



**Colorado Municipal Clerks Association
General Business Meeting
Thursday, October 17, 2019 - 1:30 p.m.
DoubleTree Hotel Ballroom
Durango, Colorado**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Introduction of Executive Board and Roll Call
4. Introduction of Special Guests
5. Approval of Minutes
 - a. July 12, 2019 Business Meeting
 - b. July 23, 2019 Special Meeting
6. Officers' Reports
7. Institute Director Report
8. Committee Reports
9. Report from Liquor Task Force and Liquor Enforcement Division
10. Report from IIMC Region VIII Director Lisa Garcia
11. Invitation from Utah Municipal Clerks Association
12. Election Results
 - a. Bylaws Changes
 - b. Secretary Vacancy
 - c. Oaths of Office & Seating of the 2019-2020 Executive Board

13. Site Selection Announcement

14. 2020 Committee Recruitment

15. New Business

16. Adjourn

**Colorado Municipal Clerks Association
General Business Meeting
Friday, July 12, 2019 - 11:30 a.m.
Regis University - Mountain View Room
Denver, Colorado**

1. Call to Order

President DelPiccolo called the meeting to order at 11:31 AM.

2. Pledge of Allegiance

3. Introduction of Executive Board and Roll Call

Present on behalf of the Executive Board were Secretary Chris Vicari, Treasurer April Hessman, Director Cheryl Aragon, Past President Bruce Roome, Vice President Wanda Winkelmann, and President Lisa DelPiccolo. Present via telephone was Director Jackie Kennefick.

4. Introduction of Members Present

Members present were:

Michelle Adams	Trisha Conway
Tiffany Akers	Mishawn Cook
Deb Anthony	Christina Cooney
Paula Barnett	Sherry Cure
Judy Baudour	John DeBee
Sherri Beach	Jenna DiRubbo
Lynette Beck	Yadira Dosal
Bunny Beers	Tuggy Dunton
Ashley Berard	Gina Duran
Linda Blackston	Robin Eaton
Erica Boucher	Judi Egbert
Charity Campfield	Emily Ellis
Joney Carneal	Shawna Finkenbinder
Kathleen Cathcart	Karen Frawley
Lindsey Chitwood	Kelly Fries
	Iris Garcia

Patti Garcia	Melissa McLeod
Kim Garland	Antionette McVeigh
Monique Garrett	Dianne Meier
Connie Gjelsness	Heather Meierkort
Christina Hart	Michelle Oeser
Jerry Harvey	Jill Pack
Nicole Henning	Richard Parsons
Hannah Hill	Mari Pena
Connie Holcomb	Jennifer Robinson
Melanie Jacobs	Bernadette Salazar
Sarah Jacobsen	Robbie Schonher
Sabrina James	Michelle Sebestyen
Michael Jenner	Debbie Stamp
Erin Kelm	Chrissy Stapleford
Jessica Koenig	Jeannine Stickle
Laura Kotewa	Adrienne Stuckey
Christina Lambert	Kristen Teague
Suzanne Leclerq	Jennifer Thompson
Patricia Lentell	Jayde Truscott Reed
Dena Lozano	Mikayla Unruh
Tammy Martinez	Unita Vance
Roseann Martinez	Dolores Vasquez
Melonie Matarozzo	Misty Williams
Beata Mazurkiewicz	Sarah Williamson

5. Approval of Minutes

a. *January 25, 2019 Transition Meeting*

President DelPiccolo explained that the minutes from the January Transition Meeting needed one amendment.

b. *June 20, 2019 General Business Meeting*

Vice President Winkelmann moved to approve both sets of minutes, including the requested amendment to the January minutes. Past President Roome seconded, and the motion carried unanimously.

6. Officers' Report

a. *Secretary, Chris Vicari*

Secretary Vicari reported that two sets of minutes have been produced since the last meeting, and that after they are signed they will be sent to the Historian for recording.

b. *Treasurer, April Hessman*

No report.

c. *Director, Jackie Kennefick*

No report.

d. *Director, Cheryl Aragon*

Director Aragon recounted the meeting that she attended with members of past liquor task forces and the Department of Revenue Liquor Enforcement Division (LED) to talk about how to move forward in establishing a principled relationship. Based on the positive discussion, Director Aragon stated that the meeting helped move all parties toward a better understanding of each other's roles and how to better work with each other to foster a more efficient working partnership. Among the ideas discussed were a clerk's corner of the LED website to allow clerks to login to check the status of applications, considering opening the phone lines back up, and potentially becoming a member of CMCA to learn from the clerks themselves.

e. *Past President, Bruce Roome*

Past President Roome reported that the emails regarding the upcoming election are set to go out soon, and that the positions of Vice President, Director, and Treasurer will be on the ballot.

f. *Vice President, Wanda Winkelmann*

No report.

g. *President, Lisa DelPiccolo*

President DelPiccolo stated that the Region 8 Director for the International Institute of Municipal Clerks (IIMC) will be attending the conference, as will the new President, Lana MacPherson.

Region 8 director for IIMC coming to conference. Becoming member of CMCA.

