

ARIZONA CLERK'S ASSOCIATION  
2002 WINTER CONFERENCE  
FRIDAY, FEBRUARY 22, 2002

CALL TO ORDER: the meeting was called to order at 8:45 am by President Steve Peru.

PRESENT: President Steve Peru, Coconino County; Apache County - Beth Bond; Cochise County - Nadine Parkhurst and Gussie Motter; Coconino County - Anna Whorton, Vice President/Secretary ; Gila County - Marian Sheppard; Greenlee County - Kay Gale and Yvonne Pearson; La Paz County - Donna Hale; Maricopa County - Fran McCarroll and Dean Wolcott, Attorney; Mohave County - Barbara Bracken; Navajo County - Judy Jones; Pinal County - Karon Simmons, Treasurer and Sheri Cluff, ; Santa Cruz County - Melinda Meek.

Welcome: Supervisor Sandie Smith, Pinal County District 2 Supervisor, welcomed the clerks to the conference.

Clerk's Roundtable

Paperless Agenda Software

Nadine Parkhurst reviewed the system developed in Cochise County. Internally developed intranet software is accessible to a person in each department to create agenda items. The department head reviews and modifies the item, then transmits to Clerk's Office. The Clerk reviews and routes for review by departments. When the item is returned, she adds it to the draft Agenda, then posts to web page when final. If a reader wants to read the item in hard copy, each can print their own. The backup information memo should present sufficient information for Board to review. Some concerns with security issues, who can change items for an agenda, who determines when an item is complete. Cost to implement has not been fully established.

The redesigned Board room is to be equipped with laptops for each Board member and staff to read agendas and Agenda items.

Pinal County distributed information from Legistar legislative management software, DayStar Computer Systems, Inc.

Redesign of Cochise County Board room: Cochise uses digital software (Digital Court Recording: JCG Technologies Inc.) for recording Board minutes, time stamped so they can be searched by time of agenda item. Notes can be added in addition to recording. Limitations of current version in regard to note-taking area are being addressed in the newest update. All items are time stamped and labeled by person. Server connected to all can listen to recording from the server.

Mechanized Projection screen allows projection of agenda, maps, photos, etc., so all can see what the Board sees. papers and photos can be scanned at the meeting and projected so all can see. Server connections installed at all workstations to allow connection with laptops.

Special District Annual Report Filings: Fran McCarroll distributed a matrix she developed to analyze reports submitted. Add column to address compliance. Special districts have to submit pre-clearance also. "every jurisdiction within County has complied with DOJ

Redistricting: Board of Supervisors

Several groups contemplating objections to proposed IRC redistricting. Some submissions held due to anthrax quarantine. 60 days starts the day after DOJ receives.

Justice of the Peace: Coconino is starting public hearing process to consider redistricting.

Computerized election equipment. Cochise County will try scanning equipment for next election in March. They are hoping to have results online and distributed by 8:00 pm. ESS will run the March election; Bill Doyle the next small election with assistance of ESS. County will run Primary and General elections with assistance of Doyle trained by ESS. Yavapai, Apache, Graham, Pima, Maricopa have optical scanning now. Newly appointed Supervisors run in mid-year election, seated at canvas of November election. A bill is proposed to allow a legislator to hold another office in year in which he has worked as a legislator. Now - cannot run for an office for which one is not legally qualified to hold.

Graphic standards manual: Maricopa County redesigned logo and adopted a manual.

Brownfields cleanup issue: Maricopa. New statute 2001 says BOS can compromise taxes if value of property is less than unpaid taxes. Maricopa is interested in adding brownfields (environmentally contaminated properties). If a prospective owner is willing to clean up and pay for cleanup, BOS could forgive taxes up to cost of cleanup, penalty, interest and fees. New program, "Maricopa County Contaminated Properties Tax Reduction Program". The prospective owner cannot be the party responsible for contamination.

Choices for unincorporated Communities in Arizona – publication from University of Arizona Institute for Local Government – Public Administration School, Tanis Salant Program Director

The following topics were briefly discussed:

Budgeting: Separation of Clerk's budget from Board budget(s); budgeting by Supervisorial District.

County travel policies, travel claim forms and the statute requiring signatures on claims.

County Credit cards: Pros and cons. Some counties use, others are considering.

Cars for County Supervisors and elected officials: Policy to address the issue of using an assigned county vehicle as ONLY vehicle for county business. Issue of statute requiring county vehicles to be marked with County seal and government plates.

