City Clerk's Department
Departmental Semi-Annual Report
January 2015 through June 2015

In addition to the ambient duties, the Clerk's Department has been busy with several extra projects this winter and spring. Following the Police Department's successful move to their new building, the City Hall renovation was started and we were finishing up the details of the departmental "shuffles" this spring. The upgraded HVAC system and much needed improvements to items like the fraying carpets has helped better serve not only our customers but City employees as well. The electric space heaters were a definite morale buster. The Council Chamber's new audio-visual system was installed and while there are still a few glitches we are all progressing along the learning curve of the new technology. It is a huge improvement over the old system. We have had very positive comments from the meetings' audience members on the new video monitors. The public is also now able to watch video of a Council meeting via a couple mouse clicks on the City website. The meeting live video streaming should be up and working in the near future.

The expansion of the meeting space and conference rooms has helped with meeting schedules and increased demand. The RTA utilized the meeting space while the courthouse was under construction. Not only do we schedule City meetings, we get requests from local non-profit agencies, political parties, State governmental agencies and event coordinators.

The big event of spring 2015 was the Regular Municipal Election. The process started in January with a potential candidate's class and follows through to the successful completion of the election. This year we had an unexpected challenge with the disappearance of the "M" tray of mail ballots through the Post Office. We tried everything we could think of to get the word out to all potentially effected voters to get a replacement ballot. We feel we were successful in those efforts and had a "standard" voter turnout in the election. The missing ballots have never surfaced. We track this because Court Clerk Melissa McLeod, who is also an election official, had a missing ballot and has not received as of this date. The mystery remains. There were many changes to the Municipal Election Statutes that will influence future elections. We are attending trainings already in preparation for those changes. Post-election, new Councilor orientation took place and they were inundated with mountains of information, policies and procedures. The City Council Policy and Procedures Handbook will be updated as changes occur. If Council needs additional information, please ask. We are happy to get that for you.

Marijuana regulations development was tackled by Staff since the issue was past be the voters in November. With much work from Staff, the Planning Commission and the Council, we are on the cusp of starting to license marijuana facilities in the City. As the point person, it will be interesting to see how the process transpires early next month.

As always, customer service remains the number one priority of the City Clerk's Department. We place meetings, events, and announcements on the general City calendar, coordinate meeting room scheduling, answer the multitude of the public's

questions that come through on the administration phone line and walk-in customers, and maintain the City's intranet, Facebook site, and front pages of the City's external website. Tara is the point person for the City's website and monitors the links and legal aspects of the site. Melissa maintains the City's general Facebook and City App pages. The number of followers and "friends" continues to increase. Combined with the Communications Facebook page, information is disseminated at a faster and more accurate pace. Information for the public to sign up for the "CodeRed" and "Nixle" Emergency Notification Services is included on the front page of the City's website. We also continue to prepare meetings minutes, agendas, resolutions, and lots of community proclamations. Each week we e-mail out agendas and minutes and hard mail copies of both to a variety of citizens and entities. And of course, all agendas, minutes, ordinance and resolutions are available on the City website. The Department also maintains and is continually increasing the City Clerk's Public Files on the internal Intranet site for use by all City departments. This allows quick access by City personnel to City contracts, leases, easements, etc. from their desktops.

Staffing: Melissa McLeod completed her seventh year as Municipal Court Clerk. She is competent in her duties and continues daily to improve on the efficient operations of the Court. Tara Kindall completed her fifth full year as Deputy City Clerk and has become fully-trained and proficient in not only the Clerk Department duties but in the Municipal Court proceedings as well. In July, Tara will again participate in year two of the three-year Municipal Clerks Institute training at CU Boulder. Both Melissa and Tara are hardworking assets to the City organization and it is a pleasure to work with them.

