



October 2024  
Clerk Department  
Report





# Town Council

October 3, 2024

Meeting was cancelled

October 17, 2024

- Proclamation “Arizona Cities and Towns Week 2024”  
October 13-19, 2024
- Presentation on Prop 437-Pinetop Fire
- Resolution No. 24-1741-Approved\_IGA between TOPL and the City of Phoenix.
- Resolution No. 24-1742-Approved\_Grant Award from Arizona Dept. of Homeland Security.
- Resolution No. 24-1743- Approved\_ Revision of a termination date of the IGA between TOPL and NALETA
- Resolution No. 24-1745- Approved\_Purchase of asphalt for MMRC ADA Trail
- Adoption of the Town of Pinetop-Lakeside Annual Pension Funding Policy for the Arizona Public Safety Personnel Retirement System for FY 2025.
- Town Council reported on their individual Committee Liaison Assignments.





# Planning and Zoning

October 10th

\*CUP to extend an existing cell tower

**Approved**

\*Minor Amendment to the General Plan  
Land Use Element and Zone Change

**Tabled** (applicant has pulled his  
application to have more time to  
address the concerns of the  
Commission and citizens)





# Mayor's Youth Advisory Committee



10/12  
MYAC helped  
with the  
Color Run



10/17  
Served Lunch  
@ Community  
Center



10/26  
Activity Booth at  
the Autumn Fest

MYAC delivered a  
plaque to  
thank Pinetop  
Coffee for  
their generous  
donation!



# Licenses

Business Licenses: 7

Special Event Permit: 0

Annual Vendor Permit: 0

Single Vendor Permit: 2

Short-Term Rental Permits

New: 1

Renewal: 26





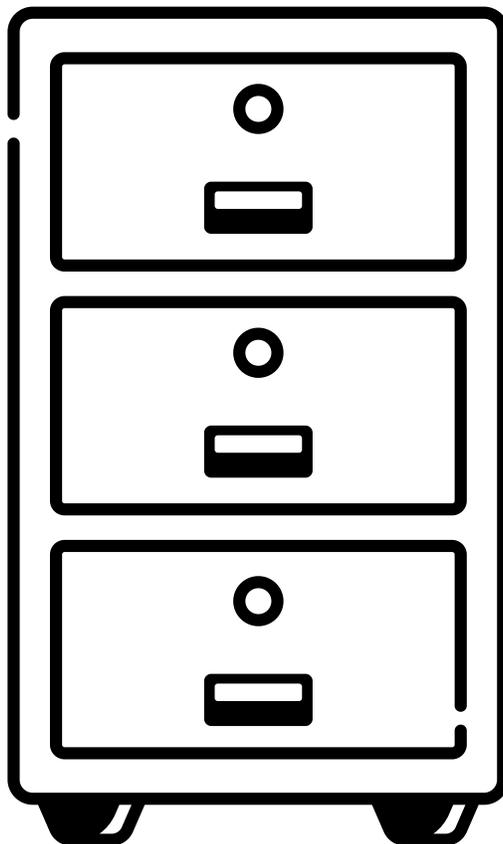
# Records



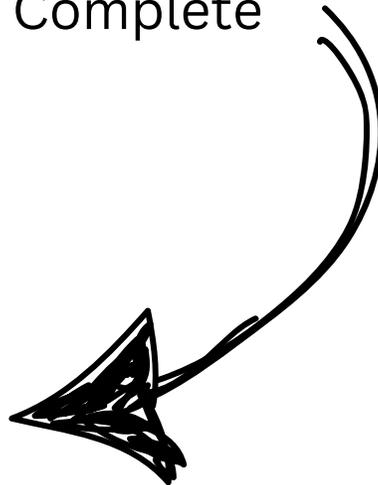
The Clerk Department is continuing to scan records to ensure proper management of Town Records.

\*Our goal is to have fully digital copies of all records.

What are we working on now?  
Town Council Minutes!



20%  
Complete





## MISC

### Notary.

6 requests for service

### Cemetery.

- Burials- 4
- calls for information- 15
- Headstone markings- 3
- Plot Purchases- 8
- Site visit- 2

### Education

#### **Kristi-**

Started Semester 2 of ASU-Certified Public  
Manager Program.

Records Management Committee Mtg  
Education Committee Mtg.

#### **Mackenzie-**

Digital Records Management part 2 and  
course based on the book  
*Death of the Public Servant*  
by Daniel Rosemond.