7. Institute Director Report

Institute Director Kathie Novak reported that there were around 90 attendees at the 2019 Institute, and 25 attendees at the Masters Academy held after the Colorado Municipal League (CML) conference. She also explained that she has begun working on the schedule for the Institute in 2020, and that she is working on scheduling it for later in July.

President DelPiccolo also congratulated Institute Director Novak on receiving the Institute

Director Award of Excellence from IIMC at their 2019 conference in Birmingham, AL.

8. Standing Committee Reports

- a. Annual Conference, Lisa DelPiccolo
President DelPiccolo reported that the CMCA annual conference registration will be open on the website next week, and encouraged members to sign up early to get the reduced rate.

Vice President Winkelmann reminded members that the deadline to submit Requests for Proposals to host a future conference in their municipalities is July 31, 2019.
- b. Audit, Kathy Harker
No report.
- c. CMCA Awards, Chris Vicari
Chris Vicari, Chair, reported that at the direction of the Executive Board, the Awards Committee created criteria for a Career Achievement Award designed to honor retired clerks. This award will enter the awards cycle in 2020.
- d. Communique, Mary Lee
No report.
- e. Education, Linda Blackston and April Hessman
Linda Blackston, Co-Chair, encouraged members to consider joining the Education Committee.
- f. Handbook/Study, Lynette White
No report.
- g. IIMC Quill Award Nominating, Tiffany O'Connell
No report.
- h. Legislative, Jay Robb
No report.
- i. Membership, Michele Millard
No report.
- j. Records Management, Monica Mendoza
No report.
- k. Scholarship, Meghan Martinez
Past President Roome encouraged members to apply for a scholarship to attend the fall conference via the CMCA website. Applications are due by July 31, 2019, to allow

municipalities to approve travel in time to get the early registration rate.

I. Web Page, Bruce Roome

Past President Roome stated that job descriptions for the Executive Board and all committees are available on the website, and encouraged members interested in a committee to review them or talk to a Board member for more information.

9. Old Business

a. *Bylaws Update for Election Changes*

President DelPiccolo explained that the update to the bylaws regarding the timing of the announcement of the elections and awards results is to allow for those voted in to invite family and friends to attend.

Vice President Winkelmann suggested amending the wording to allow the results to be announced within three (3) business days to allow flexibility, rather than the next business day, and to state that the results will be announced by the Past President or their designee.

Vice President Winkelmann moved to place the question on the ballot. Director Aragon seconded, and the motion passed unanimously.

b. *Granicus Newsletter Proposal*

Institute Director Novak explained that Granicus is headquartered in Colorado, and are usually large sponsors of the annual conference. Granicus has offered CMCA a free service for sending out newsletters, and Institute Director Novak will provide more information to the Board as it becomes available.

c. *Donna L. Young Contribution to the Jean L. Rodgers Scholarship Fund*

President DelPiccolo stated that the estate of Donna L. Young left 2% to CMCA, providing enough to support an increase to two full scholarships to Institute for third-year students per year for the next ten years, and encouraged all second-year students to apply.

10. New Business

None.

11. Questions from the Membership

None.

12. Adjourn

Past President Roome moved to adjourn the meeting at 12:01 PM. Treasurer Hessman seconded, and the motion carried unanimously.

Colorado Municipal Clerks Association
Special Meeting
Tuesday, July 23, 2019 - 2:00 PM
Conference Call

1. Call to Order

President DelPiccolo called the meeting to order at 1:59 PM.

2. Roll Call

Present were President DelPiccolo, Vice President Winkelmann, Past President Roome, Director Aragon, Director Kennefick, Treasurer Hessman, and Secretary Vicari.

3. Travel Reimbursement for Conference Coordinator

President DelPiccolo introduced the topic, explaining that Christina Bargas, the Annual Conference Coordinator, had requested reimbursement for travel expenses for the conference site visit to Durango in April of 2019. The Board had initially discussed the topic during the regular business meeting on June 20 and had decided to reimburse Ms. Bargas if she ended up accruing expenses in excess of her contracted pay amount. Any overage would be calculated after the conference. Ms. Bargas requested a reconsideration, given that she already had to cover expenses of several hundred dollars out of pocket.

After discussion regarding how to remain consistent with the travel expenses covered for other representatives of CMCA, the Board decided to treat reimbursement of the conference coordinator with the same approach as other traveling trainers.

Past President Roome moved to pay mileage and meals for the contracted conference coordinator. Director Kennefick seconded, and the motion carried unanimously.

4. Planning / Goal Setting Meeting Date and Location

Vice President Winkelmann suggested that the Executive Board plan a retreat to work on strategic planning and goal setting for 2020. The Board was unanimously in favor. After discussion regarding locations, Gunnison was found to be a central location for all members of the Board. September 5-6, 2019, was identified as the dates when all members were available.

5. Other Items for Discussion

None.

6. Adjourn

Director Kennefick moved to adjourn the meeting at 2:50 PM. Past President Roome seconded, and the motion carried unanimously.



October Treasurer Report

October 17, 2019

CMCA Board Members

In 2019 the treasurer, with the help of Jennifer Shannon with Enhance Inc., moved the CMCA bookkeeping to Quickbooks online. This change has been a benefit to both the treasurer and the audit committee. All invoices are uploaded to each entry for ease of access paper trail. Enhance Inc. is responsible for reconciling the checking, credit card and investment accounts in order to provide a checks and balances for the treasurer. The process for having an accountant complete the monthly reconciliation was the recommendation from the audit committee.

