

# RESOURCE GUIDE

*Prepared for the Colorado Municipal Clerks Association  
By CMCA 2009 Director Juanita Peterson  
Updated November 2009*

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# 1

## **Association of Records Managers and Administrators (ARMA) International**

### **Purpose**

ARMA International is a non-profit association and the leader in education and training for records and information management professionals. It has more than 10,000 members in nearly 150 chapters throughout the world, including the United States, Canada, Japan, Jamaica and Singapore. Local chapters hold regular meetings to provide members with networking, education and leadership opportunities throughout the year.

### **Education/Training Programs**

Through chapter meetings, local seminars, a correspondence course and the Annual Conference, ARMA International members have the resources needed to keep pace with the rapidly changing industry.

### **Publications**

- ♦ Networking Opportunities ♦ Guidance Toward the CRM ♦ Information Management Journal ♦ Legislative Awareness ♦ Career Opportunities ♦ Specialized Committees

### **Contacts**

ARMA International

Vicki Wiler, Director of Publications

13725 W. 109<sup>th</sup> St., #101

Lenexa, KS 66215

Phone: (913) 217-6014

Direct toll free: (888) 299-3239 or (800) 422-2762 ext. 6014

Fax: (913) 341-3742

Email: [vwiler@arma.org](mailto:vwiler@arma.org)

Website: [www.arma.org](http://www.arma.org)

Mile High Denver Chapter

Laura McGee, President

700 N Colorado Blvd, Suite 105

Denver, CO 80206

Phone: (303) 848-7715

Email: [lmcgee@crocs.com](mailto:lmcgee@crocs.com)

Web: [www.armadenver.org](http://www.armadenver.org)

NORTHERN COLORADO CHAPTER  
Michelle Becker, President  
PO Box 110  
Fort Collins, CO 80522  
Phone: (970) 416-2130  
Email: [mbecker@fcgov.com](mailto:mbecker@fcgov.com)  
Web: [www.northerncoloradoarma.org](http://www.northerncoloradoarma.org)

WESTERN COLORADO CHAPTER  
Melinda Catapano, President  
PO Box 3566  
Grand Junction, CO 81502  
Phone: (970) 244-1497  
FAX: (970) 244-1599  
Email: [melindac@gjcity.org](mailto:melindac@gjcity.org) or  
[wcoarma@gmail.com](mailto:wcoarma@gmail.com)  
Web: [www.wcoarma.webs.com](http://www.wcoarma.webs.com)

## 2

# Colorado Government Finance Officers Association (CGFOA)

### Purpose

The Colorado Government Finance Officers Association is a non-profit professional organization, the purpose of which is to improve the practice of governmental finance in the state of Colorado, as developed and recommended by the Government Finance Officers Association of the United States and Canada, as well as other recognized authorities.

Objectives include developing mutually understandable procedures of accounting and financial reporting, budgeting and capital planning, cash management, financial administration, and debt management; encouraging the use of consistent technology, classification, and principals; training qualified public officials and employees; and identifying ethical, high-quality government service.

### Membership Benefits

- ◆ National programs through Government Finance Officers Association Affordable continuing professional education training programs
- ◆ Programs to facilitate the understanding of finance related applications
- ◆ Coordinated networking opportunities

### Education/Training Programs

- ◆ Annual Conference
- ◆ Western Slope Coalition
- ◆ Metro/Front Range Coalition
- ◆ Education Seminars
- ◆ Networking Luncheons

### Publications

A bimonthly newsletter, "Footnotes," includes articles on timely government finance issues, a calendar of upcoming events, and information about education and job opportunities.

### Contact

Kathy Barta, CGFOA Administrator  
P.O. Box 19276  
Denver CO 80219  
Phone: (303) 922-4647  
Fax: (303) 922-5295  
Email: [administrator@cgfoa.org](mailto:administrator@cgfoa.org)

# 3

## Colorado Intergovernmental Risk Sharing Agency (CIRSA)

### Purpose

CIRSA was formed in 1982 to provide property/casualty coverage to its member cities and towns. The agency began providing workers' compensation coverage in 1988. CIRSA now has 223 members participating in the Property/Casualty pool and 151 members participating in the Workers' Compensation pool.

### Education/Training Programs

♦ Loss control training programs, including videos and on-site training ♦ Defensive Driving ♦ General Safety and Health ♦ Supervisors/Managers/ Elected Officials ♦ Environmental ♦ Public Works/Parks & Recreation/Refuse Collection ♦ Water/Waste Water; Police; Fire ♦ Health/Wellness ♦ Electric Utilities, and more.

### Publications

♦ Incident Response Handbook ♦ Municipal Liability Handbook ♦ Personal Protective Equipment Guide ♦ OSHA Reference Guide ♦ OSHA Reference Guide for Law Enforcement Agencies ♦ Loss Control Manual ♦ Safety Awareness for Seasonal Employees-A Guide for Supervisors ♦ CIRSA Safety Stops ♦ Municipal Safety Training Curriculum Guide ♦ Special Events Handbook ♦ Safety Orientation Guide for New Employees ♦ Construction Contract Documents Manual ♦ Sample Personnel Handbook ♦ Body Mechanics, Ergonomics and Physical Fitness Handbook ♦ Recreation Center Safety Manual ♦ Safety Considerations for Ice Skating Facilities ♦ Teen Center Safety Manual ♦ Volunteer Program Handbook ♦ and more.

