



MEMORANDUM

To: Board of Trustees
From: Michele Martin, Town Clerk
Date: July 15, 2014
Re: Clerk's Report – May 16 through July 15

Update in the Clerk's Office:

Licenses and Permits

I issued permits for Ride the Rockies, Art at the Center, Mountain Forum for Peace Yard Sale and 4th of July Celebration Special Events. Staff held a pre-event and TRC meeting with FabFests, LLC for the review of Buds, Burgers and Beers. I am now working with them on the NPP process that the Board directed them to go through from the last BOT meeting on July 1. Staff held their regular monthly meeting with Amanda MacDonald of Frozen Dead Guy Days to offer assistance for the 2015 event. I received and am processing Special Event applications for Old Timers Day on July 26, WineFest on August 17, NedFest on August 22-24, Buffalo Bicycle Classic on September 7, and Oktoberfest Bike Race on September 13. On June 4, I attended Boulder County's Special Event meeting, along with State Patrol and the applicants, to review the Oktoberfest race logistics.

I have renewed four liquor licenses. One transfer of Liquor License ownership is in process.

We continue to receive inquiries on a weekly basis related to retail marijuana cultivation. Understanding that this industry will affect every Town department, staff has begun to hold biweekly meetings to discuss impacts and manage licensing, enforcement and other needs. Staff will likely propose some related policy recommendations to the Board. I have spent a great deal of time researching the impact of cultivation in residential areas, from other municipalities to many various agencies.

Deputy Clerk Bakke processed 21 Business Licenses: 4 new business, and 17 renewals.

Building

14 building permit applications were processed, which includes one new build. Six pre-building permit meetings were facilitated to go over building requirements with applicants.

Planning & Zoning

The Deputy Clerk continues to facilitate property queries with regard to proposed developments and guiding prospective applicants through the process. She attended several site visits for pre-building development meetings. The Planning Commission meetings were cancelled in May for lack of applications and in June for lack of a quorum.

Code Enforcement

The Deputy Clerk continues to field code complaints and direct them to the Code Enforcement official. She has addressed various code issues (building without a permit) and assisted residents who were not in conformance with code.

Advisory Board Management

The Clerk's Office has updated group mailing lists, the website, and member lists with current appointment/reappointments.

NedWEB program

The Boulder County Progress Report was submitted on time by July 1. Vouchers redeemed by businesses to date total \$1,408.00. The two-month program ended on May 31 and will be reinstated again for another two months on October 1.

Training

I attended a Marijuana Roundtable Discussion meeting in Englewood on June 6, hosted by Lewis Koski, the new Director of the Marijuana Enforcement Division.

I have registered for and will attend the Colorado Institute for Municipal Clerks Conference held in Boulder from July 6-11.

The Deputy Clerk attended the Clerk's Nuts and Bolts Professional Development Class held by CMCA in Sterling on May 16.

Social Media

- We currently have 940 Facebook “likes” (up 25 from the last report).
- We have 1,170 Twitter “followers” (up 29 from the last report).
- Staff has been continually trouble-shooting website issues with the web manager. Web statistics are now available and listed below in a different format. These stats are for May and June.

| <u>MAY</u> | Page Views | Unique Visits | First Time Visits | Returning Visits |
|------------|-------------------|----------------------|--------------------------|-------------------------|
| Total | 19,621 | 10,866 | 9,266 | 1,600 |
| Average | 633 | 351 | 299 | 52 |

| <u>JUNE</u> | Page Views | Unique Visits | First Time Visits | Returning Visits |
|-------------|-------------------|----------------------|--------------------------|-------------------------|
| Total | 25,319 | 13,833 | 12,000 | 1,833 |
| Average | 844 | 462 | 401 | 62 |

Returning Visits - Based purely on a cookie, if this person is returning to your website for another visit an hour or more later

First Time Visits - Based purely on a cookie, if this person has no cookie, then this is considered their first time at your website.

Unique Visitor - Based purely on a cookie, this is the total of the returning visits and first time visits - all of your visitors.

Page Views - The number of times your page has been visited.