

Arizona County Clerk's Association (ACCA)

Meeting June 17, 1998

Embassy Suites Hotel

2577 W. Greenway Rd.

Phoenix, AZ

FRAN M²
one correction
8/27/98

Present:

Kaye Gale	Greenlee County
Sheri Cluff Karen Simmons	Pinal County
Nadine Parkhurst Maria Marsh	Cochise County
Melinda Meek	Santa Cruz County
Donna Hale	La Paz County
Steve Peru	Coconino County
Bev Staddon Carolyn Dicus	Yavapai County
Judy Jones	Navajo County
Fran McCarroll	Maricopa County

Judy Jones, President, ACCA, welcomed the members to the Mid-year conference. She outlined the afternoon's agenda and reminded everyone of the Summer conference that would be discussed later in the meeting.

Sheri Cluff, Treasurer, ACCA, presented the Treasurer's report. Ms. Cluff stated that additional dues had been received after the listed accounting. She reported that the new balance as of 4/16/98 was \$1,754.87. This figure represents dues received from all 15 counties and receipts/expenditures from the Winter (Jerome) retreat.

Also presented at this time were the minutes from the Winter retreat. After reviewing the Treasurer's report as amended and the minutes, motion was made by Bev Staddon, seconded by Steve Peru and unanimously carried to approve both items.

Bev Staddon presented a report from the Legislative committee. Her report included an overview of the items under consideration for possible legislative action. The specific issues are:

39-204. Publication of notice; time; place – Proposed change would eliminate the requirement that the county legal newspaper be printed, as well as published, in the county.

11-217. Minutes of proceedings – Proposed change would eliminate the requirement that all demands and warrants approved by the board in excess of \$2,000 be published and replace it with publication of a summary of expenditure totals by fund along with a statement that detailed information regarding expenditures is available for public review in the office of the chief fiscal officer of the county.

23-962. Insurance by governmental units; payment of premiums – This proposed change is a housekeeping measure that replaces references to the clerk of the board providing quarterly reports to the state compensation fund with "chief fiscal officer."

- 11-356. Dismissal, suspension or reduction in rank of employees; appeals; hearings – This proposed change is a housekeeping measure that would eliminate the requirement that written orders of dismissal, suspension or reduction of rank for employees be filed with the clerk of the board, and would instead require that such orders be filed with the county personnel director.
- 11-242 Financial statement to state treasurer AND
- 11-501. Monthly and annual reports to the board – This proposed change is also a housekeeping measure that would eliminate the requirement that the clerk of the board transmit a certified copy of the treasurer's report to the state treasurer. This proposal would delete 11-242 and add to 11-501 a requirement that the Treasurer transmit his or her report to the state. It would further amend 11-501 to clarify that the Treasurer deposits all paid warrants with the chief fiscal officer of the county and not with the clerk of the board.

Also discussion on the statute where the COB votes in the case of appointing a supervisor to fill a vacancy. There was no consensus to change this statute. Many members felt their boards were comfortable with the statute as is.

ACCA Membership Discussion:

Sheri Cluff noted that the association has a more active membership now, and that all dues are paid. She plans to send out notices in December for payment of the 1999 dues of \$75/county, payable by the end of January.

Kaye Gale from Greenlee County presented information about a recent situation involving the death of a supervisor in their county. The filing date for a person wishing to run for this office was fixed and must be adhered to, even if a supervisor were to pass away the day before the filing deadline. Candidates had a very short time to gather signatures for this now-open position.

Sheri Cluff reported that all counties had paid their dues and were now considered to be in the active membership category. Notices for 1999 dues will go out in December 1998. The dues will be payable in January of 1999.

Bev Staddon from Yavapai County responded to a question regarding back tax land sales with the following information:

Properties not sold at the sale are placed on the Internet. An administrative process is in place to sell those properties. Basically, it entails the receipt of a bid, a 2 week posting, and (if other offers are received) a mini auction to sell the property.

Ms. Staddon also reported on the project in Yavapai County regarding Impact Fees for Road Construction. The project involved mailing out 35,000 post cards to affected property owners. The fees must benefit an area which is clearly defined. Building permits for new construction will be charged an impact fee. The fee is \$1,100 for Verde Valley and \$1,200 for the Prescott area. The monies must be used for regional roads. One group is attempting to do a referendum on the issue, but the County Attorney says that it is not referable.

Fran McCarroll asked about various counties' use of the allowable ½ cent sales tax.

In Cochise County, the ½ cent sales tax was used to pay off solid waste equipment and to upgrade the library system. The ½ cent sales tax is now available for other projects. Yavapai uses the ½ cent revenue 80% for roads and 20% for property tax reduction. La Paz uses the revenue for their 911 system *for OK*. Greenlee allows the ½ cent revenue to go into the general fund.

There was a brief discussion about the Clerk's role in reviewing agenda items.

Navajo -- agenda items should have back-up information
type in the Chairman's name
tag the signature pages

make sure all items on the agenda request form are filled in
finance information must be complete

Coconino -- The County Manger review all items. The item goes to all necessary reviewers first. If it is not signed by all it is not placed on the agenda. There is also a standarized staff report that must be included.

Yavapai -- Items are reviewed by the County Manager and the Chairman. Without the Chairman's permission, the item does not go on the agenda.

Cochise -- There is often a problem getting material by the deadline (this sentiment was echoed by all counties!!!). The materials are reviewed by the Clerk and the County Manager before placement on the agenda.

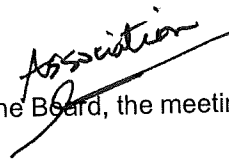
Pinal -- A draft agenda is prepared and given to the County Manager for review. He calls departments if necessary for answers to certain questions.

Greenlee -- The agenda is reviewed by the Clerk and the County Manager (these offices are combined in this county).

Santa Cruz -- The Clerk's office usually holds the line on deadlines, however the County Manager can give permission for late items.

There were some questions about what goes on the "consent" agenda or in the "consent folder." Another question relates to the handling of requests from the public, or a "call to the public." These topics will be discussed at the summer retreat in addition to a report from Dean Wolcott of Maricopa County on employee incentive awards and their relationship to performance evaluations.

There being no further business to come before the Board, the meeting was adjourned.



Judy Jones, President

ATTEST:

Fran McCarroll, Secretary