### Contact

Timothy Greer, Executive Director  
3665 Cherry Creek Drive North  
Denver, CO 80209

To have CIRSA conduct an on-site training program, contact your assigned Loss Control Representative. CIRSA maintains a complete catalog of training programs and publications. Most CIRSA products are free for members and are available to nonmembers at an affordable price.

### Additional Contacts:

State Office of Emergency Preparedness, Colorado Office of Emergency Management, Division of Local Government, Department of Local Affairs, 9195 East Mineral Ave., Suite 200, Centennial CO 80112  
970-852-6600

Website: [www.dola.state.co.us/cem/cemindex/htm](http://www.dola.state.co.us/cem/cemindex/htm)

FEMA Region VIII – Colorado

Website: [www.fema.gov/pdf/areyouready/areyouready\\_full.pdf](http://www.fema.gov/pdf/areyouready/areyouready_full.pdf)

# 4

## Colorado Municipal Clerks Association (CMCA)

### Purpose

The Colorado Municipal Clerks Association is a professional organization dedicated to helping individuals involved in the municipal clerk's office by providing opportunities for professional development and personal growth. We work to enhance the professionalism and credibility of our members and our profession; provide educational opportunities to meet the changing and diverse needs of the clerk's office; sponsor, support or oppose legislation of importance to clerks; and afford networking opportunities and a forum for the exchange of information and innovations in the clerk's office.

### Education/Training Programs

- ♦ CMCA-sponsored sessions at the CML Conference (June)
- ♦ International Institute of Municipal Clerks (July)
- ♦ Master Municipal Clerks Academy (September)
- ♦ Fall Conference for Municipal Clerks and Finance Officers (November)
- ♦ On the Road Workshops (customized and conducted as requested)

### Publications

- ♦ Communiqué (bi-monthly)

### Contact

Pamela K. Schilling, Clerk  
101 Midland Avenue  
Basalt, CO 81621  
970-927-4701  
Fax: 970-927-4703  
Email: [pams@basalt.net](mailto:pams@basalt.net)

For membership information, call the current CMCA Membership Committee

# 5

## Colorado Municipal League (CML)

### Purpose

The Colorado Municipal League is a non-profit association organized and operated by Colorado municipalities to provide support services to member cities and towns. The league has two main objectives: (1) to represent cities and towns collectively in matters before the state and federal government, and (2) to provide a wide range of information services to assist municipal officials in managing their governments.

### Education/Training Programs

- ◆ Annual CML Conference (June) ◆ Elected Officials Leadership Program ◆ Workshops

### Publications

◆ Amendment 1 Implementation ◆ Municipal Animal Control in CO ◆ Annexation in CO ◆ Municipal Clerk's Handbook ◆ Conduct of Meetings ◆ CML Directory: Municipal and County Officials in CO ◆ Handbook for Elected Officials in Statutory Municipalities ◆ Municipal Election Calendar ◆ 1994 TABOR Elections Supplement ◆ Public Employer's Handbook on the Fair Labor Standards Act ◆ Financial Condition of CO Municipalities ◆ Municipal Home Rule Handbook ◆ Matrix of CO Home Rule Charters ◆ Innovative Municipal Programs ◆ CO Laws Enacted Affecting Municipal Governments ◆ Land Use Law in CO ◆ Liquor and Beer Licensing Law and Practice ◆ CO Handbook of Public Entity and Official Liability ◆ Liability and Insurance Reform in Colorado ◆ Approaches to Personnel Management in CO Cities and Towns ◆ Public-Private Cooperation ◆ Guidelines for the Retention of Municipal Records in CO ◆ Salaries and Fringe Benefits: Benchmark Employee Compensation Report ◆ Salaries and Fringe Benefits: Management Compensation Report ◆ Salaries and Fringe Benefits in CO Cities and Towns Under 3,000 Population ◆ Municipal Services and User Charges in CO ◆ Special Improvement Districts ◆ Municipal Sales and Use Taxes ◆ Municipal Taxes ◆ Water and Sewer Utility Charges and Practices in CO ◆ CO Job Finder ◆ CML Buyers and Services Guide ◆ Colorado Municipalities ◆ CML Newsletter ◆ Open Meetings, Open Records: Colorado's Sunshine Laws and Municipal Government ◆ Term Limits: A Guide for CO Municipal Officials ◆ Financing Public Improvements: A Guide to Borrowing Methods for Municipal Government ◆ Mandates: Controlling Your Municipality's Destiny ◆ Municipal Purchasing: Organization, Techniques, and Strategies for Public Procurement ◆ Municipal Public Relations Practices in CO ◆ Nuisance Control in CO municipalities ◆ For the Sake of the Best Life: The First 75 Years of the Colorado Municipal League ◆ Manager Employment Agreements ◆ Development Charges in CO Municipalities ◆ Occupation Taxes and Business Licenses ◆ Fees Levied by CO municipalities ◆ CML Statehouse Report ◆ Municipal Candidates Guide: Serving your Community through Elected Office ◆ Local Look Civics Curriculum. Publications Specialist: Traci Stoffel

### Contact

CML Office

Phone: (303) 831-6411

Fax: (303) 860-8175

Email: [www.cml.org](http://www.cml.org)

# 6

## Colorado Office of Economic Development and International Trade

### Purpose

The Office of Business Development promotes economic development for new businesses, as well as for those desiring to relocate or expand.

