issues. Governor has signed
      5. S1072 – Early Voting Centers: must have same form of identification as a regular polling location. Governor has signed
      6. S1090 – Emergency Voting Procedures: requires the BOS to set up locations, establish an ID requirement and affidavit is required as well. Still moving forward
      7. S1154 – Primary Date First Tuesday of August: will begin in 2020 election, currently waiting on floor action. League continues to work on amendments that will make all parties happy.
      8. S1188 – Permanent Early Voting List: has passed out of rules committee. If you do not vote for four consecutive elections you'll be removed from list for early voting. This is a very controversial bill
      9. S1289 – Candidate Petitions & Filing Period: reduces the nomination period by 15 days. Parties are meeting this week to amend and ensure that there are no conflicts with 1154. Will likely pass/continue
     10. S1451 – Statewide Ballot Measures, Circulators & Procedures: there has been concern that sheets can be misplaced. This has passed from committee
   c. Finance Bills
      i. No discussion regarding any Finance Bills

The Budget is currently being worked on. Governor's bill at this time has League support, however, if items like Digital Goods are added they will move to oppose it.
Likely won't have another call for a few weeks while we wait on the budget finalization.

As changes are made to bills like S1154 Committee will be advised, and weekly bill lists will be sent out.

Mr. Belshe said that at this time the League is very happy with where we are at in regard to bills. There were no questions from anyone on the call.

Meeting adjourned at 10:16 a.m.
April 16, 2019 – Call Cancelled

April 23, 2019 – Call Cancelled (See below updates)

- HB2026 – Strike everything amendment with different subject...no longer an election bill. Can be removed.
- HB2039 - Passed out of senate rules...awaiting floor action. Still viable.
- HB2080 - Passed out of Senate COW. Still viable.
- HB2133 - Passed out of Senate COW. Still viable.
- HB2134 - Passed out of senate rules...awaiting floor action. Still viable.
- SB1261 - Strike everything amendment with different subject...no longer an election bill. Can be removed.
- HB2473 - Passed out of Senate COW. Still viable.

April 30 thru May 14, 2019 – Calls Cancelled
May 21, 2019 – Conference Call

The meeting was called to order at 10:00 a.m. via teleconference by Mr. Tom Belshe, Deputy Director, League of Arizona Cities and Towns.

Mr. Belshe discussed that there is very little left to be done in the session. It has been a very contentious budget process and the Senate has not yet passed the budget through. He did note that the proposed budget looks good for cities and towns.

**Election Bills:**

**SB1154 – Change in Primary Election Date**

- The League thought it had died but has been put on the board again for reconsideration. It is at the Governor and he hasn’t signed it yet. The League is not weighing in on this bill.
- Implications of bill adoption
  - Will change the date to three weeks earlier (first Tuesday of the month)
  - Effective August 2020
  - Early voting would start earlier
  - Nomination Petition filing will start three weeks earlier (deadline will be April 6th)
  - Allows county more time to prepare for elections
  - Does not apply to recall elections
  - Signatures already being collected for fall 2020 election will be grandfathered

League summary will be forthcoming.

Meeting adjourned at 10:16 a.m.
MEMBERS

Chair: Sherry Ann Aguilar, City Clerk, City of Surprise
Vice Chair: Gloria Leija, City Clerk, City of Casa Grande
Members: Region 1 - Judy Morgan
Region 2 - Sydne Muhle
Region 3 - Katie Melser
Region 4 - Sherry Aguilar
Region 5 - Vanessa Wisneski
Region 6 - Norma Ortiz/Region 6 Co-Leader, Gloria Leija
Region 7 - Yolanda Lozano/Region 7; Co-Leader, Leah Cox
Region 8 - Tami Webster
Region 9 - Brenda Aguilar
Board Liaison: Teresa Riza, City of Phoenix

KEY RESPONSIBILITIES

- Promote and increase AMCA Membership
- Sending out a Welcome Packet to all new and potential members in AMCA.
- Promote and extend our Mentoring Program to all new Clerks/Deputy Clerks and other AMCA Members.
- Assist the League of Cities and Towns staff with following up on past due membership fees.

