

Item: VIII - 3

Subject: Resolution 2016- 110

Presenter: Deb Anthony, Town Clerk

Background:

Clerk Pro Tem Jacque Watson submitted her resignation effective December 2, 2016. Per Lyons Municipal Code **Sec. 2-3-10. - Town Clerk**.

(b) Town Clerk Pro Tem. Within thirty (30) days after its first meeting following each biennial election, the Board of Trustees shall appoint a Town Clerk Pro Tem who, in the absence of the Town Clerk from any meeting, during the Town Clerk's absence from the Town, or his or her inability to act or refusal to act, shall perform the duties of the Town Clerk.

The Town Clerk and the Town Administrator are recommending the appointment of Dolores Vasquez to the position of Town Clerk Pro Tem. Ms. Vasquez is extremely knowledgeable and qualified to step into the position. Ms. Vasquez has worked side by side with Town Clerk Anthony for several years and is cross-trained in several areas.

Ms. Vasquez is trained in utilities/utility billing, records department, accounts payable, reception area and elections. Ms. Vasquez also assists with producing packets for board meetings (which includes putting the packets on the web site), and assists with the follow up of contracts, ordinances and resolutions. Ms. Vasquez is adept with codification of the Town's Municipal Code as well.

Ms. Vasquez is willing to acquire her Colorado Municipal Clerk's Certification by attending training as soon as it is offered in 2017. Ms. Vasquez has also been learning the building permit system and will be overseeing Liquor Licensing, Marijuana Licensing, and secretary to the Board of Adjustments, secretary for the PCDC, as well as learning payroll.

Ms. Vasquez will be working towards receiving her Certified Municipal Clerk designation. There will be specific On the Road Workshops along with training through the CMCA (Colorado Municipal Clerks Association) in June 2017 that she will attend, if appointed. There are specific classes and training you must complete to get the Certified Municipal Clerk designation that Ms. Vasquez is committed to receiving. In addition, Ms. Vasquez is a Notary Public in the State of Colorado.