



★ ★ ★

**Clerk  
Department  
Monthly Report**

**JULY**

**2024**



# TOWN COUNCIL

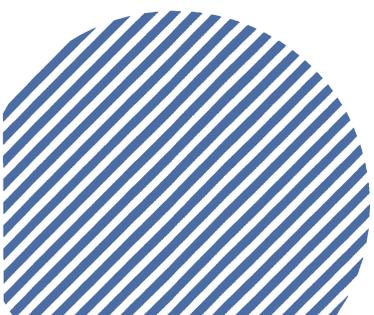
---

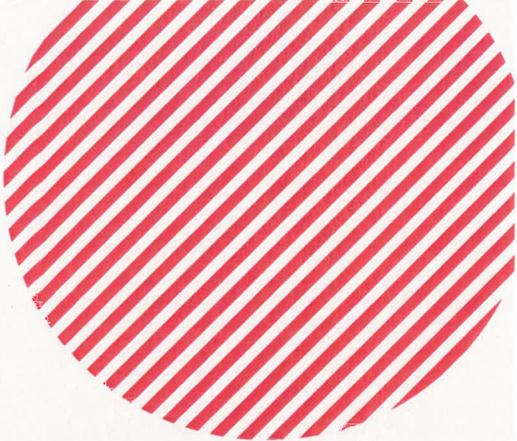
**JULY 4TH - CANCELLED**

★ **HAPPY** ★  
*Independence  
Day*

---

## July 18th Town Council Agenda Items

- P & Z Interviews & Appointments
  - Proclamation "*Town of Pinetop-Lakeside 40th Anniversary*"
  - Purchase approvals of a new Paver, Tractor and Mulcher for Public Works.
  - Town Code 12.25 The Abandonment of Public Easements and/or Right-of-Way-adopted
- 
- 

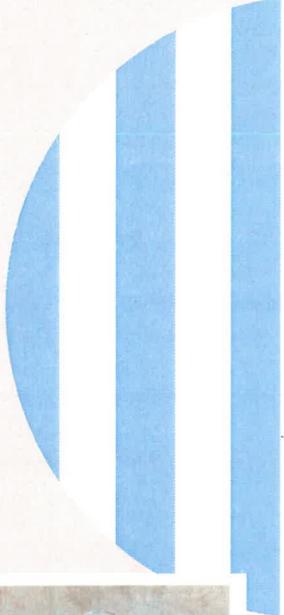


# Elections

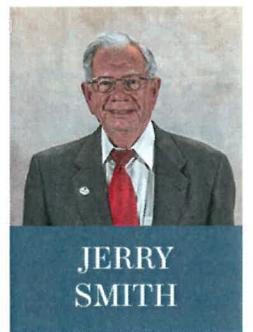
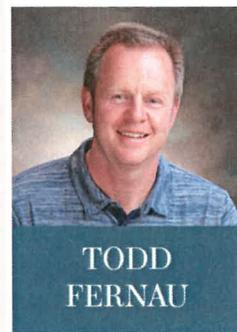
**PRIMARY ELECTION  
TUESDAY, JULY 30, 2024**



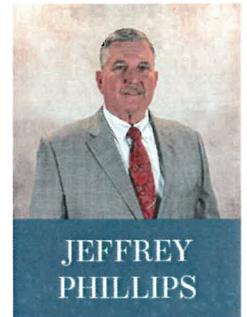
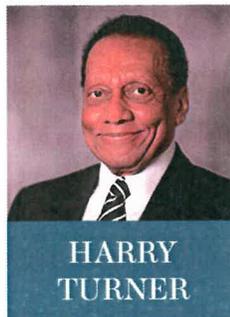
THE TOWN OF PINETOP-LAKESIDE  
HELD A PRIMARY ELECTION FOR  
THE PURPOSE OF ELECTING THREE  
(3) COUNCIL MEMBERS WITH  
TERMS ENDING IN 2028 AND ONE  
(1) COUNCIL MEMBER WITH A  
TERM ENDING IN 2026,



**RESULTS OF THE PRIMARY  
ELECTION WILL BE CANVASSED  
AT THE AUGUST 15TH TOWN  
COUNCIL MEETING.**



**2024 Town Council Candidates**





# Planning and Zoning

July 11th



-Public Hearing: Mobile  
Homes



-Public Hearing: Minor  
Amendment



-Public Hearing: Zone Change

ALL ITEMS WERE APPROVED &  
THE RECOMMENDATIONS WILL BE  
TAKEN TO  
TOWN COUNCIL ON AUGUST  
15TH  
FOR POSSIBLE APPROVAL.