SUMMARY OF ACCOMPLISHMENTS

The Membership/Mentoring Committee consisting of a Region Leader and a few Co-Leaders that cover all 9 Regions of the State, held 2 teleconference calls and the following topics were discussed:

- We discussed ways for Region Leaders to reach out to members in their Regions to set up a schedule for quarterly meetings in person and arranging teleconference calls for Region members that are far apart in distance and meeting in person is not feasible. At the beginning of the fiscal year, Region 4 created a handbook for holding quarterly meetings and this document was shared with all Region Leaders as a guide at the beginning of the fiscal year.
• Many of our regions were able to hold in-person meetings for the first time this fiscal year, each meeting including topics ranging from elections, records management, general Clerk office duties, etc., and some included tours of the facilities where the meetings took place.

• We assisted the League of Cities and Towns with notifying our region members with past due membership fees by sending out reminder notifications by the Region Leaders. With this outreach we found that some of the members had left employment with their cities/towns and allowed quicker clean-up of the AMCA Member Registration roster.

• **NEW MEMBER WELCOME PACKETS** were sent out to 38 new members to AMCA that included an AMCA Welcome Letter from the Chair of the Membership/Mentoring Committee; AMCA Resource handbook and application for membership, AMCA pamphlets; IIMC informational brochures and application, plus the designated Region Leader and contact information was included.

• **Membership/Mentoring Co-Leader Selected:** Region 6, Gloria Leija volunteered to serve as Co-Leader and to serve the next term as Membership/Mentoring Committee Chair.

• **Current Active AMCA Membership** – 196
• **Current Retired Membership** – 16
• **Retirees this year** – 9
• **Mentor Requests** – No requests this fiscal year.

**AWARD RECIPIENTS FOR 2019:**

**CMC DESIGNATIONS**

Adriana Carpio, CMC (City of Maricopa)

Byron Jones, CMC (City of Goodyear)

Summer Stewart, CMC (City of Buckeye)

Chaveli Sanchez, CMC (Town of Gilbert)

Sue Kennedy, CMC (City of Page)

Natalie Gilstrap, CMC (City of Peoria)

Amy Brown, CMC (Town of Wickenburg)
MMC DESIGNATIONS
Brooke Painter, MMC (Golder Ranch Fire District)
Marianne Jimenez, MMC (City of Cottonwood)
Michelle Stine, MMC (Town of Oro Valley)
Lisa Maxwell, MMC (Town of Gilbert)
Agnes Goodwine, MMC (City of Mesa)

10 YEARS OF SERVICE:
Cathleen Butteweg, Deputy Clerk, City of Scottsdale
Candace Gallagher, Town Manager/Clerk, Town of Jerome
Kim Kapin, Clerk of the Board, Yavapai County
Benjamin Lane, Deputy City Clerk, City of Phoenix
Kay Savard, Deputy Town Clerk, Town of Guadalupe
Susan Stein, City Clerk, City of Bullhead City

15 YEARS OF SERVICE:
Jill Adams, City Clerk, City of Sierra Vista
Lucinda Aja, City Clerk, City of Buckeye
Vanessa Bueras, City Clerk, City of Maricopa
Suzanne Mesich, Assistant City Clerk, City of Tucson
Deborah Rainone, Chief Deputy City Clerk, City of Tucson
Roger Randolph, City Clerk, City of Tucson
Suzy Wetzel, City Clerk, City of Winslow
20 YEARS OF SERVICE:
Nanette Kahl, City Clerk, Management Assistant, City of Chandler

25 YEARS OF SERVICE:
Carrie Dyrek, Town Manager/Clerk, Town of Cave Creek
Lisa Garcia, Town Clerk, Town of Florence
Georgia Luster, City Clerk, City of Safford
Beverly Turner, Town Clerk, Town of Gila Bend

30 YEARS OF SERVICE:
Marianne Jimenez, City Clerk, City of Cottonwood

35 YEARS OF SERVICE:
Elizabeth Burke, Town Clerk, Town of Fountain Hills
Gloria Leija, City Clerk, City of Casa Grande

UPDATE ON STRATEGIC PLAN GOALS

No changes were made to the Strategic Goals for this committee this year but will continue discussion as followed under Outstanding Committee Assignments.

