

M O N T H L Y R E P O R T F O R T H E

OFFICE OF TOWN CLERK

*Providing exceptional public service
to our community and internal partners,
with a commitment to integrity, honesty,
and accountability, while conforming to the
highest standards of conduct and ethics.*



J U L Y 2 0 1 9





~NOTEWORTHY~



"Clerk Camp" 2019



Assistant Town Clerk, Robbie Schonher attended the Colorado Municipal Clerks Institute this year for the first of her three-year commitment toward obtaining her Certified Municipal Clerk designation.

The Colorado Institute for Municipal Clerks has been developed in conjunction with the International Institute of Municipal Clerks (IIMC), the Colorado Municipal Clerks Association (CMCA), and Regis University Conference Services. The Institute offers 120 hours of course work in public administration, managerial skills, interpersonal skills, and technically related subjects over the course of three annual one-week sessions. Faculty has been chosen from academic, public, and private organizations on the basis of their experience and ability to contribute to the dynamic, in-depth learning experience. Participant involvement is continually encouraged to enhance the learning process. Completion of the Institute program can be applied toward the IIMC Certified Municipal Clerks designation. "The vision of the Colorado Institute is to be the primary educational opportunity for municipal clerks by providing a balanced, broad-based curriculum to develop confidence and competence in technical, interpersonal, political, and personal leadership skills."



NAGARA Conference 2019



As an effort to acquire education in the area of her new responsibilities as **Assistant Town Clerk, Robbie Schonher** became a member of the National Association of Government Archives & Records Administrators last year and attended their annual conference this year.

The National Association of Government Archives and Records Administrators purposes and mission are to promote an awareness and understanding of government archives and records management programs; to encourage the continuous exchange of information among government archives and records management agencies to improve their programs and services; to provide opportunities for government records administrators and archivists at each level of government to meet and discuss problems and issues relevant to their level of government; to develop and improve professional standards of government archives and records administration; to promote the full application, utilization and progressive development of modern archival and records management principles, methodology and techniques in government records administration; to encourage study and research in problems of concern to government archival and records administrators; and to represent the members in matters of mutual or national interest in areas of archives and records management.



Elections

~Guardians of Democracy~
Designated Election Official
FCPA Filing Officer

Seven active Candidate and Issue Committees

Festival Park Commons (Encore) General Improvement District ballot issue in November

Records

*Historian, Archivist, Keeper of the
Laws, Legal Notices*

Route and execute Town documents

Codify Town laws

Archive Town records into Alchemy

Publish and post legal notices for
Ordinances, Annexations,
Liquor Licenses and Elections



CORA Requests

*Provide Transparency
to the Public*

Coordinate with departments to fill
public records requests under
Colorado Open Records Act



No Knock Program

Program Created in 2008.

Total Addresses Registered 5,612





Liquor Licensing Authority

New
FMB License
Whole Foods
(Hearing August 7)
Summer Patios
B&B, Castle Café,
Z'Abbracci's, Angie's



Upcoming Special Events Liquor Permits

July 5	First Fridays, Festival Park	August 18	Farmers Market, Festival Park
July 7	Farmers Market, Festival Park	August 18	DMA Sunday Dinner, Festival Park
July 13	Summer Jam, Amphitheater	August 23	Colo Vets Man Vs. Elk, Kirk Hall
July 14	Farmers Market, Festival Park	August 24	Summer Concert, Amphitheater
July 16	DMA Fun in the Sun, Fairgrounds	August 24	Barks and Brews, Outlets
July 16	Liberty Fest, DCF and 105 West	August 24	Pride Festival, Fairgrounds
July 18	Tunes for Trails, Amphitheater	August 25	Farmers Market, Festival Park
July 20	Winefest, Butterfield Park	August 31	105 Brewfest, PSM
July 21	Farmers Market, Festival Park	September 1	Farmers Market
July 21	Summer Concert, Amphitheater	September 6	First Friday, Festival Park
July 26	Steer Drive, Festival Park	September 7-8	Chamber Artfest, Downtown
July 26-Aug 4	Douglas County Fair and Rodeo	September 14	Human Society Wine Tasting, Outlets
July 27	Douglas County Fair Parade	September 15	Farmers Market, Festival Park
July 27	DMA Boots and Brews, Festival Park	September 15	Run for the Fallen, Downtown
July 28	Farmers Market, Festival Park	September 21	DMA Art Festival, Downtown
August 2	First Friday, Festival Park	September 21	AIM2Cure Sip2Cure, Grange
August 4	Farmers Market, Festival Park	September 22	Farmers Market, Festival Park
August 9	DMA Street Party and Concert, Wilcox	September 28	DMA Oktoberfest, Wilcox
August 10	Maddiepalooza	September 29	Farmers Market, Festival Park
August 11	Farmers Market, Festival Park	October 5	Trailfest
August 11	Summer Concert, Amphitheater	October 19	VetFest, Fairgrounds
August 15	Tunes for Trails, Amphitheater	November 6	Treelighting, Outlets
August 16	Ducks Unlimited Banquet, Kirk Hall	November 23	Starlighting, Downtown
August 17	Parrish Park Opening	December 7	Storytellers, Festival Park
			Not applied for yet