### Services

The Colorado Office of Economic Development and International Trade offers a host of programs and services tailored to support business development at every level, including ♦. business retention and relocation services ♦ Bioscience and emerging industries program ♦ Business finance programs like the Venture Capital Authority and Certified Capital Companies Program (CAPCOs) – Community Development Block Infrastructure ♦ Feasibilities Studies Grant Programs – The Revolving Loan Fund (RLF) Program. The Economic Development Commission – approves grants and loans from the economic development fund to help existing businesses expand and new companies relocate to Colorado ♦ The Colorado Tourism Office, promotes Colorado as a travel and tourism destination ♦ The Colorado International Trade Office – assists Colorado companies to export their products and services to international markets, and attract foreign investments into the state ♦ The Small Business Development Center Hotline ♦ Leading Edge Entrepreneurial Training Program – training designed for startup and existing businesses including writing a business plan, marketing and cash flow analysis and creative financing. Colorado Small Business Development Centers (303) 892-3840 with 16 offices located around the state, a network of business consultants, governments, higher education institutions, financial organizations and private enterprises working together to help small business ♦ Colorado FIRST customized job-training program for companies adding workers or upgrading skills ♦ The Minority Business Office and The Women's Business Office support the growth and development of new and existing minority & women-owned businesses, services and economic research ♦ Enterprise Zone Program – designed to improve economic conditions in the state's lagging areas. ♦ Business Development Recruitment and Retention – supports Colorado's local communities in pursuing the attraction, expansion and retention of quality jobs.

### Contact

Office of Economic Development and International Trade

Phone: (303) 892-3840

Fax: (303) 892-3848

Website: [www.AdvanceColorado.com](http://www.AdvanceColorado.com)

# 7

## Colorado Department of Revenue Liquor Enforcement Division

### Purpose

The Liquor Enforcement Division handles the processing of liquor license applications for the State Licensing Authority, promulgates rules for administration of the Liquor and Beer Codes and provides guidance for licensing requirements. The Liquor Enforcement Division offers a wide range of services to local governments, police departments and industry in terms of assistance with enforcement, compliance and education.

### Education/Training Programs

Basic and Advanced Liquor Licensing Workshops (contact CMCA Education Committee for scheduling) ♦ Industry and police training

### Publications

♦ Colorado Liquor and Beer Code Book (order from State Forms & Publication Center (303) 321-4164) ♦ Information Pamphlets on pertinent topics such as age requirements, time sales allowed, food service requirements, where alcohol may be consumed, special event permits, requirements to hold a liquor or 3.2 beer license, etc. ♦ Street Officer's Guide (contains most common Liquor and Beer Code violations) ♦ Application forms and instructions on how to complete the forms ♦ Minor Warning Signs ♦ Outline for Basic Liquor Licensing Workshop ♦ Model Guidelines Concerning Compliance checks for Underage Alcohol Sales ♦ Licensee Handbook ♦ Trade Practices Statute and Regulations

### Contact

Liquor Enforcement Division

Phone: (303) 205-2300

Email: [nhamby@spike.dor.state.co.us](mailto:nhamby@spike.dor.state.co.us)

Website: [www.revenue.state.co.us/liquor\\_dir/liquor.html](http://www.revenue.state.co.us/liquor_dir/liquor.html)

# **Colorado Department of Revenue**

## **Business Assistance Center**

### **Purpose**

The Business Assistance Center assists new businesses with city, state and federal license and permit requirements.

### **Education/Training Programs**

The Department of Revenue in Pueblo sales tax workshop is held at 310 E. Abriendo Avenue Suite A4, Pueblo, CO. For reservations and information, call: (719) 248-7140. Classes are approximately two hours and are offered at no cost to participants. Training materials are provided. If you are a person with a disability and require reasonable accommodations for the training session, please notify the department at least five business days before the training date.

### **Publications/Services**

The Small Business Startup Packet is an 80-page resource guide for setting up a business in Colorado. Additional information on business regulations and licensing requirements can be obtained by calling the Small Business Development Center Hotline at 303-592-5920, go to the homepage at [www.AdvanceColorado.com](http://www.AdvanceColorado.com) and click on Online Services. The packet is under Guide to Starting a Business.

### **Contact**

Business Assistance Center  
Phone: (303) 592-5920 or (800)333-7798  
Department of Revenue Main Office  
(in Denver) (303) 238-7378.

# Colorado Department of Revenue

## Public Information and Education

### **Purpose**

The Public Information and Education office assists taxpayers through the system whether it is with sales tax, income tax, withholding tax, etc.

### **Education/Training Programs**

An eight-hour seminar is offered on tax-related topics for a nominal fee. Specialized classes are presented upon request for industry and tax professionals. (They will do training for CMCA also.) Two videos are available – one on completing sales tax returns and one on the basics for starting a business in Colorado. The videos are \$10.00 each or may be checked out from a library.