OUTSTANDING COMMITTEE ASSIGNMENTS & FY2019-20 GOALS

- Continue discussion on membership language
- Assist the League of Cities and Towns with past due memberships if applicable.
- Soliciting Region Mentors for the Mentoring Program Statewide.
- Continue discussion on the possibility of an AMCA Student Membership
- Out of State Membership
- Increasing participation with the Mentoring Program for both recruiting Mentors and reaching out to new members who are requesting a Mentor.
MEMBERS

Chair: Ben Lane  
Vice Chair: Linda Mendenhall  
Members: Cathie Butteweg, Sonia Cornelio, Leah Cox, Jane Fuller, Chaveli Herrera, Hilary Hiser, Nanette Kahl, Yolanda Lozano, Robin Van Kirk  
Board Liaison: Rhonda Geriminsky

KEY RESPONSIBILITIES

- Oversee records of the Arizona Municipal Clerks Association (AMCA)  
- Maintain an up-to-date Records Management Handbook template for use by local municipalities  
- Remain abreast of new records-management legislation and share best records management practices with AMCA members

SUMMARY OF ACCOMPLISHMENTS

- Drafted reminder for Spring AMCA newsletter explaining that an update to the listing of Essential Records (those records needed in the event of a disaster) are due by the end of the calendar year to the State Library and Archives  
- Drafting document on best practices related to retaining social media records  
- Drafting document on best practices related to unique methods for motivating employees who deal with records management and work outside of the Clerk’s office  
- Drafting document on best practices related to a Strategic Preservation Policy. These are for non-records, such as gifts received by the Mayor and City Council or City/Town Manager that stay with the City after those individuals move on. The policy will provide recommendations on what should / should not be kept and best way to store/display.

UPDATE ON STRATEGIC PLAN GOALS

- A succession plan is being developed. It will provide information on committee meetings, role of the chair, past committee accomplishments, and possible future tasks to focus on. The handbook and strategic plan are being reviewed. This will be done by the end of the fiscal year.

OUTSTANDING COMMITTEE ASSIGNMENTS

- We hope to have the following assignments drafted by the end of the current fiscal year or early in the next fiscal year:  
  - Document on best practices related to retaining social media records
- Document on best practices related to unique methods for motivating employees who deal with records management and work outside of the Clerk’s office
- Document on best practices related to a Strategic Preservation Policy

**FY2019-20 GOALS**

- Update Records Management Handbook
- Complete any outstanding committee assignments from FY 2018-19
AMCA Scholarship Committee Report 2018-2019

Scholarship Committee:

Co-Chairs - Joy Maglione, Queen Creek; Judy Martinez, Gilbert

Members - Sue Kennedy, Page; Kim Larson, Page; Jami Lewis, Chino Valley; Robin VanKirk, Gilbert; Mary Reynolds, Youngtown; Lisa Maestas, Holbrook; Terri Roth, Litchfield Park;

Board Liaison – Rhonda Geriminisky, Peoria

Liaison to Communications Committee – Judy Martinez, Gilbert

The Scholarship Committee held three teleconference meetings and corresponded by email to discuss scholarships, policies, fundraising and other topics pertaining to our committee.

Scholarships:

The 2019 IIMC Annual Conference was held in Birmingham, AL. Two applications were received and the Board awarded the two available $600 scholarships for the conference to Nicole Smart of Youngtown and Kristina Roman of Peoria.

The committee received five applications for AMCA Institute and Academy. On the committee’s recommendation, the Board awarded $350 Institute scholarships to Fatima Comprosky, Prescott Valley; Jill Akins, Pinetop-Lakeside; Lisa Maestas, Holbrook; and Nolette Hernandez, Marana. The Academy scholarship for $275 was awarded to Kandace French, Carefree. Candace was also chosen for the prestigious Ina Wintrich Scholarship.

Committee Project:

Based on suggestions from the Board to offer scholarships for Athenian Dialogues or other miscellaneous trainings, the committee embarked on a project to add a new $100 scholarship, create a new application and define the criteria and point system that is part of the Scholarship Policy.

The committee worked on the design of a new application that will consolidate all the available scholarships that are offered by AMCA onto one application. The application process will be streamlined and there will be one deadline for all scholarships that will be announced each year in October and available on the website. The process to measure criteria for selecting scholarships was defined and the point system was updated to complement the new application. The committee also updated the rubric, which is used to rank the essay that is required on the scholarship application.

The committee created a succession plan and timeline for Scholarship Committee tasks and responsibilities.

Fundraising:

The annual conference & election training will be held in July 2019 and the committee is working with the region leaders to coordinate the region baskets. The committee will continue to offer a mix of silent auction baskets, raffles and cash door prizes based on the positive feedback received at last year’s event.
2019-2020

Committee Assignments
Committee assignments will be posted to the AMCA website
2019-2020 AMCA Executive Board

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