NEXT MEETING:  
AUGUST 8TH

Town Council  
interviewed 9 eligible applicants  
and  
selected the following to  
serve on the Planning & Zoning  
Commission with terms ending  
July 2027.

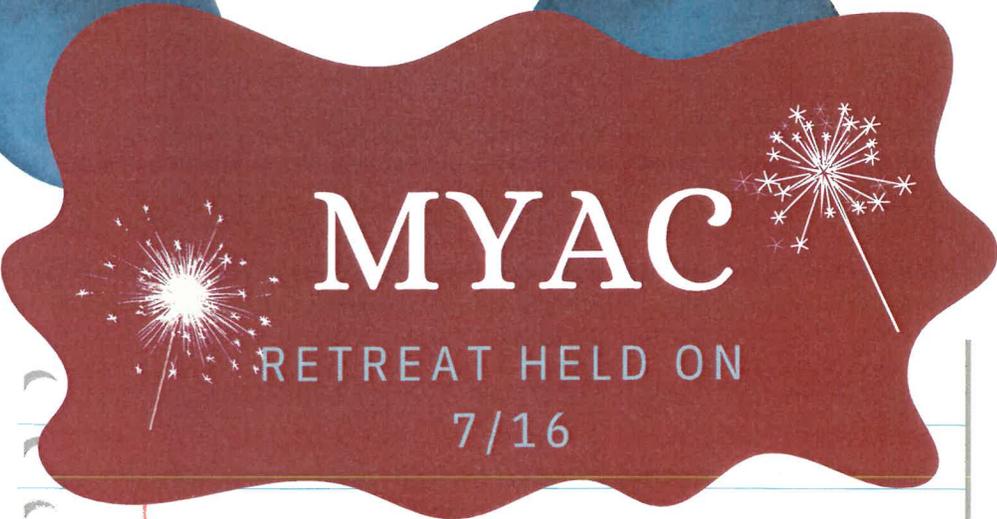
WELCOME

TIM KENDZLIC-REAPPOINTED

TODD FERNAU-REAPPOINTED

JACK PENCE- REAPPOINTED

DAVID WESTLEY- NEW APPOINTMENT



MYAC

RETREAT HELD ON  
7/16

REVIEWED BY-LAWS,  
OPEN MEETING LAW  
COUNCIL-MANAGER FORM  
OF GOVERNMENT

DISCUSSED PROJECTS FOR  
2024-25

KEITH AND MACKENZIE  
WERE INTERVIEWED BY THE  
GOVERNOR'S OFFICE TO  
LEARN MORE ABOUT OUR  
MYAC PROGRAM.



**LICENSING**

**Business Licenses:**

**7**

**Special Event Permits:**

**1**

**Annual Vendor Permits:**

**5**

**Single Vendor Permits:**

**16**

**Short Term Rental Permits:**

**3**

# Training/Education

Kristi and Mackenzie attended the Arizona Municipal Clerks Association (AMCA) Annual Conference and Elections Training July 22-25

**Kristi served on the AMCA Education Committee for FY23-24**

KRISTI SERVED ON THE AMCA RECORDS COMMITTEE FOR FY23-24



KRISTI SERVED ON THE AMCA SCHOLARSHIP COMMITTEE FOR FY23-24



NETWORKING WITH OTHER ARIZONA MUNICIPAL CLERKS AT AN EVENING MIXER

**KRISTI RECEIVES CREDIT TOWARDS HER MMC DESIGNATION FOR EACH YEAR SHE SERVES ON A COMMITTEE.**



# MISC.



NOTARY SERVICES: 8

## CEMETERY

GENERAL INFORMATION CALLS: 14

PLOT PURCHASES: 4

BURIALS: 4

RECORD REQUESTS: 18

ON FRIDAY, JULY 19TH, THE TOWN OF PINETOP-LAKESIDE HOSTED THE ADOT BOARD MEETING. THE CLERK DEPARTMENT COORDINATED WITH ADOT STAFF AND FACILITATED THE MORNING BREAKFAST MEET AND GREET.

ON THURSDAY, JULY 31, KRISTI PARTICIPATED IN THE TOWN'S 40TH ANNIVERSARY ROADSIDE CLEAN-UP.

A CAKE CELEBRATING THE TOWN OF PINETOP-LAKESIDE'S 40TH WAS TAKEN TO THE COMMUNITY CENTER LUNCH TO CELEBRATE THE TOWN'S ANNIVERSARY WITH SOME AMAZING CITIZENS. THIS PICTURE WAS NOTICED BY THE ARIZONA MUNICIPALS CLERK ASSOCIATION AND SHARED TO THEIR PAGE.