### **Publications**

♦ General #1 List of Department of Revenue information (available at a charge) concerning laws, rules, and regulations pertaining to various topics such as income and sales tax, liquor licenses, gaming, fuel tax, and withholding tax ♦ General #6 For Your Information (free) on topics such as how to obtain tax-exempt status and how to confirm tax-exempt status.

### **Contact**

Website: [www.state.co.us](http://www.state.co.us). (to download forms)

# 8

## Colorado Department of Local Affairs (DOLA)

### Purpose and Index of Services

DOLA offers a wide range of services to communities and local governments to help build their capacity, including specialized training, technical and financial assistance and emergency management.

### Executive Director's Office

♦ Grant funding determination ♦ Interdepartmental coordination ♦ Intergovernmental liaison

### Field Services

♦ Field representatives ♦ Energy & Mineral Impact Assistance ♦ "Small Cities" Community Development Block Grants ♦ Contiguous Counties Limited Gaming Impact ♦ Search and Rescue ♦ Welcome Centers

### Community Partnership Office

♦ Rural Job Training ♦ Youth Crime Prevention and Intervention ♦ Denver Urban Resources Partnership ♦ Drug-Free Youth Schools & Communities ♦ Youth Crime Prevention and Intervention ♦ Community Services Block Grants ♦ AmeriCorps

### Division of Housing

♦ Building codes - factory built and mobile ♦ Building codes - multi-family ♦ Community housing technical assistance ♦ Low-income housing construction/rehab grants and loans

### Division of Local Government

♦ Cartographic services and products/GIS ♦ Census information/ population estimates and projections ♦ Conservation Trust Fund ♦ Demographic services and products ♦ Local government financial compendium ♦ Disaster and emergency planning and response ♦ Technical assistance to local government including administration, property tax limitations, special district elections, land use planning and capital improvement, purchasing, financing, environment, solid waste, water and sewer services, hazard mitigation

### Division of Property Taxation

♦ Assessor training and assistance ♦ Property tax assessment training ♦ Property tax exemptions ♦ Public utilities assessment

### Board of Assessment Appeals

♦ Property assessment appeals

### Economic Development Commission

♦ Enterprise Zone program ♦ Grants and loans for business expansion and relocation ♦ Marketing and special activities

### Motion Picture and Television Commission

♦ Promote Colorado to motion picture and television industry ♦ Local production assistance

## Contacts

Metro Denver Offices	Phone
Executive Director's Office	(303) 866-4904
Personnel and Accounting	(303) 866-5884
Field Services	(303) 866-2771
Community Partnership Office	(303) 866-4900
Rural Job Training	(303) 620-4200
Division of Housing	(303) 866-2033
Division of Local Government	(303) 866-2156
Office of Emergency Management	(720) 852-6750
Division of Property Taxation	(303) 866-2371
Board of Assessment Appeals	(303) 866-5880
Economic Development Commission	(303) 892-3840
Enterprise Zone	(303) 892-3840
Motion Picture & Television Commission	(303) 892-3840

Regional Offices		Phone	Email
Northeastern Region:	Greg Etl	(970) 867-4941	greg.etl@state.co.us
Southeastern Region:	Lee Merkel	(719) 544-6577	lee.merkel@state.co.us
South Central Region:	Debra Downs	(719) 852-9429	deb.downs@state.co.us
Southwestern Region:	Ken Charles	(970) 247-7311	charles_k@fortlewis.edu
Northwestern Region:	Jack Kirtland	(970) 248-7333	jack.kirtland@state.co.us
Northern Mountain Region:	Greg Winkler	(970) 668-6160	greg.winkler@state.co.us
North Central Region:	Don Sandoval	(970) 679-4501	don.sandoval@state.co.us
Central Region:	Clay Brown	(303) 273-1787	clay.brown@state.co.us

# 9

## Colorado Secretary Of State

### Purpose

The Secretary of State's office is a multifaceted organization dedicated to providing cutting-edge technology and consumer-friendly professionals. It assists businesses in licensing, start-up information, and access to business records, and educates and licenses notaries. It provides licensing for non-profit organizations, monitors and regulates the Colorado election process according to the Colorado election codes and the Campaign Reform Act, and has a central repository for administration rules and Campaign and Political Finance regulations.

### Services

- ♦ Business Entities – Assists for-profit corporations and non-profit organizations doing business in the State of Colorado and provides numerous related services. All business and UCC information is available on their website.
- ♦ Bingo & Raffles – Licensing requirements and updated information, rules, and education are available for organizations performing bingo and raffles.
- ♦ Notary Public – Notaries are licensed through this office and they also provide educational assistance.
- ♦ Charitable Solicitations – Licensing and reporting for organizations pursuing charitable solicitations are done through this office.
- ♦ Elections – Monitors and regulates the Colorado election process according to the Colorado election codes and the Campaign and Political Finance Act.
- ♦ Professional Lobbyists – Professional lobbyists are licensed through this office. Lobbyists who receive some form of compensation are required to register prior to engaging in lobbying activities.

