



CLERK DEPARTMENT

MONTHLY REPORT

MARCH 2024

MYAC

The Mayor's Youth Advisory Committee met on March 21st for their regular monthly meeting.

Agenda Items Included:

- Assignment of tasks for presenting at the April 18th Town Council Meeting.
- Discussion of 3 upcoming vacant seats on MYAC and seat renewals for 2024-2025.
- Discussion of dates for serving lunch at the Community Center.

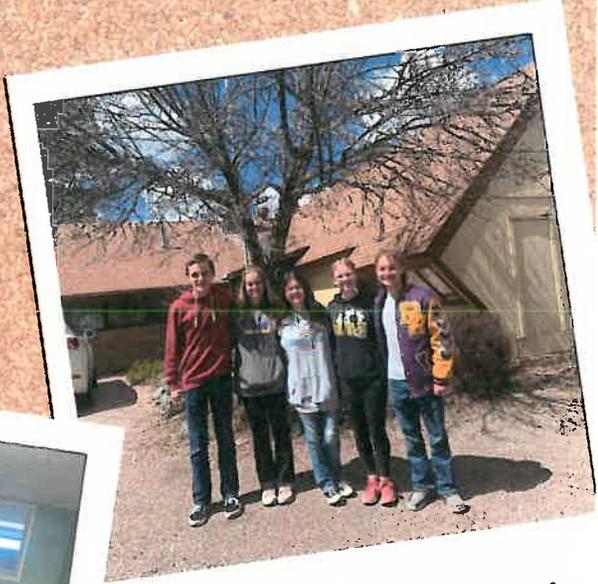
The Donation Box for Backpack Snacks was full for the 6th time and delivered to Blue Ridge

MYAC toured the Public Works Facility on March 21st. They learned how important this Department is to the Town. They really enjoyed seeing all of the equipment. Thank you, Matt, Malaina, and Daniel.



MYAC

The Mayor's Youth Advisory served lunch at the Community Center on March 21st. The patrons love when the kids serve lunch then sit down and visit with them. Several of the patron's were excited to hear that MYAC will be running the Town Council meeting on April 18th and said they would love to come support them.

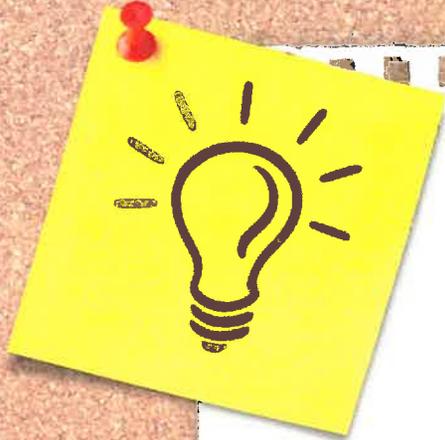


MYAC March 2024



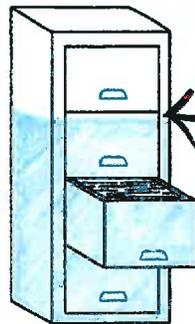
It was a good day!





The League of Arizona Cities and Towns is helping to facilitate a League Youth Committee. The first meeting was held on March 27th.

Youth Councils in Arizona want to create a group for all of the Youth Committee members to meet and brainstorm ideas throughout the year.



72% Complete

DOCUMENT SCANNING REPORT

Resolutions have been scanned
through Resolution No. 07-913

(2016 to present are electronically stored)

This cute filing cabinet depicts the percentage of Resolutions scanned
and stored electronically, approx 72%

Once all Ordinances and Resolutions are scanned, the Originals will be
sent to Iron Mountain Storage, which is the State Archive System.

PLANNING & ZONING AND PSPRS REPORT

1 P&Z Meeting

Planning and Zoning held a Public Hearing, discussions, and made a recommendation to Town Council to approve the re-plat for Woodland Pines Townhouses.

The next meeting of the Planning and Zoning Commission will be held on April 11, 2024, at 6:00 p.m.

The Agenda Item for this meeting will be a Public Hearing and discussion to consider Zoning Amendment (Z-88)



Zone Change (Z-88)

A Notice of Public Hearing was published in the White Mountain Independent and posted at all posting sites, including a sign placed on the property requesting the Zone Change.