The CMCA funds are currently held in interest bearing accounts with Colotrust and Vectra Bank. The Colotrust account is currently earning an average monthly yield of 2.32%.

Membership registration income was at about 60 percent of budget at the end of August. Once the invoices are sent out in November the rest of the membership funds are normally realized. Income from the CMCA education programs which includes Masters Academy, Institute, PDO's and Athenian dialogues are showing better attendance than anticipated. These valuable trainings are open to all CMCA members who want to continue their education.

Please continue to recommend CMCA to every clerk you come into contact with and let them know we have scholarship funds available to help them attend the trainings and conferences across Colorado. We want everyone to benefit from our tremendous pool of knowledgeable clerks.

Regards,

April Hessman, CMC
Town Clerk and Finance Director
ahessman@pagosasprings.co.gov
970-264-4151 ext 237

Colorado Municipal Clerk's Association

Education Committee Report

October ??, 2019

Education Committee

Linda Blackston	Lochbuie	Education Co-Chair
April Hessman	Pagosa Springs	Education Co-Chair
Kristy Doll	Rifle	Education Vice Co-Chair
Gina Duran	Craig	Education Vice Co-Chair
Cheryl Aragon	Greeley	Past Co-Chair
Nancy Vincent	Thornton	Past Co-Chair
Lisa DelPiccolo	Montrose	CMCA President
Wanda Winkelmann	Grand Junction	CMCA Vice President
Bruce Roome	Arvada	CMCA Past-President
Kathie Novak	University of Denver	Institute Director
Jackie Kennefick	Mountain Village	CMCA Director
Amy Phillips	Durango	2019 Host Clerk
Chris Vicari	Durango	2019 Host Clerk
Michelle Adams	Berthoud	Member
Sarah Johnson	Colorado Springs	Member
Joni Carneal	Fountain	Member
Susan Ortiz	Greenwood Village	Member
Patti Garcia	Loveland	Member
Sarah Jacobsen	Loveland	Member
Sabrina James	Steamboat Springs	Member
Robin Eaton	Wheat Ridge	Member
PDO COORDINATORS		
Margy Greer	Lakewood	Logistics Coordinator
Karen Goldman	CML Clerk Advisor	Elections
Dawn Quintana	Longmont	Liquor
Laura Bauer	Commerce City	Marijuana
Margy Greer	Lakewood	Fundamentals & Practicalities
Stephanie Carlile	Englewood	Fundamentals & Practicalities
Barb Setterlind	Centennial	Records Management

A. News and Activities

Since the annual July meeting of the 2019 Education Committee, Committee Members have been hard at work along with the PDO Coordinator and Curriculum Coordinators.

Additionally, Education Committee Members have assisted the Conference Committee with preparing for the Conference in Durango; lining up moderators, speakers, volunteers, hotel rooms, charter bus, and the conference schedule, etc.

The Education Committee will be having the annual meeting January 24, 2020 (January 23rd, 24th and 25th will also be CMCA Board meeting, Conference Committee Meeting and the Transition & Budget Meeting) in Glenwood Springs.

B. Athenian Dialogues

An Athenian was held on June 22 in Breckenridge in conjunction with our Master's Academy and one will be held next week on October 15 in Durango in conjunction with our annual conference.

C. Annual Conference Work

The annual Conference Committee, which includes Education Co-Chairs and Vice Co-Chairs, have been meeting on a monthly basis with President Lisa DelPiccolo, Vice President Wanda Winkelmann, host Clerk Amy Phillips, host Deputy Clerk Chris Vicari and Conference Administrator Christina Bargas. These monthly meetings have been beneficial to help to finalize this important educational opportunity. The host Clerk's have done an amazing job on the Conference.

The Conference has some great speakers lined up, educational opportunities and a train ride on the Durango train line.

The Committee did get a Charter Bus scheduled from the front range for participants.

Member Proposals

Request for CML-initiated Legislation – Municipal Clerks

Elections: Municipal mail ballot procedures (Attachment #1)

Through the Colorado Municipal Clerks Association, the Municipal Clerks Section of CML is requesting legislation to simplify aspects of municipal mail ballot procedures and overseas (UOCAVA) ballots. The requested changes are all in Title 31 and only for elections conducted by municipalities. They would not have any effect on coordinated elections. *Lobbyist: Heather Stauffer*

Request for CML-initiated Legislation – City of Gunnison

Marijuana: Public Hearing Posting Requirements (Attachment #2)

The City of Gunnison is asking for a review of medical and retail marijuana public hearing notice-posting and publication procedures for a greater degree of consistency between the two types of licenses. CRS 44-11-302 states that the "local authority may schedule a public hearing upon the application to be held not less than thirty days after the date of the application,..." CRS 44-12-302 doesn't mention having to hold an application for 30 days before scheduling a public hearing. 44-11-302 also outlines the requirements for the public notice sign whereas 44-12-302. 44-11-302 is more direct and specific with what is required for public hearing notice-posting and publication in comparison to 44-12-302. *Lobbyist: Brandy DeLange*