### Publications

♦ How Do I Know Which Type of Business Is Best For Me? ♦ Conducting Business in the State of Colorado (A Checklist for New Business) ♦ Rules Governing and Regulating Bingo/Raffles ♦ Constitutional Amendment Concerning Bingo/Raffles Games ♦ Planning a Raffle ♦ Roster of Colorado County Clerk and Recorders ♦ Elections – Candidate Qualification ♦ 2004 Colorado and United States Constitution ♦ 2005 Campaign Finance Manual ♦ Colorado Notary Law ♦ Voter Registration Form ♦ Absentee Ballot Application Form ♦ 2007 Election Calendar ♦ Election Results ♦ Help America Vote Act of 2002 ♦ 2006 Charitable Solicitations Annual Report

### Contacts

#### Administration

Phone: (303) 894-2200, option 5

Fax: (303) 869-4860

TDD: (303) 869-4867

Website: [www.sos.state.co.us](http://www.sos.state.co.us)

Business Division

Phone: (303) 894-2200, option 2

Fax: (303) 869-4864

Elections, Campaign & Political Finance, and Help America Vote Act

Phone: (303) 894-2200, option 3

Fax: (303) 869-4861

Licensing (Bingo, Raffles, Notary Public, Rules Code, VETA, Charitable Solicitation)

Phone: (303) 894-2200, option 4

Fax: (303) 869-4866

# 10

## Colorado State Archives

### Purpose

The Colorado State Archives is the legal repository for selected historical and contemporary records and information generated by state and local governments in Colorado. Records management, archives management and micrographics quality control are administrative functions provided by this agency to state and local government agencies in Colorado to ensure the preservation of Colorado's permanent legal and historical records.

### Services

♦ Research and Reference Services ♦ Records Management/Records Disaster ♦ Recovery/Records Destruction Services ♦ Micrographics/Optical Imaging and Disaster Recovery Services ♦ Records Transfer and Storage Services

### Education/Training Programs

Workshops are offered periodically for records management, micrographics, records transfer and use of the research services. Staff serves the community by speaking to various groups and organizations on a variety of topics concerning Colorado history and the role of the State Archives in preserving records. Tours of the facility are given by pre-arrangement.

### Publications

♦ State Forms and Publications (Correctional Industries, 4999 Oakland Street, Denver, CO 80219) sells archive boxes and labels. (Archive boxes sold by 10-pk: Commodity #130-01-50-0010; labels sold as singles: Commodity #615-82-59-1287) Inquiries/order forms: (303) 370-2165; Fax: 303-320-1050 ♦ Records Management Manual for Higher Education Agencies, Commodity #615-82-59-9543 (now on the web) ♦ Records Management Manual for All Agencies except Higher Education, Commodity #615-82-59-9871 (now on the web)

### Contacts

Colorado State Archives  
1313 Sherman Street, Room 1B-20  
Denver, CO 80203  
Website: [www.colorado.gov/dpa/doit/archives](http://www.colorado.gov/dpa/doit/archives)

Inquiries: [archives@state.co.us](mailto:archives@state.co.us) (e-mail requests are accepted; however, responses to requests are handled through U.S. Postal Service mail.)

For research/Information assistance, call (303) 866-2358 or (303) 866-2390 between the hours of 9:00 a.m. and 4:30 p.m., Mountain Standard Time, Monday through Friday, holidays excepted. Call toll-free in Colorado only at (800) 305-3442.

For all other services, such as Records Management Assistance, Micrographics Quality Control or Archives Management, call (303) 866-2550 between the hours of 8:00 a.m. and 4:30 p.m., Mountain Standard Time, Monday through Friday except holidays. Direct all fax requests to the Colorado State Archives at 303-866-2257.

# 11

## Colorado State Association of County Clerk and Recorders

### Purpose

Membership of the Colorado State Association of County Clerk and Recorders consists of each County Clerk and Recorder of the State of Colorado and the Director the Denver County Motor Vehicle Department. Its purpose is to encourage better and uniform state legislation affecting the administration and conduct of the office of County Clerk and Recorder in the State of Colorado and all legislation affecting county government; to encourage high standards among elected officials of the state; to further understanding of county operations involving similar work; to develop and foster good will as a means of sharing knowledge to improve service to the citizens; and to represent the people of the State of Colorado and promote high-quality local government.

### Education/Training Programs

- ◆ Certification of County Clerks
- ◆ Summer Conference
- ◆ training classes
- ◆ Retreats

### Publications

- ◆ Recording Manual
- ◆ Bylaws

### Contact

Colorado State Association of County Clerk & Recorders

Kathy Long, President

(303) 654-6015

FAX (303) 903-4269

Email: [klong@co.adams.co.us](mailto:klong@co.adams.co.us)

Website: [www.coloradocr.org](http://www.coloradocr.org)

Go to website and under "Contact Us" is a list of all County Clerk's and contact information.

# 12

## International Institute of Municipal Clerks (IIMC)

### Purpose

IIMC prepares its membership to meet the diverse roles of municipal clerks by providing services and continuing professional development opportunities to benefit members and the government entities they serve. IIMC members volunteer their services and skills on one of IIMC's many Committees, including work on records management, technical development, and legislative and local ordinance updates. A 26-member board of directors governs IIMC, sets IIMC policy, and provides organizational leadership and guidance. A four-person executive committee represents the board.