Duty station issue: duty station can be established out of county seat. How mileage is computed.

Geographic Names Issue: Maricopa County adopts a resolution to concur with State Board of Geographic names.

Public Information Officers issue: What does County assign to PIO - Press releases, newsletter, etc.? Nadine distributed a draft job description from Cochise County. May change over time based on use of position. Maricopa has many PIOs, therefore coordination of information is sometimes an issue.

1:30 pm: Presentation by Robert Smith on "Change Management Process"

Adjourn 3:00 pm Friday.

Call to Order Saturday, February 23, 2002, 9:10 am.

Legislation Overview - Dean Wolcott, Attorney

**HB 2196:** Bill to allow publication of summary of annual budget, rather than entire document. Send letters of support from BOS and association.

**Minutes:** Coconino County is willing to introduce legislation next year to amend statute to make publication of minutes permissive rather than mandatory for counties. The intent is to add language to ARS 9-811, city/town section to add counties and then repeal 11-217 concerning county publication of minutes.

Other Bills of Interest

**HB 1221:** Notary complaints to be sent to Attorney General.

**HB 2105:** favored tax treatment for county infill projects, especially when land may be environmentally contaminated. Expedite zoning procedures. Waiver of improvement district fees, etc.

**HB 2041:** Boards of Adjustment – petitioner can appeal to Superior Court, which would hear the case from the beginning.

**HB 2038:** Fire district that wants to add ambulance service can get certificate of necessity from State Department of Health ambulances. Limited county application.

**HB 2124:** Vacancy in legislature for a legislative district incorporating more than one county. It is the Board of Supervisors in county of residence of absent legislator which will make the selection of replacement.

**SB 1040:** language change re tax lien purchases.

**HB2120:** filling a vacancy for BOS. The precinct committee of the former supervisors party submits list of three, Board appoints from the recommended list. Subject to Open meeting law. May remove Clerk from some of the votes.

**HB 2230:** bond approval process. Industrial Development Authority issue.

**HB2235:** Special District Bill dealing with revisions to election of board of directors for special districts and formation of a wastewater improvement district without a petition.

**SB 1019:** annexation/deannexation. Special districts and towns required to inform county and assessor of changes in boundaries. Language has to do with assessment process. Issue is notification.

**HB 2369:** procurement practices. 11-254.01 changes - If a procurement code is adopted, this bill/statute does not apply. Second half is County Audit issue. (Coconino County originated, to permit county to hire own auditor. Not in form as desired. Oppose) now- Auditor General bids out, pays for all except single audit. County will be required to pay for any auditors it contracts.

**HB 2364:** city/town merger bill. Language re election process.

**SB1297:** allows zoning inspector to serve process by first class mail rather than by civil service. Language cleanup.

**HB2631:** lobbying restrictions. Clarification of language

**SB 1466:** re election to change number of county supervisors. Publication of information packets – County must print pro & con statements in order received by submitters.

**SB 1458:** allows members of BOS to make comments on public events in addition to chair and BOS. change to ARS 38-431.02(K).

**HB 2633:** Complaints about traffic citations would be sent to the Clerk of the Board. Oppose.

**HB 2680:** Allows abandonment of unused easement by utilities, county improvement district or county to property owner if not used for 10 years, upon request of property owner.

**HB 2121:** adds new process for formation of a new county.

Treasurer's Report: Distribution of report from Treasurer Karon Simmons. Reminder that membership is by county, not by individual. Association agreed to pay dinner for Pinal County Manager

Employee Incentives – samples distributed by Cochise. Discuss next time  
Agenda Processes: Distribution of copies from Coconino, Pinal, Santa Cruz, Navajo. Others will email, and discuss in detail at next meeting.

Clerk's job description: Postponed to another meeting

Agenda & Dates for Meetings

June - Affiliate meetings at AACo Summer Conference in Phoenix.  
Legislative issues, minutes/agenda

Summer retreat - Tentatively Prescott - Yavapai County. Early August due to primary election.  
Clerk job descriptions, employee incentives, legislative. Also think about profession relative to counties and visioning. Work with staff on visioning or development of values as an association

Winter 2003 - Cochise County  
Demonstration of paperless agenda process.

Other Items

Send conflict of interest forms to Steve Peru  
President acknowledged attendance of new members.  
Need to send out clerk's association agenda out earlier to allow clerks to budget and discuss with their County Boards.

Adjourn 10:15 am.

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Anna Whorton, Secretary