Action Items

Request for CML-initiated Legislation – CML Staff

Affordable Housing: Inclusionary Zoning to Include Rental Housing Development

In 1981, the General Assembly enacted legislation that prohibits counties and municipalities from enacting any ordinance “that would control rent on private residential property or a private residential housing unit.” In 2000, the Colorado Supreme Court prohibited the application of local land use authority for inclusionary zoning for new rental housing development, citing that requiring a set aside for affordable units by the Town of Telluride was a form of “rent control,” which is prohibited the 1981 state law. Subsequent legislation initiated by CML in 2010 created an exception for new rental developments when developers voluntarily agree to inclusionary zoning, but such voluntary agreements are rare. Staff is requesting approval for CML-initiated legislation to correct the statutes to clarify that inclusionary zoning for new rental housing developments is not a form of rent control otherwise prohibited by state law and effectively overturn the Telluride decision. **Staff recommendation: CML-initiated legislation.** *Lobbyist: Kevin Bommer (on behalf of Meghan Dollar)*

Regular Action Items

Fire & Police Pensions: Defined Benefit and Death & Disability Plans Funding

The General Assembly’s interim Pension Reform Commission approved for drafting a single piece of legislation that would contain 5 items requested by a majority of the Fire and Police Pension Association Board. There are three elements to the proposed legislation critical to municipal interests. First, the proposal would increase funding of the Statewide Death and Disability Plan in order to return to 100% funded status by allowing annual contribution increases up to 0.2% that may be split by the employer with employees. Second, the proposal would increase employer contribution rate to the Statewide Defined Benefit Plan (SWDB) by 0.5% 8 years and allow the FPPA Board to require future increases without legislative approval. Finally, the proposal includes an early retirement benefits enhancement allowing pension plan members to retire at 50 with 30 years of service, and the 1% contribution increase to pay for the benefit to come solely from employers. The committee will decide on October 24 whether or not to approve the bill as a committee bill to be introduced in the 2020 session.

Staff believes the proposed changes to the Death & Disability Plan are critical and would recommend support if they were in a standalone bill. However, CML staff recommends

opposing unless amended to remove the employer contribution increases. **Staff recommendation: Oppose Unless Amended.** *Lobbyist: Kevin Bommer (Meghan Dollar)*

Public Safety: E911

9-1-1 Governing Bodies in Colorado fund, through a local 9-1-1 surcharge, the basic emergency service infrastructure that is regulated and tariffed by the Public Utilities Commission (PUC). 9-1-1 Governing Bodies also fund 9-1-1 equipment and 9-1-1 programs that support 9-1-1, such as emergency notification systems and emergency medical dispatch. Currently, the system is being updated to “next generation technology” but there are significant funding challenges and operating the current system while also upgrading. It is likely that legislation will be introduced to address these funding challenges; however there is not full consensus yet from the 9-1-1 community on what draft legislation may look like. **Staff recommendation: Staff discretion to support.** *Lobbyist: Brandy DeLange*

Sustainability: Single-Use Plastic Prohibitions

A number of municipalities have already implemented or are contemplating implementing prohibitions on plastic bags or other single-use items. However, a statewide preemption on local prohibitions of plastic products has existed in statute since the late 80s. C.R.S. 25-17-104 states: “No unit of local government shall require or prohibit the use or sale of specific types of plastic materials or products or restrict or mandate containers, packaging, or labeling for any consumer products.” Definitions are found in C.R.S. 25-17-102. Because this may be construed as a preemption against any municipal actions to prohibit plastic materials, staff would like to support legislation in 2020 striking this language in order to explicitly permit local prohibitions. **Staff recommendation: Support.** *Lobbyist: Morgan Cullen*

Water and wastewater: Water Conservation in Master Plans

The American Planning Association will once again introduce legislation to encourage municipalities and counties to address water conservation in municipal comprehensive plans and county master plans. CML was neutral on similar legislation in 2017 after requested amendments were added ensuring appropriate protections for local control. The 2020 legislation from the APA will likely be similar to the legislation introduced in 2017, but it could include previously opposed that would make such provisions in local comprehensive plans binding. Should such language be included, staff would request authority to oppose it. **Staff recommendation: Staff discretion to oppose unless amended.** *Lobbyist: Heather Stauffer*

Information items

Building Codes: Plumbing Inspections

Following the introduction and significant amendment of HB 19-1086, CML and other stakeholders agreed to meet in the interim with Rep. Duran and the plumbing union to discuss potential draft legislation regarding the use of master plumbers or journeymen for plumbing inspections. Stakeholders are scheduled to meet in the next few weeks to discuss potential options for the 2020 legislative session. *Lobbyist: Brandy DeLange*