Outreach: External and internal customer service projects included participation in the Computer Work Group, City Safety Committee, Colorado Municipal Clerk's Association, International Institute of Municipal Clerks, Colorado Association of Municipal Court Administration, and the Gunnison Valley Observatory (GVO) Board of Directors. I am also an active member of the Gunnison Kiwanis Club and participated in many community activities through this organization. The Clerk's Department hosted a Municipal Clerks Association Liquor Licensing Training that saw 17 participants from around the Western Slope. We also co-hosted a State-Liquor Division training for liquor licensees and non-profit organizations. Community outreach to Western State Colorado University continued with the participation of WSCU student liaison Stefano Ballesteros to City Council. He was an enthusiastic and informed participant in Council discussions.

Special Event Permits: Since my last report in December, the Clerk's Department, in conjunction with the Parks & Recreation Department and Management Staff team, processed a total of 24 City Event Permits. This is down slightly from the 29 processed in the same timeframe last year. We continue to take proactive steps to help prevent potential conflicts from street closures or crowd noise.

Youth City Council: There were 6 active students serving on the 2014/2015 school year Youth City Council. The students reported they learned a lot in the "hands-on" activities during the winter and spring. They met with the Management Staff Team and

learned about the various departments and their functions. They also participated in a "mock City Council meeting" where they discussed timely issues. The students gave input from their age group to the Comprehensive Plan and Parks & Recreation Master Planning processes. One of the goals of the Youth Council is help create well-rounded, informed citizens when then venture out into the world after school.

Liquor Licensing: Since the end of December 2015, (my last report to Council), the City Clerk's Department processed 14 Special Events Liquor Permits, 22 existing liquor license renewals, and am in the process of a transfer of retail liquor store license. We are still experiencing a slow-down in processing on the State-level due to license volume and staffing turnover. A lot of their personnel have transferred to the Marijuana licensing division. We are assisting wherever we can to help expedite the processes. I have met with new Event Coordinator Andy Eflin regarding the City event permitting, transient merchant licensing and special event liquor permit licensing processes/

Transient Merchant Licensing: Since my last report in December, I have received two inquiries about the City's Transient Merchant License. In each instance, the vendor stated that the process was too onerous and they did not follow through with the licensing process.

Gunnison Municipal Court:. Judge McDonald continues to sit on the Gunnison Municipal Court bench. He presented the 2014 Annual Municipal Court Report to Council in February. The Court schedule is developed to accommodate WSCU's breaks/holidays and we do hold special emergency sessions and telephone court sessions as needed to accommodate our clients. We are currently experiencing our summer Court case slowdown. Municipal Court is now fully processing cases with the Full Court Enterprise Software Upgrade. New and more detailed case reporting is being utilized. A copy of the January through June 2015 report is attached.

Thanks to City Council for your continued support and assistance. If you have any questions regarding this report or if you have any comments or suggestions for the City Clerk's Department, please contact me.

City Clerk Gail A. Davidson, CMC

Gunnison Municipal Court

Receipts By Fee Report

All Case Types and Sub-Types
From 01/01/2015 to 06/18/2015
Fee Type: Criminal: All Fees
Total Only

Defendant	Charge	Received	Receipt	Amount
Fee: Bench Warrant Fees				
			Total For Bench Warrant Fees:	$180.00
Fee: Court Costs				
			Total For Court Costs:	$832.13
Fee: Default Judgement Fee				
			Total For Default Judgement Fee:	$30.00
Fee: Deferral Sentence Fee				
			Total For Deferral Sentence Fee:	$150.00
Fee: Fine				
			Total For Fine:	$12,205.00
Fee: Fine not paid or postmarked within 30 days of violation				
			Total For Fine not paid or postmarked within 30 days of violation:	$100.00
Fee: SafeRide Surcharge				
			Total For SafeRide Surcharge:	$1,550.00
Fee: Shelter Fee				
			Total For Shelter Fee:	$430.00
Fee: Victim Restitution				
			Total For Victim Restitution:	$1,574.32
Total:				**$17,051.45**