



March 18, 2020

## Department Response Plan - Town Clerk/Treasurer

The Town Clerk/Treasurer Department provides public information, Town Council administrative support, conducts elections, risk management, liquor and marijuana licensing, special events organizing, Planning Commission administrative support, utility billing, establishes water, sewer and refuse collection services, accounts payables and receivables, sales and lodging tax licensing and collection, payroll, rental of Town parks and facilities.

Department staff members are:

- Pam Kraft - Town Clerk/Treasurer
- Jess Nunn - Deputy Treasurer
- Karen Christian - Deputy Clerk
- Wanda Taylor - Customer Service Clerk

The Clerks Department provides critical functions to the Town. Therefore, the department is open and operating during normal office hours from Town Hall, receiving phone calls and returning emails to the public.

The regular annual election is proceeding as planned with a polling place election to be held on April 7<sup>th</sup> in the Community Center. The polling place will be open from 7:00 am to 7:00 pm. **If you would like to vote by mail, please contact the Town Clerk to receive an application to request that a ballot be mailed to you.**

### **Pam Kraft, Town Clerk/Treasurer - [pkraft@town.ridgway.co.us](mailto:pkraft@town.ridgway.co.us) - 970-626-5308 Ext 211**

- Clerk to the Town Council; elections official; public information liaison; risk manager; liquor and marijuana licensing; special events coordinator.
- Town Council meetings are open to the public via virtual participation ONLY. A Special Council meeting is scheduled for March 20<sup>th</sup> at 5:00 p.m. The next Regular Council meeting is scheduled for April 8<sup>th</sup> at 5:30 p.m. Please call us or visit [www.colorado.gov/ridgway](http://www.colorado.gov/ridgway) to learn more about how to attend via virtual meeting.

### **Jess Nunn - Deputy Treasurer - [jnunn@town.ridgway.co.us](mailto:jnunn@town.ridgway.co.us) - 970-626-5308 Ext 220**

- Sales and lodging taxes and licensing; accounts receivable and payables
- Contact for questions regarding sales or lodging tax licenses

### **Karen Christian - Deputy Clerk - [kchristian@town.ridgway.co.us](mailto:kchristian@town.ridgway.co.us) - 970-626-5308 Ext 213**



- Planning Commission and Building Department support
- Contact for questions regarding Planning Commission meetings
- Applications for a building or encroachment permit

**Wanda Taylor - Customer Service Clerk - [wtaylor@town.ridgway.co.us](mailto:wtaylor@town.ridgway.co.us) - 970-626-5308 Ext 210**

- Water, sewer, and refuse collection questions and new service
- Utility billing questions
- General questions and inquiries