Elections: Recall elections

CML expects legislation intended to reform Colorado's recall election process will be introduced next session. We expect the legislation will attempt to address three issues, each of which may require only a statutory change. First, ensuring that ballot language is factual and petition recall statements are limited to verifiable facts. Second, restricting the filing or circulation of a recall petition of a state legislator during the 120 days a year when the General Assembly is in session. Third, requiring the recall petition to include a disclosure of estimated taxpayer costs to both administer the petition campaign and, if applicable, the recall election. It is unclear at this time whether this legislation will impact municipal election statutes, or if it will only apply to state recall elections. Some advocates for recall reform have also indicated that they may pursue other changes to the recall process which would require a state constitutional amendment. For example, a provision saying that elected officials can only be recalled "for cause" or changing the signature threshold for recall petitions would require a constitutional amendment. It is not clear if the intent is include municipal elections or only statewide offices. *Lobbyist: Heather Stauffer*

Sales Tax: Sales Tax Simplification

Since 2013, the League has partnered with business organizations – primarily the Colorado Chamber of Commerce and the Colorado Retail Council – on efforts to simplify sales tax collection and remittance issues for businesses operating in multiple jurisdictions. The primary effort has been toward the Standard Definitions Project – a collaboration to come up with common definitions for things that are taxable and assist Colorado's 71 self-collecting home rule municipalities with their adoption. As of September 2019, 53 of the 71 have adopted them. Work continues on the remaining 18, as well as reviewing and updating the standard definitions based on member feedback. The State of Colorado also has not adopted the standard definitions. More recently, the 2018 U.S. Supreme Court decision in *South Dakota vs. Wayfair* has focused new

attention on Colorado's decentralized sales tax collection and the benefit of the central state government's inability in Colorado to affect the rate and base in self-collecting home rule municipalities, even with the detrimental side effect of being unable to require or enforce a requirement on remote sellers to collect and remit local sales tax. This has culminated in an ambitious collaborative effort to launch a portal for a single point of remittance that self-collecting municipalities may someday choose to join, along with an effort by the state to develop a GIS-based hyper-accurate address locator to improve accuracy of collection and remittance.

Whether necessary or not, an interim legislative committee called the Sales and Use Tax Simplification Task Force (because it includes non-legislators, including CML and four municipal finance representatives) is drafting legislation to extend itself for 5 more years. Legislators present agreed to draft legislation that would include numerous new items for the committee to consider and discuss, including: sales tax licenses, use tax licenses, and business licenses; simplification of issuance of local building permits and levying of use tax on building materials; comparison of the state's sales tax definitions with the standard definitions; review state and local collection of sales taxes on motor vehicles; and numerous other items. Staff will reserve a position recommendation on all legislation requested for drafting by the task force until a final bill has been approved for drafting. *Lobbyist: Kevin Bommer (Meghan Dollar)*

Telecommunications: Definition of unserved

Access to high-speed, reliable broadband remains a challenge for many cities and towns across Colorado. In order to access the Broadband Fund, a community must be identified as unserved. CML expects to see legislation allowing local governments to challenge their current designated status as "unserved" to the Broadband Board. *Lobbyist: Brandy DeLange*

Transportation: Transportation Funding

Finding a viable solution for the Colorado's transportation infrastructure challenges will continue to be a top priority for the General Assembly in 2020. Although a long-term, comprehensive solution has continued to elude Colorado legislators, significant one-time investments have been made the past several years to help alleviate infrastructure challenges both at the state and local level. Although no specific items have yet to be put forward for 2020, CML is expecting further legislation to address infrastructure funding – including additional one-time general funds and new transportation related fees to provide a more sustainable level of funding. CML will be working diligently to make sure the general assembly understands the critical importance of funding transportation at every level of government. *Lobbyist: Morgan Cullen*

Water and wastewater: PFAS contamination

Perfluoroalkyl and polyfluoroalkyl substances (PFAS) are manmade chemical substances found in everything from firefighting foam, to raincoats, to non-stick cookware. Uncontrolled, PFAS chemicals can leach into ground water and are harmful if ingested. An increasing number of communities in Colorado are finding evidence of PFAS contamination in ground water prompting the Colorado Department of Public Health and Environment to ask the General Assembly for the authority to promulgate rules to establish maximum contaminant levels for PFAS. The legislation may also include some funding to help small communities test for and treat PFAS chemicals in drinking water. CML staffs continue to meet with CDPHE staff to discuss the need for funding. *Lobbyist: Heather Stauffer*

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, August 27, 2019 2:10:19 PM
Last Modified: Tuesday, August 27, 2019 3:08:18 PM
Time Spent: 00:57:58
IP Address: 98.245.72.77

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Q1 Proposal for: **CML-initiated legislation**

Q2 Subject Area **Elections**

Page 3

Q3 Purpose of Requested Action: 1. For a proposal for CML-initiated legislation, please specifically list (1) The change in existing law - with statutory references, if known - and; (2) The specific issue or issues that the change would remedy 2. For a proposed policy position, please be specific why the position is needed (i.e. anticipated legislation, important issue not addressed in CML's 2018-2019 Policy Statement, etc.) PLEASE INCLUDE AS MUCH DETAIL AS POSSIBLE.

