

ACCA

**Arizona County Clerks Association  
Arizona Association of Counties - Affiliate Meeting  
Phoenix Convention Center  
100 N. 3rd St., Room 211B  
Phoenix, Arizona  
December 4, 2013 3:30 p.m.**

Present: Marian Sheppard, Gila County, ACCA President  
Melinda Meek, Santa Cruz, ACCA Treasurer  
Judy Dickerson, Graham County  
Yvonne Pearson, Greenlee County  
Donna Hale, LaPaz County  
Fran McCarroll Wolcott, Maricopa County (arrived at 4:50 p.m.)  
Melissa Buckley, Navajo County  
Robin Brigode, Pima County  
Mary Jo Furphy, Pima County

**1. Introductions - County Updates**

President Marian Sheppard called the meeting to order and welcomed the members. A roundtable discussion was conducted where members provided an update on current events in their counties.

Of particular note was the pending retirement of Donna Hale, La Paz County Clerk. Donna shared the proposed succession plan for her position.

**2. Ordinances - Procedures for Adopting and Amending**

All present provided information on their specific County's process to adopt and amend ordinances. It was the consensus of those present that an ordinance be amended by another ordinance and that only specific sections of the original need be amended which would aid in reducing advertising costs. The Clerks would be correct in suggesting to departments that any proposed change to the format or presentation of enforceable regulations be reviewed and approved by the County Attorney.

A discussion was held regarding codification of ordinances, the expenses involved and the initial lengthy process to gather all County regulations for inclusion in a Code Book. Counties with code books agreed to share their vendor information.

**3. Electronic Meeting Agenda Systems**

Members reported on their current electronic system to prepare agendas: Maricopa - Sire; Gila - AgendaQuick; Graham, Greenlee and Santa Cruz - Word docs to pdf with hyperlinks to backup materials; Pima - Granicus.

Issues dealing with departments not meeting submission deadlines, last minute requests and the fact that all materials needed to be reviewed prior to placement on an agenda were discussed. It was agreed that support from County administration was essential if compliance to submission deadlines was to be achieved.

4. **A.R.S. §11-1602 - Regulatory Review Process**

The regulatory review process used in Maricopa County was outlined. It included extensive stakeholder involvement, advertising and public meetings. Fran will share her workflow chart for their process.

Pima has put together a webpage for constituents that describes all fees charged by the County on one page.

The fee/tax notice requirements of A.R.S. §11.251.08 and 11.251.13 were reviewed. Pima added that it printed the evidence of the homepage posting and maintained it with the backup materials for the adoption of the fee.

5. **Proposed Legislative Changes**

No suggestions for legislative changes were made for this coming session. Some housekeeping issues were mentioned (Clerk of Court rather than Clerk of Board) and the difficulty to acquire a sponsor for simple wording changes.

Members talked about the status of the County Fire District legislation and the work of the Commission.

Fran would endeavor to locate her *365 Clerk of the Board Statute Citings List* she had prepared for ACCA several years ago and share again with the members.

6. **County Clerk's Certification Curriculum**

It was decided to retain this matter as a standing agenda item to be built upon during future meetings.

7. **Presentation**

On behalf of ACCA, President Marian Sheppard relayed the heartfelt sentiments of the members on the upcoming retirement of Donna Hale and presented her with a Copper Splat from the mines of Arizona.

8. **Adjournment**

Without objection, the meeting adjourned at 5:50 p.m.