



# MEMORANDUM

To: Board of Trustees  
From: Michele Martin, Town Clerk  
Date: June 18, 2013  
Re: Clerk's Report

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Update on the Clerk's Office during the last month:

## **Licenses and Permits**

The Clerk's Office continues to process liquor license renewals on a monthly basis. I've recently been working on the Town's special event permits, and have issued some noise variance permits for private parties.

## **Elections**

I have been in touch with Boulder County Elections Division to figure out the election calendar for November, if a coordinated election is needed.

## **NedWEB**

The NedWEB program handed out their last voucher on May 20. As per Boulder County's Economic Development Program Agreement for Services, Post-Program Surveys have been provided for the residents and businesses who participated in the program. A progress report is due by July 1.

## **Misc.**

I've been following up with reappointments for the different advisory boards to get prepared for the June 18 Board meeting. New applications have been received, which have been forwarded to the appropriate Boards for review and recommendation.

I have been updating volunteer and indemnification forms to comply with CIRSA requirements and reviewing data for the insurance audit on June 12.

## **Building**

The Building Department has been very busy as the construction season has started and contractors are trying to make the most of it. We currently have four building permits for new residential homes in the Hilltop, Sunnyside, Indian Peaks and Big Springs subdivisions, with one more from Big Springs and one by the Community Center expected shortly.

There is always the normal daily calls and stop-in requests on building permits, code enforcement complaints, and zoning inquiries, and research of ROW and utilities for Public Works as needed.

## **Planning & Zoning**

A minor subdivision to split the Wastewater Treatment Facility property (to create the performance space as a lot for electrical service) is scheduled before the Planning Commission on June 26.

## **Social Media**

- We currently have 687 Facebook “likes” (up 12 from the last report).
- We have 868 Twitter “followers” (up 12 from the last report).
- Web statistics for the period from May 8 to June 77 along with an arrow indicator showing whether this is an increase or decrease from the last report (website traffic, unlike our social media traffic, is highly seasonal):
  - 3,624 visits; ↓3,471
  - 9,191 page views (individual pages on the website); ↓8,476
  - 2.54 pages per visit on average; ↑0.05
  - 44.83% bounce rate (this indicates visitors who landed on our page and immediately left; our rate is fairly low and decreases in our “off-season” as fewer people are bouncing to our page when searching for other related topics); ↓0.17%
  - 4:51 minutes spent on the website on average; ↑0:45 seconds
  - 64.82% of visits are new visits; ↑1.89%