Changes to Title 31 mail ballot and UOCAVA procedures (one bill):

1. Currently, the self-affirmation on a mail ballot return envelope (31-10-910(2)(c)(I) and the self-affirmation on an absentee ballot return envelope 31-10-1003(1) ask for substantially the same information while using slightly different language. Requiring clerks to print envelopes for each of these processes, due to differences in language, is costly and truly unnecessary. The request is to change the statute regarding the mail ballot envelop self-affirmation to be rewritten to match that for absentee ballots, thereby permitting municipal clerks to use the same envelope for both purposes.
2. 31-10-909(1)(b) allows nomination petitions in mail ballot elections to be corrected no later than the close of business on the 66th day before the election. However, 31-10-302(4) allows nomination petitions to be amended at any time prior to 63 days before the election, so there is a conflict. The 'cure' period for nomination petitions should be the same regardless of election type. Thus this section should be changed to conform with 31-10-302(4).
3. Similarly 31-10-909(1)(b) permits withdrawal from candidacy by the close of business on the 63rd prior to the election, whereas 31-10-303 (which is referenced here as to process) permits withdrawal from candidacy at any time prior to sixty-three days before the election. Thus this section should be changed to conform with 31-10-303.
4. Mail ballot provisions were initially placed in Part 9, Paper Ballots, because the drafter determined that mail ballots are indeed paper, even though they can be counted electronically or by hand. Therefore, 31-10-902(4) requiring two ballot stubs on paper ballots was assumed to also pertain to ballots used in mail ballot elections. Additionally, at the time this statute was created, the ballots used by county clerks in mail ballot elections included two ballot stubs, although that requirement has since been deleted. While ballot stubs in polling place elections using paper ballots makes sense, it does not in a mail ballot election, especially since municipalities are now doing signature verification. We are requesting the addition of a statement that ballots used in mail ballot elections do not have to contain two ballot stubs.
5. 31-10-102.8 provides the procedures to be used when mailing ballots to UOCAVA-covered voters. In subsection (1), the statute references standardized voting materials to be used as those provided by the SOS, including a declaration 'prescribed to accompany a federal absentee write-in ballot, something we have no ability to use in municipal elections. In subsection (3), the statute references a signed affidavit required by federal statute, which again we have no ability to use, and which does not apply to municipal elections. Finally, in subsection (6), it states that UOCAVA-covered voters MAY use a federal write-in absentee ballot to vote for all offices and ballot measures. However, I believe such a document doesn't include the ability to vote on local offices and if it did, given the climate these days regarding issues of cyber security, I would worry that, absent the ability to secure delivery of these ballots and that these ballots are generally returned via email, which we are not permitted to receive, it would make more sense to delete this section OR rewrite it to allow it only when secure delivery can be guaranteed. (More research might have to be done here to determine the appropriate course of action.

Q4 Recommended position or action:

CML-initiated legislation ,

Additional information (optional)::

These changes could be considered in one bill with a narrow title: Concerning municipal mail ballot and UOCAVA procedures.

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Q5 Submitted by (full name):

Karen Goldman on behalf of Lisa DelPiccolo

Q6 Title:

City Clerk

Q7 On behalf of (municipality or CML section):

CMCA

Q8 Email address:

charna48@comcast.net

Q9 Phone at which you can be reached:

303-981-8022

Q10 Will you be in attendance at the October 11, 2019 meeting to present this recommendation? (strongly recommended) **No**

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, August 19, 2019 9:30:07 AM
Last Modified: Monday, September 09, 2019 1:18:15 PM
Time Spent: Over a week
IP Address: 204.132.77.254

Page 2

Q1 Proposal for: **Policy position on a specific issue (Establishing a position or policy on an issue that is not already covered by an existing portion of the CML Policy Statement and may refer to specific issues that members would like to see CML support or oppose should they arise in a legislative or regulatory setting)**

Q2 Subject Area **Marijuana**

Page 3

Q3 Purpose of Requested Action:1. For a proposal for CML-initiated legislation, please specifically list (1) The change in existing law - with statutory references, if known - and; (2) The specific issue or issues that the change would remedy 2. For a proposed policy position, please be specific why the position is needed (i.e. anticipated legislation, important issue not addressed in CML's 2018-2019 Policy Statement, etc.)PLEASE INCLUDE AS MUCH DETAIL AS POSSIBLE.

The City of Gunnison is asking for a review of medical and retail marijuana public hearing notice-posting and publication procedures for a greater degree of consistency between the two types of licenses. CRS 44-11-302 states that the "local authority may schedule a public hearing upon the application to be held not less than thirty days after the date of the application,..." CRS 44-12-302 doesn't mention having to hold an application for 30 days before scheduling a public hearing. 44-11-302 also outlines the requirements for the public notice sign whereas 44-12-302. 44-11-302 is more direct and specific with what is required for public hearing notice-posting and publication in comparison to 44-12-302.

Q4 Recommended position or action: **CML-initiated legislation** ,
 Additional information (optional)::
 Wherever possible, it is helpful to have clarity and consistency between medical and retails licensing policies, regulations, and practices. Consistency between the two helps local authorities and clerks with their review of, communication and management of the different types of licenses with community members and licensees.

