

	<p>ARIZONA MUNICIPAL CLERKS' ASSOCIATION REGION 9 COMMITTEE MEETING</p> <p>Thursday, October 26, 2023 8:30 a.m.</p>
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Join Zoom Meeting:
<https://us02web.zoom.us/j/89793207477?pwd=MWNRekpKRktYcGNBOXZxU2k0WU11dz09>

Meeting ID: 897 9320 7477 - Passcode: 149430

Committee Members:

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

- 1. Call to Order**
- 2. Roll Call**
- 3. Old Business:**
 - a. Discussion/Decision on approval of Meeting Minutes for June 13, 2023.
- 4. New Business:**
 - a. Discussion on Records Retention Schedule
 - b. Discussion on Elections 2024
 - E-equal, Pros and Cons
 - Candidate Packets 2024
 - c. Discussion with possible decision on Region 9 meeting participation, meeting days/time and 2024 schedule.
- 5. Good of the Order/Comments from Committee Members.**
- 6. Next Meeting Date.**

7. Adjournment:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

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



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

Tuesday, June 13, 2023, 10:00 a.m.

Microsoft Teams Meeting
Meeting ID: 296 007 080 707
Passcode: RbQr M

The Region 9 members met on Tuesday, June 13, 2023, at 10:00 a.m., virtually, Alma Andrade called the meeting to order.

1. **CALL TO ORDER: 10:00 a.m.**
2. **ROLL CALL.**

City of Benson	Vicki Vivian	X	City of Bisbee	Ashlee Coronado	
	Denise Tapia	x		Nina Williams	
Huachuca City	Brandye Thorpe	X	City of Nogales	Leticia Robinson	
Town of Patagonia	Ron Robinson		City of Sierra Vista	Jill Adams	
City of Tombstone	Brenda Ikirt			Maria Marsh	x
City of Douglas	Alma Andrade	x			
	Cynthia Acufia-Robles	x			

3. **OLD BUSINESS**

- A. Discussion/Decision on approval of meeting minutes for April 4, 2023.

Motion by Vicki Vivian, second by Maria Marsh to approve the minutes as presented. Motion passed unanimously.

4. **NEW BUSINESS**

- A. Discussion on Baskets/Raffle items

Ms. Andrade clarified that during the previous committee meeting, they hadn't finalized the topic for the basket. Consequently, an email was sent to allow flexibility for the rest of the clerks, and it was decided to provide a gift card basket. Most members agreed.

Ms. Marsh stated that the City of Sierra Vista would be contributing several gift cards.

Ms. Vivian added that Ms. Tapia would be sending lantern festival tickets and a few gift cards by mail.

Ms. Andrade pointed out that the deadline to send a photo of the basket to the Membership Committee was June 30.

Ms. Thorpe mentioned that the town of Huachuca City would also provide some gift cards for the basket.

5. INDIVIDUAL CITIES UPDATE

Ms. Vivian confirmed the city's progress with the CDBG grant, which will allocate \$1.7 million for expanding park landside facilities, including ball fields and a concession stand. Additionally, the contract to construct a splash pad was approved, with a significant cost increase, primarily due to post-COVID challenges. While the initial estimate ranged between \$350,000 and \$380,000, the final figure came in at \$927,000, necessitating the city to cover the difference. Ms. Vivian also mentioned ongoing efforts concerning the airport and preparations for the 4th of July Festival, as well as sponsorship requests for the upcoming Lantern Festival on September 9. Despite operating with a limited staff, the city managed to work on the budget alongside the new Finance Director, receiving approval for a 5% COLA and a 5% one-time compensation pay, resulting in a 10% raise for employees. Furthermore, a market study is planned to address personnel costs, acknowledging the need for competitive wages to recruit and retain staff effectively.

Ms. Thorpe reported that the town is diligently managing its budget and successfully completed the sale of a property for a new business, particularly noteworthy for its planned performance, which will undoubtedly bring excitement to the community. Ms. Thorpe also mentioned the addition of new businesses to the town. However, it's worth noting that the town is currently facing a vacancy in the finance department, resulting in Ms. Thorpe temporarily overseeing financial matters, a situation that has kept everyone quite occupied.