### Education/Training programs

♦ Parliamentary Procedure Program ♦ Public Speaking Career Track ♦ Executive Leadership Development Program ♦ Academy for Advanced Education ♦ Certified Municipal Clerk (CMC) Program ♦ Annual Conference and Exhibitor Program ♦ Municipal Clerks Institutes ♦ Master Municipal Clerk Academy (MMCA) ♦ The Recertification Program

### Publications

♦ The Language of Local Government ♦ Consent Agendas ♦ IIMC – NAGARA Local Government Records Management Training Curriculum ♦ For a complete listing of publications, books and videos, please see the (IIMC) website at [www.iimc.com](http://www.iimc.com)

### Contact

International Institute of Municipal Clerks  
8331 Utica Avenue, Suite 200  
Rancho Cucamonga, CA 91730  
Phone: (909) 944-4162  
Fax: (909) 944-8545  
Email: [Hq@iimc.com](mailto:Hq@iimc.com)

# 13

## Councils of Government

### DISTRICT 1

#### Northeastern Colorado Association of Local Governments

##### Purpose

The Northeastern Colorado Association of Local Governments is a voluntary association of county and municipal governments from Logan, Morgan, Phillips, Sedgwick, Washington and Yuma Counties. The Agency's purpose is to promote cooperation and coordination among local governments in Northeastern Colorado. A board of directors, appointed by county commissioners and municipal councils, sets all policy and program direction, with assistance by citizen advisory councils.

##### Programs and Services

♦ Area Agency on Aging ♦ Community Action Agency ♦ Home Weatherization Technical Assistance ♦ Single Entry Point/Options for Long-Term Care

##### Contact

Northeastern Colorado Council of Governments  
231 Main Street, Suite 211  
Fort Morgan, CO 80701  
Phone: (970) 867-9409  
Fax: (970) 867-9053

### DISTRICT 2

#### North Front Range Transportation & Air Quality Planning Council

##### Contact

419 Canyon; Suite 300  
Fort Collins, CO 80521  
Phone: (970) 221-6243 or 800-332-0950  
Fax: (970) 416-2406  
Website: [www.nfrmpo.org](http://www.nfrmpo.org)

### DISTRICT 3

#### Denver Regional Council of Governments (DRCOG)

##### Purpose

DRCOG is a voluntary association of 52 county and municipal governments in the greater Denver area. Through the Council of Governments, local governments work together to address issues of regional concern. Those issues include transportation, regional planning, the environment, provision of services to the region's older population, and analysis of economic and development trends. Besides promoting regional cooperation and

coordination among local governments, the Council of Governments resolves common problems, performs regional planning and provides services to its members.

### **Education/Training Programs**

DRCOG offers a variety of public workshops and seminars suggested by or that pertain to core business operations of its members. Workshops are held from 9:00 a.m. to 4:00 p.m. at the Denver Regional Council of Governments. Workshop schedules and pricing can be found at [www.drcog.org](http://www.drcog.org).

### **Publications**

A listing of publications is available on the DRCOG website ([www.drcog.org](http://www.drcog.org)). Most publications are available in PDF format.

### **Contact**

1290 Broadway, Suite 700  
Denver, CO 80203  
Phone: (303) 455-1000  
Fax: (303) 480-6790  
Email: [drcog@drcog.org](mailto:drcog@drcog.org)  
Website: [www/drcog/prg](http://www/drcog/prg)

## **DISTRICT 4**

### **Pikes Peak Area Council of Governments (PPACG)**

#### **Purpose**

The Pikes Peak Area Council of Governments (PPACG) is a voluntary organization of local governments serving member governmental units in El Paso, Park, and Teller Counties, Colorado. PPACG consists of a staff of approximately twelve to twenty full-time and part-time specialists and support personnel and volunteers in the areas of aging services, economic data base analysis, environmental planning, and transportation planning. PPACG obtains citizen, technical staff, and elected official input through its many committees as well as through its board of directors.

#### **Programs/Services**

- ♦ Fulfills federal and state mandates which require a regional clearinghouse or metropolitan planning organization to be in existence as a condition for the receipt of numerous federal and state funds in an area
- ♦ Provides a regional ongoing data base for federal and state levels of government and for the area's local units of government, and for the private sector as well as for other interested groups and persons
- ♦ Augments local technical staff in the performance of various tasks, assists in the performance of these tasks on a regional basis, and contributes to greater short-range and long-range planning and program administration efficiencies, and overall long-range governmental cost savings

#### **Contact**

Pikes Peak Area Council of Governments  
15 South 7th Street  
Colorado Springs, CO 80905  
Phone: (719) 471-7080

Fax: (719) 471-1226  
Website: [www.ppacg.org](http://www.ppacg.org)

## **DISTRICT 5**

### **East Central Council of Local Governments (ECCOG)**

#### **Purpose**

The East Central Council of Local Governments (ECCOG) is a voluntary association of the county commissioners, mayors and town council members in Cheyenne, Elbert, Kit Carson and Lincoln counties who joined hands to keep governmental decision-making at the local level. Policy for the organization is set by an eight-member board of directors, which represents each county and its municipalities equally.