Page 4

Q5 Submitted by (full name):

Erica Boucher

Q6 Title:

City Clerk

Q7 On behalf of (municipality or CML section):

Mayor Jim Gelwicks, City of Gunnison

Q8 Email address:

eboucher@gunnisonco.gov

Q9 Phone at which you can be reached:

970.641.8140

Q10 Will you be in attendance at the October 11, 2019 meeting to present this recommendation? (strongly recommended)

Don't know

Memo

To: Lisa DePiccolo, CMCA Board President

From: Tiffany O'Connell, Chairman of the Quill Committee

Date: 10/02/2019

This year was a great year for the Quill Committee. This past year we nominated Kathie Novak for the Institute Directors Award of Excellence from IIMC and she won!! We all know how hard Kathie works for us and it was great to see her hard work rewarded. Congrats to Kathie!

The IIM Clerks Quill Award is a prestigious award established to recognize Municipal Clerks who have distinguished themselves by making a significant and exemplary contribution to their community, their state, their municipality and in particular IIMC.

I wish I could say that I know every Clerk in Colorado, what committees they are on and who is active in CMCA and IIMC - but I do not. This year the Quill Committee is asking for your nominations for Colorado Clerks who meet the standards of the IIMC Award. There is a ton of tough competition for this award. I have attached the IIMC Quill Guidelines, Nomination Instructions, Nomination Form and the Quill Scoring Guidelines so that you can understand what IIMC is looking for. I have only attached these documents to guide you in your search of the perfect Colorado Quill receipt.

If you know of (or if you are) the perfect nomination please send the committee a letter of recommendation for the nomination, citing the required criteria that is in the application. Once the committee has picked a person to nominate for the Quill Award the committee will work with that person to get all of the details required for the nomination form.

We will accept letters of recommendation through 5pm on Monday, December 2, 2019. Please do not hesitate to contact myself, Helen Cospolich of Breckenridge or Christian Samora of Berthoud with any questions.

To date the committee has not received any letters of recommendation. If the Quill Committee does not receive any recommendations, we will not be nominating anyone in 2020.

IIMC QUILL AWARDS

ELIGIBILITY

The Quill Award is open to all members of IIMC, deceased members, retired clerks or a clerk who has changed positions.

Serving members of the Board of Directors or present officers of IIMC shall not be eligible for this award as that such service in itself is the membership's highest recognition, validation of worth, and statement of value to the organization. Past Presidents will be eligible for the Quill Award four (4) years after completing service on the Executive Committee.

DOCUMENTATION

Nominations shall be solicited annually from the membership. The following documentation shall be submitted to Headquarters no later than April 1st of the year of the Award:

- Resume of Nominee and reason for nomination; Nomination Form
- A written endorsement from the State/Provincial or National Association;
- A written endorsement from the IIMC Region Directors.

CRITERIA

Those receiving the Award shall represent all of the following Criteria:

- At least ten years of service as a Municipal Clerk
- At least ten years of IIMC membership
- Strong and extensive participation in IIMC
- Service in teaching fellow Municipal Clerks
- Involvement with the initiation or administration of an IIMC-approved training Institute or program or any other activity that enhances the professionalism of IIMC members
- Leadership in State/Provincial/National Municipal Clerk professional organizations
- Significant and exemplary contribution to their community
- Significant and exemplary contribution to their State/ Province/ Country
- Significant and exemplary contribution to IIMC; and
- Significant and exemplary contribution to peers
- Attainment of the CMC Designation

International Institute of Municipal Clerks Quill Award Nomination Instructions

The International Institute of Municipal Clerks (IIMC) takes pride in our membership and welcomes the opportunity to recognize our members for their accomplishments. Each year, IIMC will recognize up to three (3) individuals who have made a significant and exemplary contribution to their community, their state or province, and in particular to IIMC and their peers. The Quill Award is open to all members of IIMC, deceased members, retired clerks or a clerk who has changed positions. Below are the guidelines for this nomination including the Quill Award Policy, instructions for the nominator and the nominee.

Quill Award Policy

A. Nominations

1. The Quill Award is open to all members of IIMC, deceased members, retired clerks or a clerk who has changed positions.
2. Nominations shall be solicited annually from the membership.
 - a. A member of IIMC may submit no more than one nomination per year
 - b. Each such nomination shall require endorsement from the two region directors
 - c. There shall be no limit to the number of nominations per region
 - d. Serving members of the Board of Directors or present officers of IIMC shall not be eligible for this award as that such service in itself is the membership's highest recognition, validation of worth, and statement of value to the organization. Past Presidents will be eligible for the Quill Award four (4) years after completing service on the Executive Committee.
3. The attached nomination form shall be submitted to IIMC Headquarters no later than April 1st:

B. Eligibility Requirements

A nominee for the Quill Award must meet the following requirements.

1. At least ten years of service as a Municipal Clerk
2. Active membership in IIMC for at least ten years
3. Attainment of the CMC Designation
4. Strong and extensive participation in IIMC

C. Selection Criteria

The Quill Selection Committee shall use the IIMC Quill Award Scoring Form for determining who the successful nominees are for the year. The President shall notify the recipient(s), the recipient's mayor and city manager, and confirm attendance at the annual IIMC awards event.

Instructions for Nominator

- The completed nomination form and summary must be submitted to IIMC Headquarters by April 1st.
- A State/Provincial/Regional/National organization, associated with IIMC, shall not be limited as to the number of nominations per year.
- Each nomination should briefly summarize the reasons the nominee should be considered for the Quill Award on the form provided or a separate sheet of paper. This form and all required documentation must be submitted with the completed nomination form.

