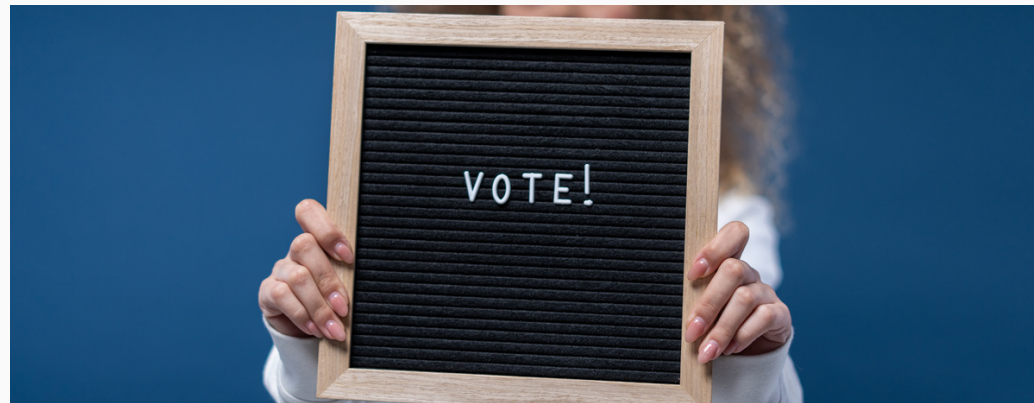




Clerk's Office: Overview



"We are your **partner in democracy** by providing transparent, accurate, and timely information for the citizens of Salida and City Council.

We are committed to **open and fair elections**, in addition to efficiently processing various City licenses.

Finally, we are committed to **administering justice fairly, efficiently and effectively**, and providing excellent customer service through the Salida Municipal Court".

City of Salida- Clerks Mission Statement



Municipal Clerk Early Beginnings

“The Remembrancers”

The early keepers of archives were often called “Remembrancers” and before writing came into use, their memory served as the public record.

"No other office in municipal service has so many contacts. It serves the mayor, the city council, the city manager (when there is one), and all administrative departments without exception.

All of them call upon it, almost daily, for some service or information. **Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience.**

The public does not realize how many loose ends of city administration this office pulls together"

- Professor William Bennett Munro 1934



Core Services Provided

The City Clerk's Office is responsible for administering certain licenses, supporting City Council and managing Municipal Court. Specifically, the City Clerk's Office performs the following services:

- Posting public notices, publishing ordinances and safeguarding all official records of the City,
- Processing new Liquor, Marijuana, Short Term Rental, Arborist and Tobacco licenses and renewals,
- Gathering Special Event applications and permit requests for Council approval,
- Supporting City Council by preparing agendas, packets, and minutes for work sessions and regular meetings,
- Posting agendas, packets, resolutions, and minutes on the City website,
- Processing Colorado Open Records Act (CORA) requests in a timely fashion,
- Managing Municipal Court for the judge and prosecutor,
- Disseminating press releases and other news to the community,
- Serving as a public information officer



By the Numbers



The Clerks Office continues to strive to provide the best services for our community. The numbers below reflect the work in 2022 we have been putting in to make Salida a better place for everyone!

49

Liquor License Renewals

82%

of CORA requests were
responded to within 3 days

121

Amplified Sound Permits

235

STR Licenses obtained & renewed

53

Council Resolutions

36

Agendas & Packets created

13

Tobacco License Renewals

18

Council Ordinances

42

Special Event Permits issued



By the Numbers

Court cases: January 1 through October 1, 2022

139

Traffic Citations

99

Ordinance Citations

65%

of cases went before the Judge

48

cases were dismissed prior to Court*

\$13,975

Traffic/Ordinance fines collected

\$4,740

Parking fines collected

*These were No Proof of Insurance and Unregistered Vehicle charges that were dismissed through the pre-set Prosecutor's deal

Juvenile Cases

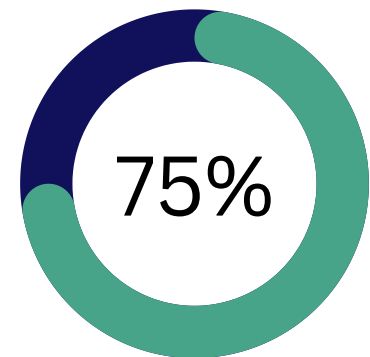
Court cases: January 1 through September 30, 2022



- In 2022, we have had **four cases** involving Juveniles who received in total **eight** charges of **Theft** and **Illegal Possession or Consumption of Alcoholic Beverages**. The Judge ordered Deferred Judgments on all cases with a 6 month probationary period.
- Three defendants were ordered to complete a Community Group Conference with Full Circle Restorative Justice and one was ordered to complete a MRT course with FYI.



% of the defendants finished their program successfully. Two defendants finished the Restorative Justice class in Salida, one finished it at their local Restorative Justice group in Alamosa and one finished the MRT course with FYI in Salida.



% of the defendants have paid their fine. Some of these cases have not finished their default judgment yet.

2022 Accomplishments

- The Clerk's office successfully passed our CBI Audit for processing liquor license background checks
- Coordinated two elections with the County
- The Clerk's office transitioned the Short Term Rental program to be completely online.
- Implemented a texting reminder service for our Municipal Court
- Submitted over a decade's worth of Annexation documents to be recorded and sent to the State.
- Validated with 300 plus signatures for a citizen referendum
- Completed our digitization goals under budget by digitizing 114,424 historical documents, 26,855 pages of historical books



The Year Ahead

Elections

In 2023, the Clerk's office will run a coordinated general election with the County and a possible Home Rule Election in the spring.

Bilingual Forms

The Clerk's will work with a court certified translator to translate our "Advisement of Rights form" and the "Additional Rights Form" into Spanish. We would like to have fully bilingual forms by 2025.

Customer Service & Training

The Clerk's will continue to strive to provide the best customer service for our community. We plan to take De-Escalation training in the coming months and keep up to date on the most recent legislation that pertains to the City and Municipal Courts.



The work continues

Let's make this our best year yet!