Ms. Marsh provided an update on several key aspects, including budget sessions, necessary roof repairs, and the installation of a new carpet at City Hall. She acknowledged the challenges faced when reorganizing these activities. Furthermore, the City of Sierra Vista is in the process of implementing reclassifications, with a planned 2% increase in compensation scheduled for both July and January 2024. Additionally, there are ongoing efforts to enhance retiree benefits. One noteworthy proposal involves offering full-time employees enrolled in the ASRS or the PSPRS the opportunity to remain on state insurance until they become eligible for Medicare, with the city covering the associated costs.

Ms. Andrade informed that the City of Douglas has implemented a new CMR system aimed at aligning employee salaries with market rates. As part of this initiative, a 5% pay increase was granted to some employees last year, and this year, the remaining half of employees will receive a 5% increase, with this pattern set to continue through 2024. Notably, the tentative budget adoption is scheduled for tomorrow's council meeting, and it includes a proposal for a 5% COLA increase along with a one-time \$1,000 bonus for all employees. The Council has reached a consensus in favor of providing this compensation to all employees.

Ms. Andrade provided a brief update on the Energize Douglas event, which aims to rejuvenate downtown G Avenue by encouraging businesses to extend their operating hours. The city has been contributing by offering complimentary snacks, and Borderland Dealership generously provided free hotdogs and organized a raffle for a Vegas trip, with a lucky resident winning the prize. Additionally, she announced that the Time Capsule, sealed two decades ago, will be unveiled on June 20th. City staff is diligently preparing for the event, gathering relevant documents to include in the opening of the capsule.

Ms. Vivian inquired about the duration since it was sealed, to which Ms. Andrade replied it was two decades ago. She then sought the members' opinions on whether 20 years was a short or long period of time. Ms. Vivian responded that it was a relative perspective; younger generations might perceive it as a long time, while others might consider it normal for two decades. She also highlighted the way time seems to elongate when working for the city, sharing her experience of starting in 2000 and looking back to 1983, which she felt was a long time. She further noted that although 1990 might not seem distant, they are planning a 100-

year celebration in 2024 and pondered the idea of including a time capsule for opening in a century, emphasizing how it would then be seen as a long time ago.

Ms. Robles mentioned that she got married 20 years ago and still has gifts from that time, making it feel like it was just yesterday.

Ms. Andrade provided details about the time capsule, mentioning it has an approximate 18-inch diameter.

Ms. Vivian asked about the location of the time capsule, to which Ms. Andrade replied that it is situated near Linear Park, close to the McDonald's and Walmart area.

Ms. Robles stated that it was specifically at the Paseo de las Americas Linear Park.

Ms. Vivian also inquired if the upcoming ceremony would be recorded and possibly shared, expressing her interest in watching it.

Ms. Andrade inquired whether the City of Benson has any time capsules.

Ms. Vivian replied that they do not have one currently, but it could be a worthwhile project for an upcoming anniversary, suggesting the possibility of opening it in 50, 40, or 25 years. They plan to discuss the idea further and eventually create and seal a time capsule.

Ms. Andrade mentioned that, considering the significance of the new commercial port of entry project, they are considering including official documents, concept designs, and related materials. She noted that while she was unsure of the contents of the time capsule from 20 years ago, Ms. Robles, who was with the city at the time, couldn't recall the items included.

Ms. Vivian humorously imagined including an old iPod that might perplex future generations.

Ms. Andrade mentioned the mayor's interest in displaying old items in the lobby.

6. **GOOD OF THE ORDER/COMMENTS FROM COMMITTEE MEMBERS**

No other comments from committee members.

7. **NEXT MEETING DATE**

A. September 12, 2023, hosted by Nogales

8. **ADJOURNMENT**

Motion by Denise Tapia, second by Alma Andrade to adjourn the meeting at 10:22 a.m.

Prepared by:



**Alma Andrade, City Clerk
Region 9 Leader**