The nominator shall ensure that the following are included with the nomination form:

- a. Resume of Nominee and reason for nomination
 - a. A written endorsement from the State/Provincial or National Association;
 - b. A written endorsement from the IIMC Region Directors
- The nomination form should have complete and accurate information. Additional information that is not specified on the nomination form should not be included as it will not be considered for scoring.
 - Only past and current service should be included on the nomination form. Future service (e.g. nominee is appointed to a committee beginning at a future date; potential future certification date, etc.) cannot be counted and will not be scored.
 - Points will not be awarded for being a scholarship or award recipient, nor for attendance at classes or conferences, etc. This information should not be included on the nomination form.

Instructions for Nominee

- The nominee must sign the certification statement on the nomination form attesting that all facts are true and correct and that they will make plans to be present at the award ceremony barring unforeseen circumstances.

State, Provincial or National (S/P/N) Association Service

Board Member _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Board Member _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Board Member _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Board Member _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Board Member _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Board Member _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

(S/P/N) Association Committee Service

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

(S/P/N) Association Committee Chair Service¹

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Local Chapter Service

Officer _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Officer _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Officer _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Officer _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Officer _____ From _____ to _____
(Position) (Month/Year) (Month/Year)

Local Chapter Committee Service

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Local Chapter Committee Chair Service¹

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Committee _____ From _____ to _____
(Month/Year) (Month/Year)

Special Projects/Service²

IIMC

_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____

(S/P/N) Association

_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____

Local Chapter

_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____

Community Service

_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____

Other (e.g. State Municipal League or other service specifically related to the Municipal Clerk profession)

_____ Year _____
_____ Year _____
_____ Year _____
_____ Year _____

¹**Committee Chairs** – If an individual is the chair of a committee, he/she will be credited with the assigned points for committee chair and will not receive points for both committee service and chair service.

²**Special Projects** – This could include the following:

Professional articles published in the State, Provincial or National Association Newsletter, State Municipal League Magazine, IIMC Newsletter, authorship in a handbook for Clerks. (This does not include articles that are required as a result of a position that is currently held since points for that service are calculated as a part of holding that position.)

Planning and coordinating local chapter seminars, IIMC conferences, service on State/**Provincial/National** Municipal League (or other organizations specifically related to the Municipal Clerk profession), committees etc.

Creation of Education Sessions

IIMC

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

S/P/N

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Local Chapter

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Participation in Education Sessions

IIMC Instructor

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

IIMC Panel Member

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

IIMC Convener/Coordinator (IIMC Sessions, State, Provincial or National Association Seminars/Institutes, Chapter Seminars,)

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

S/P/N or Local Chapter Instructor

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

S/P/N or Local Chapter Panel Member

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

S/P/N or Local Chapter Convener/Coordinator (State, Provincial or National Association Seminars/Institutes, Chapter Seminars,)

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Class _____ Year _____

Quill Award Scoring Form

To be completed by Quill Award Committee Only

	POINTS:	# per year	Min Req'd	Max Allowed	TOTAL
POSITION:					
City Clerk/City Secretary		4	40		
Deputy/Assistant		1			
MMC				50	
CMC				25	
<i>Comments:</i>					
IIMC SERVICE					
			35		
Region Director		25			
Committee Service		3			
Committee Chair Service		5			
<i>Comments:</i>					
STATE ASSOCIATION SERVICE:					
			25		
Board Member in State/Province Association		20		100	
Committee Chair Service		3		15	
Committee Service		2		10	
<i>Comments:</i>					
LOCAL CHAPTER SERVICE:					
		15			
Officer in Local Chapter		5		25	
Committee Chair Service		2		10	
Committee Service		1		5	
<i>Comments:</i>					
SPECIAL PROJECTS/SERVICE					
			15		
IIMC		10			
State Association		5		10	
Local Chapter		5		10	
Community Service		5		10	
Other		5		10	
<i>Comments:</i>					
CREATION OF IIMC EDUCATION SESSIONS					
		25			
CREATION OF EDUCATION SESSIONS					
State Association		10		50	
Local Chapter		5		25	
<i>Comments:</i>					
PARTICIPATION IN EDUCATION SESSIONS					
			15		
IIMC					
Instructor		15			
Panel Member		10			
Convener/Coordinator		3			
STATE/LOCAL EDUCATION SESSIONS					
Instructor		10		50	
Panel Member		5		25	
Convener/Coordinator		1		5	
<i>Comments:</i>					

Specific Nomination/Scoring Category Footnotes:

Some areas do not have local chapters; therefore no minimum is recommended here.

No more than 15 points per year for Chapter Service

Per Session - This category is to give credit for time spent in course creation and instructional material preparation for education sessions at the IIMC, state and local levels.

Per Session
Per Session

Per Session
Per Session
Per Session

Per Session
Per Session
Per Session

POINTS:	# per year	Min Req'd	Max Allowed		TOTAL
LEADERSHIP			150		
IIMC			100		
Other			50		
<i>Comments:</i>					
TOTAL POINTS					

