

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [CityAdmin](#)  
**Subject:** [External] Online Form Submittal: BOARDS & COMMISSIONS Application  
**Date:** Wednesday, May 11, 2022 3:42:23 PM

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External email. Please use caution.

## BOARDS & COMMISSIONS Application

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### BOARDS & COMMISSIONS Application for Appointment

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DATE 5/11/2022

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BOARD OR  
COMMISSION Marijuana Licensing Authority

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#### Contact Information

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FIRST NAME Kim

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LAST NAME Archuletta

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HOME ADDRESS 6 Endeavor Ln

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CITY Pueblo

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STATE CO

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ZIP 81001

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OFFICE ADDRESS *Field not completed.*

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CITY *Field not completed.*

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STATE *Field not completed.*

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ZIP *Field not completed.*

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DAYTIME PHONE 719-406-5888

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E-MAIL ADDRESS [kim.archuletta@gmail.com](mailto:kim.archuletta@gmail.com)

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ARE YOU  
CURRENTLY  
EMPLOYED WITH NO

THE CITY OF  
PUEBLO?

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OCCUPATION (or if  
RETIRED, your  
previous occupation)

Deed Title Specialist

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Questionnaire

*Please complete the following general information.*

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1. Please list your  
areas of  
accomplishments that  
you feel could assist  
the mission of this  
Board or Commission.

I currently chair the current Medical/Retail Licensing Authority for the City of Pueblo and I also chair the Pueblo County Liquor and Marijuana Board. I am very knowledgeable in both State and Local laws/codes when it comes to marijuana. I also worked in the cannabis industry for approximately two years. This knowledge has been a great asset to the board when it comes to understanding processes and procedures that are very unique.

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2. Why are you  
interested in being  
appointed to this Board  
or Commission?

I want to continue to serve on this board so that I can ensure public safety and compliance. I want to continue to work closely with license holders and City staff to ensure that this industry continues to be compliant and thrive.

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3. What Goals would  
you like to see this  
Board or Commission  
accomplish?

I would like to continue to be able to educate board members with my knowledge of the industry as a whole. I would like to ensure that all fees and processes are feasible for both the license holder and the City of Pueblo. I would like to continue to grow with this ever changing industry and make any new ordinance as we see fit as it changes: for example: drive through services, deliveries and possible consumption lounges and possible expansion or more licenses allowed.

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4. List any other items  
that might be useful in  
consideration for your  
appointment to this  
Board or Commission.

As stated above I have two years of experience in the cannabis industry and four years experience on the board.

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Upload résumé,  
references and/or other  
pertinent information

[Kimberly K. Archuletta 1.7.22.docx](#)

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Email not displaying correctly? [View it in your browser.](#)

## **KIMBERLY ARCHULETTA**

6 Endeavor Lane ▪ Pueblo, CO 81001 ▪ (719) 406-5888 ▪ kim.archuletta@gmail.com

### **Professional Summary**

Highly motivated, skillful administrative professional with 10+ years of relevant, progressive experience as well as a bachelor's degree in Business Administration. Multi-faceted competencies include but are not limited to; budget management, customer service, data maintenance, sales, state regulatory compliance, FMLA, Workers Compensation and Benefits administration, training and supervising, accounts receivable/accounts payable, facilities management, conflict resolution, creative problem solving, banking, notary public. Excellent interpersonal, written and verbal communications skills. Proficient at building and maintaining positive professional relationships.

### **Work Experience**

#### ***Deed Specialist***

***2018 – Present***

#### **Pueblo County Treasurer- Pueblo, CO**

- Provide customer service to all tax buyers and assessed owners during the deed process
- Calculate taxes including fees, interest and other related charges to taxpayer
- Prepare legal deeds to convey property records to determine those in jeopardy of losing their property and notifying them so a clear deed can be legally conveyed
- Research property records to establish a chain of title
- Determine surface owners and oil, gas and mineral owners coterminous to consolidate into one parcel
- Prepare legal notices for advertising, posting and certified mailing
- Track expenses incurred by lien holder applying for Treasurer's Deed

#### ***Universal Banker***

***December 2017 – April 2018***

#### **Vectra Bank- Pueblo, CO**

- Performed full-service banking with a primary focus on sales and service to new and existing customers within the branch, with the ability to perform cash transactions
- Processed loan documents for refinances & home equity lines of credit
- Established, expand and maintain a strong customer relationship
- Meet/exceed sales and referral goals and meet/exceed individual and branch goals

#### ***Office Manager***

***February 2016 – December 2017***

#### **The Herbal Garden- Pueblo, CO**

- Onboarded all new hire and managed and maintained personnel records
- Conducted annual performance reviews of employees
- Complied with all city and state regulations and policies
- Ensured all Standard Operating Procedures were being followed
- Filed use tax and excise tax with the city and state
- Maintained Business Operating Account through QuickBooks and managed all A/R and A/P
- Filed all necessary renewal paperwork with the state and city to keep license current
- Prepared necessary documents for quarterly bank audits & city tax audits, successfully passing all local jurisdiction and state audits

**Executive Assistant, Facilities Management**  
**Pueblo City Schools- Pueblo, CO**

**November 2012 – February 2016**

- Managed all Facilities Management budgets, including Capital Reserve funds, as well as maintenance of accurate accounting records for all such funds
- Liaison between numerous vendors and Pueblo City Schools for Capital Projects
- Processed payment applications, accounts receivable and payable, generated purchase orders for vendors
- Worked directly with Chief Financial Officer and Director of Facilities to strategically manage and plan budgets for upcoming fiscal school year
- Made travel arrangements, managed multiple calendars and reconciled procurement cards
- Worked directly with legal counsel to prepare contracts and settle claims through insurance pool

**Educational Support**

**September 2011 – November 2012**

**Pueblo City Schools- Pueblo, CO**

- Analyzed and maintained various natures of student data
- Processing high volume of invoices and creating purchase orders for vendors
- Ensuring proper compliance with internal policies as well as state regulations and procedures
- Promoted to Executive Assistant within 14 months of employment

**Senior Banker**

**August 2005 – October 2009**

**US Bank- Pueblo, CO**

- Health Savings Account Specialist designated to serve Pueblo Neurology
- Processed loan documents for all refinances and home equity loans/lines of credit
- Establishing and maintaining quality long term relationships with banking staff, partners, and customers
- Supervising and cross training tellers
- Consistently ranked among the top five personal bankers for highest sales volume

**Education**

**Bachelor of Science – Business Administration (BSBA)**

**Colorado State University, Pueblo CO – 2005**

**Board Memberships**

**Member July 1, 2019 – September 2019**

**Appointed a four-year term on June 25, 2018**

**Chairwoman October 1, 2019 – Present**

***Medical/Retail Marijuana Licensing Authority for the City of Pueblo***

- Facilitate public hearings
- Issue or deny marijuana licenses and renewals along with major and minor modifications
- Make findings and orders, adopt rules and ensure compliance

**Member January 1, 2020 – Present**

**Appointed a three-year term January 30, 2020**

**Chairwoman March 2021 - Present**

***Pueblo County Liquor and Marijuana Licensing Board***

- Facilitate public hearings
- Issue or deny marijuana & liquor licenses
- Make findings and orders, adopt rules and ensure compliance