#### **Programs and Services**

- ◆ Promotes rural development by taking the lead role in coordinating efforts of local and county economic development groups with statewide efforts
- ◆ Acts as this region's Area Agency on Aging and helps fund senior citizens' programs locally
- ◆ Provides technical assistance and grantsmanship help to towns and counties

#### **Contact**

East Central Council of Local Governments  
P.O. Box 28  
Stratton, CO 80836  
Phone: (800) 825-0208  
Fax: (719) 348-5887  
Email: [eccog@prairiedevelopment.com](mailto:eccog@prairiedevelopment.com)  
Website: [www.eccog.com](http://www.eccog.com)

## **DISTRICT 6**

### **Region 6 Southeast Colorado Enterprise Development, Inc., and Southeast Council of Governments (SECED/SECOG)**

#### **Purpose**

SECED/SECOG undertakes activities of mutual concern in cooperation with the southeastern region of the state. The Southeast Colorado Enterprise Development purpose is to provide incentives and develop promotional activities that will market and advertise the advantages of locating a business in the Southeast Colorado area, create a positive identity, encourage retention and expansion of existing businesses, promote redevelopment, expand the region's tourism industry, attract new businesses, and generally enhance the economic growth and community development needs of the area.

#### **Programs and Services**

- ◆ Technical Assistance Program
- ◆ One Stop Career Center
- ◆ Southeast Colorado Regional Transportation Planning Commission
- ◆ Revolving Loan Program
- ◆ Emerald Homes Project
- ◆ SECED, Inc. Housing Rehabilitation Program
- ◆ Southeast Colorado

Enterprise Zone ♦ U.S. Census Affiliate ♦ Information & Referral ♦ Grant Writing Classes ♦ Emerald of the Plains Advertising Campaign ♦ Great Plains State Park and Wildlife Area ♦ Colorado Scenic Byway ♦ Santa Fe National Historic Trail ♦ John Martin Reservoir “Red Shin” Hiking Trail and 50th Anniversary Celebration ♦ Southeast Colorado/Bent Fort Film Commission

## Contact

Dan Tate  
Executive Director  
804 S. Main  
P.O. Box 1600  
Lamar, CO 81052  
Phone: (719) 336-3850 or (888) 336-3850  
Fax: (719) 336-3835  
Email: [seced@iguana.ruralnet.net](mailto:seced@iguana.ruralnet.net)  
Website: [www.seced@seced.net](http://www.seced@seced.net)

## DISTRICT 7 Pueblo Area Council of Governments

### Purpose

The Pueblo Area Council of Governments is organized under the Colorado Intergovernmental Cooperation Act. Its purpose is to foster a cooperative effort in considering problems, coordinating policies, developing plans and assisting, advising and supervising the operation of cooperative projects approved by the local governmental bodies.

### Membership (Number of Voting Members on Governing Body)

City of Pueblo (7 Council members)  
Pueblo County (3 County Commissioners)  
School District 60 (1)  
School District 70 (1)  
Pueblo Board of Water Works (1)  
Pueblo West Metropolitan District (1)  
Colorado City Metropolitan District (1)

### Roles and Responsibilities

Metropolitan Planning Organization (Federal Highway Transportation Act)  
Area Agency on Aging (Older Americans Act)  
Area Wide Water Quality Management Planning Agency (Federal Clean Water Act)  
Regional Planning Commission for the Pueblo Transportation Planning Region

### Contacts

Website: [www.pacog.net](http://www.pacog.net) Click on “About Us” for most current information.

## **DISTRICT 8**

### **San Luis Valley Development Resources Group**

#### **Purpose**

The purpose of the San Luis Valley Development Resources Group is to plan for, design and implement economic and community development programs, strategies and activities which will create jobs, improve income, diversify the regional economy, strengthen local economic potentials, facilitate infrastructure improvements, increase public involvement in the planning process, and provide net benefits for Valley residents and their environment.

#### **Roles and Responsibilities**

- ♦ Regional coordination for economic and community development projects, including project design, project start-up, and establishment of public/private partnerships
- ♦ Business expansion, recruitment, and retention
- ♦ Business gap financing assistance, financial analysis, and deal packaging
- ♦ Assistance to local governments and others for infrastructure and service project planning and development
- ♦ Resource knowledge and information, including technical, economic base, labor force, and various demographics
- ♦ Preparation and updates of the Valley's Overall Economic Development Program
- ♦ Assistance in securing resources for new industry development, such as agricultural processing, aquaculture, and others
- ♦ Transportation planning
- ♦ Grant writing and grants management experience, including performance, fiscal and environmental compliance

#### **Contact**

Mike Wisdom, Executive Director  
John S. Stump, Director of Research and Planning  
San Luis Valley Development Resources Group  
626 Fourth Street  
P.O. Box 300  
Alamosa, CO 81101  
Phone: (719) 589-6099  
Fax: (719) 589-6299  
Website: [www.slvdrg.org](http://www.slvdrg.org)

## **DISTRICT 9**

### **Archuleta County Planning Commission**

#### **Contact**

PO Box 1507  
Pagosa Springs, CO 81147  
Phone: (970) 731-3877  
Email: [planning@archuletacounty.org](mailto:planning@archuletacounty.org)  
Website: [www.archuletacounty.org/Planning/Commission](http://www.archuletacounty.org/Planning/Commission)

## **DISTRICT 10**

### **Region 10 League for Economic Assistance & Planning, Inc.**

#### **Purpose**

The Region 10 League for Economic Assistance and Planning is a voluntary association of local governments and businesses established in 1972 to provide its members with a vehicle for regional cooperation. The agency focuses on collective efforts for the mutual benefit of the local governments and businesses in the six Counties of Delta, Hinsdale, Gunnison, Montrose, Ouray and San Miguel. The agency is governed by a Board of Directors composed of town-, city-, and county-level elected officials and private sector representatives appointed by the six Boards of County Commissioners. Region 10 is a Colorado non-profit corporation.