45 Letters were mailed to neighbors notifying them of the upcoming Hearing for the Zone Change request.



2 PSPRS REPORT

Mackenzie and Stacy attended the PSPRS Annual Conference in Glendale on March 6th.

- PSPRS gave updates and reviewed plans and benefits. Both Stacy and Mackenzie found this very helpful to Local Boards.
- PSPRS shared the process for retirement and DROP applications.
- Mackenzie, Kristi, Sergeant Birdson, and Chief Barnes participated in a DROP/Retirement webinar on March 18th.



Presidential
Preference Election
March 19, 2024

**KEY ELECTION DATES
2024 PRIMARY**

- April 28- first day to request an early ballot.
- July 1st - Last day to register to vote
- July 19- last day to request an early ballot to be mailed
- July 26- last day to vote an early ballot



ELECTION NEWS



2024 Candidate Information

The next Town election will be held on July 30, 2024. Three (4-year) Council Member seats, and One (2-year) Council Member seat will be on the ballot. The following individuals have filed as official candidates as of April 1, 2024 at 5:00 p.m.

Name Candidate	Office	Date of filing as an Official
Harry Turner	Council Member	03.11.2024
Todd Fernau	Council Member	03.22.2024
Jennifer Brimhall	Council Member	03.27.2024
Jerry Smith	Council Member	04.01.2024
Jeffrey Phillips	Council Member	04.01.2024



To a website near you!
Get to know your candidates for Pinetop-Lakeside Town Council.
Bios will go live in Mid April!

For election information and updates please visit Pinetop-Lakesideaz.gov OR Navajo County Elections 928-524-4062.

TOWN COUNCIL REPORT-March 2024

Town Council Regular Meeting 3-7-2024

- Womens History Month Proclamation
- Resolution No. 24-1701 adopting the Tejido Plan as the Revitalization Plan for the Town was approved Unanimously.
- Resolution No. 24-1702 waiving permitting fees for the Pinetop-Lakeside Workforce Housing Project was approved unanimously.
- Resolution No. 24-1703 Contributing Local TPT tax generated by construction towards the Workforce Housing Project was approved unanimously.
- Ordinance No. 24-469 amending Chapter 12 and Chapter 6 of the Town Code, not allowing animals on Town Sport Fields was approved unanimously.
- Town Council and Town Manager gave monthly reports.

Town Council Budget Work Session 3-6-2024

All Town Department Directors Presented their Department accomplishments for FY2023-2024 and goals for FY2024-2025.

Town Council Regular Meeting 3-21-2024

- Fair Housing Month Proclamation.
- Presentation and acceptance of the Town's FY2023-2024 Audit Report.
- Resolution No. 24-1704 Awarding a contract to Burns & McDonnell for a Solid Waste Feasibility Study

March 2024 TC Stats

4 Resolutions
1 Ordinance
2 Proclamations

Other Clerk Duties Completed in March 2024

- 6 Notary Public Signatures Completed
 - Prepared 7 Proclamations for April.
 - Wrote 3 NEW Proclamations for upcoming months.
 - Prepared Consolidated Fee Schedule for FY2024-2025 & postings.
 - Prepared postings and publishing's for upcoming Budget Meetings.
 - Department Budget Meeting with Town Manager and Assistant Town Manager/Finance Director.
 - Prepared CDR, IGA, and Resolution for upcoming Meeting.
- 

Clerk Department Misc. March 2024

Sticky Notes: What a typical day looks like for a Clerk.



Record Requests
for March 2024

18

- Legislative Update Calls held every Monday.
- Records management Committee Mtg 3-28-24
- Education Committee Mtg 3-14-24
- Community Center Lunch Service w/ MYAC 3-21-24

LAKESIDE CEMETERY

- 2 Burials
- 2 Plot Purchases

Prepared and posted
April Notices of Possible
Quorum.

- Bid Opening on 3-22-2024 for Porter Mtn. Improvement Project
- RFP for Town Economic Development Plan.

Prepared April
Calendar

Kristi Met with all 5
Candidates for the
upcoming Primary
Election to accept
Candidate Petitions,
Financial Statements,
and
Nomination/Declaration
of Qualification paper.

Town Insurance
Renewal meeting
3-18-2024