## **Programs and Services**

- ♦ Provides assistance to new and expanding businesses in the Region. Revolving Loan Funds are available to support business development and to advise businesses interested in pursuing the benefits of Region 10's designation as a Rural Enterprise Zone
- ♦ Provides services to senior citizens including nutrition, transportation, legal, homemaker and wellness services, activities for seniors, senior services information and referral helpline, and ombudsman coordination
- ♦ Offers services in planning, project management, census data, and community development
- ♦ Provides research and policy coordination for special projects and local issues throughout the six-county service area. Special projects include transportation, telecommunications and recycling
- ♦ Provides management and administration for the Ouray/Delta/Montrose (ODM) Public Television System and the Storm King Television System

## **Contact**

Region 10 League for Economic Assistance and Planning, Inc.  
300 North Cascade; Suite 1  
Montrose, CO 81401  
Phone: (970) 249-2436  
Fax: (970) 249-2488  
Email: [info@region10.net](mailto:info@region10.net)  
Website: [www.region10.net](http://www.region10.net)

## **DISTRICT 11**

### **Associated Governments of Northwest Colorado (AGNC)**

## **Purpose**

The Associated Governments of Northwest Colorado (AGNC) is the voluntary regional association representing cities and counties in the five-county northwest Colorado area of Garfield, Mesa, Moffat, Rio Blanco and Routt. Currently there are five counties and fifteen cities participating as members.

## **Programs and Services**

- ♦ Area Agency on Aging
- ♦ Severance Tax Payment Program
- ♦ Northwest Colorado Rural Enterprise Zone
- ♦ PILT Offset Program

## **Contact**

Associated Governments of Northwest Colorado  
P.O. Box 351

Rifle, CO 81650  
Phone: (970) 625-1723  
Fax: (970) 625-6261  
Website: [www.agnc.org](http://www.agnc.org)

## **DISTRICT 12**

### **Northwest Colorado Council of Governments (NWCCOG)**

#### **Purpose**

The membership of Northwest Colorado Council of Governments consists of six counties (Eagle, Grand, Jackson, Pitkin, Routt and Summit) and the 26 towns contained therein. Its purpose is to provide an opportunity for regional problem solving, information sharing and relationship development among the region's local governments; advocate for regional interests and funding with local, state and federal agencies; and provide high quality, cost and time effective, standard and customized services and technical assistance to its members, avoiding ineffective duplication of effort.

#### **Programs and Services**

- ♦ Water Quality and Quantity Program – monitors water development activities and legislative initiatives, which affect water quality or quantity in the basin of origin
- ♦ Water Quality Program – 208 Plan, water quality improvement projects, review of development proposals on water quality, plan and permit reviews and regional representation in state water quality activities
- ♦ Skyline Six Area Agency on Aging – regional focal point for services to senior citizens in the six county areas known as Region XII
- ♦ Energy Management Program – Applicants can qualify for energy saving services.
- ♦ Elevator Inspection Program – works closely with building owners/managers and elevator service companies to bring unsafe elevator conveyances up to standards as quickly as possible
- ♦ Community Development Technical Assistance Program – to build the capacity of local governments to solve problems effectively

#### **Contact**

Northwest Colorado Council of Governments  
249 Warren Avenue  
P.O. Box 2308  
Silverthorne, CO 80498  
Phone: (970) 468-0295  
Fax: (970) 468-1208  
Internet: [102151.1264@compuserve.com](mailto:102151.1264@compuserve.com)  
Website: [www.nwc.cog.co.us](http://www.nwc.cog.co.us)

## **DISTRICT 13**

### **Upper Arkansas Area Council of Governments (UAACOG)**

#### **Purpose**

The Upper Arkansas Area Council of Governments (UAACOG) is a quasi-governmental agency that assists local government in planning and efficiently accomplishing regional projects.

#### **Programs and Services**

- ♦ Housing Rehabilitation – Loans for low to moderate-income families at low interest rates for the purpose of repairs or replacement of existing homes
- ♦ EPSDT – Early Periodic Screening Diagnosis and Treatment referral program within Medicaid for persons from birth to age 21; assists in the referral of services available in the community
- ♦ Area Agency on Aging – Provides and coordinates services for persons 60 years of age or older; The Ombudsman program provides services for residents in long-term care facilities.
- ♦ Section 8 Housing - Provides qualified families the opportunity to live in safe, decent and sanitary rental housing through rent subsidy
- ♦ JTPA – The Job Training Partnership Act provides employment and training opportunities for economically disadvantaged youths and adults.
- ♦ Fremont County Head Start – Provides children of low-income families with a comprehensive pre-school program to meet their educational, social, and health needs
- ♦ WIC – Nutrition, educational and supplemental food program for low-income women, infants and children
- ♦ Small Business Finance and Enterprise Zone – Financing assistance to new and expanding for-profit businesses in a six-county region

#### **Contacts**

Website: [www.uaacog.com](http://www.uaacog.com) for all current contact information.